



**ASSOCIATED STUDENTS
OF COLUMBIA COLLEGE
CONSTITUTION & BYLAWS**

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respective meetings in accordance to the following prescription: a) only a regular voting member of the body shall be allowed to hold or issue a proxy, b) no person shall be allowed to hold more than one proxy per meeting, and issue no more than three proxies per term, c) all proxies are good for only the meeting that they are issued for.

- 21.03 All proxies must be filed by 12:00 noon of the day prior to the meeting with the chair of the body for which the proxy is being issued. Copies shall be filed with the President of ASCC and the Authorized Advisor of Student Activities.

XXII. Parliamentary Procedure

- 22.01 In all proceedings not covered by its constitution or bylaws, Robert's Rules of Order, Newly Revised, shall govern the ASCC.

XXIII. Policies

- 23.01 The ASCC Office Policies and Procedures Manual shall be maintained by the ASCC office and reviewed by the Authorized Advisor of Student Activities.
- 23.02 The ASCC Office Policies and Procedures Manual shall be revised by the Student Senate on or before the first day of September and at any time thereafter to incorporate additions and deletions.

XXIV. Amendments

- 24.01 Amendments to the by-laws shall be submitted in writing to the Student Senate at least one week prior to the Student Senate vote on the amendment.
- 24.02 Two-thirds (2/3) votes of the entire Student Senate shall be required to amend these By-Laws

ASSOCIATED STUDENTS OF COLUMBIA COLLEGE CONSTITUTION

PREAMBLE

We, the students of Columbia College, hereby establish this organization, the Student Senate of Columbia College, as a self-governing body to serve as advocates for the Associated Students of Columbia College. This organization is established in order to enhance sound student governance and citizenship; to express the general will of the students to the administration; to further cooperation with administration, staff, community, and other educational institutions; and to create and maintain adequate scholastic, social, cultural, and political activities in the furtherance of student welfare. The purposes herein stated are those which all of the College recognize as the privileges, rights and responsibilities of the students of Columbia College. The students of Columbia College, in order to form a more perfect self-government, do hereby establish this constitution for the Associated Students of Columbia College.

Article 1: Name

The name of this organization shall be the "Associated Students of Columbia College" (ASCC).

Article 2: Place of Business

ASCC shall conduct all official business in the office of Student Senate located in the Manzanita Building. Location exceptions shall occur during renovation, on-site meetings, etc.

Article 3: Authority

Section 1 - The authority of the organization and its officers as identified in the constitution is delegated by and subject to the procedures of Columbia College, policy of the Board of Trustees (Education Code, Article IV, Section 76060; Board of Trustees Policy 7015 and 5400 of the Yosemite Community College

District, and the Laws and Education and Administrative Code of the State of California).

Section 2 - Official activities of the ASCC and their Officers and Senators are subject to the advice of the Authorized Advisor.

Article 4: Membership Privileges

Section 1 - Active membership in the ASCC shall be granted to any student registered at Columbia College during the current semester.

Section 2 - All ASCC members shall be permitted to vote in official ASCC elections and be involved in club membership.

Article 5: Student Senate

Section 1 - The affairs of ASCC shall be conducted by a student government composed of the Student Senate, Executive Council and Inter-Club Council

A. The Student Senate shall consist of ten representatives to be elected at large.

B. Elected officers of the ASCC and any other position required in the Bylaws shall serve as the Executive Council.

C. The Inter-Club Council shall consist of the President of each active club on campus and shall be chaired by the ASCC Director of Club Affairs.

Section 2 - The officers of the ASCC shall be the President, Vice President, Treasurer, Secretary, Director of Activities, Director of Publicity, and the Director of Club Affairs. Chain of Command shall be established according to the aforementioned listing.

Section 3 - The Senators and Officers shall be elected by members of the ASCC (the student body of Columbia College) through a general, campus wide, election to be held once a year during the last month of the spring semester.

20.07 The President of ASCC shall fill all student positions on all college committees, task forces, etc. by September 15 and shall fill all student positions on college-wide committee within fourteen days of an opening occurring.

20.08 Students serving on college-wide committees must have a cumulative Grade Point Average of at least 2.0 and be currently enrolled in at least six (6) units at Columbia College during the term of office. The term of office shall be one academic year beginning in the Fall Semester and ending in with the conclusion of the Spring Semester or with the dissolution of said committee. The President of ASCC may approve up to three additional terms.

20.09 Student Appointments should reflect student equity and diversity and shall abide by the policies of their particular committee. Failure to do so may result in removal from office in accordance with the Constitution and by-laws of ASCC. The administrative representative of each committee shall be responsible for reporting any violation to the President of ASCC or the Director of Student Activities. The Student Representatives shall provide an oral or written report of committee activities, unless prohibited by law, to the Student Senate at least once a month.

20.10 The President of ASCC and Vice-President of ASCC shall be responsible for the maintenance of all records and papers pertaining to any aspect of the Shared Governance process

XXI. Quorum

21.01 A simple majority of the members of the Student Senate shall constitute a quorum. Quorum will automatically adjust in accordance with Section 10.07. The voting members present, unless prescribed otherwise, shall conduct all business.

21.02 Student Senate members shall be allowed to vote by proxy at their

Students to represent the student body.

XX. Shared Governance

- 20.01 The President of ASCC is responsible for ensuring the full participation of ASCC in the Shared Governance Process.
- 20.02 The President of ASCC shall consult with the President of Columbia College, or their appointed designee on all matters that will affect the students of Columbia College.
- 20.03 The President of ASCC shall notify the College President, District Chancellor, or designee, of his/her desire to consult whenever it is believed that changes in college or district policies and procedures will have an effect on students.
- 20.04 The President of ASCC shall meet with the College President and/or the District Chancellor whenever either the College or the District has expressed a desire or need to consult on any matter which may affect the students of Columbia College
- 20.05 District and/or College policies that affect students include, but are not limited to: a) grading policies, b) codes of student conduct, c) academic disciplinary procedures, d) curriculum development, e) the initiation or discontinuance of course(s) or programs, f) processes for Institutional planning and budget development, g) standards and policies regarding student preparation and success, h) Student Services planning and development, and i) student fees that are within the authority of the district to adopt and/or change.
- 20.06 An important aspect of student participation in Shared Governance is active participation of Student Representatives on all appropriate college committees, task forces, councils, etc. The President of ASCC and the Student Senate shall share the responsibility for ensuring full participation of students on all appropriate committees, task forces, etc.

Article 6: Term of Office

Section 1 - Term of office for Officers and Senators shall be one year. Terms shall begin July 1 and end June 30 of the next calendar year.

Article 7 : Meetings

Section 1 - All meetings of the Student Senate, Executive Council, Inter-Club Council, and the standing committees shall be open to ASCC members and held as prescribed in the Bylaws with the advisor or representative of the advisor in attendance.

Article 8: Bylaws

Section 1 - Provision for the establishment of Bylaws to this constitution is hereby authorized.

Section 2 - ASCC shall have the right to implement, within the Bylaws, any positions, Boards, and Committees seen fit by this organization for this organization, with a two-thirds (2/3) majority vote of the entire Student Senate.

Article 9: Amendments

Section 1 - Amendments to the constitution may be proposed by petition to the Student Senate by 10% of the membership of the ASCC, by a simple majority of the Student Senate, or by any member of the Executive Council.

Section 2 - Such proposed amendments shall be read in completed form at the first meeting of the Student Senate following their proposal. A referendum shall be held on the proposed amendment between fifteen and thirty school days following the formal reading.

**ASSOCIATED STUDENTS OF COLUMBIA COLLEGE
BYLAWS**

I. Legislative Authority

- 1.01 Legislative authority shall be vested in the Student Senate. Each member of the Student Senate shall have only one vote on each issue.
- 1.02 General supervision over all the ASCC activities shall rest with the Student Senate.
- 1.03 The Student Senate shall approve the ASCC budget by May 1 and all expenditures of ASCC funds that exceed \$50.00. The individual club may approve all expenditures under \$50.00.
- 1.04 The Student Senate shall approve all club charters.
- 1.05 The President of the Executive Council (ASCC President) shall be the presiding officer of the Student Senate.
- 1.06 The ASCC President shall serve as a voting delegate on the Student Senate for California Community Colleges (hereafter SSCCC) and shall serve as the liaison between the SSCCC and the ASCC.
- 1.07 The Student Senate shall have the power to make rules and regulations concerning ASCC, except amendments to the Constitution and Bylaws, which is the responsibility of the Executive Council. Any student of Columbia College shall, upon the sponsorship of a Student Senator, have the right to submit a rule or regulation to the Student Senate.
- 1.08 All agenda items must be submitted in writing to the presiding officer no later than 4:00 p.m. three (3) working days preceding the Student Senate

XVIII. Financial Matters

- 18.01 ASCC shall maintain a balanced annual budget. Exceptions: Investments in office equipment, capital improvements, and business enterprises, which will improve services or guarantee long range in creased revenue for ASCC.
- 18.02 All ASCC binding contracts shall be signed in accordance to District Procedure.

XIX. Student Representation Fee

- 19.100 The Student Representation Fee is collected by Columbia College at the time of student's registration and deposited in a separate fiduciary fund established per the California Community College's Budget and Accounting Manual. Students may opt to waive this fee for religious, political, financial, or moral reasons.

The Chief Fiscal Officer of Columbia College shall have custody of the money collected. The District may retain up to seven percent of the fees collected for administering the fees. (See Education Code Section 76060.5)
- 19.200 **Purpose of Student Representation Fee**
- 19.201 The Student Representation Fee shall be expended to provide for the support of governmental affair representatives who may be stating their positions and view points before district, city, and county governments, and before offices and agencies of the state and the federal governments. (See Education Code Section 76060.5)
- 19.202 Examples of appropriate use are: a) paying for trips and/or conferences in which students representation to governmental agencies is supported, b) paying subscription dues that directly increase the ability of the Associated Students to represent the student body, and c) purchase of equipment and materials which will increase the ability of the Associate

representative to the Board. Following a reasonable period of publicity, a two-week period will be provided for interested student to apply for appointment consideration. The screening/selection committee will review the applications and schedule not less than three, no more than five applicants for personal interviews. If the minimum number of applications identified above is not received, the selection will be made from those who apply. Selection of student representative at Columbia College shall be completed before the end of April.

- 16.05 General criteria for consideration include, but are not limited to the following: previous experience in student/community activities, ability to communicate effectively orally and in writing, motivation for service as a Student Board Member, the student's availability of time to serve.
- 16.06 If the student representative does not maintain grade, units, or residence qualification requirements, or he/she is absent from three Board meetings, he/she shall be removed from office with the option of an appeal process to the screening/selection committee.
- 16.07 If a vacancy occurs during the term of office, the screening/selection committee will be reconstituted and the entire application procedure repeated without necessarily considering previous applications.
- 16.08 The non-voting student representative shall serve a one-year term, which shall commence on May 15 and end on May 14 of the next calendar year.

XVII. CCCSAA Representatives

- 17.01 In compliance with SSSCC policy, the President of ASCC or his/her elected/appointed designee shall serve as the representative and shall act as chair of the Legislative Council and have the same rights and responsibilities as any Standing Committee Chairpersons.

- 1.09 Completed Student Senate agendas will be placed in Student Senate members' mailboxes thirty-six (36) hours preceding the next Student Senate meeting.
- 1.10 Two-thirds vote of the active Student Senate shall cause any proposal vetoed by the President of the ASCC to become effective.

II. Inter-Club Council

- 2.01 The Inter-Club Council shall be comprised of the President of each active ASCC Club on campus and will be chaired by the ASCC Director of Club Affairs.
- 2.02 Each active ASCC Clubs president shall be a member of the Inter-Club Council and shall only have one (1) vote on each issue and can only represent one (1) active ASCC Club at each Student Senate meeting.
- 2.03 The Director of Club Affairs shall keep all active ASCC Clubs informed of actions taken by the Student Senate and Executive Council.
- 2.04 The Inter-Club Council shall coordinate all club activities in cooperation with the Student Senate.

III. ASCC Senators

- 3.01 The ASCC Student Senate shall be comprised of no more than ten (10) Student Senators and shall be elected through a general election by ASCC members. All Student Senator vacancies may be filled at a Student Senate meeting by appointment of President of the ASCC and ratification vote of a majority of the Student Senate.
- 3.02 All ASCC Senators shall be members of the Student Senate and each Senator shall have one vote on each issue.
- 3.03 All ASCC Senators will advocate for the students they have been

elected to represent and in so doing shall bring forward issues to the Student Senate that have been voiced by the members of the ASCC.

- 3.04 ASCC Senators shall be responsible for planning, budgeting, implementing, coordinating, and evaluating all ASCC activities.
- 3.05 All ASCC Senators shall serve on one of the ASCC Standing Committees and one of the standing college-wide committees.
- 3.06 All ASCC Senators shall be eligible for reimbursement of expenditures incurred in the performance of ASCC related assignments, i.e. mileage, lodging, meals, etc.
- 3.07 All ASCC Senators shall be required to hold posted office hours to total approximately three (3) hours per week during which time they shall remain available to assist the members of the ASCC and the Student Senate however possible.
- 3.08 All ASCC Senators shall be required to complete a semester project, which will benefit the students of Columbia College or the community.
- 3.09 All ASCC Senators will be required to meet with the advisor on a bi-weekly basis in order to assure continued eligibility, discuss progress toward planned activities and to express any concerns with the Student Senate.

IV. Duties of Executive Council

- 4.01 Executive authority shall be vested in the President of ASCC.
- 4.02 The President, Vice President Treasurer, Secretary, Director of Activities, Director of Publicity and the Director of Club Affairs shall constitute the Executive Council.
- 4.03 The Executive Council shall hold final responsibility for representation and advocacy of members of the ASCC, in so doing shall be responsible for communicating concerns brought forth by the students of Columbia College and Student Senate to the Administration, Board

discussion of issues, with the following exceptions: a) the student representative shall not have the right or be afforded the opportunity to attend executive sessions of the Governing Board, nor receive materials related thereto, b) the student representative shall not be entitled to compensation, as prescribed by Education Code Section 72425, c) the student representative shall not be entitled to vote on matters being considered by the Board of Trustees.

- 16.03 The student representative shall meet all the following criteria for service on the Board of Trustees.
 - a) Be a legal resident of the YCCD at the time of application and during the time of service on the Board
 - b) Be enrolled in a minimum of twelve units during the semester or quarter of application and during each semester or quarter of service.
 - c). cumulative grade point average of 2.5 or more in at least twelve units completed at either Columbia College or Modesto Junior College prior to May 14 of the year of service on the Board.
 - d) In the absence of an established GPA based on prior academic work, the most recent midterm GPA or average of grades to date will be acceptable.
- 16.04 The selection of the student representative will alternate annually between Columbia College and Modesto Junior College according to the following procedure: A seven-member district wide screening/selection committee appointed by the incumbent student body president who will make the appointment. The committee will be comprised of three Columbia students and four Modesto students, one of whom, from each campus must be the student body president-elect. The Authorized Advisor for Student Activities from both campuses shall be an ex-officio member of this committee. The campus from which the representative will be selected shall publicize the need for a student

- 14.03 Reasons for removal from office shall be, but are not necessarily restricted to:
- a) Repeated conduct which is unbecoming of an individual holding an office.
 - b) In cases where conduct is the issue, due process shall be afforded the officer in question and an affirmative vote of a simple majority of the Student Senate members present shall be required to remove the person from office.
- 14.04 ASCC shall have inherent power to expel an Officer or Senator, if he/she does not maintain the minimum GPA and unit requirements
- 14.05 The Student Senate shall have the power to initiate penalty actions. The recommendation of the committee shall be accepted by a majority vote of the Student Senate.

XV. Judicial Matters

- 15.01 The Executive Council shall have the authority to create ad hoc hearing committees to review and resolve all judicial matters concerning ASCC unless matters require legal counsel.
- 15.02 All ad hoc committees shall be open to include representation from the Student Senate and students at large.

XVI. Student Trustee

- 16.01 In compliance with District Policy No. 7015, one non-voting student representative shall serve on the Yosemite Community College District Board of Trustees
- 16.02 The student representative shall be entitled to all privileges and rights provided elected members of the Board, including receiving of materials and participating in the questioning of witnesses and the

of Trustees, elected officials, or wherever such representation could be beneficial to the student body.

- 4.04 The Executive Council shall be responsible for planning, budgeting, implementing, coordinating, and evaluating the ASCC Executive Conferences.
- 4.05 The Executive Council shall ensure progress toward the completion of the organizational goals for that year.

V. ASCC Officers

- 5.01 The Officers of ASCC shall be the President, Vice President, Treasurer, Secretary, Director of Activities, Director of Publicity and the Director of Club Affairs and shall be elected through a general election by ASCC members and chain of command shall be established in the order listed above.
- 5.02 All ASCC Officer vacancies shall be filled within two regularly scheduled Student Senate meetings by appointment of the President of ASCC and ratification vote by a majority of the active Student Senate.
- 5.03 ASCC officers shall be eligible for reimbursement of expenditures incurred in the performance of ASCC related assignments, i.e. mileage, lodging, meals, etc.
- 5.04 All ASCC Officers shall meet with the advisor once a week in order to ensure continued eligibility, discuss progress toward planned activities and to express any concerns with the Student Senate.

5.100 President of ASCC

- 5.101 The President of ASCC shall serve as the Presiding Officer of the Executive Council and the Student Senate at all regular and special meetings and shall set the agenda for meetings at which he or she presides.

- 5.102 The President of ASCC shall be a non-voting member of the Student Senate, except when to break a tie.
- 5.103 The President of ASCC shall represent ASCC members at times and places where such representation is required, requested, and agreed upon. (i.e. traditional events, College Council, Facilities Committee, YCCD Board of Trustees meetings etc.)
- 5.104 The President of ASCC shall meet at least **once** a month with the President of the college/Dean of Students to discuss any issues with the Student Senate.
- 5.105 The President of ASCC shall prepare and present reports on ASCC activities at the YCCD Board of Trustees. The President must be in attendance at all the YCCD Board of Trustee meeting held at Columbia College each semester and at least two (2) held in Modesto each semester. When not in attendance the ASCC President shall prepare a written statement as to current ASCC events and activities to be presented to the YCCD Board of Trustees by the College President or representative
- 5.106 The President of ASCC shall assume the duties of the Vice-President, Treasurer, Secretary, Director of Activities, Director of Publicity or Director of Club Affairs in the event of vacancy of position.
- 5.107 The President of ASCC shall enforce and maintain the ASCC Constitution and Bylaws.
- 5.108 All ASCC office vacancies shall be filled within two regularly scheduled Student Senate meetings by appointment of President of ASCC and ratification vote of a majority of the Student Senate.
- 5.109 The President of ASCC shall appoint all student members to all ASCC standing committees, standing college wide committees, and college ad hoc committees when requested and shall be responsible for ensuring the full participation of students that they appoint. In the event of a

space for a write in candidate.

- 12.06 Elections for the Officers and Senators shall be held on Monday and Tuesday by the end of the month of April. All elections of office holders shall be for service the following year.
- 12.07 The elections process is subject to approval by the advisor.

XIII. Initiative, Referendum, and Recall

- 13.01 ASCC shall have the power to initiate legislation by means of a petition signed by 10% of the membership. Said petition shall be presented to the President of the ASCC who shall call a special election not later than fifteen school days after such a petition has been filed. A majority of those voting shall be sufficient to pass such legislation
- 13.02 A legislative proposal originating in the Student Senate may be submitted to the membership of their decision when seven voting members vote to refer such legislation. In such cases the President of ASCC shall call a special election within fifteen days of the Student Senates action to refer, unless the proposal states that a vote shall be delayed until the next general election.

XIV. Discipline and Expulsion

- 14.01 The ASCC and the President of the ASCC shall have the right to censure or remove from office any Officer, Senator, or Committee member of the organization for valid cause, said disciplinary action will be subject to a ratification vote by a simple majority of the Student Senate.
- 14.02 An Officer, Senator, or committee member can be censured or removed from office because of his/her violation of duty of the organization, a breach of a fundamental rule or principle of the organization, or for any violation stated in the bylaws as a ground for censure or removal.

charging a fee at events.

- d) ASCC will consider funding loan requests with the understanding that loans will be repayable within a one year period. Loan extensions must be submitted to the Director of Clubs Affairs, the business and finance committee and the Student Senate and filed by the first day of the tenth month of the loan. Quarterly reports must be given.
- e) Funding renewals will be considered based on the availability of funds and a club's past performance in regards to the Club Development Fund.
- f) For further funding, a club may apply for a grant/loan from the Club Development Fund.

XII. Elections

- 12.01 The Election/Nomination Committee shall be composed of the members of the Political Development Committee.
- 12.02 The Election/Nomination Committee shall set dates, times, and places of all elections no later than four weeks in advance, publicize all matters pertaining to the elections, ensure a nominating period of not less than ten school days, receive and approve all applications of candidacy and present a list of candidates at least two weeks prior to elections.
- 12.03 All prospective candidates must meet all guidelines set by the Election/Nomination Committee and if they are running a write in campaign they will need a minimum of 25 votes.
- 12.04 The Election/Nomination Ad hoc Committee shall nominate eligible candidates if the number of approved candidates is less than two for any ASCC Officer position and if the number of approved candidates of Senate is ten or less.
- 12.05 Should the Election/Nomination Committee, after a reasonable effort, be unable to nominate a sufficient number of candidates for an election, those candidates approved shall be listed on the ballot along with a

vacancy in the Student Senate the President of the ASCC shall appoint a qualified applicant to said vacancy. The President shall maintain the authority to dismiss members of the Student Senate for valid cause under articles XIV (14.01-14.05) of this document. All Student Senate positions shall be filled by September 15th or within fourteen days of an opening occurring.

- 5.111 The President of ASCC shall have the right to veto legislation by submitting a written statement of his/her objection to the Student Senate by the next regular meeting following passage of the legislation.
- 5.112 The President of ASCC may be a signature on all expenditures of ASCC funds.
- 5.113 The President of ASCC shall prepare an end of the semester report on the activities of the Executive Council.
- 5.114 The President of ASCC shall be required to hold posted office hours to total three (3) hours per week.
- 5.115 The President of ASCC or their appointed designee shall serve as the SSSCC representative and voting delegate at SSSCC conferences
- 5.116 The President of ASCC shall ensure the full participation of ASCC in the Shared Governance Process and shall be ultimately responsible for the maintenance of all records and paper pertaining to the shared governance process.
- 5.117 The ASCC President shall perform any additional duties as may be required.

5.200 Vice President of the ASCC

- 5.201 The Vice President of ASCC shall be a voting member of the Student Senate.

- 5.202 The Vice President of ASCC shall represent the Student Senate at times and places where such representation is required
- 5.203 The Vice President of ASCC shall make recommendations to the President of the ASCC for Student Senate office positions and representatives on all committees.
- 5.204 The Vice President of ASCC shall preside over meetings and assume all responsibilities and authority of the President of ASCC in his or her absence and will become President of ASCC should the President of ASCC resign or is unable to remain in office.
- 5.205 The Vice President of ASCC shall prepare and present reports on the Student Senate activities at Executive Council meetings.
- 5.206 The Vice President of ASCC shall be responsible for overseeing the ASCC Constitution and Bylaws and to see that they meet the needs of the organization.
- 5.207 The Vice President of the ASCC shall meet once a week with each member of the Executive Council in order to ensure that the requirements of each position are being fulfilled satisfactorily. The Vice President will meet weekly with the President of the ASCC in order to report any issues with the Executive Council/Student Senate.
- 5.208 The Vice President of the ASCC shall serve on the College Council and in so doing shall assist the President in the formulation of reports both to and from the College Council.
- 5.209 The Vice President of ASCC shall be required to hold posted office hours to total three (3) hours per week.
- 5.210 The ASCC Vice President shall perform any additional duties as may be required.

- 11.302 Funding priority will be given to projects that further the following aims of ASCC:
 - a) Promote the formation, growth, strengthening and purpose of campus clubs as established by club constitutions and defined by present club memberships.
 - b) Promote social and cultural activity through entertainment and recreation for the general student body by encouraging involvement in activities such as dances, concerts, college hours, film series, field trips, cultural programs, etc.
 - c) Promote general awareness and positive interaction between ASCC, clubs, staff, faculty, administration and community throughout public forums, open houses, handbook, newsletter, publications, bulletins, etc, and d) heighten the political awareness and promote political activity of the general student body especially regarding issues which directly impact on students. (i.e. debates, forums, leadership training, voter registration drives, etc.)
- 11.303 Clubs interested in submitting a request for funding must be clubs in good standing. (i.e. timely re-chartering, consistent representation at Student Senate meetings)

11.400 Funding Policy

- 11.401 Club Development Funds will be awarded and accounted for in accordance to the following policies:
 - a) All newly chartered clubs shall be eligible to receive up to two hundred dollar (\$200) seed money allocation. Said monies shall be used only for promotional items such as printing costs, transportation expenses and raw materials.
 - b) ASCC will consider funding in the form of either a grant or loan. A club may request and be eligible for either a grant or loan or both at the same time.
 - c) It should be noted that ASCC funding does not preclude clubs from

-Club Council and have club funds frozen. If an expelled club wishes to reinstate within the year, they may appeal the decision of their expulsion to the Student Senate.

- 10.08 If the expelled club or inactive club does not reinstate within two semesters, club funds shall be automatically absorbed into ASCC Club Development fund.
- 10.09 To reform, a club must resubmit the club's constitution and request for chartering to be screened and recommended upon by the Director of Club Affairs.
- 10.10 All club officers must maintain at least a 2.0 cumulative GPA while in office.

XI. Club Development Fund

11.00 Purpose

- 11.01 The Associated Students have established a Club Development Fund to provide financial support to chartered campus clubs interested in promoting extracurricular activities for the benefit and well-being of the student body, staff, and community served by Columbia College.

11.200 Rationale

- 11.201 The Club Development Fund will help stimulate and cultivate the formation, growth and strengthening of diversity oriented clubs as well as the organizational structure of the Inter-Club Council.

11.300 Funding Criteria

- 11.301 Activities financed by the Club Development Fund must be extracurricular and available to students and/or community.

5.300 Treasurer

- 5.301 The Treasurer shall serve as the Presiding Officer of the Business and Finance Committee at all regular meetings and shall prepare the agenda for the meetings at which he or she presides.
- 5.302 The Treasurer shall serve as a voting member of the Student Senate.
- 5.303 The Treasurer shall represent the Business and Finance Committee at times and places where such representation is required and shall prepare a Business and Finance Committee activity report each semester.
- 5.304 The Treasurer shall prepare and present weekly reports of Business and Finance Committee activities and current status of the ASCC budget to the Student Senate and Executive Council and shall be responsible for maintaining current records of all ASCC budget line items.
- 5.305 The Treasurer shall be required to hold posted office hours to total three (3) hours per week during which time he/she shall be available to advance the business/finance concerns of the Student Senate, including but not limited to: spearheading all ASCC fundraising activities, recruiting vendors for the Activity Sticker Discount Program (ASDP), processing all proceeds from ASCC fundraising activities, ensuring prompt payment of incurred expenses, monitoring of and preparing reports on the balances and recent transactions for each Student Senate account.
- 5.306 The Treasurer may be a signature on all expenditures of ASCC funds.
- 5.307 The Treasurer shall attend all College Council meetings, and shall meet once a month with the chief fiduciary officer of the college for the purpose of developing a strategic financial plan and budget for the Student Senate.
- 5.308 The ASCC Treasurer shall perform any additional duties as may be

required.

5.400 Secretary

- 5.401 The Secretary of ASCC shall serve as a member of the Student Senate, and shall take notes of business transactions and transcribe minutes at Student Senate meetings and distribute minutes to all appropriate persons.
- 5.402 The Secretary shall be a voting member of the Student Senate.
- 5.403 The Secretary of ASCC shall maintain supplies for correspondence and shall be responsible for all documents pertaining to ASCC and in so doing shall maintain chronological records of both the Student Senate agendas and record of minutes.
- 5.404 The Secretary of ASCC shall disburse mail into appropriate mailboxes at least three (3) times a week.
- 5.405 The Secretary of ASCC shall prepare the typewritten agenda for Student Senate meetings. The agenda shall be posted in a public place at least 72 hours before the meeting is to take place
- 5.406 The Secretary of ASCC shall be required to hold posted office hours to total three (3) hours per week.
- 5.407 The Secretary shall perform any additional duties as may be required.

5.500 Director of Activities

- 5.501 The Director of Activities shall represent ASCC members at times and places where such representation is required.
- 5.502 The Director of Activities shall serve as the Presiding Officer of the vents Committee at all regular meetings and shall prepare the agenda or the meetings at which he or she presides.

- 9.09 The Treasurer or President of ASCC may call special meetings of the Business and Finance Committee.
- 9.10 Special meetings may be called by the Advisor.

X. Clubs

- 10.01 To be considered an active ASCC Club, an organization must have a minimum of seven (7) currently enrolled Columbia College students. These ASCC members shall be designated as active members, and their names entered on the club's roster.
- 10.02 Each active ASCC Club shall have at least one college-wide project per year. (i.e., a dinner, dance, cultural event, or workshop), and shall have at least one community service project per year.
- 10.03 The Director of Club Affairs shall conduct preliminary screening and forward recommendations to the Student Senate regarding club charters. The Student Senate shall have final approval of all club charters.
- 10.04 Applications for club charters must be complete and turned into the Director of Club Affairs, containing a club roster and constitution. The club advisor and club officers will participate in an ASCC sponsored workshop when chartering or re-chartering their club as per the Director of Club Affairs requirement.
- 10.05 The Student Senate shall approve all requests from the Club Development Fund by all active ASCC Clubs.
- 10.06 The Director of Club Affairs shall be responsible for monitoring the attendance and activity of Club representatives and their respective club.
- 10.07 Any club that does not have representation at three regular Student Senate meetings per semester shall automatically be expelled from Inter

approval of the Executive Officers with final approval from the Advisor.

- 8.02 All Executive Officers shall be eligible for a stipend. The stipends are as follows: ASCC President shall be eligible for a \$100 stipend at the end of one full semester served, ASCC Vice Presidents, and all other Officers shall be eligible for a \$75 stipend at the end of one full semester served. The stipend allocation of each Officer is subject to approval of the Advisor.

IX. Meetings

- 9.01 The meetings of the Inter-Club Council/Student Senate, the Executive Council, Business and Finance Committee, and the ASCC Standing Committees, shall be held according to the following schedule:
- 9.02 The Student Senate shall hold regular, weekly meetings, at the day and time agreed upon by current members of Student Senate.
- 9.03 The Executive Council shall hold regular weekly meetings at the day and time agreed upon by current members of the Executive Council.
- 9.04 The Business and Finance Committee shall hold regular bi-weekly meetings.
- 9.05 The ASCC Standing Committees shall hold regular meetings at a time and place agreed upon by the members of the Standing Committees.
- 9.06 The Vice-President or President of ASCC may call special meetings of the Student Senate.
- 9.07 Special meetings of the Inter-Club Council may be called by The Director of Clubs Affairs or President of ASCC.
- 9.08 The Committee Chairperson or President of ASCC may call special meetings of an ASCC Standing Committee.

- 5.503 The Director of Activities shall be a voting member of the Student Senate.

- 5.504 The Director of Activities shall oversee all planning of ASCC sponsored activities and events.

- 5.505 The Director of Activities shall ensure that Activities packets for all activities be turned in to the Student Senate Advisor promptly following approval from the Student Senate.

- 5.506 The Director of Activities shall be required to hold posted office hours to total three (3) hours per week.

- 5.507 The Director of Activities shall perform any additional duties as may be required.

5.600 Director of Publicity

- 5.601 The Director of Publicity shall be a voting member of the Student Senate.

- 5.602 The Director of Publicity will market all ASCC Activities in coordination with the Student Senate.

- 5.603 The Director of Publicity will develop marketing plans and promote all ASCC Activities.

- 5.604 The Director of Publicity shall be responsible for the monthly publication of, and act as the editor-in-chief for, the Student Senate newsletter (to date; ASCC News). The periodical will provide an informative, campus wide record to the student body and administration with synopses of Student Senate activities and appropriate educational information/articles, and shall be subject to the approval of the advisor.

- 5.605 The Director of Publicity shall be responsible for the maintenance

and presentation of the Student Senate section of the Columbia College website, subject to the approval of the advisor and the ASCC President.

5.606 The Director of Publicity shall maintain all bulletin boards on campus and in so doing shall ensure that all posted materials are approved and expired materials are removed.

5.607 The Director of Publicity shall be required to hold posted office hours to total three (3) hours per week.

5.608 The Director of Publicity shall perform any additional duties as may be required.

5.700 Director of Club Affairs

5.701 The Director of Club Affairs shall be a voting member of the Student Senate.

5.702 The Director of Club Affairs shall represent the Inter-Club Council at times and places where such representation is required.

5.703 The Director of Club Affairs shall make recommendations to the President of ASCC for Inter-Club Council representatives on all committees.

5.704 The Director of Club Affairs shall ensure that all club activities of the Inter-Club Council will be developed, implemented, and coordinated in cooperation with the ASCC, prepare and present reports at the Student Senate meetings on active ASCC Club activities and prepare an Inter-Club Council activity report each semester.

5.705 The Director of Club Affairs shall post all club accounts to each club by the first of every month.

VII. Office Requirements

7.01 All Senators and Standing Committee Chairs shall be members of the ASCC and will have received course credit for a minimum of nine (9) units the semester before, and during his or her term of office with a minimum of a 2.0 cumulative GPA. New students will not be held to the nine (9) units requirement prior to taking office if the Executive Council or the advisor waives these requirements. A 2.0 semester GPA must be maintained during the entire term of office.

7.02 The President of ASCC, Vice President, Treasurer, Secretary, Director of Activities, Director of Publicity, and Director of Club Affairs shall be members of the ASCC. They will have received course credit for a minimum of nine (9) units the semester before, and be enrolled in nine (9) units during his or her term of office with a minimum of a 2.0 cumulative GPA. A 2.0 semester GPA must be maintained during the entire term of office

7.03 The Advisor will review eligibility requirements at the beginning and end of each semester. Senators, Officers, and Standing Committee Chairs not maintaining the minimum GPA or units will be dismissed from office

7.04 All members of the Student Senate must complete one course of Guidance 115 within one academic year of taking office. The advisor may waive this requirement if it can be proven to cause undue hardship.

7.05: **Unit Requirement Waiver:** “In the case of extenuating circumstances (i.e. extensive experience/ knowledge base or undue hardship) the Authorized Advisor may waive the nine (9) unit requirement for the position of Senators or Executive Officers. There shall be an ultimate minimum requirement of at least six (6) units which cannot be circumvented without further change to the constitution.”

VIII. ASCC Stipend

8.01 All Senators shall be eligible for a \$50 stipend at the end of one full semester served. The stipend allocation of each Senator is subject to

designee.

- 6.303 The Political Development Committee shall plan, implement, and coordinate student voter registration drives, political forums for candidates and issues, conduct studies on current campus issues through surveys, polls, or other information gathering techniques and make recommendations to the Student Senate, serve as the Elections/Nominations Committee, and perform such other assignments as delegated by the Student Senate.
- 6.304 The Political Development Committee shall review all legislative proposals and submit recommendations to the Student Senate and shall be the chief lobbying team for ASCC.

6.400 Events Committee

- 6.401 The composition of the Events Committee shall consist of two Student Senate representatives, two Student Commissioners, and shall be chaired by The ASCC Director of Activities.
- 6.402 The Events Committee shall be responsible for planning, budgeting, coordinating, implementing, and evaluating all ASCC activities.
- 6.403 The Events Committee shall be responsible for bringing all events such as: lectures, annual events, cultural events, films, field trips, comedians, concerts, dances, college hour bands, and performing art entertainment on campus sponsored by the ASCC.
- 6.404 The Events Committee shall prepare and present, by the first April meeting of the Student Senate, an events calendar for the next year, prepare and present, by the first April meeting of the Business and Finance Committee, a projected budget for the next year, and perform such other assignments as assigned by the Student Senate.

- 5.706 The Director of Club Affairs shall be required to hold posted office hours to total three (3) hours per week, during which time he/she will be available to assist any member of the ASCC with the formation of clubs, assist any club member with the coordination of club events, and assist the Student Senate however possible.
- 5.707 The Director of Club Affairs shall perform any additional duties as may be required.

5.800 Advisor

- 5.801 The Advisor shall attend or have representation at all Student Senate and Executive Council meetings.
- 5.802 The Advisor shall sign all financial transactions and all contract dealings with the ASCC and Student Senate.
- 5.803 The Advisor shall have the power to call special meetings under extraordinary circumstances.
- 5.804 The Advisor shall attend or have representation at all ASCC sponsored events.
- 5.805 The Advisor shall have the power to dismiss from office any individual not meeting eligibility requirements.

VI. Standing Committees

- 6.01 The ASCC Standing Committee shall function hereafter as advisory committees to Student Senate.
- 6.02 All ASCC Standing Committee Chairs shall be members of the Student Senate.

- 16.03 Student Commissioners are Columbia College students at large and will apply directly to the President of ASCC and Executive Council. The President of ASCC will make all appointments. Committee Chairpersons may make recommendations.
- 6.04 The President of ASCC shall have the power to select the chairs of all Standing Committees.
- 6.05 Each committee's actions and recommendations shall be submitted to the Student Senate for consideration and approval.

6.100 Chairpersons

- 6.101 The Chairperson of the ASCC Standing Committee shall serve as the presiding officer of their respective committee at all regular and special meetings and shall prepare the agenda for meetings at which he or she presides. The agenda shall be posted in a public place at least 72 hours before the meeting is to take place.
- 6.102 The Chairperson of the ASCC Standing Committees shall represent the committee at Inter-Club Council/Student Senate and Executive Council meetings prepare and present weekly reports to the Inter-Club Council/Student Senate and Executive Council on committee activity and shall prepare a committee report at the end of each semester.
- 6.103 The Chairperson of the ASCC Standing Committee shall have the final approval or disapproval of all appointments to their committee and shall be required to keep all documents on their committee. The chair person shall be eligible for reimbursement of expenditures incurred in the performance of ASCC related assignments. (i.e. mileage, lodging, meals, etc.)
- 6.104 The Chairperson of the ASCC Standing Committees shall be required to hold posted office hours to total three (3) hours per week.

6.200 Business and Finance Committee:

- 6.201 The composition of the Business and Finance Committee shall consist of two Student Senate representatives, the President of ASCC and will be chaired by ASCC Treasurer.
- 6.202 The Business and Finance Committee shall, to the best of its ability, prepare and submit the annual (line itemized) ASCC budget for the Student Senate by May 1.
- 6.203 The Business and Finance Committee shall maintain supervision over the ASCC budget and its financial affairs and ensure that ASCC exercises the maximum legal control of all ASCC funds, expenditures, and investments.
- 6.204 The Business and Finance Committee shall prepare and present to the Student Senate the most current information regarding the state of the finances of the Student Senate.
- 6.205 The Business and Finance Committee shall report to the Student Senate at least once a month and advise the Student Senate on all proposals or requests and the Finance Committee shall obtain the ASCC fiscal reports from the Business Office for each reporting period and make recommendations to the President of ASCC regarding all ASCC funds.
- 6.206 The Business and Finance Committee shall plan, implement, and evaluate fund raising activities, conduct feasibility studies regarding ASCC owned and operated enterprises, evaluate existing revenue generating programs and make recommendations for improvement, and perform such other assignments as delegated by the Student Senate.

6.300 Political Development Committee

- 6.301 The composition of the Political Development Committee shall consist of one Student Senate representative, two Student Commissioners, and shall be chaired by the Vice President of the Student Senate or a