

# Crown Student Senate Constitution

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

The Crown Student Senate is the sole interpreter of this Constitution and Bylaws.  
The Crown Student Senate is heretofore referred to as CSS and Senate.

## **Preamble:**

The CSS is elected to support the beliefs and interests of Crown students. It shall coordinate and sponsor programs, allocate funds to support student inspired social, cultural, and educational activities, and provide a forum for debate and discussion on behalf of Crown College.

## **ARTICLE I: Function**

### SECTION 1.

The CSS shall sponsor, coordinate, and host programs and activities for the Crown community.

### SECTION 2.

The CSS shall allocate funds derived from the student membership fees.

### SECTION 3.

The CSS functions as the legitimate student decision making body at Crown College.

### SECTION 4.

The CSS shall act as an advocate for the students of Crown College, and shall bring the concerns of Crown students to the appropriate parties.

### SECTION 5.

The CSS shall maintain a fund whose purpose is described in Bylaws Article VIII.

## **ARTICLE II: Representative and Administrative Duties of the CSS**

### SECTION 1:

CSS shall appoint representatives from Crown College to campus student organizations as defined in Bylaws Article V.

Sub a. Any Crown affiliated student appointed by CSS may serve as a representative to one or more of these bodies as described in Bylaws Article V.

Sub b. All campus student organization representatives must attend CSS meetings to inform the Senate regarding discussions within the body to which they are representative.

### SECTION 2:

The CSS is responsible for conducting Crown College-wide student elections and opinion polls, except for those conducted by Crown-affiliated bodies. CSS reserves the right to delegate this responsibility to other organizations.

### SECTION 3:

The CSS shall appoint or recommend the appointment of students to any committee considering an issue singular to Crown College.

SECTION 4:

The CSS will establish sub-committees, as it deems necessary (Bylaws II.D.).

### **ARTICLE III: CSS Responsibilities to Crown College**

SECTION 1:

The CSS funds and coordinates activities for the education and entertainment of the Crown community. All activities hosted by the CSS must be at least partially funded by the CSS.

SECTION 2:

The CSS may fund Santa Cruz community activities with the approval of  $\frac{3}{4}$  or more of the Senate's approval

SECTION 3:

The CSS funds student, residence hall, apartment, and college-wide activities to facilitate a cohesive and accessible community. The CSS provides money to include off-campus students in the Crown community.

SECTION 4:

The CSS is responsible for maintaining equipment purchased expressly by the CSS.

SECTION 5:

The CSS may support any student or faculty intending to develop a course for Crown College.

### **ARTICLE IV: Rights of Students**

SECTION 1.

The CSS will protect the students' right to freedom of expression.

SECTION 2.

The CSS shall request assistance from the other college governments to ensure students' rights when the CSS deems necessary.

SECTION 3.

The CSS shall petition Crown College or UC administrative body on the Crown students' behalf pertaining to college issues when the CSS deems it necessary.

### **ARTICLE V: Membership and Position Responsibilities**

SECTION 1.

CSS is comprised of twelve Senators, elected by Crown-affiliated Students, and up to sixteen Representatives.

Sub a. A Senator is a Crown Student elected by the Crown Student Body in an election as described in Article VII. Senators are responsible for representing the interests of the

whole of the Crown student body. In this capacity, Senators shall have the privilege of voting on all issues addressed in CSS.

Sub b. A Representative is a Crown Student selected by those he/she represents as described in Article VI Section 2. Representatives shall represent the interests of their representative constituencies. In this capacity, Representatives shall only vote on issues that affect Crown College directly.

## SECTION 2.

There are eight Representatives of the residence halls (one from each residence hall, elected/appointed by said residence hall), four Representatives of the apartments (one from each two-building cluster, elected/appointed by said apartments), and four Representatives of off-campus students are elected/appointed by off campus students. Crown affiliated students who live in Merrill apartments are considered off-campus, as these students do not live on the Crown College campus.

## SECTION 3.

The following shall govern the officer positions of the Senate:

Sub a: Each year the Senate shall elect from among the Senators the following positions: Chair, Treasurer, Secretary, Vice-Secretary. Unless stated otherwise in Article IX, terms shall expire at the end of each academic year. A Senator may serve more than one term in an elected position.

Sub b: Senators not elected to one of the positions above shall be Senators-at-large.

Sub c: Elected Position Responsibilities

Sub i. CHAIR:

The Chair shall call the meetings to order and run them according to Bylaws Article II. The Chair helps to keep the CSS cohesive and effective by keeping discussions on topic, informing everyone of the time and place of meetings, collecting funding requests, making the agenda for each meeting and keeping the CSS informed of any current issues. The Chair will be responsible for annually updating the funding request form to reflect current contact information and Bylaws funding guidelines (Bylaws VII.B.3). The Chair will also act as a Liaison to the Administration and serve as a representative to the Executive Committee of Crown College. The Chair will serve as Residential Education Liaison at the monthly Residential Education meeting. It is recommended that the chair serve as an SUA representative. If a Council of Chairs or another similar body is convened, the Chair will act as representative to that body. The Chair will meet regularly with the advisor to discuss the agenda and other issues. If the Chair is not present, s/he may appoint another member to run the meeting in his/her absence. The Chair may delegate Liaison responsibilities to other Senators at his/her discretion.

Sub ii. TREASURER:

The Treasurer shall remain in said position for as long as neither the Treasurer nor any other CSS members have any objections. The Treasurer's duties include tracking all funds dispersed by the CSS and meeting regularly with the CSS Advisor and/or the Crown Financial Coordinator, whenever

necessary. The Treasurer is responsible for any financial statements and follow-up related to funding, CORE, etc.

Sub iii. SECRETARY:

The Secretary is responsible for recording and publishing the attendance of each member, recording the minutes, and to count the votes of the meetings with the Chair.

Sub iv. VICE-SECRETARY:

The Vice-Secretary shall type minutes as recorded by the Secretary and distribute the minutes to all CSS Members, the CSS Advisor, the Crown College Financial Coordinator, and the residential staff. He/she shall make the minutes available to others upon request. In the event of the Secretary's absence the Vice-Secretary shall record minutes.

Sub v. HISTORIAN:

The Historian shall keep a record of events at Crown College and changes in the College's history, purpose, and functions. S/he may create a visual representation of Crown College events for the current year and may work in conjunction with the paid Crown Historian. The Historian shall compile year-end reports from Senators and program chairs. An interested Senator or Representative may ask to be the Crown Senate historian, if multiple persons are interested a vote within Senate will determine who will be the historian. Historian is not a mandatory position.

Sub d: Other CSS position responsibilities

Sub i. COMMITTEE CHAIR:

A Committee Chair will be designated for every Senate event hosted by Crown Student Senate and any matter for which Crown Student Senate deems the necessity of a committee. The Committee Chair is responsible for coordinating, planning, publicity, and execution of their event as well as writing a post-event report and evaluation. The Committee Chair is also responsible for periodic updates to Crown Student Senate on the progress of the committee. Senators or Representatives may hold the position of Committee Chair.

Sub ii. SENATORS-AT-LARGE:

Senators-at-large are all Senators without an officer position and are expected to attend all Senate events as well as actively participate in planning and supporting Senate events.

Sub iii. Student Program Mentor:

Two Student Program Mentors shall be appointed to assist students who request money from the funds earmarked for student initiated programming. Their responsibilities shall include outreach to encourage use of said fund, promotion of senate and its activities, and serve as a resource for those engaged in student initiated programming. Both Senators and Representatives may hold the position of Student Program Mentor.

Sub e: A Senator may hold more than one of the elected positions.

Sub f: A representative may serve as Committee Chair but may not be elected to officer positions.

Sub g: To facilitate effective completion of business, officers are to attend every meeting.

## **ARTICLE VI: Eligibility for Membership**

### SECTION 1.

Any student who is affiliated with Crown College and pays college membership fees, except Resident Assistants, is eligible to be a member of CSS.

### SECTION 2.

Representatives will be elected or appointed by a process decided by the representative constituency from which they reside.

## **Article VII: Election Procedure**

### SECTION 1.

Senators shall be elected by the Crown Student body in Spring and Fall elections and in compliance with Bylaws Article III.

Sub a. In Spring Quarter, all Senators returning for the following year shall be confirmed by two-thirds majority of the Senate.

Sub b. If the number of Senators, after confirmation is less than 10 then there shall be an election in Spring Quarter to fill the Senate to no more than 10 Senators.

Sub c. If in the Fall Quarter there are less than 12 Senator positions filled, there shall be an election to fill the vacancies.

Sub d. Each Representative will be elected in the first four weeks of Fall Quarter. If there are vacancies in the house after the first four weeks, then a Representative may be elected/appointed by the constituency throughout the year.

### SECTION 2.

Spring elections shall be held in Spring Quarter at least three weeks before the end of the current academic year. Fall Elections shall be held in the first two weeks of the following academic year.

SECTION 3. A Crown College student may become a candidate for the Senate by turning in a nominating petition by the Thursday before the election. The nominating petition must include twenty-five signatures of Crown students and a statement of no more than seventy-five words expressing the candidate's desires as to why they wish to hold office. Students may announce candidacy at an optional public forum sponsored by the CSS.

### SECTION 4.

Online Voting shall be held for five consecutive days from Monday 12:00am until Friday 11:59am.

- Sub a. Electronic voting will be accessible from the Crown College website for the duration of the election.
- Sub b. The Staff Advisor will be responsible for downloading results of the online elections and providing data to the Elections Committee before the subsequent meeting.
- Sub c. It is the intention of CSS that online voting be available to Crown students in the Crown Courtyard via wireless laptop computer for two consecutive days during the voting period. Every effort will be made to have a laptop computer available for this purpose.
- Sub d. CSS members without a conflict of interest shall monitor the polling place.
- Sub e. CSS may appoint Crown Students without a conflict of interest to monitor the polling place.
- Sub f. Results of the election will be posted in a public place within two days of the close of the election.

#### SECTION 5.

CSS shall determine the result of elections.

- Sub a. Candidates receiving the largest number of votes, in decreasing order, fill open positions.
- Sub b. The two candidates with the most votes after the Senators-elect are elected shall serve as alternates in case a Senator vacates a seat before the end of their prescribed term. These alternates are chosen from the most recent election and shall complete the departing Senator's term.

#### SECTION 6.

The new CSS Senators shall be officially sworn in at the end of the first meeting following the election. At that time, voting rights and all other privileges and responsibilities shall be invoked.

#### SECTION 7.

In the event that there are no alternates after a resignation or dismissal of a Senator, CSS shall decide whether or not to hold elections to appoint a replacement from among the people who have communicated a desire to hold a position on CSS. There shall be a one week publicity period before the election or appointment. Election shall follow standard election procedures as described in Article VII and in Bylaws Article III.

### **ARTICLE VIII: Attendance**

#### SECTION 1.

When a Senator is going to be absent or late to a meeting, s/he should notify the Chair prior to the meeting.

#### SECTION 2.

Any absence due to illness, academic priority, or family emergency constitutes an excused absence, as long as the Chair is notified within the prescribed time limits. The Chair has additional discretion to determine excused absences.

### SECTION 3.

An absence due to improper notification of the Chair constitutes an unexcused absence.

Sub a. Proper notification of the Chair requires that the Chair be notified at least 2 hours prior to the meeting time.

Sub b. Notification of an impending absence to the advisor or by proxy to another Senator is not adequate notice. Such an absence shall be considered unexcused.

### SECTION 4.

A Senator who incurs more than three excused absences in a quarter or seven excused absences during an academic year shall be dismissed.

### SECTION 5.

Any Senator who incurs more than three unexcused absences during a year term, or more than two unexcused absences in one quarter, shall be dismissed. It is the responsibility of each Senator to be sure the Chair is aware of an impending absence before the next meeting.

### SECTION 6.

Any member, Senator or Representative, who will be absent from the meeting, must leave early, or must arrive late, can give a written proxy vote to a fellow member.

## **ARTICLE IX: Resignation and Recall of a CSS Member**

### SECTION 1.

Sub a: A Senator or Representative may resign by submitting a letter of resignation to the Chair.

Sub b: A resigning Representative must inform his/her constituents at a hall meeting.

### SECTION 2.

A CSS member may be subject to a recall vote.

Sub a. To be considered for recall, a petition containing no less than 50 Crown College Students is required. In addition a statement of no more than 75 words explaining the reason for the recall shall be submitted to the CSS.

Sub b. A college-wide forum with at least a one week publicity period shall be called to discuss the recall. A simple majority of those present at the forum shall be sufficient to recall a CSS member.

Sub c. Contingent on the result of a recall vote, an alternate may replace the departing member.

### SECTION 3.

An officer may be subject to a recall vote.

Sub a. The recall vote shall take place within CSS.

Sub b. An officer may be recalled by a 2/3's vote of current CSS members.

Sub c. Contingent upon the result of the vote, a new officer appointment shall be made.

Sub d. The deposed officer may remain a senator.

## **ARTICLE X: Meeting Procedures**

### SECTION 1.

CSS meetings shall take place weekly when classes are in session, provided that classes are held on the day of the meeting. No meetings shall be held during finals week.

### SECTION 2.

CSS Bylaws shall govern CSS Meetings.

### SECTION 3.

An emergency meeting can be called by quorum of the Senate or by the Chair for specific issues.

### SECTION 4.

Emergency votes can be made by telephone or e-mail as long as two-thirds of the Senators take part in the vote.

### SECTION 5.

If a funding request does not follow the Funding Guidelines as described in Bylaws Article VII, the request will not be considered.

### SECTION 6.

An announcement of time and place of meetings shall be included in the Funding Guidelines as described in Bylaws Article VII. If permanent changes are made to the location or the time of meetings, it will be reflected in the minutes and changed on the Funding Request Forms.

### SECTION 7.

Minutes of all CSS meetings shall be recorded.

Sub a. Minutes shall be transcribed by the next meeting.

Sub b. Minutes shall be circulated according to Vice Secretary description (Article V.3.c.iv) within two weeks of the meeting recorded in the minutes.

## **ARTICLE XI: Recall of CSS Action**

### SECTION 1.

All decisions, appointments, and issues addressed by the CSS are subject to referendum by a petition presented to the Chair and signed by 20% of the students of Crown College. A referendum will be held following a publicity period of one week. Any vote required by the petition will be decided by a simple majority of the votes cast in the referendum.

### SECTION 2.

Robert's Rules of Order may also be used to recall CSS action.

## **ARTICLE XII: Passing Amendments to the Constitution and Bylaws**

### SECTION 1.

Amendments to the Constitution or Bylaws require approval of two-thirds of CSS.

### SECTION 2.

Amendments to the Constitution or Bylaws must pass approval of University legal counsel, the CSS Advisor and/or the Associate College Administrative Officer.

## **ARTICLE XIII: Budget**

### SECTION 1.

An annual budget meeting will be held at the end of each academic year for the upcoming year to allocate funds for the Residential Education Office, College Programs Office, the Crown Scholarship Fund, and the CSS fall training retreat.

### SECTION 2.

CSS's financial relationship with Crown College will be re-evaluated and determined on a year-to-year basis.

### SECTION 3.

Any student organization or college government, including CSS, requesting funding from the CSS must complete and comply with the CSS Funding Request and Guidelines as described in Bylaws Article VII.

### SECTION 4.

Disposition of funds remaining in the CSS account at the end of the academic year shall be allocated by the current CSS members.