

Establishment of Organization

1. The name of the organization is the Crafton Hills College Student Senate.
 - The Crafton Hills College Student Senate Constitution supersedes these Bylaws.
 - All changes made to these Bylaws will be effective the following academic year.
2. The Student Senate body consists of elected senators and appointed senators.
3. The elected senators are the Executive Council. The Executive Council senators are:
 - President
 - Vice-President of Internal Affairs
 - Vice-President of External Affairs
 - Vice-President of Academic Affairs
 - Vice-President of Finance
 - Executive Assistant
 - San Bernardino Community College District Student Trustee.
 - ❖ Any candidate for Student Trustee is encouraged, but not required to participate in the Student Senate as an Executive Council voting senator.
4. The appointed senators are:
 - Events Coordinator
 - Inter-Club Council Coordinator
 - Sustainability Coordinator
 - Outreach Coordinator
 - Editor-in-Chief
 - Senator-At-Large (2).



Purpose and Mission of Organization

1. 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. 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, who are LGBTQ and from all 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.

Eligibility

1. Minimum eligibility to serve in the Student Senate as a voting senator, pursuant to California Education Code, during the time in office, is:
 - Minimum of 5 units of coursework
 - Cumulative Crafton Hills College Grade Point Average of 2.0.
 - ❖ 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.
 - ❖ At any point during the academic year, the advisor can request a grade check for any senator of the Student Senate.
2. 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.
 - ❖ The Student Senate must be notified in writing of senator's removal at



- a regularly scheduled Student Senate meeting.
- ❖ The reason for removal does not have to be disclosed.

Having Membership

1. No person may simultaneously hold an elected or appointed office in the Student Senate at another college.
2. An individual cannot hold the same elected or appointed position for more than one term, two semesters.
3. In the event of a mid-year appointment, the appointee is eligible to serve in the same office for a term of one academic year following the appointment.
4. 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.
5. All persons holding an appointed office are to be appointed by the Student Senate President, and possibly confirmed by the Student Senate for a term of one Academic year.
6. 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.

Elections

1. The recruitment and election process for all Student Senate positions will begin at the conclusion of every fall semester.
2. An individual cannot run for more than one elected position per election period.
3. Senators removed from office are prohibited from running in elections the following year, but may be appointed at the Student Senate President's discretion.
4. Any candidate for President must have:
 - Served two semesters on the Student Senate prior to the beginning of their term in office
 - Sat on at least one shared governance committee



- Attended a majority of Student Senate meetings and events, through the verification of the Advisor.

Vacancies

1. 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
 - 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 specific duties and responsibilities stated in the bylaws.
2. In the event of a vacancy within the Executive Council, the entire Student Senate will hold an internal election to fill the vacancy.
3. 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.
4. In the case that there is a vacancy for the position of Executive Assistant the Vice-President of Internal Affairs will assume responsibilities of the executive assistant.
 - If the Vice-President of Internal Affairs is unable to assume the position of Executive Assistant, the line of succession must be followed.

Attendance Policy

1. All senators are responsible for attendance at weekly meeting and Student Senate retreat days, for the duration of the term.
 - One term is equal to one academic year/two semesters.
2. Senators are allotted a total of 2 absences for the term. All absences must be excused.
3. Absences due to Student Senate related events, and/or shared governance will not be counted, at the discretion of the Executive Council.
4. All Student Senate senators, including the Executive Council senators, must follow the following absence notification process:



- Send an email to the Student Senate and Advisor, notifying them of his or her absence from a regular meeting.
 - The email must be sent a minimum of twenty-four hours prior to regularly scheduled meeting.
 - In the case of an emergency, where prior notification is not possible, absences may be excused after the fact. All excused absences will be at the discretion of the Student Senate.
5. 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.
 - Proper notification must be given of late arrival/early departures.
 - In case of an unforeseen late arrival and/or early departure, the Student Senate and advisor must be informed as soon as possible.
 6. Any combination of 2 late arrivals or early departures of at least thirty minutes equals an absence, at the discretion of the Executive Council.
 - The notification process must be followed.
 7. All absences from Student Senate events and shared governance committee meetings must follow the notification process.
 8. A senator may not be absent from an event that they are the lead of, unless they have made prior arrangements with another senator to take charge in his/her absence, informing the Student Senate and advisor.
 9. Any senator who is absent from two consecutive meetings without proper notification, is considered to have resigned involuntarily.
 10. All senators who are involuntarily resigned will be notified via email, after their second absence.
 11. All senators who exceed the number of allotted absences will be put on the agenda to review their attendance and performance for possible removal or to have their excess absences excused.
 12. If a senator misses a total of 3 regularly scheduled meetings in a given semester, they are automatically considered involuntarily resigned from the Student Senate.
 - This resignation does not have to appear on the agenda



Resignations

1. All resignations of elected and appointed senators must be submitted via email to the Student Senate President and the advisor.
2. Resignations will become effective two weeks from the date the notice is received unless otherwise noted and be read at a regularly scheduled meeting.
3. In the event that the Student Senate President was to resign, the Student Senate will follow the line of succession, as follows:
 - President
 - Vice-President of Internal Affairs
 - Vice-President of External Affairs
 - Vice-President of Academic Affairs
 - Vice-President of Finance
 - Executive Assistant
 - SBCCD Student Trustee

Removal from Office

1. Due Process

- The member up for removal must receive a written and/or an email notification from the Student Senate Vice-President of Internal Affairs 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.
- 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.
- The member in question will have the opportunity to present their defense against allegations, or charges.
- The Student Senate will have no longer than two meetings to discuss and make a decision as to the removal of said senator.
- The senator shall be removed with a majority 2/3rds vote of the Student Senate.
- The Student Senate must vote by public ballot.

2. Grounds for Removal



- An elected or appointed senator of the Student Senate may be removed from their position through due process for any of the following reasons:
 - ❖ Continued failure to fulfill the duties of their designated position as outlined in the Constitution and Bylaws.
 - ❖ Continued failure to fulfill the duties as prescribed by the Executive Council.
 - ❖ Excessive absences.
 - ❖ There is conclusive and overwhelming evidence that a senator has threatened the safety of a fellow senator.
 - ❖ There is conclusive and overwhelming evidence that a senator has engaged in actions designated to undermine the authority and integrity of the Student Senate.
 - ❖ There is conclusive and overwhelming evidence that a senator has behaved in a manner that is counteractive to the goals of the Student Senate.
 - ❖ 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.
 - ❖ There is evidence that an officer while in office has engaged in dishonorable behavior and/or violated Crafton Hills College's Code of Conduct.

Meetings

1. The Student Senate President will chair all meetings. In his or her absence, the Student Senate Vice-President of Internal Affairs shall chair the meeting.
 - If the Student Senate Vice-President of Internal Affairs is unable to chair the meeting, the line of succession must be followed.
2. The Student Senate Advisor or his/her designee must be present at all meetings in which monetary decisions are being made.
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), at least once every week, as designated by the Executive Council, prior to the start of registration for the next semester.
4. Special meetings of the Student Senate may be called by the Student Senate President or in his/her absence, the Vice-President of Internal Affairs.
 - Notice of said special meeting must be compliant with Brown Act.



Committees

1. 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.

2. Standing Committees

- Crafton Cares
 - ❖ The Crafton Cares committee will be chaired by the Sustainability Coordinator
 - ❖ The Crafton Cares committee must consist of at least four (4) members, including the chair. The members will be chosen by the Sustainability Coordinator and approved by the body at a regularly scheduled meeting.
 - ❖ The Crafton Cares mission statement is to aid and strengthen the Crafton community by providing the resources essential for student success.
 - ❖ The Crafton Cares committee will host at least one (1) event per semester to aid and strengthen the Crafton community.
- Events Council
 - ❖ The Events Council, chaired by the Events Coordinator, must plan and execute all events pertinent to a member's job description.
 - ❖ All appointed officers of the Student Senate are required to attend Events Council unless excused by the Student Senate President, or Events Coordinator.
- Executive Council
 - ❖ 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.
 - ❖ 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.
 - ❖ The Executive Council will meet in open session at least once a week during the academic year excluding summer and winter breaks.



Exceptions to this will be at the discretion of the Student Senate President.

- ❖ Membership must consist of:
 - Student Senate President
 - Vice-President of Internal Affairs
 - Vice-President of External Affairs
 - Vice-President of Academic Affairs
 - Vice-President of Finance
 - Executive Assistant
 - SBCCD Student Trustee
 - ❖ Upon concurrence of half of the Executive Council, members may be excluded 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.
- Budget Advisory and Fundraising Committee
 - ❖ 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 increase revenue for the Student Senate, and solicit donations from business and individuals.
 - ❖ The Vice-President of Finance will chair the Budget Advisory and Fundraising Committee. The co-chair can be chosen at the first meeting.
 - ❖ The Budget Advisory and Fundraising Committee must consist of four (4) members.
 - ❖ Members will be chosen by the Vice-President of Finance and approved at a regularly scheduled meeting.

3. 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.



General Requirements of Executive Senators

1. Senators are listed in the order of succession.
2. All executive senators are required to attend the Student Senate Executive Council meetings.
3. Absences from the Executive Council meetings are to follow the general attendance policy.
4. All executive senators are required to sit on one shared governance committee requiring a student representative.
5. 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.
6. 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 week prior to each regularly scheduled meeting.
 - Reports must also include vital information received during assigned committee meetings, delegated tasks, as well as any additional work.
7. All reports must be submitted to Vice-President of internal affairs. All reports must be submitted at the time designated by the Executive Assistant.
8. All returning executive senators will assist in the planning of the Student Senate retreats and interviews, as needed.
9. Have a broad knowledge of the most current Robert's Rules of Order and Parliamentary Procedure.
10. In the case that there is an absence or vacancy for the position of Executive Assistant the Vice-President of Internal Affairs will assume the duties of the executive assistant.
 - If the Vice-President of Internal Affairs is unable to assume the position of Executive Assistant, the line of succession must be followed.



Executive Senators

1. Duties of the President

- To serve as chief representative and executive officer of the Student Senate.
- To serve as an ex-officio member of all commissions, subordinate organizations, and committees of the Student Senate.
- To chair the regularly scheduled Student Senate meetings as well as having a broad an extensive knowledge of the most recent edition of Roberts Rules of Order.
- To give weekly reports of the Executive Council to the entirety of the Student Senate.
- To have the right to vote in the case of a tie.
- To present and appoint candidates to the Student Senate as deemed necessary throughout the term.
- To establish standard operating procedures for Student Senate meetings designated as Standing Rules, which must be approved by a majority 2/3 vote of the Student Senate.
- To establish conference attendance guidelines and regulations.
- Guidelines must be approved by a majority 2/3 vote of the Student Senate.
- 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.
- To have the power of veto over actions of the Student Senate
 - ❖ 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.
 - ❖ Such vetoes may be overridden by a majority 2/3 vote of the Student Senate, during the semester in which the action takes place.
 - ❖ The Student Senate President must exercise the option of veto within eight days of action by the Student Senate.
- 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.
 - ❖ 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.
- 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.
- To call to order special meetings to facilitate urgent business matters.
- To appoint an alternate Delegate to Region IX in accordance with a 2/3rds



majority vote of the current Student Senate members.

- To chair the Student Senate Executive Council.
- The Student Senate President may make appointments to ad-hoc committee positions for specific purposes.
- The term of these appointments must be determined at the time of appointment and will be related to the purpose of the appointment.
- In the event the appointee fails to meet the expectations of the appointment, the President may rescind the appointment.

2. Duties of the Vice-President of Internal Affairs

- To serve as the second ranking representative of the Student Senate.
- To ensure that actions directed by the President and Student Senate body are performed.
- To ensure that Student Senate Committees are meeting on a regular basis and actively pursuing their goals.
- To ensure that members are attending and reporting on his or her shared governance committees.

3. Duties of the Vice-President of External Affairs

- To give the monthly Student Senate Report at the monthly Board of Trustees meetings.
- 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.
- To attend one SBVC ASG meeting per month.
- To serve as the Region IX voting delegate on behalf of the Student Senate, at monthly Region IX meetings, and semi-annual SSSCC General Assemblies.
- To give a weekly report on updates from the SSSCC, Region IX, and SBVC.
- Serve as the CHC student liaison for the CHC Elect-Her conference.

4. Duties of the Vice-President of Academic Affairs

- 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.
- Act as a liaison between the student services department and the associated students
- 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.
- Represent the position of the Student Senate in matters involving the ASCHC



- to the Academic Senate.
- Serve as the liaison between Brother to Brother steering committee and the Student Senate.
- Serve on Student Services Council and committees requiring student representatives.
- To assign a designee, in the event that he/she 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.
- To coordinate and execute the Student Senate Book Loan Program

5. Duties of the Vice-President of Finance

- Develop the Student Senate budget.
- The developed budget must be approved by a majority 2/3 vote of the Student Senate.
- Serve as the financial advisor to the Student Senate to avoid overspending.
- Meet weekly with Student Senate advisor to understand the state of the budget.
- 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.
- To give weekly reports to the Student Senate of the financial condition.
- To abide by all financial policies as set forth by the State, Community College District, and the Student Senate.
- To chair the Budget Advisory and Fundraising Committee

6. Duties of the Executive Assistant

- To create and post Student Senate agendas 72 hours prior to the next regularly schedules 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.
- 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.
- To keep record of, all minutes, and agendas of to the Student Senate, in the Student Senate President's office.
- To keep attendance records of all appointed and elected senators of the Student Senate.
- Compile monthly attendance reports for Student Senate.
- To maintain an accurate contact list of all Student Senate senators.



7. Duties of the SBCCD Student Trustee

- 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.
 - ❖ The Student Trustee is not required to participate with the Student Senate, however if he/she 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.
- Should the Student Trustee choose to be a member of the Senate, the following shall be their duties:
 - ❖ To attend all monthly SBCCD Board of Trustee Meetings.
 - ❖ Ensure that student senators understand all issues being advocated before the Board of Trustees.
 - ❖ 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.
 - ❖ Sit on at least one district committee



General Duties of Appointed Senators

1. 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.
2. All appointed officers are required to attend the weekly Student Senate Events Council.
3. All appointed officers are required to sit on one shared governance committee requiring a student representative, not including the committee he or she may be required to sit on according to his/ her job description.
4. 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.
5. To regularly attend at least one Student Senate committee.
6. All members must provide a written report, in the format provided by the Student Senate President, stating all duties and responsibilities carried out the week prior to each regularly scheduled meeting.
 - Reports must also include vital information received during assigned committee meetings, delegated tasks, as well as any additional work.



Appointed Senators

1. Duties of Editor-in-Chief

- To act as the chief editor of the Student Senate- run publication, The Advisor.
- To take on all committee duties as assigned by the President.
- To ensure that one issue of the Advisor is published monthly via email to the ASCHC.
- To work with the Sand Canyon Review to publish The Advisor.

2. Duties of Events Coordinator

- To ensure the success of all events and activities charged to the appointed senators.
- 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.
- To chair the Student Senate Events Council, and delegate event-related tasks.
- To develop and maintain a consolidated list of all Student Senate events, activities, point persons, and deadlines; and to give monthly progress updates thereof.
- To maintain and enforce activity and event procedures/guidelines.
- 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.
- To assist the Executive board in planning and coordinating the summer and winter Retreats.
- To coordinate a volunteer system, in order to help plan and execute events.
- Meet with Student Senate Advisor a minimum of once a month

3. Duties of Inter-Club Council Coordinator

- To co-chair all Inter-Club Council (ICC) Meetings.
- To manage a calendar of all club events, and meetings and submit it to the Student Senate on a monthly basis.
- To attend all Inter-Club Council monthly meetings and bi-monthly in preparation of Club Rush or as needed by the ICC.
- To review all club charter applications and recommend to the Student Senate whether it is approved or denied.
- To submit an updated funds request form, and charter packet to the Student Senate for approval at the start of each semester.



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

4. Duties of Outreach Coordinator

- To promote awareness and benefits of the AS sticker.
- To chair Crafton Cares Committee
- To assist and plan one food drive event for the COACH cupboard food pantry per semester.
- 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.
- To keep a file of important information regarding campus events, programs, fliers, newspaper articles and photographs.
- To be responsible for managing and maintaining any Student Senate run websites or social networking channels including the Student Senate Facebook page and Instagram account.
- To inform the Student Senate of the posting procedures on campus and to enforce the posting procedures on campus.
- To chair recruitment committee

5. Duties of Sustainability Coordinator

- The Sustainability Coordinator will develop, coordinate and administer programs and advise policies within the area of sustainability at Crafton Hills College.
- Act as the liaison between the CHC sustainability committee, and the SBCCD sustainability committee.
- Develop, plan, coordinate and implement activities related to sustainability
- Create and manage a weekly schedule for people to visit ALL Student Senate recycle bins and gather recyclables.
- Manage storage for all recyclables collected.
- Take recyclables to the recycle plants and bring proceeds to the Student Senate advisor and the vice-president of finance.

6. Duties of Senator-At-Large (2)

- To take on all committee duties as assigned by the Student Senate President.
- To assist other senators when necessary with the planning and implementation of events and goals.
- The Student Senate President may assign each senator to work with fellow senator for a specified amount of time.



