

Bylaws of the Cowell Senate University of California, Santa Cruz

The Cowell Senate ("Senate") hereby adopts the following Bylaws. It is the duty of every Selectperson to follow and uphold these bylaws. It is the duty of the Chair, Vice-Chair, Staff Advisor, and Parliamentarian to enforce these bylaws. These Bylaws shall not supersede the Constitution of the Cowell Assembly ("Constitution").

- 1) Duties of the Senate Officers
 - a) Chairperson
 - i) As per the Constitution, the Chair presides over Senate meetings.
 - ii) The Chair shall draft the agendas, however, the chair may delegate this task to other Officers.
 - iii) The Chair is responsible for corresponding with petitioning guests on the Senate's behalf.
 - iv) The Chair shall assist the Publicity Chair in publishing all previous and current agendas.
 - b) Vice-Chair
 - i) As per the Constitution, the Vice-Chair shall act as a substitute for any absent Officers.
 - ii) The Vice-Chair shall maintain the Selectpersons' attendance for the purposes of enforcing Senate Membership.
 - iii) The Vice-Chair shall maintain and distribute the Senate Roster at the beginning of each quarter.
 - iv) The Vice-Chair may act as the Senate-Residential Assistant liaison who periodically participates in Residential Assistant meetings on Senate's behalf.
 - v) The Vice-Chair shall maintain a stack during meetings
 - c) Secretary
 - i) As per the Constitution, the Secretary is the official record keeper.
 - ii) The Secretary is responsible for recording the minutes for each official meeting of the Senate.
 - iii) The Secretary shall distribute the minutes via email no later than 96 hours after the meeting.
 - iv) The Secretary shall assist the Publicity Chair in publishing all previous and current "approved" minutes.
 - d) Treasurer
 - i) As per the Constitution, the Treasurer is responsible for tracking the disbursement of funds to those individuals, groups, or organizations, that have received funding from the Senate.
 - ii) The Treasurer shall keep a detailed record of expenses.
 - iii) The Treasurer shall report the balances of the Senate's funding accounts at each Senate meeting.
 - iv) At the end of each academic quarter, the Treasurer shall prepare and distribute the Senate's mandatory Expenditure Report per the "Colleges Student Government Financial Disclosures Policy."
 - v) The Treasurer shall chair the Budget Committee.
 - vi) The Treasurer may aid in the delivery of the spring budget presentation to the Cowell Assembly.
 - e) Publicity Chair
 - i) As per the Constitution, the Publicity Chair conducts outreach, publicizes information, and creates publicity for the Senate.
 - ii) The Publicity Chair shall post the draft agenda for the Senate's upcoming meeting no later than 24 hours after the draft agenda has been distributed to the Selectpersons.
 - iii) The Publicity Chair shall post the minutes from the Senate's two latest meetings.

- iv) The Publicity Chair shall post the names of all Selectpersons and of all members of the active College committees.
 - v) The Publicity Chair shall assist Cowell College's Webmaster on a regular basis to update the Senate's website by publishing the Constitution, Bylaws, agenda, minutes, and any other Senate documents.
 - f) Historians
 - i) As per the Constitution, the Historians are responsible for documenting Senate events and activities.
 - ii) This includes, but is not limited to, taking pictures, recording video, publishing pictures and videos and providing pictures and videos to the Cowell archives and the Cowell Senate webpage.
 - g) Parliamentarian
 - i) As per the Constitution, the Parliamentarian assures the Senate and the Assembly proceedings follow rules of the Constitution and these Bylaws.
 - ii) As per the Constitution, the Parliamentarian has the power to declare any of a meeting's proceedings invalid *ex post facto*.
 - iii) The Parliamentarian shall maintain a list of Standing Rules and shall distribute them.
 - iv) The Parliamentarian shall present a summary of Robert's Rules of Order during each quarter.
 - h) Representatives to Campus-wide Assemblies
 - i) Representatives shall provide incremental summaries to Senate on a regular basis.
 - ii) Representatives shall attend at least half of the Senate meetings held in a quarter.
 - i) Committee Chairs
 - i) As per the Constitution, Senate may form committees through the passage of a motion. Any student Assembly Member may join any committee at any time, with the exception of the Executive Committee.
 - ii) Committee Chairs will be determined through a volunteer basis, with the exception of the Budget Committee, which is chaired by the Treasurer.
 - iii) Should more than one person be interested, then a vote will be conducted during a regularly scheduled Senate meeting.
 - iv) Committee Chairs are responsible for organizing committee meetings, running said meetings, and reporting back to Senate with any reports. Other tasks such as submitting purchase orders, contacting businesses and organizations, and organizing events can be delegated to other committee members but may ultimately fall to the Chair.
- 2) Procedure for Senate Meetings
- a) The Meeting Call
 - i) The Meeting Call is an action of the Senate to notify the Cowell Assembly of a meeting of the Senate.
 - ii) A tentative agenda shall be included with the Meeting Call.
 - b) Parliamentary Procedure Law
 - i) All meetings shall be run in accordance with Robert's Rules of Order.
 - c) Meeting Frequency
 - i) Meetings shall be held every week of instruction during an academic quarter, excluding summer quarter.
 - ii) All supplemental meetings besides the required once-a-week meetings may be called with a two-thirds majority of all Selectpersons.
 - iii) Future meetings may be cancelled during a senate meeting with a two-thirds majority of all Selectpersons.
 - iv) During the summer quarter or when school is not in session, the Senate may hold a meeting, at the Chair's discretion. The use of telecommunications shall be allowed to facilitate the meeting.

- d) The Meeting Time and Location
 - i) Meetings shall be held on Thursdays, at 8:00 PM at the Cowell Conference Room.
 - ii) The meeting time or location may be changed with a two-thirds majority of all Selectpersons, present, absent, or abstain.
 - e) Agenda
 - i) The agenda shall be approved before commencing any official business.
 - ii) The agenda shall be distributed via email no later than 48 hours before the meeting.
 - iii) The agenda shall be open to reasonable discussion and amendments before it is approved.
 - iv) The Selectpersons shall approve the agenda at the beginning of the meeting with a simple majority of present members.
 - v) The Selectpersons may amend the agenda *after its approval* with a two-thirds majority of present members.
 - f) Minutes
 - i) Minutes must be drafted, approved, and distributed for every meeting of the Senate.
 - ii) Approved minutes shall act as the official record of the Senate.
 - iii) Minutes go through two phases: draft and approval. This is an important distinction, because it gives Selectpersons a chance to review the draft minutes and offer amendments or corrections before the minutes are entered into the official record of the Senate.
 - iv) Both draft minutes and approved minutes shall be distributed via email, posted publicly in the Cowell community, and posted on the Cowell Senate website.
 - v) Draft minutes shall be in the DOC or DOCX format and the filename shall be "DRAFT Cowell Senate Minutes YYYY-MM-DD".
 - vi) Approved minutes shall be in the PDF format and the filename shall be "Cowell Senate Minutes YYYY-MM-DD".
 - vii) Each of the meeting minutes shall include the title, "Cowell Senate Minutes," the date and location of the meeting, the name of the minute taker, and shall indicate if the minutes are a draft or if they are approved.
 - viii) The minutes shall record the attendance of the Selectpersons (present, absent, and proxies), as well as guests and prospective Selectpersons present.
- 3) Resources of the Senate
- a) The DVD Library
 - b) Cowell Room 135
 - c) The Website
 - d) The Apartment Posting Board
 - i) Senate agenda, minutes, and announcements deemed necessary for the Cowell Community.
 - e) Senate Posting Board
 - i) Will be updated with the meeting day and time for the quarter at least 72 hours before the first meeting.
 - ii) Shall be checked weekly for postings not sanctioned by senate.
 - iii) Will at all times maintain current information on meeting times, agenda, minutes, Constitution, events, contact information, roster of active committees, and DVD library hours; will be stocked on funding requests and SUA media forms, Roberts rules of order, proper procedure for submitting a funding request.
 - f) The Senate Roster
 - i) The Senate Roster will be updated and distributed at the beginning of each quarter by the Vice-Chair.

- ii) All Selectpersons will be emailed a copy of the updated Roster and an updated copy will be kept posted in Room 135 and on the Senate posting Board.
 - g) The Mailing List
 - i) The Staff Advisor shall update the Mailing List in the following scenarios if a guest indicates they are seeking membership to Senate and when a member loses their Selectperson status.
- 4) Standing Rules of the Senate
 - a) The Parliamentarian shall maintain a separate document, compiling a list of motions, also known as Standing Rules, the Senate passed upon itself and must abide.
 - b) These Rules are sustained year in and year out, but may be amended or suspended with a two-thirds majority of all Selectpersons, present, absent, or abstaining.
- 5) Senate Traditions
 - a) New Membership Poetry
 - i) When an Assembly member becomes a Selectperson, they may recite eight lines of poetry. Afterwards, the Selectpersons and guests will decide an appropriate adjective that best describes the poetry.
 - b) New Member Handprints
 - i) Upon reaching Selectperson status, new members may place their handprint on the wall of Room 135.
 - c) The Senate Retreat
 - i) The Selectpersons may hold an annual retreat, where the Selectpersons partake in team building exercises and conduct official business, such as reviewing the Constitution, Bylaws, parliamentary procedure, content neutral funding policies, etc.
 - ii) Selectpersons shall receive priority over prospective members in attending the retreat.
 - d) The Senate Dinner
 - i) The Selectpersons may hold an annual end-of-the-year dinner.
- 6) Ratification and Amendments
 - a) Ratification
 - i) These bylaws shall become effective with a simple majority at a meeting of the Cowell Assembly, so long as (ii) is followed.
 - ii) These bylaws shall be distributed and publicized at least one week before an attempt at ratification.
 - b) Amendments
 - i) These bylaws may be amended with a two-thirds majority of all Selectpersons, present and absent included.

(As Adopted 3 May 2011)
(As Amended 8 May 2012)
(As Amended 14 April 2015)