

STUDENT GOVERNMENT ASSEMBLY BYLAWS

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ARTICLE I

NAME

- SECTION 1** The name of this organization shall be determined by the Sonoma County Junior College District Santa Rosa Junior College (SCJCD SRJC) Student Constitution (REFERENCE: Student Constitution Article I, Section 1).
- A.** The name of this organization is the Student Government Assembly (SGA).

ARTICLE II

PURPOSE

- SECTION 1** These Bylaws are created to establish the regulating procedures of the SGA and serve as the primary document containing information regarding policies, SGA officer responsibilities, SGA Standing Committees, and general operations. The format of the SGA Bylaws is the accepted structure for all SGA Standing Committee Bylaws and Codes.
- A.** These Bylaws serve as the procedures and regulations for all officers of the SGA.
- B.** These Bylaws serve as an official interpretation of the SCJCD SRJC Student Constitution. These Bylaws shall not contradict or supersede constitutional language, and shall be amended to reflect any changes to the Student Constitution
- C.** These Bylaws are recognized by the SGA and the Board of Trustees (BOT) as the primary bylaws above any SGA Standing Committee Bylaws.

ARTICLE III

MEETINGS

- SECTION 1** The SGA and SGA Standing Committees follow the same meeting operations and procedures unless otherwise stated.
- A. PARLIAMENTARY AUTHORITY**
- The parliamentary authority of all SGA meetings shall be the most current version of Robert's Rules of Order.
- i.** The SGA Bylaws supersede parliamentary authority.
 - ii.** All procedures not addressed by SGA Bylaws or Codes shall defer to Parliamentary Procedure.
- B. PUBLIC INPUT**
- All SGA meetings shall be open to the public and subject to the provisions of the Ralph M. Brown Act. (REFERENCE California Government Code §54950 and SCJCD Board Policy 8.5.1)
- i.** All SGA regular meetings shall post an Agenda, seventy-two (72) hours in advance of an official meeting, at a location that is freely accessible to members of the public and online.

- ii. Agendas shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

C. FREQUENCY OF MEETINGS

The SGA shall hold an official meeting a minimum of once every two (2) weeks during the Fall and Spring semesters.

- i. SGA Standing Committees shall meet a minimum of once a month during the Fall and Spring semesters.

D. QUORUM

Quorum for all SGA meetings shall be determined by one-half (1/2) of the total voting membership rounded up to the next whole number.

- i. Meetings may be teleconferenced, provided that the official agenda is posted at the teleconferenced location, in accordance with the Ralph M. Brown Act.
 - a. Members at teleconferenced locations count toward quorum.
 - b. Voting shall be permitted via teleconference, and votes cast during a teleconferenced meeting must be done as a roll-call vote.
 - c. When a proxy is filling in for an SGA Officer in an SGA meeting, their presence shall not count toward quorum.
- ii. All voting members may only have one (1) vote per item.
 - a. The Chair may only cast a vote to make or break a tie. (REFERENCE SGA Bylaws Article VI Section 4)
- iii. If less than two-thirds (2/3) of the total voting membership is present, it shall take a two-thirds (2/3) vote to pass any motion.

E. ADVISOR

The Senior Dean of Students, or designee, in consultation with the SGA, will be responsible for appointing an advisor to every meeting of the SGA and their SGA Standing Committees.

F. MINUTES

Minutes shall be recorded for all SGA meetings.

- i. Minutes shall be made available to the public, online, once approved by a simple majority vote at an SGA meeting.
- ii. Minutes must be approved and available to the public no later than four (4) weeks following the meeting's date.

SECTION 2 OFF-SCHEDULE MEETINGS

Special meetings, or off-scheduled meetings, of the SGA may be called, as needed, and follow the provisions of the Ralph M. Brown Act.

- A. SGA Special meeting may be called by the Student Body President or by a majority of officers of the SGA.
- B. SGA Standing Committees Special meetings may be called by the Chair of the SGA Standing Committee, or by the Student Body President.

SECTION 3 RETREATS

The SGA shall hold a retreat during both the Summer and Winter Breaks. SGA Standing Committees may also hold retreats; SGA Standing Committee Retreats will be coordinated by the SGA Standing Committee.

- A. Retreats will include an official SGA regular meeting, update on the SGA budget, upcoming semester event planning session, and goal setting session.
- B. During the Summer Retreat there will be a reading of the SCJCD, SRJC Student Constitution, SGA Bylaws, and training in Parliamentary Procedure.
- C. Officers from the previous SGA administration are encouraged to attend the Summer Retreat.

- D. During the Winter Retreat there will be an SGA Officer Self Evaluation.

SECTION 4 FORUMS

The SGA, in collaboration with the Student Trustee, shall hold at least one forum discussion during both the Fall and Spring semesters.

- A. This forum shall be created with the intent of informing students about their representatives/representative bodies, what they do, who is involved, how students can get involved, and to get feedback from students about how the SGA is doing.
- B. The student forum shall consist of all SGA members and attendance will be mandatory unless a member has been excused from this forum by the SGA.
- C. The forum shall take place no later than one (1) calendar month after the first day of the Fall and Spring semester.
- D. At the Summer retreat, the SGA shall appoint an SGA Officer to coordinate the forum.
- E. At the Winter Retreat, the SGA may either choose to appoint a different officer or hold their previous appointment.
- F. A brief verbal and written report of the forum shall be given to the SGA by the officer who is coordinating the forum no later than two (2) meetings after the forum takes place.

ARTICLE IV MEMBERSHIP

SECTION 1 The membership of the SGA consists of twelve (12) officers, listed here:

- Student Body President
- Executive Vice President of Legislation
- Vice President of Finance
- Vice President of Clubs - Santa Rosa
- Vice President of Clubs – Petaluma
- Vice President of Student Life - Santa Rosa
- Vice President of Student Life - Petaluma
- Vice President of Marketing - Santa Rosa
- Vice President of Marketing - Petaluma
- Vice President of Diversity
- Vice President of Student Health
- Vice President of Sustainability

A. OFFICER REQUIREMENTS

SGA officers must be elected or appointed to hold office.

- i. Students seeking election to the SGA shall meet the following requirements set forth in California Education Code 76061:
 - i. Be enrolled at the SRJC at the time of election, and throughout their term, with a minimum of five (5) semester units (Fall and Spring), or its equivalent.
 - ii. Shall meet and maintain the minimum standards of scholarship and conduct prescribed by the SCJCD.
- ii. SGA Officers must meet additional requirements set forth by the SGA:
 - i. No SGA Officer may hold multiple positions within the SGA.
 - ii. All elected officers are encouraged to purchase the SGA's "Student Benefits Program" (CubCard+) during both the Fall and Spring semesters.
 - iii. May not have held the same position for more than two (2) terms.
 - iv. May not have held a position within the SGA for more than six (6) terms. SGA Officers that serve for a minimum of four (4) weeks in the Fall or Spring Semester will have one-half (1/2) term counted against their total eligibility. All students who have served as an SGA Officer for less than six (6) full terms will be eligible for election or appointment to the SGA, even if the upcoming term length would put them over this eligibility requirement. Any student who has served for twelve (12) or more semesters as an SGA Officer will not be eligible for election or appointment to an SGA Officer position. SGA eligibility shall be monitored and tracked by the Certificated Advisor or their designee.

iii. CANDIDATE REQUIREMENTS

Candidates for the SGA must follow these requirements:

- i. Candidates for Student Body President will have completed at least two (2) semesters and twenty (20) units at SRJC by the end of the Spring semester in which the candidate is elected.
- ii. No candidate may run for more than a single student office in any given Student Election.
- iii. All candidates in an election shall locate, read, become familiar with, and be responsible for adhering to all provisions of the following documents: Student Constitution, SGA Bylaws, SGA Election Code, and SGA Publicity Code.
- iv. All candidates appointed to fill vacancies must fulfill all qualifications that would normally be required of a candidate for the respective office in a Student Election.

B. GENERAL OFFICER RESPONSIBILITIES

The Officers of the SGA, as the elected representatives of the SRJC Student Body, shall have the following duties and be afforded the following privileges:

- i. Attend all official SGA regular meetings.
- ii. May vote on all SGA matters.
- iii. May receive a "Public Service Fellowship" associated with their position if they meet the requirements detailed in the SGA Finance Code.
- iv. May executively appoint a member of the SRJC Student Body to serve as proxy, for a single SGA meeting at a time, by providing written consent to the Student Body President and the Coordinator of Student Government Programs. The position of SGA Chair may not be filled by proxy.
- v. Fulfill their individual officer responsibilities and act in accordance of the SGA Code of Conduct.(REFERENCE SGA Code of Conduct)
- vi. Shall perform other related duties as assigned by the Student Body President.
- vii. Shall maintain, uphold, and have working knowledge of the SCJCD SRJC Student Constitution, SGA Bylaws, SGA Codes, SGA Policies & Procedures, and SGA Resolutions.
- viii. Shall propose, direct, and coordinate policies of the SGA and the SRJC Student Body.
- ix. Shall view and approve the SGA annual budget.
- x. Shall sit on two (2) College-Wide Committees and relay relevant information back to the SGA.
 - i. Regular attendance at the Academic Senate, or Classified Senate fulfill the requirement of sitting on one (1) College-Wide Committee.
 - ii. In the case of scheduling conflicts with the time of an assigned committee, Officers, along with the Chairs of those College-Wide Committees, will be responsible for finding students to replace them.
- xi. May recommend student representatives to College-Wide Committees, SGA Standing Committees, and other student bodies subject to confirmation by the SGA. Recommendation(s) shall be approved by a simple majority vote.
- xii. Shall prepare a report for each official SGA regular meeting, to inform the SGA of their current projects, accomplishments and future goals related to their duties and position.
- xiii. Shall attend all SGA Retreats during their term of office.
- xiv. May participate in the orientation and training of new SGA officers after their term and during the Summer Retreat. This is highly encouraged of all officers who will not be returning to their position in the next academic year.
- xv. Shall seek out an individual of the SGA or the SRJC Student Body to fulfill their assigned responsibilities if they are not able.
- xvi. May approve a secondary delegate to the Student Senate for California Community Colleges (SSCCC).

C. SGA MEMBER PURVIEW

The SGA, as the representative body of the SRJC Student Body, has the following powers and duties:

- i. Shall advocate for students in the development of all new District affairs, policies, properties, conduct, and events.
- ii. May pass legislation in the form of bylaws, codes, recommendations, fund allocations, policy, procedure, and resolutions.

- iii. May appoint members of the SRJC Student Body to College-Wide Committees, SGA Standing Committees, and Ad-Hoc committees by a simple majority vote.
- iv. May remove any current SGA officer by a supermajority (two-thirds) vote, during an official SGA meeting. (REFERENCE SGA Bylaws, Article IV, Sections G, H, and I)
- v. May remove student representatives on College-Wide Committees, or members of SGA Standing Committees with a simple majority vote.
- vi. May review the following SCJCD Board Policies & Procedures: 8.5.1 Student Government, 8.5.2 & 8.5.2P Student Clubs, Organizations or Ad-Hoc Groups, 8.2.8 & 8.2.8P Student Conduct and Discipline Due Process. These SCJCD Board Policies & Procedures may not move forward in College Council until reviewed by the SGA. (REFERENCE SCJCD Board Policies & Procedures)
- vii. May assign responsibilities to SGA Standing Committees.

D. OFFICER TERM

The full term of office shall begin the day after graduation and terminate at the end of graduation day in the following academic year. Officers appointed to the SGA will term-out at the end of graduation day following their appointment.

E. OFFICER VACANCY

In the event of a vacancy in any SGA Officer position other than the Student Body President, the SGA may appoint a member of the SRJC Student Body to the vacant position by a simple majority vote.

- i. Seated Officer may immediately vacate their position by submitting a letter of resignation to the Student Body President and Coordinator of Student Government Programs.
- ii. A current seated officer may be appointed, by a simple majority vote, to fill a vacancy in the SGA. If accepted, the original position of the current seated officer will be declared vacant.
- iii. If the position of the Student Body President is vacated, officers of the SGA may motion to nominate a current SGA officer to the Presidency at the next official SGA meeting. Appointment to the Presidency requires a supermajority (two-thirds) vote by the SGA.

F. SGA ATTENDANCE

Attendance will be counted at every official SGA regular meeting. (REFERENCE SGA Bylaws Article V, Section 1, N) and attendance will be permitted via teleconference locations.

i. EXCUSED ABSENCES

- a. Excused absences will be defined as Personal or Family emergencies or serious illness
- b. Except in cases of sudden illness or injury, notice requires at least 48 hour prior communication from the officer to the Student Body President and the Certified Advisor to the SGA, or their designee.
- c. All excused absences may be reviewed by the SGA and overturned by a simple majority vote.

ii. UNEXCUSED ABSENCES

- a. An unexcused absence will be recorded for any member who is absent for 25% or more of the scheduled time of an official SGA meeting.
- b. Officers who accumulate more than two (2) unexcused absences in a semester may be removed from their position by a simple majority vote in the SGA.
- c. An SGA officer who accumulates three (3) unexcused absences is automatically suspended. Their position is declared vacant during the following SGA regular meeting if no appeal has been brought to the SGA.
- d. All unexcused absences may be reviewed by the SGA and overturned by a simple majority vote.

iii. ABSENCE APPEALS

- a. Appeals to unexcused absences must be submitted to the Student Body President within one week of the absence and is the responsibility of the officer. The appeal will be brought to the SGA at the following meeting during the approval of the minutes and may

be approved by a simple majority vote. Approved appeals will overturn the unexcused absence.

- b. All other emergent circumstances and exceptions will be decided by the SGA.

iv. OFFICER REMOVAL DUE TO POOR ATTENDANCE

- a. If an officer is removed from office, due to absences, they may appeal to the Student Body President in writing within six (6) days of notification of removal. The appeal must be presented to the SGA at the next regular SGA meeting for debate and may be upheld or denied.
- b. An SGA officer who is absent (unexcused or excused) from fifty percent (50%) of the total of regular SGA meetings in a semester is automatically removed and their position is declared vacant.
- c. If an officer (who was removed due to attendance) has been reappointed to the SGA and misses two (2) more meetings, excused or unexcused, they will be automatically removed from office upon notification by the Student Body President and will not be eligible to hold office until the next academic year.

G. OFFICER REMOVAL

The SGA may begin the process of removing an officer if an officer exhibits behavior congruent with any of the following valid causes:

- i. Repeated mismanagement of position responsibilities.
- ii. Mismanagement of funds.
- iii. An SGA officer who willfully or excessively violates the SCJCD SRJC Student Constitution, SGA Bylaws, SGA Election Code, SGA Finance Code, SGA Code of Conduct, or SGA policies and procedures.
- iv. An SGA officer who violates the California Education Code Standards of Student Conduct.
- v. Failure or refusal to disclose necessary information on matters of organizational business.

H. OFFICER REMOVAL: PROCEDURE

To begin the process of removing an officer, an E-mail or written letter, citing all valid causes, must be given to an accused officer seventy-two (72) hours prior to the SGA meeting where the vote of removal is considered. During the SGA meeting, the following procedure must be followed to remove an accused officer:

- i. A motion must come forward to proceed with a removal hearing for an accused officer.
- ii. A description of the accusations and all valid causes must be read aloud by an officer of the SGA.
- iii. The accused officer must be given up to ten (10) minutes to respond to the accusations and present a defense.
- iv. The SGA may then engage in up to twenty (20) minutes of discussion and deliberation of the charges.
- v. The SGA shall then hold a roll call vote to determine if the accused officer will be removed from their position on the SGA.

I. OFFICER REMOVAL: APPEALS

Appeals to the removal of an officer by the SGA may be made to the Senior Dean of Students, or designee, within two (2) weeks of the vote to remove the officer.

- i. The appeal must be made in writing, and may include responses to the charges levied to them and details as to why the appeal is necessary.
- ii. The accused may request a meeting with the Senior Dean of Students, or designee, to discuss the case in further detail.
- iii. The Senior Dean of Students, or designee, shall make a final ruling and present the ruling to the charged officer and the SGA within one (1) week of receiving the appeal letter.

SECTION 2 ASSEMBLY MEMBERS

Assembly Members are At-Large Representatives that may be appointed to the SGA as non-voting members by a simple majority vote. Assembly Members shall be assigned a title that focuses on a

specific initiative. Their positions shall term-out and dissolve on the end of graduation day of the term in which they were appointed. Their responsibilities and privileges include:

- A. Act as the correspondent of the SGA and the SRJC Student Body.
- B. Shall attend all official SGA regular meetings, and are given the privilege to speak in all SGA meetings.
- C. Sit on one (1) College-Wide Committee and one (1) SGA Standing Committee.
- D. Shall promote the organization and the Student Benefits Program (CubCard+).
- E. May Chair an Ad-Hoc Committee.
- F. May be disappointed by simple majority vote, at an official SGA meeting, without notice or appeal.

SECTION 3 HONORARY MEMBERS

Honorary Members are officers of the recognized statewide organization or past SRJC Student Body Presidents and Student Trustees, and are limited by the following:

- i. Current Student Senate for California Community Colleges Officers and Region III Executives from the SRJC are recognized by the SGA, and are given the right to speak during SGA meetings.
- ii. Current Student Trustees are recognized by the SGA and are given the right to speak during SGA meetings.
- iii. Past SRJC Student Body Presidents who serve for the entirety of their term are recognized under the title of "President Emeritus", and are given the right to speak for up to five (5) minutes during the officer's report section of any SGA meeting.

ARTICLE V INDIVIDUAL OFFICER DUTIES

SECTION 1 STUDENT BODY PRESIDENT

- A. Shall preside as Chair of the SGA. (REFERENCE SEE SGA Bylaws Article VI Section 4)
- B. Shall be executively responsible for carrying-out and maintaining the SCJCD SRJC Student Constitution, and the SGA Bylaws.
- C. Shall serve on the following SGA Standing Committee: Student Finance & Benefits Committee.
- D. Shall serve on the following College-Wide Committees: College Council and Institutional Planning Council (IPC).
- E. Shall serve as the official spokesperson for the SGA and the SRJC Student Body to the Board of Trustees, Region III, Student Senate for California Community Colleges, and in all other capacities unless otherwise delegated or noted.
- F. Shall attend and report to the Board of Trustees on behalf of the SGA and SRJC Student Body.
- G. Shall perform other duties that pertains to the office, including the creation of policies, not to conflict with the Constitution, Bylaws, or Codes. Such duties and policies shall be reviewed by the SGA.
- H. May be self-appointed to any SGA Standing Committee.
- I. Shall be responsible for publicly declaring SGA officer vacancies.
- J. May assign duties or special projects to members of the SGA
- K. Has the authority to create Ad-Hoc committees and appoint the chair of such committees.
- L. May executively disappoint members on an SGA Standing Committee, who are not officers of the SGA, that have violated the SGA Code of Conduct.
- M. Shall be responsible for scheduling Student Elections in compliance with the SGA Election Code.
- N. Shall work with the Coordinator of Student Government Programs to determine the validity of excused or unexcused absences.
- O. May authorize and sign approved SGA expenditures in the case of a vacancy to the position of the Vice President of Finance.

SECTION 2 EXECUTIVE VICE PRESIDENT OF LEGISLATION

- A. Shall preside as Vice Chair and Sergeant-At-Arms to the SGA, and assumes the duties of the Student Body President during their absence. The Vice Chair shall also ensure that the Officers of the SGA maintain clear channels of communication and work effectively toward their shared goals.

- B. Shall preside as Chair and official spokesperson of the Student Representatives Council and all student representatives sitting on District Shared Governance Committees and Workgroups (REFERENCE SGA Bylaws Article VI Section 4)
- C. Shall be responsible for carrying-out, maintaining, and revising the Student Representatives Council Bylaws.
- D. Shall serve on the following SGA Standing Committees: Student Representatives Council.
- E. Shall be given preference to serve on the following College-Wide Committees: College Council, Student Success and Equity Committee, Textbook & Instructional Materials Committee, and Board of Review.
- F. Shall appoint students to the College-Wide Committee system, with the ratification of the SGA.
- G. Shall promote awareness of policies, legislation, and issues affecting students' welfare, and promote student involvement on the state, local, and college level.
- H. Shall serve as the voting delegate and representative of SRJC at Region III meetings, and report to the SGA about Region III issues and actions that occurred at Region III meetings.
- I. Shall serve as the voting delegate and representative of SRJC at General Assemblies for the Student Senate for California Community Colleges, and report to the SGA about Student Senate for California Community Colleges issues and actions that occurred at Student Senate for California Community Colleges meetings.
- J. Shall be responsible for the coordination of statewide efforts involving the SGA.
- K. Shall maintain records of student involvement in the College-Wide Committees system.
- L. Shall recruit and interview students wishing to sit on active College-Wide Committees.
- M. Shall coordinate with College-Wide Committee Chairs and verify legitimacy of the Non-SGA Committee Representation Awards.
- N. Shall assist in dispersal of Non-SGA Committee Representation Awards.
- O. Shall keep a list of current student vacancies on College-Wide Committees.
- P. Shall maintain documentation for all shared governance meeting times, dates, committee chairs and contact information.

SECTION 3 VICE PRESIDENT OF FINANCE:

- A. Shall preside as Clerk and Treasurer to the SGA, and assumes the duties of the Student Body President during the absence of both the Student Body President and Executive Vice President of Legislation, Vice Chair to the SGA. The Vice President of Finance may request assistance from members of the Office of Student Life, Equity, and Engagement Programs to fulfill this duty.
- B. Shall preside as Chair and official spokesperson of the Student Finance & Benefits Committee. (REFERENCE SGA Bylaws Article VI Section 4)
- C. Shall be responsible for carrying-out, maintaining, and revising the Student Budget, Student Finance & Benefits Committee Bylaws and SGA Finance Code.
- D. Shall serve on the following SGA Standing Committees: Student Finance & Benefits Committee and Petaluma Council.
- E. Shall be given preference to serve on the following College-Wide Committees: Budget Advisory Committee, Auxiliary Enterprises, and Scholarship Committee.
- F. Shall, by request, advise and assist SGA Standing Committees and SGA Ad-Hoc Committees on matters pertaining to budgeting and spending.
- G. Shall ensure that the Student Body President has posted the agenda and that the Advisor has signed and dated it.
- H. Shall work with the Student Finance & Benefits Committee to develop a balanced SGA budget to be ready for presentation at the June SCJCD BOT meeting.
- I. Shall authorize and sign all SGA expenditures.
- J. Shall, with the SGA Accountant, keep an up-to-date and accessible list of all SGA expenditures.
- K. Shall give a finance and budget report at each SGA meeting.
Shall maintain the budget while providing periodic reports to the SGA during meetings, and shall give a budget update during the Winter Retreat.

- L. Shall work collaboratively with the Vice President of Marketing and the Director of Marketing - Petaluma to promote the sale of Students Benefits Program Package (CubCard+) and improve upon the benefits associated with the purchase.
- M. Shall work collaboratively with the Student Body President and the Executive Vice President - Petaluma to find new revenue sources for the SGA.
- N. Shall ensure the SGA Budget is transparent and accessible to the Student Body, overseeing the posting of the Annual SGA Budget on the SGA website, and that a link to the current financial standings is available on every SGA Agenda.

SECTION 4 VICE PRESIDENT OF CLUBS - SANTA ROSA

- A. Shall preside as Chair and official spokesperson of the Inter-Club Council (ICC) and SRJC Clubs. (REFERENCE SGA Bylaws Article VI Section 4)
- B. Shall be responsible for carrying-out, maintaining, and revising the Inter-Club Council Constitution.
- C. Shall serve on the following SGA Standing Committee: Inter-Club Council.
- D. Shall be given preference to serve on the following College-Wide Committees: Day Under the Oaks Committee.
- E. Shall act as a liaison between individual clubs and the SGA.
- F. Shall manage club packets, procedures, and applications.
- G. Shall assist clubs in the facilitation of campus-wide activities and events.
- H. Shall be responsible for creating and maintaining a budget for the ICC.
- I. Shall provide guidance for new club's activation and the notification for impending deactivation to clubs.
- J. Shall review inactive Club Trust accounts at the start of each semester and report to the ICC if any inactivate club funds are made available.
- K. Shall work collaboratively with the ICC Vice-Chair, ICC Secretary, and ICC Treasurer.

SECTION 5 VICE PRESIDENT OF CLUBS - PETALUMA

- A. Shall preside as Chair of the Petaluma Council.
- B. Shall be responsible for the coordination and operation of clubs on the Petaluma Campus.
- C. Shall serve on the following SGA Standing Committee: Petaluma Council.
- D. Shall be given preference to serve on the following College-Wide Committees: Institutional Planning Committee (IPC).
- E. Shall be given preference to serve on Petaluma Workgroup: LumaFest Workgroup, We The Future.
- F. Shall attend meetings of the Board of Trustees on behalf of the SGA and students of the Petaluma Campus.
- G. Shall oversee SGA efforts on the Petaluma Campus in the areas of; student activities, events, planning; college policy, support for students, budget allocation, fiscal planning, recognition of developing issues pertaining to Petaluma students, and communication between faculty, staff, administration, and the SRJC Student Body.
- H. Shall have the authority to create Ad-Hoc committees for Petaluma as necessary and to appoint the chair of such committees.
- I. Shall act as a liaison between Petaluma clubs, SGA, and ICC.
- J. Shall manage club packets, procedures and applications for Petaluma Clubs.
- K. Shall assist Petaluma clubs in the facilitation of campus-wide activities and events.
- L. Shall ensure equal access to Petaluma Council funds for Petaluma Clubs.
- M. Shall provide guidance for new Petaluma club's activation and the notification for impending deactivation to clubs.
- N. Shall be responsible for maintaining and tracking Petaluma Council finances.
- O. Shall review inactive Club Trust accounts at the start of each semester and report to the Petaluma Council if any inactivate club funds are made available.

SECTION 6 VICE PRESIDENT OF STUDENT LIFE - SANTA ROSA

- A. Shall preside as Chair and official spokesperson of the Student Life Committee. (REFERENCE SGA Bylaws Article VI Section 4)

- B. Shall be responsible for carrying-out, maintaining, and revising the Student Life Committee Bylaws.
- C. Shall serve on the following SGA Standing Committees: Student Life Committee, Student Finance & Benefits Committee.
- D. Shall be given preference to serve on the following College-Wide Committees: Arts & Lectures Committee and Day Under the Oaks Committee.
- E. Shall plan and coordinate events designated as historical or necessary such as Welcome Back Events, Big Monthly Clubs Days, and the end of year SGA Banquet.
- F. Shall coordinate events and activities where needed on the Santa Rosa Campus.
- G. Shall give input on the development of the calendar of events (BearCub Calendar), which is published in coordination with the Office of Student Life, Equity, and Engagement, and Santa Rosa Campus.
- H. Shall keep accurate records and copies of SGA activities and events with copies of flyers, invitations, posters, and other necessary information.
- I. Shall consult and collaborate with Petaluma Council on Petaluma activities.

SECTION 7 VICE PRESIDENT OF STUDENT LIFE - PETALUMA

- A. Shall preside as Vice-Chair of the Petaluma Council. (REFERENCE SGA Bylaws Article VI Section 4)
- B. Shall serve on the following SGA Standing Committees: Petaluma Council and Student Finance & Benefits Committee.
- C. Shall be given preference to serve on the following College-Wide Committees: Day Under the Oaks.
- D. Shall be given preference to serve on Petaluma Workgroup: LumaFest Workgroup, We The Future.
- E. Shall plan and coordinate events designated as historical or necessary such as Welcome Week, and Clubs Days.
- F. Shall coordinate events and activities where needed on the Petaluma Campus.
- G. Shall give input on the development of the Petaluma calendar of events, which is published in coordination with the Petaluma Student Affairs Office and Petaluma Campus.
- H. Shall keep accurate records and copies of SGA activities and events with copies of flyers, invitations, posters, and other necessary information.
- I. Shall consult and collaborate with Student Life Committee on Santa Rosa activities.
- J. Shall work collaboratively with the Vice President of Marketing - Petaluma to facilitate publicity for campus and club events.

SECTION 8 VICE PRESIDENT OF MARKETING - SANTA ROSA

- A. Shall serve on two (2) of the following SGA Standing Committees: Student Representatives Council, Student Finance & Benefits Committee, Student Life Committee, or Sustainability Committee.
- B. Shall be given preference to serve on the following College-Wide Committees: Parking & Transportation Committee and Academic Calendar/Registration Committee.
- C. Shall coordinate communication regarding media and outreach to members of the SRJC Student Body.
- D. Shall promote the Non-Mandatory Student Activities Fee, Student Benefits Program Package (CubCard+) such that all students are aware of the program and membership criteria before the class registration cycle begins for the next academic year.
- E. Shall improve maintain, and increase CubCard+ discounts for the student body.
- F. Shall be responsible for increasing CubCard+ Sales
- G. Shall meet with the SGA Accountant to review the financial standing of the benefits program.
- H. Shall perform other communications functions, as deemed necessary, by the SGA and the Student Body President.
- I. Shall be responsible for maintaining the SGA presence online.
- J. Shall assist the SGA in any and all matters relating to publicity and marketing of SGA actions and events.
- K. Shall work collaboratively with the Vice President of Marketing - Petaluma to promote the sale of CubCard+ and increase benefits associated with its purchase.

SECTION 9 VICE PRESIDENT OF MARKETING - PETALUMA

- A. Shall serve on the following SGA Standing Committees: Petaluma Council and Student Finance & Benefits Committee.
- B. Shall coordinate communication regarding media and outreach to students about Petaluma events.
- C. Shall promote the Students Benefits Program (CubCard+) such that all students are aware of the program and membership criteria before the class registration cycle begins for the next academic year.
- D. Shall maintain the Students Benefits Program package that includes both district and community discounts for the student body.
- E. Shall be responsible for increasing CubCard+ sales.
- F. Shall meet with the SGA Accountant to review the financial standing of the benefits program.
- G. Shall work collaboratively with the Vice President of Student Life - Petaluma and members of the Petaluma Student Affairs Office to facilitate publicity for campus and club events.

SECTION 10 VICE PRESIDENT OF DIVERSITY

- A. Shall serve on two (2) of the following SGA Standing Committees: Student Representatives Council, Finance & Benefits Committee, Student Life Committee, or Sustainability Committee.
- B. Shall be given preference to serve on the following College-Wide Committees: District Accessibility Committee, Equal Employment Opportunity Advisory, Integrated Student Success Committee/Basic Skills Initiative, Intercultural Events Committee, and LGBTQ Presidential Advisory Committee.
- C. Shall advocate for diverse representation on SGA Standing Committees and District College-Wide Committees.
- D. Shall serve as a resource of information to the English as a Second Language (E.S.L.), Extended Opportunity Programs & Services (E.O.P.S.), District Learning Communities (Puente, Umoja, etc.) International Student Program, other related departments and clubs.
- E. Shall be a liaison between multi-cultural groups on the college campus and those in the community.

SECTION 11 VICE PRESIDENT OF STUDENT HEALTH

- A. Shall serve on two (2) of the following SGA Standing Committees: Student Representatives Council, Finance & Benefits Committee, Student Life Committee, or Sustainability Committee.
- B. Shall be given preference to serve on the following College-Wide Committees: Student Health Services Advisory Committee, and District Safety and Health Committee.
- C. Shall act as liaison with the Student Health Services department and report to the SGA on issues and programs impacting student health.
- D. Shall inform, promote, educate, and involve students in local and statewide legislation and initiatives affecting student health.
- E. Will meet with Student Health Services' student PEERS staff periodically, to engage in health-related learning activities, and be informed on peer health support activities at the college.
- F. Shall assist the Student Health Services department in planning and coordination of health awareness/related events and activities on the Santa Rosa and Petaluma campuses.

SECTION 12 VICE PRESIDENT OF SUSTAINABILITY

- A. Shall preside as Chair and official spokesperson of the Sustainability Committee. (REFERENCE SGA Bylaws Article VI Section 4)
- B. Shall be responsible for carrying-out, maintaining, and revising the Sustainability Committee Bylaws.
- C. Shall serve on the following SGA Standing Committee: Sustainability Committee.
- D. Shall be given preference to serve on the following College-Wide Committees: District Sustainability Committee and Parking & Transportation Committee.
- E. Shall pursue and promote the development of sustainable initiatives, programs, practices, and policies throughout the SCJCD.
- F. Shall work collaboratively with other SGA in the support of environmentally responsible events and activities.

- G. Shall work with other members of the campus community to increase awareness on environmental issues.
- H. Shall advise the SGA during meetings to make decisions that are environmentally responsible and shall advise all SGA Officers on how to make SGA sponsored activities environmentally conscious.

ARTICLE VI

STUDENT GOVERNMENT ASSEMBLY COMMITTEES

SECTION 1 The SGA shall have the following SGA Standing Committees (SGA "Councils" are to be understood as SGA Standing Committees):

- A. Student Representatives Council
- B. Inter-Club Council
- C. Petaluma Council
- D. Student Finance & Benefits Committee
- E. Student Life Committee
- F. Sustainability Committee

SECTION 2 **STANDING COMMITTEE PURPOSE & PURVIEW**

The purpose of SGA Standing Committees shall be to advise and take action on matters related to the committee on behalf of the SGA and the SRJC Student Body.

- A. SGA Standing Committees have the ability to amend and revise their own bylaws.
- B. All SGA Standing Committees shall report to the SGA during official SGA regular meetings.
- C. SGA Standing Committees may appoint members of the SRJC Student Body as voting members, by a simple majority vote of the SGA Standing Committee.
- D. Votes in SGA Standing Committees may only be cast by current members of the SRJC Student Body who have been appointed by the SGA Standing Committee.
- E. SGA Standing Committees shall elect a Vice Chair by simple majority vote. The Committee Chair shall report the appointment at the next official SGA regular meeting.
- F. SGA Standing Committee may create and elect additional officer positions to be in charge of various tasks, as decided by that committee's bylaws. These created positions will only be active the academic year they are appointed.
- G. Members on an SGA Standing Committee, who are not officers of the SGA, may be executively disappointed by the Student Body President.
- H. SGA officers are barred from serving on more than three (3) SGA Standing Committees.
- I. If a member of an SGA Standing Committee misses two (2) official SGA Standing Committee meetings, they may be executively disappointed by the Chair of the SGA Standing Committee.

SECTION 3 **STANDING COMMITTEE GOVERNING AUTHORITY**

The SGA Bylaws shall provide strict guidance to the Bylaws of its SGA Standing Committees in the following ways:

- A. The name of an SGA Standing Committee shall be determined by the SGA Bylaws.
- B. The operations and procedures of SGA Standing Committee meetings shall be determined by the SGA Bylaws. (REFERENCE SGA Bylaws, Article III)
- C. The initial membership of an SGA Standing Committee shall consist solely of the assigned officer who chairs the SGA Standing Committee and officers assigned to that SGA Standing Committee by 11 these bylaws. These initial members do not count toward quorum until they have attended a meeting of the SGA Standing Committee.
- D. SGA Standing Committees may approve their bylaws, or amendments to their bylaws, with a supermajority (two-thirds) vote once they have had a one week reading period.

SECTION 4 **STANDING COMMITTEE CHAIRS**

Committee Chairs Shall act as the official spokesperson of their SGA Standing Committee.

- A. Shall vote only to make or break a tie.
- B. Shall act as liaison between the SGA and their SGA Standing Committee, ensuring the SGA Standing Committee's business and needs are heard and recognized by the SGA.

- C. Shall assume the duties of any vacant position, within their committee.
- D. Shall be responsible for the creation and posting of the agenda for their SGA Standing Committee's meetings, in compliance with the Ralph M. Brown Act, ensuring that the SGA Standing Committee's Advisor signs and dates the agenda.
- E. Shall be responsible for carrying-out, maintaining, and revising their SGA Standing Committee's Bylaws.
- F. Shall review and update their SGA Standing Committee members of available funds.
- G. Shall authorize and sign all their SGA Standing Committee's expenditure requests. The Chair shall submit the expenditure requests to the Student Body President and the Vice President of Finance.
- H. May, within their committee, assign duties or special projects, and has the authority to create Ad Hoc committees and to appoint the chair of such committees.
- I. May executively disappoint any member of their SGA Standing Committee who has accrued two (2) unexcused absences from regularly scheduled meetings, without having given prior notification.
- J. Shall work collaboratively with their Committee's Vice Chair to ensure the continuity of the SGA Standing Committee and its records, maintain accurate information on the college website, and maintain an active list of SGA Standing Committee membership.

SECTION 5 STANDING COMMITTEE VICE CHAIRS

The Committee Vice Chair shall assist the Chair in the duties and matters pertinent to the SGA Standing Committee.

- A. Shall ensure that the Chair has posted the agenda and that the Advisor has signed and dated it.
- B. Shall preside as Chairperson to their SGA Standing Committee in absence of the Chair and when acting as chair may only vote to make or break a tie.
- C. Shall act as Minute-Taker (Clerk/ Secretary) to ensure that the SGA Standing Committee's Minutes are taken and posted in their appropriate location
- D. Shall appoint a Minute-Taker (Clerk/ Secretary) for a single meeting when serving as Chair.
- E. Shall work collaboratively with their Committee's Chair to ensure the continuity of the SGA Standing Committee and its records, maintain accurate information on the college website, and maintain an active list of SGA Standing Committee membership.

SECTION 6 The SGA or any of their SGA Standing Committees may create Ad-Hoc Committees, which are committees that address specific issues not addressed by an existing SGA Standing Committee. Ad-Hoc Committees can recommend expenditures, but may not approve the spending of funds without prior approval from the body in which they were created.

SECTION 7 SGA Standing Committees are limited by the following:

- A. Any SGA Standing Committee Bylaw shall not be in conflict with Federal Laws, California State Laws, the California Education Code, SCJCD Board Policy, the SCJCD SRJC Student Constitution, the SGA Bylaws, or any other codes or policies as established and protected by the Student Constitution and the Sonoma County Junior College District.
- B. SGA Standing Committees cannot, at any time, overrule a motion passed by the SGA.

ARTICLE VII

SGA STANDING COMMITTEE DETAILS

SECTION 1 STUDENT REPRESENTATIVES COUNCIL

The SGA establishes a Student Representatives Council to help guide students who sit on College-Wide Committees, help grow student participation in College-Wide Committees, and be responsible for advocating to further student interests and protect student rights. The Student Representatives Council shall abide by the Student Representatives Council Bylaws. The Student Representatives Council shall be comprised of the following members:

- A. Executive Vice President of Legislation (Chair)
- B. Any student members appointed to a College-Wide Committee.
- C. (Suggested member: Vice President of Marketing - Santa Rosa)
- D. (Suggested member: Vice President of Diversity)

- E. (Suggested member: Vice President of Student Health)
- F. Any member of the Student Body appointed to the Council.

SECTION 2 INTER-CLUB COUNCIL

The Board of Trustees has established an ICC, who shall be responsible for the recognition, activation, and guidance of all clubs on the Santa Rosa Campus, and the supporting of clubs on the Petaluma Campus. The ICC shall abide by the Inter-Club Council Constitution. The ICC shall be comprised of the following members:

- A. Vice President of Clubs - Santa Rosa (Chair)
- B. A representative from each club recognized by the ICC.

SECTION 3 PETALUMA COUNCIL

The SGA establishes a Petaluma Council to help serve the needs of Petaluma Campus students, as well as bring together all Petaluma student leaders to address matters concerning Petaluma students and the Petaluma Campus. The Petaluma Council shall abide by the Petaluma Council Bylaws. The Petaluma Council shall be comprised of the following members:

- A. Vice President of Clubs - Petaluma (Chair)
- B. Vice President of Student Life - Petaluma (Vice-Chair)
- C. Vice President of Marketing - Petaluma
- D. Vice President of Finance
- E. A representative from each Petaluma student club
- F. Any member of the Student Body appointed to the Council.

SECTION 4 STUDENT FINANCE & BENEFITS COMMITTEE

The SGA establishes a Student Finance & Benefits Committee to serve as an advisory body responsible for generating a budget proposal. This proposal shall be based on the previous year's expenditures and income, projected revenues, and recommendations made by the College Community. The Student Finance & Benefits Committee shall abide by the Student Finance & Benefits Committee Bylaws. The Student Finance & Benefits Committee shall be comprised of the following members:

- A. Vice President of Finance (Chair)
- B. Student Body President
- C. Vice President of Student Life - Santa Rosa
- D. Vice President of Student Life - Petaluma
- E. Vice President of Marketing - Petaluma
- F. (Suggested member: Vice President of Marketing - Santa Rosa)
- G. (Suggested member: Vice President of Diversity)
- H. (Suggested member: Vice President of Student Health)
- I. Any member of the Student Body appointed to the Committee.

SECTION 5 STUDENT LIFE COMMITTEE

The SGA establishes a Student Life Committee that shall be responsible for proposing and implementation of events and activities for student learning, enrichment, and enjoyment. The Student Life Committee shall abide by the Student Life Committee Bylaws. The Student Life Committee shall be comprised of the following members:

- A. Vice President of Student Life (Chair)
- B. (Suggested member: Vice President of Marketing - Santa Rosa)
- C. (Suggested member: Vice President of Diversity)
- D. (Suggested member: Vice President of Student Health)
- E. Any member of the Student Body appointed to the Committee.

SECTION 6 SUSTAINABILITY COMMITTEE

The SGA establishes a Sustainability Committee that shall be responsible for the implementation of equitable and dynamic sustainability practices on campus and in the community. The Sustainability

Committee shall abide by the Sustainability Committee Bylaws. The Sustainability Committee shall be comprised of the following members:

- A. Vice President of Sustainability (Chair)
- B. (Suggested member: Vice President of Marketing - Santa Rosa)
- C. (Suggested member: Vice President of Diversity)
- D. (Suggested member: Vice President of Student Health)
- E. Any member of the Student Body appointed to the Committee.

ARTICLE VIII

STUDENT GOVERNMENT BUDGET & FINANCES

SECTION 1 All matters of the budget, including the budget preparation, budget adoption, budget information, and award requirements are detailed within the SGA Finance Code.

ARTICLE IX

AMENDMENTS TO SGA BYLAWS

SECTION 1 Following SCJCD Board Policy 8.5.1, "A constitution, subject to approval and adoption by the constituents, and approval by the Board of Trustees sets forth the duties and responsibilities of the organization and its officers.", it is understood that the Student Constitution sets forth and directs the public to these SGA Bylaws, that an interest exists within the BOT to regulate the duties and responsibilities of the SGA and its officers, and that no amendments shall be made to the SGA Bylaws without BOT approval.

SECTION 2 Ratification of SGA Bylaw Amendments shall require a supermajority (two-thirds) vote by the SGA after a one week reading period. Bylaw Amendments shall go into effect either on the last day of the Fall Semester or on the following day after Graduation.

Enabling Clause: This SCJCD SRJC SGA Bylaws shall go into effect when approved in a SCJCD BOT meeting and shall become operational on the day following BOT approval. These SGA Bylaws are subordinate to and shall not conflict with to Federal Laws, California State Laws, the California Education Code, SCJCD Board Policy (specifically College Council Policy 8.5.1), or the SCJCD SRJC Student Constitution.

Final Edit Clause: As the revisions and/or amendments are being incorporated into the revised version of the SGA Bylaws, the following edits are made to ensure order, and readability of the Bylaws: ensuring that all division numberings/letterings (Article, Section, Subsections etc.) are listed correctly, revising any external document references within the document, and updating the Table of Contents to reflect changes.

Adoption: May 19, 2015

Amended: February 27, 2017

Amended: May 14, 2018