



F O L S O M L A K E C O L L E G E  
EL DORADO CENTER ♦ RANCHO CORDOVA CENTER

**FOLSOM LAKE COLLEGE STUDENT SENATE BYLAWS**

**ARTICLE I            DUTIES AND POWERS**

**A. Duties and Powers of Executive Officers**

1. All Executive Officers shall:
  - a. Check office e-mail regularly.
  - b. Maintain a binder record of duties and documents concerning their time as a member of the Associated Students Organization.
2. The Student Senate President shall:
  - a. Be the official representative of the Associated Student Organization and shall represent Folsom Lake College at meetings of the Board of Trustees of the Los Rios Community College District, the Student Advisory Committee, Region 2 and the Student Senate of California Community Colleges. If unable to attend any of these meetings he/she may send a designee to represent the Associated Student Organization of Folsom Lake College.
  - b. Preside over the Student Senate and shall have the power to call special meetings of the Student Senate.
  - c. Prepare agendas for all Student Senate meetings and ensure that they are posted 72 hours in advance, in accordance with the Brown Act.
  - d. Have the power to create ad hoc committees as needed.
  - e. Serve as chair of the Joint Budget Committee, and attend all JBC meetings.
  - f. Have the power to appoint chairs of Student Senate standing committees.
  - g. Have the power to nominate people to fill vacancies in the Student Senate as determined by simple majority of the executive board.
3. The Student Senate Vice President shall:

- a. Attend all Clubs and Events Board meetings, and serve as liaison between the Student Senate and the Clubs and Events Board by presenting a report at each Student Senate meeting.
  - b. Assume the responsibilities of the President in the absence of the President.
  - c. Be responsible for the organization and dissemination of relevant information to Senate members.
  - d. Monitor and maintain the suggestion box and bring suggestions to the Senate for discussion.
  - e. Organize and run the elections in conjunction with the Student Life Coordinator and Clubs and Events Board Vice Commissioner.
4. The Student Senate Secretary shall:
- a. Keep minutes at each Student Senate meeting.
  - b. Prepare typed minutes for each meeting and provide copies for all members of the Senate and any members of the public present.
  - c. Maintain the Agenda/Minutes binder.
  - d. Take roll and determine quorum during the Student Senate meetings.
  - e. Distribute mail in the appropriate mailboxes.
  - f. Maintain a roster and contact list of all Student Senate members.
  - g. Create and distribute any letters of recognition, appreciation or communication with outside parties.
5. The Student Senate Treasurer shall:
- a. Be responsible for being knowledgeable of all Student Senate accounts.
  - b. Shall be responsible for maintaining all official records and maintain the official Student Senate Budget Binder.
  - c. Deliver a financial report at every Student Senate meeting, and be prepared for any queries concerning the financial status of the Student Senate.
  - d. Supervise, or appoint a designee to supervise the collection and disbursement of all Student Senate monies, in consultation with the Student Life Supervisor and the Business Services Office.
  - e. Promptly sign and prepare all requisitions immediately following request for payment and/or following Student Senate action.
  - f. Make recommendations to the Student Senate on all expenditures.

- g. Advise the Executive Board on preparing the budget for the next fiscal year.
  - h. Produce a year-end financial report and distribute it to the Student Senate and the Office of Student Life.
6. The Director of Legislative Affairs shall:
- a. Serve as chair of the Legislative Committee.
  - b. Organize any lobbying efforts on behalf of the Associated Student Organization of Folsom Lake College at the local, state and federal levels.
  - c. Track local, state and federal legislation that will impact Folsom Lake College students and report at each Student Senate meeting.
  - d. Make recommendations of official positions for the Student Senate to take on certain bills or issues that have significant effect on college students.

## **B. Duties and Powers of Senators**

### **A. At-Large Delegates**

#### **1. Selection of Delegates**

- a. The Office of Student Life shall solicit students for participation as delegates for the Club and Events Board.
- b. A list of those students wishing to be nominated as delegates shall be compiled by the Office of Student Life and given to the Commissioner to begin the nomination process. All such interested students shall be considered nominees.
- c. Nominees will be notified by the Office of Student Life or the Commissioner regarding the meeting date and time at which speeches will be conducted and delegates chosen.
- d. All nominated students shall give a short speech to the Executive Board regarding their interest in being a delegate. Special emphasis should be placed on any club or campus involvement.
- e. The executive board may vote to appoint, by a simple majority, up to 10 At-Large Delegates.

#### **2. Senators shall:**

- a. Attend all appropriate meetings and be prepared to vote.
- b. Become knowledgeable of the issues and shall present issues affecting students.

- c. Become familiar with the Associated Student Organization Constitution and all bylaws.
- d. Carry out any other responsibilities related to the Senate as assigned by the Executive Board or Student Life Supervisor.

### **C. Duties and Powers of Appointed Positions**

Other positions, which become necessary to the Student Senate, shall be appointed from among the existing Senate members and confirmed by a majority of the Executive Board. If the position is to become permanent, it shall be added to these bylaws in a timely manner.

1. The Communications Officer shall:
  - a. Serve as the liaison between the Student Senate and the Club and Events Board.
  - b. Coordinate publicity for Student Senate activities.
  - c. Approve all Student Senate postings.
  - d. Coordinate with the college public information officer and the campus site supervisor.
  - e. Review the campus posting policies at least once during their term.
2. The Resolutions Officer shall:
  - a. Be responsible for establishing and maintaining the resolution procedures and binder.
  - b. Assign impartial, descriptive names to each resolution.
  - c. Use suggested title submitted by the author of the resolution or allow the president to name resolutions submitted by the resolutions officer.
3. The Parliamentarian shall:
  - a. Issue rulings on parliamentary matters during Student Senate meetings.
  - b. Assist the Student Senate members in learning effective parliamentary procedures.
  - c. Lead a workshop on parliamentary procedure and Brown Act once a semester.

### **D. Selection and Duties of Participatory Governance Representatives**

1. A list of the shared governance committees shall be disseminated by the Student Life Coordinator to the Associated Student Organization, along with the descriptions and meeting times.

2. Students wishing to be appointed to a committee may sign up for the committee that they are interested in and fits into their schedules.
3. Nominations from this list shall be confirmed by a majority vote of the Executive Board.
4. If there are still vacancies on committees, the Student Life Supervisor may solicit students through the campus-wide FLC Exchange.
5. Representatives must deliver an oral report at Student Senate meetings concerning the work of the committee, solicit any necessary input from the Student Senate as to recommendations and deliver back to the committee and ensure that the work of the participatory governance committee is shared widely among students so that their input can be solicited in a timely manner.
6. Representatives must organize and keep on file in the Student Senate office a binder containing minutes and agendas of the committee meetings.

## **ARTICLE II                      STUDENT SENATE COMMITTEES**

The Student Senate may create temporary (ad hoc) or continuing (standing) subcommittees as needed for proper functioning of the organization. Each committee shall have a chair appointed by the Senate President, and members selected by the Senate President.

A. The committee chair shall:

1. Chair their assigned standing or ad-hoc committee.
2. Schedule committee meetings as needed, but no less than once per month.
3. Be responsible for proper preparing and posting of their committee agenda in accordance with the Brown Act.
4. Vote only in the case of a tie on any matter decided by the committee.

B. The committee members shall:

1. Attend committee meetings and be prepared to vote on agenda items.
2. Carry out any responsibilities to the committee as assigned by the chair.

C. The Legislative Committee shall have the following duties and powers:

1. Track legislation related to higher education.
2. Organize lobbying efforts.
3. Make recommendations to Senate on endorsements.

D. The Fundraising Committee shall have the following duties and powers:

1. Organize approved fundraising events.
2. Present proposal for fundraising events to the Senate, Student Life Coordinator and Joint Budget Committee for approval.
3. Coordinate with the Treasurer to prepare financial statements and file appropriate forms with the Business Services Office after all fundraising events.

**ARTICLE III            STUDENT SENATE AND CLUBS AND EVENTS BOARD JOINT COMMITTEES**

The Student Senate and Clubs and Events Board may create joint temporary (ad hoc) or continuing (standing) subcommittees as needed. Each committee shall have members selected by their respective components. Each committee shall elect a chair from the members present at the first meeting.

A. The committee chair shall:

1. Chair their assigned standing or ad-hoc committee.
2. Schedule committee meetings as needed, but no less than once per month.
3. Be responsible for proper preparing and posting of their committee agenda in accordance with the Brown Act.
4. Vote only in the case of a tie on any matter decided by the committee.

B. The Committee members shall:

1. Attend committee meetings and be prepared to vote on agenda items.
2. Carry out any responsibilities to the committee as assigned by the chair.

C. The Constitution and Bylaws Committee shall have the following powers:

1. Propose recommendations for updates and amendments to the Student Senate bylaws.
2. Present written amendments to the Student Senate for discussion, and subsequent vote. Amendments to the bylaws require approval from 2/3 of the Student Senate to pass.
3. Propose recommendations for amendments to the Associated Student Organization Constitution to the Senate, Student Life Supervisor and the Clubs and Events Board.
4. Present written Constitution amendments to the Student Senate and Clubs and Events Board for discussion and subsequent vote. Amendments to the Associated Student Organization Constitution require an approval of 2/3 of the Student Senate and the Clubs and Events Board to then be placed on a ballot in a Student

Body Association election. Adoption of Constitution amendment requires an approval of 2/3 of the students voting in the election.

- D. The Media Outreach Committee shall have the following duties and powers:
  - 1. Select members from both the Student Senate and the Clubs and Events Board.
  - 2. Post agendas and minutes from the Student Senate and Clubs and Events Board.
  - 3. Provide the college with Student Senate information and activities.
  - 4. Provide a conduit for students to voice their opinions and concerns.
  - 5. Post an updated events and activities calendar.
  - 6. Post updated club information.
  - 7. Post budget information for the Associated Student Organization.
  - 8. Post updated contact information for Student Senate, Clubs and Events Board and the Office of Student Life.
  
- E. The Harris Center (Facilities) Committee shall have the following duties and powers:
  - 1. Select members from both the Student Senate and the Clubs and Events Board.
  - 2. Serve as liaison between the students and the administration.
  - 3. Disseminate information to students regarding Three Stages.

#### **ARTICLE IV            ADVISOR ROLE AND RESPONSIBILITIES**

The Student Senate Advisor exists to maintain the health and productivity of the organization as well as to increase the opportunity for members to learn about and experience leadership development. Although there are other non-enumerated duties and responsibilities of the Advisor, the following constitutes a minimal agreement of advisor responsibilities:

- A. Assist with development of meeting agendas.
- B. Attend and facilitate all Student Senate meetings.
- C. Approve and monitor Student Senate activities.
- D. Provide and follow campus and district policies and regulations relating to Senate.
- E. Monitor Student Senate communications with administration, faculty and staff.
- F. Organize and conduct leadership training for Student Senate members.
- G. Attend or arrange for chaperone at Student Senate activities.
- H. Organize and chaperone attendance at leadership conferences.

- I. Assist with preparation of annual budget.
- J. Approve all Student Senate expenditures.
- K. Approve all materials prior to distribution.
- L. Control keys to Associated Student Organization offices.
- M. Monitor collegial consultation attendance and activities.
- N. Review and approve PG committee attendance and stipends.
- O. Approve and monitor webpage.
- P. Proofread and approve media distribution materials.
- Q. Proofread and approve ASO elections materials.
- R. Supervise campus elections.
- S. Provide Student Senate members with a copy of their constitution and by-laws.

**ARTICLE V            MEETINGS**

- A. The meetings of the Student Senate shall be governed by Robert’s Rules of Order, and the Brown Act, except in those cases that are in conflict with this Constitution or Bylaws, at which time this Constitution and Bylaws shall prevail.
- B. Student Senate meetings shall be held at least twice a month during the academic year, when the calendar permits. The meetings shall not conflict with the Clubs and Events Board meetings. Additional meetings shall be held as needed.
- C. The President may call Executive Board meetings as necessary with a minimum of two meetings per semester.
- D. Proxy votes. An absent member may submit a proxy vote on an approved Proxy form. It must be signed by the absent member and presented by the approved member noted on the form. (Appendix A) The proxy vote counts towards establishing quorum.
- E. At any time that quorum does not exist, a nonvoting meeting may occur.
- F. Members of the Student Senate may, in a meeting, request an item be placed on the next agenda subject to a majority vote of the members present or by submitting a written request to the President no less than one (1) week prior to the meeting at which the agenda item will be added.
- G. Any Member of the Student Body Association may place an item on the agenda by submitting a request to the President no less than one week prior to the meeting.
- H. All items added to the agenda shall be subject to the Brown Act and must be posted accordingly.



## **ARTICLE VI        RESOLUTIONS**

- A. All Student Senate main motions will be proposed in resolution form.
- B. Resolutions must be submitted to the Resolutions Officer at least 5 business days before a regular Student Senate meeting.
- C. Resolutions shall be assigned a standard format listing the semester (F or S) or inter-semester period (Su or W) year, and resolution number in this manner: Student Senate of Folsom Lake College Resolution 12 F09.
- D. Resolutions submitted during the winter inter-semester period shall be assigned the year of the preceding fall semester.
- E. Resolution numbers shall be assigned by the Resolutions Officer in the order in which they are received.
- F. Resolutions may be submitted with suggested titles.
- G. Resolutions cannot be submitted or co-authored/seconded by the Senate President.

## **ARTICLE VII        COORDINATION**

- A. The Student Senate Vice President and the Vice Commissioner of the Clubs and Events Board shall serve as liaisons to coordinate communication, calendars and events between their respective components.
- B. The Student Senate Vice President and the Clubs and Events Board Vice Commissioner, or their designees shall attend both component's meetings, communicating on issues and upcoming events to both Boards.
- C. The Student Senate Vice President and the Vice Commissioner of the Clubs and Events Board shall establish a process for resolving calendar conflicts between the two components.

## **ARTICLE VIII        ELECTIONS**

- A. Student elections shall be held in late spring, if possible, coinciding with the District elections for Student Trustee. Elected officers shall begin their term at the last Student Senate meeting before the end of the spring semester.
- B. Elections shall be conducted in the manner dictated by the Associated Students Constitution.
- C. Elections are to be supervised by the Student Senate Vice President the Clubs and Events Board Vice Commissioner and the Advisor or designees. If the current Vice President or Vice Commissioner is running in the election, than a Commissioner of Elections must be appointed to replace them.

- D. To be placed on the Official Ballot, candidates must file an official petition form with the Student Life Supervisor by the deadline. The petition must include the nominating signatures of at least fifty students who are currently enrolled at Folsom Lake College. The candidate must also meet the unit and GPA requirements as noted in the Constitution.
- E. If more than two candidates are running for an office, the winner will be the candidate receiving the highest number of votes.
- F. In the event of a tie, the out-going Student Senate shall select from those tied. The candidate receiving the highest number of votes shall be declared the winner.
- G. Ballots for write-in candidates will be counted provided the candidate has filed an official petition no later than 4:00pm on the Monday preceding the first day of the election and the candidate meets the unit and GPA requirements.

**ARTICLE IX            VACANCIES AND ABSENCES**

- A. Vacancies shall be filled according to the Constitution (Article XI, Section 3).
- B. In the event that an Executive Officer has three (3) consecutive unexcused absences from regularly scheduled meetings in one year, such officer shall be removed from office and the position will be treated as a vacancy and filled according to the Constitution (Article XI, Section 3).
- C. The number of absences and/or tardies shall be verified by the Advisor and the Secretary. After verifying that the member has 3 unexcused absences and/or 3 unexcused tardies, the Advisor and the secretary will notify the member with a written letter at least five (5) school days prior to the next scheduled Senate meeting, that they have been removed from office. If the Secretary is the member under question, the notification will come from the Advisor and the President.

**ARTICLE X            ORDER OF SUCCESSION**

In the event that the office of President becomes vacant, the order of succession shall be as follows: Vice President, Director of Legislative Affairs, Treasurer, Secretary.

**ARTICLE XI            AMENDMENTS TO THE BYLAWS**

- A. In order to amend the Student Senate bylaws, the Constitution and Bylaws committee must present the proposed amendment to the Student Senate within two Senate meetings from receiving the proposal.
- B. A proposed amendment may be brought to the Constitution and Bylaws committee by the following methods:
  - 1. student petition carrying the signatures of at least 1% of the enrolled student population at Folsom Lake College.

2. A proposed amendment presented to the Constitution and Bylaws committee from a member of the Student Senate, with the signature of at least five (5) Senate members as supporters of the proposal.
3. By-law amendments require a ratification of two-thirds (2/3) vote of the Student Senate.

<b>DRAFT</b>	<b>6/23/11</b>
<b>REV.</b>	<b>6/29/11</b>
<b>REV.</b>	<b>9/2/11</b>
<b>REV.</b>	<b>9/9/11</b>
<b>REV.</b>	<b>11/1/11</b>
<b>REV.</b>	<b>11/7/11</b>
<b>REV.</b>	<b>5/5/15</b>