

# Associated Students Union Bylaws

## Article 1

### Contra Costa College Associated Students Union Board

#### Section 1

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 2

##### 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.
- 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. See 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 ultimately responsible for actions taken in all internal and ad hoc committees and empowered to take further action.

## **Article II: Members**

### **Section 1: Senators**

#### **A. Membership requirements**

1. Each applicant shall submit a resume and/or ASU application to the Advisor. Verification of qualifications shall be documented before starting probationary period.
2. Each Board member or applicant shall be a current ASUCCC 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 6 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 ASUCCC.
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 30 probationary period where they are required to attend four (4) consecutive ASU Board meetings
6. Within the 30 day probationary period, all applicants are required to attend one (1) shared governance meeting and one (1) internal committee meeting

7. All probationary senators will shadow a **screening 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.
8. At the end of the probationary period the Screening Committee shall review the applicants' attendance and participation and make a **recommendation** to the ASU Board.
9. All Board members shall be subject to semester grade checks by the Advisor. All board members must enroll in 5 or more units by the end of the second week of the semester.
10. Failure to comply with the above mentioned requirements may result in the Senator/Officer being removed from office.
11. Final decision and removal will be in accordance with Article X.

## **B. Duties and Responsibilities**

Each 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 or workshop 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 standing committee. Members of standing committees must inform their committee chair to be placed on the ASU Board agenda for removal from their respective committee.

3. Be a member of at least one External/Campus Wide Committee (Shared Governance), serving as a student representative, providing reports to the ASU Board regarding those committees.
  - a. ~~Participation on college shared governance committees.~~ Written reports detailing issues pertaining to students ~~covered on college committees~~ must be submitted within 48 hours to the ~~Director of Shared Governance~~, Executive Vice President or designee.
  - b. Oral reports 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 Executive Vice President, or designee.
  
4. ~~Volunteer hours will be completed in the following ways:~~ Senators are required to actively participate in ASU/ICC sponsored events.
  - a. ~~Participation in 2 ASU and /or ICC sponsored activities per month, with a minimum of 2 hours per event. At least one event per month shall be an ASU sponsored event.\*\*\* Participation includes but is not limited to event planning, set up, implementation, clean up, and other relevant tasks assigned by the Director of Public Relations, Executive Vice President, or President.~~
  - b. ~~Participation on at least one internal ASU Committees and/or ASU Ad Hoc committees.~~
  
5. Become familiar and comply with parliamentary procedure.

6. Become familiar with Associated Students fiscal matters and provide input on issues presented to the ASU Board.
7. Provide no less than 2 per semester oral ~~and written~~ reports to the ASU Board regarding the assigned constituency group as appointed by the ASU President. ~~and constituency regarding committee activities, college wide committee activities, and important student related information including issues directly related to your constituent group.~~
8. 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.
9. Participate in special projects or perform duties as outlined in the ASU Constitution, ASU Bylaws, ASU Election Code or as specified by the ASU President or Executive Vice-President.
10. Board members may hold an unlimited number of appointed positions on the ASU Board provided that appointment does not conflict with ASU Bylaws.
11. Board members will not make contractual agreements on behalf of the ASU Board.
12. Serve a one-year term
13. Participate in a self-evaluation at the end of each semester in office.
  - a. Complete self-evaluation form.
  - b. Meet with Advisor and ASU President to go over the evaluation.
  - c. Determine appropriate plan of action for future goals.

14. Meet ~~bi-weekly~~ *monthly* at least twice a semester with the Advisor in person (these meetings **are in addition to the Senator Self Evaluation Meeting**).
15. Meet ~~monthly at least twice a semester~~ **at least twice a semester** with the ASU President in person (these **are in addition to the Senator Self Evaluation Meeting**).

## Section 2 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 ~~chair on any ASU Committee or~~ President of any ICC Club.
4. Hold their elected office for one year. They may run for re-election once.

### B. Duties and Responsibilities

1. Maintain all requirements of an ASU Senator as outlined in Article 2 Section 1.
2. Supervise the activities and members 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
3. In accordance with Article X ~~4-section 4~~, bring forth any ASU Senator for removal.
4. Participate in semester senator self evaluation meetings in accordance with Article 2 Section 1.

5. Maintain an ASU **Executive President** binder with agendas and minutes from all meetings, and all other **pertinent** information to be given to successor.
6. 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. Executives

The ASU Executives are

- ASU President
- ASU Executive Vice President \*\*\*
- ASU Vice President of Clubs
- ASU Vice President of Ambassadors

#### ASU President

1. Be the Chief Executive Officer and official representative of the student body of Contra Costa College.
2. Have the power to call meeting of the ASU Board.
3. Assign duties or special projects to the ASU Board as deemed necessary.
4. **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 By Laws. ~~with the majority approval of the ASU Board.~~
5. Shall 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 Council

6. The ASU President shall assist with the election of the Student Trustee yearly according to the Student Trustee Election Procedures.
7. May designate another member of the ASU Board to either the College Grievance Committee ~~and Governing Board Meetings~~ ~~\*\*\*\* if he/she is unable to perform these duties.~~
8. Will be an authorized signer for ASU check requests.
9. Must be a current ASU Board member to hold this office.

#### ASU Executive Vice President

1. Shall perform in the capacity of the President in case of his/her absence or inability to conduct the business of the ASUCCC.
2. Shall work in conjunction with the President on the other duties related to ASUCCC business.
3. Shall, under the direction of presiding officer, serve 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 Vice President of Ambassadors and/or the Vice President of Clubs~~ will serve in the offices/positions deemed most important by the ASU President.
4. Shall 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.
- ~~5. Shall solicit student input (through suggestion boxes and other means), research complaints, and suggestions and present them to the Executive Board.~~

6. Shall keep a list of current committee appointments for internal committees, Ad Hoc committees and all Shared Governance committees. ~~and attendance logs.~~

a) Maintain documentation for all shared governance meeting times and dates, committee chairs and contact information.

b) Maintain documentation of all agendas and minutes of ~~shared governance~~ internal and Ad Hoc committee meetings throughout each semester.

c) Maintain ~~attendance documentation~~ written reports of students on Shared Governance committees.

~~7. Shall, in conjunction with all other Executive Officers, publish the ASUCCC Annual Report, highlighting the Board's goals and accomplishments in the past academic year. All gathered information will be passed onto the succeeding Executive Board.~~

~~8. Shall, in conjunction with the Advisor, coordinate the implementation of all mandatory meetings and summits (i.e., retreats).~~

9. Shall perform other related duties as assigned by the President.

10. Shall be a member of at least one of the following:

~~a. College Council~~

~~b. Operations Committee~~

c. DGC (**District Governance Committee**) Member

d. Region III Representative

e. Schedule and Catalog Committee

f. Basic Skills Committee

11. Be an authorized signer for ASU Check Requests.

12. Must be a current ASU Board member to be elected for this office.

### ASU Vice President of Clubs

2. Shall be the chair for the ICC. He/she will be responsible for advising club representatives as well as scheduling the ~~weekly~~ ICC meeting:
  - a. Shall prepare **and deliver** a report ~~every week~~ at the ~~immediately proceeding~~ ASU Board meeting immediately following the ICC meeting **regarding the concerns and issues of the ICC.**
  - b. Shall assist with the charter of new and reactivated clubs.
  - c. Shall abide by other duties as prescribed in the ICC Bylaws.
3. Shall assume the duties of the ASU President as chair in the short-term absence of the President and Executive Vice President.
4. Be a member of one or more of the following external committees and attend all meetings including, but not limited to
  - a. ~~College Council~~
  - b. ~~Operations Committee~~
  - c. DGC Member
  - d. Region III Representative
  - e. Schedule and Catalog Committee
  - f. Student Services Committee
5. Shall 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 ASU President.

6. Must be a current ASU Board member to be elected for this office.
7. Other duties as described in the ICC Bylaws.

### ~~Vice President of Ambassadors~~

~~1. Shall be the Coordinator of the CCC Student Ambassador Program. He/She will be responsible for organizing the Council of Ambassador's meetings and coordinating the attendance at the Activity meetings~~

- ~~a. Shall prepare a report every week to the ASU Board detailing the activities of the Ambassadors~~
- ~~b. Shall assist in recruitment and approval of new Ambassadors.~~
- ~~c. Shall abide by other duties as prescribed in the Ambassador Regulations.\*\*\*\*\*~~

~~2. Shall assume the duties of the President as chair in the short term absence of the President, Executive Vice President, and Vice President of Clubs. 3. Be a member of the following external committees and attend all meetings including but not limited to~~

~~—— a. Academic Senate~~

~~——~~

~~c. SSCCC Region 3 Rep (This seat may be designated to another senator if the Vice President of Ambassadors cannot assume the position.)~~

~~—— 4.~~

~~5. Must be a current ASU Board member to be elected for this office.~~

- ~~6. Be responsible for chairing the Council of Ambassador meetings at least once a month.~~
- ~~7. Be in charge of coordinating Ambassador activities with the help of the Advisor.~~
- ~~8. Keep documentation of the schedules of all Ambassadors~~
- ~~9. Work with the Advisor to provide Orientation for all new Ambassadors~~

### Section 3: Other ASU Positions

Other ASU positions are

- Secretary
- Treasurer
- Director of Public Relations
- Director of ~~Shared Governance~~ Training and Recruitment

#### A. Secretary shall

1. Take minutes during all ASU Board meetings
2. Shall distribute the prior meetings minutes for approval no less than 72 hours before the ~~following~~ next **regularly** scheduled meeting.
3. Shall copy and furnish all materials necessary for ASU Board meetings, which are submitted at least 72 hours in advance.
4. Shall keep a present year ASU folder with all agendas, meeting minutes, invoices, and other relevant materials in the ASU President's office.
5. Shall perform all duties assigned by the president related to ASU Board meetings.
6. Shall serve as ICC Secretary if none exists, upon the request of the ASU President

7. Must be a current ASU Board member to hold this office

B. The Treasurer shall

1. Supervise the collection and disbursement of ASU funds
2. Prepare a budget for the ASU Board for the fiscal year.
3. Be the chairperson responsible for calling and conducting the meetings of the Finance Committee.
4. Be responsible for maintaining documentation of the ASU account and be knowledgeable of cash amounts in all ASU accounts,
5. Produce a monthly financial report documenting all ASU account activity.
6. Work with Student Life Assistant to process ASU check requests including providing backup information
7. Must be a member of the college-wide Budget Committee, unless waived by a majority vote of the ASU Board
8. Must serve as the ICC Treasurer if none exists, upon the request of the ASU President.
9. Must be a current ASU Board member to hold this office.

C. Director of Public Relations shall:

1. Maintain a calendar of all ASU related activities which:
  - a. must be submitted to the ASU Advisor;
  - b. must be submitted for update to CCC website ~~web master for posting on the ASU portion of the official Contra Costa College website.~~
2. Complete at least one social activity each semester.
3. Must be a current ASU Board member to hold this office.
4. ~~Be responsible for informing the press by way of the CCC Public Information Office of ASU activities.~~

5. Chair the Public Relations Committee ~~and chairing the Activity Coordinators committee.~~
6. Be in charge of any distribution of information or advertising concerning ASU events or functions.
7. Maintain a binder detailing all ASU activities and events with copies of flyers, invitations, posters, pictures and other information.
8. Provide updated information to the advisor for the ASU website.

D. Director of ~~Shared Governance~~ Training and Recruitment

- ~~1. Maintain documentation for all shared governance meeting times and dates, committee chairs and contact information.~~
- ~~2. Maintain attendance documentation written reports of students on Shared Governance committees.~~
- ~~3. Maintain documentation of all agendas and minutes of shared governance internal and Ad Hoc committee meetings throughout each semester.~~
1. Serve as the chair of the Screening and Recruitment Committee.
2. Actively seek students to serve as ASU Senators or Student Representatives. ~~Sit on at least 2 Shared Governance committees including College Council.~~
3. Coordinate ASU Senator and ASU Student Representative Training. ~~Report at meetings about upcoming committee meetings.~~
4. Assign an ASU Senator as a mentor to petitioning Senators/Student Representatives.
5. Shall work with Student Life Coordinator to confirm minimum requirements for petitioning ASU Senators and Student Representatives are met.

6. Must be a current ASU Board member to hold this office.
- ~~7. Delegate student membership to external committee assignments with a majority approval of the ASU Board.~~

#### Section 4: Special ASU Positions

##### A. Parliamentarian shall

1. Advise the presiding Officer and /or ASU Board members on questions pertaining to the Constitution, Brown Act, and Robert's Rules of Order
2. Be given first priority to chair any Constitutional revision or Bylaw committees that are formed.
3. Chair any regularly scheduled Board meeting in the ~~ease~~ of the absence of the ASU President, ASU **Executive** Vice President(s) and ASU **Vice** President of Clubs.
4. ~~Dismiss~~ May request the dismissal of any person attending an ASU Board meeting that acts in an inappropriate manner.
5. Be thoroughly familiar with parliamentary procedure and all provisions of the ASU Constitution, ASU Bylaws and any ASU Codes.
6. Serve as ASU Secretary, in none exist. ~~Serve as ICC Secretary and ICC Treasurer if none exists.~~
7. ~~Inform the ASU Board of all resignations and all leaves of absence prior to being approved~~ Must become a current ASU Board member ~~in order to run for~~ to hold this office.

##### ~~B. Student Ambassadors shall~~

- ~~1. Be recommended by the department they will represent or by direct application~~
- ~~2. Approved by application to the ASU Board by a majority vote.~~
- ~~3. Report to the Director of Ambassadors.~~

- ~~4. Attend meetings at least once a month.~~
- ~~5. Follow the guidelines as defined in the Ambassador Code.~~

~~C. Activities Coordinators~~

- ~~1. Be approved by application to the ASU Board by a majority vote~~
- ~~2. Positions are by semester.~~
- ~~3. Activity Coordinator(s) will be subject to an end of semester evaluation(s) to be completed in person with the ASU President and the Director of Student Life. The Public Relations Committee members will provide input through the ASU President through a written evaluation form.~~
- ~~4. Activity coordinator(s) are accountable to the Director of Public Relations, ASU President and the Director of Student Life.~~
- ~~5. Activity coordination(s) can be removed by a majority vote of the ASU board.~~
- ~~6. Activity coordinator(s) will not hold multiple positions in Student Life.~~
- ~~7. Duties include:
  - ~~a. Creation of event flyers.~~
  - ~~b. Disbursement of event flyers.~~
  - ~~c. Attend regular ASU meetings.~~
  - ~~d. Attend ASU retreats.~~
  - ~~e. Attend regular Public Relations Committee meetings.~~
  - ~~f. Submit all relevant paperwork for ASU events.~~
  - ~~g. Handle all cash advancements for ASU events.~~
  - ~~h. Maintain ASU inventory and restock as needed.~~~~

~~8. Other relevant duties as assigned by Director of Public Relations and ASU President~~

D. Student Representatives

1. Membership requirements:

- a. Each applicant shall submit a resume and/or application. ~~to the Advisor~~
- b. 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.
- c. Student Representatives ~~or applications~~ **applicants** 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.
- d. All applicants shall undergo a 30-day probationary period where they are required to attend one (1) ASU Board meeting, one (1) Shared Governance meeting with an ASU Mentor and participate in ASU events.
- e. Student Representatives will be assigned a Shared Governance committee by the ASU President within the 30-day probationary period.
- f. All Student Representatives are subject to a semester grade check by the ASU Advisor.
- g. All Student Representatives must enroll in 5 or more units by the end of the second week of the semester.
- h. Failure to comply with the above mentioned requirements will result in the dismissal of the Student Representative.

- i. Student Representatives must be confidentially notified and will be given one (1) week before automatic removal.
  - j. Appeals must be discussed with the Advisor by the end of the one (1) week grace period.
1. 2. Be approved by the ASU Board by a majority vote.
  2. 3. Serve on at least one (1) Shared Governance committee. ~~various sub-committees, planning committees, and focus groups at the request of the ASU Board.~~
  3. 4. Report to the ~~Director of Shared Governance~~ Executive Vice President and the ~~Director of Student Life~~ Coordinator.
  4. 5. Student Representative(s) can be removed by a majority vote of the ASU Board.
  16. 6. 5. ~~Student Representatives will be subject to an end of semester evaluation(s) to be completed in person with the ASU President and the Director of Student Life. The Director of Shared Governance will provide input through the ASU President through a written evaluation form.~~ Participate in a self-evaluation at the end of each semester ~~in office.~~
    - a. Complete self-evaluation form.
    - b. Meet with Advisor and ASU President to go over the evaluation.
    - c. Determine appropriate plan of action for future goals.
  6. 7. Shall NOT be a voting member of the ASU

## **Article III: Meetings**

All meetings of the ASU Board shall be conducted in accordance with the California Open Meeting Laws (Ralph Brown Act)

### Section 1: 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 2: Special Meetings

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

### Section 3: Emergency Meetings

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

### Section 4: Right to Meet

ASU Board meetings may be called during finals week 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 1: Committee Membership

Membership on ASU external committees (Shared Governance) may include ~~CCC Ambassadors~~ or Student Representatives who assume full the same rights as all other Shared Governance committee members.

## Section 2: Internal Committees

A. The ASU Internal Committees shall consist of the

1. Executive Council
2. Finance Committee
3. Public Relations Committee
4. ~~Screening~~ 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. ~~At the discretion of the committee~~ 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 Executive Council shall consist of the following members

- President
  - Executive Vice President
  - Vice President of Clubs
  - ~~Vice President of Ambassadors~~
  - Advisor (Ex-Officio)
1. 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.
  2. Assist the ASU President in developing the agenda for the upcoming ASU Board meeting and review other ASU Board business.

3. Evaluate and review all ASU Board members once per semester in accordance with the self-evaluation format.
4. Shall meet ~~weekly~~ monthly and additionally as needed.
5. May include other members of the Board at the discretion of the President.
6. A vacancy of an executive position shall not prevent the Executive Council from meeting.
7. **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.**
8. The Executive Council will be responsible for organizing and executing ASU retreats. **In the course of organizing ASU Retreats the Executive Council can approve all expenses up to a maximum of \$500.**

#### D. Finance Committee shall

1. Consist of:
  - The Student Life Assistant, if needed
  - 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. ~~Oversee and ensure that income commitments are made~~  
**Create or edit financial policies that pertain to the ASU and Inter-Club Council (ICC)**

6. Shall meet at least ~~monthly~~ once a month during the Fall and Spring semesters.

E. Public Relations Committee shall

1. Consist of the
  - Director of Public Relations
  - All Activities Coordinators.
  - At least 4 **other** Senators as appointed by the President
2. Develop and budget for all ASU activities to be approved by the Board.
3. Coordinate various student activities as approved by the ASU Board.
4. ~~Assist the Advisor with the publication of the Student Life Newsletter.~~
5. ~~Design and publish various brochures describing Student Life programs.~~
6. **4.** Review, propose, and develop changes to the ASU website.
7. **5.** Update and maintain the ASU bulletin boards.
8. **6.** Develop and publish flyers for ASU events and activities.
9. ~~Assist with the maintenance of the activity binder.~~
10. **7.** Other duties as assigned by the ~~Activities~~ Director of Public Relations
11. **8.** Meet ~~weekly~~ bi-weekly and additionally as needed.

F. The ~~Screening~~ Training and Recruitment Committee shall

1. Be assembled for the ~~sole~~ purpose of recruiting and screening applicants to the ASUCCC Board.

2. Recommend to the ASUCCC Board to approve or disapprove an applicant based on the interview and activity during the 30 day probationary period.
3. Consist of no less than three (3) ASUCCC Board Members other than the chair.
4. Be chaired by the Director of ~~Shared Governance~~ Training and Recruitment. He/she will be responsible for contacting all members of the ~~Screening~~ Training and Recruitment Committee and all petitioners of the interview date and time.
5. Shall be responsible for the oversight of the New 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 3: Inter Club Council

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

#### A. The ICC shall

1. Consist of one member for each club on campus.
2. The VP of Clubs will chair the meetings of the ICC and provide leadership to its members.
3. Develop and abide by a set of bylaws.
4. Meet ~~no more than four (4), and~~ no less than two (2), times per month, at the discretion of the ~~Vice~~-President of Clubs.
5. Conduct emergency meetings in accordance with the Brown Act.
6. Make requests to the ASU President regarding the fulfillment of vacant Treasury and/or Secretary seats, if needed

## Section 4: Ad Hoc Committees

### ~~A. Ad Hoc Committees~~

1. 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.
2. Two student leaders will coordinate these committees. One member must be an ASU Senator
3. They shall include but not be limited to:
  - a. ASU Election Committee.
  - ~~b. ASU Retreat Committee.~~
  - ~~c. ASU Ambassador selection committee.~~

## Section 5: External Committees

### A. Membership

1. Each senator and elected official shall choose at least one external or campus wide committee to serve on as stated in Article 2 section 1.
2. Any external committee that cannot be filled by a senator can be filled by a ~~Student Ambassador or Student Representative~~ as stated in Article 2 section 4.
3. 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 ~~Director of Shared Governance~~ 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 mandatory retreat, which shall be conducted after the general election and before the beginning of the each semester. All other ASU Senators shall take office after they have been sworn into office.

#### Section 1: ASU Board Candidates

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

#### Section 2: ASU Board term of office

- A. 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.
- B. All Elected Officials may serve a one (1) year term. They may run for re-election of that position once.
- C. All senators and elected officials will participate in a self-evaluation every semester that will be used to assist with the Boards determination of term extensions.

#### Section 3: ASU President

If an 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 4: 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 1: General Election

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.

#### Section 2: General Election for other ASU Board positions

A. 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:

- Parliamentarian
- Secretary
- Director of Public Relations
- Director of ~~Shared Governance~~ Training and Recruitment.
  1. Candidates must go through the petition process prior to the general election.
  2. Be screened by the ASU Election Committee and fulfill all obligations of candidates as stated in the ASU Election Code.
  3. 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.

### Section 3: Vacancy of Executive Officers

- A. In the event the position of ASU President becomes vacant the ASU Executive Vice President(s) shall share the position of the ASU President for the remainder of the term.
- B. In the event that the position of ASU Executive Vice President becomes vacant the ASU President shall recommend a replacement for majority approval by the ASU Board.
- C. In the event the positions of ASU President and Executive Vice President become vacant a special election will be called to fill the positions. Until the positions are filled the Parliamentarian will chair the ASU Board meetings.
- D. If there is no Parliamentarian, the most senior ASU Senator will chair the ASU Meetings until an 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.

### **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:

- Call to order
- Roll Call
- Public Comments
- Business Reports
- Information Items
- Adjournment

## Article IX: Resignations and Absences

### Section 1: Resignations and Leave of Absences

#### A. Resignations

1. Any ASU Board member may resign at any time.
2. It is requested that resignations be tendered in writing and submitted to the ASU President, Executive Vice President(s) and Advisor.
3. 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.

#### B. 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**) ~~prior to the leaves commencement~~ 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. ~~Exceptions to this provision due to extreme circumstances must be approved by the ASU President and Vice President.~~
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 2: Excused Absences

- A. ~~For ASU Board meetings and external committee meetings the President and Advisor must receive requests for excused absences in writing, explaining the purpose and reason for the absence. For Internal committee meetings the executive responsible for that committee must receive requests for excused absences in writing, explaining the purpose and reason for the absence.~~ For ASU Board meetings, the Executive Council and Advisor must receive 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 cases of emergency absences a phone call ~~or email~~ 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 ~~by the ASU President and Advisor~~ and granted for up to five (5) consecutive calendar days.
- F. Excused absence requests that are denied by the ASU President can be appealed to the ASU Board for approval by a majority vote.
- G. All absences will be recorded in the ASU Board minutes.

## **Article X: Discipline and Expulsion of Members**

## Section 1: Removal by the ASU President

### A. Absences

~~Upon an ASU Board Members:~~

1. Third (3<sup>rd</sup>) unexcused absence from ASU Board meetings within one semester, or
2. Three unexcused absences from a combination of internal or ~~external~~ Shared Governance committees, **or**,
- ~~3. Failure to participate in the minimum amount of ASU sponsored events in accordance to >>>>>>~~
4. 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 **by phone**.

### 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

1. Any ~~five (5)~~ 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

1. Any senator can 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.

#### H. Removal procedure for Vote of No-Confidence and Impeachment

1. Case for removal will be presented to ASU President and Advisor.
2. A hearing committee of the ASU President, Executive Vice President, one other senator and Advisor will meet with senator in question for discussion.
3. ~~The hearing committee recommends to the ASU Board if the senator or elected officer should be dismissed or further action should be taken. This should happen after the case is presented to the ASU Board.~~
4. ~~3.~~ The ASU Board can accept the recommendation with a ~~2/3~~ vote. 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. (Discuss in 2<sup>nd</sup> read to have clear steps to process)
5. ~~4.~~ If the Senator to be removed is the President or Executive Vice President the hearing committee will consist of the Advisor and four (4) ~~to six (6)~~ senators depending on the number of ASU Board members.

#### I. 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 2: Removal by the Student Body

A. 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:

1. 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.
2. The Advisor must certify the petition by checking 30% of the names selected randomly against registered students in Datatel.
3. 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.

B. 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 Roberts Rules of Order.

## **Article XII: Policies**

Section 1: Policies

All members of the ASU Board are subject to the following, but not limited to:

- ASU Constitution
- ASU By Laws
- All approved ASU Codes

## Section 2: Amendments

All proposed amendments to the ASU Constitution, ASU Bylaws, ASU Codes or policies should be submitted to the Review Committee consisting of the Parliamentarian and ASU Executive Committee. They shall review all proposed amendments and submit a recommendation to the ASU Board.

## **Article XIII: Amendments**

### Section 1: Process of Amending

A. All proposed amendments to the ASU Bylaws or Codes shall be in accordance with the following procedures, except as noted in Article 12, section 2.

1. Shall be submitted to the Review Committee for review
2. The committee 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 2: Approval of Amending

A. The ASU Board Bylaws and ASU Codes may be adopted by:

1. 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, ~~CCC Student Ambassador~~, 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.

Enacted: April 11<sup>th</sup>, 2003

Revised: April 22<sup>nd</sup>, 2004

Revised: September 30<sup>th</sup>, 2004

Revised: January 26<sup>th</sup>, 2005

Revised: May 3<sup>rd</sup>, 2007

Revised: September 27, 2009

Revisions Proposed: May 13, 2010

Revisions Posted: August 15, 2011

Revisions Proposed and Presented: August 18, 2011