

# Bylaws of the Cowell Senate

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The Cowell Senate (“Senate”) hereby adopts the following Bylaws. It is the duty of every senator 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”).

## I. 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.
- v. The Chair shall maintain a stack during meetings, but may delegate this as needed.

### 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 delegate additional substitutions in the case of multiple absent Officers.
- iii. The Vice-Chair shall maintain the senators’ attendance for the purposes of enforcing Senate Membership.
- iv. The Vice-Chair shall maintain and distribute the Senate Roster at the beginning of each quarter.
- v. The Vice-Chair may act as the Senate-Residential Assistants liaison who periodically participates in Residential Assistant meetings on the Senate's behalf.

### c. Secretary

- i. As per the Constitution, the Secretary is the official record keeper.
- ii. The Secretary is responsible for recording the official minutes for each 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 senators.
  - 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 senators 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. Appointed Representatives to the Student Union Assembly (the SUA)
  - i. In accordance with the number of Representatives allotted to each college government in the Student Union Assembly constitution, the appointed Representative(s) shall provide incremental summaries to Senate on a regular basis.
  - ii. The Representative(s) shall attend at least half of SUA meetings held in a quarter.
  - iii. A representative who regularly vacates Senate or SUA meetings shall be recalled and replaced.
- i. Committee Chairs
  - i. As per the Constitution, the 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, Constitutional Review Committee, which is chaired by the Parliamentarian, and the Executive Committee, which is chaired by the Senate Chair.
  - 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.
- j. General Duties
  - i. In addition to the duties specified to each role above, all Officers and Committee Chairs are beholden to the goals of the Cowell Senate, as agreed to in the consensus of each meeting, and obligated to assist in their execution.
  - ii. The Chair may delegate the execution of goals to all other Officers and Committee Chairs as needed, given a basic connection between the delegated goal and the role's commitments as detailed above.
  - iii. If delegated goals do not fall within one role's commitments or the holder of that role is otherwise occupied, the Chair may delegate goal execution to any other Officer or Committee Chair.

## **II. 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:  
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 senators.
  - iii. Future meetings may be canceled during a senate meeting with a two-thirds majority of all senators.
  - 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 senators, 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 senators shall approve the agenda at the beginning of the meeting with a simple majority of present members.
- v. The senators 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 senators 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 senators (present, absent, and proxies), as well as guests and prospective senators present.

### **III. Resources of the Senate**

- a. Cowell Room 135
- b. The Website
- c. The Apartment Posting Board
- d. 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 Entertainment Co-op hours; will be stocked on funding requests and SUA media forms, Robert's 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 senators 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

The Staff Advisor or Chair 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 senator status.
- h. The Cowell Senate Google Drive
  - i. The Cowell Senate maintains a drive for archival purposes of all Senate electronic records. The Chair should work with the Staff Advisor to ensure that all members of the Mailing List have viewing access to the current year's drive.

- ii. For the security of drive information, the Historian shall work with the University (Library and Cowell Programs Office) to maintain a continually updated backup copy of the Cowell Senate Google Drive under the purview of the Cowell Programs Office.

#### **IV. 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 senators, present, absent, or abstaining.
- c. The Standing Rules shall not supersede the Bylaws of the Cowell Senate.

#### **V. Senate Traditions**

- a. New Membership Poetry:  
When an Assembly member becomes a senator, they may recite eight lines of poetry. Afterwards, the senators and guests will decide upon an appropriate nickname for the new senator. The Chair shall frown upon motions to nickname the senator Bradley, but will otherwise allow it.
- b. New Member Handprints:  
Upon reaching senator status, new members may place their handprint on the wall of Room 135.
- c. Senate Activities
  - i. The senators may hold an annual retreat, where the senators partake in team building exercises and conduct official business, such as reviewing the Constitution, Bylaws, parliamentary procedure, content neutral funding policies, etc.
  - ii. Senators shall receive priority over prospective members in attending the retreat.

The senators may also hold an annual end-of-the-year dinner.

#### **VI. 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 senators, present and absent included

## **VII. Enumerated Bylaws**

- a. Expanded Senate Membership Bylaw
  - i. The Constitution does not state that senators who are no longer members of the Cowell Assembly must have their title revoked.
  - ii. Thus, a senator who is not affiliated with Cowell College but resides therein shall still be counted as a member of the Cowell Assembly if they do not reside in Cowell in future years, as long as their title as senator is not revoked through inactivity or other reasons.
  - iii. Senators who lose full voting rights after failing to attend the first fall meeting will not regain them until the start of their third meeting attended. Questions on their senator status as a whole will be returned to Constitution section II.a.i.7.
  - iv. Senators who demonstrate a valid need to miss Senate meetings on a consistent basis (i.e. work and class schedules, permitted Senate activities) will be allowed to count attended committee meetings as membership. These split-membership senators will only be counted towards quorum when they are able to attend Senate meetings. The Chair holds discretion on those allowed to continue through split-membership.
- b. Senator Reinstatement Process Bylaw
  - i. Constitution section II.a.i.7 details a reinstatement process for those who have lost their senator status after missing four consecutive Senate meetings. To be reinstated as a senator, the individual must attend two meetings in the quarter after their status was revoked, then present a song or other work of artistic expression.



- ii. The attendance requirement may also be fulfilled if the individual attends the last meeting of the quarter in which they lost their senator status as well as the first meeting of the following quarter.
- c. Assembly Meetings Quorum Bylaw
  - i. As established in Cowell Senate Constitution section IV.b.i., the Bylaws shall house the definition of quorum required for motions in all Cowell Assembly meetings.
  - ii. The definition of quorum stands as five percent of the Cowell Assembly.

*(As Adopted 3 May 2011)*  
*(As Amended 8 May 2012)*  
*(As Amended 14 April 2015)*  
*(As Amended 15 May 2017)*  
*(As Amended 16 May 2018)*  
*(As Amended 2 June 2022)*  
*(As Amended 3 October 2022)*  
*(As Amended 21 November 2022)*