

## **Crown Student Senate Bylaws**

Established Spring 2003; Revised Spring 2007, Spring 2008, Spring 2009

### I. Standing Committees

- A. The Crown Student Senate will always have a committee whose purpose is to deliver proposals for Student Life Improvement Fund allocations.
- B. The Crown Student Senate will always have a Constitution Committee whose purpose is to review the effectiveness and clarity of the CSS governing documents and propose revisions as necessary.

### II. Meeting Procedures

- A. Crown Student Senate shall use Robert's Rules of Order for all Parliamentary Procedure with only those exceptions stated in the Constitution and Bylaws.
- B. A quorum is needed to conduct a valid meeting, quorum is defined as 2/3 of the current Senators.
- C. Voting:
  - 1. When all persons are in agreement on a motion a senator can call acclamation, and the Chair shall call for dissent. If no dissent is heard, the motion passes. If there is dissent, then a vote will be taken.
    - a. Voting is generally done by a show of hands. A motion to use a secret written ballot may be made by any member.
  - 2. A majority vote of those Senators and Representatives present, including by proxy, is necessary to approve funding proposals and other motions.
- D. Ad hoc committee formation:
  - 1. A voting member may make a motion to form a committee for a specific purpose.
  - 2. A CSS member, who is nominated and accepts without objection, shall chair the committee.
  - 3. Committee members shall be comprised of all CSS members who wish to take part in the committee's work.
  - 4. The committee shall exist as long as there is need for it.

### III. Election Procedures

- A. All Senators shall go through an election regardless of whether or not there are more Senator positions than candidates for those positions.
- B. At least some part of each election shall occur both in the Crown Courtyard and the Crown/Merrill Community Room.
- C. Names on ballots shall be listed in alphabetical order to show no bias.
- D. No changes shall be made to the Candidate's statement including typos, grammatical errors, or other mistakes.
- E. All Candidate's statements shall be reproduced and posted at the election site and at any other Senate posting site (i.e. Website).
- F. Candidates shall remain at least 50 ft from all polling places except while voting expeditiously.
- G. The staff advisor shall deliver the election results to the elections committee.
- H. Voting data shall be kept for three weeks after every election in case of dispute. After three weeks, voting data shall be destroyed.
- I. In the case of disputes not involving counting of the votes, the Senate shall meet and resolve the disputed issue as a body.

### IV. Election process for Senate Officers

- A. All officers will be elected by the following process:
  - 1. CSS members shall nominate Senators for officer positions. The entire body shall vote on the nominated candidates.
  - 2. The candidate receiving the most votes shall be elected to the position. If there is only one person running for a position then they must receive a simple majority of the votes to be elected to the position.
- B. The Chair, Treasurer, and Secretary shall be elected by the CSS body in the Spring Quarter after confirmation and elections.
- C. Vice-Secretary and Historian will be elected by the same process in the Fall Quarter.

D. Committee Chairs shall be appointed as needed during the year.

## V. Representatives

A. Crown Student Senate shall appoint members to the following campus Student Organizations:

1. Student Union Assembly (3 Representatives)
  - a. At least one representative must be a Senator.
  - b. One representative will be appointed in the Spring Quarter prior to the academic year in which he/she will serve.
2. CORE Council (1 or 2 Representatives)
3. Student Union Governance Board (1 Representative)
4. Student Committee on Committees (1 Representative)
5. Executive Committee of Crown (Chair)
6. Residential Education Staff Liaison (Chair or Delegate)

## VI. Swearing in Process

A. All newly elected Senators must take an oath before assuming the duties as a Senator.

“As a duly elected representative of all students of Crown college, I, (Name), swear/promise to uphold laws of the CSS Constitution and Bylaws. I further swear/promise to act as a model representative of Crown students in my official capacity as Senator and all its functions as well as an outstanding Crown student in my daily activity. I will act, to the best of my ability, as an open-minded representative of the various positions of Crown students.”

## VII. Funding Guidelines

A. The Funding Request Form shall be updated annually prior to the beginning of the academic year in order to reflect changes in Chair contact information and any changes in CSS meeting time.

1. Copies of the Funding Request will be given to SOAR each fall for distribution to all student organizations.

B. The following will be included in the CSS Funding Request Form, which will be made available to all parties requesting funds:

1. Statement of Relationship

- a. Crown College is a diverse community of students, faculty, and staff dedicated to the pursuit of knowledge in an atmosphere of open discussion and mutual respect. In embracing this diversity we find stimulation, freedom, and strength. Freedom to express one's opinions and beliefs is of the utmost importance. As the student governing board of Crown College, the CSS is very dedicated to this aim.
2. CSS represents the interest of Crown College with a focus on the interests of the student body. The students' interests are not only important, they are the essential reason that CSS exists. Our purpose is to represent the students at Crown College in this relationship by:
  - a. Acting as an advocate for the students of Crown College;
  - b. Bringing quality programming to the community which will benefit the Students of Crown College;
  - c. Providing to Crown College community members a forum for discussion of current events;
  - d. Coordinating ideas and supplying funds for the purposes stated above.
3. Funding Guidelines (As printed on actual Funding Request Form)
  - a. Before filling out the request for funding, be sure to read the Statement of Relationship below.
  - b. Please fill out this form and put in the CSS box in the Crown College Programs Office, by 5:00 PM, Friday. Due to other items of business, presentation of the request may be delayed one or more weeks at the Chair person's discretion. The Chair will contact the requesting party to confirm the date and time to present the funding request.
  - c. The party seeking funds must attend the meeting at which they are scheduled. If the requesting party does not attend the meeting, the request will not be considered. The meeting time is 8:00 PM on Mondays in the Crown Fireside Lounge.
  - d. CSS will not fund any event through both CSS and CORE.
  - e. To receive funding, the event must be beneficial to Crown community members.
  - f. If an admission fee is to be charged, it is strongly recommended that Crown students be given either a reduced entrance fee or free admittance.

- g. At the time of the request, examples of publicity that are going to be used for the event should be provided. CSS **must** be mentioned as a sponsor on all advertising in order for funds to be allocated.
  - h. Funding for events that involve transportation and lodging are considered by the CSS to be a low priority. For these events to be considered for funding, Funding requests should be turned in at least four weeks prior to the meeting at which you expect to present. Even if this requirement is met, funding is not guaranteed.
    - i. Transportation is defined as travel from one location to another. This does not include lodging and food costs associated with the event.
  - i. All non-Crown groups or individuals should submit funding requests at least three weeks prior to the event.
  - j. All Crown groups or individuals should submit funding requests at least two weeks prior to the event.
  - k. CSS reserves the right to consider any request for community services, including a request that does not directly benefit Crown College. CSS is the sole interpreter of the term “community services”.
  - l. If an event date is specified, any funds to be used must be spent by the event date. If no event date is specified, funded parties should use the funds within three weeks of the request approval.
  - m. The requesting party will not receive additional money for that particular request nor will funding be allocated retroactively or for cost overruns.
  - n. If funding is approved, please see the College Programs Coordinator or call at 459-2101.
  - o. It is the responsibility of those requesting funds to plan events far enough in advance to fulfill all of the above requirements.
  - p. If any of the above requirements are not met, future requests may not be considered.
4. The Funding Request Form shall be changed annually prior to the beginning of the academic year in order to reflect changes in Chair contact information and any changes in CSS meeting time.

### VIII: Crown Student Senate Student Life Improvement Fund (CSS SLIF)

#### A. Purpose:

To improve Crown student life through additions to residential or academic facilities.

**B. Definition:**

Interest from the Crown Student Senate interest-bearing endowment accrues each year and is available according to Bylaws Article VIII. C. Each winter quarter, a committee of senators and/or representatives will be appointed to carry out this process.

**C. Duties of the SLIF Committee:**

1. Solicit, discuss, research and gather student and administrative input on proposals for use of accrued interest.
2. By middle off spring quarter, have chosen the project/s best qualified for addition to the college and proposed same to CSS for approval.
3. Work with college and campus administration to determine steps for bringing projects to reality.
4. Announce decision/plans to the Crown community.

**D. Use of funds**

1. The money must be spent on permanent/semi-permanent additions to the community (i.e. No food or other perishable items).
2. Acceptable student life improvements include but are not limited to: appliances, furniture, and improvements to indoor/outdoor public spaces.
3. Interest may roll over and accumulate from year to year.
4. If the interest currently available is insufficient to purchase desired improvement/s, the purchase may be postponed until sufficient interest has accumulated.

IX. Role of Staff Advisor

- A. New Staff Advisors, excepting temporary Staff Advisors, shall attend a forum with Senate to understand the role of the Staff Advisor to the Crown Student Senate.
- B. The following are guidelines for the Staff Advisor to the Crown Student Senate:
  1. "Student led. Advisor guided."
  2. About Students

3. Give Ideas
4. Know rules and regulations
5. Look at the whole picture
6. Interjection regarding past experience
7. To present alternative opinions and positions
8. Help keep the Senate focused when needed
9. Offer advice more than opinion
10. Senators will ask for help when necessary
11. Program Chairs will set and follow their own deadlines in consultation with the Staff Advisor
12. Allows the CSS to decide and plan their own events
13. Help keep calendar organized
14. Provide constructive criticism
15. Keep an unbiased point of view