# ASSOCIATED STUDENTS
# OF
# MODESTO JUNIOR COLLEGE

# Constitution
# &
# Bylaws

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# CONSTITUTION

## Preamble

We, the students of Modesto Junior College, establish this organization as a self-governing body to represent students in the participatory governance process 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 we 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
### STUDENT BODY

**Section 1:** The name of the student body shall be "the Associated Students of Modesto Junior College", herein referred to as "ASMJC".

## Article II
### AUTHORITY

**Section 1:** 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 and policies of the Board of Trustees (Educational Code, Article IV, Section 76060; Board of Trustees Policy 5400 of the Yosemite Community College District and the Laws, Education and Administrative Code of the State of California).

**Section 2:** Official activities of the ASMJC are subject to the advice of the authorized Advisor for student activities.

## Article III
### MEMBERSHIP PRIVILEGES

**Section 1:** Active membership in ASMJC shall be granted to any student registered at Modesto Junior College during the current semester.

**Section 2:** All ASMJC members shall be permitted membership in any ASMJC Club.

**Section 3:** ASMJC members shall be permitted to run and vote in official ASMJC elections.

## Article IV
## STUDENT GOVERNMENT

**Section 1:** The affairs of ASMJC shall be conducted by a student government, which shall be called the Student Senate.

**Section 2:** The Student Senate shall consist of the Executive Officers and up to sixteen (16) Student Senators elected to represent academic and student services divisions established by the Student Senate.

**Section 3:** The Executive Officers shall be the President, Executive Vice President, Vice President of Legislation, Vice President of Finance, Vice President of Activities, Vice President of Communications, and Executive Secretary.

**Section 4:** The Executive Officers (excluding the Executive Secretary) and Student Senators shall be elected through a general election by ASMJC members the preceding year.

## Article V
## TERM OF OFFICE

**Section 1:** The term of office for Executive Officers and Student Senators shall be for one (1) year beginning June 1st and ending May 31st of the next calendar year.

## Article VI
## PLACE OF BUSINESS

**Section 1:** The Student Senate and its subsidiary organizations shall have the authority to conduct all official business at any location at Modesto Junior College including, but not limited to, the Student Government Office in the Student Center on the East Campus and/or the Mary Stuart Rogers Student Learning Center on the West Campus.

## Article VII
## MEETINGS

**Section 1:** All meetings of the Student Senate and its subsidiary organizations shall be open to the public, held as prescribed in the Bylaws, in accordance with the Ralph M. Brown Act, and with the Advisor, or representative of the Advisor, in attendance.

**Section 2:** All meetings of the Student Senate and its subsidiary organizations shall be conducted only when a quorum of a majority of the total members of the body are present.

# Article VIII
## BYLAWS

**Section 1:** Provision for the establishment of Bylaws to this Constitution is hereby authorized.

**Section 2:** The Student Senate shall have the right to implement within the Bylaws any positions, boards, and committees seen fit by this organization and for this organization with a two-thirds (2/3) vote of the Student Senate.

# Article IX
## AMENDMENTS

**Section 1:** Amendments to this Constitution may be proposed by petition to the Student Senate by ten percent (10%) of the current membership of the ASMJC or by a three-fourths (3/4) vote of the Student Senate.

**Section 2:** 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.

**Last Amended:** April 18th, 2016

# BYLAWS

## Article I
## LEGISLATIVE AUTHORITY

***Section 1:*** *Student Senate*

**Clause A:** Legislative authority shall be vested in the Student Senate.
**Clause B:** The Student Senate shall be comprised of up to sixteen (16) Student Senators and the Executive Officers. Executive Officers (excluding the President, Executive Secretary, and Student Trustee) and Student Senators shall have one (1) vote on each issue.
**Clause C:** The Student Senate shall have the power to make rules and regulations concerning ASMJC and serve as the voice of students in the participatory governance process.
**Clause D:** Any proposal vetoed by the President shall become effective after a two-thirds (2/3) vote overruling the veto by the Student Senate has been cast.
**Clause E:** The Student Senate shall reserve the right to recognize the authority of representative student organizations including, but not limited to, the Inter-Club Council.

## Article II
## EXECUTIVE AUTHORITY

***Section 1:*** *Executive Council*

**Clause A:** Executive authority shall be vested in the President who shall be responsible for the enforcement of Student Senate rules and regulations.
**Clause B:** The Executive Officers of ASMJC shall serve as the membership of the Executive Council.
**Clause C:** The Executive Council shall be responsible for planning, budgeting, implementing, coordinating and evaluating all ASMJC legislation, finance, operations, activities, and communications.
**Clause D:** Executive Officers shall perform other such tasks as assigned to them by the President, or Student Senate.
**Clause E:** Executive Officers shall hold a minimum of ten (10) posted office hours per week. The Executive Secretary shall hold a minimum of five (5) posted office hours per week. Office hours are defined by time spent on campus performing ASMJC business, excluding meetings and events.

***Section 2:*** *President*

**Clause A:** The President or his/her designee shall serve as the Chair of the Student Senate and shall prepare the agenda for meetings at which he/she presides.
**Clause B:** The President shall represent ASMJC and the Student Senate at times and places where such representation is required, requested, and agreed upon by the Student Senate.

**Clause C:** The President shall prepare and present reports on ASMJC activities, events, and conferences at Yosemite Community College District Board of Trustees meetings.
**Clause D:** Vacancies on the Executive Council and in the Student Senate shall be filled through appointment by the President and subject to confirmation by a majority vote of the Student Senate.
**Clause E:** The President shall reserve the right to appoint Acting Executive Officers for a non-renewable period not to exceed thirty (30) days should those positions be vacant. Acting Executive Officers shall not vote but shall be afforded the other privileges of Executive Officers and retain any other office in the Student Senate they may hold.
**Clause F:** The President shall make appointments to all Standing Committees when necessary, serve as an *ex-officio* member of all Standing Committees, and be responsible for ensuring the full participation of students he/she appoints.
**Clause G:** The President shall reserve the right to veto legislation by submitting a written statement of his/her objection to the Executive Secretary by the next regular meeting following the passage of said legislation.
**Clause H:** The President shall countersign all forms regarding the expenditure of funds.
**Clause I:** The President shall prepare a semester report on the activities, events, and conferences of ASMJC to submit to the Student Senate and an informational binder by the end of his/her term for the incoming President.

***Section 3:*** *Executive Vice President*

**Clause A:** The Executive Vice President or his/her designee shall serve as the Chair of the Executive Council and shall prepare the agenda for meetings at which he/she presides.
**Clause B:** The Executive Vice President shall represent the Executive Council at times and places where such representation is required and prepare a semester report on all Executive Council activities.
**Clause C:** The Executive Vice President shall be responsible for the recruitment of candidates to vacant positions on the Executive Council, Student Senate, and Standing Committees and providing recommendations to the President and Student Senate.
**Clause D:** The Executive Vice President shall provide monthly accountability reports of Executive Officers and Student Senators to the Student Senate on matters pertaining to meeting attendance, office hours, college/campus projects, and other responsibilities as outlined in these Bylaws.
**Clause E:** The Executive Vice President shall assist the Executive Officers in the execution of their duties.

***Section 4:*** *Vice President of Legislation*

**Clause A:** The Vice President of Legislation or his/her designee shall serve as the Chair of the Legislation Committee and shall prepare the agenda for the meetings at which he/she presides.
**Clause B:** The Vice President of Legislation shall represent the Legislation Committee at times and places where such representation is required and shall prepare and present reports of Legislation Committee activities to the Student Senate.
**Clause C:** The Vice President of Legislation shall be required to hold and run ASMJC elections and at least one (1) political forum per school year.
**Clause D:** The Vice President of Legislation shall be responsible for researching and providing updates on federal, state, or local legislation that may have a significant impact on students.
**Clause E:** The Vice President of Legislation shall be responsible for advising the Student Senate on all matters pertaining to legislation.

***Section 5:*** *Vice President of Finance*

**Clause A:** The Vice President of Finance or his/her designee shall serve as the Chair of the Finance Committee and shall prepare the agenda for all meetings at which he/she presides.

**Clause B:** The Vice President of Finance shall represent the Finance Committee at times and places where such representation is required, prepare and present reports of Finance Committee activities to the Student Senate, and countersign all forms regarding the expenditure of funds.

**Clause C:** The Vice President of Finance shall provide monthly reports on the status of the ASMJC Budget and its line items to the Student Senate.

**Clause D:** The Vice President of Finance shall be responsible for investigating possible opportunities for revenue and savings to the Student Senate.

**Clause E:** The Vice President of Finance shall be responsible for advising the Student Senate on all matters pertaining to finance.

***Section 6:*** *Vice President of Activities*

**Clause A:** The Vice President of Activities or his/her designee shall serve as the Chair of the Activities Committee and shall prepare the agendas for the meetings at which he/she presides.

**Clause B:** The Vice President of Activities shall be required to represent the Activities Committee at times and places where such representation is required.

**Clause C:** The Vice President of Activities shall be responsible for preparing a calendar of events each month subject to the approval of the Student Senate.

**Clause D:** The Vice President of Activities shall be required to submit budget breakdowns and reports on all ASMJC events.

**Clause E:** The Vice President of Activities shall be responsible for advising the Student Senate on all matters pertaining to activities.

***Section 7:*** *Vice President of Communications*

**Clause A:** The Vice President of Communications or his/her designee shall serve as the Chair of the Communications Committee and shall prepare the agenda for meetings at which he/she presides.

**Clause B:** The Vice President of Communications shall represent the Communications Committee at times and places where such representation is required.

**Clause C:** The Vice President of Communications shall conduct surveys within the student body for the purpose of providing ASMJC with direction in its functions.

**Clause D:** The Vice President of Communications shall provide the media with press releases and supervise any media that is distributed to the student body by ASMJC.

**Clause E:** The Vice President of Communications shall be responsible for advising the Student Senate on all matters pertaining to communications.

***Section 8:*** *Executive Secretary*

**Clause A:** The Executive Secretary shall take minutes at meetings of the Executive Council and the Student Senate as well as distribute minutes to all appropriate persons.

**Clause B:** The Executive Secretary shall be responsible for maintaining all documents pertaining to ASMJC.

**Clause C:** The Executive Secretary shall assist the President in the execution of his/her duties.

# Article III

## ORDERS OF SUCCESSION

***Section 1:*** *Orders of Succession*

**Clause A:** Should the President resign or be removed from office, the order of succession is as follows: Executive Vice President, Vice President of Legislation, Vice President of Finance, Vice President of Activities then Vice President of Communications.

**Clause B:** Upon the resignation or removal of the President, 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 Executive Secretary shall serve as Acting President until the Student Senate can elect a President.

**Clause C:** Standing Committees of the Student Senate shall elect a vice chair from the ranks of Student Senators to temporarily serve in the absence of the regular Chair.

# Article IV
## STUDENT SENATORS

***Section 1:*** *Student Senators*

**Clause A:** Student Senators shall be responsible for assisting in the planning, budgeting, implementation, and coordination of all ASMJC legislation, finance, operations, activities, and communications.

**Clause B:** Student Senators shall be required to complete an annual project that will benefit the membership of ASMJC or the surrounding community.

**Clause C:** Student Senators shall serve on one (1) standing committee.

**Clause D:** Student Senators shall hold regular meetings with division deans and report back to the Student Senate on activities relating to their respective academic or student services divisions.

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

# Article V
## INTER-CLUB COUNCIL

***Section 1:*** *Establishment*

**Clause A:** An Inter-Club Council has been established as an autonomous subsidiary body of the Student Senate by the chartered clubs of the Associated Student of Modesto Junior College.

**Clause B:** The Inter-Club Council of Modesto Junior College is recognized by the Student Senate as the authorized representative body of the clubs of Modesto Junior College.

***Section 2:*** *Authority*

**Clause A:** The Student Senate recognizes the primacy of the Inter-Club Council on matters pertaining to clubs and shall rely primarily on the advice of the Inter-Club Council on such matters.

**Clause B:** The Inter-Club Council may advise the Student Senate on any matter that falls within the Senate's purview.

***Section 3:*** *Standing Orders*

**Clause A:** The Inter-Club Council shall maintain articles to regulate its internal operations. The Articles may not conflict with Associated Students of Modesto Junior College Constitution, Bylaws, Yosemite Community College District Board Policy, or any other applicable statute or regulation.
**Clause B:** The Inter-Club Council shall retain primacy over its Articles which may be amended by a two-thirds (2/3) vote of the Inter-Club Council and the consent of the Student Senate.

***Section 4:*** *Representation and Officers*

**Clause A:** The Speaker of the Inter-Club Council shall preside over the meetings of the Inter-Club Council, represent the Inter-Club Council at all meetings of the Student Senate and Executive Council, shall *ex-officio* be a member of those bodies, and shall have all the rights and privileges accorded to members therein with the exception of the right to vote or make and seconded motions.
**Clause B:** The Deputy Speaker of the Inter-Club Council shall preside over the meetings of the Inter-Club Council in the absence of the Speaker, represent the Inter-Club Council at all meetings of the Student Senate and Executive Council in the absence of the Speaker.
**Clause C:** The Clerk of the Inter-Club Council shall be the custodian of any and all records of the Inter-Club Council.
**Clause D:** All officers of the Inter-Club Council meet the minimum standards of scholarship for Modesto Junior College as defined by Yosemite Community College District Board Policy.

## Article VI
## ACADEMIC AND LEADERSHIP REQUIREMENTS

***Section 1:*** *Members of Student Government*

**Clause A:** A member of Student Government at Modesto Junior College (MJC) must present an Education Plan, which has been approved by a MJC Counselor through the Counseling Division or through the Transfer Center, at the time of application. This Education Plan will be confirmed by the Associate Dean or his/her designee.
**Clause B:** A member of Student Government at MJC must be progressing towards a certificate, a degree or transfer as exemplified by their Education Plan and confirmed at the end of each semester by the Associate Dean or his/her designee. Academic progress shall be defined as taking a minimum of half of their units in classes which are required in the Education Plan set forth by the Student and his/her Counselor. Should the Student make changes to their Education Plan, they are required to submit the revised Education Plan to the Associate Dean or his/her designee within one week.
**Clause C:** A member of Student Government at MJC must not be on Academic Probation, nor have been found responsible for a violation of the Student Code of Conduct at the time of application or during their term of office.
**Clause D:** A member of Student Government at MJC must be currently enrolled in a minimum of twelve (12) units during the Fall and Spring semesters, and a majority of the units must be taken at MJC each semester.
**Clause E:** A member of Student Government at MJC must maintain a minimum cumulative grade point average (GPA) of 2.5, and must not receive a semester GPA of less than 2.5 while in office. A member of Student Government at MJC must not fail or withdraw more than half of their semester load. Should the Student fail or withdraw a

course, the Student must retake the failed or withdrawn course during the next available semester to remain eligible for Student Government. Should the Student not pass the failed or withdrawn course, the student shall be ineligible for application to Student Government. The Student shall not be banned from applying for Student Government at a later date, so long as he/she meets the Academic requirements at that time.

**Clause F:** Unit Waiver: The Associate Dean or his/her designee may waive the unit requirement in Clause D for members of Student Government to no less than five (5) units. The Associate Dean or his/her designee may waive the unit requirements for extenuating circumstances or, if during the final semester at MJC, the student has fewer than twelve (12) units remaining to satisfy a certificate, a degree, or transfer requirements.

**Clause G:** GPA Waiver: The Associate Dean or his/her designee may waive the cumulative GPA requirements from 2.5 to 2.0 for an initial application if the Associate Dean or his/her designee notes significant academic progress in the student's current trend.

**Clause H:** No member of Student Government may serve in Student Government for more than three (3) separate terms.

***Section 2:*** *Executive Officers*

**Clause A:** Executive Officers of Student Government of MJC shall have served as a member of Student Government prior to the time of application.

**Clause B:** Executive Officers of Student Government of MJC shall have participated in a leadership training course which has been approved by the Associate Dean or his/her designee prior to application.

**Clause C:** Executive Officers must participate in one leadership training course per term. This leadership training course must be approved by the Associate Dean or his/her designee.

**Clause D:** Executive Officers shall not concurrently hold a Student Government position and hold the Inter-Club Council Representative position in a club.

***Section 3:*** *Student Senators*

**Clause A:** Student Senators must participate in one leadership training course per term. This leadership training course must be approved by the Associate Dean or his/her designee.

**Clause B:** Student Senators shall not concurrently hold a Student Government position and hold the Inter-Club Council Representative position in a club.

***Section 4:*** *Dismissal*

**Clause A:** Executive Officers, Student Senators, and Student Commissioners not maintaining eligibility shall be dismissed from office by an Advisor of ASMJC.

***Section 5:*** *Removed Executive Officers or Student Senators*

**Clause A:** Executive Officers or Student Senators who were removed from office at any time as a result of impeachment shall be ineligible to hold any office of ASMJC.

# Article VII
## ADVISOR

***Section 1:*** *Advisor*

**Clause A:** An Advisor of ASMJC or his/her designee shall attend Student Senate meetings.

**Clause B:** An Advisor of ASMJC shall countersign all financial transactions and all contracts/dealings with ASMJC.

**Clause C:** An Advisor of ASMJC shall attend all ASMJC-sponsored events.

**Clause D:** An Advisor of ASMJC shall conduct monthly eligibility checks on Executive Officers, Student Senators, and Student Commissioners and dismiss any individuals found to be ineligible from office immediately. The President shall be notified of any vacancies on the Executive Council, Student Senate, or Standing Committees.

# Article VIII
## STANDING COMMITTEES

***Section 1:*** *Standing Committees*

**Clause A:** Standing Committees shall function as advisory bodies to the Student Senate.
**Clause B:** Standing Committees shall be responsible for submitting recommendations and activity reports to the Student Senate on a monthly basis.
**Clause C:** Standing Committees shall perform other such assignments as delegated by the President or Student Senate.
**Clause D:** Standing Committees shall make recommendations for future activities under the purview of the Standing Committee and for the improvement of activities to the Student Senate.

***Section 2:*** *Senate Codes*

**Clause A:** The establishment of Senate Codes is hereby authorized.
**Clause B:** Each Standing Committee shall develop a Senate Code subject to the approval of the Student Senate that shall establish a policy framework within the context of each Standing Committee.
**Clause C:** Each Standing Committee Chair shall maintain the Senate Code of his/her respective Standing Committee.
**Clause D:** Amendments to Senate Codes shall require a majority approval of the Student Senate.

***Section 3:*** *Chairs*

**Clause A:** Standing Committees Chairs shall make recommendations for appointments to their respective Standing Committees to the President.
**Clause B:** Standing Committees Chairs shall be responsible for maintaining all documents related to their respective Standing Committees.
**Clause C:** Standing Committees Chairs shall represent their respective Standing Committees at times and places where such representation is required.

***Section 4:*** *Membership*

**Clause A:** The membership of Standing Committees shall be open to the Chair, a maximum of four (4) Student Senators, a maximum of four (4) Club Officers, and a maximum of two (2) Student Commissioners. Student Commissioners shall be defined as a student who is neither a Student Senator nor a Club Officer.
**Clause B:** Members of Standing Committees shall have one (1) vote on each issue.

***Section 5:*** *Legislation Committee*

**Clause A:** The Legislation Committee shall be responsible for monitoring relevant federal, state, and local legislation that may have an effect on students and for making recommendations to the Student Senate regarding appropriate action on said legislation.
**Clause B:** The Legislation 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.

**Clause C:** The Legislation Committee shall be responsible for planning, implementing, coordinating, and evaluating yearly elections.
**Clause D:** The Legislation Committee shall review and make recommendations on amendment proposals to the governing documents of ASMJC.

***Section 6:*** *Finance Committee*

**Clause A:** The 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 funds, expenditures, and investments.
**Clause B:** The Finance Committee shall prepare and submit the annual ASMJC Budget to the Student Senate by the end of March each year.
**Clause C:** The Finance Committee shall be responsible for the planning, implementation, and evaluation of all fund raising activities, events, investments, and enterprises.
**Clause D:** The Finance Committee shall be responsible for investigating possible opportunities for revenue and savings to the Student Senate.

***Section 7:*** *Activities Committee*

**Clause A:** The Activities 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.
**Clause B:** The Activities Committee shall prepare and submit the annual events calendar for the next calendar year to the Student Senate by the end of March.
**Clause C:** The Activities Committee shall study and make recommendations for future activities under the purview of the committee and for the improvement of said activities.
**Clause D:** The Activities Committee shall provide debriefing reports to the Student Senate following events to identify successes and opportunities for improvement.

***Section 8:*** *Communications Committee*

**Clause A:** The Communications Committee shall be responsible for the maintenance and improvement of visibility and public relations between ASMJC, the college, and the community at-large.
**Clause B:** The Communications Committee shall be responsible for assisting in planning, implementing, coordinating, and evaluating publicity efforts for all ASMJC activities.
**Clause C:** The Communications Committee shall maintain and update as needed rules and regulations for publicity.
**Clause D:** The Communications Committee shall publish the annual ASMJC Benefits Booklet.

# Article IX
## COLLEGE-WIDE COMMITTEES

***Section 1:*** *Responsibility and Policy/Procedural Areas*

**Clause A:** In accordance with California law, the President 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.
**Clause B:** 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:*** *Student Representatives*

**Clause A:** Student Senators and Executive Officers shall be required to sit on a College-Wide Committee, if no academic conflicts arise.

**Clause B:** Student Representatives on college or district-wide committees shall report at monthly to the Student Senate regarding the committee activities.

**Clause C:** Student Representatives on 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 the Student Senate, Student Representatives shall communicate the matter to the Student Senate to be decided on.

**Clause D:** The President may remove a member of a college-wide committee for failing to uphold his/her responsibilities as a Student Representative.

# Article X
## MEETINGS

***Section 1:*** *Executive Council and Student Senate*

**Clause A:** The Executive Council and Student Senate shall meet on alternating weeks at least twice monthly during the fall, spring, and summer semesters at a time and place agreed upon and set by a majority of the members of the Executive Council and Student Senate at the first meeting of each semester.

***Section 2:*** *Standing Committees*

**Clause A:** All Standing Committees shall meet at least twice monthly at a time and place agreed upon and set by a majority of the members of each Standing Committee at the first meeting of each semester unless a majority of the membership of a Standing Committee determines it has no business to conduct.

***Section 3:*** *Special Meetings*

**Clause A:** Special meetings of the Executive Council, Student Senate, and Standing Committees may be called at any time by the President, Chair of the respective body, or a majority of the membership of the respective body.

***Section 4:*** *Teleconferencing*

**Clause A:** The Student Senate shall reserve the right to conduct meetings by teleconference in a process established in accordance with the Ralph M. Brown Act.

***Section 5:*** *Absences*

**Clause A:** Executive Officers, Student Senators, and Student Commissioners shall not incur more than three (3) unexcused absences in the course of one (1) semester.

**Clause B:** Excused absences shall be defined as providing notice to the Chair in the event of an emergency or attendance of a participatory governance meeting.

**Clause C:** Executive Officers, Student Senators, and Student Commissioners who incur more than three (3) unexcused absences in the course of one (1) semester are automatically removed from office.

# Article XI
## ASMJC STIPEND

***Section 1:*** *Executive Officers*

**Clause A:** Executive Officers shall be eligible for stipends paid on the same schedule as college employees and subject to the approval of the Student Senate. The President of shall receive three-hundred dollars ($300.00) monthly during his/her term of office. The Executive Vice President shall receive two-hundred fifty dollars ($250.00) monthly during his/her term of office. All other Executive Officers shall each be paid two-hundred dollars ($200.00) monthly during their terms of office.

**Clause B:** Executive Officers who cede chairmanship of their respective Standing Committees 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 A:** Student Senators shall be eligible for stipends paid on the same schedule as college employees and subject to the approval of the Student Senate. Student Senators shall each receive one-hundred twenty-five dollars ($125.00) monthly during their terms of office.

## Article XII
## CLUB DEVELOPMENT

***Section 1:*** *Purpose*

**Clause A:** The Student Senate shall establish a Club Development Fund to serve as the operating budget for the Inter-Club Council.

**Clause B:** The Club Development Fund shall provide financial support to chartered Clubs interested in promoting extracurricular activities for the benefit and well-being of the student body, staff, and community of MJC.

***Section 2:*** *Rationale*

**Clause A:** The Club Development Fund will help stimulate and cultivate the formation and growth of Clubs.

***Section 3:*** *Funding Criteria*

**Clause A:** Activities financed by the Club Development Fund shall be extracurricular and available to students and/or the community.

**Clause B:** 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 C:** Clubs interested in submitting a request for funding must be active and in good standing.

***Section 4:*** *Funding Policy*

**Clause A:** The Student Senate shall primarily rely upon the recommendation of the Inter-Club Council on matters of expenditures emanating from the Club Development Fund.

**Clause B:** Funding will be considered based on the availability of funds and the past performance of Clubs requesting funds from the Club Development Fund.

**Clause C:** All newly chartered Clubs upon confirmation by the Student Senate shall receive three-hundred dollars ($300.00) in seed money from the Club Development Fund.
**Clause D:** The Student Senate 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 E:** Loans are granted with the understanding that they will be repayable within a one (1) year period. Loan extensions must be submitted to the Student Senate by the first (1st) day of the tenth (10th) month of the loan for consideration.
**Clause F:** Student Senate funding does not preclude Clubs from charging a fee at events.
**Clause G:** Any monies remaining in the Club Development Fund by June 15th of the academic year shall be equally allocated to the active Clubs.

## Article XIII
## ELECTIONS

***Section 1:*** *Process*

**Clause A:** The Legislation Committee shall recommend a schedule of dates, times, and places of elections to the Student Senate for approval no later than four (4) weeks in advance and work with the Communications Committee to publicize all matters pertaining to the election.
**Clause B:** The Legislation 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 C:** Members of the Legislation Committee who are candidates in the election shall not participate directly in any business relating to the planning, implementing, and coordinating of elections.
**Clause D:** Candidates must meet all policies as outlined in the *ASMJC Election Code*.
**Clause E:** Elections for determining Executive Officers and Student Senators for the following academic year 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 XIV
## DISCIPLINE

***Section 1:*** *Declaration of Right to Remove*

**Clause A:** The Student Senate reserves the right to remove from office any Executive Officer, Student Senator, or Student Commissioner for a violation of law or policy set forth by the federal, state, or local government; district policy; college standard of conduct; failure to abide by the Constitution and/or Bylaws of ASMJC; or breach of a fundamental principle of ethics or competence.

***Section 2:*** *Procedure for Executive Officers and Student Senators*

**Clause A:** A proceeding to remove any Executive Officer or Student Senator 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 Executive Secretary.

B) **INVESTIGATION:** The Executive Secretary shall investigate the alleged violations and report to the Student Senate to determine if there are grounds for removal. Should a majority of the Student Senate determine the presence of grounds for removal, the Executive Secretary shall notify the accused and set a date for a hearing, no later than fifteen (15) days following the determination of the Student Senate.

C) **RESOLUTION:** The Executive Secretary shall report to the Student Senate within seven (7) days of the hearing and recommend exoneration or removal from office. The Student Senate shall have the power to remove the accused from office with a two-thirds (2/3) vote.

***Section 3:*** *Procedure for the Executive Secretary*

**Clause A:** The Executive Secretary may be dismissed from office by the President or a two-thirds (2/3) vote of the Student Senate.

**Clause B:** The Executive Secretary may not be dismissed from office by the President should he/she be a pending subject of investigation for possible removal.

***Section 4:*** *Procedure for Student Commissioners and Standing Committee Members*

**Clause A:** The President or Standing Committee Chair shall reserve the right to dismiss any Standing Committee Member from his/her Standing Committee. The former Standing Committee Member may appeal the decision of the President or the Chair to the Student Senate and a majority vote shall overturn the decision of the President or the Chair.

# Article XV
## FISCAL MATTERS

***Section 1:*** *Annual Budget*

**Clause A:** 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 A:** All expenditures shall be granted upon a majority vote of the Student Senate.

**Clause B:** All expenditures exceeding three-thousand dollars ($3,000.00+) shall be referred to the Finance Committee for consideration. The Finance Committee shall make recommendations to the Student Senate regarding said expenditures.

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

***Section 3:*** *Reimbursements*

**Clause A**: Authorized representatives of the Student Senate shall be reimbursed for expenses incurred in their capacity as representatives of ASMJC.

# Article XVI
## STUDENT TRUSTEE

***Section 1:*** *District Policy*

**Clause A:** In compliance with District Policy No. 7015, one (1) non-voting student representative shall serve on the Yosemite Community College District Board of Trustees.

***Section 2:*** *Privileges and Rights*

**Clause A:** The Student Trustee shall serve as an *ex-officio* member of the Associated Students of Modesto Junior College Student Senate and Executive Council and shall have all privileges accorded to members of those bodies with the exception of the right to vote, make and second motions, and receive a stipend. This clause shall only be active if the Student Trustee meets the minimum standards of scholarship for Modesto Junior College as defined in Yosemite Community College District Board Policy.

***Section 3:*** *Office Requirements*

**Clause A:** The Student Trustee shall be currently enrolled in a minimum of five (5) units and maintain a minimum 2.0 cumulative grade point average during the duration of his/her term.

**Clause B:** The Student Trustee shall serve a one (1) year term commencing on May 15th and ending May 14th of the following year.

# Article XVII
## PARTICIPATORY GOVERNANCE

***Section 1:*** *Responsibility*

**Clause A:** The President shall ensure the full participation of the Student Senate in the participatory governance process at Modesto Junior College (MJC).

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

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

**Clause D:** The President shall ensure the maintenance of all records and papers pertaining to any aspect of the participatory governance process.

# Article XVIII
## STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES

***Section 1:*** *Participation*

**Clause A:** The President shall be responsible for the full and active participation of ASMJC in Region V and the Student Senate for California Community Colleges (SSCCC).

***Section 1:*** *Delegate*

**Clause A:** The President or his/her designee shall serve as Delegate to the SSCCC and Region V.

**Clause B:** The SSCCC Delegate shall provide monthly reports to the Student Senate.

**Clause C:** The Legislation Committee shall nominate a delegation to General Assemblies subject to the approval of the Student Senate.

# Article XIX
## PARLIAMENTARY PROCEDURE

***Section 1:*** *Delegation of Authority*

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

# Article XX
## AMENDMENTS

***Section 1:*** *Amendment Procedure*

**Clause A:** Any member of ASMJC upon sponsorship of a Student Senator may introduce amendments to the Bylaws via resolution.

**Clause B:** A resolution to amend these Bylaws shall be subject to a minimum of two readings of the Student Senate.

**Clause C:** A two-thirds (2/3) vote of the Student Senate shall be required to amend these Bylaws.

**Clause D:** Amendments to these Bylaws that attain a two-thirds (2/3) vote shall become effective immediately unless otherwise noted in the resolution.

**Last Amended:** April 18, 2016