

Constitution
and
By-Laws
of the
Associated Students
Santa Barbara City College

Constitution: Adopted by Associated Students, March 3, 1961

Revised –	January	1962
	March	1963
	May	1971
	October	1976
	May	1977
	April	1994
	March	1998
	March	2000
	May	2010

By Laws: Adopted by Associated Student Council, January 12, 1962.

Revised -	May	1965
	July	1966
	October	1967
	June	1968
	May	1969
	May	1971
	May	1973
	September	1973
	September	1973
	September	1973
	April	1974
	October	1976
	May	1977
	March	1979
	May	1980
	June	1982
	June	1983
	June	1984
	March	1992
	April	1994
	May	1996
	April	1999
	March	2000
	October	2001
	February	2004
	December	2006
	February	2007
	May	2010
	September	2010
	April	2011

CONSTITUTION

Associated Students
Santa Barbara City College

PREAMBLE

WE, the Associated Students of Santa Barbara City College, in order to provide for better student governance, and develop good citizenship through social, cultural, athletic and scholastic activities, and cooperative support of facilities within the curriculum, do hereby establish this Constitution and By-Laws.

ARTICLE I – NAME

The name of this Association shall be the Associated Student Government of Santa Barbara City College, hereinafter called the "Association."

ARTICLE II – MEMBERSHIP

- SECTION 1. Membership shall consist of active members, honorary members and general members. Honorary members shall be defined as those who have served the student body although they are not elected or appointed.
- SECTION 2. General membership shall consist of all regularly enrolled students at Santa Barbara City College.
- SECTION 3. Only active members of this Association, who shall be elected and appointed each year from the general membership, shall hold an office, act as any committee chairperson, or represent this Association at external events.

ARTICLE III – OFFICERS AND DUTIES

- SECTION 1. The elected officers of this Association shall be a President and Vice-Presidents as delineated in the By-Laws, a Commissioner of Clubs and Organizations, a Student Advocate, Student Board of Trustee Member, a Public Relations Officer (PRO).
- SECTION 2. Active members of this Association, Senators at Large, shall meet with the officers of the Association to carry out the legislative powers of this Association. These elected and appointed active members, together with the officers of the Association, shall constitute the Student Senate.
 - Clause a. The Senate shall have one or more faculty advisors appointed by the President of the College and additional faculty advisors may be appointed by the Senate as deemed necessary.
 - Clause b. No Student Senate officer can hold office more than three whole consecutive years.
- SECTION 3. Special or general elections shall be held not later than the second week preceding the close of each year.
- SECTION 4. Vacancies occurring among the members of the Senate shall be filled as stipulated in By-law form.
- SECTION 5. Student Senate shall legislate all Resolutions, By-laws, and Standing rules governing this Association.
- SECTION 6. It shall take a two-thirds vote of the in-office members of the Student Senate to revise the By-Laws of the Association.

ARTICLE IV – MEETINGS

- SECTION 1. The Student Senate and all Student Senate committees shall meet no less than once a week on a regularly scheduled school day as stipulated in the By-Laws.
- Clause a. Special meetings for special purposes may be called by the A.S. President at such times as are thought advisable.
- Clause b. Ample notice of special meetings shall be afforded all members of the Student Senate.
- Clause c. The Student Senate may direct the A.S. President to call special meetings.
- Clause d. All meetings of the Student Senate shall fall under the provisions of the Ralph M. Brown Act.

ARTICLE V – INITIATIVE, REFERENDUM, RECALL

- SECTION 1. The general membership of the Associated Students reserve to themselves the powers of initiative, referendum and recall.
- Clause a. Legislation may be proposed by means of a petition signed by ten (10) percent of the general Association members.
- Clause b. Any Student Senate legislation shall be subject to referendum upon the presentation of a petition signed by ten (10) percent of the general Association members.
- Clause c. Student Senate members may be subject to recall by presentation to the Student Senate of a petition signed by twenty (20) percent of the general members of the Association.
- SECTION 2. Initiative, referendum and recall elections must be held within thirty (30) days after the Student Senate receives the above-mentioned petitions unless the Student Senate acts in compliance with the stated intent of the petition. A majority of all votes cast shall be sufficient to enact or repeal legislation. Two-thirds of the votes cast shall constitute a recall.

ARTICLE VI – AMENDMENTS

- SECTION 1. Amendments to this Constitution may be proposed by either of the following methods:
- Clause a. By two-thirds vote of the Student Senate.
- Clause b. By initiative of ten (10) percent of the general membership of the Associated Students.
- SECTION 2. Such proposed amendments shall be submitted for ratification to the general membership of the Association at a special or general election. Two-thirds of the votes cast shall be necessary for adoption.

ARTICLE VII – THE STANDARDS OF CONDUCT FOR MEMBERS OF THE COLLEGE COMMUNITY WITH GUIDELINES FOR DUE PROCESS

The standards of Conduct for Members of the College Community with Guidelines for Due Process shall extend to all matters of appeal in law and equity, arising under this Constitution and the Laws of the Association.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

In all matters not covered in its Constitution and By-laws, this Organization shall be governed by the Roberts Rules of Order.

BY-LAWS
Associated Students
Santa Barbara City College

ARTICLE I – MEMBERSHIP

SECTION 1. General members shall be defined as those students enrolled in the college of Santa Barbara City College. Any infraction of the Constitution, By-Laws or Standing Rules of the Association may constitute grounds for disciplinary action based upon provisions in the Standards of Conduct for Members of the Community College with Guidelines for Due Process.

ARTICLE II – OFFICERS, DUTIES, POWERS AND QUALIFICATIONS

SECTION 1. In addition to those officers stated in the Constitution and By-Laws, the Senators of this Association who are voting members of the Student Senate shall be no more than eighteen senators to be appointed by a two-thirds majority of the existing Senate. Appointed non-voting members of the Student Senate may be a Parliamentarian, a Historian and Administrative Assistants as deemed necessary by the President.

SECTION 2. All Officers' terms of office shall be one College year (from July 1 through June 30) unless he/she resigns, is impeached or is recalled, or until the inauguration of his/her successor. The Student Board of Trustees Member shall be one College year from June 1 through May 31. New officers, as designated by the Associated Student Elections, may serve as non-voting members from the time of the election results. It will be their responsibility to learn the duties of their office before their instatement as an officer.

SECTION 3. All Senators' terms of office shall be one College year (from July 1 through June 30) unless he/she resigns, is impeached or is recalled. Returning Senators from the previous term may be reinstated by a two-thirds majority of the current Senate members.

SECTION 4. Each prospective Officer or Senator of the Association must be enrolled in at least five (5) units of work, have a minimum cumulative grade point average of at least 2.5 and be in "Academic" and "Progress" Good Standing for all College work at Santa Barbara City College. Officers and Senators must continue from semester of election or appointment to maintain concurrent enrollment in a minimum of 5 units, maintain a semester grade point average of at least a 2.0 and stay in "Academic" and "Progress" Good Standing for all College work at Santa Barbara City College.

SECTION 5. In the event of a vacancy occurring in any of the elected Senate positions, the President shall fill the vacancy by appointment, subject to a review process and ratification by simple majority of the remaining Senate members.

A. The review shall be conducted as follows:

1. All appointees shall be presented to the Senate and interviewed by the Senate.
2. A regular session shall then be held to discuss and confirm the Presidential appointments.

B. If a position remains vacant for longer than four weeks those appointments that have not been made may be nominated and elected by the Student Senate membership.

SECTION 6. In the case of a vacancy occurring in the Presidential seat, the order of replacement shall be the Vice-President of Senate Affairs, the Vice-President of External Affairs, and the Vice-President of Operations and Finance. In the event of all Executive seats being vacated, a President pro-tem shall be chosen from the remaining Senate. The President pro-tem shall then act as President until a special election is held within one month of the vacancies. The new Executive Officers shall be elected from the Association.

SECTION 7.

- A. Any elected or appointed members of the Student Senate who have not been present for three (3) consecutive or any four (4) regular meetings in one semester may be expelled and a successor appointed according to the provisions of Article II, Section 4 of the By-Laws.
- B. Excused absences will be reviewed on a case by case basis and will be at the digression of the President after consultation with the Associations Advisor.

SECTION 8. President:

- A. To serve as the Chief Executive Officer and official student representative of the Association, attending various college functions, campus committees and other events the college President indicates are important, and carry out the provisions of the Constitution.
- B. To preside over the Association, Executive Committee, and Student Senate meetings.
- C. To appoint such committees, boards, and commissions as may be necessary from time to time.
- D. To serve as an ex-officio, non-voting member of all subordinate organizations of this Association unless otherwise stated.
- E. To hold the representative of the several boards, councils and committees responsible for efficient conduct of their respective organizations in accordance with the policies of the Association.
- F. To inform the Senate at least once in the Associated Student Body President's term of the state of the Association.
- G. To recommend such measures, as he/she deems necessary for the welfare of the Association.
- H. To be empowered to appoint and/or recognize a proxy.
- I. To be empowered to veto expenditures of the Student Senate, which may be overridden only by a 2/3rds vote of all in-office members of the Student Senate.
- J. To verbally report monthly at the Board of Trustees meetings.
- K. To submit weekly written report of hours worked to the V.P. of Operations and Finance when receiving a stipend.
- L. To meet monthly with the College President and the Academic Senate President.
- M. To serve on at least (1) one College wide "shared governance" committee appointed by the Vice-President of Senate Affairs and approved by the Student Senate.
- N. Assumes other duties as directed by the Associated Students.
- O. To serve as a voting member of the Executive Committee.

SECTION 9. Vice-President of Senate Affairs

- A. To assume the duties of the President during the President's absence, or if the office is vacated.
- B. To serve as a voting member of the Executive Committee.
- C. Through consultation with the President, make all student appointments to College and Standing Committees.
 - 1. If contested the appointment must be ratified by a simple majority vote of all in-office voting members of the Student Senate.
 - 2. The Superintendent-President and the President of the Academic Senate are to be contacted within the first three (3) weeks of the Fall semester and the number of students needed for each committee and the requirements they must meet are to be obtained.
 - 3. Appointees will report directly to the A.S. Vice-President of Senate Affairs and present written reports of all committee meetings attended to the Student Senate within two weeks of the meeting.
- D. Arrive 15 minutes before scheduled meetings to set up meeting room with nameplates, senators' folders, gavel, tape recorder, and refreshments.
- E. To remain after meeting is adjourned to clean up meeting room.
- F. To monitor members of college committees to ensure reports are given in a timely fashion.
- G. To organize Student Senate approved events.
- H. To serve on at least (1) one College wide "shared governance" committee appointed by the Vice-President of Senate Affairs and approved by the Student Senate.
- I. Assumes other duties as directed by the Associated Students.

SECTION 10. Vice-President of External Affairs

- A. To assume the duties of the President during the President's or Vice-President of Student Affairs' absence, or if the offices are vacated.
- B. Through consultation with the President and the Student Senate, shall represent the Association before the Student Senate for California Community Colleges, at monthly Region VI meetings and all conferences, and at all other groups not directly associated with the College unless other arraignments have been made for representation with the approval of the Association and other parties involved.
- C. To submit a written report to the Student Senate within two weeks of any meetings, conferences or other events attended as official representative of the Student Senate.
- D. To assist the Senate advisor with conference attendance planning and organizing.
- E. To serve on at least (1) one College wide "shared governance" committee appointed by the Vice-President of Senate Affairs and approved by the Student Senate.
- F. Assumes other duties as directed by the Associated Students.
- G. Serves as a voting member of the Executive Committee.

SECTION 11. Vice-President of Operations and Finance

- A. To assume the duties of the President during the President's, the Vice-President of Senate Affairs', and the Vice-President of External Affairs' absence, or if the offices are vacated.
- B. To draft the annual budget, in conjunction with the Executive Committee, which shall be submitted no later than the fourth week of school during the Fall' semester to the Student Senate for ratification.
- C. To make regular reports to the Student Senate on the financial standing of the Association.
- D. To keep the Association's books in accordance with laws prescribed for such maintenance.
- E. To be responsible for the supervision of all financial activities of the Association.
- F. To ensure the effective and efficient functioning of all operations and possessions of the Association.
- G. To maintain all Association books in accordance with the California Education Code.
- H. To submit weekly a written report for request of approval of Purchase Orders and Invoices.
- I. To serve on at least (1) one College wide "shared governance" committee appointed by the Vice-President of Senate Affairs and approved by the Student Senate.
- J. Assumes other duties as directed by the Associated Students.
- K. To serve as a voting member of the Executive Committee.

SECTION 12. Commissioner of Clubs and Organizations

- A. To be a duly elected representative of the Associated Student Body.
- B. To maintain accurate records of all student Clubs and Organizations.
- C. To serve as a liaison between the Student Senate and the Clubs.
- D. To schedule, post an agenda and chair the monthly Inter-Club Council meetings.
- E. To work with the Vice-President of Operations and Finance in developing the budget for the Inter-Club Council.
- F. To make recommendations on the status of Clubs.
- G. To review applications for Outstanding Club of the Year and make a recommendation to the Student Senate.
- H. To ensure the general welfare of all student Clubs and Organizations.
- I. To organize and assist in the promotion of Club Day once a semester.
- J. To serve on at least (1) one College wide "shared governance" committee appointed by the Vice-President of Senate Affairs and approved by the Student Senate.
- K. Assumes other duties as directed by the Associated Students.
- L. To serve as a voting member of the Executive Committee.

SECTION 13. Student Advocate

- A. To be a duly elected representative of the Associated Student Body.
- B. To unequivocally argue for the interests of the Student Body and individual students.
- C. To challenge all policies, procedures and persons who disrupt the needs of the students.
- D. To assist and serve all students who desire information and/or guidance in solving their campus-oriented problems.

- E. To serve on at least (1) one College wide “shared governance” committee appointed by the Vice-President of Senate Affairs and approved by the Student Senate.
- F. Assumes other duties as directed by the Associated Students.
- G. To serve as a voting member of the Executive Committee.

SECTION 14. Student Board of Trustees Member

- A. Shall submit a verbal and written report on each Board of Trustees meeting.
- B. Shall be a voting member of the Executive Committee.
- C. Shall serve on as many of the Sub-Committees of the Board of Trustees as deemed necessary by the A.S. President.
- D. Assumes other duties as directed by the Associated Students.

SECTION 15. Public Relations Officer (PRO)

- A. To be a duly elected representative of the Associated Student Body.
- B. Shall be a voting member of the Executive Committee.
- C. To serve as a liaison between the Student Senate and the Santa Barbara City College, other schools and organizations in California, with the intention to promote the Senate through the Senate Website, newsletter and other media services, and to involve the Senate in School/Community-Service and Activities.
- D. To make recommendations on Marketing and Public Relations strategies.
- E. Shall brief the Senate on upcoming events, activities or meetings and attend in representation if these would be in the interest of the Senate.
- F. Through consultation with the President, shall represent the Senate concerning public relations and information, on behalf of the Senate, and shall be held accountable for said actions.
- G. To serve on at least (1) one College wide “shared governance” committee appointed by the Vice-President of Senate Affairs and approved by the Student Senate.
- H. Assumes other duties as directed by the Associated Students.

SECTION 16. Secretary

- A. The Senate Secretary shall be an ex-officio member of the Student. This shall be a paid position – salary shall be determined by the Student Senate or by the college. The Secretary may discuss but may not propose motions or vote.
- B. Prepares and certifies the correctness of the minutes.
- C. Preserves all records, reports and official documents of the Associated Student Senate.
- D. Assumes other duties as directed by the Associated Students.

SECTION 17. Senators at Large

- A. No more than 10 shall be nominated by the College Vice-Presidents, Deans and Instructors, and selected by 2/3 majority vote by the current Student Senate members after submitting a completed application and interviewing with the Student Senate.
- B. To serve as voting members of the Student Senate.
- C. To serve on at least (1) one College wide “shared governance” committee appointed by the Vice-President of Senate Affairs and approved by the Student Senate.

- D. To actively participate in all Student Senate activities and conferences unless excused.
- E. Assumes other duties as directed by the Associated Students.

SECTION 18. Parliamentarian

- A. To represent the Association in all judicial proceedings involving Student Senate.
- B. To hold in his/her possession copies of all Association laws, policies and standing rules.
- C. To review the approved Student Senate minutes weekly for the purpose of updating operating policies, standing rules, and/or By-Laws of the Association.
- D. To serve on at least (1) one College wide “shared governance” committee appointed by the Vice-President of Senate Affairs and approved by the Student Senate, except with the Associations Advisor is acting Parliamentarian.

SECTION 19. Provisions for Student Clubs and Organizations

- A. Each Club or Organization must:
 - 1. Have an Advisor from the Faculty or Management.
 - 2. Submit, for approval, a constitution and set of by-laws.
 - 3. Provide a statement of primary purposes that does not duplicate that of any other recognized Club or Organization.
 - 4. Provide a list of ACTIVE members; minimum of fifteen (15).
 - 5. Meet on campus at least once each month during the College year.
- B. Each Club or Organization must submit copies of the items listed in Part A within each semester to be recognized as an active club.
- C. Clubs or Organizations must comply with all College policies and any provisions in the Education Code governing such Clubs or Organizations.
- D. The Student Senate shall retain the power to charter any Club or Organization.

SECTION 20. Student Appointees to College and Academic Senate (faculty) Committees

- A. Shall be general members of the Association.
- B. Shall be appointed by the A.S. Vice-President of Senate Affairs and ratified by a simple majority vote of all in-office voting members of the Student Senate.
- C. Shall conscientiously attend the meetings of the committee to which he/she has been appointed. Dismissal for non-attendance shall be left to the discretion of the A.S. Vice-President of Senate Affairs.
- D. Shall report directly to the Senate or Vice-President of Senate Affairs within two weeks of the committee meetings.

ARTICLE III – ELECTIONS

SECTION 1. General Elections

- A. The President and Vice-Presidents, the Student Board Of Trustees_Member, the Commissioner of Clubs and Organizations, the Public Relations Officer, the Student Advocate and Senators-at-Large shall be elected no less than two

weeks preceding the Spring semester finals. The remaining unfilled_Senators at Large shall be selected during the regular school year. Any officer_positions not filled during the spring election shall be appointed by the President during the regular school year from those current Senators at Large.

- B. When, in the course of the election process, it is determined that there are a fewer or equal number of candidates than positions available with only one or less candidate running for each position, at the option of the Senate, Article II, Section 4 of the By-Laws may be applied.
- C. The remaining unfilled Senators positions may be nominated by College officials as follows:
 - 1. The students eligible for consideration must fulfill the following requirements:
 - a. Will be nominated by one College Vice-President, one College Dean and three academic Instructors.
 - b. Will obtain the endorsement in petition form of 200 students.
 - c. Must fulfill all other requirements for eligibility as per Article II, Section 3 of the By-Laws.
 - 2. Nominees shall be selected by Senators and executive officers of the Association, which were elected or appointed the previous spring.

SECTION 2. Provisional Election

- A. Shall be provided as needed.

SECTION 3. Votes

- A. A Plurality of the votes cast shall be sufficient to win any election.

SECTION 4. Write-In

- A. Write-in candidates are subject to the same terms of qualification that apply to duly nominated candidates who have circulated petitions.

ARTICLE IV – STUDENT SENATE

SECTION 1. Vesting

All Legislative authority of the Association shall be vested in the Student Senate of the Association. All final administrative authority shall be vested in the Executive Committee.

SECTION 2. Powers

Student Senate shall have the Powers of collecting monies, making and paying debts, providing for the general welfare of the Association, and making laws, which are necessary and proper for the execution of the foregoing powers vested in the Association, or in any of its departments or offices by the Constitution and By-Laws of this Association.

SECTION 3. Limitations

Neither a Bill of Attainder nor an Ex-post Facto Law can be passed. No money can be drawn from the Association monies except as a result of appropriation made by law in accordance with financial policy. No member of the Association shall take action on any matter that they have a direct personal or pecuniary interest not common to other members of the Senate.

SECTION 4. Impeachment

Impeachment may be brought against any elected or appointed officer(s) of this Association who has (have) been grossly neglected or incompetent. The method of impeachment shall be by indictment by a three-fourth (3/4) majority of all in-office voting members of the Student Senate. Such indictment can be brought to the Senate only after the one charged has been notified of the charges against him/her in the presence of the accuser(s). Any officer found guilty on the above charges shall be removed from office and have the right to appeal to the next Student Senate meeting. It shall take a two-thirds vote of the voting membership present for reinstatement of the officer.

SECTION 5. Quorum

A. A simple majority of the in-office voting members of the Student Senate shall constitute a quorum (greater than 50 percent).

SECTIONS 6. The Association shall establish liaison positions for such situations as are required and a benefit to the general membership. The appointments shall be made by the President and ratified by the Association. Liaisons shall be given the opportunity to report on relevant topics through a report section in the agenda. (e.g. Liaison to the Continuing Educations Non Credit Association)

ARTICLE V – STANDING COMMITTEES AND BOARDS

SECTION 1. Meetings

- A. All Standing Committees and Boards shall meet as needed, the determination of which shall be made by the A.S. President, Committee or Senate.
- B. The A.S. President Committee or Board chairperson may call meetings at their discretion, or if directed to do so by simple majority of the members of the Committee or Board.
- C. Committees and Boards may not meet on authorized College holidays for the purpose of official business.

SECTION 2. Election Committee

- A. No candidates or managers may serve on the Election Committee.
- B. This Committee shall establish, conduct and enforce all election procedures it deems necessary.

SECTION 3. Executive Committee

- A. The Chairperson of this Committee shall be the Associated Student Body President.
- B. Members of this Committee shall be: The Associated Student Body President, the Student Board of Trustees Member, the Associated Student Body Vice-President of Senate Affairs, the Associated Student Body Vice-President of External Affairs, the Associated Student Body Vice-President of Operations and Finance, the Commissioner of Clubs and Organizations, the Public Relations Officer and the Student Advocate.
- C. This Committee is not authorized to appropriate expenditures of Association funds outside of the Associated Student Body Budget for any purpose.
- D. This Committee shall handle questions regarding the functioning of the Student Senate, develop the weekly agenda, propose the financial procedure, formulate the budget, investigate budgetary discrepancies and coordinate the general planning and mission of the Association.

- E. The Student Senate must approve a proposed annual budget, which shall be drawn up within four weeks of the fall semester, for the year to show estimated incomes and expenditures and, after approval by the Student Senate, be forwarded to the College President.
- F. All budgets must be approved by two-thirds (2/3) majority vote of all in-office voting members of the Student Senate.
- I. Only financial appropriations outside the approved Association budget must be approved by the Student Senate AFTER approval of the Executive Committee.
- J. This committee may meet on behalf of the Student Senate to act as the legislative body of the Associated Students during the summer and in times of emergency as deemed necessary by two-thirds vote of that body or the Student Senate. Decisions voted upon under these conditions are subject to being overruled by a two-thirds vote of the Student Senate.

SECTION 4. Student Commission on People's Equality (SCOPE)

- A. The chairperson of this committee shall be the Student Advocate.
- B. Members of this Committee shall be those senators appointed by the Student Senate, representatives from various advocacy clubs, and interested students of the Association.
- C. This Committee is not authorized to appropriate expenditures of the Association funds outside of the Associated Student's Budget for any purpose.
- D. This Committee shall handle questions of campus environmental sustainability, campus diversity (including, but not limited to; race, ethnicity, age, gender, religion, disability, sexual orientation, immigration status, socioeconomic class, or individual differences)
- E. The Committee will appoint a liaison to the Campus-Wide Diversity Committee, to serve as an advocate for the progression of celebration of diversity on campus.

ARTICLE VI – TRADITIONS

SECTION 1. The mascot of Santa Barbara City College shall be a "Vaquero."

SECTION 2. The Santa Barbara City College colors shall be red and white.

ARTICLE VII – AMENDMENTS

These By-Laws may be amended by a two-thirds (2/3) majority vote of all in-office voting members of the Student Senate, providing the amendment is presented to the Student Senate in writing one week prior to its being voted on by the Student Senate. Any voting member of the Student Senate absent at the time of voting may have his/her vote solicited and recorded before the official results of the vote may be announced.