

ASSOCIATED STUDENTS of
SOLANO COMMUNITY
COLLEGE BYLAWS

Article I. Elected and Appointed

**Section I. General Eligibility Requirements for Executive Board Officers, Student Trustee, and
Legislative Advocate**

- A. Executive officers shall be able to communicate oral and written ideas to others.
- B. Executive officers shall be enrolled at Solano Community College (SCC) in a minimum of 6 units at the time of filing to run for office, or at the time of their appointment, and for the duration of the time they served in their respective office.
- C. Executive officers shall have a minimum GPA of at least a 2.30 in all course work taken at Solano Community College at the time of filing to run for office, or at the time of their appointment, and for the duration of the time they serve their respective office.
- D. Executive officers shall have completed at least 6 units of course work at Solano Community College at the time of filing to run for office, or at the time of their appointment, and for the duration of the time they serve their respective office.
- E. Executive officers shall complete a minimum of 6 units in each semester that they hold office.
- F. The officers shall be elected by ballot to serve for one academic year or until their successors are elected, and the swearing in of new officials will take place at the end of the final spring semester meeting of the ASSC. Officers may be removed from office at the discretion of the membership as provided in the parliamentary authority. With the exception of Student trustee. (See Board Policy 5505)

Section II. Specific Eligibility Requirements for Appointed Executive Board Officers

- A. For the Office of Executive Secretary:
 - 1. Completion of English 1 or an equivalent course with a grade of C or better.
 - 2. Knowledge of Microsoft Office and similar programs.
- B. For the Office of Treasurer:
 - 1. Experience and/or knowledge of accounting and/or bookkeeping principles.
- C. For the Office of Public Relations Officer:
 - 1. Experience in and knowledge of journalism, public relations, marketing, and photography.

Section III. Specific Eligibility Requirements for Student Senate Positions

- A. All Senators must be enrolled in a minimum of 6 units at SCC.
- B. All Senators must:
 - 1. Have knowledge of their respective positions for which they seek appointment. (See Article III, Section II)
 - 2. Have earned a minimum GPA of 2.0 for all, if any, course work taken at Solano Community College. (New students to SCC may serve one semester with no GPA. However, after that one semester, their GPA must be at least a 2.0 or it will result in their immediate removal.
- C. When the Selection Committee meets at the start of a semester or intersession period, all Senators are to be evaluated and reelected or dismissed as appropriate. Positions can be retained in intersession periods regardless of other eligibility requirements such as enrollment.

Section IV. Specific Requirements for Associate Position

- A. All Associates must be enrolled in a minimum of one class at SCC.
- B. Removal of an Associate is a simple majority vote of the ASSC Senate.

Section V. Attendance

A. Board Member Attendance:

- 1. All ASSC Board members shall attend all regularly scheduled meetings unless their absence is excused.
- 2. An absence shall be defined as one that is not notified prior to the absence by the following methods:
 - i. Calling in to the ASSC Advisor or ASSC President
 - ii. Written report to the ASSC Advisor or ASSC President defined as email, text message, or handwritten or typed letter.
 - iii. Three absences can result in removal from the ASSC Senate by a $\frac{2}{3}$ vote of the ASSC Senate.
- 3. An excused absence is defined as:
 - i. Attendance for previously scheduled academic responsibilities (i.e.: lectures, labs, field trips)
 - ii. Attendance at ASSC shared governance committees.

- iii. Approved by a $\frac{2}{3}$ board vote by the ASSC Senate.
 - iv. 24 hours is the cut off for submitting an excused absence.
4. An unexcused absence shall be defined as one which was not notified according to item two and which was not excused according to item three.
5. Members present at roll call via telephone or video conference call will be considered present.
 - i. The Secretary, or appropriate designee, shall call the roll at all ASSC meetings. Roll call shall be taken at the beginning of each meeting.
 - ii. Any member not present at roll call shall be considered absent.
6. ASSC Board members shall complete timely, full, and relevant written reports prior to the start of the meeting.
 - i. Reports shall be submitted as directed by the ASSC Secretary.

B. Consequences of Unexcused Absences:

1. Upon the first unexcused absence, the Member will be given a verbal warning by the ASSC Advisor and ASSC President.
2. Upon the second unexcused absence, the Member will be given a jointly written warning by the ASSC Advisor and ASSC President.
3. Upon the third unexcused absence, the Member can be removed from office and the position declared vacant pursuant to Section 2 Item 3(iii).
4. ASSC Members unable to attend meetings due to academic classes must submit documentation to this effect to the ASSC Advisor and also submit timely, full, and relevant weekly reports.

Article II. Selection Committee

Section I. The Selection Committee shall consist of the ASSC President (who shall chair the Selection Committee), the ASSC Vice President, Legislative Advocate, the Student Trustee, and the ASSC Advisor.

- A. The Selection Committee shall select and appoint the following positions: Executive Secretary, Treasurer, and Public Relations Officer.

Section II. The Senate Selection Committee shall consist of the ASSC President (who shall chair the Senate Selection Committee), the ASSC Vice President, Legislative Advocate, the Student Trustee, the ASSC Advisor, and a former ASSC Senator, who has not applied for the Student Senate and who has been selected by both the ASSC Advisor and ASSC President.

A. The Selection Committee shall select and appoint all Student Senators.

Section III. The Selection Committee may convene at any time throughout the year for the purpose of adding or removing ASSC Officers.

- A. Senators and Appointed Executive Board Members may be removed from office with a unanimous vote from the selection committee. The reasons must be clearly stated on a typed letter to the senate. All members of the Selection Committee need to be present. All members must sign the letter. The letter must be presented to the Senate for approval. A two-thirds vote is required to confirm the removal.
- B. Selected officers may only be removed through impeachment.

Article III: Duties of the ASSC Officers

Section I. The Executive Board shall propose to the ASSC Student Senate new policy and changes. The Executive Board shall implement policy established by the Student Senate, coordinate the day-to-day business of the ASSC, and oversee ASSC finances. The duties of the Executive Board shall include, but are not limited to, the following:

- A The ASSC President shall:
 - 1. Preside over all Student Senate and Executive Board meetings.
 - 2. Communicate any and all pertinent ASSC and SCC information and business to the ASSC.
 - 3. Create and Abolish student committees of the ASSC; and appoint ASSC member to chair such committees
 - 4. Serve as the ex-officio member of ASSC committees established by the Executive Board or Student Senate.
 - 5. Issue Official Statements and documents, which will be drafted by the Executive Secretary and approved by the Student Senate.
 - 6. Establish and recommend a budget to the ASSC Student Senate at the beginning of the fall semester, with the assistance of the Treasurer.
 - 7. Ensure that all members of the ASSC are properly trained and have a

working knowledge of ASSC governing documents, parliamentary procedures, the Brown Act, and participatory governance. This will be the conjunction with any training set forth by the ASSC Advisor.

8. Appoint students to serve on all committees that allow students.

B. The ASSC Vice President shall:

1. Assist the President in his/her duties as defined in Article III, Section I.A.1-8.
2. In the absence of the President, preside over ASSC meetings, and represent the President in all other matters where the ASSC President usually represents the ASSC.
3. Chair the Inter-Club Council (ICC), the Funding Request Committee, and any other such committee formed by the ICC.
4. Perform duties as outlined in the ICC Constitution. (See Article VI, Section I)

C. The ASSC Executive Secretary shall:

1. Take the minutes of all ASSC meetings and post the minutes by the Friday morning following the ASSC meeting.
2. Prepare the agendas of all ASSC meetings and post agendas by 12:30 pm on the Thursday prior to the ASSC meeting, in accordance with the Brown Act.
3. Maintain a file of all pertinent records and materials of ASSC. Hard copies are to be provided to the Student Life Office. Virtual copies are to be stored on the ASSC Shared Drive and uploaded to the ASSC website.
4. Be responsible for drafting, maintaining, and copying all ASSC correspondence, official statements, and documents.

D. The ASSC Treasurer shall:

1. Maintain financial control of ASSC finances within the ASSC-approved annual budget and in accordance with appropriate college accounting policies and procedures.
2. Make authorized expenditures; maintain a file copy in the Student Life Office and keep on file for two years.
3. Provide an accounting of all revenues, expenditures, and general donations to the ASSC Student Senate on a monthly basis.
4. At the end of the spring semester, the ASSC Treasurer shall prepare the provisional budget using the current year's actual to be presented to the ASSC Senate allowing enough time for review, and approval prior to the final ASSC meeting of the year.

E. The ASSC Public Relations Officer shall:

1. Work with the Executive Board and the College to establish

effective communication on behalf of the SCC students.

2. Devote a minimum of 2 hours a week to campus communication including input to the *ASSC Newsletter*. The *ASSC Newsletter* is maintained and published by the Student Life Office.
3. Obtain prior approval from the ASSC President and ASSC Advisor before disseminating or distributing publicity (such as press releases, flyers, and posters) and other public relations materials promoting ASSC and ICC activities.

F. The ASSC Legislative Advocate shall:

1. Report on the federal and state legislative affairs affecting students and the college.
2. Represent SCC at national, statewide, and regional student meetings.
3. Serve as the chairperson of the Political Activities Committee.

G. The ASSC Student Trustee shall:

1. Attend all SCC District Governing Board Meetings.
2. Attend all ASSC Student Senate and Executive Board meetings to report on the activities of the Governing Board.
3. Assist the Governing Board Representative and the ASSC Secretary in maintaining a record of the SCC Governing Board proceedings.

H. All ASSC Executive Board Officers shall:

1. Attend the meetings pertinent to their positions and Executive Board meetings; attendance is mandatory for all officers. If unable to attend, the officer shall notify the ASSC Advisor, the ASSC President, and the ASSC Secretary at least 24 hours in advance. Three or more unexcused absences may be grounds for impeachment, at the discretion of the ASSC Advisor and the remaining members of the Executive Board. This pertains to the regularly scheduled meetings and is not subjected to emergency meetings or unofficial meetings.
2. Be available at least 5 hours a week in the ASSC Workroom for appointments and other ASSC related work.

Section II. The ASSC Student Senate shall propose and establish policy for the ASSC; oversee the general operation of the ASSC; exhibit leadership by example and encourage academic excellence; and participate in the development, augmentation, and improvement of the academic program. The duties of the Senators shall include, but are not limited to, the following:

- A. Representing SCC students at all levels of participatory governance, including campus-

wide committees, the Governing Board, student forums, taskforces, and hiring committees.

- B. Attending all ASSC meetings and all assigned committee meetings. Absences must be reported 24 hours in advance to the ASSC Advisor, the ASSC President, and the ASSC Secretary. Three or more unexcused absences may be grounds for impeachment, at the discretion of the ASSC Advisor and the ASSC Executive Board. This pertains to the regularly scheduled meetings and is not subject to emergency meetings or unofficial meetings.
- C. Being available at least 3 hours a week to participate in ASSC-related activities. These hours do not include the regular ASSC weekly meeting or the 5 Workroom hours.
- D. Maintaining an ASSC bulletin board at SCC.
- E. The Governing Board Senator shall:
 - 1. Attend SCC District Governing Board meetings and report on ASSC. If unable to attend, the Governing Board Senator shall request that the Student Trustee give such reports.
 - 2. Report to the Student Senate the activities of the Governing Board as they pertain to the welfare, concern, and morale of the students and ASSC at SCC.
- F. The Academic and Vocational Curriculum Senators shall:
 - 1. Attend the SCC Curriculum Committee meeting.
 - 2. Report to the ASSC Student Senate the activities of the SCC Curriculum Committee.
 - 3. Accept student body opinions on the SCC curriculum and report findings to the ASSC Students Senate and the SCC Curriculum Committee.
- G. The Diversity Affairs Senator shall:
 - 1. Attend the SCC Equity and Inclusion Advisory Council and Student Equity Committee meetings.
 - 2. Report to the ASSC Student Senate the activities of both committees.
 - 3. Accept student body concerns involving illegal discrimination and harassment and forward these concerns to the appropriate agencies on campus.
- H. The Student Services Senator shall:
 - 1. Attend any meetings of the SCC Student Services division requiring a student member, unless the ASSC President has appointed another student representative.
 - 2. Report to the ASSC Student Senate the activities within the Student Services division.

3. Chair the spring ASSC Election Committee, unless participating as a candidate in the election.

I. The Business Services Senator Shall:

1. Attend any meetings in the Administrative and Business Services division.
2. Report to the ASSC Student Senate the activities within the Business Services division.
3. Meet with potential and existing contract representatives along with the ASSC President and ASSC Advisor. Make appropriate recommendations and give reports from such meetings with contractors to the ASSC Student Senate.

J. Academic Division Senators shall:

1. Be composed of the following office positions corresponding with the current SCC Academic Divisions:
 - a. Liberal Arts Senator
 - b. Math and Science Senator
 - c. Social and Behavioral Science Senator
 - d. Applied Tech and Business Senator
 - e. Health and Kinesiology Senator
2. Meet with their respective division chairs on a regular basis. The meeting should occur when the division chairs hold office hours and be a regularly scheduled meeting.
3. Report to the ASSC Student Senate the activities within their respective divisions.
4. Accept from the Student Body concerns about their respective divisions and share such concerns with the division Chair and /or committees.
5. All Senators shall be available to chair committees of the ASSC, as well as be able to participate with such committees. This also includes in the helping of such committees work and programs. And attend any such meetings as required, to include the SCC Governing Board meetings for presentation.

Section III. Duties of the ASSC Associates shall include, but are not limited to, the following:

- A. Taking part in discussion in all meetings of the ASSC Senate.
- B. Serving on on-campus Committees.
- C. Fulfilling duties charged to them by the ASSC Senate or Executive Board.

1. Charges are to be given during appointment or at such a time as their current charge is no longer valid.
2. Charges can be overturned with a simple majority vote.

Article IV. Standing Committees

Section I. Select Interim Committee

- A. In the case that there is no ASSC President/Vice President elected through a general election before spring semester final exams, the Student Senate shall appoint a committee to conduct elections.
- B. The Select Interim Committee shall consist of at least 5 members of the ASSC and the ASSC Advisor. If a Student Trustee and Legislative Advocate are elected in the spring, they shall serve as committee members until such time the elections are held and a President/Vice President are elected. The Senate shall appoint the Committee Chair during the spring semester.
- C. The Select Interim Committee must hold elections during the first full month of the fall semester according to the guidelines in the ASSC Election Code.
- D. The Select Interim Committee shall have the power to conduct business on behalf of the Associated Students of Solano College, provided that the ASSC Advisor deems business necessary, ongoing, and pertinent. The first priority of the committee is to conduct elections. The Advisor will handle all other business of the ASSC until such time a President/Vice President is elected.
- E. The Select Interim Committee shall collect applications for positions on the ASSC Student Senate and Executive Board.
- F. The Committee may not create a new budget. However, if there is a Student Trustee and Legislative Advocate on the Committee, the Committee may create a new Budget with the assistance of the Advisor.

Section II. The ASSC Political Activities Committee shall:

- A. Be chaired by the Legislative Advocate.
- B. Monitor and research federal and state legislative affairs affecting students and the College.
- C. Coordinate student voter registration activities at the college.
- D. Solicit from the student membership political concerns and forward them to the appropriate channels, and collaborate with other political organizations to host approved political activities.

Section III. The Sports Promotion Committee shall:

- A. Be chaired by the ASSC Health and Kinesiology Senator. The chair shall work with the School of Health Science Dean/Athletic Director and SCC athletics teams in promoting all SCC sporting events.
- B. Conduct on-campus advertising of Inter-Collegiate sporting events involving SCC athletics teams.

Section IV. The Inter-Club Council (ICC) shall:

- A. Be chaired by the ASSC Vice President.
- B. Consist of representatives of each of the approved SCC clubs.
- C. Be governed by the ICC Constitution.

Section V. The Funding Request Committee shall:

- A. Be chaired by the ASSC Vice President.
- B. Recommend funding for petitioning clubs based on the guidelines set by the ASSC and the ICC Constitution.

Section VI. The ASSC Activities Committee shall:

- A. Be co-chaired by the ASSC Vice-President and Public Relations Officer.
- B. Develop written proposals, including an itemized budget, for student activities to be approved by the ASSC.
- C. Implement student activities in conjunction with the ASSC Executive Board and Student Senate.

Section VII. The ASSC Procedural Review Committee shall:

- A. ASSC will appoint a chair from among the ASSC Senators or Executive Board Officers.
- B. The Procedural Review Committee shall conduct any recall and impeachment proceedings of elected/appointed officers and Senators.
- C. The Procedural Review Committee shall examine whether activities of the ASSC are conducted contrary to the ASSC Constitution, Bylaws, Election Code, ICC Constitution, and applicable governing documents, and shall alert the Executive Board, Student Senate,

and/or ASSC Advisor or any inappropriate procedure or actions.

Section VIII. Any Member of the ASSC may participate in a standing committee, unless otherwise specifically prohibited by the ASSC Bylaws. The President, with Student Senate approval, may limit membership and qualifications for ASSC committees. Any ASSC member, who meets the minimum qualifications set for Student Senators and meets the qualifications set by the Bylaws, can serve as committee chair.

Article V. Additional Documents

Section I. Financial Document

- A. The ASSC maintain a document that provides additional rules for expenditures.
- B. The Financial Policies document requires the same vote as bylaws to amend.

Section II. Record of Action

- A. All Actions taken by the ASSC and its committees are to be kept in a folder in the Student Life Office labeled “Record of Action”

Section III. Standing Rules

- A. All Standing Rules are to be typed up and displayed wherever the Student Senate holds a meeting.

Section IV. Parliamentary Authority

- A. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the ASSC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ASSC may adopt.

Section V. Teleconference Meetings

In a teleconference meeting, voting shall be conducted as follows:

- A. Unanimous consent shall be used whenever possible and especially for routine business

such as adoption of the agenda, approval of the minutes, or adjourning the meeting.

- B. A roll call vote shall be taken whenever a two-thirds (2/3) vote is required or whenever a member calls for a Division to verify a voice vote.

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