

SECTION G. Constitution of the Student Academic Senate

1. Overview

A. Name

- I. The standing committee of the SUA shall be the Student Academic Senate (SAS) of the Undergraduate Student Association, University of California Santa Cruz (UCSC), hereinafter referred as SAS.

B. Purpose and Charge

- I. The Student Academic Senate was created to establish goals and criteria for academic policy and advocacy for the student body. The SAS will discuss, act on, and organize campaigns around issues and problems concerning the academic affairs of UCSC students. The SAS will work with SUA and other individuals, groups, and organizations to promote awareness, problem solving, and student voice.

2. Structure

A. Senate

I. Membership

- a. One student representing each college student government appointed by each college government to the Academic Senate
- b. Each UCSC student representative appointed to committees of the Academic Senate University of California Santa Cruz Division.
- c. Each UCSC student representative in the University of California System-wide Committees.
- d. The SUA Commissioner of Academic Affairs
- e. The following Officers will have limited ex-officio membership with speaking privileges up to the discretion of the Student Academic Senate: the Internal Vice Chair of the SUA, the Chair of the SUA, the SCOC Executive Vice Chair, the SCOC Committee Vice Chair, and the SCOC Administrator.

II. Elections

- a. Each college will appoint their College Academic Senate representative in the manner of its choosing.
- b. Student Committee on Committees will appoint each Santa Cruz Division of the Academic Senate committee student representative in the manner outlines in Section F of the SUA bylaws.
- c. The student body will elect the Commissioner of Academic Affairs during the UCSC Student Body Elections.
- d. The Chair of the SAS and the Secretary of the SAS will be elected from the membership at the second meeting of

every fall quarter and a new election will take place on the first meeting of both winter and spring quarter.

- e. The SUA Commissioner of Academic Affairs will serve as Chair for the first meeting of Fall Quarter and will appoint a volunteer to record minutes for that meeting.

III. Voting

- a. Each present member will have one vote in all decisions and elections.
- b. Vote by proxy shall not be permitted.
- c. The Senate will strive for consensus.
- d. If consensus cannot be reached, the Senate will operate by simple majority.
- e. The acting Chair of the Senate will vote only to break a tie of the Senate.
- f. Abstention votes shall not be counted in the determination of the success of a motion.
- g. When a question requiring a vote is raised, the Acting Chair shall call for consensus of the members present. If any present member objects to the question, they may call "Objection", in which case the Acting Chair shall allow for 5 minutes of discussion, then call for a vote.
 - i. Objections may include any personal conflict of interest, lack of information regarding said motion or resolution, or concern with the proceedings.
- h. Quorum for official decisions of the SAS shall be at least 50% plus one of the membership.
- i. Once begun, a vote shall not be interrupted.
- j. If quorum is not reached, discussion may continue, but no official decisions can be made.
- k. Voting for the Chair of SAS and Secretary of SAS will be done by secret ballot. A non-candidate volunteer will count the ballots. A simple majority of the votes will constitute victory.

3. General Meetings

A. Purpose

- I. The SAS shall be a forum in which students with voting rights within the Academic Senate will be able to discuss, debate, raise awareness, and campaign on issues concerning the academic affairs of the University of California Santa Cruz. The SAS will also strive to use its expertise as the collection of students tasked with the Academic goals of the UCSC campus community to enact change and raise awareness on a educational issues.

B. Membership

- I. The membership shall consist of those mentioned in G.2.A.I.

- II. The College Academic Senate Representatives will be considered part of the membership once they are officially appointed by their college government and bring a copy of the minutes of the meeting in which they were appointed in order to be approved by the Acting Chair of SAS.
- III. Each UCSC student representative appointed to committees of the Academic Senate University of California Santa Cruz Division will be considered part of the membership once the SCOC affirms their appointment.
- IV. Each System-Wide Committee representative will be considered part of the membership once UCSA affirms their appointment.

C. Meetings

- I. There will be at least two meetings per month of the Student Academic Senate unless otherwise determined by the Acting Chair of the SAS.
- II. Meeting of the SAS are open only to the membership.
- III. Guests
 - a. Guests may be approved to attend providing they are presenters of a topic on the Agenda, are member of the press, or are asked to attend by a member of the SAS.
 - b. A motion to approve a guest will be entertained at any time during the meeting and shall require a simple majority vote. Non-Members may be approved to attend for particular Agenda items or for the entirety of the open sections of the meeting.
 - c. A motion to approve a guest must be seconded.

D. Call to Order

- I. The Chair of SAS, or in their absence, the Commissioner of Academic Affairs, shall call the meeting to order at the time appointed to the meeting. They will be known as the Acting Chair. In the absence of both the Chair of the SAS or the Commissioner of Academic Affairs, the present membership will elect a temporary volunteer to serve as Acting Chair.

E. Roll Call

- I. Before proceeding with the business of the day, the role of the SAS membership shall be called to be recorded in the minutes.
- II. Quorum of the SAS is defined as 50% of the membership, plus one.

F. The Agenda

- I. Only members may propose Agenda items to the Acting Chair at least 24 hours before each meeting.
- II. The Agenda of the meeting must be made available to the membership at least five hours before the start of the meeting.
- III. Before any business is conducted, the Agenda, as proposed by the Acting Chair, shall be read and approved by the present

membership by a simple majority, including the changes proposed during the first portion of the current meeting.

- IV. Amendments to the Agenda may be proposed at any time except when such a proposal would interrupt a Speaker or voting procedures.
- V. Motions to amend the Agenda must be seconded.
- VI. A motion to extend time to any item on the Agenda shall entertained proving the Motioner is recognized by the Acting Chair.
 - a. Such a motion requires a second and a simple majority to pass.

G. Privilege of the Members and the Floor

- I. Before a Speaker may address the SAS or make a motion, they must raise their hand to receive recognition from the Acting Chair who may yield the floor at their discretion.
 - a. Points of Order and Points of Personal Privilege do not require recognition of the Acting Chair. For these motions, the Speaker shall simply rise and make their point, but the remarks will be limited to one minute. It is at the discretion of the Acting Chair whether to recognize or act on these points.
- II. Once the floor is yielded to a Speaker for the purpose of speaking on an issue, the Speaker may speak for an indefinite amount of time, providing the Speaker's comments are on topic with the current issue on the floor as defined by the Acting Chair, unless a time limit is placed on the Speaker by the Acting Chair, or in the Agenda.
- III. When a Speaker is done speaking on an issue, the time is automatically yielded to the Acting Chair. At this time, the Acting Chair may yield the floor to questions, or move on with the Agenda.
- IV. If a non-member approved to be present by the SAS wishes to speak, they may do so if recognized by the Acting Chair.
- V. If the Acting Chair yields the floor to questions, members or guests may ask questions, provided they are recognized by the Acting Chair.
- VI. If at anytime, a person present at a meeting engages in disrespectful, disruptive, or unsafe behavior, the Acting Chair may ask them to leave. If at any time a member finds the behavior of a person present to be disrespectful, disruptive, or unsafe, they may recommend to the Acting Chair that they be asked to leave through a Point of Personal Privilege.

H. Task Forces

- I. The SAS can create Task Forces as needed, which would meet outside of the allotted time for the General Meeting.

- II. To create a Task Force, a member must make a motion to create the Task Force, which includes the name and purpose of said Task Force. The Motioner may ask for volunteers within the membership to serve on the taskforce and suggest non-members to serve on the Task Force with the members. The motion to create the Task Force may then be approved by a simple majority vote.
 - a. A Closed Session Task Force may be called which differs from a Non-Closed Session Task Force in the following way: The membership of a closed session Task Force is determined by SAS members who have access to confidential documents necessary to participate in the discussion.
 - III. The Task Force will be composed of volunteers from within the membership and non-member volunteers as approved by the membership through a simple majority vote.
 - IV. The date of the first meeting of the Task Force must be within one week of the Task Force's creation.
 - V. The Task Force may seek and receive outside consultation as it deems necessary.
 - VI. Members of a Task Force will elect a Task Force Chair and Task Force Recorder at their first meeting by a simple majority vote of Task Force members present.
 - VII. Task Forces must report on their progress at the General Meetings of the SAS.
 - VIII. The Chair of the Task Force has the authority to write letters on behalf of the Task Force with their consultation and approval.
 - IX. A Task Force may introduce Resolutions to the SAS, but the Task Force is not able to pass a resolution it's self.
- I. Resolutions
 - I. At the defined time in the Agenda, the SAS shall debate and vote on Introduced Resolutions.
 - II. The language of Introduced Resolutions must be included in the Agenda packet.
 - III. The proceeding for Introducing a Resolution shall be as follows:
 - a. A resolution is a written motion adopted by a deliberative body. The substance of the resolution can be anything that cannot be normally proposed as a motion and has been submitted to the SAS for endorsement.
 - b. The resolution must be sent to the SAS for prior consideration.

- c. The Acting Chair shall introduce the Resolution by reading the enacting clause, or title if such a clause is absent.
 - d. The Acting Chair will then recognize the sponsor (s) of the resolution, or a designated representative, who will give a presentation on the resolution and take any questions from those present.
 - e. The ending of the question period is to be determined by the Acting Chair or ends when the time allocated in the Agenda for consideration expires.
 - f. Any resolution must be passed with a 2/3 majority of the present voting members.
- IV. The proceedings for considering an Introduced Resolution shall be as follows:
- a. Once introduced, the Acting Chair shall open the floor to those wishing to speak on the resolution.
 - b. Once debate is over, the Acting Chair will entertain a motion to pass the Resolution as it is in it's current state.
 - c. Any member may propose amendments to the resolution.
 - i. Motions to amend require a second and a simple majority to pass.
 - d. Any member may motion to table consideration of an Introduced Resolution to another meeting of the SAS. Such a motion requires a simple majority to pass.
 - e. A member may motion to pull from any Introduced Resolution that was previously tabled for consideration. Such a motion requires a simple majority to pass.
- J. Presentations and the Order of Business
- I. Presentations and the Order of Business shall be made in the order as determined by the Agenda. In the case of Presentations, the guest Speaker or member(s) from the presenting group shall give the presentation.
 - a. For the purpose of these standing rules, presentations shall be defined as special addresses before the SAS by guest Speakers or groups.
 - II. The Order of Business shall consist of all matters introduced by one or more members.
4. Roles and Responsibilities of the Members
- A. Chair of SAS
 - I. Roles and Responsibilities
 - a. Serves as Joint Signer and Spokesperson of the SAS with the CAA
 - b. Serves as Acting Chair of all meeting of SAS.
 - c. Puts together all SAS meeting and Agendas.

- d. Responsible for any other duties listed in the SUA bylaws.
- e. The responsibilities granted to them by being a College Academic Senate Representative, UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division, UCSC Student Representative in the University of California System-wide Committees, Task Force Chair, Task Force Recorder, and/or Commissioner of Academic Affairs with the exception of voting responsibilities.

II. Voting Privileges

- a. The Chair of SAS will actively be involved in the building consensus within the SCOC, and can block consensus.
- b. If consensus cannot be reached within the SAS, the chair may only vote to break a tie.

B. Secretary of SAS

I. Roles and Responsibilities

- a. Helps the Chair of SAS to put together all meetings and Agendas.
- b. Records minutes for all meetings of the SAS
- c. Responsible for distributing minutes to all SAS members, college student governments, and the Chair of the Student Union Assembly.
- d. Responsible for collecting all Task Force Minutes from the Task Force Recorder to be included in the Agenda. In the case of confidential information, the Secretary is responsible for collecting a public version of the minutes from the Task Force Recorder.
- e. The responsibilities granted to them by being a College Academic Senate Representative, Task Force Chair, UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division, Task Force Chair, Task Force Recorder, or Commissioner of Academic Affairs.

C. Commissioner of Academic Affairs

- I. Serves as Joint signer and Spokesperson of the SAS.
- II. Serves as a liaison of the SAS to the SUA.
- III. Serves as the Acting Chair for the first meeting in the Fall Quarter, or until a Chair is elected by the membership.
- IV. The point person allowed to legally sign the financial legalities of the SAS.
- V. Carry out any other duties as set forth in the SUA Constitution and its bylaws.
- VI. Attend C4 and other trainings.

- VII. The responsibilities granted to them by being a College Academic Senate Representative, Task Force Chair, UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division, Task Force Chair, Task Force Recorder, Chair of SAS, or Secretary of SAS.
- D. College Academic Senate Representatives
- I. Attend and actively participate in SAS meetings and Academic Senate University of California Santa Cruz Division meetings.
 - II. Serve as voting members within the SAS
 - III. Actively gather input from their college on issues regarding both the SAS and Academic Senate University of California Santa Cruz Division meetings to bring back to the respective bodies.
 - IV. Report on SAS meetings and Academic Senate University of California Santa Cruz Division meetings to their respective colleges.
 - V. Attend C4 and other trainings.
 - VI. Carry out any other duties as set forth in the SUA Constitution, SUA bylaws, the Academic Senate Santa Cruz Division Bylaws, and their respective college constitution and/or bylaws.
 - VII. The responsibilities granted to them by being a UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division, UCSC Student Representative in the University of California System-wide Committees , Task Force Chair, Task Force Recorder, Chair of SAS, and/or Secretary of SAS.
- E. UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division
- I. Attend and actively participate in SAS meetings and Academic Senate University of California Santa Cruz Division meetings.
 - II. Serve as voting members within the SAS
 - III. Report on their committee(s) happenings to the SAS
 - IV. Attend C4 and other trainings.
 - V. Actively gather input from the SAS regarding issues concerning their committee(s)
 - VI. Carry out any other duties as set forth in the SUA Constitution, SUA bylaws, and the Academic Senate Santa Cruz Division Bylaws.
 - VII. The responsibilities granted to them by being a College Academic Senate Representative, UCSC Student Representative in the University of California System-wide Committees, Task Force Chair, Task Force Recorder, Chair of SAS, and/ or Secretary of SAS.
- F. Each UCSC Student Representative in the University of California System-wide Committees

- I. Attend and actively participate in SAS
 - II. Serve as voting members within the SAS
 - III. Report on their committee(s) happenings to the SAS and UCSA
 - IV. Attend C4 and other trainings.
 - V. Actively gather input from the SAS regarding issues concerning their committee(s)
 - VI. Carry out any other duties as set forth in the SUA Constitution, SUA bylaws, UCSA, and the Academic Senate Santa Cruz Division Bylaws.
 - VII. The responsibilities granted to them by being a College Academic Senate Representative, UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division, Chair of SAS, Secretary of SAS, Task Force Chair, Task Force Recorder, or Commissioner of Academic Affairs
- G. Task Force Chair
- I. Serve as the Facilitator and contact person for the Task Force.
 - II. Put together all Task Force meetings and Agendas.
 - III. Report back to the SAS on the happenings of the Task Force.
 - IV. Be the main signer for letters, reports, or any other materials produced by the Task Force.
 - V. The responsibilities granted to them by being a College Academic Senate Representative, UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division, UCSC Student Representative in the University of California System-wide Committee, Chair of SAS, Secretary of SAS, Task Force Recorder, or Commissioner of Academic Affairs
- H. Task Force Recorder
- I. Helps the Task Force Chair to put together all meetings and Agendas.
 - II. Records minutes for all Task Force meetings.
 - III. Responsible for distributing minutes to all Task Force members and the Secretary of the SAS.
 - IV. The responsibilities granted to them by being a College Academic Senate Representative, UCSC Student Representative in the University of California System-wide Committee, Chair of SAS, Secretary of SAS, Commissioner of Academic Affairs, and/or UCSC Student Representative Appointed to Committees of the Academic Senate University of California Santa Cruz Division.
5. Vacancies, Resignations, and Removal
- A. Chair of SAS
- I. In the event that there has been no elected Chair of SAS, the SUA Commissioner of Academic Affairs will serve as the Acting Chair of SAS until a Chair is elected.

- a. In the event that there has been no elected or appointed Commissioner of Academic Affairs to the SUA, the CAA resigns or is removed from office by the SUA, the Chair of the SUA shall serve as the Acting Chair until one is elected from the membership.
- B. In the event that there has been no elected Secretary of SAS, the Acting chair shall request a volunteer of the membership to record the meeting(s) until a Secretary is elected.
- C. Request of Removal Letter
 - I. In the event a member is not adhering to their duties as determined in these bylaws, under the discretion of the SAS, a member may motion to approve a Request of Removal Letter sent to the person, government, or organization responsible for their appointment or election to remove them from their position.
 - a. An motion to approve a Request of Removal Letter requires a 2/3 vote
 - b. Discussion shall not close until the member in question is allowed to speak on their own behalf for at least 2 minutes, providing they are present. This may happen at any time during the discussion and they may be allowed to speak additional time, provided the Acting Chair recognizes them.
 - c. Upon the approval of such a letter, The Chair of SAS and the Commissioner of Academic Affairs are responsible for the drafting of the letter, which is to include the following: the name and position of the member in question, the reasons for the request of their removal, and the vote count of the decision to approve the Request to Removal Letter.
 - d. In the event that reasoning for the Request of Removal is in reference poor attendance, the dates of the meeting the individual in question missed must be included, in addition to minutes of the missed meeting, which clearly depict their absence.
 - e. In the event that either the Commissioner of Academic Affairs or the Chair of the SAS is the member in question, the previously named officer not in question shall be the singular drafter of the letter. In the event that the same person holds the offices of the CAA and Chair of SAS and said person is the member in question, the Secretary of the SAS shall the signer.
 - f. The member in question shall continue to be a member for as long as they remain in their position or until the person, government, or organization that is responsible for their appointment removes them.

6. Budget

- A. The Commissioner of Academic Affairs is responsible for drafting a budget for the SAS, taking into consideration the recommendations of the SAS, to be approved by the SAS.
- B. The Commissioner of Academic Affairs is responsible for reporting to the SAS on the budget at least once per quarter and as requested.
- C. The SUA must review the budget and updates on expenditures.