

# ASSOCIATED STUDENTS OF SANTA MONICA COLLEGE BY-LAWS

## ARTICLE I: OPERATING PROCEDURES

### SECTION 1: RULES OF ORDER

The most current issue of Robert's Rules of Order shall be the final authority in questions of parliamentary procedures.

## ARTICLE II: ORGANIZATION

### SECTION 1: IMAGE

- (1) The official colors of this organization shall be blue and white.
- (2) The emblem shall be the Associated Students (A.S.) Logo.

### SECTION 2: COMPOSITION

- (3) There are twelve (12) AS Directors: the President, the Vice-President, Director of Budget Management, Secretary, Director of Activities, Director of Outreach, Director of Equity and Diversity, Director of Student Advocacy, Director of Student Assistance, Director of Instructional Support, Director of Publicity, and Director of Sustainability.
- (4) There is one (1) Student Trustee.
- (5) There are three (3) I.C.C. Officers: the Chair, Vice-Chair, and Communications Officer.

## ARTICLE III: A.S. BOARD OF DIRECTORS' DUTIES AND RESPONSIBILITIES

### SECTION 1: GUIDELINES

- (1) Board Members must uphold the A.S. Constitution, By-Laws, and A.S. Fiscal policy.
- (2) Board Members must be acquainted with Parliamentary Procedures and the governing documents that supersede the A.S. Constitution & By-Laws, including but not limited to: the California Education Code (Sections 76060 - 76067 & 72670-72682), Title 5, Robert's Rules of Order, and the Brown Act.
- (3) Board Members are expected to serve a minimum of fifteen (15) hours per week, in service to the A.S. a. Service includes but is not limited to: Attending board meetings, attending campus committees, office hours, A.S. sponsored and co-sponsored events, and actively working on A.S. projects.
- (4) Board Members are encouraged to bring students to committee meetings, including campus-wide and A.S. established committees, particularly if the student shows personal interest in a matter addressed by a particular committee.
- (5) In addition to performing their individual duties, Board Members must collectively pursue the mission of the A.S. and are encouraged to take on initiatives that aim to benefit the students.
- (6) Board Members are required to attend the weekly A.S. Board meetings and any other committee meetings they are assigned to as outlined in Article III Section 2 of the A.S. By-Laws.
- (7) Upon successful completion of their duties, directors shall receive a stipend unless they choose otherwise.

### SECTION 2: BOARD OF DIRECTORS

- (1) The President:
  - (a) Presides over all Board of Directors meetings, calls special meetings, and forms ad Hoc committees for specific purposes;
  - (b) Is the official spokesperson for the A.S.
  - (c) Serves as a voting member of, including but not limited to, the following:
    - A.S. Finance Committee.
    - District Planning and Advisory Council (DPAC), wherein The President appoints a second student representative.
    - District Planning and Advisory Council (DPAC) Budget Sub-committee.
    - Student Senate for California Community Colleges (SSCCC), wherein the A.S. President, along with the Director of Student Advocacy, represents SMC students.
  - (d) Has the authority to appoint student representatives to any DPAC and Academic Senate committee.
  - (e) Has other powers granted to them by the A.S. Board of Directors in accordance with the A.S. Constitution and By-Laws.

- (2) The Vice President:
- (a) Assumes the Office of the A.S. President in the latter's absence, resignation, or removal from office and performs such other duties as directed by the A.S. President.
  - (b) Is an ex-officio member of all Board of Directors Committees, other than those of which they are Chairperson,
  - (c) Serves as the Chairperson of the A.S. Constitution Committee and Joint Council.
  - (d) Appoints proper student representatives to campus-wide committees, including but not limited to, DPAC and Academic Senate Committees.
  - (e) Serves on the:
    - Academic Senate Curriculum Committee.
    - Academic Senate Student Affairs Committee.
- (3) The Secretary:
- (a) Prepares and posts the agendas and minutes, in cooperation with the A.S. President, and the A.S. Advisor or designee, for all:
    - A.S. Board Meetings.
    - A.S. Constitution Meetings.
    - Joint Council Committee Meetings.
  - (b) Conducts roll call and keeps attendance at official meetings;
  - (c) Maintains a publicly accessible file containing the minutes of the A.S. Board, Constitution, and Joint Council meetings, and other A.S. historical and important documents, including but not limited to:
    - Resolutions.
    - Contracts and Memorandum of Understandings (MOUs).
    - Reports.
  - (d) Records each Director's vote, by role, for main motions.
  - (e) Serves on the Grade Appeals Committee.
- (4) The Director of Budget Management:
- (a) Keeps a written account of all finances related to the A.S.
  - (b) Signs all requisitions for expenditures.
  - (c) Provides a "Financial Balance Sheet Summary" to the A.S. Board, Finance Committee, and I.C.C. at least three (3) times each Fall and Spring semester.
  - (d) Chairs the A.S. Finance Committee.
  - (e) Prepares the agenda and minutes for the A.S. Finance Committee meetings, and is responsible for submitting those minutes to the Secretary in a timely manner.
  - (f) Is responsible for sustaining the A.S. Fiscal Policy and communicating it to the I.C.C. and other A.S. Directors.
  - (g) Serves on the DPAC Budget Planning Sub-Committee.
- (5) The Director of Activities:
- (a) Coordinates A.S. sponsored events. These include but are not limited to: concerts, speaker series, plays, exhibitions, and creative activities.
  - (b) Assists Board members with events they may coordinate.
  - (c) Follows set guidelines for A.S. sponsored events and ensures that other Board members are in compliance as well.
  - (d) Keeps a schedule of all A.S. sponsored events and keeps a file of all agreements and contracts pertaining to such A.S. events.
  - (e) Chairs the A.S. Activities meeting and updates the SMC Events Calendar.
  - (f) Serves on the:
    - DPAC Facilities Committee.
    - I.C.C. Activities Committee, as an ex-officio member (as stated in the I.C.C. Constitution V.3.2.)
  - (g) Helps promote A.S. events in cooperation with the Director of Publicity and Director of Outreach.

- (6) The Director of Outreach:
- (a) Acts as the official A.S. membership recruiter.
  - (b) Actively works to maintain and improve A.S. benefits. These include but are not limited to A.S. discounts with business, as well as with other partners.
  - (c) Acts as a liaison between the A.S. and Santa Monica locally owned businesses, including on-campus food and other services, in order to maintain and expand A.S. membership benefits.
  - (d) Works in cooperation with SMC athletics and serves as a member of the SMC Homecoming Committee.
  - (e) Helps promote A.S. benefits along with the Director of Publicity.
  - (f) Serves as part of the SMC Welcome Week committee
  - (g) Collaborates with the Director of Student Advocacy and Director of Equity and Diversity to host Town Halls
- (7) The Director of Equity and Diversity:
- (a) Advocates for the protection of students' rights to equity, diversity, and inclusion including but not limited to:
    - A.S. Board of Directors Meetings
    - A.S. Committees
    - A.S. Town Hall Meeting(s)
    - A.S. Activities and Events.
  - (b) Serves as a liaison to:
    - Center for Students with Disabilities
    - International Education Center
    - Veterans Resource Center
    - Black Collegians Program
    - Adelante Program
    - DREAM Program
    - Campus Police.
  - (c) Shall plan and coordinate a minimum of three (3) diversity themed campus wide events per election term.
  - (d) Is responsible for organizing "International Day".
  - (e) Is responsible for creating and maintaining a meditation space on campus.
  - (f) Serves on Academic Senate Equity and Diversity Committee, Title IX Task Force, DPAC Human Resources Sub-Committee, and Academic Senate Global Citizenship Committee.
- (8) The Director of Student Advocacy:
- (a) Is a liaison between the A.S. and local legislators, as well the campus Senior Director of Government Relations and Institutional Communications, along with the A.S. President.
  - (b) Researches legislation, bills and laws pertaining to education, which affect SMC students and provides the A.S. Board with updates and reports.
  - (c) Establishes and conducts legislative visits, so as to advocate for students and Public Education.
  - (d) Assists non-partisan advocacy groups, including but not limited to: student workers, student grassroots movements, and advocacy clubs.
  - (e) Organizes channels for public civic expression, such as open forums, public opinion polls, voter registration drives, lobbying efforts, advocacy campaigns and rallies, in order to promote students' interests and civic engagement. This includes organizing the SSCCC sponsored event "March in March".
  - (f) Is the official SSCCC Region VII SMC Delegate should the President choose not to be.
  - (g) Serves on the Academic Senate Student Affairs Committee.
  - (h) Serves on the SMC Civic Engagement Committee.
- (9) The Director of Student Assistance:
- (a) Works in collaboration with and is the liaison between the A.S. and all campus Student Assistance programs, including but not limited to, EOPS, Financial Aid Office, Adelante Program, Center for Students with Disabilities, SMC Foundation, Black Collegiate Center, International Education Counseling Center, Latino Center, Veterans Resource Center, and any other SMC special programs or centers.
  - (b) Along with the Academic Senate Student Relief Fund Committee, Financial Aid, Counseling Offices, coordinates the A.S. Assistance Program (ASAP).
  - (c) Serves on the SMC Basic Needs Committee
  - (d) Promotes and advocates for an A.S. meal assistance Program

(10)The Director of Instructional Support:

- (a) Works in cooperation with all instructional and academic support related services provided on campus, including but not limited to: the Library, Bookstore, Computer and Tutoring labs, Supplemental Instruction centers, which includes the Center for Students with Disabilities, and all counseling and transfer centers. This director does so in order to ensure that these services reflect the students' instructional needs.
- (b) Maintains the printing services available in the A.S. Computer Lab. This includes but is not limited to: monitoring and maintaining paper and toner supplies, and providing printer maintenance supply kits when needed.
- (c) Maintains and manages all operational technology employed by the A.S., which includes setting up all necessary equipment for A.S. Board meetings.
- (d) Ensures that free Scantrons and Bluebooks are always available to A.S. members at the A.S. Office Reception, as agreed with the Director of Outreach.
- (e) Assists the Director of Student Assistance in providing instructional materials for the ASAP program.
- (f) Serves on the:
  - DPAC Technology Planning Sub-committee.
  - Academic Senate Student Instructional Support Committee
  - Academic Senate Instructional Effectiveness

(11)The Director of Publicity:

- (a) Promotes and preserves an excellent A.S. image, ensuring all communications are accessible, inclusive, and factual.
- (b) Publicizes the A.S. and its related events, activities, programs, and Board of Director vacancies, through college and campus channels, which may include the Corsair newspaper, A.S. social media channels, and the SMC website. The Director of Publicity should consult with at least one (1) other Board member before releasing print advertising materials or paid advertising. The Director should continuously inform the Board of Directors of organic social media activity and online publicity.
- (c) Raises student awareness of all campus student services, such as instructional support services, mental and health services, and financial aid services.
- (d) Maintains an active presence on campus, which may include the satellite campuses, as well as maintaining an A.S. social media presence.
- (e) Chairs the A.S. Recruitment Committee meetings.
- (f) Serves on the Santa Monica College Civic Engagement Committee and is a liaison to Santa Monica College's Communications and Marketing Department.

(12)The Director of Sustainability:

- (a) Works to reduce the ecological footprint of the A.S. This includes but is not limited to overseeing and assisting with the reducing, reusing, recycling, and composting for all A.S. and I.C.C. events, as well as in the A.S. office.
- (b) Is responsible for overseeing the A.S. Board's compliance with the Zero Waste Policy, pursuant to the Fiscal Policy VI.B.1.
- (c) Works in cooperation with the Grounds Department, Sustainability Coordinator, and Director of the Center of Environmental and Urban Studies (CEUS).
- (d) Serves on the:
  - A.S. Finance Committee.
  - Academic Senate Environmental Affairs Committee.
  - Transportation Taskforce.

### SECTION 3: STUDENT TRUSTEE

The Student Trustee:

- (a) Is the liaison between the Board of Trustees and the A.S. Board.
- (b) Attends the A.S. Board meetings as a non-voting member a minimum of once per month.
- (c) Provides a written or verbal report to the A.S. Board a minimum of once per month, pertaining to activities and issues concerning the Board of Trustees.
- (d) May provide A.S. reports to the Board of Trustees as instructed by the A.S. President, or by the majority of the A.S. Board.

Please see SMC BOARD POLICY- SECTION 1000 – BYLAWS OF THE BOARD:

<https://www.smc.edu/administration/governance/board-of-trustees/board-policy-manual.php>

### SECTION 4: ICC OFFICERS

The I.C.C. Officers' bylaws and duties are determined by the voting membership of the I.C.C., pursuant to the I.C.C. Constitution. Their bylaws are amended immediately in order to reflect Article III (Officers) of the I.C.C. Constitution. These bylaws must reflect those amendments.

#### (1) The I.C.C. Chair:

- a. Chairs all meetings of the I.C.C.
- b. Forms and dissolves Ad Hoc committees pertinent to the I.C.C.
- c. Is an ex officio member of all I.C.C. Committees that they do not chair.
- d. Represents the I.C.C. and is a voting member at meetings of the A.S. Board of Directors.
- e. Chairs the A.S. Elections Committee.

#### (2) The I.C.C. Vice Chair:

- a. Carries out the duties of the chairperson in the I.C.C. Chair's absence, resignation, or removal.
- b. Is an ex officio member of all I.C.C. committees.
- c. Is responsible for organizing Club Row.
- d. Serves on the A.S. Finance Committee.
- e. Is a voting member of the A.S. Board of Directors.
- f. Is the Chair of the I.C.C. Activities committee.

#### (3) The I.C.C. Communications Officer:

- a. Keeps all minutes and agendas of all meetings of the I.C.C. and provides copies of these minutes to all members, officers, and advisors of the I.C.C.
- b. If there is no Communications Officer present at any meeting of the I.C.C., the Vice Chairperson shall carry out the Communications Officer's duties.
- c. The Communications Officer chairs the meeting in the absence of the other officers.
- d. Is a voting member of the A.S. Board of Directors.
- e. Assumes the responsibility of preparing and posting the agendas and minutes, in cooperation with the A.S. President, and the A.S. Advisor or designee, for all A.S. Board Meetings, A.S. Constitution Meetings, Joint Council Committee Meetings in the event of the A.S. Secretary's absence, resignation, or removal.

## SECTION 5: COMMISSIONERS

- (1) Commissioners serve as A.S. Board Members' primary assistants.
- (2) Commissioners are appointed by their respective Director, and are not subject to confirmation by the A.S. Board.
- (3) Commissioners must meet the requirements of their responsibilities as outlined by the Director for whom they are a commissioner.
- (4) Each Director may select a Primary Commissioner who, in the absence of the Director, may serve as a non-voting representative at A.S. Board of Directors meetings. In this event, the A.S. Director must give consent to the Primary Commissioner to do so.
  - a. During A.S. Board of Directors meetings, the Primary Commissioner may:
    - (a) make and second motions;
    - (b) have the right to speak to any issue;
    - (c) provide a report on behalf of the Director
  - b. Primary Commissioners are not counted towards quorum.
- (5) Each Director is responsible for and may appoint no more than four Commissioners, in order to assist the execution of the Director's duties.
- (6) Commissioners are subject to removal from office at the discretion of the Director that appointed them.
- (7) Upon approval of the advisor, additional commissioners may be recruited to assist with the Office operations and Board members.
- (8) Commissioners who have been proven to have harmed, hindered, slandered or otherwise misrepresented the A.S. are subject to forced removal by Office of Student Life. This decision may be appealed to the Judicial Board within 72 hours of the decision. Until the Judicial Board meets, the decision must be upheld.

## SECTION 6: STUDENT REPRESENTATIVES

- (1) Academic Senate Committee Student Representatives
  - a. Advise Academic Senate Committee members on student perspectives and concerns.
  - b. Are non-voting advisors on the committee(s) in which they serve.
  - c. Required to attend at least three-fourths ( $\frac{3}{4}$ ) of all committee meetings that occur during their time within the student representative position.
  - d. Must provide at least three (3) Committee Report before the A.S. Board of Directors per semester.
- (2) District Planning and Advisory Council (DPAC) Sub-Committee Student Representatives
  - a. Each Sub-Committee shall have no more than four (4) student representatives at a time.
  - b. Are voting members on the Sub-Committee(s) in which they have been appointed.
  - c. Must provide at least three (3) Committee Report before the A.S. Board of Directors per semester.
  - d. Required to attend at least three-fourths ( $\frac{3}{4}$ ) of all Sub-Committee meetings that occur during their time within the student representation position.
- (3) Citizens Bond Oversight Committee Student Representative
  - a. Must be approved by Board of Trustees.
  - b. Required to attend every Citizens Bond Oversight Committee meeting that occurs during their time within the student representative position.
  - c. Must provide at least one (1) Committee Report before the A.S. Board of Directors per semester.

## ARTICLE IV: FISCAL PROCEDURES

### SECTION 1: A.S. FUNDS

- (1) The A.S. Funds consist of all receipts of the Associated Students membership fees, as well as interest earned from investments and deposits and other activities sponsored by the A.S.
- (2) The A.S. shall establish a Fiscal Policy to provide guidance and structure to its financial operations.
- (3) Public Relations Fund expenditures that exceed \$5,000 must be approved by the A.S. Board of Directors and the A.S. Finance Committee.

### SECTION 2: FISCAL AUTHORITY

- (1) The A.S. Board of Directors is the only body that has the authority to approve the A.S. budgets and expenditures, in accordance with the California Ed. Code (Section 72675).
- (2) No funds shall be expended by the participating bodies beyond the A.S. Board approved budget allowances.

### SECTION 3: DISBURSEMENT OF FUNDS

- (1) All disbursement requisitions must be accompanied by a set of minutes indicating student organization approval and authorized signatures.
- (2) Disbursement of funds for cash advances and reimbursements for expenses incurred must be accompanied by documentations of actual costs, and must be submitted within two (2) weeks of purchase, as well as be in compliance with all other conditions for disbursement established in the A.S. Fiscal Policy.
  - a. Items of uncertain cost require a purchase order.
  - b. For any advance payments made, all unused or undocumented funds must be returned to the A.S. treasury.
  - c. No reimbursement shall ever be considered guaranteed.

### SECTION 4: YEAR-END BALANCES

- (1) Any supplies or unexpended funds remaining in a student organization budget at the end of the academic year (June 30) shall return to the general A.S. treasury. This includes funds approved for spending that were not actually spent.
- (2) Only Special Accounts of clubs or organizations inactive for two (2) years shall revert to the A.S. treasury.