

Crown Student Senate Constitution

Established 2003; Revised Spring 2007, Spring 2008, Spring 2009, Spring 2010, Spring 2012, Spring 2013, Spring 2014, Spring 2015, Spring 2016, Spring 2017, Spring 2018, Spring 2019, Spring 2020

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

Preamble:

CSS is convened 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:

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

SECTION 2:

CSS shall allocate funds derived from the student membership fees.

SECTION 3:

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

SECTION 4:

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:

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

ARTICLE II: Representative and Administrative Duties of 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 report and inform the Senate regarding discussions and matters within the body to which they are representative, either in person at CSS meetings or by email to CSS by 5 PM the day of the following CSS meeting.

SECTION 2:

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:

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

SECTION 4:

CSS will establish sub-committees, as it deems necessary following procedures in Bylaws Article II.D.

ARTICLE III: CSS Responsibilities to Crown College

SECTION 1:

CSS funds and coordinates activities for the education and entertainment of the Crown community.

SECTION 2:

CSS may fund Santa Cruz community activities with the approval of 3/4 or more of the Senate's approval.

SECTION 3:

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

SECTION 4:

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

ARTICLE IV: Rights of Students

SECTION 1:

CSS will protect the students' right to freedom of expression as defined in the UCSC Principles of Community document.¹

SECTION 2:

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

SECTION 3:

CSS shall petition Crown College or the University of California administrative body on the

¹ Students' rights are outlined in the UCSC Principles of Community document link:
<http://deanofstudents.ucsc.edu/pdf/use-university-properties-brochure.pdf>

Crown student's behalf pertaining to college issues when and to the extent that CSS deems necessary.

ARTICLE V: Membership and Position Responsibilities

SECTION 1:

CSS is comprised of twelve Senators, elected by Crown-affiliated Students, and Representatives whose membership is determined by participation.

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 Crown student body.

Sub b. A Representative is a Crown student who fulfills the requirements listed under Article V Section 2 sub b.

Sub i. Representatives will be responsible for communication to Crown students via general Crown posting spaces. Reports are to encourage communication between the Representative and their constituencies in order to collect feedback and draw attention to topics of interest. Representatives will also be required to file monthly report backs with the Chair. If residing within Crown residences, Representatives should request their RA's to send out report backs to the occupants of their building.

Sub ii. Communication methods include, but are not limited to: announcement in RA house meeting, article in monthly RA newsletter, emailed announcement or posting space in the represented community.

SECTION 2:

There shall be no limit on the number of Representatives that may be members of CSS. Any Crown affiliate or resident of a Crown facility may become a Representative. Those seeking to become Representatives shall be appointed through the process outlined in Sub a.

Sub a: Those seeking to assume the position of Representative must contact the Chair and ask for a petition. They then must gather fifteen signatures from Crown affiliates. Once the petition has been filled out, the prospective Representative must deliver it to the Chair to be approved. The petition will not be considered until the prospective Representative has attended three CSS meetings during that academic year. The Chair will schedule the prospective Representative to appear on the agenda at a meeting once these requirements have been met. At that meeting, any prospective Representatives will present their desire to join CSS so any objections from CSS can be heard. If there are no objections, the Representative can assume voting rights immediately. If there is an objection, CSS will hold a vote needing a 2/3rds majority to confirm the position. If an individual is not confirmed, they may reapply the following quarter. To appeal a decision by CSS, the prospective Representative may complete a petition of 80 signatures from Crown-affiliated students.

SECTION 3:

The following shall govern the officer positions of the Senate:

Sub a: Each year the Senate shall elect from among the Senators exclusively the following positions: Chair, Treasurer, and Secretary. Terms shall expire at the end of

each academic year. A Senator may serve more than one term in an elected position.

Sub b: Each year the Senate shall elect from among both the Senators and the Representatives the following positions: Public Relations Officer, Vice Secretary and ERIC. Terms shall expire at the end of each academic year. A Senator or Representative may serve more than one term in an elected position.

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

Sub d: 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 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 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 alternate. 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, they may appoint another member to run the meeting in their absence. The Chair may delegate Liaison responsibilities to other Senators at their discretion. The Chair, with the help of the advisor, will organize a Fall Diversity and Inclusivity Training for new and returning members of CSS. The Chair will supplement additional resources in collaboration with the CHES office for members of CSS who join after the Fall training takes place to make up for their absence.

Sub ii. TREASURER:

The Treasurer's duties include tracking all funds disbursed by CSS and meeting regularly with 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 the attendance of each member, recording and publishing the minutes, and counting the votes during meetings with the Vice Secretary. The Secretary shall record minutes and distribute them to all CSS Members, CSS Advisor, the Crown College Financial Coordinator, and the residential staff. The Secretary shall make the minutes available to others upon request. The Secretary is expected to check the CSS email address at least once per week.

Sub iv. VICE SECRETARY:

The Vice Secretary is responsible for recording and publishing the attendance of each member. In the event of the Secretary's absence the Vice Secretary shall assume all duties of the Secretary. The Vice Secretary shall also assist in counting votes in meetings.

Sub v. PUBLIC RELATIONS OFFICER:

The Public Relations Officer, hereafter PRO, shall be responsible for the outreach and publicity of Crown Student Senate. The PRO shall be responsible for advertising the Senate in Crown's public spaces, and shall assist Representatives in publicizing the activities of the Senate in their residential areas. The PRO shall manage Senate's online presence on both the website and social media. The PRO may coordinate with other Committee Chairs in outreach efforts as necessary,

assisting with efforts including but not limited to flyers, posters, and the use of social media. The PRO shall host events publicizing CSS under the direction of the Senate body. To assist with these duties, the PRO may organize an Ad-Hoc Committee at their discretion. In addition, the PRO must plan, coordinate, and lead at least 1 event per quarter, in which the Senate hosts an informative and outreaching program open to and for the Crown community.

Sub vi. "ERIC"

"ERIC" of CSS shall be responsible for keeping track of volunteers who wish to provide snacks and beverages for meetings. "ERIC" of CSS may submit funding requests for CSS snacks as they see fit. The position may be held jointly.

Sub f: Positions in which new Senators assume an Elected Senator Position may be entitled to but are not required to participate in position training.

Sub i: Position training is defined as the current Elected Senator mentoring the newly Elected Senator, in preparation for the upcoming term. In doing so, the newly Elected Senator shall learn how to completely and individually perform the tasks in which they are required to do per the Constitution and Bylaws.

Sub ii: Position training shall begin the meeting after the newly Elected Senator is declared via the Senate.

Sub iii: The current Elected Senator for that position, as part of the training, may require the newly Elected Senator, to assume the position for the remaining of the current Elected Senator's term. The current Elected Senator must aid the newly Elected Senator as they see fit.

Sub g: 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 actively participate in planning and supporting Senate events.

Sub g: A Senator may not hold more than one of the elected positions, with the exception of the position detailed in Article V.3.e.vi.

Sub h: To facilitate effective completion of business, officers are to attend every meeting unless extraordinary circumstances bar their attendance. In this event, the Chair must be notified in advance following procedures in Article VIII, Section 1.

ARTICLE VI: Eligibility for Membership

SECTION 1:

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

SECTION 2: It is strongly recommended that Residential Assistants do not become voting members within CSS, in order to allow their residents to gain a leadership role.

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.

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 academic year.

SECTION 3:

A Crown College student may become a candidate for CSS by turning in a nominating petition by the Thursday before the election or at a CSS sponsored event in the same week. 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 CSS.

SECTION 4:

Online Voting shall be held for five consecutive days from Monday at 12pm until Friday at 12pm.

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. CSS members without a conflict of interest shall monitor the polling place.

Sub d. CSS may appoint Crown students without a conflict of interest to monitor the polling place.

Sub e. Results of the election will be posted in a public place within two days of the close of the election.

Sub f. Additional addendums to the election procedures shall be added to Bylaws Article III.

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. In the event of a tie for a final Senator position, the potential senators shall perform a simple speech, with the body voting whom shall fill the spot. The selected Senator shall fill the final spot, and the other candidate shall be first alternate.

Sub c. 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.

Sub d. In the event of a tie in votes amongst the alternates, attendance will be the deciding factor of who is appointed Senator. If both alternate candidates have identical attendance records, then refer to Sub b above.

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 in 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.

SECTION 8:

In the event that standard election procedure could not proceed after at least a month of when elections were scheduled, Crown Student Senate is permitted to seek alternate methods in order to hold elections, selecting the best method to reach as many Crown affiliates as possible. Any alternate method must be approved by a two-thirds vote, rounded up, by this body.

ARTICLE VIII: Attendance

SECTION 1:

When a Senator or Representative is going to be absent or late to a meeting, they should notify the Chair prior to the meeting. It is the responsibility of each member to be sure the Chair is aware of an impending absence before the next meeting. 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 CSS Member is not adequate notice. Such an absence shall be considered unexcused.

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. In the event of a strike, respecting and not crossing the picket line also counts as an excused absence. In the event of a strike, respecting and not crossing the picket line also counts as an excused absence. The Chair has additional discretion to determine excused absences.

SECTION 3:

Attendance limits

Position	Maximum Absences per Quarter			Maximum Absences per Year		
	Excused	Unexcused	TOTAL	Excused	Unexcused	TOTAL
Senator	3	2	4	6	3	9
Representative	4	2	6	8	3	11

Sub a. A Senator who incurs more than the maximum number of absences noted above shall be dismissed as a Senator.

Sub b. A Representative who incurs more than the maximum number of absences noted is subject to forfeit their position.

Sub c. A Senator can request a leave of absence as per Bylaw XI.

SECTION 4:

Any Senator or Representative who incurs more than three unexcused absences during a year term, or more than two unexcused absences in one quarter, shall be dismissed.

SECTION 5:

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.

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 Student signatures are required. In addition a statement of no more than 75 words

explaining the reason for the recall shall be submitted to 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:

Sub a. An officer may resign from their position by submitting a letter of resignation to the Chair.

Sub b. Should the Chair choose to accept the resignation, a new officer appointment shall be made, with the interim position held by the Chair, following the normal line of succession should there be a conflict.

Sub c. The deposed officer may remain a Senator or Representative based on their position prior to taking office.

SECTION 4:

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 or Representative based on their position prior to taking office.

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. There shall be a minimum of seven meetings in a quarter. No meetings shall be held during finals week.

SECTION 2:

CSS Bylaws shall govern CSS Meetings.

SECTION 3:

An emergency meeting may 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 Secretary description (Article V.3.c.iii) within one week of the meeting recorded in the minutes.

ARTICLE XI: Recall of CSS Action

SECTION 1:

All decisions, appointments, and issues addressed by 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, 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 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 CSS must complete and comply with CSS Funding Request and Guidelines as described in Bylaws Article VII.

SECTION 4:

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

SECTION 5:

CSS Prior fund, being the accumulation of leftover monies from previous fiscal years, may be used by the current Senate for funding, under the following guidelines:

Sub a. The funding of improvements to Crown that are of lasting benefit to the Crown Community shall take priority of Prior funds.

Sub b. The general funding of programs and requests brought before CSS may be funded by Prior if the Senate determines that it is a correct use of Prior monies.