

SSCC Bylaws, Revised 11/22/13

Article I - Terms of Office

I. The Student Senate of Chabot College (SSCC) is comprised of a popularly elected Executive Council and an appointed Representative Council.

II. Executive Council

Members of the Executive Council shall be elected to a term of office commencing the first day of the fall session and ending the last day of regular instruction for the academic year.

III. Representatives

Members of the Representative Council shall be elected to a term of office commencing the first day of the fall session and ending the last day of regular instruction for the academic year.

IV. Succession of Office

A. The position of President, if vacated, shall be filled by the succession of the Vice President, followed by the Financial Director. If both of these positions are vacant, a special election will be held within three (3) weeks of the vacancy.

B. The position of Student Trustee, if vacated, shall be filled in pursuance of Board of Trustees' policies.

C. Positions of Representatives, if vacated, shall be filled through the appointment of Senate Interns and/or by Special Election within four (4) weeks of notification of the opening or the position is to remain vacant for the remainder of the academic semester.

D. When it comes to the case of three (3) or more vacant Elective positions the Election Committee shall hold an open election for eligible SSCC members and students, but if there are less than three (3) then there will be a special election by the SSCC to vote on recommended members for the vacant position(s).

Article II - Eligibility to Seek or Hold a Student Senate Position

I. Requirements for all SSCC Positions:

A. Any student who wishes to seek or hold a position on the Student Senate must:

1. Be a student in "good standing" in accordance with the standards established by Chabot-Las Positas Community College District at time of election and during their entire term of office.
2. Maintain a minimum of five (5) units of college credit at Chabot College during the term of office.
3. If an incomplete is included in the total of the five (5) active units, then a two (2) week period from the time of verification will be given for the student to resolve the number of units.
4. Have and maintain an accumulated grade point average of 2.0 or better.

5. Cannot be on disciplinary or progress probation.
6. Cannot have "academic holds" on their records.
7. Cannot have been found by the SSCC Judicial Review Committee to neglect the duties of their position in the SSCC.
8. Cannot have been found to violate Federal or State laws and regulations pertaining to SSCC Governance including but not limited to the Ralph M. Brown Act by the SSCC Judicial Review Committee.
9. Cannot have previously served as an SSCC member who resigned prior to an SSCC Judicial Review Committee ruling.

II. Verification of Eligibility

- A. Verification of the eligibility for current members or prospective members of the SSCC Student Senate is hereby authorized by to the SSCC to the Office of Student Life.

Article III – Meetings

I. Frequency of Meetings

- A. The Student Senate shall have a regularly scheduled meeting every first (1st), third (3rd) and (5th) Monday of the month at 3:00 PM.
- B. Special meetings of the Student Senate may be called by the SSCC President or by five (5) members of the Student Senate in consultation with the Executive Council when it is deemed necessary and is duly noticed in accordance with the Ralph M. Brown Act.
 1. Minutes of special meetings will be made available upon request.

II. Attendance

- A. The SSCC Student Senate meetings shall require a majority, half of the total of its members plus one present, to meet quorum.
- B. An absence is defined as a member not present after the first 15 minutes in the meeting without the explicit notice to the President and Secretary.
 1. Any Executive or Representative member absent at roll call retains full voting powers.
- C. Notwithstanding the above sections, absences shall not be considered by the Judicial Review Committee for the purposes of removal from office if accumulated from:
 1. Conflicting scheduled meetings.
 2. Conflicting special meetings.
 3. Conflicting Student Senate responsibilities
 4. Illness
 5. Uncontrollable transportation delays
 6. Family Emergencies

Article IV. Elections

II. Election Code

- A. The SSCC has the authority to adopt an Election Code, which serves as the governing document for all election processes and procedures. All regular and special elections shall be conducted as stipulated in the SSCC Election Code.
- B. The Election Code and must be adopted each regular or special election by a majority vote of the SSCC.
- C. All candidates running for election must meet all specified criteria in the Election Code.
- D. All Associated Students of Chabot College shall be eligible to vote in regular and special SSCC elections, as determined by the current student list provided by Chabot College.

Article V - General Organization, Duties, and Responsibilities

I. Executive Council

- A. The function of the Executive Council shall be to administer the affairs of the Student Senate and place into operation all policies and programs passed by the Student Senate. It shall coordinate relations with: the Associated Students of Chabot College, Student Clubs, other students associations, statewide associations, Board of Trustees, administration, faculty and staff.
- B. Members of the Executive Council shall be elected to a term of office commencing the last day of spring instruction and ending the last day of the following academic year. Completion of duties and responsibilities over the summer are at the discretion of each executive.
- C. Duties and responsibilities for individual members of the Executive Council:

1. The President

- a. The President shall be the Chief Executive Officer of the SSCC.
- b. The President shall be the official representative of the SSCC to all organizations and at all functions organized by the SSCC, except as specifically stated otherwise in the SSCC Constitution and Bylaws
- c. The President may take official action on all legislation approved by the Student Senate before the following regularly scheduled meeting of the Student Senate.
- d. The President shall be responsible for enforcement of all policies and procedures adopted by the Student Senate.
- e. The President shall act as chairperson of all regularly scheduled meeting of the Student Senate.
- g. The President shall attend all regularly scheduled meetings of the Board of Trustees and Faculty Senate.
- h. The President shall co-chair the Judicial Review Committee.
- I. In the event that the President cannot attend a meeting the President reserves the right to appoint a Senate member to act as a stand-in.

j. The President shall maintain a minimum of twelve (12) hours per week in direct pursuance of SSCC business.

2. Vice President

a. The Vice President shall be the SSCC Chief of Staff.

b. The Vice President shall maintain records of confirmed excused or unexcused absences of Executives and Representatives.

c. The Vice President shall assign the postings of members of the Student Senate to the various academic division and functional committees, while placing a priority on the provision of effective student representation to these functions.

d. The Vice President shall inform all new members of the Student Senate in matters of the SSCC governance, office conduct, and individual duties and responsibilities.

e. The Vice-President shall attend all regularly scheduled meetings of the Classified Senate.

f. The Vice President shall chair the Election Committee.

f. The Vice President shall co-chair the Judicial Review Committee.

h. The Vice President shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of SSCC business.

3. Inter-Club Council Chairperson

a. The Inter-Club Council Chairperson, hereafter referred to as the ICC Chair, shall act as a liaison between the ICC and the Student Senate and regularly provide an overview of ICC activities to the Student Senate.

b. The ICC Chair shall conduct and preside over all regularly scheduled meetings of the ICC, as well as all related functions related to the coordination and communication between the campus organizations represented by the ICC.

c. The ICC Chair shall vote in case of a tie in the ICC Meetings.

d. The ICC Chair shall maintain all official financial records pertaining to the ICC or a designee.

e. The ICC Chair shall maintain an active roster of all ICC represented campus organizations.

f. The ICC shall give the Events Coordinator and Communications Director a Biweekly summary of club events.

g. The ICC Chair shall give the Financial Director weekly briefings of ICC related financial transactions.

h. The ICC Chair shall attend and represent Clubs in the Planning, Review, and Budget Committee (PRBC).

I. The ICC Chair has the power to appoint an ICC Vice-Chair, Secretary, and Treasurer to assist the ICC Chair in all delegated duties.

K. The ICC Chair shall maintain a minimum of seven and one

half (7.5) hours per week in direct pursuance of SSCC business.

4. Events Coordinator

- a. The Events Coordinator shall create and maintain a calendar of events.
- b. The Events Coordinator shall plan, regulate, and direct all SSCC sponsored and affiliated events.
- c. The Events Coordinator shall attend all regularly scheduled ICC meetings to maintain contact with clubs.
- d. The Events Coordinator shall attend all regularly scheduled meetings of the Facilities Committee.
- e. The Events Coordinator shall serve on the SSCC Communications Committee.
- f. The Events Coordinator shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of SSCC business.

5. The Communications Director

- a. The Communications Director is responsible for posting all relevant SSCC information on the website including, but not limited to: events, agendas and minutes from all SSCC regular and special meetings, committee information.
- b. The Communications Director shall represent the SSCC in matters dealing with the press and shall set-up a press conference if there are any relevant news or events pertaining to the SSCC.
- d. The Communications Director shall draft and distribute press releases relevant to SSCC events or news.
- e. The Communications Director shall inform the Student Senate and SSCC President of external news pertaining to Chabot College or the SSCC.
- f. The Communications Director shall be the contact for the campus press if there so happens to be a crisis in the SSCC.
- g. The Communications Director shall maintain an updated directory of all SSCC members and their contact information on the website.
- h. The Communications Director shall be the chairperson of the SSCC Communications Committee.
- i. The Communications Director shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of SSCC business.

6. Financial Director

- a. The Financial Director shall be the Chief Financial Officer of the SSCC.
- b. The Financial Director shall administer the financial affairs of SSCC in accordance with the SSCC Financial Code.
- c. The Financial Director shall be responsible for the implementation of all financial legislation approved by the Student Senate.

- d. The Financial Director shall account for all financial transactions, update the budget, and keep proper documentation in support of changes to the budget and shall make such documentation available to the Student Senate and to the Associated Students of Chabot College.
- e. The Financial Director shall meet weekly with the SSCC President to discuss Senate finances.
- f. The Financial Director shall serve as liaison between the flea market coordination team and the Senate in order to appropriately staff the flea market.
- g. The Financial Director shall be the chairperson of the SSCC Budget and Co-Curricular Committee.
- h. The Financial Director shall orally deliver a Financial Report during regular SSCC meeting when appropriate.
- i. The Financial Director shall represent the SSCC at all regularly scheduled meetings of the Planning, Review, and Budget Committee (PRBC).
- j. The Financial Director shall meet with appropriate administration regarding financial matters.
- k. The Financial Director shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of SSCC business.

7. Legislative Director

- a. The Legislative Director shall serve as the SSCC representative for the Student Senate for California Community Colleges (SSCCC).
- b. The Legislative Director shall be informed about external politics, including lobbying and legislation, and make recommendations to the Student Senate on relevant political issues.
- c. The Legislative Director shall be responsible for drafting resolutions and documents of legislative matters for the SSCC.
- d. The Legislative Director is required to be knowledgeable in laws and regulations pertaining to SSCC Governance including but not limited to the Ralph M. Brown Act.
- e. The Legislative Director shall attend all SSCC Region meetings.
- f. The Legislative Director shall act as chairperson of all regularly scheduled meetings of the ICC in the absence of the ICC Chair.
- g. The Legislative Director shall schedule attendance at Associated Students (AS) Conferences.
- h. The Legislative Director shall maintain files on information from Conferences in an orderly fashion.
- i. The Legislative Director shall serve on the SSCC Election Committee.
- i. The Legislative Director shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of SSCC business.

8. Secretary

- a. The Secretary shall maintain a complete and permanent record of all legislation approved by the Student Senate.
- b. The Secretary shall record, archive, and maintain all the minutes of all SSCC special and regular senate meetings.
- c. The Secretary shall be responsible for collecting, archiving, and maintaining all SSCC committee meeting agendas and minutes.
- d. The Secretary shall be responsible for written inter-office and intra-office communications.
- e. The Secretary shall keep an accurate record of attendance of SSCC events and meetings.
- f. The Secretary shall post all SSCC regular and special Senate meeting agendas in accordance with the Ralph M. Brown Act or otherwise appoint someone else to do so.
- g. The Secretary shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of SSCC business.

9. Student Trustee

- a. The Student Trustee shall serve as the liaison between the Chabot-Las Positas Community College District (CLPCCD) Board of Trustees and the SSCC.
- b. The Student Trustee shall represent the Associated Students of Chabot College at the Board of Trustees.
- c. The Student Trustee shall write reports communicating to the Board of Trustees on SSCC activities and concerns.
- d. The Student Trustee shall write reports back to the SSCC of the decisions made at the Board of Trustees that communicates relevant information.
- d. The Student Trustee shall attend all regularly scheduled Board of Trustee meetings.
- e. The student Trustee is required to participate in the Community College League of California, Trustees Organization.
- f. The Student Trustee is encouraged to participate in the California Community College Association of Trustees.
- g. The student Trustee shall not have a vote in SSCC meetings.

10. Representative-at-Large

- a. The Representative at Large shall act as the chief liaison between Executive and Representative Officers.
- b. The Representative at Large has the power to delegate responsibilities to the Representatives in regards to SSCC business.
- c. The Representative at Large shall moderate and enforce office rules in regards to Representatives.
- d. The Representative at Large shall include confirmation of excused

or unexcused absences of Representatives in their written report to the Vice President.

e. The Representative at Large shall serve on the Judicial Review Committee.

f. The Representative at Large shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of SSCC business.

g. The Representative at Large shall represent the SSCC at all regularly scheduled meetings of the Planning, Review, and Budget Committee (PRBC).

II. Student Representatives

A. The function of the Representative Council shall be to support the affairs of the Student Senate and place into operation all policies and programs passed by the Student Senate. It shall coordinate relations with: the Associated Students of Chabot College, Student Clubs, other students associations, statewide associations, Board of Trustees, administration, faculty and staff.

B. Representatives shall be appointed by the Executive Council during the Spring election Cycle.

1. All students who meet eligibility requirements may apply for Representatives positions.

2. Representatives may apply for positions within school-wide districts and will be appointed by Executive Officers to represent their respective districts.

3. There shall be a limit on the number of Representatives appointed to serve for the year as delineated in the Election Code.

4. One Representative will be appointed to serve as Representative at Large.

5. All students who apply for a Representative position will be interviewed by the SSCC Interview Committee and recommended to the full Senate for official approval.

C. Members of the Executive Council shall be elected to a term of office commencing the last day of spring instruction and ending the last day of the following academic year. Completion of duties and responsibilities over the summer are at the discretion of each executive.

D. Duties and responsibilities for representatives:

1. Representatives shall maintain a minimum of five (5) hours per week in direct pursuance of SSCC business.

2. Representatives shall interact on a regular basis with the Associated Students of Chabot College and bring their suggestions, concerns, and feedback to the SSCC.

3. Representatives shall support the activities of the SSCC by serving on standing and ad hoc committees.

4. Representatives shall serve on Chabot College Shared Governance committees.

5. Representatives are responsible for communicating with students about upcoming events and important information that will affect their academic

experience on campus.

Article VI - Requirements and Compensation

I. Requirements

A. All members of the Student Senate shall be required to participate in the following activities and SSCC business consisting of:

1. Attend and provide assistance with the Student Senate's Flea Market at least once a semester.
2. Serve and regularly attend one (1) college-wide shared governance committee.
3. Provide regular reports in regards to developments on the shared governance committees they sit on. At the discretion of the Senate President these reports may be provided orally during Student Senate meetings, or a written format, to be submitted monthly to the Senator-At-Large
4. Regularly attending all SSCC Meetings every first (1st) and third (3rd) Monday of each month and fifth (5th) Mondays in special circumstances. Senate members may miss no more than two (2) unexcused Senate meetings per academic semester.
5. Serve and regularly attend at least one standing or ad hoc SSCC committee.
6. Fulfillment of SSCC member duties and responsibilities as stated in Article VI Bylaws.

II. Compensation

A. All members of the SSCC who serve a full semester are entitled to:

1. A stipend upon approval of the Judicial Review Committee and a simple majority.
2. A Special Parking Permit to be issued upon approval of SSCC Position.

III. Stipend

A. Per semester the following positions shall receive a stipend of:

1. President: \$350.00
2. Executives: \$200.00
3. Representatives: \$125.00

B. Any changes to the amount of stipend awarded each semester shall require a two-thirds (2/3) majority vote by the Student Senate.

C. No change in the amount of the stipend awarded each semester shall be enacted until the following semester.

V. Frequency of meetings for the Judicial Review Committee.

A. The SSCC Judicial Review Committee shall convene once every fourth week of each month of every academic semester (except for the Summer Semester) unless a campus recess is scheduled during this time. If this is the case, the committee shall convene the first week of the following month. The purpose of the meetings of the Judicial Review Committee shall be to determine if individual members of the Student Senate are entitled to both their

stipends in the amounts set by the SSCC Bylaws AND to their respective senatorial offices by conducting thorough reviews of individual members in order to determine eligibility for committee referral and take required action against offenders.

B. The SSCC Judicial Review Committee recommendation shall be presented to the Student Senate for approval.

VI. Removal From Office

A. Failure to Perform

1. Any Student Senator who neglects any of the following obligations in any given month will be referred to the Judicial Review Committee:

- a. More than six (6) hours per month of undocumented hours for Executive Officers.
- b. More than four (4) hours per month of undocumented hours for Representative Officers.

2. Any Student Senator who has two (2) or more unexcused absences in an academic semester will be referred to the Judicial Review Committee.

3. Any Student Senator who fails to attend and provide assistance to the Student Senate Flea Market in a given Semester.

4. An initial referral to the Judicial Review (first offense within a semester) shall result in a written warning by the Judicial Review Committee.

5. A second referral (repeat offense) shall subject the Senator to removal from office, if a recommendation is so forwarded by the Judicial Review Committee to the full Senate and approved with a two-thirds (2/3) vote.

6. The Senator shall receive a written notification from the Vice President or other Judicial Review Committee member upon their removal.

7. Any Senator may request for the Judicial Review Committee to review another Senate member if there is reason to believe he or she has not fulfilled his or her duties. The reason must be voiced publicly through an agenda item at a regular Student Senate meeting.

B. Failure to Meet Eligibility Requirements

1. If a Student Senator, at any time while holding office, fails to meet the requirements as laid out in Article 2, Section 1, that Senator will be automatically ineligible to hold office, effective immediately.

C. Resignation

1. Any Senate member who no longer wishes to participate in the SSCC shall submit their resignation in writing to the President of the SSCC.

Article VII - Interclub Council

I. The Senate can authorize the formation of an Inter-Club Council, hereafter referred to as ICC.

II. The ICC shall provide mediation and communication between the various on-campus specific interest groups, by which these groups can cooperate and implement mutually beneficial projects and activities.

III. The ICC shall be responsible for the provision and promotion of opportunities for students with common interest to meet, organize, and associate with one another in pursuit of common goals under established guidelines.

IV. The ICC shall operate under a separate Constitution and Bylaws, to be approved via two-thirds (2/3) majority vote of the standing membership of ICC.

V. The ICC has the authority to independently operate its budget and allocate funding.

Article VIII – Committees

I. The following are Standing Committees of the Student Senate:

A. Judicial Review Committee.

1. The SSCC shall organize a Judicial Review Committee (JRC) which shall exercise authority over all matters dealing with removal from office and compensation of SSCC members.
2. The President and the Vice President shall co-chair the Judicial Review Committee
3. The Representative at Large shall serve on the Judicial Review Committee.
4. The Judicial Review Committee shall consist of at least two (2) additional members who shall be confirmed by a 2/3 vote of the full Senate.
5. Should any member of the JRC be referred to the JRC, they are obligated to recuse themselves from participation.

B. The Budget and Co-Curricular Committee:

1. The SSCC shall organize a Budget and Co-Curricular Committee which shall exercise authority over all matters dealing with finances, including Co-Curricular allocations.
2. The Financial Director shall Chair the Budget and Co-Curricular Committee.
3. The Budget and Co-Curricular Committee shall consist of at least three (3) additional members who shall be confirmed by a 2/3 vote of the full Senate.

C. Election Committee:

1. The SSCC shall organize an Election Committee which shall exercise authority over all matters dealing with elections, including the Election Code and the appointment of Representatives.
2. The Vice-President shall chair the Election Committee.
3. The Legislative Director shall serve on the Interview Committee.
4. The Election Committee shall consist of at least two (2) additional members who shall be confirmed by a 2/3 vote of the full Senate.

D. The Communications Committee:

1. The SSCC shall organize a Communications Committee which shall exercise authority over all matters dealing with communications and serve to collaborate other media entities on the Chabot College Campus.
2. The Communications Director shall Chair the Communications Committee.

3. The Budget and Co-Curricular Committee shall consist of at least three (3) additional members who shall be confirmed by a 2/3 vote of the full Senate.

II. The Senate has the right to create and dissolve Ad Hoc Committees with a majority vote of the Senate.