

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.

ARTICLE IV

FUNCTIONS

SECTION A. 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 of 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 either via email or handed directly to the President of the Student Senate 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 in the previous meeting shall take priority and shall be considered unfinished business.
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 B. 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. 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, Vice-President of Records, and I.C.C. President.

ARTICLE V

DUTIES OF MEMBERS

SECTION A. THE OFFICE OF THE PRESIDENT OF STUDENT SENATE

1. The President of Student Senate shall be an exofficio of all Student Senate subcommittees.
2. The President of Student Senate shall chair Student Senate meetings, with the power to delegate authority.
3. The President of Student Senate shall have the power to call Special Meetings of the Student Senate.
4. The President of the Student Senate shall prepare an annual Student Senate Budget with the Vice-President of Finance.
5. The President of the Student Senate shall be an official representative and host of the student body.

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

1. The Vice-President of Student Senate shall be an ex-officio member of all Student Senate subcommittees.
2. The Vice-President of Student Senate shall assume the duties of the President of the Student Senate in the absence or resignation of the President of the Student Senate.
3. The Vice-President of Student Senate shall be the chairperson of the Research, Planning, and Resolutions Committee.
4. The Vice-President of Student Senate shall coordinate research involving the opinions, desires, needs, and concerns of the student body.

5. The Vice-President of Student Senate shall coordinate the formation of resolutions as deemed necessary by the Research, Planning, and Resolutions Committee, the Student Senate, or Students at large.
6. The Vice-President of Student Senate shall perform other related duties delegated by the President of the Student Senate.

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

1. The Vice-President of Finance shall be the chairperson of the Finance Committee.
2. The Vice-President of Finance shall be an ex-officio of all Student Senate subcommittees.
3. The Vice-President of Finance shall prepare and annual Student Senate Budget with the President of the Student Senate and the Finance Committee, to be submitted to the Student Senate for approval.
4. The Vice-President of Finance shall administer all funds.
5. The Vice-President of Finance shall present annually Financial Reports to the Student Senate.
6. The Vice-President of Finance shall countersign all requisitions drawn on Student Senate Funds.
7. The Vice-President of Finance shall submit an annual Financial Report.
8. The Vice-President of Finance shall perform other related duties delegated by the President of the Student Senate.

SECTION D. THE OFFICE OF THE VICE-PRESIDENT OF ACTIVITIES

1. The Vice-President of Activities shall chair the Activities Committee.
2. The Vice-President of Activities shall handle all contractual and scheduling activities approved by the Activities Committee once approved by the Student Senate.
3. The Vice-President of Activities shall coordinate activities of the Student Senate and Inter-Club Council.
4. The Vice-President of Activities shall develop and implement publicity plans in conjunction with the Activities Committee.
5. The Vice-President of Activities shall communicate with the Office of Communications and campus news outlets when necessary.

SECTION E. THE OFFICE OF THE VICE-PRESIDENT OF RECORDS

1. The Vice-President of Records shall be an exofficio of all Student Senate subcommittees.
2. The Vice-President of Records shall take minutes for Student Senate meetings and Executive Council meetings.
3. The Vice-President of Records shall distribute Student Senate meeting agendas, minutes, and backing information, including but not limited to: resolutions, handouts, ballots, etc., to Senators at least twenty-four (24) hours in advance of the meeting.
4. The Vice-President of Records shall work with the A.S. Administrative Assistant or Student Services Specialist to ensure that the minutes for meetings are updated on the A.S. website.

5. The Vice-President of Records shall collect agendas and minutes from all Student Senate subcommittees.
6. The Vice-President of Records shall perform other related duties as delegate by President of the Student Senate.c

SECTION F. THE OFFICE OF THE INTER-CLUB COUNCIL PRESIDENT

1. The Inter-Club Council President shall preside over all Inter-Club Council meetings.
2. The Inter-Club Council President shall have the power to call special meetings of the Inter-Club Council and its committee.
3. The Inter-Club Council President shall chair the ICC Executive Board meetings.
4. The Inter-Club Council President shall countersign all requisitions drawn on the Inter-Club Council in the absence of the Vice-President of Finance.

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 only between fall and spring elections during the academic year.
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 other 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

DISMISSALS, IMPEACHMENT, AND RESIGNATIONS

SECTION A. DISMISSALS

1. If a Student Senate member becomes academically ineligible (questions regarding academic ineligibility will be directed to the Student Activities 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.

SECTION B. IMPEACHMENT

1. The impeachment process can be started by one-fifth ($\frac{1}{5}$) of the Student Senate.
2. The reason for the request of impeachment must be submitted in writing to the Associated Student Advisor, along with the signatures of those calling for impeachment. The impeachment request will then be referred to the Judicial Committee, in which the individual up for impeachment shall be given a chance to respond to the accusation, and a thorough investigation will be conducted. After the individual has been given their due process, the final decision of the Judicial Committee will be presented in front of the Student Senate.
3. 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.

SECTION C. RESIGNATIONS

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.

ARTICLE VII

STUDENT SENATE STANDING COMMITTEES

SECTION A. STANDING COMMITTEES

1. If possible, 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.

ARTICLE VIII

ELECTIONS

SECTION A. ELIGIBILITY REQUIREMENTS TO RUN FOR ALL ELECTED AND 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.
 - a. New students must have a 2.0 for any college work completed.
- 5. Candidates running for the Presidency of the Student Senate should be a member or officer of the Senate during the academic year in which the election is held.**

SECTION B. ELIGIBILITY REQUIREMENTS FOR ALL POSITIONS WHILE IN OFFICE

1. All executive officers will be elected to serve from June 1st of that year to May 31st of the following year.
2. 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.
3. 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 C. 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.
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. All executive officers 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 1st of that year to May 31st of the following year.
2. 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.