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 ASCC is the Black Panther and the official colors of ASCC shall be red, white, and black.

ARTICLE II
OFFICERS OF AS CC CAMPUS COUNCIL

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 III, Section i of the Constitution at the time of assuming office. Officers must maintain the requirements of the ASCC Constitution and By-Laws throughout the academic year. No individual may hold more than one office.

Section ii: Elected officers of ASCC shall follow the procedures during the electoral process stipulated in Articles XI-XIII and the procedures set forth by the Election Committee.

Section iii: All officers of 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.”

ARTICLE III
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.
ARTICLE IV
DUTIES AND RESPONSIBILITIES OF
ASCC OFFICERS AND FACULTY ADVISOR

Section i: The President/Student Trustee shall:
A. Serve as Chief Executive of ASCC.
B. Preside over the Campus Council.
C. Execute Campus Council voting privileges, only in the case of a tie.
D. Be an ex-officio member of all boards, committees, and subsidiary units established by ASCC.
E. Exercise the right to veto a bill and/or any action of the Campus Council. A Presidential veto can be overridden by a two-thirds (2/3) vote of the Campus Council.
F. Represent ASCC at the Board of Trustees meetings 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. Present a report at each Campus Council meeting. Report must be submitted one business day (24 hours) prior to the scheduled time of the meeting.
J. Keep the Faculty Advisor, Director of Student Activities, and Vice-President of Student Services informed of the development of any 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.

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 Senate votes, 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 Campus Council members at ASCC meetings and sponsored events. At the end of each semester, a list will be submitted to the Faculty Advisor, Director of Student Activities, and ASCC President/Student Trustee.
F. Assume such other duties as assigned by the President/Student Trustee.
G. Present a report at each Campus Council and/or Senate meeting. Report must be submitted one business day (24 hours) prior to the scheduled time of the meeting.

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 the current Senate membership.
E. Assume other duties as assigned by the President.
F. Present a report at each Campus Council and/or Senate meeting. Report must be submitted one business day (24 hours) prior to the scheduled time of the meeting.

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 ASCC events.
F. Assume such other duties as assigned by the President.
G. Present a report at each Campus Council meeting. Report must be submitted one
business day (24 hours) prior to the scheduled time of the meeting.

Section v: The Commissioner of Inter-Club Council shall:
A. Serve as Chief Executive in the absence of the President/Student Trustee, Vice-
President of Administration, President Pro-Tempore, and Commissioner of Activities.
B. Preside over Inter-Club Council and exercise voting privileges, only in the case of a
tie.
C. Maintain accurate records of all campus club activities; ensure tracking of top club
competition, if applicable.
D. Serve as voting member of the Campus Council.
E. Interact with the Commissioner of Activities and clubs for ASCC events.
F. Assume such other duties as assigned by the President/Student Trustee.
G. Present a report at each Campus Council meeting. Report must be submitted one
business day (24 hours) prior to the scheduled time of the meeting.

Section vi: The twelve (12) Senators shall:
A. Serve as voting member of the Campus Council.
B. Assume such other duties as assigned by the President/Student Trustee and Vice-
President of Administration.
C. Present a report at each Campus Council meeting. Report must be submitted one
business day (24 hours) prior to the scheduled time of the meeting.
D. Keep ASCC duties as a priority over all other campus extracurricular activities.
E. Represent a School (i.e. Business and Applied Technology) and act as liaison between
the appointed School and ASCC.
   (1) Introduce yourself to the Dean, Faculty, and Staff of your School.
   (2) Request permission to attend their faculty meeting(s).
   (3) At all meetings, introduce yourself as the Senator of the School you represent.
   (4) Establish a good relationship with your School to help you become a strong
liaison between your School and ASCC.
   (5) 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.
   (6) Keep in communication with your School, whether in person, phone, or email
on a weekly basis.

Section vii: All members of the Campus Council shall:
A. Attend the Fall Leadership Retreat and a Leadership Conference in the spring semester,
if funding permits.
B. Attend Campus Council meetings.
C. Attend ASCC sponsored events.
D. Attend meetings of assigned ASCC and campus-wide committees.
E. Arrange a minimum of two (2) hours a week of volunteer time with the Director of
Student Activities. All Campus Council members must have written verification of
hours completed by the student activities staff. This time is to do duties as assigned by the Student Activities Staff.

F. Regularly check their telephone and electronic messages and mailbox.
G. Read and understand the Constitution, By-Laws, and Parliamentarian Procedures.
H. Be removed from office (Article XVIII) for nonfulfillment of official decorum and/or dereliction of duties.

Section viii: The Faculty Advisor shall:

A. Assume all duties of a Parliamentarian.
B. Maintain eligibility on all members throughout the year. Advise any ineligible member of loss of academic status.
C. Serve in an advisory capacity to the Campus Council.
D. Attend the Fall Leadership Retreat and a Leadership Conference in the spring semester, if funding permits.
E. Attend meetings and 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. Present a report at each Campus Council meeting. Report must be submitted one business day (24 hours) prior to the scheduled time of the meeting.
H. Selection of the Faculty Advisor:

(1) Office of Human Resources will advertise the position.
(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; however, there is no term limit imposed on the Faculty Advisor position.

ARTICLE V
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 ASCC by integrating the efforts of all ASCC members.

Section iii: 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. Shall not be an officer or member of any campus club other than ASCC.
ARTICLE VI
MEETINGS

Section i: Campus Council Meetings
The Campus Council shall meet weekly throughout the academic year, in accordance with a schedule adopted by the Campus Council (excluding: the first week of classes, holidays, weekends, and in the week of finals). Meetings shall take place on the Rancho Cucamonga campus and be open to all members (Article II of Constitution) as seating permits. All agendas shall be posted two business days (48 hours) in advance.

All Campus Council officers shall:
A. Be on time for all meetings.
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 of budget line items.
E. Submit Campus Council report one business day (24 hours) prior to the scheduled time of the meeting.

Section ii: The Executive Board shall meet at least once a month or as agreed upon by the members.

Section iii: The Senate meets under the discretion of the Vice-President on an as needed basis.

Section iv: The Faculty Advisor and/or the Director of Student Activities shall be present at all meetings to conduct business.

Section v: Special Meetings shall be called by the President, providing it is in writing and posted. All Campus Council members must be notified two business days (48 hours) in advance. In addition, the Faculty Advisor and/or the Director of Student Activities shall be in attendance to conduct business.

Section vi: Committee meetings shall be called under the discretion of the chair on an as needed basis.

Section vii: Records of the written minutes shall be kept.

ARTICLE VII
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 Program Assistant and the Director of Student Activities. 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 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 the Program Assistant, Faculty Advisor, or Director of Student Activities.

At the subsequent 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 VIII
VOTING

Section i: Voting during all Campus Council meetings will follow the guidelines set forth in Robert’s Rules of Order.

Section ii: Attending the Campus Council meeting via teleconference or videoconference is allowed under special circumstances with prior consent of the Faculty Advisor and/or Director of Student Activities two business days (48 hours) before meeting.

Section iii: Proxy voting is not allowed for Campus Council or ASCC committee meetings.

ARTICLE IX
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 Fall and Spring semester 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 X
LECTURE

Section i: In order to make sure that all lectures developed by the Lecture Committee run efficiently a strict policy for the distribution of work and attendance shall be enacted.

Section ii: All members of the Lecture Committee are required to submit at least one (1) idea for a lecture during the year. The members will ideally represent their School (Article IV, Section vi E), 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 members of the Lecture Committee including, but not limited to, paperwork, finances, promotion, and any task the Vice-President deems necessary to be completed.

ARTICLE XI
ELECTIONS

Section i: The Election Committee under direction of the Director of Student Activities shall:
A. Consist of a minimum of five (5) members agreed upon by the Campus Council, Director of Student Activities, and the Faculty Advisor. Members shall be currently enrolled students in good standing who are not campaigning for an ASCC position.
B. Conduct all general initiatives and referendums.
C. Set forth timetables agreed upon by the Campus Council.
D. Specify and enforce campaign regulations as stipulated in Article XIII of the By-Laws.
E. Schedule election poll workers. Election poll workers shall be Election Committee members, Faculty Advisory Committee Members, and Student Activities staff. Poll workers shall volunteer their services.
F. Tabulate all votes in conjunction with the Office of Student Activities and The League of Women Voters.
G. Publicize all results within three school days after the polls close.

Section ii: The Faculty Advisor and the Director of Student Activities shall determine the eligibility of all candidates.

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 XII
CANDIDATE REQUIREMENT

Section i: All students who wish to campaign for an officer position in the Associated Students of Chaffey College shall meet the minimum unit and cumulative GPA requirements in the ASCC Constitution Article III, Section i. The requirements must be fulfilled at Chaffey College the semester preceding the ASCC elections.

ARTICLE XIII
CAMPAIGN REGULATIONS

Section i: Campaign Expenditures
A. Each candidate 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 written statement must to be submitted if no money was spent.
Section ii: Advertisement of Candidates

A. All candidates shall attend a mandatory session on campaigning.
B. No candidates shall initiate any form of campaigning prior to attending the mandatory session on campaigning.
C. A complete Student Election Procedures handbook from the Office of Student Activities will be given to all candidates during the mandatory session on campaigning. The handbook shall include, but not be limited to the following:
   (1) Candidate campaign materials 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.
   (2) The positioning of campaign materials shall be at least one (1) foot apart and shall not obstruct the view of another candidate’s campaign materials.
   (3) Campaign materials shall not be placed in the following areas:
      (a) On trees or in tree planters.
      (b) In front of the Administration Building.
      (c) On access roads to campus.
      (d) On painted surfaces.
      (e) On windows without the permission of that office.
      (f) On sidewalks, walkways and floors.
      (g) On any brick surfaces, other than those in the Free Speech area.
   (4) No campaign materials shall be placed within fifty (50) feet of the voting area on the day of elections.
   (5) All candidates are responsible for removing their campaign materials within three (3) days after the election.

ARTICLE XIV
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: All students who wish to apply for an officer position in the Associated Students of Chaffey College shall meet the minimum unit and cumulative GPA requirements in the ASCC Constitution Article III, Section i. The requirements must be fulfilled at Chaffey College the semester preceding their application.

Section iii: ASCC members will interview eligible applicants. Prior to being interviewed, applicants must attend three (3) Campus Council meetings within a two-month period.

Section iv: 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 XV
PRIVILEGES

Section i: Office Equipment
A. Office – ASCC members may use the 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.

ARTICLE XVI
TERM LIMITATION

Section i: Terms of Office
A. Elected officers shall take office on July 1, with the exception of President/Student Trustee who will take office June 1 and attend the June Governing Board meeting.
B. Appointed officers shall serve from the time they are appointed. Upon appointment to the Campus Council the ASCC President, Faculty Advisor or other college-designated official shall swear in these officers.
C. All officer positions are for one (1) academic year and conclude upon day of graduation ceremony.
D. Membership in the Campus Council shall not exceed three (3) cumulative years or six (6) cumulative semesters

ARTICLE XVII
RESIGNATION

Section i: It is recommended that ASCC members submit resignations in writing.

ARTICLE XVIII
REMOVAL FROM OFFICE

Section i: Membership in ASCC will immediately terminate upon the member’s withdrawal or dismissal from Chaffey College.

Section ii: There is no academic probation. If an officer does not meet the minimum unit and grade requirements in the ASCC Constitution Article III, Section i, he/she will be immediately removed from ASCC with written or oral notification from the Faculty Advisor or Director of Student Activities. Upon receiving the notice of removal, the individual must immediately clear all personal belongings from the ASCC offices. There will be no exceptions. Academics come first.

Section iii: Any ASCC officer may present a case for removal of an officer on the following grounds.
A. Officers shall be removed from office for nonfulfillment of official decorum and/or dereliction of duties as established in the ASCC Constitution and By-laws.
B. Absence from three (3) consecutive or four (4) cumulative scheduled Campus Council meetings during the officer’s term of office. Being tardy or excused early from a
meeting two (2) times shall constitute one (1) absence. Being tardy is defined as arrival to a meeting after it has been called to order.

C. Significant absences from ASCC sponsored events and/or assigned ASCC and campus-wide committee meetings.

Section iv: The Vice-President of Administration will record absences and tardiness throughout the year.

Section v: The Faculty Advisor and/or Director of Student Activities may grant excused absences for the following reasons.

A. Medical emergency
B. Academic course
C. Funeral

Section vi: Procedure for Removal

A. An ASCC officer presents a case for removal of an officer to the Executive Board.
B. A member of the Executive Board may institute an investigation into the allegations brought against the officer. The findings of the investigation shall be presented to the Executive Board. The Faculty Advisor and Director of Student Activities shall be notified of any investigations undertaken. All investigations shall be complete and thorough.
C. If the allegations are found to have merit, the Executive Board with the Faculty Advisor and/or the Director of Student Activities shall meet to discuss the findings with the officer in question.
D. The Executive Board shall make a decision on the case for removal. If the majority of the Executive Board decides in favor of removal, the officer shall be asked to resign.
E. If the officer refuses to resign, the case for removal shall be brought to the Campus Council. A two-thirds (2/3) vote of the Campus Council will be required for removal of the officer. All decisions are final.

Revised: April 29, 2013