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SECTION 2: Executive Office Positions and Responsibilities

1. The President of the ASB shall:

- a. Chair the executive cabinet and senate meetings.
- b. Report the business of the executive cabinet to the senate.
- c. May appoint replacements for officer vacancies and their alternates.
- d. Serve as the primary spokesperson of the ASB to the college and community.
- e. Appoint representatives, as necessary or requested, to serve on campus-wide committees.
- f. Prepare, distribute and post agendas for the senate and executive cabinet.
- g. Oversee the actions of senate members.
- h. Call special or emergency meetings in the event that it is necessary to do so and in accordance with the provisions of the California Brown Act.
- i. May appoint a member of the executive cabinet as the president pro tempore to serve as chairperson of the senate and executive cabinet in the absence of the president. In absence of both President and president pro tempore, the V.P. of Records may appoint a president pro tempore.
- j. Have the authority to veto any approved motion of the senate or executive cabinet at the time of passage.
- k. Only vote to make or break a tie.
- l. May appoint a parliamentarian for the senate, if needed.

2. The SSCCC (Student Senate for California Community Colleges) Representative shall:

- a. Represent Gavilan College students and their issues to the region and report to the senate in a timely manner.
- b. Shall communicate regional and state issues to the senate and communicate Gavilan student positions at regional meetings.
- c. Be ultimately responsible for all delegated duties.

3. The Student Trustee shall:

- a. Represent the ASB position to the Board of Trustees and report to the senate on the proceedings.
- b. Attend all regular and special meetings of the board
- c. Be ultimately responsible for all delegated duties as outlined in California Education Code or Gavilan College policy.
- d. Be ultimately responsible for all delegated duties.

4. The Vice President of Records shall:

- a. Serve as, or delegate the responsibility of, secretary to the senate and executive cabinet.
- b. Be responsible for the preparation, distribution, and maintenance of accurate minutes and records of official meetings and may delegate the distribution to another. Minutes shall be made available within 72 hours following the senate meeting.
- c. Call roll at the beginning of each senate meeting, indicating members present, late, absent and times members leave prior to adjournment.
- d. Maintain a current quorum count and list of voting members.
- e. Pick up and distribute senate mail, or delegate the responsibility to another.

- f. Be responsible for maintaining ASB documents such as the Constitution, bylaws, special rules of order, and standing rules.
- g. Be ultimately responsible for all delegated duties.

5. The Vice President of Finance shall:

- a. Prepare, in conjunction with the Finance Committee or the Executive Committee, an annual academic-year budget for Senate approval, which will be forwarded to the College Vice President of Student Services and the Board of Trustees for final approval.
- b. Maintain an accurate accounting of income and expenses.
- c. Maintain open and consistent communication with the ASB fiscal agent(s).
- d. Report finance related work to Senate in a timely manner.
- e. Chair the Finance Committee.
- f. Submit requisitions to the ASB fiscal agent within three (3) business days from the time of Senate approval.
- g. Maintain financial records independent of the Business Office.
- h. Chair the Fundraising Committee.
- i. Be ultimately responsible for all delegated duties.

6. The Vice President of Coordinated Services shall:

- a. Secure campus facilities as needed for student events.
- b. Initiate or delegate to another the procedure for filling the vacancy of the President (see Articles #3, #8, #9).
- c. Chair the Election Committee or delegate the responsibility to another who will report back to the Senate on a regular basis.
- d. Coordinate and schedule vendors.
- e. Supervise ASB equipment and materials (to include tents, lattices, paint, paper, etc) or delegate the responsibility to another.
- f. Be responsible in tandem with the VP of Finances to collect and deposit monies from revenue sources.
- g. Be ultimately responsible for all delegated duties.

7. The Vice President of Campus Clubs shall:

- a. Schedule and hold regular Inter Club Council (ICC) meetings.
- b. Chair the ICC and provide support for campus clubs and community activities.
- c. Review all campus clubs constitutions and bylaws and make recommendations to the Student Senate and ICC.
- d. Eliminate any potential conflict of interest by not holding an executive position in any campus club at the same time as holding the above office.
- e. Be ultimately responsible for all delegated duties.

8. The Vice President of Communications shall:

- a. Maintain designated campus bulletin boards according to campus posting policies.
- b. Maintain Student Center electronic board.
- c. Maintain the ASB website or delegate the responsibility to another.
- d. Communicate with all media outlets (i.e. newspaper, television, etc.) on campus to promote ASB related information.

- e. Chair a student publicity committee or delegate the responsibility to another.
- f. Advise campus clubs on how to maintain effective and appropriate public relations on campus.
- g. Be ultimately responsible for all delegated duties.

9. The Vice President of Events and Activities shall:

- a. Work in tandem with the VP of Finances to develop a proposed budget for events and activities for the following semester.
- b. Be responsible for making an outline of events and activities for each semester.
- c. Work with the VP of Communications to help promote ASB sponsored events and activities.
- d. Chair the Events and Activities Committee or delegate the responsibility to another who will report back to the Student Senate on a regular basis.
- e. Report upcoming events and activities to the Student Senate.
- f. Work with event leads in assisting the scheduling of volunteers to assist ASB in the coordination of events.
- g. Be responsible for distribution and collection of Events and Activities packets.
- h. Be ultimately responsible for all delegated duties.

10. The Vice President of Athletics shall:

- a. Work in tandem with the V.P. of Finances to develop a proposed budget for athletic events and activities for the following semester.
- b. Be responsible for posting scheduled athletic events and activities for each semester.
- c. Work with the V.P. of Communications to help promote ASB sponsored athletic events and activities campus wide.
- d. Be responsible for distribution and collection of athletic events and activities information.
- e. Chair the Athletic Events and Activities Committee or delegate the responsibility to another who will report back to the Student Senate on a regular basis.
- f. Report to the ASB Student Senate about student issues, challenges, and concerns regarding the Athletics Department.
- g. Work with event leads in assisting the scheduling of volunteers to assist the ASB in the coordination of athletic events.
- h. Work as liaison to the Athletic Department by meeting with the Dean of Kinesiology and Athletics a minimum of twice a semester.
- i. Keep a record of Gavilan College sports teams.
- j. Be responsible for the maintenance and inventory of ASB athletic equipment.
- k. Be ultimately responsible for all delegated duties.

SECTION 3: The Executive Cabinet

- 1. The members of the executive cabinet will be: President, SSSCC Region IV Representative, Student Trustee, Vice Presidents of Campus Clubs, Communications, Finance, Records, Coordinated Services, Athletics, and Events and Activities.

2. Quorum for the executive cabinet will consist of half of the currently occupied positions plus one. However, if there are not enough members to meet quorum, Executive Cabinet members may still hold an unofficial meeting and make recommendations to the senate.
3. The Executive Cabinet will be the executive board of the Student Senate. It shall propose goals and policies for the Senate, present for student approval and be responsible for their implementation.
4. Officers will be elected by the general student body to serve for a one year term commencing on the first day of June following the election.
5. An officer may only seek or hold one elected post at one time.
6. All officers must perform at least two (2) office hours weekly.
7. The Executive Cabinet cannot amend the Bylaws during the summer session.
8. The Executive Cabinet shall meet regularly in open session.
9. In the absence or vacancy of the president, the president pro tempore will chair Executive Cabinet meetings or delegate to the V.P. of Records who will appoint the president pro tempore.
10. In the case of a vacancy in the position of president, the president pro tempore will assume the post until confirmed by the Senate or replaced through Senate nomination or special election. The position of president will be filled within thirty (30) calendar days of vacancy, unless vacancy occurs during semester or summer breaks. Any extenuating circumstances not addressed by the Bylaws will be addressed by the Executive Cabinet.
11. Executive Cabinet shall review the ASB Bylaws and policy changes prior to submission to the Senate for approval.
12. The Executive Cabinet shall assist in the planning of ASB programs, services and activities.
13. The Executive Cabinet shall engage in revenue enhancing projects and activities.
14. Oversee the planning and implementation of ASB student body card sales.
15. The Executive Cabinet may authorize expenditures not to exceed a total of one thousand dollars (\$1,000) during the summer and/or winter breaks; and must submit a report of all expenditures to the Senate by the third meeting of the fall semester.
16. The Executive Cabinet will report its activities to the Senate.
17. Executive Cabinet members are required to enroll in at least one semester of the Contemporary Leadership Class.
18. Executive Cabinet members may be removed from their office if the duties and responsibilities as described in these Bylaws are not fulfilled. They may also be removed if the actions of the officer reflect negatively on the ASB and its mission and programs. The process for recommending the removal of an executive officer may be initiated by the president, a member of the Executive Cabinet or the Senate. The president and the Executive Cabinet must document the dereliction of duties, allow the named Executive Cabinet member due process and take the final recommendation to the Senate for approval. Roberts Rules of order will be followed for the process of removal. A lesser decision may be made in the form of censorship and the loss of voting privileges for a specifically defined period of time.

ARTICLE 3: The Student Senate

SECTION 1: Qualifications for Senatorial Membership

1. Qualifications for Senatorial Membership are as follows:

- a. Must obtain the signatures of fifty (50) currently registered students.
- b. Must obtain official confirmation from the Admissions and Records Office that qualifications have been met.
- c. Must Complete and present a signed and approved copy of the senator application to the senate for formal recognition.
- d. Must maintain a minimum of five (5) semester units, a minimum 2.0 cumulative GPA, and be in good academic standing during time of position.
- e. Must be a current ASB card holder.
- f. Qualifications will be verified by the president and the advisor.
- g. Senators who fail to meet the minimum qualification as stated in these By-laws will lose voting privileges (will not make or second motions, vote or be counted as quorum), yet may continue to participate as a guest.

SECTION 2: The Authority and Responsibility of the Senate:

1. The legislative power of the ASB is vested in the senate.
2. Voting members are the executive cabinet and senators -at-large.
3. The senate shall meet weekly or by the order of the president.
 - a. Special or emergency meetings must be announced and posted at least twenty-four (24) hours in advance, in accordance with the California Brown Act.
4. Voting members must attend regular meetings.
 - b. Two absences in a row or four in a semester without prior notification constitutes grounds for the executive cabinet to request a vote of no-confidence which will result in loss of voting privileges.
 - c. The president should attempt to communicate with absent members prior to beginning of no-confidence action.
5. All voting members must maintain at least 2 office hours weekly.
6. Voting members are required to participate in at least one campus committee of their choosing and an ASB related activity or project outside of regular ASB meetings.
7. Members may vote on agenda items by written proxy. Proxies must be submitted to the Vice President of Records prior to the vote.
8. Senators are expected to be actively involved in fundraising activities.
9. The senate approves the ASB budget and its expenditures.

ARTICLE 4: Election Procedures

1. An election committee shall be chaired by the Vice President of Coordinated Services or his/her designee with senate approval.
2. Elections shall be held no later than the last two (2) weeks of April, except for special elections.

3. Elections shall be made available to both day and evening students.
4. Petitions for office, excluding the S

ARTICLE 5: Clubs

SECTION 1: The Inter-Club Council

1. All clubs shall be governed under the auspices of the ASB and I.C.C. (Inter Club Council) By-laws.
2. Violations of ASB, ICC or campus policies on behalf of any club shall void the ASB's responsibility for, and sponsorship of, the club.
3. Club Constitutions and By-laws shall be subject to the approval of the ASB and ICC.
4. The ASB Vice President of Clubs shall serve as the Chair of the ICC and serve as the liaison between clubs and ASB.
5. Club representation at the ICC is required in order to maintain an active status.
6. Club Requirements are outlined by the ICC By-laws.

3. Annual student body cards will be valid until the end of the summer session.
4. Fees may be based upon semester and annual rates.
5. ASB cardholders will receive discounts on campus and in the community.
6. ASB cards are refundable according to college policies.

ARTICLE 7: Association Awards

1. The ASB may grant awards to students, faculty, staff, and others whose efforts on behalf of the student body are recognized as worthy of distinction.
2. The senate may form an awards committee to make these selections.

ARTICLE 8: Association Advisors

1. The ASB Faculty Advisor shall:
 - a. Be the designee of the administration of Gavilan College
 - b. Attend senate and executive cabinet meetings.
 - c. Serve as a consultant to the senate and executive cabinet
 - d. Review all promotional materials developed by the senate and ASB representatives.
 - e. Coordinate student representation on campus committees.
 - f. Oversee student elections.
 - g. Facilitate leadership development
2. The Director of Student Activities shall
 - a. Be the designee of the administration of Gavilan College
 - b. Attend senate and executive cabinet meetings.
 - c. Serve as a consultant to the senate and executive cabinet regarding the ASB budget, all events and activities.
 - d. Review all promotional materials developed by the senate and ASB representatives related to events and activities.
 - e. Facilitate the day to day operation of the ASB organization.
 - f. Oversee the ASB budget.
 - g. Oversee campus clubs and the ICC (Inter Club Council) budget.

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