ASSOCIATED STUDENTS OF MODESTO JUNIOR COLLEGE

Constitution

&

Bylaws

2017-

2018

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

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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.

<u>Article III</u> 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.

<u>Article IV</u> 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 (excluding the 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 7th, 2017

BYLAWS

<u>Article I</u> 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, 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 the planning, evaluation, collaboration, and progression of all of ASMJC's political development, college affairs, and student relations.

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 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.

Clause F: Any Executive Officer who does not report for office hours, return correspondence from the Advisor or his/her designee, or has an unexcused period of absence of at least 14 days shall be immediately removed from office.

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 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: Vice President

Clause A: The 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 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 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 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 Vice President shall assist the Executive Officers in the execution of their duties.

Section 4: Director of Political Development

Clause A: The Director of Political Development or his/her designee shall serve as the Chair of the Political Development Committee and shall prepare the agenda for the meetings at which he/she presides.

Clause B: The Director of Political Development shall represent the Political Development Committee at times and places where such representation is required and shall prepare and present reports of Political Development Committee activities to the Student Senate.

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

Clause D: The Director of Political Development 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 Director of Political Development shall be responsible for advising the Student Senate on all matters pertaining to legislation.

Section 5: Director of College Affairs

Clause A: The Director of College Affairs or his/her designee shall serve as the Chair of the College Affairs Committee and shall prepare the agendas for the meetings at which he/she presides.

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

Clause C: The Director of College Affairs shall be responsible for maintaining communications with MJC staff, faculty, administrators, and students about current MJC Initiatives, Policies, and Plans (including, but not limited to, the Student Equity Plan, Student Success & Services Program (SSSP), Educational Master Plan (EMP), etc.) that will affect students.

Clause D: The Director of College Affairs shall report to the Student Senate on pertinent college Initiatives, Policies, and Plans (including, but not limited to, the Student Equity Plan, Student Success & Services Program (SSSP), Educational Master Plan (EMP), etc.) that benefit the students of MJC.

Clause E: The Director of College Affairs shall report to the Student Senate on pertinent changes to YCCD Board Policy that affects students.

Section 6: Director of Student Relations

Clause A: The Director of Student Relations or his/her designee shall serve as the Chair of the Student Relations Committee and shall prepare the agendas for the meetings at which he/she presides.

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

Clause C: The Director of Student Relations shall be responsible for maintaining communications with the student body about upcoming ASMJC events.

Clause D: The Director of Student Relations shall provide the students and the media with press releases, as well as supervise any media that is distributed to the student body by ASMJC, with the approval of the Student Senate.

Clause E: The Director of Student Relations shall conduct surveys within the student body for the purpose of providing ASMJC with direction in its functions.

Clause F: The Director of Student Relations shall be a liaison to the Inter-Club Council as a non-voting member.

Clause G: The Director of Student Relations shall be responsible for advising the Student Senate on all matters pertaining to student relations.

Section 7: Secretary

Clause A: The Secretary shall take minutes at meetings of the Executive Council, and shall ensure the distribution of those minutes to each member before each Executive Council meeting.

Clause B: The Secretary shall take minutes at all meetings of the Student Senate, and shall ensure the distribution of the minutes and all other supporting documents, including ASMJC financial reports, to each member before each Student Senate meeting.

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

Clause D: The 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: Vice President, Director of Political Development, Director of College Affairs, and then Director of Student Relations.

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 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, evaluation, collaboration, and progression of all of ASMJC's political development, college affairs, and student relations.

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

Clause E: Any Student Senator who does not report for office hours, return correspondence from the Advisor or his/her designee, or has an unexcused period of absence of at least 14 days shall be immediately removed from office.

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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: Members of Student Government at MJC must present current Education Plans at the beginning of each term, which will be verified by the Associate Dean or his/her designee.

Clause B: Members of Student Government at MJC must be working toward a certificate, degree, or transferring, as illustrated by their Education Plans. This will be verified by the Associate Dean or his/her designee at the end of each semester.

- a) A minimum of half of the units of classes taken shall be in required classes, as set forth by the Education Plan.
- b) Any changes to the Education Plan must be submitted to the ASMJC Advisor or his/her designee within 10 days of the change.

Clause C: Members of Student Government 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: Members of Student Government 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: Members of Student Government at MJC must maintain a cumulative grade point average (GPA) of 2.5, and must not receive a semester GPA lower than 2.5 while in office.

Clause F: Members of Student Government at MJC must not fail, or withdraw from, more than half of their semester class load.

- a) Should a member of Student Government fail, or withdraw from, a class, the student must retake the class the next semester the class is available to maintain eligibility for ASMJC.
- b) Should the student not pass the failed or withdrawn course when retaken, they will be ineligible to apply for ASMJC. This does not prevent application at a later time, should they meet the Academic requirements at that time.

Clause G: <u>Unit Waiver:</u> 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. This is only for extenuating circumstances, or, if during the student's final semester, they have less than twelve (12) units remaining to satisfy a certificate, degree, or transfer requirement.

Clause H: <u>GPA Waiver:</u> The Associate Dean, or his/her designee, may waive the cumulative GPA requirement from 2.5 to 2.0 for an initial application if the Associate Dean notes significant academic progress for the student.

Clause I: No member of Student Government may serve more than three (3) separate terms.

Section 2: Executive Officers

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

- a) Priority will be given to existing ASMJC members when filling vacant positions.
- b) Should no existing ASMJC members apply, then the position will be opened to the public to be filled.

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 of Student Government 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 the Inter-Club Council Representative position in a club.

Section 3: Student Senators

Clause A: Student Senators must participate in one (1) leadership training course per semester. 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 the Inter-Club Council Representative position in a club.

Section 4: Dismissal

Clause A: Executive Officers and Student Senators not maintaining eligibility shall be dismissed from office by the ASMJC Advisor.

Section 5: Removed Executive Officers or Student Senators

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

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 and Student Senators 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: 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.

Clause D: Standing Committee Chairs may appoint a designee to chair their meetings if they cannot be present.

Section 3: Membership

Clause A: The membership of Standing Committees shall include the Chair, a maximum of six (6) Student Senators, and a maximum of four (4) Club Members.

Clause B: Members of Standing Committees shall have one (1) vote on each issue.

Section 4: Political Development Committee

Clause A: The Political Development 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 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.

Clause C: The Political Development Committee shall be responsible for planning, implementing, coordinating, and evaluating yearly elections.

Clause D: The Political Development Committee shall review and make recommendations on amendment proposals to the governing documents of ASMJC.

Section 5: College Affairs Committee

Clause A: The College Affairs Committee shall be responsible for the reviewing of MJC Initiatives, Policies, and Plans (including, but not limited to, the Student Equity Plan, Student Success & Services Program (SSSP), Educational Master Plan (EMP), etc.) that affect, or will affect, MJC students.

Clause B: The College Affairs Committee shall be responsible for the monitoring of relevant YCCD Board Policies that affect, or will affect, MJC students.

Section 6: Student Relations Committee

Clause A: The Student Relations Committee shall be responsible for the maintenance and improvement of the visibility of public relations between ASMJC and the college.

Clause B: The Student Relations Committee shall publish the annual ASMJC Benefits Booklet.

Clause C: The Student Relations Committee shall support ASMJC activities through the recruitment of volunteers, or any other tasks, as needed.

Clause D: The Student Relations Committee shall be responsible for holding a town hall forum, once per semester, to inform students of ASMJC activities and solicit feedback from students on campus issues.

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 a minimum of once a month, 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 and Student Senators 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 and Student Senators 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 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 (1^{st}) day of the tenth (10^{th}) month of the loan for consideration.

Clause F: Student Senate funding does not preclude Clubs from charging a fee at events.

Article XIII ELECTIONS

Section 1: Process

Clause A: The Political Development Committee shall recommend a schedule of dates, times, and places of elections to the Student Senate for approval no later than the first meeting in November, and work with the Student Relations Committee to publicize all matters pertaining to the election.

Clause B: The Legislation Committee shall ensure a nomination period, beginning the first day of Spring Semester and lasting until the last class day of February, be allowed, and all candidate applications shall be approved by the Associate Dean or his/her designee.

A. An official list of candidates shall be completed, and publicized, at least two (2) weeks prior to the election.

Clause C: The Political Development Committee shall conduct all matters of business pertaining to the ASMJC elections.

- A. Members of the Political Development Committee cannot be candidates running for a Student Government position.
- B. Members of the Political Development Committee must maintain neutrality and confidentiality about all aspects of the elections.
 - a. Members of the Political Development Committee who fail to maintain neutrality and confidentiality shall be immediately removed, and banned, from any further participation in the current year's election activities.
 - b. Should the Chair of the committee fail to maintain neutrality and confidentiality, they shall be immediately removed, and banned, from any further participation in the current year's election activities, as well as be put under investigation by the Associate Dean or his/her designee for further action to be taken.
- C. The Political Development Committee shall meet a minimum of once a month, and as necessary, to resolve all disputes and conflicts pertaining to the ASMJC elections.
- D. The Political Development Committee shall assist with the tabulation of the election results, and certify those results prior to the Senate meeting following the end of the voting period.

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 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. A formal complaint, in writing, stating the alleged violations and preliminary proof shall be filed with the ASMJC President.

B. INVESTIGATION

- a. The President shall create an Ad Hoc committee to investigate the complaint.
- b. The Ad Hoc Committee shall be composed of the President, two (2) Executive Officers (if possible), and two (2) Senators.
 - i. If the President is being investigated, then the Committee shall be chaired by the Vice President.
 - ii. If the Vice President is unable to chair the Committee, then the next member in the Order of Succession shall chair the Committee. This process shall repeat until a member of the Executive Council is available to chair the Committee.
 - iii. If no Executive Council member is available to chair the Committee, then a chair shall be appointed by the ASMJC Advisor or his/her designee.
- c. The Committee shall investigate the charges and report back their findings to the Student Senate within 14 days of the creation of the Committee.
- d. If a hearing is in order, by a majority vote of the Student Senate, then the hearing shall be scheduled at that time, with the Student Senate.

C. HEARING

- a. The person who has charges brought against them shall have an opportunity to present their case before the Student Senate.
- b. The chair of the Ad Hoc Committee shall present the Committee findings to the Student Senate.
 - i. If the chair of the Ad Hoc Committee is the President, then the President shall appoint a member of the Student Senate to chair the Student Senate hearing.
- c. Any Student Senate hearing shall be considered a special meeting with the removal being the only order of business.

D. RESOLUTION

- a. The Student Senate shall have the power to remove the accused from office with a two-thirds (2/3) vote.
- b. If a member is exonerated from any charges, no further charges shall be brought up against the same member on the same instance.
 - i. If any later occurrences are reported, those shall be investigated, and charges may be filed normally.

Section 3: Procedure for the Secretary

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

Clause B: The 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 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 binding contracts shall be signed in accordance with district policy.

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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 2: 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.

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.

