



CHAFFEY COLLEGE STUDENT  
GOVERNMENT (CCSG)  
CONSTITUTION AND BYLAWS

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# THE CONSTITUTION OF CHAFFEY COLLEGE STUDENT GOVERNMENT (CCSG)

## PREAMBLE

We, the associated students of Chaffey College, hereby recognize the Chaffey College Student Government as the official body protecting the rights and interests of all students. We have established this Constitution to foster justice and a better understanding between the Chaffey College Student Government and the general College community. The Chaffey College Student Government will uphold a spirit of democracy, unity, and the promotion of open communication with the Governing Board, Administration, Faculty, Staff and the Students of Chaffey Community College.

## ARTICLE I: GENERAL

### Section I: Name

The name of this governing organization under this Constitution shall be the Chaffey College Student Government, herein referred to as CCSG.

### Section II: Purpose

The CCSG shall be the official representative body of the students of Chaffey College and shall provide for the scholastic, social and governmental welfare of the students, within the guidelines of the policies and regulations, as set forth in this Constitution and Bylaws.

### Section III: Membership

- A. The CCSG shall be composed of up to twenty-five (25) student members, including five (5) Executive Board members and up to twenty (20) Senators.
  - (1) The elected positions within the CCSG shall be: President/Student Trustee, Vice President of Administration, Director of Finance, Director of Outreach, Director of Engagement and up to twenty (20) Senators.
  - (2) Vacant positions within CCSG shall be filled in accordance with the procedures set forth in the CCSG Bylaws.
  - (3) Appointments to positions within CCSG shall follow the procedures set forth in the CCSG Bylaws.
- B. To be eligible for a position within CCSG, a student must:
  - (1) have paid the College Service Fee;
  - (2) be enrolled at the time of election, and throughout their term in CCSG, and successfully:
    - (a) complete a minimum of five (5) units each semester while in CCSG;
    - (b) maintain a minimum cumulative grade point average (GPA) of 2.5.
  - (3) be enrolled in Chaffey's adult education program offered by a community college district pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50 in the California Education Code, at the time of the election and throughout their term in CCSG.
  - (4) be enrolled at the time of election, and throughout their term in CCSG, and is a disabled student, as defined in subdivision (b) of Section 84850 in the California Education Code.
- C. Additionally, candidates running for an Executive Board position, require previous CCSG and/or Chaffey College Student Club leadership experience.

- D. Units and GPAs of CCSG candidates and members will be verified by the Office of Student Life at the time of election, and throughout their term in CCSG.
- E. All positions within CCSG shall be qualified in accordance with and shall perform responsibilities as stipulated in the CCSG Bylaws.
- F. **Order of Succession** – If the office of President/Student Trustee becomes temporarily or permanently vacant, the order of succession shall be as follows: Vice President of Administration, Director of Finance, Director of Outreach, and Director of Engagement.

#### Section IV: CCSG Units

- A. The CCSG shall be divided into two (2) working units consisting of the Executive Board and the Student Senate. The CCSG Faculty Advisor and/or Dean of Student Affairs will serve as advisors to these units and all CCSG committees.
  - (1) **The Executive Board** shall consist of the President/Student Trustee (Chair), Vice President of Administration, Director of Finance, Director of Outreach, and Director of Engagement.
  - (2) **The Student Senate** shall consist of the President/Student Trustee (Chair), Vice President of Administration, Director of Finance, Director of Outreach, and Director of Engagement and up to twenty (20) Senators.
    - (a) The Student Senate consists of all CCSG Standing and Ad Hoc Committees.

#### Section V: Administrative Support

- A. **CCSG Program Assistant** - The CCSG Program Assistant shall provide the financial and administrative support for the CCSG as approved by Human Resources.
  - (1) The CCSG Program Assistant shall attend all Executive Board and all Student Senate meetings to provide administrative and advisory support.
  - (2) The CCSG Program Assistant shall attend CCSG standing and ad hoc committee meetings as determined by the CCSG Bylaws, the Executive Board, the Faculty Advisor and/or Dean of Student Affairs to provide administrative and advisory support.
- B. **CCSG Faculty Advisor** – The CCSG Faculty Advisor herein referred to as the Faculty Advisor, shall provide guidance and support to CCSG and its members and fulfills the responsibilities of a Parliamentarian and works with CCSG in following the most current edition of Robert's Rules of Order, parliamentary procedure, and the CCSG Constitution and Bylaws.
  - (1) The Faculty Advisor shall attend all Executive Board and Student Senate meetings to provide advisory and administrative support.
  - (2) The Faculty Advisor shall attend CCSG standing and ad hoc committee meetings as determined by the CCSG Bylaws, the Executive Board and/or Dean of Student Affairs to provide advisory and administrative support.
- C. **Dean of Student Affairs** – The Dean of Student Affairs shall provide guidance and support to CCSG by working with the Executive Board members, the CCSG Program Assistant, the Faculty Advisor and the Vice President of Student Services.
  - (1) The Dean of Student Affairs shall attend all Executive Board meetings to provide advisory and administrative support.
  - (2) The Dean of Student Affairs may attend Student Senate meetings as deemed necessary or upon request of the President/Student Trustee and/or Faculty Advisor.
  - (3) The Dean of Student Affairs shall attend CCSG standing and ad hoc committee meetings as determined by the CCSG Bylaws and/or the Executive Board to provide advisory and administrative support.
- D. **Associate Superintendent of Student Services and Strategic Communications** – The Associate Superintendent of Student Services and Strategic Communications shall assist to provide leadership and direction to CCSG and the President/Student Trustee.
  - (1) The Associate Superintendent of Student Services and Strategic Communications may attend any CCSG meeting as deemed necessary or upon request of the President/Student Trustee.
  - (2) The Associate Superintendent of Student Services and Strategic Communications shall when deem necessary or upon request render a final interpretation regarding the intention of any provision within the CCSG Constitution and Bylaws.

## ARTICLE II: CCSG MEETINGS

### Section I: CCSG Meetings

- A. **Student Senate Meetings** – The Student Senate meetings shall be held on Mondays from 12:30 PM – 2:00 PM at a location determined by the President/Student Trustee with approval by the Faculty Advisor and Dean of Student Affairs.
- B. **CCSG Meetings** – The exact days, times, and locations of all CCSG meetings (other than Student Senate) shall be determined by the Executive Board with assistance from the CCSG Program Assistant and approval by the Faculty Advisor and Dean of Student Affairs.
  - (1) Once the days, times, and locations have been determined, they will be published in accordance to the CCSG Bylaws and the Brown Act.
  - (2) CCSG meetings may not be held during: the first week of classes, holidays, weekends, and the week of finals.
- C. Minutes will be recorded at all CCSG meetings and made public.

### Section II: Rules of Order

- A. All CCSG meetings shall be governed by the Rules of Parliamentary Procedures as written in the most current edition of “Robert’s Rules of Order”
  - (1) Should any extenuating circumstances arise during a CCSG meeting, the presiding Chair, with support of the Faculty Advisor and/or the Dean of Student Affairs may suspend Robert’s Rules of Order.

### Section III: Brown Act

- A. All CCSG meetings must comply with the Brown Act, which guarantees the public’s right to attend and participate in meetings of local legislative bodies.
  - (1) **Agendas** – The agenda for every official scheduled CCSG meeting shall be made public at least seventy-two (72) hours prior to said meeting.
    - (a) **Special Meeting Agendas** - The agenda for every special CCSG meeting shall be made public at least twenty-four (24) hours prior to said special meeting.

### Section IV: Attendance

- A. Attendance by CCSG members is required and recorded at all CCSG meetings in accordance with the procedures set forth in the CCSG Bylaws.

### Section V: Quorum

- A. For all CCSG meetings, the presence of half of the total voting members plus one (50% + 1) shall be referred to as quorum.
- B. Quorum is required to conduct any business in an official CCSG meeting.

## ARTICLE III: ELECTIONS & APPOINTMENTS

### Section I: Elections

- A. Elections shall be held in accordance with the procedures set forth in the CCSG Bylaws.

### Section II: Appointments

- B. Appointments shall be held in accordance with the procedures set forth in the CCSG Bylaws.



## **ARTICLE IV: CONSTITUTION AND BYLAW AMENDMENTS**

### **Section I: Amendments**

- A.** Proposed amendments to the CCSG Constitution shall be made by recommendation of CCSG members, Faculty Advisor, Dean of Student Affairs, Associate Superintendent of Student Services and Strategic Communications and/or students-at-large.
  - (1)** These proposed amendments must be approved by two-thirds (2/3) majority vote of the Student Senate.
    - (a)** If approved by Student Senate, these proposed amendments must then be ratified by two-thirds (2/3) majority vote of Chaffey College students who vote in the following General or Special Election.
      - (i)** If approved by Chaffey College students in a General or Special Election, the amendments will be made to the CCSG Constitution and take effect immediately.
- B.** Proposed amendments to the CCSG Bylaws shall be made by recommendation of CCSG members, Faculty Advisor, and/or Dean of Student Affairs.
  - (1)** These proposed amendments must be approved by two-thirds (2/3) majority vote of the Student Senate.
    - (a)** If approved by Student Senate, the amendments will be made to the CCSG Bylaws and take effect immediately.

### **Section II: Enactment of Constitution and Bylaws**

- A.** This CCSG Constitution and Bylaws shall supersede all previously existing constitutions and bylaws and shall become effective immediately upon ratification.

## **ARTICLE V: INTERPRETATION**

### **Section I: Interpretation of Constitution and Bylaws**

- A.** In the event that the CCSG requires interpretation regarding the intention of any provision of the CCSG Constitution and Bylaws, the question shall be submitted to the Faculty Advisor, Dean of Student Affairs, and President/Student Trustee who will work together to render an interpretation. If they are unable to answer the question, the Associate Superintendent of Student Services and Strategic Communications shall render a final interpretation.
  - (1)** Interpretations rendered under the provisions of this article shall be binding.

(Created June 2017)

(Ratified by Student Senate August 2018)

(Ratified by Student Senate October 2021)

(Ratified by Student Senate May 2023)

# BYLAWS OF THE CONSTITUTION OF CHAFFEY COLLEGE STUDENT GOVERNMENT (CCSG)

## ARTICLE I: CHAFFEY COLLEGE STUDENT GOVERNMENT

**Section I:** The name of this governing organization under the CCSG Constitution shall be the Chaffey College Student Government, herein referred to as CCSG and/or Student Government.

**Section II:** The purpose of CCSG is to engage and empower the student body. CCSG strives to create opportunities for student growth, provide resources for student success and advocate for student's rights

**Section III:** The official mascot of CCSG is the Black Panther and the official colors of CCSG shall be red, white, and black.

## ARTICLE II: MEMBERS OF CCSG

**Section I:** Elected or appointed members to this organization shall be in good standing, as verified by the Office of Student Life, and meet the other qualifications and maintain the eligibility requirements stipulated in Article I of the CCSG Constitution.

**Section II:** No student may hold more than one CCSG position.

**Section III:** Elected members of CCSG shall follow the procedures during the electoral process outlined in Article XIV and all procedures set forth by the Office of Student Life and the Election Committee.

**Section IV:** All members of CCSG upon their election or appointment shall be required to affirm to the following oath:

*"I (state name) do solemnly swear (or affirm) that I will execute the duties of the office of (name of office) to the best of my abilities, in accordance with the CCSG Constitution, Bylaws, policies and procedures, in the best interest of the Students of Chaffey College."*

## ARTICLE III: OFFICIAL DECORUM AND CODE OF ETHICS

### Section I: Decorum

**B.** All CCSG members are campus leaders and shall conduct themselves with the utmost integrity and respect always. They represent the students of Chaffey College and will not allow their personal views to be confused with that of CCSG. They should treat all students, staff, faculty, and administration with courtesy and respect always. All CCSG members must adhere to Chaffey College's Non-Discrimination and Prohibition of Harassment Policy. Racist, sexist, malicious remarks or behavior will not be tolerated. If any member is found to be responsible of such, they will be removed from CCSG in accordance with the procedures set forth in the CCSG Bylaws.

### Section II: Code of Ethics

**A.** ALL CCSG members will strive to adhere to the following:

- (1) uphold the fundamentals of morality and ethics;
- (2) demonstrate honesty and reliability;
- (3) show courtesy, concern, and respect for all others;
- (4) take feedback willingly and accept recommendations graciously;

- (5) exemplify desired qualities of behavior such as positive attitude, poise, stability, etc.;
- (6) realize that their personal appearance and manner of dress reflects upon the organization and their respective constituencies; when in doubt, members should dress business casual.
- B. All CCSG members shall use the CCSG Office and CCSG equipment and supplies for CCSG related activities only.
  - (1) The CCSG Office, equipment, and supplies are for CCSG members use only unless approved for a CCSG related event.
- C. All CCSG members are held to the same standards as the general body as outlined in the Student Behavior Code in the Student Handbook.
- D. All CCSG members will comply in good faith with all the requirements contained within the CCSG Constitution, Bylaws and any other referenced documents.
- E. Enforcement of the CCSG decorum and code of ethics will be monitored by the Faculty Advisor and the Dean of Student Affairs. Violation of any of the CCSG decorum or code of ethics may result in but not limited; a written reprimand, recall from CCSG, suspension or expulsion.

## **ARTICLE IV: RESPONSIBILITIES OF CCSG MEMBERS**

### **Section I: President/Student Trustee**

- A. Serve as the official representative and spokesperson of the student body.
- B. Establish priorities and goals for CCSG for the academic year in cooperation with CCSG members.
- C. Attend, convene, and chair Executive Board and all Student Senate meetings.
  - (1) Enforce and abide by the CCSG Bylaws and duties of the President/Student Trustee.
  - (2) Serve as an active impartial voting member of the Executive Board.
  - (3) Execute Student Senate voting privileges, only in the case of a tie.
- D. Convene at least two (2) Executive Board Meetings and two (2) CCSG Senate Meetings during the Summer Sessions with the assistance from the CCSG Program Assistant, Faculty Advisor and the Dean of Student Affairs.
- E. Present a report at each Executive Board and Student Senate meeting.
  - (1) Reports must be submitted online no later than two instructional days (48-hours) prior to the scheduled time of the meeting.
- F. Serve as an active impartial voting member on the CCSG Student Delegation Committee and CCSG Finance Committee.
- G. May serve as active impartial ex-officio voting member of any CCSG committee in which they are not the chair.
- H. Serve as the Chaffey College Delegate for the Student Senate for California Community Colleges (SSCCC).
- I. Exercise the following rights:
  - (1) with the assistance of the Executive Board, Faculty Advisor, and/or the Dean of Student Affairs;
    - (a) appoint CCSG members to serve on CCSG committees;
    - (b) appoint students-at-large to fill vacant Senator positions and appoint Senators to fill vacant Executive Board positions in accordance to procedures outlined in Article XVI;
    - (c) appoint CCSG members and/or students-at-large to participatory governance or ad hoc committees;
  - (2) remove CCSG members from CCSG in accordance to procedures outlined in Article XIV;
- J. Keep the Faculty Advisor, Dean of Student Affairs, and Associate Superintendent of Student Services and Strategic Communications informed in advance of scheduled meetings of all CCSG activities.
  - (1) Shall inform these individuals of any items or areas for discussion no later than forty-eight (48) hours prior to the monthly Governing Board meetings.
- K. Have a well understanding of the CCSG Constitution, Bylaws, the most current edition of Robert's Rules of Order, Brown Act, and Parliamentary procedure.
- L. Serve as a student representative on at least one (1) participatory governance committee.
- M. Represent and serve the students of Chaffey Community College to the best of their ability in accordance to the CCSG Constitution and Bylaws.
- N. Represent CCSG and the student body at the Board of Trustees meetings and report on behalf of CCSG and students to the Board beginning in June of the year they are elected and will do so as long as they are in office.

## **Section II: Vice President of Administration**

- A. Serve as President/Student Trustee in the absence of the President/Student Trustee.
- B. Serve as an active impartial voting member of the Executive Board and all Student Senate meetings.
- C. Present a report at each Executive Board and Student Senate meeting.
  - (1) Reports must be submitted online no later than two instructional days (48-hours) prior to the scheduled time of the meeting.
- D. Attend, convene, and chair Student Delegation Committee meetings.
  - (1) Enforce and abide by the Student Delegation Committee Bylaws and duties of the VP of Administration.
  - (2) Serve as an active impartial voting member of the Student Delegation Committee.
- E. Attend and co-chair Elections Committee meetings with assistance from the Office of Student Life.
  - (1) Enforce and abide by the Elections Committee Bylaws and duties of the VP of Administration.
  - (2) Serve as an active impartial voting member of the Finance Committee.
- F. Serve as Chaffey College Co-Delegate for the Student Senate for California Community Colleges (SSCCC).
- G. Monitor and track the following:
  - (1) with the assistance of the Executive Board members;
    - (a) attendance of all CCSG members at all CCSG meetings;
    - (b) attendance of all CCSG members at all CCSG sponsored or co-sponsored events;
    - (c) all CCSG member reports.
- H. Assist President/Student Trustee in establishing CCSG committees and participatory governance appointments.
- I. Have a well understanding of the CCSG Constitution, Bylaws, the most current edition of Robert's Rules of Order, Brown Act, and Parliamentary procedure.
- J. Serve as a student representative on at least one (1) participatory governance committee.
- K. Represent and serve the students of Chaffey Community College to the best of their ability in accordance to the CCSG Constitution and Bylaws
- L. Assume such other duties as assigned by the President/Student Trustee.

## **Section III: Director of Finance**

- A. Serve as President/Student Trustee in the absence of the President/Student Trustee and Vice President of Administration.
- B. Serve as an active impartial voting member of the Executive Board and all Student Senate meetings.
- C. Present a report at each Executive Board and Student Senate meeting.
  - (1) Reports must be submitted online no later than two instructional days (48-hours) prior to the scheduled time of the meeting.
- D. Attend, convene, and chair the Finance Committee meetings.
  - (1) Enforce and abide by the Finance Committee Bylaws and duties of the Director of Finance.
  - (2) Serve as an active impartial voting member of the Finance Committee.
- F. Monitor and track the CCSG budget for the current academic year with assistance from the CCSG Program Assistant and the Dean of Student Affairs.
- G. Have a well understanding of the CCSG Constitution, Bylaws, the most current edition of Robert's Rules of Order, Brown Act, and Parliamentary procedure.
- H. Serve as a student representative on at least one (1) participatory governance committee.
- I. Represent and serve the students of Chaffey Community College to the best of their ability in accordance to the CCSG Constitution and Bylaws
- J. Assume such other duties as assigned by the CCSG Program Assistant and the President/Student Trustee.

## **Section IV: Director of Outreach**

- A. Serve as President/Student Trustee in the absence of the President/Student Trustee, Vice President of Administration, and Director of Finance.
- B. Serve as an active impartial voting member of the Executive Board and all Student Senate meetings.
- C. Present a report at each Executive Board and Student Senate meeting.

- (1) Reports must be submitted online no later than two instructional days (48-hours) prior to the scheduled time of the meeting.
- D. Attend, convene, and co-chair the Outreach & Engagement Committee meetings.
  - (1) Enforce and abide by the Outreach Committee Bylaws and duties of the Director of Outreach.
  - (2) Serve as an active impartial voting member of the Outreach & Engagement Committee.
- E. Serve as the secretary for Student Senate and Executive Board meetings.
- F. Monitor and track the following:
  - (1) all internal and external communications to and from the official CCSG Student Senate email address ([CCSG@chaffey.edu](mailto:CCSG@chaffey.edu)) and all official CCSG social media accounts with assistance from the President/Student Trustee, CCSG Program Assistant and Faculty Advisor;
  - (2) information presented on the CCSG Student Senate page on Chaffey College's website with assistance from CCSG Program Assistant and the Dean of Student Affairs.
- G. Have a well understanding of the CCSG Constitution, Bylaws, the most current edition of Robert's Rules of Order, Brown Act, and Parliamentary procedure.
- H. Serve as a student representative on at least one (1) participatory governance committee.
- I. Represent and serve the students of Chaffey Community College to the best of their ability in accordance to the CCSG Constitution and Bylaws.
- J. Assume such other duties as assigned by the President/Student Trustee.

## **Section V: Director of Engagement**

- A. Serve as President/Student Trustee in the absence of the President/Student Trustee, Vice President of Administration, Director of Finance, and Director of Outreach.
- B. Serve as an active impartial voting member of the Executive Board and all Student Senate meetings.
- C. Present a report at each Executive Board and Student Senate meeting.
  - (1) Report must be submitted online no later than two instructional days (48-hours) prior to the scheduled time of the meeting.
- D. Serve as an active impartial voting member on the CCSG Finance Committee.
- E. Attend, convene, and co-chair the Outreach & Engagement Committee meetings.
  - (1) Enforce and abide by the Outreach Committee Bylaws and duties of the Director of Engagement.
    - (a) Chair the Welcome Week/Orientation/Club Rush ad hoc committee(s).
    - (b) Co-chair the CCSG Awards Ceremony ad hoc committee along with an Office of Student Life staff member to celebrate those recognized by CCSG.
    - (c) Maintain and develop the CCSG Outreach & Engagement Calendar.
  - (2) Serve as an active impartial voting member of the Outreach & Engagement Committee.
- F. Have a well understanding of the CCSG Constitution, Bylaws, the most current edition of Robert's Rules of Order, Brown Act, and Parliamentary procedure.
- G. Serve as a student representative on at least one (1) participatory governance committee.
- H. Represent and serve the students of Chaffey Community College to the best of their ability in accordance to the CCSG Constitution and Bylaws.
- I. Assume such other duties as assigned by the President/Student Trustee.

## **Section VI: Senators**

- A. Serve as an active impartial voting member of all Student Senate meetings.
- B. Present a report for each Student Senate meeting.
  - (1) Report must be submitted online no later than two instructional days (48-hours) prior to the scheduled time of the meeting.
- C. Serve as an active impartial voting member of at least one (1) CCSG Standing Committee.
  - (1) Assume such other duties as assigned by the Chair of the Standing Committee.
- D. Have a well understanding of the CCSG Constitution, Bylaws, the most current edition of Robert's Rules of Order, Brown Act, and Parliamentary procedure.
- E. Serve as a student representative on at least one (1) participatory governance committee.

- E. Represent and serve the students of Chaffey Community College to the best of their ability in accordance to the CCSG Constitution and Bylaws.
- F. Assume such other duties as assigned by the President/Student Trustee including, but not limited to, appointments for CCSG committees and participatory governance committees.

### **Section VII: All CCSG Members**

- A. Initiate legislation to address student related needs, issues, and affairs.
- B. Maintain clear internal and external communication by regularly checking their telephone, electronic messages, Panther email, and/or any current form of official communication that is used by CCSG.
- C. Assist in actively promoting all CCSG sponsored events, activities and/or initiatives.
- D. Read, understand, and practice the CCSG Constitution and Bylaws.
  - (1) This includes the Bylaws for CCSG Standing Committees and/or Participatory governance assignments.
- E. Keep CCSG duties as first non-academic priority over other campus extracurricular activities.
- F. Must use the CCSG office and all CCSG equipment for CCSG related business only. The CCSG office is not to be used as a CCSG member lounge and CCSG equipment is not for personal use.
- G. Attendance is required at:
  - (1) all scheduled CCSG meetings as assigned or appointed;
  - (2) all CCSG retreats and/or workshops;
  - (3) a minimum of two (2) CCSG sponsored and/or co-sponsored events a semester (excluding scheduled CCSG and participatory governance meetings).
    - (a) As permitted, one (1) of the two (2) events must be at either the Chino or Fontana Campus to ensure equal student representation.
- H. Serve as a student representative on at least one (1) Chaffey College participatory governance committee
  - (1) Assume such other duties as assigned by the chair(s) of the participatory governance committee.
  - (2) Include a debrief of the meeting(s) attended in Participatory governance Committee Reports and within Weekly Reports.

## **ARTICLE V: RESPONSIBILITIES OF ADMINISTRATIVE SUPPORT**

### **Section I: CCSG Program Assistant Responsibilities**

The CCSG Program Assistant is a full-time staff position partially funded annually by CCSG who reports to the Dean of Student Affairs. The CCSG Program Assistant provides administrative and advisory support to CCSG and its members and works closely with the Executive Board members. The CCSG Program Assistant shall assume the following responsibilities:

#### **A. General Responsibilities**

- (1) Accurate tracking, online publishing and digitally backing-up of all CCSG records, including but not limited to:
  - (a) current CCSG member contact information;
  - (b) agendas & minutes;
  - (c) bills & resolutions;
  - (d) events & publications;
  - (e) vendor lists;
- (2) Keep accurate records of all CCSG equipment and supplies;
- (3) Administer and monitor the CCSG budget;
  - (a) Process all CCSG financial paperwork;
  - (b) Ensure CCSG follows all financial procedures, policies and timelines as established by Chaffey College, the District and the State;
- (4) Process all room reservations for all CCSG meetings and events;
  - (a) process all audio/visual requests;

- (5) Process all Lithography requests;
  - (6) Process all Event Announcements through Marketing and Public Relations;
    - (a) Ensure that all CCSG events are on the Chaffey College event calendar;
  - (7) Process all travel, lodging and Chaffey College van requests;
  - (8) Act as the CCSG liaison to all Chaffey College and community partners as needed;
  - (9) Assist with all CCSG related questions in person, through email and/or telephone;
  - (10) Assist Office of Student Life with CCSG related events, as such, campus store grants, scholarships, and elections as needed;
  - (11) Plan and organize the summer summer/fall and spring/winter Leadership Retreats with assistance from the Faculty Advisor and the Dean of Student Affairs.
  - (12) Assist with other such CCSG related duties as requested by the President/Student Trustee, Faculty Advisor, and/or Dean of Student Affairs;
  - (13) Monitor the usage of the CCSG Office, equipment, and supplies along with the Faculty Advisor and Dean of Student Affairs.
- B. Executive Board and all Student Senate Meeting Responsibilities**
- (1) Attend all Executive Board and Student Senate meetings to provide administrative and advisory support;
    - (a) Reserve and set-up room for meetings;
    - (b) Review, distribute, and post agendas and minutes in accordance to the Brown Act;
    - (c) Produce and provide up-to-date CCSG budget reports;
- C. Finance Committee Responsibilities**
- (1) Attend all Finance Committee meetings to provide administrative and advisory support;
    - (a) Reserve room for meetings;
    - (b) Assist with the development of the annual budget;
    - (c) Work closely with the Director of Finance and the Dean of Student Affairs on administering and monitoring the CCSG budget;
    - (d) Assist the Director of Finance in producing and providing up-to-date and monthly CCSG financial status reports stating the monthly expenses and current budget of CCSG;
- D. Outreach & Engagement Committee Responsibilities**
- (1) Attend all Outreach & Engagement Committee meetings to provide administrative and advisory support;
    - (a) Reserve room for meetings;
    - (b) Process all vendor contracts and W9s;
    - (c) Assist with tracking and finding vendors as needed;
    - (d) Assist with CCSG events as needed;
  - (2) Monitor incoming emails to the CCSG@chaffey.edu email account;
    - (a) Respond to emails through the CCSG@chaffey.edu as needed;
  - (3) Ensure that the CCSG website is up-to-date with member information, agendas, minutes, events, etc.
    - (a) Review, edit and approve outgoing CCSG communications as outlined in the CCSG Communications Workflow Chart;
- E. Student Delegation Committee Responsibilities**
- (1) Attend all Student Delegation Committee meetings to provide administrative and advisory support;
    - (a) Reserve room for meetings;
    - (b) Work closely with the Faculty Advisor to process all travel and lodging requests;

## **Section II: Faculty Advisor Responsibilities**

The CCSG Faculty Advisor is a Faculty on Special Assignment (FOSA) opportunity through the Human Resources office at Chaffey College. This is a minimum of a five and one half (5.5) hour weekly commitment, which could include weekends. The Faculty Advisor reports to the Dean of Student Affairs. The Faculty Advisor shall assume the following responsibilities:

- A.** Serves in the advisory capacity and provide academic support to CCSG and all its members;
- B.** Assume all the duties of the CCSG Parliamentarian as prescribed in “Robert’s Rules of Order”;
- C.** Attend all CCSG meetings, including but not limited to:

- (1) all Executive Board and Student Senate meetings;
  - (a) Present a report at each Executive Board and/or Student Senate meeting, whether they be held jointly or separately.
  - (b) Report must be submitted online no later than twenty-four (24) hours prior to the scheduled time of the meeting.
- (2) all Student Delegation Committee and Outreach & Engagement Committee meetings;
- (3) additional CCSG standing and ad hoc committee meetings as determined by the CCSG Bylaws, the Executive Board and/or Dean of Student Affairs to provide advisory and administrative support;
- D. Attend all CCSG sponsored events;
- E. Attend all conferences attended by CCSG members;
  - (1) Must attend summer/fall and spring/winter Leadership Retreats and two (2) statewide leadership conference in the fall and spring semesters;
- F. Plan and organize the summer summer/fall and spring/winter Leadership Retreats with assistance from the CCSG Program Assistant and the Dean of Student Affairs.
- G. Have weekly office hours for CCSG and its members.
- H. Monitor and conduct written reprimands as outlined in Article XIV, with consultation from the Dean of Student Affairs.
- I. Monitor the usage of the CCSG Office, equipment, and supplies along with the Program Assistant and Dean of Student Affairs.

### **Section III: Dean of Student Affairs Responsibilities**

The Dean of Student Affairs shall assume the following responsibilities:

- A. Serves in the advisory capacity to CCSG and all its members;
- B. Attend all CCSG meetings, including but not limited to:
  - (1) all Executive Board meetings;
  - (2) all CCSG Finance Committee and Outreach & Engagement Committee meetings;
  - (3) all Student Senate meetings when invited by Faculty Advisor and/or President/Student Trustee;
  - (4) additional CCSG standing and ad hoc committee meetings as determined by the CCSG Bylaws, the Executive Board and/or Dean of Student Affairs to provide advisory and administrative support;
- C. Attend CCSG sponsored events when available;
- D. Attend conferences attended by CCSG members when available;
  - (1) Must attend summer/fall and spring/winter Leadership Retreats;
- E. Plan and organize the summer summer/fall and spring/winter Leadership Retreats with assistance from the CCSG Program Assistant and the Faculty Advisor.
- F. Monitor the usage of the CCSG Office, equipment, and supplies along with the Program Assistant and Faculty Advisor.

## **ARTICLE VI: MEETINGS**

### **Section I: Student Senate Meetings**

- A. The Student Senate meetings shall:
  - (1) be held in accordance to Article II of the CCSG Constitution;
  - (2) adhere to the attendance policies in Article VII of the CCSG Bylaws.
- B. In accordance with the Brown Act, the agenda for every Student Senate meeting shall be made public at least seventy-two (72) hours prior to said meeting.
  - (1) All CCSG meetings must comply with the Brown Act, which guarantees the public's right to attend and participate.
- C. The Student Senate meetings may not be held during: the first week of classes, holidays, weekends, and the week of finals.



- D. All CCSG meetings shall be governed by the rules of Parliamentary Procedures as written in the most current edition of “Robert’s Rules of Order”
- B. The Student Senate meetings shall be held on Mondays from 12:30 PM – 2:00 PM at a location determined by the President/Student Trustee with approval by the Faculty Advisor and Dean of Student Affairs.
  - (1) Meetings shall take place online via a secured Zoom link, on the Rancho Cucamonga campus, Fontana campus, and/or Chino campus.
- C. The Student Senate meetings shall adhere to the attendance policies in Article VII of the CCSG Bylaws.
- D. The Faculty Advisor and/or Dean of Student Affairs must be present to conduct business.

## **Section II: Special Student Senate Meetings**

- A. The President/Student Trustee, with approval from Faculty Advisor and consultation with the Executive Board may call a Special Student Senate meeting at their discretion.
- B. The agenda for every Special CCSG meeting shall be made public at least twenty-four (24) hours prior to the Special Student Senate meeting.
- C. A Special Student Senate meeting shall:
  - (1) be held in accordance to Article VI of the CCSG Bylaws;
  - (2) adhere to the attendance policies in Article VII of the CCSG Bylaws.
- D. The Faculty Advisor and/or Dean of Student Affairs must be present to conduct business.

## **Section III: CCSG Standing Committee Meetings**

- A. CCSG has three (3) Standing Committees: CCSG Outreach & Engagement Committee, CCSG Finance Committee, and CCSG Student Delegation Committee.
- B. The CCSG Standing Committee meetings shall be held on Mondays from 12:30 PM – 2:00 PM at a location determined by the Chair(s) of the committee with approval by the Faculty Advisor and/or Dean of Student Affairs.
- C. All CCSG Standing Committee meetings shall:
  - (1) be held in accordance to Article II of the CCSG Constitution;
  - (2) adhere to the attendance policies in Article VII of the CCSG Bylaws.
- D. The Faculty Advisor and/or Dean of Student Affairs must be present to conduct business.

## **Section IV: CCSG Ad Hoc Committee Meetings**

- A. All CCSG Ad Hoc Committee meetings shall:
  - (1) be held in accordance to Article II of the CCSG Constitution;
  - (2) adhere to the attendance policies in Article VII of the CCSG Bylaws.
- B. The exact days, times, and locations of all CCSG ad hoc committee meetings (other than Student Senate) shall be determined by the determined by the Chair(s) of the committee with approval by the Faculty Advisor and/or Dean of Student Affairs.
  - (1) Once the days, times, and locations have been determined, they will be published in accordance to the CCSG Bylaws and the Brown Act.
- C. The Faculty Advisor and/or Dean of Student Affairs must be present to conduct business.

## **Section V: Executive Board Meetings**

- A. Executive Board meetings shall:
  - (1) be held in accordance to Article II of the CCSG Constitution;
  - (2) adhere to the attendance policies in Article VII of the CCSG Bylaws.
- B. The exact days, times, and locations of the Executive Board meetings shall be determined by the determined by the President/Student Trustee with approval by the Faculty Advisor and/or Dean of Student Affairs.
  - (1) Once the day, time, and location have been determined, they will be published in accordance to the CCSG Bylaws and the Brown Act.
- C. The Faculty Advisor and/or Dean of Student Affairs must be present to conduct business.

## **Section VI: Summer Meetings**

- A. In accordance with Article IV, the CCSG President/Student Trustee shall attend, convene, and chair all Summer meetings.
  - (1) The Summer meetings must be set prior to the last of day classes of the Spring semester.
- B. During the Summer Sessions with the assistance from the CCSG Program Assistant, Faculty Advisor and the Dean of Student Affairs the CCSG President/Student Trustee shall convene a minimum of:
  - (1) Two (2) Executive Board Meetings
  - (2) Two (2) CCSG Senate Meetings
- C. The goal for the Summer Meetings shall be to:
  - (1) Finalize the CCSG Summer/Fall Retreat;
  - (2) Approve CCSG budget;
  - (3) Set CCSG Fall semester Goals;
  - (4) Set CCSG member appointments and meeting times for the CCSG Committees;
  - (5) Plan Welcome Week/Orientation Event for the Fall semester;
- D. Summer meetings shall:
  - (1) be held in accordance to Article II of the CCSG Constitution;
  - (2) adhere to the attendance policies in Article VII of the CCSG Bylaws.
- E. The Faculty Advisor and/or Dean of Student Affairs must be present to conduct business.

## **Section VII: Voting**

- A. Voting during all CCSG meetings will follow the guidelines set forth in the most current edition of "Robert's Rules of Order".
- B. Proxy voting is not allowed for any CCSG meetings.
- C. The President/Student Trustee has the right to veto a bill and/or any action of the Executive Board and Student Senate;
  - (1) a presidential veto can be overridden by a two-thirds (2/3) vote of the Executive Board or the Student Senate.

## **Section VIII: Quorum**

- A. For all CCSG meetings, the presence of half of the total voting members plus one (50% + 1) shall be referred to as quorum.
- B. Quorum is required to conduct any business in an official CCSG meeting.

# **ARTICLE VII: ATTENDANCE**

## **Section I: Attendance Requirements**

- A. All CCSG members must attend:
  - (1) all Student Senate meetings and all Special Student Senate meetings;
  - (2) all Summer meetings;
  - (3) all assigned or appointed CCSG Committee and/or participatory governance meetings;
  - (4) all assigned or required CCSG sponsored and/or co-sponsored events;
  - (5) all planned retreats and/or workshops.
- B. All Executive Board members must also attend:
  - (1) all Executive Board meetings;
- C. All newly elected (or appointed) CCSG members from the Spring General Election must attend:
  - (1) a mandatory CCSG Transition meeting;
  - (2) all remaining Spring semester CCSG Student Senate meetings;
  - (3) all remaining Spring semester CCSG sponsored events.

## **Section II: Attendance Recording**

- A. The Vice President of Administration shall maintain a record of attendance for all CCSG meetings, with the assistance of the Executive Board members.
  - (1) The Chairs of all the CCSG committees shall maintain a record of attendance for their respective committee meetings and events and report absences to the Vice President of Administration.
- B. All records of attendance for CCSG meetings shall be public.

## **Section III: CCSG Meetings, Events, and Participatory Governance Absences**

- A. For CCSG meetings, events (sponsored or co-sponsored), and participatory governance meetings and events there shall be two types of absences for CCSG members:
  - (1) **Excused** - For an absence to be officially excused, the absent member must notify the Chair of the respective CCSG meeting, event, or participatory governance committee at least one hour prior to the meeting they will be missing, stating their absence and giving a valid reason.
    - (a) The validity of the reason shall be decided by the Vice President of Administration, with consultation from the Executive Board, Faculty Advisor, and/or Dean of Student Affairs.
    - (b) The Vice President of Administration must give a response within forty-eight (48) hours of the notice of absence, stating whether or not the absence is excused.
  - (2) **Unexcused** – An absence is considered officially unexcused, if it is not officially excused.
- B. If the absence is unexcused, the absent member may appeal to the Executive Board for reconsideration.
- C. All other absences shall be considered unexcused unless extenuating circumstances are noted.
- D. CCSG members arriving to a CCSG meeting after roll call or leaving prior adjournment will be counted as half (1/2) an absence.
- E. CCSG members arriving to an event after setup or leaving prior to clean up will be counted as half (1/2) an absence.
- F. All newly elected (or appointed) CCSG members from the Spring General Election must notify the Faculty Advisor if any meetings and/or events will be missed.

## **Section IV: Attendance Based Recall**

- A. If any CCSG member acquires three (3) consecutive or four (4) total unexcused absences from any scheduled CCSG meetings, scheduled participatory governance committee meetings, and/or events during the member's term of office, the member will be recalled following the policies outlined in Article XIV.
- B. Attendance based recall is not applicable to and shall not be counted against newly elected (or appointed) CCSG members from the Spring General Election who are unable to attend CCSG meeting or events and have notified the Faculty Advisor.

# **ARTICLE VIII: CCSG EXECUTIVE BOARD**

## **Section I: Membership**

- A. The Executive Board within the CCSG shall consist of the President/Student Trustee, Vice President of Administration, Director of Finance, Director of Outreach, and Director of Engagement.

## **Section II: Duties of Executive Board**

- A. The Executive Board shall uphold and preserve the integrity of CCSG and its Constitution and Bylaws.
  - (1) Review the CCSG Constitution and Bylaws each Fall semester to ensure accuracy.
    - (a) An ad hoc committee may be formed to assist with the review, but must be chaired by an Executive Board member.
- B. The Executive Board is responsible for the day-to-day operations of Student Senate and shall actively organize, coordinate, and oversee the actions CCSG through the Student Senate and CCSG Committees.

- (1) Should extenuating circumstances arise that require the immediate attention of the Student Senate, the Executive Board shall assemble to act on behalf of the Student Senate as a whole.
- (2) Should extenuating circumstances arise where a CCSG Committee is not active due to a lack of membership or other under extenuating circumstances the Executive Board may act on behalf of a CCSG Committee.
- C. The Executive Board shall assist the President/Student Trustee in appointing applicants to appointed positions within CCSG.
  - (1) The Executive Board shall create a recruitment plan within the first thirty (30) days of each semester if there are vacancies within CCSG.
- D. The Executive Board shall act as positive and truthful representatives of the student body of Chaffey College at all times.
- E. The Faculty Advisor and/or Dean of Student Affairs must be present to conduct business.
- F. The Executive Board shall meet in the summer to being planning for the upcoming semester as well as plan the following items with coordination from the CCSG Program Assistant, Faculty Advisor and Dean of Student Affairs:
  - (1) Finalize the CCSG Summer/Fall Retreat;
  - (2) Approve CCSG budget;
  - (3) Set CCSG Fall semester Goals;
  - (4) Set CCSG member appointments and meeting times for the CCSG Committees;
  - (5) Plan Welcome Week/Orientation Event for the Fall semester;

## **ARTICLE IX: STUDENT SENATE**

### **Section I: Membership**

- A. The CCSG Student Senate shall consist of the President/Student Trustee, Vice President of Administration, Director of Finance, Director of Outreach, Director of Engagement and twenty (20) Senators.

### **Section II: Duties of Student Senate**

- A. The Student Senate members shall justly represent all students enrolled at Chaffey College during their term of office.
- B. The Student Senate shall initiate legislation to address student related needs, issues, and affairs.
- C. All Student Senate members shall review and vote on all resolutions, bills, and/or motions made during all Student Senate meetings and all Special Student Senate meetings.
  - (1) A veto by the President/Student Trustee may be overturned by a two-thirds (2/3) majority of the total Student Senate.
- D. All CCSG members shall attend all Student Senate meetings, all Special Student Senate meetings, and all assigned or appointed CCSG Committee or participatory governance meetings.

### **Section III: CCSG Committees**

- A. The President/Student Trustee may establish CCSG committees and appointments with the assistance of the Executive Board and the Faculty Advisor and/or the Dean of Student Affairs.
- B. All CCSG committees shall be governed by their respective Committee Bylaws in accordance with the CCSG Constitution and Bylaws.
- C. **Standing CCSG Committees** – Currently there are four (4) Standing Committees within CCSG:
  - (1) CCSG Finance Committee, hereafter referred to as the Finance Committee;
  - (2) CCSG Outreach & Engagement Committee, hereafter referred to as the O&E Committee;
  - (3) CCSG Student Delegation Committee, hereafter referred to as the Delegation Committee.
- D. **Ad Hoc Committees** – Currently there is one (1) Ad Hoc Committee within CCSG:
  - (1) CCSG Elections Committee, hereafter referred to as the Elections Committee.

## ARTICLE X: LEGISLATION

### Section I: Legislation

- A. There are two types of potential formal legislation recognized by CCSG, bills and resolutions.
  - (1) **Bills**
    - (a) Bills detail how the Student Senate will enact a Bylaw or policy.
    - (b) Bills may include methods of enforcement, budget, amendments, and other necessary stipulations.
    - (c) In order for any bill to be recognized, it must be submitted and authored by a CCSG member, Faculty Advisor, Dean of Student Affairs, and/or the Associate Superintendent of Student Services and Strategic Communications.
  - (2) **Resolutions**
    - (a) Resolutions are position statements on issues that the Student Senate does not have jurisdiction over.
    - (b) Resolutions lack the force of law, and never establish enforcement.
    - (c) In order for any resolution to be recognized, it must be submitted and authored by a CCSG member, Faculty Advisor, Dean of Student Affairs, the Associate Superintendent of Student Services and Strategic Communications and/or a student-at-large.
- B. Once legislation has been submitted, an author or sponsor is expected to present said legislation at the following appropriate CCSG meeting, if needed.
- C. Legislation shall be made accessible to all members of CCSG and the public at least seventy-two (72) hours prior to its introduction at a Student Senate meeting.
- D. After legislation has been introduced at the appropriate CCSG meeting, there will be a “review” period of one (1) week before the piece of legislation is brought back for possible debate and subsequent voting. During this “review” period, there shall be no alterations made to the legislation.
  - (1) Articles of Recall are exempt from the review period.
  - (2) If approved, the legislation will take effect immediately.
  - (3) Unless otherwise stipulated within, legislation shall not expire and is expected to be practiced in and by subsequent CCSG administrations.
- E. All legislation will be recorded and published.

## ARTICLE XI: TERM OF OFFICE

### Section I: Term of Office

- A. The term of office for all CCSG members is one (1) academic year.
  - (1) Term of office for all elected CCSG members shall commence on the day after the last day of the Spring semester of the academic year that they are elected and their term shall conclude on the last day of the following Spring semester.
    - (a) Elected CCSG members may be sworn in as CCSG members elect, prior to the day after the last day of the Spring semester, but they cannot take on any official CCSG responsibilities until their term of office begins.
- B. A term of office for an appointed CCSG member shall commence on the day the President/Student Trustee, Faculty Advisor or other College designated official has sworn them in and shall conclude on the last day of the following Spring semester of the academic year they are appointed, unless otherwise determined.

### Section II: Term of Limitations

- A. Membership in CCSG shall not exceed three (3) total years or six (6) total semesters.
  - (1) Membership in CCSG of one (1) day over half (1/2) a semester is considered the entire semester in regards to term limitations.

## **ARTICLE XII: FINANCE**

### **Section I: Budget**

- A. CCSG annual budget is supported by the College Service Fee paid by all enrolled students. The College Service Fee is an optional fee endorsed by CCSG annually and is approved by the Chaffey College Governing Board.
- B. The fee is currently \$8.00 per student for each Fall and Spring semester and \$5.00 per student for Summer Session(s).
- C. CCSG will maintain a 3% reserve passed on the annual budget.
- D. The CCSG annual budget is administered in accordance with the District fiscal guidelines.
- E. CCSG shall comply with the Finance Committee Bylaws.

## **ARTICLE XII: ELECTIONS**

### **Section I: Election Administration**

- A. CCSG elections shall be coordinated and conducted by the CCSG Ad Hoc Elections Committee, hereafter referred to as the Elections Committee, under the direction of the Office of Student Life.
- B. The Election Committee shall consist of a minimum of five (5) CCSG members appointed by the President/Student Trustee, with approval from the Office of Student Life.
  - (1) Members of the Elections Committee cannot be campaigning for a CCSG position within the current election.
- C. CCSG shall comply with the Elections Committee Bylaws.

### **Section II: Candidate Eligibility**

- A. Any currently enrolled Chaffey College student is eligible to run for a position in CCSG elections given that they meet the eligibility requirements in accordance to the Elections Committee Bylaws.
- B. Candidates running for an Executive Board position, require previous CCSG and/or Chaffey College Student Club leadership experience.

### **Section III: Campaign Regulations**

- A. All candidates must follow the Campaign Regulations in accordance with Elections Committee Bylaws.
- B. Failure to follow campaign regulations may result in disqualification of the candidate.

## **ARTICLE XIV: RESIGNATIONS & RECALLS**

### **Section I: Resignations**

- A. Any CCSG member who wishes to resign from their position shall submit in writing their resignation to the President/Student Trustee and/or Faculty Advisor.
- B. All resignations shall take effect immediately following the submission of a written resignation and the relevant CCSG position is immediately declared vacant.
  - (1) The CCSG member who has resigned shall remove all their personal belongings from the CCSG office, return all CCSG equipment and return their CCSG access card and/or keys to Campus Police within two (2) instructional days from submission of resignation.
- C. The President/Student Trustee shall announce the resignation at the next Student Senate meeting or Special Student Senate meeting.
  - (1) The President/Student Trustee and/or the Faculty Advisor shall notify appropriate Chair(s) of any CCSG and/or participatory governance committee, if any, of the member's resignation.

## **Section II: Written Reprimand**

- A.** Any CCSG member who violates the CCSG Constitution or Bylaws or who fails to meet the responsibilities of their position may be issued a written reprimand by the Faculty Advisor with consultation with the Dean of Student Affairs.
- B.** If it is determined by the Faculty Advisor that there may just cause for a written reprimand, the Faculty Advisor will meet with the CCSG member in question regarding the potential of a written reprimand. If it is determined that there is just cause to proceed with the written reprimand following the meeting, it will be sent via email. The written reprimand shall notify the CCSG member in question of the following:
  - (a)** The basis of the written reprimand;
  - (b)** Possible steps and/or timelines to correct actions or behaviors;
  - (c)** Possible consequences for failure to comply with corrective steps, up to and including removal from office.

## **Section III: General Recalls**

- A.** Any CCSG member who violates the CCSG Constitution or Bylaws or who fails to meet the responsibilities of their position may be recalled.
- B.** Any CCSG member can propose to recall any CCSG member for non-academic or non-attendance reasons by introducing Articles of Recall as a bill.
  - (1)** In order to be considered by Student Senate, the Articles of Recall must have no less than six (6) CCSG members as authors and/or sponsors.
  - (2)** The Executive Board and Faculty Advisor and/or the Dean of Student Affairs will thoroughly investigate the basis for the recall within five (5) instructional days after receiving the bill for recall.
    - (a)** Once a bill is introduced, the Faculty Advisor will notify the CCSG member being investigated within one (1) instructional day of submission. After the initial notification, all further communication will be sent by the Faculty Advisor with consultation with the Dean of Student Affairs.
    - (b)** Neither the CCSG member in question nor any CCSG member who is listed as an author or sponsor of the Articles of Recall may participate in leading the investigation.
    - (c)** If it is determined that there is just cause to proceed with the recall, then the CCSG member in question will be given the opportunity to resign or to proceed with the recall.
    - (d)** If it is determined that there is not just cause to proceed with the recall, then the President/Student Trustee will send the CCSG member in question an email outlining the findings of the investigation. The email shall notify the CCSG member in question of the following:
      - i.** The findings of the investigation;
      - ii.** Possible steps to correct reported actions or behaviors, if needed;
      - iii.** Possible consequences for failure to comply with corrective steps, if needed.
- C.** The Articles of Recall shall be introduced, debated, and voted upon at the same Student Senate meeting or Special Student Senate meeting.
  - (1)** Article X, Section I, Subsection D of the CCSG Bylaws shall not apply to the Articles of Recall.
  - (2)** If the CCSG member being recalled cannot attend the meeting during which the recall vote will take place and the CCSG member shall give notice to the Vice President of Administration, the vote shall be postponed for one week. If the CCSG member does not give notice, the vote may proceed without the individual. The vote may not be postponed by more than one week.
- D.** The Student Senate shall hold a vote to remove the CCSG member from office.
  - (1)** For that individual to be removed from office, at least two-thirds (2/3) of votes must be in favor of removal.
  - (2)** During deliberation of the Articles of Recall, neither the CCSG member in question nor any CCSG member who is listed as an author or sponsor of the Articles of Recall may serve as the Chair of Student Senate.
- E.** Upon approval of the Articles of Recall, the Procedures for Removal laid out in Article XIV, Section VI shall be followed.
  - (1)** The CCSG member in question shall be removed from office immediately upon the adjournment of the Student Senate meeting or Special Student Senate meeting at which the Articles of Recall are approved.

#### **Section IV: Academic Based Recalls**

- A. Any elected CCSG member, appointed CCSG member, or appointed CCSG member under special circumstances, after their probationary status who does not meet the minimum unit and/or GPA eligibility requirements in accordance with the CCSG Constitution or Bylaws shall be recalled by the Dean of Student Affairs.
  - (1) Academic based recalls are not introduced, debated, and voted upon by Student Senate.
- B. The Procedures for Removal laid out in Article XIV shall be followed.

#### **Section V: Attendance Based Recalls**

- A. CCSG members shall have a maximum of three (3) consecutive or four (4) total unexcused absences from any scheduled CCSG meetings, scheduled participatory governance committee meetings, and/or events during the member's term of office, the policies outlined in Article XIV shall be followed.
  - (1) Attendance based recalls are not introduced, debated, and voted upon by Student Senate unless requested by the CCSG member in question.
- B. The Procedures for Removal laid out in Article XIV shall be followed.

#### **Section VI: Executive Board Member Recalls**

- A. If any member of the CCSG Executive Board is up for recall the Dean of Student Affairs must notify the Associate Superintendent of Student Services and Strategic Communications immediately of the possibility of recall.
- B. In the event that the President/Student Trustee is recalled, the Vice President of Administration will immediately be sworn in as the acting President/Student Trustee for the remainder of their term.
  - (1) They will need to appoint a new Vice President of Administration to ensure continuity of leadership within CCSG.
- C. The Procedures for Removal laid out in Article XIV shall be followed.

#### **Section VII: Procedures for Removal**

- A. When any CCSG member is removed from CCSG, the Vice President of Administration is responsible for notifying that individual, via email, of their removal from the CCSG within two (2) instructional days following the Student Senate meeting or Special Student Senate meeting in which they were removed.
  - (1) If the Vice President of Administration is removed from office, then the President/Student Trustee shall be responsible for sending the notification email.
- B. Upon notification, the relevant CCSG position is immediately declared vacant.
- C. The CCSG member who has been removed from CCSG shall remove all their personal belongings from the CCSG office, return all CCSG equipment and return their CCSG access card and/or keys to Campus Police within two (2) instructional days from notification of removal.
- D. In the case of an Attendance Based Recall, if the removed CCSG member requests, their recall shall be added to the agenda of the next Student Senate meeting or Special Student Senate meeting following their notification of removal. Student Senate shall then hold a debate and vote to reinstate that individual to their former CCSG position.
  - (1) For the former CCSG member to be reinstated, at least two-thirds (2/3) of votes must be in favor of reinstatement.
    - (a) If the vote is in favor of reinstatement, the former CCSG member will be immediately reinstated into their position within CCSG.
    - (b) If the vote is not in favor of reinstatement, the Procedures for Removal will be followed, if not already completed.
  - (2) The former CCSG member in question may not vote on this motion since they are not currently a CCSG member.
  - (3) If the former CCSG member cannot attend the meeting during which the debate and vote to reinstate them will take place and the former CCSG member gives notice to the Vice President of Administration, then debate and vote shall be postponed until the following appropriate CCSG meeting. If the former CCSG



member does not attend the meeting and does not give notice, then debate and vote to reinstate shall not take place. The debate and vote may only be postponed once until the following appropriate CCSG meeting.

## ARTICLE XV: VACANCIES

### Section I: Eligibility to Fill Vacant Positions

- A. Students interested in filling a vacant position must:
  - (1) Be eligible in accordance to Article I of the CCSG Constitution;
  - (2) Apply online through the CCSG application. Completed applications will be submitted to the CCSG President/Student Trustee and the Faculty Advisor and the Office of Student Life.
- B. Additionally, the applicants must participate in one of or a combination of the following CCSG related activities within a two-month period:
  - (1) Attend three (3) Student Senate meetings;
  - (2) And/or actively volunteer at three (3) CCSG Student Senate sponsored events;
  - (3) And/or attend three (3) CCSG Standing Committee meetings;
  - (4) And/or represent CCSG at three (3) participatory governance committees at Chaffey College.
- C. The Vice President of Administration will verify the participation in CCSG related meetings and events of each applicant with the assistances of the Executive Board members.
- D. All students who wish to apply for a position within the CCSG Student Senate shall meet the minimum unit and cumulative GPA edibility requirements in accordance with the CCSG Constitution Article I. The unit and GPA requirements must be fulfilled at Chaffey College the semester preceding their application. The Office of Student Life will assist CCSG in verifying the minimum units and GPA eligibility requirements of each applicant.
- E. The President/Student Trustee will appoint two (2) current CCSG members to assist them in screening the completed applications of all eligible applicants.
  - (1) Together they will choose which applicants will be invited for an interview, they will conduct the interview on behalf of CCSG, and they will select which applicants to recommend for appointment to CCSG Student Senate.
- F. The President/Student Trustee will recommend the appointment(s) to CCSG Student Senate for debate and a vote.
  - (1) For the applicant to be appointed, at least two-thirds (2/3) of votes must be in favor of appointment.
- G. All vacancies filled by eligible applicants after January 1 of each academic year (July 1-June 30) shall not receive credit on their transcript.
- H. After a student has been appointed to CCSG by the CCSG President/Student Trustee to fill any of the CCSG vacant positions, they will meet with the Vice President of Administration and/or the chair of the CCSG standing committee the candidate will be assigned to. The meeting will review CCSG policies, procedures and expectations for CCSG members.
- I. No vacancies shall be filled after February 1 for the current academic year, *unless under special circumstances*.

### Section II: Special Circumstances for Vacant Positions

- A. Special circumstances are deemed by a two-thirds (2/3) agreement between the President/Student Trustee, the Faculty Advisor and the Dean of Student Affairs. Special circumstances may include, but are not limited to, if there are positions not filled during the Spring semester election for the following academic year.
- B. Under special circumstances, the minimum unit, GPA, and participation in Student Senate related activities requirements may be waived.
  - (1) If an applicant does not meet the minimum unit and/or GPA requirements, they still may be recommended for appointment for one (1) semester on a probationary status.
    - (a) If after one (1) semester, they meet the minimum unit and/or GPA requirements the probationary status will be lifted.

- (b) If after one (1) semester, they do not meet the minimum unit and/or GPA requirements they will be removed from CCSG Student Senate following the Procedures for Removal laid out in Article XIV shall be followed.
- C. The President/Student Trustee will appoint two (2) current CCSG members to assist them in screening the completed applications of all eligible applicants.
  - (1) Together they will choose which applicants will be invited for an interview, they will conduct the interview on behalf of CCSG, and they will select which applicants to recommend for appointment to CCSG Student Senate.
- D. The President/Student Trustee will recommend the appointment(s) under special circumstances to CCSG Student Senate for a vote.
  - (1) For the applicant to be appointed, at least two-thirds (2/3) of votes must be in favor of appointment.

### **Section III: Executive Board Vacancies**

The President/Student Trustee may appoint a current senator to assume the duties of a vacant Executive Board position throughout the year if a situation as such exists. Within a three (3) week period, with the recommendation of the Executive Board, Student Senate may vote the appointed member as a permanent fulfillment to the position with a simple majority vote.

- A. At least two-thirds (2/3) of votes from the Student Senate must be in favor of appointment.

## **ARTICLE XVI: AMENDMENTS**

### **Section I: Amending Updates to the CCSG Constitution and Bylaws**

- A. Updates to committees, positions, or titles may be amended by the Student Senate.
- B. Updates to committees, positions, or title changes that are ratified by two-thirds (2/3) of Student Senate will be enacted immediately.

### **Section II: Amending Grammatical Errors to the CCSG Constitution and Bylaws**

- A. Grammatical errors may be amended by the Student Senate.
- B. Grammatical errors that are ratified by two-thirds (2/3) of Student Senate will be enacted immediately.

(Created: June 2017)

(Ratified by Student Senate: August 2018)

(Ratified by Student Senate: February 2019)

(Ratified by Student Senate: October 2021)

# **CCSG COMMITTEE BYLAWS**

## **CCSG ELECTIONS AD HOC COMMITTEE BYLAWS**

(Ratified by CCSG Elections Ad Hoc Committee: February 2023)

## **CCSG FINANCE COMMITTEE BYLAWS**

(Ratified by Finance Committee: October 2022)

## **CCSG OUTREACH & ENGAGEMENT COMMITTEE BYLAWS**

(Created: November 2022)

## **CCSG STUDENT DELEGATIONS COMMITTEE BYLAWS**

(Ratified by CCSG Student Delegations Committee: May 2022)

# CCSG RESOLUTIONS

## **CANVAS COURSE SHELL FOR CCSG**

### **Resolution #2.22.1**

(Ratified by Student Senate: March 2022)

## **TRANSPORTATION ACCESSIBILITY**

### **Resolution #5.23.1**

(Ratified by Student Senate: May 2023)

## **EBT ACCESSIBILITY**

### **Resolution #5.23.2**

(Ratified by Student Senate: May 2023)

## **REGULAR TEXT REMINDERS - IMPORTANT DATES AND DEADLINES**

### **Resolution #5.23.3**

(Ratified by Student Senate: May 2023)