BY-LAWS

The following By-Laws are arranged in sequence of articles and sections that correspond to the sequence found in the Associated Students Constitution. The purpose of each By-Law is to expand and elaborate the particular Constitutional section.

PREAMBLE

PURPOSE STATEMENT
1. Associated Students of Fullerton College shall represent the students of Fullerton College at the campus and district level. Representation shall include expressing concerns of the students to the faculty and administration as well as relaying information back to the students.
2. Associated Students of Fullerton College shall foster an enjoyable academic environment. This shall include, but is not limited to, educational, social, and intellectual programs, services, activities, and other actions that benefit the students of Fullerton College.
3. Associated Students of Fullerton College is encouraged to represent the students on the state and national level. This may include lobbying in Sacramento as well as providing information on events in the political arena at both levels.

ARTICLE III
GOVERNMENT STRUCTURES

SECTION B. CHAIN OF COMMAND
1. The Chain of Command is as follows: President, Vice President, Treasurer, Executive Pro-Tem, Judicial Chair, Finance Chair, Programming Chair, Curriculum and Education Chair, Planning and Research Chair, Publicity Chair, Vice Chairs in same order, and then Senator Seniority.

SECTION C. NON-VOTING
1. Individuals employed on a full or part-time basis by the A.S. shall not hold a position on A.S. Senate or A.S. student committee during the term of employment, unless listed below.
   a) Individuals employed by A.S. to work I.D. Cards and Registration during Fall, Spring, and Summer shall be eligible to hold A.S. Senate and committee positions.
   b) The Student Trustee may not be employed by the A.S., Fullerton College or North Orange County Community College District. (4/15/97)

ARTICLE IV
FUNCTIONS

SECTION A. CLUB AND AFFILIATED ORGANIZATIONS
1. After preliminary screening by the Student Affairs Office, all prospective clubs shall submit their constitutions to the A.S. Senate Judicial Committee for review and approval. Following Senate approval, copies of the club constitution shall be forwarded to the College President.
2. The Senate shall be advised of all changes in any club’s Constitution or By-Laws.
3. All clubs are members of the Inter-Club Council. Each club shall be represented by the club president or delegate.

SECTION C. SENATE MEETING GUIDELINES
1. Senate meetings shall begin at 1:30pm every Tuesday of the school year. Special meetings may be called at the discretion of the President and a majority of the present active Senate membership.
2. A Special Senate meeting shall be defined as scheduled at a time other than the regular meeting time. To be an official business meeting, the following prerequisites shall be adhered to:
   a) Written public notice of the meeting shall be given at least seventy-two (72) hours in advance of the special meeting.
   b) All references in the Constitution and By-Laws pertaining to Senate meetings shall be applicable.
3. In order to conduct business, the A.S. Senate must have an initial quorum of the year or fifty percent or more (50% or more) of elected A.S. Senators at the time of the meeting. Thereafter, quorum shall be set at fifty percent or more (50% of more) at the time of the Senate meeting.
4. Agenda items can only be placed on the agenda by voting Senate members. In addition, all agenda items shall be submitted in writing to the A.S. Administrative Assistant no later than 12 noon the Friday preceding the Senate meeting, unless a holiday falls on the Friday preceding the Senate meeting, where items shall be submitted the Wednesday prior to the Senate meeting.
5. No business items, excepting announcements, shall be added to the agenda after the time prescribed in the above paragraph unless they are of an emergency nature. A two-thirds (2/3) majority vote of the Senate members shall be required to place such items on the agenda.
6. Complete Senate agendas shall be placed in each member of Senate's mailbox by 12 noon on the Monday preceding the next Senate meeting.
7. Agendas shall be provided in a quantity sufficient to accommodate all Senate guests.
8. The order of items on the agenda shall be determined by the order of entries made by eligible persons. The process for changing Order of the Day shall follow the current Robert's Rules of Order.
9. If a motion is of legal and/or major importance, the motion shall be clearly written in advance of the meeting and distributed to all Senate members.
10. New business not covered shall take priority as old business at the next meeting.
11. Public Comment shall be the first item of priority on the agenda. Public Comment announcements can be added at the beginning of a Senate meeting. A Public Comment announcement shall be defined as a public notification or declaration. Further, it is subject only to clarification, and no business shall be proposed or conducted during Public Comment.
12. Failed motions without being substantially and specifically altered may only be reintroduced on the Senate floor one additional time.
13. Associated Students of Fullerton College shall acknowledge and follow the Ralph M. Brown Act as applicable.

SECTION D. THE EXECUTIVE COUNCIL
1. The Executive Council shall have the authority to conduct all official A.S. business when the A.S. Senate is not in session (Winter and Summer intersessions). However, the Executive Council cannot make any changes or propose amendments to the A.S. Constitution, A.S. Bylaws, I.C.C. Constitution, I.C.C. Bylaws, A.S. Finance Code, A.S. Election Code or A.S. Accountability Code.
2. The Executive Council may spend A.S. funds up to fifty (50) dollars at a time as necessary without prior Senate approval while Senate is in session.
3. The Executive Council shall consist of the A.S. President, A.S. Vice President, A.S. Treasurer, and Executive Pro-Tem.
ARTICLE V
DUTIES OF MEMBERS

SECTION A. THE OFFICE OF EXECUTIVE PRO-TEM
1. The Executive Pro-Tem shall be a current Senator.
2. Senate shall elect the Executive Pro-Tem by majority vote of those present at regular scheduled meetings.
   a) Executive officers shall be excluded from voting for the Executive Pro-Tem candidate.
3. The Executive Pro-Tem shall be elected for a period of one (1) semester year and is eligible for re-election.

ARTICLE VI
RESIGNATION, INELIGIBILITY AND IMPEACHMENT

SECTION C. INELIGIBILITY
1. If a Senate member becomes academically ineligible (questions regarding academic ineligibility will be directed to the Student Affairs Office), or accumulate two (2) unexcused absences from the Senate meetings and/or assigned Committee meetings, Senate shall declare the seat vacant.
   a) An absence shall be defined as missing more than one-half (1/2) of a scheduled A.S. Senate or Standing Committee meeting.
2. All persons who are subject to ineligibility shall be notified in writing by the Judicial Committee prior to the next Senate meeting. This shall constitute the start of due process for declaring the seat vacant.
3. Appeals on ineligibility (other than academic ineligibility) shall be initially directed to the Judicial Committee.

SECTION D. RESIGNATIONS, DISMISSAL AND IMPEACHMENT
1. A.S. Senators, student hourlies, and other student officers shall not be required to publicly resign. All Resignations shall only go through the A.S. President and/or A.S. Advisor to maintain confidentiality.
2. The Impeachment Process can be started by any member of the Student Government, or ICC. In an official A.S. Senate meeting, the declarer shall declare that with substantial evidence that the official in question has not completed their job to the best of their ability and shall be up for recall. Once the matter is stated, the individual up for impeachment shall be given a chance to respond to the accusation. After hearing the explanation, the A.S. Senate shall give an official vote to open up the impeachment process (2/3 vote). If the vote passes, then the matter shall be turned over to the A.S. Judicial Committee and the process shall be completed from there.

ARTICLE VII
SENATE STANDING COMMITTEES

SECTION A. STANDING COMMITTEES
1. All standing committees shall be established within five (5) school days of the first Senate meeting of the semester.
2. Members of Senate shall be on at least one standing committee within ten (10) school days of the first Senate meeting of the semester.
   a) Senators who begin their term after the first Senate meeting shall be on a standing committee within ten (10) days of their swearing in date.
3. The presence of two (2) committee members shall constitute a quorum to conduct committee business.
4. Senators and Senate Members may serve on Finance and any other Committee concurrently. When proposals from his/her other committee are presented to Finance, he/she shall abstain from voting on that proposal. (This excludes Executives.)
5. The Chair or designated recorder, after approval of the committee, shall submit the minutes.
   a) After approval of the minutes, no changes can be made to the minutes except for grammatical errors.
6. The Judicial Committee shall institute a review program for the A.S. Constitution, By-Laws, Codes, and Manuals.
   a) The Judicial Committee shall carry out such programs.
   b) The Judicial Committee shall submit proposals to the Senate for action.
7. The chair of the Publicity Committee shall create a rotating list of all Senators. This roster shall be used by the publicity chair to delegate the making and posting of A.S. Publicity on a rotating basis.

ARTICLE VIII
ELECTIONS

SECTION A. ELIGIBILITY REQUIREMENTS
For complete eligibility requirements, consult the current College Catalog or the Student Affairs Office. Candidates for Inter-Club Council President shall be a member of and referred by an Associated Students Club, following the requirements set in the college catalog or the Student Affairs Office.

SECTION B. ELECTION INFORMATION
1. All Senate election information not contained in these By-Laws shall be otherwise established by the Senate Judicial Committee and contingent upon the Senate's approval before implementation.
2. No student shall run for more than one voting seat at any one time excluding the NOCCCD Student Trustee.
3. Space shall be provided on all ballots for write-ins under each respective office. A minimum of ten (10) write-in votes shall be required to fill a Senator's seat and fifteen (15) write-in votes is required to fill an Executive Officer's or ICC President's seat. Write-in candidates shall require the Election Committee's approval.
4. The candidate receiving the highest number of votes cast for that office wins. Ties shall be decided by a run-off election immediately following the previous election, with the specific purpose of determining the winner of the tie.
5. It is the privilege of the candidates to request a re-count of ballots. This request shall be made to the Election Committee within twenty-four (24) hours of the posting of the election results. Due cause for the request shall be shown to the Committee.

ARTICLE X
AMENDMENTS

SECTION A. AMENDMENT PROCEDURE
Amendments to the By-Laws shall be submitted in writing to the Senate at least two (2) weeks prior to the Senates’ vote on the amendment. A two-thirds (2/3) vote, of the votes cast, shall be sufficient to amend these By-Laws.

**********

4