

ASSOCIATED STUDENTS
OF
MODESTO JUNIOR COLLEGE



435 College Avenue
Modesto, CA 95350

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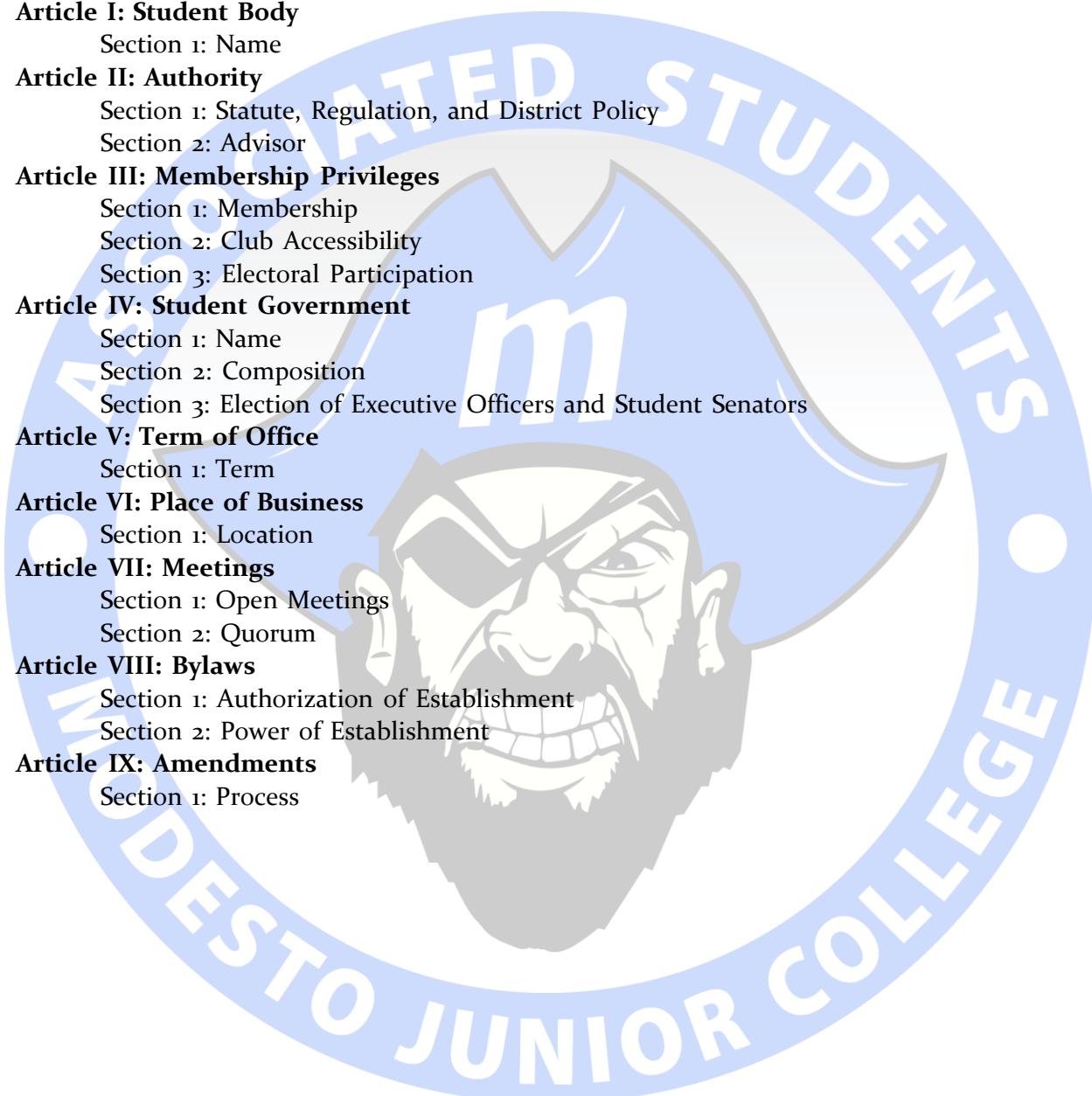
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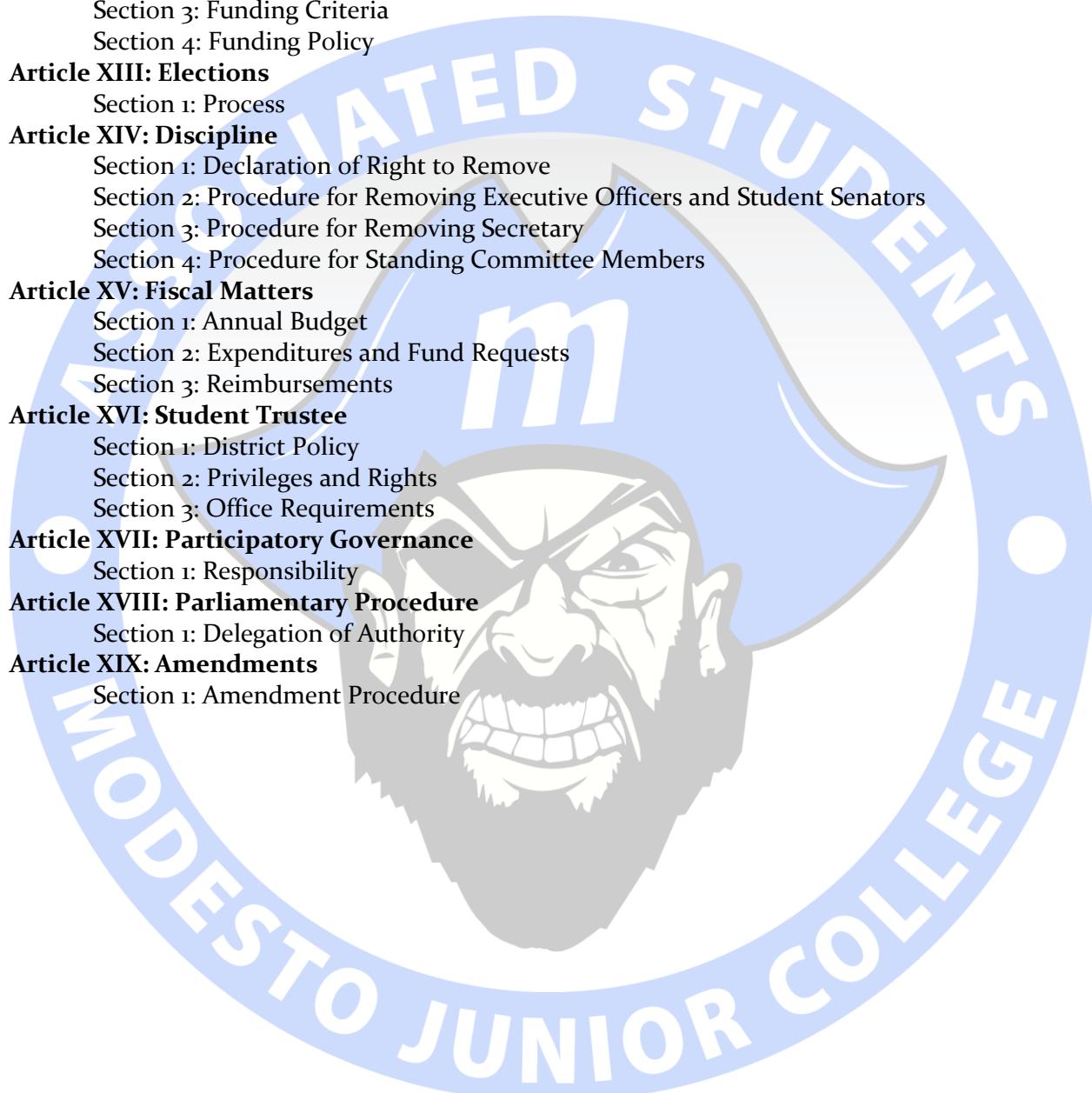
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CONSTITUTION

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 approval of the authorized Advisor ASMJC.

Article III 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.

Section 3: The Executive Officers and Student Senators shall be elected through a general election by ASMJC members the preceding year.

Article IV **TERM OF OFFICE**

Section 1: The term of office for Executive Officers and Student Senators shall be for one (1) year beginning the first weekday following MJC's commencement and ending at the conclusion of MJC's commencement ceremony.

Article V **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 VI **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 VII **BYLAWS**

Section 1: 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 majority vote of the Student Senate.

Article VIII **AMENDMENTS**

Section 1: Amendments to this Constitution may be proposed by the Student Senate with a three-fourths ($\frac{3}{4}$) vote of the Student Senate.

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 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, regulations, and operations.

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, coordination, and implementation of all ASMJC operations.

Clause D: Executive Officers shall hold a minimum of ten (10) posted office hours per week. Office hours are defined by time spent on campus performing ASMJC business, excluding meetings and events.

Clause E: 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 7 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.

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: Vacancies filled by the president and confirmed by the senate shall be probationary for 30 days. At the end of 30 days the president, with a majority vote of the executive council, may rescind the appointment and the position becomes vacant again.

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. In the absence of the President, the Vice President may countersign 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 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.

Clause H: The Director of Students Relations shall be responsible for ensuring ASMJC is active on social media (i.e. Facebook, Instagram, Snapchat, etc.).

Clause I: The Director of Student Relations shall serve as the ASMJC liaison for the MJC Buccaneer yearbook. Including overseeing ASMJC yearbooks assignments and deadlines.

Section 6: 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.

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, Director of Student Relations and the Secretary.

Article IV **STUDENT SENATORS**

Section 1: Student Senators

Clause A: Student Senators shall be required to complete an annual project that will benefit the membership of ASMJC.

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

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

Clause D: 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 7 days shall be immediately removed from office.

Article V

INTER-CLUB COUNCIL

Section 1: Establishment

Clause A: An Inter-Club Council has been established as an subsidiary body of ASMJC to advise and promote activities of campus clubs.

Clause B: The Inter-Club Council is not a representative body of the student body. Only issues pertinent to campus clubs shall be considered by the Inter-Club Council.

Section 2: Authority

Clause A: The Student Senate recognizes the Inter-Club Council on matters pertaining to clubs.

Clause B: The Inter-Club Council may advise the Student Senate on any matter that falls within the scope of club activities.

Clause C: The Inter-Club Council shall operate in accordance with ASMJC bylaws, policies and procedures.

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's Constitution, Bylaws, Yosemite Community College District Board Policy, or any other applicable statute or regulation.

Clause B: Changes to the ICC articles shall require a majority vote of the ASMJC Senate.

Clause C: The Inter-Club Council Articles may be amended by a two-thirds (2/3) vote of the Inter-Club Council and the consent of the Student Senate by a majority vote

Clause D: ICC articles shall be reviewed yearly by ASMJC and the ICC.

Section 4: Representation and Officers

Clause A: The Speaker of the Inter-Club Council shall preside over the meetings of the Inter-Club Council.

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.

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 MJC Clubs and the Inter-Club Council meet the minimum standards of scholarship for Modesto Junior College as defined by Yosemite Community College District Board Policy.

Clause E: All Inter-Club Council Officers are required to attend mandatory trainings hosted through the Office of Campus Life & Student Learning.

Clause F: Upon being voted in as an officer of the Inter-Club Council, all officers must relinquish their role as an officer of any club (s) or Inter-Club Council Representative to

avoid a conflict of interest for the duration of their elected term. Failure to do so will result in immediate dismissal of ICC position.

Clause G: Officers of the Inter-Club Council shall hold no motion, voting, or nominating rights.

Clause H: Officers are not permitted to speak to issues related to a club that they are a member in or affiliated with during any ICC meetings. Under extenuating circumstances the ICC, by a majority vote, may approve the speakers participation.

Clause I: Officers must follow the rules of Campus Life, ASMJC Constitution and Bylaws, and articles of the ICC.

Clause J: Officers must meet with Campus Life staff and have Campus Life approval staff approval prior to posting and sending out ICC Agendas to ensure agenda is compliant with all rules and regulations.

Section 5: Discipline of ICC Officers

Clause A: ASMJC reserves the right to remove any ICC officer for any of the following reasons:

- 1) Violation of the ethics of the position
- 2) Participation in topics that are of a conflict of interest
- 3) Pursuing issues in the name the ICC that are not issues pertaining to clubs
- 4) Violation of YCCD, MJC, ASMJC, or ICC policies and procedures

Clause B: Prior to the consideration of the removal of any ICC officer, ASMJC shall give an officer the opportunity to correct behaviors that would lead to discipline or removal. This would mean the ICC officer would be notified in writing of said behavior and the manner in how to correct the behavior.

Clause C: The process of removal of any ICC officer by ASMJC shall include a hearing before the ASMJC Executive Council, chaired by the ASMJC President, and include the following:

- 1) Notice to the ICC officer, in writing regarding to the offenses that have led to the potential of removal
- 2) The opportunity for the officer to address the issues that have led to the potential removal from office
- 3) The opportunity of ASMJC Executives to hear from ICC members both against and/or in favor of the removal.
- 4) A roll call vote of the ASMJC Executive Council for final determination
- 5) Removal of an ICC Officer shall require a majority vote of the ASMJC Executive Council.
- 6) One ICC representative, not affiliated with the officer in question shall be appointed by a majority vote of the ICC to serve on the decision-making committee.

Clause C: Any ASMJC Executive Officer that is a member of a club affiliated with the officer being potentially removed shall be dismissed from the proceedings.

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 nine (9) 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.
- c) No member should drop a class without speaking to the Associate Dean or his/her advisor first.

Clause G: 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. This is only for extenuating circumstances, or, if during the student's final semester, they have less than nine (9) units remaining to satisfy a certificate, degree, or transfer requirement.

Clause H: GPA Waiver: 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.

Clause J: No student may apply or be appointed if they have reached 70 units.

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 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 per semester. 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 an Inter-Club Council position. Additionally, no member of ASMJC may serve as an officer in any club, they may only serve as a general club member.

Section 3: Student Senators

Clause A: Student Senators must participate in one (1) leadership training per semester. This leadership training must be approved by the Associate Dean or his/her designee.

Clause B: Student Senators shall not concurrently hold a Student Government position and an Inter-Club Council position. Additionally, no member of ASMJC may serve as an officer in any club, they may only serve as a general club member.

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 or his/her designee shall countersign all financial transactions and all contracts/dealings with ASMJC.

Clause C: An Advisor of ASMJC or his/her designee 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.

Clause E: No ASMJC meetings, events, or activities may take place without the Advisor of ASMJC or his or her designee present.

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.
- Clause C:** All members of committee shall be appointed by the President.

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: 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 be responsible for the distribution of all ASMJC marketing material.
- 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 two (2) absences in the course of one (1) semester.

Clause B: Executive Officers and Student Senators who incur more than two (2) absences in the course of one (1) semester are automatically removed from office.

Section 6: Conflicts of Interest

Clause A: A conflict of interest is defined as a situation in which a person is in a position to receive personal benefit or benefit on the behalf of another from a decision made in their official capacity as a voting member of ASMJC. No voting member of ASMJC may represent two parties in a voting or discussion situation. In the case of a conflict of interest a voting member must acknowledge to the body at the start of the meeting their conflict of interest and must abstain from voting. ASMJC voting members voting on ASMJC initiated issues shall not constitute a conflict of interest (ie. ASMJC events, conferences, apparel, etc.)

Clause B: In the event that a member of ASMJC does not reveal to the body a conflict of interest or votes where there is a conflict of interest, said member shall be issued a written warning. If the voting member repeats the behavior for a second time they will be automatically removed from office.

Section 6: Conduct of an ASMJC Executive or Senator

Clause A: Members of ASMJC are expected to represent themselves in a respectful and civil manner.

Clause B: Any member of ASMJC who refuses to follow directions or is abusive towards staff or other members of ASMJC may be removed by a majority vote of the executive council. If the member is an executive his/her vote will not be counted.

Clause C: Members of ASMJC are expected to behave in an appropriate manner at all events and activities. This includes being on time, having a positive attitude, and completing all tasks given.

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. 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: In order to be eligible for a stipend an Executive Office must complete all of the following each month:

- Attend events identified as mandatory.
- Submit grade check to advisor, completely filled out by the due date.
- Attend all senate meetings.
- Complete all office hours by clocking in and out on scheduled days and hours.
- Attended assigned campus wide committee and report back at Senate meeting.
- Prepare and post meeting/committee agenda on time.
- Submit meeting/committee minutes.
- Be dressed in ASMJC uniform assigned by the ASMJC President at all meetings and events.

Failure to complete all listed tasks will result in no stipend being issued.

Section 2: Student Senators

Clause A: Student Senators shall be eligible for stipends paid on the same schedule as college employees. Student Senators shall each receive one-hundred twenty-five dollars (\$125.00) monthly during their terms of office.

Clause B: In order to be eligible for a stipend a Student Senator must complete all of the following each month:

- Attend events identified as mandatory.
- Submit grade check to advisor, completely filled out by the due date.
- Attend all senate meeting.
- Complete all office hours by clocking in and out on scheduled days and hours.
- Attended assigned campus wide and ASMJC committee and report back at Senate meeting.
- Be dressed in ASMJC uniform assigned by the ASMJC President at all events.

Failure to complete all listed tasks will result in no stipend being issued.

Article XII CLUB DEVELOPMENT

Section 1: Purpose

Clause A: The Club Development Fund shall provide financial support to chartered Clubs in good standing interested in promoting extracurricular activities for the benefit and well-being of the student body.

Section 2: Rationale

Clause A: The Club Development Fund will help stimulate and cultivate the formation and growth of Clubs through purchases, activities, and events that encourage all MJC to participate in campus clubs.

Section 3: Funding Criteria

Clause A: Activities financed by the Club Development Fund shall be extracurricular and available to all students free of charge.

Clause B: Funding priority will be given to the projects that further the mission of ASMJC. Specifically, priority will be given to projects that:

- Club has not previously received funds in the current year,
- Club has fundraised prior to request,
- Club has a history of hosting campus events,
- Club has participated in Club Rushes,
- Club has attended a majority of Inter Club Council Meetings.

Clause C: Any club wishing to request funds must be in good standing as outlined and verified by Campus Life Staff. A club in good standing is defined as:

- Being chartered by the due date for the semester.
- Having been chartered for at least one semester prior to requesting funds.
- Having submitted an up-to-date roster by the due date.
- Having completed all required trainings by the due date.
- Having attended both Fall and Spring Club Rushes.
- Having submitted a minimum of five club pictures per semester, including a group club picture.

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

Section 4: Funding Policy

Clause A: Funding will be considered based on the availability of funds.

Clause B: 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 C: Club Development funds are intended to be used on the student body as a whole, therefore no funds will be approved that are for off campus conferences or field trips. The only exception to conferences is if the conference is held at MJC.

Clause D: Funds cannot be requested for activities that are in support of a class or class activity, or that are or have previously been a responsibility of YCCD or MJC.

Clause E: Any funds approved must have a final invoice submitted for payment no later than June 1. Any invoices submitted after this date will no longer be eligible for funding and become the responsibility of the requester.

Clause F: No funds will be approved for expenditures or activities that have already taken place.

Article XIII **ELECTIONS**

Section 1: Process

Clause A: The Political Development Committee shall serve as the committee for ASMJC Elections and will work with the Student Relations Committee to publicize all matters pertaining to the election.

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

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 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*.

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 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. This process is for removal of office not previously addressed in these bylaws. 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 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.

Section 3: Funding Requests

Clause A: All funding requests are limited to \$3,000 for any non-ASMJC group. Any non-ASMJC funding request shall be limited to one request per fiscal year from any division, office, organization, committee, event, or employee.

Clause B: Fund requests will only be approved for activities that are open to, designed for, and free of charge to all students.

Clause C: Expenditures must also be for good and services other than those the school entity should provide from its own funding sources. Thus is the district/college's responsibility, or the district/college has paid for the expenditure in the past, or if ASMJC is being asked to pay for an item or service because of district budget cuts, any of the above will not be funded.

Clause D: Any funds approved must have a final invoice submitted for payment no later than June 1. Any invoices submitted after this date will no longer be eligible for funding and become the responsibility of the requester.

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 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 XIX AMENDMENTS

Section 1: Amendment Procedure

Clause A: Any member of ASMJC may introduce amendments to the Bylaws.

Clause C: A majority vote of the Student Senate shall be required to amend these Bylaws.

Clause D: Amendments to these Bylaws shall become effective immediately unless otherwise noted in the resolution.

The official copy of the ASMJC Constitution & Bylaws shall be the copy that has all of the following signatures

ASMJC President

Date

ASMJC Faculty Advisor

Date

Associate Dean of Student Services

Date

