

Crown Student Senate Bylaws

Established Spring 2003, Revised Spring 2007, Spring 2008, Spring 2009, Spring 2010, Spring 2012, Spring 2013, Spring 2014, Spring 2015, Spring 2016

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. The 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. Names on ballots shall be listed in alphabetical order to show no bias.

- C. No changes shall be made to the Candidate's statement including typos, grammatical errors, or other mistakes.
- D. All Candidate's statements shall be reproduced and posted at the election site and at any other Senate posting site (i.e. Website).
- E. Candidates shall remain at least 50 ft from all polling places except while voting expeditiously.
- F. The staff advisor shall deliver the election results to the elections committee.
- G. Voting data shall be kept for three weeks after every election in case of dispute. After three weeks, voting data shall be destroyed.
- H. 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 Commissioner of Snackademic Affairs of CSS will be elected by the same process in the Fall Quarter.
- D. The Public Relations Officer will be elected by the same process in the Winter Quarter, or immediately should an opening arise.
- E. Committee Chairs shall be appointed as needed during the year.

V. Representatives

- A. Crown Student Senate shall choose to appoint members to the following campus Student Organizations:
 - 1. Student Union Assembly (According to SUA Constitution)
 - a. At least one representative is required to be a Senator.
 - b. The Senate shall be mindful of the SUA constitution in appointing representatives.
 - 2. CORE Council (1 Representative)
 - 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)
7. Academic Senate (1 Representative)
8. Student Academic Senate (1 Representative)

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 all the standards 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 quarterly prior to the first Senate meeting to reflect changes in Chair contact information, submission specifications as outlined in Bylaw VII.B, and any changes in CSS meeting time.

B. For each quarter, the Chair may, at their discretion, set specific dates for the presentation of certain types of funding requests (such as publications). These deadlines shall be presented by the Chair at the first Senate meeting of the quarter, and may be amended by the body using normal parliamentary procedure if necessary. The deadlines shall be considered finalized at the end of this meeting, but may be postponed by motion or Chair decision. These dates will be published on the Crown Senate website and Funding Request Form, as well as communicated to affected groups by the Treasurer, as outlined in Constitution V.1.d.ii.

C. 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 in the online Funding Request Form)
- a. Before filling out the request for funding, be sure to read the Statement of Relationship above.
 - b. Please fill out form found on Crown's website by 4:00 PM, Thursday. Due to other items of business, presentation of the request may be delayed one or more weeks at the Chairperson's discretion. The Chair will contact the requesting party to confirm the date and time to present the funding request.
 - i. All non-Crown groups or individuals should submit funding requests at least three weeks prior to the event.
 - ii. All Crown groups or individuals should submit funding requests at least two weeks prior to the event.
 - 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 that night and the funding presentation will be rescheduled once. Meetings are held at 8:00 PM on Mondays in the Crown Fireside Lounge.
 - d. To receive funding, the event must be beneficial to Crown community members.
 - e. 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.
 - f. The CSS must be mentioned as a sponsor in order for funds to be allocated. There are many ways to denote CSS as a sponsor, from event advertising to announcements at the event itself.
 - g. The CSS reserves the right to consider any request for community services, including a request that does not directly benefit Crown College. The CSS is the sole interpreter of the term "community services".
 - h. 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.
 - i. The requesting party will not receive additional money for that particular request nor will funding be allocated retroactively or for cost overruns.
 - j. It is the responsibility of those requesting funds to plan events far enough in advance to fulfill all of the above requirements.
 - k. If any of the above requirements are not met, future requests may not be considered.

VIII: Crown Student Senate Constitution Committee

A. Purpose:

The purpose of The CSS Constitution Committee shall be to review the Constitution and Bylaws every year. After a review has taken place, The CSS Constitution Committee shall make recommendations to The CSS on additions, deletions and amendments as they feel necessary on the Constitution and Bylaws.

B. Structure

The CSS Constitution Committee shall be composed of at least two members of The CSS, one of which must be a senator, appointed at the earliest possible meeting of the winter quarter.

1. If no such CSS members are appointed, then it shall be the Senate Chair's responsibility to review the Constitution and Bylaws. The chair acting in this capacity can make recommendations on the grammatical structure and format of the Constitution and Bylaws but cannot make recommendations on the addition or deletion of content.

C. Procedure: After members have been appointed, they shall meet at least weekly to discuss and review the Constitution and Bylaws.

1. The CSS Constitution Committee's recommendations shall be submitted sometime during the spring quarter, at least one week before the last meeting of that quarter.
2. The recommendations shall be entered into the agenda as a motion. Any vote on such changes requires a two-thirds vote of voting members present, including those members present by proxy.
3. All other voting procedures will be followed as written in the most current edition of Robert's Rules of Order.

IX: 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 the middle of spring quarter, have chosen the project/s best qualified for addition to the college and proposed same to The 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.

X. 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 (SLIF, Events, etc.)
4. Know rules and regulations
5. Look at the whole picture
6. Interjection regarding past experience
7. To present alternative opinions and positions (If needed.)
8. Help keep the Senate focused when needed
9. Offer advice more than opinion
10. Senators will ask for help when necessary
11. Program Committee 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