

ASSOCIATED STUDENTS OF SANTA MONICA COLLEGE
CONSTITUTION

PREAMBLE

WE, the students of Santa Monica College, in order to promote the intellectual, social, educational, and cultural welfare of the students of Santa Monica College through the proper and effective exercise of the extensive powers of self-government delegated to us, do hereby ordain and establish this constitution and by-laws as a governing rule of this organization.

ARTICLE I: STRUCTURE

SECTION 1: NAME

(1) The name of this organization shall be: the Associated Students of Santa Monica College.

SECTION 2: MISSION

The Associated Students are representatives of, and sensitive to, the racial and cultural diversity of our community. We promote creativity, collaboration and the free exchange of ideas in an open, caring community of leaders. We encourage continual development of our individual talents and recognize the critical importance of each person to the achievement of our common purpose. The aims and purpose of the Associated Students shall be:

- (1) To promote educational advancement;
- (2) To provide resources and guidance to student organizations;
- (3) To promote students' rights and provide effective representation of student interests and concerns;
- (4) To promote a positive public image and to enhance the campus environment;
- (5) To ensure good communication between students, faculty, administration, and the community;
- (6) To inform students of available resources and services;
- (7) To promote the development of student leadership and service;
- (8) To encourage greater student involvement on campus;
- (9) To represent the best interests of the students of Santa Monica College; and
- (10) To promote and encourage sustainable practices.

SECTION 3: ASSOCIATED STUDENT COLORS

The official colors of this organization shall be blue and white.

SECTION 4: EMBLEM

The emblem shall be the Associated Students Logo.

SECTION 5: AUTHORITY

The governing board of Santa Monica College has authorized the establishment of the Associated Students in accordance with the limitations set forth by the Education Code of California (Ed. Code Sections 76060-76067).

SECTION 6: ORGANIZATION

- (1) The power of the Associated Students shall be vested in four bodies: Board of Directors, Inter-Club Council, Joint Council, and Judicial Board.
- (2) A quorum of each of these bodies shall be a majority (fifty percent plus one) of the voting members. In addition, the Judicial Board must have the appropriate faculty and administration representation.
- (3) The Associated Students Board of Directors and the Judicial Board shall be governed by the provisions of the Ralph M. Brown Act, and such other procedures as may be established in the By-Laws of the Associated Students.

SECTION 7: MEMBERS OF THE ASSOCIATED STUDENTS

- (1) All students enrolled in classes at Santa Monica College who have paid the Associated Students membership fee are members of the Associated Students of Santa Monica College.
- (2) All students enrolled in classes at Santa Monica College are entitled to vote in any general or special election held during a semester in which they are enrolled.
- (3) Only members of the Associated Students may hold an elected or appointed office.

ARTICLE II: BOARD OF DIRECTORS

SECTION 1: COMPOSITION

- (1) The Board of Directors shall consist of fourteen (14) voting student members who shall be: the Associated Students President, Associated Students Vice President, Associated Students Secretary, the Director of Budget Management, the Director of Student Services, the Director of Student Instructional Support, the Director of Student Outreach, the Director of Academic Support, the Director of Student Financial Support, the Director of Activities, the Director of Publicity, Director of Sustainability, Inter-Club Council Chairperson, and Inter-Club Council Vice-Chairperson.
- (2) Inter-Club Council Secretary shall serve as an ex-officio non voting member of the board of directors.
- (3) The college president's designee shall serve as advisor.
- (4) Members of student government shall not simultaneously hold more than one (1) position, which has a vote, including club president or Inter-Club Council representative. The exception shall be the Inter-Club Council Chairperson and the Inter-Club Council Vice-Chairperson who sit on the Associated Students Board of Directors and on the Inter-Club Council.

SECTION 2: DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Board of Directors shall be:

- (1) To carry out the Mission of the Associated Students as stated in Article I, Section 2:
- (2) To abide by the Constitution and By-laws of the Associated Students;
- (3) To have powers of legislation;
- (4) To oversee the Associated Students budget and to allocate finances;
- (5) To meet every week during the Fall and Spring semesters excluding holidays, breaks and final exam periods;
- (6) To hold all powers not specifically assigned to another organization;
- (7) To develop, with the advisor, rules and regulations necessary for the timely and proper transaction of business.

SECTION 3: CONFLICT OF INTEREST

No member should vote on a question in which he/she has a direct personal or financial interest and said director shall disclose such an interest if it exists.

SECTION 4: TERMS OF OFFICE

- (1) The Associated Students Board of Directors and the three (3) Inter-Club Council officers shall hold office for a term of one (1) year from July 1 to June 30.
- (2) In the semester in which they are elected and each semester of their term in office, the members of the Associated Students Board of Directors and the Inter-Club Council officers shall be enrolled in and complete eight (8) units at Santa Monica College with a minimum grade point average of "C" (2.0) and must have an overall grade point average of "C" (2.0).
- (3) Students who fail to complete each semester with a minimum of eight (8) units with a "C" (2.0) grade point average or who drop below an overall 2.0 grade point average shall be automatically removed from office and shall be ineligible to hold any position on the Associated Students Board of Directors for the remainder of that term as defined in Article (2) section (4) item (1).
- (4) In order to assume office, the Associated Students President, and the Vice President, must have each completed a minimum of twenty (20) units at Santa Monica College and:
 - (a) have completed eight (8) units with a minimum 2.0 grade point average at Santa Monica College in the fall semester immediately preceding the semester in which they are elected; or

(b) currently serve as an Associated Students Director, Commissioner, or as an active member of the Inter-Club Council as a representative or an officer in the semester in which they are elected.

(5) No person shall serve in any one office of the Board of Directors for more than one (1) year, nor shall any person serve on the Board of Directors for more than two (2) years total. No person shall serve in any combination of voting offices of the Associated Students for more than three (3) years.

(a) Voting offices include the Associated Students Board of Directors, Inter-Club Council Chair and Vice-Chair.

(6) A Director, who fills a vacancy in an office for a partial term, less than one (1) year, shall not be barred from being elected to a full term of that office. No person shall be consecutively appointed to the same office unless the second appointment occurs after the office has been up for general election.

(7) The term of a Director shall be subject to termination after four (4) absences from regular Board of Directors meetings during a semester. Approval by a 2/3 vote of the Associated Students Board of Directors shall be required for removal. In the event of an absence, the Director must notify the Secretary.

SECTION 5: APPOINTMENTS

(1) In the event of a vacancy of any position elected by the student body membership, the Associated Students Board of Directors shall open an application process to fill the vacancy. Vacancies should be advertised to the general student body seventy two (72) hours after vacancy is confirmed by the Board of Directors.

(2) A committee of no less than three members of the Board of Directors shall convene to review applications and interview candidates. The committee shall include the Associated Students President, and the Inter-Club Council Chairperson. The Associated Students President shall serve as chair of the committee. In the absence of the Inter-Club Council Vice-Chairperson, the Inter-Club Council Secretary can represent the Inter-Club Council. The Associated Students President shall appoint Associated Students Director(s) as required to complete the committee.

(3) This committee shall nominate a candidate or candidates to the Board of Directors for confirmation within three (3) weeks of the vacancy.

(4) If a Director applicant nominated to fill a vacancy does not receive confirmation by the Board of Directors after two (2) consecutive votes, the application process shall be reopened and the committee shall nominate another applicant to the Board of Directors within two (2) weeks.

SECTION 6: ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS AND THE STUDENT TRUSTEE

(1) Election of the Associated Students Board of Directors and Student Trustee shall be held by secret ballot, under the general supervision of the Election Committee and in compliance with the Associated Students Election Code established in accordance with the Associated Students Constitution.

(2) Election of the Associated Students Board of Directors and Student Trustee shall be held on Monday through Thursday during the sixth, seventh or eighth weeks of the Spring semester, prior to the Student Senate of California Community Colleges (SSCCC) Spring General Assembly.

(3) The Board of Directors shall have the power to change the dates of the elections with a 2/3 majority vote if circumstances make the action necessary.

(4) The election Committee shall publicize the election in the first Spring semester edition of the Santa Monica College Corsair newspaper. The election shall be publicized no less than fourteen (14) school days before the filing date for petitions.

(5) Candidates for the Associated Students Board of Directors and Student Trustee shall:

(a) File the following documents with the Associated Students Advisor:

(i) Candidate Petition signed by fifty (50) Santa Monica College students;

(ii) Candidate's Instructors Grade Check;

(iii) Unit and Grade Point Average contract; and

(iv) compliance with Election Code Contract

(b) In order to appear on the ballot and prior to campaigning

(i) the above documents shall be filed by the date designated in the Election Code which shall be at least ten (10) school days prior to the Associated Students Election, and

(ii) attend the Mandatory Candidates meeting on the date designated in the Election Code which shall be at least seven (7) school days prior to the Associated Students Election

(c) In order to be a Write-In Candidate:

(i) the above documents shall be filed by the date and time designated in the Election Code.

(6) All candidates for the Board of Directors and Students Trustee shall submit the Expense Statement by the date and time designated in the Election Code.

(7) All candidates for the Board of Directors and Students Trustee shall comply with the Election Code.

SECTION 7: IMPEACHMENT

(1) A Director may only be impeached for: (a) dereliction of duty, (b) misuse of funds, or (c) abuse of authority.

(2) Impeachment proceedings shall be initiated by a two-thirds (2/3) vote of the Board of Directors.

(3) Impeachment shall be ruled upon by the Judicial Board.

(4) Impeachment shall require a four-fifths (4/5) vote of the Judicial Board.

SECTION 8: COMMISSIONERS

(1) Commissioner(s) are appointed by the respective Directors and are not subject to confirmation by the Board of Directors and shall meet the requirements of their responsibilities as stipulated and agreed upon by the appropriate Director.

(2) Each Director may select a Primary Commissioner who, in case of the Director's absence, may serve as a non-voting representative at Board of Directors meetings.

(3) At Board of Directors meetings, the Primary Commissioner may: (a) make motions; (b) not second motions; (c) have the right to speak to any issue; and (d) not be counted for quorum.

(4) Each Director shall have and be responsible for at least one (1) but not more than four (4) Commissioners to assist in the performance of their duties.

ARTICLE III: INTER-CLUB COUNCIL

SECTION 1: PURPOSE

(1) The purpose of the Inter-Club Council shall be: to promote student awareness of and participation in Santa Monica College clubs; to establish coordination, communication, and cooperation among the officially registered student clubs; to promote the development of student leadership and service; and to promote campus and public awareness of Inter-Club Council activities.

SECTION 2: COMPOSITION

(1) The Inter-Club Council shall consist of one (1) representative from each officially registered Associated Students organization (club). There shall be three officers: Chairperson, Vice Chairperson, and Secretary. The Inter-Club Council Chairperson and the Inter-Club Council Vice-Chairperson shall serve on the Associated Students Board of Directors. The Inter Club Council Vice Chairperson shall serve on the Associated Students Finance Committee. The Inter-Club Council Secretary shall serve as a non-voting member of the Associated Students Board of Directors' meetings.

(2) The Student Activities Advisor shall serve as advisor to the Inter-Club Council.

(3) The line of succession for the Inter-Club Council Chairperson shall be: Inter-Club Council Vice Chairperson, and Inter-Club Council Secretary. In the event of a vacancy the Inter-Club Council shall elect a new officer.

SECTION 3: TERM

(1) Each Inter-Club Council member's term shall be for one (1) year and no more than two (2) years total.

(2) Inter-Club Council members shall be enrolled in at least six (6) units at Santa Monica College and maintain a "C" (2.0) grade point average. The Inter-Club Council Chairperson, and Vice Chairperson, and Secretary shall meet the Associated Students Board of Directors qualifications.

SECTION 4: STUDENT CLUBS

(1) Any group of six (6) or more Associated Students may form a club on campus in accordance with Santa Monica Community College District policy, the Associated Students Constitution and By-laws, and the Inter-Club Council Constitution.

(2) A full-time faculty or full-time staff member shall serve as advisor to a club in accordance with Board of Trustees Policy and Administrative Regulations.

ARTICLE IV: JOINT COUNCIL

SECTION 1: COMPOSITION

- (1) The Joint Council shall consist of the Board of Directors, the Inter-Club Council officers and eight (8) representatives elected by the Inter-Club Council.
- (2) The Associated Students Vice-President shall serve as Chair and the Inter-Club Council Chairperson shall serve as Vice Chair of the Joint Council. The line of succession shall be: Inter-Club Council Vice Chair and the Director of Student Services.
- (3) The Associated Students advisor shall serve as advisor to the Joint Council.

SECTION 2: DUTIES AND RESPONSIBILITIES

- (1) The Joint Council shall have the authority to approve amendments to the Associated Students Constitution and By-laws.
- (2) The Joint Council shall have the authority to change any student fee not outlined in the Education Code.
- (2) The Joint Council shall confirm nominations to the Judicial Board.
- (3) A special meeting of the Joint Council may be called by a two-thirds (2/3) vote of the Board of Directors or the Inter-Club Council.
- (4) The Joint Council shall meet within fifteen (15) school days of being called.

ARTICLE V: JUDICIAL BOARD

SECTION 1: PURPOSE

The Judicial Board shall exist as the judicial branch of the Associated Students.

SECTION 2: JURISDICTION

- (1) The Judicial Board shall rule upon the constitutionality of the actions of the Board of Directors and the Inter-Club Council including dereliction of duty, misuse of funds, and abuse of authority.
- (2) The Judicial Board shall serve as a Board of Appeals to decisions of the Election Committee.
- (3) The Judicial Board shall rule upon an impeachment proceeding initiated by the Associated Students Board of Directors.

SECTION 3: COMPOSITION

- (1) The Judicial Board shall consist of five (5) justices.
- (2) The Associated Students Board of Directors shall nominate three (3) student members by the eighth week of the Fall semester. Nominations shall be confirmed by the Joint Council.
- (3) One administrator shall be appointed by the Superintendent/President to serve on the Judicial Board; one faculty member shall be appointed by the Academic Senate to serve on the Judicial Board.
- (4) All shall be voting members.
- (5) Any vacancy shall be filled in the same manner as the initial appointment.

SECTION 4: TERMS OF OFFICE

- (1) Student Justices' shall serve for no more than two (2) years.
- (2) Student candidates for Judicial Board must meet the same academic requirements as the Board of Directors as set forth in Article II, Section 4, (3), (4) and (5).
- (3) Vacancies shall be filled as stipulated in Article V, Section 3. (2) above, within three (3) weeks of the vacancy.

SECTION 5: DUTIES AND RESPONSIBILITIES

- (1) The Judicial Board shall meet:
 - (a) at the request of a two-thirds (2/3) vote of the Board of Directors or Inter-Club Council; or
 - (b) by petition by the student body with signatures of no less than five percent (5%) of the number of students currently enrolled (spring or fall semesters only). Signatures shall be validated by the Associated Students advisor or designee.

(2) The meeting shall be held within fifteen (15) school days from the date of authorization and shall be announced and posted in accordance with the Brown Act. Only issues that were specifically identified for the meeting shall be considered.

(3) Decisions of the Judicial Board shall require a four-fifths (4/5) vote.

SECTION 6: REMOVAL

(1) A justice may be impeached for (a) dereliction of duty or (b) abuse of authority.

(2) Impeachment proceedings shall be initiated by a two-thirds (2/3) vote by the Board of Directors or the Inter-Club Council.

(3) Grounds for impeachment shall be reviewed by a special committee consisting of the Associated Students President, Inter-Club Council Chairperson, an appointee of the Academic Senate, the Dean of Student Life, and a designee of the Superintendent/ President.

(4) Impeachment shall require a four-fifths (4/5) vote of this committee.

ARTICLE VI: STUDENTS' RIGHT TO PETITION AND ELECTIONS

SECTION 1: INITIATIVE

(1) A legislative action may be initiated by filing with the Associated Students Secretary, a petition by the student body with signatures of no less than ten percent (10%) of the number of students currently enrolled (spring or fall semesters only). Signatures shall be validated by the Dean of Student Life or designee.

(2) Upon determination of the validity of the signatures, the Associated Students Board of Directors must either pass such legislation or submit it to a vote of the student body at the next general election.

(3) An initiative petition shall pertain to one specific action and must be submitted four (4) weeks prior to the next general election.

(4) Any proposed action dealing with financial matters must specify the dollar amount.

(5) All initiatives shall be voted on at the next general election. A majority of all votes cast shall be sufficient to pass an initiative.

SECTION 2: REFERENDUM

(1) An action of the Board of Directors or Joint Council shall be subject to referendum by filing with the Associated Students advisor a petition by the student body with signatures of no less than ten percent (10 %) of the number of students currently enrolled (spring or fall semesters only). Signatures shall be validated by the Associated Students advisor or designee.

(2) A referendum petition shall pertain to one specific action.

(3) Upon receipt of a validated petition, the Board of Directors shall rescind its action or call a special election within fifteen (15) school days. If a special election is called, the action of the Board of Directors or Joint Council shall be repealed if a majority of all votes cast vote in favor of such repeal.

(4) The Joint Council may submit proposed legislation or an advisory proposition to a vote of the student body upon at least 15 days notice. A majority of all votes cast shall be sufficient to pass such legislation or advisory proposition.

SECTION 3: RECALL

(1) Any Board of Directors member or the Student Trustee shall be subject to recall if a petition filed with the Associated Students advisor is signed by ten percent (10%) of the students currently enrolled (spring or fall semesters only).

(2) A recall petition shall pertain to one specific Director and shall contain a specific statement of the grounds for removal. The necessary signatures must be presented within 30 days of the date of the first signature on the petition.

(3) The written petition must be submitted to the Associated Students advisor for validation of signatures.

(4) Upon validation of signatures, the Board of Directors shall order a special election within thirty (30) days. If a majority of all votes cast are in favor of recall, the Director shall be removed from office effective on the date of the election.

SECTION 4: ELECTIONS

- (1) All elections shall be held by secret ballot.
- (2) All elections shall be announced by public notice at least fourteen (14) days before the election. Public notice shall be accomplished by posting on the Associated Students website and publication in the Corsair.
- (3) All elections shall be conducted only during the Fall and Spring Semesters when classes are in session.
- (4) All elections shall be conducted over at least four consecutive school days starting on a Monday.

ARTICLE VII: STANDING COMMITTEES

SECTION 1: CONSTITUTION COMMITTEE

- (1) The Constitution Committee shall consist of members from the Associated Students Board of Directors and the Inter-Club Council. Additional students who are currently enrolled may apply to serve on the committee.
- (2) The chair of the committee shall be the Associated Students Vice President.
- (3) The Constitution Committee shall submit all Constitution and By-laws proposals to the Associated Students Board of Directors and Joint Council.

SECTION 2: ELECTION COMMITTEE

- (1) The Election Committee shall consist of the Chairperson of the Inter-Club Council, as chair, and members of the Inter-Club Council.
- (2) None of these members shall be candidates in the upcoming election. In the event that the Inter-Club Council Chairperson is a candidate in the election, a chairperson shall be elected by the committee.
- (3) The Inter-Club Council advisor shall be advisor to this committee.
- (4) The Election Committee shall be responsible for establishing and enforcing the Election Code.
- (5) The Election Committee shall formulate the Election Code and forward it to the Associated Students Board of Directors for approval by the fourteenth (14) week of the Fall semester.
- (6) The Election Committee shall uphold the approved Election Code and supervise the Associated Students elections.
- (7) The Election Committee shall publicize the election in the first edition of the Spring semester of the Santa Monica College Corsair newspaper.

SECTION 3: FINANCE COMMITTEE

- (1) The Finance Committee members shall be the Associated Students President; the Inter-Club Council Vice Chairperson; and the Director of Budget Management, who will serve as chairperson, the Associated Students advisor, and an Administrator responsible for Associated Student accounts appointed by the Superintendent/President.
- (2) The Finance Committee shall develop an Associated Students operating budget for approval by the Board of Directors.
- (3) The Finance Committee shall review and recommend to the Board of Directors all requests for funds.
- (4) Clubs and organizations shall meet with this committee prior to budget allocations by the Board of Directors.
- (5) The Director of Budget Management shall present Finance Committee recommendations and all funding requests to the Board of Directors.

ARTICLE VIII: CONSTITUTIONAL CHANGES

SECTION 1: AMENDMENTS

- (1) Amendments to the Associated Students Constitution may be proposed to the student body by one of the following methods:
 - (a) Proposed Amendments submitted by either the Associated Students Constitution committee or the Inter-Club Council must receive a two-thirds (2/3) approval of the Joint Council to be placed on the ballot.
 - (b) A petition signed by 10 percent (10%) of the members of the currently enrolled student body (fall or spring semesters only).
- (2) Amendments to this Constitution must be approved by a two-thirds (2/3) affirmative vote of the ballots cast in a general or special Associated Students election.

(3) Public notice of such proposed modifications shall be given two (2) weeks prior to the election. Public notice shall be accomplished by posting the proposed modifications on the Associated Students website and publishing the proposed modifications in the Corsair.

SECTION 2: BY-LAWS

(1) By-laws to the Associated Students Constitution are established to govern the internal affairs of the Associated Students.

(2) By-laws to the Associated Students Constitution must be approved and/or modified by a two-thirds (2/3) vote of the Joint Council.

(3) Public notice of such proposed modifications shall be given two (2) weeks prior to the vote. Public notice shall be accomplished by posting the proposed modifications on the Associated Students website and publishing the proposed modifications in the Corsair.

SECTION 3: RATIFICATION

This Constitution shall require a two-thirds (2/3) affirmative vote of the ballots cast in a generally announced Associated Students Election. Upon ratification, this Constitution shall become effective the final day of the semester in which it is adopted. Students who were elected or appointed to office at the time of ratification of this Constitution shall be permitted to fulfill their term of office.

BY-LAWS OF THE ASSOCIATED STUDENTS OF SANTA MONICA COLLEGE

ARTICLE I: OPERATING PROCEDURES

SECTION 1: RULES OF ORDER

The most current issue of Robert's Rules of Order shall be the final authority in questions of parliamentary procedures.

SECTION 2: ELECTION CODE

An election code shall be formulated by the Election Committee and approved by the Board of Directors.

ARTICLE II: ASSOCIATED STUDENTS DIRECTOR RESPONSIBILITIES

(1) **The Associated Students President** shall preside at all Board of Directors meetings, call special meetings, vote only in the case of a tie, may form ad-hoc committees for specific purposes. The President shall serve as a voting member of the Associated Students Finance Committee and the District Planning and Advisory Council (DPAC). The President shall appoint a second student DPAC member and a Region VII Delegate. The President shall be responsible for upholding the Associated Students Constitution and By-Laws. The President shall be the official spokesperson for the Associated Students and have other powers granted to him or her by the Associated Students Board of Directors in accordance with the Associated Students Constitution and By-Laws.

(2) **The Associated Students Vice President** shall assume the office of the Associated Students President in the latter's absence, resignations, or removal from office and shall perform such other duties as directed by the Associated Students President. The Vice President shall be an ex-officio member of all Board of Directors committees, other than those of which he or she is Chairperson, at the request of the Associated Students President. The Vice President shall serve as the Chairperson of the Associated Students Constitution Committee and Joint Council. The Vice President shall coordinate Associated Students representation with external student and community organizations including volunteer opportunities. The Vice President shall serve on the Academic Senate Curriculum Committee.

(3) **The Associated Students Secretary** shall prepare the agenda for each official meeting in cooperation with the Associated Students President, the Director of Budget Management and the Associated Students Advisor. The agenda must be posted in accord with the Ralph M. Brown Act revised. The Associated Students Secretary shall prepare the minutes for each official meeting. The Associated Students Secretary shall conduct roll call and keep attendance at official meetings, act as historian and maintain an accessible file of minutes and other historical documents. The Associated Students Secretary shall serve on the Grade Appeals Committee.

(4) **The Associated Students Director of Budget Management** shall have general supervision of all Associated Students finances, keep a written account of all finances related to the Associated Students and sign all requisitions for expenditures. The Director of Budget Management shall provide a financial balance sheet and income and expenses summary to the Associated Students Board of Directors, Finance Committee, and Inter-Club Council at least three (3) times per Fall and Spring semesters. The Director of Budget Management shall serve as Chairperson of the Associated Students Finance Committee. The Director of Budget Management shall be responsible to prepare the agenda and minutes for the Finance Committee meetings. The Director of Budget Management shall be responsible for enforcing the Associated Students Fiscal Policy and communicating it to the Inter-Club Council and other Associated Students Directors. The work of the Director of Budget Management shall be done in cooperation with the Associated Students Advisor and Director of Auxiliary Services. The Director of Budget Management shall serve on the Santa Monica Community College DPAC Budget Planning Committee.

(5) **The Associated Students Director of Student Services** shall serve as a liaison between the Associated Students and campus student services such as: Campus Police, Food Services, Bookstore, Health and Psychological Services Center, African-American Collegiate Center, International Education Counseling Center, Latino Center, Asian American and Pacific Islanders Achievement Program (AAPIA), Veterans Center, and the Admissions Office. The Director of Student Services shall serve on the DPAC College Operational Services Committee.

(6) **The Associated Students Director of Instructional Support** shall serve as a liaison between the Associated Students and all campus instructional support services such as all main and satellite campus computer labs, tutoring centers and programs, and all counseling and transfer centers. The Director of Instructional Support shall raise student awareness of all campus instructional support services available to students. The Director of Instructional Support shall serve on the DPAC Technology Planning Committee.

(7) **The Associated Students Director of Student Outreach** shall promote and organize activities, programs and services for students at satellite campuses, (Performing Arts Center, Airport Art, Bundy, the Academy of Entertainment and Technology, and Malibu), and for students who attend evening and/or weekend classes. The Director of Student Outreach shall coordinate alumni activities including Homecoming. The Director of Student Outreach shall serve on the Academic Senate Student Affairs Committee.

(8) **The Associated Students Director of Academic Support** shall serve as a liaison between the Associated Students, the Academic Senate, and Academic Departments. The Director of Academic Support shall be responsible for recruiting students to serve as representatives on appropriate Academic Senate, District Planning and Advisory Council (DPAC) and college-wide committees; and shall promote opportunities for students to participate in mentor and internship experiences. The Director of Academic Support shall as the liaison between the Associated Students and the Academic Senate.

(9) **The Associated Students Director of Financial Support** shall serve as a liaison between the Associated Students and campus financial support services such as: Financial Aid, Extended Opportunities Programs and Services (EOPS), Scholarship Office, Job Center, Alumni Association and the Santa Monica College Foundation. The Director of Financial Support shall be responsible for the Associated Student Emergency Book Loan Program. The Director of Financial Support shall serve on the Academic Senate Student Support Services Committee.

(10) **The Associated Students Director of Activities** shall coordinate Associated Students sponsored events such as concerts, speakers series, plays, exhibitions, etc. The Director of Activities shall coordinate the use of Santa Monica College venues during the activity hour; shall maintain a schedule of Associated Students sponsored events and a file of all agreements and contracts. The Director of Activities shall facilitate the Activities meeting. The Director of Activities shall serve as an ex-officio member of the Inter-Club Council Activities Committee, as stated in the Inter-Club Council Constitution, Article V, Section 3, Item (2). The Director of Activities shall serve on the DPAC Facilities Committee.

(11) **The Associated Students Director of Publicity** shall be responsible for the promotion of the Associated Students, including all events, activities, and Board of Director vacancies in accordance with Article II, Section 5. The Director of Publicity shall publicize the Associated Students through the Santa Monica College news services weekly. The Director of Publicity shall maintain the Associated Students web presences. The Director of Publicity shall establish a Publicity Committee. The Director of Publicity shall serve on DPAC Facilities Committee as well as an ex-officio member of the Inter Club Council Publicity Committee, as stated in the Inter Club Council Constitution, Article V, Section 3, Item (2): if unable to participate the Director of Publicity shall appoint a student representative.

(12) **The Associated Students Director of Sustainability** shall be responsible for overseeing and assisting with the reducing, reusing, recycling, and composting for all Associated Students and Inter Club Council events. The Director of Sustainability shall serve as a liaison between the Associated Students and the Grounds Department to facilitate compliance with the Zero Waste Policy as stated in the Associated Students Fiscal Policy, Article 6, Section B, Line 1. The Director of Sustainability shall participate in the activities of the American College and University President's Climate Commitment (ACUPCC) Sustainability Task Force, collaborate efforts with the campus Sustainability

Coordinator and Director of the Center of Environmental and Urban Studies (CEUS) to execute the recommendations outlined in the [2005/2006 Environmental Audit](#). The Director of Sustainability shall work towards reducing the ecological footprint of the Associated Students. The Director of Sustainability shall serve on the Garden Allotment Committee and on the Academic Senate Environmental Affairs Committee (EAC).

(13) **The Associated Students Student Trustee** shall serve as a liaison between the Board of Trustees and the Associated Students Board of Directors. He/she shall attend meetings of the Associated Students Board of Directors as a non-voting member no less than once a month and provide a report to the Board of Trustees. He/she shall also report to the Associated Students Board of Directors on activities and issues concerning the Board of Trustees. Please see SMC BOARD POLICY- SECTION 1000 – BYLAWS OF THE BOARD:
http://www.smc.edu/admin/board_policy_manual/default.htm

(14) **The ICC Chairperson** shall chair all meetings of the ICC, form and dissolve Ad Hoc committees, be an ex officio member of all ICC committees that he or she does not chair, represent the ICC and be a voting member at meetings of the Associated Students Board of Directors, and shall chair the Associated Students Election Committee.

(15) **The ICC Vice Chairperson** shall carry out the duties of the chairperson in the chairperson's absence and shall be an ex officio member of all ICC committees that he or she does not chair. The Vice Chairperson shall be responsible for Club Row. The Vice Chairperson shall serve on the Associated Students Finance Committee, shall be a voting member of the Associated Students Board of Directors, and shall be the Chairperson of the ICC Activities Committee.

(16) **The ICC Secretary** shall keep all minutes and agendas of all meetings of the ICC and shall provide copies of these to all members, officers and advisors of the ICC. If there is no Secretary present at any meeting of the ICC, the Vice Chairperson shall carry out the Secretary's duties. The Secretary shall chair meeting in the absence of the other officers, shall be an ex-officio member of the Associated Students Board of Directors, and shall be the Chairperson of the ICC Publicity Committee.

(17) **The Line of succession for the Associated Students President shall be:** Vice President, Secretary, Director of Student Services, Director of Instructional Support, Director of Outreach, and Director of Academic Support. A Director shall meet the eligibility requirements in order to succeed to the office of the President.

(18) **The Line of succession for the Inter-Club Council Chairperson shall be:** Inter-Club Council Vice Chairperson, and Inter-Club Council Secretary. In the event of a vacancy the Inter-Club Council shall elect a new officer.

(19) The Santa Monica College Superintendent/President's designee shall serve as the Associated Students advisor. No action may take place in the absence of the advisor or designee. The Associated Students may conduct activities as approved by the advisor, pursuant to California Education Code (Section 76060).

ARTICLE III: FISCAL PROCEDURES

SECTION 1: A.S. FUNDS

Associated Student funds shall be divided into two (2) parts, known respectively as "Public Relations Funds."

SECTION 2: PUBLIC RELATIONS FUND

(1) Public Relations Funds: Fifty (50) cents from each Associated Students membership shall be administered by the President of the College or his/her authorized representatives and the A.S. President.

(2) Public Relations Fund expenditures that exceed \$5,000 shall be approved by the Associated Students Board of Directors, without going through the Associated Students Finance Committee.

SECTION 3: ASSOCIATED STUDENT INCOME

The Associated Students Funds shall consist of all receipts from the Associated Student memberships (less fifty (50) cents transferred to the Public Relations Fund), interest earned from investments and deposits, and other activities sponsored by the Associated Students.

SECTION 4: FISCAL AUTHORITY

- (1) The Associated Students Board of Directors shall approve all Associated Student Organizations' budgets and expenditures.
- (2) The President or his/her designee shall administer all Associated Students Business.
- (3) No funds shall be expended by the participating bodies beyond the Board approved budget allowances.

SECTION 5: DISBURSEMENT OF FUNDS

- 1) All disbursement requisitions must be accompanied by a set of minutes indicating student organization approval and authorized signatures.
- 2) When the exact cost of the purchase is known, a completed purchase order must be submitted to the Board of Directors advisor.
- 3) Disbursement of funds for articles or functions of uncertain cost, cash advances or reimbursements for expenses incurred shall be documentations of actual costs are submitted within one (1) week of purchase and all other conditions for disbursement are met.
 - a) Items of uncertain cost shall require a purchase order.
 - b) For any advance payments made all unused or undocumented funds must be returned to the custodian of the funds.
 - c) No reimbursement shall ever be considered guaranteed.
- 4) The Board of Directors advisor shall be the custodian of the funds.

SECTION 6: YEAR-END BALANCES

- (1) Any supplies or unexpended funds remaining in a student organization budget at the end of the year (June 30) shall return to the general Associated Students treasury.
- (2) Only Special Accounts of clubs or organizations inactive for two (2) years shall revert to the Associated Students treasury.