

# BYLAWS

The following bylaws are arranged in sequence of articles that correspond to the sequence found in the Associated Students Constitution. The purpose of each bylaw 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 A. 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. All clubs are members of the Inter-Club Council. Each club shall be represented by the club president or delegate.

### **SECTION B. STUDENT SENATE MEETING GUIDELINES**

1. Student Senate meetings dates and times shall be determined by the executives. Special meetings may be called at the discretion of the President and a majority of the present active Student Senate membership.
2. A special Student 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 Bylaws pertaining to Student Senate meetings shall be applicable.
3. In order to conduct business, the A.S. Senate must have an initial quorum of the year or more than fifty percent (more than 50%) of elected A.S. Senators and executive officers at the time of the meeting. Thereafter, quorum shall be set at more than fifty percent (more than 50%) at the time of the Senate meeting.
4. Agenda items can only be placed on the agenda by voting Student 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 Student Senate meeting, unless a holiday falls on the Friday preceding the Student Senate meeting, where items shall be submitted the Wednesday prior to the Student Senate meeting.
5. No business items, except 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 Student Senate members shall be required to place such items on the agenda.
6. Agendas shall be provided in a quantity sufficient to accommodate all Student Senate guests.
7. 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.
8. 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 Student Senate members.
9. New business not covered shall take priority as old business at the next meeting.
10. Public Comment announcements can be added at the beginning of a Student Senate meeting. A Public Comment 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.

11. Failed motions without being substantially and specifically altered may only be reintroduced on the Student Senate floor one additional time.
12. Associated Students of Fullerton College shall acknowledge and follow the Ralph M. Brown Act as applicable.

### **SECTION C. 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 President of Student Senate, Vice-President of Student Senate, Vice-President of Finance, Vice-President of Activities, Executive Pro-Tempore, and the chairpersons of all of the standing committees.

## **ARTICLE V**

### **DUTIES OF MEMBERS**

#### **SECTION A. THE OFFICE OF THE PRESIDENT OF STUDENT SENATE**

1. The President of Student Senate shall be elected by the student body in the spring election the year before his/her term. He/she will be elected to serve from June 1<sup>st</sup> of that year to May 31<sup>st</sup> of the following year.
2. The President of Student Senate shall run Student Senate meetings.

#### **SECTION B. THE OFFICE OF THE VICE-PRESIDENT OF STUDENT SENATE**

1. The Vice-President of Student Senate shall be elected by the student body in the spring election the year before his/her term. He/she will be elected to serve from June 1<sup>st</sup> of that year to May 31<sup>st</sup> of the following year.
2. The Vice-President of Student Senate shall be the chairperson of the Research, Planning, and Resolutions Committee.

#### **SECTION C. THE OFFICE OF THE VICE-PRESIDENT OF FINANCE**

1. The Vice-President of Finance shall be elected by the student body in the spring election the year before his/her term. He/she will be elected to serve from June 1<sup>st</sup> of that year to May 31<sup>st</sup> of the following year.
2. The Vice-President of Finance shall be the chairperson of the Finance Committee.

#### **SECTION D. THE OFFICE OF THE INTER-CLUB COUNCIL PRESIDENT**

1. The Inter-Club Council President shall be elected by the student body in the spring election the year before his/her term. He/she will be elected to serve from June 1<sup>st</sup> of that year to May 31<sup>st</sup> of the following year.
2. The Inter-Club Council President must be a member of Student Senate, a member of Inter-Club Council, or a club officer prior to being elected.

#### **SECTION E. THE OFFICE OF THE VICE-PRESIDENT OF ACTIVITIES**

1. The Vice-President of Activities shall be elected by the student body in the spring election the year before his/her term. He/she will be elected to serve from June 1<sup>st</sup> of that year to May 31<sup>st</sup> of the following year.
2. The Vice-President of Activities must be a member of Student Senate, a member of Inter-Club Council, or a club officer prior to being elected.
3. The Vice-President of Activities shall be the chairperson of the Activities Committee.

#### **SECTION F. THE OFFICE OF EXECUTIVE PRO-TEMPORE**

1. The Executive Pro-Tempore shall be a current Senator.
2. The Executive Pro-Tempore shall be elected by Student Senate for a period of two (2) semesters and is eligible for re-election.
3. The Executive Pro-Tempore shall assist in communications between the executive officers and the Student Senators, if need be.

#### **SECTION G. THE OFFICE OF STUDENT SENATOR**

1. Student Senators may be elected in the spring semester of the year prior to their term, elected in the fall semester of the year during their term, or appointed at any time in which Student Senate is in session.
2. Student Senators must be on at least one standing committee.
3. Student Senators must be a representative on at least one campus, district, or state committee.

#### **SECTION H. RULES GOVERNING EXECUTIVE OFFICERS**

1. While in session, executive officers must present ideas for events to Student Senate to take a vote on.

### **ARTICLE VI**

## **RESIGNATION, INELIGIBILITY, AND IMPEACHMENT**

### **SECTION A. INELIGIBILITY**

1. If a Student Senate member becomes academically ineligible (questions regarding academic ineligibility will be directed to the Student Affairs Office), or accumulates two (2) unexcused absences from the Student Senate meetings and/or assigned Committee meetings, the Student 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 B. 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 Senate. In an official A.S. Senate meeting, the declarer shall declare that with substantial evidence that the official in question has not completed his/her job to the best of his/her 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**

### **STUDENT SENATE STANDING COMMITTEES**

#### **SECTION A. STANDING COMMITTEES**

1. All standing committees shall be established within fourteen (14) calendar days of the first Student Senate meeting of the semester.
2. Members of Student Senate shall be on at least one standing committee within fourteen (14) calendar days of the first Student Senate meeting of the semester.
  - a. Student Senators who begin their term after the first Student Senate meeting shall be on a standing committee within fourteen (14) calendar days of the date on which they are sworn in.

3. The presence of two (2) committee members shall constitute a quorum, to conduct committee business.
4. The chairperson 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.
5. The Judicial Committee shall institute a review program for the A.S. Constitution, Bylaws, and Manuals.
  - a. The Judicial Committee shall carry out such programs.
  - b. The Judicial Committee shall submit proposals to the Student Senate for action.
6. Chairpersons, vice chairpersons, and designated recorders shall be elected within the first two committee meetings.
  - a. If the chairperson cannot fulfill his/her position, the vice chairperson shall step into that position and an election shall be held within the committee to fill the position of the vice chairperson.
  - b. If the vice chairperson or designated recorder cannot fulfill his/her position, an election shall be held within the committee to fill the position of the vice chairperson or designated recorder.
7. The Finance Code shall be reviewed by the Finance Committee.
8. The chairperson of each committee must post an agenda at least seventy-two (72) hours prior to having a meeting. If an agenda is not posted seventy-two (72) hours prior to having a meeting, no business can be conducted.

## **ARTICLE VIII**

### **ELECTIONS**

#### **SECTION A. ELIGIBILITY REQUIREMENTS TO RUN FOR THE PRESIDENCY OF THE STUDENT SENATE**

1. Students shall have completed nine (9) or more units with at least a 2.3 grade point average in the previous semester in which the student is running for President of the Student Senate.
2. Any student who has not previously enrolled in and completed a full semester (nine or more units) of college work must have achieved at least an overall grade point average of 2.5 for all previous college coursework with a minimum of twelve (12) completed college units. Students without sufficient previous college work would not be eligible to run for the Presidency of the Student Senate.

3. Students shall not be on disciplinary probation or suspension during the previous semester in which the student is a candidate.
4. Students shall be enrolled in and complete nine (9) or more units with at least a 2.3 grade point average during the semester in which the student is a candidate.
5. Students shall not be or have been on disciplinary probation or suspension during the semester in which the student is a candidate.

#### **SECTION B. ELIGIBILITY REQUIREMENTS TO RUN FOR ALL OTHER ELECTED OR APPOINTED POSITIONS**

1. Returning and transfer students shall have completed five (5) or more units with at least a 2.0 grade point average in the previous semester in which the student was enrolled in five (5) or more units.
2. Returning and transfer students shall be enrolled in and complete five (5) units with at least a 2.0 grade point average during the semester in which the person is a candidate.
3. Returning and transfer students shall not be or have been on disciplinary probation or suspension during the semester in which the person is a candidate.
4. New students: Any student who has not been enrolled in and completed a full semester of five (5) or more units of college work must have achieved at least a 2.0 grade point average in his/her senior year of high school.
  1. New students must have a 2.0 for any college work completed.

#### **SECTION C. ELIGIBILITY REQUIREMENTS FOR ALL POSITIONS WHILE IN OFFICE**

1. Shall maintain enrollment in five (5) or more units with at least a 2.0 grade point average throughout the semester in which the person holds office. Failure to do so shall result in disqualification from office, with the position being filled according to procedures set forth in the A.S. Constitution.
2. Being placed on disciplinary probation or suspension while holding office will result in disqualification and dismissal from the office during the period of probation or suspension.

#### **SECTION D. ELECTION INFORMATION**

1. All Student Senate election information not contained in these Bylaws shall be otherwise established by the Student 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 Student Senator's seat and

fifteen (15) write-in votes is required to fill an Executive Officer'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 runoff 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 recount 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 Bylaws shall be submitted in writing to the Student Senate at least two (2) weeks prior to the Student Senate's vote on the amendment. A two-thirds (2/3) vote, of the votes cast, shall be sufficient to amend these Bylaws.

## **ARTICLE XI**

### **TERM LIMITS**

#### **SECTION A. TERM LIMITS FOR ASSOCIATED STUDENTS**

1. Students may serve as a member of Associated Students for up to eight (8) semesters in total. This includes Student Representatives, Student Senators, and executive officers.
  - a. One (1) full semester is defined as eight (8) weeks or more of a semester.
  - b. The Judicial Committee shall keep a list of all members of Student Senate to monitor term limits.

#### **SECTION B. TERM LIMITS FOR EXECUTIVE OFFICERS**

1. Students may serve as executive officers for up to four (4) semesters in total. This includes the President of Student Senate, the Vice-President of Student Senate, the Vice-President of Finance, the Inter-Club Council President, and the Vice-President of Activities.
  - a. One (1) full semester is defined as eight (8) weeks or more of a semester.
  - b. If a student serves as an executive officer for two semesters as one position and two semesters of a different position, that student has served as an executive officer for four semesters and, therefore, is ineligible to serve as an executive officer again.