



CHAFFEY COLLEGE STUDENT
GOVERNMENT (CCSG)
CONSTITUTION AND BYLAWS

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THE CONSTITUTION OF CHAFFEY COLLEGE STUDENT GOVERNMENT (CCSG)

PREAMBLE

We, the associated students of Chaffey College, hereby recognize the Chaffey College Student Government as the official body protecting the rights and interests of all students. We have established this Constitution to foster justice and a better understanding between the Chaffey College Student Government and the general College community. The Chaffey College Student Government will uphold a spirit of democracy, unity, and the promotion of open communication with the Governing Board, Administration, Faculty, Staff and the Students of Chaffey Community College.

ARTICLE I: GENERAL

Section I: Name

The name of this governing organization under this Constitution shall be the Chaffey College Student Government, herein referred to as CCSG.

Section II: Purpose

The CCSG shall be the official representative body of the students of Chaffey College and shall provide for the scholastic, social and governmental welfare of the students, within the guidelines of the policies and regulations, as set forth in this Constitution and Bylaws.

Section III: Membership

- A. The CCSG shall be composed of up to twenty-five (25) student members, including five (5) Executive Board members and up to twenty (20) Senators.
 - (1) The elected positions within the CCSG shall be: CCSG President/Student Trustee, CCSG Vice President, Director of Finance & Administration, Director of Outreach & Engagement, Director of Regional Affairs, and up to twenty (20) Senators.
 - (2) Vacant positions within CCSG shall be filled in accordance with the procedures set forth in the CCSG Bylaws.
 - (3) Appointments to positions within CCSG shall follow the procedures set forth in the CCSG Bylaws.
- B. To be eligible for a position within CCSG, a student must:
 - (1) have paid the College Service Fee;
 - (2) be enrolled at the time of election, and throughout their term in CCSG, and successfully:
 - (a) complete a minimum of five (5) units each semester while in CCSG;
 - (b) maintain a minimum cumulative grade point average (GPA) of 2.5.
- C. May be enrolled at the time of election, and throughout their term in CCSG, and is:
 - (1) enrolled in Chaffey's adult education program offered by a community college district pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50 in the California Education Code.
 - (2) a disabled student, as defined in subdivision (b) of Section 84850 in the California Education Code.
- D. Additionally, candidates running for an Executive Board position, require previous CCSG and/or Chaffey College Student Club executive leadership experience.

- E. Units and GPAs of CCSG candidates and members will be verified by the Office of Student Life at the time of election, and throughout their term in CCSG.
- F. All positions within CCSG shall be qualified in accordance with and shall perform responsibilities as stipulated in the CCSG Bylaws.

Section IV: Order of Succession

- A. If the office of President/Student Trustee becomes temporarily or permanently vacant, the order of succession shall be as follows: CCSG Vice President, Director of Finance & Administration, Director of Outreach and Engagement, and then Director of Regional Affairs.
- B. There is no order of succession for any other position within CCSG. If a position other than President/Student Trustee becomes temporarily or permanently vacant that position is filled in accordance with the procedures set forth in the CCSG Bylaws.

Section IV: CCSG Units

- A. The CCSG shall be divided into two (2) working units consisting of the Executive Board and the Student Senate. The CCSG Faculty Advisor and/or Dean of Student Affairs will serve as advisors to these units and all CCSG committees.
 - (1) **The Executive Board** shall consist of the President/Student Trustee (Chair), CCSG Vice President, Director of Finance and Administration, Director of Outreach and Engagement, and the Director of Regional Affairs.
 - (2) **The Student Senate** shall consist of the President/Student Trustee (Chair), CCSG Vice President, Director of Finance and Administration, Director of Outreach and Engagement, the Director of Regional Affairs, and up to twenty (20) CCSG Senators.
 - (a) The Student Senate consists of all CCSG Standing and Ad Hoc Committees.

Section V: Administrative Support

- A. **Student Affairs AAll** - The Student Affairs AAll shall provide the administrative and financial support for the CCSG as approved by the Dean of Student Affairs.
 - (1) The Student Affairs AAll shall attend all Executive Board and all Student Senate meetings to provide administrative and advisory support.
 - (2) The Student Affairs AAll shall attend CCSG standing and ad hoc committee meetings as determined by the CCSG Bylaws and/or Dean of Student Affairs to provide administrative and advisory support.
- B. **CCSG Faculty Advisor** – The CCSG Faculty Advisor herein referred to as the Faculty Advisor, shall provide guidance and support to CCSG and its members and fulfills the responsibilities of a Parliamentarian and works with CCSG in following the most current edition of Robert's Rules of Order, parliamentary procedure, and the CCSG Constitution and Bylaws.
 - (1) The Faculty Advisor shall attend all Executive Board and Student Senate meetings to provide advisory and administrative support.
 - (2) The Faculty Advisor shall attend CCSG standing and ad hoc committee meetings as determined by the CCSG Bylaws, the Executive Board and/or Dean of Student Affairs to provide advisory and administrative support.
- C. **Dean of Student Affairs** – The Dean of Student Affairs shall provide guidance and support to CCSG by working with the Executive Board members, the Student Affairs AAll, the Faculty Advisor and the Associate Superintendent of Student Services and Strategic Communications.
 - (1) The Dean of Student Affairs shall attend all Executive Board meetings to provide advisory and administrative support.
 - (2) The Dean of Student Affairs may attend Student Senate meetings as deemed necessary and/or upon request of the President/Student Trustee and/or Faculty Advisor.
 - (3) The Dean of Student Affairs shall attend CCSG standing and ad hoc committee meetings as determined by the CCSG Bylaws and/or the Executive Board to provide advisory and administrative support.

- D. Associate Superintendent of Student Services and Strategic Communications** – The Associate Superintendent of Student Services and Strategic Communications shall assist to provide leadership and direction to CCSG and the President/Student Trustee.
- (1) The Associate Superintendent of Student Services and Strategic Communications may attend any CCSG meeting as deemed necessary or upon request of the President/Student Trustee and/or Dean of Student Affairs.
 - (2) The Associate Superintendent of Student Services and Strategic Communications shall when deem necessary or upon request render a final interpretation regarding the intention of any provision within the CCSG Constitution and Bylaws.

ARTICLE II: CCSG MEETINGS

Section I: CCSG Meetings

- A. Student Senate Meetings** – The Student Senate meetings shall be held on Mondays from 12:30 PM – 2:00 PM at a location determined by the President/Student Trustee with approval by the Faculty Advisor and Dean of Student Affairs.
- B. CCSG Meetings** – The exact days, times, and locations of all CCSG meetings (other than Student Senate) shall be determined by the Executive Board with assistance from the Student Affairs AAll and approval by the Faculty Advisor and Dean of Student Affairs.
- (1) CCSG meetings may not be held during: the first week of classes, holidays, weekends, the week of finals, and non-instructional days.

Section II: Rules of Order

- A.** All CCSG meetings shall be governed by the Rules of Parliamentary Procedures as written in the most current edition of “Robert’s Rules of Order.”
- (1) Should any extenuating circumstances arise during a CCSG meeting, the presiding Chair, with support of the Faculty Advisor and/or the Dean of Student Affairs may suspend Robert’s Rules of Order.

Section III: Brown Act, Agendas, and Minutes

- A.** All CCSG meetings must comply with the Brown Act, which guarantees the public’s right to attend and participate in meetings of local legislative bodies.
- (1) **Agendas** – The agenda for every official scheduled CCSG meeting shall be made public at least seventy-two (72) hours prior to said meeting.
 - (a) **Special Meeting Agendas** - The agenda for every special CCSG meeting shall be made public at least twenty-four (24) hours prior to said special meeting.
 - (2) **Minutes** – Minutes for every official CCSG meeting shall be recorded and made public.

Section IV: Attendance

- A.** Attendance by CCSG members is required and recorded at all CCSG meetings in accordance with the procedures set forth in the CCSG Bylaws.

Section V: Quorum

- A.** For all CCSG meetings, the presence of half of the total voting members plus one (50% + 1) shall be referred to as quorum.
- B.** Quorum is required to conduct any business in an official CCSG meeting.

ARTICLE III: ELECTIONS & APPOINTMENTS

Section I: Elections

- A. Elections shall be held in accordance with the procedures set forth in the CCSG Bylaws.

Section II: Appointments

- B. Appointments shall be held in accordance with the procedures set forth in the CCSG Bylaws.

ARTICLE IV: CONSTITUTION AND BYLAW AMENDMENTS

Section I: Amendments

- A. Proposed CCSG Constitution amendments shall be made by recommendation of CCSG members, Faculty Advisor, Dean of Student Affairs, Associate Superintendent of Student Services and Strategic Communications and/or students-at-large.
 - (1) These proposed amendments must be approved by two-thirds (2/3) majority vote of the Student Senate.
 - (a) If approved by Student Senate, these proposed amendments must then be ratified by two-thirds (2/3) majority vote of Chaffey College students who vote in the following General or Special Election.
 - (i) If approved by Chaffey College students in a General or Special Election, the amendments will be made to the CCSG Constitution and take effect immediately.
- B. Proposed CCSG Bylaws amendments shall be made by recommendation of CCSG members, Faculty Advisor, and/or Dean of Student Affairs.
 - (1) These proposed amendments must be approved by two-thirds (2/3) majority vote of the Student Senate.
 - (a) If approved by Student Senate, the amendments will be made to the CCSG Bylaws and take effect immediately.
- C. CCSG Constitution, CCSG Bylaw, and CCSG Committee Bylaw amendments may not be proposed after February 1st of the current academic year.

Section II: Enactment of Constitution and Bylaws

- A. This CCSG Constitution and Bylaws shall supersede all previously existing constitutions and bylaws and shall become effective immediately upon ratification.

ARTICLE V: INTERPRETATION

Section I: Interpretation of Constitution and Bylaws

- A. In the event that the CCSG requires interpretation regarding the intention of any provision of the CCSG Constitution or Bylaws, the question shall be submitted to the Faculty Advisor, Dean of Student Affairs, and President/Student Trustee who will work together to render an interpretation. If they are unable to answer the question, the Associate Superintendent of Student Services and Strategic Communications shall render a final interpretation.
 - (1) Interpretations rendered under the provisions of this article shall be binding.

(Created June 2017)

(Ratified by Student Senate August 2018)

(Ratified by Student Senate October 2021)

(Ratified by Student Senate May 2023)
(Ratified by Student Senate April 2024)

BYLAWS OF THE CONSTITUTION OF CHAFFEY COLLEGE STUDENT GOVERNMENT (CCSG)

ARTICLE I: CHAFFEY COLLEGE STUDENT GOVERNMENT

Section I: The name of this governing organization under the CCSG Constitution shall be the Chaffey College Student Government, herein referred to as CCSG or Student Government.

Section II: The purpose of CCSG is to engage and empower the student body. CCSG strives to create opportunities for student growth, provide resources for student success and advocate for student's rights

Section III: The official mascot of CCSG is the Black Panther and the official colors of CCSG shall be red, white, and black.

ARTICLE II: MEMBERS OF CCSG

Section I: Elected or appointed members to this organization shall be in good standing, as verified by the Office of Student Life, and meet the other qualifications and maintain the eligibility requirements stipulated in Article I of the CCSG Constitution.

Section II: No student may hold more than one CCSG position.

Section III: Elected or appointed members of CCSG shall follow the procedures outlined in these bylaws and all procedures set forth by the Office of Student Life and the Election Committee.

Section IV: All members of CCSG upon their election or appointment shall be required to affirm to the following oath:

A. *"I (state name) do solemnly swear (or affirm) ... that I will execute the duties of the office of (name of office) to the best of my abilities, ... in accordance with the CCSG Constitution, Bylaws, policies and procedures, ... to the best of my abilities in the best interest of the students of Chaffey College."*

ARTICLE III: STANDARDS OF CONDUCT, DECORUM, AND ETHICS

Section I: Standards of Conduct and Conflict of Interest

A. All CCSG members and volunteers of CCSG are held to the highest standards of conduct, prioritizing the interests of CCSG over their own. This policy aims to:

- (1)** Inform individuals about conflicts of interest and unethical behavior.
- (2)** Assist in identifying and disclosing actual and potential conflicts or unethical behavior.
- (3)** Ensure the avoidance of conflicts or unethical behavior.

B. All CCSG members and volunteers of CCSG must serve without personal or financial gain and without regard to personal relationships. They must act in ways that enhance trust and confidence in CCSG, avoiding any real conflicts of interest or improprieties. This commitment may require a higher standard of conduct than might be expected in other circumstances. Key elements include:

- (1)** Disclosure of potential conflicts or unethical behavior.
- (2)** Absence and non-participation in decision-making processes that could lead to conflicts or unethical behavior.
- (3)** Commitment to the confidentiality of organizational information.

Section II: Decorum

- A.** All CCSG members are campus leaders and are expected to conduct themselves with the utmost integrity and respect at all times. As representatives of the students of Chaffey College, they must ensure that their personal views do not conflict with those of CCSG.
- B.** Members should consistently treat all students, staff, faculty, and administration with courtesy and respect, in adherence to Chaffey College's Standards of Student Conduct and Non-Discrimination and Prohibition of Harassment Policy. Racist, sexist, or malicious remarks or behavior are strictly prohibited. Any member found responsible for such behavior will be removed from CCSG in accordance with the procedures outlined in the CCSG bylaws.

Section III: Code of Ethics

- A.** ALL CCSG members will strive to adhere to the following principles:
 - (1)** Uphold the fundamentals of morality and ethics.
 - (2)** Demonstrate honesty and reliability.
 - (3)** Show courtesy, concern, and respect for all others.
 - (4)** Take feedback willingly and accept recommendations graciously.
 - (5)** Exemplify desired qualities of behavior such as a positive attitude, poise, and stability.
 - (6)** Maintain a professional appearance and dress appropriately, reflecting positively on the organization; business casual is recommended when in doubt.
- B.** CCSG members shall use the CCSG Office, equipment and supplies exclusively for CCSG-related activities only. These resources are reserved for CCSG members unless approved by the Dean of Student Affairs.
- C.** All CCSG members must comply in good faith with all the requirements contained within the CCSG Constitution, Bylaws and any other referenced documents.

Section IV: Enforcement

- A.** Enforcement of the CCSG decorum, code of ethics, and conflict of interest policy will be monitored by the Faculty Advisor and the Dean of Student Affairs. Violations of these standards may result in a written reprimand or recall from CCSG, and if necessary, may be referred to student discipline for review.
- B.** This code of ethics and decorum will be periodically reviewed and updated to ensure its relevance and effectiveness.

ARTICLE IV: RESPONSIBILITIES OF CCSG MEMBERS

Section I: CCSG President/Student Trustee

Section I.A: CCSG President

- A.** Serve as the official representative and spokesperson of the student body on behalf of CCSG.
- B.** Establish priorities and goals for CCSG for the academic year in cooperation with CCSG members.
- C.** Attend, convene, and chair Executive Board meetings.
 - (1)** Enforce and abide by the CCSG Bylaws and duties of the CCSG President.
 - (2)** Serve as an active impartial voting member of the Executive Board.
 - (a)** Convene at least two (2) Executive Board Meetings during the Summer Sessions with the assistance from the Student Life AAll, Faculty Advisor and the Dean of Student Affairs.
 - (3)** Assist and collaborate with the Executive Board members to ensure they can complete their responsibilities.
- D.** Attend meetings and serve as an active impartial voting member on the Student Senate and CCSG Finance and Administration (F & A) Committee.
 - (1)** Present an executive report at each Executive Board and Student Senate meeting.

- E. May attend any CCSG meeting and serve as active impartial ex-officio voting member of any CCSG committee in which they are not the chair.
- F. Attend all CCSG student leadership-related trainings, retreats, and/or workshops.
- G. Attend a minimum of three (3) CCSG sponsored, co-sponsored, or endorsed engagement opportunities each semester (not including scheduled CCSG and participatory governance meetings, CCSG trainings, retreats, and/or workshops).
 - (1) As permitted, at least one (1) of the three (3) engagement opportunities should be at either the Chino Campus, Fontana Campus, or online to ensure equal student representation.
- H. Exercise the following rights:
 - (1) with the assistance of the Executive Board, Faculty Advisor, and/or the Dean of Student Affairs;
 - (a) appoint CCSG members to serve on CCSG committees;
 - (b) appoint students-at-large to fill vacant Senator positions and appoint Senators to fill vacant Executive Board positions in accordance to procedures outlined in Article XVI;
 - (c) appoint CCSG members and/or students-at-large to participatory governance or ad hoc committees;
 - (d) form ad hoc committees with responsibilities outside the scope of the standing committees.
 - (2) remove CCSG members from CCSG in accordance to procedures outlined in Article XIV.
 - (3) veto a bill and/or any action of the Executive Board and Student Senate they deem as not in the best interest of CCSG and/or the students at Chaffey College.
- I. Serve as Chaffey College Co-Delegate for the Student Senate for California Community Colleges (SCCCC) Region IX.
- J. Attend meetings and serve as an active student representative on at least one (1) participatory governance committee.
 - (1) Assume such other duties as assigned by the chair(s) of the participatory governance committee.
 - (2) Include a summary of the participatory governance committee meeting(s) attended within Senate Reports to provide information on issues discussed.
- K. Seek assistance and work with advisors on all matters pertaining to CCSG, its members, and students.
 - (1) Attend weekly meetings with the Faculty Advisor and Dean of Student Affairs.
 - (2) Attend monthly meetings with the Associate Superintendent of Student Services and Strategic Communications.
- L. Keep the Faculty Advisor, Dean of Student Affairs, and Associate Superintendent of Student Services and Strategic Communications informed in advance of scheduled meetings of all CCSG activities.
 - (1) Shall inform these individuals of any items or areas for discussion no later than forty-eight (48) hours prior to the monthly Governing Board meetings.

Section I.B: Student Trustee

- A. Attend Chaffey College Governing Board meetings beginning in June of the year they are elected/appointed.
 - (1) Prepare for each Governing Board meeting by reading information about agenda items and conducting necessary research;
 - (2) Present a report at each Governing Board meeting on topics relevant to student concerns and needs;
 - (3) Review, study, and become familiar with issues before the Governing Board that directly impact students;
 - (4) Advocate for policies before the Board to improve the educational opportunities for district students.
- B. Attend meetings and serve as an active impartial voting member on the Student Senate and CCSG Executive Board.
 - (1) Obtain input on matters that affect students at each Executive Board and Student Senate meeting;
 - (2) Present a report at each Executive Board and Student Senate meeting to provide information on issues discussed by the Governing Board.
- C. Attend a Student Trustee Workshop by the Community College League of California, special trustee trainings, and student sessions, and represent students at various Chaffey College meetings, events, or policy discussions concerning District positions on legislation or related topics.
- D. May attend and serve on the SCCCC Student Trustee Caucus, if active.

- E. Seek assistance and work with advisors on all matters about students before bringing them to the Board.
 - (1) Attend monthly meetings with the President/Superintendent, Governing Board President, or designee.
 - (a) Review the Board packet and discuss pertinent issues.

Section II: CCSG Vice President

- A. Serve as CCSG President in the absence of the CCSG President.
- B. Attend meetings and serve as an active impartial voting member of the Executive Board.
- C. Attend, convene, and chair all Student Senate meetings.
 - (1) Enforce and abide by the CCSG Bylaws and duties of the CCSG Vice President.
 - (2) Execute Student Senate voting privileges, only in the case of a tie.
- D. Present an executive report at each Executive Board and Student Senate meeting.
- E. Attend, convene, and chair the Outreach and Engagement (O & E) CCSG Outreach sub-committee meetings, as needed.
 - (1) Enforce the O& E committee bylaws and responsibilities of the Vice President.
 - (2) Prepare and submit the sub-committee agendas in accordance with the Brown Act and the CCSG Agenda Timeline chart.
 - (3) Assist the Director of O & E with CCSG outreach and engagement efforts in accordance with the bylaws of the O & E committee and the O & E Workflow chart.
- F. Attend and co-chair Elections Committee meetings with assistance from the Office of Student Affairs.
 - (1) Enforce and abide by the Elections Committee Bylaws and duties of the chair.
 - (2) Serve as an active impartial voting member of the Elections Committee.
- G. Attend all CCSG student leadership-related trainings, retreats, and/or workshops.
- H. Attend a minimum of three (3) CCSG sponsored, co-sponsored, or endorsed engagement opportunities each semester (not including scheduled CCSG and participatory governance meetings, CCSG trainings, retreats, and/or workshops).
 - (1) As permitted, at least one (1) of the three (3) engagement opportunities should be at either the Chino Campus, Fontana Campus, or online to ensure equal student representation.
- I. Serve as Chaffey College a Co-Delegate for the Student Senate for California Community Colleges (SSCCC).
- J. Assist CCSG President in establishing CCSG ad hoc committees and participatory governance appointments.
- K. Attend meetings and serve as an active student representative on at least one (1) participatory governance committee.
 - (1) Assume such other duties as assigned by the chair(s) of the participatory governance committee.
 - (2) Include a summary of the participatory governance committee meeting(s) attended within Senate Reports to provide information on issues discussed.
- L. Seek assistance and work with advisors on all matters about CCSG, its members, and students.
 - (1) Attend bi-monthly meetings with the Faculty Advisor and/or the Dean of Student Affairs.

Section III: Director of Finance & Administration

- A. Serve as CCSG President in the absence of the CCSG President and CCSG Vice President.
- B. Attend meetings and serve as an active impartial voting member of the Executive Board and Student Senate.
 - (1) Present an executive report at each Executive Board and Student Senate meeting.
- C. Attend, convene, and chair the Finance & Administration (F & A) Committee meetings.
 - (1) Enforce and abide by the F & A Committee Bylaws and duties of the Director of F & A.
 - (2) Serve as an active impartial voting member of the F & A Committee.
- D. Oversee the CCSG budget for the current academic year.
 - (1) Oversee the production of and publishing of a monthly CCSG budget report stating the monthly expenses and current budget of CCSG with assistance from Student Life AAll and the Dean of Student Affairs.
- E. Oversee the monitoring and tracking of the following with the assistance of the Executive Board members and Student Affairs AAll:

- (1) attendance of all CCSG members at all CCSG and participatory governance meetings, CCSG trainings, retreats, and/or workshops;
- (2) attendance of all CCSG members at all CCSG-sponsored, co-sponsored, or endorsed engagement opportunities;
- (3) all CCSG member reports.
- F. Attend all CCSG student leadership-related trainings, retreats, and/or workshops.
- G. Attend a minimum of three (3) CCSG-sponsored, co-sponsored, or endorsed engagement opportunities each semester (not including scheduled CCSG and participatory governance meetings, CCSG trainings, retreats, and/or workshops).
 - (1) As permitted, at least one (1) of the three (3) engagement opportunities should be at either the Chino Campus, Fontana Campus, or online to ensure equal student representation.
- H. Attend meetings and serve as an active student representative on at least one (1) participatory governance committee.
 - (1) Assume such other duties as assigned by the chair(s) of the participatory governance committee.
 - (2) Include a summary of the participatory governance committee meeting(s) attended within Senate Reports to provide information on issues discussed.
- I. Seek assistance and work with advisors on all matters about CCSG, its members, and students.
 - (1) Attend bi-monthly meetings with the Faculty Advisor and/or Dean of Student Affairs and/or Student Affairs AAll.

Section IV: Director of Outreach & Engagement

- A. Serve as CCSG President in the absence of the CCSG President, CCSG Vice President, and Director of Finance & Administration.
- B. Attend meetings and serve as an active impartial voting member of the Executive Board and Student Senate.
 - (1) Present an executive report at each Executive Board and Student Senate meeting.
- C. Attend, convene, and chair the Outreach and Engagement (O & E) Committee meetings and the O & E CCSG Engagement sub-committee meetings.
 - (1) Enforce the Committee Bylaws and responsibilities of the Director of O & E.
 - (2) Serve as an active impartial voting member of the O & E Committee and sub-committee.
 - (a) Prepare and submit the Committee and sub-committee agendas in accordance with the Brown Act and the CCSG Agenda Timeline chart.
- D. Attend and Co-chair the CCSG Awards Ceremony ad hoc committee along with an Office of Student Life staff member to celebrate those recognized by CCSG.
- E. Oversee all CCSG outreach and engagement efforts in accordance with the bylaws of the O & E Committee and the O & E Workflow chart including, but not limited to:
 - (1) CCSG official email.
 - (a) Account information will be provided by the Student Life AAll or Faculty Advisor.
 - (2) CCSG website.
 - (3) O & E Sub-Committees.
 - (a) CCSG Engagement sub-committee.
 - (b) CCSG Outreach sub-committee.
 - (1) Account information will be provided by the Student Life AAll or Faculty Advisor.
- F. Attend all CCSG student leadership-related trainings, retreats, and/or workshops.
- G. Attend a minimum of three (3) CCSG-sponsored, co-sponsored, or endorsed engagement opportunities each semester (not including scheduled CCSG and participatory governance meetings, CCSG trainings, retreats, and/or workshops).
 - (1) As permitted, at least one (1) of the three (3) engagement opportunities should be at either the Chino Campus, Fontana Campus, or online to ensure equal student representation.
- H. Attend meetings and serve as an active student representative on at least one (1) participatory governance committee.

- (1) Assume such other duties as assigned by the chair(s) of the participatory governance committee.
- (2) Include a summary of the participatory governance committee meeting(s) attended within Senate Reports to provide information on issues discussed.
- I. Seek assistance and work with advisors on all matters about CCSG, its members, and students.
 - (1) Attend bi-monthly meetings with the Faculty Advisor and/or Dean of Student Affairs and/or Student Affairs AAll.

Section V: Director of Regional Affairs

- A. Attend meetings and serve as an active impartial voting member of the Executive Board, Student Senate and the O & E Committee.
 - (1) Present an executive report at each Executive Board and Student Senate meeting.
- B. Attend, convene, and chair the O & E Regional Affairs sub-committee meetings.
 - (1) Enforce the Committee Bylaws and responsibilities of the Director of Regional Affairs.
 - (2) Prepare and submit the sub-committee agendas in accordance with the Brown Act and the CCSG Agenda Timeline chart.
 - (3) Regional Affairs sub-committee meetings shall include:
 - (a) At least two (2) SSSCC General Assembly-related meetings during the Spring Semester, as needed, with assistance from the Student Affairs AAll and Faculty Advisor.
- C. Promote student 9+1 rights, SSSCC, and SSSCC-related student advocacy opportunities to CCSG and the students of Chaffey College monthly through CCSG outreach and engagement efforts in accordance with the bylaws of the O & E Committee and the O & E Workflow chart.
- D. Serve as the official representative and spokesperson of the student body as the Chaffey College Delegate for the Student Senate for California Community Colleges (SSCC) Region IX.
 - (1) Attend meetings and serve as an active impartial voting member at all SSSCC Region IX meetings.
- E. Responsible for maintaining CCSG communications with the SSSCC Region IX Affairs Director and SSSCC Region IX Legislative Director.
 - (1) Schedule and attend monthly meetings with the SSSCC Region IX Affairs Director and SSSCC Region IX Legislative Director to provide a Chaffey College report.
- F. May hold an executive board position within SSSCC Region IX, but must be able to maintain all other responsibilities of the Director of SSSCC Regional Affairs within CCSG.
- G. Attend all CCSG student leadership-related trainings, retreats, and/or workshops.
- H. May attend a minimum of three (3) CCSG-sponsored, co-sponsored, or endorsed engagement opportunities each semester (not including scheduled CCSG and participatory governance meetings, CCSG trainings, retreats, and/or workshops).
 - (1) As permitted, at least one (1) of the three (3) engagement opportunities should be at either the Chino Campus, Fontana Campus, or online to ensure equal student representation.
- I. May attend meetings and serve as an active student representative on at least one (1) participatory governance committee.
 - (1) Assume such other duties as assigned by the chair(s) of the participatory governance committee.
 - (2) Include a summary of the participatory governance committee meeting(s) attended within Senate Reports to provide information on issues discussed.
- J. Keep the CCSG members, Faculty Advisor, and Dean of Student Affairs informed of all Region IX proceedings and newsletters.
- K. Seek assistance and work with advisors on all matters about SSSCC, CCSG, its members, and Chaffey College students.
 - (1) Attend bi-monthly meetings with the CCSG President, Faculty Advisor, and Dean of Student Affairs.

Section VI: Senators

- A. Attend meetings and serve as an active impartial voting member of all Student Senate meetings.
 - (1) Submit a report for each Student Senate meeting.
- B. Attend meetings and serve as an active impartial voting member of at least one (1) CCSG Standing Committee.

- (1) Abide by the responsibilities of the Senator position held within the standing committee.
- (2) Assume such other duties as assigned by the Chair of the standing committee.
- C. Attend a minimum of three (3) CCSG-sponsored, co-sponsored, or endorsed engagement opportunities each semester (not including scheduled CCSG and participatory governance meetings, CCSG trainings, retreats, and/or workshops).
 - (1) As permitted, at least one (1) of the three (3) engagement opportunities should be at either the Chino Campus, Fontana Campus, or online to ensure equal student representation.
- D. Attend meetings and serve as an active student representative on at least one (1) participatory governance committee.
 - (1) Assume such other duties as assigned by the chair(s) of the participatory governance committee.
 - (2) Include a summary of the participatory governance committee meeting(s) attended within Senate Reports to provide information on issues discussed.
- E. Attend all CCSG student leadership-related trainings, retreats, and/or workshops.
- F. Seek assistance and work with CCSG Executive Board members on all matters about CCSG, its members, and Chaffey College students.
 - (1) Attend bi-monthly meetings with the CCSG Executive Board members, Faculty Advisor, and/or Dean of Student Affairs.

Section VII: Student Representative

- A. Attend all Student Senate meetings.
 - (1) Submit a report for each Student Senate meeting.
- B. Attend meetings and serve as an active student representative on at least one (1) participatory governance committee.
 - (1) Assume such other duties as assigned by the chair(s) of the participatory governance committee.
 - (2) Include a summary of the participatory governance committee meeting(s) attended within Senate Reports to provide information on issues discussed.
- C. Attend all CCSG student leadership-related trainings, retreats, and/or workshops.
- D. Seek assistance and work with CCSG Executive Board members on all matters pertaining to CCSG, its members, and students.
 - (1) Attend monthly meetings with the CCSG Executive Board members, Faculty Advisor, and/or Dean of Student Affairs.

Section VII: All CCSG Members

- A. Collaborate to propose resolutions to advocate on student-related needs, issues, and affairs.
 - (1) All CCSG members must author or co-author at least one (1) CCSG or SSCCC resolution during their term.
- B. Collaborate to develop and implement advocacy plans as needed.
- C. All CCSG members should attend at least one (1) student leadership or advocacy conference each academic year.
- D. Maintain clear internal and external communication by regularly checking telephone, electronic messages, Panther email, and/or any current form of official communication that is used by CCSG.
- E. Read, understand, and practice the CCSG Constitution and Bylaws.
 - (1) This includes the Bylaws for CCSG Standing Committees and/or participatory governance assignments.
- F. Keep CCSG duties as the first non-academic priority over other campus extracurricular activities.
- G. Must use the CCSG office and all CCSG equipment for CCSG-related business only. The CCSG office is not to be used as a CCSG member lounge and CCSG equipment is not for personal use.
- H. Assist in actively promoting all CCSG-sponsored, co-sponsored, or endorsed engagement opportunities.
- I. Attendance is required at:
 - (1) all scheduled CCSG-related meetings as assigned or appointed;
 - (2) all CCSG trainings, retreats, and/or workshops;
- J. Have a well understanding of the CCSG Constitution, Bylaws, the most current edition of Robert's Rules of Order, Brown Act, and Parliamentary procedure.

- K. Represent and serve the students of Chaffey Community College to the best of their ability in accordance to the CCSG Constitution and Bylaws.
- L. Assume other such duties as assigned by the President/Student Trustee, the Faculty Advisor, or the Dean of Student Affairs.

ARTICLE V: RESPONSIBILITIES OF ADMINISTRATIVE SUPPORT

Section I: Student Life AAll Responsibilities

The Student Life AAll is a full-time staff position partially funded annually by CCSG who reports to the Dean of Student Affairs. The Student Life AAll provides administrative and advisory support to CCSG and its members and works closely with the Executive Board members. The Student Life AAll shall assume the following responsibilities:

A. General Responsibilities

- (1) Accurate tracking, online publishing and digitally backing-up of all CCSG records, including but not limited to:
 - (a) current CCSG roster and member contact information;
 - (b) agendas & minutes;
 - (c) bills & resolutions;
 - (d) engagement opportunities & publications;
 - (e) vendor lists;
 - (f) CCSG related Formstack forms;
- (2) Keep accurate records of all CCSG equipment and supplies;
- (3) Administer and monitor the CCSG budget;
 - (a) Process all CCSG financial paperwork;
 - (b) Ensure CCSG follows all financial procedures, policies and timelines as established by Chaffey College, the District and the State;
- (4) Process all room reservations for all CCSG meetings and engagement opportunities;
 - (a) process all audio/visual requests;
- (5) Process all Lithography requests;
- (6) Process all engagement opportunity announcements through Marketing;
 - (a) Ensure that all CCSG engagement opportunities are on the Chaffey College event calendar;
- (7) Process all travel, lodging, and Chaffey College van requests and related paperwork;
- (8) Act as the CCSG liaison to all Chaffey College and community partners as needed;
- (9) Assist with all CCSG related questions in person, through email and/or telephone;
- (10) Assist Office of Student Life with CCSG related engagement opportunities, as such, campus store grants, scholarships, and elections as needed;
- (11) May attend conferences attended by CCSG members as needed;
- (12) Attend, plan, and organize the summer summer/fall and spring/winter trainings with assistance from the Faculty Advisor and the Dean of Student Affairs.
- (13) Assist with other such CCSG related duties as requested by the President/Student Trustee, the Faculty Advisor, and/or Dean of Student Affairs;
- (14) Monitor the usage of the CCSG Office, equipment, and supplies along with the Faculty Advisor and Dean of Student Affairs.

B. Executive Board and all Student Senate Meeting Responsibilities

- (1) Attend all Executive Board and Student Senate meetings to provide administrative and advisory support;
 - (a) Reserve and set-up rooms for meetings;
 - (b) Produce, distribute, and post agendas and minutes in accordance to the Brown Act;
 - (c) Produce and provide up-to-date CCSG budget reports;

C. Finance & Administration Committee Responsibilities

- (1) Provide administrative and advisory support;
 - (a) Reserve rooms for meetings;
 - (b) Produce, distribute, and post agendas in accordance to the Brown Act;

- (c) Post minutes in accordance to the Brown Act;
- (d) Work closely with the Director of F & A and the Dean of Student Affairs on administering and monitoring the CCSG budget;
- (e) Assist the Director of F & A in producing and providing up-to-date and monthly CCSG budget reports stating the monthly expenses and current budget of CCSG;
- (2) May attend Committee meeting to provide administrative and advisory support;
 - (a) May act as Advisor in the absence of the Faculty Advisor in order for official business to be conducted.

D. Outreach & Engagement Committee Responsibilities

- (1) Attend all Outreach & Engagement Committee meetings to provide administrative and advisory support;
 - (a) Reserve room for meetings;
 - (b) Produce, distribute, and post agendas and minutes in accordance to the Brown Act;
 - (c) Process all vendor contracts and W9s;
 - (d) Assist with tracking and finding vendors as needed;
 - (e) Assist with CCSG engagement opportunities only as needed;
- (2) Assist with all CCSG outreach and engagement efforts in accordance to the O & E Committee bylaws and O & E Workflow chart.
- (3) May act as Advisor in the absence of the Faculty Advisor in order for official business to be conducted.

Section II: Faculty Advisor Responsibilities

The CCSG Faculty Advisor is a Faculty on Special Assignment (FOSA) opportunity through the Human Resources office at Chaffey College. This is a minimum of a five and one half (5.5) hour weekly commitment, which could include evenings and weekends. The Faculty Advisor reports to the Dean of Student Affairs. The Faculty Advisor shall assume the following responsibilities:

- A. Serves in the advisory capacity and provide academic support to CCSG and all its members;
- B. Assume all the duties of the CCSG Parliamentarian as prescribed in “Robert’s Rules of Order”;
- C. Attend all CCSG meetings, including but not limited to:
 - (1) all Executive Board and Student Senate meetings;
 - (a) Present a report at each Executive Board and/or Student Senate meeting.
 - (2) all Outreach & Engagement Committee meetings;
 - (3) additional CCSG standing and ad hoc committee meetings as determined by the CCSG Bylaws, the Executive Board and/or Dean of Student Affairs to provide advisory and administrative support;
- D. Attend all CCSG Sponsored engagement opportunities when available;
- E. May attend CCSG Co-Sponsored and CCSG Endorsed engagement opportunities;
- F. Attend all conferences attended by CCSG members;
- G. Attend, plan, and organize the summer summer/fall and spring/winter trainings with assistance from the Student Affairs AAll and the Dean of Student Affairs.
- H. Have weekly office hours for CCSG members.
- I. Monitor and conduct written reprimands as outlined in Article XIV, with consultation from the Dean of Student Affairs.
- J. Assist in monitoring the usage of the CCSG Office, equipment, and supplies along with the Student Life AAll and Dean of Student Affairs.
- K. Assume other such CCSG-related as assigned by the Dean of Student Affairs.

Section III: Dean of Student Affairs Responsibilities

The Dean of Student Affairs shall assume the following responsibilities:

- A. Serves in the advisory capacity to CCSG and all its members;
- B. Attend CCSG meetings, including but not limited to:
 - (1) all Executive Board meetings;
 - (2) all CCSG Finance and Administration Committee meetings;
 - (3) all Student Senate meetings when invited by the President/Student Trustee and/or Faculty Advisor;

- (4) additional CCSG standing and ad hoc committee meetings as necessary to provide advisory and administrative support;
- C. Attend CCSG Sponsored, CCSG Co-Sponsored, and CCSG Endorsed engagement opportunities when available;
- D. May attend conferences attended by CCSG members when available;
 - (1) Must attend summer/fall and spring/winter trainings;
- E. Attend, plan, and organize the summer summer/fall and spring/winter Leadership Retreats with assistance from the Student Affairs AAll and the Faculty Advisor.
- F. Assist in monitoring the usage of the CCSG Office, equipment, and supplies along with the Student Life AAll and Faculty Advisor.

ARTICLE VI: MEETINGS, VOTING, & QUORUM

Section I: CCSG Meetings

- A. All CCSG meetings shall be held in accordance with the CCSG Constitution and Bylaws;
 - (1) adhere to the attendance policies;
 - (2) comply with the Brown Act, which guarantees the public’s right to attend and participate;
 - (a) the agenda for every meeting shall be made public at least seventy-two (72) hours before the meeting;
 - (3) be governed by the rules of Parliamentary Procedures as written in the most current edition of “Robert’s Rules of Order”;
 - (4) have the Faculty Advisor, Dean of Student Affairs, and/or the Student Life AAll must be present to conduct business.
- B. CCSG meetings may not be held during: the first week of classes, holidays, weekends, the week of finals, and non-instructional days.

Section II: CCSG Special Meetings

- A. Should extenuating circumstances arise the committee Chair with approval from Faculty Advisor or Dean of Student Affairs may call a special meeting.
 - (1) Special meetings shall be held in accordance with the CCSG Constitution and Bylaws.
 - (a) The agenda for every special CCSG meeting shall be made public at least twenty-four (24) hours prior to the Special Student Senate meeting to comply with the Brown Act.

Section III: Student Senate Meetings

- A. The Student Senate meetings shall be held in accordance with the CCSG Constitution and Bylaws;
- B. Student Senate meetings shall be held on Mondays from 12:30 PM – 2:00 PM at a location determined by the President/Student Trustee with approval by the Faculty Advisor and Dean of Student Affairs;
- C. The Faculty Advisor and/or Dean of Student Affairs must be present to conduct business.

Section IV: Executive Board Meetings

- A. Executive Board meetings shall be held in accordance with the CCSG Constitution and Bylaws.
- B. The exact days, times, and locations of the Executive Board meetings shall be determined by the determined by the President/Student Trustee with approval by the Faculty Advisor and the Dean of Student Affairs.
- C. The Faculty Advisor and/or Dean of Student Affairs must be present to conduct business.

Section V: CCSG Standing Committee Meetings

- A. CCSG Standing Committee meetings shall be held in accordance with the CCSG Constitution and Bylaws.

- B. The CCSG Standing Committee meetings shall be held on Mondays from 12:30 PM – 2:00 PM at a location determined by the Chair(s) of the committee with approval by the Faculty Advisor and/or Dean of Student Affairs.
- D. The Faculty Advisor, Dean of Student Affairs, or the Student Life AAll must be present to conduct business.

Section IV: CCSG Ad Hoc Committee Meetings

- A. All CCSG Ad Hoc Committee meetings shall be held in accordance with the CCSG Constitution and Bylaws.
- B. The exact days, times, and locations of all CCSG ad hoc committee meetings shall be determined by the determined by the Chair(s) of the committee with approval by the Faculty Advisor and/or Dean of Student Affairs.
- C. The Faculty Advisor, Dean of Student Affairs, or Student Life AAll must be present to conduct business.

Section VII: Voting

- A. Voting during all CCSG meetings will follow the guidelines set forth in the most current edition of “Robert’s Rules of Order”.
- B. Proxy voting is not allowed for any CCSG meetings.
- C. The President/Student Trustee has the right to veto a bill and/or any action of the Executive Board and Student Senate;
 - (1) A presidential veto can be overridden by a two-thirds (2/3) vote of the Executive Board or the Student Senate.

Section VIII: Quorum

- A. For all CCSG meetings, the presence of half of the total voting members plus one (50% + 1) shall be referred to as quorum and is required to conduct any business in an official CCSG meeting.
 - (1) During extenuating circumstances, exceptions to quorum may be made within a CCSG Standing Committee and/or an Ad Hoc Committee without a formal vote in the event that the Chair and/or the Faculty Advisor or Dean of Student Affairs deems it necessary.

ARTICLE VII: ATTENDANCE

Section I: Attendance Requirements

- A. Regular attendance is crucial for maintaining the integrity and effectiveness of CCSG, ensuring that all members are actively engaged and contributing.
- B. All CCSG members must attend:
 - (1) all summer training;
 - (a) missing summer training will result in the member being recalled;
 - (2) all Student Senate meetings and all Special Student Senate meetings;
 - (3) all assigned or appointed CCSG Committee, Ad Hoc Committee, and Participatory Governance meetings;
 - (4) all assigned or required CCSG engagement opportunities;
 - (5) all planned trainings, retreats, and workshops.
- C. All Executive Board members must also attend:
 - (1) all Executive Board meetings and all Special Executive Board meetings;
- D. All newly elected (or appointed) CCSG members from the Spring General Election should attend:
 - (1) all remaining Spring semester CCSG Student Senate meetings;
 - (2) all remaining Spring semester CCSG Sponsored engagement opportunities;
 - (3) all planned trainings, retreats, and workshops.

Section II: Attendance Recording

- A. The Director of F & A shall oversee all attendance requirements, with the assistance of the Executive Board members.
 - (1) The Chairs of all the CCSG committees shall maintain a record of attendance for their respective committee meetings and engagement opportunities and report absences in their respective committee minutes.
- B. All records of attendance for CCSG meetings shall be public.

Section III: CCSG Absences

- A. There shall be two types of absences for CCSG members:
 - (1) **Excused:** For an absence to be officially excused, the absent member must notify the respective committee Chair, Faculty Advisor, or Student Life AAll as soon as possible prior to the meeting they will be missing, stating their absence and giving a valid reason.
 - (a) The validity of the reason shall be decided by the Chair with consultation from the Faculty Advisor, and/or Dean of Student Affairs.
 - (b) A response should be made within forty-eight (48) hours of the notice of absence, stating whether or not the absence is excused or not.
 - (2) **Unexcused:** Any absence not officially excused will be considered unexcused.
 - (a) If the absence is unexcused, the absent member may appeal to the Executive Board for reconsideration.
- B. **Half (½) Absence:** The following will be counted as a half (½) absence:
 - (1) CCSG members arriving to a meeting after roll call or leaving prior adjournment;
 - (2) CCSG members arriving to an engagement opportunity after setup or leaving prior to clean up.
- C. All newly elected (or appointed) CCSG members from the Spring General Election must notify the Faculty Advisor if any meetings and/or CCSG Sponsor engagement opportunities will be missed.
- D. It is up to the CCSG member who was absent to follow-up with the Chair to get any information missed.

Section IV: Attendance-Based Recall

- A. Attendance is crucial for the functioning of the CCSG. Attendance-based recall (removal from CCSG) may occur if a CCSG member does not meet the attendance requirement outlined the CCSG Constitution or Bylaws.

ARTICLE VIII: CCSG EXECUTIVE BOARD

Section I: Membership

- A. The Executive Board within the CCSG shall consist of the President/Student Trustee, CCSG Vice President, Director of Finance and Administration, Director of Outreach and Engagement, and Director of Regional Affairs.

Section II: Duties of Executive Board

- A. The Executive Board of CCSG is the central leadership team responsible for the strategic direction, administration, and overall effectiveness of CCSG. This board plays a pivotal role in ensuring that the student government operates efficiently and meets the needs of the student body.
- B. The Executive Board is responsible for the day-to-day operations of CCSG through the Student Senate, CCSG Committees.
 - (1) Should extenuating circumstances arise that require the immediate attention of the Student Senate or a CCSG Committee, the Executive Board shall assemble to act on behalf of the Student Senate or the CCSG Committee.
 - (a) Lack of quorum does not qualify as an extenuating circumstance.
- C. The Executive Board shall assist the President/Student Trustee in appointing applicants to appointed positions within CCSG.

- (1) The Executive Board shall create a recruitment plan within the first thirty (30) days of each semester if there are vacancies within CCSG.
- D. Key responsibilities and functions of the Executive Board include:
- (1) **Leadership and Direction:** They provide overall leadership and set the strategic direction for the student government, ensuring alignment with the organization's mission and goals.
 - (2) **Policy Review and Development:** They review, develop, and implement policies that guide the operations and initiatives of the student government.
 - (a) They review the CCSG Constitution and Bylaws each Fall semester to ensure accuracy;
 1. An ad hoc committee may be formed to assist with the review, but must be chaired by an Executive Board member.
 - (3) **Oversight and Accountability:** They monitor the activities of CCSG and ensure that they adhere to established policies, purpose, and achieve their objectives.
 - (4) **Budget Management:** They assist in overseeing the allocation and management of the student government's budget, ensuring funds are used effectively to support student initiatives and activities.
 - (5) **Engagement Opportunity Coordination:** They assist in the planning and coordination of major CCSG engagement opportunities as well as CCSG elections.
 - (6) **Outreach Efforts:** They assist with effective outreach within CCSG and with the student body, keeping everyone informed about important decisions, issues, and opportunities.
 - (7) **Conflict Resolution:** They address and resolve conflicts within CCSG and among the student body, fostering a cooperative and positive environment.
 - (8) **Mentorship and Development:** They provide mentorship and professional development opportunities for CCSG members to enhance their leadership skills and prepare them for future roles.

ARTICLE IX: STUDENT SENATE

Section I: Membership

- A. The CCSG Student Senate shall consist of the President/Student Trustee, CCSG Vice President, Director of Finance and Administration, Director of Outreach and Engagement, Director of Regional Affairs, and twenty (20) Senators.

Section II: Duties of Student Senate

- A. The Student Senate is a representative body within the student government, dedicated to advocating for and protecting the rights and interests of the students. The Student Senate plays a crucial role in fostering a vibrant, informed, and proactive student community, ensuring that student voices are heard and their needs are met through effective representation, advocacy, and policy management.
- B. Key responsibilities and functions of the Student Senate include:
- (1) **Promote Unity and Address Issues:** Present a unified, positive image of CCSG and address relevant student issues inclusively.
 - (2) **Protect Student Rights and Interests:** Create and propose resolutions for student issues, represent student interests, research legislative issues, develop advocacy plans, and coordinate advocacy efforts through various engagement opportunities.
 - (3) **Inform and Educate:** Update CCSG on Governing Board actions, participatory governance, SSCCC issues, ACC and Chaffey programs, and community news, while educating students on legislative issues.
 - (4) **Engage in Advocacy:** Actively participate in advocacy conferences, workshops, and activities on behalf of CCSG.
 - (5) **Ensure Effective Communication:** Maintain open lines of communication within CCSG and with the student body. Make every effort to have a guest speaker to present at every Student Senate meeting.
 - (6) **Manage Resolutions:** Coordinate the resolution review process, ensuring resolutions support CCSG's mission and goals, benefit students, and follow established guidelines.

Section III: Duties of CCSG Committees

- A. CCSG Committees are important because they allow for the efficient and effective functioning of CCSG by allowing for focused work, expertise, efficiency, diverse perspectives, engagement, accountability, and professional development.
- B. CCSG Committees are crucial for:
 - (1) **Division of Work:** Committees divide the workload among members, allowing for more focused attention on specific issues or tasks. This division ensures that all aspects of CCSG operations are covered and managed effectively.
 - (2) **Expertise and Specialization:** Committees often consist of members with specific expertise or interest in a particular area. This specialization allows for in-depth analysis and informed decision-making on issues.
 - (3) **Increased Efficiency:** By focusing on specific tasks or issues, committees can work more efficiently, leading to faster decision-making and implementation of initiatives.
 - (4) **Diverse Perspectives:** Committees bring together members with diverse backgrounds, experiences, and perspectives. This diversity ensures that decisions and recommendations take into account a wider range of viewpoints, leading to more comprehensive and inclusive outcomes.
 - (5) **Engagement and Involvement:** Committees provide opportunities for members to actively participate and contribute to the work. This engagement can increase members' sense of ownership and commitment to the organization.
 - (6) **Accountability:** Committees are responsible for specific tasks or issues, which increases accountability within CCSG. Members are accountable to their committee and to the broader student body for the work they do.
 - (7) **Professional Development:** Serving on a committee can be a valuable learning experience for members, providing opportunities to develop leadership, communication, and teamwork skills.
- C. The President/Student Trustee may establish CCSG committees and appointments with the assistance of the Executive Board and the Faculty Advisor and/or the Dean of Student Affairs.
- D. All CCSG committees shall be governed by their respective Committee Bylaws in accordance with the CCSG Constitution and Bylaws.
- E. **Standing CCSG Committees** – Currently there are two (2) Standing Committees within CCSG:
 - (1) CCSG Finance & Administration Committee, hereafter referred to as the F & A Committee;
 - (2) CCSG Outreach & Engagement Committee, hereafter referred to as the O&E Committee;
- F. **Ad Hoc Committees** – Currently there are two (2) Ad Hoc Committee within CCSG:
 - (1) CCSG Elections Committee, hereafter referred to as the Elections Committee.
 - (2) Regional Affairs/Conference Committee, hereafter referred to as the Conference Committee.

Section IV: Conferences

- A. Priority will be given to CCSG members, especially resolution authors and presenters, to attend conferences funded by the Student Representation Fee.

ARTICLE X: TRAINING

Section I: Training Requirement

- A. Effective training is essential for the success of CCSG members, ensuring they understand their roles, responsibilities, and the operational procedures necessary to govern efficiently and fulfill their duties to the student body.
- B. The Faculty Advisor and Dean of Student Affairs collaboratively design and oversee the training program to equip members with the necessary skills and knowledge to effectively fulfill their duties.
- C. All CCSG members shall receive a training curriculum based on their specific roles and responsibilities within CCSG as outlined in the CCSG Constitution and Bylaws. The training curriculum shall cover areas including but not limited to the following:
 - (1) CCSG Structure and Purpose

- (2) Governance and Procedures
- (3) Communication and Collaboration
- (4) Ethics and Leadership
- (5) SSSCC and Student Advocacy
- (6) Diversity, Equity, and Inclusion (DEI) and Anti-Racism
- (7) Specialty Areas

Section II: Missed Summer Training

- A. In order to participate in CCSG official business, members must complete the required training relevant to their position to fulfill their responsibilities effectively.
 - (1) Any CCSG member who isn't able to attend the summer training dates will be recalled from their position.

ARTICLE XI: LEGISLATION

Section I: Legislation

- D. There are two types of potential formal legislation recognized by CCSG, bills and resolutions.
 - (1) **Bills**
 - (a) Bills detail how the Student Senate will enact a Bylaw or policy.
 - (b) Bills may include methods of enforcement, budget, amendments, and other necessary stipulations.
 - (c) In order for any bill to be recognized, it must be submitted and authored by a CCSG member, Faculty Advisor, Dean of Student Affairs, and/or the Associate Superintendent of Student Services and Strategic Communications.
 - (2) **Resolutions**
 - (a) Resolutions are position statements on issues that the Student Senate does not have jurisdiction over.
 - (b) Resolutions lack the force of law, and never establish enforcement.
 - (c) In order for any resolution to be recognized, it must be submitted and authored by a CCSG member, Faculty Advisor, Dean of Student Affairs, the Associate Superintendent of Student Services and Strategic Communications and/or a student-at-large.
- E. Once legislation has been submitted, an author or sponsor is expected to present said legislation at the following appropriate CCSG meeting, if needed.
- F. Legislation shall be made accessible to all members of CCSG and the public at least seventy-two (72) hours prior to its introduction at a Student Senate meeting.

Section II: Resolution Review Process

- A. **Submission and Initial Review**
 - (1) All resolutions must be authored and submitted by a CCSG member, Faculty Advisor, Dean of Student Affairs, Associate Superintendent of Student Services and Strategic Communications, or a student-at-large.
 - (2) Resolutions must be accessible to all CCSG members and the public at least seventy-two (72) hours prior to introduction at a Student Senate meeting.
- B. **Introduction and Presentation**
 - (1) The author presents the resolution at the next appropriate CCSG meeting.
 - (2) Following the presentation, there will be a one-week review period, during which no alterations can be made to the resolution.
- C. **Committee Review**
 - (1) The Senate shall coordinate the resolution review process, ensuring compliance with the established bylaws.
 - (2) During the review period, the resolution may be discussed within the relevant committee.
 - (3) The committee will:
 - (a) Review and discuss the resolution.

- (b) Provide feedback and recommendations for potential amendments.
- D. Full Senate Review and Voting**
 - (1) After the one-week review period, the resolution will be brought back for debate and voting at the following CCSG meeting.
 - (2) Voting Process:
 - (a) A simple majority vote (50% + 1) by present voting members of the Senate is required for any action.
- E. Resolution Actions**
 - (1) The available actions for the Student Senate when voting on a resolution are:
 - (a) Adopt - Approve the resolution exactly as submitted.
 - (b) Adopt as Amended - Approve the resolution with additions, deletions, and/or substitutions.
 - (c) Refer - Send the resolution to another more appropriate body.
 - (d) Not Adopt - Reject the resolution in original or amended form.
 - (e) Postpone – Suspend action on the resolution for a future meeting.
- F. Implementation and Publication**
 - (1) If approved, the resolution takes effect immediately.
 - (2) All approved resolutions will be recorded and published.
 - (3) Resolutions shall not expire unless otherwise stipulated and are expected to be practiced by subsequent CCSG administrations.
- G. Exceptions and Extenuating Circumstances**
 - (1) Articles of Recall are exempt from the review period.
 - (2) In extenuating circumstances, exceptions to the review process can be made with approval from the Faculty Advisor and Dean of Student Affairs.
- H. Periodic Review**
 - (1) The Senate shall review the resolution review process each semester to ensure its effectiveness and make necessary adjustments.

ARTICLE XII: TERM OF OFFICE

Section I: Term of Office

- A.** The term of office for all CCSG members is one (1) academic year.
 - (1) Term of office for elected CCSG members shall commence on June 1st and their term shall conclude on the last day of instruction the following Spring semester.
 - (a) The President/Student Trustee’s term of office shall commence on June 1st and their term shall conclude on May 31st the following Spring semester.
 - (b) Elected CCSG members may be sworn in as CCSG members elect, prior to the day after the last day of the Spring semester, but they cannot take on any official CCSG responsibilities until their term of office begins on June 1st.
- B.** A term of office for an appointed CCSG member shall commence on the day the Faculty Advisor, President/Student Trustee, or other College designated official has sworn them in and shall conclude on the last day of the following Spring semester of the academic year they are appointed.

Section II: Term Limits

- A.** Term limits balance the need for continuity and experience with the benefits of fresh perspectives and new ideas, ensuring that the CCSG remains effective and responsive to the needs of the student body. Here are the following bylaws regarding term limits for CCSG:
 - (1) **Two-Term Limit:** All elected or appointed positions have a two-term limit. This allows members to serve for a reasonable amount of time to gain experience and contribute effectively, while also ensuring that there is turnover and opportunity for new members to bring fresh perspectives and ideas.
 - (a) Membership in CCSG shall not exceed two (2) total years or four (4) total semesters.

- (i) Membership in CCSG of one (1) day over half (1/2) a semester is considered the entire semester in regards to term limitations.
- (b) During extenuating circumstances, exceptions to the term limits can be made. However, these exceptions should be rare and require approval from the Faculty Advisor and Dean of Student Affairs. Such an exception may include if a member is in the middle of a significant project or initiative that would benefit from their continuity.
- (2) **No Consecutive Terms:** Members are not be allowed to serve consecutive terms in the same position. This encourages members to take on different roles within the organization and prevents stagnation in leadership. For example, a member may not serve as Senator for two consecutive terms.

ARTICLE XIII: FINANCE

Section I: Budget

- A. CCSG annual budget is supported by the College Service Fee paid by all enrolled students. The College Service Fee is an optional fee endorsed by CCSG annually and is approved by the Chaffey College Governing Board.
 - (1) The fee is currently \$8.00 per student for each Fall and Spring semester and \$5.00 per student for Summer Session(s).
- B. CCSG must maintain a 3% reserve passed on the annual budget.
- C. The CCSG annual budget is administered in accordance with the District fiscal guidelines.
 - (1) CCSG fund books, financial records and procedures are subject to annual audit and reported to the Governing Board.
- D. CCSG shall comply with the F & A Committee Bylaws.

ARTICLE XIV: ELECTIONS

Section I: Election Administration

- A. CCSG elections shall be coordinated and conducted by the Office of Student Life, with assistance by the CCSG Ad Hoc Elections Committee, hereafter referred to as the Elections Committee.
- B. The Election Committee shall consist of a minimum of five (5) CCSG members appointed by the President/Student Trustee, with approval from the Office of Student Life.
 - (1) Members of the Elections Committee cannot be running for a position within CCSG the current election.
- C. CCSG shall comply with the Elections Committee Bylaws.

Section II: Candidate Eligibility

- A. Any currently enrolled Chaffey College student is eligible to run for a position in CCSG elections given that they meet the eligibility requirements in accordance to the Elections Committee Bylaws.
- B. Candidates running for an Executive Board position, require previous CCSG and/or Chaffey College Student Club leadership experience.

Section III: Campaign Regulations

- A. All candidates must follow the Campaign Regulations in accordance with Elections Committee Bylaws.
- B. Failure to follow campaign regulations may result in disqualification of the candidate.

ARTICLE XV: RESIGNATIONS & RECALLS

Section I: Resignations

- A.** Any CCSG member who wishes to resign from their position shall submit in writing their resignation to the President/Student Trustee or Faculty Advisor.
- B.** All resignations shall take effect immediately following the submission of a written resignation and the relevant CCSG position is immediately declared vacant.
 - (1)** Upon resignation, the member immediately loses all privileges and appointments associated with their position in CCSG, including access to CCSG facilities, resources, and representation on any committee.
 - (2)** The CCSG member who has resigned shall remove all their personal belongings from the CCSG office, return all CCSG equipment and return their CCSG access card and/or keys to Campus Police within two (2) instructional days from submission of resignation.
- C.** The President/Student Trustee shall announce the resignation at the next Student Senate meeting or Special Student Senate meeting.
 - (1)** The President/Student Trustee or the Faculty Advisor shall notify appropriate Chair(s) of any CCSG and/or participatory governance committee, if any, of the member's resignation.

Section II: Transition of Duties

- A.** The President/Student Trustee shall ensure that the responsibilities of the resigning member are reassigned or managed by other CCSG members until a replacement is appointed.
- B.** The resigning member should, if possible, provide a brief transition report outlining the status of their ongoing projects and any pertinent information to assist with the transition.

Section III: Written Reprimand

- A.** Any CCSG member who violates the CCSG Constitution or Bylaws or who fails to meet the responsibilities of their position may be issued a written reprimand by the Faculty Advisor with consultation with the Dean of Student Affairs and/or the President/Student Trustee.
- B.** If the Faculty Advisor determines that there may just cause for a written reprimand, the Faculty Advisor will meet with the CCSG member in question to discuss the potential reprimand. If it is determined during the meeting that there is just cause to proceed, the written reprimand will be issued via email. The written reprimand shall notify the CCSG member of the following:
 - (a)** The basis of the written reprimand;
 - (b)** Possible steps and/or timelines to correct actions or behaviors;
 - (c)** Possible consequences for failure to comply with corrective steps, up to and including removal from office.

Section III: General Recalls

- A.** A recall is a procedure to remove a CCSG member from their position due to violations of the CCSG Constitution or Bylaws, or failure to meet their responsibilities.
- B.** Any CCSG member can propose a non-academic or non-attendance recall by introducing Articles of Recall as a bill, which must be supported by at least six (6) CCSG members.
 - (1)** The Executive Board and Faculty Advisor and/or the Dean of Student Affairs will investigate the recall within five (5) instructional days. The Faculty Advisor will notify the member being investigated within one (1) instructional day of submission. All further communication will be handled by the Faculty Advisor with consultation with the Dean of Student Affairs.
 - (2)** If there is just cause, the member will be given the option to resign or face recall. If not, the President/Student Trustee will email the findings to the member, including any necessary corrective steps and potential consequences for non-compliance.

- C. The Articles of Recall will be introduced, debated, and voted on at the same Student Senate meeting or Special Student Senate meeting.
 - (1) If the member being recalled cannot attend, they must notify the President/Student Trustee, and the vote will be postponed for one week. Without notice, the vote proceeds as scheduled and cannot be postponed more than one week.
- D. A vote will be held to remove the CCSG member from office, requiring a two-thirds (2/3) majority for removal.
 - (1) Neither the member in question nor any author of the recall can Chair the meeting during deliberation.
- E. If the Articles of Recall are approved, the Procedures for Removal will be followed, and the member is removed from office immediately after the vote.

Section IV: Academic-Based Recalls

- A. To support the academic success of CCSG members and maintain the integrity of the organization, members are subject to academic-based recall if they fail to meet the minimum unit and/or GPA eligibility requirements outlined in the CCSG Constitution or Bylaws and shall be recalled by the Dean of Student Affairs.
- B. Academic-based recalls are not introduced, debated, and voted upon by Student Senate to protect the privacy of the member being recalled.
- C. The Procedures for Removal will be followed.

Section V: Attendance-Based Recalls

- A. Attendance is crucial for the functioning of the CCSG. Attendance-based recall may occur if a CCSG member does not meet the attendance requirement outlined the CCSG Constitution or Bylaws.
 - (1) CCSG members are allowed a maximum of three (3) consecutive excused absences or four (4) total excused absences during their term. Exceeding these limits will result in a written reprimand or an attendance-based recall by the Dean of Student Affairs.
 - (2) CCSG members are allowed a maximum of three (3) consecutive unexcused absences or four (4) total unexcused absences during their term. Exceeding these limits will result in a written reprimand or an attendance-based recall by the Dean of Student Affairs.
- B. Attendance-based recalls are not introduced, debated, and voted upon by Student Senate unless requested by the CCSG member in question.
- D. The Procedures for Removal will be followed.
- E. In cases of extenuating circumstances, a member may request an exception to the absence limits by notifying the Faculty Advisor or Dean of Student Affairs in writing as soon as possible.
 - (1) The Faculty Advisor and Dean of Student Affairs will consult and review the request and may grant an excused absence or provide an alternative arrangement for participation.
 - (2) The decision of the Faculty Advisor and Dean of Student Affairs regarding the request for an exception will be final.

Section VI: Executive Board Member Recalls

- A. If any member of the CCSG Executive Board is up for recall the Dean of Student Affairs must notify the Associate Superintendent of Student Services and Strategic Communications immediately of the possibility of recall.
- B. In the event that the President/Student Trustee is recalled, the CCSG Vice President will immediately be sworn in as the acting President/Student Trustee for the remainder of their term.
 - (1) The new President/Student Trustee will need to appoint a new CCSG Vice President to ensure continuity of leadership within CCSG.
- C. The Procedures for Removal for the recalled CCSG Executive Board member will be followed.

Section VII: Procedures for Removal

- A. When any CCSG member is recalled from CCSG, the President/Student Trustee or the Dean of Student Affairs is responsible for notifying that individual, via email, of their removal from the CCSG within two (2) instructional days following the Student Senate meeting or Special Student Senate meeting in which they were removed.

- (1) If the President/Student Trustee is removed from office, then the Dean of Student Affairs shall be responsible for sending the notification email.
- B. All removals shall take effect immediately following the recall notice and the relevant CCSG position is immediately declared vacant, the member immediately loses all privileges and appointments associated with their position in CCSG, including access to CCSG facilities, resources, and representation on any committee.
 - (1) The CCSG member who has been recalled shall remove all their personal belongings from the CCSG office, return all CCSG equipment and return their CCSG access card and/or keys to Campus Police within two (2) instructional days from submission of resignation.

ARTICLE XVI: VACANCIES

Section I: Eligibility to Fill Vacant Positions

- A. Students interested in filling a vacant position must:
 - (1) Be meet the eligibility requires outline in the CCSG Constitution and Bylaws;
 - (a) The unit and GPA requirements must be fulfilled at Chaffey College the semester preceding their application.
 - (2) Apply online through the CCSG application. Completed applications will be submitted to the CCSG President/Student Trustee, the Faculty Advisor, and the Office of Student Life for consideration and verification.
- B. Additionally, the applicant must have attended one of the following prior to applying:
 - (1) two (2) CCSG meetings;
 - (2) two (2) CCSG engagement opportunities;
 - (3) one (1) CCSG meeting and one (1) CCSG engagement opportunity.
 - (4) The President/Student Trustee will verify the participation in CCSG related meetings and engagement opportunities of each applicant with the assistances of the Executive Board members.
- C. The President/Student Trustee will appoint two (2) current CCSG members or the Student Life AAll to assist them in screening the completed applications of all eligible applicants.
 - (1) Together they will choose which applicants will be invited for an interview, they will conduct the interview on behalf of CCSG, and they will select which applicants will be appointed. The President/Student Trustee has the final vote on which applicants are appointed.
- D. The President/Student Trustee will introduce appointed members at the next CCSG Student Senate.
 - (1) A CCSG member may challenge an appointment made by the President/Student Trustee and may motion for a vote to veto the appointment.
 - (2) If the motion is supported, a debate will be held and then the motion will be voted on and at least two-thirds (2/3) of votes must be in favor to veto the appointment and to remove the appointed member.
 - (a) The Procedures for Removal will be followed.
 - (3) If the vote fails, then appointment by the President/Student Trustee is upheld.
- E. All vacancies filled after January 1st of each academic year (June 1st - May 31st) shall not be eligible for inclusion on their transcript.
- F. After a student has been appointed to CCSG, they will meet with a member of the Executive Board. The meeting will be to review CCSG policies, procedures, and expectations for CCSG members.
- G. No vacancies shall be filled after February 1st for the current academic year, unless under extenuating circumstances.

Section II: Extenuating Circumstances for Vacant Positions

- A. Extenuating circumstances are deemed by a two-thirds (2/3) agreement between the President/Student Trustee, the Faculty Advisor and the Dean of Student Affairs. Extenuating circumstances may include, but are not limited to, if there are positions not filled during the Spring semester election for the following academic year.
- B. Under special circumstances, the minimum unit, GPA, and other requirements may be waived.

- (1) If an applicant does not meet the minimum unit and/or GPA requirements, they still may be recommended for appointment for one (1) semester on a probationary status.
- (a) If after one (1) semester, they meet the minimum unit and/or GPA requirements the probationary status will be lifted.
- (i) If after one (1) semester, they do not meet the minimum unit and/or GPA requirements they will be removed from CCSG following the Procedures for Removal.

Section III: Executive Board Vacancies

If a position on the Executive Board becomes vacant, the President/Student Trustee may appoint a current Senator to assume the duties of a vacant Executive Board position throughout the year if a situation as such exists.

- A. Within a three (3) week period, with the recommendation of the Executive Board, the appointed member will be voted upon as a permanent fulfillment to the position with a simple majority vote at the next Student Senate meeting.
- (1) At least two-thirds (2/3) of votes from the Student Senate must be in favor of appointment.

ARTICLE XVII: AMENDMENTS

Section I: Amending Updates to the CCSG Constitution and Bylaws

- A. Updates to committees, positions, or titles may be amended by the Student Senate.
- (1) Updates to committees, positions, or title changes that are ratified by two-thirds (2/3) of Student Senate will be enacted immediately.

Section II: Amending Grammatical Errors to the CCSG Constitution and Bylaws

- A. Grammatical errors may be amended by the Student Senate.
- (1) Grammatical errors that are ratified by two-thirds (2/3) of Student Senate will be enacted immediately.

(Created: June 2017)
(Ratified by Student Senate: August 2018)
(Ratified by Student Senate: February 2019)
(Ratified by Student Senate: October 2021)

CCSG COMMITTEE BYLAWS

CCSG ELECTIONS AD HOC COMMITTEE BYLAWS

(Ratified by CCSG Elections Ad Hoc Committee: February 2023)

CCSG FINANCE & ADMINISTRATION COMMITTEE BYLAWS

(Ratified by Finance Committee: October 2022)

(Ratified by Finance Committee: April 2024)

CCSG OUTREACH & ENGAGEMENT COMMITTEE BYLAWS

(Created: November 2022)

(Ratified by O & E Committee: May 2024)

CCSG STUDENT DELEGATIONS COMMITTEE BYLAWS

(Ratified by CCSG Student Delegations Committee: May 2022)

(Dissolved by CCSG Student Delegations Committee: April 2024)

CCSG RESOLUTIONS

CANVAS COURSE SHELL FOR CCSG

Resolution #2.22.1

(Ratified by Student Senate: March 2022)

TRANSPORTATION ACCESSIBILITY

Resolution #5.23.1

(Ratified by Student Senate: May 2023)

EBT ACCESSIBILITY

Resolution #5.23.2

(Ratified by Student Senate: May 2023)

REGULAR TEXT REMINDERS - IMPORTANT DATES AND DEADLINES

Resolution #5.23.3

(Ratified by Student Senate: May 2023)