

**SONOMA COUNTY JUNIOR COLLEGE DISTRICT  
SANTA ROSA JUNIOR COLLEGE 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 (SEE 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.** The parliamentary authority of all SGA meetings shall be the most current version of The Standard Code of Parliamentary Procedure by Alice Sturgis.
    - i.** The SGA Bylaws supersede parliamentary authority.
    - ii.** All procedures not addressed by SGA Bylaws or Codes shall defer to Parliamentary Procedure.
  - B.** All SGA meetings shall be open to the public and subject to the provisions of the Ralph M. Brown Act. (SEE 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.** 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 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 vote per item.
      - a.** The Chair may only cast a vote to make or break a tie. (SEE 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. The Dean of Student Affairs and Engagement Programs (SA&EP), 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 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** 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 Associated Students 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 Associated Students President.

**SECTION 3** 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.

#### **ARTICLE IV MEMBERSHIP**

**SECTION 1** The membership of the SGA consists of thirteen (13) officers, listed here:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><b>i.</b> Associated Students President</li> <li><b>ii.</b> Executive Vice President - Petaluma</li> <li><b>iii.</b> Vice President of Finance</li> <li><b>iv.</b> Vice President of Advocacy</li> <li><b>v.</b> Vice President of Student Life</li> <li><b>vi.</b> Inter-Club Council Chair</li> <li><b>vii.</b> Vice President of Committees</li> </ul> | <ul style="list-style-type: none"> <li><b>viii.</b> Vice President of Marketing</li> <li><b>ix.</b> Vice President of Sustainability</li> <li><b>x.</b> Vice President of Student Health</li> <li><b>xi.</b> Vice President of Diversity Affairs</li> <li><b>xii.</b> Director of Clubs - Petaluma</li> <li><b>xiii.</b> Director of Marketing - Petaluma</li> </ul> |
|--|--|

**A.** 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:~~
  - a.** Be enrolled at the SRJC at the time of election, and throughout their term, with a minimum of ~~five (5)~~ six (6) semester units (Fall and Spring), or its equivalent.
  - b.** 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:
  - a.** No SGA Officer may hold multiple positions within the SGA.
  - b.** All elected officers ~~must be paid members of~~ are encouraged to purchase the SGA's "Student Benefits Program" (CubCard+) during both the Fall and Spring semesters ~~to remain in office.~~
  - c.** ~~May not have held the same position for two (2) concurrent terms.~~ Officers are limited to

two (2) full terms of office in the Student Government Assembly, as defined in Article IV, Section 1D of these Bylaws. 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 two (2) 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 four 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. Candidates for the SGA must follow these requirements:
  - a. Candidates for Associated Students 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.
  - b. No candidate may run for more than a single student office in any given Student Election.
  - c. 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.
  - d. 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. The Officers of the SGA, as the elected representatives of the SRJC Associated Students, 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 Associated Students to serve as proxy, for a single SGA meeting at a time, by providing written consent to the Associated Students President and the Dean of SA&EP, or designee. 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.(SEE SGA Code of Conduct)
  - vi. Shall perform other related duties as assigned by the Associated Students 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 Associated Students.
  - 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.
    - a. Regular attendance at the Academic Senate, or Classified Senate fulfill the requirement of sitting on one (1) College-Wide Committee.
    - b. 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 Associated Students to fulfill their assigned responsibilities if they are not able.
- C.** The SGA, as the representative body of the SRJC Associated Students, 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 Associated Students 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. (SEE 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. (SEE SCJCD Board Policies & Procedures)
  - vii. May assign responsibilities to SGA Standing Committees.
- D.** 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.** In the event of a vacancy in any SGA Officer position other than the Associated Students President, the SGA may appoint a member of the SRJC Associated Students 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 Associated Students President and Dean of SA&EP, or designee.
  - 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 Associated Students 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.** Attendance will be counted at every official SGA regular meeting.(SEE SGA Bylaws Article V, Section 1, N)
- i. Attendance will be permitted via teleconference locations.
  - ii. An absence is recorded when an officers either does not attend an SGA regular meeting or arrives more than thirty (30) minutes after roll call.
  - iii. Officers who accumulate more than two (2) unexcused absences in a semester may be disappointed from their position by a simple majority vote in the SGA.
  - iv. An SGA officer who accumulates four (4) unexcused absences is automatically removed and their position is declared vacant.
  - v. Absences accumulated from conflicting committee responsibilities, class times, or previously excused obligations shall be considered excused with the consent from the SGA.
  - vi. Members of the SRJC Associated Students serving as proxy to an SGA Officer may not count as attendance for the officer they are proxy for.

- G.** 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.** 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.** Appeals to the removal of an officer by the SGA may be made to the Dean of SA&EP, 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 Dean of SA&EP, or designee, to discuss the case in further detail.
  - iii.** The Dean of SA&EP, 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**

- The SGA may include additional members, Assembly Members or Honorary Members, as detailed below
- A.** 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:
    - i.** Act as the correspondent of the SGA and the SRJC Associated Students.
    - ii.** Shall attend all official SGA regular meetings, and are given the privilege to speak in all SGA meetings.
    - iii.** Sit on one (1) College-Wide Committee and one (1) SGA Standing Committee.
    - iv.** Shall promote the organization and the Student Benefits Program (CubCard+).
    - v.** May Chair an Ad-Hoc Committee.
    - vi.** May be disappointed by simple majority vote, at an official SGA meeting, without notice or appeal.
  - B.** Honorary Members are officers of the recognized statewide organization or ~~past SRJC Associated Student 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 Associated Students Presidents are given the title “President Emeritus” and are recognized by the SGA, and are given the right to speak up to five (5) minutes during the officer’s report section of any SGA meetings.~~

**ARTICLE V  
INDIVIDUAL OFFICER DUTIES**

**SECTION 1 ASSOCIATED STUDENTS PRESIDENT:**

- A. Shall preside as Chair of the SGA. (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 Associated Students 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 Associated Students.
- 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 Dean of SA&EP, or designee, 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 - PETALUMA:**

- A. Shall preside as Chair and official spokesperson of the Petaluma Council, and students of the Petaluma Campus. (SEE SGA Bylaws Article VI Section 4)
- B. Shall be responsible for carrying-out, maintaining, and revising the *Petaluma Council Bylaws*.
- C. Shall serve on the following SGA Standing Committees: Petaluma Council and Student Finance & Benefits Committee.
- D. Shall serve on the following College-Wide Committees: Institutional Planning Committee (IPC).
- E. Shall attend meetings of the Board of Trustees on behalf of the SGA and students of the Petaluma Campus.
- F. 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 Associated Students.
- G. Shall have the authority to create Ad-Hoc committees for Petaluma as necessary and to appoint the chair of such committees.

- H. Shall ensure that the Associated Students President has posted the agenda and that the Advisor has signed and dated it.
- I. Shall work collaboratively with the:
  - i. Vice President of Student Life to execute events and activities on the Petaluma Campus.
  - ii. Director of Clubs - Petaluma to engage clubs in SGA campus events and activities.
  - iii. Director of Marketing - Petaluma to promote the sales of the SGA Students Benefits Program Package (CubCard+) and the promotion of events on the Petaluma Campus.

**SECTION 3** VICE PRESIDENT OF FINANCE:

- A. Shall preside as Chair and official spokesperson of the Student Finance & Benefits Committee. (SEE SGA Bylaws Article VI Section 4)
- B. Shall be responsible for carrying-out, maintaining, and revising the *Student Budget, Student Finance & Benefits Committee Bylaws* and *SGA Finance Code*.
- C. Shall serve on the following SGA Standing Committees: Student Finance & Benefits Committee and Petaluma Council.
- D. Shall serve on the following College-Wide Committees: Budget Advisory Committee and Auxiliary Enterprises.
- E. Shall preside as Vice Chair and Sergeant-At-Arms to the SGA, and assumes the duties of the Associated Students 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.
- 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 Associated Students 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 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 Associated Students President and the Executive Vice President - Petaluma to find new revenue sources for the SGA.

**SECTION 4** VICE PRESIDENT OF ADVOCACY:

- A. Shall preside as Chair and official spokesperson of the Student Advocacy Committee. (SEE SGA Bylaws Article VI Section 4)
- B. Shall be responsible for carrying-out, maintaining, and revising the *Student Advocacy Committee Bylaws*.
- C. Shall serve on the following SGA Standing Committees: Student Advocacy Committee and Sustainability Committee.
- D. Shall serve on the following College-Wide Committees: College Council, Student Success and Equity Committee, and Board of Review.
- E. Shall promote awareness of policies, legislation, and issues affecting students' welfare, and promote student involvement on the state, local, and college level.
- F. 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.

G. 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.

H. Shall be responsible for the coordination of statewide efforts involving the SGA.

**SECTION 5** VICE PRESIDENT OF STUDENT LIFE:

A. Shall preside as Chair and official spokesperson of the Student Life Committee. (SEE 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, and Sustainability Committee.

D. Shall serve on the following College-Wide Committees: Arts & Lectures Committee, Academic Calendar/ Registration Committee, and Day Under the Oaks Committee.

E. Shall plan and coordinate events designated as historical or necessary such as Welcome Back Events and the end of year SGA Banquet.

F. Shall coordinate events and activities where needed on the Santa Rosa Campus.

G. Shall ensure a calendar of events (BearCub Calendar) is published in coordination with the Student Graphic Artist, 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 Petaluma Council on Petaluma activities.

**SECTION 6** INTER-CLUB COUNCIL CHAIR:

A. Shall preside as Chair and official spokesperson of the Inter-Club Council (ICC) and SRJC Clubs. (SEE SGA Bylaws Article VI Section 4)

B. Shall be responsible for carrying-out, maintaining, and revising the *Inter-Club Council Bylaws*.

C. Shall serve on the following SGA Standing Committee: Inter-Club Council.

D. Shall 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 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 7** VICE PRESIDENT OF COMMITTEES:

A. Shall preside as Chair and the official spokesperson of the Students on Committees Council. (SEE SGA Bylaws Article VI Section 4)

B. Shall be responsible for carrying-out, maintaining, and revising the *Students on Committees Council Bylaws*.

C. Shall serve on the following SGA Standing Committee: Students on Committees Council.

D. Shall serve on the following College-Wide Committees: Scholarship Committee and Textbook & Instructional Materials Committee.

E. Shall attend Inter-Club Council meetings

F. Shall appoint students to the College-Wide Committee system, with the ratification of the SGA.

G. Shall preside as Clerk and Secretary to the SGA, and assumes the duties of the Associated Students President during the absence of both the Associated Students President and Vice President of

Finances, Vice Chair to the SGA. The Vice President of Committees may request assistance from members of the SAO to fulfill this duty.

- H. Shall maintain records of student involvement in the College-Wide Committees system.
- I. Shall recruit and interview students wishing to sit on active College-Wide Committees.
- J. Shall coordinate with College-Wide Committee Chairs and verify legitimacy of the Non-SGA Committee Representation Awards.
- K. Shall assist in dispersal of Non-SGA Committee Representation Awards.
- L. Shall keep a list of current student vacancies on College-Wide Committees.
- M. Shall maintain documentation for all shared governance meeting times, dates, committee chairs and contact information.

**SECTION 8** VICE PRESIDENT OF MARKETING:

- A. Shall preside as Vice Chair of the Student Finance & Benefits Committee. (SEE SGA Bylaws Article VI Section 4)
- B. Shall serve on the following SGA Standing Committee: Student Finance & Benefits Committee and Student Life Committee.
- C. Shall serve on the following College-Wide Committees: Parking & Transportation Committee and Academic Calendar/Registration Committee.
- D. Shall attend Inter-Club Council meetings.
- E. Shall coordinate communication regarding media and outreach to members of the SRJC Associated Students.
- F. Shall promote the 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.
- G. Shall improve the Students Benefits Program Package (CubCard+) that includes both district and community discounts for the student body.
- H. Shall maintain a Student Benefits Program Package (CubCard+) that offers a minimum benefit that is 150% of the membership cost and must present it to the SGA for approval no later than the end of their term of office.
- I. Shall be responsible for increasing CubCard+ Sales
- J. Shall meet with the SGA Accountant to review the financial standing of the benefits program.
- K. Shall perform other communications functions, as deemed necessary, by the SGA and the Associated Students President.
- L. Shall be responsible for maintaining the SGA presence online.
- M. Shall assist the SGA in any and all matters relating to publicity and marketing of SGA actions and events.
- N. Shall work collaboratively with the Director of Marketing - Petaluma to promote the sale of CubCard+ and increase benefits associated with its purchase.

**SECTION 9** VICE PRESIDENT OF SUSTAINABILITY:

- A. Shall preside as Chair and official spokesperson of the Sustainability Committee. (SEE 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 and Advocacy Committee. The SGA strongly recommends the officer attends Student Life Committee meetings.
- D. Shall serve on the following College-Wide Committees: Integrated Environmental Planning Committee (IEPC), Institute for Environmental Education (IEE), 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 the Vice President of Advocacy and the Vice President of Student Life 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.

**SECTION 10 VICE PRESIDENT OF STUDENT HEALTH:**

- A. Shall serve on the following SGA Standing Committees: Student Life Committee and Student Advocacy Committee.
- B. Shall serve on the following College-Wide Committees: Student Health Services Advisory Committee, District Safety and Health Committee, and Board of Review.
- C. Shall act as liaison with the Student Health Services department and report to the SGA on issues and programs impacting student health, and must attend Health Promotion meetings from Student Health Services.
- D. Coordinate and be in attendance for the food bank once a week.
- E. Maintain condom/feminine hygiene dispensers.
- F. Shall inform, promote, educate, and involve students in local and statewide legislation and initiatives affecting student health.
- G. Will meet with Student Health Services' staff periodically to discuss SGA/Student Affairs activities and general student concerns, as well as information pertaining to Student Health Services.
- H. 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.
- I. 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 11 VICE PRESIDENT OF DIVERSITY AFFAIRS:**

- A. Shall serve on the following SGA Standing Committees: Student Life Committee and Student Advocacy Committee.
- B. Shall serve on the following College-Wide Committees: Student Success & Equity Committee, Multi-Cultural Committee, and LGBTQ Committee.
- C. Shall advocate for diverse representation on SGA Standing Committees and 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.), Puente, Umoja, International Student Program, and other related departments.
- E. Shall be a liaison between multi-cultural groups on the college campus and those in the community.

**SECTION 12 DIRECTOR OF CLUBS - PETALUMA:**

- A. Shall preside as Vice 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 act as a liaison between Petaluma clubs, SGA, and ICC.
- E. Shall manage club packets, procedures and applications for Petaluma Clubs.
- F. Shall assist Petaluma clubs in the facilitation of campus-wide activities and events.
- G. Shall ensure equal access to Petaluma Council funds for Petaluma Clubs.
- H. Shall provide guidance for new Petaluma club's activation and the notification for impending deactivation to clubs.

**SECTION 13 DIRECTOR OF MARKETING - PETALUMA:**

- A. Shall serve on the following SGA Standing Committees: Petaluma Council and Student Finance & Benefits Committee. The SGA strongly recommends the officer attends Student Life Committee meetings.

- 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.

## 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. Petaluma Council                     | E. Student Life Committee     |
| B. Inter-Club Council                   | F. Student Advocacy Committee |
| C. Students on Committees Council       | G. Sustainability Committee   |
| D. Student Finance & Benefits Committee |                               |

**SECTION 2** 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 Associated Students.

- 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 Associated Students 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 Associated Students 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 Associated Students 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** 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. (SEE 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

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** 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 Associated Students 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** 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 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*.

- A. The Petaluma Council shall be comprised of the following members:
  - i. Executive Vice President - Petaluma (Chair)
  - ii. Director of Clubs -Petaluma (Vice Chair)
  - iii. Director of Marketing -Petaluma
  - iv. Vice President of Finance
  - v. A representative from each Petaluma student club
  - vi. Any appointed members of the SRJC Associated Students.

### 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 Bylaws*.

- A. The ICC shall be comprised of the following members:
  - i. Inter-Club Council Chair
  - ii. A representative from each club recognized by the ICC.

### SECTION 3 STUDENTS ON COMMITTEES COUNCIL:

The SGA establishes a Students on Committees Council to help guide students in Committee participation. The Students on Committees Council shall abide by the *Students on Committees Council Bylaws*.

- A. The Student on Committees Council shall be comprised of the following members:
  - i. Vice President of Committees (Chair)
  - ii. Any members of the SRJC Associated Students appointed to a College-Wide Committee.

### 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*.

- A. The Student Finance & Benefits Committee shall be comprised of the following members:
  - i. Vice President of Finance (Chair)
  - ii. Vice President of Marketing (Vice Chair)
  - iii. Associated Students President
  - iv. Executive Vice President - Petaluma
  - v. Vice President of Student Life
  - vi. Director of Marketing - Petaluma
  - vii. Any appointed members of the SRJC Associated Students.

### 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*.

- A. The Student Life Committee shall be comprised of the following members:
  - i. Vice President of Student Life (Chair)
  - ii. Vice President of Marketing
  - iii. Vice President of Student Health
  - iv. Vice President of Diversity Affairs
  - v. Any appointed members of the SRJC Associated Students.

**SECTION 6 STUDENT ADVOCACY COMMITTEE:**

The SGA establishes a Student Advocacy Committee that shall be responsible for protecting the rights and furthering the interests of students. The Student Advocacy Committee shall abide by the *Student Advocacy Committee Bylaws*.

- A. The Student Advocacy Committee shall be comprised of the following members:
  - i. Vice President of Advocacy (Chair)
  - ii. Vice President of Sustainability
  - iii. Vice President of Student Health
  - iv. Vice President of Diversity Affairs
  - v. Any appointed members of the SRJC Associated Students.

**SECTION 7 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*.

- A. The Sustainability Committee shall be comprised of the following members:
  - i. Vice President of Sustainability (Chair)
  - ii. Vice President of Student Life
  - iii. Vice President of Advocacy
  - iv. Any appointed members of the SRJC Associated Students.

**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.

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***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.*

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**Adoption: May 19, 2015**  
**Amended: February 27, 2017**