

S.B.C. 1 (2024)

Refining ASG Stipend Figures

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IN AMENDMENT TO:

Appendices 31, 46, 47, and 50 of the Bylaws of the Associated Student Government of Santa Clara University

All changes highlighted in **yellow**.

SENATE CHAIR PRO TEMPORE

Legislative Branch

Appendix 46

- I. General Information**
 - A. Act as the deputy officer of the Senate.
 - B. Supervised by the Senate Chair.
- II. Essential Responsibility**
 - A. Support the Chair of the Student Senate and Senators in the achievement of their goals by providing resources and assistance where needed.
- III. Specific Responsibilities**
 - A. Be thoroughly familiar with the rules of the Senate (Robert's Rules of Order, Newly Revised (RONR); the Standing Rules of the Student Senate) and the bylaws of the organization.
 - B. Serve in the position of Senate Chair in the chair's absence.
 - C. Record minutes, take roll, and tally votes at weekly Student Senate meetings.
 - D. Distribute meeting minutes to Senators and administrators following each Senate meeting, and ensure that minutes are made public.
 - E. Keep a continually updated record of attendance and voting at Student Senate meetings.
 - F. Be readily available to the Senate Chair and Senators and assist them in any way possible.
 - G. Attend and record minutes at weekly Committee Chair meetings.
 - H. Actively participate in meetings of the Student Senate.
- IV. Qualifications**
 - A. Must be currently enrolled in at least one course as an undergraduate student at SCU.
 - B. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin).
- V. Appointment and Compensation**
 - A. Appointed to a one year term of office by the Chair of the Student Senate.
 - B. The Chair of the Student Senate shall nominate the Senate Chair Pro Tempore no later than the end of Spring Quarter and confirmed by the Student Senate.
 - C. Transition begins mid-Spring Quarter with outgoing Senate Chair Pro Tempore.
 - D. Compensation is a \$500 stipend paid evenly over a three quarter period.
- VI. Time Requirements**
 - A. Attend weekly Student Senate meetings.
 - B. Attend weekly Committee Chair meetings.
 - C. Type and distribute meeting minutes weekly.
 - D. Provide administrative assistance to the Senate Chair.
 - E. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include family emergencies, illnesses, or other circumstances approved at the Vice President's discretion. Previously scheduled events should be communicated to the Vice President at least two weeks in advance. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.
 - F. Participate in all transition activities enumerated in the ASG Bylaws.

G. Estimated hours per week: 5-10 hours.

PARLIAMENTARIAN

Legislative Branch

Appendix 47

- I. General Information**
 - A. Act as the advisor to the Senate on questions relating to the ASG Constitution, Bylaws, and rules of procedure of the Senate, including the Standing Rules of the Senate.
 - B. Supervised by the Senate Chair in consultation with the Chief Justice.
- II. Essential Responsibility**
 - A. To monitor Senators' office hours, designated tabling attendance and meeting attendance through the use of proxies, and to manage the drafting of legislation.
- III. Specific Responsibilities**
 - A. Be thoroughly familiar with the rules of the Senate (Robert's Rules of Order, Newly Revised (RONR); the Standing Rules of the Student Senate) and the bylaws of the organization.
 - B. Provide training to (or otherwise organize training for) all members of the Senate on the rules of procedure of the Senate during the first retreat of the academic year and additionally to each member individually who becomes a member of the Senate after the said first retreat.
 - C. Work with Senators to establish and carry out designated tabling time responsibilities.
 - D. Take action to ensure Senators maintain meeting attendance and fulfill designated tabling time responsibilities, which includes the reporting of violations to the Judicial Branch for further action.
 - E. Maintain records of Senate proxies.
 - F. Work with the Senate to draft and update legislation, write resolutions, and write commendations which are pursuant to the goals of the organization.
 - G. Interpret and enforce the Solomon Code of Ethics as it pertains to conflicts of interest within the Senate.
 - H. Be an active participant of the Archiving Committee.
- IV. Qualifications**
 - A. Must be currently enrolled in at least one course as an undergraduate student at SCU.
 - B. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin).
- V. Appointment and Compensation**
 - A. Appointed to a one year term of office by the Chair of the Student Senate.
 - B. The Chair of the Student Senate shall nominate the Parliamentarian no later than the end of Spring Quarter and confirmed by the Student Senate.
 - C. Transition begins mid-Spring Quarter with the outgoing Parliamentarian.
 - D. Compensation is a \$500 stipend paid evenly over a three quarter period.
- VI. Time Requirements**
 - A. Attend weekly Student Senate meetings.
 - B. Attend weekly Committee Chair meetings.

- C. Meet 1 hour twice a quarter with the Archiving Committee
- D. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include family emergencies, illnesses, or other circumstances approved at the Vice President's discretion. Previously scheduled events should be communicated to the Vice President at least two weeks in advance. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.
- E. Participate in all transition activities enumerated in the ASG Bylaws.
- F. Estimated hours per week: 5-10 hours.

SENATE COMMITTEE CHAIR

Legislative Branch

Appendix 50

- I. General Information**
 - A. To serve as the Chair of one of the Student Senate standing committees (includes CEC, SAC, CSC, and UEO).
 - B. Supervised by the Senate Chair.
- II. Essential Responsibility**
 - A. Lead a standing Senate committee of 7-9 senators.
- III. Specific Responsibilities**
 - A. Set goals for the committee and actively seek out student needs.
 - B. Facilitate weekly meetings of one of the Senate Committees.
 - C. Work with Committee members on their projects.
 - D. Work with other Committee Chairs to effectively coordinate work that reflects student interests.
 - E. Provide weekly updates during Senate meetings.
 - F. Coordinate with the Chair of the Student Senate to ensure the completion of projects and tasks in a reasonable time.
 - G. Fulfill specific responsibilities enumerated in the ASG Bylaws.
 - ~~H. Work alongside the Cabinet in planning and leading ASG retreats and events~~
 - I. Attend Cabinet meetings when requested by the Student Body President.
 - J. The SAC Chair is also responsible for:
 1. Planning and coordinating RSO training with RSO Leaders.
 2. Sending out Discretionary Funding Form Application to RSOs and managing responses.
 3. Ensuring the completion of funding allocation for all RSO Discretionary Funding Requests.
 4. Managing any financial concerns/inquiries and major RSO-wide issues, per the request of RSO Leaders.
 5. Organizing Provisional Student Organization Fair for all eligible PSOs and guiding the Senate's discussion and debate prior to PSO Senate approval through the acquired knowledge.
 6. Aiding in planning, coordinating, and communicating RSO Resource Fair with RSO Leaders and Departments across campus.

7. Providing Discretionary Funding Notice of Legislation to newly-approved RSOs, and informing them of CSI and ASG Discretionary Spending Guidelines, as well as important reimbursement information.

IV. Qualifications

- A. Must be a Senator or Senator At-Large within the ASG Student Senate.

V. Appointment and Compensation

- A. Nominated by the Chair of the Student Senate and confirmed by the Student Senate.
- B. Compensation for the SAC Chair is a \$875 stipend paid evenly over a three-quarter period.
- C. Compensation for all other Committee Chairs is a \$500 stipend paid evenly over a three quarter period.

VI. Time Requirements

- A. All responsibilities of a Senator.
- B. Meet monthly with ASG Advisor.
- C. Attend weekly Committee Chair meetings.
- D. Facilitate weekly Committee meetings.
- E. Other duties as necessary (e.g., special committee meetings, club registration, Senate activities, etc.).
- F. Estimated hours per week: 10-15 hours.

BRONCO NEWS PRODUCER AND EDITOR

Public Relations

Appendix 31

I. General Information

- A. Act as producer and editor of Bronco News weekly videos.
- B. Supervised by the Public Relations Vice President.

II. Essential Responsibility

- A. Produce, film, and edit a minimum of 5 Bronco News episodes per quarter.
 1. Production of 8 Bronco News episodes is recommended.

III. Specific Responsibilities

- A. Supervise in conjunction with the Public Relations Vice-President, the Assistant Bronco News Producer and Editor.
- B. Produce all Bronco News episodes, which includes but is not limited to, finding, selecting, editing, and planning content of all episodes.
- C. Ensure that the Bronco News episodes comply with the Bronco News Content Guidelines.
- D. Work with Public Relations Vice President and Marketing Chair to promote episodes.
 1. Mediums for the promotion of Bronco News include:
 - a) ASG's accounts on social networking sites (YouTube, Facebook, etc.)
 - b) Robert F. Benson Memorial Center
 - c) SCU Movie Channel
 - d) ASG Weekly Email
- E. Solicit participants to aid in the production and execution of Bronco News, including, but not limited to, anchors, editors, and producers.

~~F. Produce, film and edit promotional and other marketing videos when directed to do so by the Public Relations Vice President.~~

IV. Qualifications

- A. Must be currently enrolled in at least one course as an undergraduate student at SCU.
- B. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type probation as defined in the Undergraduate Bulletin).

V. Appointment and Compensation

- A. Appointed to a one year term of office by the Public Relations Vice President in consultation with Student Body President and Student Body Vice President and confirmed by the Student Senate.
- B. Transition begins mid-Spring Quarter with outgoing Bronco News Producer and Editor.
- C. Compensation is a \$500 stipend paid over a three quarter period.

VI. Time Requirements

- A. Meet 1 hour weekly with the Public Relations Vice President.
- B. Attend 1 Senate meeting per month.
- C. Attend special events, community forums, and other University functions as directed by the Public Relations Vice President.
- D. Attend quarterly ASG retreat. Acceptable circumstances for not attending retreat include family emergencies, illnesses, or other circumstances approved at the Vice President's discretion. Previously scheduled events should be communicated to the Vice President at least two weeks in advance. An unexcused absence at retreat will result in a disciplinary hearing pursuant to section V.K.5. of the ASG Bylaws.
- E. Participate in all transition activities enumerated in the ASG Bylaws.
- F. Estimated hours per week: 10-15 hours.