

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: 05/08/2026

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

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

SC 1200 ASCR Positions
Adopted: 04/14/2024
Last Revised: 05/08/2026

ASCR Senate members shall be defined as anyone holding an Executive or Senator position 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 Interclub Council Chair, Marketing and Outreach Senator, or Campus Senator.

The ASCR Senate shall consist of up to nine (9) Campus 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

SC 1300 Proposal, Ratification, and Amendments to the Bylaw Code
Adopted: 04/14/2024
Last Revised: 05/08/2026

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: 05/08/2026

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 paid the Student Representation and Student Activity Fee for all terms in which they are in office.

Must not have any current or outstanding student conduct cases or sanctions.

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

SC 2200 Terms of Office

Adopted: 04/14/2024

Last Revised: 05/08/2026

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 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 resigning Senator shall submit to the ASCR President and Advisor, a written letter of resignation stating their intent—immediately vacating the position.

SC 2210: Elections

Adopted: 05/23/2025

Last Revised: 05/08/2026

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 2220.

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.

SC 2220 Vacancies

Adopted: 04/14/2024

Last Revised: 05/08/2026

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 had 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 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 into 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: 05/08/2026

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

- Serve a minimum of three (3) office hours per academic week.
- Serve as a voting member of the ASCR Executive Committee.
- Propose and vote upon legislation to the ASCR Senate.
- Attend all ASCR Senate Meetings and ASCR Executive Committee meetings.
- Serve on at least 2 (two) ASCR Internal Committee and at least 1 (one) External District Committee
- Represent and voice student concerns for their respective campus
- May be appointed to various ASCR-related responsibilities by the President.

SC 2310 President

Adopted: 04/14/2024

Last Revised: 05/08/2026

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

The President acts as Chair of the Executive Committee

The President 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.

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

SC 2320 Vice President

Adopted: 04/14/2024

Last Revised: 05/08/2026

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

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 they shall contact the Advisor regarding that member.

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

SC 2330 Records Officer

Adopted: 05/23/2025

Last Revised: 05/08/2026

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 ASCR 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 agenda to the ASCR's administrative support so that the agenda can be posted to the college's online agenda management system.

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.

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 designated database or file and saved monthly to a physical storage device such as a hard drive or flash drive.

SC 2340 Student Engagement Officer
Adopted: 05/23/2025
Last Revised: 05/08/2026

The Student Engagement Officer must be a student from the Eureka Campus. They shall serve as chair of Student Engagement Committee.

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

They are encouraged to 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 adhere to district policies and procedures, safety standards ADA guidelines, and general state and federal laws.

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

SC 2350 Student Trustee
Adopted: 05/23/2025
Last Revised: 05/08/2026

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 2105](#).

They shall issue a written report to the ASCR Senate following each Redwoods Community College District Board of Trustees meeting.

They shall issue a written report from the ASCR Senate 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: 05/08/2026

The following duties and responsibilities apply to Campus Senators.

- Serve a minimum of two (2) office hours per academic week.
- Propose and vote on legislation to the ASCR Senate.
- Attend all ASCR Senate meetings.
- 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 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 2410 Marketing & Outreach Senator

Adopted: 05/08/2026

Last Revised: 05/08/2026

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

The Marketing and Outreach Senator shall serve as the co-chair of the Student Engagement Committee.

They are responsible for maintaining ASCR media records from the current and past terms on a digital media storage tool and are responsible for updates to the ASCR website

The Senator is responsible for the dissemination of ASCR information to the entirety of the CR student body.

SC 2420 Inter Club Council President
Adopted: 05/08/2026
Last Revised: 05/08/2026

The Inter Club Council (ICC) Chair shall assist students in the creation and operation of student clubs. The Chair is responsible for maintaining an active roster of all clubs, keeping records of their current rosters, charters, and governing documents. In consultation with the ASCR Advisor, they will review and determine 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 will 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.

SC 2500 Office Hours
Adopted: 04/14/2024
Last Revised: 05/08/2026

Office hours are 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.

Office hours must be regularly scheduled to maximize office coverage and may not be completed on a drop-in basis. In cases of emergency or other just cause, ASCR Senate Members can request to be excused from office hours or request to make up office hours later within the period of pay by contacting the ASCR Advisor.

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 in 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: 05/08/2026

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 are required to 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. Verification of training must be submitted to the Records Officer and ASCR Advisor.

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

SC 2700 ASCR Travel

Adopted: 05/08/2026

Last Revised: 05/08/2026

ASCR Senators will have the privilege and opportunity to travel to several professional development and advocacy events on behalf of ASCR. All students who travel with College of the Redwoods are expected to maintain the highest standards of professional conduct and integrity. College of the Redwoods students using ASCR funding or CR Club funding agree to comply with all College policies and procedures governing student conduct.

Student travel will be paid for by ASCR in line with District policies and procedures, specifically [AP 7400](#). Students are required to travel via the school provided transportation unless given explicit permission by the ASCR Advisor. Students who choose and are approved to travel separately will not be reimbursed for incurred costs. To the extent possible students will be provided with a travel advance of their meal per diem (not provided by the conference and/or hotel).

Failure to abide by district procedures and the College of the Redwoods Student Conduct Code ([AP 5500](#)) during travel will result in disciplinary action, which could include (but is not limited to) ineligibility for future travel, removal from the ASCR Senate, disciplinary sanctions, expulsion from the College, referral to the Dean of Students and/or District Conduct Officer.

Chapter 3 - ASCR Senate Meetings

SC 3100 Brown Act Compliance

Adopted: 04/14/2024

Last Revised: 05/08/2026

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: 05/08/2026

All ASCR members are required to attend all regular, special, emergency and committee meetings in person at their home Campus.

ASCR members can join regular meetings through teleconferencing under certain circumstances stated within California Brown Act section 54953 and only with permission from the ASCR Advisor, 24-hours' notice must be given.

Any meeting allowing teleconferencing must still have a quorum of members present 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 from a non-campus site, 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 Senate member notifies the ASCR Advisor 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 are 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 cannot 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: 05/08/2026

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

To the extent possible, the time shall be chosen to accommodate all 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: 05/08/2026

The agenda for each ASCR Senate 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 meeting, and posting at least one (1) hour before each emergency meeting.

Additionally, any ASCR Senate meeting that needs to be cancelled 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.

To promote order and transparency, ASCR will make a good faith effort to utilize Robert's Rules of Order as their standard for parliamentary procedure during all ASCR Senate and ASCR Senate Internal meetings.

The ASCR Senate shall host a meeting at the Del Norte, 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 for not attending the remote campus meetings in person 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 in advance.

Quorum shall be defined as the 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: 05/08/2026

ASCR Senate members are required to attend all Regular, Special, and Emergency ASCR Senate meetings, all Internal committee meetings that they are assigned to, 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: 05/08/2026

Tardiness shall be defined as coming fifteen (15) minutes late to an ASCR Senate meeting or leaving fifteen (15) 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 twenty-four(24) 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.

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 give twenty-four (24) hour notice or present an explanation to the ASCR President shall be considered unexcused.

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

If an ASCR Senate Member misses more than 3 regular meetings of the ASCR Senate (excused or unexcused) consecutively or within a single academic semester, 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: 05/08/2026

Internal Committees are defined as committees made and composed solely of ASCR members. Other students may volunteer and participate in a non-voting capacity.

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 in the Bylaw Code.

Internal committees must have fewer members than a quorum of the full 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.

Committee chairs are expected to create and post the Brown Act compliant 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: 05/08/2026

Standing committees are committees that the ASCR shall assign members to each term.

All standing committees must be created from ASCR Senate action and outlined in the Bylaw Code before they can be created.

SC 4110 Executive Committee
Adopted: 04/14/2024
Last Revised: 05/08/2026

The Executive Committee shall be composed solely of the five (5) 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. It acts as an important conduit for strategic planning and a nexus for guiding the work of Internal ASCR Committees.

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 2220.

SC 4120 Budget and Rules Committee
Adopted: 05/23/2025
Last Revised: 05/08/2026

The Chair of the Budget and Rules Committee shall be the Records Officer 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. The Committee will assist the Records Officer with the creation of the monthly budget report to be presented at regular Senate meetings.

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: 05/08/2026

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

The Student Affairs and Advocacy Committee shall review, and address matters related to student affairs and their 9+1 Rights, including but not limited to, student discipline, campus safety, student organizations, accessibility, and campus events. They shall seek out physical and digital suggestions from students, and they have the primary responsibility for setting the ASCR Senate's advocacy agenda for the academic year.

The Committee shall work with the ASCR Advisor and Faculty Advisor to identify advocacy opportunities, developing positions, resolutions, 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: 05/08/2026

The Chair of the Student Engagement Committee shall be the Student Engagement Officer unless delegated 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: 05/08/2026

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

Where possible, the Chair of the Elections Committee must be a member, not seeking reelection.

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: 05/08/2026

The President shall appoint chairs and members of all Ad Hoc Committees, with the exception of Event Ad Hoc Committees which can be appointed by the Student Engagement Officer and/of Committee.

Ad Hoc Committee Chairs shall submit a written report on all committee activity to the ASCR Senate at each ASCR Regular 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 Hoc Committees shall retain at least two (2) members at a time.

SC 4210 Individual Event Ad Hoc Committees

Adopted: 04/14/2024

Last Revised: 05/08/2026

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

The Chair of the Event Ad Hoc Committee shall appoint members to the committee, with the consent of those being appointed.

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

Event Ad Hoc Committees shall plan and organize each event placed on the ASCR master event calendar created by the Student Engagement Committee.

Each event proposal must be approved at an ASCR Regular Senate meeting and shall include all relevant details, including but not limited to an itemized budget, advertising plan, brief timeline, staffing assignments, and any potential concerns.

Chapter 5 - Stipends

SC 5000 Assessment

Adopted: 04/14/2024

Last Revised: 05/08/2026

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 Advisor Stipend

Adopted: 04/14/2024

Last Revised: 05/08/2026

The ASCR Faculty Advisor 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: 05/08/2026

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: 05/08/2026

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 each 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.

Any Senator who is assessed a stipend penalty for 3 months during a term will have a mandatory conference with the ASCR Advisor to discuss their performance and continued participation.

SC 5300 Voluntary Reduction

Adopted: 04/14/2024

Last Revised: 05/08/2026

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

Verbal confirmation will also be required at any ASCR Senate meetings where stipends are approved. The reduction in question will be subtracted after any stipend penalty has been assessed.

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

Chapter 6. Finances

SC 6100 Budget Creation and Approval

Adopted: 05/23/2025

Last Revised 05/08/2026

The ASCR Senate 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 the student activity and representation fees.

During the budget development process, input from student organizations, committees, and senators will be 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 Senate 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: 05/08/2026

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: 05/08/2026

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 of 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.

No ASCR member is authorized to utilize ASCR funds or make purchases on behalf of ASCR or for ASCR events without appropriate documentation (i.e. Formal Senate action and minutes) and approval from the ASCR Advisor.

SC 6400 Auditing and Reporting Requirements

Adopted: 05/23/2025

Last Revised: 05/08/2026

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 submitting any requested documents to the Business Office within seventy-two (72) hours.

Chapter 7 - Clubs, Organizations, and Organizational Code

SC 7100 Definition

Adopted: 04/14/2024

Last Revised: 05/08/2026

A Club shall be defined as a group of people associated with 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: 05/08/2026

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: 05/08/2026

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: 05/08/2026

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: 05/08/2026

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: 05/08/2026

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 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 campus.
- Only those with ASCR Senate delegated authority shall be allowed to register and remove publicity.
- The ASCR Senate shall oversee 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 non-academic 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 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 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: 05/08/2026

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 will 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 8300 Conflict of Interest Policy

Adopted: 05/23/2025

Last Revised: 05/08/2026

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 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 8400 Disciplinary Procedures

Adopted: 05/23/2025

Last Revised: 05/08/2026

When a concern or complaint arises, it must be submitted in writing to the ASCR President and ASCR Advisor. If the concern or complaint involves the ASCR President, it should only be sent to the ASCR 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 members involved 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 8500 Removals

Adopted: 05/23/2025

Last Revised: 05/08/2026

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 - Advisors

SC 9100 ASCR Advisor Roles and Responsibilities

Adopted: 05/23/2025

Last Revised: 05/08/2026

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 Advisor Roles and Responsibilities

Adopted: 05/23/2025

Last Revised: 05/08/2026

The Role and Responsibility of the ASCR Faculty Advisor are 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 Faculty Advisor 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 Advisor 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 SSCCC and local Constitution/Bylaws, specifically Brown Act, Robert’s Rules of Order, and SBA Ethics.

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