College Ten Student Senate

Constitution

We, the students of College Ten at the University of California, Santa Cruz, hereby establish this Constitution in order to maintain a responsible system of self-governance. In order to accomplish the goals of self-governance, we will encourage the development of leaders, stimulate an awareness of community, improve cultural, social, and educational understanding, and uphold social justice at College Ten.

Article I

Section I
The Executive Council
1.1.1 The following are the responsibilities and obligations of the Executive Council of College Ten Student Senate, whom shall be elected by students of College Ten. The Executive Council are also Senators.
1.1.2 Make appointments to University committees. If contested, appointments must be approved by a majority of College Ten Student Senate.

Section II
President
1.2.1 To set agenda for all College Ten Student Senate meetings.
1.2.2 Preside over all College Ten Student Senate meetings and act as facilitator of these meetings.
1.2.3 Shall have the power to call an emergency meeting of College Ten Student Senate, if necessary.
1.2.4 Shall work professionally and cohesively with the Executive Council throughout the academic term.
1.2.5 Shall be elected by College Ten affiliates in the Spring quarter before their term. If no candidates run for the position, ad hoc elections shall be held during the first quarter under the discretion of the Executive Council. Need at least 15 College Ten affiliates present to appoint Executive Officers.
1.2.6 Shall have a profound awareness of their position’s influence on the Student Senate, and keep a sense of neutrality during voting procedures.

Section III
Vice President
1.3.1 Shall represent the interests of College Ten Students in all College Ten Student Senate matters.
1.3.2 Shall preside over a College Ten Student Senate meeting if the President is absent or unable to attend.
1.3.3 Shall oversee all College Ten Student Senate regulated College Ten committees, and
report updates to the President.
1.3.4 Shall lead one subcommittee during the academic term.
1.3.5 Shall work professionally and cohesively with the Executive Council throughout the academic term.
1.3.6 Shall temporarily take over the responsibilities of absent Executive Council members, until the member returns or the Executive Council elects another.
1.3.7 Shall work in collaboration with the incoming President to outreach to incoming Frosh and Transfer students over the Summer months.
1.3.8 Shall be elected by College Ten affiliates in the Spring quarter before their term. If no candidates run for the position, ad hoc appointments shall be held the first week of Fall quarter. Need at least 15 College Ten affiliates present to appoint Executive Officers.

Section IV

Vice President of Finance

1.4.1 To propose an annual budget to College Ten Student Senate at the end of the academic term.
1.4.2 To oversee and coordinate the distribution of the college membership fees budget of College Ten.
1.4.3 To make available a published report of the funds dispersed by College Ten Student Senate.
1.4.4 To make recommendations to College Ten Student Senate on all funding proposals.
1.4.5 To ensure that all student requesting funds from College Ten Student Senate abide by the budget guidelines set forth in the by-laws of this Constitution.
1.4.7 The Vice President of Finance must specify the exact terms of co-sponsorship to all groups that the Student Senate choose to co-sponsor.
1.4.8 Shall work professionally and cohesively with the Executive Council and College Ten Student Senate throughout the academic term.
1.4.9 Shall lead at least one subcommittee during the academic term.
1.4.10 Shall be elected by College Ten affiliates in the Spring quarter before their term. If no candidates run for the position, ad hoc appointments shall be held the first week of Fall quarter. Need at least 15 College Ten affiliates present to appoint Executive Officers.

Section V

Secretary

1.5.1 To keep the minutes of all College Ten Student Senate meetings.
1.5.2 To maintain all records and files for College Ten Student Senate.
1.5.3 To take and keep records of attendance.
1.5.4 Shall work professionally and cohesively with the Executive Council and College Ten Student Senate throughout the academic term.
1.5.5 Shall lead one subcommittee during the academic term.
1.5.6 Shall be elected by College Ten affiliates in the Spring quarter before their term. If no candidates run for the position, the Vice President will fulfill these duties. Ad hoc appointments shall be held the third meeting of Fall quarter. Need at least 15 College Ten affiliates present to
appoint Executive Officers. If 15 affiliates are not present during the first three meetings then quorum will go into effect.

Section VI

Vice President of Public Affairs

1.6.1 To create and distribute fliers and other forms of information from College Ten Senate to the College Ten community.
1.6.2 Shall manage the social media accounts, and frequently post photos from Senate events, and updates regarding College Ten Senate.
1.6.3 Go through Orientation Leader training during the week before Welcome Week at the beginning of the academic term.
1.6.4 Shall work professionally and cohesively with the Executive Council and College Ten Student Senate.
1.6.5 Shall lead one subcommittee during the academic term.
1.6.6 Shall be elected by College Ten affiliates during the Spring quarter before their term. If no candidates run for the position, ad hoc appointments shall be held the third meeting of Fall quarter. Need at least 15 College Ten affiliates present to appoint Executive Officers.

Section VII

Student Advisor

1.7.1 To act as a Student Advisor to the College Ten Student Senate.
1.7.2 Shall work in collaboration with the incoming President to outreach to incoming Frosh and Transfer students over the Summer months.
1.7.3 Shall mentor the incoming President on the logistics of Senate, and provide support to the President and Executive Council throughout the academic term.
1.7.4 Shall attend College Ten Student Senate meetings and Executive Council meetings if requested by the President.
1.7.5 Shall be appointed at the discretion of the incoming President the last meeting of Spring quarter, before their term begins. The appointee will either accept or decline the appointment. If accepted, there needs to be at least 15 Senators present to be appointed. If 15 Senators are not present during the last meeting, an ad hoc appointment shall be held the first meeting of Fall quarter, where at least 15 College Ten affiliates need to be present to appoint. If declined, see Section VII 1.7.7 to determine whom next to appoint, if the President chooses to use this position.

Section VII

Parliamentarian

1.8.1 Assures that all members of the College Ten Student Senate follow the procedures and Community Agreements set by College Ten Student Senate’s Constitution; may declare at any point during the meeting if voting procedures or Community Agreements were violated.
1.8.2 Ensures that Senate quorum is met at the beginning of each meeting.
1.8.3 Shall thoroughly comprehend Robert’s Rule, and give a presentation on the Constitution, Community Agreements, and operation of voting during the second meeting of each quarter for
the academic term.
1.8.4 Shall work professionally and cohesively with College Ten Student Senate and the Executive Council.
1.8.5 Shall lead at least one subcommittee during the academic term.
1.8.6 Shall be elected by College Ten affiliates in the Spring quarter before their term. Candidates must be Senators for at least one quarter prior to the election. If no candidates run for the positions, ad hoc appointments shall be held the first week of the fall quarter; of which at least 15 College Ten affiliates are present to appoint Executive Officers.

Article II

College Ten Student Senate

Section I

Senators

The following are guideline of the Senators.

2.1.1 All affiliates of College Ten are eligible to have voting privileges on College Ten Student Senate. To acquire this right, a student must attend two meetings, and on the third meeting the individual becomes a Senator and may vote. To maintain voting rights, a Senator cannot miss more than four consecutive meetings without emailing the President to excuse their absence. The President will then determine if the excuse is valid to miss a mandatory meeting. If an individual has four consecutive unexcused absences, their voting rights will be effectively terminated. Attending three consecutive meetings will reinstate an individual's voting rights.

Section II (omitting) as well as Section III

Section II

Committee Representatives

2.2.1 During the third meeting of the academic term, the College Ten Student Senate shall appoint interim representatives to the following University committees. At the sixth meeting, the College Ten Student Senate shall appoint academic term long representatives to the following University committees. If positions are contested, appointments must be approved by a majority of College Ten Student Senate. It is the responsibility of these representatives to report the activities of the University-wide committees to College Ten Student Senate.

2.2.2 The representative must either come to College Ten Student Senate meetings weekly or email the minutes to the President weekly. The representative must attend a minimum of two meetings a quarter. If a class conflicts with part of the meeting time, the representative will attend as many meetings as possible.

2.2.3 Academic Senate: One Senator

2.2.4 Student Union Assembly (SUA): Three Senators; one student-elected student and two Senators

2.2.5 Student Committee on Committees (SCOC): One Senator

2.2.6 Core Council: One Senator
2.2.7 Student Union Governance Board (SUGB): One Senator
2.2.8 The President shall appoint and the Senate will approve alternates, who will be on call should another representative become unavailable.

Section III
Internal Committees
2.3.1 Internal Committees are formed at the discretion of the Executive Council and as needed.

Article III

Meeting Procedures and Guidelines
Section I
Meetings
3.1.1 College Ten Student Senate shall hold weekly meetings to discuss current issues, hear budget proposals, disperse funds, and to determine how best to further social justice and community.
3.1.2 The President shall preside over these meetings, and may call emergency meetings, if necessary.
3.1.3 Weekly meetings of College Ten Student Senate are open to all students of College Ten and respective faculty
3.1.4 The Executive Council will hold meetings with the College Nine Executive Council when needed to plan events involving both Colleges and discuss issues that may come up and are important to both organizations, if needed. These meetings are open only to Executive Officers, Council Advisors, and those invited by the Council to attend.
3.1.5 Mandatory weekly meetings do not include final’s week, academic breaks, or when the regular meeting day for the quarter is a holiday. A meeting may be cancelled in advance with a majority vote of the Senators at a regularly scheduled meeting.

Section II
Voting
3.2.1 All Senators of College Ten Student Senate are eligible to vote in College Ten Student Senate meetings. See Article II for issue.
3.2.2 For a resolution to pass, a majority of the Senators present must vote in favor of the resolution.

Section III
Community Agreements
3.3.1 The acting President shall abide by the follow agreements during all Senate meetings:
   • Facilitate in a non-biased way and do not offer personal opinions on content.
   • Gently interrupt repeating.
   • Work to keep people on topic.
• Encourage wide participation in discussion.
• Identify and remind the group about the areas of agreement.
• Restate agreements the group makes and make sure they get in the minutes.
• Manage conflict.
• Maintain a sense of humor.

3.3.2 All Senators and respective guests shall abide by the following agreements during all Senate meetings:
• Respect the rules and procedures of College Ten Senate.
• Sit in the circle.
• Be solution focused.
• Refrain the use of your cellular devices during the meeting unless absolutely necessary.
• Speak clearly, and please don’t mumble.
• Speak briefly and to the point.
• If you miss a meeting or part of a meeting, read the minutes to catch up.
  Ask questions if confused.
• Raise hand to speak and wait for the Chair’s signal to speak.
• Respect each other by listening to and honoring each individual’s opinion.
• Stick to the topic under discussion.
• Speak up if not in agreement.
• Use "I" statements; speak for oneself.
• Avoid side conversations.
• If unable to attend a funding request proposal, please abstain when it’s time to vote.
• Arrive on time and ready to begin.
• Come prepared.
• If not able to attend meeting: email the Chair of your absence.

3.3.3 Failure to adhere to the Community Agreements shall result in the following course of action:
• First offense: verbal warning of specific violation
• Second offense: specific violation is recorded in the meeting’s Minutes
• Third offense: Shall be removed from the Senate space until the offender is able to adhere to the Community Agreements at the discretion of the Executive Council.

Article IV

Amendments, By-laws, and Referendums

Section I

Amendments

4.1.1 College Ten Student Senate, with the consent of three-quarters of its total membership of its total membership, may propose amendments to the Constitution. Such proposed amendments shall be announced and read at a regular meeting of the College Ten Student Senate.

4.1.2 Proposed amendments shall become part of this Constitution if approved by a majority of those who vote in an election designated for the purpose of accepting or rejecting such
amendments.

Section II

By-laws

4.2.1 The Senators of College Ten Student Senate shall have the power to adopt by-laws that shall enumerate the powers and responsibilities of its Officers and the procedures necessary to effectively govern. Such laws shall be adopted by no less than a two-thirds majority of all Senators.

4.2.2 The College Ten Student Senate shall have power to make all amendments and by-laws which shall be necessary and proper for carrying into execution the foregoing powers, and all other powers vested by this Constitution in the government of the College Ten Senate, or in any department or officer thereof.

Section III

Referendums

4.3.1 All decisions and appointments conferred upon by College Ten Student Senate are subject to referendum by petition. No fewer than 30 members of the College ten community must sign the petition before being presented to College Ten Student Senate. With College Ten Student Senate’s approval, the proposed referendum will be put to a ballot before the student body.

4.3.2 For a referendum to be put on a ballot, at least three-quarter of Senators must vote in favor of the referendum.

Article V

Resignations and Removal of Officers & Representatives

Section I

Resignations

5.1.1 Officers and Representatives wishing to relinquish their positions must submit a letter of resignation to the President no later than two weeks prior to the date they intend to resign their position. An Officer or Representative, who resigns, maintains full voting privileges as a Senator for the duration of the academic term.

Section II

Impeachment of Officers & Representatives

5.2.1 In the event that an officer or representative is considered for removal, a vote of no-confidence shall take place by secret ballot. Three-quarters of all Senators must submit a vote of no-confidence for the officer or representative to be removed. The removed member will retain voting privileges as a Senator.

Article VI

Section I

Elections
6.1.1 Elections shall be held to determine who will occupy the offices the Executive Council and the SUA representative. Please refer to Article II of the Constitutional by-laws for the guidelines regarding elections.

Article VII

Section I

Annual College Ten Student Senate Review

7.1.1 In the Spring quarter of each year, the Senators will hold a review to determine the effectiveness of the current structure of College Ten Student Senate. In the event that a majority of the Senators feel the current structure is not the most effective, a ballot will be called to determine the future structure of College Ten Student Senate. This ballot must be put before the entire student body of College Ten in the Spring election, and any changes will not take effect until the following academic year.

By-laws of the Constitution

Article I

Financial by-laws

Section I

Proposals

1.1.1 All monetary proposals requiring the disbursement of College Ten student fee funds shall be brought before College Ten Student Senate for approval.
1.1.2 All parties wishing to request funds from College Ten Student Senate shall notify the President of their intention to make a proposal prior to the meeting at which they will then make the proposal prior to the meeting at which they will present the proposal. If a member of the Executive Council cannot perform his or her duty for three consecutive weeks, the Senate may appoint a Senator as a substitute with a ¾ vote.
1.1.3 All parties requesting funds from College Ten Student Senate shall submit a budget detailing the expenses for which the funds will be used.

Section II

Approval

1.2.1 For a fund proposal to be approved, a majority of the Senators present must vote in favor of the proposal.
1.2.2 The Vice President of Finance does not have the authority to disburse funds without the consent of the Senators of College Ten Student Senate.

Section III

Disbursement

1.3.1 All approved funds are to be disbursed through the office of the Vice President of Finance in a timely and appropriate manner. It is the responsibility of the Vice President of Finance to
notify the recipient of the amount of funds received.

**Article II**

**Election by-laws**

**Section I**

*The Executive Council Elections*

2.1.1 Elections to elect the Executive Council are to take place in the Spring quarter of the academic year preceding the year in which the Council will serve.

2.1.2 All and only students of College Ten are eligible to vote in the Executive Council elections.

2.1.3 All candidates must submit a letter of intent to run by a posted deadline.

2.1.4 A student may be elected with a majority of the write-in votes, which must be no less than ten. After elections the student must submit a letter of intent before taking office.

2.1.5 Only students of College Ten, who are full-time and in good academic and community standing, are eligible to run for the Executive Council.

2.1.6 To win, a candidate must obtain a simple majority of the votes.

2.1.7 If an Executive position has no candidates then there will be ad hoc appointments the following fall, with at least 15 College Ten affiliates present.

**Section II**

*Outreach*

2.2.1 All posters, flyers, and other forms of advertisement must follow the guidelines set forth by the University of California, Santa Cruz.

2.2.2 Candidates are allowed to disperse flyers equivalent to the number of College Ten affiliates currently enrolled full-time.

2.2.3 Each candidate is allowed a maximum of three posters in each of the designated residential areas (College Ten Res-halls and the Colleges Nine and Ten Apartments).

2.2.4 Each poster may not exceed 20 square feet.

2.2.5 Posters and flyers may only be distributed and posted within the boundaries of College Ten.

2.2.6 There is to be no distribution of election paraphernalia other than fliers and posters by the candidate. This includes, but is not limited to buttons, pencils, pens, T-shirts, key-chains, hats, etc.

2.2.7 Candidate fliers and posters may not in any way discriminate or otherwise adversely advertise against another candidate.

2.2.8 Each candidate is responsible for the timely removal of all election materials and disposed of properly within four days after the election results have been posted.

2.2.9 Failure to adhere to any and all of the above election by-laws will result in the automatic disqualification of the candidate from the election.
Section III
Ballot Measures

2.3.1 All ballot measures must be approved by 2/3 of the voting student body of College Ten in order to take effect.

2.3.2 All ballot measures will be put forth the student body in conjunction with the Spring elections for the Executive Council.

The above Constitution and by-laws are hereby adopted to best serve the students of College Ten and represent our theme of social justice & community. In order to ensure that the principles of community that we value are upheld and that the integrity of College Ten Student Senate is maintained above all else, the following is expected of all Senators of College Ten Student Senate.

- Service
- Leadership
- Understanding
- Good-will
- Social Justice

Rev 05/16 Nicolette R. Gregg – President
Rev 06/07 Hailey A. Snow - President
Rev 10/04 Christopher Chun - Senator