

Associated Students of Cuesta College (ASCC) Bylaws



Student Life & Leadership

JOB DESCRIPTIONS

President

1. Preside over Senate meetings as Chair. May have a vote only in a tie or to affect the outcome.
2. Preside over Executive Cabinet meetings.
3. Assume the role of Vice-chair position on Student Community Liaison Committee (SCLC); 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. Provide direction to all members of the Executive Cabinet.
5. Appoint and make recommendations for committee chair positions within ASCC not otherwise included in the Bylaws.
6. Appoint ASCC student representatives to Cuesta College standing committees with approval from Senate.
7. Serve as the Cuesta College Student Trustee for the San Luis Obispo County Community College District Board of Trustees and should attend all meetings.
8. Serve as the student speaker at Commencement in the spring semester (if requested)

Vice President

1. Serve as the Vice Chair in President/Student Trustee's designee in senate meetings, SSCCC delegate, and various committees and/or working groups; undertake other duties as assigned that are requested by the President/Student Trustee and/or ASCC Advisor.
2. Meet with ASCC president/trustee as needed.
3. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor(s), and/or Senate.
4. Serves as the student representative on one or more of the following committees: Academic Senate, College Council and/or Foundation.
5. May appoint a designee for any committee or assignment, if necessary, with approval of the ASCC advisor(s).
6. 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.

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 of the Programming Committee.
5. Complete paperwork as necessary for planning an activity at least two weeks in advance.
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.
4. Organize club day/club fair a minimum of once per semester.
5. Work with ASCC advisor(s) to ensure that club applications and handbooks 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. Advise the ASCC president/student trustee and Executive Cabinet concerning finances and money proposals prior to submitting to Senate.
5. 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.
6. Present financial reports as appropriate to the Senate.
7. Attend ASCC functions as requested to monitor money matters.
8. Supervise ASCC fund raising activities.
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.

11. Serve as a member of Cuesta College Planning and Budget standing committee, or consult with ASCC president/student trustee to appoint an alternate.
 - a. 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. Order publicity supplies as necessary.
5. Work on creating/ordering promotional material with the ASCC advisor(s).
6. Undertake other duties as requested by the ASCC president/student trustee, ASCC advisor(s), and/or Senate.
7. Social media posts and outreach in collaboration with the Office of Student Life.

Chief Justice / Legislative Director

1. Chair of the Judiciary Committee and serve as ASCC Legislative Director.
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.
4. 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.
5. 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.
6. Responsible for chairing the Election Committee, as well as
7. Organizing both special elections and the annual ASCC officer elections.
8. Elections Chair must work closely with the ASCC Programming Committee to ensure optimal student awareness of and participation in the electoral process.

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
6. constituents through formal and informal surveys.
7. Must attend ASCC Fall and Spring Retreats, and any other mandatory training sessions.
8. Attends Executive Cabinet and Senate meetings.
9. Promotes ASCC involvement on the North County campus.

10. Must take at least two-thirds of their units at the North County campus.
11. 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.

Student Senate of California Community Colleges (SSCCC) Regional Delegate

The SSCCC delegate shall be the Vice President, or designee. The SSCCC delegate serves as the voting delegate to SSCCC and reports to the Vice President and/or President/Student Trustee. As SSCCC representative, this position is responsible for the following:

1. Attend all SSCCC 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 regional meetings and the General Assembly.
5. Relay issues and concerns of the Senate to the regional board.
6. Maintain accurate records of all SSCCC information received.
7. Submit position papers on issues that ASCC endorses.
8. Request that items be included on the regional agenda.
9. Can contact the Chair to add agenda items or to inform Senate of new information for voting purposes; may attend CCCSAA and SSCCC conferences (e.g., Advocacy Academy and the General Assembly).

EXECUTIVE COMMITTEE (ASCC Officers)

1. Attend Senate meetings, Executive Cabinet meetings, and other ASCC mandatory functions.
2. Keep accurate records.
3. Coordinate financial accounts as designated by the 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 Standards of Student Conduct (BP 5500)
16. Develop future on-boarding process in collaboration with the Office of Student Life.

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, per California Education Code, Section 76061:

1. Be a member of ASCC.
2. Maintain a minimum overall cumulative G.P.A. of 2.0.
3. Maintain and complete a minimum of 5 units each semester at Cuesta College during his/her term.
4. The student shall be enrolled in an adult education program offered by a community college district pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50, at the time of the election and throughout the student's term.
5. The student is enrolled in the community college at the time of election, and throughout the student's term, and is a disabled student, as defined in subdivision (b) of Section 84850.
6. Maintain good standing according to Title V.
7. Maintain good standing according to the California Education Code.

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.

The Elections Committee

- 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.
- The purpose of the ECBL shall be vested in an Elections Committee.
- 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.
- The Student Life & Leadership staff must remain impartial.
- The Elections Committee members shall not participate in any campaign and shall not endorse any candidates.

The Powers of the Elections Committee

- The power to enforce these bylaws shall be vested in an Elections Committee.
- 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.
- The Office of Student Life and Leadership shall review the application of each candidate and submit a list of qualifying applicants.
- The Elections Committee shall hold a campaigning procedure meeting [Candidates Meeting] for all candidates.
- 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.

1. The Process of Candidate Qualification

ASCC Constitutional Requirements of Candidates:

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

- c. Applications
 - i. Each candidate for an elective office shall file an application with the Student Life & Leadership Office. Only students with an application on file are eligible to be placed on the ballot after an eligibility check has been made and approved.
 - ii. The candidate applications will be available in the spring semester.

2. Campaigning and the General Election

- a. Candidates Meeting
 - i. Candidates Meeting [Campaign Procedure Meeting] will be coordinated by the Elections Committee. Requests for digital rolling signboards advertisements (if utilized) shall occur at this time.
- b. Campaigning
 - i. Campaigning is defined as any work in an organized and active way to share out information and/or communicate one's candidacy to the student body (e.g., presentations, printed or electronic fliers, etc.).
 - ii. Electronic campaigning shall be defined as any online presence that primarily exists to promote a candidate to an ASCC position. This includes webpages, groups, bios, and social media pages.
 - iii. The act of campaigning may only begin after the Candidates Meeting.
 - iv. Presidential and Vice-Presidential candidates may campaign as a ticket. However, their names will be listed separately on the ballot.
- c. The Candidates Forum
 - i. Nominees for the elected Associated Students offices shall be allowed to make a campaign speech at a Candidates Forum.
 - ii. The Elections Committee shall set a time and date for the Candidates Forums.
 - iii. During the Candidates Forum, each candidate will be allowed a maximum of seven minutes to speak.
 - iv. Candidates may have another student speak in place of the candidate.
 - v. The Elections Director/Chair or designee shall preside at the Candidates Forum.
- d. The General Election
 - i. These procedures shall govern the operation of all ASCC elections.
 - ii. A general election is that in which candidates for Associated Student offices are elected.
 - iii. 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.
 - iv. Candidates will be held responsible for the actions of their campaign staff/volunteers.
 - v. 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 their candidate's behalf before campaigning.
 - vi. 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).
 - vii. Campus grounds are defined as all grounds within Cuesta College.
 - viii. 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 up to the Elections Director/Chair to determine the "no campaign zone" marked boundaries.
 - ix. 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.

- x. The Elections Committee will provide campaign materials equally.
- xi. All candidates will have the opportunity to use ASCC materials/resources for the purpose of campaigning at a cost established by the ASCC.
- xii. All campaign material must be taken down and cleaned up by campaign committees within 24 hours of the election period's end. The only exception is in the case of a tie or run-off, and only then can those involved leave materials posted until 24 hours after the election period for the tie/run-off race. The Elections Committee is responsible for ensuring all campaign materials have been removed.
- xiii. 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.
- xiv. Said funds shall be subject to audit, and receipts for all expenditures shall be provided by the candidates no later than three weeks after said election.

3. Voting Procedures

- a. These procedures shall govern voting in all elections.
- b. 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.
- c. No write-ins or proxy voting will be allowed.
- d. Any duly enrolled Cuesta College student shall be eligible to submit one ballot for each office, Constitutional Amendment, or Referendum issue at each election.
- e. 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/or nickname.
 - i. Presidential candidates shall be listed first; Vice Presidential candidates shall be listed second.
- f. Candidates running for reelection shall have "incumbent" placed with their names.
- g. The voting outcome process is open to the public at large.
- h. The Elections Committee shall review the online election results in the Student Life & Leadership Office.
- i. The winner of the General Election must receive the greatest number of legal votes cast.
- j. In a tie, a run-off election shall be held between the two top contending candidates.
- k. In the case of a declared tie in the General election, a run-off election shall be held. [See Article VII of this document]

4. Ratification of Election Results

- a. 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.
- b. The Elections Committee shall publish the preliminary results of the election.
- c. The Elections Committee shall publish the number of votes cast for each ballot candidate or issue.
- d. If the results of an election are challenged, the Judiciary Committee will act as the final arbitrator. If there is no standing Judiciary Committee, the Senate shall act as the final arbitrator.
- e. Newly elected officers may be required to attend Senate meetings and become familiar with their office until sworn in.

- f. Newly elected officers will take office at the last Senate meeting of the spring semester.

5. Run-off and Special Elections

a. Run-Off Elections

- i. Candidates in a run-off may spend an additional 1/3 (one-third) of the amount approved for the election.
- ii. 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.
- iii. In case of a declared tie in the run-off election, then the Senate by a two thirds (2/3) vote shall determine the winner. The candidates will be selected in the following manner:
 - 1. The Senate shall cast a roll call vote; the candidate receiving a two thirds (2/3) majority shall be declared elected.
 - 2. The Senate shall then recommend to the ASCC President/Student Trustee that the other candidates be appointed to the first vacancies that occur.

b. Special Elections

- i. Special elections shall comply with all election regulations and meet all requirements for a general election.
- ii. The Senate shall call special elections when authorized by a two-thirds (2/3) majority vote of the Senate.
- iii. Special elections shall be held when needed after authorized for an election. The election must be announced at least 72 hours in advance.

6. Campaign Misconduct, Disqualification, and Grievance Procedures

a. Campaign Misconduct, Disqualification, and Grievance Procedures

- i. 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.
- ii. 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.
- iii. Based on the evidence presented, slander and vandalizing campaign material are grounds for disqualification.
- iv. 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.
- v. To disqualify a candidate, at least two witnesses must view the same incident(s), and:
 - 1. Submit, in writing, a statement describing the details of the incident(s). The statement must cite the name(s) of the individual(s) involved and the time and place in which the infraction(s) occurred.
 - 2. The individual(s) implicated in the infraction have the right to respond, in writing, to the allegations.
 - 3. 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.

4. The defendants have the right to respond to the allegations; they may also call witnesses to substantiate their case.
 - a. No one from the audience, who is not testifying, will be allowed to speak.
5. The Elections Committee must decide unanimously that the evidence is sufficient to disqualify the candidate in question. If the decision is not unanimous, the case will be dismissed.
- vi. 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.
- vii. 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.
- viii. 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.

REMOVAL OF SENATE MEMBERS – JUDICIARY COMMITTEE

1. The Chairperson shall be the Chief Justice.
2. If 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 four members (including the Chair) and no more than 8 members. Members may be appointed by a majority vote of the Senate and consist of 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.
 - 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, must 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.

- iii. Provide guidance in planning, initiating, and evaluating events.
- iv. Promote and manage club activities, relations, and communications.
- v. Establish close cooperation between the clubs and the ASCC.
- vi. Coordinate and participate in one (1) Club Day (minimum) per semester.
- vii. Ensure that each club's constitution and bylaws are reviewed at least every two (2) years.

Article II: Meetings of the ICC

- c. Section 1: The ICC shall meet once per semester throughout the regular college semester, except at times of vacation or legally established holidays.
- d. Section 2: A majority of the ASCC-approved club representatives must be present to constitute a quorum to conduct business.

Article III: Membership in the ICC

- e. The following shall be members of the ICC: the Clubs Director and approved club representatives.
- f. All campus clubs which have been approved by the Office of Student Life & Leadership and have a club application and constitution on file with the Student Life & Leadership Office should send a club representative to ICC meetings.

Article IV: Procedure for Accessing Club Development Funds

- g. Section 1: All requested club development funding will go to the ASCC Student Senate for approval. Any unused funds will be reallocated to the Club Development fund at the end of each fiscal year.
- h. Section 2: Approved Clubs and Clubs Suffering Hardship
 - i. All ASCC-approved clubs may receive funding in their club account from the ASCC Club Development account for any approved expense. Approval can be granted upon presenting a funding proposal to ASCC during a regularly scheduled Senate meeting.
 - ii. 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 funding proposals to the ASCC during regularly scheduled Senate meetings to access club funding.
 - iii. All clubs have a fund number and may have funds in their club account that were previously approved for a specific purpose. These funds may be used without additional Senate approval and will stay in the club account unless they are unutilized, at which point, the funds will be returned to the Club Development Fund.

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 for any Executive Cabinet or Senator positions may apply.
2. Position applications will be available in the Student Life & Leadership office.

3. The application deadline will be established by the ASCC President and the ASCC Advisor.
4. 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.
5. 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

Financial Code Bylaws are aligned and in accordance with AP 5420 and Education Code Sections 76063-76065.

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)(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. Work in consultation with the finance director and/or ASCC President.
- B. The budget committee shall consider all submitted requests for funds and prepare a tentative budget for the succeeding year.
- 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 for which the allocation was approved, and accounts shall not be overdrawn without reallocations of funds and prior approval by the ASCC Senate.
 - a. 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 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 Director of Student Engagement 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.
- D. The ASCC executive cabinet, with the advisor(s), may act upon financial matters when classes are not in session to facilitate business and planning on a continual basis.
- E. 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.

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), and the Director of Student Engagement.

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 president shall be authorized to draw upon the club funds according to the regulations set forth in the Cuesta College Club Handbook.
- C. Refer to ICC Bylaws.

SECTION 7: ASCC ACTIVITY FUNDS

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), the Director of Student Engagement and the Executive Cabinet officer in charge of coordinating the specific account, subject to all "expenditure of funds" procedures outlined above.

*In the absence of an ASCC Finance Director, it will be the responsibility of the ASCC President/Student Trustee or his/her designee.

Activity Code #, Name & Approval Authority	4031 (Annual Recurring Activities)	4039 (Club Development)
4026 (Office supplies/technology) <ul style="list-style-type: none">• ASCC President/S.T.• ASCC Vice President	<ul style="list-style-type: none">• Activities Director• ASCC President/S.T.• ASCC Vice President	<ul style="list-style-type: none">• ASCC Vice President
4030 (Student Govt. Conferences) <ul style="list-style-type: none">• ASCC President/S.T.• ASCC Vice President	4034 (Publicity) <ul style="list-style-type: none">• Publicity Director• ASCC President/S.T.	<ul style="list-style-type: none">• Clubs Director• ASCC President/S.T.• ASCC Vice President
		4040 (ASCC Hospitality) <ul style="list-style-type: none">• ASCC President/S.T.• ASCC Vice President

SECTION 8: USE OF UNRESTRICTED RESERVE FUNDS

- 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.
- Each request must specify who is using the funds, for what specific purpose, and a total cost estimate must be provided.
- 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

- 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 #4040 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:

- Awards and resolutions.
- Special occasions, honoraria, and related items.

3. Meals for ASCC Executive Cabinet retreats, special meetings, special or unscheduled workdays.
4. 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:

1. ASCC President/Student Trustee
2. ASCC advisor(s)

AMENDMENTS

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

The Bylaws were last updated in the spring semester of the 2025-2026 academic year.