

Bylaws of the Associated Students of Santa Clara University
Revised April 12, 2007

I. Purpose

- a. The purpose of these by-laws is to provide guidance and structure to the operations of the Associated Students of Santa Clara University (ASSCU).
- b. This document must be consistent with the Constitution of ASSCU. In all cases, the Constitution supersedes these bylaws.

II. Executive Branch

- a. The Executive Branch or Executive Cabinet shall consist of the President, Executive Vice President, Financial Vice President, Student Involvement Vice President, and Organizational Development Vice President.
- b. The President and the Executive Vice President will be elected on the same ticket in the General Election.
- c. The Financial Vice President, Student Involvement Vice President, and the Organizational Development Vice President shall be appointed by the President in consultation with the Executive Vice President and Chair of the Student Senate.
- d. The responsibilities of all positions in the Executive Branch are outlined in the job descriptions labeled Appendices 2 through 6.
- e. The President shall have the authority to appoint Executive Officers to aid in the completion of ASSCU duties. Executive Officers are distinct from members of the Executive Cabinet or Council and are appointed to aid in unique, non-scripted ASSCU functions. Executive Officers shall:
 - i. Be nominated by the President and approved by a majority of a quorum of the Student Senate.
 - ii. Be reviewed and compensated at the discretion of the appointing President after appropriate consultation and approval from the Center for Student Leadership Director and Dean for Student Life.
 - iii. Hold their positions for one (1) academic year unless re-appointed by the succeeding President.
 - iv. Be subject to the same removal from office procedures as other appointed positions as stipulated in the ASSCU Constitution and these Bylaws.
- f. Advisory Board
 - i. The Advisory Board shall be composed of the Executive Cabinet, the Chair of the Student Senate, and the Chief Justice
 - ii. The Advisory Board shall conduct no less than eight (8) meetings per quarter. The President has the power to call and convene these meetings.
 - iii. The Advisory Board shall keep minutes of their meetings and post them regularly.
 - iv. The Advisory Board shall attend three (3) planning retreats at the beginning of each academic quarter.
- g. Class Chairs
 - i. The Student Involvement Vice President, in consultation with the Executive Cabinet, shall appoint class chairs for all undergraduate classes.

- ii. The Class Chairs shall be in regular contact with the Advisory Board and Student Senate regarding their plans and activities.
 - 1. Each Class should make at least one (1) quarterly report on activities, events, and fundraising.
- iii. The Senior Class Chair shall:
 - 1. Plan events for student body and class-specific activities, including senior week, senior ball and senior nights.
 - 2. Appoint Senior Class Committee with Student Involvement VP.
 - 3. Lead Senior Class Committee in planning, organizing and holding class events.
 - 4. Responsible for planning, executing, and managing all fundraising for the Senior Ball.
 - 5. Work with the CSL Director and ASSCU Staff Advisor in the development and execution of all contracts for Senior Ball.
 - 6. Attend special events, community forums, seminars, ASSCU senate meetings, and retreats as deemed necessary by the Student Involvement Vice President.
- iv. The Class Chairs shall:
 - 1. Plan events for student body and class-specific activities, including housing forums, internship information nights, class specific nights/activities.
 - 2. Establish and maintain class email list in order to communicate with class.
 - 3. Attend special events, community forums, seminars, ASSCU senate meetings, and retreats as deemed necessary by the Student Involvement Vice President.
- v. Class Chairs may be removed from their position by a two thirds vote of the Advisory Board. The Chair may appeal the decision to the Student Court within 48 hours following the procedures outlined in this document.

III. Legislative Branch

- a. The Legislative Branch, herein the Student Senate, shall consist of five (5) representatives elected from each class of academic standing, At Large Senators, the Chair of the Student Senate, and the Senate Chair Pro-Tempore. The total Student Senate voting membership shall be 22.
- b. Chair of the Student Senate
 - i. The Chair of the Student Senate shall serve as the presiding officer of the Student Senate. The Chair of the Student Senate shall approve all agenda items.
 - ii. The Chair of the Student Senate shall be responsible for the administrative function of the Student Senate and provide direct communication from the Senate to the executive and judicial branches. The Chair shall train all incoming senators of their individual duties as Senators and the duties and responsibilities of their committee.
 - iii. The Chair of the Student Senate must be elected by the student body and have had one year's previous Senate experience.
 - iv. The Chair of the Student Senate shall be responsible for all duties enumerated in Appendix 7.
 - v. Should the Chair of the Student Senate be unable to engage in their duties or removed from office, the succession shall be Senate Chair Pro

Tempore, SAC Chair, Parliamentarian, and by determination of the Advisory Board.

- c. Senate Chair Pro-Tempore
 - i. The Senate Chair Pro-Tempore shall serve as the deputy officer of the Student Senate and shall assume the duties of the Chair of the Student Senate in his or her absence.
 - ii. The Senate Chair Pro-Tempore shall be nominated by the Chair of the Student Senate no later than the end of the Spring Quarter and must be approved by a simple majority vote of the Student Senate.
 - iii. The Senate Chair Pro-Tempore shall assist the Chair of the Student Senate in monitoring the activities and deliberations of the Standing Committees to ensure compliance with ASSCU Constitution and By-Laws.
 - iv. The Senate Chair Pro-Tempore is responsible for keeping minutes at all Student Senate meetings as well as a record of attendance and voting.
 - v. If the Senate Chair Pro-Tempore must serve as the Chair of the Student Senate, he or she may appoint a recorder for the meeting.
 - 1. Any member of the Senate is eligible to serve as the recorder.
 - 2. No member of the Executive or Judicial Branches may serve as the recorder.
 - vi. The Chair Pro-Tempore shall be responsible for all duties enumerated in Appendix 8.
- d. Parliamentarian
 - i. The Parliamentarian shall advise the Senate and the Chair of the Student Senate on questions relating to the ASSCU Constitution, Bylaws, and the rules of procedure of the Senate.
 - ii. The Parliamentarian shall be nominated by the Chair of the Student Senate no later than the end of Spring Quarter. Approval is subject to a majority vote of a quorum of the Senate.
 - iii. The Parliamentarian shall serve as the Chair of the Senate Disciplinary Committee.
 - iv. The Parliamentarian shall be responsible for updating the language of these bylaws.
- e. Senate Membership
 - i. All Senators must be eligible to serve as an ASSCU Senator as designated in the Student Eligibility Policy of the SCU Student Handbook.
 - ii. Senators shall be responsible for all duties enumerated in Appendix 9.
 - iii. Supplemental members of the Student Senate, in the form of At Large Senators, may be appointed by the Chair of the Student Senate. These nominations shall be subject to a two thirds vote of the Student Senate should they be nominated during the academic year.
 - 1. At Large Senators shall serve on subcommittees and shall exist to provide unique perspective and representative voice to the Student Senate.
 - 2. At Large Senators shall have symbolic, though not official, vote in Senate business.
 - 3. The total number of At Large Senators shall not exceed three (3) per subcommittee.
 - 4. All rules governing Senators shall apply to At Large Senators.

5. At Large Senators are responsible for all duties enumerated in Appendix 10.
- f. Student Senate Attendance Policy
 - i. Each member of the Student Senate must have two proxies, who shall have the same privileges and responsibilities in the absence(s) of the member. A Senator's proxy must be from the same academic grade as determined by date of graduation and must not be a member of the ASSCU. These proxies must be registered with the Senate Chair Pro-Tempore within two (2) weeks of each academic quarter.
 - ii. Senators are allowed two (2) meeting absences per quarter, providing that a proxy has been assigned. The distinction between unexcused and excused absences shall be left up to the discretion of the Chair of the Student Senate.
 - iii. Once the roll call has been answered by the Senator or proxy, the said individual must remain for the duration of the Student Senate meeting. Should a Senator arrive after roll call or should a Senator leave before the meeting is adjourned, without permission from the Chair of the Student Senate, said absences shall be unexcused.
 - iv. When the Senate attendance policy has been violated, the Senate Chair Pro-Tempore shall note the name of the Senator to the Chair of the Student Senate. In the case of a first offense, violation of the above policy will result in a meeting between the Chair and the offender. In all following violations, the Senator shall be called before the Senate Disciplinary Committee (herein referred to as "SDC") within five (5) working days. The SDC shall review the case and may present a recommendation to the Senate, as deemed appropriate by the SDC, at the subsequent Senate meeting.
 - g. Senate Committees
 - i. Committee Chairs shall:
 1. Act as the liaison between the Chair of the Student Senate and their committees.
 2. Be nominated by the Chair of the Student Senate and be subject to a two thirds vote by the Student Senate.
 3. Have such powers as are necessary for the operation of their committee consistent with these Senate Bylaws.
 4. Be members of the Chairs Committee.
 5. Be responsible for all duties enumerated in Appendix 11.
 - ii. Current University Issues Committee (CUIC) shall:
 1. Be composed of five (5) Senators and no more than three (3) At Large Senators. One Senator shall serve as Committee Chair.
 2. Review all resolutions and commendations before presentation, debate, and voting of the full Student Senate.
 3. Conduct research and review University policies and other ASSCU affairs and report findings to the Student Senate on these matters.
 4. Coordinate regular forums on current University affairs.
 5. Coordinate meetings and reports of SAFC meetings and recommendations and present these findings to the Student Senate.
 - iii. The Communications Committee (COMM) shall:

1. Be composed of five (5) senators and no more than three (3) At Large Senators. One Senator shall serve as the committee Chair.
 2. Function as the liaison between the Senate, administration and the undergraduate student body.
 3. Be responsible for all publicity to the student body concerning Senate-wide actions and events.
 4. Be responsible for the coordination of programs designed to relay information from ASSCU to on-campus residents
- iv. The Student Affairs Committee (SAC) shall:
1. Be composed of five (5) Senators and no more than three (3) At Large Senators. One Senator shall serve as committee Chair.
 2. Meet weekly at least two (2) business days in advance of the weekly Senate meeting.
 3. Write and recommend all legislation to the Senate concerning all Registered Student Organizations (RSO's), including status changes and petitions for discretionary funding.
 4. Serve as a communication link between the students, RSO's, and ASSCU. The SAC Chair and all committee members shall post office hours each quarter.
 5. Communicate procedures to the student body for establishing and maintaining Registered Student Organization status no later than the first week of each academic quarter.
 6. Maintain all records related to RSOs including constitution, by-laws, quarterly budget and activity reports, discretionary funding requests, and any other materials necessary in support of clubs.
 7. Maintain records of all Petitions for Discretionary Funding, providing copies to the Financial Vice President, CSL Staff Advisor, and when appropriate the CSL Director.
- v. The Facilities and Operations Committee (FOC) shall:
1. Be composed of five (5) Senators and no more than three (3) At Large Senators. One Senator shall serve as Chair of the committee.
 2. One member should be in contact with the Dining Service Committee and Dining Services Contract Committee and meet with them as necessary.
 3. Write and recommend legislation to the Student Senate regarding all facilities and services on the University campus.
 4. Be in charge of all concerns related to the maintenance, operations, and health issues of student-used facilities.
 5. Serve as a communication link between the students, Student Senate, and directors of the University's facilities services and food services on a regular basis as determined by the FOC and the Chair of the FOC.
- vi. The Chairs Committee shall:
1. Be composed of the Chair of the Student Senate, Senate Chair Pro Tempore, and the Chairs of all standing committees. The Chair of the Student Senate shall oversee the Chairs' Committee.
 2. Meet a minimum of seven (7) times per quarter.
 3. Advise the Chair of the Student Senate on matters of the Student Senate.

- a. This includes but is not limited to priority setting, planning of regular agendas, general operations and procedures.
 - 4. Discuss the issues facing the Senate and decide on a course of action.
 - 5. The Senate Chair Pro-Tempore shall maintain a record of these meetings and shall post them in ASSCU (Benson 1) one (1) business day following the meeting.
 - vii. Senate Committee Rules and Additional Committees
 - 1. The Standing Committees of the Senate shall be the Student Affairs Committee, Current University Issues Committee, Communications Committee, and Facilities and Operations Committee.
 - a. Additional Senate Committees include Chairs Committee, Senate Disciplinary Committee, special subcommittees, and ad-hoc committees.
 - 2. Any enrolled undergraduate student with a minimum 2.0 GPA shall be eligible to serve on any ASSCU committee outside of the four (4) standing committees and the Senate Disciplinary Committee.
 - 3. Special subcommittee meetings shall be publicized and open to the University community.
 - 4. Committees shall determine their own rules and procedures for their meetings. A general student may request to attend any committee meeting, but is not guaranteed the right to speak.
 - 5. Committee Chairs shall report to the Senate at the request of the Chair of the Student Senate, or a simple majority vote of the Student Senate.
 - 6. All committees formed within the Student Senate are subject to approval by a common majority of the Student Senate.
 - 7. The Chair of the Student Senate shall appoint members of all Senate standing committees and subcommittees.
 - 8. The Chair of the Student Senate and ASSCU Staff Advisor shall be ex-officio members of all Senate standing committees, special subcommittees, and ad-hoc committees.
 - 9. Special committee meetings may be called by the Committee Chair, the Chair of the Student Senate, or by a simple majority vote of the members of a particular committee. The attendance policy shall not apply to special meetings.
 - 10. A simple majority of the committee membership shall constitute a quorum to conduct business.
 - 11. All committee decisions shall be reached by a simple majority vote, unless otherwise stipulated, with the Committee Chair voting only in the case of a tie.
 - h. Student Senate Rules
 - i. Full agendas must be made available by the Chair of the Student Senate no later than one (1) business day in advance of the Student Senate meeting.
 - 1. Agendas should be distributed to all ASSCU members, Dean for Student Life, CSL Director, CSL Staff Advisor, Club Advisor, and any others who may request it.

2. The order of business shall be:
 - a. Call to Order and Invocation
 - b. Roll Call
 - c. Approval of Agenda
 - d. Approval of Previous Minutes
 - e. Special Orders of Business
 - f. Committee Reports
 - g. Consent Calendar
 - h. New Business
 - i. Announcements
 - j. Adjournment
- ii. All Student Senate meetings shall be conducted in accordance with Robert's Rules of Order. The Chair of the Student Senate, in consultation with the Parliamentarian and the CSL Staff Advisor, is the final arbiter of all procedural disputes.
 1. The Chair of the Student Senate, in consultation with the CSL Advisor, Parliamentarian, and Committee Chairs shall be empowered to develop standing rules consistent with ASSCU Constitution and Bylaws.
- iii. Resolution Procedure
 1. A resolution is any piece of legislation which, upon passage, requires the Student Senate to take or support any course of action which is otherwise not specified under the current Bylaws.
 2. All resolutions that are submitted to the Student Senate must be authored by a Senator and have at least one (1) other Senator's co-sponsorship in support of the resolution.
 3. All resolutions must be reviewed and approved by the CUIC before moving to a full Student Senate vote.
 4. The resolution shall require a simple majority vote for passage. If passed, the resolution shall be binding and enacted immediately, unless other wise specified by the resolution.
- iv. Commendation Procedure:
 1. A commendation is any piece of legislation which, upon passage, recognizes, congratulates, or thanks any person or persons on behalf of the Student Senate for work above and beyond the call of duty and/or significant advancement/achievement for the benefit of the student body.
 2. A commendation must be authored by a Senator and co-sponsored by at least two thirds of the total Student Senate membership. If the commendation receives the necessary signatures, the commendation shall be considered approved by the Senate.
 3. All commendations shall be submitted to the Chair of the Student Senate to appear on the agenda at his or her discretion.
- v. A Senate voting record shall be established:
 1. No vote of the Student Senate shall be valid unless there is a simple majority of the Student Senate's total membership present at the time of the meeting. A simple majority (fifty percent plus one voting members of the Senate) shall be considered a quorum.

2. The voting position taken by each Senator on any legislation and their subsequent amendments shall be duly recorded upon the request of any Senator before the vote is taken.
 3. The Chair of the Student Senate shall use a roll call vote or ballot vote and the Senate Chair Pro-Tempore shall note the individual vote of each Senator for any discretionary fund requests, SDC decisions, and introduction or change of legislation within these bylaws.
 4. Any voting record requested by a Senator in a Student Senate session shall be posted in the space designated by the Chair of the Student Senate on the day after the session's adjournment for a period of seven (7) days.
 5. All Student Senate voting records shall be kept on file throughout the year.
- vi. At the third meeting of the Fall Quarter, each Senator shall declare to the Parliamentarian any office they currently hold in any organization. A list of all these officers shall be made by the Parliamentarian and distributed to all Senators. If a Senator should become an officer of an organization at any time throughout the year, they shall report the appointment to the Parliamentarian within one (1) week of holding the office.
 - vii. If a Senator is a member of an organization requesting funding, they must abstain from voting on the funding request.
 1. Failure to comply with this provision may result in referral to the SDC.
 - viii. Only Senators or their proxies in the absence of the Senator shall have the right to vote. However, in case of a tie, the Chair of the Student Senate shall have the right to break the tie.
 - ix. Debate in the Senate
 1. The Chair of the Student Senate shall be empowered to set a maximum time limit for debate on each question.
 2. In the course of a general debate on a motion or a general discussion in the Student Senate, the Chair of the Student Senate may call on non-members as well as members of the Student Senate to give their views.
 3. Meetings shall be conducted by those rules established by Robert's Rules of Order.
 - i. Senate Disciplinary Committee
 - i. The Senate Disciplinary Committee (SDC) shall review and consider all violations of Senator responsibilities including, but not limited to, excessive absences, failure to perform duties enumerated in these bylaws or appendices, or conduct unbecoming a senator.
 - ii. The Chair of the Student Senate shall be responsible for referring Senators to the SDC.
 - iii. The SDC shall consist of the Parliamentarian, the Senate Chair Pro-Tempore, and all standing committee chairs. The Parliamentarian shall serve as the Chair of the SDC.
 - iv. In the case that one of the Senate Committee Chairs is called before the SDC, a proxy from the corresponding Committee must fill the seat of the absent chair. In the case that the Senate Parliamentarian is called before

the SDC, the Senate Chair Pro-Tempore shall act as the Chair of the SDC.

- v. Senate Disciplinary Process
 1. The SDC shall hear all cases that are brought to the Chair of the SDC. Procedures developed by the SDC shall be binding on all Senators and all others involved in the testimony.
 2. Each SDC member shall have one (1) vote, and the Chair of the SDC shall vote only in case of a tie. A common-majority vote is required before suggesting corrective action.
 3. All SDC proceedings, records, and recommendations shall be presented to the Student Senate.
 4. All recommendations by the SDC must be approved by a two-thirds majority vote of the entire Senate.
 - a. The Student Senate shall have the power to expel any member who breaches the attendance policy or brings dishonor and disrepute to the Senate through their individual actions, by a two-thirds majority vote, following a recommendation of the SDC.
 - b. All cases brought before the SDC must follow the Senate Disciplinary Procedure.
- vi. Senate Disciplinary Procedure
 1. In any case of alleged misconduct, the responding Senator has the following rights:
 - a. To be notified in writing at least three (3) working days prior to the hearing of the date, time, location, and nature of the proceeding, including the nature of the incident in question and his/her alleged involvement.
 - b. One (1) unconditional objection to a member of the SDC. All further objections with valid reason shall be determined by the presiding Chair.
 - i. In the event the Chair of the SDC is the respondent or objected to by the respondent, the Chair Pro-Tempore of the Student Senate shall preside over the hearing.
 - c. To be present throughout the proceedings, except during the deliberation of the SDC.
 - d. To present pertinent information and witnesses on his/her behalf, cross-examine other witnesses, and review all evidence.
 - e. To review all materials presented against him or herself.
 - f. To request an appeal of the Senate decision to the Judicial Branch in the case of a violation of this policy or of the ASSCU Constitution.
 - g. Request for appeals must be made within forty-eight (48) hours after the entire Senate vote. All requests must be presented to the Judicial Branch in writing.
- j. Suspension and Expulsion of Senators
 - i. A suspended Senator shall:
 1. Lose all voting privileges until notified by the Chair of the Student Senate regarding the suspension.

2. Be bound by the attendance policy as stated within these By-laws.
- ii. All vacancies shall be filled in the following manner:
 1. If the position of Chair of the Student Senate becomes vacant, the order of succession shall be Senate Chair Pro Tempore, SAC Chair, Parliamentarian, and by determination of the Advisory Board.
 2. If a Senator, At Large Senator, or Senate Chair Pro-Tempore position becomes vacant, the open position shall be posted within forty-eight (48) hours by the Chair of the Student Senate with an application period of one week.
 - a. The Chair of the Student Senate shall interview and nominate a new Senator in consultation with members of the Senate.
 - b. Ratification shall require a two-thirds majority vote of the Student Senate.
 - c. The Chair of the Student Senate may move to allow the vacancy if it occurs in the last twelve (12) weeks of the academic year, with a two thirds vote of the current Senate.

IV. Judicial Branch

- a. The Judicial Branch, herein referred to as the Student Court, shall consist of the Chief Justice, four (4) Class Justices, and the Court Clerk.
- b. The Chief Justice is the presiding officer of the Student Court and responsible for the enforcement of its rules and those documents guiding the operations of ASSCU.
- c. The Chief Justices shall appoint a Class Justice to serve as the Chief Justice Pro-Tempore with approval of two thirds of the Student Court.
- d. The Chief Justice Pro-Tempore shall assume the duties of Chief Justice in his or her absence.
- e. Any Justice will be issued a warning notice by the Chief Justice upon the first unexcused absence from a regular meeting of the Student Court. Any additional absences subject the Justice to removal from the Student Court.
 - i. Excused absences are at the discretion of the Chief Justice. Decisions may be overturned by a two thirds majority of the Student Court.
- f. The Chief Justice, Class Justices, and Court Clerk shall fulfill the responsibilities enumerated in Appendixes 12 through 14 of this document.
- g. All members of the Student Court shall serve for one academic year.
- h. The Student Court shall:
 - i. Convene when the Court Clerk is in receipt of petitions or appeals made in accordance with these bylaws.
 - ii. All other petition or appeals must be made in writing within 48 hours of the event or decision.
 1. Petitions should include the name of the petitioner, the nature and purpose of the petition, the desired outcome, and names and contact information of any relevant parties.
- i. Court Procedures
 - i. The Judicial Court Process will begin once a written petition is filed with the Court. The names of any witnesses the petitioner wishes to have speak at the hearing must be listed in this petition.

- ii. The petition should contain a brief synopsis of events leading up to said grievance, which shall be prepared by the petitioner. It should additionally state what relief is sought.
- iii. When a suitable hearing date has been established, the Court will send both the petitioner and the respondent a Notification of Case Acknowledgment.
- iv. Before the date of the scheduled hearing, the Court may also request pertinent information from the appropriate University entities.
- v. The respondent must submit a written response to the petitioner. Furthermore, it must be in the possession of the petitioner and the Court twenty-four hours before the time of the hearing. The names of any witnesses the respondent wishes to have speak at the hearing must be included with this response.
- vi. Both the petitioner and respondent should appear at the scheduled hearing. In the event of failure of either party to do so, the Court will conduct the hearing and reach a decision regardless of the absence of one party.
- vii. During the hearing:
 1. The petitioner and the respondent will first be given equal time to state their positions.
 2. Any time needed for witness statements will not be deducted from a party's allotted time.
 3. Witnesses will be permitted to speak only if their names have been written in the party's petition or response to petition filed with the Court prior to the hearing at the discretion of the Chief Justice.
 4. The hearing may be closed at the discretion of the Chief Justice. Such a decision may be overturned by two thirds majority of the Student Court.
- viii. Any issues of evidentiary limitation will be established by a majority of the Court.
- ix. The Court reserves the right to recess the proceedings and confer in privacy.
- x. When both parties have concluded their presentations, the Chief Justice will ask if the Court has any final questions. The Court will then recess for ten minutes.
- xi. Then both parties will be allowed to make their closing statements, which will be limited to a specific time period designated by the Court.
- xii. The Chief Justice will adjourn the hearing so that the case can be taken under submission and a decision will be made within ten (10) days from receipt of petition.
- xiii. If the abstention of one or more justices creates the possibility of a tie, the court will select one or more at-large Judiciary Provisional Committee members to serve as substitutes to vote in the place of those abstaining.
- xiv. Once an official decision has been reached, the Court must file a statement of position. The final decision will then be made available to the petitioner and the respondent and to the public if the case was declared open to the public.
- xv. If either party believes the Court's final decision to be inadequate or unfair, it is advised to take advantage of its rights listed under Article VI, Section I of the ASSCU Constitution.

V. Registered Student Organizations (Clubs)

- a. Clubs and student organizations seeking recognition from ASSCU must adhere to the following procedures and recommendations.
- b. Establishing and Maintaining Registration
 - i. Within the first two weeks of each academic quarter, the SAC Chair should make public announcement to the student body the procedures for establishing and maintaining recognition as a Club.
 - ii. Recognition status is for one academic quarter. All clubs maintain their recognition until the re-registration period in the following quarter.
 - iii. Clubs must attend the Fall Quarter Club Registration Conference held no later than the second (2nd) Saturday of the Fall Quarter. Clubs seeking recognition in subsequent quarters should follow the procedures set by the SAC.
 - iv. Clubs must submit:
 1. Constitution and bylaws
 2. Officer Agreement Form
 3. Faculty/Staff Advisor Form
 4. Quarterly Activity and Budget Summary
 5. Online Registration
 6. Club Quiz (two submitted from different officers)
 - v. The SAC reserves the right to refuse paperwork and registration materials that are not turned in on time.
 - vi. The SAC reserves the right to articulate any other procedures necessary to manage the needs of Clubs.
 1. Procedures may include guidelines and consequences for clubs that do not adhere to these Bylaws.
 - vii. Clubs must have at least 15 members, the majority of which are undergraduates.
 1. Members must be eligible under the Student Eligibility Policy in the SCU Student Handbook.
 2. Graduate students are not eligible to serve as officers of the organization.
 3. Organizations with majority graduate students should refer to their School or College for further information on recognition.
 - viii. Intent to Register
 1. Clubs that have intent to register may submit materials to ASSCU-SAC at anytime. At the next regularly scheduled SAC meeting, the committee will decide whether to approve temporary recognition.
 2. Clubs with temporary recognition are allowed:
 - a. One-time reservation of a Benson Memorial Center facility.
 - b. To post flyers.
 - c. To post posters.
 - d. To table in Benson Memorial Center for four (4) days.
 3. Clubs must submit all necessary materials before temporary recognition is granted.
 - ix. Full Recognition Privileges include:
 1. Use of the University name and logo in association with the organization.
 2. Opportunity to sponsor events, programs, and fund-raising activities on campus.

3. Use of University facilities for meetings and events at reduced or no cost.
 4. Use of campus bulletin boards and other designated posting area to publicize organization events.
 5. Eligibility to sell tickets and T-shirts through Associated Students of Santa Clara University (ASSCU) or the Benson Memorial Center Information Desk.
 6. Inclusion on the CSL Club website and other University publications
 7. Use of an organization mailbox provided by ASSCU and access to campus mailing services.
 8. Eligibility to invite speakers on-campus in accordance with the University speaker's policy.
 9. Use of ASSCU supplies, including poster paper, paints, and designated computers.
 10. Eligibility to apply for office and/or storage space through ASSCU.
 11. Access to funding from ASSCU, pursuant to SAC funding guidelines.
 12. Advising from the Center for Student Leadership, specialized education and training for leaders; and assistance from University staff and faculty on issues related to risk management, programming, leadership development, conflict resolution, budget management, staff supervision, and food handling.
- x. All Clubs are responsible for:
1. Maintaining a purpose that is consistent with the values and mission of Santa Clara University and ASSCU.
 2. Maintaining open membership to all students.
 3. Adhering to their Constitution and Bylaws.
 4. Submitting professional, legible paperwork.
 - a. Illegible paperwork may be rejected by ASSCU and be cause for delay or denial of services or recognition.
 5. Notifying ASSCU of any change in Constitution, Bylaws, or Officers.
 6. Operating on a non-profit basis.
 7. Ethical and appropriate use of university funds and equipment.
 8. Maintaining all funds in a university designated account through the Center for Student Leadership. Any violation of this clause is cause for automatic revocation of privileges.
 9. Checking mailbox in ASSCU on a weekly basis for any important information or paperwork given to Clubs.
- c. Discretionary Funding
- i. Clubs may petition the SAC for Discretionary Funding to assist with the purchase of equipment, sponsorship of an event, dues for the organization, or for another reason they believe benefits the SCU community.
 - ii. Clubs must submit a Petition for Discretionary Funding (PDF) Form available in the ASSCU and CSL Offices and turn it in according to the timeline announced at the Fall Club Registration Fair.

- iii. PDF's less than or equal to \$200 will be evaluated by the SAC, who will then grant monies and make these determinations known to the Student Senate.
- iv. Clubs making a PDF's must make a presentation to the Student Senate if the amount requested exceeds \$200.
- v. Following the presentation, the SAC will meet and determine a recommendation to give to the Student Senate regarding an appropriate amount for the Club.
 - 1. The SAC reserves the right to reject PDF's.
- vi. Funding granted by ASSCU must be used for events that are open to the entire student body, equipment that can be used by any member of the Club, or for a professional (conference) event that contributes to the development of the organization and/or its members.
- vii. The SAC will reject any request for funding that is in conflict with the interests of the student population and reserves final control over funding for any club or class events.
- viii. No more than \$100 of ASSCU Funds may be used for the purchase of Club t-shirts.
 - 1. Clubs purchasing sweat-free t-shirts may use no more than \$125.
- ix. Funding granted by ASSCU may not be used for the purchase of alcoholic beverages under any circumstances.
 - 1. Failure to comply with this clause will result in immediate revocation of all Club privileges and referral to the Dean for Student Life for judicial review.
- x. Additional funding requirements and guidelines are available in the Student Senate Funding Rubric and shall be considered incorporated into this document upon passage by the Student Senate.

VI. Finances

- a. Total ASSCU yearly funds shall be composed of student fees and any miscellaneous income generated by ASSCU. ASSCU operating funds shall be allocated in the Spring Quarter before the start of the next fiscal year (June 1- July 30).
- b. The total amount of funds allocated for Clubs and Classes is determined by the Student Activity Fee Committee (SAFC).
- c. The Registered Student Organization fund shall be divided:
 - i. Thirty-three (33) per cent for Fall Quarter.
 - ii. Thirty-three (33) per cent for Winter Quarter.
 - iii. Thirty-four (34) per cent for Spring Quarter.
 - iv. Said amounts for RSO and class funds exclude the amount of estimated carry over from the Fall and Winter Quarters.
- d. Monies remaining in the discretionary fund at the end of the academic year will be allocated to the Student Activity Fee Capital Asset Reserve.
- e. Financial Vice President shall make a recommendation for amount of student fee money reserved for Senior Ball and Class Events.
- f. During the Spring Quarter, the Student Senate shall be given a general overview of the expected expenditures of the Executive Branch during the Summer. .
 - i. If the total amount of summer expenditures by the Executive Branch should exceed five thousand dollars (\$5000.00), any further expenditures by the Executive Branch shall be subject to approval by the CSL Staff Advisor.

- g. Financial Vice President should give regular updates to the SAC and Student Senate regarding available funds for Club and Class events.
- h. Club Funds shall be managed under the following procedures:
 - i. Amounts allocated for Club events is determined by SAC Recommendation (under \$200) or vote of the Student Senate.
 - ii. Clubs must use funds for legitimate purposes and submit reimbursement requests to the Financial Vice President in a timely manner.
 - iii. Clubs may not carry forward Discretionary Funding from quarter to quarter with the following exceptions:
 - 1. Funding granted for an event in the first three weeks of an academic quarter granted in a preceding quarter.
 - 2. Funding granted retroactively for an event in the first three weeks of the Fall Quarter.
 - iv. Clubs may not carry forward Club Funds form quarter to quarter.
 - v. Clubs may carry forward any fundraising revenue, club dues, or donations from quarter to quarter and annually.
- i. Club or Class Debt
 - i. If a Class or Club account balance is below zero at the time the SAC distributes budget materials for the following quarter, it shall be considered in debt with ASSCU.
 - ii. The Financial Vice President will inform the SAC of Club monetary standing one week before budget material distribution. SAC representatives will then contact their Clubs and inform them of their monetary standing with ASSCU.
 - iii. If a Class or RSO is in debt during the SAC budget allocation period, the SAC has the right to drop a RSO in status or to reduce a Class or Club funding for that quarter or until the debt has been repaid.
 - iv. Debt Repayment
 - 1. If a club or class is in debt, a representative from the organization must meet with a CSL Club Advisor, ASSCU Advisor, and Faculty Advisor to set up a debt repayment timeline and an action plan.
 - 2. In the event that a Class or RSO is in debt at the end of the academic year, it will become the responsibility of the next generation of Class and RSO leaders to work on repaying the debt.
- j. Retirement of Club Funds
 - i. Clubs that have not had any activity in both their club funds account and their AS funds account for four (4) years will have their club name and account retired. Their balance (either positive or negative) will also be retired into a general club funds account that will carry over year to year. This club funds account will be used in the future to retire the accounts of any clubs that are in debt at the time of their 4 years of no activity.

VII. Elections

- a. Procedures for the ASSCU Elections will be governed by the Election Code (Appendix 1). The Election Code should be reviewed and approved by the Student Senate prior to candidate information sessions.
- b. Additional amendments or changes may be submitted by the Chair of the Election Committee.

VIII. Transition

April 2007

- a. All officers and justices of ASSCU assume full duty and responsibility for their office at the time of inauguration.
 - i. Inauguration shall occur during week eight (8) of the Spring quarter.
- b. The newly elected Executive Branch and Senate members should attend Senate meetings during the transition period.
 - i. All newly elected members of the ASSCU shall be responsible for all transition activities enumerated in the Election Code (Appendix 1)
- c. Student Senate
 - i. The newly elected Senate shall assume their duties during the Spring Quarter in order to budget for the subsequent Fall Quarter. The Chair-elect of the Student Senate shall preside over Senate meetings and conduct all Senate business related to his or her administration.
 - ii. Upon the discretion of the Chair of the Student Senate, a mandatory transition process may be developed during the Spring Quarter for the outgoing and incoming committee chairs.
- d. Executive Branch
 - i. The President-elect shall have veto power over the subsequent Fall Quarter's budget.
 - ii. During the transition, the outgoing President shall have the power to introduce and veto all legislation that pertains to his/her term.
 - iii. The newly elected and appointed members of the Executive Branch shall assume their duties at the end of Spring Quarter.
- e. Student Court
 - i. From the end of the Spring Quarter in any given year to the beginning of the following Fall Quarter, the Court will be in recess.
 - ii. Upon the discretion of the Chief Justice, a mandatory transition process shall be developed during Spring Quarter for outgoing and incoming Justices.

IX. Amendments

- A. Amendments to these Bylaws may be ratified by a two-thirds vote of a quorum of the Senate.

These Bylaws for the Associated Students of Santa Clara University were last amended on April 12, 2007.