

# **BYLAWS OF SHASTA COLLEGE STUDENT SENATE (SCSS)**

## **ARTICLE I. SENATE MEMBERSHIP**

### **SECTION 1. DUTIES OF SCSS OFFICERS**

#### **CLAUSE 1. PRESIDENT**

- Part 1.* Shall meet with all appropriate Administration on behalf of the students and Senate as necessary.
- Part 2.* Shall meet with the Senate Advisor to discuss all pertinent information.
- Part 3.* Shall serve as the official spokesperson of the Shasta College Student Senate.
- Part 4.* Shall approve all posters, media, and other materials coming from the SCSS before they are passed onto the appropriate school officials for final approval.
- Part 5.* Shall ensure that the Executive Board meets as needed.
- Part 6.* Shall ensure that the Senate meets once a week or as needed pursuant to District Board Policies and Administrative Procedures.
- Part 7.* Shall represent the interests of the students of Shasta College to all appropriate boards, committees, commissions, tribunals, and all other entities where the interests of students are being discussed, unless otherwise noted within these Bylaws or otherwise designated by the appropriate authority.
- Part 8.* Shall appoint any vacancies which will be subject to confirmation by a majority vote of the Executive Board.
- Part 9.* Shall serve as the Student Trustee for the Shasta-Tehama-Trinity Joint Community College District.
- Part 10.* Shall resolve any matter not addressed within these Bylaws, unless otherwise ruled by the Justice.
- Part 11.* Shall serve as the Chair at all Student Senate meetings and shall prepare the agenda for the meetings which he/she presides.
- Part 12.* Will form and dissolve SCSS committees unless an objection is raised. See Article III.
- Part 13.* Shall be responsible of the oversight of SCSS Standing Committees, Ad-Hoc Committees, student representatives at Participatory Committees and Senate representatives at Shasta College's various divisions.
- Part 14.* Shall provide monthly accountability reports on matters pertaining to meeting attendance, office hours, and other responsibilities outlined in these Bylaws.
- Part 15.* Shall assist the Executive Officers in the execution of their duties.

#### **CLAUSE 2. VICE PRESIDENT**

- Part 1.* Shall take over for the President in the event of prolonged and/or terminal illness, death, or declared incompetency with a  $\frac{3}{4}$  majority vote by the entirety of Senate and confirmation by at least one of the Senate Advisors.
- Part 2.* Shall, upon signed receipt by the President, temporarily carry out the duties and responsibilities of the Office of President when they will knowingly be absent for an extended duration of time in which the President feels it necessary to issue such receipt transferring power.
- Part 3.* Shall ensure that the Senate's offices at the main campus are well cared for and properly maintained. The Satellite Campus Director shall ensure that the offices at the Satellite Campuses are well cared for and properly maintained.
- Part 4.* Shall train all Senate members and Office Workers in the basics of office decorum and procedures.
- Part 5.* Shall ensure that proper office decorum is always maintained.
- Part 6.* Shall ensure that all new Senate members and Office Workers are kept up to date with the ID making procedures, Lending Library procedures and general office procedures.
- Part 7.* Shall serve as the timekeeper in all Senate and Executive Board meetings.

*Part 8.* Shall serve as the Clerk of the Senate and Executive Board in the absence of the Secretary.

*Part 10.* Shall aid the President in the oversight of SCSS Standing Committees, Ad-Hoc Committees, student representatives at Participatory Committees and Senate representatives at Shasta College's various divisions.

*Part 11.* Shall assist the Executive Officers in the execution of their duties.

### CLAUSE 3. SECRETARY

*Part 1.* Shall, in the event that both the President and Vice President are unable to serve in a proper capacity, serve as the President of the Senate.

*Part 2.* Shall maintain all records of the Senate and ensure that they are easily accessible and retrievable for future Senates.

*Part 3.* Shall, upon written notice by a member of the public, furnish any necessary document to them as required by law.

*Part 4.* Shall manage all copied materials for backup, paper and electronic.

*Part 5.* Shall ensure that all agendas of the Senate and Executive Board are properly posted on the date of the meeting on the board located in the quad and in the hall of the 2300 Building next to the Senate's back door. In addition, the secretary will ensure that the postings meet the minimum requirements of the California Ralph M. Brown Act.

*Part 6.* Shall ensure the proper taking of Minutes are conducted and recorded at each meeting of the Student Senate.

*Part 7.* Shall, upon written request of a member of the general public, furnish a physical copy of the appropriate Agenda, Minutes, and all applicable attachments.

*Part 8.* Shall preserve the SCSS Training Manual and be responsible for its maintenance and development as well as the coordination of training seminars.

*Part 9.* Shall serve as the Secretary of the Shasta College Inter-Club Council

*Part 10.* Shall ensure that proper office decorum is always maintained.

### CLAUSE 4. TREASURER

*Part 1.* Shall serve as the third in line to the succession of the Presidency.

*Part 2.* Shall sign off on all financial documents within the jurisdiction of the Senate to sign with the approval of the Senate, Executive Board, and other appropriate authority.

*Part 3.* Shall provide a SCSS Financial Report at the end of each semester.

*Part 4.* Shall be the principal author of the Budget for the Senate's next fiscal year.

*Part 5.* Shall maintain a record of all expenses incurred by the Senate.

*Part 6.* Shall inform the President when it becomes necessary to open spending of the Emergency Reserve Fund within the Senate's allocated budget.

*Part 7.* Shall notify the President if any accounts and open purchase orders become low or any other matters of financial concern arise.

### CLAUSE 5. REGIONAL AFFAIRS OFFICER

*Part 1.* Shall be fourth in line to the Presidency due to succession.

*Part 2.* Shall be responsible for advocating the common interests of students at the local, state and federal levels by encouraging student responsibility as granted by Assembly Bill 1725 and all of the applicable state and federal laws.

*Part 3.* Shall be the primary representative to all state and national student organizations that the Senate decides to join.

*Part 4.* Shall be the primary communicator to all of the other colleges within SSCCC Region I for the purposes of meeting arrangements, student advocacy, and any other necessary purposes.

*Part 5.* Shall stay up-to-date on college, state and national legislature that pertains to or effects Shasta College students.

*Part 6.* Shall serve as serve as the Delegate to the SSCCC or entrust this position to a qualified SCSS member.

#### CLAUSE 6. PUBLIC RELATIONS OFFICER

*Part 1.* Shall be fifth in line to the Presidency due to succession.

*Part 2.* Shall report to the President all of the communications that are outgoing to the campus and community before being submitted to the proper Administrator for final approval.

*Part 3.* Shall ensure that all social media sites involving the SCSS and/or Executive Board are up-to-date and accurate.

*Part 4.* Shall maintain communications with satellite campuses by ensuring the posting of vital information at individual campuses through the Satellite Campuses Director.

*Part 5.* Shall submit any official statements to the Lance and/or local media on behalf of the Senate and/or Executive Board with permission of the SCSS President.

*Part 6.* Shall share the responsibility of maintaining Senate's relationship and involvement with the school paper, the Lance, with the Public Relations Officer.

#### CLAUSE 7. EVENTS & ACTIVITIES OFFICER

*Part 1.* Shall be sixth in line to the Presidency due to succession.

*Part 2.* Shall be the person charged with overseeing all events and activities done on the behalf of the Senate and/or Executive Board.

*Part 3.* Shall be responsible for budgeting properly for all events and activities.

*Part 4.* Shall have equal access to the Senate's social media in order to promote both Senate and activities around the campus.

#### CLAUSE 8. JUSTICE

*Part 1.* Shall be seventh in line to the Presidency due to succession.

*Part 3.* Shall serve as the Parliamentarian during Senate and Executive Board meetings.

*Part 4.* Shall report to the Executive Board any legislative matter that will directly affect students at Shasta College.

*Part 5.* Shall ensure that the Constitution, Bylaws, and Standing Orders of the SCSS are upheld at all times.

*Part 6.* Shall be physically present for students at their discretion at all legally allowed meetings if the student requests help from the SCSS. If the Justice refuses, or is unable to be present, the student may seek out any able Senate member they desire as long as the Senate member is willing.

*Part 7.* Shall review and recommend to the SCSS any changes to the SCSS governing documents.

### SECTION 2. SENATE OFFICER UNIFORM PROCEDURES

#### CLAUSE 1. LEGAL INFORMATION DISTRIBUTION

*Part 1.* Officers of the Senate may hand over any applicable legal information to students that is requested, so long as it is not in violation of any law to do so.

*Part 2.* No member of the Senate and/or Executive Board may give legal advice of any kind to students, regardless of their position.

#### CLAUSE 2. REPORTING

*Part 1.* All Officers will be required to present a written or oral report at least once a semester during the Student Senate meetings.

#### CLAUSE 3. OFFICE HOURS

*Part 1.* All Officers of the Senate will be required to serve at least five (5) hours per week in the office on 2 separate school days.

#### CLAUSE 4. COMMITTEES

*Part 1.* All Officers of the Senate will be required to chair at least one committee during every semester they serve.

#### CLAUSE 5. PROPER DECORUM

*Part 1.* No Senate and/or Executive Board Member may act in a manner that reflects poorly on the Senate in any way while in public, the office, or on campus.

#### CLAUSE 6. REPRESENTATIVE BODIES

*Part 1.* All Officers are expected to serve on at least one (1) Participatory Committee and one (1) Standing Committee during the duration of their term in office.

#### CLAUSE 7. EXECUTIVE ORDERS

*Part 1.* The SCSS President shall be the only authorized Senate member allowed to issue Executive Orders. At least one (1) other Senate Officer will need to sign the Executive Order indicating that they had prior knowledge of the issuance.

*Part 2.* The Student Senate Executive Board will need to ratify all Executive Orders issued by the President, or ask for a remedy to resolve an Executive Order that does not receive ratification.

*Part 3.* An Executive Order may only be issued when action must be taken before the next available Senate meeting.

### SECTION 3. SCSS SENATORS

CLAUSE 1. THE PRESIDENT OF THE STUDENT SENATE SHALL APPOINT ALL SENATORS.

CLAUSE 2. THE EXECUTIVE BOARD SHALL RATIFY ALL APPOINTMENTS MADE BY THE PRESIDENT WITH A SIMPLE MAJORITY VOTE.

#### CLAUSE 3. DUTIES AND RESPONSIBILITIES OF SCSS SENATORS

*Part 1.* Each Senator will serve a minimum of two (2) hours in the Senate Office working at one of the various stations designated by the President or Vice-President.

*Part 2.* Each Senator will serve on a minimum one (1) Participatory Committee and or one (1) Standing Committee.

*Part 3.* Each Senator shall hold regular meetings with division deans and report back to the Student Senate on activities relating to their respective academic divisions.

*Part 4.* Each Senator will work a shift and/or participate in (2) Senate sponsored events per semester.

CLAUSE 4. SHALL ENSURE THAT THE SCSS LENDING LIBRARY AND FOOD PANTRY ARE PROPERLY MAINTAINED AND STOCKED.

### SECTION 4. STUDENT SENATE DIRECTORSHIPS- DUTIES, RESPONSIBILITIES, AND PRIVILEGES

#### CLAUSE 1. ADVOCACY DIRECTOR

*Part 1.* Shall maintain communication with all underrepresented groups on campus and provide them with a voice to the Executive Board and Student Senate.

*Part 2.* Shall attend appropriate conferences or meetings deemed necessary by the Student Senate and its Executive Board.

*Part 3.* Shall work to ensure that the needs of underrepresented students are dealt with in a fair and timely manner.

*Part 4.* Shall be the preferred student representative to the Equity and Diversity Participatory Committee.

*Part 5.* Shall closely collaborate with the Regional Affairs Officer in his or her task of promoting advocacy and researching legislature affecting Shasta College students.

#### CLAUSE 2. ASSISTANCE PROGRAM DIRECTOR

*Part 1.* Shall ensure that the SCSS Food Pantry is properly maintained and stocked.

*Part 2.* Shall be the primary person charged with hearing all appeals in the SCSS Assistance Programs.

*Part 3.* Shall be charged with updating and maintaining all procedures and policies of the individual parts of the SCSS Assistance Programs.

#### CLAUSE 3. SATELLITE CAMPUSES DIRECTOR

*Part 1.* Shall ensure that the students at all of the satellite campuses of Shasta College are represented.

*Part 2.* Shall maintain a system of communication to all of the students at each of the campuses.

*Part 3.* Shall maintain a set of procedures for ID card production at each of the campuses.

*Part 4.* Shall serve as the SCSS President's designee to each of the satellite campuses to officially represent the Student Senate.

#### CLAUSE 4. STEM DIRECTOR

*Part 1.* Shall ensure funding for STEM projects through grants or fundraising.

*Part 2.* Shall ensure the success of the Research Project Program, by finding students to participate, as well as professors.

*Part 3.* Shall put on at least one STEM related event per year at a Shasta College campus.

*Part 4.* Shall serve as the SCSS President's designee to each STEM related event.

#### CLAUSE 5. ICC DIRECTOR

*Part 1.* Shall be the chair of the Inter-Club Council as defined by the ICC Bylaws.

*Part 2.* Shall act as the representative of the ICC at SCSS meetings.

*Part 3.* Shall make a financial report at the SCSS meetings following each ICC meeting.

#### CLAUSE 6. SUSTAINABILITY DIRECTOR

*Part 1.* Shall voice environmental issues to the SCSS and promote the development of sustainable practices and policies throughout campus.

*Part 2.* Shall be the preferred student representative to the Sustainability Participatory Committee.

*Part 3.* Shall act as the liaison between the SCSS and the Physical Plant.

*Part 4.* Shall act as the liaison between the SCSS and external sustainability organizations, such as the SSCCC's Sustainability Committee.

*Part 5.* Shall organize at least one sustainability related event per year at a Shasta College campus.

#### CLAUSE 7. RESPONSIBILITIES

*Part 1.* All Directors shall present a written or oral report at the Student Senate meetings at least once a semester.

*Part 2.* Shall serve on a minimum of one (1) Participatory Committee and or one (1) Standing Committee.

*Part 3.* Shall maintain a minimum of (4) hours a week in the Senate Office at the campuses of their choice to conduct their work.

### SECTION 5. DERELICTION OF DUTY

#### CLAUSE 1. ABSENCES

*Part 1.* Should any SCSS member find it necessary to be absent from a meeting of the SCSS, said member is required to inform the President twenty-four (24) hours before the meeting date.

*Part 2.* The President and Advisor shall consider the individual nature of each absence and determine whether or not said absence is excused or unexcused.

*Part 3.* An absentee shall have one appeal per unexcused absence.

*Part 4.* The appeal shall be made during the next regular meeting of the SCSS unless the SCSS grants an extension.

*Part 5.* Any absences for which the absentee does not present an explanation to the President or Advisor shall be considered unexcused.

*Part 6.* In the event that an SCSS member misses more than 3 consecutive regular meetings of the SCSS (excused or unexcused) or 3 office hours, that member can be removed by the Executive Board with a majority vote.

#### CLAUSE 2. REINSTATEMENT

*Part 1.* Any member who has been removed from office must wait until the beginning of the following semester before he or she will be permitted to participate again.

## ARTICLE II. ELECTIONS AND APPLICATIONS

### SECTION 1. OFFICER ELECTION APPLICATIONS

Part 1. Officer elections will be held every spring semester on a date appointed by the Student Senate Advisor.

Part 2. Anyone seeking an officer position is required to turn in an application to the Student Senate Advisor by 4 p.m. on a date chosen by the Student Senate Advisor.

Part 3. Public elections will be held as an open voting process. Those seeking a position may take part in the voting.

Part 4. The ballots will include the names of all those who applied and which position(s) they applied for as well as a write-in section.

Part 5. Elections are won by majority vote. Those who are elected will be sworn in at the beginning of the next fall semester.

### SECTION 2. OFFICER APPLICATIONS

Part 1. Anyone who wishes to take an officer's position after the annual elections have passed must submit a completed application to the Student Senate Advisor.

Part 2. Those applying must meet with the Student Senate President to discuss the requirements for the position they have applied for and receive an appointment to the office from the president.

Part 3. Upon receipt of appointment, the applicant must accept the position and have their application presented to the Student Senate Executive Board for a vote. The applicant must receive a 2/3 majority vote from the board in order to obtain the position.

### SECTION 3. SENATOR APPLICATIONS

Part 1. Those seeking to apply for the position of Senator are required to fill out a senator application and turn it in to the Student Senate Advisor.

Part 2. Those applying are required to meet with the Student Senate president to discuss the duties and responsibilities of the senators.

Part 3. Those applying will be sworn in during a Student Senate weekly meeting.

Part 4. In the event that an applicant does not attend a meeting to be sworn in for more than 3 weeks, the applicant will be removed from the agenda and their application will be considered invalid. The applicant may reapply, however, they must 1) submit another application, 2) meet with, and be appointed by, the Student Senate president, and 3) accept the position and be voted in by a 2/3 majority vote of the Student Senate Executive Board.

## ARTICLE III. DISCIPLINARY ACTIONS

### SECTION 1. DISCIPLINARY APPLICATIONS

Part 1. A member shall be asked to resign by the President and/or voted out of Senate by a 2/3 majority vote of the Executive Board if they are involved with any disciplinary action at the time of their Senate membership.

Part 2. In the event that a senator or officer does not complete their allotted office hours, they will receive one warning prior to further disciplinary action being taken. If the behavior is not corrected, the senator or officer's membership will be voted upon by the Executive Board and require a 2/3 majority vote for removal.

Part 3. In the event that a senator or officer is not upholding the duties and responsibilities of their position, they will receive one warning prior to further disciplinary action being taken. If the behavior is not corrected, the senator or officer's membership will be voted upon by the Executive Board and require a 2/3 majority vote for removal.

Part 4. In the event that a senator or officer is behaving in a manner deemed inappropriate for a member of the Senate, they will receive one warning prior to further disciplinary action being taken. If the behavior is not corrected, the senator or officer's membership will be voted upon by the Executive Board and require a 2/3 majority vote for removal.

Part 5. The Student Senate Advisor will have the right to make an executive decision to remove a member of Senate in the event that the member's behavior is deemed dangerous or derogatory to the Senate and/or student body of Shasta College. The student will be allowed to make an appeal which will then be voted on by the Student Senate Executive Board and will require a 2/3 majority vote for reentry.

## **ARTICLE IV. COMMITTEES**

### **SECTION 1. STANDING COMMITTEE STRUCTURE**

Part 1. Standing Committees will be chaired by the SCSS Executive Board Officers.

Part 2. Standing Committees will be comprised of SCSS Executive Board Officers, SCSS Directors and SCSS Senators.

Part 3. Will meet at least once each month at times set on a consistent basis by the committee.

Part 4. Shall require a quorum of three Senate members, including the Committee Chair.

Part 5. President will act as an ex-officio member to all committees.

Part 6. Advisor will act as an ad-hoc advisor to all committees; however, his or her presence will not be required for committee business.

Part 7. The President will aid the Chair of each Standing Committee in establishing its membership.

### **SECTION 2. AD-HOC COMMITTEE STRUCTURE**

Part 1. Ad-Hoc Committees will be chaired by either SCSS Executive Board Officers, SCSS Directors, or SCSS Senators.

Part 2. President will act as an ex-officio member to all Ad-Hoc Committees.

Part 3. Advisor will act as an ad hoc advisor to all Ad-Hoc Committees; however, his or her presence will not be required for committee business.

Part 4. The President can establish Ad-Hoc Committees and their membership at any SCSS meeting.

### **SECTION 3. STANDING COMMITTEE SENATE CODES**

Part 1. The establishment of Senate Codes is authorized by the SCSS.

Part 2. Each Standing Committee shall develop a Senate Code subject to the approval of the SCSS that shall establish a policy framework within the context of each Standing Committee by the end of the current Semester.

Part 3. Each Standing Committee Chair shall maintain the Senate Code of his/her respective Standing Committee.

Part 4. Amendments of the Senate Codes shall require a majority vote from the SCSS.

## **ARTICLE V. MEETINGS**

### **SECTION 1. STUDENT SENATE REGULAR MEETINGS**

Clause 1. The date for Regular Senate meetings shall be every available Friday, or as needed.

Clause 2. The time for the Regular Senate meeting shall be decided by the President and Advisor(s) two weeks before the first day of each semester.

Clause 3. The place for Regular Senate meetings shall be held on the Student Center Stage, unless otherwise indicated.

Clause 4. All Regular Senate meetings of the Shasta College Student Senate shall be open to the public.

Clause 5. All Regular Senate meetings must have a quorum of  $\frac{2}{3}$  of the Executive Officers.

## SECTION 2. EXECUTIVE BOARD MEETINGS

Clause 1. The date for the Executive Board meetings shall be held as needed.

Clause 2. The place for Executive Board meetings shall be held in the Conference Room (2300 Building) unless otherwise stated.

Clause 3. All Executive Board meetings shall be open to the public, with the exception of Executive and Closed Sessions where Senate member dismissal is being discussed.

## SECTION 3. STANDING COMMITTEE MEETINGS

Clause 1. All Standing Committee meetings shall meet at a minimum of once a month at a time and place agreed upon and set by a majority of the members of the Standing Committee at the first meeting of each semester unless a majority of the membership of a Standing Committee determines it has no business to conduct.

## SECTION 4. SPECIAL MEETINGS

Clause 1. Special Meetings of the Executive Board, Student Senate, and Standing Committees may be called in at any time by the President, Chair of the committee, or a majority of the membership of the respective body, with 24-hour notice as stated in Robert's Rules of Order.

## SECTION 5. TELECONFERENCING

Clause 1. The Student Senate shall reserve the right to conduct meetings by teleconference in a process established in accordance with the Ralph. M. Brown Act.

# ARTICLE VI. SUBSIDIARY ORGANIZATIONS

## SECTION 1. INTER CLUB COUNCIL

### CLAUSE 1. STUDENT SENATE FUNDING

*Part 1.* The Student Senate shall allocate 5% of its overall budget raised through fees from the Student Activity Fee to the budget of the ICC or \$2,500, whichever is greater.

*Part 2.* The ICC may propose additional money at such a time when they have depleted funds initially granted to them by the Senate.

### CLAUSE 2. BENEFITS GRANTED TO ICC MEMBERSHIP

*Part 1.* The Student Senate will permit ICC Clubs to be placed on the ballot, pursuant to them having satisfactory membership status and having no censures placed upon them by the Senate or ICC for violations pertaining to the Senate or ICC Governing Documents.

*Part 2.* The Student Senate will ensure that the ICC provides assistance with club advertisement or events, as well as club funding, when requested by said club and approved by the ICC in accordance to the ICC Bylaws.

### CLAUSE 3. CHARTER

*Part 1.* The Executive Board of the Student Senate will review and ratify a Charter for the ICC which will serve as the Governing Document of the ICC.

*Part 2.* The ICC may choose to construct Bylaws, so long as they are not in conflict with any higher authority, to clarify details and expound on procedures.

*Part 3.* The Executive Board of the Student Senate has the ultimate authority to amend the ICC Charter, but must give the ICC ten (10) days prior notice before voting on any amendment.

### CLAUSE 4. SUPREMACY DIRECTIVE

*Part 1.* The Student Senate and its Executive Board have supreme authority over the actions of the ICC, and are therefore ultimately responsible for its actions. As a result, the ICC will abide by all Orders and Directives issued to it by the Executive Board of the Student Senate.

*Part 2.* The Senate may not impose sanctions against any ICC Club that would result in a fine, or other fiscal repercussion.

*Part 3.* The ICC is free to govern itself as it sees fit, unless it is in conflict with a higher authority.

## **ARTICLE VII. AMENDMENTS TO BYLAW PROCEDURE**

### **SECTION 1. AMENDMENTS PROPOSED BY A SENATOR OR OFFICER PROCEDURE**

**CLAUSE 1.** THE OFFICER OR SENATOR WILL SUBMIT AN AGENDA ITEM REQUEST TO THE PRESIDENT INDICATING THEIR PROPOSED AMENDMENT TO THE BYLAWS.

**CLAUSE 2.** A SIMPLE MAJORITY VOTE IN THE AFFIRMATIVE SHALL BE NEEDED TO PASS AN AMENDMENT.

**CLAUSE 3.** THE AMENDMENT TAKES EFFECT IMMEDIATELY, UNLESS OTHERWISE STATED WITHIN THE AGENDA ITEM REQUEST OR MOTION.

### **SECTION 2. AMENDMENTS PROPOSED BY STUDENTS PROCEDURE**

**CLAUSE 1.** THE STUDENT WILL SUBMIT THEIR PROPOSAL TO A SENATOR OR OFFICER. DEPENDING ON WHO IS WILLING TO ACCEPT THE PROPOSAL, THE APPLICABLE PROCEDURE LISTED ABOVE WILL TAKE PLACE.

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**Reviewed in Committee:** Renee Schneider, SCSS Justice (17 November 2011)

**Second Draft by:** Michael C. Pratt, SCSS President (30 November 2011)

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**Third Draft by:** Michael C. Pratt, SCSS President (17 January 2012)

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**Reviewed in Committee:** Renee Schneider, SCSS Justice & Allie Zatarain, SCSS Regional Affairs Officer (01 May 2012)

**Sixth Draft by:** Michael C. Pratt, SCSS President (01 May 2012)

**Reviewed in Committee:** Renee Schneider, SCSS Justice & Allie Zatarain, SCSS Regional Affairs Officer (02 May 2012)

**Seventh Draft by:** Michael C. Pratt, SCSS President (02 May 2012)

**Eighth Draft by:** Thelma R. Schneider, SCSS President (20 March 2013)

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