



Associated Students of Santa Monica College

# CONSTITUTION & BY-LAWS

Constitution approved April 2014  
By-Laws approved May 2014

## 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 (SMC) through the proper and effective exercise of the extensive powers of self-government delegated to us in the Education Code of California (Sections 76060-76067) and Title 5, do hereby ordain and establish this Constitution and By-Laws as a governing rule of this organization.

## ARTICLE I: STRUCTURE

### SECTION 1: NAME

The name of this organization shall be: the Associated Students of Santa Monica College, hereinafter referred to as “the A.S.”

### SECTION 2: MISSION

The A.S. represents the diversity of our community. We promote creativity, collaboration, and the free exchange of ideas in an open, caring community of leaders. We encourage the continual development of students’ individual talents and recognize the critical importance of each person to the achievement of our common purpose. The aims and purpose of the A.S. shall be to:

- (1) Promote educational advancement;
- (2) Encourage greater student involvement on campus;
- (3) Provide resources and guidance to student organizations;
- (4) Provide students with membership benefits, resources, and services;
- (5) Ensure good communication between students, faculty, staff, administration, and the community;
- (6) Promote students’ rights and provide effective representation of student interests and concerns in shared governance of the College, local community, and at the State level;
- (7) Promote and enhance a positive cultural and educational environment on campus;
- (8) Promote the development of leadership, global citizenship, and community service;
- (9) Promote and encourage sustainable practices.

### SECTION 3: ORGANIZATION AUTHORITY

- (1) The power of the A.S. shall be vested in four (4) bodies: A.S. Board of Directors (A.S. Board), Inter Club Council (I.C.C.), Joint Council, and Judicial Board.

- (2) The Parliamentary Authority of the A.S. is the most current edition of Robert's Rules of Order. A quorum of each of these bodies shall be a majority (fifty percent plus one) of the voting members.
- (3) In addition to the California Education Code (Sections 76060-76067 & 72670-72682) as well as the Title 5, the provisions of the Ralph M. Brown Act and A.S. By-Laws govern the A.S. organization.
- (4) The College President appoints an advisor to oversee A.S. activities, in accordance with the California Education Code (Sections 76060-76067).

#### SECTION 4: MEMBERSHIP

- (1) Any student currently enrolled in any class at Santa Monica College (SMC) who has paid the A.S. membership fee for the current semester is a member of the A.S.
- (2) Any group of six (6) or more A.S. members may form a student organization (club) on campus. All registered clubs are part of the I.C.C.

### -----ARTICLE II: A.S. BOARD OF DIRECTORS-----

#### SECTION 1: ELIGIBILITY

- (1) Only members of the A.S. may hold an elected or appointed office.
- (2) A.S. Directors, must be enrolled in at least eight (8) units at SMC and must be in good academic and conduct standing with at least a 2.0 G.P.A. during both the Spring semester directly preceding the beginning of their newly appointed term, as well as in the Fall and Spring semesters of that term.
- (3) Students who fail to complete each semester with the minimum requirements will be automatically removed from office and become ineligible to hold any position on the A.S. Board for the remainder of that term. A "term" is defined in *II.2.5*
- (4) No person who has been removed from the A.S. Board, either by a recall or impeachment process, can serve on the A.S. Board again.
- (5) In order to hold office, the A.S. President and Vice President must each have completed a minimum of twenty (20) units at SMC, and are required to have leadership experience in the A.S. organization for at least one (1) semester prior to running for or holding office by having been either a Commissioner or an Officer of a club or previous Board.
- (6) First semester students may not hold an appointed or elected Board of Directors office position.
- (7) A.S. Directors are expected to commit a minimum of fifteen (15) hours per week in service to the A.S.

#### SECTION 2: COMPOSITION AND TERMS OF OFFICE

- (1) The A.S. Board of Directors consists of fifteen (15) student voting members.
- (2) Twelve of the A.S. Board members are students who have been elected in a General Election, pursuant to the A.S. Constitution and By-Laws.
- (3) Three (3) of the members are I.C.C. Officers, elected from and by the I.C.C. membership, pursuant to the A.S. I.C.C. Constitution.
- (4) Line of succession: In the absence of the President, the Vice President shall chair the A.S. Board meetings. In the absence of the Vice President, the Director of Budget Management shall Chair. In the absence of the three (3), the A.S. Board shall vote on an interim Chair through a process of nomination, with a subsequent simple majority affirmative vote.
- (5) A.S. Directors hold office for a term of one (1) year from July 1 to June 30.

- (6) No person can serve in one A.S. Director position on the A.S. Board for more than one (1) term.
  - a. The only exception shall be in the case of a person who fills a vacancy of an A.S. Director position for a partial term, hereby defined as less than one (1) year. This cannot prohibit them from being elected to a full term of that particular A.S. Director position.
  - b. No person can be consecutively appointed to the same A.S. Director position, unless the second appointment occurs after the position has been up for general election.
- (7) No person can serve on the A.S. Board for more than two (2) years total, regardless of position.
  - a. The only exception is in the case of a person who serves a term as an I.C.C. Officer. This person may serve two (2) additional terms as an elected A.S. Board member.

### SECTION 3: PURPOSE AND RESPONSIBILITIES

- (1) Carry out the Mission of the A.S. as stated in *I.2*.
- (2) Abide by the Constitution and By-Laws of the A.S.
- (3) Exercise powers of legislation.
- (4) Oversee the A.S. budget and safeguard the A.S. funds, in accordance with the California Education Code.
- (5) Conduct weekly Board Meetings during the Fall and Spring semesters excluding holidays, breaks and final exam periods.

### SECTION 4: CONFLICT OF INTEREST

- (1) Members of the A.S. Board cannot simultaneously hold more than one (1) A.S. Director position on the A.S. Board of Directors.
- (2) Members of the A.S. Board cannot simultaneously hold a student leadership position or student representative position in the College that entails in representing any party other than the student body.
- (3) In addition, club officers who are entitled to a vote on the I.C.C. cannot simultaneously hold a position in the A.S. Board.
- (4) No member should vote on a question in which they have a direct personal or financial interest, and said director must disclose such an interest if it exists, or be subject to impeachment.

### SECTION 5: ELECTION OF A.S. DIRECTORS AND THE STUDENT TRUSTEE

- (1) Any student enrolled in any class at Santa Monica College is entitled to vote in any general or special election held during the semester in which they are enrolled.
- (2) Election of the A.S. Directors and Student Trustee must be held by secret ballot, under the general supervision of the Election Committee and in compliance with the A.S. Election Code, established in accordance with the A.S. Constitution.
- (3) Election of the A.S. Directors and Student Trustee must be held every Spring semester, prior to the Student Senate of California Community Colleges (SSCCC) Spring General Assembly.
- (4) The A.S. Board of Directors has the power to change the dates of the elections with a two thirds (2/3) majority vote, if circumstances make the action necessary.
- (5) All elections must be announced by public notice at least fourteen (14) days before the election.

- (6) Elections may only be conducted during the Fall and Spring Semesters when classes are in session.
- (7) Elections must be conducted over at least four (4) consecutive school days.
- (8) Candidates for the A.S. Director positions and the Student Trustee must submit the following documents to the A.S. office, with the assistance of the A.S. Advisor:
  - a. Candidate Petition signed by fifty (50) Santa Monica College students;
  - b. Unit and Grade Point Average contract; and
  - c. The Compliance with Election Code contract.
- (9) In order to appear on the ballot, as well as prior to campaigning:
  - a. The above documents must be filed by the date designated in the Election Code, which shall a minimum of ten (10) school days prior to the A.S. Election; and
  - b. Attend a Mandatory Candidates Meeting on the date designated in the Election Code, which shall be at least seven (7) school days prior to the A.S. General Election.
- (10) Candidates must submit the Expense Statement by the date and time designated in the Election Code.
- (11) Candidates who fail to comply with the Election Code and Elections guidelines will and must be automatically disqualified.

#### SECTION 6: VACANCIES AND APPOINTMENTS

- (1) In the event of a vacancy of any position, the A.S. Board must open an application process to fill the vacancy.
- (2) The A.S. Board must abide by the following process, in order:
  - a. Confirm the vacancy at a Board Meeting;
  - b. Establish an "Appointment Committee";
  - c. Initiate an application process to fill the position; and
  - d. Publicize the vacancy to the General Public within one (1) week of the confirmation.
- (3) The Appointment Committee consists of no less than three (3) members of the A.S. Board and is established to review applications and interview candidates. The Appointment Committee:
  - a. Can only be comprised of A.S. Board members;
  - b. Must include the A.S. President and I.C.C. Chairperson; and
  - c. Cannot exceed five (5) members.
- (4) Should more than three (3) A.S. Board members express interest in joining the Appointment Committee, excluding the A.S. President and I.C.C. Chairperson, a random selection process to appoint members will take place.
- (5) The Appointment Committee must nominate a candidate or candidates to be interviewed and appointed by the A.S. Board within three (3) weeks of the confirmation of the vacancy.
- (6) No position may be vacant for over 4 weeks during Spring and Fall semesters;
- (7) The only exception shall be in the case of a Director applicant nominated to fill a vacancy who does not receive a majority of votes by the A.S. Board of Directors after two (2) consecutive voting attempts at the board meeting. In this case, the application process must be reopened and the committee must nominate another applicant to the Board of Directors within two (2) weeks.
- (8) While a position is vacant, the A.S. President may appoint an eligible A.S. commissioner to perform the position's duties. The interim officer must meet the eligibility requirements stipulated in *II.1*.

#### SECTION 7: IMPEACHMENT AND REMOVAL FROM OFFICE

- (1) The term of a Director is subject to termination and impeachment following an infringement of one or more of any of the following:
  - a. Dereliction of duty, which includes three (3) unexcused absences from regular A.S. Board of Directors meetings during a semester;
  - b. Misuse of funds;
  - c. Abuse of authority; or
  - d. Willful violation of the A.S. Constitution & By-Laws.
- (2) Impeachment proceedings shall be initiated by a two-thirds (2/3) vote of the A.S. Board of Directors and must be ruled valid by a four-fifths (4/5) vote of the Judicial Board.
- (3) A.S. Board members, including the Student Trustee, may also be removed from office through a recall initiated by the student body. This process is explained under *VI.3*.
- (4) In addition, I.C.C. Officers may also be removed through a recall initiated by the I.C.C. membership. This process is explained under *III.4*.

**-----ARTICLE III: INTER CLUB COUNCIL-----**

**SECTION 1: CLUBS**

Clubs are officially registered student organizations composed of six (6) or more A.S. members.

- (1) Clubs operating on campus must comply with the Santa Monica Community College District policy, the A.S. Constitution and By-Laws, and the I.C.C. Constitution.
- (2) A full-time College employee must serve as advisor to a club, in accordance with Board of Trustees Policy and Administrative Regulations.
- (3) Clubs may create a Constitution; such a Constitution must abide to A.S. governing documents and the I.C.C. Constitution.
- (4) All clubs must serve their members irrespective of race, creed, religion, gender, sex, age, political affiliation, sexual orientation, disability, personal beliefs, preference, or lifestyle.
- (5) Clubs may only withhold membership from a student if that student consistently disrupts or disrespects the club or its members.
- (6) During a semester in which they hold office, club officers must be enrolled in at least six (6) units and must be in good academic standing with at least a 2.0 G.P.A.

**SECTION 2: THE COUNCIL**

- (1) The I.C.C. consists of one (1) delegate from each officially registered club.
- (2) Among the delegates, there are three (3) I.C.C. officers, elected to facilitate the Council's operations and represent the interest of the clubs at the A.S. Board of Directors.

**SECTION 3: OFFICER RESPONSIBILITIES**

As part of the A.S. Board, I.C.C. Officers are held to the eligibility and qualification standards set forth in Article II. The responsibilities of the I.C.C. Officers are to:

- (1) Promote student awareness of and involvement in the SMC student clubs;
- (2) Establish coordination, communication, and cooperation among the officially registered student clubs;
- (3) Represent the interests of the clubs in the A.S. Board of Directors; and
- (4) Uphold the I.C.C. Constitution.

#### SECTION 4: ELECTIONS OF I.C.C. OFFICERS, REMOVAL AND APPOINTMENTS

- (1) I.C.C. Officers must be elected through the I.C.C. membership in accordance with the I.C.C. Constitution and I.C.C. Elections guidelines.
- (2) I.C.C. Officers may be removed from their positions through the same process as A.S. Directors. This process is described in *II.7*.
- (3) In addition, I.C.C. Officers may also be removed from office through a Removal process carried by the I.C.C. membership. This process requires a Petition signed by 2/3 of the I.C.C. membership. Petitions must be signed by either club Presidents or I.C.C. Delegates in order to be valid and must be properly checked by the I.C.C. Advisor.
- (4) In case of resignation or removal from office of an I.C.C. Officer, the I.C.C. membership must appoint another member to fill the position, in accordance with the I.C.C. Constitution and I.C.C. Elections guidelines.

### -----ARTICLE IV: JOINT COUNCIL-----

#### SECTION 1: PURPOSE

- (1) The Joint Council approves amendments to the A.S. Constitution & By-Laws; and
- (2) Confirms nominations to the Judicial Board.

#### SECTION 2: COMPOSITION

- (1) The Joint Council consists of the A.S. Board of Directors, the I.C.C. officers and eight (8) representatives elected by the I.C.C.
- (2) The A.S. Vice-President serves as Chair and the I.C.C. Chair serves as Vice Chair of the Joint Council. The line of succession shall be: I.C.C. Vice Chair and the Director of Student Advocacy.

#### SECTION 3: MEETINGS

- (1) A special meeting of the Joint Council is called by a two-thirds (2/3) vote of the A.S. Board of Directors or the I.C.C.
- (2) The Joint Council must meet within ten (10) school days of being summoned.

### -----ARTICLE V: JUDICIAL BOARD-----

#### SECTION 1: PURPOSE

The Judicial Board is the judicial branch of the A.S.

#### SECTION 2: JURISDICTION

- (1) The Judicial Board rules upon the constitutionality of the actions of the A.S. Board of Directors and the I.C.C. including dereliction of duty, misuse of funds, and abuse of authority, should the constitutionality be called into question.
- (2) The Judicial Board serves as a Board of Appeals to decisions made by the Elections Committee.
- (3) The Judicial Board rules upon an impeachment proceeding initiated by the A.S. Board of Directors.

#### SECTION 3: COMPOSITION

- (1) The Judicial Board consists of five (5) Justices.
- (2) The I.C.C. delegation shall appoint three (3) students, who have applied for the position of Justice, to serve on the Judicial Board. This must be done within three

(3) months of the beginning of the Fall semester and appointments must be confirmed by the Joint Council.

- (3) One (1) administrator must be appointed by the Superintendent/President to serve on the Judicial Board, and one (1) faculty member must be appointed by the Academic Senate to serve on the Judicial Board, both as voting members.
- (4) Vacancies must be filled in the same manner as the initial appointment, within three (3) weeks of the position becoming vacant.

#### SECTION 4: TERMS OF OFFICE

- (1) Student Justices cannot serve for more than two (2) years.
- (2) Student candidates for the Judicial Board must meet the same academic requirements as the A.S. Board of Directors, as stipulated in *II.1*.

#### SECTION 5: DUTIES AND RESPONSIBILITIES

- (1) The Judicial Board shall meet:
  - a. At the request of a two-thirds (2/3) vote of the A.S. 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). The A.S. advisor or designee must validate the signatures.
- (2) The meeting must be held within fifteen (15) school days from the date of summoning and must be announced and posted in accordance with the Brown Act. Only issues that were specifically identified for the meeting may be considered.
- (3) Decisions of the Judicial Board 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 A.S. Board of Directors or the I.C.C.
- (3) Grounds for impeachment must be reviewed by a special committee consisting of: the A.S. President, I.C.C. Chair, a member of the Joint Council, an appointee of the Academic Senate, and the Dean of Student Life or their designee.
- (4) Impeachments require a four-fifths (4/5) vote of this committee.

### -----ARTICLE VI: STUDENTS' RIGHTS-----

#### SECTION 1: LEGISLATIVE INITIATIVES

Students have the right to propose Legislative initiatives by:

- (1) Submitting a petition to the A.S. Secretary, signed by 5 percent (5%) of the number of students currently enrolled at SMC (spring or fall semesters only), attached with the Legislative/Action proposal. The Dean of Student Life or designee must validate the signatures.
- (2) Upon determination of the validity of the signatures, the A.S. 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 must pertain to one (1) 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 voted on during a general election require a majority of all votes cast in order to pass.

## SECTION 2: REFERENDUM

- (1) An action of the A.S. Board of Directors or Joint Council shall be subject to referendum by filing a petition signed by at least by 5 percent (5%) of the number of students currently enrolled at SMC (spring or fall semesters only). The A.S. advisor or designee must validate the signatures.
- (2) A referendum petition must pertain to one (1) specific action.
- (3) Upon receiving a validated petition, the A.S. 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 A.S. Board of Directors or Joint Council shall be repealed if a majority of all votes cast vote in favor of such a repeal.
- (4) The Joint Council may submit proposed legislation or an advisory proposition to a vote of the student body, but must give at least fifteen (15) days notice. A majority of all votes cast is sufficient to pass such legislation or advisory proposition.

## SECTION 3: RECALL

- (1) Any A.S. Board of Directors member or the Student Trustee are subject to recall if a petition filed with the A.S. advisor is signed by seventy-five percent (75%) of the amount of votes cast in the most recent A.S. general election.
- (2) A recall petition must pertain to one (1) specific Director and must contain a specific statement as to 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 A.S. advisor for the validation of the SMC Student ID numbers.
- (4) Upon validation of these numbers, the A.S. Board of Directors must conduct a special election within twenty (20) days. If a majority of all votes cast are in favor of recall, the Director shall be removed from office, effective immediately.

## -----ARTICLE VII: STANDING COMMITTEES-----

### SECTION 1: CONSTITUTION COMMITTEE

- (1) The Constitution Committee shall consist of members from the A.S. Board of Directors and the I.C.C. Additional students who are currently enrolled may apply to the Chair of the committee to serve on the committee.
- (2) The chair of the committee shall be the A.S. Vice President.
- (3) The Constitution Committee shall submit all Constitution and By-Laws proposals to the A.S. Board of Directors and Joint Council.

### SECTION 2: ELECTION COMMITTEE

- (1) The Election Committee shall consist of the I.C.C. Chair, A.S. President, and members of the I.C.C.. The I.C.C. advisor is the advisor of this committee.
- (2) None of these members can be candidates in the upcoming election. In the event that the I.C.C. Chairperson is a candidate in the election, the committee must elect another chair.
- (3) The Election Committee is responsible for establishing and enforcing the Election Code.
- (4) The Election Committee formulates the Election Code, and must forward it to the A.S. Board of Directors for approval by the fourteenth (14<sup>th</sup>) week of the Fall semester.



- (5) The Election Committee must uphold the approved Election Code and supervise the A.S. elections.
- (6) The Election Committee must publicize the election.

### SECTION 3: FINANCE COMMITTEE

- (1) The Finance Committee members are: the Director of Budget Management, who serves as committee Chair; the A.S. President; the I.C.C. Vice Chair; the Director of Sustainability; the A.S. advisor; and an administrator responsible for the A.S. accounts, appointed by the Superintendent/President.
- (2) The Finance Committee must follow the A.S. Fiscal policy and develop an A.S. operating budget for approval by the A.S. Board of Directors.
- (3) The Finance Committee reviews and recommends to the A.S. Board of Directors all requests for funds.
- (4) Clubs and organizations shall meet with this committee prior to budget allocations made by the A.S. Board of Directors.
- (5) The Director of Budget Management shall present Finance Committee recommendations and all funding requests to the A.S. Board of Directors.

## -----ARTICLE VIII: CONSTITUTIONAL CHANGES-----

### SECTION 1: AMENDMENTS

- (1) Amendments to the A.S. Constitution are proposed to the student body by one of the following methods:
  - a. By being submitted by either the A.S. Constitution committee or the I.C.C.
    - i. In order to be placed on the ballot, proposed amendments must receive a two-thirds (2/3) approval of the Joint Council.
  - b. A petition signed by five percent (5%) 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 A.S. election.
- (3) Public notice of such proposed modifications must be given two (2) weeks prior to the election.

### SECTION 2: BY-LAWS

- (1) By-Laws of the A.S. Constitution are approved and/or modified by a two-thirds (2/3) vote of the Joint Council.
- (2) Public notice of such proposed modifications must be given two (2) weeks prior to the vote. Public notice may be accomplished by posting the proposed modifications on the A.S. website and/or publishing the proposed modifications in the Corsair Connect or Corsair Newspaper.

### SECTION 3: RATIFICATION

This Constitution requires a two-thirds (2/3) affirmative vote of the ballots cast in a generally announced A.S. 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.

# ASSOCIATED STUDENTS OF SANTA MONICA COLLEGE

## BY-LAWS

### 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.

### ARTICLE II: ORGANIZATION

#### SECTION 1: IMAGE

- (1) The official colors of this organization shall be blue and white.
- (2) The emblem shall be the Associated Students (A.S.) Logo.

#### SECTION 2: COMPOSITION

- (1) There are twelve (12) AS Directors: the President, the Vice-President, Director of Budget Management, Secretary, Director of Activities, Director of Outreach, Director of Community Relations, Director of Student Advocacy, Director of Student Assistance, Director of Instructional Support, Director of Publicity, and Director of Sustainability.
- (2) There is one (1) Student Trustee.
- (3) There are three (3) I.C.C. Officers: the Chair, Vice-Chair, and Communications Officer.

### ARTICLE III: A.S. BOARD OF DIRECTORS' DUTIES AND RESPONSIBILITIES

#### SECTION 1: GUIDELINES

- (1) Board Members must uphold the A.S. Constitution, By-Laws, and A.S. Fiscal policy.
- (2) Board Members must be acquainted with Parliamentary Procedures and the governing documents that supersede the A.S. Constitution & By-Laws, including but not limited to: the California Education Code (Sections 76060 - 76067 & 72670-72682), Title 5, Robert's Rules of Order, and the Brown Act.
- (3) Board Members are expected to serve a minimum of fifteen (15) hours per week, in service to the A.S.
  - a. Service includes but is not limited to: Attending board meetings, attending campus committees, office hours, A.S. sponsored and co-sponsored events, and actively working on A.S. projects.
- (4) Board Members are encouraged to bring students to committee meetings, including campus-wide and A.S. established committees, particularly if the student shows personal interest in a matter addressed by a particular committee.
- (5) In addition to performing their individual duties, Board Members must collectively pursue the mission of the A.S. and are encouraged to take on initiatives that aim to benefit the students.
- (6) Board Members are required to attend the weekly A.S. Board meetings.

#### SECTION 2: BOARD OF DIRECTORS

**(1) The President:**

- (a) Presides over all Board of Directors meetings, calls special meetings, and forms ad-hoc committees for specific purposes;
- (b) Is the official spokesperson for the A.S.
- (c) Serves as a voting member of, including but not limited to, the following:
  - A.S. Finance Committee.
  - District Planning and Advisory Council (DPAC), wherein The President appoints a second student representative.
  - District Planning and Advisory Council (DPAC) Budget Sub-committee.
  - Student Senate for California Community Colleges (SSCCC), wherein the A.S. President, along with the Director of Student Advocacy, represents SMC students.
- (d) Has the authority to appoint student representatives to any DPAC and Academic Senate committee.
- (e) Has other powers granted to him or her by the A.S. Board of Directors in accordance with the A.S. Constitution and By-Laws.

**(2) The Vice President:**

- (a) Assumes the Office of the A.S. President in the latter's absence, resignation, or removal from office and performs such other duties as directed by the A.S. President.
- (b) Is an ex-officio member of all Board of Directors Committees, other than those of which he or she is Chairperson,
- (c) Serves as the Chairperson of the A.S. Constitution Committee and Joint Council.
- (d) Appoints proper student representatives to campus-wide committees, including but not limited to, DPAC and Academic Senate Committees.
- (e) Serves on the:
  - Academic Senate Curriculum Committee.
  - Academic Senate Student Affairs Committee.

**(3) The Director of Budget Management:**

- (a) Keeps a written account of all finances related to the A.S.
- (b) Signs all requisitions for expenditures.
- (c) Provides a "Financial Balance Sheet Summary" to the A.S. Board, Finance Committee, and I.C.C. at least three (3) times each Fall and Spring semester.
- (d) Chairs the A.S. Finance Committee.
- (e) Prepares the agenda and minutes for the A.S. Finance Committee meetings, and is responsible for submitting those minutes to the Secretary in a timely manner.
- (f) Is responsible for sustaining the A.S. Fiscal Policy and communicating it to the I.C.C. and other A.S. Directors.
- (g) Serves on the DPAC Budget Planning Sub-Committee.

**(4) The Secretary:**

- (a) Prepares and posts the agendas and minutes, in cooperation with the A.S. President, and the A.S. Advisor or designee, for all:
  - A.S. Board Meetings.
  - A.S. Constitution Meetings.
  - Joint Council Committee Meetings.

- (b) Conducts roll call and keeps attendance at official meetings;
- (c) Maintains a publicly accessible file containing the minutes of the A.S. Board, Constitution, and Joint Council meetings, and other A.S. historical and important documents, including but not limited to:
  - Resolutions.
  - Contracts and Memorandum of Understandings (MOUs).
  - Reports.
- (d) Records each Director's vote, by name, for main motions.
- (e) Serves on the Grade Appeals Committee.

**(5) The Director of Activities:**

- (a) Coordinates A.S. sponsored events. These include but are not limited to: concerts, speaker series, plays, exhibitions, and creative activities.
- (b) Assists Board members with events they may coordinate.
- (c) Follows set guidelines for A.S. sponsored events and ensures that other Board members are in compliance as well.
- (d) Keeps a schedule of all A.S. sponsored events and keeps a file of all agreements and contracts pertaining to such A.S. events.
- (e) Chairs the A.S. Activities meeting and updates the SMC Events Calendar.
- (f) Serves on the:
  - DPAC Facilities Committee.
  - I.C.C. Activities Committee, as an ex-officio member (as stated in the I.C.C. Constitution V.3.2.)
- (g) Helps promote A.S. events in cooperation with the Director of Publicity and Director of Outreach.

**(6) The Director of Outreach:**

- (a) Acts as the official A.S. membership recruiter.
- (b) Actively works to maintain and improve A.S. benefits. These include but are not limited to A.S. discounts with business, as well as with other partners.
- (c) Acts as a liaison between the A.S. and Santa Monica locally owned businesses, including on-campus food and other services, in order to maintain and expand A.S. membership benefits.
- (d) Works in cooperation with SMC athletics and serves as a member of the SMC Homecoming Committee.
- (e) Helps promote A.S. benefits along with the Director of Publicity.

**(7) The Director of Community Relations:**

- (a) Serves as a liaison between the A.S. and SMC Community Programs, in order to ensure that these programs are fair and reflective of students' needs. These programs include but are not limited to: the Center of Environmental and Urban Studies, Campus Police, Campus Food Services, Health Service Center, Psychological Services Center, Bursar's Office, and other Offices which provide non-instructional services to the SMC community
- (b) Organizes and maintains community service and engagement programs.
- (c) Assists SMC students with finding community service and volunteer opportunities in and outside of campus.
- (d) Maintains a publicly accessible folder of all partner organizations and community service opportunities available to SMC students.
- (e) Serves on the:
  - Academic Senate Global Citizenship committee.

- G.R.I.T. initiative committee.

**(8) The Director of Student Advocacy:**

- (a) Is a liaison between the A.S. and local legislators, as well the campus Senior Director of Government Relations and Institutional Communications, along with the A.S. President.
- (b) Researches legislation, bills and laws pertaining to education, which affect SMC students and provides the A.S. Board with updates and reports.
- (c) Establishes and conducts legislative visits, so as to advocate for students and Public Education.
- (d) Assists non-partisan advocacy groups, including but not limited to: student workers, student grassroots movements, and advocacy clubs.
- (e) Organizes channels for public civic expression, such as open forums, public opinion polls, voter registration drives, lobbying efforts, advocacy campaigns and rallies, in order to promote students' interests and civic engagement. This includes organizing the SSCCC sponsored event "March in March".
- (f) Is the official SSCCC Region VII SMC Delegate should the President choose not to be.
- (g) Serves on the Academic Senate Student Affairs Committee.

**(9) The Director of Student Assistance:**

- (a) Works in collaboration with **and** is the liaison between the A.S. and all campus Student Assistance programs, including but not limited to, EOPS, Financial Aid Office, Adelante Center, Disabled Students Center, SMC Foundation, African-American Collegiate Center, International Education Counseling Center, Latino Center, Veterans Center, and any other SMC counseling, assistance, or transfer center, in order to ensure that all student support service programs reflect the needs of the students.
- (b) Along with the Academic Senate Student Relief Fund Committee, Financial Aid, Counseling Offices, coordinates the A.S. Assistance Program (ASAP), which consists of:
  - i. A.S. Instructional Materials Assistance.
  - ii. A.S. Meal Plans.
  - iii. A.S. Awards and Scholarships.
- (c) Serves on the DPAC College Operational Services Committee.

**(10) The Director of Instructional Support:**

- (a) Works in cooperation with all instructional and academic support related services provided on campus, including but not limited to: the Library, Bookstore, Computer and Tutoring labs, Supplemental Instruction centers, which includes the Center for Students with Disabilities, and all counseling and transfer centers. This director does so in order to ensure that these services reflect the students' instructional needs.
- (b) Maintains the printing services available in the A.S. Computer Lab. This includes but is not limited to: monitoring and maintaining paper and toner supplies, and providing printer maintenance supply kits when needed.
- (c) Maintains and manages all operational technology employed by the A.S., which includes setting up all necessary equipment for A.S. Board meetings.
- (d) Ensures that free Scantrons and Bluebooks are always available to A.S. members at the A.S. Office Reception, as agreed with the Director of Outreach.

- (e) Assists the Director of Student Assistance in providing instructional materials for the ASAP program.
- (f) Serves on the:
  - DPAC Technology Planning Sub-committee.
  - G.R.I.T. initiative committee.

**(11) The Director of Publicity:**

- (a) Promotes and preserves an excellent A.S. image.
- (b) Publicizes the A.S. and its related events, activities, programs, and Board of Director vacancies, through college and campus channels, which may include the Corsair newspaper, A.S. social media channels, and the SMC website. The Director of Publicity should consult with at least **one** (1) other Board member before releasing advertising materials.
- (c) Raises student awareness of all campus student services, such as instructional support services, mental and health services, and financial aid services.
- (d) Maintains an active presence on campus, which may include the satellite campuses, as well as maintaining an A.S. social media presence.
- (e) Serves on the DPAC College Operational Services Committee.

**(12) The Director of Sustainability:**

- (a) Works to reduce the ecological footprint of the A.S. This includes but is not limited to overseeing and assisting with the reducing, reusing, recycling, and composting for all A.S. and I.C.C. events, as well as in the A.S. office.
- (b) Is responsible for overseeing the A.S. Board's compliance with the Zero Waste Policy, pursuant to the Fiscal Policy VI.B.1.
- (c) Works in cooperation with the Grounds Department, Sustainability Coordinator, and Director of the Center of Environmental and Urban Studies (CEUS).
- (d) Ensures that there are always reusable water bottles and reusable bags available to A.S. members in the A.S. Office reception.
- (e) Serves on the:
  - A.S. Finance Committee.
  - Garden Allotment Committee.
  - Academic Senate Environmental Affairs Committee.
  - American College and University President's Climate Commitment (ACUPCC) Sustainability Task Force.
  - Transportation Taskforce.

**SECTION 3: STUDENT TRUSTEE**

**The Student Trustee:**

- (a) Is the liaison between the Board of Trustees and the A.S. Board.
- (b) Attends the A.S. Board meetings as a non-voting member a minimum of once per month.
- (c) Provides a written and verbal report to the A.S. Board a minimum of once per month, pertaining to activities and issues concerning the Board of Trustees.
- (d) May provide A.S. reports to the Board of Trustees as instructed by the A.S. President, or by the majority of the A.S. Board.

Please see SMC BOARD POLICY- SECTION 1000 – BYLAWS OF THE BOARD:  
([http://www.smc.edu/admin/board\\_policy\\_manual/default.htm](http://www.smc.edu/admin/board_policy_manual/default.htm))

## SECTION 4: ICC OFFICERS

The I.C.C. Officers' bylaws and duties are determined by the voting membership of the I.C.C., pursuant to the I.C.C. Constitution. Their bylaws are amended immediately in order to reflect Article III (Officers) of the I.C.C. Constitution. These bylaws must reflect those amendments.

### **(1) The I.C.C. Chair:**

- (a) Chairs all meetings of the I.C.C.
- (b) Forms and dissolves Ad Hoc committees.
- (c) Is an ex officio member of all I.C.C. Committees that he or she does not chair.
- (d) Represents the I.C.C. and is a voting member at meetings of the A.S. Board of Directors.
- (e) Chairs the A.S. Elections Committee.

### **(2) The I.C.C. Vice Chair:**

- (a) Carries out the duties of the chairperson in the I.C.C. Chair's absence.
- (b) Is an ex officio member of all I.C.C. committees.
- (c) Is responsible for organizing Club Row.
- (d) Serves on the A.S. Finance Committee.
- (e) Is a voting member of the A.S. Board of Directors.
- (f) Is the Chair of the I.C.C. Activities committee.

### **(3) The I.C.C. Communications Officer:**

- (a) Keeps all minutes and agendas of all meetings of the I.C.C. and provides copies of these minutes to all members, officers, and advisors of the I.C.C.
- (b) If there is no Communications Officer present at any meeting of the I.C.C., the Vice Chairperson shall carry out the Communications Officer's duties.
- (c) The Communications Officer chairs the meeting in the absence of the other officers.
- (d) Is a voting member of the A.S. Board of Directors.

## SECTION 5: COMMISSIONERS

- (1) Commissioners serve as A.S. Board Members' primary assistants.
- (2) Commissioners are appointed by their respective Director, and are not subject to confirmation by the A.S. Board.
- (3) Commissioners must meet the requirements of their responsibilities as outlined by the Director for whom they are a commissioner.
- (4) Each Director may select a Primary Commissioner who, in the absence of the Director, may serve as a non-voting representative at A.S. Board of Directors meetings. In this event, the A.S. Director must give consent to the Primary Commissioner to do so.
  - a. During A.S. Board of Directors meetings, the Primary Commissioner may: (a) make motions; (b) not second motions; (c) have the right to speak to any issue.
  - b. Primary Commissioners are not counted towards quorum.
- (5) Each Director is responsible for and may appoint no more than four Commissioners, in order to assist the execution of the Director's duties.
- (6) Upon approval of the advisor, additional commissioners may be recruited to assist with the Office operations and Board members.
- (7) Commissioners who have been proven to have harmed, hindered, slandered or otherwise misrepresented the A.S. are subject to forced removal upon a 2/3 vote of

the A.S. Board. This decision may be appealed to the Judicial Board within 72 hours of the decision. Until the Judicial Board meets, the decision of the A.S. Board must be upheld.

## -----ARTICLE IV: FISCAL PROCEDURES-----

### SECTION 1: A.S. FUNDS

- (1) The A.S. Funds consist of all receipts of the Associated Student memberships fees, as well as interest earned from investments and deposits and other activities sponsored by the A.S.
- (2) The A.S. shall establish a Fiscal Policy to provide guidance and structure to its financial operations.
- (3) Public Relations Fund expenditures that exceed \$5,000 must be approved by the A.S. Board of Directors and the A.S. Finance Committee.

### SECTION 2: FISCAL AUTHORITY

- (1) The A.S. Board of Directors is the only body that has the authority to approve the A.S.'s budgets and expenditures, in accordance with the California Ed. Code (Section 72675).
- (2) No funds shall be expended by the participating bodies beyond the A.S. Board approved budget allowances.

### SECTION 3: DISBURSEMENT OF FUNDS

- (1) All disbursement requisitions must be accompanied by a set of minutes indicating student organization approval and authorized signatures.
- (2) Disbursement of funds for cash advances and reimbursements for expenses incurred must be accompanied by documentations of actual costs, and must be submitted within two (2) weeks of purchase, as well as be in compliance with all other conditions for disbursement established in the A.S. Fiscal Policy.
  - a. Items of uncertain cost require a purchase order.
  - b. For any advance payments made, all unused or undocumented funds must be returned to the A.S. treasury.
  - c. No reimbursement shall ever be considered guaranteed.

### SECTION 4: 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 A.S. treasury. This includes funds approved for spending that were not actually spent.
- (2) Only Special Accounts of clubs or organizations inactive for two (2) years shall revert to the A.S. treasury.