

Associated Students of Cabrillo College Senate Bylaws

Duties & Responsibilities

Ratified April 18th of 2019

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Article I:

Executive Board

Section 1. There will be eight (8) members of the Executive Board to handle the different technical and professional aspects of the Senate. These are the duties and responsibilities of the Executive Board Members:

A. The President of the ASCC Student Senate shall:

1. Preside at all ASCC Student Senate meetings.
2. Count towards quorum.
3. Represent the ASCC at all official functions.
4. Be responsible for the enforcement of the ASCC Constitution and Bylaws and all resolutions in effect.
5. Post meeting agenda in accordance with the Brown Act and email said agenda to all interested parties.
6. Be empowered to sign all completed requisitions for the disbursements of funds approved by the ASCC Student Senate.
7. Serve as a voting member on the Budget Committee.
8. Serve as a voting member on the Constitution and Bylaws Committee.
9. Serve as a non-voting advisory member of all standing and ad-hoc internal committees.
10. Only vote to break a tie during meetings chaired by the President.
11. Make a rough draft of the ASCC Agenda available to the ASCC Student Senate ninety six (96) hours prior to the regularly scheduled meeting.
12. Attend the College Planning Committee.
13. Deliver a Report to the Board of Trustees at the monthly Board of Trustees meeting.

B. The Vice President shall:

1. Be the ASCC Student Senate Parliamentarian.
2. In the absence of the President, represent the Associated Students at official functions.
3. Appoint the chairperson for each ad-hoc or standing committee.
4. Keep the attendance record of each ASCC Student Senate member and the roster of committee assignments.
5. Coordinate and/or organize special presentations to be made during ASCC meetings.
6. Provide a copy of the Constitution and Bylaws as well as pertinent and available resolutions and information to each ASCC Student Senate member.
7. Collect all official written committee reports to be stored for a minimum of three (3) years. Shall present these reports upon request of any member of the ASCC.
8. Maintain the ASCC Student Senate shared governance committee assignments.
9. Chair the Constitution and Bylaws Committee.
10. Act as interim I.C.C. Chair in the event of vacancy.
11. Have one (1) vote.

C. The Treasurer shall:

1. Maintain all financial records.

2. Chair the ASCC Student Senate Budget Committee.
3. Become familiar with all aspects of the ASCC Student Senate budget.
4. Present a financial statement to the ASCC Student Senate each month, or as requested, to the ASCC Student Senate.
5. Verify and be empowered to sign all completed requisitions for the disbursement of funds appropriated by the ASCC Student Senate at a regular meeting.
6. Collect all ASCC Student Senate related Governing Board financial reports from the ASCC Student Trustee.
7. Provide the ASCC Student Senate a current and accurate account assessment prior to the vote on items involving ASCC Student Senate monies. Provide the ASCC Student Senate an oral report of all current ASCC accounts (71, 72) at the start of each regular ASCC Student Senate meeting during the Treasurer's Report.
8. Present the budget for the coming fiscal year by April 15th. The new budget shall then be subject to ratification by the ASCC Student Senate.
9. Serve as a voting member on the Student Activity Card committee.
10. Have one (1) vote.

D. The Student Trustee shall:

1. Act as a representative of all Cabrillo College Students to the District Governing Board.
2. Attend all monthly District Governing Board meetings. The first unexcused absence shall result in probationary notice. The second unexcused absence shall be grounds for dismissal from the District Governing Board and the ASCC Student Senate.
3. Submit all ASCC Student Senate related Governing Board financial reports to the ASCC Student Senate Treasurer.
4. Report to the ASCC Student Senate all pertinent student issues on the Board's agenda prior to the Board meeting, or when information is available.
5. Disseminate all pertinent student issues on the Board's Agenda to the students prior to the Board meeting, or when information is available.
6. In the absence of the President and Vice President, represent the ASCC Student Senate at official functions including but not limited to conferences, speaking engagements, and external meetings.
7. Consult with the ASCC E-Board monthly to prepare for his/her oral report at the monthly Cabrillo College Board of Trustees meeting.
8. For first time trustees attend if possible, the annual CCLC Student Trustee Training in August (funding to be covered by the President's Office).
9. Request funding, from the ASCC Student Senate, to cover the expense of sending an adviser to accompany the Student Trustee to the Annual CCLC Student Trustee training.
10. The incoming Student Trustee shall meet with the Dean of Student Services at least once before the end of summer for training on the role and procedures of the Student Trustee.
11. Meet with the President of Cabrillo College or designee before the Cabrillo College June Board of Trustees meeting for training and procedures on the role of the Student Trustee. If it is not possible to meet before the June meeting, a meeting should be requested as soon as possible.
12. Report highlights of all meetings from the Cabrillo College Board of Trustees to the ASCC Student Senate during his/her report time.
13. Serve as a voting member on the Legislative Committee.
14. Have one (1) vote

E. The Legislative Representative shall:

1. Be the ASCC Student Senate delegate to Region IV and appropriate statewide advocacy organizations.
2. Act as a conduit to disseminate legislative information to and from Region IV, and vote on behalf of the Associated Students of Cabrillo College at the appropriate statewide advocacy organizations' events and meetings.
3. Act as a conduit to disseminate information to and from the Student Senate for California Community Colleges (SSCCC), and be the voting delegate of the Associated Students of Cabrillo College at SSCCC General Sessions when applicable.
4. When approved by the ASCC Student Senate attend monthly SSCCC Council meetings as an observer.
5. Attend all SSCCC Region IV meetings as the voting delegate of the Associated Students of Cabrillo College.
6. Have all reasonable travel, food, and lodging related expenses covered by the ASCC Student
7. Disseminate to the ASCC Student Senate all information pertinent to student interests on the local, state, and federal levels.
8. Ensure ASCC Student Senate compliance with the Brown Act, California Education Code, and California Public Records Act.
9. Mentor, train, and assimilate all new appointed members of the Student Senate.
10. Chair the Legislative committee.
11. Have one (1) vote.

F. The Director of Public Relations shall:

1. Be in charge of executing all Student Senate events.
2. Direct the Student Activity Board.
3. Promote school spirit at all available opportunities.
4. Maintain the Associated Students inventory/ and storage.
5. Maintain the Student Senate Office and publish a record of the senator's office hours for the public.
6. Plan, prepare, and edit institutional communications, including the ASCC Student Senate website, press releases, media alerts, social media, and monthly student newsletters.
7. Identify strategic opportunities to increase awareness of the ASCC Student Senate and Cabrillo College events, resources, and opportunities.
8. Design, create and manage media content and social ad campaigns in conjunction with the ASCC Student Senate Advisor.
9. Have one (1) vote.

G. The Inter-Club Council (I.C.C.) Chair shall:

1. Chair all I.C.C. meetings.
2. Report to the ASCC Student Senate on pertinent I.C.C. and club activities.
3. Set and post agendas for I.C.C. meetings in accordance with the Brown Act.
4. Become familiar with all I.C.C. forms, club procedures, the Club Handbook and all aspects of the I.C.C. budget.
5. Maintain all I.C.C. financial records and make those records available to the ASCC Student Senate upon request.

6. Act as the official conduit between the ASCC Student Senate and the ASCC Student Organizations.
7. Be exempt from Article XI.1. for the I.C.C.
8. Organize the Welcome Week Event for the Fall and Spring Semester
9. Have one (1) vote.

H. The Watsonville Representative shall:

1. Be the Watsonville Center's Representative to the ASCC Student Senate.
2. Be enrolled in a minimum of one (1) class or have taken a minimum of six (6) units at the Watsonville Campus.
3. Act as a conduit to disseminate information to and from the Watsonville Center.
4. Serve as a voting member on the Watsonville Campus Task Force, when active.
5. Report back weekly to the ASCC Student Senate on Watsonville Center programs, activities, and issues when pertinent.
6. Serve as a voting member on the Student Activity Card Committee.
7. Have one (1) vote.

Section 2. The Executive Board:

A. The Executive Officers shall:

1. Be required to attend the weekly Executive Board meeting, when scheduled.
2. Vote on the Executive Board issues, the President shall vote only in case of a tie.
3. Appoint Senators to External Committees.

B. The hierarchy of internal legislative bodies is as follows:

1. The Senate at Large is the ultimate authority to the Executive Board and all committees. The Senate at Large can alter any action taken by the Executive Board or any of the subsidiary committees.
2. The Executive Board can alter any action taken by any of the subsidiary committees.

Article II: The ASCC Student Senate

Section 1. Duties and Responsibilities of the ASCC Student Senate:

- A. The ASCC Student Senate shall:
 - 1. Approve the ASCC Student Senate budget and authorize collection and disbursement of funds.
 - 2. Establish all necessary Bylaws, regulations, and policies to carry out the Constitution.
 - 3. Act as the executive and legislative body of the ASCC.
 - 4. Execute the philosophy and intentions of the ASCC Constitution.

Section 2. Duties and Responsibilities of ASCC Student Senate Members:

- A. The ASCC Student Senate Members are required to:
 - 1. Attend all Student Senate General Meetings.
 - 2. Serve on at least one (1) internal committee, one (1) external committee, and one (1) ad-hoc committees.
 - 3. Be present for a minimum of two (2) office hours per week in the Student Senate Office.
 - 4. Contribute to or participate in a minimum of four (4) events per term, one in Watsonville.
 - 5. Host at least two events per semester with the purpose of gathering feedback from constituents.
- B. ASCC Student Senate Members shall have the authority to:
 - 1. Represent the ASCC Student Senate in internal and external affairs.
 - 2. Voice student viewpoints to the ASCC Student Senate.
 - 3. Fill out a Request for Funding (RFF) form prior to the appropriate ASCC Student Senate meeting.
 - 4. Fill out and provide information for Purchase Requisitions (for senators sponsoring items involving ASCC Student Senate monies).
 - 5. Provide agenda items to the President by noon (12:00 PM) on Sunday prior to the next regularly scheduled meeting.
 - 6. Have one (1) vote.

Section 3. Duties and Responsibilities of the Delta High School Representative:

- A. The Delta High School Representative shall:
 - 1. Report to the ASCC Student Senate on pertinent Delta High School activities.
 - 2. Act as the official conduit between the ASCC Student Senate and Delta High School.
 - 3. Become familiar with all ASCC forms, procedures, and all aspects of the ASCC Student Senate budget.
 - 4. Have one (1) advisory vote.

Section 4. Drug Free Policy:

- A. It is the policy of the ASCC Student Senate to maintain an organization free of the manufacture, distribution, dispensing, possession, or use of non-prescription controlled substances, which includes,

but is not limited to, substances such as marijuana, heroin, cocaine, amphetamines, and alcohol. Use of such substances on school premises and/or at any ASCC Student Senate sponsored activities shall result in the dismissal of the violator(s) in addition to any disciplinary procedures as outlined in the student rights and responsibilities handbook.

Section 5. Disciplinary Procedures:

- A. If a senator commits a violation of the Student Code of Conduct (AP 5500) then the incident must be referred to the ASCC Advisor and the Dean of Student Services. The Dean of Student Services will handle the disciplinary procedures through the college disciplinary procedure (AP 5520).
 - 1. During this time, either the Advisor or the Executive Board (through a majority vote) may suspend the senator while the case is proceeding through.
 - 2. The Advisor will work with the Dean of Student Services to keep the Executive Board informed of the disciplinary process.
 - 3. If a senator is found to be in violation of the Code of Conduct and receives a disciplinary sanction, they will be automatically removed from the Senate.

Section 6. Internal Disciplinary Procedures:

- A. There shall be no internal disciplinary procedures for any matter that can be resolved or is currently being resolved through the college disciplinary procedure (AP 5520).
- B. Any of the following events may result in internal senate disciplinary measures:
 - 1. Matters of unethical behavior involving senate business.
 - 2. Neglecting duties assigned to them by the ASCC Senate or the ASCC Bylaws.
 - 3. Violations of the ASCC Bylaws, ASCC Constitution, ASCC standing resolutions, or any other governing statute that is not in the jurisdiction of the college's disciplinary procedures.
 - 4. Reckless or malicious behavior that is unbecoming of a Senator on and off campus.
 - 5. Matters that were brought to the college disciplinary procedure, no disciplinary outcome was given, but are still in violation of at least one of the four previous conditions.
- C. If a Senator is found to have committed any of the above events, an internal senate disciplinary hearing will be held at the request of three (3) senators or two (2) senators if at least one of the requestees is an executive.
- D. The Executive Board will host an action item exclusively for a disciplinary hearing at the next available executive board meeting. The senator in question shall be notified and be given all information and evidence regarding the reason the disciplinary hearing is being called.
- E. After hearing all involved parties, the Executive Board will make a decision that may include censure, revocation of responsibilities or privileges, senator suspension, or dismissal from the Senate.
- F. Any senator can appeal the executive board's decision to the ASCC Senate at Large. If so, the Senate at Large will host an action item exclusively for a disciplinary hearing at the next available general meeting. After hearing all interested parties and evidence, the Senate at Large will make a decision (through a majority vote) to strike, sustain, or alter the Executive Board's decision.
- G. ASCC Student Senate members shall be dismissed automatically as a result of any of the following:
 - 1. Dismissal as the outcome of the Internal Senate Disciplinary Process
 - 2. Violation of the drug free policy.
 - 3. Violating the attendance policy (See Article V Section 1)
 - 4. Having a disciplinary record at the school in the past two (2) years.
- H. A dismissed member may not seek restoration to the Senate for at least one (1) full subsequent semester.

- I. The ASCC Student Senate Advisor has the ability to suspend or dismiss any Senator without the permission of the ASCC Student Senate.

Article III: Employees of the ASCC

Section 1. The ASCC Student Senate Secretary

- A. The ASCC Secretary shall record the minutes of all general and executive board meetings of the ASCC.
- B. The ASCC Secretary shall distribute electronic copies of said minutes and post them on the ASCC Student Senate website within three (3) days following the meetings.
- C. The ASCC Secretary shall, within three (3) days following the meeting pertaining to the minutes, distribute written copies of said minutes upon request.
- D. The ASCC Secretary shall distribute written copies of the minutes directly before the meeting following the meeting pertaining to the minutes.
- E. If there is no Secretary available, the Student Activities Commissioner shall take on the above stated responsibilities.
- F. The ASCC Student Senate Secretary cannot currently be a Senator or Executive Board Member.

Section 2. Office Assistants

- A. The Student Senate may hire Office Assistants through the Student Employment Office to assist with basic duties.
- B. The Office Assistants will report directly to the Student Activities Coordinator.
- C. These are the duties of the Office Assistants:
 - 1. Be responsible for the upkeep and maintenance of the Student Senate Office.
 - 2. Act as the clerk to the Student Senate Office and assist visitors to the office.
 - 3. Execute any additional assignments delegated to them by Student Senators.
 - 4. Help with any events or activities that occur during their hours of employment.
- D. Office Assistant may not currently be a Senator or Executive Board Member.

Section 4. Dismissal

- A. The secretary shall be subject to dismissal if (s)he is absent twice per term; one (1) tardy equals one (1) absence.
- B. Any employee of the ASCC Student Senate may be dismissed by a simple majority vote of the Executive Board if he/she fails to perform at the duties prescribed or fails to meet the eligibility requirements.

Article IV: Conferences and Travel

Section 1. Standing Rules for ASCC Student Senate Conferences and Travel:

- A. The ASCC Student Senate shall sponsor student conferences and travel as their budget stipulates. All attendees are subject to approval by the Executive Board and advisors.
- B. An advisor must accompany students to all ASCC Student Senate sponsored conferences or travel outside of Region IV.
- D. An oral report shall be given at the subsequent meeting following the conference. A written report outlining the conference shall be submitted to the ASCC Student Senate Vice President and/or uploaded to the shared drive within one (1) week of return.
- E. ASCC Student Senate sponsored conferences or travel must support student leadership development, diversity, representation, and/or educational development.
- F. If unable to attend, any senator holding a paid slot for a ASCC Student Senate conference must find a replacement for the slot. Failure to do so will be addressed in bylaws Article V, Section 1.C. If the conference requires travel by flight, as soon as the plane tickets are booked, there can be no replacement. Refer to Article V, section 1 C.
- G. A senator will be unable to attend any subsequent conferences until all conference reports have been submitted.
- H. The amount of money allocated for conference meals per senator shall be at the discretion of the adviser.

Section 2. Travel Expenditures

- A. Ask an advisor prior to spending anything with regards to reimbursement.
- B. Meals purchased that are covered by the registration fee will not be reimbursed, no exceptions.
- C. Meals not covered by the registration fee will be left to the frugal discretion of the advisors.
- D. All Senators are responsible for compiling allergies and preferences and looking into alternate meal options around the conference area before arriving.

Article V:

Standing Rules for the ASCC Student Senate Meetings

The ASCC Student Senate has adopted the following rules to facilitate efficient meetings.

Section 1. Absences/Late Arrivals/Early Departures:

- A. A tardy shall be defined as arriving to a meeting ten (10) minutes after the meeting has been called to order. An early departure shall be defined as leaving the meeting prior to the adjournment or the scheduled adjournment time.
- B. Two (2) late arrivals shall equal one (1) absence. Two (2) early departures shall equal one (1) absence. A combination of one (1) tardy and one (1) early departure shall equal one (1) absence.
- C. Failure to attend a paid slot at a ASCC Student Senate conference without a replacement or excusal by the ASCC Student Senate shall constitute two (2) absences and incur a fifty dollar (\$50) fee or five (5) hours of community service at the discretion of the advisor.
 - a. Senators will be put on suspension until the fee is paid or they complete their community service.
 - b. Senators who fail to attend a paid spot will be prohibited from attending another conference for the next eleven (11) months
- D. Any member, elected or appointed, shall be removed from office for missing three (3) regularly scheduled meetings in one (1) semester without notice to the Vice-President, review by the Executive Board and excusal by the ASCC Student Senate.
- E. An excused absence/tardy/early departure shall be defined as a student government related issue (i.e. college, regional, or state level), illness, emergency, or any event pre-approved by the executive board.
- F. An excused absence for an emergency shall be left to the discretion of the Executive Board. If an Executive officer's attendance is in question, they shall not be allowed to vote on the matter in question.
- G. If any member is present for less than half a meeting, it shall be counted as an absence.
- H. If any member is not present for more than fifteen (15) minutes without the excusal or recognition of the Chair, it shall be counted as a tardy.
- I. For Committees
 - a. If a Senator is not present at the meeting of a committee to which they are assigned, it shall be counted as a tardy and be recorded by the Vice President on the Official ASCC Student Senate Meeting Role Sheet, if (and only if) a formal agenda was posted for the meeting at least twenty four (24) hours before the meeting took place.
 - b. Refer to Article IX Internal Committee Code Section 9, or Article X Ad-Hoc Committee Code Section 9 for excusal from the chair.
 - c. Missing a committee meeting is excused if the meeting is conflicting with another ASCC Student Senate related meeting or activity, or a Cabrillo College class. In the case of a recurring conflicting meeting, it shall be counted as an absence and finding a permanent replacement is recommended.
 - d. In the case where the individual obtains a proxy for a committee meeting the absence shall not counted as an absence.
 - e. The Executive Board of the ASCC Student Senate can excuse said absences from committee meetings if it is within Article 5, Section 1, Subsection E.

Section 2. The ASCC Student Senate Reports:

- A. The person giving the report has the floor. Parliamentary procedures dictate that the speaker shall not be interrupted.
- B. Each Senator will have the opportunity to report on their activities including but not limited to constituent interactions, committees, upcoming events, and any other information pertinent to the Senate operations.
- C. The reports will happen before the business of every meeting.

Section 3. Agenda Building:

- A. As the last order of business for a meeting, the Chair shall ask the ASCC Student Senate body for agenda items to be added for the subsequent meeting. All agenda items suggested by individual Senators shall be added to the following week's agenda, at the discretion of the chair. Additional agenda items may be added by individual Senators, at the discretion of the Chair, prior to the seventy-two (72) hour deadline preceding the subsequent meeting (as per the Brown Act). If an ASCC Student Senate member wishes to add an agenda item after the 72-hour deadline preceding a meeting, he or she may do so during the Approval of the Agenda section of the next meeting, providing such agenda item is in accordance with the Brown Act.

Section 4. Amendments to the Agenda

- A. As the first order of business after roll call, any voting member may motion to amend the agenda with regard to items being discussed or the order in which they are addressed.
- B. Any amendment to the agenda shall require a second and a simple majority vote.

Section 5. Motions & Voting:

- A. The funding sources shall be specified in all motions requesting financial disbursement.
- B. All motions requiring a two-thirds (2/3) vote shall be adopted by members present unless otherwise specified. Those who abstain are not counted in the two thirds (2/3) vote.
- C. All Senate Members must abstain from voting on issues pertaining to an Associated Students' Club, when they are a current Executive Officer of that club.
- D. All Senate Members must abstain from voting on issues pertaining to their status as a Senator.
- E. The President shall have the power to veto any legislation passed by the ASCC Student Senate. The veto must be submitted in writing or emailed to all senators and advisors within forty-eight (48) hours after the passing of said legislation. This veto may be overridden by a two-thirds (2/3) vote of the current ASCC Student Senate members.

Section 7. Items from the Floor:

- A. Members of the public shall be given an opportunity to address the ASCC Student Senate during the Public Comments section of the agenda. Speakers shall keep their report to three (3) minutes and must be relevant to the authority of the ASCC Student Senate. Requests for an item to be placed on a future agenda must be submitted in writing. Guests shall be limited to one (1) comment per subject on the agenda.
- B. During Executive Board Meetings, Senators-At-Large are allowed to speak on the same item multiple times at the discretion of the chair.

Article VI: Procedures for Filling Vacancies

Section 1. Vacancies and Appointed Positions:

- A. Applicants shall meet the same qualifications as outlined in the Election Code Article VII, Section 2.
- B. ASCC Student Senate positions open to the general student body shall be advertised by posting on campuses and online for a minimum of five (5) business days before any position may be filled, the posting of which shall be done by the ASCC Student Senate.
- C. Prospective senators shall complete an ASCC Student Senate application prior to the position being filled. Current Senators do not have to fill out an application if they wish to seek another office.
- D. Prospective senators, regardless of experience, must sit in one ASCC meeting before being appointed once the new ASCC Student Senate has been established.
- E. The candidate's application shall be reviewed by the ASCC Student Senate during the corresponding agenda item.
- F. The candidate shall be given an opportunity to give a short statement on his/her behalf.
- G. The candidate shall be interviewed by the ASCC Student Senate regarding his/her qualifications during the agenda item.
- H. Voting for appointive vacancies shall take place after respective interviews and separately for each position.
- I. A candidate must receive a majority vote of the standing ASCC Student Senate to be appointed to the sought office. In the case of a tie, the President shall cast the tie-breaking vote. If no candidate receives the majority of the vote, no candidate shall be appointed.
- J. The ASCC Student Senate shall not be able to appoint new members any time after the eighth meeting before the end of the spring semester, though current ASCC Student Senate Members may fill executive vacancies.

Section 2. Presidential Vacancy:

- A. In the event of a Presidential vacancy, the duties of President shall be temporarily assumed by an ASCC Senator in the following order:
 - 1. Vice President
 - 2. Treasurer
 - 3. Student Trustee
 - 4. Legislative Representative
 - 5. Director of Public Relations
 - 6. Inter-Club Council Chair
 - 7. Watsonville Representative
 - 8. Senator-at-Large in the following order:
 - i. Order of most yes votes received during the election for Senators who were elected
 - ii. Else, order of appointment for Senators who were not elected
 - iii. Emissary in order of appointment

- B. In the event of a Presidential vacancy, the office shall be filled by a current ASCC Student Senate member through the appointment process at the next available general ASCC Senate meeting. Any member may decline to act as president pro-tempore and retain their current position.

Section 3. Appeals and Decisions:

- A. All questions pertaining to qualifications, nominations, and appointments not covered in this code shall be decided by the general body of the ASCC Student Senate.

Article VII: Election Code

The purpose of the Election Code is to provide the direction for all ASCC Student Senate related elections consistent with the ASCC Constitution.

Section 1. Election Committee:

- A. Purpose:
 - 1. The Election Committee shall enforce the articles of the Election Code, and to provide interpretation.
- B. Members shall be:
 - 1. Chair, to be appointed by the ASCC President.
 - 2. An advisor (Student Activities Coordinator)
 - 3. Up to five (5) voting ASCC Student Senate members. Members shall be approved by the Vice President; if the position of the Vice President is vacant, the Executive Board shall approve these positions.
 - 4. No member may be a candidate for office while serving on the committee.
 - 5. All members shall have one (1) vote. The chair of the committee shall not have a vote except in the case of a tie. The advisor shall not have a vote at all
- C. Duties of the Election Committee:
 - 1. Enforce the provisions of the Election Code.
 - 2. Review the application of each candidate and submit a list of qualifying applicants for ballot publication.
 - 3. Distribute Election Code to each candidate upon approval of application.
 - 4. Arrange for the preparation of the official student ballots.
 - 5. Appoint or employ a sufficient number of neutral student members to operate the polls.
 - 6. Count ballots at a time and place designated by the committee and set prior to the election(s).
 - 7. Present the result(s) of election(s) to the ASCC Student Senate for formal announcement at the next meeting.

Section 2. Candidate Qualifications:

- A. A candidate must submit an application to the Student Affairs Office prior to, or on the cutoff date stipulated by the elections committee.

- B. Candidates for all positions must meet the following qualifications:
 - 1. Each applicant must have at least a cumulative two-point-zero (2.0) grade point average (G.P.A.) at the time they run for office, and maintain at least the two-point-zero (2.0) G.P.A. during their term of office.
 - 2. If the applicant is in their first semester at Cabrillo College, they must have been admitted on a “clean” academic status.
 - 3. The applicant shall have and maintain an academic load of at least five (5) units during their term of office.
- C. The advisor of the elections committee shall, upon submission of the application for candidacy or appointment, verify qualifications and report findings to committee for ruling.

Section 3. Voting Procedures:

- A. The names of candidates who have submitted completed and approved applications and followed the Election Code shall appear on the ballot.
- B. Voting shall be done by secret ballot.
- C. Any registered Cabrillo College student may vote. Proof of identification is required at the voting location (student ID number.)
- D. Results will be posted no sooner than 72 hours after voting has ended.

Section 4. Election Dates:

- A. The general election shall be held before the last three (3) weeks of the end of the Spring Semester.
- B. Voting shall be held for a minimum of three (3) consecutive days at the Aptos Campus and a minimum of three (3) consecutive days at the Watsonville Campus.
- C. The election must be announced to the student body one (1) month prior to the election date.
- D. The general student population must be notified through all publicity channels available (flyers, posters, email, websites, college newspapers, etc.) at least fifteen (15) school days prior to any election.

Section 5. Ballots:

- A. All candidates running unopposed for an office must receive at least twenty-five (25) percent of the vote.
- B. All candidates running opposed for an office must receive the most amount of affirmative votes out of all candidates for that office in order to be elected.
- C. The Planning and Research Office shall create the ballot and administer the polls at the direction of the Elections Committee.
- D. The Student Activities Coordinator will act as the liaison between the Planning and Research Office and the Elections Committee.

Section 6. Contesting an Election:

- A. In the event that the election is contested, a written petition must be submitted to the Student Activities Coordinator within one (1) week following the announcement of the election results.
- B. The Election Committee shall review the petition and shall determine the appropriate action to be taken.

- C. The Election Committee's report shall be presented to the ASCC Student Senate no later than seven (7) school days following the contested election.

Section 7. Campaigning:

- A. Following the approval of the ASCC Student Senate application by the Election Committee, the candidate may begin campaigning.
- B. The ASCC Student Senate candidate may not begin campaigning prior to approval of their application by the Election Committee.
- C. Each contested executive candidate will be reimbursed up to \$50 by the Student Senate for any campaign expenditures.
- D. All election expenditures must be recorded and presented to the budget committee upon request.
- E. Defiance of the election code may result in the disqualification of the candidate.

Section 8. Posting Signs:

- A. Campaign posters must meet the following requirements:
 - 1. Candidates shall abide by the guidelines of the Election's Committee and advisors.
 - 2. Ten (10) total posters allowed on campus, no more than one (1) per building per candidate
 - 3. All posting of flyers and posters must conform to Cabrillo College AR6100, which is available in the Student Affairs Office.
 - 4. All candidate materials must be taken down within three (3) days of election completion. Defiance of this section shall be reported to the Dean of Student Services.
 - 5. All candidates' posting must be approved by the Student Activities Coordinator
 - 6. Must respect Cabrillo College's and all individuals' posting and property

Section 9. Campaigning during the days of the election:

- A. No candidate may campaign within two hundred (200) feet of any polling location.
- B. All campaign materials must be removed within two hundred (200) feet of any polling location.
- C. All polling locations, both public and private, will require the approval and regulation of the election committee.
- D. For specific clarifications of Article VII, Sections 10.A and 10.B see "Election Policy" available in the Student Affairs Office during each election.

Section 10. Reporting an Election Code Violation:

- A. In the event of an election code violation, a written petition must be submitted to the Student Activities Coordinator within one (1) week following the violation.
- B. The Election Committee shall review the petition and shall determine the appropriate action to be taken.
- C. The Election Committee's report shall be presented to the ASCC Student Senate no later than seven (7) school days following the election and can be appealed by the candidate-in-question by two-thirds (2/3) vote of the ASCC Student Senate body. The candidate in question may appeal the decision of the Election Committee to the full ASCC Student Senate within one (1) week of the Election Committee's decision.

Section 11. Automatic Adoption of Contested Candidates who are not Elected:

- A. Candidates for any executive office who were contested and lost may automatically become a Senator-at-Large if all of the following are true:
 - 1. The candidate received at least twenty-five (25) percent of the affirmative votes for their position.
 - 2. There are vacant Senator-at-Large seats.
 - 3. The candidate submits in writing to the Advisor and President their intent to become a Senator-at-Large.
- B. The adoption of the executive candidate as a Senator-at-Large shall occur immediately.
 - 1. Any Senator can prevent the adoption of the executive candidate to Senator-at-Large through an objection submitted in writing to the Advisor and President. If so, the executive candidate must follow appointment procedures.

Article VIII:

Appropriations/Budget Code General Funds of the ASCC Student Senate

The ASCC Student Senate establishes this code to define policies and procedures regarding any and all financial transactions and decisions.

Section 1. Appropriations and Budget Committee:

- A. Members shall be:
 - 1. Treasurer (Chair)
 - 2. President
 - 3. Up to four (4) other voting ASCC Student Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.
- B. All members shall have one (1) vote.
- C. The Budget Committee shall meet once a month or as needed.
- D. Appropriations:
 - 1. The Budget Committee may review and make recommendations on any proposed requests for ASCC Student Senate funds, excluding discretionary funds.
 - 2. A simple majority is needed to bring a recommendation to the ASCC Student Senate on appropriation issues.
 - 3. The Budget Committee shall oversee, allocate, and distribute College-wide support grants.

Section 2. Budget Creation:

- A. The annual budget shall be constructed by means of the Budget Committee.
- B. The budget shall follow a projected outline specified by the previous year.
- C. The ASCC Student Senate shall use the following timeline to plan its annual budget:

1. The Budget Committee shall review the initial study budget no later than eight (8) weeks prior to the end of the Spring Semester.
2. The ASCC Student Senate may amend the initial ASCC Student Senate budget where deemed necessary in order to approve a finalized budget by a two-thirds (2/3) majority vote.
3. The finalized ASCC Student Senate budget shall be turned in to the Cabrillo College Business Office no later than April 30th of each year.

Section 3. Financial Accounting Duties and Responsibilities:

A. Financial Records:

1. The Treasurer shall be responsible for the maintenance of the ASCC Student Senate financial records as stated in the ASCC Student Senate Bylaws, and shall compile the initial budget and the final budget as approved by the ASCC Student Senate.
2. The Cabrillo College Business Office shall be responsible for the ASCC accounting and bank records, and the provision of a monthly report of incomes and expenditures.
3. A record of all current ASCC Accounts (71, 72) shall be presented at the start of each regular ASCC Student Senate meeting during the Treasurer's Report.
4. A record of current funds shall be reported at the beginning of each ASCC Student Senate agenda item in which funds are being requested.
5. The most updated budget shall be electronically available at all times.

Section 4. Request For Funding:

- A. To receive funding for an item, a Senator must fill out a Request for Funding (RFF) and submit it to the chair to be on the next General Meeting Agenda.
- B. Senators may choose to sponsor items from other campus organizations. If they do, the Senator is responsible for explaining the process and rules of funding to the organization representative.
- C. Once the item is on the agenda, the Senate at Large will consider funding the item in whole, partially, or not at all.
- D. If the total funding for an item exceeds \$1,500 it will require a two-thirds vote to approve the money.
- E. Once approved, funds shall be disbursed only for the approved items. Any deviation will require a new RFF.
- F. Funds shall be received through the means of a purchase requisition. If the funds will be directly transferred to an account before purchases are made, copies of the receipts must be submitted to the ASCC Treasurer immediately after any purchases.

Section 5. Fundraising and Purchase Requisition Restrictions:

A. Fundraising:

1. All funds collected from any ASCC Student Senate sponsored event or other appropriate source(s) shall be deposited to the Cabrillo College Business Office immediately after the said event by the parties involved or, if necessary, delivered to the campus sheriff.
2. In the event of an off campus activity, the money shall be deposited within the next business day.
3. Accounts payable to vendors shall, in all cases, be paid through the Business Office.

B. Off-Campus Vendors

1. If personal services are going to be reimbursed, the Purchase Requisition must be made before payment is due.

2. If any contracts are to be made with off campus vendors, the Cabrillo College Business Office must approve of the contract before it is entered into.
- 2.

Section 6. Discretionary Funds:

- A. The ASCC Student Senate shall have three (3) discretionary funds set up at the beginning of each semester:
 1. Executive Board:
 2. Advisor:
(Approval by President, Vice President, Treasurer, or Advisor)
 3. Publications Fund: \$400
(Approval by the Director of Public Relations, Treasurer, or Advisor)
- B. In the event of additional funding necessary for the discretionary funds, member(s) responsible for such funds shall take their request to the ASCC Student Senate.

Section 7. College Funding Requests:

- A. College Wide Support Grants:
 1. Requests for College Wide Support Grants shall be accepted and acted upon during the fall semester.
 2. The Budget Committee shall determine which requests will be granted in a timely manner.

Section 8. Revocation of Expenditure Authorization:

- A. Failure of any ASCC Student Senate sponsored activity or event to comply with any provisions of this code shall be cause for an automatic freeze of funds (revocation of authorization for expenditure) by the ASCC Student Senate.
- B. In the event of revocation of an expenditure authorization occurrence, the ASCC Student Senate shall review the situation no later than one (1) week after the revocation.
 1. The ASCC Student Senate shall make a decision to the course of action necessary to be taken for rectification of the situation by two-thirds (2/3) majority vote, immediately following the review of the state of affairs.
 2. Funding may also be revoked after either three (3) weeks of the end of the event or eight (8) weeks after the approval of the RFF (whichever is later) if the money is not claimed.

Section 9. Open Accounts:

- A. In order to keep the various ASCC Student Senate business interests functioning during the summer months, the ASCC Student Senate President-Elect shall be authorized to sign a memo allowing the Student Affairs Office to purchase the following items:
 1. Copy machine expenses.
 2. Student I.D. card expenses.
- B. To compensate for the ongoing expense of the Student ID card, the ASCC Student Senate shall reimburse Cabrillo College, in particular the Student Affairs Office, for the charges that are incurred throughout the Academic Year. The ASCC shall reimburse Cabrillo College seventy-five (75) cents per ID card produced. This practice shall continue indefinitely, until otherwise decided by the ASCC Student Senate. It is expected that this figure may need adjustment, and the ASCC Student Senate,

upon their discretion, shall take such measures. In addition, within two (2) weeks of a request for any adjustment made by the college, the ASCC Student Senate shall review the request and take any action deemed necessary by the ASCC Student Senate. Furthermore, any adjustment made to this ongoing expense shall require a Bylaw amendment.

Article IX

Internal Committee Code

Section 1. The ASCC Student Senate shall assess the necessity for the requested committee and approve or decline the request. The committee creation approval shall require a two-thirds (2/3) majority vote of the ASCC Student Senate.

A. There are six (6) standing committees that will meet regularly throughout the year:

1. Budget Committee
2. Constitution & Bylaws Committee
3. Inter-Club Council
4. Legislative Committee
5. Public Relations Committee
6. Student Activities Card (SAC) Committee

Section 2. Any and all internal committees shall be made up of up to five (5) voting members of the ASCC Student Senate approved by the Vice President. In the event of a vacancy in the Vice Presidency, the Executive Board shall appoint committee members by a simple majority vote.

Section 3. The ASCC Executive Board shall have the discretion to add voting committee members, including non-senators, to any internal committee on an as-needed basis. A simple majority vote of the ASCC Executive Board shall approve the specific number of additional members.

Section 4. All members of a standing committee shall have one (1) vote. The chair of the committee shall have a vote only in the case of a tie.

Section 5. All committees shall be responsible for the submission of either a written committee report or their minutes to the shared drive.

Section 6. The President of the ASCC Student Senate shall have the authority to appoint the chairperson for each internal committee, unless such position has been designated by the Bylaws.

Section 7. Once appointed, internal committee members and chairpersons may be removed in the event of:

- A. Disqualification or resignation from the ASCC Student Senate.
- B. Personal removal from the committee.
- C. The request of the Chair to the Executive Board, followed by a hearing and a two-thirds (2/3) majority vote of the Executive Board.

Section 8. All committees mentioned in the Bylaws will be considered Internal Committees. All other internal committees shall be created on an as needed basis.

Section 9. A committee chair may excuse their committee members within twenty four (24) hours of posting the agenda. This will keep the absence from counting. If said agenda is not posted at least twenty four (24) hours in advance, then an individual may be excused at anytime before the meeting.

Section 10. The chairperson for each Standing ASCC Student Senate Committee shall create and maintain a committee record folder on the shared drive, including but not limited to the following information:

1. Description of the Committee.
2. Domain and Responsibilities of the committee.
3. Procedures for conducting business, both historical and current.
4. Agendas and either the official ASCC Committee Report or minutes of the committee meetings during the ASCC Student Senate representative's tenure.
5. Recommendations for future ASCC Student Senate representatives regarding the committee. A copy of the committee record folder must be submitted to the ASCC Student Senate President, at both the beginning and end of the Spring semester.

Article X:

Ad-Hoc Committee Code

Section 1. Ad-Hoc committees are temporary committees that are created by the Executive Board to fulfill a single purpose. All Internal Ad-Hoc committees shall be created on an as needed basis.

Section 2. All Ad-Hoc Committees shall be created in the following process:

- B. Any ASCC Student Senate member may request that the Executive Board create an Ad-hoc committee.
- C. The Executive Board will assess the necessity for the requested committee and approve or decline the request. The committee creation approval shall require a majority vote of the Executive Board.
- D. The Vice President or the Executive Board will select a committee chair. In the event of a vacancy in the Vice-Presidency, the Executive Board shall appoint committee members by a simple majority vote.
- E. The committee chair will select up to four (4) other ASCC Student Senate members approved by the Vice President to join the committee. All members, excluding the chair, shall have one (1) vote.

Section 3. All committee chairs shall be responsible for reporting back to the ASCC Senate during the General Meetings on the progress of their committee.

Section 4. Once appointed, standing committee members and chairperson may be removed in the event of:

- A. Disqualification or resignation from the ASCC Student Senate.
- B. Personal removal from the committee.
- C. The request of the Chair to the Executive Board, followed by a hearing and a two-thirds (2/3) majority vote of the Executive Board.

Section 5. A committee chair may excuse their committee members within twenty four (24) hours of posting the agenda. This will keep the absence from counting. If said agenda is not posted at least twenty four (24) hours in advance, then an individual may be excused at any time before the meeting.

Article XI:

External Committees

- Section 1. Senators must attend all committee meetings of the external committee they were assigned to unless they can find a replacement.
- A. These following administrative committees on campus require a student representative:
1. Academic Council
 2. Board of Trustees (to be the ASCC Trustee)
 3. College Planning Committee (to be the ASCC President)
 4. Disciplinary Committee
 5. Facilities Planning Committee
 6. Faculty Senate
 7. Safety Committee
 8. Student Services Committee
- B. There are also other committees in the college administration that allow for student representatives. Senators are encouraged to sit on these as well.
- Section 2. A Senator can waive their duty to an external standing committee by becoming an advocate for the athletics programs (Health, Athletics,) or the performing arts programs (VAPA).
- A. The advocate for these departments must do the following:
1. Meet with the department dean (or next faculty in succession when the dean is unavailable) at least once a month (excluding months where school is in session for less than half the month).
 2. Go to at least one (1) event sponsored by the department per month (excluding months where school is in session for less than half the month).
 3. Report back to the Senate regarding the events and activities of the department.
 4. Act as a liaison between the Student Senate and the department to bring attention to any issues the department may face.
- Section 3. An oral report must be made to the Senate at Large at the Senate meeting after each assigned committee meeting.

Article XII:

Legislative Committee & Legislative Representative

Section 1. Members of the Legislative Committee shall be:

- A. Legislative Representative (Chair)
- B. Student Trustee
- C. At least one (1) but as many as three (3) other voting ASCC Student Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.

Section 2. Members shall have one (1) vote. The chair of the committee shall not have a vote except in the case of a tie.

Section 3. Duties of the Legislative Committee

- A. The Legislative Committee shall meet once every two school weeks or as needed.
- B. The Legislative Committee shall review all proposals regarding letters of support or opposition for legislation and make recommendations to the ASCC Student Senate regarding proposed legislation.
- C. The Legislative Committee shall review proposals within one (1) week following the proposal appearing on the ASCC agenda as a New Business item.
- D. The Legislative Committee shall make official recommendations to the ASCC Student Senate. The recommendation will serve as a guide for the ASCC Student Senate (a simple majority is needed to recommend or not recommend legislative action to the ASCC Student Senate).
- E. The Legislative Committee shall frame and report important legislation to the ASCC Student Senate.

Section 4. Training new Senators

- A. The Legislative Representative shall train all newly appointed Senator-at-Larges and assimilate them into the Student Senate.
- B. Within the first four weeks of the Senate, the Legislative Representative shall train all newly appointed Senator-at-Larges in the following areas:
 - 1. The ASCC Constitution & ASCC Bylaws.
 - 2. ASCC Student Senate Philosophies.
 - 3. The role of the ASCC Student Senate in participatory governance.
 - 4. The duties of a Senator at Large.
 - 5. Rules of the ASCC Student Senate meetings, including Roberts Rules and Brown Act.
 - 6. The different committees and how ad-hoc committees are formed.

Article XIII

Constitution and Bylaws Committee

Section 1. Members shall be:

- A. Vice President/Parliamentarian (Chair)
- B. President
- C. Up to three (3) other voting ASCC Student Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.

Section 2. All members shall have one (1) vote. The chair of the committee shall not have a vote except in the case of a tie.

Section 3. Duties of the Constitution and Bylaws Committee:

- A. Shall meet at least once every two school weeks or as needed.
- B. Act as the judiciary body for any questions referred by the Student Senate that arise in the course of the Student Senate Operations.
- C. Shall be responsible for the maintenance and distribution of current copies of the ASCC Student Senate Constitution and Bylaws. The copies of said documents shall be distributed at the beginning of the academic year no later than the second (2nd) official meeting of the ASCC Student Senate, followed by necessary distributions due to changes in said documents.
- D. Shall review all proposals regarding Constitution and Bylaws and make official recommendation to the ASCC Student Senate regarding the presented proposals.
 - 1. A simple majority is needed to recommend or not recommend action on changes to the Constitution or Bylaws of the ASCC to the ASCC Student Senate.
- E. Shall review proposals within one (1) week following the proposal appearing on the Cabrillo College ASCC Student Senate agenda as a New Business item.

Article XIV:
Student Activity Card Committee

Section 1. Members shall be:

- A. Chair, to be appointed by the President.
- B. Treasurer
- C. Watsonville Representative.
- D. Up to two (2) other voting ASCC Student Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.

Section 2. All members shall have one (1) vote. The chair of the committee shall not have a vote except in the case of a tie.

Section 3. The Student Activity Card Committee (Henceforth known as SACC) shall:

- A. Meet every school week or as needed.
- B. Be responsible for the maintenance of the Student Activity Card records including, but not limited to Merchant contracts. The committee shall insure the accuracy and maintenance of the contracts, including the recruitment of new contracts towards the program, as well as reinstatement of the current contracts.
- C. Be responsible for the maintenance and distribution of the documents pertinent to the program, including but not limited to brochures and other forms of advertisement. The copies of said documents shall be distributed to the appropriate locations as necessary. The committee shall be responsible for the accuracy of the information distributed regarding the program.
- D. Review all proposals regarding the Student Activity Card program and make official recommendations to the ASCC Student Senate regarding the presented proposals. The recommendation shall serve as a guide for the ASCC Student Senate (a simple majority is needed to recommend or not recommend action to the ASCC Student Senate).

Article XV: Student Activities Board

Section 1. Members shall be:

- A. The Director of Public Relations shall be the director.
- B. Up to four (4) other sitting members to satisfy Article II § 2.A.
- C. All other standing Senators are ex-officio members.

Section 2. The Student Activities Board will not serve as an advisory committee to the Student Senate nor pass any legislation. The only purpose of this body is to execute events. Because of this, the Activities Board will be exempt from both the Brown Act and Roberts Rules.

Section 3. The Student Activities Board shall:

- A. Meet once a week at a regularly occurring time.
- B. Be responsible for the execution of all Student Senate events.
- C. When there are no upcoming events, either create a new event or execute a project beneficial to the Student Body.
- D. Support other Student Events on Campus
- E. Before Spring Break, submit to the Budget Committee a list of suggested events for the next academic year along with a requested budget for each.

Section 3. Events Commissioned by the ASCC:

- A. Events can be commissioned by any of the following bodies:
 - a. The Student Senate at Large.
 - b. The Executive Board.
 - c. The current budget if there is money approved for the event.
- B. No single individual, including the Vice President of Activities, can commission their own Senate Sponsored event. It must be brought before the Executive Board or Senate at Large and be approved first.

Article XVI:

Emissary Program

Section 1. Duties and Responsibilities of the ASCC Student Senate:

- A. An ASCC Student Senate Emissary shall meet the following requirements:
1. Be a current student of Cabrillo College.
 2. Be a student in good standing.
 3. Maintain a minimum of a two point zero (2.0) GPA and be registered for at least five (5) units during their term of service (with the exception of the Stroke Center Program students who must be registered for a minimum of one and a half (1.5) units).
 - i. Students enrolled in the Stroke Center Program or have received a Reduced Course Load Accommodation from the Accessibility Support Center must instead maintain a minimum of a two point zero (2.0) GPA and be enrolled for a minimum of one and a half (1.5) units.
 4. Fill out and submit an ASCC Student Senate Emissary application.
- B. An ASCC Student Senate Emissary shall have the following responsibilities:
1. Be an assistant to the ASCC Student Senate in their business, events, advertisement, etc.
 2. Act as an official conduit between the ASCC Student Senate and the Cabrillo College community.
 3. Have access to the ASCC Student Senate resources on all campuses.
 4. Become familiar with all ASCC Student Senate forms, procedures, and aspects of the budget.
 5. Abide by the ASCC Student Senate Bylaws.
 6. Be able to attend a conference if a spot and funds are available so long as they have not previously attended said conference.
 7. Be able to have any and all privileges revoked at the discretion of the ASCC Student Senate.
 8. Be dismissed for any of the following reasons:
 - a. For demonstrating behavior unbecoming of a Senator.
 - b. Violations of the Student Rights and Responsibilities Handbook.
 - c. Failure to participate in at least eight (8) hours per month of service to the ASCC Student Senate.
 - d. At the discretion of the Executive Board.

Article XVII: Electronic Communications

Section 1. ASCC Shared Drive

- A. The ASCC Student Senate folder shall be used strictly for ASCC Student Senate affiliated documents.
 - 1. ASCC Student Senate Agendas shall be uploaded by the President at least seventy two (72) hours before the meetings.
 - 2. ASCC Student Senate Minutes shall be uploaded by the secretary within three (3) days of the previous meeting.
 - 3. All reports (from conferences and committees) shall be uploaded by their authors within one week of the conference or committee meeting or event.
 - 4. All RFFs shall be submitted by their sponsor at least seventy two (72) hours before the meeting.

Section 2. Electronic Newsletter (E-News)

- A. The Electronic Newsletter (E-News)
 - 1. The E-News shall be defined as a method of communication, via email, to all currently enrolled Cabrillo College Students. The information presented in the E-News shall be focused on, but not limited to, the monthly student activities of both the Associated Students of Cabrillo College, the ASCC Student Senate, and the various Student organizations on campus.
 - 2. All E-News content must have the prior approval of the Student Activities Coordinator and/or the Dean of Student Services.
- B. The Electronic Newsletter (E-News) Editor shall
 - 1. Be appointed by the Student Senate and overseen by the Student Activities Coordinator and/or the Dean of Student Services.
 - i. The incoming ASCC Student Senate must appoint a Senator as the E-News Editor at their first meeting before summer break, or as needed in the case of a vacancy.
 - 2. Serve in the position as long as they are a part of the ASCC Student Senate.
 - 3. Be trained for the position as soon as possible by the Student Activities Coordinator
 - 4. Create the E-News for each month during the Fall and Spring Semesters
 - 5. Work with Cabrillo's Marketing Department on a monthly basis
 - 6. Set the appropriate deadline, approximately the 3rd Friday of every month, for E-News submissions
 - 7. Send the draft E-News to the advisors for edits
 - 8. Make the appropriate edits and send the final draft to the Director of Marketing and Communications in a timely fashion
 - 9. Inform the Associated Students of Cabrillo College, the ASCC Student Senate, and the Inter-Club Council of the submission deadline
 - 10. Inform the Student Body President that each month they have the opportunity to write a short letter to the students
 - 11. Have the ability to edit submitted content to fit the E-News format
 - 12. Meet with the Student Activities Coordinator on a monthly basis.
 - 13. Be exempt from an Internal Committee requirement

Article XVIII:
Inter Club Council Code
For Regulation of Club Organizations

Sub-Article I:
Creation and Purpose

Section 1. The Inter Club Council (ICC) is a subsidiary body of the Cabrillo College ASCC Student Senate. The ICC works in coordination with the ASCC Student Senate in all functions that concern both organizations.

Section 2. The purpose of the ICC is to promote interaction and cooperation between clubs and organizations that have been chartered by the ICC as well as provide support for said clubs. The ICC will encourage engagement of chartered student organizations with the college community to ensure inclusion.

Sub-Article II:
Executive Board

Section 1. Purpose

1. The purpose of the ICC executive board is to assist the ICC chair in operations related to ICC activities.

Section 2. Positions

1. The ICC Executive Board shall consist of the following positions:
 - a. Chair
 - i. The ICC Chair shall be a member of the ASCC. All other ICC executive board members shall be appointed by the ICC chair from the general ICC membership, and approved by a majority vote of the ICC body at a regularly scheduled ICC general meeting.
 - b. Vice Chair
 - c. Treasurer
 - d. Secretary
 - e. Activities Coordinator

Section 3. Duties

1. The ICC Executive Board shall be responsible for the following duties:
 - a. The Chair of the ICC Executive Board shall:
 - i. Preside over all ICC meetings.
 - ii. Report to the ASCC Student Senate on all ICC activities.
 - iii. Be responsible for setting agendas for the ICC meetings in accordance with the Brown Act.
 - iv. Vote only in case of a tie.
 - v. Count towards quorum.

- vi. Provide clubs with the club guidebook.
 - vii. Be responsible for developing and coordinating all ICC programs.
 - viii. Be responsible for submitting a financial report to the ICC and ASCC Student Senate at their respective last meeting of each month during the school semester.
 - ix. Be exempt from Article XI, Section 1, of the Cabrillo ASCC Student Senate Bylaws.
- b. The Vice Chair of the ICC Executive Board shall:
- i. Be the ICC Parliamentarian.
 - ii. Coordinate with ICC chair regarding ICC executive board duties.
 - iii. In the absence of the ICC Chairperson, preside over ICC meetings.
 - iv. Act as interim ICC Chair in the event of a vacancy.
 - v. Appoint any necessary committee chairpersons.
 - vi. Keep the attendance record at general ICC meetings.
 - vii. Collect all official written committee reports to be stored for a minimum of three (3) years. Present these reports upon request of any member of the ICC.
 - viii. Chair the ICC Bylaws Committee.
 - ix. Have one (1) vote.
- c. The Treasurer of the ICC Executive Board shall:
- i. Maintain all financial records.
 - ii. Become familiar with all aspects of the ICC budget.
 - iii. Present a financial statement to the ICC chair each month. Present a financial statement to the ASCC Student Senate Treasurer within one (1) week of a request by the ASCC Student Senate Treasurer.
 - iv. Verify and be empowered to sign all completed requisitions for the disbursement of funds appropriated by the ICC during general meetings.
 - v. Provide the ICC a weekly account of the total of the previous weeks approved RFF's, including a running budget total of ICC funds.
 - vi. Have one (1) vote.
- a. The Secretary of the ICC Executive Board shall:
- i. Record the minutes of all general and executive board meetings of the ICC.
 - ii. Distribute electronic copies of said minutes and post them on the ICC website within three (3) days following the meeting.
 - iii. Within three (3) days following the meeting pertaining to the minutes, distribute written copies of said minutes upon request.
 - iv. Be enrolled in at least three (3) units at Cabrillo College throughout his/her tenure as secretary.
 - v. The ICC Secretary **MUST** submit a completed employment application to the Cabrillo Student Employment Office and shall be an employee of the ASCC Student Senate.
- b. The Activities Coordinator of the ICC Executive Board shall:
- vi. Follow up with clubs and maintain a record regarding the usage of ICC appropriated funds.
 - vii. Follow up with clubs and maintain a record of club events, including incentive events, and club

- incentive points.
- viii. Promote and coordinate ICC events and multi-club events.
- ix. Promote multiculturalism on campus through ICC.

Sub-Article III: Formation of Clubs and Organizations

- Section 1. Any group of at least six (6) students at Cabrillo College having like interests may submit an application for charter to the ICC.
- Section 2. Among the six rostered members, clubs must appoint one president and one treasurer.
- Section 3. Among the six rostered members, including the appointed president and treasurer, clubs must appoint one ICC Representative, whom shall abide by the standards set by the ICC executive board.
- Section 4. Clubs that submit their completed charters application by the end of the fourth week of each new semester shall be chartered by the ICC. All club charters submitted after the fourth week of each semester must be approved by a majority vote of the ICC at a regularly scheduled ICC general meeting.
- Section 5. All **official** Cabrillo College Student clubs must be recognized and chartered by the ICC.
- Section 6. Any club applying for charter must submit a complete charter application to the Student Activities Coordinator. A complete club charter shall consist of the following documents:
 - a. Cabrillo College Charter Application (online form)
 - b. Club Constitution (see sub-article VI, section 1.a)
 - c. Paper-form packet, consisting of:
 - i. Member roster
 - ii. Signed advisor agreement
 - iii. Signed sustainability policy agreement
- Section 7. No later than one (1) week following the chartering of a club, said club must hold a general member meeting. The purpose of said meeting shall include a vote by the general members to officially elect the club's executive board. Minutes of said meeting must be provided to the ICC chair within three (3) days following the meeting.
- Section 8. An executive board member of any club may only be removed by a two-thirds ($\frac{2}{3}$) vote of that club's active members. The vote must take place at a general member meeting. Minutes of said meeting must be provided to the ICC chair within three (3) days following the meeting.

Sub-Article IV: ICC Meetings

- Section 1. The ICC general member meeting shall be held every Wednesday of each scholastic month

beginning with the second (2nd) Wednesday following the start of each scholastic semester excluding holidays. An interim special meeting may occur during the Summer and Winter sessions at the discretion of the ICC chairperson upon seven day notice of said meeting to all currently chartered club advisors and ICC representatives. Meeting location must be accessible in accordance with the Americans with Disabilities Act.

- Section 2. ICC meetings shall be mandatory for all currently chartered club ICC representatives. If a club is absent for four (4) meetings in one (1) semester, that club shall be put on suspension for the remainder of the semester. (See Article VII, Section 3.) The club's ICC representative, president, and advisor(s) will be sent a warning notice by email upon each of the first three (3) absences. A notice of suspension shall be sent to said club's ICC representative, president and advisor(s) upon absence number four (4).
- a. It is the responsibility of each club to select an alternate in advance of each ICC meeting in the case in which the designated representative cannot attend a meeting
- Section 3. A quorum of appointed voting representatives must be present at I.C.C. meetings to conduct business. A quorum is more than one-half ($\frac{1}{2}$) of the number of currently active clubs on campus (rounded up). Absentee voting shall not be allowed for any clubs.
- Section 4. Each club ICC representative may represent only one (1) organization or club at any one (1) ICC meeting.
- Section 5. The ICC chairperson may call special meetings during the regular semester. All active club ICC representatives shall be notified at least twenty-four (24) hours prior to a special meeting.
- Section 6. The ICC shall conduct meetings according to the most recent edition of Robert's Rules of Order, Newly Revised. These rules may be amended as the ICC chair sees fit, to enable meetings to proceed smoothly, except that the ability to appeal the decision of the chair cannot be amended.
- Section 7. A club's ICC representative can request an item to be on the ICC general meeting agenda by providing the item's description and appropriate documents.
- a. Each submitted item must specify the type of item (information, discussion, action), the item sponsor (club's name), the amount of time needed for the item, and an item description.
- b. Item descriptions must contain, in no less than 20 words, a detailed description of the agenda item.
- c. All agenda item requests must be submitted to the ICC chair no later than 11:59:59 am on the Friday prior to the next regularly scheduled ICC general meeting.

Sub-Article V: Maintaining a Club Charter

- Section 1. All clubs must submit a completed charter application each scholastic semester, in accordance with sub-article III of this document.
- a. Only new clubs, or clubs that have NOT been chartered for two (2) semesters prior, need to submit club bylaws.
- Section 2. Clubs are responsible for submitting the following information to the ICC as updated.
- a. Contact information
 - b. Meeting dates and times
 - c. Meeting location
- Section 3. All club's official meeting locations must be accessible in accordance with the Americans with Disabilities Act.
- Section 4. All clubs shall be responsible for creating and archiving minutes of all official meetings, including meetings that include any action items taken.
- Section 3. All clubs inactive for two (2) full semesters will have their club accounts closed and the balance moved to the ICC General Fund. In order to maintain an active status, a club must hold at least one (1) event per semester and participate in at least one (1) ASCC Student Senate sponsored activity.
- Section 4. Inactive clubs or clubs on suspension shall not be able to:
- A. Access club funds
 - B. Access club copy machine
 - C. Sponsor programs
 - D. Access campus facilities for club use
 - E. Use the Club bulletin boards
 - F. Vote at any ICC meeting.
- Section 5. All clubs shall be held responsible for reading, understanding, and following the guidelines outlined in the "Club Handbook."

Sub-Article VI: Revocation of a Club Charter

- Section 1. The following steps shall be followed in revoking a charter:
- A. The ICC chairperson, upon receipt of a complaint from any student or upon receipt of evidence that a violation of the California Education Code, District Policies, or ICC Bylaws has occurred shall ask for a review of the evidence at an ICC meeting.
 - B. The President or Chairperson and the advisor of the offending club shall be notified of review and will be required to be present.

- C. In the event the President of the offending club or their representatives fails to appear for review, it shall be conducted without their presence.
- D. Action may be taken by the ICC in the form of suspension or revocation of the charter by a two thirds (2/3) majority vote.

Sub-Article VII: Reinstatement of a Club Charter

- Section 1. The club or organization that has had its charter revoked may request reinstatement of their charter after one (1) complete semester has passed since the review.
- Section 2. The ICC may reinstate a club by a two-thirds (2/3) vote of the present and active members of the ICC at a general meeting.
- Section 3. A club or organization may appeal any decision of the ICC to the ASCC Student Senate.

Sub-Article VIII: ICC Fund Requests

- Section 1. Each club may request no more than five hundred (\$500) dollars per semester from the ICC general fund.
- Section 2. The treasurer from each club shall give a written financial statement of club funds to the ICC chairperson upon request.

Sub-Article IX: ICC Incentives

- Section 1. At the beginning of each Fall and Spring semester, each club will receive one hundred dollars (\$100) upon renewal/acceptance of their club charter. For newly chartered clubs this money may only be used for fundraising or purchase of materials. Clubs in good standing may receive additional "Incentive" funds, provided that the following provisions are met:
 - A. Sponsor three (3) to nine (9) incentive events, one (1) of which must be held at the Watsonville campus. In order to qualify as an incentive event the event shall;
 - 1. Have at least one (1) activity available to students with the Student Activity Card free of charge.
 - 2. Serve and be open to all Cabrillo students.
 - 3. Be held on a Cabrillo campus. In each of the three (3) series of three (3) events, as detailed in subsection C below, one event may be held off-campus. All other rules and restrictions regarding incentive events still apply, as well as further restrictions detailed in subsection B below.
 - 4. Be promoted at least seven (7) days prior to event.
 - B. Any off-campus incentive-events must:

1. Have the approval, beforehand, of the Student Activities Coordinator and of an advisor to each club participating in the event.
 2. Complete any liability forms deemed necessary by the Student Activities Coordinator.
 3. Have an advisor to each club participating in the event present for the entire duration of the event.
- C. For its first three (3) incentive events, a club will be allocated one hundred dollars (\$100), for its next three (3) events, one hundred fifty dollars (\$150), for its final three (3) events, two hundred fifty dollars (\$250). A total of five hundred dollars (\$500) of incentive funds shall be available to each club in good standing, in addition to the one hundred (\$100) dollars for chartering. Incentive funds shall be deposited in the club's account at the start of a new semester, following the semester in which the incentive points were obtained. A completed incentive form must be submitted to receive the incentive funds.

Section 2. Club Printing

- A. The Inter Club Council shall allocate one hundred (100) free 8.5" by 11" black-and-white copies per month to each active club in good standing.

**Sub-Article X:
Amendments**

- Section 1. This code, having been established by the Inter Club Council and approved by the ASCC Student Senate may be amended by a two-thirds (2/3) vote of both bodies.

**Sub-Article XI:
Fundraisers**

- Section 1. All club fundraisers must promote the Student Activity Card and provide a significant discount to Student Activity Card holders.
- Section 2. Fundraisers are categorized as club events, and warrant the same procedures as standard club events. Fundraisers, however, do not qualify for incentive points.