

# 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 solely of registered students affiliated with 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.
- 3) Officers
  - a) The Senate will also have six officers: a Chairperson, a Vice-Chairperson, a Treasurer, a Parliamentarian, a Secretary, and a Public Relations Official.
    - i) 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. Those elected to the office of Chairperson shall serve a full-year term.
    - ii) The Vice-Chairperson will run meetings in the absence of the Chairperson. The Vice-Chairperson will also oversee all Senate committees in the current List of Active Senate Committees, in a manner specified in the Bylaws.
    - iii) 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 they are provided by the Provost. Those elected to the office of Treasurer shall serve a full-year term.
    - iv) 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. 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.

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- v) 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 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.
  - (1) The position of Secretary may have two officers, a Quorum taker and a Minute taker.
- vi) The Public Relations Official will publicize each meeting and, when appropriate, provide refreshments. 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.
- b) Only Senators may fill these offices, and officers may still act as Senators.
- c) 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.
- d) 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 for at least the duration of the preceding two quarters before the elections are held.
- e) The Senate may recall officers as outlined in the Bylaws.
  - i) Candidates for office must not have been recalled from any Senate office 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 of all Active Senators must be present to conduct business.
  - b) The Chairperson will run Senate meetings in a consistent manner, and must follow the General Guideline for an Agenda as specified in the Bylaws.
- 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

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- 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.
  - b) The Parliamentarian shall be charged with physically adding amendments to the Constitution after they have passed. Amendments shall be added directly to the Constitution in this enumerated fashion.
- 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.
  - c) The Parliamentarian shall be charged with physically adding amendments to the Bylaws after they have passed. Amendments shall be added directly to the Bylaws in this enumerated fashion.