The Constitution of Porter Student Senate

# 1) The Senate

## a) The students of Porter College, with the adoption of this Constitution, establish and regulate a Student Senate, which will have oversight of the College Student Government Fee.

# 2) Senators and Senatorship

## a) The Senate will consist of registered students affiliated with Porter College and non-affiliated students who are members of the Transfer Community at Porter currently, or during the past two (2) academic years, in residence at Porter College. Such students will become Senators at the beginning of the third consecutive, complete meeting that they have attended.

### i) Because new students also need to control how their money is spent, there will be an exception at the beginning of each quarter. All incoming Porter students will be considered Honorary Senators until they miss a meeting. Honorary Senators have all the rights and privileges of Senatorship, and by the third meeting will have earned the title of Senator in full.

## b) Students forfeit their Senatorship when they cease being a UCSC student, change their college affiliation, or when they miss two consecutive meetings without prior consent of the Chair. Such loss of Senatorship does not apply to meetings missed for academic reasons or because a student was on temporary leave from UCSC.

### i) A Senator may choose to inform the current Secretary that they wish to become “Inactive,” if for extenuating circumstances, that Senator is unable to attend the set meeting time for a lengthy period. Inactive Senators shall not be counted towards quorum, and may become Active again by attending a meeting and petitioning the Senate.

## c) Instant Senatorship: The senate shall be able to appoint new Honorary Senators instantly through a motion, approved by consensus, of the current senators. Honorary senators confirmed in this way are given the same privileges as honorary senators that joined the senate by attending the first meeting of the quarter.

# 3) Officers

## a) The Porter Senate officers will consist of the following positions: (1) Chairperson, Vice-Chairperson, (1) Treasurer, Parliamentarian, Secretary, Public Relations Official, and Snack Officer. All positions with the exception of Chair and Treasurer may have multiple individuals in the position during a term.

## b) Duties and Responsibilities

### i) Chairperson

#### 1. Those elected, as Chairperson shall serve a full-year long term.

#### 2. The Chairperson will run all Senate meetings, and is charged with following the General Guideline for an Agenda as detailed in the Bylaws, and is responsible for setting an appropriate meeting time. The Chairperson will create the agendas for each Senate meeting. In addition, the Chairperson shall disseminate the agendas to all officers and senators for each week. Furthermore, the Chairperson will oversee all elections held outside the Spring Quarter Town Hall Meeting.

### ii) Vice-Chairperson

#### 1. Those elected, as Vice- Chairperson shall serve a quarterly term.

#### 2. The Vice- Chairperson shall be responsible all duties of the Chairperson in his/her absence or until a new Chairperson is elected by the Senate. The Vice- Chairperson will also oversee all Senate committees in the current List of Active Senate Committees, in a manner specified in the Bylaws. The Vice- Chairperson shall be in charge of Senate meeting “ice breakers” and activities. In addition, the Vice- Chairperson will act as moderator and timekeeper during all senate meetings.

### iii) Treasurer

#### 1. Those elected, as Treasurer shall serve a full -year long term.

#### 2. The Treasurer will keep record of Senate's spending each week, and communicate this information to the Financial Assistant of Porter College. Each meeting, the Treasurer will display the Senate's working budget, and compare this budget with the actual Senate treasury. Each quarter, the Treasurer will hold a meeting of at least three Senators (and must also be open to any interested Porter affiliated student so long as that student is not making a funding request) to distribute Creative and Innovative funds, if the Provost provides the funds.

### iv) Parliamentarian

#### 1. Those elected, as Parliamentarian shall serve a quarterly term.

#### 2. The Parliamentarian will bring a copy of this Constitution to each meeting, and will ensure that it is followed properly. It is the Parliamentarian's responsibility to point out unspecified or outdated aspects of this Constitution and Bylaws to the Senate. The Parliamentarian shall be charged with physically adding amendments to the Constitution and Bylaws after they have passed by the Senate. Amendments shall be added directly to the Constitution in this enumerated fashion. Additionally, the Parliamentarian will create a quarterly log, summarizing decisions made during the quarter regarding the logistics of running Porter Senate (funding guidelines, officer duties, committees, etc.). The Parliamentarian will keep this log with the Constitution so that it is readily available for use by Senators in informing future decisions.

### v) Secretary

#### 1. Those elected, as Secretary shall serve a quarterly term.

#### 2. The Secretary will provide minutes of every Senate meeting. The Secretary will record attendance at each meeting and keep a list of all Senators. The Secretary shall also disseminate all Senate meeting minutes to all officers and senators. The Secretary shall also maintain the List of Active Senate Committees, as specified in the Bylaws. At the end of each quarter, the Secretary will return all these records to the Student Activities Office.

### vi) Public Relations Official

#### 1. Those elected, as Public Relations Official shall serve a quarterly term.

#### 2. The Public Relations Official will publicize each senate meeting. The Public Relations Official will update the Senate Box with relevant information. The Senate Box will be located at a reasonable location accessible to the Porter community.

### vii) Snacks Officer(s)

#### 1. Those elected, as Snack Officer shall serve a quarterly term.

#### 2. The Snacks Officer(s), when appropriate will provide refreshments for all Senate Meetings. The Snacks Officer shall use the allocated funds within the budget voted by the Senate to fund for refreshments. The Snacks Officer(s) must also follow all campus Purchase Order protocols when purchasing refreshments.

## c) Only Senators may fill these offices, and officers may still act as Senators.

## d) All officers serving a one-quarter term for the next quarter will be elected at a town-hall meeting at the end of each quarter, as detailed in the Bylaws.

### i) Candidates for the offices of Vice-Chairperson must have been a Senator for at least the duration of the quarter in which the elections are held.

### ii) Officers for Fall Quarter shall be elected at the Town Hall held in the Spring Quarter of the preceding Academic Year. Porter Senate does not operate during Summer Quarter.

## e) All officers serving a full-year term for the next Academic Year will be elected at a town-hall meeting during Spring Quarter, as defined in the Bylaws.

### i) Candidates for the offices of Chairperson and Treasurer must have been a senator by the first meeting of Winter Quarter, or have been granted honorary Senator status on the first meeting of Winter Quarter in the case of incoming Winter transfer students, to be considered eligible for candidacy, write-in or otherwise. If a potential candidate has not been a senator since the first meeting of Winter Quarter, or been granted honorary Senator status in the case of incoming Winter Transfer students on the first week, they are not eligible for the positions of Chairperson or Treasurer of Porter Senate, yet may run for other Officer positions.

### ii) Candidates for full – year term offices must be in both good academic and good judicial standing.

### iii) Chairperson and Treasurer, once elected, must maintain both good academic standing and good judicial standing for the duration of their term. Officer must advise the Senates’ Staff Advisor within 72 hours of being notified about their standing and step down within 7 days of notification.

## f) Recall from Office

### i) The Senate may recall officers, or elected persons, positions, job or stations, as outlined in the Bylaws.

### ii) Candidates for office, or any elected position, job or station must not have been recalled from any Senate office, elected position, job or station during the current Academic Year.

# 4) Rules of Order

## a) The Senate must meet at least eight weeks of every quarter. A quorum of one half plus one of all Active Senators must be present to conduct business.

# 5) Funding

## a) The Senate may fund any group or individual, so long as the transaction conforms to government law and university policy.

## b) To receive funds, an individual (or representative from a group) must submit a request form and give the Senate a brief description of the need for funds. At the same meeting the presentation is given, the Senate shall decide upon this request in the manner specified in the Bylaws.

# 6) Budget

## a) In recognition of the essential role the Porter Activities Office plays in the lives of Porter students, twenty-five percent of the funds from the College Student Government Fee, which Senate receives each year shall be automatically allocated to support the programs provided by the Porter Activities Office. The remaining seventy-five percent may be managed at the discretion of Senate in the manner set forth in the Bylaws. This percentage breakdown may be reconsidered as necessary.

## b) Rather than impose limits on Senate through this Constitution, the Senate will be guided by the previous year's mistakes and triumphs. At the end of each year, the Senate will compose a working, but non-binding, budget to educate the next year's Senators. This budget will be displayed at every meeting for the next year.

# 7) Amending the Constitution

## a) A Senator may propose amendments to the constitution during a Senate meeting. The amendment will be displayed in the Senate Box until the next Senate meeting, and then will be subject to vote. If a majority of all Senators present vote in favor, the constitution will be amended.

# 8) The Bylaws

## a) The Porter Student Senate shall adopt a set of Bylaws, which shall complement this Constitution. These Bylaws shall more clearly define the rules and procedures of the Porter Student Senate in an enumerated fashion similar to the Constitution

## b) A Senator may propose amendments to the Bylaws during a Senate meeting. The amendment will be displayed in the Senate Box until the next Senate meeting, and then will be subject to vote. If a majority of all Senators present vote in favor, the Bylaws will be amended.