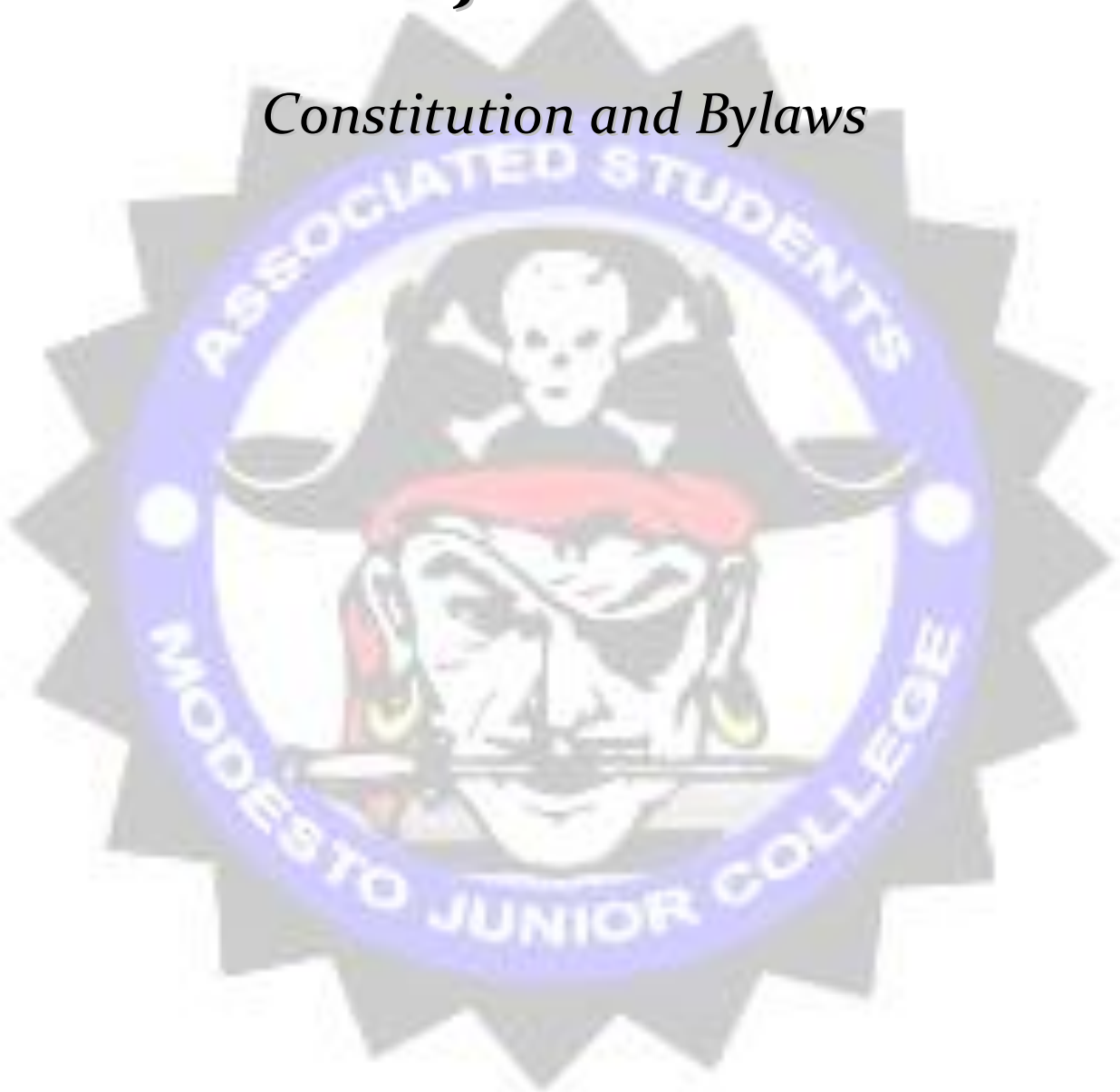


**ASSOCIATED STUDENTS
OF
MODESTO JUNIOR COLLEGE**

Constitution and Bylaws



435 College Avenue
Modesto, CA 95350
(209) 575-6700

REVISIONS AND AMENDMENTS

Proposed April 23rd, 1982
Revised May 12th, 1982
Revised May 27th, 1982
Revised May 27th, 1982
Revised Per Legal Review September 1st, 1982
Adopted September 30th, 1982
Ratified by Board of Trustees, October 5th, 1982
Amended by Student Senate June 2nd, 1983
Amended by Student Senate March 5th, 1985
Amended by Student Senate January 1986
Amended by Student Senate May 1986
Amended by Student Senate May 1987
Amended by Student Senate January 1988
Amended by Student Senate March 1989
Amended by Student Elections April 1990
Amended by Student Senate June 1990
Amended by Student Senate June 1991
Amended by Student Senate November 1993
Amended by Student Senate February 1994
Amended by Student Senate April 1994
Amended by Student Senate December 1994
Amended by Student Senate May 1996
Amended by Student Senate Elections April 1997
Amended by Student Senate September 1997
Amended by Student Senate May 1999
Amended by Student Senate December 2000
Amended by Student Senate March 2001
Amended by Student Senate April 2001
Amended by Student Senate January 2002
Amended by Student Senate April 2002
Amended by Student Senate and Inter-Club Council May 2002
Amended by Student Senate and Inter-Club Council April 2003
Amended by Student Senate and Inter-Club Council Spring 2004
Amended by Student Senate Fall 2008
Amended by Student Senate and Inter-Club Council Spring 2011
Amended by Student Senate and Inter-Club Council Fall 2011

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CONSTITUTION

PREAMBLE

We the students of Modesto Junior College establish this organization as a self-governing body to direct extracurricular activities and student government at Modesto Junior College. The organization is established in order to enhance sound student governance and citizenship; to express the general will of the students to the administration; to further cooperation with administration, staff, community, and other educational institutions; and to create and maintain adequate scholastic, social, cultural, and political activities in the furtherance of student welfare. The purposes herein stated are those which all of the college recognize as the privileges, rights and responsibilities of the students of Modesto Junior College. The students of Modesto Junior College, in order to form a more perfect self-government do hereby establish this Constitution for the Associated Students of Modesto Junior College.

Article I NAME

The name of this Organization shall be the “Associated Students of Modesto Junior College” (ASMJC).

Article II PLACE OF BUSINESS

ASMJC shall conduct all official business in the Office of Student Government located in the Student Center of East Campus and Mary Stuart Rogers Student Learning Center of West Campus. Location exceptions shall occur during renovations, on-site meetings, etc.

Article III AUTHORITY

The authority of this organization and its members, as identified in this Constitution, is delegated by and subject to the procedures of Modesto Junior College policy of the Board of Trustees (Educational Code, Article IV, Section 76060; Board of Trustees Policy 7002 and 5015 of the Yosemite Community College District and the Laws and Education and Administrative Code of the State of California).

Official activities of the ASMJC and their Executive Officers and Student Senators are subject to the advice of the authorized Advisor for student activities.

Article IV MEMBERSHIP PRIVILEGES

Active membership in the ASMJC shall be granted to any student registered at Modesto Junior College during the current semester.

All ASMJC members shall be permitted to vote in official ASMJC elections and be involved in Club membership.

Article V STUDENT GOVERNMENT

The affairs of ASMJC shall be conducted by a student government composed of the Executive Council, Student Senate and Inter-Club Council.

The elected Executive Officers of ASMJC and any other position required in the Bylaws shall serve as the Executive Council.

The Executive Officers of ASMJC shall be the President, Vice President of the Student Senate, Vice President of the Inter-Club Council, Director of Political Development, Director of Finance, Director of Events, Director of Public Relations and Secretary.

The Student Senate shall consist of twelve (12) Student Senators to be elected at-large. The Executive Officers shall serve as members of the Student Senate.

The Executive Officers and Student Senators shall be elected through a general election by ASMJC members beginning with the academic year.

The Inter-Club Council shall consist of one (1) Representative from each active Club on campus.

This revised Constitution will take effect July 1st, 2011.

Article VI TERM OF OFFICE

Term of office for Executive Officers and Student Senators shall be for one (1) year beginning July 1st and ending June 30th of the next calendar year.

Article VII MEETINGS

All meetings of the Executive Council, Student Senate, Inter-Club Council and standing committees shall be open to ASMJC members and held as prescribed in the Bylaws with the Advisor or representative of the Advisor in attendance.

Article VIII BYLAWS

Provision for the establishment of Bylaws to this Constitution is hereby authorized. ASMJC shall have the right to implement, within the Bylaws, any positions, boards, and committees seen fit by this organization for this organization, with a two-thirds (2/3) vote of the entire Student Senate and Inter-Club Council.

Article IX AMENDMENTS

Amendments to the Constitution may be proposed by petition to the Student Senate or Inter-Club Council by ten percent (10%) of the membership of the ASMJC or by three-fourths (3/4) vote of the entire Student Senate.

Such proposed amendments shall be read in completed form at the first meeting of the Student Senate following their proposal. A referendum shall be held on the proposed amendment between fifteen (15) and thirty (30) school days following the formal reading.



BYLAWS

Article I LEGISLATIVE AUTHORITY

- Section 1:** Legislative authority shall be vested in the Student Senate and the Inter-Club Council.
- Section 2:** The Student Senate and the Inter-Club Council shall have the power to make rules and regulations concerning ASMJC. Any MJC student, upon sponsorship of a Student Senator, may present changes to the Bylaws. All amendments to the ASMJC Constitution and Bylaws shall first be approved by the Rules Committee. All amendments are effective upon approval by a two-thirds (2/3) vote of the Student Senate and the Inter-Club Council.
- Section 3:** Completed Student Senate and Inter-Club Council agendas will be placed in the aforementioned members' mailboxes and posted in a public place seventy-two (72) hours prior to the meeting in accordance with the Brown Act (California Government Code section 54954.2 (a)) or according to any law passed by the legislature which supersedes or replaces the aforementioned section.
- Section 4:** Any proposal vetoed by the President of ASMJC shall become effective after a two-thirds (2/3) vote approving the proposal by the Student Senate and the Inter-Club Council has been cast.

Article II EXECUTIVE AUTHORITY

- Section 1:** Executive authority shall be vested in the President of ASMJC.

Article III EXECUTIVE COUNCIL

- Section 1:** All Executive Officers shall constitute the Executive Council.
- Section 2:** The Executive Council shall be responsible for planning, budgeting, implementing, coordinating and evaluating all ASMJC activities.

Article IV STUDENT SENATE

- Section 1:** The Student Senate shall be comprised of up to twelve (12) Student Senators and the Executive Officers. Members of the Student Senate shall have only one (1) vote on each issue.

Article V

INTER-CLUB COUNCIL

Section 1: The Inter-Club Council shall be comprised of one (1) Representative from each active Club on campus.

Section 2: Club Representatives may only represent one (1) active Club at each Inter-Club Council meeting and shall have only one (1) vote on each issue.

Article VI

EXECUTIVE OFFICERS

Section 1: The Executive Officers of ASMJC shall be the President of ASMJC, the Vice President of the Student Senate, the Vice President of the Inter-Club Council, the Director of Political Development, the Director of Finance, the Director of Events, the Director of Public Relations and the Secretary.

Section 2: All Executive Officers shall be members of the Executive Council and the Student Senate. Executive Officers cannot serve as Club Representatives during their term of office as an Executive Officer.

Section 3: The Executive Officers shall be elected through a general election of the student body. The Secretary shall be appointed by the President of ASMJC and ratified by the Student Senate and Inter-Club Council through a simple-majority vote of both bodies.

Section 4: *President of ASMJC*

Clause 1: The President of ASMJC shall serve as a member of the Executive Council and the Student Senate.

Clause 2: The President of ASMJC shall serve as the presiding officer of the Executive Council at all regular and special meetings and shall prepare the agenda for meetings at which he/she presides.

Clause 3: The President of ASMJC shall represent ASMJC members at times and places where such representation is required, requested and agreed upon (i.e. traditional events, College Council, District Council, Academic Senate, etc.).

Clause 4: The President of ASMJC shall prepare and present reports on ASMJC activities, events and conferences at Yosemite Community College District (YCCD) Board of Trustees meetings and regular sessions of the Academic Senate.

Clause 5: The President of ASMJC shall assume or delegate as he/she sees fit the duties of the Vice President of the Student Senate, the Vice President of the Inter-Club Council, the Director of Political Development, the Director of Events, the Director of Public Relations, the Director of Finance or the Secretary should those positions be vacant.

Clause 6: The President of ASMJC shall enforce the ASMJC Constitution and Bylaws.

Clause 7: The President of ASMJC shall appoint all Student Commissioners to all standing committees when necessary and shall be responsible for ensuring the full participation of students he/she appoints.

Clause 8: Vacancies in the Student Senate shall be filled through appointment by the President of ASMJC and ratification of the Student Senate and Inter-Club Council by a simple majority vote in both bodies.

Clause 9: The President of ASMJC shall have the right to veto legislation by submitting a

written statement of his/her objection to the Vice President of the Student Senate and the Vice President of the Inter-Club Council by the next regular meeting of whichever body meets sooner following the passage of said legislation.

Clause 10: The President of ASMJC may, in the absence of the Director of Finance, be a signature on expenditures of funds.

Clause 11: The President of ASMJC shall prepare an end-of-the-semester report on the activities, events and conferences of ASMJC to submit to the Student Senate and the Inter-Club Council.

Clause 12: The President of ASMJC shall ensure the full participation of ASMJC in the shared governance process and shall be ultimately responsible for the maintenance of all records pertaining to the shared governance process.

Clause 13: The President of ASMJC shall consult with the YCCD Board of Trustees or its designee on all matters that have affected or will affect the students of MJC.

Clause 14: The President of ASMJC shall prepare an informational binder by the end of his/her term for the incoming President of ASMJC.

Clause 15: The President of ASMJC shall hold a minimum of ten (10) posted office hours per week.

Section 5: Vice President of the Student Senate

Clause 1: The Vice President of the Student Senate shall serve as a member of the Executive Council and the Student Senate.

Clause 2: The Vice President of the Student Senate shall serve as the presiding officer of the Student Senate and the Rules Committee at all regular and special meetings and shall prepare the agenda for meetings at which he/she presides.

Clause 3: The Vice President of the Student Senate shall represent the Student Senate and the Rules Committee at such times and places where representation is required.

Clause 4: The Vice President of the Student Senate shall appoint all Student Senators to all standing committees when necessary and shall be responsible for ensuring the full participation of students he/she appoints.

Clause 5: The Vice President of the Student Senate shall prepare and present reports to the Inter-Club Council on Student Senator activities, and prepare an end-of-the-semester report on all Student Senate activities.

Clause 6: The Vice President of the Student Senate shall be responsible for overseeing the ASMJC Constitution and Bylaws to ensure that they meet the needs of the organization.

Clause 7: The Vice President of the Student Senate shall hold a minimum of 10 (ten) posted office hours per week.

Section 6: Vice President of the Inter-Club Council

Clause 1: The Vice President of the Inter-Club Council shall serve as a member of the Executive Council and the Student Senate.

Clause 2: The Vice President of the Inter-Club Council shall serve as the presiding officer of the Inter-Club Council and the Student Services Committee at all regular and special meetings and shall prepare the agenda for meetings at which he/she presides.

Clause 3: The Vice President of the Inter-Club Council shall represent the Inter-Club Council and the Student Services Committee at such times and places where representation is required.

Clause 4: The Vice President of the Inter-Club Council shall appoint all members of the

Inter-Club Council to all Standing Committees when necessary and shall be responsible for ensuring the full participation of students he/she appoints.

Clause 5: The Vice President of the Inter-Club Council shall ensure that all Club activities will be developed, implemented and coordinated in conjunction with ASMJC.

Clause 6: The Vice President of the Inter-Club Council shall prepare and present reports to the Student Senate on Club activities, and prepare an end-of-the-semester report on all Inter-Club Council activities.

Clause 7: The Vice President of the Inter-Club Council shall post all Club accounts to each Club by the first of every month of the academic year.

Clause 8: The Vice President of the Inter-Club Council shall be required to hold a minimum of ten (10) posted office hours per week.

Section 7: Director of Political Development

Clause 1: The Director of Political Development shall serve as a member of the Executive Council and the Student Senate.

Clause 2: The Director of Political Development shall serve as the presiding officer of the Political Development Committee at all regular and special meetings and shall prepare the agenda for the meetings at which he/she presides.

Clause 3: The Director of Political Development shall represent the Political Development Committee at such times and places where representation is required.

Clause 4: The Director of Political Development shall be required to hold and run ASMJC elections.

Clause 5: The Director of Political Development shall be required to hold at least one (1) political forum per school year.

Clause 7: The Director of Political Development shall be required to hold a minimum of 10 (ten) posted office hours per week.

Section 8: Director of Finance

Clause 1: The Director of Finance shall serve as a member of the Executive Council and the Student Senate.

Clause 2: The Director of Finance shall serve as the presiding officer of the Business and Finance Committee at all regular and special meetings and shall prepare the agenda for all meetings at which he/she presides.

Clause 3: The Director of Finance shall represent the Business and Finance Committee at such times and places where representation is required.

Clause 4: The Director of Finance shall prepare and present reports of Business and Finance Committee activities and status of the ASMJC Budget to the Student Senate and the Inter-Club Council and shall be responsible for maintaining current records of all budget line items.

Clause 5: The Director of Finance shall be a signature on all expenditures of funds.

Clause 6: The Director of Finance shall be required to hold a minimum of ten (10) posted office hours per week.

Section 9: Director of Events

Clause 1: The Director of Events shall serve as a member of the Executive Council and the Student Senate.

Clause 2: The Director of Events shall serve as the presiding officer of the Events Committee at all regular and special meetings and shall prepare the agendas for the meetings at which he/she presides.

Clause 3: The Director of Events shall be required to represent the Events Committee at such times and places where representation is required.

Clause 4: The Director of Events shall be responsible for preparing a calendar of events each month subject to the approval of the Executive Council as well as the maintenance of all equipment and property of ASMJC.

Clause 5: The Director of Events shall be required to submit budget breakdowns and reports on all ASMJC events.

Clause 6: The Director of Events shall hold a minimum of ten (10) posted office hours per week.

Section 10: Director of Public Relations

Clause 1: The Director of Public Relations shall serve as a member of the Executive Council and the Student Senate.

Clause 2: The Director of Public Relations shall serve as the presiding officer of the Public Relations Committee at all regular and special meetings and shall prepare the agenda for meetings at which he/she presides.

Clause 3: The Director of Public Relations shall represent the Public Relations Committee at such times and places where representation is required.

Clause 4: The Director of Public Relations shall conduct surveys within the student body for the purpose of providing ASMJC direction in its activities.

Clause 5: The Director of Public Relations shall provide the media with press releases and supervise any media that is distributed to the student body by ASMJC.

Clause 6: The Director of Public Relations shall be required to hold a minimum of ten (10) posted office hours per week.

Section 11: Secretary

Clause 1: The Secretary shall serve as a non-voting member of the Executive Council, the Student Senate and the Inter-Club Council and shall take notes of business transactions and transcribe minutes to reflect those present as well as absent at meetings of the Executive Council, the Student Senate and the Inter-Club Council and distribute minutes to all appropriate persons.

Clause 2: The Secretary shall be responsible for maintaining all documents pertaining to ASMJC.

Clause 3: The Secretary shall be required to hold a minimum of five (5) posted office hours per week.

**Article VII
ORDER OF SUCCESSION**

Section 1: Should the President of ASMJC resign or be removed from office, the order of succession is as follows: Vice President of the Student Senate, Vice President of the Inter-Club Council, Director of Political Development, Director of Finance, Director of Events then Director of Public Relations.

Section 2: Upon the resignation or removal of the President of ASMJC, the next in line in order of succession shall, if the position of President be accepted, assume the position of President. This process will continue until the office of President is filled. Should the position still remain vacant after the conclusion of this process, the Political Development Committee shall convene on the issue and make recommendations to the Student Senate and Inter-Club Council on how to fill the office of President of ASMJC.

Section 3: Should the Chairperson of the Executive Council, Student Senate, Inter-Club Council or standing committee not be present at the scheduled meeting, the order of succession shall be used to decide the temporary Chairperson of the scheduled meeting. If no member of the order of succession is present, the Secretary shall call the meeting to order and call for a simple majority vote for a temporary Chairperson to preside for the remainder of the meeting.

Article VIII SENATORS

Section 1: Student Senators shall be responsible for assisting in the planning, budgeting, implementation and coordination of all ASMJC activities.

Section 2: Student Senators shall be required to complete an annual project that will benefit the campus or students of Modesto Junior College or the surrounding community.

Section 3: Student Senators shall not serve as a Club Officer or Representative during their term as Student Senator.

Section 4: Student Senators shall serve on one (1) of the ASMJC standing committees.

Section 5: Student Senators shall be eligible for reimbursement of expenditures incurred in the performance of ASMJC-related assignments (i.e. mileage, lodging, meals, etc.) upon the approval of the Executive Council.

Section 6: All Student Senators shall be required to hold a minimum of five (5) posted office hours per week.

Article IX OFFICE REQUIREMENTS

Section 1: *Executive Officers*

Clause 1: In order to be eligible to be an Executive Officer in ASMJC, one must have completed twelve (12) units prior to the time of application, must be currently enrolled in a minimum of five (5) units and must have and maintain a 2.0 cumulative grade point average. The prior unit requirement of Executive Officers can be waived with a two-thirds (2/3) vote of the Student Senate and the Inter-Club Council.

Section 2: *Senators and Standing Committee Chairpersons*

Clause 1: In order to be eligible to be a Student Senator or a standing committee Chairperson if a Student Commissioner, one must be currently enrolled in a minimum of five (5) units and have and maintain a 2.0 cumulative grade point average.

Section 3: *Dismissal*

Clause 1: Executive Officers, Student Senators and Student Commissioners sitting as standing committee Chairpersons not maintaining eligibility shall be dismissed from office by an Advisor of ASMJC.

Article X CLUBS

Section 1: Chartering

- Clause 1: Applications for Club charters must be complete and submitted to the Vice President of the Inter-Club Council. Applications shall include a *Petition for Club Charter*, a *Club Roster* and a *Club Constitution* in order to be considered.
- Clause 2: The Vice President of the Inter-Club Council shall conduct a preliminary screening of applications for Club charters and shall submit recommendations to the Student Senate and the Inter-Club Council regarding said applications.

Section 2: Requirements

- Clause 1: To be considered an active Club, an organization must have a minimum of ten (10) active members.
- Clause 2: Each active Club shall complete at least one (1) campus project per year and complete at least one (1) community service project per year. Clubs with an active Representative sitting on a Standing Committee shall be excused from completing a campus project.
- Clause 3: Upon chartering or re-chartering, Club Advisors and Club Officers are required to attend an ASMJC-sponsored Club training workshop.
- Clause 4: Clubs are required to have at least one (1) Representative in attendance at all Inter-Club Council meetings. Clubs are allotted two (2) excused absences per semester. Absences are excused by notifying the presiding officer at least twenty-four (24) hours prior to the meeting of the absence. If a Club receives three (3) unexcused absences in a semester, the Club will be suspended and Club funds will be frozen.
- Clause 5: Clubs shall appoint one (1) Representative to sit on one (1) standing Committee or otherwise be subject to completing both projects.
- Clause 6: Clubs shall keep their funds in an on-campus account with ASMJC.
- Clause 7: If a suspended or inactive Club does not re-charter within two (2) semesters, their Club funds shall be absorbed into the Club Development Fund.

Section 3: Club Officers

- Clause 1: Club Officers shall maintain a 2.0 cumulative grade point average and shall be enrolled in a minimum of five (5) units during their terms of service.

Article XI ADVISOR

Section 1: An Advisor of ASMJC shall attend or have representation at all Executive Council, Student Senate and Inter-Club Council meetings.

Section 2: An Advisor of ASMJC shall sign all financial transactions and all contracts/dealings with ASMJC.

Section 3: An Advisor of ASMJC shall have the power to call special meetings under extraordinary circumstances.

Section 4: An Advisor of ASMJC shall attend all ASMJC-sponsored events.

Section 5: An Advisor of ASMJC shall have the power to dismiss from office any individual not meeting eligibility requirements.

Article XII

STANDING COMMITTEES

Section 1: Standing committees shall function as advisory committees to the Student Senate and Inter-Club Council.

Section 2: Standing committees shall be responsible for submitting activity reports either orally or in writing to the Student Senate and Inter-Club Council on a regular basis.

Section 3: Standing committees shall submit recommendations in writing to the Student Senate and Inter-Club Council.

Section 4: Chairperson

Clause 1: Chairpersons of standing committees shall serve as the presiding officer of their respective committees at all regular and special meetings and shall be responsible for preparing and posting agendas in accordance with the Brown Act.

Clause 2: Chairpersons of standing committees shall represent their respective committees at such times and places where representation is required (i.e. Student Senate and Inter-Club Council meetings).

Clause 3: Chairpersons of standing committees shall be responsible for submitting activity reports either orally or in writing to the Student Senate and Inter-Club Council on a regular basis.

Clause 4: Chairpersons of standing committees shall not vote on issues.

Clause 5: Chairpersons of standing committees shall have the final approval of all appointments to their respective committees.

Clause 6: Chairpersons of standing committees shall be responsible for maintaining all documents related to their respective committees.

Clause 7: Chairpersons of standing committees shall be eligible for reimbursement of expenditures incurred in the performance of ASMJC related assignments (i.e. mileage, lodging, meals, etc.) upon the approval of the Executive Council.

Section 5: Membership

Clause 1: The membership of standing committees shall be open to a maximum of two (2) Student Senators, a maximum of two (2) Club Representatives and a maximum of two (2) Student Commissioners.

Clause 2: Members of standing committees shall have one (1) vote on each issue.

Clause 3: Student Commissioners shall be defined as: students-at-large who are neither members of the Student Senate nor the Inter-Club Council.

Clause 4: Members of standing committees shall be eligible for reimbursement of expenditures incurred in the performance of ASMJC-related assignments (i.e. mileage, lodging, meals, etc.) upon the approval of the Executive Council.

Section 6: Rules Committee

Clause 1: The Rules Committee shall be responsible for the periodic review and maintenance of the Constitution and Bylaws in order to ensure they meet the needs of ASMJC.

Clause 2: The Rules Committee shall be responsible for the consideration of proposed changes to the Constitution and/or Bylaws and shall make recommendations regarding said proposals to the Student Senate and Inter-Club Council.

Clause 3: The Rules Committee shall be responsible for preparing and submitting recommendations for changes to the Constitution and/or Bylaws to the Student Senate and Inter-Club Council.

Clause 4: Should a dispute arise over provisions of the Constitution and/or Bylaws, the Rules Committee shall rule on how said provisions should be interpreted.

Clause 5: The Rules Committee shall perform such other assignments as delegated by the Student Senate and/or Inter-Club Council.

Section 7: Student Services Committee

Clause 1: The Student Services Committee shall be responsible for planning, implementing, coordinating and evaluating essential student services.

Clause 2: The Student Services Committee shall work in conjunction with relevant college student services staff and administrators.

Clause 3: The Student Services Committee shall study and make recommendations to the Student Senate and Inter-Club Council regarding needed student services and improving existing student services provided by ASMJC.

Clause 4: The Student Services Committee shall perform such other assignments as delegated by the Student Senate and/or Inter-Club Council.

Section 8: Political Development Committee

Clause 1: The Political Development Committee shall be responsible for monitoring relevant federal, state and local legislation (including within the YCCD) that may or will have an effect on students at MJC and for making recommendations to the Student Senate and Inter-Club Council regarding appropriate action on said legislation.

Clause 2: The Political Development Committee shall be responsible for planning, implementing, coordinating and evaluating activities that heighten political awareness and promote political activity of the general student body regarding issues that affect the students (i.e. debates, forums, leadership training, voter registration drives, etc.).

Clause 3: The Political Development Committee shall be responsible for planning, implementing, coordinating and evaluating yearly elections for Executive Officers and Student Senators. Members of the Political Development Committee shall not participate directly in any business relating to the planning, implementing, coordinating and evaluating of elections. Specific duties shall be outlined in **ARTICLE XVII ELECTIONS**.

Clause 4: The Political Development Committee shall make recommendations for future activities under the purview of the committee and for the improvement of said activities to the Student Senate and Inter-Club Council.

Clause 5: The Political Development Committee shall perform such other assignments as delegated by the Student Senate and/or Inter-Club Council.

Section 9: Business and Finance Committee

Clause 1: The Business and Finance Committee shall be responsible for maintaining supervision over the ASMJC budget and its financial affairs as well as to ensure that ASMJC exercises the maximum legal control of all ASMJC funds, expenditures and investments.

Clause 2: The Business and Finance Committee shall be responsible for the planning, implementation and evaluation of all fund raising activities, events, investments and enterprises and shall make recommendations to the Student Senate and Inter-Club Council regarding said activities and possible improvements.

Clause 3: The Business and Finance Committee shall prepare and submit the annual ASMJC Budget to the Student Senate and Inter-Club Council by end of March each year.

Clause 4: The Business and Finance Committee shall perform such other assignments as delegated by the Student Senate and/or Inter-Club Council.

Section 10: Events Committee

Clause 1: The Events Committee shall be responsible for assisting in planning, budgeting, coordinating, implementing and evaluating social and cultural activities for the entertainment and recreation of the general student body (i.e. dances, concerts, college hours, film series, field trips, cultural programs, etc.).

Clause 2: The Events Committee shall make recommendations for future activities under the purview of the committee and for the improvement of said activities to the Student Senate and Inter-Club Council.

Clause 3: The Events Committee shall prepare and submit the annual events calendar for the next calendar year to the Student Senate and Inter-Club Council by the end of March.

Clause 4: The Events Committee shall perform such other assignments as delegated by the Student Senate and/or Inter-Club Council.

Section 11: Public Relations Committee

Clause 1: The Public Relations Committee shall be responsible for the maintenance and improvement of visibility and public relations between ASMJC, the campus community and the community at-large.

Clause 2: The Public Relations Committee shall be responsible for assisting in planning, implementing, coordinating and evaluating publicity efforts for all ASMJC activities.

Clause 3: The Public Relations Committee shall periodically make recommendations to the Student Senate and Inter-Club Council to update and maintain rules and regulations for publicity.

Clause 4: The Public Relations Committee shall perform such other assignments as delegated by the Student Senate and/or Inter-Club Council.

Article XIII

COLLEGE-WIDE COMMITTEES

Section 1: Responsibility and Policy/Procedural Areas

Clause 1: In accordance with California law, the President of ASMJC shall make appointments to college-wide and district-wide committees that develop policies and/or procedures that have or will have a significant effect on students. Policy or procedural areas that have or will have a significant effect on students are as follows: grading policies; codes of student conduct; academic disciplinary policies; curriculum development; courses or programs that should be initiated or discontinued; processes for institutional planning and budget development; standards and policies regarding student preparation and success; student services planning and development; student fees within the authority of the district to adopt; and any other district or college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

Section 2: Members

- Clause 1: Members of college or district-wide committees shall report at least once monthly, either orally or in writing, to the Student Senate and the Inter-Club Council regarding the committee's activities.
- Clause 2: Members of college or district-wide committees are expected to use discretion regarding questions that arise while in committee. If a question requires the official opinion of ASMJC, a committee member shall communicate the matter to the Student Senate and the Inter-Club Council to be decided on.
- Clause 3: The President of ASMJC is responsible for the enforcement of **Article XIII, Section 2, Clause 2** of the Bylaws and may remove a member of a college-wide committee for failing to uphold his/her responsibilities.

Article XIV MEETINGS

Section 1: Special Meetings

- Clause 1: Special meetings of the Executive Council, Student Senate, Inter-Club Council and standing committees may be called at any time by the presiding officer of the respective organizations and committees, the President of ASMJC and/or the Advisor of ASMJC.

Section 2: Executive Council

- Clause 1: The Executive Council shall meet regularly at least once weekly during the fall, spring and summer semesters at a time and place agreed upon and set by a simple majority of the members of the Executive Council at the first meeting of each semester.

Section 3: Student Senate

- Clause 1: The Student Senate shall meet regularly at least twice monthly on alternating weeks from Inter-Club Council meetings at a time and place agreed upon and set by a simple majority of the members of the Student Senate at the first meeting of each semester, unless special circumstances require they meet jointly or within the same week.

Section 4: Inter-Club Council

- Clause 1: The Inter-Club Council shall meet regularly at least twice monthly on alternating weeks from Student Senate meetings at a time and place agreed upon and set by a simple majority of the members of the Inter-Club Council at the first meeting of each semester, unless special circumstances require they meet jointly or within the same week.

Section 5: Standing Committees

- Clause 1: All standing committees shall meet regularly at least twice monthly at a time and place agreed upon and set by a simple majority of the members of each committee at the first meeting of each semester, unless a simple majority of the membership of a committee determines it has no business to conduct.

Section 6: Absences

- Clause 1: Executive Officers, Student Senators and Student Commissioners shall not incur more than two (2) unexcused absences in the course of one (1) semester. Excused absences shall be defined as twenty-four (24) hours notice to the appropriate

Chairperson and shall not exceed more than four (4) in the course of one (1) semester.

Clause 2: Executive Officers, Student Senators and Student Commissioners who are found in violation of this Bylaw shall be placed on the appropriate body's agenda by the Chairperson for expulsion from membership by a two-thirds (2/3) vote of that body.

Article XV ASMJC STIPEND

Section 1: Executive Officers

Clause 1: Executive Officers shall be eligible for stipends paid on the same schedule as college employees and subject to the approval of the Executive Council. The President of ASMJC shall receive two-hundred dollars (\$200.00) monthly during his/her term of office. All other Executive Officers shall each be paid one-hundred eighty dollars (\$180.00) monthly during their terms of office.

Clause 2: Executive Officers who cede chairmanship of their standing committee for more than two (2) regularly-scheduled meetings forfeit fifty-dollars (\$50.00) of their stipend to the individual who assumes that responsibility.

Section 2: Student Senators

Clause 1: Student Senators shall be eligible for stipends paid on the same schedule as college employees and subject to the approval of the Executive Council. Student Senators shall each receive seventy-five dollars (\$75.00) monthly during their terms of office.

Section 3: Standing Committee Chairpersons

Clause 1: Any student who is neither a member of the Executive Council nor the Student Senate acting as a standing committee Chairperson shall be eligible for stipends paid on the same schedule as college employees and subject to the approval of the Executive Council. Standing committee Chairpersons shall receive fifty-dollars (\$50.00) monthly during his/her term of office.

Section 4: Stipend Suspension

Clause 1: Any Executive Officer, Student Senator or Student Commissioner who is denied a stipend by the Executive Council shall reserve the right to appeal the decision to the Student Senate and Inter-Club Council. A simple majority vote by both bodies may overturn the Executive Council's decision.

Article XVI CLUB DEVELOPMENT

Section 1: Purpose

Clause 1: ASMJC shall establish a Club Development Fund to provide financial support to chartered campus clubs interested in promoting extracurricular activities for the benefit and well-being of the student body, staff, and community served by MJC.

Section 2: Rationale

Clause 1: The Club Development Fund will help stimulate and cultivate the formation and growth of clubs as well as the organizational structure of the Inter-Club Council.

Section 3: Funding Criteria

- Clause 1: Activities financed by the Club Development Fund shall be extracurricular and available to students and/or the community.
- Clause 2: Funding priority will be given to the projects that further the mission of ASMJC. Specifically, priority will be given to projects that: 1) promote the formation, growth and aims of campus clubs as established by club constitutions and defined by the present club membership; 2) promote social and cultural activity through entertainment and recreation for the general student body; 3) promote general awareness and positive interactions between ASMJC, clubs, staff, faculty, administration and the community and; 4) heighten political awareness and promote the political activity of the general student body regarding issues that directly affect the students.
- Clause 3: Clubs interested in submitting a request for funding must be clubs in good standing (i.e. timely re-chartering, consistent representation at Inter-Club Council meetings and active participation in student government.)

Section 4: Funding Policy

- Clause 1: Funding will be considered based on the availability of funds and a club's past performance concerning the Club Development Fund.
- Clause 2: All newly chartered clubs shall be eligible to receive two-hundred dollars (\$200) in seed money from the Club Development Fund, upon the approval of the Executive Council.
- Clause 3: ASMJC will consider funding in the form of either a grant or a loan. A club may request and be eligible for a grant, loan or both at the same time.
- Clause 4: Loans are granted with the understanding that loans will be repayable within a one (1) year period. Loan extensions must be submitted to the Student Senate and Inter-Club Council by the first day of the tenth (10th) month of the loan for consideration.
- Clause 5: ASMJC funding does not preclude clubs from charging a fee at events.

Article XVII ELECTIONS

Section 1: Process

- Clause 1: The Political Development Committee shall set dates, times and places of all elections to no later than four (4) weeks in advance, publicizing all matters pertaining to the election.
- Clause 2: The Political Development Committee shall ensure a nominating period of at least two (2) calendar weeks and shall approve all petitions of candidacy. An official list of candidates shall be completed and publicized at a minimum of two (2) weeks prior to the election.
- Clause 3: Candidates must meet all policies set forth by the Political Development Committee relating to elections.
- Clause 4: After the nominations period, should the number of approved candidates be less than two (2) for any Executive Officer or less than twelve (12) for Student Senators, the Political Development Committee may nominate additional candidates for office.

Clause 5: Elections shall be held on Monday and Tuesday on one (1) campus and Wednesday and Thursday on the other (day and evening) by the end of the first (1st) week of April.

Article XVIII

DISCIPLINE AND EXPULSION

Section 1: Removal from Office

Clause 1: ASMJC has the right to remove from office any Executive Officer, Student Senator, standing committee Chairperson or committee member because of a violation of law or policy set forth by the federal, state or local government (including MJC and the YCCD), failure to abide by the Constitution and/or Bylaws of ASMJC, a breach of a fundamental principle of ASMJC and/or a lapse in eligibility.

Section 2: Procedure

Clause 1: A proceeding to remove any Executive Officer, Student Senator, committee Chairperson or committee member must not violate any rule of ASMJC or any rights that individuals have under the law. The steps for removal from office shall be:

- A) **CHARGES:** A memorandum stating the alleged violations and preliminary proof shall be filed with the President of ASMJC. Should the President of ASMJC be accused, the memorandum shall be filed with the Vice President of the Student Senate.
- B) **INVESTIGATION:** The Executive Council shall investigate the alleged violations to determine if there are grounds for removal. Should there be grounds for removal, the Executive Council shall create an ad hoc hearing committee in accordance with **Article XIX JUDICIAL MATTERS**; set the date, time and place of the hearing; and notify the Advisor.
- C) **NOTIFICATION:** The Advisor shall send the accused a registered letter at least fifteen (15) days before the date of the hearing. The letter shall include a copy of the allegations; the date, time and place of the hearing; a statement of the accuser's rights to be present at the hearing and place for the hearing; and any minutes for ASMJC meetings that are relevant to the proceedings.
- D) **DECISION:** The hearing committee should, within a reasonable amount of time, make findings of fact on the points at issue, return a verdict and send a copy of the verdict and the findings of fact to the accused and to the Advisor. Should an Executive Officer, Student Senator, committee Chairperson or committee member be found guilty of the charges, the hearing committee shall recommend a penalty to the Student Senate and Inter-Club Council at the following regular meeting.
- E) **RESOLUTION:** The Student Senate and Inter-Club Council shall have the power to initiate penalty actions. Said actions must be approved by a two-thirds (2/3) vote of the Student Senate and Inter-Club Council.

Article XIX JUDICIAL MATTERS

Section 1: Authority

Clause 1: The Executive Council shall have the authority to create ad hoc hearing committees to review and resolve all judicial matters concerning the ASMJC unless the matter requires legal counsel.

Section 2: Representation

Clause 1: Ad hoc hearing committees shall include equal representation from the Student Senate, Inter-Club Council and students-at-large.

Article XX FINANCIAL MATTERS

Section 1: Annual Budget

Clause 1: ASMJC shall maintain a balanced annual budget. Exceptions to this rule shall be for: investments in office equipment, capital improvements and enterprises that will improve services or guarantee increased revenue over a long period of time.

Section 2: Expenditures and Fund Requests

Clause 1: All expenditures and/or fund requests five-hundred dollars or less (-\$500.00) shall be granted upon a simple majority vote of the Executive Council.

Clause 2: All expenditures and/or fund requests more than five-hundred dollars but less than one-thousand five-hundred dollars (\$500.01-\$1,499.99) shall be granted upon a simple majority vote of both the Student Senate and Inter-Club Council.

Clause 3: All expenditures and/or fund requests one-thousand five-hundred dollars or more (\$1,500.00+) shall be referred to the Business and Finance Committee for consideration. The Business and Finance Committee shall make recommendations to the Student Senate and Inter-Club Council regarding said expenditures. A two-thirds (2/3) super-majority vote of the Student Senate and Inter-Club Council is required to approve expenditures one-thousand five-hundred dollars or more (\$1,500.00+). The vote shall be done by roll call if any objection is made to the expenditure.

Clause 4: All binding contracts shall be signed in accordance with district policy.

Article XXI STUDENT TRUSTEE

Section 1: District Policy

Clause 1: In compliance with District Policy No. 70154, one (1) non-voting student representative shall serve on the Yosemite Community College District Board of Trustees.

Section 2: Privileges and Rights

Clause 1: The Student Trustee shall be entitled to all privileges and rights provided to elected members of the Board, including the review of materials and participating in the questioning of witnesses and the discussion of issues, with some exceptions. These exceptions are: the Student Trustee does not have the

right to attend executive sessions of the Governing Board, nor receive materials related thereto; the Student Trustee shall not be entitled to compensation, as prescribed by Education Code Section 72425.

Section 3: Office Requirements

- Clause 1: To be eligible to serve as the Student Trustee, one must meet the following office requirements: one must be a legal resident of the YCCD at the time of application and during the time of service on the Board; one must be enrolled in a minimum of five (5) units during the semester of application and during time of service; one must be in good academic standing and have earned a cumulative GPA of 2.0 or more in at least twelve (12) units completed at Columbia College or MJC prior to May 14th of the year of service on the Board. In the absence of an established GPA based on prior academic work, the most recent midterm GPA or average of grades to date is acceptable.
- Clause 2: If the Student Trustee does not maintain the required office requirements and/or he/she is absent from three (3) Board meetings, he/she shall be removed from office with the option of an appeal to the Student Senate and Inter-Club Council. The Student Trustee may maintain office if the appeal to the Student Senate and Inter-Club Council is upheld with a simple majority vote in both bodies.

Section 4: Election of the Student Trustee

- Clause 1: The election of the Student Trustee will alternate annually between Columbia College and MJC in accordance with each respective college's elections procedures as outlined in the Bylaws of the Associated Students Organizations.
- Clause 2: If the position of Student Trustee is vacated during the term of office during MJC's year of service, the President of ASMJC shall nominate a replacement who shall take office upon a ratification vote of the Student Senate and Inter-Club Council.
- Clause 3: The Student Trustee shall serve a one (1) year term commencing on May 15th and ending May 14th of the following year.

Article XXII
STUDENT REPRESENTATION FEE

Section 1: Collection

- Clause 1: The Student Representation Fee is collected by MJC at the time of student registration and is deposited in a separate fiduciary fund established per the *California Community College's Budget and Accounting Manual*. Students may opt to waive this fee (see Education Code Section 76060.50).

Section 2: Purpose

- Clause 1: The Student Representation Fee shall be expended to provide for the support of governmental affair representatives who may be stating their positions and view before district, city, county, state and/or federal governments (Education Code Section 76060.5).

Section 3: Examples of Appropriate Use

- Clause 1: Paying for trips and or conferences where student representation to governmental agencies is supported.
- Clause 2: Paying subscription dues that directly increase the ability of ASMJC to represent the student body.

Clause 3: Purchase of equipment and/or materials which will increase the ability of ASMJC to represent the student body.

Article XXIII

SHARED GOVERNANCE

Section 1: Responsibility

Clause 1: The President of ASMJC shall ensure the full participation of ASMJC in the shared governance process.

Clause 2: The President of ASMJC shall consult with the YCCD Board of Trustees or its designee on all matters that have affected or will affect the students of MJC.

Clause 3: The President of ASMJC shall fill all student positions on district and/or college-wide committees, work groups, task forces and/or councils.

Clause 4: The President of ASMJC shall be responsible for the maintenance of all records and papers pertaining to any aspect of the shared governance process.

Section 2: District and/or College Policies and Procedures

Clause 1: Policy or procedural areas that have or will have a significant effect on students are as follows: grading policies; codes of student conduct; academic disciplinary policies; curriculum development; courses or programs that should be initiated or discontinued; processes for institutional planning and budget development; standards and policies regarding student preparation and success; student services planning and development; student fees within the authority of the district to adopt; and any other district or college policy, procedure or related matter that the district governing board determines will have a significant effect on students.

Article XXIV

STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES (SSCCC)

Section 1: Delegate

Clause 1: The Director of Political Development or his/her designee shall serve as Delegate to the SSSCC and Region V.

Clause 2: The SSSCC Delegate shall provide monthly reports to the Student Senate and Inter-Club Council.

Clause 3: The Political Development Committee shall nominate a delegation including representatives of the Executive Council, Student Senate, Inter-Club Council and Student Commissioners to attend the SSSCC General Assemblies.

Clause 4: The SSSCC Delegate and all other representatives of ASMJC shall be reimbursed for expenses incurred in their capacity as representatives of ASMJC subject to the approval of the Executive Council.

Article XXV

QUORUM

Section 1: Executive Council, Student Senate, Inter-Club Council and Standing Committees

Clause 1: All official business of the Executive Council, Student Senate, Inter-Club Council and standing committees shall be conducted only when a quorum is present.

Clause 2: A simple majority present of the total members of the Executive Council, Student Senate, Inter-Club Council and standing committees shall constitute a quorum.

Article XXVI PARLIAMENTARY PROCEDURE

Section 1: *Matters not mentioned in the Bylaws*

Clause 1: All proceedings and matters that are not covered in these Bylaws shall be governed by Robert's Rules of Order, newly revised.

Article XXVII POLICIES AND PROCEDURES

Section 1: *Manual*

Clause 1: The *ASMJC Office Policies and Procedures Manual* shall be maintained by the Vice President of the Student Senate and reviewed by the Advisor.

Clause 2: The *ASMJC Office Policies and Procedures Manual* shall be revised by the Rules Committee as needed and ratified by a simple majority vote in the Student Senate and Inter-Club Council.

Article XXVIII AMENDMENTS

Section 1: Any MJC student, upon sponsorship of a Student Senator, may introduce amendments to the Bylaws.

Section 2: After review by the Rules Committee, amendments to these Bylaws shall be submitted in writing to the Student Senate and Inter-Club Council at least two (2) weeks prior to voting on the proposed amendments.

Section 3: A two-thirds ($\frac{2}{3}$) vote of the Student Senate and Inter-Club Council is required to amend these Bylaws.