STUDENT ACADEMIC SENATE CODE

I. NAME

   This document shall be called the Student Academic Senate Code.

II. AUTHORITY

   This code is established under the authority given in Article IX, Sections 1.a.(4) of the Restated Bylaws of the Associated Students (AS) of California State University, Chico (CSUC).

III. PURPOSE

   The purpose of this code is to define the membership, authority and operating procedures of the Student Academic Senate (SAS).

IV. DATE OF EFFECTIVENESS

   This code shall be effective upon approval of the Government Affairs Committee (GAC) and the Board of Directors (BOD).

V. AMENDMENTS

   This code may be amended by a 2/3 vote of the SAS with approval of the GAC and the BOD.

VI. MEMBERSHIP

   A. Voting Membership: Eleven (11)
      1. Director of University Affairs (votes only in case of a tie).
      2. One (1) student elected annually by the members of the AS from each of the seven (7) Academic Colleges, known henceforth as "Senators." Senators shall possess all of the same qualifications of Commissioners of the AS as set forth in Article VIII., Section 2. of the Restated Bylaws of the AS, in addition to being a declared major in the college they represent.
          a) Behavioral and Social Sciences.
          b) Humanities and Fine Arts.
          c) Business.
          d) Natural Sciences.
          e) Communication and Education.
          f) Engineering, Computer Science, and Construction Management.
          g) Agriculture.
      3. AS President or designee.
      4. Chair of the Academic Senate or designee.
      5. Provost or designee.
   B. Non-Voting Membership: Seven (7)
      1. A student representative from Council of Graduate Students.
      2. A student representative appointed by the Commissioner of Diversity Affairs.
      3. A student representative from First Year Experience.
      4. A staff representative from Academic Advising.
      5. A student representative from University Housing.

6. A student representative from the Student Veteran Organization.
7. A faculty representative.

C. Officers
1. Chair
   a) Shall be the Director of University Affairs.
   b) Shall conduct meetings and report SAS actions and recommendations to the GAC and the BOD.
2. Vice-Chair
   a) Shall be elected internally from the seven (7) student Senators by the second meeting of the academic year.
   b) Shall take the place of the Chair in their absence.
   c) Shall act as an assistant to the Director of University Affairs to aid the Director in performing the duties of the office as they deem necessary.
   d) Shall delegate the responsibility of recording minutes of all meetings.

D. Rules for Voting Members
1. A vacancy in the office of a Senator shall be filled by the Board in the same manner as provided for Student Directors, upon the recommendation of the GAC.

E. Rules for Non-elected Voting Members
1. Student appointees must adhere to the AS Appointment Policy.

F. Duties for Student Senators
1. Each Student Senator shall serve/represent the best interests of the constituents from their respective academic areas.
2. Each Student Senator shall serve on, or attend, at least one (1) University committee, as designated by the Chair, to which they will be appointed by the end of the add/drop period of the semester.
3. Each Student Senator shall chair a College Council.
4. Each Student Senator shall serve as the liaison to the Dean of their respective academic areas, as well as to faculty, staff and students in their respective colleges.
5. Each Student Senator shall meet with the Dean, or designee of the Dean, of their respective College at minimum once per month.
6. Each Student Senator shall have individual duties that are outlined in their individual codes.

VII. DUTIES AND RESPONSIBILITIES

A. Shall coordinate academic/department student organizations for the general purpose of creating a true link between the AS and Colleges within the University, as well as inter-college links and communication.
B. Shall assess the needs and concerns of students and formulate proposals for reform in University affairs and excellence in teaching and learning. Develop advisory plans for remedying identified issues.
C. Shall act as a liaison and increase communication, interaction, and cooperation between administrative and faculty organizations and the AS.
D. Shall represent the general student body to the Academic Senate Standing Committees and other appropriate University committees.
E. Shall regularly and actively communicate to the student body both academic and co-curricular issues concerning students, which may affect, improve, or add to the entire student experience on campus.

VIII. COMMITTEES

    A. The SAS shall establish and appoint additional standing committees as needed.

IX. MEETING PROCEDURES

    A. The SAS shall meet at least twice a month during the academic year.
    B. The Chair shall set aside and publish a regular meeting time at the beginning of each academic year.
    C. The SAS meetings shall be publicly announced and open as stated in the Gloria Romero Open Meeting Act, and shall be conducted according to <u>Robert's Rules of Order, Newly Revised.</u>
    D. The SAS may hold Closed Session in accordance with the Gloria Romero Open Meeting Act.
    E. Agenda items shall be presented to the Chair. Agendas will be distributed to each member no later than seventy-two (72) hours in advance of the meeting.
    F. A quorum shall consist of more than half of the full voting members.
    G. Sub-committees shall be established when necessary to further discuss or research a problem and shall meet as required to accomplish their task.
        1. Sub-committees shall be chaired by a member of the SAS, but membership is not restricted solely to Council members. Other pertinent constituencies on campus shall be called upon and encouraged to offer new insight and input as members of the committee.

Approved by GAC: 2/24/14
Approved by BOD: 2/24/14
Revisions Approved GAC: 12/4/14
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Revisions Approved SAS: 11/3/17
Revisions Approved GAC: 11/27/17
Revisions Approved BOD: 12/6/17
Revisions Approved SAS: 10/11/19
Revisions Approved GAC: 10/31/19
Revisions Approved BOD: 11/21/19
Revisions Approved SAS: 5/6/20
Revisions Approved GAC: 10/7/20
Revisions Approved BOD: 10/28/20