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**Calendar No S. 002**

1<sup>st</sup> SENATE  
2<sup>nd</sup> SESSION

**S. 002**

To improve the efficiency of CSU Channel Islands Student Government by formally replacing the existing Bylaws with the Bylaws proposed by, the Executive team 2020-2021.

IN THE INTERNAL AFFAIRS COMMITTEE OF CSU CHANNEL ISLANDS STUDENT GOVERNMENT

JANUARY 27, 2021

The Executive team 2020-2021 introduces the following legislation.

**AN ACT**

To improve the efficiency of CSU Islands Student Government by formally replacing the existing Bylaws with the Bylaws proposed by the Executive team 2020-2021.

*Be it enacted by the Senate of CSU Channel Islands Student Government,*

**SECTION 1. SHORT TITLE.**

(a) SHORT TITLE. — This Act may be cited as the “Bylaws Jan. 2021”.

**SECTION 2. FINDINGS.**

(a) FINDINGS: The findings of this Act are as follows:

(1) The posted CSU Channel Islands Student Government Bylaws need to be modified to allow certain position requirements to more closely match the Chancellor Coded Memorandum AA-2012-05 and to allow more students the ability and opportunity to run for office,

(2) The posted CI Student Government Bylaws needed clarification in the definition of appointed positions,

(3) The Executive team has researched and recommended a revised set of Bylaws.

**SECTION 3. TEXT OF BYLAWS.**

**ARTICLE I — INTRODUCTION, GENERAL PROVISIONS**

**Part 1. Name of organization and purpose**

**1.1.1 Name**

(a) The name of this organization is California State University Channel Islands Student Government.

(b) Throughout these Bylaws, this organization is referred to as Student Government.

**1.1.2 Purpose**

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(a) Student Government is:

- i. An entity of Associated Students of California State University Channel Islands, Incorporated,
- ii. Delegated by the ASI Board of Directors, the official representative organization for the students of California State University Channel Islands,
- iii. Placing the students at the center of our educational experience, California State University Channel Islands' Student Government seeks to effectively communicate, create, and maintain community, as well as provide and support co-curricular learning. As we represent the University and the CSU Channel Islands student body, we will hold ourselves to the highest standards by leading with integrity and selflessly serving the students and the University on a local, state, and nationwide level.

**Part 2. Authority of Bylaws and general provisions**

1.2.1 General provisions

(a) Throughout these Bylaws, the following abbreviations and terms are used unless otherwise indicated:

- i. Associated Students of California State University Channel Islands, Incorporated (ASI),
- ii. California State University (CSU),
  - 1. CSU Channel Islands (CI),
- iii. Robert's Rules of Order, Newly Revised, most current edition (RONR),
- iv. All CSU Channel Islands students who pay ASI fees (Student Body),
- v. President of CSU Channel Islands Student Government (President),
- vi. Vice President of CSU Channel Islands Student Government (Vice President),
- vii. Any elected or appointed members of CSU Channel Islands Student Government (Officer),
- viii. CSU Channel Islands Student Government (SG),
- ix. Interns of CSU Channel Islands Student Government (Interns),
- x. Cal State Student Association (CSSA).

1.2.2 Authority of Bylaws, supremacy and amendment

(a) All persons in SG must adhere to these Bylaws, the decisions of the Judicial Branch regarding their interpretation and application, and any other applicable local, State or Federal law, or University policy.

(b) These Bylaws and all persons in SG must adhere to the ASI Bylaws and the ASI Election Code. ASI Bylaws and all ASI governing documents rule supreme to the SG Bylaws.

(c) In the event of a conflict between Senate legislation or Executive Order from the President of SG and these Bylaws, the Bylaws shall be supreme.

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(d) These Bylaws may be amended by two-thirds vote of the Senate in a duly noticed public meeting.

### 1.2.3 Nondiscrimination in membership and usage of facilities

(a) All ASI fee-paying students are entitled to use all SG programs and services and participate in SG.

(b) SG may not restrict access to services or programs, or prohibit the participation of a student on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

### a.2.4 Eligibility Requirements

(a) All elected officers must have a minimum cumulative and semester grade point average of 2.5 at the time of selection and must maintain this minimum average throughout the term of service.

(b). All appointed officer positions: Appointed student officer positions include Student Government Executive positions, Lobby Corps, and interns. These positions do not have a residency requirement. All other requirements for holding a student office must be met. Executive positions must hold a 2.5 GPA and above and Lobby Corps and interns must have a 2.0 GPA and above.

(c) Both elected and appointed officers must be in good judicial standing with the university at time of application and throughout term of service.

(d) Current officers who fail to meet these minimum requirements may be granted probationary membership status with written appeal to the ASI Executive Director. In the absence of the ASI Executive Director, the ASI Associate Director will serve in their place,

i. The Probationary status would not affect rights and privileges granted by the position the member holds,

ii. Probationary status may only be granted for one semester and once for the member's current term.

(e) If an officer is denied their appeal for probationary status by the ASI Executive Director, the officer may appeal to the ASI Board of Directors for a grant of probationary membership status,

i. The ASI Board may deny any appeal for any reason they deem necessary,

(f) All non-officers of SG provided by these Bylaws shall be exempt from the academic requirement set forth in paragraph (a) of this section.

## **ARTICLE II — THE LEGISLATURE**

### **Part 1. Legislative authority, activities, and general provisions**

#### 2.1.1 Legislative authority

(a) The Senate must:

i. Vote on confirmation of appointments of the President to executive offices, the Judiciary, and to vacancies in Senate,

ii. Disseminate information about its activities conducted and programs created by SG,

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- iii. Comply with all Senate resolutions, legislation, and these Bylaws,
- iv. Comply with the rules of order specified in RONR.

(b) The Senate may:

- i. Pass legislation governing the activities of SG, for purposes of carrying out the goals and responsibilities of these Bylaws,
- ii. Create and pass resolutions,
- iii. Override a veto of the President by three-fourths majority vote,
- iv. Pass amendments to these Bylaws by two-thirds majority vote.

#### 2.1.2 Ratification of legislation and presentation

(a) Following the ratification of legislation, including appropriations legislation, by the Senate, the Vice President and Director of Operations must endorse the paper copy of that legislation and certify that it is a true and an accurate copy enacted by the Senate.

(b) The Director of Operations must, within three business days of ratification, present the legislation to the President for their signature or veto.

(c) The President may:

- i. Sign the legislation, in which case it becomes effective upon the President's signature,
- ii. Veto the legislation, in which case the legislation shall be referred back to the Senate, who may override that veto with a three-fourths majority vote,
- iii. Take no action, in which case the legislation becomes effective six days after presentation.

(d) The Director of Operations must inform the Senate via electronic mail no later than 5:00 p.m. the next business day of the President's action on legislation presented under paragraph (c) of this section.

(e) The President may not:

- i. Amend or otherwise modify legislation enacted by Senate except through a full veto.

(f) All approved legislation must be saved by the Director of Operations on the SG website and made available to the public and Senate.

### **Part 2. Senators**

#### 2.2.1 Senate composition

(a) SG Senate is composed of Senators that are popularly elected each academic year by the Student Body, or appointed by the President to fill a vacancy if elections have already occurred,

- i. The Senate can be composed of one Senator for about every 700 students who pay ASI fees but shall not to exceed 15 Senators total.

#### 2.2.2 Minimum qualifications

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(a) No person may hold the office of Senator or campaign for this office unless that person:

i. Undergraduate requirements:

a. Has completed a minimum of six units of coursework at CI,

i b. Maintains both a cumulative and semester grade point average (GPA) no less than 2.5,

c. Is enrolled in a minimum of six units per semester at CI.

ii. Stateside graduate and credential requirements:

a. Has completed a minimum of three units of coursework at CI,

b. Maintains both a cumulative and semester grade point average (GPA) no less than 2.5,

c. Is enrolled in a minimum of three units per semester at CI.

### 2.2.3 Vacancies and Right to Resign

(a) Senators shall maintain their right to resign from office at any time. A Senator wishing to resign must tender a written letter to the SG Vice President. Resignations shall be considered effective immediately and are considered a public document,

i. Resignation letters must be entered into the minutes.

(b) If all senator positions are not filled at the conclusion of the elections, the President must recommend senators for appointment to these vacancies at the first Senate meeting of the academic year,

i. If all senator vacancies are not filled by the first Senate meeting of the academic year, the President has 30 days to recommend senators for appointment to these vacancies,

ii. If senator vacancies remain after 30 days, the President may ask the Senate for an extension of a reasonable amount of time.

### 2.2.4 Appointment and authority of a presiding officer pro tempore

(a) Senate may elect a member by majority vote to the office of Senate pro tempore to serve as chair. Such an election must take place in accordance with RONR and must be made public as required by Section 2.3.1 of these Bylaws.

(b) If any presiding officer of the Senate wishes to participate substantively in debate or vote, that presiding officer must excuse themselves from the duties and position of the chair for the consideration of that question, and the duties of the presiding officer shall devolve upon any of the officers listed below.

(c) The election of a presiding officer pro tempore does not relieve the Vice President of their duty to attend all Senate meetings, nor does it relieve the Vice President of their authority to preside over the Senate and cast the dividing vote if they be equally divided.

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(d) If the SG Vice President is not in attendance of a meeting of the Senate, or does not wish to preside over a meeting of the Senate which they are attending, the duties of the Senate's presiding officer shall devolve, in the order herein, upon:

- i. The Senate pro tempore, if one has been elected,
- ii. The chair of the Internal Affairs Committee,
- iii. A Senator, in order of their SG seniority,
- iv. If no senators are present, then quorum is not met and the meeting is not official.

(e) The Senator acting as the presiding officer shall reassume the duties of presiding officer duties once voting on all action items is complete.

(f) The Senate and Vice President may allow the Vice President-Elect for the following year to serve as the presiding officer for a maximum of two (2) Senate meetings following the receipt of the ASI election results.

#### 2.2.5 Recall of Senators

(a) A Senator may be subject to a recall election if a petition bearing the signatures names and student emails ~~(b)~~ of fifteen percent of the ballots cast in the previous election is submitted to the ASI Board. This petition must:

- i. Clearly state the person or persons sponsoring the recall effort,
- ii. Clearly state the reasons for the recall effort,
- iii. The names signatures and student emails ~~(b)~~ must be submitted to the ASI Student Programs Coordinator for purposes of verifying that those persons signing the petition are students eligible to vote.

(b) In the event of a recall petition being properly filed, SG must properly notify the public of a recall effort and permit any interested and qualified person to run for the seat that may be vacated.

(c) Not less than thirty days after the submission of a recall petition, the ASI Election Council must conduct a recall election in accordance with the ASI Elections Code.

(d) A majority of casted ballots are required to remove a Senator from office and elect a new Senator to office,

- i. The ASI Election Council will determine time and place for the recall election and selection of new Senator.

#### 2.2.6 Senator Duties and Responsibilities

(a) All Senators must:

- i. Serve on a minimum of one University Committee,
- ii. Submit weekly reports to Vice President,

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1. Time per the discretion of the Vice President,
  - iii. Attend biweekly one on one meetings set by the Vice President,
    1. One on ones will only be conducted while school is in session,
  - iv. Attend all SG meetings held on Wednesday at 9:00 a.m. in the Coville Conference Room, unless otherwise specified by the Vice President within seventy-two hours,
    1. Absences may be excused if the Vice President is notified 48 hours prior to the meeting,
  - v. Work a minimum of five hours per week throughout their term,
    1. A minimum of one hour must be served in the office apart from the required senate meeting,
    2. These hours may include participating in an SG held event, campus committees and/or working groups,
  - vi. Attend a minimum of five CI events per semester as a SG representative,
  - vii. Take on and give tasks to their assigned interns, when appropriate, under the guidance of the Chief of Staff.
- (b) Housing and Residential Education Senator must:
- i. Work with housing students and staff to identify the needs of students living on campus,
  - ii. Serve a minimum of one office hour in the Housing office,
  - iii. Attend Residential Hall Association (RHA) meetings.
- (c) Graduate, Credential and Alumni Senator must:
- i. Serve on the Alumni and Friends campus committee,
  - ii. Work alongside Graduate Schools and School of Education to identify the needs of students within each program.
- (d) Student Engagement Senator must:
- i. Connect with clubs and organizations to increase student involvement,
  - ii. Attend all freshman and transfer student orientation and/or events as the SG representative,
  - iii. Serve a minimum of one office hour with the Student Transition & Engagement Programs (STEP).
- (e) Academic Affairs Senator must:
- i. Attend all Academic Senate meetings,
  - ii. Serve as a liaison between students and faculty.
- (f) Social Justice Senator must:

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- i. Work with Intercultural services to identify needs of underrepresented students,
- ii. Serve at least one office hour at the Multicultural Dream Center (MDC),
- iii. Connect with cultural clubs and underrepresented groups on campus,
- iv. Serve on a committee and/or working group that address' the needs of underrepresented groups on campus.

(g) Wellness and Recreation Senator must:

- i. Work with Campus Recreation, Boating Center, Student Health Services and Counseling and Psychological Services (CAPS) to better identify the needs of students,
- ii. Serve at least one office hour at Campus Recreation or the Wellness Center on campus,
- iii. Attend at least two sporting events throughout each semester.

(h) Commuters and Transportation Senator must:

- i. Connect with commuter students to be able to identify their needs,
- ii. Work with Transportation and Parking services to help promote alternative transportation options and new developments on campus as they pertain to transportation and parking,
- iii. Serve on a committee pertaining to transportation or commuters,
- iv. Work with student transition and engagement programs to promote important commuter services information and commuter-friendly spaces on campus.

(i) Veterans and Non-Traditional Students Senator must:

- i. Work with Veterans Affairs to identify needs of Veteran students and dependents who are students,
- ii. Serve at least one office hour in the Veterans Affairs Center,
- iii. Work with CI departments to identify what efforts or initiatives can be supported to help assist non-traditional students,
- iv. Connect and collaborate with at least one club that supports non-traditional students,
- v. Serve on a committee that focuses on issues involving non-traditional students or veterans.

(j) Sustainability and Technology Senator must:

- i. Educate students on campus of sustainability efforts and advancements in technology,
- ii. Partner with the Facilities Services Department and Technology Department,
- iii. Connect with student clubs which surround the topics of sustainability and technology,
- iv. Serve on a committee and/or working groups that focuses on sustainability or technology.

**Part 3. Conduct and Information on Meetings**



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### 2.3.1. Legislative Accountability System

(a) The Legislative Branch Accountability System serves to hold senators accountable to the duties and responsibilities associated with an elected position that serves the Student Body. Senators will incur strikes on a semester basis for violations of the SG Bylaws and the expectations outlined below.

(b) One strike violations will include:

- i. Any violations of these Bylaws,
- ii. Arriving more than 5 minutes late three or more times to a Senate meeting without providing 24 hour notice to the Vice President,
- iii. Missing a Senate meeting without providing 24-hour notice to the Vice President consecutively,
- iv. Not conducting oneself in a professional manner during SG meetings and events,
- v. Consecutively failing to turn in weekly reports by the determined deadline to the Vice President,
- vii. Consecutively missing one-on-one meetings with the Vice President,
- viii. Consecutively missing SG events that a senator previously signed up for without 24-hour notice to the Vice President,
- viii. Not carrying out the responsibility and duties of the position as outlined in these Bylaws,
  1. Exceptions can be made in the cases of emergencies and point assignments will be left up to the discretion of the Vice President,
- ix. Receiving bribes of any sort.

(c) Strikes will be incurred as follows:

- i. Through direct assignment for violation of the Bylaws,
- ii. After each point is incurred, the Vice President will send a written notification to the Senator,
- iii. Strikes will be assigned within the timeframe of one business week following any violation of the Legislative Accountability System,
- iv. After each strike is incurred, the Vice President and President will meet with the Senator to review expectations and to discuss support measures,
- v. After 3 strikes are incurred, the Vice President will submit written notice to the Internal Affairs Committee to open an investigation of impeachment in accordance with these Bylaws.

(d) Strikes can be revoked or amended by a unanimous decision from the Judicial Branch,

- i. If a strike is revoked or amended, the decision must be delivered in writing to all the parties involved,

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ii. A senator can bring a strike to the Judicial Branch to open an investigation to see if a strike is valid or should be dismissed,

iii. If a senator desires to remove a valid strike they may bring it up to the Internal Affairs Committee and the Internal Affairs Committee may assign that senator a SG related activity as restitution for the point (examples of this could be tabling, community service for Facility Services, or any activity that the Internal Affairs Committee deems relatable).

### 2.3.2. Impeachment

(a) Any Senator may be tried and convicted of impeachment for failing to carry out the duties of their office as prescribed in the Bylaws.

(b) The Judicial Branch must pass, by majority vote, a resolution bringing charges of impeachment in a duly noticed public meeting.

(c) The Senator accused of impeachment must have at least seven calendar days between the passage of the 260 resolution of impeachment and the impeachment proceedings. These proceedings must be conducted in a duly noticed public meeting, with the Vice President acting as the presiding officer.

(d) During this time, a Senator shall continue to hold the title and responsibilities of their office and shall retain 263 all privileges of membership in Senate.

(e) A majority vote of Judicial Branch is necessary for conviction and removal from office.

### 2.3.3 Regular meetings — Notice and agenda

(a) The Senate must hold weekly meetings each semester unless quorum is not met, as 267 described in section 2.3.2, paragraph (b).

(b) Meetings of the Senate shall be held on Wednesdays at 9:00 a.m. during the academic calendar.

(c) Meetings of the Senate and its committees are open to the public unless otherwise specified.

(d) At least seventy-two hours prior to the scheduled start of the Senate's regular meeting, the Director of Operations must deliver written notice, consisting of the meeting's agenda packet, to any person registered with the SG office. The Director of Operations must also deliver electronic notice to all Senators and ex-officio members of Senate, as well as the President, Vice President, Executive Directors of Student 274 Government, ASI Student Programs Coordinator, ASI Assistant Director and ASI Executive Director.

(e) For purposes of this Part, 'agenda packet' means:

i. A document that shows all items to be discussed or acted upon by Senate,

ii. A complete copy of any legislation or resolution to be discussed or acted upon,

iii. The minutes for the previous Senate meeting,

iv. The time and place of the Senate meeting.

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(f) At least seventy-two hours prior to the scheduled start of Senate’s regular meeting, the agenda packet shall be posted conspicuously in the SG Offices and in other locations freely accessible to members of the public. The agenda packet shall also be made available in Portable Document Format (.pdf) format on the SG website.

(g) The Director of Operations shall provide, upon request, copies of the agenda packet to any interested person.

#### 2.3.4 Quorum

(a) A quorum consists of fifty percent, plus one, of the Senate seats currently occupied at the time the meeting starts.

(b) A quorum requirement may be met by teleconferencing in a manner that the Senate may prescribe.

(c) If Senate business, including the handling of resolutions, appropriations, or legislation, or any other function of Senate is conducted without a quorum present, those acts are null and void.

(d) All meetings of the Senate must be conducted in accordance with any applicable local, state, Federal law, University policy or Senate legislation.

#### 2.3.5 Regular meetings — Requirement to follow agenda

(a) The presiding officer may not re-order or amend the agenda except through motions of voting members of the Senate.

(b) Unless a separate motion is made to amend the agenda, no action or discussion may take place on an item not in the Senate’s agenda packet.

(c) Pertaining to separate motions made to amend the agenda:

i. This motion is debatable with respect to the nature of the item being added to the agenda requiring immediate action,

ii. The adoption of this motion requires a two-thirds vote, or the unanimous consent of all members of Senate present if less than two-thirds of Senate is present.

#### 2.3.6 Regular meetings — Public comments and reports

(a) All public meetings must provide an opportunity for members of the public to address Senate or its committees on any item affecting higher education or other matters under Senate’s jurisdiction, subject to reasonable limitations on time, meeting security, and good order,

i. Unless specifically extended by Senate through a motion to limit or extend limits of debate, the total time allotted for public comments is fifteen minutes,

ii. At their discretion, the presiding officer of the Senate meeting may take a speakers’ list in order to ensure a balance of time for all Senators,

iii. A member of Senate may briefly respond to public comments, but no action or further discussion may occur on items raised in public comments unless those items are on the agenda.

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(b) All public meetings must provide an opportunity for members of Senate and executive officers to briefly report on their activities,

i. Except for brief requests for clarification of details within reports, no discussion of report items may take place,

ii. Senate members need not yield time to Executive officers in order for them to present their reports.

(c) A standing item shall exist on the Senate meeting agenda that provides SG Standing Committee chairpersons the ability to present their committee reports as required by Article VI of these Bylaws.

#### 2.3.7 Special meetings — Notice and agenda

(a) The Senate may convene in a special meeting with twenty-four hour notice by delivering to each member of 322 Senate, either personally or by electronic mail, an agenda packet for that meeting.

(b) Senate may not consider items not on the agenda during a special meeting.

#### 2.3.8 Emergency meetings

(a) In an emergency situation requiring immediate action due to disruption or threatened disruption of public facilities, Senate may hold an emergency meeting without compliance with the requirements of Section 2.3.4 of these Bylaws.

(b) Members of Senate and members of the public, including the news media, must be notified at least one hour prior to the scheduled start of the emergency meeting if telephone services are operable.

#### 2.3.9 Closed meetings — Conduct of meeting and minutes

(a) The Senate and its committees may hold a closed meeting, from which the public is excluded, if the notice requirements in Section 2.3.1 are met.

(b) In this Section, 'employee' refers to any student compensated by ASI.

(c) During a closed meeting, the Senate may only consider:

i. Certain litigation pursuant to the advice of legal counsel,

ii. Certain employment matters,

iii. Certain matters relating to a particular employee, unless that employee requests a public hearing,

iv. Matters relating to law enforcement.

(d) The Senate may close a Senate meeting temporarily in order to discuss matters pertaining to the appointment of an executive director, judicial officer, or Senator in the case of an open seat.

(e) Prior to the start of a closed meeting, the Senate or its committee shall disclose, in a regular, open meeting the item or items to be discussed in the closed meeting. No other item shall be considered or discussed in the closed meeting.

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(f) Immediately after the termination of the closed meeting, the Senate or its committee must reconvene prior to adjournment in public session and disclose what actions, if any, were taken during the closed meeting. These actions must be recorded in Senate’s minutes.

#### 2.3.10 Place of meeting

(a) Senate may not conduct any meeting in any facility that prohibits the admittance of any person or persons, on the basis of race, religious creed, color, national origin, ancestry, or sex, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase.

#### 2.3.11 On-record Senate discussion (Discussion Items)

(a) During the consideration of items placed on the agenda as Discussion Items, Senate must consider the items informally as described in RONR – Committee of the Whole, unless the item pertains to legislative action of Senate.

(b) Consideration of items as described under paragraph (a) of this Section does not require the making of a 357 motion to consider informally unless a member of Senate objects.

#### 2.3.12 Yielding time to members of the public during times other than public comment

(a) A member of the Senate may yield a portion or all their time to a member of the public during a part of the meeting other than public comment for purposes of contributing productively to Senate’s deliberations.

(b) During yielded time, the member of the public must conduct themselves in accordance with standards of legislative comity and the rules and procedures outlined in these Bylaws and Senate’s parliamentary authority.

#### 2.3.13 Authority of Senate to enforce order

(a) If, during a public meeting, a person or group of persons willfully disrupts Senate’s conduct of a meeting, Senate may order the meeting room cleared and continue in session.

(b) During the remainder of such a disrupted meeting as described in paragraph (a), Senate may not consider items not on the agenda.

#### 2.3.14 Content of minutes

(a) The Director of Operations, or designee, is required to take minutes in all SG Senate meetings, open or closed, regular or special.

(b) These minutes must at minimum contain:

- i. The time at which the meeting was called to order,
- ii. The names of the members of SG present at the meeting and the fact that a quorum was present,
- iii. Whether or not the minutes from any previous minutes were approved,

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iv. Who presides over the meeting,

v. Whether or not the regular presiding officer is present and presiding, or the name of a presiding officer pro tempore if one presides at any time during the meeting,

vi. All of the following motions or parliamentary items:

1. All main motions and amendments to main motions, and the disposition of those motions,

2. Secondary motions that were not lost or withdrawn when necessary for clarity,

3. All motions that bring a question before Senate again,

4. The text of enacted resolutions and legislation, and appropriations,

5. Notices of motions to rescind or amend,

6. All points of order and appeals, and the decisions of the presiding officer regarding those points and appeals,

7. If a recess is taken, the time at which the meeting stood in recess and the time at which the meeting was called back to order,

8. Incidental motions pertaining to the discussion or ratification of legislation.

vii. A summary of what each recognized member of SG said during debate on motions or during the discussions, and a summary of what is said during public comment periods including the names of persons addressing Senate,

viii. If a closed session is conducted, the results of any actions taken during the closed session,

ix. The time at which the meeting is adjourned.

(c) The portion of the minutes taken by direction of paragraph (a) of this Section need not be published if they pertain to the proceedings of a closed session.

#### **Part 4. Standing committees and special rules of order**

##### 2.4.1 Standing Senate Committees

(a) SG Senate has one standing committee provided for by these Bylaws.

(b) Senate may create a new standing committee by a two-thirds vote,

i. Additional committees created via vote of the Senate shall only be in effect during the academic year in which it was created unless these Bylaws are amended accordingly.

(c) A chairperson for the Bylaw-provided standing committee must be appointed no later than the end of the fifth week of the Fall Semester.

(d) All appointments to each committee shall be performed by the Vice President of SG,

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i. Each appointment shall be in effect until the last day of the Spring Semester of the respective school year.

#### 2.4.2 Internal Affairs Committee

(a) The Internal Affairs Committee is responsible for:

- i. The content and form of legislation and general oversight of all functions of SG,
- ii. Conduct auditing, investigation, compliance, and enforcement of SG's Bylaws, parliamentary authority, legislation and resolutions,
- iii. All proposed revisions to these Bylaws, and any other matter pertaining to the Senate's legislative activities.

(b) The Internal Affairs Committee consists of the Associate Justices, two Senators, and one executive member. The Chief Justice will serve as the non-voting chairperson,

- i. If there are no Associate Justices, one Executive member and one senator will serve in their place,
- ii. If there is only one Associate Justice, the other position will be filled by an executive member.

(c) The Internal Affairs Committee may also consist of ex officio members, but they do not possess voting rights. The President and Vice President may not be considered members of the Internal Affairs Committee.

(d) Following the appointments of its membership, the Internal Affairs Committee must meet every other week or as needed.

(e) The Internal Affairs Committee chairperson must submit a committee report to the Senate at the Senate meeting immediately following each committee meeting.

(f) The Internal Affairs Committee shall have the authority to conduct official investigations into violations of these Bylaws. Such investigations will be conducted as prescribed in these Bylaws. In the case of investigation:

- i. The Internal Affairs Committee shall conduct the investigation,
  - 1. Following the investigation, the Internal Affairs Committee Chair must provide a written investigation report to the Senate, President, Vice President, and parties involved,
- ii. All complaints shall be given to the Chief Justice to open up an investigation,
  - 1. If the Chief Justice is the perpetrator, the investigation will be chaired by an associate justice. In the case of a tie in regard to this special investigation, the chair (associate justice) will be the tiebreaker,
  - 2. If the investigation is about a member of the Internal Affairs Committee, that member must recuse themselves from the entire investigation,

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iii. Any Internal Affairs Committee meeting dealing with personnel shall be considered closed meetings,

iv. All decisions of the Internal Affairs Committee may be appealed. In this situation, the investigation would go to the entire senate to vote on. A two-thirds vote must be reached in order to uphold the decision of the Internal Affairs Committee.

#### 2.4.3 Special Senate Rules

(a) The Senate shall maintain its authority to set additional special rules in place for self-governance.

(b) Special rules set in place must be introduced via Senate Bill and passed by a three- fourths majority vote of the Senate.

(c) Special rules must be in compliance with these Bylaws.

(d) If at any time special rules conflict with the provisions set forth by these Bylaws, these Bylaws shall be supreme.

### **ARTICLE III — THE EXECUTIVE BRANCH**

#### **Part 1. The Executive Branch**

##### 3.1.1 Description

(a) The Executive Branch consists of the President, Vice President, the Executive Directors, and President’s Cabinet.

##### 3.1.2 Executive officers — Removal from office by recall

(a) The President and Vice President may be subject to a recall election if a petition bearing the signatures names and student emails of fifteen percent (15%) of the Student Body is submitted to the SG Office. This petition must:

i. Clearly state the person or persons sponsoring the recall effort,

ii. Clearly state the reasons for the recall effort,

iii. Clearly state the proposed replacement or replacements for the President and Vice President subject to the recall effort, to be placed on the ballot, excluding executive directors, who may not be subject to named replacement. The names signatures and student emails must be submitted to the ASI Office for purposes of verifying that those persons signing the petition are students eligible to vote.

(b) In the event of a recall petition being properly filed, SG must properly notify the public of a recall effort and permit any interested and qualified person to run for the seat that may be vacated.

(c) Not less than thirty days after the submission of a recall petition, SG must conduct a recall election in accordance with the ASI Election Code,

i. A majority of ballots cast is required to remove a President or Vice President from office,



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ii. Except for executive directors, a plurality of ballots cast, if a majority favors recall, is required to select a replacement President or Vice President.

### 3.1.3 Executive Officers – Right to Resign

(a) All executive officers, both compensated and uncompensated, shall maintain their right to resign from office at any time.

- i. An executive officer wishing to resign must tender a written letter of resignation to SG.
- ii. Resignations shall be considered effective immediately,
  - 1. If the resigning executive officer is in a compensated position, a written letter of resignation must also be provided to each member of the ASI Board of Directors, as well as the ASI Executive Director.

### 3.1.4 Executive Accountability System

(a) The Executive Accountability System serves to hold Executive members accountable to the duties and responsibilities associated with an appointed position that serves the Student Body.

(b) Executive members will accumulate strikes on a semester basis for violations of the SG Bylaws and the expectations outlined below.

(c) One strike violations will include:

- i. Any violations of these Bylaws,
- ii. Arriving more than 5 minutes late to a Senate meeting without providing 24-hour notice to the President consecutively,
- iii. Missing a Senate meeting without providing 24-hour notice to the President consecutively,
- iv. Not conducting oneself in a professional manner during SG meetings or events,
- v. Failing to turn in weekly report to the President,
  - 1. Time frame to the discretion of the President,
- vi. Missing one-on-one meetings with President,
- vii. Missing SG events that were previously signed up for without 24-hour notice two or more times,
- vii. Not carrying out the responsibility and duties of the position as outlined in these Bylaws,
  - 1. Exceptions can be made in the cases of emergencies and strike recommendations to the Internal Affairs Committee will be left up to the discretion of the President,
- viii. Receiving bribes of any sort.

(d) Strikes will be incurred as follows:

- i. Through direct assignment for violation of the Bylaws,

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ii. After each strike is incurred, the President will send a written warning to the executive member,

iv. Strikes will be assigned within the timeframe of one business week following any violation of the Executive Accountability System,

v. After each strike is accumulated, the President and Vice President will meet with the Executive member to review expectations and to discuss support measures,

vi. After 3 strikes are accumulated, the President will submit written notice to the Internal Affairs Committee to open an investigation for removal of their position in accordance with these Bylaws.

(e) Strikes can be revoked or amended by a unanimous decision from the Judicial Branch,

i. If a strike is revoked or amended, the decision must be delivered in writing to all the parties involved,

ii. An executive member can bring a strike to the Judicial Branch to open an investigation to see if a strike is valid or should be dismissed,

iii. If an executive member desires to remove a valid strike they may bring it up to the Internal Affairs Committee and the Internal Affairs Committee may assign that executive member a SG related activity as restitution for the strike (examples of this could be tabling, community service for Facility Services, or any activity that the Internal Affairs Committee deems relatable).

### 3.1.5 Impeachment

(a) Any executive member may be tried and convicted of impeachment for failing to carry out the duties of their office as prescribed in the Bylaws.

(b) The executive member accused of impeachment must have at least seven calendar days between the passage of the resolution of impeachment and the impeachment proceedings. These proceedings must be conducted in a duly noticed public meeting, with the President acting as the presiding officer.

(c) During this time, the executive member shall continue to hold the title and responsibilities of their office and shall retain all privileges of membership in the organization.

(d) A two-thirds vote of Senate is necessary for conviction and removal from office.

## **Part 2. The President**

### 3.2.1 Description

(a) The President is the Chief Executive Officer of SG and the Student Body president. The President shall faithfully execute SG's Bylaws and legislation.

(b) The President is an ex-officio member of any committee formed by SG, unless otherwise specified in these Bylaws.

### 3.2.2 Duties and powers

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(a) The President must:

- i. Represent and advocate on behalf of SG and the Student Body to all persons and organizations within and outside the campus community,
- ii. Attend all CSSA monthly plenary and regional meetings,
- iii. Serve as the voting member for the CSSA,
- iv. Appoint, with the advice and consent of the Senate, students to executive director positions provided by this Article, and the offices of Chief Justice and the Associate Justices,
- v. Recommend, with the advice and consent of the Senate, a replacement for a vacancy in the Senate within thirty days of the position becoming vacant,
  1. President must recommend someone within 30 days of vacancy,
  2. If more time is needed, the President may ask the Senate for an extension,
- vi. Assist in recruiting and recommending students to serve on University committees,
- vii. Take care that Senate legislation and these Bylaws are faithfully executed,
- viii. Provide a report, in person or by designee, at all regular meetings of the SG Senate,
- ix. Manage the functions of the Executive Branch,
- x. Approve or deny the Chief of Staff's selections for the SG Intern Program.

(b) The President may:

- i. Veto legislation, as described in Section 2.1.2 of these Bylaws,
- ii. Appoint an Executive Director to serve as an advisory council to the President as ex-officio members of SG, and dismiss members of this Cabinet,
  1. All appointees must comply with eligibility requirements set forth by Section 1.2.4 of these Bylaws,
- iii. Serve as the students' representative on all campus committees, and make recommendations for the appointment of other students to campus committees,
- iv. Call special meetings of the Senate by communicating with the Vice President,
- v. Issue executive orders for purposes of carrying out the Bylaws or legislation of SG.

(c) The President must work twenty hours a week during the academic year.

3.2.3 Minimum qualifications

(a) No person may hold or campaign for the office of President of SG unless that person:

- i. Has completed a minimum of twenty-four units of coursework,
  1. Has completed a minimum of twelve units at CI,

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- ii. Maintains both a cumulative and semester grade point average (GPA) no less than 2.5, as required in Section 1.2.4 of these Bylaws,
- iii. Is enrolled in a minimum of six units as an undergraduate student or three units as a stateside graduate and credential student per semester at CI, but no more than eighteen (18) units per semester,
- iv. Does not enroll in, or intend to enroll in, more than eighteen units of coursework per semester during their tenure at any university, while serving their term in SG.

(b) No person may serve more than two terms of office as President.

#### 3.2.4 Compensation

(a) The President may receive compensation for their services, which shall be appropriated in accordance with Section 3.4.9 of this Article.

#### 3.2.5 Presidential succession

(a) In the event of the death, resignation, or conviction of impeachment of the President, the Vice President shall become President.

(b) In the event that the President is temporarily incapacitated or otherwise incapable of performing their duties, the Vice President shall assume the duties of the President,

- i. The President may transmit to the Vice President and the Senate a written declaration of temporary incapacity, which shall be effective based on the date and time in that declaration,
- ii. Upon determination by the President that such incapacity no longer exists, the President shall transmit to the Vice President and the Senate a written declaration that such incapacity no longer exists and resume their duties.

(c) If the Vice President's office is also vacant at the time of the President's removal from office or temporary incapacity, the Senate shall meet within forty-eight hours to appoint and confirm replacements for the President and Vice President.

### **Part 3. The Vice President.**

#### 3.3.1 Description

(a) The Vice President is the Deputy Chief Executive Officer of SG and shall take care that the Bylaws and legislation are faithfully executed.

(b) The Vice President is the presiding officer of the Senate and is responsible for ensuring that Senators execute the responsibilities of their offices.

(c) The Vice President is an ex-officio member of any committee formed by SG.

#### 3.3.2 Duties and powers

(a) The Vice President must:

- i. Take care that the Bylaws and Senate legislation are faithfully executed,

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- ii. Serve as the liaison between the President and Senate,
- iii. Chair Senate meetings and cast the deciding vote, if the Senate is equally divided,
- iv. Call special Senate meetings as required,
- v. Appoint a chair to each Senate committee,
- vi. Take responsibility for the training of the Legislative Branch,
- vii. Hold Senators accountable for carrying out their duties.

(b) The Vice President may:

- i. Remove a chair from an ineffective Senate committee,
- ii. Assume the duties of the President in the event of the President's temporary incapacity as provided in Section 3.2.5 of these Bylaws.

(c) The Vice President must work not less than twenty hours per week while school is in session.

### 3.3.3 Minimum qualifications.

(a) No person may hold or campaign for the office of Vice President of SG unless that person meets the eligibility requirements prescribed in 3.2.3 for President.

### 3.3.4 Vice Presidential Succession

(a) In the event of a vacancy in the Vice President position (due to death, resignation, conviction of impeachment, etc.), the President shall appoint a new Vice President within three business days of vacancy.

## **Part 4. Executive Directors**

### 3.4.1 Description

(a) Executive directors are SG officers appointed by the SG President and confirmed by two-thirds vote of the SG Senate.

(b) SG has the following executive directors and officers:

- i. Director of Operations,
- ii. Director of External Affairs,
- iii. Chief of Staff.

(c) Throughout this Part, the terms 'director' and 'executive director' are used interchangeably.

(d) All non-compensated executive directors shall be considered members of the President's Cabinet.

### 3.4.2 Confirmation and security

(a) Executive directors must be confirmed by a two-thirds vote of Senate.

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(b) Executive directors may only be dismissed from their position through impeachment as laid out in Section 3.1.5.

### 3.4.3 Minimum qualifications

(a) No person may hold any executive director position governed by this Part unless that person:

i. Has completed a minimum of twenty-four units of coursework,

1. Has completed a minimum of twelve units at CI,

iii. Maintains both a cumulative and semester grade point average (GPA) no less than 2.5, as required in Section 1.2.4 of these Bylaws,

iv. Is enrolled in a minimum of six units as an undergraduate student or three units as a stateside graduate or credential student per semester at CI, but no more than eighteen (18) units per semester

(b) No person may serve more than two terms of office in the same executive director position.

### 3.4.4 Vacancies

(a) In the event of an executive director vacancy, the President and Vice President shall 646 take care that the duties of the vacant office are still carried out.

(b) Within fourteen days of the vacancy, the President must recommend a replacement executive director to Senate,

i. In the event that a vacancy of a compensated position occurs, the President must recommend a replacement of that position to the Senate within seven days.

### 3.4.5 Director of Operations — Duties and responsibilities

(a) The Director of Operations records all SG official communications. The Director of Operations must:

i. Attend all Senate meetings, and attest that all legislation enacted is true and accurate,

1. Present, within three business days of its ratification, all Senate legislation and appropriations to the President as required by Section 2.1.2 of these Bylaws,

ii. Maintain a permanent and current record of all members of Student Government including their contact information,

iii. Maintain regular office hours,

iv. Maintain the SG office, including organization and inventory of office supplies,

v. Update and maintain the SG website—permitting they have access to edit the website,

vii. Maintain and update SG social media platforms.

(b) The Director of Operations must work no less than ten hours per week when school is in session.

(c) The Director of Operations is a compensated position, as outlined in section 3.4.9 of these Bylaws.

### 3.4.6 Director of External Affairs — Duties and responsibilities

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(a) The Director of External Affairs is SG's representative at CSSA and must:

- i. Attend all CSSA monthly plenary and regional meetings,
- ii. Attend all scheduled Senate meetings,
- iii. Coordinate all SG legislative visits and advocacy,
- iv. Disseminate information to students pertaining to SG's lobbying and legislative activities,
- v. Oversee the recruitment and training of the Lobby Corps,
- vi. Collaborate with the CI Director of Community and Government Relations,
- vii. Coordinate all voter registration and education campaigns on campus,

(b) The Director of External Affairs must work not less than ten hours per week when school is in session.

(c) The Director of External Affairs is a compensated position, as outlined in section 3.4.9 of these Bylaws.

#### 3.4.7 Chief of Staff – Duties and Responsibilities

(a) The Chief of staff serves in a supportive capacity for the Executive Branch and SG as a whole. Such responsibilities include, but are not limited to:

- i. Serving as the coordinator of the SG Intern program,
- ii. Meeting on a bi-monthly basis with the President and Vice President,
- iii. Ensuring office morale and structure by planning SG team building activities and/or events
  - 1. No less than one team building activity is required per semester.

(b) The Chief of Staff must work no less than ten hours per week when school is in session.

(c) The Chief of Staff must hold biweekly one-on-one meetings and/or monthly group meetings with interns,

- i. Scheduling is at the discretion of the Chief of Staff.

(d) The Chief of Staff is a compensated position, as outlined in section 3.4.9 of these Bylaws

#### 3.4.8 Compensation

(a) Executive Directors and other officers appointed or elected under this Part may receive a compensation for their services, which may be appropriated by Senate.

(b) The SG annual budget submitted to the ASI Budget Allocation and Spending Committee (ASI BASC) must include appropriate hourly compensation for specified Executive Directors, the President and Vice President, and other Bylaw- required members of the Executive Branch.

### **Part 5. Other Executive Officers; President's Cabinet**

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### 3.5.1 General

(a) The President may, at their discretion, appoint other officers or directors to the President's Cabinet for purposes of ensuring the efficient execution of the Bylaws and Senate legislation, as well as for purposes of representing and advocating for students. They should also be based on the needs of the organization, the campus, the Senate, the Vice President, and the President.

(b) No officer appointed under this Part may receive financial compensation, except in consequence of appropriations from Senate.

(c) The function(s) of these positions must be documented in writing and agreed upon by the candidate for the position and the assigning officer(s). Any major changes in function, such as omission or addition of specific duties, must also be agreed upon by the officer and assigning party and include a revision of the original documentation.

## **Part 6. Students recommended to University committees**

### 3.6.1 General

(a) The President and Vice President must assist in recruiting and recommending students to serve on University committees.

## **ARTICLE IV — THE JUDICIARY**

### **Part 1. General provisions; authority of Judicial Branch**

#### 4.1.1 Authority of Judicial Branch

(a) The judicial power of SG is vested in the Judicial Branch, which consists of one Chief Justice and the Associate Justices.

(b) The Judicial Branch is responsible for interpretation of all legislation passed by the Senate including policy, procedure, and these Bylaws, as well as for the interpretation of orders issued by the Executive, and for conducting audits and investigations in cooperation with the Senate Internal Affairs Committee.

(c) The Judicial Branch is responsible for general oversight of both general and special elections in conjunction with the ASI Election Council, and may serve as members of the ASI Election Council,

- i. At the request of the ASI Election Council chair, the Judiciary shall investigate any ASI Election Code violations pertaining directly to SG resources and operations.

#### 4.1.2 Quorum required

(a) All justices must be present, and their votes tallied when making a ruling under the authority of this Article.

#### 4.1.3 Conduct of hearings — Right of public access

(a) Except as provided in paragraph.

(b) of this Section, all hearings of cases by the Judiciary must take place publicly, and the right of the public to access these hearings must not be infringed.



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(b) Paragraph (a) does not limit the Judiciary's authority to ensure the security of its meetings, nor its authority to conduct investigations privately.

#### 4.1.4 Judicial Officers - Right to Resign

(a) Officers of the Judiciary shall maintain their right to resign from office at any time. A Judicial officer wishing to resign must tender a written letter of resignation to each member of SG. Resignations shall be considered effective immediately.

#### 4.1.5 Judicial Accountability System

(a) The Judicial Branch strike system serves to hold Justices accountable to the duties and responsibilities associated with an appointed position that serves the Student Body.

(b) Judicial members will accumulate strikes on a semester basis for violations of the SG Bylaws and the expectations outlined below.

(c) Strikes will be incurred as follows:

- i. Through direct assignment for violation of the Bylaws,
- ii. After each strike is incurred, the Chief Justice will send a written warning to the judicial member,
- iv. Strikes will be assigned within the timeframe of one business week following any violation of the Judicial Accountability System,
- v. After each strike is accumulated, the Chief Justice will meet with the judicial member to review expectations and to discuss support measures,
- vi. After 3 strikes are accumulated, the Chief Justice will submit written notice to the Internal Affairs Committee to open an investigation for removal of their position in accordance with these Bylaws.

(d) Strikes can be revoked or amended by a unanimous decision from the Judicial Branch,

- i. If a strike is revoked or amended, the decision must be delivered in writing to all the parties involved,
- ii. A Judicial Branch member can bring a strike to the Internal Affairs Committee to open an investigation to see if a point is valid or should be dismissed,
- iii. If a Judicial Branch member desires to remove a valid strike they may bring it up to the Internal Affairs Committee and they may assign that Judicial Branch member a SG related activity as restitution for the point (examples of this could be tabling, community service for Facility Services, or any activity that the Internal Affairs Committee deems relatable).

(e) One strike violations will include:

- i. Any violation of these Bylaws,

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- ii. Arriving more than 5 minutes late to an Internal Affairs Committee meeting without providing 24-hour notice to the Chief Justice consecutively,
- iii. Missing an Internal Affairs Committee meeting without providing 24-hour notice to the Chief Justice consecutively,
- iv. Not conducting oneself in a professional manner during SG meetings or events,
- v. Failing to turn in a weekly report to the Chief Justice and Director of Operations by 5:00 p.m. on Fridays consecutively,
- vi. Not carrying out the responsibility and duties of the position as outlined in these Bylaws.

(f) Three point violations will include:

- i. Leaking information on a judicial case that may be considered confidential,
- ii. After each strike is incurred, the Chief Justice will send a written warning to the justice,
- iii. After each strike is accumulated, the Chief Justice and President will meet with the justice to review expectations and to discuss support measures,
- iv. After 3 strikes are accumulated, the Chief Justice will submit written notice to the Internal Affairs Committee to open an investigation of impeachment in accordance with these Bylaws.

(g) Strikes can be revoked or amended by a unanimous decision from the Judicial Branch,

- i. If a strike is revoked or amended, the decision must be delivered in writing to all the parties involved,
- ii. A justice can bring a strike to the Judicial Branch to open an investigation to see if a strike is valid or should be dismissed,
- iii. If a justice desires to remove a valid strike they may bring it up to the Internal Affairs Committee and the Internal Affairs Committee may assign that justice a SG related activity as restitution for the point (examples of this could be tabling, community service for Facility Services, or any activity that the Internal Affairs Committee deems relatable).

#### 4.1.6 Impeachment

(a) Any judicial member may be tried and convicted of impeachment for failing to carry out the duties of their office as prescribed in the Bylaws.

(b) The Judicial member accused of impeachment must have at least seven calendar days between the passage of the resolution of impeachment and the impeachment proceedings. These proceedings must be conducted in a duly noticed public meeting, with the Chief Justice acting as the presiding officer.

(c) During this time, the Judicial member shall continue to hold the title and responsibilities of their office and shall retain all privileges of membership in the organization.

(d) A two-thirds vote of Senate is necessary for conviction and removal from office.

## **Part 2. Chief Justice.**

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#### 4.2.1 Description

(a) The Chief Justice is the head of the Judicial Branch and is responsible for the administration of investigations and hearings of the Judiciary.

(b) The Chief Justice shall be appointed by the President and confirmed by the Senate.

#### 4.2.2 Minimum qualifications

(a) No person may hold the office of Chief Justice of SG unless that person:

- i. Has completed a minimum of twenty-four units of coursework,
  1. Has completed a minimum of twelve of such units at CI,
- ii. Maintains both a cumulative and semester grade point average (GPA) no less than 2.5, as required in Section 1.2.4 of these Bylaws,
- iii. Is enrolled in, and intends to enroll in, a minimum of six units per semester at CI throughout their tenure,
- iv. Is able to complete a minimum of a two-semester term.

(b) No person may serve more than two terms as Chief Justice.

#### 4.2.3 Prohibitions on conflicts of interest.

(a) No member of the judiciary may preside over their own case.

(b) Judicial cases must be free from biased opinion which would lead to a conflict of interest.

#### 4.2.4 Powers and Duties

(a) The Chief Justice must:

- i. Preside over all meetings of the Judicial Branch,
- ii. Take care that the Judiciary's procedures are properly executed,
- iii. Deliver, in writing, the rulings of the Judicial Branch to the parties involved as well as to Senate,
- iv. Serve as the Parliamentarian of the Senate, and attend all Senate meetings,
- v. Notwithstanding any other duty or privilege of this Article, ensure the proper functioning of the Judicial Branch,
- vi. Serve as the chair of the Internal Affairs Committee,
- vii. Must overlook and approve any resolution and legislation before it is passed, considering this is considered judicial review.

(b) The Chief Justice may:

- i. Call meetings of the Judicial Branch with adequate notice at their discretion,

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ii. Delegate judicial functions to the Associate Justices.

(c) The Chief Justice must work not less than two hours per week while school is in session.

### **Part 3. Associate Justices**

#### 4.3.1 Description

(a) An Associate Justice is a member of the Judicial Branch that shares responsibility with the Chief Justice and other Associate Justices for the functions of the Judiciary.

(b) There shall at minimum two associate justices. For every 2800 CI students, there shall be an additional two Associate Justices. No more than nine Associate Justices may exist.

#### 4.3.2 Composition

(a) There shall at minimum two Associate Justices.

(b) For every 2800 CI students, there shall be an additional two Associate Justices.

(c) No more than nine Associate Justices may exist.

#### 4.3.3 Appointment

(a). Chief Justice or President shall nominate Associate Justice candidates to the Senate for appointment,

i. Must be approved by two-thirds vote.

#### 4.3.4 Minimum Requirements

(a) No person may be an Associate Justice of the Judicial Branch of SG unless that person:

i. Has completed a minimum of twenty-four of coursework,

1. Has completed a minimum of twelve of such units at CI,

ii. Maintains both a cumulative and semester grade point average (GPA) no less than 2.5, as required in Section 1.2.4 of these Bylaws,

iii. Is enrolled in, and intends to enroll in, a minimum of six units per semester at CI throughout their tenure,

iv. Is able to complete a minimum of a two-semester term.

#### 4.3.5 Powers and Duties

(a) An Associate Justice must:

i. Perform duties delegated by the Chief Justice,

ii. Sit on the Internal Affairs Committee,

iii. Recuse themselves from a case in the event of a conflict of interest.

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(b) An Associate Justice must work not less than two hours per week while school is in session.

#### **Part 4. Offenses**

##### 4.4.1 General provisions; applicability.

(a) These rules apply to all members of SG, including the Executive, Legislative and Judicial Branches, whether elected, appointed, or ex-officio, as well as students appointed to campus committees by the President.

(b) It is the responsibility of the Judiciary and Senate Internal Affairs Committee to jointly handle offenses against these Bylaws.

(c) Definitions. For purposes of this Article, the following terms and definitions apply,

i. Complainant. The party making an accusation of wrongdoing in a complaint submitted to the Judiciary, or the party requesting an interpretation of these Bylaws from the Judiciary,

ii. Respondent. The party accused of wrongdoing in a complaint submitted to the Judiciary.

(b) These offenses are punishable by censure or impeachment.

##### 4.4.2 Perjury

(a) No person may provide false testimony, in verbal or written form, to the Judiciary or to the Internal Affairs Committee, or any other Senate committee,

i. Violations of paragraph (a) of this section are punishable by censure or impeachment.

##### 4.4.3 Form and content of complaints to Judiciary

(a) Any student may submit a complaint to the Judiciary, which must contain the following information:

i. The name or names of the students bringing the complaint,

ii. The name or names of the parties accused of wrongdoing, if any,

iii. The specific section or sections of the Bylaws that the parties accused of wrongdoing are alleged to have violated, or the section or sections that are requested for interpretation,

iv. The signature of the complainants certifying that the information provided in the complaint is true and correct.

(b) Upon receipt of a complaint, the Chief Justice or designee must:

i. Note the date and time of receipt,

ii. Enter the complaint into the records of the Judiciary,

iii. Notify any parties accused of wrongdoing by email, unless otherwise required by law,

iv. Notify the Chair of the Internal Affairs Committee as well as the Associate Justices.

##### 4.4.4 Conduct of investigations and report of findings

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- (a) The Chief Justice and Associate Justices must decide within three instructional days if sufficient cause exists to conduct an investigation into matters alleged in a complaint.
- (b) The Judiciary shall conduct the investigation in a manner outlined by these Bylaws and report their findings in writing within a reasonable amount of time to the relevant parties.
- (c) Any decision of the Judiciary will advance to the Senate for confirmation of the conviction (whether it be impeachment or other disciplinary action), based off the investigation findings.
- (d) If any member of the Judicial Branch is under investigation, they must recuse themselves.

## **ARTICLE V — GENERAL STUDENT INVOLVEMENT**

### **Part 1. General provisions**

#### 5.1.1 Members described in this article

- (a) The members described in this Article shall not be considered to be officers of SG.
- (b) Members of SG that are not officers must comply with eligibility requirements set forth in Section 1.2.4 of these Bylaws .

#### 5.1.2 Impeachment

- (a) Impeachable offenses:
  - i. Threatening or verbally abusing any person, or otherwise conducting oneself in an inappropriate manner while exercising the duties or privileges of their office,
  - ii. Misusing or misappropriating SG property or funds,
  - iii. Misusing or abusing any powers or privileges related to their SG position,
  - iv. Intentionally violating any provision of these Bylaws, the legislation of Senate or applicable University policies,
  - v. Perjury (i.e., providing false testimony, in verbal or written form, to the Judiciary, any Branch Head, Internal Affairs Committee, or any other committee).
- (b) Impeachment process:
  - i. The impeachment process is handled by the Judicial Branch and is outlined in 4.5.

### **Part 2. Interns**

#### 5.2.1 Intern Program Description

- (a) SG shall maintain an Intern program composed primarily of students without an established CI GPA and/or those that are of first-year student status.
- (b) The Legislative Branch, Executive Branch, and the Judicial Branch may have Interns assigned to their respective branches.
- (c) The SG Chief of Staff shall serve as the coordinator for the Intern Program.

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### 5.2.2 Interns - Duties and responsibilities

(a) Duties and responsibilities are not necessarily limited by this section.

(b) Interns shall:

- i. Assist in the planning, coordination, and execution of SG events,
- ii. Attend and report at all meetings of their assigned branch,
- iii. Work alongside all members of SG to better represent the students of CI,
- iv. Work no less than three (3) hours per week during the academic year.

(c) Interns may:

- i. Participate in official discussion items for meetings of their assigned branch,
- ii. Work alongside members of the other branches of SG to assist in the effective operation of the organization,
- iii. Attend meetings of SG branches they were not assigned to.

(d) Interns shall not:

- i. Hold voting rights on any legislative, executive, or judicial action items,
- ii. Participate in official investigations, except in the case of providing testimony to the party performing investigation.

### 5.2.3 Appointment and Dismissal

(a) Interns shall be selected after completing the online application found on CI Sync and an interview with the SG Chief of Staff. All recommendations for intern must be approved by the SG President.

(b) Interns shall maintain their right to resign from their respective position at any time. An intern wishing to resign must tender a written resignation letter to the President and Chief of Staff,

- i. Resignations shall be considered effective immediately.

(c) The President, Vice President, or Chief Justice may dismiss any intern from their respective branch at any time, provided that legitimate grievances exist and are documented in writing.

(d) The Senate may override any Intern dismissal by a two-thirds majority vote.

## **ARTICLE VI — SG STANDING COMMITTEES**

### **Part 1. General provisions**

#### 6.1.1 Committees described in this article

(a) The committees described in this article shall be:

- i. Considered standing committees of SG,

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ii. Chaired by respective Executive Officers per Article III of these Bylaws.

#### 6.1.2 Intern Accountability System

(a) The intern Accountability System serves to hold interns accountable to the duties and responsibilities associated with a position that serves the Student Body. Interns will incur points on a yearly basis for violations of the SG Bylaws and the expectations outlined below.

(b) One strike violations will include:

- i. Any violations of these Bylaws,
- ii. Missing one-on-one meetings with the Chief of Staff, bi-weekly meetings or not attending a SG event previously signed up for without 24-hour notice consecutively,
- iii. Not carrying out the responsibility and duties of the position as outlined in these Bylaws,
- iv. Exceptions can be made in the cases of emergencies and strike assignments will be left up to the discretion of the Chief of Staff,
- v. Receiving bribes of any sort.

(c) Strikes will be incurred as follows:

- i. After each strike is incurred, the Chief of Staff will send a written notification to the intern,
- ii. After each strike is incurred, the Chief of Staff and President will meet with the intern to review expectations and to discuss support measures,
- iii. After 3 strikes are incurred, the Chief of Staff will submit written notice to the Internal Affairs Committee to open an investigation of dismissal in accordance with these Bylaws.

(d) Strikes can be revoked or amended by a unanimous decision from the Judicial Branch,

- i. If a strike is revoked or amended, the decision must be delivered in writing to all the parties involved,
- ii. An intern can bring a strike to the Judicial Branch to open an investigation to see if a strike is valid or should be dismissed,
- iii. If an intern desires to remove a valid strike they may bring it up to the Internal Affairs Committee and the Internal Affairs Committee may assign that intern a SG related activity as restitution for the strike (examples of this could be tabling, community service for Facility Services, or any activity that the Internal Affairs Committee deems relatable).

## **Part 2. Standing committees rules**

### 6.2.1 Committee Membership

(a) Membership for each standing committee shall not exceed six (6) people.



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(b) Members of each standing committee must be appointed by each committee chairperson and confirmed by the Senate with a two-thirds majority vote and, each committee must not consist of more than six (6) members.

(c) Each standing committee shall consist of no more than six committee members.

(d) Each standing committee must have at least one, but no more than three Senators serving within their respective memberships.

**6.2.2 Meetings**

(a) All committee meetings must comply with the rules of order specified in RONR, the provisions addressing order in these Bylaws, and any additional special rules of order that the respective committee may agree upon.

(b) Quorum consists of fifty percent plus one of a respective committee’s membership.

(c) Committees must have quorum in order for a committee chairperson to call meetings to order.

(d) Committee members shall vote in order to make recommendations to the Senate.

(e) No standing committee may be delegated full powers from the Senate.

(f) A committee chairperson shall cast the deciding vote only if their respective committee’s membership is equally divided.

(g) Each committee chairperson shall submit a report of their respective committee’s activities to the Senate for presentation at the Senate meeting immediately following the last committee’s meeting.

(h) At their discretion, the Vice President may waive a committee chairpersons’ requirement to report at a Senate meeting.

\_\_\_\_\_ **Director of Operations, Aurora Rugerio**

\_\_\_\_\_ **Vice President, Emily Quinonez**

\_\_\_\_\_ **President, Sophie Nguyen**