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**Article I. Definitions**

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**Section 1. Definitions**

The following terms are to be understood in the restrictive and technical sense herein defined.

- A. Student: Any student of a community college district.
- B. Associated Student Organization: As defined in Education Code §76060 as a student body association authorized by the community college governing board.
- C. Member Senate: Any associated student body recognized by its local governing board as representing its students in the policies and procedures that have a “significant effect on students” (as defined by Title 5 §51023.7) is a Member Senate,
- D. Delegate: An individual who by selection by a Member Senate enjoys full voting rights at General Assemblies of the Student Senate for California Community Colleges. Any individual claiming Delegate status must also be in compliance with the provisions of Article II, Section 2.
- E. Board of Directors: The directors elected by a majority of delegates present and voting in each respective Region as defined by California law (See Corporation Code Section 7210).
- F. Executive Officers: President, Executive Vice President, Vice President of Legislative Affairs, Vice President of Regional Affairs, Vice President of Finance, and Vice President of Communications are elected each spring by the delegates.
- G. General Assembly: The annual event at which the Student Senate conducts its business.
- H. General Session: A single scheduled meeting held during the general assembly.

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**Article II. Membership**

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**Section 1. Membership**

The associated student organization of each California Community College or their equivalent recognized pursuant to Education Code §76060 are Member Senates.

Any associated student body recognized by its local governing board as representing its students in the policies and procedures that have a “significant effect on students” (as defined by Title 5 §51023.7) is a Member Senate.

**Section 2. Delegates**

Each Member Senate is entitled to designate any of its student members, in whatever manner it wishes, to be its one Delegate, who shall have full voting rights at each general assembly. The Delegate may transfer the responsibility for voting on resolutions, but not on elections after the elections have begun, to a student member from the same college. No Delegate shall be entitled to more than one vote, and a vote cannot be cast by proxy.

**Section 3. Termination**

Membership may be terminated if the associated student organization is no longer recognized by its local governing body.

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**Article III. Board of Directors**

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**Section 1. Board of Directors**

All members of the Board shall:

1. Uphold and maintain the governing documents of the Senate.
2. Contribute to the fiscal health and oversight of the Senate.
3. Attend and actively participate in all meetings of the Board and its committees for which they are assigned.
4. Provide a written monthly report to the Board and their region of official activities and correspondences.
5. Serve on at least two standing committees of the Board.
6. Perform any other duties as agreed upon by the Board.

**Subsection 1. Regional Affairs Directors**

Regional Affairs Directors shall:

1. Serve as official spokesperson for their region and preside over its meetings.
2. Be responsible for increasing regional effectiveness and development.
3. Keep informed on major activities and concerns of local associated student organizations in their region.
4. Serve as primary representatives in the collection, custodianship, and implementation of best practices for student leadership.
5. Recruit individuals to participate in the following:
  - a. Activities of the Senate
  - b. Developing leadership skills
  - c. Exchanging best practices
6. Provide support and assistance to local associated student organizations and their region on matters relating to regional support and development.
7. Serve as their region's voting member of the Regional Affairs Committee.

Subsection 2. Legislative Affairs Directors

Legislative Affairs Directors shall:

1. Be generally responsible for the participation and effectiveness of their region in legislative and policy advocacy.
2. Keep informed on local, state, or federal legislative, policy, and other decision-making conversations and processes that will or may have an effect on students.
3. Establish and cultivate relationships with legislative and policy entities.
4. Serve as primary representatives in organizing student efforts around local, state, or federal legislative and policy activities.
5. Recruit individuals to participate in legislative and advocacy policy.
6. Lead local advocacy efforts and increase participation of local ASOs and region in advocacy activities.
7. Serve as their region's voting member of the Legislative Affairs Committee.

**Section 2. Liaisons**

The Board may designate liaisons to/from other entities who shall be encouraged to attend its meetings and provide reports as may be agreed upon by the Board and the liaisons.

**Section 3. Resignations and Vacancies**

Subsection 1. Resignations

A resignation from the Board shall be effective once submitted in writing to the President and Vice President of Regional Affairs.

Subsection 2. Vacancies

In the event of a vacancy on the Board, excluding the Executive Committee, the Vice President of Regional Affairs shall immediately notify the appropriate region's executive board.

**Section 4. Removals**

Subsection 1. Cause

A member of the Board may be removed by the Board with a two-thirds vote of members for any of the following, but not limited to:

1. Willfully violating the governing documents of the Senate.
2. Dereliction of duties prescribed to the member of the Board.
3. Incompetence in the performance of the Board member's duties.
4. Any actions that violate the code of conduct of the Board.
5. Earning at least two unexcused absences (the President or Executive Vice President are the only members who can excuse an absence).

Only an article of removal submitted by a member of the Board shall be considered.

**Subsection 2. Parties**

The member of the Board who initiates an article of removal shall be referred to as the plaintiff. The member of the Board who is the subject of an article of removal shall be referred to as the defendant.

The member of the Board who receives an article of removal from the plaintiff, notifies the defendant in writing, and facilitates any hearings shall be referred to as the adjudicator. All parties shall have the right to review all evidence related to an article of removal.

The President shall serve as adjudicator. If the President or entire Executive Committee is the defendant, then the Board shall elect an adjudicator.

**Subsection 3. Notice**

All communications regarding an article of removal shall be conducted in writing, and all parties given proper notice.

The adjudicator shall notify the defendant within one business day of receipt of an article of removal. The defendant shall have two business days to exercise their right to schedule a hearing of the Board. The adjudicator shall schedule a hearing of the Board within ten business days of notice by the defendant.

**Subsection 4. Hearings**

All hearings shall be conducted as follows:

1. The adjudicator shall begin by reading the provisions of this section of these Bylaws to the Board.
2. The plaintiff shall have up to three minutes to present their article of removal.
3. The defendant shall have up to three minutes to respond.
4. The plaintiff shall have up to two minutes to respond.
5. The defendant shall have up to two minutes to respond.
6. The Board shall have a period to ask questions.
7. The adjudicator shall conduct a vote.

If the defendant earns two-thirds vote from the Board and is successfully removed, the defendant may appeal to the Rules and Resolutions Committee. The committee will determine if the vote for removal should be reconsidered (due to procedural error) during the following Board meeting.

**Section 5. Evaluations**

The Board shall conduct quarterly evaluations of the effectiveness of its executive officers, committees, governing documents, personnel, programs, conferences, and other operations.

**Section 6. Conflicts of Interest**

All members of the Board shall recuse themselves from voting on any item before the Board or its committees for which (directly or indirectly) benefits them financially or materially.

The Board shall maintain the ultimate authority in determining whether a conflict of interest exists. All conflicts of interest shall be noted in the minutes.

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## **Article IV. Executive Officers**

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### **Section 1. Order of Succession**

The order of succession shall be the President, Executive Vice President, Vice President of Regional Affairs, Vice President of Legislative Affairs, Vice President of Finance, then Vice President of Communications.

### **Section 2. Duties**

All members of the Executive Committee shall:

1. Assist the President in the execution of their duties.
2. Present a written monthly report to the Board of official activities and correspondences.
3. Prepare and disseminate all meeting agendas of the committee over which they preside.
4. Consult and update the committee over which they preside regularly.
5. Provide regular updates of the activities of the committee over which they preside to the Board.
6. Perform any other duties as assigned by the Board.

#### Subsection 1. President

The President shall:

1. Serve as chief executive officer of the Senate.
2. Act as the official spokesperson of the Senate.
3. Act as one of the official representatives of the Senate to the California Community Colleges Consultation Council.
4. Establish and maintain communications with other student organizations including, but not limited to, the University of California Student Association and the California State Student Association.
5. Sign letters, opinion/editorial submissions, and other official written communications on behalf of the Senate with the consent of the Board.
6. Nominate individuals to external committees for appointment to any entity not reserved for the Executive Vice President
7. Nominate students to the Board for confirmation to system participatory governance entities.
8. Preside over all meetings of the Board and Executive Committee.
9. Prepare and disseminate all meeting agendas of the Board in coordination with the Vice President of Communications.
10. Present an annual State of the Senate address at the September meeting of the Board.
11. Make regular visits to each region per academic year as resources allow.
12. Serve as an ex-officio member of all Board committees.



Subsection 2. Executive Vice President

The Executive Vice President shall:

1. Serve as the chief operating officer of the Senate and assume the duties of the President in their absence.
2. Be generally responsible for the internal affairs of the Senate.
3. Act as one of the official representatives of the Senate to the California Community Colleges Consultation Council.
4. Establish and maintain communications with the California Community Colleges Board of Governors, its President, its Chancellor, the Chancellor's Office, the Academic Senate, the Community College League of California, and other system entities.
5. Update, maintain and distribute accountability reports.
6. Coordinate the evaluations of the Board.
7. Preside over all meetings of the Rules and Resolutions Committee.
8. Serve as an ex-officio member of all Board committees.

Subsection 3. Vice President of Regional Affairs

The Vice President of Regional Affairs shall:

1. Be generally responsible for the regional activities of the Senate.
2. Establish and maintain communications with the region executive boards and regional entities.
3. Maintain an accurate roster of all regions' executive officers.
4. Notify regions of any vacancies on the Board from their region.
5. Preside over all meetings of the Regional Affairs Committee.
6. Provide regular training opportunities for regions as resources allow.

Subsection 4. Vice President of Legislative Affairs

The Vice President of Legislative Affairs shall:

1. Be generally responsible for the legislative activities of the Senate.
2. Establish and maintain communications with the Office of the Governor of California, California State Legislature, California Student Aid Commission, and other government entities.
3. Conduct and coordinate regular legislative visits to the California State Capitol, district offices, and other government entities as resources allow.
4. Nominate students to the Board for confirmation to government entities.
5. Preside over all meetings of the Legislative Affairs Committee.
6. Be responsible for communicating and representing the SSCCC in legislative coalitions.
7. Be responsible for maintaining communication with system partners pertaining to pending legislation.

Subsection 5. Vice President of Finance

The Vice President of Finance shall:

1. Serve as the chief financial officer of the Senate.
2. Be generally responsible for the finances of the Senate.
3. Develop and maintain the annual budget.
4. Coordinate and implement fundraising initiatives.
5. Provide comprehensive quarterly budget reports.
6. Update and maintain all organizational finance policies with the consent of the Board.
7. Preside over all meetings of the Finance Committee and Region Finance and Fundraising Committee.
8. Provide the Delegate Assembly annually a financial report.

Subsection 6. Vice President of Communications

The Vice President of Communications shall:

1. Serve as the chief communications officer of the Senate.
2. Be generally responsible for the communications of the Senate.
3. Prepare and disseminate all meeting agendas of the Board in coordination with the President.
4. Take and distribute minutes for all meetings of the Board within seven calendar days of a meeting.
5. Maintain organizational records.
6. Collect and compile all Board, appointed representative, and committee reports at least ten business days prior to the next regularly scheduled meeting of the Board.
7. Update the Board directory regularly.
8. Disseminate information to relevant parties.
9. Supervise the Webmaster and ensure the regular maintenance and accuracy of the website.
10. Preside over all meetings of the Communications Committee.

Subsection 7. Immediate Past Executive

The Immediate Past Executive shall:

1. Serve for six months or until the board feels it no longer requires the assistance of the Past Executive.
2. Be elected from the former Executive Board by the outgoing Board of Directors to help with the transition to new leadership.
3. Serve as a resource of institutional knowledge to the incoming Executive Board and Board of Directors.
4. The Past Executive is a temporary employee of the Senate, not a voting member.

**Section 3. Term**

The term of Executive Officers is one year beginning July 1 and ending June 30. No individual shall serve more than two terms as an Executive Officer.

**Section 4. Regular Elections**

The Delegates shall hold regular elections for its executive officers at its spring general assembly each year as defined in the Elections policy.

**Section 5. Resignations and Vacancies**

Subsection 1. Resignations

A resignation of an executive officer shall be effective once submitted in writing to the President and Executive Vice President.

Subsection 2. Vacancies

In the event of a vacancy and/or incomplete election for the office of President, the office shall be filled in accordance to the line of succession. If the next in line is not prepared to assume the office, the next officer in line shall assume the office and so forth until the line of succession has been exhausted. In the event the line of succession has been exhausted, a special election shall be held as defined in the Elections Policy Section IX.

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**Article V. Committees and Caucuses**

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**Section 1. Standing Committees**

The standing committees shall exist as advisory bodies to the Board notwithstanding those delegations of authority as authorized by these Bylaws. The standing committees shall perform the duties as provided by this section of these Bylaws and other such duties as assigned by the Board. All standing committees shall meet at least once per month.

Regional Treasurers shall be delegated the responsibility of sitting on standing internal committees to aid and support the chair in any/all financial affairs. This includes, but is not limited to, the creation and maintenance of a yearly committee budget, assisting in all discretionary fund request, and conducting any financial research tasked by the chair.

Subsection 1. Executive Committee

The membership of the Executive Committee shall be the President, Executive Vice President, Vice President of Regional Affairs, Vice President of Legislative Affairs, Vice President of Finance, and Vice President of Communications and be responsible for:

1. Convening prior to Board meetings to discuss and coordinate the Board agenda.
2. Supervising and ensuring the effectiveness of all standing committees.

3. Reviewing and making recommendations to the Board regarding the Senate's strategic plan.
4. Reviewing all personnel matters including the hiring and evaluation of staff without violating confidentiality and legal restrictions.
5. Implementing all resolutions assigned to this committee by the Board.

#### Subsection 2. Regional Affairs Committee

The membership of the Regional Affairs Committee shall be each region's Regional Affairs Director and be responsible for:

1. Providing support and developing camaraderie between the regions of the Senate.
2. Collecting and sharing regional and local best practices.
3. Developing and maintaining a best practices library for regions and associated student organizations.
4. Assisting with the planning and execution of regional retreats.
5. Provide training opportunities for the regions as resources allow.
6. Implementing all resolutions assigned to this committee by the Board.

#### Subsection 3. Legislative Affairs Committee

The membership of the Legislative Affairs Committee shall be each region's Legislative Affairs Director and be responsible for:

1. Carrying out the legislative priorities of and developing advocating strategies for the Board.
2. Researching and recommending stances on legislation to the Board.
3. Developing and maintaining a database for all current Senators and Assembly Members for California.
4. Creating and maintaining a calendar of important legislative dates, legislative visits, and relevant committee hearings and meetings.
5. Assist in the planning of an annual advocacy event for the Senate as agreed upon by the Events Committee or Board.
6. Implementing all resolutions assigned to this committee by the Board.

#### Subsection 4. Finance Committees

Finance Committee: The membership of the Finance Committee shall be the President, Executive Vice President, Vice President of Legislative Affairs, Vice President of Communications, Vice President of Regional Affairs, and one additional board director. The Finance Committee shall be responsible for:

1. Making recommendations to the full Board for Board's review and approval.
2. Provides written reports about its meetings, recommendations, and action to the entire Board on a regular basis.

Region Finance and Fundraising Committee: The membership of the Region Finance and Fundraising Committee shall be comprised of each region's Treasurer or its equivalent. Upon the vacancy of a Regional Treasurer, a Director from that Region may be delegated the responsibility and privileges of sitting on the Region Finance and Fundraising Committee as a voting member. Members of the Region Finance and Fundraising Committee shall be responsible for addressing the needs and growth of the SSCCC through communication with the treasurers from each region; provide guidance to the Board of Directors on matters related to income and expenditures for current operations and future fiscal objectives; and for identifying fundraising strategies on regional and state-wide level.

Subsection 5. Communications Committee

The membership of the Communications Committee shall be each region's communications officer or its equivalent and be responsible for:

1. Creating and disseminating a monthly newsletter of the Board's activities.
2. Developing and spearheading social media initiatives.
3. Progressing the Senate's media presence through support materials, publications, and communications with the press in consultation with the President.
4. Increasing participation within the SSCCC through frequent in-person and online interaction with student leaders at every California Community College.
5. Maintaining a list of contacts for every California Community College that includes but is not limited to: Advisor of the ASO, President of the ASO, and ASO Delegate to the respective region.
6. Partner with respective Communication Officers and Regional Affairs Directors to host physical outreach events whose goal is to spread awareness about the SSCCC, at least once in every region per term.
7. Design informative fliers/pamphlets about major initiatives within the SSCCC, to be distributed online to every Regional Affairs Director.

Subsection 6. Rules and Resolutions Committee

The membership of the Rules and Resolutions Committee shall be appointed by the Executive Vice President subject to the confirmation of the Board and be responsible for:

1. Compiling a regular Board accountability report for resolution implementation status.
2. Reviewing and making recommendations to the Board regarding the governing documents of the Senate.
3. Maintaining the resolutions procedures of the Senate.
4. Collecting, reviewing, and distributing resolutions prior to each General Assembly.
5. Distributing the resolution implementation packet following each General Assembly.
6. Implementing all resolutions assigned to this committee by the Board.
7. Shall review all regional bylaws before they can take effect

Subsection 7. Events Committee

The membership of the Events Committee shall be appointed by the President subject to the confirmation of the Board and be responsible for:

1. Electing a Chair.
2. Planning the annual General Assembly for the Senate which shall include but not be limited to:
  - a. Developing the theme and program.
  - b. Identifying keynote and breakout speakers.
  - c. Seeking locations for future events.
  - d. Choosing locations.
  - e. Creating advertising materials.
  - f. Coordinating the onsite staff needs.
  - g. Implementing all other activities associated with conducting the general assemblies.
3. Submitting a budget for General Assemblies to the Board no later than two months prior to the next General Assembly.
4. Planning the annual advocacy event for the Senate in coordination with the Legislative Affairs Committee which shall include but not be limited to:
  - a. Developing the theme and program.
  - b. Identifying keynote and breakout speakers.
  - c. Seeking locations for future events.
  - d. Choosing locations.
  - e. Creating advertising materials.
  - f. Coordinating the onsite staff needs.
  - g. Implementing all other activities associated with conducting advocacy.
5. Submitting a budget for the annual advocacy event to the Board.
6. Implementing all resolutions assigned to this committee by the Board.

Subsection 8. Equitable Practice Committee

The membership of the Equitable Practices Committee shall be appointed by the Executive Vice President subject to the confirmation of the Board and be responsible for:

1. Electing a Chair.
2. Coordinating activities that promote sustainability efforts and practices.
3. Maintaining a record of caucuses and facilitating collaboration between caucuses and the Senate.
4. Coordinating activities that promote equity and diversity discussions and practices.
5. Making recommendations to the Board on matters pertaining to early education action and effectiveness.
6. Implementing all resolutions assigned to this committee by the Board.

## **Section 2. Vice Chairs**

Each committee shall elect a vice chair who shall be responsible for taking minutes of the committee and transmitting them to the Vice President of Communications upon approval. The Vice Chair of each standing committee shall be tasked with submitting monthly reports to the Vice President of Communications at least ten business days prior to a Board meeting. The Vice Chair shall be responsible for all duties outlined in the SSCCC Vice Chair Information Packet and any other duties as assigned by the Chair of their committee.

## **Section 3. Caucuses**

A caucus is an independent body of like-minded individuals who wish to make their voices heard to the Senate on a formal basis. A caucus is not sponsored, chartered, or directed by the Senate and shall not be charged a fee or dues to be recognized by the Senate. With the limited exceptions of Senate requirements for caucus guidelines, as shown below, a caucus is free to create processes and/or procedures without any approval of the Senate. The SSCCC shall have standing Caucuses established as a way to ensure healthy student participation and activism. The following shall be established as standing Caucuses:

1. Latinx Caucus
2. Black Caucus
3. Student Trustee Caucus
4. Spectrum Caucus (LGBT)
5. Women's Caucus
6. Abled Caucus
7. Veterans Caucus
8. Asian Pacific Islander

### Subsection 1. Caucus Guidelines:

All caucuses shall:

1. Submit their completed caucus recognition form annually to the Executive Vice President at least ten business days prior to a Board meeting to be approved. Caucus recognition must be renewed each year with the exception of standing caucuses they shall be renewed biannually.
2. Have a structure beyond simple membership. It must have a similar structure to that of Senate standing committees.
3. Make an effort to provide open public access to their meeting using the provisions outlined by the most current version of the Ralph M. Brown Act.
4. Not promote hate, violence, or any other offensive action against any other person(s).
5. Not discriminate on the basis of gender identity, race, ethnic or national origin, social or economic class, property, age, genetic features, language, religion, disability, or sexual orientation or identity. Further, caucuses shall adhere to all federal, state, and relevant local laws regarding nondiscrimination in public and educational organizations.
6. Not commit any illegal activities.
7. Not conduct activities that jeopardize the Senate's status as an organization exempt from taxation under §501(c)(3) of the Internal Revenue Code.

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## Article VI. Personnel

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### **Section 1. Reporting Structure**

All personnel shall report to the Executive Director. The Executive Director shall report to the Board.

The Executive Committee shall be vested with the authority of reviewing and approving all changes to the reporting structure of personnel with the advice of the Executive Director and with the consent of the Board.

### **Section 2. Hiring**

The Executive Committee shall be responsible for the approval of all hiring of personnel with the consent of the Board

### **Section 3. Evaluations**

The Executive Committee shall be responsible for the review and approval of all evaluations of personnel. All evaluations shall be held in the confidence of the Executive Committee.

### **Section 4. Discipline**

The Executive Committee shall be responsible for the review and approval of all disciplinary measures relating to personnel. All disciplinary measures shall be communicated to the Board in closed session at its next regular meeting.

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## Article VII. Meetings

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### **Section 1. Frequency**

The Board shall hold no fewer than ten monthly meetings on such dates as adopted by the Board.

### **Section 2. Agenda Item Requests**

Agenda item requests shall be submitted to the President and Vice President of Communications at least ten business days prior to the scheduled monthly meeting of the Board. Exceptions shall be made at the discretion of the President and Vice President of Communications.

### **Section 3. Reports**

All members of the Board, appointed representatives, and committees shall submit monthly written reports to the Vice President of Communication at least ten business days prior to the next regularly scheduled meeting of the Board.



**Section 4. Teleconferences**

Teleconference shall be authorized for all meetings of the committees of the Board. Teleconference shall be available for all regularly scheduled meetings of the Board. Any Board member who participates via teleconference in regularly scheduled meetings of the Board shall not be considered present for attendance and voting purposes. Teleconference shall be authorized for all special meetings of the Board.

**Section 5. Special Meetings**

A special meeting of the Board may be called by the President or by a majority of the Board and shall comply with the provisions of the Ralph M. Brown Act.

**Section 6. Closed Sessions**

A closed session of the Board may be called by the President or by a majority of the Board and shall comply with the provisions of the Ralph M. Brown Act. The Board shall designate who is permitted to attend a closed session.

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**Article VIII. Finances**

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**Section 1. Financial Responsibility**

Ultimate fiduciary responsibility of the Senate is vested in the Board.

The day-to-day oversight and monitoring of the Senate's finances is the responsibility of the Vice President of Finance and the Executive Director. The Vice President of Finance and the Executive Director shall be responsible for providing monthly finance reports to be presented to and discussed by the Board at each meeting.

The Finance Committee shall be responsible for informing the regions of the Senate's finances and providing regular reports on fiscal activities and communications.

**Section 2. Fiscal Year**

The fiscal year shall be July 1 to June 30 of the following calendar year.

**Section 3. Annual Budget Process**

The annual budget process shall be conducted in accordance with the Financial Code as voted on by the Board.

**Section 4. Appropriations**

All appropriation requests shall be submitted to the Finance Committee for review and follow the process outlined in the Financial Code.

**Section 5. Reserve Fund**

Subsection 1. Purpose

The purpose of the reserve fund shall be to ensure the stability of the mission, programs, employment, and ongoing operations of the Senate by ensuring sufficient funds are available to maintain financial flexibility when revenue fluctuates. The reserve fund shall not be used to replace a permanent loss of funds or close an ongoing budget gap.

Subsection 2. Funding

At least five percent of total annual revenue shall be allocated to the reserve fund. It shall require a two-thirds vote of the Board to suspend an allocation to the reserve fund.

Subsection 3. Use

It shall require a two-thirds vote of the Board to appropriate from the reserve fund.

**Section 6. Audit**

The Board shall be independently audited on an annual basis.

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