



Associated Students of Santa Monica College

CONSTITUTION & BY-LAWS

Constitution approved May 19, 2022
By-Laws approved May 19, 2022

PREAMBLE

WE, the students of Santa Monica College, in order to promote and support 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 AND VALUES

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 strive to equitably serve the student body and elevate students’ voices and concerns. We stand against all forms of bigotry and stand in solidarity with those who are most affected by mechanisms of hate. We, the A.S., will take stances in which we believe will best benefit the students of SMC, to the extent allowed by law. We encourage and support the continual development of students’ individual talents, passions, and goals. We recognize the importance of each student's voice, perspective, and participation for the achievement of our common purposes, which shall be to:

- (1) Promote educational advancement.
- (2) Encourage student involvement on campus and in campus organizations.
- (3) Provide resources and guidance to student organizations.
- (4) Provide students with benefits, basic needs, resources, and services.
- (5) Ensure and foster good communication, collaboration, and exchange of ideas 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 in the local community.
- (10) Promote and elevate student voices and concerns.

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 the A.S., 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) is a member of the A.S.
- (2) Any group of six (6) or more A.S. members who have paid the A.S. Resource Fee may form a student organization (club) on campus. All registered clubs are part of the I.C.C.
- (3) In order to take advantage of some of the A.S. programs and resources (as listed on the A.S. website), the A.S. Resource Fee must be paid.

ARTICLE II: A.S. BOARD OF DIRECTORS

SECTION 1: ELIGIBILITY

- (1) Only members of the A.S, who have paid the A.S. Resource Fee, may hold an elected or appointed office.
- (2) A.S. Directors must be enrolled in at least five (5) 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, Student Trustee, or any A.S. elected position again.
- (5) In order to hold office, the A.S. President and Vice President must each have completed a minimum of eighteen (18) 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 a previous Board member.
- (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) Leadership line of succession: In the absence of the A.S. President, the Vice President shall take on the role of the President, per the By-Laws, until the position is filled per Article 6. In the absence of the Vice President, the Director of Budget Management shall take on the role of President, until the position is filled, per Article 6.

- (5) Line of succession for chairing meetings: 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 Director of Budget management, the ICC Chair shall Chair. In the absence of the four (4), or in any instance, the A.S. Board shall vote on an interim Chair through a process of nomination, with a subsequent simple majority affirmative vote. A.S. Directors hold office for a term of one (1) year from July 1 to June 30.
- (6) No person can serve in the same 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) terms total, regardless of position.
- (8) No person shall serve in any combination of elected or appointed student government positions for more than three academic years.

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. and state law.
- (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, in accordance with the SMC academic calendar.

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, an A.S. Board member cannot simultaneously hold a leadership position within a student club or organization. If a member of the Board of Directors also serves as a member of the club or another entity, should remain unbiased.
- (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.
- (5) All members of the Board of Directors should follow established policies and procedures of other respective student leadership roles that they may represent.

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 should be held every Spring semester, prior to the Student Senate of California Community Colleges (SSCCC) Spring General Assembly, if possible.

- (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. An accurate and completed Election Packet.
 - b. A Mandatory Candidates Meeting form verified by the Office of Student Life.
- (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 may be subject to disqualification and/or disciplinary action.

SECTION 6: VACANCIES AND APPOINTMENTS

- (1) In the event if any position(s) is vacant during the general election, a special election can be held to fill the position(s).
 - a. The student trustee position must be completed through a special election process and cannot be appointed by A.S
- (2) In the event of a vacancy of any position during the academic year, the A.S. Board must open an application process to fill the vacancy
- (3) 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.
- (4) 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. Chair; and
 - c. Cannot exceed five (5) members.
- (5) Should more than three (3) A.S. Board members express interest in joining the Appointment Committee, excluding the A.S. President and the I.C.C. Chair a random selection process to appoint members will take place.
- (6) 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.
- (7) No position may be vacant for over 4 weeks during Spring and Fall semesters;
- (8) 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.
- (9) 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, neglecting to fulfill their responsibilities as a Director as outlined in the By-Laws, etc.
 - i. All members are expected to request an excused absence, including justified academic related reasons, in writing as soon as they know they will not be able to attend a required activity. Except in an emergency, requests to be excused shall not be approved 48 hours prior to the required activity. In cases where a Director has previously committed to attending a training, retreat, conference, activity, etc., where the A.S. has incurred a charge, the Director shall be held financially responsible for all expenses that the AS is unable to recoup (personal medical and/or life-threatening emergencies may be excused at the discretion of the A.S. Advisor).
 - ii. Unexcused Absences. Absences not excused by the A.S. President and/or A.S. Advisor shall be considered unexcused.
 1. An A.S. Director shall not have more than three (3) unexcused absences per term.
 - b. Intentional Misuse of funds;
 - c. Abuse of authority; or
 - d. Willful violation or disregard 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 Article VI.3.
- (4) In the event the A.S. Board wishes to recommend the removal of a Student Trustee, a vote by a two-thirds (2/3) majority must be submitted to the SMC Board of Trustees for final consideration.
- (5) 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 Article 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 five (5) 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.

SECTION 3: ICC 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 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 Article 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 the club President or I.C.C. Delegate from only officially registered clubs 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 External Affairs.

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 positions are a part of the general student election. In the event of a vacancy, the I.C.C. delegation shall appoint any vacant student justice positions via an application process during an ICC meeting, who has applied for the position of Justice, to serve on the Judicial Board.
 - a. This must be done within the first two viable ICC meetings and appointments must be confirmed by the A.S. Board of Directors.
 - b. This position will be open and available to the entire SMC student body. 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.
- (3) 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 Article 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 twenty (20) 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.
 - a. Decisions of the Judicial Board require a four-fifths (4/5) vote.
 - b. If a meeting and decision do not happen within twenty (20) school days, The complaint filed is dismissed or the A.S. Board decision is upheld.

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, a petition signed by 50 students currently enrolled at SMC (spring or fall semesters only), attached with the Legislative/Action proposal. The Office of Student Life must validate the signatures.
- (2) Upon determination of the validity of the signatures, the A.S. Board of Directors:
 - a. must either pass such legislation or;
 - b. submit it to a vote of the student body at the next general election.
- (3) If sent to the next general election then, 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 an absolute 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 an absolute 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. An absolute 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.
 - a. In the event the student body would like to recall the Student Trustee, the final decision will be made by the SMC Board of Trustees.
- (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 an absolute majority of all votes cast are in favor of recall, the Director shall be removed from office, effective immediately.

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 (14th) 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.

SECTION 4: RECRUITMENT COMMITTEE

- (1) The Recruitment Committee members are: the A.S. Vice-President, the Director of Publicity, the Director of Student Outreach, and the I.C.C. Chair. The chair of the committee shall be the Director of Publicity. In the absence of the Director of Publicity, the Director of Student Outreach shall be the chair. In the absence of these two (2), the Committee shall vote on an interim Chair through a process of nomination, with a subsequent simple majority affirmative vote.
- (2) The Recruitment Committee is responsible for promoting student leadership on campus, empowering underrepresented groups, increasing A.S. membership and ensuring proper shared governance across Santa Monica College.

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.

ASSOCIATED STUDENTS OF SANTA MONICA COLLEGE

BY-LAWS

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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 and three (3) ICC Officers, as designated below.

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 and any other committee meetings they are assigned to as outlined in Article III Section 2 of the A.S. By-Laws.
- (7) Upon successful completion of their duties, directors shall receive a stipend unless they choose otherwise.

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 A.S. board representative and provides monthly reports at the regularly scheduled SMC Board of Trustees meetings
- (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 External Affairs, represents SMC students.
- (d) Has the authority to appoint student representatives to any DPAC and Academic Senate committee.
- (e) Has other powers granted to them by the A.S. Board of Directors in accordance with the A.S. Constitution and By-Laws.
- (f) Has the authority to appoint student representatives to campus-wide committees in the event the Vice President position is vacant and can assist when needed.
- (g) 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.

(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) May serve as an ex-officio member of all Committees, other than those of which they are 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 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 role, for main motions.
- (e) Serves on the Grade Appeals and DPAC Human Resources Committee.

(4) 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.

(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) Informs students about A.S. and its resources.
- (b) Actively works to maintain and improve A.S. Resource Fee 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.
- (f) Serves as part of the SMC Welcome Week committee
- (g) Collaborates with the Director of External Affairs and Director of Equity and Diversity to host Town Halls

(7) The Director of Equity and Diversity:

- (a) Advocates for the protection of students' rights to equity, diversity, and inclusion at Santa Monica College.
- (b) Serves as a liaison to Special Support Programs and Campus Police.
- (c) Shall plan and coordinate, or collaborate, on diversity themed campus wide events.
- (d) Is responsible for organizing "International Day".
- (e) Is responsible for creating and maintaining a meditation space on campus.
- (f) Serves on Academic Senate Equity and Diversity Committee, Title IX Task Force, DPAC Human Resources Sub-Committee, and Academic Senate Global Citizenship Committee.

(8) The Director of External Affairs:

- (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) Research 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.
- (h) Serves on the SMC Civic Engagement Committee.

(9) The Director of Basic Needs:

- (a) Works in collaboration with and is the liaison between the A.S. and all campus Student Assistance programs, Student Health, Center for Wellness & Wellbeing, SMC Foundation, Financial Aid Along with the Academic Senate Student Relief Fund Committee, Financial Aid, Counseling Offices, coordinates the A.S. Assistance Program (ASAP).
- (b) Serves on the SMC Basic Needs Committee
- (c) Promotes and advocates for an A.S. meal assistance Program

(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 instructional support resources from the A.S. Resource Fee are available in the A.S. Office Reception, as agreed with the Director of Outreach.
- (e) Serves on the:
 - i. DPAC Technology Planning Sub-committee.
 - ii. Academic Senate Student Instructional Support Committee
 - iii. Academic Senate Instructional Effectiveness

(11) The Director of Publicity:

- (a) Promotes and preserves an excellent A.S. image, ensuring all communications are accessible, inclusive, and factual.
- (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 print advertising materials or paid advertising. The Director should continuously inform the Board of Directors of organic social media activity and online publicity.
- (c) Raises student awareness of all campus student services, including, but not limited to instructional support services, mental and health services, and financial aid services.
- (d) Maintains and engages the student body through various communication channels (virtual and physical), which may include the satellite campuses, as well as maintaining an A.S. social media presence, including other marketing strategies.
- (e) Chairs the A.S. Recruitment Committee meetings.
- (f) Serves on the Academic Senate Global Citizenship Committee, the Santa Monica College Civic Engagement Committee, and is liaison to Santa Monica College's Communications and Marketing Department.

(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 Sustainability Center.
- (d) Serves on the:
 - A.S. Finance Committee.
 - Academic Senate Environmental Affairs Committee.
 - Transportation Taskforce.

SECTION 3: 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 pertinent to the I.C.C.
- c. Is an ex officio member of all I.C.C. Committees that they do 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, resignation, or removal.
- 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.
- e. Assumes the responsibility of preparing and posting 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 in the event of the A.S. Secretary's absence, resignation, or removal.

ARTICLE IV: STUDENT REPRESENTATIVES

Section 1: Student Trustee

- (1) Is approved by the Board of Trustees
- (2) Is the Board of Trustee's liaison for the A.S. Board and provides reports to A.S. on the monthly meetings.
- (3) Attends the A.S. Board meetings as a non-voting member a minimum of once per month.
- (4) Provides a written or verbal report to the A.S. Board a minimum of once per month, pertaining to activities and issues concerning the Board of Trustees.
- (5) May not serve on any participatory governance committees appointed by the A.S. Board
- (6) 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.
- (7) The Student Trustee may not simultaneously hold an A.S. Board position during their term.
- (8) It is the responsibility of the Student Trustee to represent all constituents of the district
- (9) Please see SMC BOARD POLICY- SECTION 1000 – BYLAWS OF THE BOARD:
(<https://www.smc.edu/administration/governance/board-of-trustees/board-policy-manual.php>)

SECTION 2: COMMISSIONERS

- (1) Commissioners collaboratively work with the A.S. Board 'of Directors' and Student Trustee to support their designated Director's or Student Trustee's responsibilities and goals.
- (2) Commissioners are appointed by their respective Director and are not subject to confirmation by the A.S. Board.
- (3) Commissioners must meet the minimum requirements to participate in student government per Administrative Regulation 5400.
- (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.
 - a. In this event, the A.S. Director or Student Trustee must give consent to the Primary Commissioner to do so.
- (5) During A.S. Board of Directors meetings, the Primary Commissioner may:
 - a. make and second motions;
 - b. have the right to speak to any issue;
 - c. provide a report on behalf of the Director
- (6) Primary Commissioners are not counted towards quorum.
- (4) Each Board Member or Student Trustee is responsible for and may appoint no more than four Commissioners, to assist the execution of the Director's duties.
- (5) Commissioners are subject to removal from office at the discretion of the Director or Student Trustee that appointed them.

- (6) Upon approval of the advisor, additional commissioners may be recruited to assist with the Office operations and Board members or Student Trustee.
- (7) Commissioners who have been proven to have harmed, hindered, slandered or otherwise misrepresented the A.S. are subject to forced removal by Office of Student Life. This decision may be appealed to the Judicial Board within 72 hours of the decision. Until the Judicial Board meets, the decision must be upheld.

SECTION 3: COMMITTEE REPRESENTATIVES

(1) Academic Senate Committee Student Representatives

- a. Advise Academic Senate Committee members on student perspectives and concerns.
- b. Are non-voting advisors on the committee(s) in which they serve.
- c. Required to attend at least three-fourths ($\frac{3}{4}$) of all committee meetings that occur during their time within the student representative position.
- d. Must provide at least three (3) Committee Report before the A.S. Board of Directors per semester.

(2) District Planning and Advisory Council (DPAC) Sub-Committee Student Representatives

- a. Each Sub-Committee shall have no more than four (4) student representatives at a time.
- b. Are voting members on the Sub-Committee(s) in which they have been appointed.
- c. Must provide at least three (3) Committee Report before the A.S. Board of Directors per semester.
- d. Required to attend at least three-fourths ($\frac{3}{4}$) of all Sub-Committee meetings that occur during their time within the student representation position.

(3) Citizens Bond Oversight Committee Student Representative

- a. The Student Representative is voted on by the A.S. Board. The nomination must be approved by Board of Trustees.
- b. This student representative is nominated by the A.S. Board every Spring term to serve the following academic year including the summer session meeting.
- c. Required to attend every Citizens Bond Oversight Committee meeting that occurs during their time within the student representative position.
- d. Must provide at least one (1) Committee Report before the A.S. Board of Directors per semester.

ARTICLE IV: FISCAL PROCEDURES

SECTION 1: A.S. FUNDS

- (1) The A.S. Funds consist of all receipts of the Associated Students membership 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. 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 academic 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.