Associated Students of Saint Mary’s College

Bylaws

Article I  The Associated Students

Section 1.01 Rights of Membership
All members of the Association shall be permitted to:
A. Hold a position in the Associated Students, if eligible.
B. Be fairly represented in meetings of, by, and with the Association.
C. Serve on any Association committee if eligible and legitimately appointed and confirmed.
D. Belong to any organization recognized by the Associated Students.
E. Address the Associated Student’s Senate at open meetings during the public forum.
F. Petition the Associated Students through the Judicial Tribunal if any listed rights are violated.

Article II  The Executive Branch

Section 2.01 Executive Term of Office
The term of office of all Executive Council members shall begin at noon on the first day of May following their election and shall end at noon on the first day of May the following year.

Section 2.02 Shared Rights and Responsibilities of the Executive Council
A. The Executive Council is comprised of the Associated Students President, the Vice President for Administration, the Vice President for Finance, and the Vice President for Student Organizations.
B. All Executive Council members shall serve as liaisons between the student body and the College administration.
C. All Executive Council members must maintain a cumulative grade point average of 3.0 or higher and be free of college disciplinary probation, academic probation, and free of academic dishonesty at the time of election and throughout the time spent in office.
D. All Executive Council members shall uphold and defend the Constitution, Bylaws, Election Code, and all College policies.
E. All Executive Council members must have completed the EDUC: 85 - Orientation Leadership Seminar, prior or during their Executive Term.
F. All Executive Council members shall attend all non-religious Shared Mission Events, as defined by the College’s master calendar.
G. All Executive Council members shall attend all Senate Retreats, Fall and Mid Year, and Executive Retreats.
H. All Executive Council members shall provide a report to the Senate at every Senate
I. All Executive Council members shall complete at least 10 weekly office hours in the office of the Associated Students, located in Student Involvement and Leadership.
J. All Executive Council members shall oversee one Senate class as assigned by the Vice President for Administration.
K. All Executive Council members shall serve on the Election Commission, chaired by the Associated Students President.
L. All Executive Council members shall fulfill and uphold the terms and conditions of the Saint Mary’s College Student Leader Agreement.
M. All Executive Council members shall receive compensation in the form of a Leadership Award at the end of each academic semester.

Section 2.03 Associated Students President

A. Qualifications
   i. The President shall be, at minimum, entering their fourth year as an undergraduate student, at the time of election.
   ii. The President must have held a leadership position among the Association of Saint Mary’s College of California campus.

B. Rights and Responsibilities
   i. The President shall be the official representative and primary liaison of the Associated Students and the Association to the Saint Mary’s College Board of Trustees, Saint Mary’s College Board of Regents, administration, faculty, staff, community, and all subsidiary entities, boards, committees, and the local community.
   ii. The President shall be the chief officer responsible for the implementation of legislation passed by the Senate.
   iii. The President shall be an ex-officio member of every Association board, committee, organization, media, and class delegation.
   iv. The President shall appoint students to serve on College committees, boards, and task forces.
   v. The President shall have the power to veto legislation passed by the Senate.
   vi. The President shall appoint members of the Judicial Tribunal.
   vii. The President shall be the Chair of the Election Commission.
   viii. The President shall, in conjunction with the Associated Students advisor(s) plan and attend Executive Council Retreats.
   ix. The President shall, by and with the approval of the Executive Council, appoint the Executive Intern.
   x. The President shall appoint each class delegation of the Legislative Branch as a representative of one of the four Schools of Saint Mary’s College: the Kalmanovitz School of Education, the School of Science, School of Liberal Arts, and School of Economic and Business Administration.

Section 2.04 Vice President for Administration
A. Qualifications
   i. The Vice President for Administration shall be, at minimum, entering their third or fourth year as an undergraduate student, at the time of election.
   ii. The Vice President for Administration shall hold one of the following positions for at least a full semester before running for the position: Chair, Vice Chair, Class Senator or Vice President for Student Organizations.

B. Rights and Responsibilities
   i. The Vice President for Administration shall fulfill all duties of the President in his/her absence.
   ii. The Vice President for Administration shall be the chair of the Senate and shall reserve the right to call the Senate into session.
   iii. The Vice President for Administration shall, in conjunction with the President, be responsible for the implementation of legislation passed by the Senate.
   iv. The Vice President for Administration shall serve as an ex-officio member and advisor of all class delegations and appoint Executive Council members as advisors for each class delegation.
   v. The Vice President for Administration shall serve as executive facilitator of the Institutional Affairs Board by attending every Institutional Affairs Board meeting.
   vi. The Vice President for Administration shall chair the Governing Documents Committee.
   vii. The Vice President for Administration shall make agendas available in accordance with the Constitution and Bylaws. The Vice President for Administration shall maintain copies of minutes from all general assembly, class delegation and Institutional Affairs Board meetings for the purpose of public inspection, for at least three years.
   viii. The Vice President for Administration shall plan and attend both Senate Retreats, Fall and Mid Year.
   ix. The Vice President for Administration shall compile and make available to the Association all office hours of the Associated Students, including the Legislative Branch and the Executive Council.
   x. The Vice President for Administration shall fulfill all vacancies in the Legislative Branch according to the Bylaws.

Section 2.05 Vice President for Student Organizations

A. Qualifications
   i. The Vice President for Student Organizations shall be, at minimum, entering their third or fourth year as an undergraduate student, at the time of election.
   ii. The Vice President for Student Organizations must demonstrate involvement at Saint Mary’s College of California preferably in a chartered Associated Students Organization.

B. Rights and Responsibilities
   i. The Vice President for Student Organizations shall oversee student organizations.
   ii. The Vice President for Student Organizations shall serve as an ex-officio
member of all Associated Students recognized organizations.

iii. The Vice President for Student Organizations shall serve as facilitator of monthly all-organization meetings.

iv. The Vice President for Student Organizations shall attend all monthly Diversity Organization Council (DOC) meetings.

v. The Vice President for Student Organizations shall provide adequate opportunities for students to establish new organizations through the new student organization process.

vi. The Vice President for Student Organizations shall organize two involvement fairs, one in the fall, one in the spring.

vii. The Vice President for Student Organizations shall, in conjunction with the Vice President for Finance, maintain contact with Associated Students Organizations and co-facilitate a semiannual review and annual review with each recognized student organization.

viii. The Vice President for Student Organizations shall have the authority to implement financial incentives and fines on the student organizations with the approval of the Vice President of Finance.

ix. The Vice President for Student Organizations shall be a non-voting member of the Finance Committee.

x. The Vice President for Student Organizations shall in conjunction with Associated Students advisor(s), organize and facilitate officer training workshops.

Section 2.06 Vice President for Finance

A. Qualifications

i. The Vice President for Finance shall be, at minimum, entering their third or fourth year as an undergraduate student, at the time of election.

ii. The Vice President for Finance must be enrolled in the School of Economics and Business Administration or be approved by the Associated Students staff advisor(s) in order to be elected.

iii. The Vice President for Finance shall not serve as an Executive member for a club or organization during their office term.

B. Rights and Responsibilities

i. The Vice President for Finance shall be the chief financial officer of the Association.

ii. The Vice President for Finance shall make available a record of all collections and disbursements of Associated Students funds, to be kept for at least three years.

iii. The Vice President for Finance shall oversee publication of statements at least once a month of accounts of the Associated Students.

iv. The Vice President for Finance shall be a non-voting member of the Senate.

v. The Vice President for Finance shall attend all monthly Diversity Organization Council (DOC) meetings and Organizational Professional Development (OPD) meetings and update student leaders of updates and reports on programming and development fund balances.
vi. The Vice President for Finance shall serve as the chair of the Finance Committee.

vii. The Vice President for Finance shall, with the assistance of the Finance Committee, prepare the budget allocation framework and annual Associated Students’ budget.

viii. The Vice President for Finance shall make available the publication of the annual budget to the Association.

ix. The Vice President for Finance shall reserve the right to transfer any funds from the account of an organization recently disbanded from Associated Students to either the Programming Fund or the Development Fund, in consultation with the Finance Committee, the Saint Mary’s College Business Office and the Associated Students advisor(s).

x. The Vice President for Finance shall be the financial representative at all New Organization Meetings (NOM).

xi. The Vice President for Finance must report on all general fund requests within a month of any allocated funds being utilized.

xii. The Vice President for Finance shall, in conjunction with the Vice President for Student Organizations, maintain contact with Association organizations and co-facilitate a Semiannual Review and Annual Review with each recognized student organization.

xiii. The Vice President for Finance shall, in conjunction with Associated Students advisor(s), co-facilitate officer finance training workshops.

xiv. The Vice President for Finance shall serve as a non-voting member of the Student Organization Council (SOC).

Section 2.07 Executive Vacancies and Removal from Office

A. Vacancies

i. Should the presidency be vacated for any reason, the Vice President for Administration shall immediately assume the presidency to the conclusion of his/her presidential term.

ii. If any office of the Vice President is vacated for any reason, including succession to presidency, the President shall appoint a replacement, subject to the approval of the Executive Council, and a majority vote of the Associated Students Senate.

iii. Any appointed Vice President must meet the qualifications for the office outlined in the Bylaws.

B. Removal from Executive Office

i. A member of the Executive Council may be sanctioned or removed from office on the grounds of not upholding the Constitution, Bylaws, Election Code, and Saint Mary’s College Student Code of Conduct in accordance with the Bylaws, by a three-fourths affirmative vote of no confidence by the Judicial Tribunal.

ii. Notice of the hearing must be given to the member in question at least five business days prior to the meeting at which the removal is to be debated and voted upon.

iii. The member in question has the right to speak in his or her defense before the
vote takes place.

Article III The Senate

Section 3.01 Senate Term of Office

A. The term of office of all senators elected in the spring shall begin at noon on the first day of May following their election and shall end at noon on the first day of May the following year.
B. Senators elected in the fall will take office immediately after they are elected.

Section 3.02 Composition

A. The members shall seek to represent their respective constituencies and must uphold the Constitution in all endeavors.
B. All members of the Senate shall be responsible for representing the Association, by means of legislation.
C. Each class delegation shall be comprised of one Chair, one Vice Chair, and three Senators.
D. Each class shall also be responsible for representing one of the four Schools of Saint Mary's College: the Kalmanovitz School of Education, the School of Science, the School of Liberal Arts, and the School of Economic and Business Administration, as appointed by the Associated Students President.

Section 3.03 Shared Rights and Responsibilities of the Senate

A. All members of the Senate shall serve on at least one campus-wide committee, as appointed by the Associated Students President.
B. All members of the Senate shall attend all non-religious shared Mission Events, as defined by the College’s Master Calendar.
C. All members of the Senate shall attend and participate in all Senate Meetings.
D. All members of the Senate shall attend both Senate Retreats, Fall and Mid-Year.
E. All members of the Senate shall organize, with their respective class delegation, at least two class events, one in the Fall and one in the Spring.
F. All members of the Senate shall fulfill required office hours during the hours of Student Involvement and Leadership, according to their respective position: Class Chair shall maintain three weekly office hours, Class Vice-Chair shall maintain two weekly office hours, and Senator shall maintain one weekly office hour.

Section 3.04 Class Chair

A. Qualifications
   i. An Association member shall campaign to represent his or her constituency as defined by the Election Code.
   ii. Each Class Chair shall have a cumulative grade point average of 2.75 and be free of College disciplinary probation at the time of election and maintain these standards throughout the time they hold office.
B. Rights and Responsibilities
i. The Class Chair is the official representative of his or her constituency at Saint Mary's College.

ii. The Class Chair shall supervise all class events.

iii. The Class Chair shall preside over all class delegation meetings.

iv. The Class Chair shall call at least two class delegation meetings per month, and shall ensure that all minutes are reported to the Vice President of Administration within 5 business days.

v. The Class Chair shall report at all Senate meetings.

vi. The Class Chair shall attend all Senate related activities and events.

vii. The Class Chair, in conjunction with the Class Vice Chair, shall approve all financial transactions of the class before processing, in accordance with the Constitution, Bylaws, and all College policies.

viii. The Class Chair shall not serve as Speaker of the Senate.

ix. The Class Chair, or his/her designee, is eligible to serve as the member of the Student Organization Council as chaired by the Vice President for Student Organizations.

tax. The Class Chair must fulfill all Senate shared roles and responsibilities as outlined in Section 3.03 of the Bylaws.

Section 3.05 Class Vice Chair

A. Qualifications

i. An Association member shall campaign to represent his or her constituency as defined by the Election Code.

ii. Each Class Chair shall have a cumulative grade point average of 2.75 and be free of College disciplinary probation at the time of election and maintain these standards throughout the time they hold office.

B. Rights and Responsibilities

i. The Class Vice-Chair shall exercise all rights and responsibilities of the Class Chair's position should the position be vacated for any reason. The Class Vice-Chair will cease serving as Vice-Chair and fill the remainder of the Class Chair’s term.

ii. The Class Vice-Chair shall assist in supervising class events.

iii. The Class Vice-Chair, in conjunction with the Class Chair, shall approve all financial transactions of the class before processing, in accordance with the Constitution, Bylaws, and all College policies.

iv. The Class Vice-Chair, or his/her designee, shall serve as the member of the Finance Committee as chaired by the Vice President for Finance.

v. The Class Vice-Chair must fulfill all Senate shared roles and responsibilities as outlined in Section 3.03 of the Bylaws.

Section 3.06 Senators

A. Qualifications

i. An Association member shall campaign to represent his or her constituency as defined by the Election Code.
ii. Each Senator shall have a cumulative grade point average of 2.5 and be free of College disciplinary probation at the time of election and maintain these standards throughout the time they hold office.

B. Rights and Responsibilities
   i. All Class Senators shall represent his or her constituency at Saint Mary’s College.
   ii. All Class senators must fulfill all Senate shared roles and responsibilities as outlined in Section 3.03 of the Bylaws.

Section 3.07 Senate Position Vacancies
A. Class Senatorial vacancies shall be filled through a three-step process overseen by the Class Chair.
   i. The prospective candidate must complete a Senate Application that includes their response and intent to join senate and a recommendation from a staff or faculty member at Saint Mary’s College of California.
   ii. The candidate will schedule an interview meeting with the designated class delegation officers of which they are seeking office in.
   iii. The candidate must be confirmed by an affirmative vote of the Senate. With confirmation, the candidate shall serve the remainder of the vacant senator’s term.

Section 3.08 Speaker of the Senate
A. Qualifications
   i. The Speaker shall be an elected member of the Senate in the position of Class Senator.
   ii. Candidates for the position of Speaker shall be nominated by any member of the Senate at the first meeting of the year.
   iii. The candidate who receives a plurality of written votes shall be named speaker.
   iv. The speaker shall serve until May 1st at noon, resignation, or until he or she loses a vote of no confidence in the Senate.
B. Rights and Responsibilities
   i. The Speaker shall serve as the chair of the Institutional Affairs Board.
   ii. The Speaker reserves the right to call or cancel meetings of the Institutional Affairs Board.
   iii. The Speaker shall have the right of first speaking privileges, which he or she may yield, on the floor of the Senate.
   iv. The Speaker shall submit agendas and minutes from Institutional Affairs Board meetings to the Vice President for Administration.
   v. The Speaker shall obtain all materials and information needed to create the docket.
   vi. The Speaker shall oversee the composition of the docket to be approved by the Vice President of Administration at least four days before the Senate meeting.
   vii. The Speaker shall nominate one Senator for every class and one student at large to serve as a member of the IA Board and be confirmed by the Senate.
C. Removal of Speaker
   i. Any Senator may bring a motion of no confidence in the Speaker before the Senate at any time, provided the movement gains a second from the floor.
   ii. Passage of a no confidence vote in the Speaker immediately terminates the Speaker's tenure in the position.
   iii. Passage of a no confidence vote is determined by a simple majority vote.

D. Vacancy
   i. A vacancy in the position of Speaker shall be filled at the next Senate meeting or committee of the whole by a written ballot of candidates nominated by Senators.

Section 3.09 Parliamentary Procedure
The Senate shall use Parliamentary Procedure.
   A. The current edition of Robert’s Rules of Order shall govern the procedures of the meetings.
   B. Vice President for Administration shall enforce parliamentary procedural rules.
   C. A majority appeal of the Senate can overturn a parliamentary decision of the Vice President for Administration.

Section 3.10 General Assembly Structure
A. All Senate general assemblies shall follow a fundamental framework, in accordance with the specific decisions of the Institutional Affairs Board and the Vice President of Administration. The Senate shall have final jurisdiction over specifics not addressed in the Constitution. Senate Meetings shall follow the below structure:
   A. Opening Business
      i. Call to Order
      ii. Roll Call
      iii. Review of Minutes
      iv. Review of Agenda
   B. Public Forum
      Open to any member of the Association or public to ask a question or make a comment concerning Associated Students’ business. The Vice President for Administration shall acknowledge appropriate officials to answer questions raised. Any question that cannot be answered at that time will be treated as a question to be discussed by the Senate at the next meeting.
   C. Docket
      Agenda items for debate and action approved by the Institutional Affairs Board prior to the Senate meeting.
   D. New Business
      At the close of docketed business, any senator may make a motion to discuss new business, which must be seconded by the Senate.
   E. Reports
      i. Committee Reports
ii. Senior Class Chair
iii. Junior Class Chair
iv. Sophomore Class Chair
v. First-Year Class Chair
vi. Vice President for Finance
vii. Vice President for Student Organizations
viii. Associated Students President
ix. Vice President for Administration

F. Closing Business
   i. General Announcements
   ii. Notice of next meeting
   iii. Adjournment

Section 3.10 Senate Attendance

To ensure the fair representation of the Association, the Senate in collaboration with the Executive Council shall create a Shared Code of Conduct and Attendance Policy at the Fall Senate Retreat.

   A. The Vice President for Administration shall keep all records of senatorial attendance at general assemblies, committee of the whole meetings, board meetings, and class delegation meetings.
   B. Any violations of the Shared Code of Conduct and Attendance Policy shall be brought to the Judicial Tribunal, following due process.

Article IV. The Associated Students Committees

Section 4.01 Rights and Responsibilities

The Associated Students can at any time designate a board, task force or committee to address specific issues. Topics can include, but are not limited to: finance, governing documents and organizations.

   A. The committees shall initiate legislation and procedural measures that fall under the specific board’s jurisdiction.
   B. Each committee shall be comprised of a specific number of voting members and a specific number of ex-officio members, at least one of which must be an executive council member, to serve as an adviser.
   C. Committee composition shall be determined by the discretion of the Chair, given the purpose of the committee.

   i. The chair of any board shall serve in their capacity until the following first day of May at noon, their resignation, or until they lose a vote of no confidence.
   D. Board Chairs shall communicate progress of the board to the Senate in the general assembly.

Section 4.02 Governing Documents Committee
The Governing Documents Committee shall be charged with the annual review and revision of the Governing Documents that are utilized by all four branches of the Associated Students.

A. Composition
   The Governing Documents Committee shall be chaired by the Vice President for Administration with members consisting of the Chief Justice, two Associate Justices, one senator from each class, and two students at large.

B. Meeting
   The Governing Documents Committee shall meet weekly at the beginning of Spring semester.

C. Rights and Responsibilities
   i. The Governing Documents Committee requires two-thirds of the committee present at each meeting in order to conduct the meeting.
   ii. The Governing Documents Committee shall make the necessary reviews and revisions to the standing governing documents.
   iii. The Governing Documents Committee will meet until necessary reviews and revisions are completed.

Section 4.03 Board and Committee Vacancies
Should an Association member seat on any committee become vacant, the respective board chair shall nominate an appropriate Association member, in accordance with the Bylaws, to fill the seat.

Section 4.04 Institutional Affairs Board
The Institutional Affairs Board shall be charged with ensuring that appropriate and fair governmental practices are utilized in all Senate dealings.

A. Composition
   i. The Institutional Affairs Board shall be chaired by the speaker of the Senate and shall vote.
   ii. The remaining four seats on the Institutional Affairs Board shall be nominated by individual senators and confirmed by the Senate as a whole. Three members shall be senators from each of the three class delegations not represented by the board chair. The fifth member shall be a member of the Association who is not a senator, or organization President. Thus, the institutional affairs board will, at all times, include one senator from each class delegation, and additionally, an Association member.
   iii. The Institutional Affairs Board shall also include two officio members. The Vice President for Administration shall serve as the executive facilitator to the Institutional Affairs Board. The Saint Mary’s College Director of Student Involvement and Leadership, or his or her designee, shall also serve as ex-officio members.

B. Meetings
   i. The Institutional Affairs Board shall meet at least five days prior to Senate General Assembly meetings to approve the Senate General Assembly Agenda.
ii. Quorum of the institutional affairs board shall be defined as three of the five voting members. Quorum must be maintained to conduct official business.
iii. An affirmative majority of voting members shall be required for passage of legislative and procedural business.

C. Rights and Responsibilities
i. The Institutional Affairs Board shall assist the Vice President for Administration with regard to policies and procedures concerning Association meeting structure.
ii. The Institutional Affairs Board must approve all resolutions, consent agenda, presentations and speakers before their placement on the docket.

D. Jurisdiction
i. Any decision of the Institutional Affairs Board may be reviewed and affirmed or reversed by an affirmative vote of the majority of the Senate.

Section 4.05 Finance Committee

The Finance Committee is charged with assisting the Vice President for Finance in the creation of the annual budget allocation and considering Programming and Development Fund Proposals.

A. Composition
i. The Finance Committee shall be chaired by Vice President of Finance. The chair shall be entitled to a vote on all matters.
ii. The Finance Committee shall include eight other voting members, four from the Associated Students Senate, one OPD representative, one Diversity Organization representative, and two students at large, to be appointed by the Finance Committee chair.
iii. The Vice President for Student Organizations will serve as a non-voting member.
iv. The Saint Mary’s College Assistant Dean of Student Life, or his or her designee, shall serve as an ex-officio member. Additionally, the Finance Committee may also receive advice from a senior accountant or his or her designee from the Saint Mary’s College Business Office.

B. Meetings
i. The Finance Committee shall meet as needed.
ii. Quorum of the Finance Committee shall be defined as five of the nine voting members. Quorum must be maintained to conduct official business.
iii. An affirmative majority shall be required for passage of legislative and procedural business such as Programming and Development Fund proposals as well as the proposed budget allocation.

C. Rights and Responsibilities
i. The Finance Committee shall assist the Vice President for Finance with regard to policies and procedures concerning Association funds, in accordance with the Constitution, Bylaws, Finance Code and all pertinent College policies.
ii. The committee shall oversee preparation of the budget allocation framework, which shall be presented to the Senate for voting at the last Senate meeting of the Academic Year.
iii. The Finance Committee shall determine the budgets of the clubs and
organizations of the Association.

iv. The Finance Committee shall consider Programming and Development Fund proposals and vote to fund or not to fund the club or organization submitting the proposal.

D. Jurisdiction

i. Any decision of the Finance Committee may be reviewed or reversed by a vote of the Senate.

ii. The passage of the annual Association budget requires an affirmative two-thirds majority from the Senate.

Section 4.06 Student Organization Council

The Student Organization Council, (SOC) is charged with assisting the Vice President for Student Organizations in the distribution of charters, and production of annual documents.

A. Composition

i. The Student Organization Council shall be co-chaired by Vice President of Student Organizations and Chief Justice of the Judicial Tribunal, who shall be entitled to a vote on all matters.

ii. The Student Organization Council shall include seven other voting members, the Chief Justice, the First Year Associated Students Class Chair, the Senior Associated Students Class Chair, a student representative from the Diversity Organizational Council, a representative from the Intercultural Center (i.e. a SLIDER or volunteer worker), and a representative from the New Organization meetings all which are to be appointed by the Associated Students Vice President for Student Organizations.

iii. The Vice President for Finance will serve as a non-voting member.

iv. The Saint Mary’s College Assistant Dean of Student Life, or his or her designee, shall serve as an ex-officio member.

B. Meetings

i. The chairs of the Student Organization Council have the right to call a meeting to order.

ii. The Organization Council shall meet a minimum of twice per month during the academic year.

iii. Quorum of the Organization Council shall be defined as five of the eight voting members. Quorum must be maintained to conduct official business.

iv. An affirmative majority shall be required for passage of legislative and procedural business.

v. When voting for Student Organization of the Month and Student Leader of the Month, two anonymous votes are required.

C. Rights and Responsibilities

i. The Organization Council shall assist the Vice President for Student Organizations and Chief Justice with regard to policies and procedures concerning Associated Students Organizations, in accordance with the Constitution, Bylaws, Student Organization Handbook and all College policies.

ii. The Organization Council shall determine the status of the clubs and
organizations recognized by the Associated Students.

iii. The Student Organization Council shall select an Organization of the Month and the Student Leader of the Month every month.

D. Jurisdiction
i. Any decision of the Organization Council may be appealed and affirmed or reversed by a vote of the Senate.

ii. Any decision of the Student Organization Council will be voted on by the council and will require a majority vote to be approved and instituted.

Article V The Judicial Branch

Section 5.01 Composition
The Judicial Tribunal shall be composed of five justices. The five Justices shall be nominated by the President and confirmed by two-thirds affirmative vote of the Senate.

A. The Associated Students President must nominate one Association member for the position of Chief Justice. The Chief Justice shall schedule, convene and chair the Judicial Tribunal and serve as liaison between the Tribunal, Student Involvement and Leadership, the Associated Students Senate, Campus Activities Board, any organization under the Associated Students, and the Executive Council, as well as participate in the Student Organization Council, chaired by the Vice President for Student Organizations.

B. The Associated Students President must nominate four Association members for the remaining positions of Associate Justices.

C. Justices shall serve until the date of commencement, their resignation, or until a vote of no confidence is taken with regard to him or her in the Senate. A judicial vote of no confidence requires a two-thirds affirmative vote of the Senate. Vacancies shall be filled in accordance with the initial nominating processes.

Section 5.02 Qualifications

A. No member of the Judicial Tribunal may be a member of the Associated Students Senate or Executive Council.

B. The Chief Justice must have a cumulative grade point average of 2.75 or higher and be free of college disciplinary probation, academic probation, and free of academic dishonesty at the time of appointment and throughout time spent in office.

C. The Associate Justices must have a cumulative grade point average of 2.50 or higher and be free of college disciplinary probation, academic probation, and free of academic dishonesty at the time of appointment and throughout time spent in office.

D. Members of the Judicial Tribunal must receive training from Student Involvement and Leadership before conducting any hearings.

Section 5.03 Rights and Responsibilities
A. The Judicial Tribunal shall hear and make determinations concerning all petitions and appeals arising from the action or lack of action of any officer, representative, any group of officers and/or representatives, or any matters based on Constitutionality.

B. The Judicial Tribunal shall review all cases of elected officer attendance, behavior, and failure to uphold responsibilities of office.

C. All decisions of the Judicial Tribunal shall be understood as final and binding rulings on the Constitution, Bylaws, and Election Code and these decisions may be cited to establish precedent in future cases.

D. The Judicial Tribunal shall have the authority to create and publish a set of rules and procedures which govern the judicial process.

E. In the case of a conflict of interest, a Judicial Tribunal member must temporarily recuse themselves from all matters concerning the case.

F. The Chief Justice of the Judicial Tribunal shall serve on the Student Organization Council, chaired by the Vice President for Student Organizations.

G. The Judicial Tribunal shall uphold the Constitution, Bylaws, Election Code, and the Saint Mary's College of California Student Code of Conduct.

Article VI  Appointed Officials

Section 6.01 College Committee Wide Members
The Associated Students President shall appoint all Association members to College Wide committees.

A. These committee members shall submit Committee Reports to the Associated Students President twice an academic school year, one at the end of the Fall Semester and the other at the end of the Spring Semester.

B. Chairs of College Wide Committees, whom are Association Members, are required to submit the Report of Committee Members to the Associated Students President twice in the academic school year, one at the end of the Fall Semester and the other at the end of the Spring Semester.

C. All Committee Reports for Members and for Chairs will be made available by the Associated Students President, which may be requested by any member of the Association.

D. The appointments to College Wide Committees shall be valid until the end of the current term, the first of day of May at noon.

Section 6.02 Executive Intern
The Executive Intern shall be appointed by the Associated Students President, in consultation with the Vice President for Administration, the Vice President for Student Organizations, and the Vice President for Finance. The appointment shall be valid until May 1st at noon.

A. Roles and Responsibilities
   i. The Executive Intern shall be responsible for the recording and shall make the
minutes from all senate meetings, general assemblies and committee of the whole meetings available to be given to the Associated Students along with the docket.

ii. The Executive Intern shall attend all Executive Council meetings and Senate Meetings and take minutes at those meetings.

iii. The Executive Intern may have other duties as assigned by the Executive Council.

iv. The Executive Intern shall serve a minimum of eight weekly office hours in Student Involvement and Leadership.

B. Selection

i. The Executive Intern will be selected through a process of application, to be turned into the Associated Students President, followed by an interview with the Executive Council.

ii. The Executive Intern may not be an elected senator or Executive Council member.

iii. The Executive Intern must have a cumulative grade point average of 2.75.

Article VII Organizations

Section 7.01 Jurisdiction
All recognized clubs and organizations of the Associated Students shall fall under the jurisdiction of the Vice President for Student Organizations, the Organization Council, and the Senate.

Section 7.02 Recognition
To be officially recognized by the Associated Students, any club or organization must be chartered. The charter process shall be established:

A. The organization must attend and participate in the new student organization process, upon submitting all required forms an organization will be registered.

B. The organization presents its completed Constitution and mission statement and charter petition to the Vice President for Student Organizations for review. The organization will then meet with the Student Organization Council and petition for their charter.

C. Any registered organization has until the end of the subsequent semester to petition to be charted.

D. Denied applicants may attempt to charter again in a subsequent semester. Approved applicants are then approved by the Student Organization Committee by a simple majority affirmative vote.

E. The Associated Students recognizes charters approved by the Student Organization Committee as official immediately, at provisional status.

F. Any club or organization can be dechartered by two-thirds affirmative vote of the Student Organization Council.

Section 7.03 Responsibilities
A. The President and Treasurer, or their designees, of every organization are required to attend every All Organization Meetings, Diversity Organization Council, and Organization Professional Development meetings.

B. The leadership of every organization is responsible for attending the Leadership Summit and participating in both the Semi-Annual, Annual Reviews, and Legacy Dinner which are conducted by the Vice President for Student Organizations by the specified dates.

C. The leadership of every organization shall be responsible for presenting all financial information to the Vice President for Finance.

D. Organizations that are participants of the new student organization process have access to funding by the Associated Students.

**Article VIII  Campus Activities Board**
Recognizing Campus Activities Board as the programming branch of the Associated Students, for all role and regulations, please see the Campus Activities Board Constitution.

**Article IX  Involvement Restrictions**
Members cannot be involved in Executive positions within multiple branches of the Associated Students.

**Article X  Amendment and Adoption**

**Section 9.01 Amendments**

A. Definition
An amendment shall be defined as any change to the intent, purpose or wording of the Associated Students Constitution, Bylaws, and Election Code. Proposal of the new Governing Documents shall be brought before voters, ratified, and approved in the manner outlined for amendments.

B. Proposal
Amendments to the Bylaws can be made through two avenues:

i. Amendments to the Bylaws may be proposed in the Senate through a resolution. A two-thirds affirmative majority is required for passage in the Senate. The amendment shall be incorporated directly into the Bylaws.

ii. Amendments to the Bylaws may be proposed through petition of one-fourth the total members of the Association. The petition shall be presented to the Vice President for Administration, who shall submit the amendment to the Association for ratification. A two-thirds affirmative majority is required for passage. The amendment shall be incorporated directly into the Bylaws.

C. Notice
All proposed amendments must be posted and made available to the Association at least four days prior to the Bylaws ratification vote in the Senate or by the Association.

D. Adoption
These Bylaws shall become effective immediately upon adoption by the Senate. They nullify and supersede all previous Bylaws.