

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 insure 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; and
- (9) To represent the best interests of the students of Santa Monica College.

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 most current issue of Robert's Rules of Order shall be the final authority in questions of parliamentary procedure.
- (4) The Associated Students Board of Directors and the Judicial Board shall be governed by the provisions of the Ralph M. Brown Act, revised.

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 exclusive powers of legislation;
- (4) To oversee the Associated Students budget and to allocate finances;
- (5) To meet no less than every other week during the Fall and Spring semesters;
- (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, the Inter-Club Council Chairperson, the Inter-Club Council Vice Chairperson, and the Inter-Club Council Secretary 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, the members of the Inter-Club Council Chairperson, the Inter-Club Council Vice Chairperson, and the Inter-Club Council Secretary must have an overall GPA of "C" (2.0) and must be enrolled in and complete eight (8) units at Santa Monica College with a minimum grade point average of "C" (2.0).
- (3) Each semester of their term in office, the members of the Associated Students Board of Directors, the Inter-Club Council Chairperson, the Inter-Club Council Vice Chairperson, and the Inter-Club Council Secretary shall be enrolled in and complete a minimum of eight (8) units at Santa Monica College and shall earn a minimum grade point average of "C" (2.0).
- (4) 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).
- (5) 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 or an active member of the Inter-Club Council in the semester in which they are elected.
- (6) 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.
- (7) 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.
- (8) 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, the Associated Students Board of Directors shall open an application process to fill the vacancy of any Director, and Judicial Board, (except the Inter-Club Council Chairperson, Inter-Club Council Vice Chairperson and Inter-Club Council Secretary, who is are elected by the Inter-Club Council). Vacancies should be advertised to the general student body at least one week prior to the application deadline.
- (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: DIRECTOR RESPONSIBILITIES

(1) *The Associated Students President* shall preside at all Board of Directors meetings; shall call special meetings as needed; shall vote only in the case of a tie; may form committees for specific purposes; shall serve as a member of the Associated Students Finance Committee; shall be responsible for the execution of the Associated Students Constitution and By-laws; shall be the official spokesperson for the Associated Students and have any other powers granted him or her by the 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, resignation, or removal from office and shall perform such other duties as directed by the Associated Students 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 President. The Vice President shall chair the Constitution Committee, Joint Council, and shall coordinate Associated Students representation with external student and community organizations, including volunteer opportunities.

(3) *The Associated Students Secretary* shall prepare the agenda for each official meeting in cooperation with Associated Student President, the Director of Budget Management and Associated Student 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; shall act as historian and maintain an accessible file of minutes and other historical documents.

(4) *The Director of Budget Management* shall have general supervision, of all Associated Students finances; shall keep a written account of all finances related to the Associated Students; shall sign all requisitions for expenditures; 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 a semester. The Director of Budget Management is the designated 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; shall be responsible for any and all other duties associated with committee chairperson responsibilities. The work of the Director of Budget Management shall be done in cooperation with the Associated Students Advisor. The Associated Students Director of Budget Management shall represent the Associated Students on the Santa Monica Community College District Budget Committee.

(5) *The 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 Students Center, Latino Center, Women's Center, Child Care Center, and the Admissions Office. The Director of Student Services is encouraged to appoint a committee or individual student to serve as liaison support for the Director of Student Services.

(6) *The Director of Student Instructional Support* shall serve as a liaison between the Associated Students and campus instructional support services such as: Cayton Center Computer Lab and other Santa Monica College Computer Labs, Math Lab, Learning Resource Center, Library, Counseling, Reading Lab, Writing Lab, and Transfer Center. The Director of Student Instructional Support is encouraged to appoint a committee or individual student to serve as liaison support for the Director of Student Instructional Support. The Director of Instructional Support shall serve on the Academic Senate Curriculum Committee.

(7) *The Director of Student Outreach* in cooperation with other members of the Associated Students Board of Directors shall promote activities, programs and services for students at satellite campuses, (Madison, Airport, Emeritus, and the Academy of Entertainment and Technology), and for students who attend evening and/or weekend classes. The Director of Student Outreach shall promote alumni activities (i.e., Homecoming.) The Director of Student Outreach is encouraged to establish a committee with at least one member from each satellite campus as liaison support for the Director of Student Outreach. The Director of Student Outreach shall serve on the Students Affairs Committee.

(8) *The 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 and college-wide committees; and shall promote opportunities for students to participate in mentor and internship experiences. The Director of Academic Support is encouraged to appoint a committee or individual student to serve as liaison support for the Director of Academic Support. The Director of Academic Support shall serve on the Grade Appeals Committee.

(9) *The Director of Student Financial Support* shall serve as a liaison between the Associated Students and campus financial support services such as: Financial Aid, EOPS, Scholarship Office, Job Center 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 is encouraged to appoint a committee or individual student to serve as liaison support for the Director of Student Financial Support.

(10) *The Director of Activities* shall coordinate Associated Students sponsored events such as concerts, speakers series, plays, exhibitions; 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 is encouraged to appoint a committee to participate in the development and implementation of activities. 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): if unable to participate the Director of Activities shall appoint a student representative.

(11) *The Director of Publicity* shall be responsible for the promotion of all Associated Students events, activities, and Associated Students vacancies in accord with Article II Section 5. The Director of Publicity shall publish the Associated Students through the Santa Monica College news services at the beginning, middle and end of each semester. The Director of Publicity is encouraged to establish a Publicity Committee. The Publicity Director shall serve 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 Director of Sustainability* shall advocate for student environmental concerns and serve on related campus committees (e.g. Academic Senate Environmental Affair Committee).

(13) *The Inter-Club Council Chairperson* shall represent the Inter-Club Council and serve as a voting member on the Board of Directors, chair the Inter-Club Council meetings, and shall be the chair of the Election Committee.

(14) *The Inter-Club Council Vice Chairperson* shall assume the office of the chair in the latter's absence. The Inter-Club Council Vice Chairperson shall represent the Inter-Club Council and serve as a voting member on the Associated Students Board of Directors. **Inter-Club Council Secretary shall serve as ex-officio non-voting member of the Associated Students Board of Directors.**

(15) The line of succession for Associated Students President shall be: Vice President, Secretary, Director of Student Services, Director of Student 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 President.

(16) The Santa Monica College Superintendent/President's designee shall serve as 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).

SECTION 7: ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS AND THE STUDENT TRUSTEE

(1) Election of the Associated Students Board of Directors 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 California Student Association of Community Colleges (CalSACC) Spring Legislative Conference.

(3) The Board of Directors shall have the power to change the dates of the elections 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 8: 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 9: 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 their absence may serve as a their 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 forwarded by the Board of Directors and the Inter-Club Council. The amendment(s) must receive a majority approval of the Joint Council to be placed on the ballot.
- (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 school (15) days of being called. Any meeting shall be announced and posted five (5) days prior to the meeting.

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.

SECTION 4: TERMS OF OFFICE

(1) Student Justices' term of office shall be for two (2) years.

(2) Student candidates for Judicial Board must meet the same academic requirements as the Board of Directors as stipulated 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

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) An initiative petition shall pertain to one specific action.

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

(4) Unless otherwise stated, all initiatives shall be voted on at the next general election.

SECTION 2: REFERENDUM

(1) An action of the Board of Directors 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.

SECTION 3: RECALL

- (1) Any Board of Directors member 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.
- (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.

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 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) A two-thirds (2/3) vote of the Associated Students Board of Directors on proposals submitted by either the Associated Students Constitution committee or the Inter-Club Council. The amendment(s) must receive a majority 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 generally announced Associated Students election.
- (3) Public notice of such proposed modifications shall be given two (2) weeks prior to the election.

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 both the Board of Directors and the Inter-Club Council.
- (3) Public notice of such proposed modifications shall be given two (2) weeks prior to the vote.

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.

Revised: MARCH 2008

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

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.

End of By-Laws (8/91)