BYLAWS

Article I

LEGISLATIVE AUTHORITY

Section 1: Legislative authority shall be vested in the San Jose City College Associated Student Government (SJCC ASG) and Student Senate.

Section 2: The Student Senate has the power to make rules and regulations concerning SJCC ASG or any member of the SJCC Student Body. All amendments to the SJCC ASG Constitution and Bylaws shall first be approved by the Rules Committee. All amendments are effective upon approval by a three-fourths (3/4) vote of the Student Senate as a whole.

Section 3: Completed ASG Student Senate agendas will be posted in the Student Services Building for public view and SJCC Website under the SJCC ASG web link seventy-two (72) hours prior to the meeting in accordance with the Ralph M Brown Act. A special Meeting follows the same procedure with twenty-four (24) hours notice.

Section 4: Any item may be vetoed by the President of SJCC ASG. The Student Senate may repeal the decision of the Chair by two-thirds (2/3) vote. The SJCC student body may repeal the decision of the Chair with a ten percent (10%) constituency by petition. Petition is presented to the Student Senate Council as a whole for reconsideration. Reconsideration of the veto in question may be overturned by two-thirds (2/3) vote of the Student Senate.

Article II

EXECUTIVE AUTHORITY

Section 1: Executive authority shall be vested in the President of SJCC ASG. With the sole exception of voting to break a tie, the SJCC student body President shall be a non-voting member of the SJCC Student Senate.

Article III

EXECUTIVE COUNCIL

Section 1: All Executive Officers shall constitute the Executive membership.

Section 2: The Executive Council is responsible for planning, budgeting, implementing, coordinating and evaluating all SJCC Associated Student Body activities.
Article IV
STUDENT SENATE

Section 1: The Student Senate of SJCC ASG shall be:
- President of the SJCC ASG and Student Senate
- Vice President of the SJCC ASG and Student Senate
- Vice President of Finance
- Chief Justice
- Student Trustee
- Academic Senator of Arts/Humanities
- Academic Senator of Athletics/Kinesiology
- Academic Senator of Business
- Academic Senator of Language Arts
- Academic Senator of Mathematics
- Academic Senator of Science
- Academic Senator of Service Careers
- Academic Senator of Social Science

Section 3: Clubs chartered and in good standing during the academic year may appoint one (1) Student Senator per club and shall become members of the Student Senate and shall have only one (1) vote on each issue.

Section 4: Student Senate members shall be elected through a general election of the student body.

Section 5: General Responsibilities

Clause 1: Student Senate members shall represent SJCC ASG Student Senate members at times and places where such representation is required, requested and agreed upon.

Clause 2: Student Senate members shall hold a minimum of five (5) posted office hours per week.

Article V
EXECUTIVE COUNCIL

Section 1: The Executive Council of SJCC ASG shall be:

- President of the SJCC ASG and Student Senate
- Vice President of the SJCC ASG and Student Senate
- Vice President of Finance
- Chief Justice
- Student Trustee
- Director of Academic Affairs
- Director of Communications
- Director of Community Affairs
- Director of Intercultural Affairs
- Director of Legislative Affairs
- Director of Programming
- Director of Public Relations
- Director of Student Engagement
- Director of Student Resources

Section 2: All Executive Senators shall be members of the Executive Council. Executive Officers cannot simultaneously serve as Club Representatives during their term of office.

Section 3: The Executive Senators shall be appointed by the President of SJCC ASG and ratified by the Student Senate with a two thirds (2/3) vote.

District Policy
Clause 1: In compliance with District Policy BP2015 and California Education Code 72023.5, one (1) student representative as “Student Trustee” shall serve on the San Jose/Evergreen Community College District Board of Trustees as an advisory voting member.
Clause 2: Student Trustee shall receive compensation pending approval from the San Jose/Evergreen Community College district.

Section 4: President of the SJCC ASG and Student Senate

Clause 1: The President shall serve as a member of the Executive Council and the Student Senate and shall be the sitting Student Trustee of the San Jose/Evergreen Community College’s Board of Trustees.

Clause 2: The President shall serve as the presiding officer of the Executive Council at all regular and special meetings and shall be responsible for preparing the agendas for said Executive Council meetings.

Clause 3: The President shall serve as a member of the College Advisory Council and the Strategic Planning Committee.

Clause 4: The President shall represent SJCC ASG members at times and places where such representation is required, requested and agreed upon (i.e. traditional Activities, College Council, District Council, Academic Senate, and other appropriate functions).

Clause 5: The President shall prepare and present reports on SJCC ASG activities, Activities and conferences at San Jose City/Evergreen valley District (SJECCD) Board of Trustee meetings.
Clause 6: The President shall assume or delegate as he/she sees fit the duties of any executive position should those positions be vacant, however the SJCC ASG President may only serve in two or three (2-3) of those capacities at one time.

Clause 7: The President shall enforce the SJCC ASG Constitution and Bylaws.

Clause 8: The President shall appoint all Student Senators to all ASG standing committees when necessary and shall be responsible for ensuring the full participation of the appointed students.

Clause 9: Vacancies in the Student Senate and Executive Council shall be filled through appointment by the President and ratification of the Student Senate by a simple majority vote by the SJCC ASG and Student Senate Council and verified by the ASG Advisor prior to appointment and is an interim non-voting member until position becomes official.

Clause 10: The President shall have the right to veto legislation by submitting a written statement of his/her objection to the Vice President of the Student Senate Council within seventy-two (72) hours before the next regular meeting of whichever body meets sooner, following the passage of said legislation. The ASG Student Senate may overturn the decision of the President by two-thirds (2/3) vote.

Clause 11: The President may, in the absence of the Vice President of Finance, be a signatory on expenditure of funds.

Clause 12: The President shall prepare an end-of-the-semester report on the activities and conferences of SJCC ASG for submission to the Student Senate and the college President.

Clause 13: The President shall ensure the full participation of SJCC ASG in the shared governance process and shall be ultimately responsible for the maintenance of all records pertaining to the shared governance process.

Clause 14: The President shall consult with the SJECCD Board of Trustees or its designee on all matters that have affected or will affect the students of SJCC.

Clause 15: The President shall prepare an informational binder by the end of his/her term for the incoming President.

Clause 16: The President shall hold a minimum of five (5) posted office hours per week.

Section 5: Vice President of the ASG and Student Senate

Clause 1: The Vice President shall serve as a member of the Executive Council and the Student Senate.

Clause 2: The Vice President shall serve as the presiding officer of the Student Senate and at all regular and special meetings in absence of the President and shall prepare the agenda for said meetings.

Clause 3: The Vice President shall represent the Student Senate at such times and places where representation is required, requested, and agreed upon.
Clause 4: The Vice President shall appoint all Student Senators to all standing committees when necessary in absence of the President and shall be responsible for ensuring the full participation of students he/she appoints.

Clause 5: The Vice President shall prepare and present reports on Student Senator Activities, and prepare an end-of-the-semester report on all Student Senate activities.

Clause 6: The Vice President shall hold a minimum of five (5) posted office hours per week.

Clause 7: The Vice President shall be responsible for making sure that all SJCC ASB Clubs adhere to all policies and procedures mentioned in Article XV.

Section 6: Vice President of Finance

Clause 1: The Vice President of Finance shall serve as a member of the Executive Council and the Student Senate.

Clause 2: The Vice President of Finance shall serve as the presiding officer of the SJCC ASG Finance Committee at all regular and special meetings and shall prepare the agenda for said meetings.

Clause 3: The Vice President of Finance shall represent the SJCC ASG Finance Committee at such times and places where representation is required, requested, and agreed upon.

Clause 4: The Vice President of Finance shall serve as a member of the SJCC Finance Committee.

Clause 5: The Vice President of Finance shall prepare and present reports of Finance Committee activities and status of the SJCC ASG Budget to the Student Senate and prepare expenditures as well as submit budget breakdowns. The Vice President of Finance shall also be responsible for maintaining current records of all budget line items.

Clause 6: The Vice President of Finance shall be one (1) of three (3) signatories on all expenditures of funds before being submitted to SJCC Business Services. Signatories shall consist of The Vice President of Finance, one (1) designated staff member or Administrative personnel, and one (1) ASG Executive Member.

Clause 7: The Vice President of Finance shall be one (1) of four (4) signatories on all ASG bank accounts with the privilege of withdrawing funds, depositing funds, communicating with the bank to receive information concerning the accounts, and the ability to access records and statements. Signatories shall consist of The Director of Finance, one (1) designated staff member or Administrative personnel, one (1) ASG Executive Member (the President, unless he or she designates that role to another ASG Executive Member), and the ASG Advisor.

Clause 8: Any given expenditure request must be signed by no less than two approved signatories before funds are to be dispersed.
Clause 6: The Vice President of Finance shall hold a minimum of five (5) posted office hours per week.

Section 7: Chief Justice

Clause 1: The Chief Justice shall serve as a member of the Executive Council and the Student Senate.

Clause 2: The Chief Justice shall Chair the Rules Committee which provides guidance for the interpretation and application of the Constitution and Bylaws.

Clause 3: The Chief Justice shall be responsible for overseeing the SJCC ASG Constitution and Bylaws to ensure that they meet the needs of the organization.

Clause 4: The Chief Justice shall serve as a member of the Program Review Committee.

Clause 5: The Chief Justice shall not be a voting member of the SJCC ASG.

Clause 6: The Chief Justice shall be the final interpreter of the SJCC ASG’s Constitution and Bylaws as well as all other governing documents should there be any question of interpretation.

Clause 7: The Chief Justice shall serve as the Parliamentarian for the ASG Student Senate.

Clause 8: The Chief Justice shall facilitate meetings in the absence of both the Chair and Vice Chair.

Clause 9: The Chief Justice oversees and leads the administrative functions and oral arguments of the Judicial Branch.

Clause 10: The Chief Justice shall serve on the disciplinary committee and attend all disciplinary hearings.

Clause 11: The Chief Justice shall be appointed in the fall semester and serve for one (1) full year.

Clause 12: The Chief Justice shall hold a minimum of five (5) posted office hours per week.

Clause 13: The Chief Justice shall have the option of appointing up to two Associate Justices to help carry out the tasks of the Chief Justice as he or she sees fit. They shall not be voting members. The Associate Justices shall not be given a stipend. Any Senator or Club Representative shall be eligible for appointment upon expressing interest to the Chief Justice. Any potential Justice enrolled in (5) units and maintaining a 2.0 cumulative grade point average shall be eligible for appointment by the Chief Justice for the position of Associate Justice.

Section 8: Student Trustee

Clause 1: The Student Trustee shall serve as a member of the Executive Council and Student Senate.

Clause 2: In compliance with District Policy BP2015 and California Education Code 72023.5, one (1) student representative as “Student Trustee” shall serve on the San Jose/Evergreen Community College District
Board of Trustees as an advisory voting member.

Clause 3: The Student Trustee shall receive compensation pending approval from the San Jose/Evergreen Community College district.

Clause 4: The Student Trustee shall hold a minimum of five (5) posted office hours per week.

Section 9: Director of Academic Affairs

Clause 1: The Director of Academic Affairs shall serve as a member of the Executive Council.

Clause 2: The Director of Academic Affairs shall serve as the presiding officer of the SJCC ASG Academic Affairs Committee at all regular and special meetings and shall prepare the agenda for said meetings.

Clause 3: The Director of Academic Affairs shall serve as a member of the Academic Senate and Distance Education Committee.

Clause 4: The Director of Academic Affairs shall represent the SJCC ASG Academic Affairs Committee at such times and places where representation is required, requested, and agreed upon.

Clause 6: The Director of Academic Affairs shall prepare and present reports on students’ academic needs twice a month and execute plan of actions to address such needs.

Clause 7: The Director of Academic Affairs shall hold a minimum of five (5) posted office hours per week.

Section 10: Director of Communications

Clause 1: The Director of Communications shall serve as a member of the Executive Council and a nonvoting member of the Student Senate.

Clause 2: The Director of Communications shall take notes of business transactions and transcribe minutes to reflect those present as well as absent at meetings of the Executive Council and Student Senate and distribute minutes to all appropriate persons.

Clause 3: The Director of Communications shall be responsible for maintaining all documents pertaining to SJCC ASG, including but not limited to recorded minutes. All recorded minutes will be kept in a binder and online for public view and transparency.

Clause 4: The Director of Communications shall be responsible for sending out campus-wide emails on behalf of the ASG.

Clause 5: The Director of Communications shall be responsible for posting all executive members’
office hours online.

Clause 6: The Director of Communications shall hold a minimum of five (5) posted office hours per week.

Section 11: Director of Community Affairs

Clause 1: The Director of Community Affairs shall serve as a member of the Executive Council.

Clause 2: The Director of Community Affairs shall serve as the presiding officer of the SJCC ASG Community Affairs Committee at all regular and special meetings and shall prepare the agenda for said meetings.

Clause 3: The Director of Community Affairs shall represent the SJCC ASG Community Affairs Committee at such times and places where representation is required, requested, and agreed upon.

Clause 4: The Director of Community Affairs shall prepare and present reports twice a month and execute plans of actions that address outreach to outside organizations that improve opportunities for student success.

Clause 5: The Director of Community Affairs shall hold a minimum of five (5) posted office hours per week.

Section 12: Director of Intercultural Affairs

Clause 1: The Director of Intercultural Affairs shall serve as a member of the Executive Council.

Clause 2: The Director of Intercultural Affairs shall serve as the presiding officer of the SJCC ASG Intercultural Affairs Committee at all regular and special meetings and shall prepare the agenda for said meetings.

Clause 3: The Director of Intercultural Affairs shall serve as a member of the Diversity Advisory Committee.

Clause 4: The Director of Intercultural Affairs shall represent the SJCC ASG Intercultural Affairs Committee at such times and places where representation is required, requested, and agreed upon.

Clause 5: The Director of Intercultural Affairs shall prepare and present reports twice a month and execute plans of actions that promote cross-cultural understanding, appreciation, support and respect for all members of the college community.

Clause 6: The Director of Intercultural Affairs shall hold a minimum of five (5) posted office hours per
Section 13: Director of Legislative Affairs

Clause 1: The Director of Legislative Affairs shall serve as a member of the Executive Council.

Clause 2: The Director of Legislative Affairs shall serve as the presiding officer of the Legislative Affairs Committee at all regular and special meetings and shall prepare the agenda for said meetings.

Clause 3: The Director of Legislative Affairs shall represent the Legislative Affairs Committee at such times and places where representation is required, requested, and agreed upon.

Clause 4: The Director of Legislative Affairs shall be required to call, organize and conduct all SJCC ASG and Student Senate elections.

Clause 5: The Director of Legislative Affairs shall be required to hold at least one (1) political forum per school year.

Clause 7: The Director of Legislative Affairs shall be required to sit as the SJCC ASG “Delegate” to the Student Senate for California Community Colleges, Region IV. The Director of Legislative Affairs shall report on any and all activities regarding the S SCCC and Region IV, and must attend any and all meetings thereof.

Clause 8: The Director of Legislative Affairs shall hold a minimum of five (5) posted office hours per week.

Section 14: Director of Programming

Clause 1: The Director of Programming shall serve as a member of the Executive Council.

Clause 2: The Director of Programming shall serve as the presiding officer of the Programming Committee at all regular and special meetings and shall prepare the agendas for said meetings.

Clause 3: The Director of Programming shall be required to represent the Programming Committee at such times and places where representation is required, requested, and agreed upon.

Clause 4: The Director of Programming shall be responsible for preparing a calendar of events each month subject to the approval of the Executive Council.

Clause 5: The Director of Programming shall be required to submit budget breakdowns and reports on all SJCC ASG Activities.

Clause 7: The Director of Programming shall be responsible for the maintenance of all equipment and property of SJCC ASG.

Clause 8: The Director of Programming shall hold a minimum of five (5) posted office hours per week.
Section 15: Director of Public Relations

Clause 1: The Director of Public Relations shall serve as a member of the Executive Council.

Clause 2: The Director of Public Relations shall serve as the presiding officer of the Public Relations Committee at all regular and special meetings and shall prepare the agenda for said meetings.

Clause 3: The Director of Public Relations shall represent the Public Relations Committee at such times and places where representation is required, requested, and agreed upon.

Clause 4: The Director of Public Relations shall conduct surveys within the student body for the purpose of providing SJCC ASG direction in its activities.

Clause 5: The Director of Public Relations shall provide the media with press releases and supervise any media that is distributed to the student body by SJCC ASG.

Clause 6: The Director of Public Relations shall prepare and present reports and execute plan of actions for outreach on campus.

Clause 7: The Director of Public Relations shall hold a minimum of five (5) posted office hours per week.

Section 16: Director of Student Engagement

Clause 1: The Director of Student Engagement shall serve as a member of the Executive Council.

Clause 2: The Director of Student Engagement shall be responsible for recruitment for vacancies in the Associated Student Government. These vacancies include executive officers, shared governance committees, ASG committees, at-large positions, etc.

Clause 3: The Director of Student Engagement shall hold a minimum of five (5) posted office hours per week.

Section 16: Director of Student Resources

Clause 1: The Director of Student Resources shall serve as a member of the Executive Council.

Clause 2: The Director of Student Resources shall serve as the presiding officer of the SJCC ASG Student Resources Committee at all regular and special meetings and shall prepare the agenda for said meetings.

Clause 3: The Director of Student Resources shall serve as a member of the Facilities, Safety, and Technology Committee and the Student Success and Equity Committee.

Clause 4: The Director of Student Resources shall represent the SJCC ASG Student Resources Committee at
such times and places where representation is required, requested, and agreed upon.

Clause 5: The Director of Student Resources shall prepare and present reports twice a month and execute plan of actions that ensure students needs are being met.

Clause 6: The Director of Student Resources shall hold a minimum of five (5) posted office hours per week

---

**Article VI**

**ORDER OF SUCCESSION**

*Section 1:* Should the President of SJCC ASG resign or be removed from office, the order of succession is as follows: Vice President of the Student Senate, the Chief Justice, Director of Legislative Affairs, Director of Finance, Director of Activities then Director of Public Relations & Communication.

*Section 2:* Upon the resignation or removal of the President of SJCC ASG, the next in line in order of succession shall, if the position of President be accepted, assume the position of President. This process will continue until the office of President is filled by means of a special election or General Election. Should the position still remain vacant after the conclusion of this process, the Committee on Legislative Affairs shall convene on the issue and make recommendations to the Student Senate on how to fill the office of President of SJCC ASG.

*Section 3:* Should the Chairperson of the Executive Council, Student Senate or standing committee not be present at the scheduled meeting, the order of succession shall be used to decide the temporary Chairperson of the scheduled meeting. If no member of the order of succession is present, the Secretary shall call the meeting to order and call for a simple majority vote for a temporary Chairperson to preside for the remainder of the meeting.
Section 4: The newly installed president shall immediately move to fill vacancies in the Executive Counsel.

Article VII

OFFICE REQUIREMENTS

Section 1: Executive Officers

Clause 1: In order to be eligible to be an Executive Officer in SJCC ASG, one must have completed six (6) units prior to the time of application, must be currently enrolled in a minimum of five (5) units and must have and maintain a 2.0 cumulative grade point average.

Section 2: Senators and Standing Committee Chairpersons

Clause 1: In order to be eligible to be a Student Senator or be a standing committee Chairperson or a Student Senator, one must currently be enrolled in a minimum of five (5) units and maintain a 2.0 cumulative grade point average.

Section 3: Dismissal

Clause 1: Executive Officers, Student Senators and Student Commissioners sitting as standing committee Chairpersons not maintaining eligibility shall be dismissed from office by an Advisor of SJCC ASG.

Article VIII

ADVISOR
Section 1: The Role of the SJCC ASG Student Senate Advisor

Clause 1: The SJCC Director of Student Life shall be the Advisor and advise the council in accordance to California Education Code Title 5, SJCC Policies, and SJECCD Board Policies and be a working partner of the San Jose City College Associated Government Students and Student Senate.

Clause 2: The SJCC ASG Student Senate Advisor shall advise on any issue concerning the welfare of San Jose City College students and shall hold the SJCC ASG and Student Senate accountable to the California Education Code, the SJECCD Board Policies. The Advisor shall also advise the SJCC ASG and Student Senate on any and all changes to policies, SJCC Administrative changes, and positions in accordance with Shared Governance laws and California Education Code.

Clause 3: The SJCC ASG Student Senate Advisor is the final authority on ASG and Student Senate Council eligibility. The Advisor shall only advise on budgetary issues and funding, to determine that the SJCC ASG Student Senate remains compliant with all policies of the SJECCD and the San Jose City College Business Services Office. The Advisor shall not influence any future vote taken by the Student Senate nor shall the advisor dictate what should be on any agendas prepared by the Student Senate thereof.

Clause 4: The Advisor of SJCC ASG shall attend or appoint a designee to attend the Executive Council and Student Senate meetings.

Section 2: The Advisor of SJCC ASG or SJCC Designee shall sign all financial expenditure forms dealing with SJCC ASG. The Advisor shall also be a signatory for all ASG accounts and shall be able to withdraw funds and write checks for ASG approved expenses.

Section 3: The Advisor of SJCC ASG shall have the power to call special meetings under extraordinary circumstances with the approval of the President or majority of the executive Council.

Section 4: The Advisor of SJCC ASG Student Senate or a Representative thereof and shall attend all SJCC ASG- sponsored activities in their entirety.

Article IX

SJCC ASG STANDING COMMITTEES

Section 1: Standing committees shall function as advisory committees to the Student Senate and ASG as a whole.

Section 2: Standing committees shall be responsible for submitting activity reports either orally or in writing to the Student Senate and The ASB Clubs on a regular basis to disseminate information to the SJCC ASB as a whole.
Section 3: Standing committees shall submit recommendations in writing to the Student Senate and ASG as a whole on the next SJCC ASG Student Senate Council meeting.

Section 4: Chairperson

Clause 1: Chairpersons of standing committees shall serve as the presiding officer of their respective committees at all regular and special meetings and shall be responsible for preparing and posting agendas in accordance with the Ralph M Brown Act.

Clause 2: Chairpersons of standing committees shall represent their respective committees at such times and places where representation is required (i.e. Student SJCC ASG Student Senate meetings).

Clause 3: Chairpersons of standing committees shall be responsible for submitting activity reports either orally or in writing to the SJCC ASG Student Senate Council and ASB Clubs on a regular basis.

Clause 4: Chairpersons of standing committees shall only vote on issues in case of a tie.

Clause 5: Chairpersons of standing committee have final approval of all appointments to their respective committees.

Clause 6: Chairpersons of standing committees shall be responsible for maintaining all documents related to their respective committees. This function may be delegated to a member of the committee.

Clause 7: Chairpersons of standing committees shall be eligible for reimbursement of expenditures incurred in the performance of SJCC ASG Student Senate related assignments (i.e. mileage, lodging, meals, and office supplies) upon the approval of the Executive Council.

Section 5: Membership

Clause 1: The membership of standing committees shall be open to a minimum of two (2) Student Senators and a minimum of two (2) non-serving Students selected from the student body.

Clause 2: Members of standing committees shall have one (1) vote on each issue.

Clause 3: Members of standing committees shall be eligible for reimbursement of expenditures incurred in the performance of SJCC ASG related assignments (i.e. mileage, lodging, meals, and other expenses.) upon the approval of the Executive Council. Any expenditure must be documented, approved, and signed by the standing committee Chair prior to approval of the SJCC ASG Executive Council. Reimbursement is not assured for expenditures made without prior approval.

Section 6: Academic Affairs Committee

Clause 1: The Academic Affairs Committee shall be responsible for planning, implementing, coordinating and evaluating activities that aid in academic success

Section 7: Rules Committee
Clause 1: The Rules Committee shall be responsible for the periodic review and maintenance of the Constitution and Bylaws in order to ensure they meet the needs of SJCC ASG Student Senate.

Clause 2: The Rules Committee shall be responsible for the consideration of proposed changes to the Constitution and/or Bylaws and shall make recommendations regarding said proposals to the SJCC ASG Student Senate.

Clause 3: The Rules Committee shall be responsible for preparing and submitting recommendations for changes to the Constitution and/or Bylaws to the Student Senate.

Clause 4: Should a dispute arise over provisions of the Constitution and/or Bylaws, the Rules Committee shall rule on how said provisions should be interpreted.

Section 8: Legislative Affairs Committee

Clause 1: The Legislative Affairs Committee shall be responsible for monitoring relevant federal, state and local legislation (including within the SJECCD) that may or will have an effect on students at SJCC and for making recommendations to the Student Senate and ASB Clubs regarding appropriate action on said legislation.

Clause 2: The Legislative Affairs Committee shall be responsible for planning, implementing, coordinating and evaluating activities that heighten political awareness and promote political activity of the general student body regarding issues that affect the students (i.e. debates, forums, leadership training, voter registration drives).

Clause 3: The Legislative Affairs Committee shall be responsible for planning, implementing, coordinating and evaluating yearly elections for Executive Officers. Members of the Committee on Legislative Affairs shall directly participate in any business relating to the planning, implementing, coordinating and evaluation of elections and therefore are ineligible to run as a candidate in any SJCC ASG Student Senate Elections. All committee members must sign a “Non-Disclosure Agreement”.

Clause 4: Should a member of the Legislative Affairs Committee chose to run in said elections, they must immediately remove themselves from the committee in writing prior to the opening date and time of the nominations. Any business related to the SJCC ASG Student Senate Elections is confidential. Specific duties shall be outlined in ARTICLE XVI ELECTIONS CODE.

Clause 5: The Legislative Affairs Committee shall make recommendations for future activities under the purview of the committee and for the improvement of said activities to the SJCC ASG Student Senate.

Clause 6: The Committee on Legislative Affairs shall perform such other assignments as delegated by the SJCC ASG Student Senate.

Section 9: Finance Committee

Clause 1: The Finance Committee shall be responsible for maintaining supervision over the SJCC ASG
budget and its financial affairs as well as to ensure that SJCC ASG exercises legal control of all SJCC ASG funds, expenditures and investments in conjunction with SJECCD and San Jose City College Business Services.

Clause 2: The Finance Committee shall be responsible for the planning, implementation and evaluation of all fundraising activities, Activities, investments and enterprises and shall make recommendations to the Student Senate and regarding said activities and possible improvements.

Clause 3: The Finance Committee shall prepare and submit the annual draft SJCC ASG Budget to the Student Senate by the end of April and a final Budget to the SJECCD in May for Board approval.

Section 10: Programming Committee

Clause 1: The Programming Committee shall be responsible for assisting in planning, budgeting, coordinating, implementing and evaluating social and cultural activities for the entertainment and recreation of the general student body.

Clause 2: The Programming Committee shall make recommendations for future activities under the purview of the committee and for the improvement of said activities to the SJCC ASG and Student Senate. The Activities Committee may also hold joint activities with the chartered clubs.

Clause 3: The Programming Committee shall prepare and submit the annual activities calendar for the next calendar year to the SJCC ASG and Student Senate by the end of the following April.

Section 11: Public Relations Committee

Clause 1: The Public Relations Committee shall be responsible for the maintenance and improvement of visibility and public relations between SJCC ASG, the campus community and the community at-large.

Clause 2: The Public Relations Committee shall be responsible for assisting in planning, implementing, and coordinating and evaluating publicity efforts for all SJCC ASG activities.

Clause 3: The Public Relations Committee shall periodically make recommendations to the Student Senate and maintain rules and regulations for publicity.

Article X

PARTICIPATORY/SHARED GOVERNANCE COMMITTEES
Section 1: Responsibility and Policy/Procedural Areas

Clause 1: In accordance with California law, the President of SJCC ASG shall make appointments to college-wide and district-wide committees that develop policies and/or procedures having or expected to have a significant effect on the students. Policy or procedural areas that have or will have a significant effect on students are as follows: grading policies; codes of student conduct; academic disciplinary, policies; curriculum development; courses or programs that should be initiated or discontinued; processes for institutional planning and budget development; standards and policies regarding student preparation and success; student services planning and development; student fees within the authority of the district to adopt; and any other district or college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

Section 2: Members

Clause 1: Members of college or district-wide committees shall report at least once each month in writing to the Student Senate regarding the committee’s activities. Oral reports are acceptable at the pleasure of the Student Senate.

Clause 2: Members of college or district-wide committees are expected to use discretion regarding questions that arise while in committee. If a question requires the official opinion of SJCC ASG and Student Senate, a committee member shall communicate the matter to the SJCC ASG and the Student Senate.

Clause 3: The President of SJCC ASG and Student Senate is responsible for the enforcement of Article XIII, Section 2, Clause of the Bylaws and may remove a member of a college-wide committee for failing to uphold his/her responsibilities.

Article XI

MEETINGS

Section 1: Special Meetings

Clause 1: Special meetings of the Executive Council, Student Senate, and standing committees may be called at any time by the presiding officer of the respective organizations and committees, the President of SJCC ASG and/or the Advisor of SJCC ASG.

Section 2: Executive Council

Clause 1: The Executive Council shall meet regularly at least once each week during the fall, spring and
summer semesters at a time and place agreed upon and set by a simple majority of the members of the Executive Council at the first meeting of each semester and is open and public and subjected to follow the Ralph M. Brown Act.

Section 3: Student Senate

Clause 1: The Student Senate shall hold weekly meetings at a time and place agreed upon and set by a simple majority of the members of the Student Senate at the first meeting of each semester, unless special circumstances require they meet jointly or within the same week (e.g., Joint effort activities force an otherwise irresolvable conflict.).

Section 4: Standing Committees

Clause 1: All standing committees shall meet regularly at least twice monthly at a time and place agreed upon and set by a simple majority of the members of each committee at the first meeting of each semester, unless a simple majority of the membership of a committee determines it has no business to conduct.

Section 5: Absences

Clause 1: Executive Officers, Student Senators and Student Commissioners shall not incur more than two (2) unexcused absences in the course of one (1) semester. Excused absences shall be defined as twenty-four (24) hours notice to the appropriate Chairperson and shall not exceed more than four (4) in the course of one (1) semester. Under extenuating circumstances, arrangements can be made with the President, Chief Justice, and the Adviser to void an absence. This privilege is to be reserved for unforeseen and emergency situations, or situations completely out of the officer’s control.

Clause 2: A council member who accumulates two (2) unexcused or four (4) excused absences per semester will be automatically removed and one’s position declared vacant. If documentation is provided within 72 hours of the unexcused absence, the unexcused absence will be commuted to an excused absence.

Clause 3: An absence is defined as follows:

1. Members not present at roll call will receive a single absence for the purpose of attendance, only one absence may be obtained per meeting.
2. Members not present at roll call after a continuance will receive a single absence for the purpose of attendance.

1. Any council member absent at roll call, but in attendance when a vote is taken, shall still be granted full voting powers.

1. Failure to attend a meeting.

Clause 4: An unexcused absence is defined as follows:

1. Members not present at a meeting who have not submitted a twenty four (24) hour notice in
writing to the President, Vice President, or Chief Justice.

1. An absence that has not been cleared within seventy two (72) hours of the missed meeting through submission of proper documentation.

Proper documentation shall be up to the discretion of the President, Vice President, and Chief Justice.

Any council member arriving after roll call or leaving before the regularly scheduled end time of the meeting shall be considered to have received ½ of an excused absence.

Article XII

SJCC ASG Compensation

Section 1: Rationale

Clause 1: All Executive Officers and senators at large are to receive a compensation based on the degree of responsibility of any given officer and upon approval of the SJCC ASG and Student Senate. Compensation is to be determined and agreed upon by two-thirds (2/3) of the SJCC ASG Student Senate as a whole for the next academic year through the SJCC ASG Student Senate Approved budget.

Article XIII

ASB CLUBS POLICIES & PROCEDURES

Section 1: Chartering

Clause 1: All Clubs chartered are recognized by the ASG Student Senate of San Jose City College and are chartered for one (1) year. Clubs shall be evaluated each semester by the ASG Vice President and the ASG Student Senate Executive Officers with oversight by the Director of Student Life. Clubs of the Associated Student Body may charter at anytime and shall appoint one (1) Senator from each club to serve a term of one (1) semester. Only the appointed Club Senator will be recognized for the duration of the semester in which they serve. Club Presidents may serve as proxy in the absence of the appointed Senator and shall assume all responsibilities thereof. Policy on absences as mentioned in Article XIII, Section 5, and Clause 1-2 shall still apply.

Section 2: Club Establishment
Clause 1: A Club account is established by the SJCC Business Services Office to provide financial support to chartered campus clubs interested in promoting extracurricular activities for the benefit and well-being of the student body, staff, and community served by SJCC.

Clause 2: The Club Development Fund will help stimulate and cultivate the formation and growth of clubs and the organizational structure of SJCC ASB Clubs

Section 3: Funding Criteria

Clause 1: Activities financed by the clubs shall be extracurricular and available to students upon the discretion of the SJCC ASG Student Senate.

Clause 2: Funding priority will be given to the projects that further the mission of SJCC ASG. Specifically, priority will be given to projects that:

1) Promote the formation, growth and aims of campus clubs as established by club constitutions and defined by the present club membership;

2) Promote social and cultural activity through entertainment and recreation for the general student body;

3) Promote general awareness and positive interactions between SJCC ASG, clubs, staff, faculty, administration and the community and;

4) Encourage political awareness and promote the political activity of the general student body regarding issues that directly affect the students.

Section 5: Funding Policy

Clause 1: Funding will be considered based on the availability of funds of the SJCC ASG Student Senate annual budget.

Clause 2: The ASB Clubs shall submit an annual budget no later than the last SJCC ASG Student Senate council meeting of the fiscal year to the ASG Vice President for evaluation at the next regular council meeting by the end of the academic year.

Clause 3: SJCC ASG shall allow clubs to fundraise throughout the fiscal year. The ASG Student Senate shall not reduce funding based on prior fundraising endeavors.

Clause 4: Clubs will receive Club funding each fiscal year. Before Clubs petition the SJCCC ASG and Student Senate for addition funding, clubs must use all available resources in their club account first. Funds raised by clubs in excess of the monies reasonably needed to satisfy the approved
club budget may be allocated at the sole discretion of the SJCC Clubs.

Clause 5: Clubs in good standing shall be eligible for Club funding allocated from the ASG Student Senate Budget and may request said funding annually determined by the ASG Student Senate Council.

Clause 6: All Club activities and documents relating to Clubs including Club chartering, agendas, minutes, and expenditures requests sheets shall be turned into and verified by no other than the ASG Student Senate Vice President and Director of Student Life. The ASG Vice President, Director of Finance, and the Director of Student Life shall be the only liaisons between the ASG Clubs and SJCC Business Services Office.

Clause 7: Any financial matters pertaining to Club Activities shall be verified by the Director of Student Life, the Director of Finance, and the ASG Student Senate Vice President to be. Any expenditure request forms must be sent to the SJCC Business Services Office from the Director of Finance for the release of any funding. This includes any requests for event cash boxes relating to Club fundraising or any cost relating to Club Activities. All Clubs shall turn in their budgets to the ASG Student Senate Vice President, Director of Student Life, and the Director of Finance no later than fourteen (14) business days prior to any event or activity to ensure the access of funds from the SJCC Business Services Office.

Article XIV

ELECTIONS CODE

Section 1: Process

Clause 1: The Committee on Legislative Affairs shall set dates and times of all elections no later than fourteen calendar (14) days in advance, publicizing all matters pertaining to the election in conjunction with the Public Relations Committee for all publicizing of the elections. Both Committees shall adhere to San Jose City College policies on postings. Any candidate serving on the Committee on Legislative Affairs will have to resign his/her position on the committee.

Clause 2: The Committee on Legislative Affairs shall ensure a nominating period of at least one (1) calendar week and shall approve all petitions of candidacy. An official list of candidates shall be completed and publicized at a minimum of two (2) weeks prior to the election pending the approval of the Vice President of Student Services at SJCC.

Clause 3: All Candidates must be nominated by the San Jose City College Student Body and produce a list of no less than fifty (50) student signatures. Student names will then be verified by the ASG Student Senate Advisor for eligibility. All signatures must be submitted by close of business on the date set by the Committee on Legislative Affairs to be eligible.
Clause 4: Candidates must satisfy all policies set forth by the Committee on Legislative Affairs relating to elections. Any violation of said policies may result in disqualification. Matters of policy violation will be handled on a case by case basis by the Committee on Legislative Affairs.

Clause 5: Elections shall be held on a Wednesday and Thursday online (day and evening) within six (6) weeks prior to finals week.

Clause 6: All SJCC ASG Student Senate Election voting shall be casted online and electronically counted. All votes shall be tallied on the next day after the election. Election results shall be posted in the Student Services Building before the end of the business day the following Monday.

Clause 7: Any ballot created by the Committee on Legislative Affairs shall be voted on by 2/3 of the SJCC ASG Student Senate. Final approval and electronic posting of said ballots shall be at the discretion of the SJCC ASG Advisor and Vice-President of Student Services for continuity.

Clause 8: A Special Election may be called in the event that the Presidency of the ASG Student Senate becomes vacant or the General Election becomes nullified for any reason within this Election Code.

i. Should the Committee on Legislative affairs deem that an election should be nullified; a Special Election may be called upon the approval of the ASG Student Senate with a two-thirds (2/3) vote. Special General ASG Student Senate Elections must be held in the spring of the academic year and be held before the end of the academic term.

ii. Special Election Rules shall be created by the Committee on Legislative Affairs upon the approval of the ASG Student Senate Council immediately following the nullification of the General Election.¹

iii. Rule changes within this Election Code are at the discretion of the Committee on Legislative Affairs for Special Election purposes only. Special Election Rules are then brought back to the ASG Student Senate Council for approval with two-thirds (2/3) vote of members seated.

i. The ASG Student Senate has the right to call special meetings at anytime to further this purpose.

Section 2: Campaigning

Clause 1: Candidates will be able to campaign on or after the date set by the Committee on Legislative Affairs. Any Campaigning before said date shall result in immediate disqualification.

Clause 2: Candidates must turn in their “Candidate Packets” no later than the date set by the Committee on Legislative Affairs. Failure to do so will result in immediate disqualification, no exceptions.

Clause 3: Any and all Complaints regarding the elections or election policy shall be submitted in writing with in Forty – Eight (48) hours of the time any incident occurred. Complaints submitted by Candidates shall be reviewed by the Committee on Legislative Affairs and the SJCC ASG Advisor within Forty – Eight (48) hours of submission. Written complaints will be initialed, time stamped and dated for transparency and accountability. The student or candidate shall be given a signed receipt and the complaint will be
filed with the ASG Advisor. The SJCC ASG Advisor or the senior member of the Committee on Legislative Affairs then shall initial or sign the complaint as appropriate.

Clause 4: Under no circumstances shall any candidate harass, bully, make verbal or physical threats, or show any kind of aggression toward any member of the Committee on Legislative Affairs or the SJCC ASG Advisor. To do so will result in immediate disqualification and (or) subject to disciplinary action deemed by the ASG Advisor and the Disciplinary Action Committee. Should any candidate feel threatened or bullied by another candidate, the candidate should immediately report such action to the Committee on Legislative Affairs and the SJCC ASG Advisor.

Clause 5: Each Candidate may spend no more than one hundred dollars ($100) on any and all campaign materials and paraphernalia. Each candidate must turn in a portfolio of any and all materials used in said campaigning, along with all receipts. In addition, Candidates must produce and submit a line item budget for all expenditures.

Clause 6: Donated items or tools used in campaigns must have a printed donations receipt or certified letter from the contributor in said portfolio. If the Committee on Legislative affairs questions the integrity of said receipt, the actual monetary value will be assessed by the Committee on Legislative Affairs with consent and approval of the ASG Advisor.

Clause 7: Candidates may choose to run in the SJCC ASG Elections with other Candidates or ticket, so long as they adhere to all policies and procedures regarding the election. Should candidates running together decide to combine campaign finances, they may do so. Candidates must still produce a lined itemed budget including any and all receipts pertaining to the election.

Clause 8: To be eligible to stand for office the candidate must attend the Candidate Workshop. Two (2) Candidate workshops shall be held prior to the start of the nominations period and be held at the time, date and place as designated by the Committee on Legislative Affairs if deemed necessary.

Clause 9: A Candidate Forum shall be held at the start of Campaigning for the SJCC ASG and Student Senate Elections. Time, date, and venue will be determined by the Committee on Legislative Affairs. To be eligible to stand for office the candidate must attend the Candidate Forum.

Clause 10: No candidate shall use San Jose City College or San Jose/Evergreen Community College District resources of any kind including electronic resources, unless authorized during the candidate workshop by the Committee on Legislative affairs.

Section 3: Posting Campaign Materials

Clause 1: All Campaign posting of any kind must adhere to the San Jose City College Posting Policies. Posting Policies will be given at the time of the Candidate Work shop and be posted in the Student Services building throughout the election. Failure to adhere to SJCC posting policies will result in disqualification.
Article XV

DISCIPLINE AND EXPULSION

Section 1: Removal from Office

Clause 1: SJCC ASG Student Senate reserves the right to remove any Executive Officer, Student Senator, standing committee Chairperson or committee member. This would be in response to a violation of law or policy set forth by the federal, state or local government including SJCC and the SJECCD. Failure to abide by the Constitution and/or Bylaws of SJCC ASG will result in breach of a fundamental principle of SJCC ASG and/or a lapse in eligibility.

Clause 2: A council member may be impeached for any mismanagement of position responsibilities and/or funds or improper conduct. This includes:

1. Willful or excessive violations of the Constitution, bylaws, election procedures, or finance code.
3. Excess of three violations and/or warnings made by the President, Chief Justice, and Advisor due to violations of Standards of Conduct for Meetings and Events (See Article XVIII, Section 1).
4. Documented failure of duties; no less than three documented cases signed by the President, Chief Justice, or the Advisor and filed with the Secretary.

In the event that any of the preceding occurs, any member of the Executive Council or an appointed Senator has the right to bring the matter before the Student Senate for a vote of no confidence, and must be passed by a two-thirds vote.

Clause 3: A council member may be removed from office for failure to maintain eligibility requirements.

Section 2: Procedure

Clause 1: A proceeding to remove any Executive Officer, Student Senator, committee Chairperson or committee member must not violate any rule of SJCC ASG and Student Senate or any rights individuals have under the district grievance policies and state law. During any proceeding, the ASG Advisor will be involved in every aspect as a representative of the administration. The steps for removal from office shall be:

1. A) CHARGES: A memorandum stating the alleged violations and preliminary proof shall be filed
with the President of SJCC ASG and Student Senate and the ASG Advisor. Should the President of SJCC ASG be accused, the memorandum shall be filed with the Vice President of the SJCC ASG and Student Senate.

2. B) INVESTIGATION: The Executive Council and SJCC ASG Advisor shall investigate the alleged violations to determine if there are grounds for removal. Should there be grounds for removal, the Executive Council shall create an ad hoc hearing committee in accordance with Article XIX JUDICIAL MATTERS; set the date, time and place of the hearing.

3. C) NOTIFICATION: The ASG Advisor shall serve the accused with written notice at least fifteen (15) days before the date of the hearing. Service may be by registered letter. The written notice shall include a statement of the allegations; the date, time and place of the hearing; a statement of the accuser’s rights to be present at the hearing and place for the hearing; and any minutes for SJCC ASG and Student Senate meetings that are relevant to the proceedings.

3. D) DECISION: The hearing committee should, within a reasonable amount of time, make findings of fact on the points at issue, return a verdict and present a copy of the verdict and the findings of fact to the accused and to the Advisor. Should an Executive Officer, Student Senator, committee Chairperson or committee member be found guilty of the charges, the hearing committee shall recommend a penalty to the ASG and Student Senate Council at the following regular meeting. The defendant shall be present at all hearings regarding the charges and shall have the right to representation by counsel of his choosing. Failure of said counsel to appear shall not be cause for dismissal or postponement of the proceedings.

4. E) RESOLUTION: The San Jose City College Associated Students Organization and Student Senate Council shall have the power to initiate penalty actions. Said actions must be approved by a two-thirds (2/3) vote of the SJCC ASG and Student Council. Any Student may appeal their case in writing in a formal letter within fourteen (14) calendar days of the time of any disciplinary action or council deliberation.

Article XVI

JUDICIAL MATTERS

Section 1: Authority

Clause 1: The Executive Council shall have the authority to create ad hoc hearing committees to review and resolve all judicial matters concerning the SJCC ASG unless the matter requires legal counsel which shall be determined by the SJCC ASG Advisor and (or) San Jose City College
Administration. The ASG Advisor shall intervene, should any policy or procedure be broken.

Section 2: Representation

Clause 1: Ad hoc hearing committees shall include equal representation from the Student Senate, ASB Clubs, and student body at large.

Article XVII

FINANCIAL MATTERS
Section 1: Annual Budget

Clause 1: SJCC ASG Student Senate shall produce and maintain a balanced annual budget.

Section 2: Expenditures and Fund Requests

Clause 1: All expenditures and/or fund requests five-hundred dollars or less ($500.00) may be granted upon a simple majority vote of the Council through a consent calendar in each weekly agenda.

Clause 2: All expenditures and/or fund requests over five-hundred dollars ($500) shall be referred to the Business and Finance Committee for consideration. The Business and Finance Committee shall make recommendations to the SJCC ASG and Student Senate Council regarding said expenditures. A two-thirds (2/3) vote of the SJCC ASG and Student Senate Council is required to approve expenditures of five hundred ($500). The vote shall be done by roll call if any objection is made to the expenditure.

Clause 3: All expenditures and/or funding requests shall be approved by an administrator designated by San Jose City College in accordance with district policy.

Article XVIII

STUDENT TRUSTEE
Section 1: District Policy
Clause 1: In compliance with District Policy No., one (1) student representative shall serve on the San Jose/Evergreen Community College District Board of Trustees as an advisory voting member.

Section 2: Privileges

Clause 1: Student Trustee shall receive a stipend from the San Jose/Evergreen Community College district upon approval of the Board of Trustees.

Article XIX

STUDENT ACTIVITY FEE

Section 1: Collection

Clause 1: The Student Activity Fee is a five dollar ($5.00) fee collected from the student by SJCC at the time of student registration and is deposited in a separate fiduciary fund established for The SJCC ASG and can only be used to represent the SJCC Student Body as a whole and approved by SJECCD Board of Trustees annually.

Section 2: Purpose

Clause 1: The Student Representation Fee shall be expended for student council and student government activities. This fee is also to provide for the support of governmental affair representatives who may be stating their positions and view before district, city, county, state and/or federal governments.

Article XX

SHARED GOVERNANCE

Section 1: Responsibility

Clause 1: The President of SJCC ASG shall act to ensure the full participation of SJCC ASG Student Senate in the shared governance process.

Clause 2: The President of SJCC ASG Student Senate shall consult with the SJECCD Board of Trustees or its designee on all matters that have affected or that prudently could be expected to affect students of SJCC.

Clause 3: The President of SJCC ASG Student Senate shall fill all student positions on district and/or college-wide committees, hiring committees, task forces and/or councils.
Clause 4: The President of SJCC ASG shall be responsible for the maintenance of all records and papers pertaining to any aspect of the shared governance process.

Section 2: District and/or College Policies and Procedures

Clause 1: Policy or procedural areas that have or will have a significant effect on students are as follows: grading policies; codes of student conduct; academic disciplinary policies; curriculum development; courses or programs that should be initiated or discontinued; processes for institutional planning and budget development; standards and policies regarding student preparation and success; student services planning and development; student fees within the authority of the district to adopt; and any other district or college policy, procedure or related matter that the district governing board determines will have a significant effect on students.

Article XXI

STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES (SSCCC)

Section 1: Delegate

Clause 1: The Director of Legislative Affairs or his/her designee shall serve as Delegate to the Student Senate for California Community Colleges (SSCCC) and Region IV.

Clause 2: The SSSCC Delegate shall provide written monthly reports to the Student Senate and ASB Clubs. The Delegate shall also represent the SJCC ASG Student Senate at all SJECCD Board meetings.

Clause 3: The Committee on Legislative Affairs shall nominate a delegation including representatives of the Executive Council, Student Senate Council and Student Commissioners to attend the SSSCC General Assemblies.

Article XXII

QUORUM

Section 1: Executive Council, Student Senate, ASB Clubs and Standing Committees

Clause 1: All official business of the Executive Council, Student Senate, ASB Clubs and standing committees shall be conducted only when a quorum is present.

Clause 2: A quorum shall be established by fifty percent plus one (50% + 1) present of the
total seated members of the Executive Council and Student Senate.

**Article XXIII**

**PARLIAMENTARY PROCEDURE**

Section 1: *Matters not mentioned in the Bylaws*

*Clause 1:* All proceedings and matters that are not covered in these Bylaws shall be governed by the current version of *Robert’s Rules of Order.*

**Article XXIV**

**POLICIES AND PROCEDURES**

Section 1: *Manual*

*Clause 1:* The SJCC ASG Office Policies and Procedures Manual shall be maintained by the Vice President of the Student Senate and reviewed by the SJCC ASG Advisor.

*Clause 2:* The SJCC ASG Office Policies and Procedures Manual shall be revised by the Rules Committee as needed and ratified by a simple majority vote in the SJCC ASG and Student Senate Council.

**Article XXV**

**AMENDMENTS**

*Section 1:* Any SJCC student, upon sponsorship of a Student Senator, may introduce amendments to the Bylaws.

*Section 2:* After review by the Rules Committee, amendments to these Bylaws shall be submitted in writing and in proper form to the SJCC ASG and Student Senate Council at least two (2) weeks prior to voting on the proposed amendments.

*Section 3:* A two-thirds (2/3) vote of the Student Senate is required to amend these Bylaws and must have two (2) readings in order to be amended.

**Article XXVI**
STANDARDS OF CONDUCT

Section 1: All attendees of meetings are expected to abide by the standards of conduct set below. The concern of each participant for the rights of every individual is essential. Each participant is responsible for their actions at all times. It is essential for all attendees to act responsibly to ensure that their own conduct and attitude is beneficial to themselves and their fellow participants. All attendees are expected to act in a respectful manner, in both language and action, when interacting with other students and advisors, as well as faculty and staff. The standards of conduct are as follows:

1. No profanity is to be used during meetings.
2. No disruptive behavior or open and persistent defiance or persistent verbal abuse of council members, students, faculty, or staff will be tolerated.

1. No assault or deliberate physical injury to another person will be tolerated.
2. No sexual harassment of any member or person in attendance will be tolerated.
3. No discrimination against any individual on the basis of race, ethnicity, age, mental health status, gender, gender identity, sexual orientation, physical and/or mental disability, political or religious ideologies.

Section 2: Depending on the nature of the violation of this policy and the circumstances, the President, Chief Justice, or Advisor will have the authority to ask any individual in violation of the standards of conduct to leave the meeting and/or event.

Section 3: Any officer in violation of these standards shall receive an Officer Warning Notice. The notices shall be place in a file for the offending officer and shall be stored by the Chief Justice.