



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 twenty-five (25) student members, including five (5) on the Executive Board and twenty (20) Senators.
 - (1) The elected positions within the CCSG shall be: President/Student Trustee, Vice President of Administration, Director of Finance, Director of Communications, Director of Activities and up to twenty (20) Senators.
 - (2) Vacant positions within CCSG shall be filled in accordance to Article XVI 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 been a student at Chaffey College for at least one (1) semester;
 - (2) have paid the College Service Fee;
 - (3) be registered in and complete at least six (6) units each semester while in CCSG;
 - (4) maintain a minimum accumulative grade point average (GPA) of 2.5.
- C. Additionally, candidates running for an Executive Board position, require previous CCSG and/or Student Club leadership experience.
- D. Units and GPAs of CCSG members will be verified by the Office of Student Life.
- E. All positions within CCSG shall be qualified in accordance with and shall perform duties 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 Communications, and Director of Activities.

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 Life will serve as advisors to these units and CCSG committees.
 - (1) **The Executive Board** shall consist of the President/Student Trustee (Chair), Vice President of Administration, Director of Finance, Director of Communications, and Director of Activities.
 - (2) **The Student Senate** shall consist of the President/Student Trustee (Chair), Vice President of Administration, Director of Finance, Director of Communications, and Director of Activities and twenty (20) Senators.
 - (a) The Student Senate consists of all CCSG Standing and Ad Hoc Committees.

Section IV: Administrative Support

- A. **CCSG Program Assistant** - The CCSG Program Assistant shall provide the financial, administrative and secretarial support the CCSG and it's members 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 Life to provide administrative and advisory support.
- B. **CCSG Faculty Advisor** – The CCSG Faculty Advisor herein referred to as the Faculty Advisor, shall fulfill the duties of a Parliamentarian and work 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 Life to provide advisory and administrative support.
- C. **Dean of Student Life** – The Dean of Student Life 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 Life may attend any CCSG meeting as deemed necessary or upon request of the President/Student Trustee.
- D. **Vice President of Student Services** – The Vice President of Student Services shall provide leadership and direction to CCSG and the President/Student Trustee.
 - (1) The Vice President of Student Services may attend any CCSG meeting as deemed necessary or upon request of the President/Student Trustee.
 - (2) The Vice President of Student Services shall as deemed necessary or upon request render a final decision regarding an interpretation of any provision within the CCSG Constitution and Bylaws.

ARTICLE II: CCSG MEETINGS

Section I: CCSG Meetings

- A. The exact days, times, and locations of all CCSG meetings shall be determined by the Executive Board with assistance from the CCSG Program Assistant, Faculty Advisor, and Dean of Student Life.
 - (1) Once the days, times, and locations have been determined, they will be published in accordance to the CCSG Bylaws.
 - (2) CCSG meetings may not be held during: the first week of classes, holidays, weekends, and the week of finals.
- B. 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 Life 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 is required and recorded at all CCSG meetings in accordance to 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

Section I: Elections

- A. Elections shall be held in accordance Article XIV 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 the Student Senate, Vice President of Student Services, Dean of Student Life, and/or students-at-large.
 - (1) These proposed amendments must be endorsed by two-thirds (2/3) majority vote of the Student Senate.
 - (2) These proposed amendments must be ratified by two-thirds (2/3) majority vote of Chaffey College students who voted.
- B. Proposed amendments to the CCSG Bylaws shall be rescinded or ratified by a two-thirds (2/3) majority vote of all members of CCSG.

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 Constitution and/or Bylaws, the question shall be submitted to the Faculty Advisor, Dean of Student Life, and

President/Student Trustee who will come up with solutions/suggestions. If they are unable to answer the question, the Vice President of Student Services shall render a decision.

(1) Interpretations rendered under the provisions of this article shall be binding.

(Created June 2017)

(Ratified by Student Senate August 2018)

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 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 certified by the college registrar and have other qualifications as stipulated in Article I, Section III of the CCSG Constitution at the time of assuming office. Members must maintain the requirements of the CCSG Constitution and Bylaws throughout the academic year.

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 Associated Students of Chaffey College."

ARTICLE III: OFFICIAL DECORUM AND CODE OF ETHICS

Section I: Decorum

A. 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. 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.

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 are held to the same standards as the general body as outlined in the Student Behavior Code in the Student Handbook.
- C. All CCSG members will comply in good faith with all the requirements contained within the CCSG Constitution, Bylaws and any other referenced documents.

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) Serve on the CCSG Student Delegation Committee and CCSG Finance Committee.
- D. An ex-officio voting member of Executive Board, Student Senate, and all CCSG committees.
 - (1) Execute CCSG voting privileges, only in the case of a tie, for Executive Board and Student Senate.
 - (2) Execute full voting privileges for CCSG Student Delegation and CCSG Finance Committees.
- E. Present a report at each Executive Board and Student Senate meeting.
 - (1) Reports must be submitted online no later than two business days (48-hours) prior to the scheduled time of the meeting.
- F. Exercise the following rights:
 - (1) to veto a bill and/or any action of the Executive Board and Student Senate;
 - (a) Presidential veto can be overridden by a two-thirds (2/3) vote of the Student Senate.
 - (2) remove CCSG members from CCSG in accordance to policies outline in Article XVIII;
 - (3) appoint CCSG members to serve on CCSG committees;
 - (4) appoint Senators to Executive Board positions;
 - (5) recommend appointments of CCSG members and/or students-at-large to shared governance or special committees;
- G. Establish CCSG Committees and appointments with the assistance of the Executive Board, Faculty Advisor, and/or the Dean of Student Life.
- H. 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 May of the year they are elected and will do so as long as they are in office.
- I. Serve as Delegate for Regional meetings.
- J. Have a well understanding of the CCSG Constitution, Bylaws, the most current edition of Robert's Rules of Order, Brown Act, and Parliamentary procedure.
- K. Keep the Faculty Advisor, Dean of Student Life, and Vice President of Student Services 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.
- L. Serve as a student representative on at least one shared 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.

Section II: Vice President of Administration

- A. Serve as President/Student Trustee in the absence of the President/Student Trustee.
- B. Serve as an impartial voting member of the Executive Board and all Student Senate meetings.
- C. Attend, convene, and chair Student Delegation Committee meetings.
- D. Attend, convene, and chair Elections Committee meetings.
- E. Serve as Co-Delegate for Regional meetings.
- F. Present a report at each Executive Board and Student Senate meeting.
 - (1) Reports must be submitted online no later than two business days (48-hours) prior to the scheduled time of the meeting.

- G. Monitor and track the following:
 - (1) attendance of all CCSG members for all CCSG meetings;
 - (2) attendance at all CCSG sponsored or co-sponsored events;
 - (3) all CCSG Ad Hoc and Standing Committee agendas and minutes;
 - (4) all CCSG member reports.
- H. Assist President/Student Trustee in establishing CCSG committees and 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 shared governance committee.
- K. Assume such other duties as assigned by the President/Student Trustee.
- L. Represent and serve the students of Chaffey Community College to the best of their ability in accordance to the CCSG Constitution and Bylaws

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 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 business days (48-hours) prior to the scheduled time of the meeting.
- D. Attend, convene, and chair the Finance Committee meetings.
 - (1) Execute Finance Committee voting privileges, only in the case of a tie.
- E. Enforce and abide by the Finance Committee Bylaws and duties of the Director of Finance including, but not limited to:
 - (1) appoint Senators within the Finance Committee to fill positions and sub-committees as necessary to expedite the business of the Finance Committee;
 - (2) oversee the CCSG budget for the current academic year with assistance from the CCSG Program Assistant;
 - (3) produce and publish a monthly CCSG financial status report stating the monthly expenses and current budget of CCSG with assistance from the CCSG Program Assistant.
- F. Serve as a student representative on at least one shared governance committee.
- G. Assume such other duties as assigned by the CCSG Program Assistant and the President/Student Trustee.
- H. Represent and serve the students of Chaffey Community College to the best of their ability in accordance to the CCSG Constitution and Bylaws

Section IV: Director of Communications

- 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 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 business days (48-hours) prior to the scheduled time of the meeting.
- D. Attend, convene, and chair the Communications Committee meetings.
 - (1) Execute Communications Committee voting privileges, only in the case of a tie.
- E. Enforce and abide by the Communications Committee Bylaws and duties of the Director of Communications including, but no limited to:
 - (1) appoint Senators within the Communications Committee to fill positions and sub-committees as necessary to expedite the business of the Communications Committee;
 - (2) oversee all internal and external communication with assistance from the President/Student Trustee and CCSG Faculty Advisor on behalf of CCSG;
 - (3) preside over the communications received and replied to from the official CCSG Student Senate email address (CCSG@chaffey.edu) with assistance from the CCSG Program Assistant;

- (4) collaborate with CCSG Program Assistant and Faculty Advisor to maintain and update the CCSG Student Senate page on Chaffey College's website.
- F. Serve as a student representative on at least one shared governance committee.
 - (1) Serve on shared governance Communications Committee.
- G. Assume such other duties as assigned by the President/Student Trustee.
- H. Represent and serve the students of Chaffey Community College to the best of their ability in accordance to the CCSG Constitution and Bylaws.

Section V: Director of Activities

- A. Serve as President/Student Trustee in the absence of the President/Student Trustee, Vice President of Administration, Director of Finance, and Director of Communications.
- B. Serve as an impartial voting member of the Executive Board and all Student Senate meetings.
- C. Serve on the CCSG Finance Committee.
- D. Present a report at each Executive Board and Student Senate meeting.
 - (1) Report must be submitted online no later than two business days (48-hours) prior to the scheduled time of the meeting.
- E. Attend, convene, and chair the Activities Committee meetings.
 - (1) Execute Activities Committee voting privileges, only in the case of a tie.
- F. Enforce and abide by the Activities Committee Bylaws and duties of the Director of Activities including, but no limited to:
 - (1) appoint Senators within the Activities Committee to fill positions and sub-committees as necessary to expedite the business of the Activities Committee;
 - (2) oversee the development of the CCSG Activities Calendar for the academic year;
 - (3) maintain a monthly CCSG Activities calendar of all CCSG related activities.
- G. Serve as a student representative on at least one shared governance committee.
- H. Assume such other duties as assigned by the President/Student Trustee.
- I. Represent and serve the students of Chaffey Community College to the best of their ability in accordance to the CCSG Constitution and Bylaws.

Section VI: Senators

- A. Serve as an 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 business days (48-hours) prior to the scheduled time of the meeting.
- C. Serve as an active 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. Assume such other duties as assigned by the President/Student Trustee including, but not limited to, appointments for CCSG Committees and Shared Governance assignments.
- E. Represent and serve the students of Chaffey Community College to the best of their ability in accordance to the CCSG Constitution and Bylaws.

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 check their telephone, electronic messages, Panther email, and/or any current form of 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 Shared 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 business only. The CCSG office and equipment are 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 month (excluding scheduled CCSG and Shared Governance meetings).

ARTICLE V: CCSG FACULTY ADVISOR

Section I: Faculty Advisor Responsibilities

The CCSG Faculty Advisor is a Faculty on Special Assignment (FOSA) opportunity through the Human Resources office at Chaffy College. This is a minimum of a four and one half (4.5) hour weekly commitment, which could include weekends. The Faculty Advisor reports to the Dean of Student Life. 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 typed, written 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 Communication 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 Life to provide advisory and administrative support;
- D. Attend all CCSG sponsored events;
- E. Attend all conferences attended by CCSG members;
 - (1) Must attend fall and winter Leadership Retreats and two (2) statewide leadership conference in the fall and spring semesters;
- F. Have weekly office hours for CCSG and its members.

ARTICLE VI: CCSG PROGRAM ASSISTANT

Section I: CCSG Program Assistant Responsibilities

The CCSG Program Assistant is a full-time staff position funded annually by CCSG who reports to the Dean of Student Life. 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, publishing and 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 and through GradGuru;
 - (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, book grants, scholarships, and elections as needed;
 - (11) Assist with other such CCSG related duties as requested by the President/Student Trustee, Faculty Advisor, and/or Dean of Student Life;
- 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) Produce, distribute, and post agendas and minutes in accordance to the Brown Act;
 - (c) Produce and provide up-to-date CCSG budget reports;
- C. Activities Committee Responsibilities**
- (1) Attend all Activities 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;
- D. Communications Committee Responsibilities**
- (1) Attend all Communications Committee meetings to provide administrative and advisory support;
 - (a) Reserve room for meetings;
 - (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.
 - (4) Review, edit and approve outgoing CCSG communications as outlined in the CCSG Communications Workflow Chart;
- E. 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 on administering and monitoring the CCSG budget;
 - (d) Produce and provide up-to-date and monthly CCSG financial status reports stating the monthly expenses and current budget of CCSG;
- F. 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 CCSG Faculty Advisor to process all travel and lodging requests;

ARTICLE VII: MEETINGS

Section I: Student Senate Meetings

- A.** The Student Senate meetings shall be held in accordance to Article II of the CCSG Constitution.
- (1) The agenda for every Student Senate meeting shall be made public at least seventy-two (72) hours prior to said meeting.
 - (2) The Student Senate meetings may not be held during: the first week of classes, holidays, weekends, and the week of finals.
 - (3) 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"

- (4) All CCSG meetings must comply with the Brown Act, which guarantees the public's right to attend and participate.
- 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 CCSG Program Assistant and Faculty Advisor.
 - (1) Meetings shall take place 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.

Section II: Special Student Senate Meetings

- A. The President/Student Trustee, with consultation from the Executive Board may call a Special Student Senate meeting at its 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.

Section III: CCSG Standing Committee Meetings

- A. CCSG has four (4) Standing Committees: CCSG Activities Committee, CCSG Communications Committee, CCSG Finance Committee, and CCSG Student Delegation Committee.
- B. The exact days, times, and locations of all CCSG Standing Committee meetings shall be determined by the Chair of the committee, with consultation of the committee members and approval from the committee advisor.
- 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.

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.

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.

Section VI: 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. Attending any CCSG meeting via tele-conference or video-conference is allowed under special circumstances with prior consent of the Chair of the said meeting two business days (48 hours) before meeting.
- C. Proxy voting is not allowed for any CCSG meetings.

Section VI: 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 VIII: ATTENDANCE

Section I: Attendance Requirements

- A. All CCSG members must attend:
 - (1) all Student Senate meetings and all Special Student Senate meetings;
 - (2) all assigned or appointed CCSG Committee and/or Shared Governance meetings;
 - (3) all assigned or required CCSG sponsored and/or co-sponsored events.
- B. All Executive Board members must attend:
 - (1) all Student Senate meetings and all Special Student Senate meetings;
 - (2) all Executive Board meetings;
 - (3) all assigned or appointed CCSG Committee and/or Shared Governance meetings;
 - (4) all assigned or required CCSG sponsored and/or co-sponsored events.

Section II: Attendance Recording

- A. The Vice President of Administration shall maintain a record of attendance for all Student Senate meetings, all Special Student Senate meetings, and all Executive Board meetings.
- B. 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.
- C. All records of attendance for CCSG meetings shall be public.

Section III: Student Senate & Executive Board Absences

- A. For Student Senate meetings, Special Student Senate meetings and Executive Board meetings 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 Vice President of Administration 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, who 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. Members arriving to a CCSG meeting after roll call or leaving prior to adjournment will be counted as half (1/2) an absence.
- E. If it is the Vice President of Administration who is going to be absent, they must adhere to these Bylaws, but must notify the President/Student Trustee; who will then determine the validity of the reason and notify the Vice President of Administration if the absence is excused.

Section III: CCSG Committee and Shared Governance Absences

- A. For CCSG Committee and Shared 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 Vice President of Administration and the Chair of the respective CCSG Committee or Shared 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, who 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. Members arriving to a CCSG meeting after roll call or leaving prior adjournment will be counted as half (1/2) an absence.
- E. If it is the Vice President of Administration who is going to be absent, they must adhere to these Bylaws, but must notify the President/Student Trustee; who will then determine the validity of the reason and notify the Vice President of Administration if the absence is excused.

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 and/or required sponsored and/or co-sponsored events during the member's term of office, the policies outlined in Article XV, Section IV shall be followed.

ARTICLE IX: 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 Communications, and Director of Activities.

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 shall actively organize, coordinate, and oversee the actions CCSG through the Student Senate and CCSG Committees.
 - (1) If a CCSG Committee is not active due 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 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 Life may be present to conduct business.

ARTICLE X: 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 Communications, Director of Activities 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 Student Senate members shall attend all Student Senate meetings, all Special Student Senate meetings, and all assigned or appointed CCSG Committee or Shared Governance meetings.

Section III: CCSG Committees

- A. The President/Student Trustee may establish CCSG Committees and appointments with the assistance of the Executive Board, Faculty Advisor, and/or the Dean of Student Life.
- B. All CCSG Committee 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 Activities Committee, hereafter referred to as the Activities Committee;
 - (2) CCSG Communications Committee, hereafter referred to as the Communications Committee;
 - (3) CCSG Finance Committee, hereafter referred to as the Finance Committee;
 - (4) 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 XI: LEGISLATION

Section I: Legislation

- A. In order for any legislation to be recognized, presented, and submitted before the Student Senate, a CCSG member shall be an author of said legislation.
- B. There are two types of potential formal legislation recognized by the Student Senate.
 - (1) **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.
 - (2) **Bills**
 - (a) Bills detail how the Student Senate will enact a Bylaw or policy.
 - (b) Bills may include methods of enforcement, budget, and other necessary stipulations.
- C. Once legislation has been submitted, an author or sponsor is expected to present said legislation at the following Student Senate meeting, if needed.
- D. Legislation shall be made accessible to all members of CCSG at least seventy-two (72) hours prior to its introduction at a Student Senate meeting.
- E. After legislation has been introduced at a Student Senate meeting, there will be a “review” period of one (1) week before the piece of legislation is brought back to Student Senate for 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.
- F. All legislation will be recorded and published by the CCSG Program Assistant.
- G. Unless otherwise stipulated within, legislation shall not expire and is expected to be practiced in and by subsequent CCSG sessions.

ARTICLE XII: 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 can not 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 XIII: FINANCE

Section I: Budget

- A. CCSG annual budget is support 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 \$8.00 per student for each Fall and Spring semester and \$5.00 per student for Summer Session(s).
- C. The College Service Fee is collected and administered by CCSG within District fiscal guidelines.
- D. CCSG will maintain a 3% reserve passed on the annual budget.
- E. CCSG shall comply with the Finance Committee Bylaws.

ARTICLE XIV: 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.
- 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 minimum unit and cumulative GPA requirements in accordance to the Elections Committee Bylaws.
- B. Candidates running for an Executive Board position, require previous CCSG and/or 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 XV: RESIGNATIONS & RECALLS

Section I: Resignations

- A. Any CCSG who wishes to resign from their position shall submit a written letter or email of resignation to the President/Student Trustee and/or Faculty Advisor.
- B. All resignations shall take effect immediately following the submission of a written letter or email of resignation.
 - (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) business 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 and the relevant CCSG position is immediately declared vacant.
 - (1) The President/Student Trustee or their designee shall notify appropriate Chair(s) of any CCSG and/or Shared Governance Committee, if any, of the member's resignation.

Section II: 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 or sponsors.
 - (2) The Executive Board and Faculty Advisor and/or the Dean of Student Life will thoroughly investigate the bases for the recall in a timely manner and they may present their findings with the CCSG member in question.
 - (a) 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 the investigation.
 - (b) 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.
 - (c) 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;
 - iii. Possible consequences for failure to comply with corrective steps.
- C. The Articles of Recall shall be introduced and voted upon at the same Student Senate meeting or Special Student Senate meeting during a "closed session".
 - (1) Article XI, Section I, Subsection E (1) 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.
 - (3) The CCSG member in question may not vote on this motion.
- E. 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.
- F. Upon approval of the Articles of Recall, the Procedures for Removal laid out in Article XV, Section VI shall be followed.

Section III: Academic Based Recalls

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

Section IV: 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 and/or required sponsored and/or co-sponsored events during the member's term of office, the policies outlined in Article XV, Section VI shall be followed.
- B. The Procedures for Removal laid out in Article XV, Section VI shall be followed.

Section V: Executive Board Member Recalls

- A. If any member of the CCSG Executive Board is up for recall the Dean of Students must notify the Vice President of Student Services 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 management within CCSG.

Section VI: 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 at least forty-eight (48) hours prior to the next Student Senate meeting or Special Student Senate meeting.
 - (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) business 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 vote during a "closed session" to reinstate that individual to their former CCSG position.
 - (1) For the 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 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 CCSG member in question may not vote on this motion.
 - (3) If the CCSG member cannot attend the meeting during which the vote to reinstate will take place and the CCSG member gives notice to the Vice President of Administration, the vote shall be postponed for one (1) week. If the CCSG member does not give notice, the vote to reinstate shall not take place. The vote may not be postponed by more than one (1) week.

ARTICLE XVI: VACANCIES

Section I: Eligibility to Fill Vacant Positions

- A. Students interested in filling a vacant position may apply online through the CCSG Student Senate application. Completed applications will be submitted to the CCSG President/Student Trustee and the CCSG Faculty Advisor.
- B. All students who wish to apply for a position within the CCSG Student Senate shall meet the minimum unit and cumulative GPA requirements in accordance with the CCSG Constitution Article I, Section III, Subsection B. 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 requirements of each applicant.
- C. 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) Shared Governance committees at Chaffey College.
- D. The Vice President of Administration will verify the participation in CCSG related events of each applicant.
- E. All verified applicants will be reviewed by the Executive Board and will interviewed and voted for or against by Student Senate during a "closed session".
 - (1) For the applicant to be appointed, at least two-thirds (2/3) of votes must be in favor of appointment.
- F. All vacancies filled after January 1 of each academic year (July 1-June 30) by eligible applicants shall not receive credit on their transcript.
- G. 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 Life. 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.
- 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 majority vote.

ARTICLE XVII: AMENDMENTS

Section I: Amending Updates to the CCSG Constitution and Bylaws

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

Section I: 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 automatically enacted.

(Created June 2017)

(Ratified by Student Senate August 2018)

BYLAWS OF CCSG COMMITTEES

ARTICLE I: CCSG ACTIVITIES COMMITTEE

ARTICLE II: CCSG COMMUNICATIONS COMMITTEE

ARTICLE III: CCSG ELECTIONS COMMITTEE

ARTICLE IV: CCSG FINANCE COMMITTEE

ARTICLE V: CCSG STUDENT DELEGATIONS COMMITTEE

(Created June 2017)

(Ratified by Student Senate August 2018)