Associated Students of Cabrillo College

Senate Bylaws

Duties & Responsibilities

Revised November 28, 2012

Article I.
EXECUTIVE BOARD

Section 1. Duties and Responsibilities of the Executive Board Members:

A. The President of the ASCC Senate shall:
   1. Preside at all ASCC Senate meetings.
   2. Count towards quorum.
   3. Represent the ASCC at all official functions.
   4. Be responsible for the execution of the ASCC Constitution and Bylaws, and all resolutions in effect.
   5. Have any other powers granted explicitly by the ASCC Senate in accordance with the ASCC Constitution and Bylaws.
   6. Post meeting agenda in accordance with the Brown Act and email said agenda to all interested parties.
   7. Have the power to veto any legislation passed by the ASCC Senate. The veto must be submitted in writing or emailed to all senators and advisors within forty-eight (48) hours after the passing of said legislation. This veto may be overridden by a two-thirds (2/3) vote of the ASCC Senate.
   8. Be empowered to sign all completed requisitions for the disbursements of funds approved by the ASCC Senate.
   9. Sit on the Budget Committee.
10. Sit on the Constitution and Bylaws Committee.
11. Serve as a non-voting advisory member of all standing and ad-hoc internal committees.
12. Only vote to break a tie during meetings chaired by the President.
13. Make a rough draft of the ASCC Agenda available to the ASCC Senate ninety six (96) hours prior to the regularly scheduled meeting.

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

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

D. The Student Trustee shall:
   1. Act as a representative of all Cabrillo College Students to the District Governing Board.
   2. Attend all monthly District Governing Board meetings. The first unexcused absence shall result in probationary notice. The second unexcused absence shall be grounds for dismissal from the District Governing Board and the ASCC Senate.
   3. Submit an oral report to the Governing Board regarding pertinent ASCC Senate business.
   4. Submit all ASCC Senate related Governing Board financial reports to the ASCC Senate Treasurer.
   5. Report to the ASCC Senate all pertinent student issues on the Board’s agenda prior to the Board meeting, or when information is available.
   6. Disseminate all pertinent student issues on the Board’s Agenda to the students prior to the Board meeting, or when information is available.
   7. In the absence of the President and Vice President, represent the ASCC Senate at official functions.
   8. Sit on the Legislative Committee.
9. Have one (1) vote.

E. The Legislative Representative shall:
   1. Be the ASCC Senate delegate to Region IV and appropriate statewide advocacy organizations.
   2. Act as a conduit to disseminate legislative information to and from Region IV, and vote on behalf of the Associated Students of Cabrillo College at the appropriate statewide advocacy organizations’ events and meetings.
   3. Act as a conduit to disseminate information to and from the Student Senate for California Community Colleges (SSCCC), and be the voting delegate of the Associated Students of Cabrillo College at SSCCC General Sessions when applicable.
   4. When approved by the ASCC Senate attend monthly SSCCC Council meetings as an observer.
   5. Attend all SSCCC Region IV meetings as the voting delegate of the Associated Students of Cabrillo College.
   6. Have all reasonable travel, food, and lodging related expenses covered by the ASCC Senate.
   7. Disseminate to the ASCC Senate all information pertinent to student interests on the local, state, and federal levels.
   9. Chair the Legislative committee.
   10. Have one (1) vote.

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

G. The Scotts Valley Representative shall:
   1. Be the Scotts Valley Center’s Representative to the ASCC Senate.
   2. Be enrolled in or have taken a minimum of one class at the Scotts Valley Campus.
   3. Act as a conduit to disseminate information to and from the Scotts Valley Center.
   4. Sit on the Scotts Valley Center Task Force, when active.
   5. Report back weekly to the ASCC Senate on Scotts Valley Campus programs, activities, and issues when pertinent.
   6. Sit on the Student Activity Card Committee.
   7. Have one (1) vote.

H. The Inter-Club Council (I.C.C.) Chair shall:
   1. Chair all I.C.C. meetings.
   2. Report to the ASCC Senate on pertinent I.C.C. and club activities.
   3. Set and post agendas for I.C.C. meetings in accordance with the Brown Act.
4. Become familiar with all I.C.C. forms, club procedures, the Club Handbook and all aspects of the I.C.C budget.
5. Maintain all I.C.C. financial records and make those records available to the ASCC Senate upon request.
6. Act as the official conduit between the ASCC Senate and the ASCC Student Organizations.
7. Be exempt from Article XI.1 for the I.C.C.
8. Have one (1) vote.

Section 2. The Executive Board:

A. The Executive Officers shall:
   1. Be required to attend the weekly Executive Board meeting, when scheduled.
   2. Vote on the Executive Board issues, the President shall vote only in a case of a tie.
   3. Not be an Officer of a Cabrillo College Club or Organization during her/his term in office.
   4. Follow the Constitutional Presidential line of succession with regards to the duties and responsibilities of the Parliamentarian in the absence of subsequent officers.

Article II.
The ASCC Senate

Section 1. Duties and Responsibilities of the ASCC Senate:

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

Section 2. Duties and Responsibilities of ASCC Senate Members:

A. The ASCC Senate Members shall:
   1. Represent the ASCC Senate in internal and external affairs.
   2. Be responsible for voicing student viewpoints to the ASCC Senate.
   3. Serve on at least (1) internal ad-hoc, one (1) internal constant, one (1) external ad-hoc or infrequent, and one (1) external constant committee.
   4. Fill out a Request for Funding (RFF) form prior to the appropriate ASCC Senate meeting.
   5. Fill out and and provide information for Purchase Requisitions (for senators sponsoring items involving Senate monies).
   6. Abstain from voting on all issues before the ASCC Senate pertaining to an Associated Students’ Club, when they are current Executive Officer of that club.
   7. Have one (1) vote.
   8. Provide agenda items to the President by noon (12:00 PM) on Sunday prior to the next regularly scheduled meeting.

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

Section 4. Drug Free Policy:

A. It is the policy of the ASCC Senate to maintain an organization free of the manufacture, distribution, dispensing, possession, or use of non-prescription controlled substances, which includes, but is not limited to, substances such as marijuana, heroin, cocaine, amphetamines, and alcohol. Use of such substances on school premises and/or at any ASCC Senate sponsored activities shall result in the dismissal of the violator(s) in addition to any disciplinary procedures as outlined in the student rights and responsibilities handbook.

Section 5. Probation:

A. All ASCC Senate members shall be subject to a probationary period as a result of failure to fulfill their responsibilities or exhibition of conduct unbecoming of an ASCC Senate member while on campus or at school related events, as judged by the ASCC Senate and the Constitution and Bylaws thereof.

B. A probation hearing shall take place in the Executive Board meeting at the written request of at least two (2) Executive Board members, or at least three (3) ASCC Senate members, within two (2) weeks of the request. If the hearing in question involves an Executive Officer, that person shall not vote in the hearing and the hearing shall occur before the ASCC Senate general body. In the event that the Senator in question fails to appear for review, the review shall be conducted without their presence. The written request must clearly outline the specific reasons for the hearing, be reviewed by the advisors, the President and Vice President, and be presented to the member in question at least five (5) days before the hearing.

C. All interested parties shall have an opportunity to speak to the body regarding only the issue(s) outlined in the written request(s).

D. The Executive Board (or in the case of an Executive Member, the ASCC Senate general body), having heard all evidence presented, shall render a decision by majority vote of the members present as to whether the member(s) in question are guilty of a violation of the Constitution, Bylaws, or conduct unbecoming.

E. If found guilty, the Executive Board (or in the case of an Executive Member, the ASCC Senate general body) shall determine the length of the probationary period. The length of probation may vary from one (1) to sixteen (16) ASCC Senate meetings.

F. While on probation, the member in question shall observe the following rules:
   1. Shall not have the right to vote.
   2. Shall be responsible for continued attendance of the Student Senate and Committee meetings.
   3. Shall not count towards quorum.

G. The probationary period shall last until the ASCC Senate member has served his/her sentence, or until such time as another hearing is convened to determine otherwise.

H. If an ASCC Senate member is placed on probation twice (2) in one (1) year, this shall be grounds for dismissal by the ASCC Senate.
Section 6. Dismissal:

A. ASCC Senate members shall be subject to dismissal as a result of being placed on probation two (2) times in one (1) year, a violation of the drug free policy, or grave conduct unbecoming of an ASCC Senate member.

B. A dismissal hearing shall take place in the Executive Board meeting at the request of (2) Executive Board members, or three (3) ASCC Senate members. If the hearing in question involves an Executive Officer, that person shall not vote in the hearing and the hearing shall occur before the ASCC Senate general body.

C. All interested parties shall have an opportunity to speak to the Executive Board regarding the issue at hand.

D. The Executive Board (or in the case of an Executive Member, the ASCC senate general body), having heard all evidence presented, shall render a decision by majority vote of the Executive members (or in the case of an Executive Member, the ASCC senate general body) present as to whether the member(s) in question are guilty of a violation of the Constitution, Bylaws, or conduct unbecoming.

E. The Senators (excluding Executive members) may override a dismissal status by a two-thirds (2/3) majority vote.

F. A dismissed member may not seek restoration to the body for at least one (1) full subsequent semester.

Article III
Employees of the ASCC

Section 1. Secretarial Duties

A. The ASCC Secretary shall record the minutes of all general and executive board meetings of the ASCC.

B. The ASCC Secretary shall distribute electronic copies of said minutes and post them on the ASCC Senate website within three (3) days following the meetings.

C. The ASCC Secretary shall, within three (3) days following the meeting pertaining to the minutes, distribute written copies of said minutes upon request.

D. The ASCC Secretary shall distribute written copies of the minutes directly before the meeting following the meeting pertaining to the minutes.

Section 2. Secretarial Eligibility

A. The ASCC Secretary must be enrolled in at least three (3) units at Cabrillo College throughout his/her tenure as secretary.
B. The ASCC Secretary must submit employment application to the Student Employment Office.

Section 3. Dismissal

A. Any employee of the ASCC Senate may be dismissed by a simple majority vote of the Executive Board if he/she fails to perform at the duties prescribed or fails to meet the eligibility requirements.

Article IV
Conferences and Travel

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

A. The ASCC Senate shall sponsor student conferences and travel as their budget stipulates.
B. A request for conference or travel sponsorship by the ASCC Senate must be submitted to the ASCC Senate at least two (2) weeks in advance of the event. All attendees are subject to approval by the Executive Board and advisors.
C. An advisor must accompany students to all ASCC Senate sponsored conferences or travel outside of Region IV.
D. A written and/or oral report outlying the conference shall be submitted to the ASCC Senate within one (1) week of return.
E. ASCC Senate sponsored conferences or travel must support student leadership development, diversity, representation, and/or educational development.
F. If unable to attend, any senator holding a paid slot for a senate conference must find a replacement for the slot. Failure to do so will be addressed in bylaws Article V, Section 1.C. If the conference requires travel by flight, as soon as the plane tickets are booked, there can be no replacement. Refer to Article V, section 1 C.

Section 2. Travel Expenditures

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

Article V
Standing Rules for the ASCC Senate Meetings

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

Section 1. Absences/Late Arrivals/Early Departures:
A. A tardy shall be defined as arriving to a meeting ten (10) minutes after the meeting has been called to order. An early departure shall be defined as leaving the meeting prior to the adjournment or the scheduled adjournment time.

B. Two (2) late arrivals shall equal one (1) absence. Two (2) early departures shall equal one (1) absence. A combination of one (1) tardy and one (1) early departure shall equal one (1) absence.

C. Failure to attend a paid slot at a Senate conference without a replacement or excusal by the Senate shall constitute two (2) absences and incur a $50 fee. Senators will be put on probation until the fee is paid.

D. Any member, elected or appointed, shall be removed from office for missing three (3) regularly scheduled meetings in one (1) semester without notice to the Vice-President, review by the Executive Board and excusal by the Senate.

E. An excused absence/tardy/early departure shall be defined as a student government related issue (i.e.: college, regional, or state level), illness, emergency, or any event pre-approved by the executive board.

F. An excused absence for an emergency shall be left to the discretion of the Executive Board. If an Executive officer’s attendance is in question, they shall not be allowed to vote on the matter in question.

G. If any member is present for less than half a meeting, it shall be counted as an absence.

H. If any member is not present for more than fifteen (15) minutes without the excusal or recognition of the Chair, it shall be counted as a tardy.

Section 2. The ASCC Senate Committee Reports:

A. The person giving the report has the floor. Parliamentary procedures dictate that the speaker shall not be interrupted.

B. All chairs of committees must submit a written report to the Vice President at the last meeting of the month.

C. Committee chairs shall only report on items relevant to their committee.

Section 3. Agenda Building:

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

Section 4. Amendments to the Agenda

A. As the first order of business after roll call, any voting member may motion to amend the agenda with regard to items being discussed or the order in which they are addressed.

B. Any amendment to the agenda shall require a second and a simple majority vote.

Section 5. Motions:
A. The funding sources shall be specified in all motions requesting financial disbursement.

Section 6. Voting

A. All motions requiring a two-thirds (2/3) vote shall be adopted by members present. Those who abstain are not counted in the two thirds (2/3) vote.

Section 7. Items from the Floor:

A. Members of the public shall be given an opportunity to address the ASCC Senate during the Public Comments section of the agenda. Speakers shall keep their report to three (3) minutes and must be relevant to the authority of the ASCC Student Senate. Requests for an item to be placed on a future agenda must be submitted in writing. Guests shall be limited to one (1) comment per subject on the agenda.

Article VI

Procedures for Filling Vacancies

Section 1. Vacancies and Appointed Positions:

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

Section 2. Presidential Vacancy:
A. In the event of a Presidential vacancy, the office shall be filled by a current ASCC Senate member in the following order: Vice President, Treasurer, Student Trustee, Legislative Representative, Watsonville Representative, I.C.C. Chair, Senator appointed by the ASCC Senate.
B. Any member may decline to fill the Presidential vacancy and retain their current position.
C. If no current member is found to serve by means of appointment, a special election shall be held (refer to Election Code for complete details.)

Section 3. Appeals and Decisions:

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

Article VII
Election Code

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

Section 1. Election Committee:

A. Purpose:
   1. The Election Committee shall enforce the articles of the Election Code, and to provide interpretation.

B. Members shall be:
   1. Chair, to be appointed by the ASCC President.
   2. An advisor (Student Activities Coordinator)
   3. Up to five (5) voting ASCC Senate members. Members shall be approved by the Vice President; if the position of the Vice President is vacant, the Executive Board shall approve these positions.
   4. No member may be a candidate for office while serving on the committee.
   5. All members shall have one (1) vote. The chair of the committee shall not have a vote except in the case of a tie. The advisor shall not have a vote at all.

C. Duties of the Election Committee:

   1. Enforce the provisions of the Election Code.
   2. Review the application of each candidate and submit a list of qualifying applicants for ballot publication.
   3. Distribute Election Code to each candidate upon approval of application.
   4. Arrange for the preparation of the official student ballots.
   5. Appoint or employ a sufficient number of neutral student members to operate the polls.
   6. Count ballots at a time and place designated by the committee and set prior to the election(s).
7. Present the result(s) of election(s) to the ASCC Senate for formal announcement at the next meeting.
8. Update the ASCC Senate Handbook and all relevant literature.

Section 2. Candidate Qualifications:

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

Section 3. Voting Procedures:

A. The names of candidates who have submitted completed and approved applications and followed the Election Code shall appear on the ballot.
B. Voting shall be done by secret ballot.
C. Any registered Cabrillo College student may vote. Proof of identification is required at the voting location (student ID number.)

Section 4. Election Dates:

A. The general election shall be held before the last three (3) weeks of the end of the Spring Semester.
B. Voting shall be held for a minimum of three (3) consecutive days at the Aptos Campus and a minimum of two (2) consecutive days at all external Campuses.
C. The general student population must be notified through all publicity channels available (flyers, posters, email, websites, college newspapers, etc.) at least fifteen (15) school days prior to any election.

Section 5. Ballots:

A. All candidates running unopposed for an office must receive at least twenty-five (25) percent of the vote.

Section 6. Counting the Ballots:

A. The Election Committee Chairperson and the Student Activities Coordinator shall supervise the actual counting of the ballots. The counting shall be held at a time and place designated by the Election Committee, set prior to the election.
B. Candidates may not be present at the time of tabulation of any ballots.
C. Candidates are allowed one (1) representative to observe the ballot tabulation.
Section 7. Contesting an Election:

A. In the event that the election is contested, a written petition must be submitted to the Student Activities Coordinator within one (1) week following the election.
B. The Election Committee shall review the petition and shall determine the appropriate action to be taken.
C. The Election Committee’s report shall be presented to the ASCC Senate no later than seven (7) school days following the contested election.

Section 8. Campaigning:

A. Following the approval of the ASCC Senate application by the Election Committee, the candidate may begin campaigning.
B. The ASCC Senate candidate may not begin campaigning prior to approval of their application by the Election Committee.

Section 9. Posting Signs:

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

Section 10. Campaigning during the days of the election:

A. No candidate may campaign within two hundred (200) feet of any polling location.
B. All campaign materials must be removed within two hundred (200) feet of any polling location.
C. For specific clarifications of Article VII, Sections 10.A and 10.B see “Election Policy” available in the Student Affairs Office during each election.

Section 11. Reporting an Election Code Violation:

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

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

Section 1. Appropriations and Budget Committee:

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

Section 2. Budget:

A. The annual budget shall be constructed by means of the Budget Committee.
B. The budget shall follow a projected outline specified by the previous year.
C. The ASCC Senate shall use the following timeline to plan its annual budget:
   1. The Budget Committee shall review the initial study budget no later than eight (8) weeks prior to the end of the Spring Semester.
   2. The ASCC Senate may amend the initial ASCC Senate budget where deemed necessary in order to approve a finalized budget by a two-thirds (2/3) majority vote.
   3. The finalized ASCC Senate budget shall be turned in to the Cabrillo College Business Office no later than April 30th of each year.

Section 3. Financial Accounting Duties and Responsibilities:

A. Financial Records:
   1. The Treasurer shall be responsible for the maintenance of the ASCC Senate financial records as stated in the ASCC Senate Bylaws, and shall compile the initial budget and the final budget as approved by the ASCC Senate.
   2. The Cabrillo College Business Office shall be responsible for the ASCC accounting and bank records, and the provision of a monthly report of incomes and expenditures.
3. A record of all current ASCC Accounts (71, 72) shall be presented at the start of each regular ASCC Senate meeting during the Treasure’s Report.

4. A record of current funds shall be reported at the beginning of each ASCC Senate agenda item in which funds are being requested.

5. The most updated budget shall belectronicallyavailable at all times.

Section 4. Expenditures and Financial Contracts:

A. Expenditures:
   1. To receive a consideration for funding, a Senator must submit an ASCC Senate-written agenda item and Request for Funding Form (RFF) to the Chair.
   2. All funds shall remain the property of the ASCC Senate until the expenditures of such funds, as approved by a simple majority vote of the ASCC Senate.
   3. For any ASCC Senate sponsored grant, loan, or expenditure, funds shall only be disbursed for the requested items. Any deviation from the approved request must be re-approved by the ASCC Senate by simple majority vote.
   4. The ASCC Senate shall consult with the Cabrillo College Vice President of Business Services to obtain a recommendation prior to engaging in any contract or agreement that the ASCC Senate may be a party to.
   5. Any written or verbal contract or agreement that places the ASCC Senate under any obligation must be approved by a two-thirds (2/3) majority vote of the ASCC Senate, and shall be signed by the Cabrillo College Vice President of Business Services.

Section 5. Income and Revenues:

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

B. Fundraising:
   1. Any fundraising activity undertaken by the ASCC Senate shall be approved by a two-thirds (2/3) majority vote of the ASCC Senate.

Section 6. Discretionary Funds:

A. The ASCC Senate shall have three (3) discretionary funds set up at the beginning of each semester:
   1. Executive Board: $250
   2. Advisor: $250
   3. Office Supplies: $250
   (Approval by President, Vice President, Treasurer, or Advisor)

B. In the event of additional funding necessary for the discretionary funds, member(s) responsible for such funds shall take their request to the ASCC Senate.

Section 7. College Funding Requests:
A. College Wide Support Grants:
   1. Requests for College Wide Support Grants shall be accepted and acted upon during the fall semester.

Section 8. Loans:

A. Any campus organization shall be limited to receiving one (1) loan per academic year.
B. A Loan Application must be completed in full and submitted to the ASCC Senate Treasurer no later than four (4) weeks prior to the anticipated event or purchase for the requested funds.
C. Any requesting organization must have been established on campus for at least two (2) consecutive semesters prior to the request.
D. Potential recipients for a loan shall submit the following:
   1. Itemized budgetary breakdown.
   2. Date(s) of planned event or purchase of item.
   3. Projected cost of event or item.
   4. Projected attendance of event or projected use of item.
E. There shall be no limit as to the amount an organization may request as a loan; however, the amount requested may be adjusted or amended at the discretion of the ASCC Senate in accordance with the Brown Act.
F. The organization shall have one-half (1/2) of the requested funds in their account as collateral, unless otherwise specified by a two-thirds (2/3) majority vote of the ASCC Senate.
G. The Treasurer shall present the Loan Application to the ASCC Senate during a meeting. The Loan Application will go through a minimum two (2) week agenda process.
H. All loans shall be approved by a two-thirds (2/3) majority vote of the ASCC Senate.
I. All loans shall be paid back within two (2) months, or by the end of the semester, according to the date on the processed check, or as specified by the approved motion.
J. In case of a default on a loan, the following action shall be taken:
   1. The ASCC Senate shall reclaim the funds from the organization’s bank account through the Business Office.

Section 9. Revocation of Expenditure Authorization:

A. Failure of any ASCC Senate sponsored activity or event to comply with any provisions of this code shall be cause for an automatic freeze of funds (revocation of authorization for expenditure) by the ASCC Senate.
B. In the event of revocation of an expenditure authorization occurrence, the ASCC Senate shall review the situation no later than one (1) week after the revocation.
   1. The ASCC Senate shall make a decision to the course of action necessary to be taken for rectification of the situation by of a two-thirds (2/3) majority vote, immediately following the review of the state of affairs.

Section 10. Open Accounts:

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

Article IX
Internal Committee Code

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

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

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

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

Section 5. All committees shall be responsible for the submission of an official ASCC Internal Committee report within five (5) days of the most recent meeting.

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

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

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

Section 8. All other internal committees shall be created on an as needed basis.
Article X
Ad-Hoc Committee Code

Section 1. All other internal committees may be created on an as needed basis.

Section 2. Any ASCC Senate member may request that the Executive Board create an Ad-hoc committee.

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

Section 4. The committee shall be made of up to five (5) ASCC Senate members approved by the Vice President. In the event of a vacancy in the Vice-Presidency, the Executive Board shall appoint committee members by a simple majority vote.

Section 5. All members of an ad-hoc committee shall have one (1) vote.

Section 6. All committees shall be responsible for the submission of an official ASCC Ad-hoc Committee report within five (5) days of the most recent meeting.

Section 7. The Vice President or President of the ASCC Senate shall appoint the chairperson for each ad-hoc committee.

Section 8. Once appointed, standing committee members and chairperson may be removed in the event of:

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

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

Article XI
Committee Inheritance
Section 1. The chairperson for each Internal ASCC Senate Committee and each ASCC Senate representative to each external committee shall create and/or maintain a committee record book, including but not limited to the following information:

1. Description of the Committee.
2. Domain and Responsibilities of the committee.
3. Procedures for conducting business, both historical and current.
4. Agenda, official ASCC Committee Reports, and if available minutes of the committee meetings during the ASCC Senate representative’s tenure.
5. Recommendations for future ASCC Senate representatives regarding the committee.

A copy of the committee record book must be turned into the ASCC Senate President, at both the beginning and end of the Spring semester.

**Article XII**

**Legislative Committee**

Section 1. Members shall be:

A. Legislative Representative (Chair)
B. Student Trustee
C. At least one (1) but as many as four (4) other voting ASCC Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.

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

Section 3. Once appointed, members may be removed in the event of:

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

Section 4. Duties of the Legislative Committee

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

Section 1. Members shall be:

A. Vice President/Parliamentarian (Chair)
B. President
C. Up to four (4) other voting ASCC Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.

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

Section 3. Once appointed, standing committee members may be removed in the event of:

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

Section 4. Duties of the Constitution and Bylaws Committee:

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

Article XIV
Student Activity Card Committee

Section 1. Members shall be:

A. Chair, to be appointed by the President.
B. Treasurer
C. Scotts Valley Representative.
D. Watsonville Representative.
E. Up to two (2) other voting ASCC Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.
Section 2. All members shall have one (1) vote. The chair of the committee shall not have a vote except in the case of a tie.

Section 3. Once appointed, standing committee members and chairpersons may be removed in the event of:

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

Section 4. The Student Activity Card Committee (Henceforth known as SACC) shall:

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

Article XV
Public Relations Committee

Section 1. Members shall be:

A. Chair, to be appointed by the Vice President.
B. Up to five (5) voting ASCC Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.

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

Section 3. Once appointed, standing committee members and chairpersons can be removed in the event of:

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

Section 4. The Public Relations Committee shall:

A. Meet at least once every two weeks.
B. Be responsible for the promotion and shall maintain all forms of publicity of the ASCC Senate and for disbursement of pertinent information to the Cabrillo Students including maintenance and updates of the ASCC Student Senate web-site and the social networking services.
C. Review all proposals regarding the publicity and communications of the ASCC Senate.
   1. A simple majority is needed to recommend or not recommend action to the ASCC Senate.
D. Review proposals within one (1) week following the proposal appearing on the ASCC Senate agenda as an information item.

Article XVI
Mentorship Program

Section 1. All new senators will have an assigned mentor. The President or Vice-President will appoint mentors from the qualified members (including veteran Senators-at-Large and veteran members of the Executive Board) with a consultation from the Executive Board.

Section 2. Duties of the mentors to his/her mentee:
A. Meet with mentee at least on a weekly basis for the first four (4) weeks
B. Review the contents of the Senate binder
C. Review Brown Act and parliamentary procedure
D. Review office and SAC chores
E. Review office hours
F. Review committee participation
G. Review reports (written and oral)
H. Have a monthly meeting with their mentee during which they discuss the mentee’s progress, involvement, and understanding with regards to all aspects of the ASCC Senate
I. Make themselves available to answer any and all mentee questions or direct them to the appropriate source for an answer
J. Meet with the mentee during the last two (2) weeks of the semester to review their work during the preceding semester and prepare them for the subsequent semester
K. Address the Executive Board regarding the fulfillment of these duties, the progress of the mentee, and any issues that arise that would compromise the working relationship of mentor and mentee

Article XVII
Emissary Program
Section 1. Duties and Responsibilities of the ASCC Student Senate Emissary

A. The ASCC Student Senate Emissary shall
   1. Be an assistant to the ASCC Student Senate in their business, events, errands, advertisement, etc.
   2. Act as an official conduit between the ASCC Student Senate and Cabrillo College community
   3. Have access to the ASCC Student Senate resources on all campuses.
   4. Become familiar with all ASCC Student Senate forms, procedures, and aspects of the budget

Article XVIII
Electronic Communications

Section 1. DropBox
   A. L
   B.

Section 2. Electronic Newsletter
   A.

Article XIX
Inter Club Council Code
For Regulation of Club Organizations

SUB-ARTICLE I
CREATION AND PURPOSE

Section 1. The Inter Club Council (I.C.C.) is an organization that has been sanctioned by the ASCC Senate. The I.C.C. works in coordination with the ASCC Senate in all functions that concern both organizations.

Section 2. The purpose of the I.C.C. is to promote interaction and cooperation between clubs and organizations that have been chartered by the I.C.C.

SUB-ARTICLE II
CHARTERED ORGANIZATIONS

Section 1. Any group of at least six (6) students at Cabrillo College having like interests may be accepted as a chartered organization by the I.C.C.
Section 2. Clubs that submit their charters before the end of the fourth week of each new semester shall be chartered by the I.C.C. All club charters submitted after the fourth week of each semester must be passed by majority vote at a regularly scheduled I.C.C. meeting.

SUB-ARTICLE III
FORMATIONS OF CLUBS AND ORGANIZATIONS

Section 1. All Cabrillo College clubs and organizations shall be officially recognized and chartered by the I.C.C. New charters may be granted upon a majority vote of the I.C.C. to organizations who submit:

A. An application for charter
B. A club roster of the Executive members
C. Club Information Form
D. A signed copy of the Student Activities Handbook

SUB-ARTICLE IV
CHAIR

Section 1. The ASCC Inter Club Council Chair shall have the following duties:

A. Chair all I.C.C. meetings
B. Report to the ASCC Senate on all I.C.C. activities
C. Set agenda for the I.C.C. meetings in accordance with the Brown Act
D. Vote only in a case of a tie
E. Provide clubs with Student Activities Handbook
F. Develop and coordinate all I.C.C. programs
G. Submit a financial report at the last I.C.C. and the ASCC Student Senate meetings of the month

SUB-ARTICLE V
MEETINGS

Section 1. Meeting shall be held every Wednesday of each scholastic month beginning with the second (2nd) Wednesday following the start of each scholastic semester excluding holidays. An interim special meeting may occur during the Summer and Winter sessions at the discretion of the I.C.C. Chair upon the seven day notice of said meeting to all currently chartered club advisors and I.C.C. representatives.

Section 2. I.C.C. meetings shall be mandatory. If a club misses two (2) consecutive meetings or three (3) meetings in one (1) semester then that club shall be put on inactive status (see Article VII, Section 3). A notice shall be given to the club and their club advisor.

Section 3. A quorum of appointed voting representatives must be present at I.C.C. meetings to conduct business. A quorum shall consist of more than one-half (1/2) of the number of active clubs on campus. Absentee voting shall not be allowed for clubs.
Section 4. Each representative may represent only one (1) organization at any one (1) I.C.C. meeting.

Section 5. The Chairperson may call emergency meetings. All club voting representatives shall be notified at least twenty-four (24) hours in advance.

Section 6. The I.C.C. shall use the most recent edition of Roberts Rules of Order, Newly Revised, as a guide in running meetings. These rules may be amended as the I.C.C. sees fit to enable meetings to proceed smoothly.

**SUB-ARTICLE VI**

**MAINTAINING THE CHARTER**

Section 1. In order to maintain a charter, a “club information form” must be submitted to the Student Activities Director prior to the fourth week of each semester following the start of the first I.C.C. meeting. If the said “club information form” is not submitted in a timely fashion, the club in question may be re-instated following a vote of a majority of the current I.C.C. members.

Section 2. All clubs must post contact information, meeting hours and locations online, and at both the Aptos and Watsonville Campuses within two (2) weeks of obtaining a charter. This information must be updated as needed.

Section 3. All clubs inactive for two (2) full semesters will have their club accounts closed and the balance moved to the I.C.C. General Fund. In order to maintain an active status, a club must hold at least one (1) event per semester and participate in at least one (1) ASCC Student Senate sponsored activity.

Section 4. Inactive clubs or clubs on probation shall not be able to:

- A. Access club funds
- B. Access club copy machine
- C. Sponsor programs
- D. Access campus facilities for club use
- E. Use the Club Bulletin Board

Section 5. All clubs shall be held responsible for reading, understanding, and following the guidelines outlined in the “Student Activities Handbook” and “Club Guidebook.”

**SUB-ARTICLE VII**

**REVOKING CHARTERS**

Section 1. The following steps shall be followed in revoking a charter:
A. The Inter Club Council Chairperson, upon receipt of a complaint from any student or upon receipt of evidence that a violation of the California Education Code, District Policies, or I.C.C. Bylaws has occurred shall ask for a review of the evidence at an I.C.C. meeting.

B. The President or Chairperson and the advisor of the offending club shall be notified of review and will be required to be present.

C. In the event the President of the offending club or their representatives fails to appear for review, it shall be conducted without their presence.

D. Action may be taken by the I.C.C. in the form of probation or revocation of the charter by a two thirds (2/3) majority vote.

**SUB-ARTICLE VIII**  
**REINSTATEMENT OF CHARTERS**

Section 1. The club or organization that has had its charter revoked may request reinstatement of their charter after one (1) complete semester has passed since the review.

Section 2. The I.C.C. may reinstate a club by a two-thirds (2/3) vote.

Section 3. A club or organization may appeal any decision of the I.C.C. to the ASCC Senate.

**SUB-ARTICLE IX**  
**INTER CLUB COUNCIL FUNDS**

Section 1. Each club may receive up to one thousand (1,000) dollars per year.

Section 2. The treasurer from each club should give a written report to the ICC chair at the end of every month.

**SUB-ARTICLE X**  
**INTER CLUB COUNCIL INCENTIVES**

Section 1. At the beginning of Fall and Spring semesters, each club will receive one hundred dollars ($100) upon renewal/acceptance of their club charter. For newly chartered clubs this money may only be used for fundraising or purchase of materials. Campus Clubs in good standing could be allocated up to six hundred dollars ($600) total at the end of each semester, provided that the following provisions are met:

A. Sponsor three (3) to nine (9) incentive events, one of which must be held at the Scotts Valley or Watsonville campuses. In order to qualify as an incentive event the event shall:
   1. Not be a fundraiser.
   2. Serve and be open to all Cabrillo students.
   3. Be held on a Cabrillo campus.
   4. Be promoted at least seven (7) days prior to event.
B. For the first three (3) events, said club will be allocated one hundred dollars ($100), for the next three (3) events, one hundred fifty dollars ($150), for the final three (3) events, two hundred fifty dollars ($250).

Section 2. Club Printing

A. The Inter Club Council shall allocate one hundred (100) free copies per semester to each active club.

SUB-ARTICLE X
AMENDMENTS

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

Section 2. Amendments must be presented at an ASCC Senate meeting at least seven (7) days before the final vote by that organization.

SUB-ARTICLE XI
FUNDRAISERS

Section 1. All club fundraisers must promote and provide a discount to SAC card holders