

**ASSOCIATED STUDENTS *of***  
**SOLANO COMMUNITY COLLEGE**

**BYLAWS**

**Article I. Elected and Appointed Officers**

**Section 1.** General Eligibility Requirements for Executive Board Officers, Student Trustee, and Legislative Advocate

- A. Executive officers shall be able to communicate oral or 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 serve in their respective office.
- C. Executive officers shall have a minimum cumulative 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 in their respective office.
- D. Executive officers shall have completed at least six (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 in their respective office.
- E. Executive officers shall complete a minimum of six (6) units in each semester that they hold office.

**Section 2.** Specific Eligibility Requirements for Appointed Executive Board Officers

- A. For the office of Executive Secretary:
  - 1. Keyboards 40 wpm.
  - 2. Completion of English 1 or an equivalent course with a grade of C or better.
  - 3. Knowledge of Microsoft Office and similar computer programs.
- B. For the office of Treasurer:
  - 1. Completion of Accounting 1 or an equivalent course with a C or better, or least two (2) years experience in bookkeeping or accounting work.
- C. For the office of Public Relations Officer:
  - 1. Experience in and knowledge of journalism, public relations, marketing, and photography.

**Section 3.** Specific Eligibility Requirements for Student Senate positions.

- A. All Senators must be enrolled in a minimum of 6 (six) units at SCC.
- B. Senators selected for Governing Board Representative, Student Services, Curriculum (Academic & Vocational), Diversity Affairs, and Business Services will:
  - 1. Have knowledge of their respective positions for which they seek appointment. (see Article III, Section 2)
  - 2. Have earned a minimum cumulative 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. Academic Division Senators shall:
  - 1. Have knowledge of their respective divisions for which they seek appointment.
  - 2. Meet the same requirements as stated in Section 3.B.2.
- D. After the end of the Fall Semester, the ASSC Advisor and Executive Board shall review all Senators. The ASSC Advisor and Executive Board will review whether each Senator still meets the requirements of his or her appointed position, and shall review to what degree the Senator has performed the duties of his or her position. This also includes to what the degree the Senator has represented the students of SCC as a whole. The ASSC Advisor and/or Executive Board may ask for a resignation or file charges if they believe that the Senator has not fulfilled the duties of the position for which they were selected or no longer adequately meet the eligibility requirements of the position.

**Article II. Selection Committees**

**Section 1.** 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 2.** The Senate Selection Committee shall consist of the ASSC President (who shall chair the Senate Selection Committee), the ASSC Vice President, the ASSC Advisor, Legislative Advocate, Student Trustee, 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 Senate Selection Committee shall select and appoint all Student Senators.

**Article III: Duties of the ASSC Officers**

**Section 1.** 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 ASSC.
  - 3. Create and abolish student committees of the ASSC; and appoint ASSC members 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.
  - 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 shared governance. This will be in conjunction with any training set forth by the ASSC Advisor.
- B. The ASSC Vice President shall:
  - 1. Assist the President in his/her duties as defined in Article III, Section 1.A.1-7.
  - 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 Club Funding Committee, and any other such committee formed by the ICC.
  - 4. Perform the duties as outlined in the ICC Constitution. (Article VI, Section 1)
- 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 the 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.
  - 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 ASSC Office and keep on file for two years.
  3. Chair the Capital Improvements Committee and make recommendations to the ASSC Student Senate.
  4. Provide an accounting of all revenues, expenditures, and general donations to the ASSC Student Senate on monthly basis.
- E. The ASSC Public Relations Officer shall:
1. Work with the Executive Board and the College to establish effective communication on behalf of SCC students.
  2. Devote a minimum of 5 hours a week to campus communication including input to the *ASSC Newsletter*, *Tempest*, and the College's Public Information 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. All ASSC Executive Board Officers shall:
1. Attend the ASSC Student Senate and Executive Board meetings; attendance is mandatory for all officers. If unable to attend, the officer shall notify the ASSC Advisor and President at least 24 hours in advance. Only in cases of emergency will the absence be excused. Three or more unexcused absences may be grounds for removal, at the discretion of the ASSC Advisor and remaining members of the ASSC Executive Board. This pertains to the regularly scheduled meetings and is not subject to emergency meetings or unofficial meetings.
  2. Be available at least five hours a week in the ASSC office for appointments and other ASSC-related work.

**Section 2.** 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 shared 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 and Executive Secretary.
- C. Being available at least three hours a week to participate in ASSC-related activities. These hours do not include the regular ASSC weekly meeting.
- D. Maintaining an ASSC bulletin board at SCC.
- E. The Governing Board Representative shall:
  - 1. Attend SCC District Governing Board meetings and report on ASSC. If unable to attend, the Representative 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, concerns, and morale of the students and ASSC at SCC.
- F. 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 candidate in the election.
- G. The Academic and Vocational Curriculum Senators shall:
  - 1. Attend the SCC Curriculum Committee meetings.
  - 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 Student Senate and the SCC Curriculum Committee.
- H. The Diversity Affairs Senator shall:
  - 1. Attend the SCC Staff Diversity Committee meetings 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.
- I. The Business Services Senator shall:
  - 1. Attend any meetings in the Administrative and Business Services Division, including the Financial and Budget Planning Advisory Council (FABPAC), requiring a student member, unless the ASSC President has appointed another student representative.
  - 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. Meet with their respective division chairs on a bi-weekly basis. The meeting should occur when the division chairs hold office hours and be a regularly scheduled meeting.
  2. Report to the ASSC Student Senate the activities within their respective divisions.
  3. Accept from the Student Body concerns about their respective divisions and share such concerns with the division Chair and/or committees.
  4. 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 presentations.
- K. The ASSC Student Trustee shall:
1. Serve on the Executive Board.
  2. Attend all SCC District Governing Board Meetings.
  3. Attend all ASSC Student Senate and Executive Board meetings to report on the activities of the Governing Board.
  4. Assist the Governing Board Representative and the ASSC Secretary in maintaining a record of the SCC Governing Board proceedings.
- L. The ASSC Legislative Advocate shall:
1. Serve on the Executive Board.
  2. Shall attend all ASSC Student Senate and Executive Board meetings to report on federal and state legislative affairs affecting students and the college.
  3. Represent SCC at national, statewide, and regional student meetings.
  4. Serve as the chairperson of the Political Activities Committees.

#### **Article IV. Standing Committees**

##### **Section 1. 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 Committee shall consist of at least five (5) members of 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 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, on going, 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 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 ASSC Advisor.

**Section 2.** The ASSC Political Activities Committee shall:

- A. Be Co-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 3.** The Sports Promotion Committee shall:

- A. Be chaired by the ASSC Health & Physical Education Senator. The Chair shall work with the P.E./Athletics Dean and SCC athletic teams in promoting all SCC sporting events.
- B. Conduct on-campus advertising of Inter-Collegiate sporting events involving SCC athletic teams.

**Section 4.** The Inter-Club Council (ICC) shall:

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

**Section 5.** The Club Funding 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 Inter-Club Council Constitution.

**Section 6.** 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 7.** ASSC Procedural Review Committee:

- A. ASSC will appoint a chair from among 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 Constitutions, Bylaws, Election Code, ICC Constitution, and applicable governing documents, and shall alert the Executive Board, Student Senate, and/or ASSC Advisor of any inappropriate procedure or actions.

**Section 8.** 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.

APPROVED: May 24, 1994

REVISED: January 20, 2000