

Associated Students of College of the Redwoods Senate Bylaw Code



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Chapter 1 - Bylaw Code
SC 1100 Definition of the Bylaw Code
Adopted: 04/14/2024
Last Revised: 05/23/2025

The Bylaw Code shall govern the general procedures of the Associated Students of College of the Redwoods Senate, herein referred to as the ASCR Senate.

The Bylaw Code is considered a definite part of the ASCR Constitutional framework and shall carry full weight of legal and regulatory power.

SC 1200 ASCR Positions
Adopted: 04/14/2024
Last Revised: 05/23/2025

ASCR Senate members shall be defined as anyone holding a position of Executive or Senator within the ASCR Senate.

Executives shall be defined as the ASCR offices of: President, Vice President, Student Engagement Officer, Records Officer, and Student Trustee.

Senators shall be defined as anyone holding ASCR Office of Campus Senator. The ASCR Senate shall consist of up to nine (9) Senators representing the following student populations:

- Up to Four (4) senators from the Eureka Campus
- Up to Two (2) from the Del Norte Campus
- Up to Two (2) from the Klamath-Trinity Campus
- Up to One (1) from the Academy of the Redwoods

SC 1300 Proposal, Ratification, and Amendments to the Bylaw Code
Adopted: 04/14/2024
Last Revised: 05/23/2025

The Bylaw Code must be adopted by a two thirds ($\frac{2}{3}$) majority of the entire ASCR senate.

Amendments to the Bylaw Code may be proposed by any ASCR Senate Member and ratified by a two-thirds ($\frac{2}{3}$) majority of all voting members.

Chapter 2 - Qualifications and Responsibilities

SC 2100 Eligibility

Adopted: 04/14/2024

Last Revised: 05/23/2025

To be eligible to be an ASCR Executive or Senator, students must:

Be a student of College of the Redwoods, enrolled in at least five (5) units at College of the Redwoods, excluding the Summer semester, unless student is enrolled in a non-credit or adult education program OR is a disabled student as defined in subdivision (b) of Section 84850 CA education code § 76061 in which case minimum unit enrollment requirement is waived.

Must have and maintain a minimum cumulative GPA of 2.0 during their term(s) of office, unless the student is enrolled in a non-credit or adult education program OR is a disabled student as defined in subdivision (b) of Section 84850 CA education code § 76061 in which case GPA requirement is waived.

Must have read the ASCR Constitution and the ASCR Bylaw Code.

SC 2200 Terms of Office

Adopted: 04/14/2024

Last Revised: 05/23/2025

All ASCR Senate Members shall be elected during the Spring semester, shall assume office at the last ASCR Senate meeting of the academic year, and shall serve until the last ASCR Senate meeting of the following academic year.

If an Executive or Senator position is vacant following elections, the incoming ASCR Senate may vote to approve a summer term extension for the ASCR Senate Member previously holding said position, by a two-thirds ($\frac{2}{3}$) majority of ASCR Senate Members.

This term extension will expire at the beginning of the Fall semester, leaving the position vacant once again.

A resignation is an abdication of office before the end of the term. The resignee shall submit, to the ASCR President and Advisor, a written letter of resignation stating their intent—immediately vacating the position.

SC 2210 Vacancies

Adopted: 04/14/2024

Last Revised: 05/23/2025

Should a vacancy occur in the ASCR Senate, the ASCR Senate shall utilize the following procedures to fill the position(s) in question. All approved nominees shall assume the position as if they have been elected.

If any Executive or Senator position is vacant with the exception of the Student Trustee, the ASCR must accept applications from CR's student body and the ASCR Executive Committee must reply and attempt to schedule an interview within 10 (ten) business days, excluding district closures. The Executive Committee shall make a proposal weighing the results of the interview and the applicant's qualifications to be included in the next regular meeting agenda of the ASCR for approval by a majority of all voting members. The newly appointed Executive or Senator will take office immediately following the ASCR Senate's vote. They may also be appointed to internal and external committees following the vote.

The ASCR does not need to accept applications any later than the last Friday before spring break due to lack of time left in the term to train and integrate new members to the Senate.

If the Student Trustee position is vacant, the appointment process will adhere to [BP 2105](#) Student Trustee and [AP 2110](#) Vacancies on the Board.

The order of succession for ASCR Senate Members is as follows; President, Vice President, Records Officer, Student Engagement Officer, Student Trustee, and Campus Senators (by seniority).

The order of succession reflects the operational chain of command within the governing body of the ASCR Senate, with the addition of the President/Superintendent of College of the Redwoods, Vice President of Instruction and Student Development, above the President of ASCR.

SC 2300 Executive Positions

Adopted: 04/14/2024

Last Revised: 05/23/2025

The following duties and responsibilities apply to the President, Vice President, Student Engagement Officer, Records Officer, and Student Trustee.

- They will be required to serve a minimum of three (3) office hours per academic week.
- They will be voting members of the ASCR Executive Committee.
- They may propose and vote upon legislation to the ASCR Senate.
- They shall attend all ASCR Senate Meetings and ASCR Executive Committee meetings.
- They shall serve on at least 2 (two) ASCR Internal Committee and at least 1 (one) External District Committee
- They shall represent and voice Student Concerns For their Respective Campus
- They may be appointed to various ASCR - related responsibilities by the President.

SC 2310 President

Adopted: 04/14/2024

Last Revised: 05/23/2025

The President shall act as the official spokesperson for the ASCR.

The President acts as Chair of the Executive Committee

They may veto any decision of the ASCR Senate, which may only be overridden by a two-thirds ($\frac{2}{3}$) majority of ASCR Senate members.

They shall nominate, with the consent and approval of the Senate, all student representatives to college committees and shall appoint ASCR Senate members to serve on ASCR Authorized committees.

They shall serve or designate a representative as the College of the Redwoods Delegate to the Student Senate for California Community Colleges (SSCCC) who shall represent the College of the Redwoods at the annual SSSCC General Assembly.

They shall retain the ability to call a meeting of the ASCR Senate and reserve the right to chair all ASCR Senate meetings or to delegate any willing member to chair meetings.

The Chair of all ASCR Senate meetings will be subject to the voting restrictions set forth in the most current version of Robert's Rules of Order.

They shall serve as a non-voting advisory role for all ASCR authorized committees as requested by the committees.

SC 2320 Vice President
Adopted: 04/14/2024
Last Revised: 05/23/2025

They shall be responsible for assisting the ASCR President on any duties delegated to them or needing more support.

The Vice President chairs Senate Meetings when the President is unavailable and is Chair of the Inter Club Council (ICC).

The Vice President shall be responsible for cataloging submitted office hours and committee attendance and shall draft a member report each month reflecting how much work is being done by Senate members and how ad hoc Committees and other initiatives are advancing. If they find a member is missing office hours or missing attendance from meetings that they shall contact the Advisor regarding that member.

The Vice President shall work in collaboration with the Faculty Liaison, Advisor and ASCR President to ensure that ASCR Senate members are given and attend training as mentioned under SC 2600.

As the Inter Club Council (ICC) Chair, the Vice President shall encourage the creation of student clubs and shall maintain an active roster of all clubs, determining the legality of membership and shall mandate club treasurers to report monthly expenditures and shall report any misuse of funds to the ASCR senate.

The ICC chair shall hold at least one ICC meeting a semester and shall report all business made in ICC meetings to the ASCR Senate.

They shall oversee club activities at large and report any misconduct to the Vice President of Instruction and Student Development and the ASCR Senate.

They shall be excused from external committee requirements but must attend or delegate another ASCR Senate member to attend one of each chartered club meeting per semester.

SC 2330 Records Officer
Adopted: 05/23/2025
Last Revised: 05/23/2025

The Records Officer shall keep an accurate record of meeting agendas, meeting minutes, senate budget, expenditures, and receipts and shall be the chair of the ASCR Budget and Rules Committee.

The Records Officer shall, in consultation with the President and Advisor, set the agenda for Senate meetings, and distribute the agenda and supporting documents according to the posting requirements set under the Ralph M. Brown Act which include but is not limited to:

- Having an item with a brief description for all business to be discussed at the meeting on the agenda.
- Posting the agenda at the public place the meeting shall be at least seventy two (72) hours before the meeting for public members to see.
- Sending the Agenda to the ASCR's administrative support so that the agenda can be posted to the college's online agenda management system.

The Records Officer shall be the chair of the Budget and Rules Committee or shall designate that position to another willing member.

They shall record and distribute minutes for each ASCR meeting within seventy two (72) hours of the meeting or shall delegate another consenting senate member to do so.

Any request for these records must be addressed within seventy two (72) hours and made available within ten (10) business days of the request.

They shall work with the ASCR Advisor and administrative assistant to create a preliminary budget at least one month before the last meeting of the term to be reviewed by the Budget and Rules Committee and sent to the Senate for approval.

In consultation with the ASCR Advisor, the Records Officer shall have signatory power over all ASCR expenditures. They shall keep and maintain ASCR records for both the previous and current terms including but not limited to: agendas, minutes, supplementary documents, monthly budget reports, expense tracking, shared governance reports, and internal committee reports.

These records shall be saved on the ASCR google drive and saved monthly to a physical storage device such as a hard drive or flash drive.

SC 2350 Student Engagement Officer

Adopted: 05/23/2025

Last Revised: 05/23/2025

The Student Engagement Officer must be a student from the main Eureka Campus. They shall serve as the chair of the Student Engagement Committee and must hold an events committee meeting at least once per month.

They shall be responsible for proposing, planning, organizing, and executing events that promote student and community involvement, outreach, and retention.

They can work with other district departments, the ICC, and other ASCR Senate members to create collaborative events.

The Student Engagement Officer shall be responsible for reviewing and signing off on all event proposals to ensure they remain within district guidelines, general safety standards and ADA guidelines, and general state laws.

They shall present the yearly event calendar made by the Student Engagement Committee within the first two months of the yearly term.

The Student Engagement Officer shall, in consultation with the ASCR President, be responsible for ASCR communications via social media and digital platforms and are responsible for the creation and distribution of ASCR promotional materials.

They shall keep and maintain ASCR media records from the current and past terms on a digital media storage tool.

And they shall be responsible for the dissemination of ASCR information to the entirety of the CR student body.

SC 2380 Student Trustee

Adopted: 05/23/2025

Last Revised: 05/23/2025

The Student Trustee shall attend all official meetings of the Redwoods Community College District (CCD) Board of Trustees and shall have all rights outlined in [BP 2015](#).

They shall issue a report to the ASCR following each Redwoods CCD Board of Trustees meeting.

They shall issue a written report from the ASCR to the Board of Trustees at each regular Board of Trustees meeting.

The Student Trustee shall chair the Student Affairs and Advocacy Committee. They shall be the primary source of identifying advocacy opportunities and developing positions and presentations with ASCR Senate Members to bring to administrators and legislators at the District, State, and Federal Level.

SC 2400 Campus Senators

Adopted: 04/14/2024

Last Revised: 05/23/2025

The following duties and responsibilities apply to at-large Campus Senators.

- They shall serve a minimum of two (2) office hours per academic week.
- They retain the right to propose and vote upon legislation to the ASCR Senate.
- They shall attend all ASCR Senate meetings.
- They shall serve on at least one ASCR Internal Committee and/or at least one External District Committee.

They shall submit an external committee report detailing what their external committee discussed to the Records Officer for inclusion on the agenda of ASCR regular meetings.

If the nature of a committee is such that proceedings are confidential, any members serving on these such committees are exempt from the external committee report requirements.

They shall represent and voice student concerns from their respective campus.

They may be assigned various ASCR-related responsibilities by the President.

SC 2500 Office Hours**Adopted: 04/14/2024****Last Revised: 05/23/2025**

Office hours shall be defined as logged hours spent working in the ASCR Office while it is both clearly open and available to students or assisting/participating in or on behalf of ASCR in activities, events, or initiatives.

It is expected that during office hours, ASCR representatives will actively engage with students and/or work on projects that further the goals and mission of ASCR. Simply fulfilling the minimum required hours does not exempt ASCR representatives from actively participating and contributing to the organization, including internal and external committee meetings.

Internal committee meetings can be counted as office hours when they occur during a member's regularly scheduled office hours.

SC 2600 ASCR Training and Professional Development**Adopted: 04/14/2024****Last Revised: 05/23/2025**

The ASCR shall provide training and development opportunities for all ASCR Senate Members to improve their leadership, advocacy, and communication skills.

All ASCR Senate Members shall complete Brown Act, Robert's Rules of Order, and [AB 1234](#) Board Ethics training at the beginning of their term and at least one training session academic year.

The ASCR shall allocate funds in the annual budget for ASCR Senate Members' training, personal and professional development.

SC 2700 Elections**Adopted: 05/23/2025****Last Revised: 05/23/2025**

All ASCR Senate Members should be elected through an open election voted on by their peers, unless brought in mid-term to fill a vacancy through the process outlined in SC 2210.

The Elections Committee is responsible for initiating ASCR elections which must occur before April 20th. The Committee shall complete the work essential to the ASCR Senate elections which includes but is not limited to creating and posting elections petitions and ballots, setting the dates and deadlines for anything related to the ASCR Senate elections, and ensuring candidates are adhering to [BP 5410](#) Associated Students Elections.

Chapter 3 - ASCR Senate Meetings

SC 3100 Brown Act Compliance

Adopted: 04/14/2024

Last Revised: 05/23/2025

The ASCR Senate must conduct all meetings, including regular, special, and emergency meetings, in accordance with California Government Code 54950.

California Government Code 54950, referred to as the Ralph M. Brown Act, is a legal act establishing and safeguarding the rights of the public to attend and participate in the actions of legislative bodies.

SC 3110 Teleconferencing

Adopted: 04/14/2024

Last Revised: 05/23/2025

ASCR members can join regular meetings through teleconferencing under certain circumstances stated within California Brown Act section 54953. These are summarized below.

Any meeting allowing teleconferencing must still have a quorum of members in-person at a single physical location identified on the agenda, that is open to the public and within the boundaries of the Local Education Agency (LEA).

If any member is teleconferencing all votes must be made through roll call.

Any teleconferencing member must participate with both audio and visual, and must disclose whether any individuals 18 years or older are present in the same room and the nature of the relationship.

Traditionally a member can join via teleconference if their location is open to the public and ADA accessible, it is noted on the agenda, and the agenda is posted at their location. Public comment must be allowed at the locations they are teleconferencing as well.

These traditional requirements can be waived if a board member notifies the board at their earliest opportunity of just cause or emergency circumstances requiring them to appear remotely.

Just cause is defined as when caregiving of a family member, a contagious illness, a physical or mental disability, or LEA-related travel prevents them from appearing in person.

Emergency Circumstances is defined as when there is a physical or family medical emergency that prevents them from appearing in person. The board member must describe the emergency in approximately 20 words without disclosing any personal medical information.

Just cause can not be used for more than 2 meetings per calendar year per board member and emergency circumstances cannot be claimed for more than 3 consecutive months or 20% of the regular meetings within a calendar year.

The public must always have access to the teleconference meeting and be able to hear teleconferencing members.

SC 3200 Meeting Times

Adopted: 04/14/2024

Last Revised: 05/23/2025

The regular meeting time shall be determined by the President, in accordance with Robert's Rules of Order, at the beginning of each semester.

The time shall be chosen to accommodate all of ASCR Senate Members' schedules. The meeting time may be reviewed and revised as needed during the semester with the approval of the ASCR Senate.

If this shall prove unduly difficult or impossible the President shall confer with the Advisor to find a reasonable solution.

SC 3300 Meeting Procedures

Adopted: 04/14/2024

Last Revised: 05/23/2025

The agenda for each ASCR meeting shall be posted in accordance with Brown Act requirements as noted under the Records Officer's responsibilities. Including but not limited to; posting at least 72 hours before any regular meeting, posting at least twenty four (24) hours before any special meetings, and posting at least one (1) hour before each emergency meeting.

Additionally any ASCR Senate meeting that needs to be canceled must have notice of said cancellation given to the ASCR Senate and the public no later than twenty-four (24) hours prior to the meeting time.

Robert's Rules of Order shall be used as the standard for parliamentary procedure during all ASCR Senate and ASCR Senate Internal meetings.

ASCR Senate members can use teleconferencing as detailed under SC 3110.

The ASCR Senate shall host a meeting at the Del Norte and Klamath-Trinity instructional sites and the Eureka Downtown site at least once per academic year.

All Eureka campus Executives are expected to attend the instructional site meetings, unless excusable circumstances are communicated to the ASCR President and Advisor twenty four (24) hours in advance.

Excusable circumstances include class time conflicts, work schedule conflicts, family commitments, and emergencies.

All instructional site Senate Members are expected to attend the Eureka main campus meetings at least once per academic year, unless excusable circumstances are communicated to the ASCR President and Advisor twenty four (24) hours in advance.

Quorum shall be defined as a present majority of currently serving ASCR Senate Members.

The chair of all ASCR regular meetings must be present in person at the physical location on the agenda with a quorum of members present.

SC 3400 Meeting Attendance

Adopted: 04/14/2024

Last Revised: 05/23/2025

ASCR Senate members are required to attend all ASCR Senate meetings, all Internal committee meetings that they are members of, and all external committee meetings that they are appointed to.

Should a scheduling conflict between an external committee and an ASCR regular meeting occur, ASCR members are expected to attend the ASCR meeting, excluding the Board of Trustees meetings, Academic Senate

meetings, expanded Cabinet meetings, and College Council meetings, upon which the member is expected to attend the external committee.

SC 3410 Infractions

Adopted: 04/14/2024

Last Revised: 05/23/2025

Tardiness shall be defined as coming thirty (30) minutes late to an ASCR Senate meeting or leaving thirty (30) minutes early.

Should any ASCR Senate Member find it necessary to be tardy to or from an ASCR Senate meeting, said ASCR Senate Member is required to email the President and Advisor at least four (4) hours before the meeting time.

Any tardies for which the ASCR Senate Member does not present an explanation to the ASCR President shall be considered unexcused.

The ASCR President shall consider the individual nature of each tardy and determine whether or not said tardy is excused or unexcused.

Two unexcused tardies shall be equivalent to one unexcused absence.

An absentee reserves the ability to appeal an unexcused tardy to the ASCR Senate.

An appeal shall be defined as a written statement to the ASCR Senate detailing the reason and nature of the tardy, and shall be delivered at the time of ASCR Senate Member stipend evaluations.

Should any ASCR Senate Member find it necessary to be absent from an ASCR Senate meeting, said ASCR Senate Member is required to inform the President and the Advisor twenty-four (24) hours before the meeting time.

Any absences for which the ASCR Senate Member does not present an explanation to the ASCR President shall be considered unexcused.

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

An absentee reserves the ability to appeal an unexcused absence to the ASCR Senate.

An appeal shall be defined as a written statement to the ASCR Senate detailing the reason and nature of the absence, and shall be delivered at the time of ASCR Senate Member stipend evaluations.

In the event that an ASCR Senate Member misses more than 3 consecutive regular meetings of the ASCR Senate (excused or unexcused), that ASCR Senate Member shall be removed from office by action of the ASCR Senate for the remainder of the term.

Chapter 4 - Senate Committee

SC 4000 Internal Committees

Adopted: 04/14/2024

Last Revised: 05/23/2025

Internal Committees are defined as committees made and composed solely of ASCR members.

They are divided between standing committees and ad hoc committees.

Internal committee appointments can be made during an ASCR Senate meeting or ASCR Senate internal committee meeting unless otherwise stated under the bylaw code.

Internal committees can not be composed of a number of members that is equal to or greater than a quorum of the entire ASCR Senate.

Chairs of Committees are either appointed directly under the bylaw code or are appointed at the first meeting of the committee through vote and are expected to create and post the agendas for the meeting and send them to the ASCR Advisor, Records Officer and ASCR President at least seventy two (72) hours before the meeting.

Vice Chairs are appointed either directly by the bylaw code or are appointed at the first meeting of the committee through vote and are expected to take the minutes for each committee meeting. The Committee Chair or Vice Chair shall post the meeting agenda and minutes to the ASCR Senate shared drive within seventy two (72) hours of the meeting.

SC 4100 Standing Committees

Adopted: 04/14/2024

Last Revised: 05/23/2025

Standing committees are permanent committees that the ASCR shall create every term.

All standing committees must be outlined in the bylaw code before they can be created.

SC 4110 Executive Committee

Adopted: 04/14/2024

Last Revised: 05/23/2025

The Executive Committee shall be composed entirely and solely of all Executive members.

The ASCR President shall be the Chair of the Executive Committee.

The Vice President shall be the Vice Chair of the Executive Committee.

The Executive Committee shall be responsible for providing leadership guidance, and support for the ASCR Senate.

They shall be responsible for holding the ASCR Senate accountable to its Constitution, the Bylaw Code, and other ASCR Senate and District policies.

The Executive Committee shall be responsible for the appointment process described in SC 2210.

SC 4120 Budget and Rules Committee

Adopted: 05/23/2025

Last Revised: 05/23/2025

The Chair of the Budget and Rules Committee shall be the Records Offices unless delegated to another ASCR Senate member.

The Budget and Rules Committee shall meet at least once a month.

The Budget and Rules Committee shall oversee and make recommendations on the allocation of ASCR funds along with ensuring that funds are distributed in a fair and equitable manner, and for providing regular updates on the budget to the ASCR Senate along with assisting the Records Officer with creation of the monthly budget report and will assist and approve financial items as delegated.

All budget requests must be submitted to the Budget and Rules Committee for review to make sure they are within legal and District guidelines and within the yearly budget before they can be put on a regular agenda.

If an item is deemed especially time sensitive and the Budget and Rules Committee cannot meet before the agenda must be posted, the Records Officer assumes this duty and must review the request.

The Budget and Rules Committee shall review all proposals to the Bylaws, Constitution, and other policy documents to ensure it aligns with the Brown Act, Roberts Rules of Order, and other legal and governing documents. If the proposal meets these requirements, the Committee shall draft a document with the proposed change to be brought to the ASCR Senate for approval or rejected with a written reason provided.

These proposals shall be either rejected or approved by the ASCR Senate by a two thirds($\frac{2}{3}$) Majority vote by ASCR Senate Members as outlined under SC 1300.

SC 4140 Student Affairs and Advocacy Committee.
Adopted:05/23/2025
Last Revised: 05/23/2025

The Chair of the Student Affairs and Advocacy Committee shall be the Student Trustee unless delegated by them to another ASCR Senate member.

The Student Affairs and Advocacy Committee shall review and address matters related to student affairs, including but not limited to, student rights, campus safety, student organizations, accessibility, and campus events. They shall seek out physical and digital suggestions from students and they shall compile them to be brought to the senate's attention.

They shall seek out and communicate with other campus groups to find collaboration opportunities to be brought to the events committee and senate as a whole.

They shall work to find or create an appropriate self evaluation form to be disseminated to all members of the senate once per semester. The results of which shall be compiled by the Advisor and administrative assistant so that results can be anonymously reported to the senate and individual senate members.

They shall assist the Student Engagement Officer with the creation and dissemination of digital and physical advertising media.

The Committee shall work with the ASCR Advisor and Faculty Liaison to identify advocacy opportunities and developing positions and presentations to bring to administrators and legislators and the District, State, and Federal Level.

SC 4150 Student Engagement Committee

Adopted: 05/23/2025

Last Revised: 05/23/2025

The Chair of the Student Engagement Committee shall be the Student Engagement Officer unless delegated by them to another ASCR Senate member.

The Student Engagement Committee shall be responsible for overseeing all ASCR event planning and managing Ad Hoc Committees for events.

All ASCR Senate Members planning an event must submit an event proposal form before the event and a report of the event following its completion to the Student Engagement Committee, both within two weeks of the event date.

The Student Engagement Committee shall create and maintain a master calendar of events and make such calendar available to the ASCR Senate.

The master calendar of events shall be created within two months of the beginning of the ASCR Senate term. They shall coordinate with the Vice President as needed to coordinate training for members.

SC 4160 Elections Committee

Adopted: 04/14/2024

Last Revised: 05/23/2025

Elections Committee membership shall consist of ASCR Senate members not seeking reelection. In the event that the requirement cannot be met the ASCR President shall confer with the Advisor for an equitable solution.

The Chair of the Elections Committee must always be a member not seeking reelection if possible.

Where possible, the Elections Committee must contain at least one ASCR Senate member from each Redwood Community College District Campus that has at least one hundred (100) students attending.

The Elections Committee is responsible for encouraging voting in ASCR elections which must occur before April 20th. The Committee shall complete the work essential to the ASCR Senate elections which includes but is not limited to creating and posting elections petitions and ballots, setting the

dates and deadlines for anything related to the ASCR Senate elections, and ensuring candidates are adhering to [BP 5410](#) Associated Students Elections.

SC 4200 Ad Hoc Committee

Adopted: 04/14/2024

Last Revised: 05/23/2025

The President and the Vice President shall appoint chairs and members of all Ad Hoc Committees, with the exception of Event Ad Hoc Committees.

Ad Hoc Committee Chairs shall submit a written report of all committee activity to the ASCR Senate at each ASCR Senate meeting.

Each Ad Hoc committee shall have an expiration date set by the Ad Hoc Committee Chair at the time of creation of the Ad Hoc Committee.

All Ad Hocs shall retain at least two (2) members at a time.

SC 4210 Individual Event Ad Hoc Committees

Adopted: 04/14/2024

Last Revised: 05/23/2025

The Chair of Event Ad Hoc Committees shall be appointed by the Chair of the Student Engagement Committee at one of their regularly scheduled meetings.

The Chair of the Event Ad Hoc Committee shall appoint members to their respective Event Ad Hoc Committee, with the consent of the members in question.

Event Ad Hocs shall plan and organize each event that the Student Engagement Committee places on the master calendar of ASCR events.

They must be created no later than one (1) month prior to said event's date.

They must present said event to the ASCR Senate no later than two (2) weeks prior to the event's date, failing that, the ASCR Senate meeting prior to the event's date.

This presentation shall include all event details including but not limited to itemized budget, advertising, brief timeline, members who will staff the event, and event concerns.

Chapter 5 - Stipends

SC 5000 Assessment

Adopted: 04/14/2024

Last Revised: 05/23/2025

Assessment and approval of stipends will take place following the end of each pay period, the sixteenth (16th) of the previous month to the fifteenth (15th) of the current month, at the next ASCR Senate Regular meeting.

Stipend evaluations shall be conducted once a month to review the performance of ASCR Senate Members for that month by the President, Vice President, Records Officer, and ASCR Advisor, and assign stipend reductions as necessary.

A two thirds ($\frac{2}{3}$) majority of voting members are required to approve stipends.

All stipends shall be recorded by the Records Officer.

SC 5100 Faculty Liaison Stipend

Adopted: 04/14/2024

Last Revised: 05/23/2025

The ASCR Faculty Liaison shall receive a stipend as established through a SARTCO agreement and approved by the Senate.

SC 5110 Member Stipend

Adopted: 04/14/2024

Last Revised: 05/23/2025

A monthly stipend of up to \$325 shall be paid to each Executive Member.

The student trustee shall receive an additional , separate stipend paid by the Board of Trustees.

A monthly stipend of up to \$225 shall be paid to each Senator.

SC 5200 Penalties

Adopted: 04/14/2024

Last Revised: 05/23/2025

A penalty of 10% of a member's stipends shall be assessed for each unexcused tardy to any ASCR meeting.

A penalty of 10% of a member's stipend shall be assessed for every week a senate member does not fulfill their office hour obligations.

A penalty of 30% of a member's stipend shall be assessed for any unexcused absence from any ASCR meeting.

A penalty of 30% of a member's stipend shall be assessed if the member fails to attend and provide a report from at least one shared governance college committee meeting within that pay period.

Penalties cannot be assessed in an amount greater than 100% of the stipend in question per month.

SC 5300 Voluntary Reduction

Adopted: 04/14/2024

Last Revised: 05/23/2025

If any ASCR Senate Member wishes to have a voluntary stipend reduction, they may do so with a hand-signed letter delivered to both the ASCR President and the Records Officer.

A verbal confirmation will also be required at any ASC Senate meetings where stipends are approved. These reductions in question will be subtracted after any stipend penalty has been assessed.

The total amount of a voluntary reduction can not exceed 100% of the stipend in question.

Chapter 6. Finances

SC 6100 Budget Creation and Approval

Adopted: 05/23/2025

Last Revised 05/23/2025

The student government budget is created annually to allocate funding for student initiatives, events, organizational support, and administrative operations. The Records Officer, in collaboration with the Executive Committee and under the guidance of the ASCR Advisor, is responsible for drafting a proposed budget based on projected funding from student fees and other sources. During this process, input from student organizations, committees, and senators is considered to ensure funds are distributed equitably and align with the student body's needs and priorities. The draft budget must clearly outline all anticipated expenditures

Once the proposed budget is completed, it will be presented to ASCR for discussion and approval during a regular meeting. The proposed budget should be taken to the ASCR Senate for approval no later than September 30th of each year.

Any amendments must be voted on and approved by a $\frac{2}{3}$ majority vote of the ASCR Senate and then submitted to the ASCR Advisor for final authorization.

SC 6200 Oversight

Adopted: 05/23/2025

Last Revised: 05/23/2025

ASCR is required to operate in compliance with all applicable District policies and procedures and the Fiscal Crisis and Management Assistance Team ([FCMAT](#)) guidelines as it relates to ASCR finance and spending. District Policies are created to comply with FCMAT and provide oversight and best practices for fiscal responsibility.

SC 6300 Use of Funds

Adopted: 05/23/2025

Last Revised: 05/23/2025

Under the guidelines set forth by the Redwoods Community College District and the Fiscal Crisis and Management Assistance Team (FCMAT), ASCR funds

must be used solely to support programs, events, and activities that directly benefit the student body. Appropriate expenditures include costs associated with student events, club support, leadership development, campus improvement initiatives, and services that enhance the overall student experience.

All purchases must be clearly documented, reasonable in cost, and aligned with the mission ASCR and the educational goals of the college. Funds must never be used for personal gain, gifts for individuals, or expenses unrelated to student activities.

SC 6400 Auditing and Reporting Requirements

Adopted: 05/23/2025

Last Revised: 05/23/2025

All ASCR expenditures are subject to evaluation and review as a part of the District's regular auditing and reporting procedures.

The ASCR Advisor and Records Officer will be responsible for maintaining detailed records approving expenditures and submit any requested documents to the Business Office within 72-hours.

Chapter 7 - Clubs, Organizations, and Organizational Code

SC 7100 Definition

Adopted: 04/14/2024

Last Revised: 05/23/2025

A Club shall be defined as a group of people associated for a common purpose that meets regularly and has met all requirements of the ASCR Senate and College of the Redwoods policies and such regulations as may be stated in the California Education Code.

An Organization shall be defined as a club or affiliation which has an advisor rather than a class with an instructor for which the college collects state monies for average daily attendance (ADA). This refers to institutions that may collect membership dues as opposed to membership fees.

The Organization Code shall be defined as the bylaws for clubs that govern all matters pertaining to officially recognized campus clubs.

SC 7200 Club Organizational Code

Adopted: 04/14/2024

Last Revised: 05/23/2025

Each Club must complete and maintain a club charter form.

Each club must establish a constitution in order to have a trust fund or receive any funding or reimbursement from the ASCR Senate.

Each club must have the following positions:

- At least one (1) Faculty Advisor
- One (1) President
- One (1) Vice President
- One (1) Secretary
- One (1) Treasurer

Each club must have one delegate responsible for communicating with the ASCR Senate. This delegate may be someone that holds an officer position within the club or any other member of the club.

Club Officers must be a student of College of the Redwoods, enrolled in at least five (5) units at College of the Redwoods, excluding the Summer semester, unless student is enrolled in a non-credit or adult education program OR is a disabled student as defined in subdivision (b) of Section

84850 CA education code § 76061 in which case minimum unit enrollment requirement is waived.

Must have and maintain a minimum cumulative GPA of 2.0 during their term(s) of office, unless the student is enrolled in a non-credit or adult education program OR is a disabled student as defined in subdivision (b) of Section 84850 CA education code § 76061 in which case GPA requirement is waived.

SC 7300 Club Membership

Adopted: 04/14/2024

Last Revised: 05/23/2025

Each club must start with and maintain at least five (5) members.

All Club Officers and club members must have paid their student activity fees for their semester(s) of membership.

Students placed on conduct or academic probation are not eligible to serve as a Club Officer during their probation period.

SC 7400 Club Advisors

Adopted: 04/14/2024

Last Revised: 05/23/2025

No advisor shall be an advisor to more than two (2) clubs at any one time. Club Advisor(s) shall:

- Attend and supervise all official meetings and activities of the organization.
- Be responsible for and approve the dissemination of club literature.
- Monitor the use of alcohol and other controlled substances at club sponsored events. Use of these substances is strictly prohibited.
- Archive the organization's constitution and bylaws.
- Sign all calendar, facility, and financial reports.
- Follow all designated procedures for securing services necessary in carrying out an event, including custodial service.
- Supervise the finances of the organization.

- Be familiar with College of the Redwoods administrative policies governing student activities and educate and assist students in the following areas:
- Setting up plans for the year's activities including but not limited to budget proposals and event objectives.
- Informing members of established policies and procedures.
- Be responsible to the Vice President of Instruction and Student Development
- Attend club advisors' meetings when scheduled by the ASCR.
- Attend twice annual District Trainings held by the Business Office.
- Handle requisitions for conference or travel when ASCR Senate funds or District funds are used.

Each club must have at least one (1) advisor present at business meetings. Attendance can be via teleconference. Lack of said advisor will cause the club charter to be reviewed.

When under review, the ASCR Senate may put the club on probation, suspension, or revoke the club charter as stated in the club guide with evidence the club has been making funding approvals without the oversight of the advisor. Business and working meetings shall be defined in the club guide.

The club advisor can recommend that the club charter be revoked to the CR ICC or the ASCR Senate.

Possible suspension of the club charter may be done by the recommendation of the ASCR Vice President with the approval of the ASCR Senate.

SC 7500 Club Finance

Adopted: 04/14/2024

Last Revised: 05/23/2025

Upon a Club's approval by the ASCR Senate, a trust account may be assigned to said club through the CR Foundation.

When a club becomes inactive as a campus club, its funds should be held for no less than two (2) consecutive semesters. If, at the end of such time, the club has made no financial transactions, or the club shows no sign of activity, said club's account shall be dissolved by ASCR Senate.

Clubs shall submit possible funding requests for the coming semester to the ASCR Senate within the first month of the semester.

The ASCR Records Officer shall review all club funding proposals to ensure completeness before said proposals are presented to the ASCR Senate.

Funded club events must submit an overall report of all event feedback to the ASCR Senate.

SC 7600 Club Marketing and Publicity Code

Adopted: 04/14/2024

Last Revised: 05/23/2025

The Bylaws governing publicity, marketing and publications with the ASCR shall be known as the Marketing and Publicity Code and it shall be enforced by the ASCR Senate and District Administration.

The Bylaws governing publicity and publications with the ASCR shall be known as the Marketing and Publicity Code and it shall be enforced by the ASCR Senate and the Administration Office of each CR campus.

Any reference to the Marketing and Publicity Code shall mean:

- Anything not explicitly dealt with in the Marketing and Publicity Code shall be evaluated on an individual basis by the ASCR Senate and approved by the Administration Office of that particular campus.
- Any publicity from a source outside the ASCR Senate must obtain approval to be posted from the Office of Instruction and Student Development (SS 203) or the Administration Office of that particular campus.
- Only those with ASCR Senate delegated authority shall be allowed to register and remove publicity.
- The ASCR Senate shall be in charge of enforcement of the Marketing and Publicity Code.
- Responsibility for formulating policies relating to ASCR Senate publications rests with the Senate of the Associated Students.

Publicity, Definitions and General Rules:

- Publicity is defined as any written public notice that is posted or handed out by student organizations or student candidates in elections, events, and activities on the College of the Redwoods campuses.
- Fliers must be larger than 4 inches by 5.5 inches and may not exceed 8.5 inches by 11 inches.

- Fliers may only be posted on nonacademic bulletin boards.
- Only one flier may be placed on each bulletin board in respect for the need of space for all.
- Fliers may not be placed on car windows.
- Posters must not be larger than but may be equal to fourteen (14) inches by seventeen (17) inches.
- Posters shall be neatly cut with straight edges.

Removal of Publicity Shall Occur:

- If torn or defaced in any way, and if information is inaccurate or with grammatical/spelling errors.
- When not conforming to ASCR Marketing and Publicity Code.
- Removed by the event organizer, along with the clear plastic tape
- Twenty four (24) hours following the event (excluding weekends and holidays.)

Posting of publicity materials, such as posters and fliers, must conform to the guidelines set forth by each individual campus and is prohibited in the following areas:

- Stairways, stair railings and elevators;
- Fixed poles, traffic control devices, guideposts, signposts, campus directional signs or historical markers;
- Automobiles;
- College parking lots;
- Students are cautioned that reproduction of copyrighted materials for distribution may constitute a violation of copyright law. Students copying and/or distributing such materials are responsible for taking adequate measures to ensure copyright violations do not occur.

Registration of Publicity:

All publicity for on campus chartered clubs, organizations and individuals shall be approved by their advisor before it may be posted or distributed.

All publicity by unchartered clubs must be approved and stamped by the Office of Instruction and Student Development (SS 203) or the Administration Office of that particular campus.

Approval of publicity shall entail the following:

- The poster reading of the Marketing and Publicity Code.
- The poster fills out activity requests for events, if needed.

- The poster filled out the responsibility form.
- The Office of Instruction and Student Development (SS203) or Administration Office of that particular campus shall review the publicity in question and verify that it conforms to the Marketing and Publicity Code.
- If the publicity is a poster, the Administration Office of that campus shall also stamp the publicity and indicate the date for removal on the publicity, if the date is not already on the poster.
- If the publicity is a flier, the Administration Office of that campus shall stamp one flier, put a date of expiration of approval on the flier, and retain that copy for their files.
- The Office of Instruction and Student Development or the Administration Office of that campus may refuse to approve publicity which is: obscene, libelous, slanderous, advocates the use of dangerous drugs or alcohol, constitutes hate violence within the meaning of California Statutes of 1992, Chapter 1363; or any activity that would disrupt College of the Redwoods from performing its stated objectives as outlined in the California State Education Code and the College of the Redwoods Board of Trustees Regulations and Policies.

Publicity Limitations for All:

Any form of advertising must be placed only in designated areas or outside those areas with approval from the Administration Office of that campus.

Penalties:

- Failure to comply with the Marketing and Publicity Code shall result in:
- First Offense: The ASCR Senate shall remind the poster and group represented of the rules and regulations, and tell the poster to correct the problem within two (2) hours.
- Second Offense: The ASCR Senate shall remind the poster and group represented of the rules and regulations, and tell the poster to correct the problem within two (2) hours.
- Third Offense: The ASCR Senate shall discuss recommendations for disciplinary probation against an individual and/or possible suspension of the club's charter.

The ASCR Records Officer will keep a public record of all offenses. This record will only be made available upon request.

At the beginning of each semester, an organization will begin with no offenses on their record.

Any organization or entity found to be in noncompliance with the Marketing and Publicity Code may submit an appeal of the decision to the Office of Instruction and Student Development. Such appeal must be made within ten (10) calendar days of the finding of noncompliance, and determination by the Office of Instruction and Student Development will be final.

Chapter 8. Code of Conduct

SC 8100 Expected Behavior of Officers and Members

Adopted: 05/23/2025

Last Revised: 05/23/2025

ASCR Senate members are expected to uphold the highest standards of integrity, responsibility, and professionalism in all aspects of their conduct. As such, they are required to comply with all reasonable requests by College staff members and [AP 5500](#) Student Conduct Code. A confirmed violation of the Conduct Code, may be grounds for removal from ASCR.

Senate Members are representatives of the student body and are entrusted with the duty of advocating for student interests while maintaining respectful relationships with faculty, administration, and peers. Senators must demonstrate ethical decision-making, transparency in their actions, and a commitment to inclusivity and fairness. This includes being punctual and prepared for meetings, and respecting differing viewpoints.

Any behavior that undermines the integrity of the student government—such as dishonesty, harassment, or misuse of authority—will not be tolerated and may result in disciplinary action or removal from office.

ASCR Members traveling on behalf of ASCR and the District are still governed by District Policies and are required to practice the highest level of professionalism and integrity.

SC 8200 Conflict of Interest Policy

Adopted: 05/23/2025

Last Revised: 05/23/2025

All Senate Members must avoid any actual or perceived conflicts of interest. A conflict of interest arises when a member's personal, financial, academic, or organizational affiliations could improperly influence—or appear to influence—their official duties or decisions. This includes, but is not limited to, situations where a member could personally benefit from a decision, funding decision, or policy outcome.

All Senate Members are required to disclose any potential conflicts of interest to the ASCR prior to participating in related discussions or votes. In such cases, the member must abstain from any discussion and or vote on the matter. Failure to disclose a conflict of interest may result in disciplinary action, including removal from office. This policy ensures that all actions

taken by the student government remain fair, impartial, and in the best interest of the student body.

SC 8300 Disciplinary Procedures

Adopted: 05/23/2025

Last Revised: 05/23/2025

When a concern or complaint arises, it must be submitted in writing to the ASCR President and Advisor. If the concern or complaint involves the ASCR President it should only be sent to the Advisor. Complaints about the ASCR Advisor should be taken up with the Vice President of Instruction and Student Services.

Upon receiving the complaint, the Executive Committee, in consultation with the ASCR Advisor, will conduct a preliminary review to determine if there is sufficient basis to proceed. If warranted, the involved member will be notified in writing and given an opportunity to respond to the allegations in a scheduled meeting.

If concerns and complaints are substantiated, actions will be taken and may include a warning, probation, suspension of duties, or removal from office, at the next regularly scheduled meeting and will depend on the severity of the misconduct. If the concerns and complaints cannot be substantiated the complaint will be dismissed.

SC 8400 Removals

Adopted: 05/23/2025

Last Revised: 05/23/2025

ASCR Executives and Senators are expected to fulfill their duties with dedication, professionalism, and accountability. Failure to meet these expectations—such as neglect of assigned responsibilities, misconduct, or violation of the ASCR Constitution, Bylaw Code or District policies—may result in removal from office. Any ASCR Member or student may submit a written complaint or concern outlining the reasons for the proposed removal.

The Executive Committee, in consultation with the ASCR Advisor, will review the submitted report to determine whether it can be substantiated. If substantiated, they will make a recommendation for disciplinary action. All ASCR actions must be voted on by ASCR in their next regularly scheduled meeting. Disciplinary actions and removal from office require a two third ($\frac{2}{3}$) majority vote.

Chapter 9 - Advisor & Faculty Liaison

SC 9100 Advisor Roles and Responsibilities

Adopted: 05/23/2025

Last Revised: 05/23/2025

The Role and Responsibility of the ASCR Advisor is as follows:

Provide Guidance and Mentorship – Support ASCR Senate Members and by offering leadership development, advising on responsibilities, and fostering professional growth.

Ensure Policy Compliance – Ensure all ASCR activities and decisions comply with District policies, FCMAT guidelines, education codes, and the ASCR Constitution and Bylaws.

Financial Oversight – Monitor the ASCR budget, review expenditures, and assist in developing fiscally responsible spending plans in line with regulations.

Meeting Attendance – Attend all official ASCR meetings and events to offer procedural support and ensure orderly conduct and adherence to rules. The ASCR will travel with ASCR members to professional conferences and similar events.

Conflict Resolution – Help mediate internal conflicts or disputes among ASCR members and facilitate fair and constructive outcomes.

Event Approval and Support – Review and approve ASCR event proposals, ensuring that events align with campus policies and are properly planned and executed.

Training and Onboarding – Assist in the training and orientation of new ASCR members, including educating them on roles, responsibilities, and ethical conduct.

Communication Liaison – Serve as a liaison between student government and college administration, faculty, and other campus entities.

Record Keeping – Ensure accurate documentation of minutes, decisions, financial records, and student participation in accordance with college and state requirements.

Promote Inclusion and Engagement – Encourage inclusive participation and support SBA efforts to represent and serve the diverse student population effectively.

SC 9200 Faculty Liaison Roles and Responsibilities

Adopted: 05/23/2025

Last Revised: 05/23/2025

The Role and Responsibility of the ASCR Faculty Liaison is as follows:

Provide Guidance and Mentorship – Support ASCR Senate Members and by offering leadership development, advising on responsibilities, and fostering professional growth.

Meeting Attendance – Attend all official ASCR meetings and events. The Liaison is the primary resource for procedural support (Brown Act and Robert's Rules of Order) and ensures orderly conduct and adherence to rules. As needed, the Faculty Liaison will travel with ASCR members to professional conferences and similar events.

Conflict Resolution – Help mediate internal conflicts or disputes among ASCR members and facilitate fair and constructive outcomes.

Communication Liaison – Serve as a liaison between the ASCR and faculty. Fostering collegiality, collaboration and engagement with the Academic Senate and Faculty Union.

Facilitate Training - Facilitate requisite training for ASCR per SSSCC and local Constitution/Bylaws; specifically Brown Act, Robert's Rules of Order, and SBA Ethics.

Faculty Liaison Handbook - Write and maintain ASCR Faculty Liaison Handbook.