

Constitution of the Cowell Assembly Cowell College, University of California, Santa Cruz

The Cowell Assembly hereby adopts the following Constitution. It shall be made available to any member of the Cowell Assembly who requests it, at any time.

ASSEMBLY

Definition

The Cowell Assembly ("Assembly") consists of all properly registered students of Cowell College, students who are not affiliated with but reside at Cowell College, and all faculty and staff of Cowell College.

SENATE

DEFINITION, ROLE, MISSION STATEMENT

1. Definition

The Cowell Senate shall sit as the executive body of the Cowell Assembly.

2. Role

The Cowell Senate ("Senate") shall advise the Provost and College administration on matters of the College policy as it relates to the Assembly, and shall prepare and supervise the expenditures of a budget for the disbursement of students' funds assigned to Cowell College.

3. Mission Statement

The Senate aims to represent the Cowell student body in campus-wide governance, concerns, and issues. It also serves to provide the Cowell Assembly with events and opportunities designed to benefit and enrich the Cowell community as a whole.

SENATE MEMBERSHIP

1. Duties

a. Selectpersons

- i. Any member of the Assembly who has attended four Senate meetings within one quarter, or four consecutive Senate meetings spanning over two quarters, shall be granted full voting rights and privileges and endowed with the title "Selectperson" of the Cowell Senate.
- ii. Selectpersons shall serve as voting members of Senate.
- iii. Selectpersons shall work with and assist the College Staff, notably the Programs Office, in sponsoring, directing, and executing programs and events.
- iv. The Selectpersons shall be responsible for the proper execution of the legislation and directive of Senate.
- v. The Selectpersons shall be responsible for calling a meeting of the Cowell Assembly each spring to consider the budget for the following academic year. Other Assembly meetings may be called throughout the year as necessary.
- vi. The Selectpersons shall provide adequate public notice, with the minimum of one week in advance, of all upcoming Senate and Assembly meetings.
- vii. Selectpersons shall be removed of their Selectperson status and officer title, if applicable, should they fail to attend four consecutive Senate meetings. Such removal shall remain in effect until the end of the quarter, at which point the removed party may begin the process of reinstatement as a Selectperson. Alternatively, if a Selectperson must be absent from more than four Senate meetings, they may request a leave of absence and retention of Selectperson status during that time. This request must be made in writing, and reason for the leave provided. Selectpersons on leave shall not be counted toward quorum and shall resume their Selectperson status upon their return.

b. Officers

The following are descriptions of the duties of the officers:

- i. **Chairperson:** Plans meeting agendas (see also Section III, 5), moderates meetings, corresponds with petitioning guests, works with all other officers to assure that the Senate runs smoothly. Posts the names of all of the Selectpersons and of all members

of the committees of the College at all times. Maintains and distributes the Senate roster.

- ii. **Vice-Chair:** Shall act as a substitute for elected officials when absent; may also act as a Senate-Resident Assistant liaison who periodically participates in Residential Assistant meetings and periodically reports to Senate; shall take on other duties as necessary.
- iii. **Secretary:** Records Minutes during meetings, distributes minutes via email no later than 72 hours before the next Senate meeting. Works with the Publicity Chair to keep all of the previous and current Minutes and Agendas for the current academic year on the Senate "Board." When unable to attend a meeting, the Secretary or the Senate Chair may designate another Selectperson to serve in the Secretary's place and record Minutes for that meeting.
- iv. **Treasurer:** In a manner consistent with the Constitution and with the pre-approved budget for the current academic year, the Treasurer is responsible for the Senate's finances, including the disbursement of funds to those individuals, groups, or organizations, who have received funding from the Cowell Senate; keeps detailed records of expenses; works with the Cowell Financial Advisor; gives weekly reports at meetings. In addition to weekly reports, the Treasurer shall make a full written report at the end of each academic quarter per the "Colleges Student Government Financial Disclosures Policy." During preparation of the budget in the spring, the Treasurer shall also make budget recommendations to the Budget Committee and aid in the delivery of the spring budget presentation to the Cowell Assembly.
- v. **Publicity Chair:** Conducts outreach, distributes information, and creates publicity for the Senate. Also keeps the Senate "Board" up-to-date; periodically gives a weekly report during meetings; makes posters and flyers; aids with recruitment. Also updates the Senate website on a regular basis including uploading the agenda, minutes, and any other documents that need to be published online.
- vi. **Historian:** Responsible for documenting Senate events and activities.
- vii. **Parliamentarian:** Assures that all Senate and Assembly proceedings follow rules as set out in the Cowell Assembly Constitution; clarifies and rules on all questions of interpretation of the Constitution; may declare any of a meeting's proceedings invalid *ex post facto* if there was faulty posting of the Agenda, if any or all of the motions were not properly conducted, if quorum was not maintained during any or all voting procedures, or if there was any unconstitutional moving, voting, or other procedures.

c. Representatives to Campus-wide Assemblies

- i. Senate may elect a representative to any campus-wide assemblies.
- ii. Representatives to campus-wide Assemblies, such as the Student Union Assembly (SUA), the Academic Senate, the Student Committee on Committees (SCOC), the Student Fee Advisory Committee (SFAC), the Student Union Governance Board (SUGB), and Core Council, are required to report back to the Senate on a regular basis.
- iii. Any student member of the Cowell Assembly may be appointed by the Senate to serve as Cowell's representative to a campus-wide assembly. In some cases a Selectperson may hold both elected and appointed positions concurrently.

d. **Staff Advisor:** Cowell College shall designate a staff member to serve as a non-voting Advisor to the Cowell Senate and all proceedings. The Staff Advisor shall oversee all business and financial transactions and also provide overall guidance and support.

e. Committees

- i. Committees shall be formed with a passage of a motion, and shall expire no later than the end of the academic year.
- ii. Any student Assembly Member may join any committee at any time, with the exception of the executive committee.
 - The following are standing committees that shall be formed annually:
 - **Constitutional Review Committee:** Reviews the constitution annually and may or may not recommend amendments to the constitution to Senate.

- **Executive Committee:** Meets at least once a month to review and discuss Senate business. Members of this committee are the Staff Advisor, Chair, Vice-Chair, Treasurer and Secretary.
- **Gift Committee:** Recommends one or more gifts, that contribute to the Cowell community, to Senate for approval annually.
- **Budget Committee:** Proposes a budget for the following year and presents it to Senate for approval. The proposed budget must then be approved during an Assembly meeting (See Article IV, 3).
- **Events Committee (optional):** Plans and orchestrates events for the Cowell community at least one event per quarter.

2. Selection

a. Selectperson Drawing for Fall Quarter Membership

- The founders of the Cowell student government subscribed to the Athenian notion principal that all members of the community are equally fit to serve as representatives. Accordingly, each spring the outgoing Senate members shall select, by lot, up to ten Selectpersons to serve as full voting members beginning immediately the following fall quarter.
- Applications: Application forms for the lottery shall require eight lines of original rhymed verse, plus a signature of endorsement of the applicant's candidacy by at least one Cowell faculty member, at least one Cowell staff member, and at least eight Cowell students.

b. Elections

- The Chair and Vice-Chair shall be elected in the spring quarter of the previous year by Selectpersons only.
- The remaining officer and representative positions shall be elected in the fall quarter of the current year.
- In fall quarter, Assembly members who attend the first meeting or contact the Chair shall serve as the voting body of the election that shall be held during the second meeting.
- Selectpersons shall serve as the voting body of all elections except for the first election held in the fall quarter.
- At the beginning of each quarter officers shall have the option of offering their position for re-election. At that time, should officers stand down, their position may be filled by the nomination and election of another current Selectperson. Should officers choose not to stand down from their position, they shall continue in their current role. Any number of positions may be re-elected.

c. Impeachment

- Officers and Representatives may be impeached by a two-thirds vote during any Senate meeting in which quorum is present.

I. STRUCTURE OF SENATE MEETINGS

Note: All Senate meetings shall use as procedural reference Roberts Rules of Order.

1. General

- Except as herein specified, the Cowell Senate shall make rules of procedure for its own meetings as it sees fit.
- Any Assembly member has the right to address the entire Senate.

2. Minutes

- Minutes shall be taken during each Senate meeting and be publicly posted (see also Section II, 1, b, iii).

3. Motions

- Only Assembly Members may make motions, however, only Selectpersons may second the motions.

4. Voting

a. Quorum

- Voting on all regular motions and amendments to motions shall require a quorum of fifty percent of all Selectpersons. No voting shall take place without a quorum.

b. Discussion and Voting

- Each member of the Assembly has the right to address the entire Senate.

- ii. Only Selectpersons may vote and they shall be entitled to one vote only.
- iii. In order to maintain a Senate that makes fully informed decisions and to ensure the benefit of a full discussion of each issue presented during Senate meetings, proxies may only be used for those motions or issues that have been previously tabled and that the absent person has heard discussed in entirety.
- iv. All procedural points must receive rulings during the meeting. All motions must be passed, defeated, tabled, or withdrawn.
- v. Discussion shall be allowed before a motion has been moved and after it has been seconded. During discussion, Assembly members may move to question.
- vi. Amendments to motions on the floor shall be allowed after the motion has been seconded.

c. Passage of a Motion

- i. All motions and amendments to motions during Senates meetings shall require an affirmative vote of simple majority in order to pass.
- ii. Abstention votes do not count against the majority vote.

5. Agenda

- i. The Agenda shall be posted prominently no fewer than twenty-four hours before a meeting of the Senate (on the Senate "Board" and/or Website, for example).
- ii. The Agenda shall include a weekly Treasurer's report. It shall also allow for reports from other committees, Selectpersons, other guests in attendance, and general discussion.
- iii. The Agenda may be amended at the commencement of a Senate meeting by a passing motion in accordance with Senate rules regarding motions.
- iv. No meeting shall be held without a properly constructed, posted, and approved Agenda.

7. STRUCTURE OF ASSEMBLY MEETINGS

Note: All Assembly meetings shall use as procedural reference Roberts Rules of Order.

1. Definition

Assembly meetings are gatherings of the members of the Cowell Assembly and shall be held at least once a year for purposes such as but not limited to addressing important community issues, passing the annual budget, and making constitutional amendments.

2. Voting

a. Quorum

- i. Voting on all motions, shall require a quorum of five percent (5%) of the members of the Assembly. No voting shall take place without quorum.

b. Discussion and Voting

- i. Each member of the Cowell Assembly has the right to address the entire Assembly.
- ii. Each member shall be entitled to one vote only, and only Cowell Assembly members may vote.

c. Passage of a Motion

- i. All motions and amendments to motions during Assembly meetings shall require an affirmative vote of simple majority in order to pass.
- ii. Abstention votes do not count against the majority vote.

3. Presentation of the Budget

a. Timing

- i. A budget sub-committee shall be formed to prepare and make recommended amendments to the Cowell Senate budget for the following year. By the fifth week of the spring quarter the budget shall be approved during a regular Senate meeting, and presented before an open meeting of the Cowell Assembly. The budget shall be subject to amendment at both these meetings.

b. Structure of Budget Presentation

- i. The Senate will propose a budget for the following year based upon income projections for that year. Copies of this proposed budget shall be posted with the Agenda and be distributed at the meeting.
- ii. Budget Assembly meetings shall be publicly announced in writing at least one week in advance.

- iii. An agenda shall be posted prominently no fewer than 24 hours before the meeting. This agenda shall allow for general discussion.
 - iv. At the meeting the Senate must propose a non-voting Moderator for the meeting, and the Assembly must vote to accept the Moderator. The Moderator shall then conduct the meeting and recognize Assembly members who wish to speak.
 - v. If at any point during the meeting quorum is lacking, the Moderator shall notify the Senate Chair.
 - vi. If the proposed budget is not approved, the current budget shall be used for the following year. The Senate shall hold an Assembly meeting next quarter to ratify the budget.
- 4. Constitutional Amendments and Ratification**
- i. This Constitution shall become effective upon being passed by a simple majority vote of the Cowell Assembly.
 - ii. Motions to amend the Constitution shall require a two-thirds affirmative vote to pass.

(As Adopted 3 June 1969)
(As Amended 2 May 1979)
(As Amended Spring 1985)
(As Amended 18 October 2006)
(As Amended 27 May 2009)