

Minutes for meetings of the Senate

California State University Channel Islands Student Government

Tuesday November 3rd, 2009 at 6:30 p.m. at The John Spoor Broome Library at One University Drive, Camarillo, CA 93012

1) Call to order at 6:30 p.m.

2) Attendance:

- a. Members present: Kevin Schallert, Lauren Pollack, Jennifer O'Neal, Katelyn Rauch, Alisha Leal, Douglas Whitesell, Jennifer Mota, Alexander See, Paul Southerland, Elizabeth Bingham, Christine Wamba, Jonathan Neira, Hayley Bracken
- b. Members absent: Brandon Clark
- c. Advisor present: Christine Thompson

3) Approval of Agenda

- a. Agenda is approved.

4) Approval of the minutes for October 27th

- b. Alexander See motions to approve the minutes.
- c. Second, Douglas Whitesell
- d. Minutes for October 27th are approved.

5) Public Forum

- a. Gabby Vargas
 - i. President of Spectrum. She is requesting funds for the Gender Bender Ball this Thursday.

6) Special Presentations

7) Reports

- a. Advisor Christine Thompson
 - i. Finalizing hours of operation for the Student Union building. I'm looking for student input regarding times that will most conducive for students.

b. President Kevin Schallert

- i. There was an Academic Senate Executive meeting this afternoon.
- ii. Wine & cheese type events to talk about the general education requirements that deal with instructors evaluating students. It is supposed to be more innovative and Academic Senate has been working on it for a year and a half. This is short notice. Email Kevin if interested. This might happen before the next Senate meeting.
- iii. Academic Master Plan. Thank you Senator See.
- iv. Policy was heard in Senate to manage the different mission centers we have on campus.
- v. There was a Bylaws task meeting. We are trying to get impeachment on board. We want to continue to push for accountability of the members of ASI.
- vi. Met with President Rush last week. We talked about the Resolution put forth by Senate on the budget cuts. This can really be effective.
- vii. Thank you Hayley Bracken for coordinating the bake sale for higher education. We raised awareness. We ended up getting about \$120 in donations.
- viii. Executive meeting to talk about the budget issue and overspending.
- ix. President Rush has approved the committee appointments. They will be informally sent out tomorrow through email and the formal appointments will be sent in the next couple days. We are asking for a mailing address.

c. Vice President Lauren Pollack

- i. Student Union grand opening is in late February. There are going to be tours on the days of the grand opening week. If you want to get involved and go on a tour or volunteer to help coordinate a tour, let me know.
- ii. Helping ASI Chair Jeremy Booker on Meet ASI.

d. Director of Operations Jennifer O'Neal

- i. Attended the CSU statewide bake sale for higher education and thought it was very successful.
- ii. Going to start attending meetings for the Food Committee soon.

iii. Keep going to your classes and your constituencies to get the petition opposing budget cuts and supporting the Senate Resolution signed. I'm going to try to get a petitioning table on a Tuesday or Thursday in front of Bell Tower. I will need some volunteers.

d. Director of Finance Alisha Leal

i. Sending an updated budget this week on the costs of the Block Party. We spent \$250 on costume prizes and sunglasses.

e. Director of Statewide Affairs Katelyn Rauch

i. Worked on the Bake Sale went well today.

ii. CSSA wants each campus to pass a resolution in support of CSSA's endeavors to support AB 656. I will bring that resolution before the board next week.

iii. AB 187, the "Cal Grant Pilot Program" has been enrolled and is awaiting the Governor's signature.

f. Senator Elizabeth Bingham

i. I attended the bake sale.

g. Senator Jennifer Mota

i. Met with someone from constituency. We discussed the struggles with the club funding process. I helped positively change his opinion on it. He has a lot more information and seems more at ease with the process.

ii. First Enrollment committee with Dean Sweetland this Thursday.

h. Senator Jonathan Neira

i. Helped set up and table for Higher education.

i. Senator Alexander See

i. Worked on the bylaws this week.

ii. IAC has an important announcement to make

j. Senator Paul Southerland

i. More contact information about the Biology Club. Met with IAC and accomplished a lot of work. We worked on articles II and IV.

ii. Attended the Student Government bake sale. Had a lot of fun and received positive responses.

k. Senator Christine Wamba

- i. Attended the bake sale and had a lot of great feedback.

l. Senator Douglas Whitesell

- (i) Attended the Bake Sale for Higher Education and got pied. We raised about \$120 with the event.
- (ii) IAC is finished with the Bylaws, as you all know. They have been reported out and I hope to consider them next week.
- (iii) A question was brought to me about the Biology Club's paperwork and standing or status, which I referred to Senator Southerland. The Club was confused about their paperwork and the officer involved indicated to me that they had to complete their application twice before it was accepted.
- (iv) I will be attending the ASI Board meeting. This week they are going to take action on a policy that will rescind our authority to make decisions regarding the funding of clubs. I have an alternative policy ready that incorporates their annual budget cycle but lets us do the decision-making.

8) Report Questions

Senator Douglas Whitesell

Q: Can this body take a position on AB 656?

Director of Statewide Affairs Katelyn Rauch

A: Technically yes, we are a club on campus and we are not ASI.

Senator Alexander See

Q: Any idea when the policy comes into play?

President Kevin Schallert

A: It is on the floor. We like this and we want to move forward.

9) Action Items

a. Spectrum Club Funding Request

- i. Senator Jennifer Mota moves to approve the full amount.

- ii. Second, Senator Paul Southerland.

Discussion

Senator Jennifer Mota

- i. Gabby, elaborate more on what the performance fee is?

Gabby

- i. The performance fee is for funding the entertainment group. We are bringing a drag queen in Ventura County. We are presenting to a transgender group that is underrepresented. As entertainment provide more of an open mind. We are going to have a transgender female and a transgender man. They are bringing there own DJ and some of there own lighting equip. We are going to have equipment rentals to get lights from party pleasers. We decided to move to the Anacapa Commons for a tighter environment. We are cutting lighting from 8 lights to 4.

Senator Douglas Whitesell

- i. How do you intend to make this fiscally sustainable? Basically are you going to have fundraisers for the club in future?

Gabby

- i. Yes, we did fundraise September 27. We signed a contract with Six Flags and had 100 tickets to fundraise with. We used the money we raised towards parking. Money for parking can be used as guest or community people.

Vice President Lauren Pollack

- i. Lights for Commons?

Gabby

- i. Yes, we reserved lights by Jenn Chapman and have one set color to go in each corner. They are similar to dance lights.

Vice President Lauren Pollack

- i. Is that a necessity?

Gabby

- i. Yes, it is at the commons. A concern is that it is in laid back area. We want to make it a little more formal like a dance and not just like your hanging out. Housing is providing refreshments and shirts.
- i. Approval at large for \$540 for Spectrum's Gender Bender ball event.

10) Discussion Items

11) New Business

a) Senator Douglas Whitesell:

Notice is hereby given that I intend to introduce a motion on November 10, 2009 to accept the Internal Affairs Committee report dated November 1, 2009, to rescind Articles I through VII of the existing Bylaws and adopt Articles I through IV as reported from the Committee.

I request unanimous consent to attach Articles I through IV as proposed to the minutes for this meeting.

See Appendix A below

11) Meeting adjourned at 6:54 p.m.

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.

Student Government is—

- i. A non-profit student body auxiliary organization as defined in the California Education Code, Section 89300 *et seq.*
- ii. An entity of Associated Students, Incorporated.
- iii. The official student body association for the students of California State University Channel Islands.

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

1.2.1 General provisions.

- (a) Throughout these Bylaws—
 - i. “Shall” and “must” are used in the imperative sense,
 - ii. “May” is used in the permissive sense, and
 - iii. The use of the masculine gender includes the feminine, and vice versa.
- (b) Throughout these Bylaws, the following abbreviations and terms are used unless otherwise

indicated—

- i. **ASI.** Associated Students of CSU Channel Islands, Incorporated.
- ii. **Conviction of impeachment.** A three-fourths majority vote of Senate determining that a person impeached is guilty of any of the charges brought against them, removing that person from their office.
- iii. **CSU.** California State University.
- iv. **CSUCI.** California State University Channel Islands.
- v. **Executive order.** An executive order issued by the President of Student Government under the authority of Section 3.2.2 of these Bylaws.
- vi. **Impeachment.** The bringing of charges to Senate by the Judiciary and Internal Affairs Committee against an elected or appointed officer of Student Government.
- vii. **RONR.** *Robert's Rules of Order, Newly Revised*, 10th Edition.
- viii. **University.** CSUCI.

1.2.2 Authority of Bylaws, supremacy and amendment.

- (a) All persons in Student Government 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) In the event of a conflict between Senate legislation or Executive Order from the President of Student Government and these Bylaws, the Bylaws shall be supreme.
- (c) These Bylaws may be amended by two-thirds vote of the Senate in a duly noticed public meeting.
- (d) The notice provided in paragraph (c) of this section must contain the proposed language to be added or deleted.

1.2.3 Nondiscrimination in membership and usage of facilities.

- (a) Except as required by University policy concerning academic eligibility, all University students who pay ASI fees, including New Student Union fees, are entitled to use all Student Government programs and services, and participate in Student Government.
- (b) Student Government may not restrict access to services or programs, or prohibit the participation of a student on basis of age, gender, race, national origin, economic status, sexual orientation, gender identity, political affiliation, physical ability, marital or family status, or religion.

ARTICLE II — THE LEGISLATURE

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

2.1.1 Legislative authority.

- (a) Student Government's legislative authority, including appropriations of funds, is vested in the Senate.
- (b) No funds may be drawn from Student Government, except in consequence of appropriations made under the authority of this Article.

2.1.2 Types of legislative activities.

- (a) The Senate may—
 - i. Pass legislation governing the activities of Student Government, for purposes of carrying out the goals and responsibilities of these Bylaws,
 - ii. Create and pass resolutions,
 - iii. Create and pass special rules of order and procedures for governing its membership, and for the governing of members of Student Government,
 - iv. Pass appropriations authorizing the release of Student Government funds for purposes of carrying out the goals and responsibilities of these Bylaws, and for funding clubs,
 - v. Override a veto or line-item veto of the President by three-fourths majority vote,
 - vi. Notwithstanding any other duty or privilege of this Article, make any legislation, appropriation or resolution necessary and proper for the execution of Student Government's Bylaws or legislation, and
 - vii. Pass amendments to these Bylaws by three-fourths majority vote.
- (b) The Senate must—
 - i. Vote on confirmation of appointments of the President to executive offices and the Judiciary, and to vacancies in Senate,
 - ii. Disseminate information about its activities conducted and programs created by Student Government,
 - iii. Comply with all Senate resolutions, legislation, and these Bylaws, and
 - iv. Conduct any impeachment trials upon the bringing of impeachment charges by the Judicial Branch.

2.1.3 Parliamentary authority.

Except as required by the Gloria Romero Open Meetings Act, the Senate must comply with the rules of order specified in *Robert's Rules of Order, Newly Revised*, 10th Edition, the provisions addressing order in these Bylaws, and any additional special rules of order that Senate may enact.

2.1.4 Quorum required.

If Senate business, including the handling of resolutions, appropriations, or legislation, or any other function of Senate is conducted without a quorum present as defined in Section 2.2.1 of this article, those acts are null and void.

2.1.5 Compliance with applicable laws.

All meetings of the Senate must be conducted in accordance with the Gloria Romero Open Meetings Act, California Education Code, Sections 89305 *et seq* and any other applicable local, state or Federal law, University policy or Senate legislation.

2.1.6 Ratification of legislation and presentation.

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

(b) The Director of Operations must, within twenty-four hours 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 Senate, who may override that veto with a three-fourths majority vote,

iii. In the case of appropriations legislation, veto appropriations line-items and sign the legislation, or

iv. Take no action, in which case the legislation becomes effective six days after presentation.

(d) The Director of Operations must inform Senate via electronic mail within twenty-four hours of the President's action on legislation presented under paragraph (c) of this section.

(e) The President may not—

- i. Veto resolutions passed by Senate, or
- ii. Except as provided by paragraph (c), clause (iii) of this section, amend or otherwise modify legislation enacted by Senate except through a full veto.

(f) The paper copy of any resolution or legislation must be saved in the public records of the Senate by the Director of Operations and must be presented for inspection, upon request, to any interested person.

Part 2. *Senators.*

2.2.1 Senate composition.

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

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

(c) The quorum requirement may be met by teleconferencing in a manner that Senate may prescribe.

2.2.2 Minimum qualifications.

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

- i. Has completed a minimum of twelve units of coursework;
- ii. Has completed all of such units at CSUCI;
- iii. Maintains GPA requirements in accordance with the Policy on Eligibility Requirements for Student Clubs and Organizations (SA.21.002); and
- iv. Is enrolled in a minimum of six units per semester at CSUCI.

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

(c) All Senators must work not less than five hours per week while school is in session.

(d) No Senator may receive financial compensation, except in consequence of appropriations from Senate.

(e) Compensation appropriated in paragraph (d) of this Section takes effect in the academic year following its appropriation.

2.2.3 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 Senate must pass, by three-fourths 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 resolution of impeachment to 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 all privileges of membership in Senate.
- (e) A two-thirds vote of Senate is necessary for conviction and removal from office.

2.2.4 Vacancies.

- (a) In the event a Senator is removed from office or resigns, the President must recommend an appointment to the vacancy within thirty days of the vacancy.
- (b) Senate may approve the President's appointment by two-thirds majority vote.

2.2.5 Appointment and authority of a presiding officer *pro tempore*.

- (a) Senate may elect a member by majority vote to the office of presiding officer *pro tempore* to serve as chair. Such an election must take place in accordance with RONR 46 and must be duly noticed to the public as required by Section 2.3.2 of these Bylaws.
- (b) While such a member is presiding over Senate's business, the member may not participate in debate and must recuse themselves in the event of a conflict of interest.
- (c) The appointment of a chair *pro tempore* does not relieve the Vice President of Student Government of their duty to attend all Senate meetings; nor does it relieve the Vice President of the authority to preside over the Senate and cast the deciding vote if Senate is equally divided.

2.2.6 Recall of Senators.

- (a) A Senator may be subject to a recall election if a petition bearing the signatures, names, and student identification numbers of five percent of the student body is submitted to the Student Government Office. This petition must—

- i. Clearly state the person or persons sponsoring the recall effort,
 - ii. Clearly state the reasons for the recall effort, and
 - iii. Clearly state the proposed replacement or replacements for the Senator subject to the recall effort, to be placed on the ballot.
- (b) In the event of a recall petition being properly filed, Student Government 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, Student Government must conduct a recall election in accordance with the ASI Elections Code.
- i. A majority of ballots cast is required to remove a Senator from office.
 - ii. A plurality of ballots cast, if a majority favors recall, is required to select a replacement Senator.
 - iii. If the plurality called for in clause (ii) of this paragraph does not exist after the ballots have been tabulated, the President must recommend a replacement Senator within thirty days of the date of the recall election.

Part 3. Conduct of meetings and Romero Act compliance.

2.3.1 Regular meetings — Notice and agenda.

- (a) The Senate holds a regular meeting every week of the semester on Tuesdays, starting at 6:30 PM at the Student Town Hall in the Broome Library.
- (b) 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 Student Government 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, and Executive Directors of Student Government.
- (c) For purposes of this Part, 'agenda packet' means—
- i. A document particularly describing each item that will be discussed or acted upon by Senate, and, for legislation or resolutions, a complete copy of the legislation or resolution text to be discussed or acted upon,
 - ii. The minutes for the previous Senate meeting, and

iii. The time and place of the Senate meeting.

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

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

(f) Paragraph (a) of this Section may be amended by majority vote.

2.3.2 Regular meetings — Requirement to follow agenda.

(a) Except as permitted by California Education Code Section 89305.5(c), no action or discussion may take place on an item not in the Senate's agenda packet.

(b) Discussion or action on an item not on Senate's agenda packet as provided in California Education Code Section 89305.5(c) requires a motion to suspend the rules (RONR 25).

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

2.3.3 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. The Vice President of the Senate may require speakers to complete speaker slips.

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.

(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 reports, no discussion of report items may take place.

2.3.4 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 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.
- (c) The Director of Operations need not provide written notice to members who—
 - i. Provide the Director of Operations with a waiver of written notice prior to the time at which the meeting convenes, or
 - ii. Are actually present when the meeting convenes.

2.3.5 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 this Part.
- (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.

2.3.6 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 5.3.1 are met.
- (b) During a closed meeting, the Senate may only consider—
 - i. Negotiations relating to real property,
 - ii. Certain litigation pursuant to the advice of legal counsel,
 - iii. Certain employment matters or matters pertaining to collective bargaining,
 - iv. Certain matters relating to a particular employee, unless that employee requests a public hearing,
 - v. Matters relating to law enforcement, or
 - vi. Other matters specifically enumerated in California Education Code Section 89307.
- (c) In this Section, ‘employee’ excludes any person elected or appointed to any Student Government office provided for by these Bylaws.

(d) 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.

(e) 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.

2.3.7 Place of meeting.

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.

2.3.8 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 52 – Committee of the Whole, unless the item pertains to legislative action of Senate. During such consideration, a main motion need not be moved and seconded, and the rules of order pertaining to limitations on time and number of speeches a Senator may make on the item are automatically suspended.

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

(c) No formal action may be taken on any discussion item at the same meeting as an informal discussion.

2.3.9 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 of 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.

2.3.10 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 as permitted by paragraph 2.3.2(a) of this Part.

2.3.11 Content of minutes.

(a) The Director of Operations, or designee, is required to take minutes in all Student Government 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 Student Government present at the meeting and the fact that a quorum was present,
- iii. Whether or not the minutes from any previous minutes were approved,
- iv. 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,
- v. 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, and
 8. Incidental motions pertaining to the discussion or ratification of legislation.
- vi. At least a summary of what each recognized member of Student Government said during debate on motions or during the discussions, and at least a summary of what is said during public comment periods including the names of persons addressing Senate,
- vii. If a closed session is conducted, the results of any actions taken during the closed session, and
- viii. 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) Student Government Senate has two standing committees provided for by these Bylaws.
- (b) Senate may create a new standing committee by a two-thirds vote.
- (c) A chairperson for each of the Bylaw-provided standing committees must be appointed as soon as is practical following Senatorial elections.

2.4.2 Senate Internal Affairs Committee

- (a) The Senate Internal Affairs Committee is responsible for—
 - i. The content and form of legislation and general oversight of all functions of Student Government,
 - ii. In conjunction with the Judiciary, auditing, investigation, compliance, and enforcement of Student Government's bylaws, parliamentary authority, legislation and resolutions,
 - iii. All proposed revisions to these Bylaws, and
 - iv. Any other matter pertaining to the Senate's legislative activities.
- (b) The Senate Internal Affairs Committee consists of three members including one chairperson.

2.4.3 Senate Finance Committee

- (a) The Senate Finance Committee is responsible for budgeting and budget auditing within Student Government.
- (b) The Senate Finance Committee consists of three members including a chairperson.
- (c) The Senate Finance Committee must report budget, appropriations and audit legislation at the request of the full Senate, for the full Senate's consideration.

2.4.4 Special rules of order for consideration of financial items.

During the consideration of appropriations legislation by either the full Senate or the Senate Finance Committee, the Director of Finance and Associated Students Treasurer and the Executive Director of

Associated Students, if present, must be considered ex-officio members of Senate or the Committee and be granted floor privileges equal to that of a member of Senate.

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.

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

(b) The Senate must pass, by three-fourths majority vote, a resolution bringing charges of impeachment in a duly-noticed public meeting.

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

i. During this time, the accused officer shall continue to hold the title and responsibilities of their office.

(d) If the President or Vice President is the respondent, the Chief Justice shall preside over the trial.

i. During such a meeting, the Chief Justice may only preside over that section of the meeting specifically addressing the charges brought in the resolution of impeachment.

(e) A two-thirds vote of Senate is necessary for conviction.

(f) This Section does not apply to the President's Cabinet, who may be dismissed at the direction of the President.

Part 2. *The President.*

3.2.1 Description.

(a) The President is the Chief Executive Officer of Student Government and shall faithfully execute Student Government's bylaws and legislation.

(b) The President is an ex-officio member of any committee formed by Student Government.

3.2.2 Duties and powers.

(a) The President must—

- i. Represent and advocate on behalf of Student Government and the general student body to all persons and organizations within and outside the campus community,
- ii. 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,
- iii. 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,
- iv. Appoint, with the consent of the President of the University, students to campus committees,
- v. Take care that Senate legislation and these Bylaws are faithfully executed,
- vi. Provide a report, in person or by designee, at all regular meetings of the Student Government Senate, and
- vii. Manage the functions of the Executive Branch.

(b) The President may—

- i. Veto legislation, as described in Section 2.1.6 of these Bylaws,
- ii. Appoint a Presidential Cabinet to serve as an advisory council to the President as ex-officio members of Student Government, and dismiss members of this Cabinet,
- iii. Serve as the students' representative on all campus committees, and make recommendations for the appointment of other students to campus committees,
- iv. Request special meetings of the Senate to the Vice President, and
- v. Issue executive orders for purposes of carrying out the Bylaws or legislation of Student Government.

(c) The President must work twenty hours a week while school is in session.

3.2.3 Minimum qualifications.

(a) No person may hold or campaign for the office of President of Student Government unless that person—

- i. Has completed a minimum of thirty units of coursework;
- ii. Has completed a minimum of twelve of such units at CSUCI;
- iii. Maintains GPA requirements in accordance with the Policy on Eligibility Requirements for Student Clubs and Organizations (SA.21.002);
- iv. Is enrolled in a minimum of six units per semester at CSUCI, but no more than seventeen units per semester; and
- v. Does not enroll in, or intend to enroll in, more than seventeen units of coursework during their tenure.

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

3.2.4 Compensation.

The President may receive a compensation for their services, which shall be appropriated in accordance with Section 3.4.8(b) 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 Student Government 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 ex-officio member of any committee formed by Student Government.

3.3.2 Duties and powers.

- (a) The Vice President must—
 - i. Take care that the Bylaws and Senate legislation are faithfully executed,
 - ii. Serve as the liaison between the President and Senate,
 - iii. Chair Senate meetings in accordance with the parliamentary authority prescribed in Article 2, Part 1, Section 3 of these Bylaws, and cast the deciding vote in the Senate if 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, and
 - vii. Take care that the Senators carry out their duties.
- (b) The Vice President may—
 - i. Remove a chair from an ineffective Senate committee, and
 - 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 ten hours per week while school is in session.

3.3.3 Minimum qualifications.

No person may hold or campaign for the office of Vice President of Student Government unless that person meets the eligibility requirements prescribed in 3.2.3 for President.

Part 4. *Executive Directors.*

3.4.1 Description.

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

(b) Student Government has the following executive directors:

- i. Director of Operations,
- ii. Director of Lobby Corps,
- iii. Director of Finance, and
- iv. Director of Statewide Affairs.

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

3.4.2 Confirmation and security.

(a) Executive directors are subject to confirmation by a two-thirds vote of Senate.

(b) Once confirmed by Senate, no executive director may be dismissed from their position except in accordance with Section 3.1.2 of this Article.

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;
- ii. Has completed a minimum of twelve of such units at CSUCI;
- iii. Maintains GPA requirements in accordance with the Policy on Eligibility Requirements for Student Clubs and Organizations (SA.21.002); and
- iv. Is enrolled in a minimum of six units per semester at CSUCI.

(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 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.

3.4.5 Director of Operations — Duties and responsibilities.

- (a) The Director of Operations is the Secretary of the Senate and shall record all Student Government official communications. The Director of Operations must—
 - i. Attend all Senate meetings, and attest that all legislation therein enacted are true and accurate,
 - ii. Present, within twenty-four hours of its ratification, all Senate legislation and appropriations to the President as required by Section 5.1.6 of these Bylaws,
 - iii. Maintain a permanent and current record of all members of Student Government including their contact information,
 - iv. Keep minutes and attendance at all Senate meetings, and attest that those minutes are a true and accurate representation, and
 - v. Maintain the Student Government office, including the procurement and organization of office supplies.
- (b) The Director of Operations must work not less than ten hours per week when school is in session.

3.4.6 Director of Statewide Affairs — Duties and responsibilities.

- (a) The Director of Statewide Affairs is Student Government's representative to the California State Students Association (CSSA) and must—
 - i. Attend all CSSA monthly plenary and regional meetings,
 - ii. Attend all scheduled Senate meetings, and report to Senate regarding all statewide issues or legislation that may affect the student body or Student Government, as well as issues discussed or acted upon by CSSA,
 - iii. Provide general oversight of Student Government's external initiatives,
 - iv. Collaborate with the CSUCI Director of Community and Government Relations, and

v. Coordinate all voter registration and education campaigns on campus.

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

3.4.7 Director of Finance — Duties and responsibilities.

(a) The Director of Finance is the Chief Financial Officer of Student Government and must—

i. Oversee all Student Government financial transactions, including those transactions specific to clubs and organizations,

ii. Provide a weekly report to the Legislative and Executive branches on all expenditures and on the financial condition of Student Government,

iii. Maintain Student Government's financial records, and present them, upon request, to members of the Legislative Branch or the public, and

iv. Prepare and submit a budget proposal to Associated Students, Incorporated, for the following academic year with recommendations from the Executive Branch and Senate.

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

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 budget submitted to ASI by the Director of Finance under 3.4.7(a)(iv) of this Part must include appropriate hourly compensation for all Executive Directors, the President and Vice President, and other Bylaw-required members of the Executive Branch.

3.4.9 Director of Lobby Corps — Duties and responsibilities.

(a) The Director of Lobby Corps is responsible for coordinating all government affairs activities and must—

i. Coordinate all Student Government legislative visits and advocacy,

ii. Coordinate all Student Government community engagement activities,

iii. Disseminate information to students pertaining to Student Government's lobbying and legislative activities,

- iv. Coordinate with the California State Students Association Lobby Corps Officer, and
- v. Oversee the recruitment and training of the Lobby Corps.

(b) The Director of Lobby Corps must work not less than five hours per week when school is in session.

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

3.5.1 General

(a) The President may, at their discretion, appoint other officers 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.

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

ARTICLE IV — THE JUDICIARY

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

4.1.1 Authority of Judicial Branch.

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

(b) The Judicial Branch is responsible for interpretation of all legislation passed by the Legislature including policy, procedure, spending bills 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, and may serve as members of the ASI Elections Committee.

4.1.2 Quorum required.

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.

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

Part 2. *Chief Justice.*

4.2.1 Description.

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

(b) The Chief Justice may receive a compensation in consequence of appropriations from Senate.

4.2.2 Minimum qualifications.

(a) No person may hold the office of Chief Justice of Student Government unless that person—

- i. Has completed a minimum of thirty units of coursework,
- ii. Has completed a minimum of twelve of such units at CSUCI,
- iii. Maintains GPA requirements in accordance with the Policy on Eligibility Requirements for Student Clubs and Organizations (SA.21.002),
- iv. Is enrolled in, and intends to enroll in, a minimum of six units per semester at CSUCI throughout their tenure, and
- v. Is able to complete a minimum of a three-semester term.

(b) No person may serve more than one term as Chief Justice.

4.2.3 Prohibitions on conflicts of interest.

- (a) No member of the judiciary may preside over their own case.
- (b) Judiciary 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 may—
 - i. In conjunction with the Internal Affairs Committee, conduct investigations into Student Government's internal activities for purposes of ensuring compliance with these Bylaws and Senate legislation,
 - ii. Call meetings of the Judicial Branch with adequate notice at their discretion, and
 - iii. Delegate judicial functions to the Associate Justices.
- (b) 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, and
 - v. Notwithstanding any other duty or privilege of this Article, ensure the proper functioning of the Judicial Branch.
- (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.

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.

4.3.2 Minimum Requirements

No person may be an Associate Justice of the Judicial Branch of Student Government unless that person—

- i. Has completed a minimum of thirty units of coursework,
- ii. Has completed a minimum of twelve of such units at CSUCI,

- iii. Maintains GPA requirements in accordance with the Policy on Eligibility Requirements for Student Clubs and Organizations (SA.21.002),
- iv. Is enrolled in, and intends to enroll in, a minimum of six units per semester at CSUCI throughout their tenure, and
- v. Is able to complete a minimum of a two-semester term.

4.3.3 Powers and Duties.

(a) An Associate Justice must—

- i. Perform duties delegated by the Chief Justice, and
- ii. Recuse themselves from a case in the event of a conflict of interest.

(c) An Associate Justice must work one hour per week while school is in session.

Part 4. Offenses.

4.4.1 General provisions; applicability.

(a) These rules apply to all members of Student Government, 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.

4.4.2 General impeachable violations.

No person in Student Government may—

(a) Threaten or verbally abuse any person, or otherwise conduct themselves in an inappropriate manner while exercising the duties or privileges of their office,

- (b) Misuse or misappropriate Student Government property or funds,
- (c) Misuse or abuse any powers or privileges related to their Student Government office, or
- (d) Intentionally violate any provision of these Bylaws or the legislation of Senate, or applicable University policies.

These offenses are punishable by censure or impeachment.

4.4.3 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.
- (b) Violations of paragraph (a) of this section are punishable by censure or impeachment.

Part 5. Rules of procedure.

4.5.1 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, and
 - 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 certified mail, and
 - iv. Notify the chair of the Internal Affairs Committee as well as the Associate Justices.

4.5.2 Conduct of investigations and report of findings.

(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 and Internal Affairs Committee shall conduct their investigation in a manner that Senate may prescribe, and report their findings in writing within a reasonable amount of time to the complainant, respondent, the Internal Affairs Committee and Senate.