

**SONOMA COUNTY JUNIOR COLLEGE DISTRICT  
SANTA ROSA JUNIOR COLLEGE  
STUDENT GOVERNMENT ASSEMBLY  
STUDENT LIFE COMMITTEE BYLAWS  
WITH POLICY & PROCEDURE**

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***Enacting Clause & Governing Authority:***

*Be it enacted by the Student Government Assembly (SGA) by and with the advice and consent of the SGA Vice President of Student Life the creation of the "Student Life Committee" and their Bylaws. As a Standing Committee of the SGA, the Student Life Committee is governed in its operations in the following ways (SEE SGA Bylaws, Article VI Student Government Assembly Committees):*

- A. **NAME** (SEE SGA Bylaws, Article VI Student Government Assembly Committees)
  - B. **MEETING OPERATIONS** (SEE SGA Bylaws, Article III Meetings)
  - C. **MEMBERSHIP** (SEE SGA Bylaws, Article VII Standing Committee Details)
  - D. **AMENDMENT PROCEDURE** (SEE SGA Bylaws, Article VI Student Government Assembly Committees, Section 3, D)
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**PREVIOUS NAMES/HISTORY:**

"Student Activities Board", "Campus Activities Board (C.A.B.)", The "Design Group", "Associated Student's Cabinet",  
"Associated Student's Student Senate: Programs Committee"

**PREAMBLE:**

We, the students of the SGA Student Life Committee, in order to promote and encourage engagement, participation and involvement from the student body, have determined to uphold the Student Constitution, promote activism, generate social progression, establish conditions and procedures that improve the Santa Rosa Campus, and secure liberty, freedom and justice for students of Santa Rosa Junior College. To these ends, we vow to practice tolerance, unite the student body, and employ practices in favor of the common interest.

**ARTICLE I  
PURPOSE**

**SECTION 1 BYLAWS:**

The SGA Student Life Committee Bylaws have been established with the intent to govern and perpetuate participation in the SGA Student Life Committee.

**SECTION 2 SGA STUDENT LIFE COMMITTEE:**

The SGA Student Life Committee shall serve as an executive body responsible for the creation and implementation of events, policy and other relevant action to improve student life at Santa Rosa Junior College through community building, both in and outside of campus, through collaboration with other governing bodies within (Sonoma County Junior College District (SCJCD)).

**ARTICLE II  
SGA STUDENT LIFE COMMITTEE OFFICER RESPONSIBILITIES**

**SECTION 1 SGA STUDENT LIFE COMMITTEE CHAIR (SGA VICE PRESIDENT OF STUDENT LIFE - SANTA ROSA)**

Shall execute their responsibilities as an SGA Officer as stated in the *SCJCD SRJC SGA Bylaws, Article V, Section 2.*

- A. Shall execute their responsibilities as a Chair to an SGA Standing Committee as stated in the *SCJCD SRJC SGA Bylaws, Article VI, Section 4.*
- B. Preside as Chair of the SGA Student Life Committee.

- C. Set the agenda for the SGA Student Life Committee, ensuring the advisor signs and dates the agenda 72 hours before the meeting.
- D. Enforce and enact the provisions of the SGA Student Life Committee Bylaws and Procedures.
- E. Authorize and sign all expenditure forms.
- F. Confirm the appointment of Student Ambassadors selected by the SGA Student Life Committee to execute events and activities on campus.
- G. VP of Student Life - Santa Rosa should schedule weekly check-in meetings with the VP of Student Life - Petaluma.

**SECTION 2 SGA STUDENT LIFE COMMITTEE VICE CHAIR:**

- A. Shall execute their responsibilities as a Vice-Chair to an SGA Standing Committee as stated in the *SCJCD SRJC SGA Bylaws, Article VI, Section 4*.
- B. Shall act as Sergeant at Arms during SGA Student Life Committee meetings.
- C. Shall act as Secretary for the SGA Student Life Committee if no Secretary has been elected.
- D. Shall act as Treasurer for the SGA Student Life Committee if no Treasurer has been elected.

**SECTION 3 SGA STUDENT LIFE COMMITTEE SECRETARY:**

- A. Shall be the official scribe of the SGA Student Life Committee, and be responsible for creating the minutes for each meeting.
- B. Shall be responsible for sending a report to the BearFacts and the Oak Leaf of any approved events discussed at an SGA Student Life Committee meeting
- C. Shall be the lead in updating the SGA Student Life Committee Roll Sheet.

**SECTION 4 SGA STUDENT LIFE COMMITTEE TREASURER:**

- A. Shall be responsible for the SGA Student Life Committee financial records.
- B. Shall work with the Advisor, Student Life Accounts and Marketing Programs for up-to-date SGA Student Life Committee budget information.
- C. Will be expected to coordinate at least one fundraiser a semester to increase funds in the SGA Student Life Committee budget, as well as invent methods the SGA Student Life Committee can create/generate renewable income.
- D. Shall give a report to the SGA Student Life Committee at least twice a semester, about SGA Student Life Committee finances, and the current funds relation to the SGA Student Life Committee's Annual Budget.
- E. Will be considered the lead authority for SGA Student Life Committee Fundraisers.

**SECTION 5 GENERAL OFFICER RESPONSIBILITIES:**

- A. To be granted administrative rights of any social media or online presence that relates to SGA Student Life Committee.
- B. Regularly attend SGA Student Life Committee meetings. If unable to attend a meeting, a request for an excused absence must be submitted before the meeting to the SGA Student Life Committee Chair for approval.
- C. Ensure that the web site information is current.

## **SECTION 6 ADDITIONAL OFFICERS:**

The SGA Student Life Committee may create and elect additional officer positions to be in charge of various tasks, as decided by the SGA Student Life Committee, (These positions may include but are not limited to: SGA Student Life Committee Historian, SGA Student Life Committee Communications Officer, SGA Student Life Committee Board of Trustees, SGA Student Life Committee Parliamentarian, etc.) These positions will only be active within the academic year of appointment.

## **SECTION 7 PROJECT MANAGERS:**

The SGA Student Life Committee may appoint a Project Manager for each approved event, activity or project. The SGA Student Life Committee may either elect a committee member or an outside student to the position. This position will organize, orchestrate or otherwise lead the approved event, activity or project.

- A.** The Project Manager shall be required to debrief with the SGA Student Life Committee Chair, and send intermittent updates on the project to the committee at every meeting.
- B.** The Project Manager shall be required to have all expenditure reports and other documentation necessary for the event/activity/project to be reviewed and signed by the SGA Student Life Committee Chair.
- C.** The Project Manager will be the lead coordinator on any designated event, activity or project and will therefore be responsible for the execution and delivery of the requested event, activity or project.
- D.** Failure to produce the expected event, activity or project, or failure to follow any of the other requirements within Article II, Section 7 of the SGA SGA Student Life Committee Bylaws will result in immediate removal from the position. Additionally, full reimbursement is expected to the SGA Student Life Committee of funds spent which may have caused the removal.

## **SECTION 8 ORDER OF SUCCESSION:**

The Order of Succession of the SGA Student Life Committee shall be: SGA Student Life Committee Chair, SGA Student Life Committee Vice Chair, SGA Student Life Committee Secretary and SGA Student Life Committee Treasurer, followed by any created officer positions in order from when they were created.

## **ARTICLE III SUGGESTED AD-HOC COMMITTEES**

**SECTION 1** As stated in the SGA Bylaws Articles VI, Section 6, the SGA Student Life Committee may create Ad Hoc Committees, which are committees that address any particular issues that may arise that the SGA Student Life Committee sees the need to create a committee for (Polling Info-Gathering, Town Hall Planning), as well as campaigns that the Student Life Committee wants to support (Disaster Relief or Homecoming Ad Hoc Committee).

## **ARTICLE VI HOLDING EVENTS & STUDENT LIFE DEPARTMENT PROCEDURES**

### **SECTION 1 EVENT INFORMATION:**

To learn more detailed information about events that are traditional or have been hosted, sponsored, or endorsed as a regular practice by the Student Life Department/SGA Student Life Committee please

consult the Advisor of the SGA Student Life Committee as well as folders kept in the SGA shared hard-drive (Z: Drive) that are maintained and under the purview of the Vice President of Student Life - Santa Rosa. All archives kept in the SGA shared hard-drive folders are public record and any requests for such information must be submitted in writing to the SGA Student Life Committee Chair.

## **SECTION 2 EVENT COORDINATING:**

Communication and working with the SGA Student Life Committee Advisor is crucial for a successful event. Important steps to not overlook when coordinating an event include:

### **A. ADVISOR & FORMS:**

Fill out the necessary forms in order to ensure that the proper permits and permissions are issued throughout the college community. All forms needed for event production can be found on the Santa Rosa Junior College web site under the Student Life web pages, or may be requested from the Advisor of SGA Student Life Committee, or the VP of Student Life - Santa Rosa.

### **B. DELEGATION:**

The SGA Student Life Committee shall choose Project Managers for different events. Project Managers shall approve delegated tasks, deadlines, and protocol for the event to specific people. Project managers are subject to the duties outlined in the SGA Student Life Committee Bylaws Article II, Section 7.

### **C. PLANNING MEETINGS:**

Planning meetings are mandated throughout the process, so that the event is successfully organized. Notifying the SGA Student Life Committee Advisor in charge of *any* and *all* changes and accuracies is mandated.

## **ARTICLE V EVENT FORMS**

**SECTION 1** In order to help guide students through the event planning process, the Student Government Assembly (SGA) with the Student Life Department continue to develop electronic and hard copy forms to plan events well. See the web site for current forms.

## **SECTION 2 REVISING FORMS & GUIDELINES:**

Any revisions made to forms must be done with the Student Life Department, and changes work for all SRJC campuses and centers. Forms should be made simple.

## **ARTICLE VI AMENDMENTS TO SGA STUDENT LIFE COMMITTEE BYLAWS**

**SECTION 1** Amendments and revisions to the SGA Student Life Committee Bylaws must be developed and proposed by members of the SGA Student Life Committee.

**SECTION 2** The SGA Student Life Committee may approve their bylaws, or amendments to their bylaws, with a supermajority (two-thirds) vote once they have had a one week reading period. (SEE *SGA Bylaws, Article VI Student Government Assembly Committees, Section 3, D*).

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### ***Enabling Clause:***

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

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***REVISION & AMENDMENT DATES:***

Revised: November 10, 2010	Revised: January 22, 2011	
Revised: August 30, 2019		