**General Governing Document Principles**

1.     The name of this *Union of Regional Colleges* shall be ***Region VI*** of the Student Senate for California Community Colleges (SSCCC), also affectionately referred to as ***MIGHTY REGION VI***seeing as how we were the *original* Mighty region since CalSACC days).

2.       The seal of the region shall be a yellow geographic depiction overlaid on a blue disc with a circular boarder of white letters stating the full name of the organization.

3.       The body of the organization shall be governed by a board of officers consisting of a Chair, Vice Chair, Secretary, Treasurer and the regional senators to the SSCCC.

4.       Although it is defined as a governing board, the region shall have no authority over the internal practices or governance of the individual colleges and shall operate as a confederacy.

 5.       The Region shall have senators, or regional representatives, who sit on the state wide council to act in the interest of the region. Said Senators shall be non-voting ex-facto members of the board of the region and shall have full voice. These senators may be recalled by the region in the case of clear or significant dereliction of duty.

6.       The board shall be elected from among the region members present at the Spring General Assembly. At such time as elections shall occur, only the voting regional delegate from each college may cast a vote on behalf of their individual schools.

7.       The colleges represented by region VI shall be, in geographically descending order: Taft, Cuesta, Allan Hancock, Santa Barbara City, Ventura, Oxnard, Moorpark, College of the Canyons and Antelope Valley.

8.       A special election may be called for by any member of the region be they Delegate, Board member or ASG member. Students who do not participate in region and are not members of their local ASG may make the request but only after attempts have been made to direct their own ASG to do so, and such a request will be at the discretion of the Region Board and Delegates.

9.       To remove a Board member, Regional Senator or a Delegate, a 2/3 majority vote of members present must be reached in a Brown Act compliant meeting.

10.  When there is uncertainty or irreconcilable division on an issue within the regions agenda, the immediate past Chair and at least on advisor must be consulted prior to any action.

**REGION JOB DISCRIPTIONS**

**REGION CHAIR**

1.      Chairs/Conducts the meeting.

2.      Prepares the agenda in accordance with the Region VI agenda procedures.

3.      Insures that all rules are adhered to.

4.      Votes only in the event of a tie.

5.      Consistent in physical attendance.

6.      Not counted for quorum.

7.      Must have a clear understanding of governing documents, Brown Act and Parliamentary procedure.

**VICE CHAIR**

1.      Must be fully able to take on the responsibilities and substitute in the event of chair absence/removal or vacancy.

2.      Vice Chair must become chair in the event of Chairs removal or vacancy.

3.      Must assist Chair upon request with region related items.

4.      Strongly encouraged to be the Chair of the Regional Activities Committee.

5.      Votes only in the event of a tie.

6.      Consistent in physical attendance.

7.      Not counted for quorum.

8.      Must have a clear understanding of governing documents, Brown Act and Parliamentary procedure.

**SECRETARY**

1.      Conducts role call and acts as custodian of records by keeping all reports on file including a membership role, governing documents, region activity, maintaining the available minutes on request per the public information act.

2.      Sends out notices of each regional meeting.

3.      In the event of a vacancy of Chair and Vice Chair, the secretary will preside over the meeting until the vacancy is filled.

4.      Monitors time allotted to agenda items.

5.      Consistent in physical attendance.

6.      Not counted for quorum.

7.      Must have clear understanding of governing documents, Brown Act and Parliamentary procedure.

**TREASURER**

1.      Comes prepared to all meetings.

2.      Maintains the financial statements and accounts of the region.

3.      Chairs the regions finance committee.

4.      Regularly reports on any and all financial changes.

5.      Understanding of the math principles required, governing documents, Brown Act and Parliamentary procedure.

6.      Assumes the duties of the secretary in the event of a vacancy.

7.      Votes only in the event of a tie.

8.      Not counted for quorum.

9.      Consistent in physical attendance.

**REGIONAL SENATOR**

1.      Comes prepared to all meetings.

2.      Advises the region from the state perspective.

3.      Regularly reports the state of the state wide organization (SSCCC).

4.      Must represent and advocate the regions perspective and decisions at the state level.

5.      Must serve on one or more region committee.

6.      Makes at least one visit, between the two senators, to colleges per region year.

7.      Not counted for quorum.

8.      Must have clear understanding of state government, regions governing documents, Brown Act and Parliamentary procedure.

**REGION DELEGATE**

1.      Comes prepared to all meetings.

2.      Reviews agenda with local board/senate.

3.      Consistent in reporting from the region to his/her own college’s ASG/Board.

4.      Active in region meetings as well as knowledgeable on region issues.

5.      Consistent in attendance.

6.      Counted for quorum.

7.      Must have clear understanding of his/her own campus issues, regional governing documents, Brown Act and Parliamentary procedure.

8.      Must be involved in a regional committee during at least one of the two semesters in his/her term.

**REGIONAL POLICIES AND INTERNAL PRACTICES**

**PRACTICES**

1.      The College that hosts in person meetings provides refreshments for the region.

2.      The host College informs the region of the nearest designated smoking area and restroom.

3.      One of the regional Senators is responsible for setting up the teleconferences.

4.      Meetings are held once or more per month.

5.      A Board member should not hold the same seat in excess of two years. (We are students first)

6.       The Secretary disseminates the agenda via e-mail and provides extra hard copies at the meeting.

7.      The Secretary should verify that each committee has at least one board member in it and has met no less that twice per semester.

8.      The 3 standing committees of the region:

**A.     Region Finance Committee** (Which shall report directly to the body through its Chair, the Treasurer. This Committee shall also seek ways to increase revenue and review all requests for funds.)

**B.      Region Activities Committee** (Which shall plan region wide activities, at least one per region year.)

**C.      Region Advocacy Committee** (Which shall monitor the voting records of local legislators and set up office visits to share the student concerns with them as needed. This Committee shall report back to the body as needed.)

**POLICIES**

**AGENDA POSTINGS:**

1.      Preliminary agendas should be posted at least seven days (106 hours) in advance for previewing.

2.      Final agenda must be posted in accordance with the Ralph M. Brown Act.

**AGENDA ITEMS:**

1.      Any member of an A.S., Region delegate or Region Officer within Region VI may submit an Agenda Item Request (AIR).

2.      Agenda Items should be requested no later than 4 days prior to the preliminary posting of the agenda.

3.      Items are put on the agenda in the order and at the discretion of the Chair.

4.      All requests, regardless of their placement should make it onto the actual agenda.

5.      The Chair must disclose all agenda requests for each meeting.

6.      The Chair must give a reason speaking to the items, which were not placed on the requested agenda.

**ATTENDACE POLICY:**

1.      Every College is held accountable for attendance at the monthly Region VI meetings.

2.      Attendance can be achieved by method of either physical presence at the designated meeting location OR via teleconference.

3.      Officers must attend Region VI meetings by physical presence.

4.      All Colleges in Region VI are required to inform the Region (Secretary) of attendance a minimum of 72 hours prior to the designated meeting time by method of either Email or Phone stating what method they plan to use.

**NONATTENDANCE OR TARDINESS:**

1.      Every College must attend all scheduled meetings unless it is deemed an optional meeting.

2.      Every College will be allowed a maximum of three absences per region year.

3.      A region year is defined as July 1 through June 30 of the next year.

4.      An absence is defined as not being present to, or being tardy in excess of 30 minutes to a region meeting.

5.      Three or more absences will result in a review of, and possible action against, the absent individual by the region , possibly as defined in the inactive section.

6.      A Region Senator may have an excused absence only if he/she is in attendance of an event in which he/she is advocating for the region. Such an event shall be deemed excused upon review of the board.

7.      An unexcused absence may be expunged by a majority vote of the delegates when it involves special circumstances. Such expunging must be an agenda item.

**CANCELLATION POLICY:**

1.      Meetings cannot be cancelled unless the majority of the officers agree upon said cancellation.

2.      Cancellations, barring natural disasters, must be called 72 hours prior to the designated meeting time.

3.      It is the responsibility of the Region Board to ensure that all delegates are aware of any cancellation.

**INACTIVE COLLEGES:**

1.      At such time as a College has not participated in Region in excess of 3 meetings and all attempts to contact the individual and or college have been unsuccessful the region, by a vote of not less than 2/3 of voting members present, may reclassify that college as inactive.

2.      Inactive Colleges are not counted towards quorum.

3.      An inactive college may be reactivated when the reactivation is requested as a regular agenda item and receives a majority vote in favor of the action.

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**FINANCE CODE**OF REGION VI– Adopted by unan. vote of members present on 4/2/2011 S11GA Garfinkel based on SSCCC-FC

**ARTICLE I -***AUTHORITY*

SECTION I: This code is established under the authority of the governing documents and accepted by a 2/3 majority vote of active voting colleges of Region VI.

**ARTICLE II -***PURPOSE*

SECTION I: This code is established to define policies and procedures regarding any and all financial transaction and decision by the Region VI Board.

**ARTICLE III -***DATE OF EFFECTIVENESS*

SECTION I: This code shall be effective upon majority vote of the Regions voting members.

SECTION II: This code should be reviewed at the beginning of each fiscal year & at the first meeting of the Region. Such action must be recorded in the regular meeting minutes.

**ARTICLES IV -***AMENDMENTS*

SECTION I: This code may be amended by the majority vote of the voting members and as recorded in the Regional minutes.

**ARTICLE V -***MINUTES AND CORRESPONDENCE*

SECTION I: The approval of budgets, budget revisions, expenditures of funds, contractual agreements and expenditures shall be recorded in the Regions written minutes and also in the Treasurer’s report.

SECTION II: Regional minutes, financial reports and details of expenditures shall be kept on file with the Treasurer, Secretary and at least one of the regions advisors.

**ARTICLE VI -***BUDGET*

SECTION I: The Regional Board annual budget shall be constructed by

means of The Treasurer with final vote of approval from the Regions delegates.

SECTION II: The Regional Budget shall be fiscally responsible and at no time shall expenditures exceed revenue and/or resources.

**ARTICLE VII -***FINANCIAL ACCOUNTING DUTIES AND RESPONSIBILITIES*

SECTION I: The Treasurer shall be responsible for the maintenance and upkeep of all Regional Board financial records.

SECTION II: Copies of all that years financial records will be maintained by the Treasurer.

SECTION III: The Region VI board shall be responsible for the banking of Region VI Funds. That is to say the Treasurer shall be the keeper of the checkbook but the signatures of no less than 3 of the Board members shall be required for any expenditure or bank draft.

SECTION IV: A Regional Account shall be maintained at one of the colleges of Region VI.

SECTION V: The only exception to the above is in the event that the funds of the region exceed $5,000; the surplus may be invested in a public banks CD or money market account on which the outgoing and incoming President and Treasurer must co-sign. The CD is to have a one year maturity rate which must coincided with the last month of the Boards term in office after the election of the following year’s board. The funds may only be withdrawn or reinvested as agreed upon by both the outgoing and incoming board and for the betterment of the students and colleges in the Region.

SECTION VI: Use of CD or money market funds must be specifically to the advantage of the Schools in Region VI. Acceptable uses are as delineated in the legal uses of the Student Representation fee.

**ARTICLE VIII -***FINANCIAL CONTRACTS*

SECTION I: The Treasurer, Chair and Vice Chair shall be responsible for negotiating all Regional contracts or agreements upon consultation with two or more region advisors.

SECTION II: The Treasurer and Chair shall sign any contracts or agreements, which place the Board under any obligation.

SECTION III: Any individual and/or organization shall acknowledge that, should they conduct any infringement upon the term of their contractual agreement with Region VI; They shall pay all cost of collection of funds, goods, and/or services due to the Regional Board.

SECTION IV: All quotes will be obtained for all goods and services exceeding $200.00 (excluding travel).

SECTION V: All quotes will be reviewed by the Regional Board for the approval by the majority vote from the voting members.

**ARTICLE IX -***INCOME AND REVENUES*

SECTION I: Funds collected through any Regional Board activities, conferences and events shall be given to Region VI Treasurer, responsible for depositing funds in the Regional accounts no later than ten (10) business days after receipt of said funds and a copy of the receipt be forwarded to the Treasurer.

**ARTICLES X -***EXPENDITURES*

SECTION I: All funds remain the property of the Regional Board until the

Completion of disbursement or inter budget transfer process of approved funds.

SECTION II: Expenditure of Regional Board funds or payment of goods and services obtained by the Regional Board or standard daily operation purposes shall be reviewed by the Treasurer.

SECTION III: Any other request that does not fall into the parameters listed above shall be submitted to the Regional Board.

**ARTICLES XI -***Donations*

SECTION I: As we do not prescribe to the “Pay to play” methodology, there will be no region dues owed by any school at any time, however Region VI will accept donations from its member colleges as well as businesses and outside groups provided they do not constitute a conflict of interest at any time.

SECTION II: Receipts for *monetary* donations shall be issued to each donor by the Treasurer no later than 60 days from the date funds are received.

SECTION III: *In-kind* donations are happily accepted and all receipts for such donations must be provided no less than 90 days from the date an invoice is provided to the Treasurer.

**ARTICLE XII***- FINANCE CODE VIOLATIONS*

SECTION I: Violations of this code may result in removal from office and

may result in legal charges, depending on the seriousness of the violation. Clear theft of region money will result in both criminal charges and mandatory restitution in addition to termination from office.