WE THE Rachel Carson College Council actively work toward the betterment of Rachel Carson College by representing the student voice, values and interests of the Rachel Carson College Community. It is the responsibility of Rachel Carson College Council to encourage environmental awareness and sustainable practices, and promote awareness of campus politics, academics, organizations and activities. Rachel Carson College Council actively defines itself as an inclusive body. It vigorously opposes perspectives that discriminate and/or oppress others on the basis of sexual orientation, gender, political or religious beliefs, race, ethnicity, or class background. Any behavior, whether written or spoken that violates the rights or dignity of others will not be tolerated. We establish this constitution as the guiding document of Rachel Carson College Council.

I. MEMBERSHIP
   A. Non-Voting
      1. Any currently enrolled student at UCSC, as an affiliate or resident of Rachel Carson College is considered a member of Rachel Carson College Council and shall be granted full speaking rights at meetings.
      2. Non-Voting Members may also assist in performing the Council's duties by participating in Council sponsored events.
      3. Non-Voting Members shall not make motions or second motions.
   B. Voting
      1. In addition to the requirements and rights of non-voting members, voting members must be affiliated with Rachel Carson College, or must be living in the Rachel Carson College community and are not a member of another college's student government.
      2. To become a voting member, one must be present for the entirety (Introduction to Adjournment) of two consecutive official Council meetings.
      3. One will lose voting rights if they miss 3 consecutive official Council meetings. To re-establish voting rights, one must attend the entirety of one official Council meeting.
      4. Voting members must stay informed on issues and vote on behalf of the interests of the Rachel Carson College community and are granted both speaking rights and voting privileges at meetings.
   C. Officers
      1. In addition to the requirements, rights, and duties of non-voting and voting members, officers must be elected (see section 2), attend as many Council meetings (no more than 1 consecutive absence), and fulfill their position descriptions as outlined below.
         a) Chair (1 position)
            (1) The Chair is required to serve as a liaison between the college administration and the student body, meet with the Council's advisor weekly, facilitate at all Council meetings, serve as the contact for most Council related issues,

coordinate the efforts to ensure that Council is running smoothly, ensure that as many positions as possible are filled, and hold weekly office hours. The Chair shall create the agenda for the Council and must consider including proposed agenda items from other officers. One may be a chair for a maximum of two terms. One must be a full voting member in order to be elected into this position. If each chair assumes an opposing position and the tie is not broken, the Council advisor shall finalize the issue.

b) Co Chair (1 position)

   (1) The Co Chair shall represent the interests of Rachel Carson College Students in all Rachel Carson College Council matters. The Co Chair must also preside over a Rachel Carson College Council meeting if the Chair is absent or is unable to attend. The Co Chair must also temporarily take over the responsibilities of absent officers. The Co Chair shall also run officer meetings. The Co Chair must be elected during the spring quarter before their serving term. If no candidates run for the position, ad hoc appointments shall be during the first week of the fall quarter. The Co Chair must win through a 2/3rd majority vote.

c) Communicatons Manager (1 position)

   (1) The Communications Manager is required to take detailed minutes of the meetings, including all funding proposals and decisions, brief comments on discussions, announcements, and officer reports. The secretary must store the minutes in the Council archive. They should also develop flyers and social media content for the RCC Council and work with the Co-Chairs to design council apparel.The Communications Manager shall have full voting rights. The Communications Manager. shall be elected through ad hoc appointments.

d) Treasurer (1 position)

   (1) The Treasurer is required to contact all persons who have requested money to inform them of the Council's decision, supply funding request forms at all meetings, and keep a current record of all financial transactions. The Treasurer shall also advise the Council on fiscal matters in such capacities and update the Council on the current budget before deliberations. The Treasurer is greatly encouraged to stay informed on fiscal matters pertaining to the Council.

   (2) SOFARepresentative (1 position)

            (a) The Treasurer will also serve as SOFA representative and represent Rachel Carson College at SOFA meetings, and listen to funding proposals and presents them with recommendations to Council for vote. If the Treasurer is not able to attend the SOFA meeting each quarter, they may appoint someone to attend in their place.

e) Student Union Assembly (SUA) Representatives (up to 3 positions)

    (1) Elected SUA representatives (1 position)

        (a) The Elected SUA representatives are required to attend all SUA meetings, represent Rachel Carson College in SUA meetings, present weekly reports to Council on SUA activity and brings forth any issues that may need to be voted on, collect student feedback on issues and brings back to SUA meetings to vote, and inform Council on campus-wide issues, events and concerns. Elected SUA representatives shall have full voting rights. The SUA elected representative shall be elected through Rachel Carson College elections during the spring quarter before their term. The SUA elected representative shall serve 1 year. Elected SUA representatives must be a full voting member in order to run.

    (2) Appointed SUA representatives (2 positions)

        (a) The Appointed SUA representatives are required to attend all SUA meetings, represent Rachel Carson College in SUA meetings, present weekly reports to Council on SUA activity and brings forth any issues that may need to be voted on, collect student feedback on issues and brings back to SUA meetings vote, and inform the Council on campus-wide issues, events and concerns. Appointed SUA representatives shall have full voting rights. The Appointed SUA Representative shall be elected through ad hoc appointments at the beginning of each quarter. Their term shall last 1 year.

    (3) Student Committee of Committees (SCOC) Representative (1 position)

(a) The SCOC representative is required to attend all SCOC meetings, report to Council on all campus committee positions available and supplies applications for those positions, answer questions about the various campus committees and actively recruit Rachel Carson College students to fill any open positions on those committees. The SCOC Representative shall have full voting rights. The SCOC Representative shall be elected through ad hoc appointments.

f) Academic Senate Representatives (1 position)

(a) The Academic Senate representative is required to attend all Academic Senate meetings, inform Council about all relevant issues regarding the Academic Senate, and represent Rachel Carson College through vocal participation in the Academic Senate Meetings. The Academic Senate Representative shall have full voting rights. The Academic Council shall be elected through ad hoc appointments.

g) Student Union Governance Board (SUGB) Representative (1 position)

(1) The SUGB representative is required to attend all SUGB meetings, present weekly reports, and shall collect student feedback on any issues that may be voted on. The SUGB shall represent the interests of Rachel Carson College students in all SUGB related events. The SUGB Representative shall have full voting rights and shall be elected through ad hoc appointments.

h) Student Fee Advisory Committee (SFAC) Representative (1 position)

(1) The SFAC Representative is expected to provide report backs to Council (see SFAC Bylaws). Report backs may be done either in person or by submitting a written/email report to the Council. A voting member of the SUA cannot concurrently hold an officer position within SFAC. If a voting member of the SUA is elected as an SFAC officer then the member in question must forfeit one of their positions. The SFAC Representative is granted full voting rights and shall be elected through the SFAC application process.

i) Events Manager

(1) The Events Manager will be the lead event planner for signature RCC Council events including, but not limited to Halloween Dance, West Fest, PRIDE, and other events as desired (such as Winter Wonderland, Study Jam). The Events Manager may be asked to support other planning initiatives such as Council retreats. The Events Manager shall have full voting rights. The Events Manager shall be elected through ad hoc appointments.

2. Recall

a) If problems arise among Council members, we thoroughly encourage calm and reasonable conversation and compromise with the Advisor independently or in a group setting before formal action is pursued. If problems remain unresolved, the following procedure must be used:

(1) Distinguish between public (a problem that impacts Council as a whole, e.g. an officer that does not attend meetings or perform their required tasks) versus private (a problem that is more individual in nature or impacts only 1 or 2 people) issue(s). This may prevent unwanted attention to private problems and allow for mediation at a smaller scale before it affects the entire Council body.

(a) Public Issues and Concerns

(i) Written letter of concern signed by at least 1/4 of the Council voting members, officers, and representatives should be filed with the Advisor discussing the issue(s) objectively and factually.

(ii) If the problem persists, a warning may be issued to the appropriate party.

(iii) If the warning is not sufficient and the issue remains unresolved, reformative action shall be pursued as determined by the Advisor and Council voting members. If reformative action such as restriction of speaking rights, suspension, or impeachment is determined to be the best course of action, it must be passed by a 2/3 majority vote.

(b) Private Issues and Concerns

(i) A written letter of concern should be filed with the Council Advisor discussing the issue(s) objectively and factually.

(ii) If the problem persists, a warning may be issued to the appropriate party.

（iii） If the warning is not sufficient and the issue remains unresolved, reformative action may be pursued as determined by the Advisor and filing party such as but not limited to restriction of speaking rights or impeachment.

II. ELECTIONS
    A. Dates for Election
        1. Primary elections will take place on or after the third Council meeting during the fall quarter of the new academic year.
        2. Secondary elections may be held throughout the year to fill remaining positions upon a simple majority vote by Council.
        3. For the continuity and organization of Council over the summer quarter, the position of Chair and Co Chair for the upcoming academic year will be elected during the second half of the spring quarter of the preceding year.
    B. Election Procedure
        1. Election times and dates must be publicly posted prior to the primary election.
        2. For both primary and secondary elections, candidates will be required to make a brief presentation to Council discussing their qualifications after which Council members may question the candidate.
        3. If two or more candidates are applying for the same position, only one candidate may present and be questioned during which the others must leave the room.
        4. Council may vote only after all candidates applying for the position have spoken and left the room.
        5. Candidates are elected by a simple majority of the present Council members and will begin their duties as soon as possible.
        6. Candidates who cannot attend the meeting where the elections occur shall notify the Chair 48 hours prior to the election to receive a pardon for their absence given that the pardon is approved through simple majority. Candidates may only receive one pardon. Candidates may lose their candidacy if the Council motions for and passes a recall vote. A recall vote must reach a 2/3rd majority thresholds in order to pass.

III. MEETING PROTOCOL
    A. Frequency and Time
        1. Meetings shall be at least once a week throughout the academic year with exceptions for the first week of school, holidays, and finals.
        2. Meeting length may be extended by a simple majority vote of present Council Members.
        3. The current or acting Chair of the Council may also schedule additional emergency meetings under reasonable cause.
    B. Standard Agenda

1. The agenda shall be publicly posted and sent out to Council members prior to the Council meeting.
2. Regular weekly meetings should include if applicable an introduction/check-in, officer updates, announcements, Council business, funding requests, and guest presentations.

C. Officer Meetings
1. Officer meetings shall occur as needed to ensure all officers are up to date on Council related matters.
2. Officer meetings may occur in any form the Officers deem fit. (one-on-one, general meetings, etc...)
3. Officer meetings can also be used to add or remove certain items on the agenda.
4. All officers are responsible in making officer meetings as transparent as possible to the general public.

D. Retreats
1. Retreats, as used for training, team building, planning etc. shall be determined and organized at the Council's discretion.
2. Retreats are encouraged to be organized and determined at least once a quarter.

E. Public Forums
1. Public Forums, as used for informing Rachel Carson College Students about student affairs, shall be determined and organized at the Council's discretion.

IV. DECISION MAKING PROCESS
A. Dual-Consensus System
1. A motion may be placed before Council by a voting member and seconded by a like member. After necessary deliberation, motions may be passed using the dual- consensus system as outlined below.
   a) A voting member may consent to the motion in which case the member supports the passage of the motion.
   b) A voting member may abstain from the vote in which case the member neither voices approval nor disapproval of the motion yet is allowing the motion to pass by remaining in quorum.
   c) A voting member may stand aside from the vote in which case the member is extracting himself or herself from quorum for the vote at hand.
   d) A voting member may block the motion in which case the motion does not pass and is tabled until the following Council meeting at which point a simple majority may pass the motion.
   e) All motions shall be addressed immediately in which case the motion shall be seconded, or objected before any further deliberation occurs.

f) If a meaningful outcome does not result within a reasonable time, the Council may call to question or table the item to their discretion.

   2. Quorum is one-third of the voting membership but no smaller than 5.

V. SUBCOMMITTEE FORMATION

   A. At the Council's discretion, a subcommittee of Council members may be formed as to commit to and focus on research, a particular Council function, project or event.

   B. Council should maintain a standing subcommittee for outreach, media, and education.

      1. Specific tasks will be decided by the current Council body but may include making posters, flyers, and signs, tabling, and hosting or facilitating events to further Council enrollment and community awareness.

VI. FINANCES

   A. Rachel Carson College Council approves and oversees the Rachel Carson College Membership Budget, money generated from student fees based on the annual Rachel Carson College enrollment. Upon the approval by Rachel Carson College Council as outlined, the day-to-day management of the Rachel Carson College Membership Budget is delegated to the College Programs Coordinator and the appropriate Rachel Carson College staff.

      1. C8 Membership Budget Approval

         a) Pre-approval process for the following academic year

            (1) The proposed budget should be approved by the last Council Meeting of spring quarter. The approval process should start no later than week six of the quarter.

            (2) The CPC, who may be joined by other college staff, will present the proposed budget for the following academic year. The budget should include a narrative for each activity code/line item that clarifies how the funds are to be expended.

            (3) Following the budget presentation, Council will table the budget's approval for one week before returning to the topic to answer further questions and vote following procedures outlined in Article IV.

            (4) The pre-approval process allows for the CPC and Rachel Carson College to begin expending funds during the summer and early fall quarter.

         b) Approval process for current year

            (1) Following Council elections, the updated budget based on current Rachel Carson College enrollment should be approved by Council.

    (2) The CPC, who may be joined by other college staff, will present the updated budget for the academic year. The budget should include a narrative for each activity code/line item that clarifies how the funds are to be expended.

    (3) Following the budget presentation, Council will wait table the budget's approval for one week before returning to the topic to answer further questions and vote following procedures outlined in Article IV.

2. Posting the Rachel Carson College membership budget publicly
 a) Once the updated budget for the current year is approved, the budget should be posted publicly on the Rachel Carson College website.

3. When approved, the Rachel Carson College Membership Budget must contain a student government line item (C8 GOVT) that allocates some funds to be directly supervised and used by and for the operations of the Rachel Carson College Council as guided by the preamble of the constitution.

4. Allocating funds to organizations or events outside Council
 a) Those applying for funds from Council must complete a funding request form and submit the completed form to the chair/co-chairs.
 b) Chair schedules proposal for next available meeting.
 c) Organization/representative presents
 d) Council votes following the presentation
 e) Treasurer sends the applicant the results of the Council's decisions

5. Using funds for Council Functions
 a) Before any Council funds are allocated, an agenda item shall be created to discuss the expenditure. All expenditures shall be approved through the described consensus decision-making system. All funds shall be used to further the goals of the Council as outlined in the preamble.

VII. AMENDMENTS & RATIFICATION
 A. Amendments and Ratification to the Rachel Carson College Council Constitution require a consensus of the Council members present
 B. Typographical, grammatical, or formatting changes to this constitution shall not be considered an amendment, and may be proposed by any member of the Council and is to be passed by a simple majority.
 C. The intent that any changes put forward is clear and not conducted behind closed doors.