

**Associated Students of Cañada College****STUDENT SENATE****ARTICLE I: STUDENT SENATE**

**Section 1. Charge.** The Student Senate shall act as the major legislative body of the ASCC and as such shall:

- a) Require two-thirds (2/3) of its voting membership present to vote upon any legislation about appropriations of money.
- b) B. Author, approve, and amend bylaws and policies necessary to carry out the Constitution.
- c) C. Ratify by a two-thirds (2/3) vote the President's nominees to any appointed positions.
- d) D. May form committees for special purposes as it deems necessary.

**Section 2. Officers.** The membership of the Student Senate shall consist of the President, Vice-President, and a minimum of four (4) and a maximum of twenty (20) senators.

**Section 3.** Vacant Student Senate positions shall be appointed by the ASCC board after candidate has attended two meetings and has been interviewed. If elected candidate will be bestowed with the following rights and responsibilities:

1. Attend senate meetings
2. Support senate events and functions
3. Serve on a college committee, it is mandatory to attend the following senate meetings for the committee report
4. Represent Clubs
5. Work on a project or task set by the Executive Board
6. Receive a free Polo Shirt, Messenger bag, Strengths Finder Assessment, graduation stole and attendance at leadership retreats and statewide leadership conferences.

**Section 4. Meetings.** Senate Meetings are normally held weekly throughout the academic year—with the exception of recognized breaks and summer. The Senate shall establish a calendar of regular meetings at the beginning of the academic year.

- a) A special meeting may be called by the President, Vice-President, or majority of the Student Senate. Before a special meeting can be held, all voting members must be notified, at least twenty four (24) hours in advance.
- b) A quorum shall consist of a majority (50% plus one) of the voting members of the Student Senate. Quorum must be present before any action can be voted upon. The following business may take place without quorum: Call to Order, Roll Call, Public Comments, Business Reports, Discussion Items, Introduction of Prospective Senators, and Adjournment.

**Section 5. Attendance.** Any member of the Executive Board or Student Senate who misses three consecutive regular meetings or a total of four regular meetings in one semester shall automatically forfeit his/her position unless-(1) the absences are due to carrying out of designated Senate business, or (2) the absences are due to health and/or emergency situations. Excused absences shall be approved by the Senate Advisor. Excused absences must be ratified by a majority vote of Senators present.

A tardy is defined as arriving to a meeting 10 minutes after the meeting has officially started. Three late arrivals to a meeting are equal to one (1) absence. One hour of attendance is required to be considered present at a Student Senate meeting.

- a) Senators that miss three consecutive shared governance meetings and/or five shared governance meetings in one semester shall automatically forfeit their position on the ASCC senate.

**Section 6. Voting.** The Vice President, Secretary, Treasurer, Commissioner of Activities Commissioner of Publicity and senators shall be voting members. The President shall vote only to make or break a tie. Voting by proxy shall not be allowed.

**Section 7. GPA and Course Requirements.** Senators and Executive Officers shall maintain a minimum GPA of 2.0. Executive officers shall be enrolled in a minimum of 6 units throughout the serving term. Senators shall be enrolled in a minimum of 5 units throughout the serving term.

**Section 8. Elections.** All Senate positions are elected by the ASCC in a general and/or special election. Executive Officer vacancies shall be filled through nominations by the Senate. All members of the ASCC are eligible for nomination. Nominees shall be elected to office by majority vote.

**ARTICLE II: EXECUTIVE BOARD****Section 1. Meetings.**

- a) The Executive Board shall:
  - 1. Hold Regular weekly meetings throughout the academic year.
  - 2. Set the “Action Items” on the weekly Student Senate agenda.

**Section 2. Duties of the Executive Board Members:****a) President**

The president shall:

- 1. Preside as the chairperson the Student Senate and Executive Board meetings.
- 2. Represent the Associated Students at all official functions.
- 3. Appoint any special committees deemed necessary, with the consent of the Student Senate.
- 4. Have the power to veto any legislation passed by the Student Senate. The veto must be submitted in writing within two school days after the passing of said legislation. This veto maybe overridden by a two-thirds (2/3) vote of the Student Senate.
- 5. Be empowered to sign, in the absence of the Treasurer, all requisitions for the disbursement of funds according to the budgets established by the Student Senate. The disbursement shall be ratified by a two-thirds (2/3) vote of the entire Student Senate.
- 6. Work with the Treasurer to prepare the annual budget.

**b) Vice-President**

The vice president: shall:

- 1. Preside as chair of ASCC Senate meetings in the absence of the President
- 2. Serve as Parliamentarian
- 3. Direct constitutional updating and revisions
- 4. Serve as chairperson of the Inter-Organizational Council
- 5. Perform other duties as directed by the President

**c) Secretary**

The Secretary: shall:

- 1. Reserve meeting rooms for senate meetings for the year.
- 2. Maintain a phone and email directory of all members
- 3. Maintain a record (both electronically and hard copy) of the minutes and agendas
- 4. Prepare meeting agendas with the President
- 5. Duplicate and distribute agendas to senators and post a copy of the agenda on the ASCC bulletin board three (3) calendar days before the next meeting.
- 6. Maintain attendance sign in sheets of all meetings.
- 7. Prepare and distribute folders for senators that include: the ASCC Constitution and Bylaws, contact list, list of meeting dates, times, and locations and additional documents as needed.
- 8. Maintain all correspondence for the Student Senate.

**d) Treasurer**

The Treasurer shall:

1. Chair the ASCC senate budget committee
2. Sign ASCC Requisitions for payment.
3. Prepare ASCC Requisitions for approved expenses, payments, and reimbursements.
4. Prepare and present a monthly report of ASCC senate expenses.
5. Maintain a file of all ASCC Funding Requests and Fundraising Match requests.
6. Serve on the Vending Commission Committee
7. Present request for Fundraising Matches to the senate.

**e) Commissioner of Activities**

The Commissioner of Activities shall:

1. Prepare a working copy of the calendar of semester activities, and present it to the Student Senate for approval, by the third week of the semester.
2. Maintain a current copy of the calendar to be posted in the Student Activities and Senate Offices.
3. Designate a chairperson for all activities sponsored by the Associated Students.
4. Work with the Treasurer to prepare the annual budget.
5. Work in conjunction with the Commissioner of Publicity.

**f) The Commissioner of Publicity**

The Commissioner of Publicity: shall:

1. Publicize all ASCC sponsored events, and assist in publicizing campus student events.
2. Coordinate all media coverage (print and broadcast).
3. Designate Senators and Representatives to publicize specific events.
4. Maintain adequate supplies for publicity purposes.
5. Work with the Treasurer to prepare the annual budget.
6. Work in conjunction with the Commissioner of Activities.

**ARTICLE III: Student Trustee**

- Section 1.** A Student Trustee nominee shall be elected during the general election. The election of this nominee must meet with the requirements of the ASCC Election Codes.  
Add new board policy dates
- Section 2.** An active Student Trustee shall not simultaneously serve on the ASCC Executive Board and the District Board of Trustees.

***Revision History***

- Spring 2000 Revised and approved by the ASCC Student Senate*
- Spring 2006 Revised and approved by the ASCC Senate and passed the ASCC General Elections*
- Fall 2006 Revised and approved by the ASCC Student Senate*
- Spring 2008 Article I, Section 2 Revised and approved by the ASCC Student Senate*
- Spring 2008 Article I, Section 4 a., b., c., and d. Revised and approved by the ASCC Student Senate*
- Spring 2009 Section 5 a. added and approved by the ASCC Student Senate*
- June 2011 Editing*
- September 2011 Article 1 Section 3 Line 1 approved to be changed on February 4<sup>th</sup> 2011 meeting, and added on September 29, 2011*
- September 2011 Article 1 Section 3 Line 6 was approved on March 25 2011, and added September 29, 2011.*

**Associated Students of Cañada College****STUDENT ORGANIZATIONS****ARTICLE I. ASCC RECOGNIZED STUDENT ORGANIZATION****Section 1. Responsibilities**

All recognized student organizations are required to commit to the following:

- a) Maintain an organization constitution in the Center for Student Life and Leadership Development
- b) Participate in “Club” Day activities
- c) Be a student body card holder
- d) Give discounts to all student body card holders on all revenue producing activities.
- e) Follow all policies and procedures as stated in the Student Organization Handbook and ASCC constitution.

**Section 2. Membership**

Membership in all student organizations is open to all Cañada College registered students. Denial of membership or participation in any activity on the basis of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factor is specifically prohibited.

**Section 3. Recognition Procedure**

- a) Any group seeking recognition for a new student organization must complete an ASCC Student Organization Registration packet. Completed registration packets must be submitted to the Center for Student Life and Leadership Development for review and approval.
- b) Once approved, each student organization will be required to send one representative to a Student Organization Orientation.
- c) All approved student organizations will be identified as an “ASCC recognized student organization”.
- d) Re-recognition Process. All student organizations are required to renew their recognition status each academic year. Once group status has been re-approved, one representative from each organization will be required to attend the Student Organization Orientation. Until a representative has attended the orientation all account transactions, facilities request, etc will not be processed. In addition startup funds will not be deposited into campus account.

**Section 4. Privileges**

The privileges of recognized student organizations include:

- a) Access to ASCC Funds
- b) Use of College name
- c) Use of buildings, grounds, equipment and services of the College when available and officially scheduled.
- d) Publicity through appropriate college channels
- e) Appropriate advice and assistance from the Center for Student Life and Leadership Development.

**Section 5. Inter-Organizational Council (IOC)**

Membership in the Inter-Organizational Council is open to all ASCC recognized student organizations. To be considered an active member of the IOC one (1) representative from the organization must attend all IOC meetings.

**Section 6. Club Funding**

- a) To be eligible for funding from ASCC a registered club and/or organization must attend all scheduled IOC meetings; participate in all Club Day events, and be in good financial and club standing.
- b) All registered student clubs and/or organizations will receive a pre-loaded copy card from the Office of Student Activities, for use on the ASCC copy machine.
- c) Newly registered clubs and organizations will have access to \$100.00 for the purpose of supporting initial club/organization activities.
- d) Eligible registered clubs and/or organizations may request a fundraising match for approved fundraisers, for a maximum of \$250.00 for the academic year.

**Section 7. International, National, or Local Affiliation**

All students seeking to establish a group on campus that is affiliated with a local, national, or international organization, hereafter called AFFILIATE, must comply with the following guidelines:

- a) The policies of the AFFILIATE must be compliant with College policies and educational objectives
- b) A copy of the AFFILIATES policies and/or constitution must be attached to the student organizations constitution.
- c) A clause stating the following must appear in the organization's constitution.

**This organization shall adhere to the regulations and constitution of the "AFFILIATE" that do not conflict with the regulations and policies of Cañada College or the Associated Students of Cañada College.**

**Section 8. Revocation/Suspension of Privileges**

Failure to comply with ASCC and College policies or administrative direction in policies may result in revocation or suspension of recognition status and/or suspension of privileges. Student organizations that are no longer considered an ASCC recognized club will lose all access to club account funds. Funds will become the property of ASCC and will be placed in a reserve fund.

**Section 9. Inactive Status**

An organization will be considered inactive, if registration status is not renewed for a year and/or no account transactions occur for two consecutive semesters. All account funds will become the property of the Associated Students.

**Section 10. Organizational Revisions**

Any changes to an organization's constitution, structure, officers, advisor (s), and/or affiliation, must be submitted in writing to the Center for Student Life and Leadership Development.

***Revision History***

*Fall 2005 Student Organization By-Laws added to ASCC Constitution, ASCC Approved*  
*Spring 2008 Section 5. Club Funding amended, ASCC approved*  
*June 2011 editing, update policies*



## Associated Students of Cañada College Committee Code

### **Article I: Purpose**

This code is established to define policies and procedures regarding the conduct and organization of any and all committees by the Student Senate of the Associated Students of Cañada College.

### **Article II: Committees**

#### **Section 1**

There shall be two (2) recognized classifications for committees.

- a) Standing committees are formed for the purpose of providing organized guidance and solutions towards the administration of ongoing and or long-term projects and situations.
- b) Ad hoc committees are formed for the purpose of providing organized guidance and solutions towards the administration of projects and situations that are relatively short term in nature, and whose purpose is expected to be completed by the end of the academic year.

### **Article III: Membership**

#### **Section 1**

Committees shall be required to have a minimum number of members.

- a) Standing committees are required to have a chairperson and no less than three (3) additional members.
- b) Ad hoc committees are required to have a chairperson and no less than two (2) additional members.
- c) If the committee has less than its requisite minimum number of members for more than three (3) weeks at a time after the committee has been formed, then the committee shall be immediately disbanded.

### **Article IV Chairperson**

#### **Section 1**

The chairperson of a committee shall be appointed through a simple majority vote of the standing membership of the senate, except where stated otherwise in the Constitution and By-Laws of the Associated Students of Cañada College.

- a) Any Senator may chair any committee that is not specifically designated to be chaired by an Executive Council member. If no Senator is available, members of the Executive Council may act as chair.

### **Article V: Chairperson Responsibilities**

**Section 1.** The chairperson shall be required to obtain additional members from the membership roster of the Student Senate before the first meeting of the committee.

**Section 2.** The chairperson shall organize a meeting of its members at least once every three weeks.

- a) The first meeting of the committee shall take place no later than three weeks after its formation by the Student Senate.

**Section 3.** The chairperson shall ensure that all committee meetings are in accord with Robert's Rule of Order.

**Section 4.** The chairperson shall submit a written report of the meeting for the next regularly scheduled meeting of the Student Senate.

- a) The report shall include a summary of proposed solutions and ideas presented during the meeting, along with arguments in favor and against the solution idea.
- b) An ongoing record of the reports shall be maintained by the chairman of the committee and admitted to the Vice President of Special projects for archival purposes at the end of the academic year.

#### **Article VI: Members in General**

**Section 1.** Members will actively participate in the proposal, debate, organization and implementation of the committee's activities and projects.

- a) Members who fail to actively participate in the proposal, debate, organization and implementation of the committee's activities and projects shall be removed from the membership roster for that committee.

#### **Article VII: The Committee in General**

**Section 1.** The committee shall strive to produce and/or procure solutions and projects that are viable, efficient, economical, and readily implemented upon approval of the solution or project by the Student Senate.

**Section 2.** The committee shall conduct itself in a legitimate and ethical manner regarding its handling of committee business.

**Section 3.** The committee shall review and consider any suggestions or ideas from outside the committee regarding the problem or projected at hand.

**Section 4.** When the committee encounters a question of focus or desires another perspective regarding particulars of a project or problem, the committee shall request the opinion of the Student Senate when the committee presents its report to the Student Senate.

Created ASCC 2002-2003

## **Associated Students of Cañada College**

### **Article I: Committee Stipend Policy**

The following By-laws, Policies and Regulations shall apply to all persons attending designated Shared Governance meetings on behalf of the Associated Students of Cañada College.

**Section 1.** Students attending designated Shared Governance meetings shall be eligible to receive \$18.00 per meeting to be paid from the Student Representation Fee.

**Section 2.** Designated meetings, committees/activities shall include but are not limited to:  
Student Senate for the CA Community College (SSCCC) Region III Meeting Student  
Senate for the California Community College (SSCCC) Region III Sub-committee's

District Shared Governance Council  
District Auxiliary Services Committee (DASAC)  
College Council  
District Fee's Committee  
College Curriculum Committee  
Campus Auxiliary Services Committee (CASAC)  
District Student Council  
District Board of Trustee's Meetings  
Affirmative Action Committee  
College Hiring/Search Committee  
College/District Facilities/Master Planning Committee

### **Article II**

#### **Eligibility:**

**Section 1.** A person interested in representing the Associated Students at these meetings should meet the following qualifications:

- a) Be currently enrolled in at least 6 units or 1 class & have completed at least 24 units at Cañada College
- b) Have a cumulative G.P.A. of 2.00 in course work completed in the San Mateo County Community College District (SMCCCD).

### **Article III**

#### **Representatives Responsibilities:**

**Section 1.** The responsibilities of the committee person shall include:

- a) Attend an orientation session with the Coordinator of Student &/or the Committee Chairperson.
- b) Attend all meetings of your committee and maintain a binder (provided by the ASCC) which shall include all agendas, minutes and all other materials pertaining to the committee.
- c) File a written Synopsis within five school days.

- d) To attend Senate meetings &/or Executive Board meetings to give a verbal report as requested by the AS President and Vice-President.
- e) To recommend positions, actions and strategies to the Student Senate and/or the Executive board.
- f) Notify the Coordinator of Student Activities and the ASCC President if unable to attend an assigned committee meeting for any reason.
  - a) Make arrangements for an alternate representative when possible.

#### **Article IV**

##### Failure to Complete Responsibilities:

Section 1. Failure to fulfill any or all of the responsibilities as outlined above may result in any or all of the following:

- a) Suspension from committee
- b) Withholding of stipend
- c) Removal from the committee appointment

*June 2011      Editing*

**Associated Students of Cañada College****ELECTIONS****ARTICLE I: Election Board**

**Section 1. Purpose.** The Election Board shall serve as the governing body for enforcing the Election Bylaws and conducting the Elections.

**Section 2. Membership.** The Election Board shall include the ASCC Vice President who shall serve as chairperson, Coordinator of Student Activities, and four student representatives.

**Section 3. Duties of board members.****a) Chairperson**

The chairperson: shall:

1. Preside over Election Board meetings
2. Prepare and distribute meeting agendas
3. Have the power to appoint committee members
4. Serve as an ex officio member of the board, voting in the event of a tie
5. Preparing the Election Packet
6. Oversee the Election process

**b) Secretary**

The secretary shall:

1. Record and maintain minutes of all committee meetings and hearings
2. Send minutes to committee members
3. Maintain a record of all public comments, board rulings, and written infractions.
4. Prepare an agenda with the chairperson for all meetings
5. Maintain attendance (roll call) at all meetings
6. Assist with the overall election process

**c) Volunteer Coordinator**

The volunteer coordinator shall:

1. Recruit and train poll workers and other volunteers
2. Create a work schedule for poll workers
3. Maintain records of hours worked by each poll worker
4. Ensure poll workers are properly compensated
5. Assist with the overall election process

**d) Campaign Coordinator**

The campaign coordinator shall:

1. Design and distribute general Election materials (i.e., fliers, posters, table tents, etc)
2. Ensure candidates comply with all campaigning guidelines

3. Ensure all election materials are removed following the conclusion of the Elections
4. Schedule events (e.g., Meet the Candidates, Candidates Meetings, information sessions, etc)
5. Assist with the overall election process

**e) Coordinator of Student Activities**

The coordinator of student activities: shall:

1. Determine each candidate's eligibility

**Section 4. Appointment of members.** All members except for the chairperson and Coordinator of Student Activities shall be appointed by the Senate. The term of office may extend to seven school days following the conclusion of the Elections.

**Section 5. Restrictions.** Members of the Election Board shall not campaign for any candidate or resolutions on the ballot. No member of the Election Board shall be a candidate for office.

**Section 6. Removal from the board.** A majority vote of the senate shall be required to remove a member from the election board.

**Section 7. Vacancies.** The Senate shall fill vacancies by a majority vote.

**Section 8. Meetings.** The Election Board shall determine a regular meeting time through the duration of the Elections.

**Section 9. Quorum** shall consist of a majority of the current membership, excluding the Coordinator of Student Activities.

**ARTICLE II—Requirements for Candidacy**

**Section 1. Filing for candidacy.** All candidates shall submit an Election Candidate Eligibility form and a petition containing the signatures of 50 currently enrolled Cañada College students by deadline set by the Election Board and the Coordinator of Student Activities.

**Section 2. Eligibility.**

- a) **GPA.** All candidates shall have a minimum GPA of 2.0 upon filing for office.
- b) **Units.** A candidate shall be enrolled in a minimum of 6 units at Cañada College students by a deadline set by the Election Board and the Coordinator of Student Activities.

**Section 3. Meetings and activities.** Candidates shall attend all mandatory meetings and activities organized by the Election Board.

**Section 4. Restrictions.** A candidate running for an Executive position (i.e., President, Vice President, Student Trustee, etc) shall not run for another Executive position concurrently.

**Section 5. Compliance.** All candidates are expected to know and understand the Election Bylaws and Election packet.

**Section 6. Disqualification.**

- a) Candidates that do not comply with the Requirements for Candidacy shall be disqualified from the Elections.
- b) The Election Board may disqualify a candidate that does not comply with the Election Bylaws.

**ARTICLE—III General Elections**

**Section 1. Time and Duration.** Elections shall be completed at least once a year, a minimum of two weeks before the first day of finals during the spring or fall semesters. Elections shall be held for a minimum of two school days and a maximum of four school days.

**Section 2. Voting.** The Election Board shall choose to conduct the elections using a method (e.g., paper ballots, an online voting programs, etc) of their choice.

**a) Voting eligibility.**

- 1. Students shall present a valid student identification card or other type of photo identification at the time of voting
- 2. Student's enrollment status shall be verified at the time of voting.
- 3. Voting shall be limited to students enrolled at Cañada.

**b) Proxy votes shall not be allowed.**

**Section 3. Polling**

- a) Hours.** Polls shall be open a minimum of five hours a day for day students and a minimum of two hours a day for evening students.

**b) Polling location.** The Election Board may designate the amphitheater stage as the official polling location.

**Section 4. Poll workers.** Cañada students shall be used as poll workers at the polling location(s). If the Election Board is unable to find a minimum number of students to work on the polls. The Board may seek volunteers from the Cañada community.

**a. Duties of poll workers**

Poll workers shall:

- 1. Verify student identification
- 2. Distribute ballots and/or provide qualified students with access to ballot

3. Enforce the election bylaws
4. Report violations to the Election Board
5. Complete all other duties as assigned

**b. Compensation.** Poll workers may be compensated a minimum of \$8.00 an hour.

**Section 5. Results.** The Coordinator of Student Activities shall be responsible for informing candidates and the student body of the results. Results may be posted on the ASCC website. Candidates that receive a majority of the votes shall be elected to the Student Senate.

**Section 6. Special elections** Special Elections shall be conducted using the same procedures as General Elections.

**a) Special Election shall be held if:**

1. A contested General Election was found not to be conducted under the Election bylaws.
2. A majority of the membership is not met.
3. The Student Senate calls a Special Election by a majority vote.

**Section 7. Runoff elections** A Runoff Election shall be held within three school days of an election. Runoff elections shall be conducted within the guidelines of the Election Bylaws.

## **ARTICLE—IV Campaigning**

**Section 1. Definition of Campaigning.** Campaigning shall be defined as any action taken by a candidate or on behalf of a candidate to promote themselves.

- a) Campaign posting.** Candidates shall have all campaign materials date stamped and approved by the Office of Student Activities prior to posting. Campaigning materials such as posters, fliers, and table tents, etc shall only be displayed in approved areas as designated by the Coordinator of the Student Activities.
- b)** Candidates and supporters of candidates shall not campaign within 30 ft of a polling location. For Elections conducted online candidates and supporters of candidates shall not campaign within 100ft of a campus computer.
- c) Removal of campaign materials.** Candidates shall remove all campaign materials (i.e., fliers, posters, banners, table tents, etc) two school days following the last day of elections.

**Section 2. Restrictions.** Candidates and supporters of candidates shall comply with all requests by the Election Board, Coordinator of Student Activities, and/or poll worker that are within the guidelines of the election bylaws.



- a) **Use of ASCC office supplies.** Candidates and supporters of candidates shall not use the ASCC office equipment and supplies to create, copy, or print campaign materials.
- b) **Spending limits.** Candidates shall not spend more than \$100.00 on campaign materials. The Election Board may request a report and receipts detailing expenses from a candidate.
- c) **Bribes.** Candidates and supporters of candidates shall not offer money or in-kind items of value (other than campaign literature i.e., buttons, pins, candy, fliers, etc) in exchange for votes.

### **ARTICLE—V Grievances**

**Section 1. Grievances.** Candidates or voters may submit a grievance documenting the alleged misconduct of all persons, including of Student Act, poll workers, Election Board members, senators, candidates, etc. involved in the elections.

**Section 2. Submission of Grievances.** All grievances shall be submitted to the Coordinator using the Election Grievance Form.

a) **The following information shall be included except where noted.**

1. Name (optional)
2. Student I.D. number
3. Date of incident
4. Time of incident
5. Location of incident
6. Persons involved
7. Description of incident

b) All grievances shall be received by the Coordinator within two school days the final day of voting

c) The Coordinator shall inform the Election Board of all grievances.

### **Section 3. Review process**

a) The Coordinator shall review all urgent grievances.

b) The Election Board shall review take action upon non-urgent grievances within five school days.

*February 10, 2009 Revised Election Bylaws were adopted by the ASCC.*

*June 07, 2011 Edited*

## Associated Students of Cañada College

### **Judiciary Review Code**

#### **Article I- Purpose**

This code is an internal part of government because it creates a system of checks and balances. The Judiciary Review Code is hereby established to create a state of accountability for all policies established, procedures followed, and actions taken by the Associated Students of Cañada College.

#### **Article II – Responsibilities of the IOC Chair**

**Section 1.** The IOC Chair shall be the chairperson of the JRC responsible for executing the provisions of this code.

- a) If the position of IOC Chair is vacated, the IOC Finance-Chair shall assume the responsibility.
- b) If it befalls the ASCC to have the IOC chair and Finance-Chair positions vacant, then the Senate must take action to fill the position of IOC Chair by following the procedure stated in Section eight of the ASCC constitution.

#### **Article III- Formation of the Judiciary Review Committee**

**Section 1.** The Judiciary jury committee, hereafter referred to as JRC, shall be the judiciary body of the ASCC. It shall be designated as a Standing Committee.

**Section 2.** The Chairperson shall from JRC with four (4) other members. The members shall consist of the following:

- a) One (1) Executive Council member, excluding the ASCC president.
- b) Three (3) senators or representatives, including the IOC Vice- Chair.

**Section 3.** Each member has one vote- with the exception of the chairperson.

- a) The chairperson shall cast a vote only if the vote is decisive.
- b) No member shall have more than one vote.

**Section 4.** These positions will be rotated each semester with the exception of the IOC Finance-Chair.

**Article IV- Responsibilities of the Judiciary Review Committee**

**Section 1.** The chairperson shall be responsible for the following:

- a) Organizing the committee
  - 1. The committee is to be formed at the beginning of the chairperson's term.
- b) Organizing meetings on a bi- weekly basis.
  - 1. The chairperson reserves the right to call more than two (2) meetings a month.
- c) Keeping records of each ruling the committee has made.
- d) The chairperson shall provide any member of the student body with any information on the committee rulings.
- e) The chairperson shall be solely responsible for the evaluation of every member of the senate, including the Executive council and Senators.
  - 1. Evaluation shall include, but is not limited to, the checking of time cards.
- f) The chairperson shall also have the duty of enforcing this code.

**Section 2.** The Committee shall:

- a) Make rulings of all bills, proposals, and resolutions passed by the Senate.
- b) Make rulings on each Executive order made by the ASCC President.
- c) Make rulings on actions based on the enforcement of ASCC and IOC governing documents. Those documents are as follows:
  - 1. The ASCC Constitution
  - 2. ASCC By-Laws
  - 3. ASCC Financial Code
  - 4. ASCC Election Code
  - 5. ASCC Committee Code
  - 6. IOC Constitution
  - 7. Any code passed after the ratification of this Judiciary Review code.

- a. Make rulings on actions based on the enforcement of any rules or regulations that apply to the San Mateo Community College District.
- b. Make rulings on actions taken by the Executive Council and/ or Senator without consultation of the entire Senate.
- c. Make rulings taken by the Senate by means of general consensus.

#### **Article V- Rulings**

**Section 1.** Rulings are defined as a decision made by JRC in favor or against any action of the ASCC or IOC. Action being defined under Section IV, 2(a)-(f)

**Section 2.** Rulings that are in favor of an action shall be left as is.

**Section 3.** Rulings against a particular action require that the Senate do the following.

- a) Discuss and reconsider its decision the following week to find if the committee still feels the ruling is valid.
- b) If the committee still finds their opposition valid, then action must be taken to repeal the previous action.
- c) The original motion which JRC opposed must be restated correctly on an entirely new motion which is with the committees ruling must be made.

**Section 4.** Rulings will be made against any Executive Council member, Senator, or Representative who does not fulfill his/her responsibilities as cited in the ASCC Constitution By-Laws.

- a) The chair will make a formal recommendation on what type of action shall be taken upon the member.
- b) The Senate may approve/disapprove the chair's recommendations with two-thirds (2/3) majority vote.

**Section 5.** If the Chair is under evaluation and a ruling is against him/her, then a recommendation should be prepared by the committee to the Senate. In a case where the committee cannot make a recommendation due to a tie vote, the decision will be made by the Senate by a two-thirds (2/3) majority vote.

#### **Article VI- Amendments to the Judiciary Review Code**

Any amendments to this code may be made with a recommendation of the Judiciary Review Committee and a two-thirds (2/3) vote of the Senate.

*June 07, 2011 Edited*

## **Financial Contracts**

### **Article I: Purpose**

This code is established to define policies and procedures regarding any and all financial transactions and decisions by the Associated Students of Cañada College.

### **Article II: Budget**

- Section 1.** The ASCC annual budget shall be constructed by means of a budget committee. The Budget committee shall be considered a standing committee. The ASCC shall conduct its budgetary planning according to a predetermined schedule.
- (a) The ASCC Treasurer shall act as chair for the Budget Committee.
  - (b) Faculty and administrative members of the Budget Committee shall include the Coordinator of Student Activities and the Business Services Technician.
  - (c) ASCC Senate members of the Budget Committee shall include two (2) Executive Board members and two (2) Senators.
  - (d) Preliminary meetings of the Budget Committee shall be held no later than twelve (12) weeks prior to the end of the spring semester or regular instruction to formulate the initial study budget.
  - (e) The initial study budget shall be reviewed by the Student Senate no later than eight (8) weeks prior to the end of the spring semester of regular instruction.
  - (f) The Student Senate shall amend the initial study where deemed necessary in order to construct and approve a finalized budget by a two-thirds (2/3) majority vote no later than four (4) weeks prior to the end of the spring semester of regular instruction.
  - (g) The ASCC President shall present the finalized budget to the ASCC Advisor no later than three (3) weeks prior to the end of the spring semester of regular instruction.
  - (h) The ASCC President shall present the finalized budget to the Cañada College Vice President of Student Services no later than two (2) weeks prior to the end of the spring semester.

### **Article III: Financial Accounting Duties and Responsibilities**

- Section 1.** The ASCC Treasurer shall be responsible for the maintenance and upkeep of ASCC financial records as stated in the By-Laws and compile the initial

study, the final budget as approved by the Student Senate, and any information pertinent to the formation of the ASCC annual budget as an archival record.

**Section 2. Records**

- (a) A copy of this compilation must be maintained by the ASCC Advisor for no less than two (2) years after the approval of the ASCC annual budget which the compilation concerns itself with.
- (b) Organizers of ASCC sponsored activities and events shall maintain current and accurate records of all expenditures and incomes accrued and allow their records to be audited at any time by the Cañada College Business Services Office.

**Section 3. Audits**

Audits of ASCC sponsored activities and events shall be initiated through a written request directly to the ASCC Treasurer and Coordinator of Student Activities with the written approval of the Vice President of Student Services.

**Section 4. College Business Service Officer**

- (a) The Cañada College Business Services Office shall be responsible for the banking of ASCC funds, maintenance and upkeep of all official ASCC accounting records, the provision of a monthly report of incomes and expenditures, and issuance of receipts for all ASCC financial transactions.
- (b) The Cañada College Business Services Operations Assistant shall conduct all financial actions in accordance with policy and procedures set forth by the San Mateo County Community College District.

**Article IV: Financial Contracts**

- Section 1.** The Student Senate shall consult with the Coordinator of Student Activities or the Vice President of Student Services where applicable to obtain a recommendation prior to engaging in any contract or agreement that ASCC may be a party to.

Any contract or agreement that places ASCC under any obligation must be approved by a two-thirds (2/3) majority vote of the Student Senate, and shall be signed solely by the Coordinator of Student Activities.

**Section 1: Incomes and Revenues**

- (a) All money collected by a registered student organization and the ASCC shall be deposited into the clubs on-campus account within five (5) working days after receipt.

- (b) Any fundraising activity undertaken by ASCC shall be approved by a majority vote of the Student Senate.
- (c) Any donations of funds received by ASCC shall be deposited in a specific account created for the sole purpose of receipt of donated funds.
- (d) Any funds received by ASCC through a grant shall be distributed among the various expenditure accounts based upon the relative percentage of total anticipated expenditures of the ASCC Finalized budget.
- (e) Income received through services rendered by ASCC and through the return of borrowed or advance funds shall be accounted for through the use of specific accounts created for the purpose of receiving said funds.

**Section 2. Expenditures**

- (a) All funds (including money in club accounts) remain the property of ASCC until the expenditure of such funds is approved by the completion of the ASCC requisition form.
- (b) Expenditures of ASCC funds for payment of goods and services obtained by ASCC for standard daily operation purposes shall be approved by a majority vote of the standing membership of the Student Senate.
- (c) Reimbursement of the expended funds to individuals and/or organizations shall only be made for expenses accrued through the production of ASCC sponsor activities and events.

**Section 3. Cash Advances**

- (a) Cash advances shall only be made available to members of the ASCC Student Senate. The recipient of the cash advance must submit receipts of all purchases have been made. The amount of funds provided by a cash advance is not to exceed three hundred dollars (300.00)

**Section 4. Loans**

- (a) The loaning of ASCC funds shall be made available only to on-campus recognized student organizations.
- (b) All on-campus recognized student organizations shall be limited to receiving one (1) loan per academic year.
- (c) A Loan Application/Agreement must be completed in full and submitted to the treasurer no later than four (4) weeks prior to the anticipated need for the requested funds.
- (d) Potential recipients for a loan shall submit a thoroughly itemized budget of anticipated expenditures to accompany the completed Loan Application/Agreement.

- (e) All loans shall be limited to three hundred dollars (300.00) or less.
- (f) All loans shall be repaid to ASCC in full by the borrower within one hundred eighty (180) days from the date of approval of the loan.

The treasurer shall review the Loan Application/Agreement and submit it along with a recommended course of action to the Student Senate no later than three (3) business days after receipt of the completed Loan Application/Agreement.

All loans shall be approved through a two-thirds (2/3) majority vote of the Student Senate.

**Section 5. ASCC Funding Request**

- (a) Cañada College registered clubs/organizations, departments, and programs can request funding from ASCC for on campus events that benefit or target a maximum number of Cañada College students. Events targeting non Cañada College students, members of the community, faculty, and staff **DO NOT** qualify for funding. Funding provided for on campus events, activities, and programs must be used for expenses incurred for providing service, supplies, food, etc to Cañada College students. The ASCC reserves the right to decide if a program or activity expense directly benefits students, and therefore qualifies for funding from the ASCC.
- (b) Registered clubs/organizations, departments, and programs requesting funding from ASCC must comply with all policies and procedures identified in the Financial Code and the ASCC Funding Request. The following is a summary of the policies and procedures from the ASCC Funding Request Packet. Need to update
  1. A completed ASCC Funding Request form must be submitted to the Center for Student Life and Leadership Development (Building 5, Room 354) to the Coordinator of Student Activities or a member of the Office of Student of Activities staff during normal business hours. Applications submitted to the OSA outside of normal business hours will be date stamped on the following business day. Need to update
  2. Fund allocations cannot be used for any of the following purposes:
    - a) The purchase of alcohol or to support an event where alcohol is served,
    - b) Organization recruitment programs or events,
    - c) Any startup cost for a specific organization or group,
    - d) Events taking place off-campus
    - e) Scholarships
    - f) To purchase apparel or banners for a organization or department, and
    - g) Fundraising events
  3. Request must be date stamped by the Office of Student Activities four weeks prior to the need for financial or contractual commitments for the event; the Associated Students will find it inappropriate to approve any amount greater than \$100 maximum toward the program or event.



4. Eligible clubs/organizations, campus departments, and programs may request a maximum amount of \$2,500.00 for any single event.
  5. All eligible clubs/organizations requesting funding from the ASCC must contribute at least 20% of the current club account balance to the cost of the event.
  6. Request for payment, reimbursement, or account transfer for grants allocated for the Fall semester (September, October, November, and December) must be submitted by the last day of instruction of the fall semester. Request for payment, reimbursement, or account transfer for grants allocated for the Spring semester (February, March, April, and May) must be submitted by the last day of instruction of the spring semester.
  7. Balances remaining from ASCC funding request may not carry over into the following academic year; financially support an activity or program that was not approved in the original request; and cannot be transferred into the account of the club/organization, department, or program.
- c) All ASCC Funding Request shall be approved through a majority vote of the Student Senate.

#### **Section 8. Disbursement Procedures**

Any and all individuals and/or organizations requesting funding from ASCC shall complete a ASCC Requisition form, and submit it to the ASCC Treasurer at least two (2) weeks prior to the anticipated need for said funds.

- a) All submitted requisitions shall be accompanied by itemized receipts for all expenditures and a complete listing of names and student identification numbers of those students directly involved with the expenditures.
- b) If funds are requested by an IOC recognized student organization, then the signatures of the organization's Treasurer and Faculty Advisor must be secured where the title Treasurer requires signature at the bottom of the page.
- c) The ASCC Treasurer must recognize valid submission of the requisitions (other than clubs) by affixing his/her signature to the requisition prior to submission for review by the Student Senate.

The Student Treasurer shall review the requisition to determine whether or not the disbursement shall be made.

Approved requisitions shall be validated by the Coordinator of Student Activities and the Canada College Vice President of Student Services no later than one (1) week approval of the requisition by the Student Senate.

#### **Section 9. Revocation of Expenditure Authorization**

Failure of any ASCC sponsored activity or event to comply with any provision of this code shall be cause of revocation of authorization for expenditures by the Student Senate.

If revocation of authorization should occur, the Student Senate shall review the situation no later than one (1) week after the revocation.

- (a) The Student Senate shall decide what action shall be necessary to rectify the situation by means of a two-thirds (2/3) majority vote immediately after review of the situation.

*June 07, 2011 Updated Editing and practice*

*On August 24 2011 ASCC board meeting, the group approved to remove line Article IV: Financial Contracts Section 5 item2 Fund allocations cannot be used for any of the following purposes. Section (d) Attendance at conferences meetings, retreats or conventions.*

*On August 31 2011 ASCC board meeting, the group approved to remove line Article IV: Financial Contracts Section 5 item2 Fund allocations cannot be used for any of the following purposes. Section (e) Sponsorship of conferences, meetings, retreats or conventions which subsidizes any non ASCC student to attend.*

*September 29, 2011 Updated header.*

## Associated Students of Cañada College

**CONFERENCE POLICY****ARTICLE I: Conference attendance**

- Section 1. Only students approved by the Associated Student of Cañada College (ASCC) are allowed to attend conferences, in which funds appropriated by the (ASCC) are allowed to attend conferences, in which funds appropriated by the ASCC are expanded. (This *does not* exclude individuals who are not members of the ASCC who would like to attend *any* conference.)
- Section 2. Any delegation sent to a conference must be approved by the ASCC and fall within a specific budgeted line item in the ASCC or Student Representation Fee accounts.
- Section 3. Approved conferences shall include, but are not limited to: the student senate on fall, CCCSAA Fall Leadership Conference, Spring general assembly, and regional meetings; workshops, outreaches, and retreats, other conferences sponsored by other educational institutions, educational and/or community based organizations which provide legislative, instructional, and leadership training or other significant benefit to the ASCC, to Student Body and/or the College.
- IOC:
- a) Travel and conference expenses are included within the allocation provided to each club/organization and not considered separately.
- Caucuses:
- a) Conferences, statewide meetings and regional meetings, shall be subject to all the provisions of Article One. Expenses for individual caucuses officers will not be funded, outside of and approved conference delegation and budgeted line-item.
- Section 4. A preliminary delegation is determined by the Advisor, President, and Vice - President. The size of a delegation must not exceed the following guidelines:
- Senate size 2-6 delegation of not more than 6 members.
  - Senate size 7-10 delegation of not more than two-thirds (2/3) of the senate size.
  - Senate size 10-16 delegation of not more than three-fourths and not to exceed ten (10) members.

- Section 5. A delegation must be approved by the ASCC with a majority vote. If the Delegation is not approved; the President and Vice- President must submit a new delegation for approval. This process is repeated until a delegation is approved. The Advisor of the ASCC may call for a Final Approval, after three delegations have been dismissed. If the final approval does not pass, the delegation formed by the advisor and the AS President, this delegation does not need approval of the ASCC.
- Section 6. In formation of any delegation, due consideration of the college's student Population and diversity must be taken into consideration.

## **ARTICLE II: Conference Conduct**

**Section 1.** Members of the conference delegation must display appropriate conduct as Specified in the student Code of Conduct, the Student Handbook, and the Steps for Successful Conference Attendance signed by the student and returned to the advisor prior to the conference.

**Section 2.** Delegation members shall act as representative of Cañada College.

**Section 3.** Members of the delegation must secure authorization of the Delegation Advisor/Leader before leaving conference grounds.

**Section 4.** All selected members of the delegation must fulfill the "minimum" requirements for conference participation (i.e. completion of liability release medical consent forms, workshop attendance, etc.) as specified by the Advisor or other appointed delegation leader.

**Section 5.** Workshops:  
Attendance at workshops and other agendized activities are mandatory. Specific workshop attendance will be specified by the conference Advisor/Leader. A minimum level of participation in conference activities will be required of the members of the delegation and will be established prior to the conference by the conference Advisor/Leader.

## **ARTICLE III: Post Conference Requirements**

Section 1. All conferences are institutional components used to build leaders on the Cañada College Campus. All members of the delegation are expected to bring something back to the Campus that adds to the student environment.

Section 2. Each conference participant is required, upon return, to submit a conference report. The conference report is due within three weeks after return for the conference. The conference report is due within three weeks after return for the conference. The conference report must be turned in to the ASCC Secretary and will be maintained I the binder in the Senate

Office. The Secretary will maintain records of those members who have not turned in a conference report and will inform the Senate and Advisor by the fourth week after a conference has ended. Failure to submit a conference report will jeopardize future conference attendance.

**ARTICLE IV  
CONFERENCE REPORT**

- Section 1. Conference attendees shall produce a record of all the workshops and activities pertaining to the conference.
- Section 2. The conference report shall outline aspects of the conference which an individual plans to incorporate into the Cañada College campus environment.
- Section 3. Included in the report a copy of all materials distributed during a workshop will be available.

*June 07, 2011 Updated and edited*