

Yavapai College Student Government Association



Senate Bylaws

Article I. Name

The name of this organization shall be the 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.

Section 1. Definitions of Purpose

1. Participate in the Shared Governance structure that oversees academic and nonacademic interests related to students.
 - a. Shared Governance requires regular communication between all Input, Recommendation, Decision-making, and Approval bodies. Participation of all groups on an ad hoc basis may be requested. Recognizing that students provide a valuable perspective, the shared governance process encourages active participation of student representatives in the decision-making process.
2. Advocate matters pertinent to the students and other constituencies of the College.
 - a. Students take an active role in their learning by recognizing that they are accountable for their success and take actions that lead toward their educational goals. As recipients of College services, students provide valuable insight about the quality and effectiveness of the institution.
3. Organize activities and projects that promote the interests and/or address the concerns of the student body.
 - a. Student interest is the utmost priority of the YCSGA. All activities and projects must be relevant to the current student body.

Article III. Campaign

Section 1. Process

1. YC Need to Know (bi-weekly newsletter)
2. Candidacy applications shall be provided by the Senate Governance Committee to the prospective candidates along with a copy of the Constitution and Bylaws.
3. All prospective candidates shall be required to campaign.
4. All candidates will receive a copy of the Campaign Policy.
5. All candidates will receive a detailed candidate and campaign packet.
6. All Election policies, procedures, and regulations are defined in the Candidate and Campaign packets provided by the Senate Governance Committee.

Article IV. Definition of Service

Section 1. Definition

1. Regular meeting attendance, special events, committees, and other requirements as assigned by the YCSGA Executive Board.

Section 2. Position Specific Definitions of Service

1. President of Senate

- a. Conduct regular meetings. Create and distribute meeting agenda

before the meeting. Manage and attend any projects or events as assigned.

2. Vice President of Senate

a. Support the president as needed. Appoint a Senate Secretary. Work with and appoint Senate members to committees.

3. Secretary of Senate

a. Take and post minutes for meetings. Take notes for the YCSGA Senate in committee meetings. Manage and attend any projects or events as assigned.

4. Senate - YCR – Yavapai College (Campus/Center/Residence Halls) Representative

a. Represent their designated Campus/Center/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 V. Term of Office

Section 1. Definition of Full Term

1. A Full Term shall be defined as one Academic year.

a. Academic year is defined as Fall, Spring, and Summer semesters.

i. Academic (Fiscal) year July 1st – June 30th.

Article VI. Tie in Meeting Votes

Section 1. Senate

1. The Vice President of the Executive Board (Senate President) shall not vote in the initial call on any Senate led proposal.

2. If there is a tie (50/50) in the vote on the Senate floor, the President of the Senate shall cast a vote to settle the tie.

Article VII. Committees

Section 1. Committee Policy and Procedure

1. All committees shall define policy and procedure specific to their mission.

2. All Policy and Procedures must be approved by the Executive Board.

Section 2. Required Committees. Descriptions

1. Senate Governance Committee

a. Shall handle all elections and election related issues.

2. Financial Oversight Committee

a. Shall work with the YCSGA Treasurer regarding all financial matters.

3. Academic Success Committee

a. Shall work with College level committees focused on Academic issues.

4. Marketing / Public Engagement Committee

a. Shall manage all social media and marketing endeavors for the YCSGA.

5. Student Experience / Retention Committee

a. Shall work with the Office of Student Engagement and Leadership, the Dean of Students, and other College committees regarding experience and retention.

Article VIII. Amendments

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. The YCSGA must approve all Amendments or revisions to the Bylaws.

1. Amendments must be reviewed by the Executive Board and Senate.
2. A full YCSGA meeting must be called in order to review the proposed Amendment.
3. Amendments must be presented to the Executive Board and Senate one week prior to the meeting it will be discussed in.
4. Proposed Amendments will pass the YCSGA with a 2/3 confirmation.

Section 2. Effective Date of Amendment

1. Amendments to the Constitution shall take effect at the end of the meeting at which the student body vote is confirmed by the Executive Board, unless another date is otherwise provided and approved.
2. Amendments to the Bylaws shall take effect at the end of the meeting at which the YCSGA vote is confirmed by the Executive Board, unless another date is otherwise provided and approved.

Article VI. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the organization.