

# **Bylaws of The Senate of the Associated Students of Occidental College**

## **Article I – Name**

- A. The name of this organization shall be the Senate of the Associated Students of Occidental College, hereinafter referred to as the Senate.

## **Article II – Purpose**

- A. Senate exists to serve as a voice for the student body, support students and their activities, allocate and administer funding from the student body fees, oversee Student Services and serve as the legislative body of the ASOC.

## **Article III – Members**

### *Section 1. Officers*

- A. The elected members of the Senate shall comprise of thirteen officers consisting of two Class Senators from each of the four academic classes, and five Vice Presidents and Student Body President from the ASOC membership at large.
- B. The appointed members of the Senate shall comprise of one Chief of Staff, and a temporary Elections Chair during annual election periods. Additional officers may be appointed to assist the Senate in its duties.

### *Section 2. Eligibility for Office*

- A. Class Senators, Vice Presidents and the President must meet all eligibility rules established in the ASOC Constitution and ASOC Elections Guidelines.
- B. To be eligible for an appointed office, the candidate must meet all requirements established by the Senate.

### *Section 3. Election to the Senate*

- A. Senate Elections
  - a. Annual elections shall follow the process and criteria outlined in the ASOC Constitution and ASOC Elections Guidelines.
  - b. Special elections may be called to order by the ASOC President to fill vacancies resulting from involuntary or voluntary removal, uncontested seats, or election ties.
- B. Challenged Senate Seats

- a. An individual Senate officer may be challenged during annual or special elections by any ASOC member who meets the eligibility criteria established for the seat in Section 2 and completes the following petition process:
  - i. To challenge a President or Vice President, the challenger must submit a petition signed by one eighth of ASOC members.
  - ii. To challenge a Class Senator, the challenger must submit a petition signed by one fifteenth of ASOC members in the challenger's academic class.
  - iii. Blank petitions shall be made available by the ASOC Advisor.
- b. The challenged Senator's name shall appear on the ballot along with the names of any challengers.

#### *Section 4. Appointment to the Senate*

- A. The Vice President of Internal Affairs shall coordinate the appointment of all appointed Senate officers, except interim appointed Senate officers.
- B. Appointed officers must be confirmed by a formal vote of the Senate.

#### *Section 5. Term of Office*

- A. The term of office for all Senators, Vice Presidents, and the Student Body President is outlined in the ASOC constitution.
- B. No President may serve more than two consecutive terms in the office of the President.

#### *Section 6. Removal*

- A. Processes for both voluntary and involuntary removal of Senate officers are outlined in the ASOC Constitution.
- B. Grounds for removal shall be:
  - a. Offenses outlined in the ASOC Constitution;
  - b. Violation of any Senate rules or guidelines;
  - c. Willful violation of the ASOC Constitution, Senate Bylaws, or Senate House Rules.
- C. Prior to a vote to remove any Senate officer, the Senate must be presented with the reason(s) for the removal and the officer in question must be allowed the opportunity to respond to allegations.
- D. The Senate may remove their appointed officers without referring a vote of no confidence to the appointed officer's constituency; appointed officers may be

removed from office with only a two-thirds majority vote in favor from the Senate.

E. Removal of an appointed officer shall take effect immediately after a Senate vote.

### *Section 7. Vacancies*

- A. In the event that the ASOC President or any Vice President resigns from Senate, the resignee shall nominate any member of the ASOC to serve as the interim. Contingent upon a vote in favor of the Senate, the interim shall assume the seat, duties and voting power of the resignee until the following election.
- B. In the event that the ASOC President or any Vice President is involuntarily removed from the Senate, any member of the Senate may nominate any member of the ASOC to serve as the interim. Contingent upon a vote in favor of the Senate, the interim shall assume the seat, duties and voting power of the resignee until the following election.

## **Article IV – Meetings**

### *Section 1. Regular Senate Meetings*

- A. Regular meetings shall be held weekly during the fall and spring academic semesters, unless otherwise ordered by the Senate.
- B. Senate may vote to close regular meetings with a simple majority. Only the ASOC advisor, and elected and appointed officers of the Senate may remain.

### *Section 2. Special Senate Meetings*

- A. Special meetings may be called by the President or upon written request of four members of the Senate to the President. The purpose of the meeting shall be stated in the notice.
  - a. Time and location will be mutually agreed upon by the Senate.
  - b. Special meetings will not be used for training and staff development.
  - c. Senate may vote to close special meetings with a simple majority. Only the ASOC advisor, elected and appointed officers of the Senate may remain in the room.
- B. Training and Member Development
  - a. May occur only with consent or recommendation of the Senate Advisor.
  - b. Are closed to the public, but the public will have access to the agenda.

### *Section 3. Quorum*

- A. Quorum for regular meetings and any special meetings shall be two-thirds of the elected officials.
- B. Quorum is required for all votes.

### *Section 4. Voting*

- A. Each Senator and Vice President shall be entitled to one vote at Senate meetings for either category of voting.
- B. The President shall be entitled to one vote at Senate meetings but shall not vote in formal votes except in the case of a tie, but is not obligated to do so.
- C. The Senate Chief of Staff shall not be entitled to a vote.
- D. Any elected Senate officer, **except the ASOC President**, may motion to vote on Senate business. The same Senate officer may not second their own motion.
- E. The ASOC President may only motion to table discussions and adjourn official Senate meetings.**
- F. Votes on Senate business shall require a motion, a second, and a simple majority vote of the elected members present.
- A. Voting shall consist of two categories:
  - a. Formal votes are votes where Senate is deciding to make a direct change to the budget, bylaws, funding guidelines, senate structure, or to allocate funding.
  - b. Informal votes are votes where senate is seeking to determine its opinion on an issue or officially express its opinion to the public.

### *Section 5. Attendance*

- A. Elected and appointed officers shall attend all Senate meetings.
- B. To excuse an absence, an officer must notify the president in writing at least 24 hours before their planned absence and send a proxy to attend the meeting. The proxy is only allowed to vote for the officer if the officer has communicated in writing to their proxy how they would vote.
- C. If an officer is unable to notify the president of their planned absence at least 24 hours before or is unable to send a proxy to the Senate meeting, the Senate may take into account extenuating circumstances and vote to excuse the officer's absence.
- D. Sanctions for members who do not attend or do not send a proxy to the required meetings shall be specified in the Senate House Rules.
- E. Elected officers who have more than three unexcused absences may be impeached.

### *Section 6. Parliamentary Authority*

- A. Rules governing the Senate shall be specified in the Senate House Rules, in all cases in which they are consistent with the Senate Bylaws.

## **Article V – Officers**

### *Section 1. Duties of Elected Officers*

- A. The President shall:
  - a. Serve as the ex-officio member of all Senate meetings;
  - b. Attend and chair all meetings of the Senate, including moderating discussions and facilitating voting;
  - c. Set the agenda and send it out to the Senate at least 24 hours prior to the meeting;
  - d. Deliver a speech at the Orientation Welcome;
  - e. Meet with the Senate Advisor regularly;
  - f. Set ASOC House Rules;
  - g. Sign ASOC checks at the request of the ASOC Finance Manager;
  - h. Create special committees contingent to the approval of a majority of the Senate;
  - i. Be responsible for informing the student body of Senate actions and decisions;
  - j. Attend all Senate trainings;
  - k. Advocate for increased student representation in all campus committees, councils, and working groups;
  - l. Work alongside relevant campus resources to provide orientation and leadership development opportunities for student leaders;
  - m. Serve as the ASOC liaison to the Dean of Students, the President of the College, the Board of Governors, and the Board of Trustees;
  - n. Perform other relevant duties as assigned by the Senate.
- B. The Vice President of Financial Affairs shall:
  - a. Facilitate and host the Financial Affairs Committee;
  - b. Work with other members of the Senate to publicize funding guidelines and funding processes;
  - c. Introduce each funding request at the Senate meeting; outline any questions or concerns with each particular funding request;
  - d. Communicate and meet with the ASOC Finance Manager about funding allocations, reversals, and questions as often as necessary;

- e. Review and draft changes to the Senate Funding Guidelines and ASOC Funding Guidelines in collaboration with the Vice President of Policies;
  - f. Coordinate the annual budget review process;
  - g. Manage all capital improvement and arts endowment requests;
  - h. Meet semesterly with the Chief Operating Officer to offer a student perspective on the financial strategies, financial planning, and budget management functions of the College;
  - i. Meet with Student Service Managers to discuss operations and report back to the Senate on their achievement and address concerns. Ensure that they provide an annual detailed performance report;
- C. The Vice President of Policies shall:
- a. Ensure actions by the ASOC Senate are in accordance with established rules and guidelines;
  - b. Create, review, draft and propose changes to official Senate documents including the Bylaws;
  - c. Set Senate House Rules;
  - d. Meet with the General Counsel as needed;
  - e. Serve as the liaison to Honor Board;
  - f. Facilitate official Senate resolutions;
  - g. Serve as a member of the Constitutional Commission.
- D. The Vice President of Internal Affairs shall:
- a. Facilitate the Internal Affairs Committee;
  - b. Moderate the Project Planning Document;
  - c. Facilitate appointments to the Senate;
  - d. Facilitate the application and/or appointment processes for student leadership positions across the Board of Trustees, campus committees, councils, and working groups, when appropriate;
  - e. Develop and attend Senate training sessions;
  - f. Meet with the Chief of Administrative Affairs semesterly to discuss community building and communication with students, faculty, staff, and trustees.
- E. The Vice President of External Affairs shall:
- a. Facilitate the External Affairs Committee;
  - b. Manage publicity for Senate events and referendums;
  - c. Manage all Senate social media and the ASOC website;
  - d. Program campus-wide Senate events;
  - e. Support Senate members that wish to host town halls or other community-based events;

- f. Meet with the Vice President of Communications and Institutional Initiatives semesterly to develop the College's visual identity and work on communication advice for organizations across the campus;
  - g. Collaborate with other college campuses to share best practices for elevating student voice.
- F. The Vice President of Academic Affairs shall:
- a. Act as a liaison between the Dean of the College and students on academic matters;
  - b. Meet regularly with the Registrar and faculty concerning academic affairs;
  - c. Manage the Textbook Reserve Program and other academic projects;
  - d. Maintains the right to attend faculty meetings and invite a delegation of students to attend, subject to the Dean's approval;
  - e. Coordinate with various academic programs and departments designed to support students including but not limited to the Center for Digital Liberal Arts (CDLA), International Programs Office (IPO), Scientific Scholars Achievement Program (SSAP), Writing Center and Disability Services.
- G. Senators shall:
- a. Serve on at least one committee designated by the Senate.
  - b. Serve as liaisons and representatives to constituents.
  - c. Establish oneself as a resource to their constituents by hosting events and through other appropriate methods.
  - d. Serve in one of the following Director positions:
    - i. Club
    - ii. Community Engagement
    - iii. Diversity and Inclusion
    - iv. Labor
    - v. Residential Affairs
    - vi. Student Safety
    - vii. Sustainability
    - viii. Wellness
  - e. Perform other duties as assigned by the President or Senate.

*Section 2. Duties of Appointed Officers*

- A. The Chief of Staff shall:
- a. Attend all Senate and ASOC meetings and be responsible for keeping accurate minutes;
  - b. Attend all training sessions and retreats;

- c. Make available a copy of the minutes to the Senate at least 24 hours prior to the next Senate meeting;
  - d. Keep accurate records of funding requests and submit such approved requests to the ASOC Finance Manager within 48 hours of Senate approval;
  - e. Oversee mid-semester and end-of-semester evaluations for Senate members;
  - f. Perform other duties as assigned by the Senate.
- B. The Elections Chair shall:
- a. Oversee ASOC's election in a fair, objective, and balanced manner;
  - b. Facillitate the mandatory candidate meeting;**
  - c. Publicize ASOC's election, and provide the student body with voting reminders and results;
  - d. Set up online ASOC voting with the ASOC Finance Manager;
  - e. Perform other duties as assigned by the Senate.

### *Section 3. Duties of Directors*

- A. The Directors shall engage the relevant students, staff, faculty, administrators, community members, clubs and organizations pertaining to their directorship.
- B. Any Senate member may nominate any Senator to hold a Director position. The Senator shall assume the Director position contingent upon a vote in favor of the Senate.
- C. Any Senator may be removed from their Director position either voluntarily by resigning or involuntarily by a vote in favor of the Senate.
- D. The Director of Diversity and Inclusion shall serve as the liaison to the Diversity and Equity Board.
- E. The Director of Sustainability shall serve as the liaison to the Renewable Energy and Sustainability Fund.

### *Section 4. Duties of Liaisons*

- A. Members of the Senate shall serve as liaisons to other ASOC branches and to College offices, if deemed necessary by the Senate.
  - a. Liaisons to College offices shall be nominated by an elected member of the Senate and confirmed by a majority vote of the Senate.
  - b. Senate liaisons to College offices will determine their role in accordance with their respective office.
  - c. Branch liaisons shall attend the meetings of their designated branch or send another Senate member.

- d. All liaisons shall report back to Senate on the contents of each meeting.

## **Article VI – Committees**

### *Section 1. Standing Committees*

- A. There shall be five standing committees: Finance, Internal Affairs, External Affairs, Academic Affairs and Residential Affairs. The Finance, Internal Affairs, External Affairs and Academic Affairs shall be chaired by their respective Vice President. The Residential Affairs Committee shall be chaired by the Director of Residential Affairs.
- B. Membership for each committee shall be determined at the discretion of the committee chair.
- C. All standing committee meetings shall be open by default. However, the chair may decide to close committee meetings if deemed necessary.
- D. The Senate may form other standing committees as deemed necessary to carry on the work of the Senate.

### *Section 2. Finance Committee*

- A. The Finance Committee shall be responsible for accepting and reviewing funding requests, hosting weekly funding meetings, making funding recommendations to the Senate on each eligible request at each Senate meeting, and reconciling the discretionary budgets on a weekly basis. The first portion of each Finance Committee meeting shall be open for visitors.

### *Section 3. Internal Affairs Committee*

- A. The Internal Affairs Committee shall be responsible for facilitating application and/or appointment processes, narrowing down candidate pools, and making recommendations on suitable candidates to Senate. When necessary, this committee shall also engage student leaders and provide them with check-in spaces for student leaders to build agendas, critically reflect, and share experiences and challenges.

### *Section 4. External Affairs Committee*

- A. The External Affairs Committee shall be responsible for publicizing matters concerning Senate, organizing events, and promoting relationships between Senate and the larger Occidental community. The committee shall optimize the resources provided by the Office of Student Life and if necessary, receive

guidance from the Vice President of Marketing and Communications whose role is to facilitate programming and promote student engagement.

*Section 5. Academic Affairs Committee*

- A. The Academic Affairs Committee shall be responsible for overseeing the academic affairs of the college on behalf of the student body and to review and make recommendations to the Dean and Vice President of Academic Affairs of the college about academic programs and strategic priorities.

*Section 6. Residence Hall Advisory Committee (Residential Affairs Committee)*

- A. The Residential Affairs Committee shall act as a liaison and maintain a relationship between Residential Education and Housing Services (REHS) and ASOC. This committee is responsible for meeting at least once a month with REHS on matters concerning housing renovations, room draw, the REHS hiring process, and Themed Learning Communities (TLC). This committee and the REHS Advising Team (consisting of the Graduate Hall Coordinator advisor and Assistant Director of Residential Education) shall work together to create a safe and inclusive community addressing concerns and needs of the residents. This committee shall:
  - a. Contribute to recommendations on housing improvements and when applicable, assist in making decisions on details of approved renovations.
  - b. Oversee the voting process for the bi-annual room draw vote.
  - c. Participate in interview processes for full-time professional staff positions when vacant.
  - d. Represent student voices in conversation about TLC needs. Participate in researching comparable schools and programs, and inform the advancement of the TLC program.

**Article VII – Student Services**

*Section 1. Purpose*

- A. The Student Services shall provide goods and services that enhance the intellectual and social life of students.

*Section 2. Members*

- A. The Student Services shall consist of Bengal Bus, Bike Share, FEAST, KOXY, La Encina, Occidental Design Service, Oxy TV, Programming Board, Student Activities Center, and The Occidental.

- B. Each Student Service will be represented by their respective Student Service Manager(s).

*Section 3. Hiring Practices*

- A. All Student Services must maintain professional standards and abide by the mission of Occidental College in their hiring practices.
- B. All Student Services are equal opportunity employers, and all hiring processes will involve an application that is publicly accessible to the Occidental community.

**Article VIII — Professional Staff and Advisor**

*Section 1. Professional Staff*

- A. The Professional Staff shall be the ASOC Finance Manager and the ASOC Athletic Trainer.
- B. The Professional Staff shall perform duties outlined in their job description.

*Section 2. Advisor*

- A. The Senate Advisor shall be selected as outlined in the ASOC Constitution.
- B. The Senate advisor shall:
  - a. Attend Senate meetings, trainings and retreats as needed;
  - b. Sign ASOC checks at the request of the ASOC Finance Manager;
  - c. Update Senate access to listservs.

**Article IX — Funding**

*Section 1. Guidelines*

- A. The Senate Funding Guidelines and ASOC Funding Guidelines shall govern the Senate funding process.
- B. To be valid, any amendment to the Senate Funding Guidelines or ASOC Funding Guidelines must be approved by the Senate.
- C. Amendments to the Senate Funding Guidelines or ASOC Funding Guidelines shall take effect immediately upon voting by the Senate.

*Section 2. Senate Funding Guidelines*

- A. Senate members may propose an amendment to the Senate Funding Guidelines in writing at any time. Amendments shall not be voted on in the Senate less than

five days after being proposed. The proposal must include the complete text of the proposed amendment.

*Section 3. ASOC Funding Guidelines*

- A. Any member of the ASOC may propose an amendment to the ASOC Funding Guidelines in writing at any time. The proposal must include the complete text of the proposed amendment.

**Article X – Amendments**

*Section 1. Proposal*

- A. To be valid, any amendment to the Senate Bylaws must be approved by the Senate.
- B. Senate members may propose an amendment to the Senate Bylaws in writing at any regular meeting of the Senate. Amendments shall not be voted on in the Senate less than five days after being proposed. The proposal must include the complete text of the proposed amendment.

*Section 2. Effective Date of Amendments*

- A. Amendments to the Senate Bylaws shall take effect immediately upon voting by the Senate.

Revision Date: September 30, 2019.