

# STUDENT GOVERNMENT ASSEMBLY BYLAWS

## TABLE OF CONTENTS

<b>ARTICLE I:</b>	<i>NAME</i>	Page 1
<b>ARTICLE II:</b>	<i>PURPOSE</i>	Page 1
<b>ARTICLE III:</b>	<i>MEETINGS</i>	Page 1
<b>ARTICLE IV:</b>	<i>MEMBERSHIP</i>	Page 3
<b>ARTICLE V:</b>	<i>INDIVIDUAL OFFICER DUTIES</i>	Page 7
<b>ARTICLE VI:</b>	<i>STUDENT GOVERNMENT ASSEMBLY COMMITTEES</i>	Page 12
<b>ARTICLE VII:</b>	<i>SGA STANDING COMMITTEE DETAILS</i>	Page 13
<b>ARTICLE VIII:</b>	<i>STUDENT GOVERNMENT BUDGET AND FINANCE</i>	Page 15
<b>ARTICLE IX:</b>	<i>AMENDMENTS TO SGA BYLAWS</i>	Page 15

### ARTICLE I

#### NAME

- SECTION 1** The name of this organization is determined by the Sonoma County Junior College District Santa Rosa Junior College (SCJCD SRJC) Student Constitution (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 must not contradict or supersede constitutional language, and must 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 is 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 defer to Parliamentary Procedure.
- B. PUBLIC INPUT**  
All SGA meetings and standard committees are open to the public and subject to the provisions of the Ralph M. Brown Act. (California Government Code §54950 and SCJCD Board Policy 8.5.1)
- i.** All SGA regular meetings must 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 must contain a brief general description of each item of business to be transacted or discussed at the meeting.

**C. FREQUENCY OF MEETINGS**

The SGA must hold an official meeting a minimum of once per week during the Fall and Spring semesters.

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

**D. QUORUM**

Quorum for all SGA meetings is 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 is permitted via teleconference, and votes cast during a teleconference 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 is not counted towards 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 takes 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 must be recorded for all SGA meetings.

- i. Minutes must 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 meetings 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 must 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 Vice Presidents of Student Life and the Vice Presidents of Marketing, 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.

## 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 must 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. 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 provided membership to the SGA's "Student Benefits Program" (CubCard Premium) during the Fall, Spring, and Summer semesters of their term. Officers who resign or are removed from office will no longer be eligible for this benefit.
  - 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 will 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 must 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 have the following duties and 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 Public Service Fellowship Contract.
- iv. May executively appoint a member of the SRJC Student Body to serve as proxy, for a single SGA meeting at a time, by sending an email to the Student Body President and the Coordinator of Student Government Programs with the name of the student serving as proxy. It is recommended that SGA Officers communicate 24 hours in advance of a meeting regarding proxies. 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.(SGA Code of Conduct)
- vi. Perform other related duties as assigned by the Student Body President.
- vii. Maintain, uphold, and have working knowledge of the SCJCD SRJC Student Constitution, SGA Bylaws, SGA Codes, SGA Policies & Procedures, and SGA Resolutions.
- viii. Propose, direct, and coordinate policies of the SGA and the SRJC Student Body.
- ix. View and approve the SGA annual budget.
- x. Sit on two (2) Shared Governance Committees and relay relevant information back to the SGA.
  - i. Regular attendance at the Academic Senate, or Classified Senate fulfills the requirement of sitting on one (1) Shared Governance Committee.
  - ii. In the case of scheduling conflicts with the time of an assigned Shared Governance committee, Officers will be responsible for informing SGA that they are no longer able to attend the committee, and finding students to replace them.
- xi. Recommend student representatives to Shared Governance Committees, SGA Standing Committees, and other student bodies subject to confirmation by the SGA. Recommendation(s) must be approved by a simple majority vote.
- xii. 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. 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. Seek out an individual of the SGA or the SRJC Student Body to fulfill their assigned responsibilities if they are not able.
- xvi. 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. Advocate for students in the development of all new District affairs, policies, properties, conduct, and events.
- ii. Pass legislation in the form of bylaws, codes, recommendations, fund allocations, policy, procedure, and resolutions.
- iii. Appoint members of the SRJC Student Body to College-Wide Committees, SGA Standing Committees, and Ad-Hoc committees by a simple majority vote.
- iv. 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. Remove student representatives on College-Wide Committees, or members of SGA Standing Committees with a simple majority vote.
- vi. 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. ( SCJCD Board Policies & Procedures)

- vii. Assign or refer responsibilities to SGA Standing Committees.

**D. OFFICER TERM**

The full term of office begins the day after graduation and terminates 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 Officers 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. (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 then holds 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, must 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 must be assigned a title that focuses on a specific initiative. Their positions will 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. 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. Promote the organization and the Student Benefits Program (CubCard Premium).
- E. May Chair an Ad-Hoc Committee.
- F. May be removed 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 (SSCCC) 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 II 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.** Preside as Chair of the SGA. (SGA Bylaws Article VI Section 4)
- B.** Be executively responsible for carrying-out and maintaining the SCJCD SRJC Student Constitution, and the SGA Bylaws.
- C.** Serve on the following SGA Standing Committee: Student Finance & Benefits Committee.
- D.** Serve on the following College-Wide Committees: President's Consultation Council, College Council and Institutional Planning Council (IPC).
- E.** Serve as the official spokesperson for the SGA and the SRJC Student Body to the Board of Trustees, Region II, Student Senate for California Community Colleges, and in all other capacities unless otherwise delegated or noted.
- F.** Attend and report to the Board of Trustees on behalf of the SGA and SRJC Student Body.
- G.** Perform other duties that pertain 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.** Be responsible for publicly declaring SGA officer vacancies.
- J.** May assign duties or special projects to members of the SGA
- K.** Create Ad-Hoc committees and appoint the chair of such committees.
- L.** May executively remove members on an SGA Standing Committee, who are not officers of the SGA, that have violated the SGA Code of Conduct.
- M.** Be responsible for scheduling Student Elections in compliance with the SGA Election Code.
- N.** 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.** Preside as Vice Chair and Sergeant-At-Arms to the SGA, and assume 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.** Preside as Chair and official spokesperson of the Student Representatives Council and all student representatives sitting on District Shared Governance Committees and Workgroups (SGA Bylaws Article VI Section 4)
- C.** Be responsible for carrying-out, maintaining, and revising the Student Representatives Council Bylaws.
- D.** Serve on the following SGA Standing Committees: Student Representatives Council.
- E.** 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.** Appoint students to the College-Wide Committee system, with the ratification of the SGA.

- G. Promote awareness of policies, legislation, and issues affecting students' welfare, and promote student involvement on the state, local, and college level.
- H. Serve as the voting delegate and representative of SRJC at Region II meetings, and report to the SGA about Region II issues and actions that occurred at Region II meetings.
- I. 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. Be responsible for the coordination of statewide efforts involving the SGA.
- K. Maintain records of student involvement in the College-Wide Committees system.
- L. Recruit and interview students wishing to sit on active College-Wide Committees.
- M. Coordinate with College-Wide Committee Chairs and verify legitimacy of the Non-SGA Committee Representation Awards.
- N. Assist in dispersal of Non-SGA Committee Representation Awards.
- O. Keep a list of current student vacancies on College-Wide Committees.
- P. Maintain documentation for all shared governance meeting times, dates, committee chairs and contact information.

**SECTION 3 VICE PRESIDENT OF FINANCE:**

- A. Preside as Clerk and Treasurer to the SGA, and assume 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. Preside as Chair and official spokesperson of the Student Finance & Benefits Committee. (SGA Bylaws Article VI Section 4)
- C. Be responsible for carrying-out, maintaining, and revising the Student Budget, Student Finance & Benefits Committee Bylaws and SGA Finance Code.
- D. Serve on the following SGA Standing Committees: Student Finance & Benefits Committee and Petaluma Council.
- E. Be given preference to serve on the following College-Wide Committees: Budget Advisory Committee, Auxiliary Enterprises, and Scholarship Committee.
- F. Advise and assist SGA Standing Committees and SGA Ad-Hoc Committees on matters pertaining to budgeting and spending, by request.
- G. Ensure that the Student Body President has posted the agenda and that the Advisor has signed and dated it.
- H. 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. Authorize and sign all SGA expenditures.
- J. Keep an up-to-date and accessible list of all SGA expenditures, with the SGA Accountant.
- K. Give a finance and budget report at each SGA meeting.
- L. Maintain the budget while providing periodic reports to the SGA during meetings, and shall give a budget update during the Winter Retreat.
- M. Work collaboratively with the Vice President of Marketing and the Director of Marketing - Petaluma to promote the sale of Students Benefits Program Package (CubCard Premium) and improve upon the benefits associated with the purchase.
- N. Work collaboratively with the Student Body President and the Executive Vice President - Petaluma to find new revenue sources for the SGA.
- O. 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. Preside as Chair and official spokesperson of the Inter-Club Council (ICC) and SRJC Clubs. (SGA Bylaws Article VI Section 4)



- B. Be responsible for carrying-out, maintaining, and revising the Inter-Club Council Constitution.
- C. Serve on the following SGA Standing Committee: Inter-Club Council.
- D. Be given preference to serve on the following College-Wide Committees: Day Under the Oaks Committee.
- E. Act as a liaison between individual clubs and the SGA.
- F. Manage club packets, procedures, and applications.
- G. Assist clubs in the facilitation of campus-wide activities and events.
- H. Be responsible for creating and maintaining a budget for the ICC.
- I. Provide guidance for new club's activation and the notification for impending deactivation to clubs.
- J. Review inactive Club Trust accounts at the start of each semester and report to the ICC if any inactive club funds are made available.
- K. Work collaboratively with the ICC Vice-Chair, ICC Secretary, and ICC Treasurer.

## **SECTION 5 VICE PRESIDENT OF CLUBS - PETALUMA**

- A. Preside as Chair of the Petaluma Council.
- B. Be responsible for the coordination and operation of clubs on the Petaluma Campus.
- C. Serve on the following SGA Standing Committee: Petaluma Council.
- D. Be given preference to serve on the following College-Wide Committees: Institutional Planning Committee (IPC).
- E. Be given preference to serve on Petaluma Workgroup: LumaFest Workgroup, We The Future.
- F. Attend meetings of the Board of Trustees on behalf of the SGA and students of the Petaluma Campus.
- G. 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. Have the authority to create Ad-Hoc committees for Petaluma as necessary and to appoint the chair of such committees.
- I. Act as a liaison between Petaluma clubs, SGA, and ICC.
- J. Manage club packets, procedures and applications for Petaluma Clubs.
- K. Assist Petaluma clubs in the facilitation of campus-wide activities and events.
- L. Ensure equal access to Petaluma Council funds for Petaluma Clubs.
- M. Provide guidance for new Petaluma club's activation and the notification for impending deactivation to clubs.
- N. Be responsible for maintaining and tracking Petaluma Council finances, in collaboration with the VP of Finance and SGA Accountant.
- O. Review inactive Club Trust accounts at the start of each semester and report to the Petaluma Council if any inactive club funds are made available.

## **SECTION 6 VICE PRESIDENT OF STUDENT LIFE - SANTA ROSA**

- A. Preside as Chair and official spokesperson of the Student Life Committee. (SGA Bylaws Article VI Section 4)
- B. Responsible for carrying-out, maintaining, and revising the Student Life Committee Bylaws.
- C. Serve on the following SGA Standing Committees: Student Life Committee, Student Finance & Benefits Committee.
- D. Be given preference to serve on the following College-Wide Committees: Arts & Lectures Committee and Day Under the Oaks Committee.
- E. Plan and coordinate events designated as historical or necessary such as Welcome Back Events, Big Monthly Clubs Days, Virtual Events, and the end of year SGA Banquet.
- F. Coordinate events and activities where needed on the Santa Rosa Campus.
- G. 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. Keep accurate records and copies of SGA activities and events with copies of flyers, invitations, posters, and other necessary information.

- I. Consult and collaborate with Petaluma Council on Petaluma activities.
- J. Collaborate with the SGA and Student Trustee, to hold at least one forum discussion during both the Fall and Spring semesters (SGA Bylaws Article III Section 4)

**SECTION 7 VICE PRESIDENT OF STUDENT LIFE - PETALUMA**

- A. Preside as Vice-Chair of the Petaluma Council. (SGA Bylaws Article VI Section 4)
- B. Serve on the following SGA Standing Committees: Petaluma Council and Student Finance & Benefits Committee.
- C. Be given preference to serve on the following College-Wide Committees: Day Under the Oaks.
- D. Be given preference to serve on Petaluma Workgroup: LumaFest Workgroup, We The Future.
- E. Plan and coordinate events designated as historical or necessary such as Welcome Week, Virtual Events, and Clubs Days.
- F. Coordinate events and activities where needed on the Petaluma Campus.
- G. 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. Keep accurate records and copies of SGA activities and events with copies of flyers, invitations, posters, and other necessary information.
- I. Consult and collaborate with Student Life Committee on Santa Rosa activities.
- J. Work collaboratively with the Vice President of Marketing - Petaluma to facilitate publicity for campus and club events.
- K. Collaborate with the SGA and Student Trustee, to hold at least one forum discussion during both the Fall and Spring semesters (SGA Bylaws Article III Section 4)

**SECTION 8 VICE PRESIDENT OF MARKETING - SANTA ROSA**

- A. Serve on two (2) of the following SGA Standing Committees: Student Representatives Council, Student Finance & Benefits Committee, Student Life Committee, or Sustainability Committee.
- B. Given preference to serve on the following College-Wide Committees: Parking & Transportation Committee and Academic Calendar/Registration Committee.
- C. Coordinate communication regarding media and outreach to members of the SRJC Student Body.
- D. Promote the Non-Mandatory Student Activities Fee, Student Benefits Program Package (CubCard Premium) such that all students are aware of the program and membership criteria before the class registration cycle begins for the next academic year.
- E. Improve, maintain, and increase CubCard Premium discounts for the student body.
- F. Be responsible for increasing CubCard Premium Sales
- G. Meet with the SGA Accountant to review the financial standing of the benefits program.
- H. Perform other communications functions, as deemed necessary, by the SGA and the Student Body President.
- I. Be responsible for maintaining the SGA presence online.
- J. Assist the SGA in any and all matters relating to publicity and marketing of SGA actions and events.
- K. Work collaboratively with the Vice President of Marketing - Petaluma to promote the sale of CubCard Premium and increase benefits associated with its purchase.
- L. Collaborate with the SGA and Student Trustee, to hold at least one forum discussion during both the Fall and Spring semesters (SGA Bylaws Article III Section 4)

**SECTION 9 VICE PRESIDENT OF MARKETING - PETALUMA**

- A. Serve on the following SGA Standing Committees: Petaluma Council and Student Finance & Benefits Committee.
- B. Coordinate communication regarding media and outreach to students about Petaluma events.
- C. Promote the Students Benefits Program (CubCard Premium) such that all students are aware of the program and membership criteria before the class registration cycle begins for the next academic year.
- D. Maintain the Students Benefits Program package that includes both district and community discounts for the student body.

- E. Be responsible for increasing CubCard Premium sales.
- F. Meet with the SGA Accountant to review the financial standing of the benefits program.
- G. 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.
- H. Collaborate with the SGA and Student Trustee, to hold at least one forum discussion during both the Fall and Spring semesters (SGA Bylaws Article III Section 4)

**SECTION 10 VICE PRESIDENT OF DIVERSITY**

- A. Serve on two (2) of the following SGA Standing Committees: Student Representatives Council, Finance & Benefits Committee, Student Life Committee, or Sustainability Committee.
- B. 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. Advocate for diverse representation on SGA Standing Committees and District College-Wide Committees.
- D. 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. Be a liaison between multi-cultural groups on the college campus and those in the community.

**SECTION 11 VICE PRESIDENT OF STUDENT HEALTH**

- A. Serve on two (2) of the following SGA Standing Committees: Student Representatives Council, Finance & Benefits Committee, or Student Life Committee.
- B. Be given preference to serve on the following College-Wide Committees: Student Health Services Advisory Committee, and District Safety and Health Committee.
- C. Act as liaison with the Student Health Services department and report to the SGA on issues and programs impacting student health.
- D. Inform, promote, educate, and involve students in local and statewide legislation and initiatives affecting students' physical and mental health.
- E. Meet with Student Health Services' PEERS staff periodically, to engage in health-related learning activities, and be informed on peer health support activities at the college.
- F. 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. Serve on the following College-Wide Committees: District Sustainability Committee and Parking & Transportation Committee.
- B. Responsible for developing and implementing sustainable initiatives, programs, practices, and policies throughout the SCJCD.
- C. Work collaboratively with other SGA officers to support of environmentally responsible events and activities and strive to ensure that all SGA sponsored events are in alignment with SGA's environmental commitment
- D. Work with other members of the campus community to increase awareness on environmental issues.
- E. Advise the SGA during meetings to make decisions that are environmentally responsible, economically sustainable, and socially just, including facilitating expenses from the Sustainability Line Item in the SGA Budget.

**ARTICLE VI**

**STUDENT GOVERNMENT ASSEMBLY COMMITTEES**

- SECTION 1** The SGA has 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

## **SECTION 2     STANDING COMMITTEE PURPOSE & PURVIEW**

The purpose of SGA Standing Committees is 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 may 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 may elect a Vice Chair by simple majority vote. The Committee Chair must report the appointment at the next official SGA regular meeting.
- F. SGA Standing Committees 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 removed by the Student Body President.
- H. SGA officers are barred from serving on more than three (5) SGA Standing Committees.
- I. If a member of an SGA Standing Committee misses two (2) official SGA Standing Committee meetings, they may be executively removed by the Chair of the SGA Standing Committee.

## **SECTION 3     STANDING COMMITTEE GOVERNING AUTHORITY**

The SGA Bylaws provide strict guidance to SGA Standing Committee bylaws in the following ways:

- A. The name of an SGA Standing Committees are determined by the SGA Bylaws.
- B. The operations and procedures of SGA Standing Committee meetings are-determined by the SGA Bylaws. (SGA Bylaws, Article III)
- C. The initial membership of an SGA Standing Committee consists 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     STANDING COMMITTEE CHAIRS**

Committee Chairs have the following privileges and responsibilities:

- A. Act as the official spokesperson of their SGA Standing Committee.
- B. Vote only to make or break a tie.
- C. 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.
- D. Assume the duties of any vacant position, within their committee.
- E. 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.
- F. Be responsible for carrying-out, maintaining, and revising their SGA Standing Committee's Bylaws.
- G. Review and update their SGA Standing Committee members of available funds.
- H. 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.
- I. May assign duties or special projects, and has the authority to create Ad Hoc committees and to appoint the chair of such committees, within their SGA Standing Committee.

- J. May executively remove any member of their SGA Standing Committee who has accrued two (2) unexcused absences from regularly scheduled meetings, without having given prior notification.
- K. 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 must assist the Chair in the duties and matters pertinent to the SGA Standing Committee.

- A. Ensure that the Chair has posted the agenda and that the Advisor has signed and dated it.
- B. 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. Act as Minute-Taker (Clerk/ Secretary). This person must be someone who is not serving as a current member of SGA to ensure that the SGA Standing Committee's Minutes are taken and posted in their appropriate location
- D. Appoint a Minute-Taker (Clerk/ Secretary) for a single meeting when serving as Chair.
- E. 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 must 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 must abide by the Student Representatives Council Bylaws. The Student Representatives Council is 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 is 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 abides by the Inter-Club Council Constitution. The ICC is comprised of the following members:

- A. Vice President of Clubs - Santa Rosa (Chair)
- B. ICC Executive Officers

- C. 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 must abide by the Petaluma Council Bylaws. The Petaluma Council is 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 is based on the previous year's expenditures and income, projected revenues, and recommendations made by the College Community. The Student Finance & Benefits Committee abides by the Student Finance & Benefits Committee Bylaws. The Student Finance & Benefits Committee is 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 is responsible for proposing and implementation of events and activities for student learning, enrichment, and enjoyment. The Student Life Committee abides by the Student Life Committee Bylaws. The Student Life Committee is 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.

**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 may be made to the SGA Bylaws

without BOT approval.

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

**Enabling Clause:** These SCJCD SRJC SGA Bylaws go into effect when approved in a SCJCD BOT meeting and become operational on the day following BOT approval. These SGA Bylaws are subordinate to and must conflict with 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

Amended: May 17, 2021