

**THE BY-LAWS
OF THE CONSTITUTION
OF THE ASSOCIATED STUDENTS
OF CHAFFEY COMMUNITY COLLEGE**

Ratified July 7, 2003

**ARTICLE I
THE ASSOCIATED STUDENTS OF CHAFFEY COLLEGE**

Section i: The governing body of this organization shall be known as the Associated Students of Chaffey College, further in this document known as ASCC.

Section ii: The official mascot of the ASCC is the Black Panther and the official colors of the ASCC shall be red, white, and black.

**ARTICLE II
MEMBERSHIP**

Section i: Membership in the ASCC shall be granted as stipulated in Article II. of the Constitution and Article XV., Section i of the By-Laws.

**ARTICLE III
OFFICERS OF THE ASCC**

Section i: Elected or appointed officers to this organization must be in good standing, as certified by the college registrar and have other qualifications as stipulated in Article II., Section i of the Constitution at the time of their nomination or appointment.

Section ii: Elected officers to the ASCC shall follow the procedures during the Electoral Process stipulated in Articles XIII. and XIV. of the By-Laws and the procedures set forth by the Election Committee.

Section iii: All officers of the ASCC upon their election or appointment shall take the following oath:

“I (state name) do solemnly swear (or affirm) that I will execute the duties of the office of (name of office) to the best of my abilities, in accordance with the ASCC Constitution, By-Laws, policies and procedures, in the best interest of the Associated Students of Chaffey College.”

Section iv: Membership in ASCC will immediately terminate upon the member’s withdrawal, or dismissal from Chaffey College, or upon a member’s completed units below 9.0 during the member’s service or upon a member’s cumulative grade point average (GPA) refer to article XII

Section v: The Director of Student Activities will determine eligibility based on the constitutional directives of all prospective new officers.

**ARTICLE IV
DUTIES AND RESPONSIBILITIES OF
THE ASCC OFFICERS AND FACULTY ADVISOR**

Section i: The *President/Student Trustee* shall:

- A. Serve as Chief Executive of the ASCC.
- B. Preside over the Campus Council.
- C. Execute voting privileges, only in the case of a tie.
- D. Be an ex-officio member of all boards, committees, and subsidiary units.
- E. Exercise the right to veto a line item and/or any action of the Campus Council.
A Presidential veto can be overridden by a two-thirds (2/3) vote of the Senate.
- F. Represent ASCC at the Board of Trustees meeting and report student activities to the Board beginning June 1 of each year.
- G. Recommend appointments of ASCC members and/or students-at-large to serve on campus-wide committees.
- H. Represents the student body at various administrative and campus functions.
- I. Submit a typed report at each Campus Council meeting twenty-four (24) hours prior to the scheduled time of the meeting.
- J. Keep the Director of Student Activities, Faculty Advisor, and Vice-President of Student Services informed in advance of scheduled meetings of all ASCC activities. Additionally, the aforementioned individuals shall be informed of any items or areas for discussion forty-eight (48) hours prior to the monthly governing board meetings.
- K. Must attend the Fall Leadership Retreat and a Leadership Conference in the spring semester, if funding permits.
- L. Attend all meetings and any events sponsored by ASCC.

Section ii: The *Vice-President of Administration* shall:

- A. Serve as Chief Executive in the absence of the President.
- B. Preside over the Senate.
- C. Serve as voting member of the Campus Council and exercise voting privileges in the Senate, only in the case of a tie.
- D. Chair and assume the responsibilities of the Lecture Committee to ensure timely and efficient presentations.
- E. Keep a record including an accurate attendance of all officers and Senators at ASCC functions. At the end of each semester, a list will be submitted to the Faculty Advisor, Student Activities Director, and ASCC President/Student Trustee
- F. Assume such other duties as assigned by the President/Student Trustee.
- G. Submit a typed report at each Campus Council and/or Senate meeting, whether they are held jointly or separately, twenty-four (24) hours prior to the scheduled time of the meeting.
- H. Must attend the Fall Leadership Retreat and a Leadership Conference in the spring semester, if funding permits.
- I. Attend all meetings and any events sponsored by ASCC.

Section iii: The *President Pro-Tempore* of the Senate shall:

- A. Serve as Chief Executive in the absence of the President and Vice-President of Administration.
- B. Act as President of the Senate in the absence of the Vice-President of Administration.
- C. Serve as voting member of the Campus Council.
- D. Be chosen from among Senators.
- E. Assume other duties as assigned by the President.

- F. Submit a typed report at each Campus Council and/or Senate meeting twenty-four (24) hours prior to the scheduled time of the meeting.
- G. Must attend the Fall Leadership Retreat and a Leadership Conference in the spring semester, if funding permits.
- H. Attend all meetings and any events sponsored by ASCC.

Section iv: The *Commissioner of Activities* shall:

- A. Serve as Chief Executive in the absence of the President/Student Trustee, Vice-President of Administration, and President Pro-Tempore.
- B. Chair and assume the responsibilities of the Activities Committee.
- C. Serve as voting member of the Campus Council.
- D. Coordinate all publicity for activities.
- E. Interact with the Lecture Committee, Commissioner of Inter-Club Council (ICC), and clubs for special ASCC events.
- F. Assume such other duties as assigned by the President.
- G. Submit a typed report at each Campus Council meeting twenty-four (24) hours prior to the scheduled time of the meeting.
- H. Must attend the Fall Leadership Retreat and a Leadership Conference in the spring semester, if funding permits.
- I. Attend all meetings and any events sponsored by ASCC.

Section v: The *Commissioner of Inter-Club Council* shall:

- A. Preside over Inter-Club Council and exercise voting privileges, only in the case of a tie.
- B. Maintain accurate records of all campus club activities; ensure tracking of top club competition.
- C. Serve as voting member of the Campus Council.
- D. Interact with the Commissioner of Activities and clubs for special ASCC events.
- E. Shall not be a member of any campus club other than the ASCC.
- F. Assume such other duties as assigned by the President/Student Trustee.
- G. Submit a typed report at each Campus Council meeting twenty-four (24) hours prior to the scheduled time of the meeting.
- H. Must attend the Fall Leadership Retreat and a Leadership Conference in the spring semester, if funding permits.
- I. Attend all meetings and any events sponsored by ASCC.

Section vi: The twelve (12) *Senators* shall:

- A. Adhere to “The Duties of a Senator” as stipulated in Article V., of the By-Laws.
- B. Serve as voting member of the Campus Council, excluding the Executive Board.
- C. Assume such other duties as assigned by the President/Student Trustee and Vice-President of Administration.
- D. Submit a typed report at each Campus Council and/or Senate meeting, whether they are held joint or separately, twenty-four (24) hours prior to the scheduled time of the meeting.
- E. Must attend the Fall Leadership Retreat and a Leadership Conference in the spring semester, if funding permits.
- F. Attend all meetings and any events sponsored by ASCC.

Section vii: The *Faculty Advisor* shall:

- A. Assume all duties of a Parliamentarian.
- B. Maintain eligibility on all members throughout the semester. Advise, in writing, any

- ineligible member of loss of academic status.
- C. Serve in an advisory capacity to the Campus Council.
- D. Must attend the Fall Leadership Retreat and a Leadership Conference in the spring semester, if funding permits.
- E. Attend all meetings and any events sponsored by ASCC.
- F. Commit to a minimum of four (4) hours of office work for student government activities on a weekly basis.
- G. Submit a typed report at each Campus Council and/or Senate meeting, whether they are held jointly or separately, twenty-four (24) hours prior to the scheduled time of the meeting.
- H. Selection of the Faculty Advisor:
 - (1) Advertisement of position flown by the office of Human Resources.
 - (2) During the spring semester, the Student Activities Director recommends one or more full-time faculty members.
 - (3) The Campus Council interviews the qualified candidate(s) and recommends candidates for the Faculty Advisor for the following academic year
 - (4) The Director of Student Activities and the Vice-President of Student Services give the final approval by writing a letter of appointment to the Faculty Advisor designee.
 - (5) The appointment is valid for one (1) year only; however, there is no term limits imposed on the Faculty Advisor position.

Section viii: Terms of Office

- A. All officers elected and/or appointed to ASCC shall refer to Article XVIII., Section i of the By-Laws.
- B. Elected officers shall take office on July 1 (except for President/Student Trustee who ascends June 1) of each calendar year with exception of President/Student Trustee who will be at the June Governing Board meeting.
- C. Appointed officers shall serve from the time they are appointed and conclude on June 15 including the Student Body President/Student Trustee whose term ends June 15. Upon majority approval of the Campus Council the ASCC President, Faculty Advisor or other college-designated official shall swear in these officers.

Section ix: Vacancies in Office

- A. Vacancies shall be filled based on the same criteria stated in the constitution, a student in good standing at Chaffey College as stipulated in Article III., Sections i, ii, iii, iv and Article XV., Section i and ii of the By-Laws, upon approval of the Campus Council.
- B. No officer may hold more than one office.

**ARTICLE V
DUTIES OF A SENATOR**

Section i: Basic

- A. Represent ASCC with the utmost integrity.
- B. Listen to the concerns of your constituents and act accordingly.
- C. Check your phone messages and mailbox at least every other day.
- D. Read and understand the Constitution, By-Laws, and Parliamentary Procedures.

Section ii: Campus Council and/or Senate Meetings

- A. Be on time.
- B. Have previously researched all bills to discuss and vote on.

- C. Be prepared to state any concerns one may have.
- D. Have financial reports at hand; always be aware of the financial status.
- E. Submit a typed report twenty-four (24) hours prior to the scheduled time of the meeting(s).

Section iii: School (i.e. Business and Applied Technology) Representation

- A. Introduce yourself to the Dean, Faculty, and Staff of your School.
- B. Request permission to attend their faculty meeting(s).
- C. At all meetings, introduce yourself as the Senator of the School you represent.
- D. Establish a good relationship with your School to help you become a strong liaison between your School and ASCC.
- E. Ask your School to keep you informed of any events within the School and in return inform your School of all ASCC events by maintaining a bulletin board with current agendas, minutes, activity schedules, and anything else ASCC and Student Activities sends out.
- F. Remember!! Keep communication with your School, whether in person, phone, or email on a weekly basis.

Section iv: Office of Student Activities

- A. Arrange a minimum of two (2) hours a week of volunteer office time. This time is not to be spent in the government office. This time is to do duties as assigned by the Student Activities Staff.
- B. Every activity needs workers, some more than others, so check with the Commissioner of Activities and the Director of Student Activities to see where you can be of most help.

ARTICLE VI DERELICTION OF DUTIES

Section i: To ensure an efficient governing body, the following is a course of action for the removal of any member of ASCC who fails to perform all the duties assigned and who demonstrates unacceptable behavior(s) that go against campus wide policies. Specifically, the Chaffey College Discipline Policy may be applied to any behavior exhibited in informal/formal ASCC discussions.

- A. At any time that a member of ASCC is seen to express unacceptable behavior(s) that includes, but not limited to, undermining and/or attacking the integrity of ASCC shall be brought to the attention of the President or Vice-President who may institute an investigation into the allegations brought against said member. Should said member be guilty of the charges brought forth, then the findings of the investigation shall be presented to the Executive Board who shall ask the member to resign. If the member refuses to resign, then the member shall be expelled with a two-thirds (2/3) vote of the Campus Council. All decisions are final.

Section ii: The Faculty Advisor, Director of Student Activities, and Vice-President of Student Services shall be notified of any investigations undertaken. All investigations shall be complete and thorough.

ARTICLE VII CAMPUS COUNCIL

Section i: The Campus Council shall consist of the Executive Board and the Senate as stipulated in Article V. of the Constitution.

Section ii: Members

- A. Refer to Article V., Section iv, v, and vi of the Constitution.

Section iii: Meetings

- A. The Campus Council shall meet weekly during the academic year (excluding: The first week of classes, holidays, weekends, and in the week of finals) as seating permits. In accordance with a schedule adopted by the Campus Council. Meetings shall take place on the main campus and be open to the student body. All agendas shall be posted forty-eight (48) hours in advance.
- B. The Executive Board shall meet at least once a month or as agreed upon by the members.
- C. The Senate meets under the discretion of the Vice-President on an as needed basis.
- D. The Faculty Advisor and the Director of Student Activities shall be present at all meetings to conduct business.

Section iv: Special Meetings

- A. Meetings shall be called by the President, providing it is in writing and posted. All ASCC officers must be notified. In addition, the Faculty Advisor and the Director of Student Activities shall be in attendance to conduct business.

**ARTICLE VIII
ADMINISTRATIVE BODY**

Section i: Name

- A. The name of the Administrative Body of this organization shall be known as the Executive Board.

Section ii: Purpose

- A. The purpose and responsibility of the Executive Board shall be to maintain the credibility of the ASCC by integrating the efforts of all ASCC.

Section iii: Meetings

- A. Meetings shall be held a minimum of twice monthly.

Section iv: Membership

- A. Acting members of the Executive Board shall be the President/Student Trustee, Vice-President, President Pro-Tempore, Commissioner of Activities, and Commissioner of Inter-Club Council. The Faculty Advisor and/or Director of Student Activities shall be present to conduct business.
- B. Members of the Executive Board shall not be officers in any campus club other than ASCC.

Section v: Minutes

- A. Records of the written minutes shall be kept.

**ARTICLE IX
LEGISLATION**

Section i: As a student representative, one may become aware of a need, either for a particular program, service, equipment or legislation to help students. One shall discuss the need

with the Faculty Advisor and Director of Student Activities to determine if fulfilling the need is within the scope and ability of ASCC.

Section ii: If money is involved, one should consult with the Director/Program Assistant. The legislation process takes two (2) weeks to process and will follow the proceeding pattern.

Section iii: The Program Assistant will draft the bill(s), and then introduce the bill(s) at the next Senate and/or Campus Council meeting:

- After the bill(s) is introduced, ASCC members are expected to take the following week to read, research, and discuss the bill(s) with their constituents and each other. Questions regarding the content of the bill(s) should be directed toward the author and/or Program Assistant/Director.
- At the subsequent Senate and/or Campus Council meeting, the bill(s) is brought up for a vote. The bill(s) will be debated and will either pass or fail.

ARTICLE X FINANCE

Section i: The primary source of income for Student Government is the collection of the College Service Fee.

Section ii: The fee is \$8.00 per student for each semester Fall/Spring and \$5.00 per student for Summer Session(s).

Section iii: The College Service Fee is collected and administered by Student Government within District fiscal guidelines. Every effort shall be made by Campus Council to create programs, events, and discounts that are relevant to day, evening, and off-campus students.

Section iv: Expenses undertaken by ASCC are formulated into a budget at the beginning of the fiscal school year, in consultation with ASCC members, Faculty Advisor, Director of Student Activities, and Business Services.

Section v: The Student Government will maintain a 3% reserve passed on the annual budget.

ARTICLE XI LECTURE

Section i: In order to make sure that all lectures developed by the Lecture Committee run efficiently, it has been determined that a strict policy for the distribution of work and attendance is enacted.

Section ii: All Senators and other members of the Lecture Committee will be required to submit at least one (1) idea for a lecture during the year. The Senators will ideally represent their School, but in no way shall they be limited to ideas pertaining to their School. All ideas shall be submitted to the Vice-President of Administration.

Section iii: The Vice-President of Administration is responsible for distributing tasks to Senators and members of the Lecture Committee including, but not limited to, paperwork, finances, promotion, and any task the Vice-President deems necessary to be completed.

Section iv: All members of Campus Council are required to attend all lectures enacted by the Lecture Committee.

**ARTICLE XII
SUSPENSION OR REMOVAL FROM OFFICE**

- Section i:** Suspension or removal from office.
- (1) Any ASCC member may present a case for dismissal only for the following grounds.
 - (2) The officer is suspended from the college.
 - (3) Absence from three (3) consecutive or four (4) cumulative scheduled meetings of an ASCC governing body of which the officer is an official voting member during one (1) semester. Two (2) tardies or early excuses shall constitute one (1) absence.
 - (4) Failure to responsibly fulfill the duties of the office as established in the Constitution/By-laws.

Section ii: Record Sheet

- A.** It is the duty of the Vice-President of Administration to record absences/tardies throughout the year.

Section iii: Excused Absences

A. Campus Council and/or Senate Meetings: All ASCC sponsored events

- (1) Medical emergency.
- (2) Academic course.
*with prior consent of the Faculty Advisor and/or Director of Student Activities
- (3) Funerals

B. Special Events:

*Due to the important nature of a Special Event any excuse for absence will be strongly reviewed and decided on by the Executive Board. All decisions are final.

- Section iv:** Any absence excuse not covered in this document can be appealed to the Executive Board. The board will decide whether or not to accept. All decisions are final.

**ARTICLE XIII
ELECTIONS**

Section i: Procedure

- A.** All ASCC elections shall be organized, executed, and tabulated by the Election Committee under the supervision of the Faculty Advisor and Director of Student Activities.

Section ii: The Election committee shall:

- A.** Consist of five (5) members agreed upon by the Campus Council, Director of Student Activities, and the Faculty Advisor.
- B.** Conduct all general initiatives, referendum, recall, and ASCC Special Elections.
- C.** Set forth timetables agreed upon by the Campus Council.
- D.** Specify and enforce campaign regulations as stipulated in Article XIV. of the By-Laws.
- E.** The Faculty Advisor and the Director of Student Activities determine the eligibility of all candidates.

- F. The Faculty Advisor and the Director of Student Activities schedule and arrange payment for student poll workers. Faculty Advisory Committee Members volunteer their service.
- G. Tabulate all votes in conjunction with the Office of Student Activities and The League of Women Voters of Claremont.
- H. Publicize all results within three school days after the polls close.

ARTICLE XIV CAMPAIGN REGULATIONS

Section i: Campaign Expenditures

- A. Candidates shall not exceed \$100.00 in expenditures (including tax) and/or donations for all ASCC campaigns. Itemized receipts for expenditures shall be submitted to the ASCC Election Committee. Failure to submit statements of expenditures may result in disqualification of the candidate. A statement needs to be submitted if no money was spent.

Section ii: Advertisement of Candidates

- A. All candidates shall attend a mandatory session on campaigning.
- B. Candidate posters shall not exceed four (4) feet by ten (10) feet in size and shall reflect appropriate language and design in keeping with good taste and decorum.
- C. All posters shall be at least four (4) feet apart and shall not obstruct the view of another candidate's poster.
- D. Posters shall not be placed in the following areas:
 - (1) In tree planters.
 - (2) In front of the Administration Building.
 - (3) On access roads to campus.
 - (4) On painted murals.
 - (5) On windows without the permission of that office.
- E. No posters shall be placed within fifty (50) feet of the voting area on the day of elections.
- F. All candidates are responsible for removing their posters within three (3) days after the election.

Section iii: Inauguration

- A. The announced time and date of the inauguration shall be made within one (1) month after the election.
- B. All newly elected and current officers shall attend the Inauguration Ceremony and take part in the inaugural process.

ARTICLE XV GRADE AND UNIT POLICY

Section i: All students who wish to run for an office in the student election of ASCC at Chaffey College will have to have completed nine (9) units at Chaffey College the prior semester with a minimum 2.0 cumulative GPA the preceding semester of their nomination. The student will also have to be currently enrolled and maintain nine (9) units with a minimum 2.0 cumulative GPA throughout the year.

Section ii: There is no academic probation. If a member cannot meet the minimum unit and grade requirements as mentioned above, he/she would be immediately removed from ASCC with

written notification from the Faculty Advisor/ Director. Upon receiving the letter of expulsion, the individual must immediately clear all personal belongings from the ASCC offices. There will be no exceptions. Academics come first.

ARTICLE XVI VACANCIES

Section i: Throughout the year, students will leave office for varied reasons. Interested students can pick up applications at the Office of Student Activities. When completed, the applications are turned in to the Director of Student Activities or the Faculty Advisor.

Section ii: If eligible as stipulated in the By-Laws, the student is called before the Campus Council for an interview. ASCC members will interview the applicants after attending three 3 campus council meetings.

Section iii: All vacancies filled after January 1 of each academic year (*July 1-June 30*) by eligible students shall not receive credit on their transcript. No vacancies shall be filled after February 1.

ARTICLE XVII PRIVILEGES

Section i: Office Equipment

- A. Back Office – ASCC members may use the back office to work on ASCC business only. The office space must be shared among all members.
- B. Phones - ASCC members may use the phones for conducting ASCC business only. The Director of Student Activities receives a bill itemizing all outgoing calls.
- C. Computers - ASCC members may use the designated computer for ASCC business only. Members must supply their own disks for work on ASCC business. **Please do any other work elsewhere.**

ARTICLE XVIII TERM LIMITATION

Section i: It as been established that three (3) cumulative years or six (6) cumulative semesters shall be the maximum term of an individual to hold office. Furthermore, no member may hold a specific office for more than one year.

ARTICLE XIX RESIGNATION

Section i: It is recommended that ASCC members who wish and/or are asked to resign do so in writing.

ARTICLE XX OFFICIAL DECORUM

You are school leaders and shall conduct yourselves with the utmost integrity at all times. Do not allow your personal views to be confused with that of ASCC. Treat all students, staff, faculty, and administration with courtesy and respect. Racist, sexist, malicious remarks or behavior will absolutely not be tolerated and if any member is found to be guilty of such, he/she will be expelled from membership.