



PimaCommunityCollege

STUDENT SENATE BYLAWS

Adoption: December 4th, 2017

Last Revised: January 21, 2018

Article I- Organization & Composition

A. Name

The name of this organization shall be: Pima Community College (“PCC”) Student Senate (“Student Senate”).

B. Composition

1. The organization is comprised of PCC students representing their fellow students from the following PCC constituencies (collectively “Constituencies”):
 - a. Adult Basic Education
 - b. Desert Vista Campus
 - c. Downtown Campus
 - d. East Campus
 - e. Northwest Campus
 - f. West Campus
 - g. Pima Online
2. Student Senate shall be composed of fourteen (“14”) student representatives elected or appointed (See Section _____ below) from each Constituency in the following numbers:
 - a. Two (2) senators from each of the following Constituencies:
 - i. Desert Vista Campus
 - ii. Downtown Campus

- iii. East Campus
 - iv. Northwest Campus
 - v. Pima Online
 - vi. West Campus
- b. Two (2) senators from Adult Education
- i. Adult Education representatives must be enrolled in Adult Education curriculum for a least one semester per office term.

C. Administration Oversight

1. The Vice President of Student Engagement (“VPSE”) or qualified VPSE appointed designee has oversight of and responsibility for the Student Senate and serves as a non-voting member.

Article II- Purpose and Objectives

A. Student Advocacy and Information

1. The Student Senate functions to advocate for the common interests of all PCC students and share student achievements and concerns with their fellow students, PCC Governing Board (BOG), Chancellor, All College Council, and administrators.

B. Additional Objectives

1. Additional objectives of the Student Senate shall be the following:
 - a. To promote interest amongst students in PCC and all it has to offer.
 - b. To promote fellowship and collaboration among students, staff, faculty and administrators.
 - c. To represent student needs and concerns while pursuing educational opportunities at PCC.
 - d. To provide a forum for students to present innovative ideas for the benefit of the PCC community.

Article III- Membership

A. Eligibility Requirements

1. Any student may be elected to the Student Senate, provided the following eligibility requirements are met:
 - a. For credit/degree seeking students:
 - i. Maintain a cumulative 2.5 GPA;
 - ii. Be enrolled in at least six (6) credits each semester (Fall and Spring);

- iii. Be in Good Academic Standing;
 - iv. Be free from Code of Conduct violations.
 - b. For Adult Basic Education students to whom a GPA does not apply:
 - i. Maintain 80% attendance rate in quarterly courses;
 - ii. Be free from Code of Conduct violations.
 - c. For students enrolled in Center for Training and Development (“CTD”) clock-hour programs that are graded Pass-Fail:
 - i. Maintain a “pass” grade throughout the student’s term on the Senate;
 - ii. Be free from Code of Conduct violations.
2. Non-student members of the PCC community, including faculty and staff, may act as Associate Members of the Student Senate, but may not vote or hold office.

B. Required Eligibility Reporting

1. All students elected/appointed to or serving on the Student Senate must promptly notify the Senate Chair (“Chair”) and/or the VPSE or qualified VPSE appointed designee of any changes affecting the student's’ eligibility to serve.
2. All issues regarding FERPA (Family Educational Rights and Privacy Act) will be directly managed by the VPSE or qualified VPSE appointed designee.

C. Dismissals and Appeals

1. Student Senators are required to attend all meetings. Those Senators who, during a Senate term, acquire more than two (2) unexcused absences from regular scheduled meetings will be dismissed from the Student Senate.
2. Roll call will be performed each meeting. Anyone that is not present at the time of roll call will be marked as an unexcused absence unless the individual has reported their tardiness to the chair prior to roll call, or has arranged prior excused absence arrangements. Excused tardiness will be allowed up to no more than 30 minutes into the meeting.
3. Student Senators who fail to meet eligibility requirements or to maintain their eligibility status will be dismissed from their position.
4. Student Senators will be notified of their dismissal in writing by the Senate Chair. Written notifications must include the following:
 - a. The specific Eligibility Requirement(s) the Student Senator failed to meet, including citation(s) to the Student Senate Bylaws;

- b. The specific facts supporting a finding that the Student Senate has failed to meet the Eligibility Requirement(s) (*e.g.*, an insufficient GPA, a finding of a Code of Conduct violation, *etc.*);
 - c. The Student Senator's right to appeal the dismissal.
5. Students who are dismissed from the Student Senate may appeal their dismissal; appeals will be reviewed and decided upon by the VPSE or qualified VPSE appointed designee on a case-by-case basis.

Article IV – Officers

A. Specific Officers

1. The officers of the Student Senate shall consist of the following:
 - a. Chair
 - b. Deputy Chair
 - c. Secretary
 - d. Representative to Governing Board
 - e. Representative to All-College Council (ACC)
 - f. Parliamentarian.
2. One Senator may not hold more than one office at any given time. This excludes representatives from the All-College Council and Board of Governors.

B. Election of Officers

1. Election of officers will take place at the beginning of each Fall semester.
2. Any active Senator may self-nominate him-/herself for any office.
3. Officers will be elected by written ballot with each active Senator casting one vote.
4. Officers will be elected by a simple majority vote.
5. Officers will assume office upon their election and, unless they are recalled, hold their offices until the next election or until they graduate from or otherwise leave PCC whichever comes first.

C. Recall of Officers

1. Officers may be subject to recall for malfeasance in office, including, but not limited to, violations of the Student Code of Conduct, or for having two (2) unexcused absences Senate meetings per Term (two semesters).

2. Recall procedures require a request in writing initiated by five (5) active members of the Student Senate.
3. A recall hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
4. A recall hearing requires two(2)-week notice to all members of the Student Senate.
5. A two-thirds (2/3) majority vote of a quorum of members present at a duly called and noticed meeting is necessary to recall any officer.

D. Resignation and Vacancies of Officers/Special Elections

1. When an officer resigns, or is recalled from his/her office before completion of the elected Term, or is unable to otherwise complete his/her Term, the remaining officers of the Senate shall present nominees for replacements for special election by the Student Senate.
2. Special elections shall take place at the next Student Senate meeting at which a quorum of voting Senators is present. Special elections shall otherwise be conducted in the same matter as regular elections.
3. Officers elected via special elections shall serve out the remainder of their predecessors' Terms, and regular elections for their respective offices shall be held as scheduled at the beginning of the forthcoming Fall semester.

E. Duties of Officers:

1. Senate Chair

- a. The principle role of the Chair shall be to manage and to provide leadership to the Student Senators.
- b. The Chair to the Senate shall preside at all meetings of the Student Senate, remaining impartial and neutral on issues under discussion.
- c. The Chair's other duties include but are not limited to the following:
 1. Keeping order during meetings, including recognizing Senators to speak during debates.
 2. Being knowledgeable on Robert's Rules of Order or parliamentary procedure for the purposes of conducting a Student Senate meeting;
 3. Serving as moderator of voting on action items and debate;
 4. Maintaining professional decorum and civil tone at each Meeting;
 5. Confer regularly with the VPSE or qualified VPSE appointed designee to coordinate the governing and management functions of the Student Senate.

2. Deputy Chair

- a. In the absence of the Chair, the Deputy Chair assumes all duties of that office.
- b. The Deputy Chair assists the Chair wherever possible.
- c. The Deputy Chair assumes all duties when Chair yields to vote.

3. Secretary

- a. Maintains accurate and current information of the Student Senate and its membership;
- b. Assists Chair and Advisors to coordinate organizational activities;
- c. Keeps accurate minutes of each meeting and forwards copies to Senators and Advisors;
- d. Keeps attendance records for meetings.

4. Representative to the Board of Governors

- a. Provides regular written and verbal report on student and Student Senate activities to the Governing Board during monthly meetings.
- b. Reports back to the Student Senate on matters of interest to students that were discussed at monthly Board of Governors meetings.

5. Representative to All-College Council

- a. Represents the interests of students at All-College Council meetings;
- b. Provides input on behalf of the Student Senate into All-College Council decision-making while remaining focused on the welfare and success of students and the mission of the College.

6. Parliamentarian

- a. Be knowledgeable about the Student Senate bylaws and parliamentary procedure, including Robert's Rules of Order;
- b. Advise the Chair, Senators, committees, and advisors on matters of parliamentary procedure;
- c. Research procedural questions when necessary and deliver findings to the Chair.

Article V- Student Senator Responsibilities

A. Voting

1. Each senator will have one (1) vote. An item may only be voted on after a motion has been presented.
2. Senators have the option to vote in favor of (“Aye”) , against (“Nay”) or abstain.
3. Senator Disclosure: a senator should recuse themselves from voting on any actual or potential conflict of interest and refrain from voting on issues connected with this conflict.

B. Meetings

1. Student Senator must complete the following meetings per semester:
 - a. Monthly formal or informal meetings with designated student life coordinator.
 - b. Two (2) or more meetings with assigned Mentor.
 - c. Must be present at designated campus for a minimum of two (2) hours per week for Student Senate Affairs.
 - i. Online Senators, due to lack of physical campus to outreach students, should spend two (2) hours minimum per week at any campus for Student Senate Affairs.

C. Compensation/Benefits

1. Round Trip Mileage and/or bus pass reimbursement from home campus to scheduled meetings.
2. Chancellor’s Service Scholarship or Bookstore Scholarship awarded at the end of Fall & Spring semester as either reimbursement for current semester, or funding for next consecutive semester. The student senator’ financial aid eligibility will be considered in order to eliminate a conflict with the A.R.S. on Gifts of Public Funds. The Student Senator’s preference for the Chancellor’s Service Scholarship or Bookstore Scholarship will be taken into consideration.
3. Student Senators professional portraits will be taken in the P.C.C. studio and posted on campus and online.
4. Student Senators will be allowed to have extended checkout of library materials according to library guidelines.
5. Student Senators will be publicly recognized at the Board of Governors Recognition Ceremony.

D. Mentorship

1. Student Senators will be assigned a P.C.C. staff member as a mentor.
2. Mandatory meeting of minimum twice a semester with clear outline and goals/objectives for professional and academic development with a mentor.

Article VI – Meetings

A. Regular Meetings:

1. The Student Senate shall meet not less than three (3) times per Senate Term. Additional meetings may be directed/scheduled by the Senate.
2. Notice of the dates, times, and locations of all Student Senate meetings shall be widely published to the PCC community at least two (2) weeks prior meeting dates.
3. Meetings may be attended by any interested individual, although only duly elected or appointed Senators are eligible to vote.
 - a. The student senate agenda must include a public comment section. This would be limited to two (2) minutes per item, for a maximum of ten (10) minutes per meeting.
 - b. Item subjects are encouraged to be grouped together, and not to be repeated.
4. Student Senate meetings are to be organized and controlled by Student Senators.
5. Speakers placed on the agenda will be limited to a ten (10) minute presentation preceded by a five (5) minute Q&A.
 - a. A limit of two (2) speakers per meeting.
 - b. Speakers must be invited one meeting prior to their presentation to the Student Senate.

B. Special Meetings:

1. Special meetings of the Student Senate may be called by the Chair or upon the request of five (5) Senators.
2. In the event the Chair, the Senate Officers, or the Board Governance Committee determined that there is a need for a vote on action items during a time when there is no meeting scheduled by the Student Senate or any committee of the Senate, the voting may be conducted by email.

C. Quorum:

1. At all meetings of the Student Senate, 45% of voting members shall constitute a quorum with attendance either in person or by electronic means.

Article VII - Election Process:

- A. All PCC students will be notified of Student Senate candidate openings and of upcoming elections.
- B. Student Senate elections will be widely promoted to all students utilizing all appropriate PCC media resources, including, but not limited to, student email, MyPima, and the Aztec Press. Interested students must submit an application for eligibility through MyPima to be considered for Senate candidacy prior to elections. Deadlines for application submission and links to online applications should be included in informational emails and other election-related announcements and promotional materials.
- C. Elections for all Constituencies except Adult Ed will take place district-wide through MyPima before the end of each Spring semester.
- D. Student Senators representing Adult Ed will be appointed (or reappointed) by the Adult Ed Volunteers and Student Engagement Program in accordance with that organization's procedures before May 31st of each year.
- E. The Student Senate term of office is from June 1st of each year through May 31st of the following year ("Senate Term").
- F. PCC students are limited to serving two (2) terms as elected or appointed Student Senators. Term limits do not apply to non-voting Associate Members of the Student Senate.

Article VIII- Robert's Rules of Order

- A. The standard meeting guide, Robert's Rules of Order, shall be used as a guide for the protocols and conduct of all chapter of business.

Article IX- Amendments to Bylaws

- A. Amendments to the bylaws may be proposed at any time during the Student Senate's Term.
- B. No vote to amend the bylaws may be taken without a two-thirds (2/3) Super Quorum being present, with a Super Quorum being defined as no less than ten (10) out of fourteen (14) Student Senators present.
- C. Student Senators will be given a minimum of two(2)-week prior notice of an upcoming vote on a proposed Bylaws amendment. Such notice shall include a copy of the specific proposed amendment to be voted on.

- D. The Student Senate Bylaws shall be reviewed automatically every two (2) years to determine if any amendments are necessary or warranted.

Article X – Not-for-Profit Statement

- A. The Student Senate is a not-for-profit organization.
- B. Neither the Student Senate as an organization, nor individual members in their official capacities as Student Senators, shall lobby or otherwise advocate on behalf of PCC or its students to any governmental body other than the PCC Governing Board.
- C. The Student Senate itself and its individual members in their official capacities as Student Senators shall refrain from all political activity, including, but not limited to, making campaign contributions, endorsing any candidate, or speaking publicly for or against any candidate for elected office.
- D. Nothing in this statement restricts the right of individual Student Senators to engage in political activity in their personal, non-official capacities, provided they do not identify themselves as representatives of the Student Senate when engaging in said political activity or otherwise associate or give the appearance of an official association between their personal political activities and the Student Senate or PCC.

Article XI – Statement of Non-Discrimination

- A. **From the Board Policy 2.01 on Diversity:** *Pima Community College values its diverse student and employee populations and is committed to providing and supporting programs, services, and training that will enable all students and employees to achieve their educational and career objectives.*
- B. The PCC Student Senate shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability, or handicap, race, religion, sexual orientation, marital status, and/or veteran status. This policy will include, but is not limited to, recruitment, membership, organization activities or opportunities to hold office.

Article XII – Financial Obligation

- A. There is no financial obligation for election to this organization.
- B. The Student Senate shall not impose dues upon its elected Student Senators or its non-elected Associate Members in order to participate.

Article XIII – Statement of Non-Hazing

- A. The Student Senate will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person.

Article XIV – Statement of Compliance with Campus Regulations

- A. The Student Senate shall comply with all PCC-wide and individual-campus policies and regulations, as well as all local, state, and federal laws.