

# Yavapai College

## Senate Constitution



## **Article I. Name**

The name of this organization shall be Yavapai College Student Government Association Senate, hereinafter referred to as YCSGA Senate.

## **Article II. Purpose**

YCSGA Senate members represent their designated Campus or Residence Hall, research campus issues, maintain regular contact with their campus faculty and student body, and other responsibilities as assigned in the Senate and Executive Board.

## **Article III. Representation**

### **Section 1. General conditions of Representation.**

- A.** The organization will not discriminate based on race, creed, religion, color, age, sexual orientation, sexual identity, disability, veteran status, marital status, or national origin.
- B.** Representatives have the freedom to discontinue representation by submitting a letter of resignation to the President of the Senate.
- C.** The organization will ensure that its representatives will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.

### **Section 2. Classes of Representation.**

There shall be the following classes of Representatives:

- A. Representatives.** Representatives include students elected to the Executive Board and Student Senate. All Representatives have all the rights of their elected position.
- B. Staff Advisor.** The YC (Yavapai College) staff advisor is to be a member of staff at Yavapai College, as assigned by the Dean of Students or designee.
- C. Faculty Advisor.** The YC faculty advisor is to be a member of the Yavapai College faculty and will be determined by the YC Vice President of Instruction or designee. The faculty advisor for the YCSGA will be a one-year commitment.

### **Section 3. Qualifications for Candidacy.**

- A.** Candidacy applications shall be provided by the Senate Governance Committee to the prospective candidates along with a copy of the Bylaws. All prospective candidates shall be required to campaign as defined in the Bylaws.
- B.** Yavapai College students who intend to run for a YGSCA are required to meet the following:
  1. Abide by the Yavapai College Student Code of Conduct.
  2. Be a degree and/or certificate seeking student.
  3. Must be enrolled in a minimum of 6 credit hours at Yavapai College.
  4. Maintain a minimum GPA (Grade Point Average) of 2.75.
  5. Fill out a candidacy form and sign a Position Fulfillment Agreement.
  6. Attend an SGA (Student Government Association) orientation.

### **Section 4. Removal and resignation.**

**A.** A Representative in good standing may resign in good standing by sending a letter of resignation to the President of the Senate.

**B.** A Representative absent from more than three (3) consecutive meetings per semester shall be automatically placed in review with the possibility of removal from position in the YCSGA.

## **Article IV. Officers**

### **Section 1. Senate Officers.**

The elected officers of YCSGA Senate shall be a Campus/Center/Residence Hall Representatives (YCR). The Vice President of the YCSGA executive board shall serve as the President of the Senate unless a Senate member is appointed. The Secretary of the YCSGA executive board shall serve as the Vice President of the Senate unless a Senate member is appointed.

### **Section 2. Duties.**

**A. YCSGA Senate President (Vice President of the YCSGA Executive Board)**

**B. YCSGA Senate Vice President (Secretary of the YCSGA Executive Board)**

**C. YC Campus/Center/Residence Halls Representative (YCR).**

1. The Campus Representatives serve as spokespersons for the student population at their assigned Yavapai campus or center. This includes clubs, organizations, and other groups. Students, including those in the Residence Halls, can make requests through their campus representative.
2. Attend YCSGA meetings and functions as designated by the YCSGA Senate President.
3. Chair (Co-Chair) one YCSGA committee.
4. Participate in at least one Committee.
5. Service to the Student Government Association performed weekly as defined in the Bylaws.
6. Facilitate communication between YCSGA and their Campus/Center they represent.
7. Participate in planned events.
8. Actively participate in Student Government meetings.
9. Communicate and disseminate Student Government information to the campus community.

### **Section 3. Election of Officers.**

**A. Qualifications.** As listed in Article 3 Section B of the Constitution.

**B. Timing.** The **Senate** shall be elected by ballot in September of each year to serve for one year or until successors are elected and assume office. Their term of office shall begin on the first day after confirmation of votes.

**C. Additional ballots. Senate:** In the event that there is an equal number of votes for two or more candidates, the Executive Board will hold a special vote to determine the officer elect.

**D. Confirmation.** Newly elected representatives must attend the official orientation and sign the position contract.

#### **Section 4. Vacancy in Office.**

**A.** Immediate coverage to prevent a lapse in governance. Line of succession to cover as Pro-Tem:

1. Senate President (Pro-Tem Vice President or Secretary of the YCSGA executive board)
2. Senate Vice President (Pro-Tem YC Campus/Center/RH Representative)
3. Senate members (Pro-Tem Vice President or Secretary of the YCSGA executive board))

**B.** The Pro-Tem successor maintains regular responsibilities of their official office while covering the Pro-Tem responsibilities until a replacement is elected by the Senate.

**C.** Senate Governance Committee nominates individuals to fill the vacancy on the Executive Board and holds interviews of each nominee.

1. Nominees can be anyone, including current Executive Board and Senate Representatives.
2. All nominees have the right to decline nomination.
3. If an Executive / Senate Representative accepts nomination, they are automatically recused from the official vote.

**D.** In the case of a Senate member's resignation, all YCSGA Senate members and YCSGA executive board members may recommend prospective candidates to replace the Senate seat. Recommendations can be previous candidates who were not elected to a YCSGA position or students that would be a good fit for the position. The YCSGA Senate will hold a vote to determine the new Senate member. In the event that there is an equal number of votes for two or more candidates, the Executive Board will hold a special vote to determine the officer elect. (Mention they will serve the remaining term and then must be elected again? Does it change the scholarship?)

#### **Section 5. Term of Office.**

No Representative shall hold more than one permanent office at a time and no Representative shall be eligible to serve more than two consecutive terms in the same office. Any part of a term in excess of four months shall be considered a full term as defined in the Bylaws.

### **Article V. Meetings**

#### **Section 1. Regular Meetings.**

Regular meetings shall be held as determined by the Vice President and the Secretary of the YCSGA Executive board. Meetings are held August through May, when school is in session, unless otherwise ordered by the Representatives. The Executive Board and Senate shall approve the time and place of their respective meetings.

#### **Section 2. Special Meetings.**

Special meetings may be called by the President of the Senate, YCSGA Executive Board members, or upon the written request of any representative of the YCSGA. The purpose of the meeting shall be stated in the notice of the meeting. Except in cases of emergency, at least five (5) days' notice shall be given to all representatives by telephone, in writing, or by electronic means.

#### **Section 3. Voting / Quorum.**

Two-Thirds of the elected Representatives must be in attendance (in-person or virtual camera) to hold a vote.

1. Majority vote within the quorum determines the outcome.
2. A tie in the Senate is settled by the President of the Senate as defined in the Bylaws.

## **Article VI. Committees**

### **Section 1. Creation.**

Standing or special committees may be created by the representatives and by the Executive Board, as necessary.

### **Section 2. Appointment.**

Except as provided elsewhere in the Constitution and Bylaws, the President of the Senate shall appoint the chairs and members of standing and special committees with the approval of the Executive Board.

### **Section 3. Required Committees. Descriptions as defined in the Bylaws.**

1. Senate Governance Committee
2. Financial Oversight Committee
3. Academic Success Committee
4. Marketing / Public Engagement Committee
5. Student Experience / Retention Committee

## **Article VIII. Parliamentary Authority**

The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws and any special rules of order the association may adopt.

## **Article IX. Amendments / Revisions**

### **Section 1. Amendments.**

YCSGA agrees to abide by the policies of Yavapai College as well as federal, state, and local laws. The Yavapai College Student Body must approve all Amendments or revisions to the Constitution. Process as defined in the Bylaws.

### **Section 2. Effective date of amendment.**

Amendments to the Constitution or Bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided. Process as defined in the Bylaws.

**Affirmation of President of the Senate:** \_\_\_\_\_

**Affirmation of President of the Executive Board:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Future Amendments: President – Date**

**President of the Senate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President of the Executive Board:** \_\_\_\_\_ **Date:** \_\_\_\_\_