

ASCC BYLAWS

CUESTA COLLEGE - ASCC JOB DESCRIPTIONS

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President

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1. Preside over Senate meetings as Chair. May have a vote only in the event of a tie or to affect the outcome of the vote.
2. Preside over Executive Cabinet meetings.
3. Assume the role of Vice-chair position on Student Community Liaison Committee (SCLC) or may appoint a designee; and shall work with other Executives to foster relations within the community including but not limited to high schools, county agencies, non-profits, and other community members.
4. Co-organize an Executive Cabinet Retreat with the ASCC vice president in the summer prior to the beginning of the fall semester with consultation from the ASCC advisor(s).
5. Responsible for coordination and implementation of the mid-year and end-of-year recognition event for Senate.
6. Provide direction to all members of the Executive Cabinet.
7. Appoint and make recommendations for committee chair positions within ASCC not otherwise included in the Bylaws.
8. Appoint ASCC student representatives to Cuesta College standing committees with approval from Senate.
9. Serve as a member of the Cuesta College Foundation Board.
10. Serve as the Cuesta College Student Trustee for the San Luis Obispo County Community College District Board of Trustees and should attend all meetings.
11. Serve as the student speaker at Commencement in the spring semester.
12. Lead an expectations, agreements, and goal-setting brainstorm at the beginning of each semester in Senate
13. Lead an expectations, agreements, and goal-review session at the end of each semester in Senate

14. Lead a goal-setting/vision session in the Senate at the end of the spring semester for the following school year.

Vice President

1. Serves during Senate meetings as Vice-chair.
 - a. Vice-chair will fill the position of Chair when the Chair is absent
2. Preside over the North County Campus (NCC) Taskforce Committee as Co chair.
3. Take over the duties of the ASCC president in the event of his/her absence during a meeting.
4. Take over duties of the ASCC president/student trustee in the event of a vacancy.
5. Responsible for oversight of Senate office area, which may include, but is not limited to, ordering supplies, determination of officer spaces, etc., with consultation from ASCC advisor(s).
6. Meet with ASCC president/trustee as needed.
7. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor(s), and/or Senate.
8. Serves as the student representative on the College Council Committee. May appoint a designee if necessary with approval of the ASCC president/student trustee and ASCC advisor(s).
12. Shall serve as Chair of a three-member committee to approve Senate minutes.

Activities Director

1. Oversee all social and educational activities sponsored by ASCC on campus

with Activities Committee.

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2. Responsible for presenting an ASCC activities calendar with activity events and dates outlined at the end of each semester for the following semester with the approval of the ASCC advisor(s) and president/student trustee. Example: The activities calendar presented in May and will outline events for fall, etc.
3. Work with the ASCC Social Club and ASCC advisor(s) to organize events/activities together.
4. Serve as the Chair on the Programming Committee.
5. Complete paperwork as necessary for planning an activity at least two weeks in advance. Example: Student Activity Request forms, etc.
6. Maintain a running inventory and price list of materials being purchased for a coming event and work closely with the finance director and ASCC advisor(s) on use of funds.
7. Work closely with the Programming Committee and ASCC advisor(s) regarding outside vendors (i.e., bands, guest speakers, and rental of equipment).
8. Present to Senate all activity planning.
9. Attend, or designate ASCC representatives, all ASCC-sponsored events on and North County campuses.
10. Organize and assign duties and responsibilities to ASCC members pertinent to ASCC activities.
11. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor(s), and/or Senate.

Clubs Director

1. Introduce new or returning clubs to Senate.
2. Serve as the Chair of ICC meetings.
3. Is a member on the ASCC Programming Committee and the NCC

Taskforce Committee.

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4. Organize club day/club fair a minimum of once per semester.
5. Work with ASCC advisor(s) to ensure that club packets are available for students.
6. Serve as the liaison between clubs and ASCC by providing monthly reports to Senate of club happenings as stated at the ICC meeting.
7. Promote club success and development through various creative means.
8. Serve as a voting member on the Executive Cabinet and Student Senate.
9. Meet with ASCC president/student trustee and Advisor as needed
10. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor(s), and/or Senate.

Finance Director

1. Serve as the Chair of the ASCC Budget Committee.
2. Work with the ASCC advisor(s), ASCC financial liaison, and the ASCC Budget Committee to prepare the ASCC annual budget.
3. Manage appropriate use of the Student Rep Fee.
4. Approve ASCC expense requisitions as appropriate.
5. Advise the ASCC president/student trustee and Executive Cabinet concerning finances and money proposals prior to submitting to Senate.
6. Work with the ASCC financial liaison and the ASCC advisor(s) to maintain accurate financial files on, but not limited to, financial statements and copies of expense requisitions of the Student Senate.

7. Present financial reports as appropriate to the Senate.
8. Attend ASCC functions as requested to monitor money matters.
9. Supervise ASCC fund raising activities.
10. Meet with ASCC president/student trustee and Advisor as needed.
11. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor(s), and/or Senate.
12. Serve as a member of Cuesta College Planning and Budget standing committee, or consult with ASCC president/student trustee to appoint an alternate.

NOTE:

The finance director and ASCC advisor(s) have signature approval on all ASCC expense requisitions. In the absence or unavailability (including no response to

signing a request within five (5) calendar days) of the finance director, the signature of the ASCC president/student trustee is appropriate.

Publicity Director

1. Responsible for coordinating and designing publicity for all ASCC-sponsored events at Cuesta College.
2. Responsible for and coordinates the use and upkeep of the publicity workroom.
3. Responsible for working with the activities director and/or the event coordinator to carry out the design and implementation of publicity for each event.
4. Responsible for creating and submitting the Cuestonian ad in a timely fashion for each issue (if approved in ASCC budget).
5. Order publicity supplies as necessary.
6. Work on creating/ordering promotional material with the ASCC advisor(s).

7. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor(s), and/or Senate.
8. Social media posts and outreach in collaboration with the Office of Student Life.

Chief Justice

1. Chair of the Judiciary Committee.
2. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor(s), and/or Senate.
3. Shall serve as a member of the Minutes Committee.

North County Director

1. Member of the Executive Cabinet.
2. Responsible for representing the specific needs of the students taking a majority of their classes at the North County campus.
3. Works closely with Senate to execute activities on the North County campus.
4. Chairs and supervises the North County Committee.
5. Inform Student Senate of the concerns and desires of North County constituents through formal and informal surveys.
6. Must attend ASCC Fall and Spring Retreats, and any other mandatory training sessions.
7. Attends Executive Cabinet and Senate meetings.
8. Promotes ASCC involvement on the North County campus.
9. Must take at least two-thirds of their units at the North County campus.
10. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor(s), and/or Senate.

Secretary

1. Take minutes of weekly Senate and Executive Cabinet meetings.
2. Provide copies of minutes to Senate and Executive Cabinet members at the next week's meeting, with approval of the ASCC advisor(s).
3. Provide copies of minutes to Executive Cabinet members at the next week's meeting, with approval of the ASCC advisor(s).
4. Post approved Executive Cabinet and Senate minutes in the Student Center, and any other areas requested by ASCC Advisor
5. Prepare all Senate and Executive Cabinet handouts as requested by the ASCC president/student trustee, ASCC vice president, or ASCC advisor(s).
6. Prepare Executive Cabinet and Senate agendas.
7. Post Executive Cabinet and Senate agendas in the Student Center in a timely fashion in accordance with the Brown Act, with approval of the ASCC advisor(s).
8. Provide copies of Executive Cabinet and Senate agendas and minutes in ASCC member boxes and/or via email at least 24 hours prior to the next meeting.
9. Keep record of attendance at Senate and Executive Cabinet meetings and make sure everyone is in compliance with the ASCC attendance bylaws.
10. Provide absence reports to the ASCC advisor(s) at the beginning of the month 7
11. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor(s), and/or Senate.
12. Member of the Minutes Approval Committee.

Senators

1. Senators are required to attend all Senate meetings as outlined in the Attendance Bylaws.
2. Senators must serve on at least one district wide committee (participatory governance). The Senator will be required to give a campus-wide committee report in Senate, and submit a written report to the ASCC Secretary.
3. Senators must serve on an ASCC committee (e.g., elections, Programming Committee, etc.).
4. Senators are expected to aid in the execution of ASCC events.
5. Senators must actively participate in at least one ASCC event during the course of the semester, either as a coordinator or as an active member.
6. Per the ASCC budget, Senators may receive a grant at the end of the fall and spring semesters if all duties and responsibilities are met.
7. Senators will meet with the advisor(s) to go over the completion of goals and duties of their position no later than three weeks prior to the end of the term.

Equity and Diversity Senator

1. Defining goals and areas of concerns that surround DEi work.
2. Work with Clubs and students to help promote DEi activities.
3. Develop student led discussions and forums.

4. Bring to the senate updates on DEi within Cuesta.

State Student Senate Regional Representative

This Senator serves as the voting delegate to State Student Senate. Reports to the Vice President.

As State Student Senate representative, this position is responsible for the following:

1. Attend all State Student Senate Region VI regional meetings.
2. Bring back information and issues to Senate for discussion and input.
3. Report on school activities at the regional meeting.
4. Cast Cuesta's vote at the regional meeting.
5. Relay issues and concerns of the Senate to the regional board.
6. Maintain accurate records of all State Student Senate information received.
7. Submit position papers on issues that ASCC endorses.
8. Request that items be included on the regional agenda.
9. Represent Cuesta to the region.
10. Can contact the Chair to add agenda items or to inform Senate of new information for voting purposes; may attend CCCSAA and State Student Senate conferences.
11. May appoint an alternate to be the voting delegate at a regional meeting in the absence of the official State Student Senate voting delegate.

Elections Chair

This Senator is responsible for chairing the Election Committee, as well as organizing both special elections and the annual ASCC officer elections. The Elections Chair must work closely with the ASCC Programming Committee to ensure optimal student awareness of and participation in the electoral process.

Legislative Director

1. The Legislative Director is responsible for chairing the Constitution/Bylaws Committee. This position must organize meetings and agendas for the Constitution/Bylaws Committee meetings, and present updates for consideration to Senate.
2. In addition, this position must work closely with both the ASCC President/Student Trustee and the ASCC Vice President. This Senator works

with the president/student trustee regarding any campus/state-wide legislative issues.

EXECUTIVE COMMITTEE

1. Attend Senate meetings, Executive Cabinet meetings, and other ASCC mandatory functions.
2. Keep accurate records.
3. Coordinate financial accounts as designated by Financial Code.
4. Attend ASCC Retreats, and any other mandatory training sessions, at the expense of the ASCC budget.
5. Maintain Cuesta's standards for holding office.
6. Provide written weekly reports to Executive Cabinet and Senate.
7. Review Executive Cabinet and Senate minutes prior to presentation at Executive Cabinet and Senate meetings.
8. Has demonstrated knowledge of leadership principles and meeting management techniques.
9. Hold a minimum of five scheduled office hours per week.
10. Schedule and attend weekly one-on-one meetings with ASCC advisor(s).
11. Enforce and uphold the ASCC Constitution.
12. May draft and make endorsements of additional ASCC positions.
13. Serve as a student representative on a minimum of one Participatory Governance Committee within Cuesta College (if class schedule allows).
14. Save all ASCC-related documents to the V drive in the appropriate folder.

15. Held responsible to Student Code Conduct (BP 5510)
16. On boarding Process development in conjunction with the Office of StudentLife.

ELECTION BYLAWS

The General Election shall be held in March or April of the spring semester. The exact date(s) of voting shall be determined by the Elections Committee and the ASCC Advisor(s).

The following positions shall be elected members of the Associated Students of Cuesta College:

- President/student trustee
- Vice President
- Activities Director
- Clubs Director
- Finance Director
- Publicity Director
- Chief Justice
- Secretary
- North County Director
- Senator(s) A maximum of 1 Senator per 1,000 students

Elected positions must meet the following qualifications to hold and maintain office:

1. Be a member of ASCC
2. Maintain a minimum overall cumulative G.P.A. of 2.0 per state law
3. Maintain and complete a minimum of 5 units each semester at Cuesta College during his/her term per state law
4. Maintain good standing according to Title V
5. Maintain good standing according to the California Education Code
6. Miss no more than 4 Senate meetings unexcused during the academic school term. Upon the 5th meeting missed, a vote to remove the student elect from the executive cabinet will be presented to the Senate.

Any position remaining open after the election may be appointed following the Appointment Process.

The elected officers shall serve a term of one academic year (June-May). Every elected and appointed term shall end on the last day of the Spring term.

The position of president/student trustee and Vice President can be served a maximum of four (4) semesters by the same person.

A. The Elections Committee

1. The bylaws for elections shall be known as the Election Code bylaws, also referred to as ECBL, and shall govern all election matters of the ASCC.
2. The purpose of the ECBL shall be vested in an Elections Committee.
3. The Elections Committee shall serve as the governing body over all general and special elections but is answerable to the Senate and Executive Cabinet for all breaches in procedures.
4. The Student Life and Leadership staff must remain impartial parties.
5. The Elections Committee members shall not participate in any campaign and shall not endorse any candidates.

B. The Powers of the Elections Committee

1. The power to enforce these bylaws shall be vested in an Elections Committee.
2. The Elections Director/Chair will form an Elections Committee with the approval of Senate, consisting of members who are not candidates for any official ASCC office. The Elections Committee shall be selected as needed.
3. The Office of Student Life and Leadership shall review the application

- of each candidate and submit a list of qualifying applicants
4. The Elections Committee shall hold a campaigning procedure meeting [Candidates Meeting] for all candidates.
 5. The Elections Committee shall hear complaints regarding the election and shall take action(s) and notify Senate of said action(s). The Judiciary Committee may receive notification of the complaint and may take further action if necessary.

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I. The Process of Candidate Qualification

A. ASCC Constitutional Requirements of Candidates

1. Candidates in the General Election shall qualify for candidacy by establishing the requirements as stated in the ASCC Constitution.
2. All Executive Cabinet candidates must meet the qualifications, duties, and responsibilities as outlined in the ASCC Constitution and bylaws.

B. Petition Packets

1. Each candidate for an elective office shall file a petition with the Student Life and Leadership Office. Only students with a petition on file are eligible to be placed on the ballot after an eligibility check has been made and approved.
2. The candidate petition packets and applications will be available in spring semester.
3. Candidates may change their candidacy to that of another office no later than the last day to file petitions.
4. The petition must be filed by noon of the school day preceding the Candidates Meeting.

C. Review of Petition Packets

1. No official campaigning of any type may be done until the nomination has been reviewed and accepted by the office of Student Life and Leadership, reviewed by the Elections Committee and the candidate has attended the Candidates Meeting.

II. Campaigning and the General Election

A. Candidates Meeting

1. Candidates Meeting [Campaign Procedure Meeting] will be coordinated by the Elections Committee. Reservations for rolling signboards (if

utilized) shall occur at this time.

B. Campaigning

1. Campaigning is defined as any posters or paraphernalia posted on the Cuesta College campus.
2. Electronic campaigning shall be defined as any online presence that primarily exists to promote a candidate to an ASCC position. This includes, but is not limited to, webpages, groups, biogs and social media pages.
3. The act of campaigning may only begin AFTER the Candidates Meeting.
4. Presidential and Vice Presidential candidates may campaign as a ticket. However, their names will be listed separately on the ballot.

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C. The Candidates Forum

1. Nominees for the elected Associated Students offices shall be allowed to make a campaign speech at a Candidates Forum.
2. The Elections Committee shall set a time and date for the Candidates Forums.
3. During the Candidates Forum, each candidate will be allowed a maximum of seven minutes to speak.
4. Candidates may have one other student speak in place of the candidate.
5. The Elections Director/Chair or designee shall preside at the Candidates Forum.

D. The General Election

1. These procedures shall govern the operation of all ASCC elections.
2. A general election is that in which candidates for Associated Student offices are elected.
3. The General Election shall be held during the spring semester. The time period shall be set by the Elections Committee such that Cuesta students will be afforded an equal opportunity to vote.
4. Candidates shall be held responsible for the actions of their campaign staff/volunteers.
5. Each candidate must submit the names of his/her campaign staff/volunteers to the Elections Committee. The campaign staff/volunteer list shall be submitted on behalf of their candidate prior to campaigning.
6. Stickers may not be applied to school property, nor may anyone deface public/school property. (Please refer to Student Life and Leadership publicity guidelines handout)

7. Campus grounds are defined as all grounds within Cuesta College. 8. No campaigning will be allowed within approximately 100 feet of polling locations. No campaigning signs are to be posted within approximately 100 feet of the polls. It is at the discretion of the Elections Director/Chair to determine the "no campaign zone" marked boundaries.
9. The use of public address systems (bullhorns, microphones, etc.) is not allowed except those provided at the Candidates Forum and those used in an ASCC-approved event.

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10. The Elections Committee will provide campaign materials on an equal basis.
11. All candidates will have the opportunity to use ASCC materials/resources for the purpose of campaigning at a cost established by the ASCC.
12. All campaign material must be taken down and cleaned up by campaign committees within 24 hours of the conclusion of the election period. The only exception is in the case of a tie or run-off, and only then those involved can leave materials posted until 24 hours after the election period for the tie/run-off race. It is the responsibility of the Elections Committee to make sure all campaign materials have been removed.
13. No more than \$150, including contributions, gifts, and services rendered, may be spent for one campaign per candidate. The value used for the above shall be that of present retail value, with volunteer labor excepted; All candidates, or their campaign managers, must file in writing to the Elections Committee, within two weeks after the election, a detailed report of their campaign expenses.
14. Said funds shall be subject to audit, and receipts for all expenditures shall be provided by the candidates no later than 3 weeks after said election.

E. Voting Procedures

1. These procedures shall govern voting in all elections.
2. The Elections Committee shall designate the official electronic ballot (with assistance from the Student Life and Leadership staff). All elections shall be held by electronic ballot.
3. No write-ins or proxy voting will be allowed.
4. Any duly enrolled Cuesta College student shall be eligible to submit one ballot for each office, Constitutional Amendment, or Referendum issue at each election.
5. Candidates' names shall be listed on the electronic ballot in the order in which the petitions are returned for each individual office (first received, first on the ballot) in the following manner: LAST NAME, first name, middle initial, and nickname

- a. Presidential candidates shall be listed first; Vice Presidential candidates shall be listed second.
- 6. Candidates running for reelection shall have "incumbent" placed with their names.
- 7. The voting outcome process is open to the public at large.
- 8. The Elections Committee shall review the online election results in the Student Life and Leadership Office.
- 9. The winner of the General Election must receive the greatest number of legal votes cast.
- 10. In the case of a tie then a run-off election shall be held between the two top contending candidates.
- 11. In the case of a declared tie in the General election, a run-off election shall be held. [See Article IV of this document]

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F. Ratification of Election Results

- 1. The Student Life and Leadership staff shall send to the Vice President of Student Services and the President of the College within twenty-four hours after the election the names of the elected candidates and their respective offices, along with the votes cast for each candidate.
- 2. The Elections Committee shall publish the preliminary results of the election.
- 3. The Elections Committee shall publish the amount of votes cast for each ballot candidate or issue.
- 5. In the event that the results of an election are challenged, the Judiciary Committee will act as the final arbitrator. In the event that there is no standing Judiciary Committee, Senate shall act as the final arbitrator.
- 6. Newly elected officers may be required to attend Senate meetings and become familiar with their office until sworn in.
- 7. Newly elected officers will take office the last Senate meeting of the spring semester.

III. Run-off and Special Elections

A. Run-Off Elections

- 1. Candidates in a run-off may spend an additional $\frac{1}{3}$ (one-third) of the amount approved for the election.
- 2. The run-off election shall be held the week following the General Election. Publicity for the General Election must also indicate the time period of a potential run-off election.
- 3. In case of a declared tie in the run-off election, then the Senate by a two thirds ($\frac{2}{3}$) vote shall determine the winner. The candidates will be selected in the following manner:
 - a. The Senate shall cast a roll call vote; the candidate receiving a

two thirds (2/3) majority shall be declared elected.

- b. The Senate shall then recommend to the ASCC Presiden/Student Trustee that the other candidates be appointed to the first vacancies that occur.

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B. Special Elections

1. Special elections shall comply with all election regulations and meet all requirements for a general election.
2. A special election is that in which the Student Senate announces an election for purposes other than an elected office.
3. The Senate shall call special elections when authorized by a two-thirds (2/3) majority vote of the Senate.
4. Special elections shall be held when needed after authorized for an election. The election must be announced at least 72 hours in advance.

IV. Campaign Misconduct, Disqualification, and Grievance Procedures

A. Campaign Misconduct, Disqualification, and Grievance Procedures

1. It shall be the duty of the Elections Director/Chair to regulate the campaigning and to disqualify any candidate found by the Elections Committee to be in violation of any rules or regulations of the Associated Students.
2. Campaign misconduct by any candidate/campaign staff/volunteer(s) is grounds for disqualification based on the evidence presented to the Elections Committee. The Elections Committee will determine whether evidence presented is grounds for disqualification of the candidate.
3. Based on the evidence presented, slander and vandalizing campaign material are grounds for disqualification.
4. If a candidate is found to have spent more than the approved amount,

or has filed a false statement of expenses, this shall be sufficient grounds for either disqualification or, if the candidate is removed from office under this section, the provisions of Article V, Section A, Sub-Section 6 shall apply.

5. In order to disqualify a candidate, at least two witnesses must view the same incident(s), and:

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- a. Submit, in writing, a statement describing the details of the incident(s). The statement must cite the name(s) of the individual(s) involved as well as the time and place in which the infraction(s) occurred.
 - b. The individual(s) implicated in the infraction have the right to respond, in writing, to the allegations.
 - c. The Elections Committee must hold a formal hearing chaired by the Elections Director/Chair in which at least two witnesses testify to the alleged infractions. If fewer than two witnesses testify, then the case will be dismissed accordingly.
 - d. The defendants have the right to respond to the allegations; they may also call witnesses to substantiate their case.
 1. No one from the audience, who is not testifying, will be allowed to speak.
 - e. The Elections Committee must decide unanimously that the evidence is sufficient to disqualify the candidate of question. If the decision is not unanimous, the case will be dismissed.
6. Any candidate disqualified may appeal the decision of the Elections Committee to the Judiciary Committee within three (3) working days after the decision of the Elections Director. A three-fifths (3/5) vote of the Judiciary Committee members voting shall reinstate the candidate. In the event there is no standing Judiciary Committee, Senate shall hear and take appropriate action, by a two-thirds (2/3)-majority vote.
7. If a candidate is disqualified and then reinstated, after the election the ASCC president/student trustee shall declare the election for the office void and a special election shall be held within 10 days after reinstatement or within the first six weeks of the fall semester.
8. The Elections Director/Chair shall inform the ASCC President and the Judiciary Committee, in writing, of any protest of violations by any student to the Elections Committee within twenty-four (24)

hours after the protest has been made.

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REMOVAL OF SENATE MEMBERS

JUDICIARY COMMITTEE

1. The Chairperson shall be the Chief Justice.
2. In the event that the Chief Justice is the subject of Judiciary Committee review, the President shall be the Chair.
3. All members shall have one vote, except for the chairperson, who may vote only in the case of a tie or to affect the outcome of the vote.
4. Membership shall be no less than 4 members (including the Chair) and no more

than 8 members. Members may be appointed by a majority vote of the Senate and shall consist of both board members and students.

5. The duties of the Judiciary Committee shall be to review charges of misconduct by members of the Senate.

a. Any member of the student body shall have the right to file a complaint against a Senate member by providing the complaint along with a petition signed by no less than forty-five (45) students. The Advisor shall verify the signatures. In the event of city, local, or national emergency electronic signatures shall be accepted.

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b. Any complaint and petition must be filed, in writing, to the President of the Senate, the Chief Justice, or the Advisor within 5 calendar days of an alleged violation.

c. Upon receipt of a complaint, the complaint will be forwarded to the Advisor, and the Chief Justice within two (2) calendar days.

d. The Chair will schedule a meeting of the Judiciary Committee within three (3) calendar days of receiving the complaint. The Committee will meet no later than ten (10) calendar days of the complaint being filed.

e. The member, or their representative, who is the subject of the complaint shall be required to attend the meeting. The meeting shall not conflict with the accused member's class or work schedule.

f. The member, or their representative, will be allowed to offer evidence and testimony prior to and during the meeting to refute any complaint against them.

g. Any member who refuses to attend a Judiciary Committee meeting shall not be presumed to be guilty or responsible. However, the Committee shall have the authority to hold the meeting without the member if they refuse to attend. Any member who refuses to attend the committee meeting will forfeit their right to appeal the recommendation of the committee.

6. The committee shall make one of the following recommendations to the Advisor and Senate Board:

a. NO ACTION

A recommendation of no action will signify that the committee does not feel any further action on the complaint needs to be taken by the SENATE.

b. UNFOUNDED

A recommendation of unfounded will signify that the committee found no merit in the complaint.

c. SUSPENSION

In the event the committee recommends suspension, it will further make a recommendation on the length of the suspension. A recommendation of suspension shall signify the committee concludes a suspension of duties is merited.

d. REMOVAL

A recommendation of removal by the committee shall signify that the committee found the complaint to be grievous enough for the member to be removed from the SENATE.

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7. Any member subject to action by the Judiciary Committee shall have the right to appeal the recommendation of the committee.
 - a. The appeal must be made in writing to the Advisor and the Chair of the Judiciary Committee within five (5) calendar days of the committee's recommendation.
 - b. The appeal board shall consist of the Advisor, the Office of the Vice President of Student Services or their designee, and no more than three (3) students to be appointed by the Senate President.
 - c. Appeals may be made only on the grounds of gross error in procedure, new evidence, or on the part of the Judiciary Committee. Appeals may not be filed solely based on disagreeing with the board's decision.
 - d. The appeal board will have the authority to modify the recommendation of the Judiciary Committee, overturn the decision of the committee, or make no changes to the recommendation of the committee.
 - e. The decision of the appeals board must be made within 10 calendar days of receipt of the appeal. If the appeals board does not respond within ten calendar days the complaint is dismissed.
 - f. The Advisor will inform the member and the Judiciary Committee in writing of the decision of the appeals board.
 - g. The decision of the appeals board is final and no appeal of the decision shall be allowed.

Article I: Purpose

Section 1 The ICC is a representative body of all ASCC-approved clubs created in order to form a unified structure of campus clubs and organizations.

Section 2 Goals:

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1. Assist in the initiation and development of clubs on campus.
2. Educate clubs on ASCC and campus-wide policies and procedures.
3. Provide guidance in planning, initiating, and evaluating events.
4. Promote and manage club activities, relations, and communications.
5. Establish close cooperation between the clubs and the ASCC.
6. Coordinate and participate in one (1) Club Day (minimum) per semester.
7. Ensure that each club's constitution and bylaws are reviewed at least every two (2) years.

Article II: Meetings of the ICC

Section 1 The ICC shall meet once a month throughout the regular college semester, except at times of vacation or legally established holidays.

Section 2 A majority of the ASCC-approved ICC Officers must be present in order to constitute a quorum to conduct business. A majority is defined as anything over half of the filled positions.

Section 3 All clubs are recommended to send a representative to all regular and special ICC meetings.

Article III: Membership in the ICC

Section 1 The following shall be members of the ICC: ICC officers and club representatives.

All campus clubs which have been approved by the Office of Student Life and Leadership, and have a club packet and constitution on file with the Student Life and Leadership Office should send a club representative to each ICC meeting.

Clubs who attend meetings in their entirety shall receive a point for each meeting. At the end of each semester the points shall be totaled and a monetary amount, as decided by the Senate, shall be awarded for each point earned.

Section 2 Qualifications for club representatives (voting members) in ICC:

1. Must be a member of the club he/she represents.
2. Must not represent more than one (1) club at any given meeting.

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Section 3 A voting alternate may attend in the case that the official club representative knows that they will be absent. The official club representative(s) must contact the ICC Chair and ICC Advisor prior to the meeting with the name of their alternate.

Section 4 Each club shall have one (1) vote in the ICC.

Section 5 The club must elect their representative at the start of each academic year or within one month of the club being activated.

Article IV: ICC Officers and Duties

Section 1 The officers of the ICC shall be the ICC chair, the vice-chair, and the secretary.

1. The ICC chair shall be the ASCC clubs director.
2. The vice-chair and the secretary shall be elected positions within the ICC.

Section 2 Appointments for vice-chair and secretary shall be held at the beginning of each academic year, or as needed.

1. No one person shall hold a position of vice-chair or secretary for more than four (4) total semesters.
2. Vice-chair and secretary may be an ASCC senator and/or a club representative.
3. If a club representative is appointed as vice-chair or secretary, the club they represent must appoint another voting ICC member from their club.
4. The terms for vice-chair and secretary are held for one (1) academic year.

Section 3 The duties of the ICC chair shall be as follows:

1. Shall preside over ICC meetings and may vote in the event of a tie or to affect the outcome of the vote.
2. Shall set the meeting dates and the agenda for the ICC at the first ICC meeting with a majority vote needed to establish meeting dates and times ..
3. Shall give reports to the ASCC and the ICC on a regular basis, but no less than monthly.
4. Shall represent the ASCC at club events and meetings.

Section 4 The duties of the vice-chair of ICC shall be as follows:

1. Shall preside at the ICC meetings if the chair is absent.
2. Shall maintain a master calendar of all ICC events and provide reports to the ICC of such events at all meetings.
3. Undertake other duties as requested by the ICC.

Section 5 The duties of the secretary of the ICC shall be as follows: 1. Shall record minutes of all ICC meetings and distribute minutes at the next meeting.

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2. Shall keep a record of all absences and update the ICC on each club's standing at each meeting.
3. Undertake other duties as requested by the ICC.

Article V: Procedure for Accessing Club Development Funds

Section 1 All money proposals requesting club development funding will go to the ASCC Student Senate for approval.

Section 2 Approved Clubs and Clubs Suffering Hardship

1. All ASCC-approved clubs may receive in their club account, \$50.00 based on funding available, from the ASCC Club Development account for one campus wide activity with approval of the ICC via money proposal.
2. Money distributed to clubs for events or fundraisers must be used for the specific purpose stated on the submitted Student Activity request or it will be returned to the Club Development account.
3. All ASCC-recognized clubs suffering hardship (club account shows a zero (\$0.00) balance, and/or determined by the current ICC based upon information provided by the club and the ASCC fiscal liaison), may submit a money proposal requesting funding (\$50.00 maximum).

Section 3 Club Fundraising Grant

1. All ASCC-approved clubs that have a representative in the ICC may apply to receive a grant of \$0.50 for every \$1.00 raised by the club.
2. The ICC chair must receive official items (receipts, deposit slips, etc.) to verify income received from the fundraiser.
3. The grants are not to exceed \$150.00 per club, per semester, based on available funding.
4. All grant requests must be received at least two weeks prior to the last ICC meeting of the spring semester.

Article VI: Committees

Section 1 ICC committees shall be established at the discretion of the Chair with majority approval of the ICC.

Article VII: Amendments

Section 1 Amendments may be passed by a 2/3 vote of the ICC Board. If amendments are adopted the Club Director must inform the Senate of any amendments.

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CONFIRMATION PROCESS

The Executive Committee is empowered to interview prospective Executive Cabinet candidates for the positions of Finance Director, Activities Director, Clubs Director, Publicity Director, Chief Justice, North County Director and Secretary or Senators to make final recommendations to Student Senate.

The following (steps 1-8) denotes the process in fall/spring (outside of regular/special elections):

1. Interested students who meet the eligibility requirements to be considered for any Executive Cabinet or Senator positions may submit an application.
2. Position applications will be available in the Student Life and Leadership office.
3. The application deadline will be established by the ASCC President and the ASCC Advisor.
4. The Executive Committee will interview the candidates and provide recommendations to Senate.

5. In case of a vacancy (i.e. when a person resigns from his/her position before their term is completed) for any of the Executive Cabinet positions noted above, the president/student trustee may ask the Executive Committee to convene at any time to interview prospective candidates and make recommendations to Senate.

a) The president/student trustee can make an announcement that the position(s) is/are available and request applications from any qualified Senate member.

b) The president/student trustee, with the Executive Cabinet, can set a deadline for application due dates.

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6. The interview process may include at least one question each from the Executive Committee members.

a) Each candidate will receive the same questions.

b) The majority of the questions will be limited to the job description and will be reviewed and revised by the ASCC President and ASCC Advisor.

FINANCIAL CODE BYLAWS

SECTION 1 BUDGET REQUESTS

The ASCC finance director* shall implement an annual budget development process in the spring semester with consultation from the ASCC advisor(s) and financial liaison. Budget development shall be designed to develop the ASCC budget.

A. Budget request forms shall be submitted by the departments and/or organized groups to the ASCC financial liaison to receive consideration.

B. All budget requests must contain an itemized accounting of all proposed expenditures and a description of all proposed activities.

SECTION 2 BUDGET COMMITTEE

A. A budget committee shall consist of (3) ASCC executive cabinet members (not including finance director) and a maximum of three (3) appointed members from Student Senate, all who will be considered voting members of the committee. The ASCC advisor(s), ASCC financial liaison or his/her designees, and the ASCC president/student trustee shall serve as ex officio members. The ASCC finance director shall chair the budget committee.

B. The budget committee shall consider all submitted requests for funds and prepare a tentative budget for the succeeding year.

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C. The final budget shall be approved by the ASCC Senate before the last Senate meeting of the spring semester

D. The final budget is contingent on the availability of funds to meet approved expenditures.

* In the absence of an ASCC finance director, it will be the responsibility of the ASCC president/student trustee or his/her designee.

SECTION 3 EXPENDITURE OF FUNDS

A. Budgeted funds shall be used only for that specific purpose which the allocation was approved, and accounts shall not be overdrawn without reallocations of funds and prior approval by the ASCC Senate.

1. A finance committee may be appointed to resolve conflicts, gather information, and make recommendations on the financial issues presented to the ASCC Senate.

B. Any allocations made for a specific purpose that are not expended will revert to the reserve funds at the end of the fiscal year (June 30).

C. Bills incurred during the year and arriving during the summer or period when classes are not in session may be paid when due only if they were previously approved by the student group with attached minutes and receipts, and must include the appropriate student and advisor(s) signatures. The director of Fiscal Services/ASCC financial liaison or his/her designee liaison, with approval of the coordinator of Student Life and Leadership or vice president of Student Services, shall pay the bills only after this stipulation has been met. The expenditures shall be reported by the director of Fiscal Services/ASCC financial

liaison or his/her designee liaison to the ASCC Senate at their next meeting unless funds were already approved by ASCC Senate.

- E. The ASCC executive cabinet, with the advisor(s)(s), may act upon financial matters when classes are not in session to facilitate business and planning on a continual basis.
- F. The finance committee may review all budget accounts at any time. The finance committee shall recommend adjustments, if needed, to the ASCC Senate to provide a balanced budget within collected revenues. Transfer of funds for budget accounts shall be done only on actual expenditure of funds and not on anticipation of expenses or programs.

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SECTION 4 FINANCIAL REPORTS

- A. Copies of the adopted budget shall be distributed to all interested parties.
- B. The director of Fiscal Services/ASCC financial liaison or his/her designee liaison shall prepare a quarterly balance sheet, monthly budget vs. actual statement, and special activity reports so that the ASCC Senate and finance director may be informed of the Associated Students' financial status.
- C. In compiling the monthly budget report, the director of Fiscal Services/ASCC financial liaison or his/her designee liaison shall ascertain if all stipulations of the financial code are being met, and shall report any discrepancies to the ASCC Senate, the ASCC advisor(s)(s), and the coordinator of Student Life and Leadership.

SECTION 5 AUDITING CASH CONTROLS

- A. All funds shall be deposited in the director of Fiscal Services/ASCC finance advisor(s) or his/her designee liaison's office on a timely manner

SECTION 6 ASCC CLUB FUNDS

- A. All ASCC club funds shall be deposited with the director of Fiscal Services/ASCC financial liaison or his/her designee liaison's office on a timely basis.
- B. With prior club approval, the club advisor(s) and club treasurer shall be authorized to draw upon the club funds according to the regulations set forth in the Cuesta College Club Handbook
- C. Refer to ASCC Club Funding Bylaws.

SECTION 7 ASCC ACTIVITY FUNDS

- A. On ASCC Senate budgets controlled by individual Executive cabinet officers,* expenditure requests of \$250.00 or less may be approved by the ASCC advisor(s)/Student Life and Leadership coordinator and the Executive Cabinet officer in charge of coordinating the specific account, subject to all "expenditure of funds" procedures outlined above. Any monies approved under this process shall be reported at the next available Senate meeting. The following accounts shall be subject to the guidelines contained in this section:

Account #	Office Supplies	ASCC vice president
	Student Government	ASCC president/student
4026	Activities	trustee ASCC activities
4030	Publicity	director ASCC publicity
4031	Club Development	director
4034	ASCC Hospitality	ASCC clubs director
4039	Account Coordinator	ASCC president/student
4040		trustee
Account Name		

*In the absence of an ASCC finance director, it will be the responsibility of the ASCC president/student trustee or his/her designee.

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SECTION 8 USE OF UNRESTRICTED RESERVE FUNDS

- A. All requests for funds from the reserve account must be submitted in writing at a regular ASCC Senate meeting before any funds can be committed.
- B. Each request must specify who is using the funds, for what specific purpose, and a total cost estimate must be provided.
- C. Each request for funds shall then be considered and discussed before being voted on by the ASCC Senate. The finance committee may be appointed to research the issues and recommendations presented to the ASCC Senate.

SECTION 9 USE OF RESTRICTED EMERGENCY RESERVES

- A. Funds set aside in the Restricted Emergency Reserves account are intended to be used only in the event of declining revenues which have impaired the ability to meet the ASCC's basic needs and other core campus activities.

HOSPITALITY ACCOUNT BYLAWS

The ASCC Hospitality account #4061 is overseen by the ASCC President/Student Trustee.

The ASCC president/student trustee has discretionary approval on expenditures that support the ASCC organization and its mission. Examples of appropriate expenditures for this account may include, but are not limited to, the following:

- 1. .
- 2. Awards and resolutions.
- 3. Special occasions, honoraria, and related items.
- 4. Meals for ASCC Executive Cabinet retreats, special meetings, special or unscheduled work days.
- 6. Refreshments for special meetings or guests of the ASCC organization.

Reimbursement of expenditures from the ASCC Hospitality account cannot occur without the required signature approval of each of the following positions:

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- 1 . ASCC president
- 2. ASCC finance director
- 3. ASCC advisor(s)

AMENDMENTS

The Bylaws may be amended with a 2/3 vote of the Senate.

Bylaws updated Spring 2024

