

Section One:

Establishment of Organization

1.0 The name of the organization is the Crafton Hills College Student Senate.

1.1 The Crafton Hills College Student Senate Constitution supersedes these Bylaws.

1.2 The Student Senate body consists of elected senators and appointed senators.

1.3 The elected senators are the Executive Council. The Executive Council senators are:

- Student Senate President
- Student Senate Vice President
- Student Senate External Affairs Director
- Student Senate Academic Affairs Director
- Student Senate Finance Director
- Inter-Club Council Director
- Student Senate Executive Assistant
- San Bernardino Community College District CHC Student Trustee

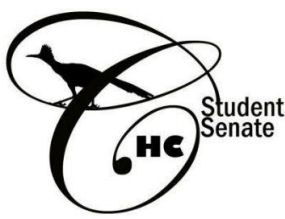
Any candidate for CHC Student Trustee is encouraged, but not required to, participate in the CHC Student Senate as an Executive Council voting senator.

1.4 The appointed senators are:

- Events Director (2 position)
- Outreach Coordinator
- Artistic Director
- Senator-At- Large (*eight positions*)

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Section Two:

Purpose and Mission of Organization

2.0 All currently enrolled students at Crafton Hills College are known as the Associated Students of Crafton Hills College, hereafter referred to as ASCHC. The Student Senate represents the ASCHC.

2.1 The Crafton Hills Student Senate is an organization that strives for an image of professionalism and integrity. The Student Senate serves the student body by addressing the needs and concerns of all students with an emphasis in education, inclusiveness and advocacy. We welcome students from all walks of life regardless of race, ethnicities, nationalities, diverse abilities, family structures, religion, body types, genders, sexualities, and socio-economic backgrounds. The Student Senate is a service driven organization that cares deeply about its community. Members of the Student Senate are also involved with advocacy on the Regional and State levels. We hope future Senators continue to be driven and inspired to contribute to lasting change with passion, integrity and love.

2.2 Ratification/Changing Amendments to Student Senate Bylaws

(A) Any changes to the Student Senate bylaws will require to be ratified by a majority 2/3 vote of the Student Senate.

(B)

1. All/any proposed requested changes to the bylaws will automatically be deferred to a bylaws ad-hoc committee (taskforce) with no less than 3 student senate members on the committee.

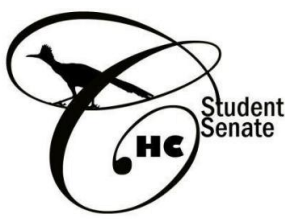
2. The bylaws ad-hoc committee will have a minimum of one public open forum for students to give feedback to the committee.

3. The bylaws ad-hoc committee will review the bylaws, feedback from the forum and make recommendations; the bylaws ad-hoc committee will send the recommendations back to the Student Senate for review and ratification.

(C) The Student Senate will read the amendments in two regular student meetings. Discussion only, No Action of changes will be ratified until after the second reading. The meetings and readings will be no less than two weeks apart.

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(D) The recommended changes will be posted to the public student population for no less than two weeks and will be in compliance with the brown act standards.

Section Three:

Eligibility

3.0 Minimum eligibility to serve in the Student Senate as a voting senator, pursuant to California Education Code 76061, during the time in office, is:

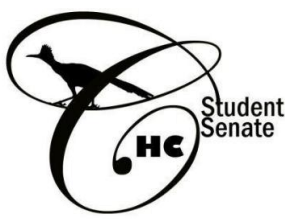
- (a) A minimum of 5 units of coursework at Crafton Hills College, with the exception of those who fall under Ed Code Section 504 of the Americans with Disabilities Act and Title II
- (b) Cumulative Crafton Hills College Grade Point Average of 2.0.
- (C) Each semester the Crafton Hills College Vice-President of Student Services and/or Student Senate Advisor will verify that Student Senate senators meet minimum eligibility requirements.
- (D) At any point during the academic year, the advisor can request a grade check for any senator of the Student Senate.
- (E) *All accommodations under this section for requirements per guidelines under Federal, State and local laws will be granted for students protected under the disability act, education code and the law.*

3.1 Failure to meet such requirements will result in the senator being placed on Academic Probation, outlined as followed:

- Required to submit monthly progress reports from every enrolled class to the Advisor and schedule monthly meetings with the Advisor.
- The academic probation period will remain until the end of the current semester when grades are finalized and/or when the member can provide proof of significant grade progress, which is at the discretion of the Advisor.
- If the senator does not comply with the requirements by the conclusion of the Academic Probation Period the immediate removal from office will be enacted by the Student Senate Advisor and Student Senate President.

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- The Student Senate must be notified in writing of the senator's removal at the Student Senate a regularly scheduled Student Senate meeting. * *The reason for removal does not have to be disclosed.*

Section Four:

Having Membership

4.0 No person may simultaneously hold an elected or appointed office in the Student Senate at another college and/or University. This does not apply to statewide CCC leadership roles.

4.1 An individual cannot hold the same elected or appointed position for more than one consecutive term, two semesters. *(4.1 does not apply to At-Large Senators)*

4.2 In the event of a mid-year appointment, the appointee is eligible to serve in the same office for a term of three consecutive semesters following the appointment.

4.3 All persons holding elected office are to be elected by the ASCHC for a term of one academic year, beginning in June, and ending in May of the following year.

- *The current Student Senate President may decide a specific date.*

4.4 All persons holding an appointed office are to be appointed by the Student Senate President, and ratified by a majority 2/3 vote of the Student Senate confirmed by the Student Senate for a term of one Academic year.

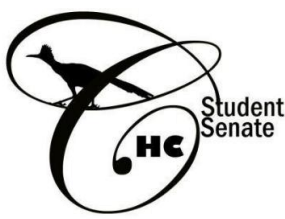
4.5 In case of a removed senator or a senator that has resigned being appointed the Student Senate President must inform the Student Senate body of removal and/or resignation. *The reason for removal or resignation does not have to be disclosed.*

Section Five:

Elections

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5.0 The recruitment and election process for all Student Senate positions will begin at the conclusion of every fall semester.

5.1 All candidates must follow the ASCHC Student Election Code.

5.2 An individual cannot run for more than three elected positions per election period.

5.3 Senators involuntarily removed from office are prohibited from running in elections the following year, but may be appointed at the discretion of the student senate president and a $\frac{2}{3}$ vote of the student senate

5.4 Any candidate for Student Senate President must have:

(a.1) Served two semesters on the Student Senate prior to the beginning of their term in office.

(a.2) *In the event that the presidential candidate runs unopposed by a qualified candidate per section a.1, the qualifying semester requirements can be dropped from two semesters to one semester.*

(a.3) In the event that there is no presidential candidate running for office that meets the requirements in sections (a.1) and (a.2) then sections (a.1) and (a.2) will be suspended. The requirements will be waived as follows:

☐ Priority and eligibility will be waived in this order:

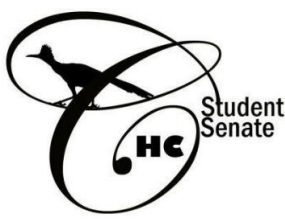
- Student senate members that have served one full term of office (two semesters).
 - Must have engaged in at least one shared governance committee and must have attended student senate meetings and events with a minimum of 75% attendance.
- Student senate members that have served half term of office (one semester)
- Students that have served on Crafton Hills student senate and/or a shared governance committee.
- Any Crafton Hills Student that meets all other requirements as set out in these bylaws.

(b) Sat on at least one shared governance committee Student Senate.

(c) Attended a majority of Student Senate meetings and events, through the

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verification of the Advisor.

5.5 - Elections Committee & Elections Guidelines:

- (A) An **Elections Committee** will be formed each year in spring with members from the student population and/or student senate.
- (B) This committee will define the rules and procedures for the elections that are not already defined in these bylaws.
- (C) These rules and procedures will be placed in writing and provided to each candidate running for office.
- (D) The rules and procedures for the elections will be presented to the Student Senate and ratified by a majority 2/3 vote of the Student Senate.
- (E) The Student Senate Elections will be held no later than May 10.
- (F) The Elections will be held no sooner than April 1st of each year.
- (G) The newly elected officers will take office on the 1st day of June.
- (H) A term of office is from June 1st to May 31st.

Section Six:

Vacancies

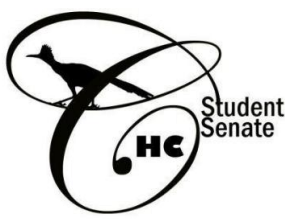
6.0 If the need arises any position other than the Student Senate President and SBCCD Student Trustee, may be filled by presidential appointment after being ratified by a majority 2/3 vote of the Student Senate:

- A senator may nominate an eligible Crafton Hills College student or themselves for a vacant position
- This appointment will have a term of office ending at the conclusion of the current academic year.
- A senator appointed to the role of a vacated position is accountable for the specified duties and responsibilities stated in the bylaws.

6.1 In the event of a vacancy within the Executive Council, the entire Student Senate will hold an internal election to fill the vacancy.

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6.2 In the event of a Student Trustee resignation or vacancy, the Student Senate President is to appoint an Interim Student Trustee, approved by a majority 2/3 vote of the Student Senate, until a new Student Trustee is elected.

- A special internal election must be held following the resignation of the Student Trustee.

6.3 (a) In the case that there is a vacancy for the position of Executive Assistant, the Student Senate Vice-President will assume responsibilities of the executive assistant.

(b) If the Student Senate Vice-President is unable to assume the position of Executive Assistant, the line of succession must be followed.

Section Seven:

Attendance Policy

7.1 (A) Absences due to Student Senate related events, and/or shared governance will not be counted as an absence(s).

(B) Excused absences can be granted at the discretion of the Student Senate President or by majority vote of the Student Senate.

7.2 All senators are required to attend all regularly scheduled Student Senate meetings, shared governance meetings, and workshops, unless excused by chair for a valid reason

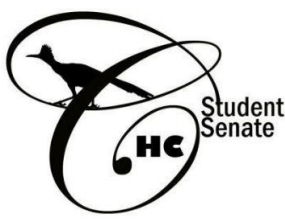
Attendance Notification Process

7.3 All Student Senate Senators, including the Executive Council Senators, must follow the following absence notification process:

- (a) Send an email to the Student Senate President, Student Senate Executive Assistant and Advisor, notifying them of his or her absence from a meeting.
- (b) The email must be sent a minimum of twenty-four hours prior to regularly scheduled meetings, if all possible.

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(c) In the case of an emergency, where prior notification is not possible, an email can be sent after the fact.

Late & Early arrivals/departures:

7.4 Proper notification must be given of late arrival/early departures.

7.5 In case of an unforeseen late arrival and/or early departure, the Student Senate and advisor must be informed as soon as possible.

7.6 All members, including the members of the Student Senate Executive Council, will be considered absent for every two late arrivals/early departures of thirty minutes or more that are not excused.

Unexcused absences:7.7

A maximum of two unexcused absences each semester are permitted for Senators/Directors (Fall/Spring/Summer).

7.8 - Attendance Accommodations

(A) All senators who exceed the number of allotted unexcused absences per semester will be placed on the agenda for review of attendance accommodations and/or possible removal.

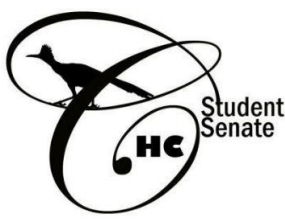
(B) The senators' attendance and performance will be discussed and possible action for removal or to have their excess absences excused and/or attendance accommodations provided; this will be at the discretion of $\frac{2}{3}$ vote of the Executive Council or majority vote of the student senate.

(C)

1- Attendance accommodations for absences can be considered and requested for student senate members by recommendation by the Student Senate President and/or Student Senate Advisor or upon request of the student senate representative requiring attendance accommodations for such absences. *(To be considered for accommodations under 7.8 (C) the student senate member, student senate advisor and/or the student senate president must request such prior to allotting the maximum unexcused absences allotted.)*

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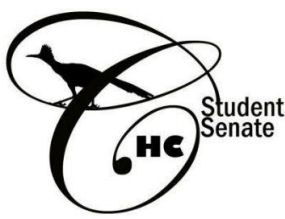
- 2- In situations where attendance accommodations are being requested it will be on a case by case basis. It will require $\frac{2}{3}$ majority student senate vote to grant attendance accommodations.
- (D) 1 - Attendance accommodations can only be granted for no more than one semester at a time, in which the attendance accommodation request will need to be placed on the student senate agenda to be reconsidered.
- 2 - Amendments and/or additional attendance accommodations will require student senate approval.
- (E) All attendance accommodations granted will require a signed agreement from the Student being accommodated and the student senate advisors; to include all details of the accommodations that are being provided and the expiration date of such accommodations.
- (F) All attendance accommodations granted by $\frac{2}{3}$ majority student senate vote
1. *It is the responsibility and burden of the student requesting/granting such attendance accommodations to report and/or request changes to their situations.
 2. *Any absences outside the attendance accommodations agreement will be considered unexcused-.
 3. The student requesting/granted such attendance accommodations must show good cause and need for the attendance accommodations;
 4. Student Senate can revoke the attendance accommodations at anytime with a $\frac{2}{3}$ majority student senate vote
 5. The Student Senate when considering attendance accommodations will consider the following priority in order listed:
 - The needs of the Student Senate
 - The needs and request for attendance accommodations for the Student
 - Crafton Hills College

Involuntary Resignations:

7.9 If a senator has four unexcused absences to regularly scheduled meetings in a given semester, they are automatically considered involuntarily resigned from the Student Senate.

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7.10 Any senator who is absent from three consecutive regular meetings without proper notification, is considered to have resigned involuntarily.

7.11 All senators who are involuntarily resigned will be notified via email, after their third absence of their involuntary resignation and removal from the Student Senate.

7.12 An involuntary resignation does not have to appear on the agenda. No action from the Student Senate is required for involuntary resignations.

7.13 The Senator will be informed via email of the involuntary resignation by the Student Senate President and/or Advisor within 72 hours before the involuntary notice resignation is placed on the agenda.

7.14 All involuntary resignations will be placed on the Student Senate regular scheduled meeting agenda for notification/information purposes only; no action is required for acceptance of an involuntary resignation.

Section Eight:

Voluntary Resignations

8.0 All voluntary resignations of elected and appointed senators must be submitted via email to the Student Senate President and the advisor.

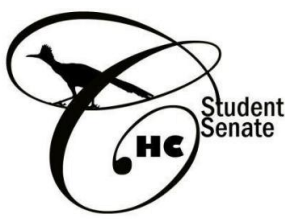
8.1 Voluntary resignations will become effective two weeks from the date the notice is received, unless otherwise noted. All voluntary resignations will be placed on the next Student Senate regular scheduled meeting agenda for notification/information purposes only; no action is required for acceptance of a voluntary resignation.

Section Nine:

Line Of Succession

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9.1 In the event that the Student Senate President was to resign, the Student Senate will follow the line of succession, as follows:

Student Senate President

Student Senate Vice-President

Student Senate External Affairs Director

Student Senate Academic Affairs Director

Student Senate Finance Director

Inter-Club Council Director

Student Senate Executive Assistant

SBCCD CHC Student Trustee

Section Ten:

Removal from Office

Due Process

10.0 Section Ten does not apply to involuntary resignations.

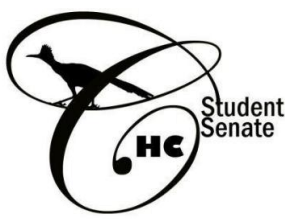
10.1 The member up for removal must receive a written and/or an email notification from the Student Senate Vice-President seven days prior to the next Student Senate regularly scheduled meeting. This same notice must be simultaneously dispersed to the entirety of the Student Senate.

10.2 An elected or appointed senator of the Student Senate may be removed from office without due process for failure to meet eligibility requirements as outlined in these bylaws.

10.3 The member in question will have the opportunity to present their defense against allegations or charges.

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10.4 The Student Senate will have no longer than two meetings to discuss and make a decision as to the removal of said senator.

10.5 The senator shall be removed with a majority 2/3rds vote of the Student Senate. *The Student Senate must vote in a public forum by roll call vote.*

10.6 Grounds for Removal

10.7 An elected or appointed senator of the Student Senate may be removed from their position through due process for any of the following reasons:

(a) Continued failure to fulfill the duties of their designated position as outlined in the Constitution and Bylaws.

(b) Continued failure to fulfill the duties as prescribed by the Executive Council.

(c) Excessive absences.

(d.1) There is conclusive and overwhelming evidence that a senator has threatened the safety of a fellow senator, a CHC Student, and/or an Employee of Crafton Hills College or the San Bernardino Community College District.

(d.2) There is conclusive and overwhelming evidence that a senator has created a hostile environment for fellow senator(s), a CHC Student and/or an Employee of Crafton Hills College or the San Bernardino Community College District.

(e) There is conclusive and overwhelming evidence that a senator has engaged in actions designated to undermine the authority and integrity of the Student Senate.

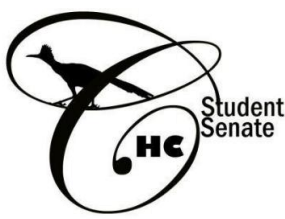
(f) There is conclusive and overwhelming evidence that a senator has behaved in a manner that is counteractive to the goals of the Student Senate.

(g) There is documented evidence that a senator did not respond to repeated attempts of the Student Senate President to establish communication and ascertain the reasons for absences at meetings, non-participation in activities, failure to accomplish tasks that are described in the Constitution, Bylaws, and by the Student Senate Executive Council, etc.

(h) There is evidence that an officer while in office has engaged in dishonorable behavior and/or violated Crafton Hills College's Code of Conduct.

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Section Eleven:

Meetings

11.0 The Student Senate President will chair all meetings. In his or her absence, the Student Senate Vice President shall chair the meeting. If the Student Senate Vice President is unable to chair the meeting, the line of succession must be followed.

11.2 The Student Senate Advisor or their designee must be present at all meetings in which monetary decisions are being made.

11.3 Regular meetings of the Student Senate shall be held when the fall and spring semesters are in session. Meetings will be at such time(s) and place(s), as designated by the Executive Council, prior to the start of registration for the next semester.

11.4 Special & Emergency meetings of the Student Senate may be called by the Student Senate President or in his/her absence, the Vice President. **Notice of said special or emergency meetings must be compliant with Brown Act.*

11.5 - Posting Agendas and Meeting Notices:

(Goes into effect on June 1st, 2023)

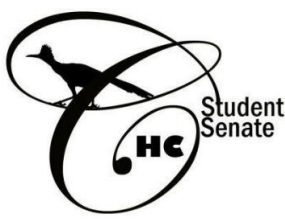
(a) All Student Senate meeting agendas and meeting minutes will be posted per Brown Act requirements, educational code, state, college, and district policies and laws being complied with at all times; *(Failure to do so will void all actions taken in said meeting(s) as defined by the Brown Act and California Law)*

(b) All Student Senate meeting agendas, minutes and materials will be emailed to all Student Senate members in a timely manner for review.

(c) All Student Senate meeting agendas will be posted in two designated locations on campus that are viewable and accessible to the public and students 24 hours a day and meet Brown Act posting requirements.

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(d) Student Senate meeting agendas, minutes and materials will be accessible online to the public and posted to the Student Senate webpage as required under the Brown Act and section 11.5 of these bylaws.

Section Twelve:

Committees

12.0 Standing Committee Implementation:

- In order to place standing committee status upon a committee, the Student Senate must first create the committee through the Ad-Hoc process.
- The committee must remain an ad-hoc committee for at least one semester.
- After this process the Student Senate must approve the Standing Committee status with a majority 2/3 vote.

12.1 Ad-Hoc Committees

Should the need arise to create an ad hoc committee; the Student Senate must ratify the committee with a majority 2/3 vote.

12.2 Standing Committees:

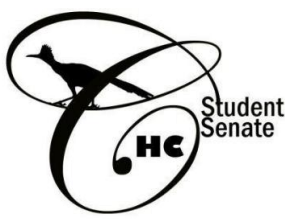
12.3 Crafton Cares Committee:

- (a) The Crafton Cares committee will be chaired by the Coordinator.
- (b) The Crafton Cares committee must consist of at least four (4) members, including the chair. The members will be chosen by the Coordinator and approved by the body at a regularly scheduled meeting.
- (c) The Crafton Cares mission statement is to aid and strengthen the Crafton community by providing the resources essential for student success.
- (d) The Crafton Cares committee will host at least one (1) event per semester to aid and strengthen the Crafton community.

12.4 Events Council Committee:

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- (a) The Events Council, chaired by the Events Coordinator, must plan and execute all events pertinent to a member's job description.
- (b) All appointed officers of the Student Senate are required to attend Events Council unless excused by the Student Senate President, or Events Director.

12.5 Executive Council

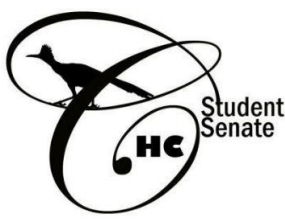
- (a) The Executive Council will oversee organizational and internal issues including but not limited to personnel issues, Brown Act compliance, Parliamentary Procedure compliance, budgetary recommendations, bylaw and constitution compliance, appointments, and travel.
- (b) The Executive Council will act in a recommending capacity only. Exceptions to this will be at the discretion of the Student Senate President through Executive Order.
- (c) The Executive Council will meet in open session at least once a month during the academic year excluding summer and winter breaks. Exceptions to this will be at the discretion of the Student Senate President.
- (d) Membership must consist of:
 - Student Senate President
 - Student Senate Vice-President
 - Student Senate External Affairs Director
 - Student Senate Academic Affairs Director
 - Student Senate Finance Director
 - Student Senate Executive Assistant
 - SBCCD CHC Student Trustee
- (e) Upon concurrence of half of the Executive Council, members may be excluded from the Council for a set amount of time in the event that the member in question is subject to discussion regarding but not limited to performance and behavior.

12.6 Budget Advisory and Fundraising Committee

- (a) The Budget Advisory and Fundraising Committee will oversee the budget for the Student Senate, plan at least two (2) fundraising events per semester, seek out fiscal sponsors, partner with external organizations, business and/or individuals to

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increase revenue for the Student Senate, and solicit donations from business and individuals.

(b) The Student Senate Finance Director will chair the Budget Advisory and Fundraising Committee. The co-chair can be chosen at the first meeting.

(c) The Budget Advisory and Fundraising Committee must consist of four (4) members. Members will be chosen by the Student Senate Finance Director and approved at a regularly scheduled Student Senate meeting.

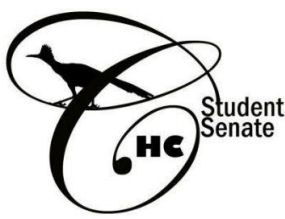
12.7 Student Survey Committee

Formed on April 08, 2022

- The Student Survey Committee will act as liaisons to the Guided Pathways Leadership Institute team for Crafton Hills College.
- The Student Survey Committee will be chaired by a Crafton Hills Student Senate Member serving on the Guided Pathways Leadership Institute team for Crafton Hills College. *(If there is no Crafton Hills Student Senate Member on the Student Survey Committee the Crafton Hills Student Senate will appoint a chair to this committee)*
- The Student Survey Committee will serve as a mechanism for any group on campus requesting student feedback (Student Satisfaction Survey, changes to Guided Pathways platform, etc.; but not limited to the aforementioned groups/committees). This feedback and information will be shared with the Student Senate.
- The Student Survey Committee may act as a mechanism for outside groups requesting feedback. This feedback and information will be shared with the Student Senate.
- Upon approval by the Student Senate the Student Survey Committee will send survey links to confirmed partners, provide general information about survey importance to department heads (EOPS, DSPS, Athletics, Honors Institute), and ensure that student voices in these various constituencies are represented.
- The Student Survey Committee reserves the right to create surveys and amend the process as needed.

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Section Thirteen:

General Requirements of Executive Senators

13.0 Senators are listed in the order of succession.

- Student Senate President
- Student Senate Vice President
- Student Senate External Affairs Director
- Student Senate Academic Affairs Director
- Student Senate Finance Director
- Student Senate Executive Assistant
- SBCCD CHC Student Trustee

13.1 All executive senators are required to attend the Student Senate Executive Council meetings.

13.2 Absences from the Executive Council meetings are to follow the general attendance policy guidelines.

13.3 Each executive senator is required to sit on one shared governance committee requiring a student representative.

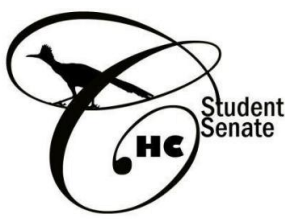
13.4 All executive senators are to carry out any other duties as set forth by the Student Senate Constitution and Bylaws and/or assigned by the President, and/or assigned by the Student Senate body.

13.5 All executive senators must provide a written report in the format provided by the Student Senate President stating all duties and responsibilities carried out the month prior to the last regularly scheduled meeting of each month.

13.6 Reports must also include vital information received during assigned committee meetings, delegated tasks, as well as any additional work.

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13.7 All reports must be submitted to the Student Senate Vice-President & Student Senate Executive Assistant.

13.8 All reports must be submitted at the time designated by the Student Senate Executive Assistant.

13.9 All executive senators will assist in the planning of the Student Senate retreats and interviews, as needed.

13.10 Executive senators shall have a broad knowledge of the most current Robert's Rules of Order, Parliamentary Procedure and The Brown Act.

Section Fourteen:

Duties of the Student Senate President

14.0 Duties of the Student Senate President

14.1 To serve as chief representative and executive officer of the Student Senate.

14.2 To serve as an ex-officio member of all commissions, subordinate organizations, and committees of the Student Senate.

14.3 To chair the regularly scheduled Student Senate meetings as well as having a broad and extensive knowledge of the most recent edition of Robert's Rules of Order, Parliamentary Procedure and The Brown Act.

14.4 To give reports of the Executive Council to the entirety of the Student Senate.

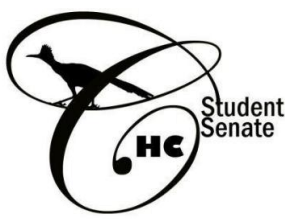
14.5 To have the right to vote in the case of a tie.

14.6 To present and appoint candidates to the Student Senate as deemed necessary throughout the term.

14.5 To establish standard operating procedures for Student Senate meetings designated as Standing Rules, which must be approved by a majority 2/3

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vote of the Student Senate.

14.6 To establish conference attendance guidelines and regulations. Guidelines must be approved by a majority 2/3 vote of the Student Senate.

14.7 To appoint and remove officers and individual members of Student Senate committees, and Shared Governance Committees, in accordance with a majority 2/3 vote of the Student Senate.

14.8 **Power to Veto:**

To have the power of veto over actions of the Student Senate.

(a) A Presidential Veto must be submitted in writing (via email, and denoted in official meeting minutes) to the Student Senate, and presented at a regularly scheduled meeting.

(b) Such vetoes may be overridden by a majority 2/3 vote of the Student Senate, during the semester in which the action takes place.

(c) The Student Senate President must exercise the option of veto within eight days of action by the Student Senate.

14.9 **Executive Order**

(a) To direct by Executive Order the taking of actions, which are urgent and necessary, to maintain the functioning of the Student Senate until it can meet again.

(b) Any such Executive Order automatically expires at the third regular meeting following issuance of the order, or upon termination by the Student Senate through a majority 2/3 vote of the Student Senate.

14.10 To serve as the Student Representative or appoint a designee for Crafton Council, District Assembly, and District Strategic Planning Committee and any other committees deemed pertinent to the position.

14.11 To call to order special meetings to facilitate urgent business matters.

14.12 To appoint an alternate Delegate to Region IX in accordance with a 2/3rds

majority vote of the current Student Senate members.

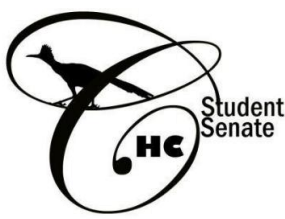
14.13 To chair the Student Senate Executive Council.

14.14

(a) The Student Senate President may make appointments to ad-hoc committee positions for specific purposes.

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- (b) The term of these appointments must be determined at the time of appointment and will be related to the purpose of the appointment.
- (c) In the event that the appointee fails to meet the expectations of the appointment, the President may rescind the appointment.

Section Fifteen:

Duties of Executive Senators

(Executive Council Members)

- **Duties of the Student Senate Vice-President**

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15.0 (A) To serve as the second ranking representative of the Student Senate.

(B) In the absence of the Student Senate President, the Student Senate Vice-President will assume the duties of the Student Senate President. Upon the request of, and in all cases in the absence of, the Student Senate President, the Vice President will chair the Student Senate meetings.

15.1 To ensure that actions directed by the President and Student Senate body are performed.

15.2 To ensure that Student Senate Committees are meeting on a regular basis and actively pursuing their goals.

15.3 To ensure that members are attending and reporting on their shared governance committees.

- **Duties of the Student Senate External Affairs Director**

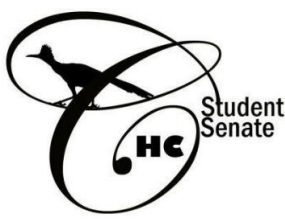
15.4 To give the Student Senate Report at the monthly Board of Trustees meetings.

15.5 To represent the position of the Student Senate in matters involving the ASCHC to the SBCCD Board of Trustees, San Bernardino Valley College (SBVC), Student Senate for California Community Colleges (SSCCC), Region IX, and other off-campus entities as delegated by the President.

15.6 To attend one SBVC ASG meeting per month.

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15.7 To serve as the Region IX voting delegate on behalf of the Student Senate, at monthly Region IX meetings, and semi-annual SSCCC General Assemblies.

15.8 To give reports on updates from the SSCCC, Region IX, and SBVC.

15.9 - Stipends

(A) A stipend of no more than \$20 will be paid monthly to the External Affairs Director or the appointed alternate delegate; the delegate must attend the SBCCD Board of Trustees regular meeting; submit a written report to the Student Senate and to the SBCCD Board of Trustees in order to receive the stipend.

- \$10 will be deducted from the stipend for each failure to attend the meeting and submit a written report.

(B) The intention of the stipend is to cover the student's cost for travel, attending the meeting, and their time.

(C) The alternate delegates are appointed by the Student Senate President , and will not require student senate vote/approval. It is the External Affairs Director's responsibility to attend the meetings and they will have priority over the alternate delegates.

- *If multiple students attend, the stipend will only be allotted to the presenter.

• **Duties of the Student Senate Academic Affairs Director**

15.10 Meet monthly with the Crafton Hills College Vice-President of Instruction and the Crafton Hills College Vice-President of Student Services, as the Student Senate liaison, to seek mentorship in order to better help students.

15.11 Act as a liaison between the student services departments and the associated students.

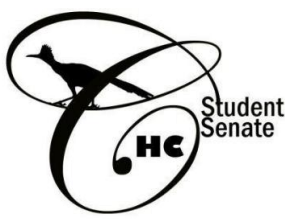
15.12 To attend all Academic Senate meetings, as the liaison between the Academic Senate and the Associated Students, as well as all related meetings and subcommittee meetings.

15.13 Represent the position of the Student Senate in matters involving the ASCHC to the Academic Senate.

15.14 Serve on the Student Services Council and committees requiring student representatives.

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15.15 To assign a designee, in the event that they cannot make it to an Academic Senate meeting and/or related meetings. The President and advisor must be informed prior to the assignment of a designee.

- **Duties of the Student Senate Finance Director**

15.17 Develop the Student Senate and I.C.C budget.

15.18 The developed budget must be approved by a majority 2/3 vote of the Student Senate.

15.19

- (A) Serve as the financial advisor to the Student Senate and I.C.C to avoid overspending.
- (B) Meet monthly with the Student Senate advisor to understand the state of the budget.
- (C) Attend all Student Senate and I.C.C meetings and act as the chief financial officer
- (D) Will be a non-voting Ex Officio member of I.C.C

15.20 Ensure that all Purchase Requisitions are submitted on time. To keep record of all Purchase requisitions (PR) submitted, and ensure that all proper signatures are gathered before PR submittal, in the Student Senate President's office.

15.21 To give monthly reports to the Student Senate and I.C.C of the financial condition. To abide by all financial policies as set forth by the State, Community College District, and the Student Senate.

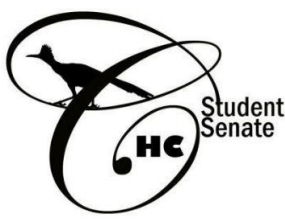
15.22 To chair the Budget Advisory and Fundraising Committee

- **Duties Student Senate Executive Assistant**

15.23 To create and post Student Senate agendas 72 hours prior to the next regularly scheduled meetings, 24 hours prior to a special meeting, and as soon as possible when an emergency meeting is to be held, also to record in writing all proceedings of the Student Senate meetings.

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15.24 To make copies of minutes and agendas, and have them available to the Student Senate, Academic Senate, District Administration, and general student body 72 hours prior to the next regularly scheduled meeting of the Student Senate.

15.25 To keep record of, all minutes, and agendas of the Student Senate, in the Student Senate President's office.

15.26 To keep attendance records of all appointed and elected senators of the Student Senate.

15.27 Compile monthly attendance reports for Student Senate.

15.28 To maintain an accurate contact list of all Student Senate senators.

- **Duties of the SBCCD CHC Student Trustee**

- *Reference San Bernardino Community College District Board Policy BP 2015 Student Trustee for additional Duties*

15.29

(a) If the Student Trustee chooses to be an active Student Senate senator, they shall be governed by the governing documents, and due process of the Student Senate.

(b) The Student Trustee is not required to participate with the Student Senate, however if they should choose not to work under the auspices of the Student Senate they forgo the right to vote on the Student Senate, and all privileges thereto shall be abolished.

15.30 Should the Student Trustee choose to be a member of the Senate; the following shall be their duties:

(a) To attend all regular monthly SBCCD Board of Trustees Meetings.

(b) Ensure that student senators understand all issues being advocated before the Board of Trustees.

(c) To attend any/all meetings as deemed necessary by the President and/or Student Senate in order to effectively represent CHC Student Interest to the Board of Trustees.

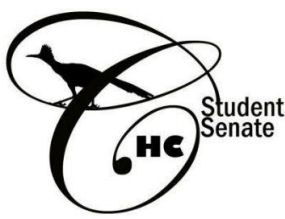
(d) Sit on at least one district committee Student Senate

- **Duties of Inter-Club Council Director**

15.31 To chair all Inter-Club Council (ICC) Meetings.

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15.32 To manage a calendar of all club events, and meetings and submit it to the Student Senate on a monthly basis.

15.33

(A) To attend all Inter-Club Council monthly meetings and bi-monthly in preparation of Club Rush or as needed by the ICC.

(B) To review all club charter applications and recommend to the Student Senate whether it is approved or denied.

15.34 To submit an updated funds request form, and charter packet to the Student Senate for approval at the start of each semester.

15.34 To attend all meetings of all clubs when possible. Should this not be possible, it is the responsibility of the ICC Director to inquire as to the events of the meetings.

Section Sixteen:

General Duties of Appointed Directors & Senators at Large

16.0 All appointed officers are required to report upon assigned activities and events verbally every week, and to submit a typed written report once a month.

16.1 All members of the student senate events committees volunteer to sit on such committees, but participation is required unless otherwise excused by the events director who serves as the chair.

16.2 All appointed officers are required to sit on one shared governance committee requiring a student representative, not including the committee they may be required to sit on according to his/her job description.

16.3 To carry out any other duties as set forth by the Constitution and By-laws and/or assigned by the President, and/or assigned by the Student Senate.

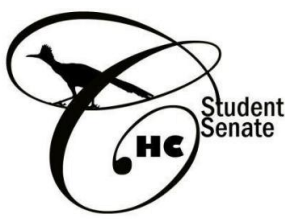
16.4 To regularly attend their assigned committee meetings.

16.5 All members must provide a written and oral report, in the format provided by the Student Senate President, stating all duties and responsibilities a minimum of once per month

(a) Reports must also include vital information received during assigned committee meetings, delegated tasks, as well as any additional work.

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Section Seventeen:

Appointed Senators Job Duties

- **Duties of Events Director**

17.0 To ensure the success of all events and activities charged to the appointed senators.

17.1 To coordinate one multicultural, activism, academic, student advocacy, and fundraising event per year, along with one collaborative event with the San Bernardino Valley College Student Senate.

17.2 To chair the Student Senate Events Council, and delegate event-related tasks.

17.3 To develop and maintain a consolidated list of all Student Senate events, activities, point persons, and deadlines; and to give monthly progress updates thereof.

17.4 To maintain and enforce activity and event procedures/guidelines.

17.5 To report weekly to the Student Senate Executive Council, updates and progress regarding events, deadlines, procedures, etc. To give weekly verbal reports, and monthly written reports to the Student Senate.

17.6 To assist the Executive board in planning and coordinating the summer and Winter Retreats.

17.7 To coordinate a volunteer system, in order to help plan and execute events.

17.8 Meet with Student Senate Advisor a minimum of once a month

- **Duties of Outreach Director**

17.09 To promote awareness and benefits of the AS sticker.

17.10 To attend a minimum of one service project per semester

17.11 To assist and plan one food drive event each semester

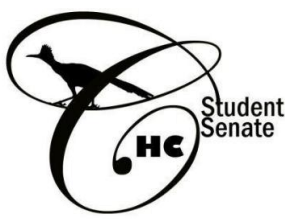
17.12 To publicize all appropriate Student Senate events a minimum of two (2) weeks prior to the event through posters on campus and social media accounts.

17.13 To keep a file of important information regarding campus events, programs, fliers, newspaper articles and photographs.

17.14 To be responsible for managing and maintaining any Student Senate run websites or social networking channels including the Student Senate Facebook

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page and Instagram account. To Coordinate with the Artistic Director and work closely with maintaining a strong social media presence.

17.15 To inform the Student Senate of the posting procedures on campus and to enforce the posting procedures on campus.

- **Duties of Sustainability Director**

17.17

- (a) The Sustainability Director will coordinate and work with the Outreach Director to assist and plan community service events on CHC and in the local community.
- (b) The Director will coordinate and work with the Outreach Director, Events Director, and Artistic Director to promote CHC events, education and values that promote on CHC campus.
- (c) To advocate and address the students necessities pertaining to food insecurities and student housing insecurities.
- (d) The Sustainability Director will develop, plan, coordinate and implement activities related to .

17.18 The Director will act as the liaison between Crafton Hills College, San Bernardino Community College District and the local community to advocate, coordinate, promote and implement activities related to recycling, water conservation, power/electricity conservation, to reduce paper waste, promote ebooks and promote clean air practices.

17.19

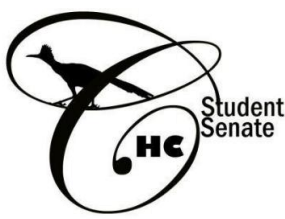
The Director will develop, plan, coordinate and implement any Earth Day Events, and trash clean-up days.

17.20

- (A) The Director will act as the liaison to communicate CHC Student Senate and relevant shared governance committees in regards to: recycling, food insecurities, student housing needs.
- (B) The Director will sit on the Basic Needs Committee and act as the Student representative and be the liaison between CHC Student Senate and the Basic Needs Committee.

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- **Duties of Senator-At-Large(s)** (*eight positions*)

17.22

(A) Will take on all committee duties as assigned by the Student Senate President.

(B) Will take on duties as assigned by the Student Senate President and/or the CHC Student Senate.

(C) Will be required to sit on one or more Crafton Hills College and/or District shared governance committees.

17.23 To assist other senators/directors with the planning, staffing and implementation of events and goals.

17.24 The Student Senate President may assign each senator to work with fellow senators/directors for a specified amount of time.

- **Artistic Director**

17.25 Create all artwork used by the CHC Student Senate

17.26

(a) Design artwork and graphic designs for promotional materials, marketing tools, recruitment, events and as deemed necessary by the Student Senate President and/or Executive Council

(b) Not limited to but to be used at events, social media posts, creating logo (s) and t-shirt designs

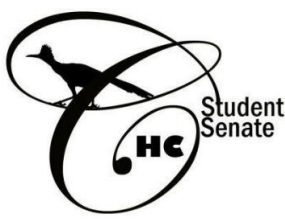
17.27 (A) To take on committee duties as assigned by the Student Senate President and/or Executive Council

(B) To coordinate with the Outreach Director for managing and maintaining any Student Senate run websites or social networking channels including but not limited to the Student Senate Facebook page and Instagram account. To Coordinate with the Outreach Director and work closely with maintaining a strong social media presence.

17.28 To take on other duties as assigned by the Student Senate President and/or Executive Council

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17.29 To assist other senators, when necessary, with the planning and implementation of events and goals

Section Eighteen

Inter-Club Council (I.C.C) Governing Policy

18.1 Section 10 of these bylaws will apply for removal of I.C.C Officers, delegates and club officers.

18.2 The I.C.C Coordinator and the I.C.C Communications Officer will be elected at the first I.C.C meeting of each semester by the I.C.C delegates in Fall and Spring.

18.3 At the discretion of the I.C.C Director and approval of I.C.C delegates can appoint and/or elect additional officers to assist in the operations of I.C.C

18.4 I.C.C Coordinator and the I.C.C Communications Officer will serve one term of office (one term is defined as one semester Fall or Spring).

18.5 I.C.C Coordinator

(A) I.C.C Coordinator will act as the Vice President of the I.C.C

(B) Networking channels including the I.C.C Facebook page and Instagram account.

(C) To Coordinate with the Student Senate Artistic Director and Student Senate Events Director and work closely with maintaining a strong social media presence to promote I.C.C and Student Senate Events.

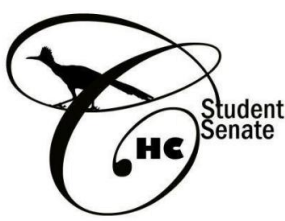
18.6

I.C.C Communications Officer

A. Take and distribute minutes for all I.C.C meetings

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- B. Maintain I.C.C organizational records
- C. To create and post I.C.C agendas 72 hours prior to the next regularly scheduled meetings, 24 hours prior to a special meeting, and as soon as possible when an emergency meeting is to be held, also to record in writing all proceedings of the I.C.C meetings.
- D. To make copies of minutes and agendas, and have them available to the I.C.C members
- E. To keep record of, all minutes, and agendas of the I.C.C
- F. To keep attendance records of all I.C.C meetings
- G. Compile monthly attendance reports for I.C.C
- H. To maintain an accurate contact list of all Clubs officers and I.C.C Officers

18.7

I.C.C Delegate

- A. Each club will appoint/elect one member of their club to attend the I.C.C. meetings.
- B. All clubs are required to have a delegate attend I.C.C meetings.
- C. The delegate will be a voting member of I.C.C.
- D. It is highly encouraged for delegates to attend all I.C.C meetings. Failure to attend and send a club delegate to I.C.C meetings can result in funding requests being denied, up to club charters being revoked and denied.

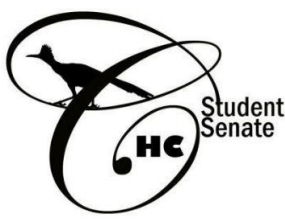
18.8

I.C.C Finances

- A. A Bursar account will be created for the purpose of reimbursing CHC Clubs for any project or event or otherwise accepted club activities. At the beginning of each semester, the Student senate will allocate a portion of their funds for this Bursar account. These funds will be added to the account promptly after the club charter deadline.
- B. Each club will have a cap for how much they can be reimbursed for each semester. This cap must be decided before the student senate allocated funds into the Bursar account. The amount of money that will be added to this fund will be decided in this manner; $(\text{number of clubs}) \times (\text{cap for each club}) = (\text{total amount})$

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size). The recommended cap for each club is \$100, with the discretion of the student senate.

- C. If any club charters later than the charter deadline, they will not have access to the Bursar account reimbursement. However, these clubs are still able to approach the student senate for their reimbursement. The Bursar account will NOT be replenished back to its limit until the beginning of the next school semester. If there is a request to the Bursar of funds exceeding the amount of funds in the club's account, the club will only be reimbursed for the amount in the account. For any further reimbursements, the club must approach the student senate.

18.9

I.C.C Director will have a discretionary Bursar account to be used for marketing, promotional items, supplies, food and drinks for meetings and/or gatherings. The recommended cap for the I.C.C discretionary is no more than \$350 dollars a semester. Approval of the use of I.C.C discretionary account funds must be approved by I.C.C and CHC Student Senate; with approval of the Student Senate Advisor.

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