

CONTRA COSTA COLLEGE ASSOCIATED STUDENT UNION

Board Bylaws



Table of Contents

Article 1	ASUCCC		4
	Section 1.01	Name of the Organization	4
	Section 1.02	ASUCCC Board Duties and Responsibilities	4
Article II	Members		5
	Section 2.01	ASUCCC Senators	5
	Section 2.02	Executives	8
	Section 2.03	Other ASU Name Positions	14
Article III	Meetings		18
	Section 3.01	Regular Meetings	18
	Section 3.02	Special Meetings	19
	Section 3.03	Emergency Meetings	19
	Section 3.04	Right to Meet	19
Article IV	Committees		19
	Section 4.01	Shared Governance Committee Membership	19
	Section 4.02	Internal Committees	19
	Section 4.03	Inter Club Council	22
	Section 4.04	Ad Hoc Committees	23
	Section 4.05	External Committees	23
Article V	Finances		24
Article VI	Terms of Office		24
	Section 6.01	ASU Board Candidates	24
	Section 6.02	ASU Board Term of Office	24
	Section 6.03	ASU President	25
	Section 6.04	ASU Executive Vice President(s)	25
Article VII	Election Schedule		25
	Section 7.01	General Election	25
	Section 7.02	General Election for other ASU Board Positions	26
	Section 7.03	Vacancy of Executive Officers	26
Article VIII	Quorum		28
Article IX	Resignations and Absences		28
	Section 9.01	Resignations and Leave of Absences	28
	Section 9.02	Excused Absences	29
Article X	Discipline and Expulsion of Members		30
	Section 10.01	Removal by ASU Board	30

	Section 10.02	Removal by the Student Body	32
Article XI	Parliamentary Procedure		32
Article XII	Policies		32
	Section 12.01	Board policies shall be consistent with the following:	32
Article XIII	Amendments		33
	Section 13.01	Process of Amending	33
	Section 13.02	Approval of Amending	33
Article XIV	Right to Act		34
Board Bylaws Timeline			35

Article I

Section 1.01 Name of the Organization

The name of this representative body shall be the Contra Costa College Associated Students Union Board, herein referred to as the ASU Board and ASUCCC.

Section 1.02 ASUCCC Board Duties and Responsibilities

- a) Perform all duties and responsibilities as outlined in the ASUCCC Constitution and Bylaws.
- b) Represent the Contra Costa Associated Student Body and perform duties and responsibilities as necessary to promote the general welfare of the Contra Costa Associated Student Body.
- c) Interpret and review the ASUCCC Constitution and Bylaws.
- d) Hold meetings as specified in the ASUCCC Constitution and Bylaws and post documents of those meetings for public viewing as required by the California Open Meeting Laws (Brown Act).
- e) Publicize and communicate the activities and actions of the ASU Board to the student body.
- f) Introduce and enact legislation necessary and important for the welfare of the Contra Costa Associated Student Body.
- g) Oversee and be responsible for the expenditure of ASUCCC student funds and the maintenance of the ASUCCC accounts.
- h) Oversee, maintain, and regulate all ASUCCC property and assets.
- i) Ensure that a fair and impartial election is held in accordance with the adopted ASU Election Code.
- j) Oversee activities and programs promoted and/or funded by the ASU Board.

- k) Participate and represent the ASUCCC on college committees.
- l) Be responsible for action taken in all internal and ad hoc committees and empowered to take further action.

Article II. Members

Section 2.01 ASUCCC Senators

A. Petitioning Student requirements

1. Each applicant shall submit an ASU application to the Advisor. Verification of qualifications shall be documented before starting the probationary period. All board members shall be subject to semester units and GPA check by the Advisor. All Board members must be enrolled in 5 or more units by the end of the second week of the semester.
2. Each Board member or applicant shall be a current ASU member at the time of application, election and throughout the term of office.
3. Board members or applicants must be currently enrolled in a minimum of 5 academic units at Contra Costa College and must maintain enrollment in said minimum for the duration of his/her term or be subject to dismissal from the ASU.
4. Board members or applicants must have a GPA of 2.0 or better (both semester and cumulative). Senators on academic or progress probation, either in the previous semester or during their term, are ineligible to serve.
5. All applicants shall undergo a 3-week probationary period where they are required to attend three (3) consecutive ASU Board meetings.
6. Within the 3 weeks probationary period, all applicants are required to attend one (1) shared governance meeting and one (1) internal meeting.

7. By the applicant's 3rd consecutive ASU Board meeting, they must participate in an interactive event or activity that promotes the ASUCCC in some form. The student shall meet with the ASUCCC Director of Training and Recruitment in order to determine said activity, and the event or activity must be approved by the ASUCCC Board during their promotion to senator. This shall be a requirement for all petitioning senators. Some examples include, but are NOT limited to:
 - a) Inviting ten (10) or more current CCC Student Contacts to an ASU Board meeting in an officially recognized email. Advisor and current ASUCCC President must be cc'd in email to have email be considered "official".
 - b) Personally handing out ASU Board-Approved promotional fliers to 10+ CCC Student Contacts.
 - c) Participate in a Mini-Mic Interview.
 - d) Participate in a Listening Session.
 - e) Create a promotional video introducing themselves to the CCC Student Body.
8. All probationary senators will shadow a training committee member or designee appointed by the Director of Training and Recruitment during the probationary period. The assignment will be implemented at their first ASU meeting.
9. At the end of the probationary period the Training and Recruitment Committee shall review the applicants' attendance and participation and make a recommendation to the ASU Board.
10. Once the applicant has been voted into the Board, he or she will choose or get appointed to represent a specific constituency group.

B. Duties and Responsibilities of an ASU Senator shall:

1. Be a voting member and attend all meetings, mandatory retreats, and workshops of the ASU Board. (Failure to attend a mandatory retreat and workshops without prior notification to ASU President or Executive Vice President shall be equivalent to two (2) unexcused absences for that semester.)

2. Be a member of at least one (1) ASU Board internal committee and attend all meetings. Two (2) excused/unexcused absences from internal committee meeting will result in reconsideration of the member's position in said committee. Members of standing committees must inform their committee chair to be placed on the ASU Board agenda if they desire to be removed from their respective committee.
3. Be a member of at least one External Committee (Shared Governance), serving as a student representative and providing reports to the ASU Board regarding those committees.
 - a) Written reports of the Shared Governance meetings must be submitted within 72 hours to the Director of Shared Governance.
 - b) Oral reports of the shared governance shall be given at the ASU Board meeting following the Shared Governance meeting.
 - c) If requirements for Shared Governance committee cannot be met, the Senator must inform the Director of Shared Governance or designee.
4. Be required to actively participate and publicize ASU/ICC sponsored events.
5. Being active in recruitment is required from all Senators throughout their time of service.
6. Become familiar and comply with parliamentary procedure.
7. Become familiar with Associated Students Union fiscal matters and provide input on issues presented to the ASU Board.
8. Perform at least two (2) hours of interactive service on behalf of the ASU Board per week. This involvement can be fulfilled by attending any meeting or event that promotes outreach and recruitment between ASUCCC and the CCC Student Body. Some examples include, but are NOT limited to:
 - A. Attending external committee meetings.
 - B. Attending CCC community listening sessions.
 - C. Participating in ASUCCC tabling events.

D. Attending any student-oriented meetings that adheres to Brown Act.

Please note that personal, ad hoc, and internal committee meetings DO NOT fulfill this requirement.

9. Provide no less than 2 per semester oral reports to the ASU Board regarding the assigned constituency group as appointed by the ASU President.
10. Provide ongoing communication to the assigned constituency group regarding issues pertaining to students which are being discussed on the ASU and/or college shared governance level.
11. Be subject to proper business email etiquette. This will include common courtesy and prompt response when required.
12. Participate in special projects or perform duties as outlined in the ASU Constitution, ASU Bylaws, and ASU Election Code or as specified by the ASU President or Executive Vice President.
13. Hold no more than 2 appointed positions on the ASU Board provided that appointment does not conflict with ASU Bylaws.
14. Board members will not make contractual agreements on behalf of the ASU Board.
15. Serve a one-year term.
16. Participate in a self-evaluation at the end of each semester in office. And shall:
 - Complete self-evaluation form.
 - Meet with Advisor and ASU President to go over the evaluation.
 - Determine appropriate plan of action for future goals.

C. Corrective actions

1. Failure to comply with the requirement, responsibilities and duties may result in the Senator/Officer being removed from office.
2. Final decision and removal will be in accordance with Article X.

Section 2.02 Executives

A. Membership Requirements. Each Executive shall:

1. Maintain all requirements of an ASU Board Member, unless overridden by the ASU Constitution or ASU Bylaws.
2. Not concurrently hold more than one ASU Executive position.
3. Not hold the position of President of any ICC Club.
 - Should an Executive be President of any ICC Club, the Board may take a vote to allow them to hold the position.
4. Hold their elected office for one year. They may run for re-election once.

B. Duties and Responsibilities

1. Supervise the activities and member of the ASU Board with the assistance of the ASU Advisor in accordance with the following adopted:
 - ASU Constitution
 - ASU Bylaws
 - All other ASU Codes
2. In accordance with Article X, bring forth any ASU Senator for removal.
3. Participate in semester senator self-evaluation meetings in accordance with Article 2 Section 1.
4. Maintain an ASU Executive binder with agendas and minutes from all meetings, and all other pertinent information to be given to successor.
5. Upon completion or termination of office, the Executive will turn over any fiscal records or other materials pertaining to the office including the President Binder, email account and office keys, to the successor or the advisor.

C. Executive Position. There are five executive positions:

1. *ASU President. The ASUCCC Board President Shall:*

- a. Be the Chief Executive Officer and official representative of the student body of Contra Costa College.
- b. Have the power to call meetings of the ASU Board.
- c. Assign duties or special projects to the ASU Board as deemed necessary.
- d. With consideration of the appointee's schedule, make all necessary appointments to District committees, Shared Governance committees, Internal committees and Ad Hoc committees unless otherwise stated in the Bylaws.
- e. Be a member of the following External committees and attend all meetings including but not limited to:
 - College Council
 - Student Trustee Advisory Committee, as needed
 - College Grievance Committee, as needed
 - President's Cabinet
- f. Assist with the election of the Student Trustee yearly according to the Student Trustee Election Procedures.
- g. Designate another member of the ASU Board to the College Grievance Committee.
- h. Be an authorized signer for ASU check requests.
- i. Be a current ASU Board member to hold this office.

2. ASU Executive Vice President. The ASUCCC Executive Vice President shall:

- a. Perform in the capacity of the President in case of his/her absence or inability to conduct the business of the ASUCCC.

- b. Work in conjunction with the President on the duties related to ASUCCC business.
- c. Serve, under the direction of presiding officer, until a new officer is elected, in the capacity of any vacant ASUCCC office or position. If one or more office and/or position are vacant, the President of Clubs will serve in the offices/positions deemed most important by the ASU President.
- d. Be a member of the ASUCCC Election Committee in accordance with the ASUCCC Election Code. If the Executive Vice President is a candidate for the election in question, then the Board will appoint another person.
- e. Maintain the duties of the DSG in the absence of one.
- f. Oversee the board of directors and meet a minimum once a month or as necessary Present a report at the ASU Board meeting.
- g. Perform other related duties as assigned by the President.
- h. Be a member of at least one of the following:
 - DGC (District Governance Committee) Member
 - Region III Representative
 - Schedule and Catalog Committee
 - Basic Skills Committee
- i. Be an authorized signer for ASU Check Requests.
- j. Finalize, maintain, and compile hard copies of accomplished student surveys.
- k. Be a current ASU Board member to be elected for this office.

3. ASU President of Clubs. The ASUCCC President of Clubs shall:

- a. Be the chair for the Inter Club Council. The Chair of the ICC will be responsible for advising club representatives as well as scheduling the ICC Board meetings. As ICC Chair, the President of Clubs shall:
 - Prepare and deliver a report at the ASU Board meeting immediately following the ICC meeting.
 - Assist with the charter of new and reactivated clubs.
 - Abide by other duties as prescribed in the ICC Bylaws.
- b. Assume the duties of the ASU President as Chair of the Board in the short- term absence of the President and Vice President.
- c. Be a member of one or more of the following external committees and attend all meetings including, but not limited to:
 - DGC Member
 - Region III Representative
 - Schedule and Catalog Committee
 - Student Services Committee
- d. Maintain a binder of all ICC agendas, minutes and all other pertinent ICC documents which shall be kept inside the Club Hub and/or office of the Student Life Coordinator.
- e. Be a current ASU Board member to be elected for this office.

4. ASU Secretary. The ASUCCC Secretary shall:

- a. Take minutes during all ASU Board meetings.
- b. Distribute the prior meetings minutes for approval no less than 72 hours before the next regularly scheduled meeting.

- c. Copy and furnish all materials necessary for ASU Board meetings, which are submitted at least 72 hours in advance.
- d. Keep a present year ASU folder with all agendas, meeting minutes, invoices and other relevant materials in the ASU President's office.
- e. Perform all duties assigned by the President related to ASU Board meetings.
- f. Serve as ICC Secretary if none exists, upon the request of the ASU President.
- g. Be current ASU Board member to hold this office.

5. ASU Treasurer. The ASUCCC Treasurer shall:

- a. Supervise the collection and disbursement of ASU funds.
- b. Prepare a budget for the ASU Board for the fiscal year.
- c. Be the chairperson responsible for calling and conducting the meetings of the Finance Committee.
- d. Be responsible for maintaining documentation of the ASU account and be knowledgeable of cash accounts in all ASU accounts.
- e. Produce a monthly financial report documenting all ASU accounts activity.
- f. Work with Student Life Assistant and/or Coordinator to process ASU check request including providing backup information.
- g. Must be a member of the college-wide Budget Committee, unless waived by a majority vote of the ASU Board.
- h. Must serve as the ICC Treasurer if none exists, upon the request of the ASU President.
- i. Must be a current ASU Board member to hold this office.

Section 2.03 Other ASU Name Positions

1. Director of Public Relations. The ASUCCC Director of Public Relations shall:

- a. Maintain a calendar of all ASU related activities which must
 - i. Provide updated information to the ASU Advisor for update to the CCC website
- b. Chair the Public Relations Committee
- c. Work in conjunction and be part of the Board of Directors.
- d. Be in charge of any distribution of information or advertising concerning ASU events or functions.
- e. Maintain a binder detailing all ASU activities and events with copies of flyers, invitations, posters, pictures, and other information.
- f. Must be a current ASU Board member to hold this office.

2. Director of Shared Governance. The ASUCCC Director of Shared Governance shall:

- a. Delegate student memberships to external committee assignments with a majority approval of the ASU Board. Maintain a list of current committee meeting times for Internal committees, Ad Hoc committees, and all Shared Governance committees.
- b. Work in conjunction and be part of the Board of Directors.
- c. Shall overlook participation of board members in External (college wide and region) committees, Internal committees, and Ad Hoc committees.
- d. Maintain documentation for all Shared Governance meeting times, dates, committee chairs and contact information. Be responsible for making it available for all board members. Maintain attendance documentation written reports of students on External committees.

- e. Be responsible for training all new senator on the Shared Governance process.
- f. Maintain documentation of all agendas and minutes of Shared Governance, Internal and Ad Hoc committee meetings throughout each semester.
- g. Sit on at least 1 College wide committee including College Council.
- h. Report at meetings about upcoming committee meetings.

3. *Director of Training and Recruitment. The ASUCCC Dir. Of Training and Recruitment shall:*

- a. Serve as the chair of the Training and Recruitment Committee.
- b. Work in conjunction and be part of the Board of Directors.
- c. Actively oversee the recruitment of students to serve as ASU Senators or Student Representatives.
- d. Coordinate ASU Senator and ASU Student Representative Training.
- e. Assign as ASU Senator as a mentor to petitioning Senators/Student Representatives.
- f. Work with Student Life Coordinator to confirm minimum requirements for petitioning ASU Senators and Student Representatives are met.
- g. Work with the Director of Shared Governance to assign committees to new Senators.
- h. Be in charge of senator leadership training and development activities.
- i. Serve as a member of the ASU Activities Internal Committee.

4. *Director of External Affairs. The ASUCCC Dir. Of External Affairs shall:*

- a. Be in charge of keeping community resource records and non-profit organizations outside the CCC campus and seek new community resources.
- b. Work in conjunction and be part of the Board of Directors.
- c. Establish an External Affairs committee that meets at the discretion of the Director.
- d. Keep the ASUCCC informed about State and Regional student governance business and any State or Federal legislation that may have an impact on students.

5. Parliamentarian. The ASUCCC Parliamentarian shall:

- a. Advise the presiding Officer and/or ASU Board members on questions pertaining to the Constitution, Brown Act and Robert's Rules of Order.
- b. Be thoroughly familiar with parliamentary procedure and all provisions of the ASU Constitution, ASU Bylaws, and any ASU Codes.
- c. Be given first priority to chair any Constitutional revision or Bylaw committees that are formed.
- d. Chair any regularly scheduled Board meeting in the absence of the ASU President, ASU Executive Vice President, and ASU President of Clubs.
- e. May request the dismissal of any person attending an ASU Board meeting that acts in an inappropriate manner.
- f. Serve as ASU Secretary, if none exists.
- g. Work with the Director Training and Recruitment to ensure new senators are well versed in parliamentary procedures and the Brown Act.

6. Activities Coordinator. The ASUCCC Activities Coordinator shall:

- a. Be responsible for organizing and implementing programs and activities designed to promote the intellectual, social, cultural, and physical development of the student body.
- b. Advising the ASU executive board and committees on event planning, budgeting, and fundraising.
- c. Collaborating with college departments and community organizations to plan and promote joint events and programs.
- d. Maintaining records of all extracurricular activities, including attendance and participation, and preparing reports as required.
- e. Ensuring compliance with all ASU and college policies and procedures related to extracurricular activities, including but not limited to safety, liability, and risk management.
- f. The Activities Coordinator shall report to the ASU President and shall work collaboratively with other ASU officers and stakeholders to achieve the goals and objectives of the ASU.
- g. Adhere to the mission, vision, and values of the ASU and shall maintain a high level of professionalism, ethics, and integrity in all aspects of the job.

7. Student Representatives:

Student Representatives serve on at least one (1) Shared governance committee, and their terms expire at the end of each semester.

a. Membership requirements:

- 1) Each applicant shall submit a resume and/or application.
- 2) Student Representatives or applicants must be enrolled in a minimum of 5 academic units at CCC and must maintain enrollment in said units for the duration or be subject for dismissal.
- 3) Student Representatives must have a GPA of 2.0 or better (both semester and cumulative). Student Representatives or applicants on Academic or Progress

Probation, either in the previous semester or during their term, are ineligible to serve.

- 4) Petitioning representatives shall attend one ASU board meeting where they will be voted in and be assigned an external college committee, and a meeting with the ASU Training and Recruitment Committee at that first meeting.
- 5) Student Representatives will be assigned a Shared Governance committee by the ASU President within the 4-week probationary period. All Student Representatives are subject to a semester grade check by the ASU Advisor.
- 6) Failure to comply with the above mentioned requirements will result in the dismissal of the Student Representative. Student Representatives must be confidentially notified and will be given one (1) week before automatic removal. Appeals must be discussed with the Advisor by the end of the one (1) week grace period and be approved by the ASU Board by a majority 2/3 vote.
- 7) Serve on at least one (1) Shared Governance committee.
- 8) Report to the Director of Shared Governance and the Student Life Coordinator.
- 9) Participate in a self-evaluation at the end of each semester and complete self-evaluation form.
- 10) Meet with Advisor and ASU President to go over the evaluation and determine appropriate plan of action for future goals.
- 11) Student Representatives shall NOT be a voting member of the ASUCCC Board.

Article III. Meetings

All meetings of the ASU Board shall be conducted in accordance with the California Ralph Brown Act and Robert Rules of Order.

Section 3.01 Regular Meetings

The ASU Board shall conduct regular meetings at a regular pre-determined time. All meetings of the ASU Board shall be open to the public.

Section 3.02 Special Meetings

The ASU Board shall conduct a Special Meeting in accordance with the Brown Act.

Section 3.03 Emergency Meetings

The ASU Board shall conduct an emergency meeting in accordance with the Brown Act.

Section 3.04 Right to Meet

ASU Board meetings may be called during finals weeks or Spring Break by the President or a majority of the Board if deemed necessary in accordance with the Brown Act.

Article IV. Committees

Section 4.01 Shared Governance Committee Membership

Membership on ASU external committees (Shared Governance) may include Student Representatives who assume the same right as all other Shared Governance committee members.

Section 4.02 Internal Committees

a) The ASU Internal Committees shall consist of the following:

1. Executive Council
2. Finance Committee
3. Public Relations Committee
4. Training and Recruitment Committee

b) Each Standing Committee shall:

1. Meet at least once a month or more as deemed necessary by the Committee Chair, ASU Executive Council, or ASU Board.
2. Research and review concerns, procedures, complete projects, or make recommendations to the ASU Board.
3. All ASU Senators must be on at least one committee per semester.

c) Executive Council. *The ASUCCC Executive Council shall:*

1. The Executive Council shall consist of the following members:
 - President
 - Executive Vice President
 - Vice President of Clubs
 - Treasurer
 - Secretary
 - Advisor (Ex-Officio)
2. Oversee the formulation and distribution of goals once per semester or more often as deemed necessary. This shall include but not be limited to the discussion of priorities, deadlines, consequences, and directions of the ASU Executive Council and ASU Board.
3. Assist the ASU President in developing the agenda for the upcoming ASU Board meeting and review other ASU Board business.
4. Evaluate and review all ASU Board members once per semester in accordance with the self-evaluation format.
5. Shall meet monthly and additionally as needed.
6. May include other members of the Board at the discretion of the President.
7. A vacancy of an executive position shall not prevent the Executive Council from meeting.
8. During any adjournment lasting more than two (2) weeks' the Executive Council shall have the authority to approve payments up to \$500 for any debts incurred by the ASU

Board prior to adjournment. And approve payments for allocated expenses in the amount of \$500.

9. The Executive Council will be responsible for overseeing the organization of ASU retreats. For this matter, the Executive Council can approve all expenses up to a maximum of \$500.

d) Finance Committee. *The ASUCCC Finance Committee shall*

1. Consist of :
 - The ASU Treasurer
 - At least three (3) other senators as appointed by the ASU President.
2. Review account statements and budget reports as submitted by the Business Office and Student Life Assistant.
3. Draft and propose the ASU budget by the third ASU meeting of the fall semester.
4. Make recommendations to the ASU Board regarding fundraising and expenditures.
5. Revise or edit the ASUCCC Finance Code to better pertain the ASU and ICC financial procedures.
6. Shall meet weekly during the Fall and Spring semesters, and during the Summer if necessary.

e) Public Relations Committee. *The ASUCCC Public Relations Committee shall:*

1. Consist of the following members:
 - Director of Public Relations.
 - At least 3 other Senators as appointed by the President.
2. Promote ASU via marketing of events and activities.
3. Review, propose, and develop changes to the ASU website.
4. Update and maintain the ASU bulletin boards.

5. Develop and publish flyers for ASU bulletin boards.
 6. Develop and publish flyers for ASU events and activities.
 7. Meet weekly and additionally as needed.
- f) Training and Recruitment Committee. The ASUCCC Training and Recruitment Committee Shall:
1. Consist of the following Board members:
 - Director of Training and Recruitment
 - One Executive Member, who acts as a liaison between the Executive Council and the Training and Recruitment Committee
 - At least two other Board Senators
 2. Be assembled for the purpose of recruiting and screening applications to the ASUCCC Board.
 3. Recommend to the ASUCCC Board to approve or disapprove an applicant based on the interview and activity during the 4-weeks probationary period.
 4. Be chaired by the Director of Training and Recruitment who will be responsible for contacting all members of the Training and Recruitment Committee and all petitioners of the interview date and time.
 5. Be responsible for the oversight of the Senator Training Program.
 6. Assign petitioning Senators to shadow an existing board member. The petitioning Senator would mirror the meeting schedule and responsibilities of the existing member as a measure of mentoring petitioning Senators.

Section 4.03 Inter Club Council

There will be one Inter Club Council (ICC) at Contra Costa College under the authority of the ASU Board. The Inter Club Council shall:

- a) Consist of one member of each club on campus.
- b) Be Chair by the ASUCCC President of Clubs who will provide leadership to ICC Club representatives and conduct the ICC meetings in accordance to the Brown Act and Robert Rules of Order.
- c) Develop and abide by a set of Bylaws
- d) Inter Club Council will hold weekly meetings in accordance to the Brown Act and Robert Rules of Order.
- e) Conduct emergency meetings in accordance to the Brown Act
- f) Make requests to the ASU President regarding the fulfillment of vacant Treasury and/or Secretary seats, if needed.

Section 4.04 Ad Hoc Committees

- a) The ASU Board shall form AD Hoc Committees to fulfill a specific need and shall be dissolved upon completion or at the end of the semester during which they were created.
- b) Two student leaders will coordinate these committees. One member must be as ASU Senator.
- c) They may include but not be limited to:
 - ASU Election Committee (mandatory)
 - Welcome Back Committee (optional)
 - Student Surveys Committee (optional)

Section 4.05 External Committees

- a) Each ASUCCC Senator and elected official shall choose at least one external or campus wide committee to serve on as stated in Article 2 section 1.

- b) Any external committee that cannot be filled by a senator can be filled by a Student Representative as stated in Article 2 section 3.
- c) Any other open external committee seats can be filled with a student representative chosen from the student body and approved by the ASU Board. The representative shall report to the Executive Vice President.

Article V. Finances

See ASU Finance Code

Article VI. Terms of Office

ASU Board members and Executives elected at the general election shall take office at the beginning of the fiscal year, July 1. All other ASU Senators shall take office after they have been sworn into office.

Section 6.01 ASU Board Candidates

1. All prospective candidates for senator positions must go through the application and screening process as stated in Article 2 section 1.
2. All prospective candidates for Executive positions must go through the application and election process as stated in the Bylaws and the ASU Election Code.
3. All applicants must maintain Senate eligibility requirements at the time of filing and throughout the term of the election.

Section 6.02 ASU Board Term of Office

1. All ASU Board members shall serve a one (1) year term after which they may request the Board for an extension of one (1) year on a yearly basis.

2. All Elected Officials may serve a one (1) year term. They may run for re-election of that position once.
3. All senators and elected officials will participate in a self-evaluation every semester that will be used to assist with the Board's determination of term extensions.
4. The limit for duration of service shall be 8 semesters (Fall and Spring).

Section 6.03 ASU President

If the ASU President has not been elected in the general election, the current ASU President will continue to hold all duties and responsibilities for that office and be present at the ASU Board meetings as an ex-officio member. The ASU President shall continue to serve in office until a successor has been elected.

Section 6.04 ASU Executive Vice President(s)

If the ASU Executive Vice President has not been elected in the general election, the current ASU Executive Vice President will continue to hold all duties and responsibilities for that office; and be present at ASU Board meetings as an Ex-Officio Member. The ASU Executive Vice President shall continue to serve in office until a successor has been elected.

Article VII. Election Schedule

The ASU Elections shall be conducted in accordance with the ASU Election Code.

Section 7.01 General Election

1. The Executive member seats of President and Vice President(s) may be filled at the general election to be held annually in accordance with the approved ASU Election Code.
2. General Elections shall be held in 9th week of the spring semester. Candidacies must be submitted on or before the 6th week of the spring semester.

3. A candidate who has officially gone through the petitioning process may request for a reimbursement of no more than \$50 for his or her campaign expenses i.e. posters, flyers, advocate ads. If candidate is under financial hardship; see student life coordinator.

Section 7.02 General Election for other ASU Board positions

- a) Candidates must go through the petition process prior to the general election.
- b) Be screened by the ASU Election Committee and fulfill all obligations of candidates as stated in the ASU Election Code.
- c) If no candidates are elected for these positions, the ASU President may appoint ASU Senators to these positions approved by a majority vote of the ASU Board.
- d) Any student at large or ASU Board member who meets all the current ASU Board qualifications may run for election for the following positions at the general election:
 - i. Parliamentarian
 - ii. Secretary
 - iii. Director of Public Relations
 - iv. Director of Training and Recruitment

Section 7.03 Vacancy of Executive Officers

- A. In the event the position of the ASU President becomes vacant, the ASU Executive Vice President shall assume the position of the ASU President for the remainder of the term; as per the line of succession.
- B. In the event that the position of ASU Executive Vice President becomes vacant, the ASUCCC President of Clubs shall assume the position for the remainder of the term; as per the line of succession.
- C. In the event that the position of ASUCCC President of Clubs becomes vacant the ASU Secretary shall assume the position for the remainder of the term; as per the line of succession.

- D. In the event that the position of ASU Secretary becomes vacant the ASU Treasurer shall assume the position for the remainder of the term; as per the line of succession.
- E. In the event that the position of ASU Treasurer becomes vacant, the ASU President shall recommend a replacement for majority approval by the ASU Board.
- F. In the event the positions of ASU President and Executive Vice President become vacant, an interim election will be called to fill the positions. Until the positions are filled the Parliamentarian will chair the ASU Board meetings.
- G. If there is no Parliamentarian, the most senior ASU Senator will chair the ASU Meetings until an interim election can be called to fill the positions. This Senator will not hold any other powers of an executive except to call meetings and sign for ASU expenditures.
- H. In the event that any position is not assumed by the successor or appointee, then a special election must be held.
1. Interim elections shall begin immediately (in the next possible official meeting*) and in this order:
 - i. Candidates will be nominated from the ASUCCC board, for each vacant position, by current members of the ASUCCC Board.
 - a) A person may be nominated to multiple positions, however, they may only accept one nomination.
 - b) If, after nominations, there still exist positions with no viable candidates, then a second round of nominations shall be held, where any student at Contra Costa College may be nominated, provided they have expressed an interest in participating in the ASUCCC.
 - c) A member of the ASUCCC Board may self-nominate.
 - ii. Nominees will have until 24 hours before the next scheduled meeting to notify the current ASUCCC advisor and ASUCCC president (presuming the position is filled) of their acceptance.

- iii. The chair of the ASUCCC meeting shall hold a Roll-Call Vote for each vacant position.
- iv. Results shall be announced during the meeting unless a candidate raises an issue with the election results. In that event, the current ASUCCC executive board and current ASUCCC advisor shall have one week to deliberate upon said complaint before announcing results.
- v. *Interim elections will span two meetings, with nominations occurring during the first meeting
 - a) If the board must take nominations from outside the current ASUCCC members, an additional week shall be allocated to this process, expressly for the purpose of holding a second round of nominations.

Article VIII. Quorum

Quorum for ASU Board and committee meetings shall be established when a simple majority of the respective active voting members are present. Quorum must be in effect before any action can be voted upon. The following business may take place without quorum:

- (a) Call to Order
- (b) Roll Call
- (c) Public Comments
- (d) Business Reports
- (e) Information items
- (f) Adjournment

Article IX. Resignations and Absences

Section 9.01 Resignations and Leave of Absences

- Resignations
 - A. Any ASU Board member may resign at any time.

- B. It is requested that resignations be tendered in writing and submitted to the ASU President, Executive Vice President, and Advisor.
 - C. Verbal resignations made in public ASU Board meetings shall be valid and recorded in the minutes. The senator in question reserves the right to retract the resignation at the next regularly scheduled ASU Board meeting.
- Leaves of Absence
 1. The ASU Board must authorize any leave of absence before a senator may take a leave of absence.
 2. Any senator may request a leave of absence for up to thirty (30) days but no less than six (6) consecutive calendar days.
 3. Any request for a leave of absence must be submitted in writing (an email is sufficient) and provided to ASU President, ASU Executive Vice President, and ASU Advisor. The submittal must include the start, reason of leave, and the intended date of return.
 4. An ASU Board member shall resume duties and responsibilities immediately upon return from a leave of absence provided eligibility is maintained.
 5. Individuals on leave of absence must maintain eligibility for Senator Status, and must return their key, email account, and any other equipment during their leave.

Section 9.02 Excused Absences

- a) For ASU Board meetings, the Executive council and Advisor must receive a request for excused absences in writing (an email is sufficient) explaining the purpose of the absence. Excused absences will be approved/denied by the ASU President.
- b) For Internal Committees, Senators must submit their request to the committee chair and ASU Advisor.
- c) For Shared Governance meetings, Senators must submit their request to the committee chair, ASU Executive Vice President, and ASU Advisor.

- d) In case of emergency absences, a phone call may be accepted until which time the Senator can complete the written request. A follow-up written request must be submitted within 48 hours for documentation purposes. If the request is approved all noted unexcused absences related to the request shall be excused.
- e) Excused absences may be approved and granted for up to five (5) consecutive calendar days.
- f) Excused absences requests that are denied by the ASU President can be appealed to the ASU Board for approved by a majority vote.
- g) All absences will be recorded in the ASU Board minutes.

Article X Discipline and Expulsion of Members

Section 10.01 Removal by ASU Board

- a) Absences
 - 1. A Senator shall be removed from the Board if he/she has reached a third (3rd) unexcused absence from ASU Board meetings within one semester, or three unexcused absences from a combination of Internal or Shared Governance committees.
 - 2. Removal procedure
 - a) The ASU President shall present the ASU Senators case of removal to the ASU Board. If minutes confirm the absences in conjunction with Board approval of the minutes, then the Senator shall be removed automatically.
 - b) The ASU President shall inform the Senator of the removal.
 - b) Vote of No-Confidence
 - 1. Any three (3) ASU Board members acting together may call for a Vote of No- Confidence at any time for the removal of an ASU Executive.

2. Any ASU Executive shall serve until a two-thirds (2/3) majority of the ASU Board delivers a Vote of No-Confidence, at which time said ASU Executive shall step down from office and assume the position of ASU Senator.

c) Impeachment

Any three (3) ASU Senators acting together may invoke impeachment proceedings for any ASU Senator by submitting a Bill of Particulars to the ASU Board calling for the ASU Senator's removal from the ASU Board.

d) Violation of Constitutional guidelines

Any senator can be subject to impeachment proceedings, or be removed from office by the Advisor for violation of Constitutional guidelines, failure to uphold the duties of office, or actions unbecoming of a senator.

e) Removal procedure for Vote of No-Confidence and Impeachment

- a) Case for removal will be presented to ASU President and Advisor.
- b) A hearing committee of the ASU President, Executive Vice President, one other senator and Advisor will meet with senator in question for discussion.
- c) The hearing committee will make recommendations to the ASU Board. After reviewing the hearing committee's recommendation, the ASU Board can move forward with disciplinary action or removal of Senator with 2/3 majority vote
- d) If the Senator to be removed is the President or Executive Vice President, the hearing committee will consist of the Advisor and four (4) senators.
- e) The senator in question may request the presence of the senior Dean of Students and/or ASU senator of their choice.

f) Appeal

1. An ASU Senator removed from office shall be allowed one (1) appeal within two (2) regular ASU Board meetings of their removal.

2. Senator can be reinstated after removal with 2/3 majority vote.

Section 10.02 Removal by the Student Body

1. If the student body, as a whole, feels that an ASU Senator is negligent in the duties of one's office, the student body may seek to remove said individual from office in the following manner:
 - A. A representative of the students must appear before the ASU Board with a petition, clearly articulating the offenses committed by the senator in question, signed by at least two hundred (200) current members of the Associated Students, stating their belief that the ASU Senator is negligent in their duties and should be removed from office. The petition must include full printed name, signature of each signer and their student ID number.
 - B. The Advisor must certify the petition by checking 30% of the names selected randomly against registered students in Datatel.
 - C. A special election will be called within twelve (12) days after the filing of the petition to the ASU Board. Two-thirds (2/3) approval of the voting students is required to recall the Senator or elected official.
2. Any ASU Senator removed from office by a recall vote is not entitled to an appeal or reinstatement.

Article XI. Parliamentary Procedure

All meetings of the ASU Board and Internal Committees shall be conducted in accordance with Robert Rules of Order.

Article XII Policies

Section 12.01 Board policies shall be consistent with the following:

- A. ASU Constitution

- B. ASU Bylaws
- C. All approved ASU Codes

Article XIII Amendments

Section 13.01 Process of Amending

- a) All proposed amendments to the ASU Constitution, Bylaws or Codes shall be made in accordance with the following procedures, except as noted:
 1. Shall be submitted to the Executive Council for review.
 2. The Executive Council and parliamentarian shall review all proposed amendments and present their recommendation to the ASU Board. This recommendation shall first appear as a discussion item on the ASU Board Meeting Agenda, in accordance with the California Open Meeting Laws (Brown Act).
 3. No adoption action may take place during this introduction of proposed amendments to the ASU Board.
 4. The ASU Board shall discuss and review the recommendation of the Review Committee.
 5. Proposed adoption of amendments to the ASU Bylaws and ASU Codes shall be publicly posted in the same manner as agendas are, in accordance with the California Open Meeting Laws. A statement of the proposed adoption of amendments must be included in the notice of the meeting

Section 13.02 Approval of Amending

The ASU Board Bylaws and ASU Codes Revisions may be adopted by two (2) two-thirds (2/3) vote of the ASU Board, with a time period no less than seven (7 days), but not greater than thirty (30) calendar days between the first and second votes.

Article XIV. Right to Act

Any ASU Senator, ASU Internal Committee, External Committee, or any other Senate body does not have the right to incur any debt, get involved in any business, or speak to any issues under the title or implying the title of ASU in any way unless given the full authority to do so by the Associated Students Union of Contra Costa College.

Board Bylaws Timeline

Enacted: April 11th, 2003

Revised: April 22nd, 2004

Revised: September 30th, 2004

Revised: January 26th, 2005

Revised: May 3rd, 2007

Revised: September 27, 2009

Revisions Proposed: May 13, 2010

Revisions Posted: August 15, 2011

Revisions Proposed and Presented: August 18, 2011

Revised: October 27, 2011

Revised: February 23, 2012

Revision: 2013

First Read: February 13, 2013

Second Read: March 13, 2013

Revisions Proposed: November 2015

Revisions: 2016

First Read: January 2016

Second Read: February 19, 2016

Third Read: February 24, 2016

Final Read: March 30, 2016

Revision: 2019

First Read: March 2019

Second Read: March 2019

Third Read: April 2019

Enacted: May 2019

Revisions Proposed and Presented: April 26, 2023

Revised: May 10, 2023