



Bylaws

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**American River College
Student Senate
Bylaws**

Statute I. Student Senate Statutes

Act I. Adoption

These statutes shall become effective when ratified by a two-thirds (2/3) vote of the Student Senate. Once ratified, statutes are effective immediately.

Act II. Amendments

These statutes may be amended by a two-thirds (2/3) vote of the Student Senate, providing public notice was given fourteen (14) calendar days in advance.

Act III. Repeal

These statutes may be repealed by a two-thirds (2/3) vote of the Student Senate, providing public notice was given fourteen (14) calendar days in advance.

Act IV. Suspension of Statutes

These statutes may be suspended by a two-thirds (2/3) vote of the Student Senate and may only be suspended for that current meeting. At adjournment, these statutes are effective immediately.

Act V. Maintenance

1. The maintenance of these statutes shall be the responsibility of the Vice President of Student Services or the President's designee.
2. Student Senate may, by a majority vote, request maintenance of these statutes at any time.

Statute II. Membership

Associated Student Body membership shall be as defined in the Constitution (Article VI, Section I).

Statute III. Student Senate Publicity Statute

All Student Senate publicity shall be subject to campus regulations. All Student Senate off-campus publicity shall be of such quality as to maintain an acceptable image of American River College. For the purpose of identification, all events have been classified into one of the following:

1. Campus Events: Shall be any event sponsored by the ASB, a campus club, or any on-campus organization.
2. Community Events: Shall be any educational or cultural event of interest to students sponsored by off-campus organizations.
3. Elections: Shall be any instance when candidates are running for the position of Los Rios Community College District Student Trustee or ASB office.

Act I. Regulations

All Student Senate publicity will comply with the following:

1. The Student Senate shall follow the guidelines established by the American River College and the Los Rios Community College District regulations. With the approval of the Center for Leadership and Development, the Student Senate may post/publicize earlier for any event. All events shall be posted/publicized according to the Center for Leadership and Development posting policy.
2. The Director of Public Relations and/or in conjunction with the Director of Activities shall be responsible for all publicity.
3. The Director of Public Relations and/or in conjunction with the Director of Activities, with the approval of the Center for Leadership and Development, shall have the authorization to extend the poster size for any event.

Act II. Student Senate Digital Media

1. Digital Media shall include, but not be limited to, all ASB-designated campus marquees, digital signage, and social media.
2. The Director of Public Relations, shall be responsible for maintaining all Student Senate events on digital media in coordination with Center for Leadership and Development staff, including, but not limited to the following:
 - a. Coordinating the storage and maintenance of all materials used.
 - b. Coordinating with the Director of Activities and Center for Leadership and Development staff in the usage of digital media.
3. The priority system for usage of all digital media shall be determined by the Student Senate in collaboration with the Center for Leadership and Development.
4. Anyone wishing to utilize any digital media must file the proper forms with the Center for Leadership and Development staff. The Director of Public Relations shall be responsible for the creation of Student Senate digital media, subject to approval from the Student Senate President.
5. No digital media owned or controlled by the Student Senate shall be used to officially endorse any political campaign.
 - a. All digital media may however be used to advertise the general and special elections held on campus for the Associated Student Body elections.
 - b. All candidates for election shall be granted equal opportunity to advertise campaign material on digital media by the Election Committee in collaboration with the Center for Leadership and Development.

Act III. Complimentary Tickets

1. The Director of Activities may distribute a maximum of ten (10) complimentary tickets for each Student Senate sponsored event. These tickets can be given to media personnel or other personnel as deemed necessary by the Director of Activities.
2. Complimentary tickets shall be approved by a majority vote of the Student Senate, acting on a recommendation of the Director of Activities.

3. Complimentary tickets shall not exceed ten (10) in number, unless additional tickets are approved by a majority vote of the Student Senate, acting on a recommendation from the Director of Activities.

Act IV. Enforcement

1. Any club, organization, or individual violating these publicity statutes shall be referred to the Center for Leadership and Development.
2. No unauthorized person shall remove or deface any unapproved poster.
3. Any poster in violation of these statutes shall be removed immediately by the Director of Public Relations or the Center for Leadership and Development.
4. Director of Public Relations must report to the Center for Leadership and Development regarding any poster violations and posters removed.

Act V. Student Input Forms

1. Student Input Forums shall be reviewed bi-weekly by the Senate Whip. The Senate Whip may designate a Senator to respond to the respective inquiry.
2. Responses to inquiries shall be submitted to the Senate Whip for approval by a majority vote of the Senate Caucus within five (5) calendar days.
3. All respective responses will be reported to Student Senate by the Senate Whip on a weekly basis. A copy of each response shall be accompanied by the respective Student Input Forum data and shall be filed by the Senate Whip in the Center for Leadership and Development.

Statute IV. Associated Student Body Elections

Act I. Application

Elections regulations within this statute shall apply to all elections conducted by the American River College Associated Student Body and are intended to supplement provisions of the Constitution.

Act II. Commissioner of Elections

1. The Vice Presidents of the Student Senate and the Clubs and Events Board shall serve as the Co-Commissioners of Elections for the Elections Committee. In the event that either or both of the Vice Presidents are candidates in the election, the President of the respective board shall appoint a replacement that is not a candidate in the election.
2. Tabulation of votes shall be conducted by the Co-Commissioners of Elections, and the Associated Student Body Advisor or a designee of the Vice President of Student Services.
3. The Co-Commissioners of Elections, in conjunction with the Associated Student Body Advisor or designee, shall post-election results in the locations of the polling stations within two (2) school days after the election. Election results are then deemed unofficial for a period of at least five (5) calendar days.

4. Pending no violations and/or complaints were received by the Elections Committee within the five (5) calendar days, the Co-Commissioners of Elections shall post the official elections results in the locations of the polling stations and various public places around the campus, as determined by the Elections Committee, for a period of at least five (5) calendar days.

Act III. Election Committee

1. Membership:
 - a. Two (2) Co-Commissioners of Elections
 - b. Two (2) members appointed by the Clubs and Events Board President
 - c. Two (2) members appointed by the Student Senate President
 - d. The Associated Student Body Advisor who shall serve as Elections Committee advisor.
 - e. The chairperson of the Elections Committee shall be determined by the members of the committee by majority vote. All members of the committee, except for the chairperson, shall be voting members. The chairperson shall only vote to make or break a tie.
2. Advisor
 - a. The Associated Student Body Advisor shall sit on the Elections Committee in a non-voting advisory role.
3. Duties:
 - a. Shall sponsor a Candidates Workshop no later than two (2) weeks before a general or special election to inform candidates of election guidelines and the candidate/election process.
 - b. The number and location of polling stations shall be determined by the Elections Committee. The committee shall report the number and places of the polling stations to the Associated Student Body at least one (1) week prior to the elections.
 - c. The Elections Committee shall select alternate polling locations.
 - i. In the event a regular polling location becomes inaccessible, the Center for Leadership and Development may open a number of polls equal to those in the inaccessible location following approval from either of the Co-Commissioners of Elections.
 - d. A list of poll workers shall be posted no later than three (3) school days prior to the election.
 - e. In the event that one or more polling stations are inaccessible, the inaccessible polling station(s) may utilize paper ballots.
 - f. Polling places must be attended by at least two (2) poll workers at all times.
 - g. If ballots are to be stored overnight, they must be placed in a locked container to which only the Associated Student Body Advisor has the key.
 - h. The procedures for printing and posting campaign platforms shall follow Los Rios Community College District's policies and regulations regarding printing and posting for campaigns.

- i. The Elections Committee will sponsor at least one (1) mandatory public Candidate's Forum during Campaign Week at which the candidates may state their platforms, but must attend the forum or consult with the Associated Student Body Advisor beforehand.

Act IV. Candidate Eligibility

See Article VII, Section 2 and Article VIII, Section 2 of the Associated Student Body Constitution.

1. The Student Senate President must have served on the Associated Student Body; This includes Student Senate, Club and Events board as a representative or director at least one (1) semester as a member within one (1) year prior to elections.
 - a. The above requirement is removed if no qualified candidate presents by two (2) calendar weeks before the application deadline.

Act V. Verification of Eligibility

Upon filing a nomination petition by a candidate, the Center for Leadership and Development shall review each candidate's records for verification of eligibility.

Act VI. Nominations

All candidates for office shall be nominated by a petition containing signatures of fifty (50) American River College students. Petitions shall be made available by the Center for Leadership and Development and must be filed in the Center for Leadership and Development by 4:00 p.m. on the Friday of Petition Week as determined by the Los Rios Community College District. Petitions shall be made available to the student population no later than two (2) weeks prior to the submission deadline.

Act VII. Election Campaign and Publicity

1. All candidates shall comply with the following:
 - a. Registered candidates will be responsible for their campaign. In addition, candidates will be responsible for the actions of their election campaign personnel.
 - b. At the discretion of the Elections Committee, and per District policy and regulations, a limit may be set as to the number of campaign personnel. A list of campaign personnel may be requested to be filed with the Elections Committee.
 - c. If any candidate does not comply with all campaign regulations, the Co-Commissioners of Elections shall submit a recommendation to the Elections Committee for that candidate's disqualifications from the elections.
 - d. Upon receipt of a recommendation of disqualification, the Elections Committee may disqualify any candidate who is not in compliance with these election regulations.
2. The American River College policy on posting of materials shall be followed unless otherwise stated.
3. The monies that may be expended for all elective office campaigns must follow the limitations set forth in the District policies and regulations. This includes the assessed value of all material donations in which a receipt is not provided. The

assessed value of campaign materials will be determined by the Co-Commissioners of Elections and the Elections Committee.

4. No election publicity or campaigning of any kind will be allowed within one hundred (100) feet of any polling station in accordance with Los Rios Community College District Regulation R-2311 4.7.
5. All candidates must follow the Los Rios Community College District's policies and regulations regarding tickets/slates.

Act VIII. Voter Eligibility

All students registered at American River College shall have the privilege of voting in all Associated Student Body elections. Any student wishing to vote must present a photo ID at the polls before receiving a paper ballot.

Act IX. Time, Date, and General Manner of Elections

1. The Co-Commissioners of Elections shall follow these guidelines in establishing the dates:
 - a. The spring general election for fall semester officers shall be scheduled by the Los Rios Community College District.
 - b. The spring special election shall take place on the second Tuesday of February.
 - c. The fall special election shall take place on the second Tuesday of September.

Act. X. Special Elections

1. Any offices vacant after the general election may be filled by a special election. However, each respective board of the Associated Student Body may move to override their special election by a 2/3 vote if the following condition is met:
 - a. The office of President have been filled by the general election.
2. If the respective board of the Associated Student Body overrides the special election, then the following guidelines shall be used to select the most qualified persons:
 - a. Information concerning the vacant positions shall be publicized for a period of not less than one (1) week after the office is declared vacant.
 - b. All applicants for office shall complete an appointment packet and turn it in to the Center for Leadership and Development by the deadline set by the President of the respective board of the Associated Student Body.
 - c. Applicants must meet all qualifications set in the Associated Student Body Constitution and Bylaws for appointment. The Associated Student Body Advisor will determine the eligibility of each applicant.
 - d. A special committee formed by the two (2) Vice Presidents of the respective boards of the Associated Student Body shall oversee the appointment process for the remaining vacancies. If VP's are available, if not designees will be assigned by each respective president.
 - e. The structure of this special committee shall follow the structure of the Elections Committee.

- f. The respective board of the ASB may override the President's appointment decision by a two-thirds (2/3) vote. The appointee will then be up for confirmation by the respective board at the next regularly scheduled meeting.

Act XI. Violations of Elections Guidelines

1. The Elections Committee shall investigate all written complaints of campaign violations submitted to the Center for Leadership and Development no later than five (5) calendar days after the election.
2. Once a complaint has been submitted, the Elections Committee shall have no longer than five (5) calendar days to investigate the complaint and determine its validity.
3. After investigation of a complaint, the Elections Committee shall forward a copy of the findings to the Co-Commissioners of Elections for final determination within two (2) calendar days.

Act XII. Voting and Ballots

1. Elections shall be by electronic ballot.
 - a. The name of the candidate which appears on the ballot shall be the same as that which appeared on the candidate's petition of candidacy.
 - b. The order in which candidates' names appear on the ballot shall be randomized.
 - c. A space shall be provided on each ballot to vote "No" for any office for which there is only one (1) candidate.
 - d. No voter shall cast or attempt to cast more than one ballot in any election.
2. In the event that paper ballots are used:
 - a. The name of the candidate which appears on the ballot shall be the same as that which appeared on the candidate's petition of candidacy.
 - b. In the presence of the Associated Student Body Advisor, the Co-Commissioners of Elections shall randomly draw election packets from the ballot box. The order in which the names are drawn shall be the order in which they appear on the ballot.
 - c. A space shall be provided on each ballot to vote "No" for any office for which there is only one (1) candidate.
 - d. No voter shall cast or attempt to cast more than one ballot in any election.
 - e. No write-in votes shall be counted, acknowledged, or accepted in any Associated Student Body Election.

Act XIII. Tabulation of Votes

1. Tabulations of votes shall be conducted by the Co-Commissioners of Elections and Associated Student Body Advisor, or designee, in accordance with, and pursuant to, the procedures set forth by the Associated Student Body Constitution and the Los Rios Community College District.
2. Ballots which are unmarked as to a particular office are disqualified and shall not be counted in determining the results for that office.

Act XIV. Election by Plurality Vote and Tie Vote

1. Candidates shall be elected by a plurality vote.
2. If a general election results in a tie, the incumbent President, or executive officer next in succession of the respective board of the Associated Student Body, shall appoint one of the candidates running in the general election.

Act XV. Swearing in of Officers

The newly elected President shall be sworn in to office by the Associated Student Body Advisor. Newly elected officers shall be sworn in to office by the President in the first meeting after the election or appointment and before assuming any and all duties of office.

Associated Student Body Oath:

"I (state your name) do hereby solemnly swear to uphold the American River College Associated Student Body Constitution and Student Senate Bylaws and to perform all of my stated duties herein."

Act XVI. Vacancies in Office

A vacancy shall exist in an elective office if no student is elected to that position during an election pursuant to Article XIII, Section 1 of the Associated Student Body Constitution.

Statute V. Student Senate Finance Statute

No amount of money (excluding line item accounts) shall be dispersed from the General Fund treasury without the majority vote of the Joint Budget Committee.

Act I. Purpose

The purpose of this statute is to ensure the most effective, fair, and equitable distribution and management in a controlled and transparent manner of all funds collected and disbursed by the Student Senate.

Act II. Budget

1. Formulation of Budget:
 - a. The budget for the Associated Student Body General Fund shall be formulated by the Joint Budget Committee into a fall/spring preliminary budget and a spring final budget based upon the fiscal year from July 1st through June 30th of the previous or current year.
 - b. Each member of the executive council of each semester shall formulate budgets (income and expenditures) for the budget pertaining to their areas of responsibility by September 15th of each semester.
 - i. The Joint Budget Committee shall determine expected revenue and expenditures from formulated budgets gathered and include such information in the budget.
 - c. The final budget for the current fiscal year shall be completed by February 14th.

- d. The preliminary budget for the next fiscal year shall be completed by April 15th.
 - e. The budget must indicate a reserve account under expenditures which must be five percent (5%) of the projected total revenue.
2. Passage of the Budget
 - a. Approval of the budget reflects the appropriations for each account that may be expended during that fiscal year.
 - b. The Joint Budget Committee shall not give financial approval of the proposed budget until at least one (1) week after it has been received, and the recommendations of the Finance Committee through the Director of Finance also has been received.
 - c. The preliminary and final budgets shall be considered passed when it is approved by two-thirds (2/3) majority vote of the Joint Budget Committee.
 - d. The preliminary budget shall be presented to the business office for recording by the fiscal year date July 1st.
 3. Amendments to the Budget
 - a. The budget may be amended by a two-thirds (2/3) majority vote of the Joint Budget Committee one (1) week after changes have been received.
 4. Unexpected Budget Balances
 - a. Unexpected budget balances at the end of the term revert to the General Fund.
 5. The Student Senate may create or dissolve budget items within their own budget.

Act III. Ethical Spending Practices

The ASB Student Senate shall at all times uphold responsible, transparent, and ethical spending practices.

PRIORITY 1: Any actions which benefit the student body via advocacy, events, leadership development, campus benefits and beautification (i.e. bike lockers) and similar expenditures.

PRIORITY 2: Vital services required by the Student Senate to operate efficiently and without interruption, such as purchase and repair of vital equipment, reimbursements for advocacy related travel, and similar expenditures.

PRIORITY 3: Non-vital operational costs. The Student Senate shall not, under any circumstance, expend money on any item which does not directly or indirectly impact the students of American River College or the Student Senate.

Act IV. Responsibilities of the Director of Finance

1. The Director of Finance
 - a. Shall sit on the Joint Budget Committee.
 - b. Shall be chairperson and presiding officer of the Finance Committee.
 - i. Shall be responsible for calling the meetings of the Finance Committee.

- ii. Shall, with approval of the Finance Committee, appoint a vice-chair of the Finance Committee.
- c. Shall report to the Student Senate regarding the finances of the Student Senate during the last meeting of every month, and make recommendations for expenditures.
- d. Shall make financial records and documents available upon written request.
- e. Shall provide budget recommendations upon the request of the Student Senate.
- f. Shall provide preliminary and final budget to the JBC.

Act V. Treasury

The treasury of the Student Senate shall be the American River College Business Office.

Act VI. Expenditures

1. All expenditures shall be disbursed through a payment requisition or a purchase order.
 - a. Prior to disbursement, a completed bill, documentation, or invoice of the expenditure must be attached to a completed requisition and turned in to the Director of Finance fourteen (14) or more working days prior to the date when funds are needed.
 - b. For all reimbursements, receipts must be produced and attached to the requisition. Failure to do so will result in no reimbursement.
 - c. The signatures of the President and Director of Finance, Student Senate Advisor, the Dean of Student Development, and the Vice President of Administrative Services must be secured to enable the release of said funds.
2. Expenditures for travel shall not exceed the standard rate established by the Los Rios Community College District.
3. All property and equipment purchased by or with the Student Senate funds shall remain the exclusive property of the Student Senate unless donation, transfer, sale, or rejection of such property is approved by a majority vote of the Student Senate.

Act VIII. Student Representation Fee

1. Under provision of California Education Code section 76060.5 and California Administrative Code sections 54801-54805, the students of American River College have established a student representation fee of one dollar (\$1.00) per semester.
2. The money collected from the student representation fee shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before officers of the state and federal government as detailed in Statute V, Act VII, Section 5.
3. The chief fiscal officer of American River College shall have custody of the money collected. The Los Rios Community College District may retain a portion of the fees collected and deposited that is equal to the actual cost of administering these fees up to, but not more than, seven percent (7%).
4. All expenditures of the student representation fee shall be in accordance with the following guidelines:

- a. Payment for expenses for student advocacy must be approved by the Student Senate a minimum of one (1) week (5 working days) prior to the activity/trip. Documentation supporting the legislative intent of the activity/trip must be submitted at this time.
 - b. All expenses and travel procedures, in and out of state, shall be in accordance with District Policy. If an advisor accompanies the student representative, the student representation fee may be used to cover their expense as well.
 - c. All expenditures shall be disbursed through a campus trust fund(s) payment or purchase order requisition and follow the procedures as outlined as in Statute V, Act VIII, Section 1 of this document.
 - d. All expenditures of the student representation fee shall follow a bill procedure as prescribed.
 - e. A student representation fee use report must be completed within ten (10) working days upon returning from the activity/trip. The report must be filed with the Center for Leadership and Development office within this time frame.
 - f. If an individual utilizes student representation funds and fails to submit a student representation fee use report, the individual is responsible for full reimbursement to the Student Senate for all expenses and future access of the funds will be prohibited.
5. Appropriate use of student representation fees:
- a. Student attendance at conferences and meetings sponsored by the Board of Governor's recognize state-wide student association or other non-partisan student organizations.
 - b. Organizational dues and/or special donations to the Board of Governor's recognize state-wide student association or any other non-partisan student organization.
 - c. Purchase of equipment used for lobbying and/or advocacy such as computers, printers, modems, faxes and software.
 - d. Subscriptions to newsletters and/or magazines such as the Chronicle of Higher Education or the California Journal.
 - e. Advertisements in either local or campus newspapers consisting of information about legislative issues of interest to the student body.
 - f. Travel expenses for lobbying and/or advocacy for students.
 - g. The cost of attending conferences for the purposes of legislative training, legislative awareness, disbursement of legislative information, or the election of officers of a recognized student lobbying organization.
 - h. Hosting conferences on legislative issues for the general student body, the state organization, or one of the recognized caucuses within the state organization.

Statute VI. Procedures

All measures brought before the Student Senate must comply with specific processes of presentation and follow-through before going into effect.

Act I. Labeling of Measures

Matters for consideration on the Student Senate agenda (Bills, Resolutions, and Consent Actions) shall be assigned a number by the Legislative Analyst or the President, continuing in numeric sequence starting July 1st and ending on June 30th of each year. All measures must have at least one coauthor or seconder, but may have no more than three (3) coauthors or seconders.

Act II. Types of Student Senate Measures

There are three (3) types of Student Senate measures: bills, resolutions, and consent actions. All measures must be brought to the floor by a voting member.

1. **BILLS.** Bills deal with matters relating to the general welfare of the student body, not in conflict with the Associated Student Body Constitution, bylaws, or any district or college policy. The term "general welfare" relates to funding, activities, budget items, etc. Approval of a bill must be by a two-thirds (2/3) vote.
 - a. A bill, under normal procedure, must be read to Student Senate three (3) times (one reading per meeting). This procedure may be waived by declaring the bill an action item.
 - i. First reading is for information, ~~and~~ clarification ~~and~~, designation of bill number, and referral of bill to appropriate committee(s).
 - ii. Second reading is for further information and discussion.
 - iii. Third reading is for final discussion and voting.
2. **RESOLUTIONS.** Resolutions deal with the formal, official opinion or will of the Student Senate. Student Senate approval of a resolution must be by a majority vote.
 - a. A resolution, under normal procedure, must be read to Student Senate three (3) times (one reading per meeting). This procedure may be waived by declaring the bill an action item.
 - i. First reading is for information, clarification, designation of resolution number, and referral of bill to appropriate committee(s).
 - ii. Second reading is for further information and discussion. Amendments are allowed beginning on the second reading.
 - iii. Third reading is for final discussion and voting.
3. **CONSENT ACTIONS.** Consent actions are neither a bill nor a resolution which require council approval and can be decided in a single vote.
 - a. A consent action, under normal procedure, must only be read to Student Senate one (1) time asking for an expenditure of three hundred dollars (\$300) or less.
 - b. Signature of Consent Actions. The author shall present the final consent action to the President for signature no later than three (3) school days after the passage.
 - c. Veto. The President may veto a consent action no later than five (5) school days after the passage. The Student Senate may override the veto by a two-thirds (2/3) vote.
 - d. Implementation. The author, in coordination with the Legislative Analyst, is responsible for all action necessary to complete implementation.

4. Implementation and Further Processes
 - a. **Action item.** In case of an emergency (as deemed necessary by Student Senate), Student Senate may decide to take final action on any item not having three (3) readings, by a two-thirds (2/3) vote.
 - b. **Committee Approval.** A resolution under normal procedure must have the vote of approval from at least one (1) unless the resolution is an action item. In case of an amendment to the resolution resulting in a significant change of intent, the Student Senate will refer the bill back to the committee for approval. All Bills must be referred to the Finance Committee.
 - c. **Property.** The bill is considered the "property" of its author until the bill's third reading. The author may amend, or make any changes they feel appropriate up until the bill is read for the third time. On the third reading the bill becomes the "property" of Student Senate.
 - d. **Signature.** The author shall present the final bill to the President for signature no later than three (3) school days after the passage.
 - e. **Veto.** The President may veto a resolution no later than five (5) school days after the passage. The Student Senate may override the veto by a two-thirds (2/3) vote.
 - f. **Implementation.** The author, in coordination with the Legislative Analyst, is responsible for all action necessary to complete implementation.

Act III. Standing Rules

Student Senate shall have the power to adopt, by a two-thirds (2/3) vote, standing rules of procedures. These rules, if adopted, may be amended or suspended by a two-thirds (2/3) vote. No Student Senate standing rule shall be effective for longer than one (1) semester unless it is passed into statutory form.

Act IV. Override of President

Student Senate may override or bypass any decision of the president, by a two-thirds (2/3) vote.

Act V. Parliamentary Session

The Student Senate President shall call a parliamentary procedure session for all Student Senate members at the beginning of each semester, and at any time deemed necessary.

Act VI. Committee Reports

The chairperson of each standing and special committee shall make available to all Student Senate members a written report of all committee recommendations, upon request.

Act VII. End-of-Office Report

Each member elected or appointed holding office within the Student Senate, shall prepare an end-of-office report, citing the year's proceedings, pending items and recommend actions. The end-of-office report shall become part of the official turnover file. A preferred method of contact must be made available in the end-of-office report.

Act VIII. Photography and Tape Recording

No person will be denied access to Student Senate for the purpose of photographing or tape recording the meetings of the Student Senate, providing the following guidelines are observed:

1. All photographers will station themselves in an area that does not interfere with the normal operation of the Student Senate meetings. However, the public has the right to not be photographed or filmed.
2. Any person may tape record any meeting of the Student Senate. However, it must be announced that said meeting is being taped.

Act IX. Committee Items

All proposals shall be referred to the appropriate committees for review. The committee shall submit a written report of their findings as a recommendation to Student Senate within one (1) week. Committee recommendations may be bypassed or overridden by a majority vote.

Statute VII. Student Senate Standing Committees

The standing committees of the Student Senate shall be: Executive, Governance, Finance, Legislative Affairs, Public Relations, Activities, Senate Caucus, Textbook Affordability and any additional committee deemed necessary by the council with a three-fourths (3/4) vote.

Act I. Committee Structure and Procedure

1. Standing committees, with the exception of the executive, senate caucus and special or ad hoc committees shall have a chairperson pursuant to the Associated Student Body Constitution.
2. Only approved members shall be allowed to vote, except the chair, which may vote only in the case of a tie.
1. Approved members shall be individuals appointed to the committee by the President.
2. All Senators on a committee must regularly attend meetings and complete at least one (1) project for the committee at the committee's request by majority vote.
3. Any member having more than three (3) unexpected absences may be dropped from the committee and may face further disciplinary actions.
4. All matters referred to a committee shall be reviewed and a written report of their review shall be submitted to the Student Senate within one (1) week.
5. All procedures and actions of the committee shall be recorded, filed with the Director of Communications, and provided for the incoming Student Senate representatives on the committee.
6. Official, approved minutes shall be filed with the Director of Communications.

Act II. Executive Committee

1. The chairperson shall be the Student Senate President.
2. The Executive Committee shall further consist of: Vice President, Director of Finance, Director of Communications, Director of Legislative Affairs, Director of Public Relations, Director of Activities, Legislative Analyst, Senate Whip, and Clubs and Events Board President.
3. All members shall have one (1) vote, except for the chairperson, who may vote only in the case of a tie.
4. The duties of the Executive Committee shall be to make recommendations to the Student Senate and standing committees on any matter under their consideration.
5. No actions can be taken by the Executive Committee with less than four members.

Act III. Governance Committee

1. The chairperson shall be the Student Senate Vice President.
2. Membership of the committee shall be appointed by the Vice President and confirmed by the Student Senate.
3. All members shall have one (1) vote, except for the chairperson, who may vote only in the case of a tie.
4. The duties of the Governance Committee shall be to maintain the Student Senate Bylaws and Standing Orders and recommend appropriate changes, and to regularly review the Associated Student Body Constitution and recommend pursuit of amendments.
5. No actions can be taken by the Governance Committee with less than three members.

Act IV. Finance Committee

1. The chairperson shall be the Student Senate Director of Finance.
2. Membership of the committee shall be appointed by the Director of Finance and confirmed by the Student Senate.
3. All members shall have one (1) vote, except for the chairperson, who may vote only in the case of a tie.
4. The duties of the Finance Committee shall be to maintain the Student Senate budget and to make recommendations on expenditures, including Bills and Consent Actions.
5. No actions can be taken by the Finance Committee with less than three members.

Act V. Legislative Affairs Committee

1. The chairperson shall be the Student Senate Director of Legislative Affairs.
2. Membership of the committee shall be appointed by the Director of Legislative Affairs and confirmed by the Student Senate.
3. All members shall have one (1) vote, except for the chairperson, who may vote only in the case of a tie.
4. The duties of the Legislative Affairs Committee shall be to review and research federal, state, and district initiatives and recommend positions on legislation and policy changes.
5. No actions can be taken by the Legislative Affairs Committee with less than three members.

Act VI. Public Relations Committee

1. The chairperson shall be the Student Senate Director of Public Relations.
2. Membership of the committee shall be appointed by the Director of Public Relations and confirmed by the Student Senate.
3. All members shall have one (1) vote, except for the chairperson, who may vote only in the case of a tie.

4. The duties of the Public Relations Committee shall be to coordinate the promotion of positions, actions, and events of the Student Senate in conjunction with appropriate committees and directors.
5. No actions can be taken by the Public Relations Committee with less than three members.

Act VII. Activities Committee

1. The chairperson shall be the Student Senate Director of Activities.
2. Membership of the committee shall be appointed by the Director of Activities and confirmed by the Student Senate.
 - a. The Director of Activities shall request the Clubs and Events Board to appoint and confirm at least one (1) member to sit on the Student Senate Activities Committee.
3. All members shall have one (1) vote, except for the chairperson, who may vote only in the case of a tie.
4. The duties of the Activities Committee shall be to plan events and activities of the Student Senate in conjunction with appropriate committees and directors.
5. No actions can be taken by the Activities Committee with less than three members.

Act VIII. Senate Caucus

1. The caucus shall meet weekly, or as deemed necessary by the present chairperson.
2. The Student Senate President may select an interim chair, which shall serve no more than four (4) weeks.
3. Following the four (4) week term of the interim chair, the Senate Caucus shall elect a Senate Whip from amongst its members to serve as chair.
4. **The term of chair is one (1) semester at which time the Senate Caucus may choose a new chair.**
5. The Senate Whip shall be selected by a plurality vote.
6. The caucus shall not take action, but form to make recommendations to the Executive Committee.
7. A Vice Chair and Secretary will be appointed by the Senate Whip and voted in by the Senate Caucus with a majority vote.

Act IX. Textbook Affordability Committee

See Article IV, Section 9, Subsection A of the Associated Student Body Constitution.

Act IV. Special Committees

1. The Student Senate may establish any special or ad hoc committees deemed necessary.
2. All special and ad hoc committees shall be formed under a resolution stating the reason of the committee, its composition, and the outcome requested from the committee.
3. The Student Senate President shall appoint the chairperson(s).

4. Each committee shall establish its own guidelines, and rules not in conflict with the Associated Student Body Constitution or Student Senate Bylaws.
5. All special committees and ad hoc committees shall, upon completion of their assigned functions, cease to exist.
6. The Student Senate must request faculty, classified staff, and administration for input to the committees' findings, before finalized recommendations can be made to the Student Senate by the special or ad hoc committee.

Statute VIII. Attendance and Participation

Act I. Student Senate Attendance

1. Each Student Senate voting member must attend all scheduled meetings made by the Student Senate President and/or Student Senate Advisor unless excused by the Student Senate President and/or Student Senate Advisor as determined by the following criteria:
 - a. Illness
 - b. School-related functions
 - c. Emergencies
 - d. Legal matters
2. If the criteria stated are not met, the absence will be recorded as unexcused. If a voting member accrues two (2) unexcused absences, their position may be declared vacant. Two (2) unexcused tardies will constitute one (1) unexcused absence.
3. Student Senate representatives are not required to be in attendance of any Student Senate meetings and/or events in accordance with Article VII, Section 7 of the Associated Student Body Constitution.

Act II. Higher Body Attendance

Each Student Senate voting member shall attend at least one (1) meeting of a higher body (Los Rios Board of Trustees, California Community College Board of Governors, Student Senate for California Community Colleges, or California Legislature) approved by the Student Senate President and/or Student Senate Advisor.

Act III. Student Senate Vacancy

1. Attendance

Any Student Senate member failing to meet the attendance requirements as outlined in Act I of this statute may have their position declared vacant as follows:

 - a. The Student Senate President or designee must, through e-mail or written notice, make an attempt to contact the officer in question; whereby, the individual shall have five (5) school days to respond upon receipt of said communication.
 - b. If the member in question can provide proper documentation that excuses the absences the matter shall be considered resolved.
 - c. If the member in question fails to respond within the specified time, Student Senate may recommend a declaration of vacancy.

- d. A seat may be declared vacant due to attendance through a unanimous vote of the remaining elected members.
- 2. Neglect and Dereliction of Duty
 - a. Any Student Senate member failing to meet his/her duties and requirements as outlined in Articles VII and X of the Associated Student Body Constitution may have his/her position declared vacant as follows:
 - b. A written complaint against a member for neglect and/or dereliction of duty must be filed with the Student Senate President and the Student Senate Advisor one (1) week prior to being presented for action.
 - c. The Student Senate Director of Communications or designee must notify the accused member through e-mail or written notice of the pending action within five (5) school days prior to the date action is to be taken.
 - d. A seat may be declared vacant due to neglect and/or dereliction of duty through a unanimous vote of the remaining elected members.
 - e. According to Article XIII of the Associated Student Body Constitution (Vacancies in Office) any member can also be subject to vacancy through: illegal conduct, ineligibility, and performance.

Act IV. Student Senate Participation

- 1. All voting members are required to participate in mandatory office hours. Each member will be required to be in the Center for Leadership and Development for a minimum of one (1) hour per week scheduled through the Student Senate Advisor and/or the Center for Leadership and Development staff.
- 2. No voting member will ever be required to solely operate the department, wear apparel, or perform functions identical to an employee of the Center for Leadership and Development.
 - a. Failure to comply with scheduled participation may result in vacancy.

Statute X. Student Conduct

Students' Rights and Responsibilities are printed in the Student Handbook and American River College catalogue as approved by the Los Rios Community College District Board of Trustees. These booklets are available at in the Center for Leadership and Development as well as online.

Act I. Meeting Code of Conduct

- 1. Members shall respect the right of the public to speak during Public Comment and on all items, including students, faculty, and administrators.
- 2. Members shall respect other members and leave all rulings up to the chair.
 - a. Members shall not use procedures only to censure another member.
- 3. Members shall refer all comments to the Chair. Targeted comments will not be tolerated.
- 4. Members may wear whatever they want so long as their dress is clean, appropriate, and does not have any holes, tears, or signs of excessive wear.

Act II. Office Code of Conduct

- 1. The Student Senate office shall be the Center for Leadership and Development.

2. All conversations in the office must:
 - a. Follow the Brown Act (i.e. no discussion of items currently or scheduled to be on the agenda).
 - b. Follow the Student Code of Conduct.
 - c. Be appropriate. No foul language will be tolerated.
 - d. Be conflict free. Loud arguments or debates about inappropriate topics should be moved outside of the office.
3. Any student may use office computers for club or student government work. Student Senate members do not receive special priority.
4. The Student Body Office (adjacent to the Advisor's Office) is for official use by the President unless previous permission is given.

Statute XI. Brown Act

Act I. Requirements

1. Under California law, all agendas for Student Senate, its committees, and ad-hoc committees must be posted 72 hours before the meeting.
 - a. The Student Senate will honor the 72 hours as school days.
2. The Student Senate will require a time stamp by the Center for Leadership and Development on every agenda before being posted for the public.
3. Any business item that is added to the agenda after the time period expired must get a majority vote in Student Senate.
4. The Student Senate, their committees, and ad-hoc committees must provide minutes no later than fifteen (15) school days after the previous meetings.

The End