

Oakes Student Senate Constitution
Revised Fall 2016

Mission Statement:

The Oakes Student Senate is composed of committed community members who provide support and direct services to the students of Oakes College. Furthermore, we honor the Current Oakes Core Course theme: *Communicating Diversity for a Just Society*. We also strive to incorporate these values, as active members, in the larger UCSC student body. By providing financial and physical support, we sponsor community events and student outreach programs.

The Oakes Student Senate is committed to fund, participate in and help publicize events; to organize around issues important to the Oakes community; to inform and make resources available; to provide resources through liaison, labor, education, information, forum and network; to encourage inter-college relations; to be a catalyst for community involvement.

The Oakes Student Senate is committed to gathering members of the student community in positive and safe social spaces. Thereby encouraging networking, communication and interactions with other students, staff and faculty.

Article I: Purpose and Function

Section A: Purpose of the Oakes Student Senate

1. The Oakes Student Senate shall be responsible for facilitating active outreach and mentoring the needs of all the Oakes College students by sponsoring or co-sponsoring at least 2 events each quarter.
 - a. *One of these two events must be a Town Hall meeting.*
2. The Oakes Student Senate shall be the official representative voice of all Oakes College affiliates.

Section B: Functions of the Oakes Student Senate

1. The Oakes Student Senate shall uphold the ideals of the Oakes College Mission Statement. Mission Statement can be found at the beginning of the constitution.
2. The Oakes Student Senate shall be responsible for the allocation of Oakes College Membership fees.
 - a. *Of these membership fees a minimum of 28% shall be directly allocated toward the working budget of the Oakes Student Senate.*
3. The Oakes Student Senate shall advise the administration, staff, and faculty on issues pertaining to and affecting Oakes College students.
4. The Oakes Student Senate shall strive to maintain regular communications and positive relationships with other student government bodies,

staff, and faculty.

5. The Oakes Student Senate shall be responsible for revising its constitution at least every 3 years. Officers should schedule revision in advance based on the last revision date.

6. The Oakes Student Senate shall be the only interpreter of these bylaws.

Article II: Structure

Section A: Composition of the Oakes Student Senate

1. The Oakes Student shall include: one Chair or two Co-Chairs, one Secretary, one Treasurer, one Public Relations officer, one Events Coordinator, and one Historian.

2. The officers of the Oakes Student Senate shall hold their position from the adjournment of the final meeting of Winter quarter until the adjournment of the final meeting of Winter quarter the following academic year.

3. The officers of the Oakes Student Senate may hold their office for more than one term.

Article III: Senators, Officers, and Representatives

Section A: Senators of the Oakes Student Senate

1. Students will be given membership and voting privileges upon attending their third consecutive meeting.

2. To retain voting privileges, Senators must attend 2/3rds of the Senate meetings each quarter.

3. In addition to voting, members of the Oakes Student Senate shall be active member in the Senate by engaging in group discussions, being part of at least one committee and/ or serve in one of the elected representative positions, as well as participating in any actions and/ or events sponsored by the Oakes Student Senate.

4. Senators will engage in discussions with other Oakes affiliates on issues affecting students in the Oakes community in order for the Oakes Student Senate to be an accurate voice for and of the students of Oakes College.

Section B: Chair/ Co-Chairs of the Oakes Student Senate

1. Chair/Co-Chairs attend all Senate meetings.

2. Chair/ Co-Chairs will not vote on any occasion unless to break a tie or during elections of any and all positions.

3. Chair/Co-Chairs will remain impartial during Senate Meetings, unless the body chooses to allow Chair input.

3. Chair/ Co-Chairs are responsible for facilitating and organizing Senate and Senate Officer meetings.

4. Chair/Co-Chairs are responsible for developing an agenda for Town Hall with the input from the current voting Senators.

5. Chair/Co-Chairs shall be the official liaison between the Oakes College Administration and UCSC student organizations.
6. Chair/Co-Chairs is responsible for developing the agenda for each Senate meeting.
7. Chair/Co-Chairs serve as the contact person for most Senate related issues.
8. Chair/Co-Chairs coordinates the efforts to ensure that Senate is running smoothly (i.e. minutes are distributed, treasurer is up to date, representatives are attending meetings, etc.).
9. Chair/Co-Chairs ensures that all elected positions are filled, officer positions as well as representative positions. Chair/Co-Chairs should have a list of names and contact information of all Senate officers and Oakes representatives.
10. Chair/Co-Chair is responsible for coordinating and facilitating voting procedures during officer elections.
11. Chair/Co-Chairs will meet the Senate Advisor and Officers weekly.
12. Chair/Co-Chairs should try to be in attendance of most or all Oakes Senate events.

Section C: Secretary of the Oakes Student Senate

1. The Secretary attends all Senate meetings.
2. The Secretary takes detailed minutes of the Senate meetings including all funding proposals and decisions, brief comments on discussions, announcements, and officer reports.
3. The Secretary is responsible for taking and distributing meeting minutes and recording attendance at every meeting.
4. The Secretary shall distribute minutes to all college staff, all Senate members, and other college governments upon request
5. The Secretary shall post meeting minutes and attendance on the Oakes Student Senate board in the Oakes College Office.
 - a. The Secretary shall update the Oakes Student Senate Board by Wednesday at noon, or 48 hours after the end of the Oakes Senate Meeting is adjourned.
6. The Secretary must post general contact information, weekly minutes, and yearly budget on the Senate board.
7. The Secretary is responsible for updating email contacts at oakessen@ucsc.edu and sending emails to the general body upon request.
8. The Secretary shall provide meeting agenda to the officers at the beginning of each meeting
9. The Secretary is responsible for bringing all previous meetings minutes to the following meetings.
10. The Secretary is responsible for maintaining the Oakes Student Senate folder(s). The folder shall include attendance from meetings, Treasurer's reports and updates on the budget, minutes, and the constitution, quarterly reports on events that

the Senate has hosted. Also have an updated senator list, one half way through the quarter and one at the end.

11. The Secretary shall meet with the Senate Advisor and Officers weekly

Section D: Treasurer of the Oakes Student Senate

1. The Treasurer shall attend all Senate meetings.
2. The Treasurer shall be responsible for monitoring spending, processing all funding proposals and informing the senate of its financial state.
3. The Treasurer shall be responsible for facilitating a re-evaluation of the funding guidelines within the first three weeks of the academic year.
4. The treasurer shall submit a quarterly financial report to the Secretary to be placed in the Oakes Student Senate folder.
5. The Treasurer shall be responsible for contacting all persons who have requested money from Senate to inform them of the Senate decision (within 48 hours).
6. The Treasurer shall be responsible for answering emails regarding any Oakes Student Senate's finances.
7. The Treasurer shall meet with the College Programs Coordinator or Financial Coordinator at least once a quarter to balance records.
8. The Treasurer shall meet with Senate Advisor and officers weekly.

Section E: Public Relations Officer of the Oakes Student Senate

1. The Public Relations officer shall attend all Senate meetings.
2. The Public Relations officer is responsible for maintaining and updating the Senate board with event flyers, general Senate information, and other information as deemed necessary.
 - a. *The board shall be updated every week, as deemed necessary, by noon on Friday.*
3. The Public Relations officer shall organize quarterly dorm-storms for the first Senate and for all events hosted by the Senate.
4. The Public Relations officer shall facilitate publicity for Oakes Student Senate meetings and all other events hosted by the Oakes Student Senate.

Forms of publicity include, but are not limited to, social networking sites, flyering, and posters.
5. The Public Relations officer shall meet with the Senate advisor and officer weekly.
6. The Public Relations officer should work with the Historian to make sure our off-campus community has been outreached.

Section F: Events Coordinator of the Oakes Student Senate

1. The Events Coordinator shall attend all Senate meetings.
2. The Events Coordinator shall be responsible for the oversight and leadership of

Oakes Student Senate hosted events such as Oakes Family Dinner, Town Hall, The Big One, The Bigger One, The Biggest One, and other events hosted by Oakes Senate.

a. The oversight of an event includes filling out program proposals, working in conjunction with the Treasurer to submit purchase orders, delegating the shopping duties, and ensuring all logistics and preparation for the event are completed.

b. Leadership includes coordinating and assigning tasks to volunteers as well as set up and clean up.

3. The Events Coordinator shall clearly communicate the logistics of the event to the Public Relations officer for the purpose of outreach and advertisement.

4. The Events Coordinator shall meet with the Senate advisor and officers weekly.

Section G: Historian of the Oakes Student Senate

1. The Historian shall attend all Senate meetings.

2. The Historian shall keep record of all events hosted by Senate. They shall keep a notebook recording the food served, number of attendees, length of event, etc.

3. The Historian shall keep record of organizations/events that have been funded with stipulations and record those who have followed through with Senate's requests.

4. The Historian shall be responsible for Senate's social media accounts such as, Instagram, Facebook, and also make sure the Senate link under the Oakes College website is up to date.

5. The Historian shall be responsible for working with the Public Relations Officer in keeping the Senate board, inside the Oakes Advising building, updated.

6. The Historian shall meet with the Senate advisor and officers weekly.

Section H: Core Council Representative

1. There will be one official representative for Core Council and one alternate representative. If at any time the official representative for Core Council cannot fulfill their duties, it is the responsibility of the alternate to assume those duties.

2. The Core Council representative must attend all Senate meetings

3. The Core Council representative must attend all Core Council meetings and serve as the representative voice of Oakes College.

4. The Core Council representative will listen to funding proposals brought to Core Council and present them to the Senate for feedback prior to the official voting date of Core Council

5. The Core Council representative must adhere to the Core Council procedures for completing funding vouchers on time.

6. The Core Council representative must meet once a month with officers of the Oakes Student Senate

7. The Core Council representative shall write quarterly reports on the Core Council to keep in Senate records

- a. Reports should include, but are not limited to, thoughts about the procedures of Core Council, self-evaluation (what went well, what didn't work, suggestions for next time), Oakes College involvement, information on decisions made and why*
- b. These records shall be made available upon request.*

Section I: Student Committees on Committees Representative

1. There will be one official representative for Student Committees On Committees (SCOC) and one alternate representative. If at any time the official representative for SCOC cannot fulfill their duties, it is the responsibility of the alternate to assume those duties.
2. The SCOC representative must attend all Senate meetings
3. The SCOC representative must attend all SCOC meetings and serve as the representative voice of Oakes College.
4. The SCOC representative must report to the Senate regarding any vacant positions on campus and provide information on how to apply to those positions.
5. The SCOC representative shall answer questions about the various campus committees and actively recruit students from their college to fill any open positions on those committees.
6. The SCOC representative must oversee a portion of the total campus-wide committee appointments, and be a liaison between Oakes students who serve on campus-wide committees and Oakes Student Senate.
7. The SCOC representative must adhere to the SCOC procedures for committee appointments
8. The SCOC representative must hold a weekly office hour
9. The SCOC representative must meet once a month with the officers of the Oakes Student Senate
10. The SCOC representative shall write quarterly reports on the SCOC to keep in Senate records.

- a. Reports should include, but are not limited to, thoughts about the procedures of SCOC, self-evaluation (what went well, what didn't work, suggestions for next time), Oakes College involvement, information on decisions made and why.*
- b. These records shall be made available upon request.*

Section J: Academic Senate Representative

1. There will be one official representative for Academic Senate and one alternate representative. If at any time the official representative for Academic Senate cannot fulfill their duties, it is the responsibility of the alternate to assume those duties.
2. The Academic Senate representative must attend all Senate meetings
3. The Academic Senate representative must attend all Academic Senate meetings and

serve as the representative voice of Oakes College.

4. The Academic Senate representative must adhere to the procedures of the Academic Senate.

5. The Academic Senate representative reports to Senate all issues regarding the Academic Senate.

6. The Academic Senate representative represents the college through participation in the Academic Senate

a. Only official student representatives from the colleges can have “privilege of the floor,” which means they can speak in Academic Senate meetings. Student representatives do not have voting privileges in that space.

7. The Academic Senate representative must hold a weekly office hour.

8. The Academic Senate representative must meet once a month with the officers of the Oakes Student Senate

9. The Academic Senate representative shall write quarterly reports on the Academic Senate to keep in Senate records

a. Reports should include, but are not limited to, thoughts about the procedures of Academic Senate, self-evaluation (what went well, what didn't work, suggestions for next time), Oakes College involvement, information on decisions made and why.

b. These records shall be made available upon request.

Section K: Student Union Governance Board Representative

1. There will be one official representative for Student Union Governance Board (SUGB) and one alternate representative. If at any time the official representative for SUGB cannot fulfill their duties, it is the responsibility of the alternate to assume those duties.

2. The SUGB representative must attend all Senate meetings.

3. The SUGB representative must attend all SUGB meetings and serve as the representative voice of Oakes College.

4. The SUGB representative must adhere to the procedures of the SUGB.

5. The SUGB representative reports to Senate all issues and decisions being made regarding the SUGB.

6. The SUGB representative must hold a weekly office hour.

7. The SUGB representative must meet once a month with the officers of the Oakes Student Senate.

8. The SUGB representative shall write quarterly reports on the SUGB to keep in Senate records.

a. Reports should include, but are not limited to, thoughts about the procedures of SUGB, self-evaluation (what went well, what didn't work, suggestions for next time), Oakes College involvement, information on decisions made and why.

b. These records shall be made available upon request.

Section L: Student Union Assembly Representative

1. There will be three official representatives for Student Union Assembly (SUA) and one alternate representative. If at any time the official representative for SUA cannot fulfill their duties, it is the responsibility of the alternate to assume those duties.

a. Of the three official representatives, one is to be elected through SUA procedures.

b. The other two representatives and alternate representative shall be elected through Oakes Student Senate procedures.

2. The SUA representatives must attend all Senate meetings.

3. The SUA representatives must attend all SUA meetings and serve as the representative voice of Oakes College.

4. The SUA representatives must adhere to the procedures of the SUA.

5. The SUA representatives must present weekly reports to Senate on activity and bring forth any campus-wide issues as well as attains feedback for voting.

6. The SUA representatives must hold a weekly office hour.

7. The SUA representatives must meet once a month with the officers of the Oakes Student Senate.

8. The SUA representatives shall prepare a monthly report on SUA activities and the Oakes College's involvement in such activities, to be submitted to the Senate Secretary to be kept in Oakes Student Senate records.

a. Reports should include, but are not limited to, thoughts about the procedures of SUA, self-evaluation (what went well, what didn't work, suggestions for next time), Oakes College involvement, information on decisions made and why.

b. These records shall be made available upon request.

Section M: Replacing Representative Positions

1. Experience has shown that a year-long commitment to a position works best, however, positions can be re-voted on quarterly, if deemed necessary.

a. If a representative can no longer fulfill the duties of their position, they must try to find a replacement.

i. A suitable replacement is a current voting Senator

b. If they cannot find a replacement it is the responsibility of one of the Oakes Student Senate Officers to assume the position until a replacement is found.

Article IV: Operating Procedures

Section A: Oakes Student Senate Representation in Other Student Bodies

1. The Oakes Student Senate shall appoint and maintain student representatives in the following manner:

a. Oakes College elected representatives to the Student Union Assembly (SUA) will consist of three representatives and an alternate.

i. One Oakes College student shall be elected through electoral procedures administered by the SUA that follows the SUA constitution and all applicable bylaws.

ii. Three Oakes College students, two of which will serve as an alternate, shall be elected through electoral procedures administered by the Oakes Student Senate.

b. Oakes College representatives to the Academic Senate, Core Council, SCOC, and SUGB, shall be elected through electoral procedures administered by the Oakes Student Senate.

i. Two Oakes College students shall be elected to each committee, one of which will serve as an alternate.

c. An Oakes College student shall be elected as a representative to other student bodies as deemed necessary by the Oakes Student Senate.

2. The Oakes Student Senate shall hear weekly reports, when available, from Oakes Student Senate representatives.

3. Representatives of the Oakes Student Senate will be expected to follow any requirements and regulations found in the constitutions, bylaws, etc. in the bodies in which they sit.

Section B: Voting in the Oakes Student Senate

1. The Chair/Co-Chair shall establish quorum at the beginning of each meeting.

Quorum may be set at all present Senators.

2. The method of voting shall be chosen by the officers.

a. If at any time any Senator feels uncomfortable with the voting method or topic at hand the body will automatically move to an anonymous vote.

b. All appointments to representative and officer positions shall be decided by an anonymous vote.

Section C: Elections of the Oakes Student Senate Officers, Representatives, and Term

1. Elections of the Oakes Student Senate officers shall be administered in the following manner:

a. Elections shall take place during a Senate meeting in either week eight or week nine of Winter quarter.

b. Elections shall be announced to the body one week in advance.

c. All nominations shall be emailed to the Oakes Student Senate email account, oakessen@ucsc.edu, to be privately placed on the ballot by the current Chair/Co-Chair.

d. Nominations have to be submitted two day prior to elections (e.g. If elections are held on a Monday, nominations have to be in by Saturday 11:59)

e. The Chair/Co-Chair shall notify all potential qualified candidates of their nominations 24 hours prior to elections

i. All officer nominees must be current voting Senators.

ii. All officer nominees must have the intention of serving a full term.

iii. Any current, voting Senator can nominate themselves for any officer position.

iv. All nominees have the right to publically or privately decline a nomination to not be placed on the ballot.

f. The current Chair/Co-Chair shall facilitate the elections process including questions for candidates, discussion, voting, and monitoring who is present during these processes.

i. The Chair/ Co-Chair shall be responsible for developing a set of questions for each officer position.

ii. Each candidate shall be allocated the same amount of time for introduction and answering questions developed by the Chair/Co-Chair.

iii. During interviews and discussion all candidates being considered for the position must leave the room.

iv. Following interviews the Chair/Co-Chair shall facilitate discussion of individual candidates.

v. Voting shall be conducted anonymously in the form of a ballet created by the Chair/Co-Chairs.

vi. Votes shall be counted by the Chair/Co-Chair in conjunction with the CPC.

g. If the Chair/Co-Chairs is running for re-election their duties, during the consideration of the Chair/Co-Chair position, shall be delegated to the first officer in the Chain of Command who is not running for the Chair/Co-Chair position.

2. Elections of the Oakes College representatives shall be administered in the following manner

a. The Oakes Student Senate Officers shall be responsible for administering elections for Oakes College representatives.

b. Elections shall be announced to the body during the first two meetings of Fall quarter.

c. Voting shall take place anonymously online during week three so that the results can be announced by week four.

d. Voting is open to all current students of the Oakes community.

3. Term

a. Term of the officers of the Oakes Student Senate shall commence upon the last

official day of Finals of Winter Quarter and terminate upon the last official day of Finals of Winter Quarter of the following academic year.

b. Term of the Oakes Student Senate Representatives, with the exception of SUA representatives, shall commence upon election in Fall quarter and terminate upon adjournment of the final meeting in Spring of the same academic year.

i. The term of the official representative to the SUA , elected through SUA procedures, shall commence upon the adjournment of the final meeting of Winter quarter and terminate upon the adjournment of the final meeting of Winter quarter the following academic year.

ii. The term of the two representatives and alternate to the SUA, elected through Oakes Student Senate electoral procedures, shall commence upon election in Fall quarter and terminate upon adjournment of the final SUA meeting of Spring quarter the same academic year.

Section D: Officer Chain of Command

1. In the event that the Chair/Co-Chair can no longer fulfill their duties the Chair/Co-Chair shall be able to appoint the most qualified individual for the position and that of the order that follows.

2. In the event that any officer other than the Chair/Co-Chair can no longer fulfill their duties the Oakes Student Senate shall elect a replacement following the electoral procedures outlined in Article IV, Section C of the Oakes Student Senate Constitution.

Section E: Impeachment of Officers and Representatives

1. The impeachment of an officer or representative

a. Missed meetings

i. If at any time, an officer or representative other than the Chair/Co-Chair, has three unattended Senate meetings in one quarter, the Chair/Co-Chairs shall privately ask for their consideration of resignation.

ii. If that individual refuses to step down, then the Chair/Co-Chairs shall bring the decision to the Senate for a 2/3rds vote of the present voting Senators at the following Senate meeting.

iii. If the Senate decides to not impeach the officer or representative and if he/she continues to miss one more meeting, then the Chair/Co-Chairs shall impeach him/her, effective upon adjournment of the 4th missed meeting.

b. Unfulfillment of duties

i. If an officer(s) and/or Senator(s) of the Oakes Student Senate feel that a representative or officer is not fulfilling their duties as listed in the Oakes Student Senate Constitution then they can bring it up to the Senate for a 2/3rds vote of impeachment.

2. The impeachment of the Chair/Co-Chair

a. Missed meetings

i. During the 3rd missed meeting of the Chair during one quarter, the Secretary or any officer shall bring it to the attention of the Senate. During discussion, the body shall vote to impeach the Chair/Co-Chair with a 2/3rds vote of the present voting Senators.

ii. If the Senate does not vote to impeach the Chair/Co-Chair, upon the 4th missed meeting, the Senate shall reconsider and vote again on the issue of impeachment.

iii. If the Senate continuously votes against impeachment of the Chair/Co-Chair, and he/she misses more meetings, at the start of the next quarter, the chain of command shall be followed; if there is a Co-Chair then he/she shall take command. If there is no Co-Chair, the Secretary shall become Chair and a new Secretary shall be elected following Electoral Procedures.

b. Unfulfillment

i. If the officers or the Senate body feels that the Chair/Co-Chair is not fulfilling their duties as listed in the Oakes Student Senate Constitution then they can bring it up to the Senate for a 2/3rds vote of impeachment.

Section F: Frequency of Meeting and Duration of Time of the Oakes Student Senate

1. Oakes Student Senate shall meet once per week at a set and published time and date. This time shall be established at the beginning of each quarter, but must remain constant for the entire quarter.

a. In the event of a holiday or non-school day the Senate can choose not to have a meeting that week.

2. The duration of the Oakes Student Senate meetings shall last for an hour and a half. This duration of time can be established at the beginning of each quarter by amendment to the Constitution, but must remain constant for the entire quarter.

Section G: Visitors During Meetings of the Oakes Student Senate

1. All meetings of the Oakes Student Senate shall be open to the public

a. If at any time, due to discussion topic, a Senator requests the meeting to become closed, the request shall be honored by the Chair/Co-Chair.

i. In a closed meeting only Senators, Officers, Representatives, and the Senate advisor(s) may be present. If at any time it is requested or necessary to have a Senator, Officer, Representative, or the Senate advisor(s) leave the room the Chair/Co-Chair or commanding officer shall honor that request.

2. All visitors shall be granted the opportunity to speak as recognized by the Chair/Co-Chairs.

a. If at any time a visitor is being disruptive to the progression of the meeting the Chair/Co-Chair can ask the visitor to leave.

Section H: Funding and Other Proposals to the Oakes Student Senate

1. All funding proposals brought before the Senate shall be submitted to the Oakes Student Senate email prior to the next meeting so that the Treasurer can place them on the future agenda, with the Chair/Co-Chair approval.
2. A majority vote of all present Senators is required to pass any proposal.
3. If there is an excess of two proposals during any meeting, with the exception of Oakes events, the Senate officers shall decide whether to hear all proposals or to table some until another meeting.
4. When discussing proposals the Senate must consider the funding guidelines.
5. All individuals who come to present a funding proposal shall be given the opportunity to read through the funding guidelines prior to their presentation.
6. All other non-funding proposal shall be emailed to the Chair/Co-Chair for consideration to be placed on future agendas.

Section I: Oakes Student Senate Sponsorship and Endorsement of Student Union Assembly (SUA) Elections

1. Upon request of a sponsorship or endorsement, the Oakes Senate Body will deliberate and make decisions during Senate Meetings.
2. There is no restriction on sponsorships or endorsements, as long as the Oakes Senate Body decides by a majority vote.
3. The Oakes Senate SUA Elections booth will remain neutral at all times throughout the elections process regardless of any sponsorships or endorsements.

Section J.: Prior Account Funding

1. Prior Account shall be used primarily to purchase items benefiting the Oakes Community as a whole.
 - a. These purchases must be approved by the Oakes Senate Student Body, the Oakes Senate Advisor or the College Programs Coordinator, and the Oakes Administration (including Housing office, administration office, etc).
 - b. These purchases will be finalized by the current College Programs Coordinator (CPC).
2. Prior Account can be used to fund proposals if deemed necessary or pertinent to the Oakes Senate.
 - a. Prior Account shall not be used as a regular funding pot for proposals.
 - b. Prior Account will not be seen as a reserve pot, and the Oakes Senate must actively seek the expenditure of prior account.