

# ASSC CONSTITUTION

# ASSOCIATED STUDENTS OF



## SKYLINE COLLEGE CONSTITUTION AND BYLAWS

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# ASSOCIATED STUDENTS OF SKYLINE COLLEGE CONSTITUTION

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We, the Associated Students of Skyline College (ASSC), hereby establish this Constitution to promote equity, inclusion, and student representation. Through this living document framework, we aim to foster a campus community that values diversity, encourages student engagement, and defends the rights and responsibilities of the student body.

## **ARTICLE 1: STRUCTURE**

### **Section 1: Name and Membership**

- 1.1 The name of this organization shall be the Associated Students of Skyline College (ASSC).
- 1.2: Membership shall consist of all currently enrolled Skyline College students.

### **Section 2: Governing Law**

- 2.1 The Associated Students of Skyline College shall be governed in accordance with this Constitution, the duly adopted ASSC Bylaws, College policy and District Rules and Regulations (where applicable), and any and all applicable laws, including the California Education Code and the Ralph M. Brown Act (California Code Section 54950, et seq.).

### **Section 3: Student Senate**

- 3.1 The Student Senate of the ASSC shall be made up of:
  - I. Executive Council
    - A. President
    - B. Vice President
    - C. Commissioner of Activities
    - D. Commissioner of Outreach

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- E. Commissioner of Finance
- F. Commissioner of Public Records
- G. Commissioner of Publicity
- H. SOCC Liaison
- II. 11 Senators
- III. 2 Associate Senators

### **Section 4: Center for Student Life and Leadership Development**

4.1 ASSC shall have as their advisors:

- I. Student Life and Leadership Manager Student Life and Leadership Assistant
- II. ASSC Book Keeper

4.2 Advisors shall ensure compliance with governing documents and facilitate operations.

4.3 An advisor must be present at the ASSC meeting for official business to take place.

## **ARTICLE 2: QUALIFICATIONS, ELECTIONS, AND TERMS OF OFFICE**

### **Section 1: Qualifications**

1.1 Candidates and officeholders must:

- I. Be currently enrolled in at least six (6) units at Skyline College; Majority of units should be taken at Skyline College during Fall and Spring semesters.
- II. Maintain a minimum cumulative GPA of 2.5 for Executive Council positions and 2.05 for Senator positions.
- III. Must not be on academic probation, disciplinary probation, or suspension, provided that an individual placed on disciplinary probation or suspension who has timely appealed such decision shall remain eligible until such time as the appeals have been resolved by the appropriate College authority.
- IV. Have completed 6 units of credits at Skyline College.
- V. Not hold more than one position, including the position of Student Trustee, at the same time.

### **Section 2: Elections Council**

2.1 All ASSC elections, regular or special, shall be conducted under the authority and governance of this Constitution, the ASSC Bylaws, the ASSC Election Bylaws, and the ASSC Election Board.

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2.2 The Election Board shall:

- I. Be chaired by the Vice President, unless running for office.
- II. Include at least three non-candidate Governing Council members.
- III. Certify results and resolve disputes.

### **Section 3: Terms of Office**

3.1 Terms of office commence the day following the last official spring semester day and end on the last day of the next spring semester.

3.2 No individual may serve more than three terms in the governing council and two terms in a single position.

## **ARTICLE 3: POWERS OF CONSTITUENT BODIES**

### **Section 1: Student Senate**

1.1 All legislative powers of the Associated Students shall be vested in the ASSC Student Senate.

1.2 The ASSC President shall serve as Chair for ASSC meetings.

1.3 The Senate shall hold General meetings at least twice monthly while classes are in session during the fall and spring semesters.

1.3.1 The Senate must meet twice during the summer term to address upcoming academic year priorities.

1.4 Any member of the Executive Board or Student Senate who misses three consecutive regular meetings or a total of four regular meetings in one semester shall automatically forfeit his/her position unless- (1) the absences are due to carrying out of designated Senate business, or (2) the absences are due to health and/or emergency situations.

1.4.1 A tardy is defined as arriving 15 minutes after the meeting has officially started. Three late arrivals to a meeting are equal to one (1) absence. One hour of attendance is required to be considered present at a Student Senate meeting.

1.4.2 Leaves of absence shall not exceed two calendar months and may not include any portion of the fall or spring semester.

1.5 Decisions made by the Senate shall require a simple majority (50 percent plus 1) of the membership present at a duly noticed meeting, except in cases defined elsewhere within this Constitution.

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1.6 “Consent of the Senate” shall be defined as a simple majority (50 percent plus 1) vote of the membership present at a duly noticed meeting unless otherwise defined in this Constitution.

### **Section 2: Executive Council**

2.1 The Executive Council includes the President, Vice President, Commissioners of Activities, Finance, Public Records, Publicity, Outreach, and SOCC Liaison.

2.1.1 The President shall serve as Chair of the Executive Council.

2.2 The Executive Council shall meet once a month while classes are in session.

2.3 Responsibilities include implementing council decisions and representing the student body.

### **Section 3: Skyline Organizations and Club Council (SOCC)**

3.1 The Skyline Organizations and Club Council (SOCC) shall be composed of one (1) representative from each recognized Skyline College student club and organization.

3.1.1 All student clubs and organizations shall come under the jurisdiction of the ASSC and shall be chartered under the authority of the Associated Students as interest groups of the student body.

3.1.2 Clubs will be chartered if they adhere to all College, District, and State guidelines concerning such organizations and voted on by the Student Senate. The Student Life and Leadership Manager or their designee shall be the primary advisor in such matters.

3.1.3 The ASSC Vice President shall serve as the Chair of the Skyline Organizations and Club Council and SOCC Committee

3.2 Skyline Organizations and Club Council (SOCC) shall be responsible for providing support for student clubs and organizations; for recommending spending from budget accounts designated for supporting student clubs and organization's events and activities to the Student Senate; and for providing a forum for communication between the Associated Students and the Center for Student Life with active student clubs and organizations.

### **Section 4: Committees**

4.1 Committees may be established to support specific initiatives or events.

4.2 Members shall be appointed by the Student Senate with  $\frac{2}{3}$  vote.



## **ARTICLE 4: MEETINGS**

### **Section 1: Compliance with Ralph M. Brown Act**

1.1 All meetings and actions taken by the Student Senate, Executive Council, and SOCC shall comply with the Ralph M. Brown Act.

### **Section 2: Regular Meetings**

2.1 Unless otherwise noted, ASSC general meetings and SOCC meetings shall meet no less than twice monthly while classes are in session. The Executive Council shall meet once a month while classes are in session.

2.2 The Student Senate shall call special and/or emergency meetings with 24-hour notice.

### **Section 3: Special Meetings**

3.1 The presiding officer of any Constituent Body may call a special meeting in accordance with the Ralph M. Brown Act.

3.2 Any member of a Constituent Body may call a special meeting with at least 50 percent plus 1 of the members of the body giving written consent. Such meetings shall be held in accordance with the Ralph M. Brown Act.

### **Section 4: Emergency Meetings**

4.1 The Student Senate may only call an Emergency Meeting under the conditions outlined in the Ralph M. Brown Act. No other Constituent Body may call an Emergency Meeting.

## **ARTICLE 5: APPOINTMENTS, VACANCIES, AND SUCCESSION**

### **Section 1: Appointments**

1.1 The President may appoint students to A.S. committees and shared governance committees with approval ( $\frac{2}{3}$ ) from current members of the Student Senate.

1.2 A signed petition of one-third ( $\frac{1}{3}$ ) of the current membership of the Student Senate shall have the power to nominate individuals from the general student body to A.S. Committees.

### **Section 2: Vacancies of the Student Senate**

2.1 Nominees for vacancies in the Student Senate shall be recommended to the Senate by the Executive Council.

2.2 A signed petition of one-third ( $\frac{1}{3}$ ) of the current membership of the Student Senate shall have the power to nominate an individual to the Student Senate.

### **Section 3: Succession**

3.1 In the event that the A.S. President becomes disqualified for their position, resigns, is impeached, is recalled, or is disabled from performing their duties for more than thirty (30) consecutive calendar days of their term, the order of succession shall be as follows:

- I. Vice President
- II. SOCC Liaison
- III. Appointment by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Student Senate

3.2 In the event that the A.S. Vice President becomes disqualified for their position, resigns, is impeached, is recalled, or is disabled from performing their duties for more than thirty (30) consecutive calendar days of their term, the order of succession shall be as follows:

- I. SOCC Liaison
- II. Appointment by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Student Senate at a duly noticed regular or special meeting.

3.3 In the event that any Commissioner becomes disqualified for their position, resigns, is impeached, is recalled, or is disabled from performing their duties for more than thirty (30) consecutive calendar days of their term, the order of succession shall be as follows:

- I. Appointment by the A.S. President with a two-thirds ( $\frac{2}{3}$ ) majority vote of the Student Senate at a duly noticed regular or special meeting.

## **ARTICLE 6: IMPEACHMENT, REMOVAL, AND RECALL**

### **Section 1: Impeachment and Removal**

1.1 Members of the Senate may be impeached for misconduct or neglect of duty according to Skyline College's guidelines .

1.2 A two-thirds ( $\frac{2}{3}$ ) vote of the Student Senate is required for removal.

### **Section 2: Recall**

2.1 Any member of the Senate may be recalled by a majority of the voters (50 percent plus 1) voting in a special election called in accordance with the Constitution and Bylaws.

2.2 Recall elections shall occur within 30 instructional days of being elected.

## **ARTICLE 7: AMENDMENTS**

### **Section 1: Proposal and Ratification**

1.1 Amendments must be proposed by a Student Senate member and approved by a two-thirds vote.

1.2 Proposed amendments shall set forth the specific text of all additions, deletions, or changes proposed, and shall not bring this Constitution in conflict with any College or District policies and procedures, and shall not violate any local, state, or federal laws.

1.3 The proposed amendment shall be placed on the agenda of a duly regular meeting for discussion and review. At a subsequent meeting, the Student Senate shall take action on the proposed amendment.

1.4 Ratification requires a two-thirds ( $\frac{2}{3}$ ) vote of the student body in a regular or special election.

## **ARTICLE 8: BYLAWS**

### **Section 1: Authority and Scope**

- 1.1 The Student Senate shall adhere to the Bylaws to govern procedural matters.
- 1.2 Bylaws of the Student Senate shall be adopted at a two-thirds majority vote at a duly noticed regular meeting of the Student Senate.

## **ARTICLE 9: EFFECTIVE DATE AND TRANSITION**

### **Section 1: Effective Date**

- 1.1 This Constitution shall take effect immediately following a two-thirds ( $\frac{2}{3}$ ) majority vote of the Student Senate voting in a regular or special election.

### **Section 2: Transition**

- 2.1 The ratification and certification of this Constitution shall supersede the counting of any ballots for any Executive or Senate positions.
- 2.2 Current officers shall serve until the end of their elected terms, transitioning to the new structure thereafter.
- 2.3 Upon ratification and certification of this Constitution, the current ASSC Bylaws shall remain in effect. In areas where the ASSC Bylaws conflict with this Constitution, this Constitution shall take precedence.



# ASSOCIATED STUDENTS OF SKYLINE COLLEGE BYLAWS

## **Bylaw #1 – The Election Code**

### **ARTICLE 1: Procedures for Candidates**

- A. A Candidate must submit a complete packet at least 10 school days prior to the election date.
- B. The Candidate Application must contain the following materials:
  - a. Fully filled out fillable PDF file that was downloaded by QR code or the Skyline College ASSC website
  - b. Good standing at the college (which is checked by the Student Life Staff)
  - c. Nomination of two recommenders, at least one Skyline faculty or staff (employees) & one contact person of choice.
  - d. Candidate statement & a clear, appropriate & clothed headshot from the shoulders up
  - e. Signed statement of campaigning rules, regulations, and requirements
  - f. A Title IX Certificate for completion of training from the “Not Anymore” section on the “Student Training & Learning” tab in WebSmart.
- C. A Candidate shall have not waived but paid their \$15 Student Body fee during their registration period.
- D. A Candidate shall, upon filing to run for an office must have a minimum accumulative Skyline College GPA of 2.05 for a Senator position & 2.5 for an Executive Council position.
- E. A Candidate shall be enrolled in at least six units at Skyline College at the time of assuming office. Must plan to be enrolled in at least 6 units at Skyline College for the following Fall of the start of their term.
- F. A Candidate must have read and have practical knowledge of the ASSC Constitution and Constitutional Bylaws.
- G. A candidate running for the office of President or Vice President must meet the following requirements: successful completion of 8 college level units (accumulative of 2.75 GPA).
- H. The Student Life Staff shall review all qualifications of each candidate before placing the candidate's name on the ballot.
- I. Candidates can only run for one Skyline ASSC position at a time, including the nominations for Student Trustee.
  - a. Candidates running for ASSC positions at Skyline College cannot run for any other ASSC positions within the SMCCCD.

**ARTICLE 2: Candidate Procedures**

- A. Failure of any candidate to comply with the provisions from Bylaw #1 Article #1 will result in disqualification.
- B. Skyline College will not allow or honor any write-in votes for anyone not having completed the above procedures. Write-in names will become void, and the votes cast for that candidate will not be counted.
- C. Candidates cannot campaign for elections until all completed forms have been submitted and approved by the Student Life Staff.

**ARTICLE 3: Campaigning Procedures**

- A. A candidate may begin campaigning as soon as the Student Life Staff has approved the election packet.
- B. Campaigning materials such as posters and handbills may only be displayed in approved areas designated by the Student Life Staff.
- C. Please refer to the college policy on public posting. Any alleged violations will result in a full investigation by the election board. If found guilty, candidates will be disqualified from the current ASSC election.
- D. Candidates wanting to use ASSC social media pages such as Padlet or Instagram must have the Student Life Staff approve of posts & their content to make sure it is appropriate.
  - a. ASSC sites, pages, and accounts cannot be advertised in campaigning material or on other sites, pages, and accounts until the candidate has received the approval of the Student Life Staff.
  - b. All websites and social media accounts must follow college /district policies, and content is subject to Student Code of Conduct regulations.

**ARTICLE 4: Election Board & Composition**

- A. The election is directed by the Student Life Manager.
- B. The election's logistics are to be aided by the Student Life Assistant.
- C. The election's student leader as "Chair" of the committee shall be the current ASSC Vice President as long as they are not running for a leadership position in the upcoming election.
- D. An Election Board should be headed by the Student Life Staff and ASSC Vice President who delegates tasks to certain ASSC officers wanting to participate in the Election Board. These students assume responsibility for the coordination of any election activities
- E. Any current ASSC officers may participate as long as they are not running in the election that they are planning. This means that returning students may not help on the Student Election Board as it is a conflict of interest

**ARTICLE 5: Voting Procedures**

**Section 1: General Elections**

- A. Only registered Skyline College students may vote electronically using a one-time system-generated ballot that is sent to each person's my.smccd.edu school email. One ballot is sent per G #.
- B. General ASSC Elections shall be held once every academic year at least four weeks prior to final exams. The date is to be determined by the Student Life Staff with the approval of the Student Life Manager.
- C. If the Student Trustee Nominee for Skyline is included, the entire election as a whole has to happen prior to 4/29 of each year to give the name of the nominee to DSC by 4/30 per District Policy.
- D. Elections shall be held online for a minimum of two consecutive school days.
- E. Voting shall be by secret ballot (electronic).
- F. Electronic ballots will be secured once the election starts until the end of the election.
- G. The candidates receiving the 2/3rds majority of votes shall be declared elected and will assume the duties of office during the Summer semester.
- H. Any candidate running must receive at least 35% of the votes cast to be elected.

## **Section 2: Special Elections**

- A. Special Elections shall be held under the following circumstances:
  - a. If no candidate receives at least 25% of the votes cast for his/her office.
  - b. If less than 10 total positions on the council are filled during the general election
- B. In the event there is a need for a special election, the general student body must be notified through publicity channels at least two weeks prior to the election.

## **Section 3: Contesting Elections**

- A. In the event that the election is contested, a written petition and statement must be submitted to the Student Life Manager within ten business days, following the election.
- B. Complaints filed after the deadline will not be accepted.
- C. The Student Life Staff shall review all formal written complaints and determine if there needs to be a formal investigation. If there is sufficient evidence to warrant a hearing the ASSC shall review all aspects of the election procedures and determine the appropriate action to be taken.
- D. In the event that a formal complaint is filed against the Election Board, the ASSC Advisor(s) and the Vice President of Student Services will review the complaint and determine if there is sufficient evidence to warrant a hearing.
- E. The Election Board's findings on disputed election results and allegations of misconduct shall be brought before the current Student Council no later than ten business days after filing of the complaints.



## **ARTICLE 6: Appointments**

### **Section 1: Procedures for Appointments**

- A. The requirements for a nominee wishing to hold office as an ASSC official officer shall begin when the nominee completes a candidacy packet prior to their appointment date.
- B. The packet is to be turned in to the Student Life Staff who will review it and notify the nominee of their appointment date during an ASSC meeting.
- C. The packet must have the following completed items: Basic Resume, verification of good standing at the college, minimum 2-sentence Candidate's Statement, a signed statement of campaigning rules, regulations and requirements along with compliance with Title IX Training and completion of the "Not Anymore" training found on students' WebSmart. In addition, the student needs two recommenders: one from a Skyline staff or faculty member, the other may be of the nominee's choice.
- D. Candidates shall, upon filing for appointment to an office, have a minimum Skyline College GPA of 2.05 for a Senator position, 2.5 for an Executive Council commissioner, 2.75 for President and Vice President positions.
- E. Candidates shall be enrolled in at least six units at the time of assuming office.
- F. Candidates must have read and have a working knowledge of the ASSC Constitution and Constitutional Bylaws.
- G. Candidates can only receive an appointment to one position.
- H. Candidates for appointments for any position (Associate Senator, Senator or Executive Officer) must receive two-thirds of the present council's vote to be appointed. All nominations by the president must be approved by a vote of quorum by the Student Council.
- I. Candidate additions after the election must be vetted by the Center for Student Life & Leadership Development Staff and signed off by Student Life Manager after this vetting process is completed. Only after this step is completed may the person then request for an appointment on the ASSC Meeting Agenda (see item C, regarding letters of recommendation).

### **Section 2: Requirements for becoming an Associate Senator**

- A. Students interested in participating on the ASSC Governing Council cannot attend weekly Tuesday evening meetings may be appointed as an Associate Senator (with no voting rights)
- B. Procedures for appointment refer to Section 1.

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- C. Associates may participate in the following ways: be appointed to ASSC committees, since they do not have voting rights, they may NOT be elected members of Participatory Governance committees.
- D. Expected to assist with ASSC events
- E. Expected to assist with SOCC meetings & club events
- F. Have an option to attend weekly ASSC Governing Council meetings
- G. Are eligible to participate in conferences and leadership retreats
- H. Maximum number of Associate members shall be 2 Associate positions of the full Council.

### **ARTICLE 7: Removal From Office**

#### **Section 1: Impeachment**

- A. The ASSC shall have the sole power to hold impeachment proceedings against current ASSC officers including: Associate Senators, Senators, or Members of the Executive Council.
- B. When sitting for that purpose, the ASSC shall meet as a whole body. One of the Senators shall be elected by a simple majority vote to chair the proceedings
- C. Appointment of Chair will occur at the beginning of the impeachment proceedings
- D. Members facing impeachment must be notified in writing at minimum one week prior to the impeachment proceedings
- E. A Roll-Call vote must be held to establish 2/3 majority & a 2/3 majority vote of ASSC Governing Council Members who are present at the time of the vote are needed to remove members from office.
- F. Once a member is impeached, they may not hold an ASSC Governing Council position for the remainder of the academic year.

#### **Section 2: Recall**

- A. All elected officials shall be subject to recall by a petition submitted by three hundred (300) members of the student body.
- B. Upon presentation of the petition to the ASSC, the ASSC shall call a special recall election within two weeks. If the removal action is supported by two-thirds (2/3) of the votes cast in the special election, the member shall be removed from office.

#### **Section 3: Excessive Absences/Tardies/Early Departures/Inactiveness**

- A. Governing Council members will be dismissed from office with four unexcused absences, five unexcused tardies, five unexcused early departures, or a combination of 5

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total from each category.

- B. An excused absence is defined as an absence caused by personal illness/crisis/death of a family member. Council members will be asked for documentation to confirm the legitimacy of the absences.
- C. A tardy is defined as arriving 10 minutes or more after the scheduled start time of the ASSC Governing Council meeting.
- D. An early unexcused departure is defined as leaving the meeting prior to adjournment. Five (5) unexcused incidents will result in removal from office.
- E. Attendance will be taken at the following meetings and events:
  - 1. ASSC Governing Council Meetings are each Tuesday at 4 PM.
  - 2. All ASSC Committee Meetings
  - 3. ASSC events (if council members fail to show up for their designated work assignment)
  - 4. For Executives: Executive Council Meetings on the last Tuesdays of each Month
  - 5. All ASSC members must contribute, participate, and volunteer at least 50% of the ASSC or Student Life events hosted that month and be able to achieve the duties and responsibilities of the position one holds. Members unable to achieve this status shall be deemed “inactive”. Students will have to meet with the Student Life Manager to be deemed as “active” again.
- F. Advisors (Student Life Manager, Student Life Assistant & Bookkeeper) shall examine and evaluate each member on a monthly basis of their performances.
- G. The ASSC President & their Commissioner of Public Records must be notified with appropriate reason for absences, tardies, or early departures no later than 48 hours prior to the meeting/event or 48 hours after in the case of personal illness or injury.

### **Section 4: Procedures for removal from office based on attendance**

- A. The Commissioner of Public Records shall notify the ASSC Governing Council of members who are in danger of violating the ASSC Constitution and Bylaws.
- B. Once a member has made a violation, the Commissioner of Public Record will notify the ASSC President and the Advisors so that the removal process can begin.
- C. Advisors shall notify the offending member via letter/email stating that the member is alleged to be in violation of excessive absences, tardies, and early departure bylaw and thus ineligible for office.
- D. The member will have 72 hours to respond to the official notification and submit proof of authorized/excused absences, tardies, and early departures for review to the ASSC Advisors.
- E. Members found in violation of excessive absences, tardies, and early departure will be removed from office via letter from the ASSC President and ASSC Advisors.

- F. A Member removed from office is ineligible to hold an ASSC Governing Council position for the remainder of the academic year.

## **Bylaw #2 – Student Senate Responsibilities**

### **Section 1: Duty & Responsibilities of All ASSC Officers**

- A. Represent the entire student body at large
- B. Execute action necessary to accomplish Student Council legislation
- C. All members of the ASSC will sign contracts stating their requirements to fulfill their duties. Members not fulfilling their duties and responsibilities as stated in the ASSC Constitution & Bylaws are subject to expulsion and/or impeachment.
- D. The ASSC weekly meeting is mandatory. All ASSC members are to attend the meetings, which are 2 hours long every Tuesday from 4 PM to 6 PM.
- E. In the event that an Executive Officer is removed from office or resigns from their position, the vacant office will be filled by appointment. The ASSC may appoint one current Senator to the vacant office. While the position is vacant, the ASSC President will divide the additional duties among the remaining Executive Officers to fulfill until a new officer is appointed.
- F. Attend mandatory leadership training retreats every semester - they happen at the beginning of each semester, depending on the availability of the Student Life Staff.
- G. Actively participate in promoting, preparing, and be present for all ASSC events both in-person and online - in addition, assist with decorations/setup/cleanup (in-person) -&- fill virtual roles for online events
- H. Perform assigned tasks in a timely manner and meet assigned deadlines consistently
- I. Meet with the Student Life Manager for check-in appointments per semester (should be set up between student & Student Life Assistant, determined for bi-weekly or monthly)
- J. Serve on college governance committees as appointed by the council or Student Life Manager.

### **Section 2: Duty & Responsibilities of Executive Officers**

- A. President
  - 1. The President of ASSC is a position that provides leadership to the council and represents the student body at large. This position assists in establishing a meaningful and intentional campus community where different voices can be heard. The President shall also engage in activities along with other council members to advocate for equity and the student's voice. Not only does the

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The president presides over ASSC meetings of the organization, but they also represent the council to the school and at official functions. Moreover, the President holds the responsibility to provide encouragement and motivation to fellow officers/council members.

2. Direct, coordinate & have the final say over the activities of the Student Governing Council (ASSC) and Executive Council
3. Act as Chairperson of the Student Council or delegate set duties to the Executive Council members in the line of succession
4. Have the power to veto approved agenda items. The veto must be submitted in writing within 48 hours after the end of the current meeting to the Center for Student Life and Leadership Development. This veto may be overridden by a two-thirds (2/3) vote of the whole council membership at the next meeting
5. Attend all regular meetings of the District Student Government, the San Mateo Community College District Board of Trustees, and be the main delegate of the Student Senate of California Community Colleges or appoint delegates to do so. President or delegate must submit reports to council on a monthly basis
6. Serve on committees as appointed by the Student Council or advisory of the Student Life Manager. The president is required to be part of these committees indefinitely: College Governance Council, District Student Council (DSC), presenter at the San Mateo Community College District Board of Trustees if needed (quarterly report).
7. Call special meetings of the Student Government if deemed necessary
8. Maintain contact and coordinate with the council advisors
9. Serve as a spokesperson, give opening or closing speeches, or MC at events if necessary
10. Actively participate in preparing the materials with ASSC advisors for the events and be present at events
11. If this position becomes vacant, the only officer that may succeed will be: the ASSC Vice President

### B. Vice President

1. The Vice President is a position that exhibits an active and committed dedication to supporting the students and the campus community. Not only does the VP need to demonstrate a strong responsibility for the college and the student body but also need to provide an environment in which there are collaborations and accountability shared among the council and other school organizations/clubs.
2. The Vice President will be expected to provide support and assistance to the President and also to execute the duties and powers of the President in their absence. The Vice President

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## ASSOCIATED STUDENTS OF SKYLINE COLLEGE CONSTITUTION AND BYLAWS

should possess an in-depth knowledge of the school's resources and demonstrate strong communication skills.

3. Serve as Chairperson for SOCC
4. Serve as Chairperson of Election Board
5. Serve on committees as appointed by the Student Council & at the advisory of the Student Life Manager
6. Assume the duties of the President during their absence
7. Succeed to the office upon the resignation of the President
8. Assist the Commissioner of Activities in the facilitation of the event planning
9. Actively participate in the events hosted by ASSC and the Center for Student Life
10. Be committed to coordinate with other clubs to host collaborative campus events
11. Committees this position needs to serve on (MANDATORY): College Governance Council, District Student Council (DSC), presenter at the San Mateo Community College District Board of Trustees (quarterly report with President)
12. If this position becomes vacant, the officer that may succeed will be: SOCC Liaison, and if they cannot or if there is no SOCC Liaison, then via appointment by two-thirds ( $\frac{2}{3}$ ) majority.

### C. Commissioner of Activities

1. The Commissioner of Activities is the ASSC executive officer who (along with the ASSC advisors) oversees the planning and coordinating of all events and activities sponsored by ASSC. Events will help connect Skyline College students with ASSC and create a greater sense of community on campus.
2. Think of and plan ways to have successful events at the advisory of the Student Life Manager - in collaboration with the Center for Student Life to coordinate all activities sponsored by the ASSC
3. Prepare a calendar of activities and events with the Commissioner of Publicity
4. Design and work with the Commissioner of Finance and ASSC Bookkeeper to propose budgets for events
5. Scheduling the date, time, and location (Ad ASTRA/Zoom) with Student Life Assistant
6. Connecting with people or organizations to collaborate with ASSC while coordinating the logistics and resources (e.g. If the event is on-campus, ensure that the event materials are prepared on time. If the event is online, like on Zoom, and will be broadcasted or like a webinar, make sure that there are people who can help with technology-related tasks.)
7. Promoting events (working with CAMP Committee) to make sure students know about the event; posting/resharing ASSC promotions
8. Serve as tri-chair for the Creative Advertising and Marketing for Publicity (CAMP) Committee.

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9. If this position becomes vacant, the officer that may succeed will be: The senator via appointment by two-thirds ( $\frac{2}{3}$ ) majority.

### D. Commissioner of Finance

1. The Commissioner of Finance is responsible for overseeing the financial business of the council. The officer is in charge of maintaining the student council budget and managing fundraising events. This position will be in close contact with advisors, especially the ASSC Bookkeeper and the Student Life Manager, to accurately record the budget and other financial information.
2. Work with the Student Life manager, assistant, and ASSC Bookkeeper to process funding requests, reimbursements, and check requisitions.
3. Work with the Vice President and SOCC Liaison on club finances.
3. Advises student council concerning funds and finances of ASSC in cooperation & collaboration with the ASSC Bookkeeper, present a proposed budget to the Student Council (as needed).
4. Committees this position serves (MANDATORY): District Committee on Budget + Finance & the Strategic Planning and Allocation of Resources Committee (SPARC)
5. If this position becomes vacant, the officer that may succeed will be: a qualified Senator via appointment by two-thirds ( $\frac{2}{3}$ ) majority.

### E. Commissioner of Publicity

1. Works closely with ASSC Advisors & Commissioner of Activities; in addition, is paired with working next to the Commissioner of Outreach. To publicize events and/or campaigns utilizing promotional design materials, ASSC's social media, and Skyline College's Marketing, Communications and Public Relations (MCPR) office's services.
2. Uphold the ASSC brand; make sure the ASSC logo is on all ASSC event promotional material.
3. Design flyers, posters, directional signage, social posts and social stories at least two weeks before the start of promotions (Canva, Photoshop, etc).
4. Finalize details (logistics, spell-checking, no pixelation, etc.) and branding of the event before the start of promotions by checking in with the Student Life Manager and the event committee.
5. Share promotional material to the MCPR office for student email, screen ads and requests for directional signage and photography if needed
6. Give at least one week (two weeks preferably) of promotions for an event.
7. Update social media accordingly to history/heritage months, event promotion or student resources to share alongside Commissioner of Outreach - in addition, ensure designs are not offensive or problematic
8. Committees this position serves (MANDATORY): Design Team & Student Equity (SESP).

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9. Serve as tri-chair for the Creative Advertising and Marketing for Publicity (CAMP) Committee.
- 10.. If this position becomes vacant, the officer that may succeed will be: a qualified Senator via appointment by two-thirds ( $\frac{2}{3}$ ) majority.

### F. Commissioner of Outreach

1. Works closely with ASSC Advisors & Commissioner of Activities; in addition, is paired with working next to the Commissioner of Publicity. Main duty is to communicate between ASSC and on-campus departments/divisions regarding ASSC business such as event times/dates, opportunities, openings on council, training & open retreats.
2. Must housekeep ASSC Padlets, Spark Pages & event programs
3. Must manage communication on all social media platforms - must maintain but not limited to: Social media posts, captions, blurbs, stories, responses to DMs, social media engagement & public appearance of ASSC on social media.
4. Must manage communication via email.
5. Serve as tri-chair for the Creative Advertising and Marketing for Publicity (CAMP) Committee.
6. If this position becomes vacant, the officer that may succeed will be a qualified Senator via appointment by a two-thirds ( $\frac{2}{3}$ ) majority.

### G. Commissioner of Public Records

1. The Commissioner of Public Records is an executive officer who is responsible for keeping accurate minutes and other documentation of student council meetings. It is their responsibility to ensure other students and faculty have access to the documents so the student body and the council have transparency. Often, the Commissioner of Public Record is responsible for the dissemination of information on behalf of the council. Other public affairs responsibilities typically fall upon this position.
2. Draft the agenda for all ASSC and Executive Council meetings at least three days prior to the meeting day.
3. Record the Minutes of all ASSC and Executive Council meetings and maintain confidentiality of Minutes until approved by the council
4. Keep accurate and concise records and documentation regarding all ASSC meetings and events
5. Be in close communication with ASSC advisors
6. Take attendance of the council members at every meeting and event
7. During the ASSC meeting, assist and work cooperatively with the President to proceed with the meeting smoothly - execute voting procedures and be in charge of the roll call
8. Be responsible for the official correspondence of the Student Council and any other additional tasks that ASSC advisors deem necessary
9. Keep track of the assigned tasks and the responsibilities of others for events
10. Maintain attendance of ASSC council during events



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11. If this position becomes vacant, the officer that may succeed will be a qualified Senator via appointment by a two-thirds ( $\frac{2}{3}$ ) majority.

### H. SOCC (Skyline Organizations and Club Council) Liaison

1. This executive officer works closely with the Vice President, in particular, to coordinate SOCC activities and meetings. The position will be appointed at the beginning of the Academic Term by the newly elected ASSC officers; candidates must uphold the requirements of Article 1 and 4 of the ASSC Bylaws.
2. Assist and collaborate with the Vice President to direct and coordinate SOCC activities
3. Assume the duties of the Vice President during the absence and succeed to the office upon the resignation of the Vice President
4. Must have a working knowledge of clubs and organizations on campus
5. Custodian of official public records of the SOCC with the exception of the budget (creating agenda for SOCC meetings, recording minutes, sending emails)
6. Be responsible for official correspondence of the SOCC
7. Attend executive council meetings
8. If this position becomes vacant, the officer that may succeed will be: a qualified Senator via appointment by two-thirds ( $\frac{2}{3}$ ) majority.

### Section 3: Duty & Responsibilities of Senators

- A. As a member of the ASSC, the Senator is a position that holds the responsibility to be the voice of the student body and to set a good example for students, both on and off campus. Senators are responsible for acting in the best interest of students, assisting fellow senators and executive officers to make the best decisions for the community, and advocating for the student voice.
- B. During the weekly meetings, Senators are expected to be actively engaged and participate with full attention in the discussions and votings. Moreover, Senators should work cooperatively with clubs on campus and committees and with fellow Senators and executive officers whenever possible.
- C. Serve as general student ambassadors
- D. Work closely with Commissioner of Activities to organize/actively participate at events
- E. Work closely with Commissioners of Publicity & Outreach to promote events and gather feedback from the student body
- F. Attend club meetings, school committees, or district committees and prepare a meeting report for ASSC weekly mandatory meeting
- G. Provide a culture of collaboration and accountability amongst fellow Senators
- H. Committees that Senators shall serve in addition to ones that the Student Life Manager sees fit: Institutional Effectiveness Committee, Accreditation Oversight Committee, Health and

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## ASSOCIATED STUDENTS OF SKYLINE COLLEGE CONSTITUTION AND BYLAWS

Emergency Preparedness Committee, SESP (Equity), SEED Committee, Strategic Planning and Allocation of Resources, Technology Advisory Committee, Art on Campus Committee, Campus Auxiliary Service Advisory Committee, CAMP Committee, SOCC Committee

I. 3 Senators are formally appointed to the CAMP (Creative Advertising and Marketing for Publicity) committee.

J. If this position becomes vacant, the officer that may succeed will be: any Associate Senators may request to be appointed to become a Senator if they have a current GPA posted to Banner. In addition, Skyline College students of whom are interested may go for an appointment if they do so qualify by the Bylaws, prior to the 8th week of the Fall academic semester.

### **Section 4: Duty & Responsibilities of Associate Senators**

- A. This position is by appointment only.
- B. While the role of Associate Senators are similar in responsibility to Senators (for acting in the best interest of students, assisting senators/executive officers to make the best decisions for the community), Associate Senators do not have voting power at ASSC Meetings. Associate Senators are not required to attend all weekly meetings.
- C. Work closely with the Commissioner of Activities to help assist in organizing or actively participating at events
- D. Work closely with the Commissioners of Publicity & Outreach to learn how to promote events and gather feedback from the student body
- E. Promote & follow a culture of collaboration and accountability alongside Senators
- F. The ASSC President may appoint Associate Senators to serve on committees only if the availability of the Executive Council, Senators & Student Life Interns are not in alignment with the committee that needs a representative.
- G. Skyline College students of whom are interested may go for an appointment after the elections are complete - they may also have to qualify for the position according to the official ASSC Constitution & Bylaws, prior to the 8th week of the Fall academic semester.

### **Section 5: Duty & Responsibilities of ASSC Subcommittees**

- A. The Special Ops Committee is responsible for the planning and coordination of various events throughout the academic year, including but not limited to Welcome Week, Latinx Heritage Month, Fil-Am History Month, and LGBTQ+ History Month.
- B. The Creative Advertising and Marketing for Publicity (CAMP) Committee is responsible for overseeing the marketing and promotion of events, which includes the creation of materials such as posters, short-form videos, and stickers.

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- C. The Skyline Organizations and Club Council (SOCC) Committee is responsible for overseeing active clubs, facilitating the onboarding process for new clubs, and collaborating with Student Life staff to coordinate SOCC meetings.
- D. The Constitution & Bylaws Committee is established on an as-need basis responsible for whenever the Student Senate or Student Life Manager sees fit to review and revise the ASSC Constitution and Bylaws.

### **Bylaw #3 – The Student Trustee Code**

#### **Article #1: Requirements for SMCCCD Student Trustee Nominee & Representative**

##### **Section 1: Requirements for SMCCCD Student Trustee**

- A. Be currently enrolled in one of the Colleges of the San Mateo County Community College District and maintain a minimum of six units.
- B. Maintain a 2.0 G.P.A.
- C. Must be in good academic and conduct standing
- D. Must be knowledgeable of the Student Trustee election process and procedures.

##### **Section 2: Requirements for Skyline College Nominee**

- A. In order to be eligible to run as the Student Trustee Nominee from Skyline College the candidate must be enrolled in a minimum of six units at Skyline College and meet the additional requirements for SMCCCD Student Trustee as stated in ASSC Bylaw #3, Section 1.

##### **Section 3: Election of the Skyline Nominee for Student Trustee**

- A. This will take place during the ASSC General Student Governing Council Elections
- B. The election must happen before 4/29 to give the name of the Student Trustee Nominee for Skyline College to DSC by 4/30.
- C. Candidates must follow the candidate process as outlined in ASSC Bylaw #1-The Elections Code, Article 1 & all Sections.

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### **Section 4: Duties of the Student Trustee**

- A. Shall serve a one-year term as a non-voting member of the Board beginning June of each year. The rights and responsibilities of the Student Trustee shall be limited to those mandated in the Education Code unless an extension of rights and responsibilities is approved by the Board.
- B. The Student Trustee shall hold monthly meetings with the President and Vice Presidents of the District's three Associated Student Boards to discuss and review upcoming items on the SMCCCD Board of Trustees' Agenda
- C. The Student Trustee shall attend a minimum of two meetings per semester of the College of San Mateo, Canada College, and Skyline College Associated Student Board meetings.

## **Bylaw #4 – The Financial Code**

### **Article #1: Regulations for the Constitution & Disbursement of Funds Held in ASSC**

#### **Accounts**

### **Section 1: Policy on Returned Checks - \$15 Returned Check Charge**

- A. There will be a \$15 charge assessed for all returned checks written to an ASSC account. It will be the responsibility of the account for the returned check and the additional \$15 to reimburse the account for the returned check and the returned check charge.

### **Section 2: Collection of Funds**

- A. Only those funds which are authorized by the organization's constitution or statement of purpose may be collected.
- B. Funds may be collected only by authorized members of the organization.
- C. Public sales by organizations may be conducted on or off campus only when approved by the Center for Student Life and Leadership Development
- D. All money collected by the organization must be deposited immediately. An itemized report of how funds were collected must accompany all deposits and include the number of tickets or items sold, price of items, etc.
- E. All money received will be deposited into the appropriate ASSC account.

### **Section 3: Expenditure of Funds**

- A. All expenditures will require the use of ASSC service contracts and/or renumbered requisitions.
- B. Payroll or scholarship expenditures must be issued through the appropriate SMCCCD accounts. ASSC must make such payments through district channels.

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- C. All expenditures for services require the completion of the ASSC contract for services. The completed contract must be submitted with the requisition for the check to be issued prior to the service date.
- D. All purchases must be made by renumbered requisitions. When billed, the requisition will be drawn in the name of the vendor.
- E. To comply with auditing standards, receipts or some authorized backup must accompany all requisitions. Authorized backup for expenditures includes invoices, standard receipts (dated and stamped by vendor), and purchase orders. Handwritten notes, canceled checks or similar material will not be accepted as authorized verification of expenditure.
- F. Check requests prepared by the ASSC will require a minimum of 2 weeks to be processed. However, this timeframe does not apply during peak: end of year/beginning of semesters.
- G. Requisitions drawn against ASSC funds must be signed by the advisor and the Treasurer of the originating organization, the ASSC Advisors, the ASSC Commissioner of Finances and at least one college administrator. A minimum of 3 signatures per request.
- H. Trust accounts may be established, with the approval of the Coordinator of Student Activities, for the purpose of maintaining funds to provide support services or material to students. A statement of purpose and account signature sheet must be on file in the Center for Student Life and Leadership Development to establish and maintain an account.
- I. Club or trust accounts that are inactive for two years will be absorbed into the SOCC Trust.
- J. An inactive club or trust is one that has no transactions for two years and/or has no current signature or required club forms on file in the Center for Student Life and Leadership Development.
- K. Club Trust accounts may not run into a deficit balance without the approval of the ASSC
- L. In order to request services, an approved club packet/club form must be submitted every fall semester or when there is a change in advisors/officers. This form must be on file prior to any request for account inquiries or room reservations.
- M. The Center for Student Life and Leadership Development is authorized to collect and/or pay any debts incurred by an ASSC organization.

### **Article #2: ASSC-SOCC Grants**

#### **Section 1: ASSC-SOCC Grants Amount**

The ASSC is authorized to provide a grant program for all recognized clubs on campus for requests for up to \$1500 max per academic year (The initial funding request is capped at a maximum of

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\$1,000. Any subsequent requests will be limited to the remaining balance of the grant funding. Please note funding requests are made once per semester).

### Section 2: ASSC Mandatory Information

A recognized club must have the following information on file:

1. A staff/faculty advisor (completed Advisor Contract)
2. An approved constitution on file in the Center for Student Life and Leadership Development.
3. A current roster on file in the Center for Student Life and Leadership Development.
4. The student group must have met the minimum requirements to be considered an officially recognized club / organization

### Section 3: Criteria for Grant

1. Grants available no more than once per semester per club.
2. Grants must be applied to an activity that would be of interest to the general student body.
3. Admission charges must allow for student body cardholders to receive a discount price.
4. The grant request must be presented to Council a minimum of 3-4 weeks prior to the activity.
5. Steps for applying for a Grant Request:
  1. Obtain a Proposal Packet from the Center for Student Life and Leadership Development, Room 6212.
  2. Complete Proposal Application and Budget Proposal form.
  3. Return the Application and Budget Proposal form to the Center for Student Life and Leadership Development, 6212. Incomplete proposals will not be accepted.
  4. A two-thirds (2/3) vote of council is necessary for grant approval.
  5. A completed ASSC Requisition with necessary paperwork attached must be signed by the following individuals of the club requesting the funding; Advisor, President/Chair, Treasurer and two Club members at large in order to complete the transfer of funds.
  6. All advertising for the event must include the name of the Associated Students of Skyline College as one of the supporters/sponsors of the event.
6. Any items purchased through funding requests are the property of the Associated Students of Skyline College, and are subject to the rules, regulations, and requirements of the Associated Students. Items purchased from club or trust accounts are the property of the Associated Students and are considered "on loan" to the club or organization.
7. Items purchased through ASSC must be stored in the corresponding club locker.

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8. Items are recollected at student life and put on loan to a club via request to the ASSC Vice President or SOCC Liaison.

### **Article #3: ASSC Grants for Skyline College Department/Programs & Events**

#### **Criteria for Grant**

A. The ASSC is authorized to provide a grant program for department and division Programs.

- a. A program that is institutionally funded by Skyline College designed to support your personal, academic, and career success (Ex: Learning communities, departments, individual faculty, support programs).

B. Before requesting funds from the ASSC, the department, program or employees of the college must have made attempts to secure full or partial funding from their program, department, division or student groups affiliated with their program.

C. Grant is not to exceed \$2000.00, only one grant per program, per semester.

D. Grants must be applied to an activity that would be of interest to the general student body.

E. Admission charges must allow for student body cardholders to receive a discount price.

F. The grant request must be presented to Council a minimum of three weeks prior to the activity.

G. Steps for applying for a Grant Request

1. Obtain a Proposal Packet from the ASSC website
2. Complete Proposal Application and Budget Proposal form.
3. Incomplete proposals will not be accepted

H. A two-thirds (2/3) vote of “yes” from the ASSC council is necessary for grant approval.

I. A completed ASSC Requisition with necessary paperwork attached must be signed by the following individuals: the ASSC Advisor, President/Chair or Treasurer, the faculty/staff requestor and the Division Dean of the employee who is making the request in order to complete the transfer of funds.

J. All advertising for the event and any reporting of the event in newsletters and newspapers (i.e. Skyline Shines or the Skyline View) must include the name of the ASSC as one of the supporters of the event. All grants must include the use of the ASSC logo.

**Article #4: Allowance for Student Representatives at Administrative Meetings**  
**(Compendium of Committees)**

**Section 1: Allowance for Attending Meetings.**

A. Any ASSC representative attending an on-campus or off-campus meeting may receive a stipend of \$25.00 per District or Campus committee meeting. Conference & State level shall be \$25.00 per meeting or workshop included (must prove their attendance with Approved Minutes of the committee meeting or an email from the chair which verifies the officer was present on the claimed dates). Only after verification by the Student Life Assistant, it is then to the discretion of the Student Life Manager to decide whether or not the officer shall be given the stipend based on attendance, quality of work & other factors based on communication with the committee chair or members.

B. An on-campus or off-campus meeting will be defined as one of the following:

1. State Level Committees such as (but not limited to): SSSCC
2. District Level Meetings such as Board of Trustees Meeting or District Student Council (DSC) or the monthly District Finance Meeting that the Commissioner of Finance is required to attend.
3. Campus Level Meetings are meetings of Participatory Governance, which include:
  - Academic Senate
  - Accreditation Oversight Committee
  - Advisory Committee for Employee Development (ACED)
  - Art on Campus
  - Campus Auxiliary Services Advisory
  - Climate Review Work Group for CGC
  - College Governance Council
  - Commencement Committee
  - Curriculum Committee
  - Design Team
  - District Finance Committee
  - District Participatory Governance Committee (DPGC)
  - Educational Policy Committee
  - Health & Safety Committee
  - Institutional Effectiveness Committee
  - SPARC
  - Student Equity Equal Employment and Diversity Committee (SEED)



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- Technology Advisory Committee
- Committee Meetings that record minutes and are approved by the ASSC
  - Campus/ District Committee Meetings

4. Meetings that are not eligible for stipends would be: weekly ASSC meetings, monthly Executive Council meetings, bi-weekly/monthly SOCC meetings, ASSC sub-committee & event planning committees, check-ins with Student Life Manager & ALL OTHER ASSC business related meetings as called upon by the council or the Student Life Staff.

C. When a check requisition for stipend is made, the requisition must be accompanied by supporting documentation from the meeting. Documentation is as follows: meeting minutes with the student's name as PRESENT. This will suffice as backup documents. No agendas or simple no paper handouts are accepted as they cannot verify anything such as a student's participation. The only exception to be made shall be if the committee does not take roll call or attendance actively, in this case the ASSC officer may request for the chair of the committee they worked on to send an email verification to the ASSC advisors as proof that the officer did in fact attend the meetings. Meeting attendance shall then be verified by the Student Life Assistant and the ASSC Bookkeeper - at which it is then submitted to the Student Life Manager to make a final decision

### **Section 2: Removal of Student Representative from Committee**

A. If the student misses one meeting, they will be scheduled to meet with the Student Life Manager & Commissioner of Public Records to discuss the possibility of being replaced by another member of the council who can make the commitment. An agreement shall be made between the officer & their advisors.

B. If the student misses a second meeting, they will be removed from representing the ASSC at said committees & will forfeit their chair to another council member who can make the Commitment.

## **Bylaw #5 - “The Student Travel Code”**

All students, staff & faculty shall adhere to both Skyline College’s Campus Policy on student travel as well as SMCCCD (District) Policy regarding student travel, whether it is for conferences, retreats, or field trips.

Student travel is defined as: any activity that involves the physical travel of a Student, Faculty, or Staff members in the context of conferences, retreats, field trips, or social gatherings during the operating hours & days of our school’s calendar &/or schedule.

All Faculty and Staff must communicate & notify their respective Deans at least one month in advance prior to the travel/event date of the event. If the Faculty or Staff member is an ASSC or SOCC club advisor & will be joining the students on a conference, retreat, or field trip, they must submit the following paperwork at least 4-6 weeks in advance to the Center for Student Life & Leadership Development in order to obtain necessary support with trip logistics & paperwork.

The paperwork includes:

1. A Field Trip Cover Sheet & Checklist for Field Trip (obtainable from the Counseling Division or from the Center for Student Life)
2. Conference attendance approval forms (one for each Staff/Faculty member attending)
3. Request for Field Trip/Excursion Approval (only one is needed for the entire trip)
4. A List of ALL student names, G #'s, my.smccd.edu email addresses, cell phone # & DOB
5. A Field Trip Informational Page that includes the transportation information (departure & arrival times, confirmation #s, vendor names/info for buses, flights, etc.), hotel information (name + address of the hotel/lodging, check-in + check-out times & confirmation #), signed copies of any insurance (if applicable) & agendas for conferences with the receipts/invoice of payment for conferences, tickets, admission to places, etc.)
6. Each student needs to have a Field Trip Excursion & Medical Authorization form filled out & signed in black ink.
7. Each student needs to have a Standard of Student Conduct Contract form filled out & signed in black ink.
8. Last but not least, all the students must attend a mandatory 30-minute in-person or Zoom training with Skyline College’s Title IX officer or the VPSS office to review the District’s expectation of behavior & policies while attending a trip off campus. Once all of these items are complete, they need to be turned in to the Student Life Assistant for review, who will then submit to the Dean of Counseling & VPSS for final approval of student travel.

### **Bylaw #6 - “The ASSC Media Policy”**

The ASSC Podcast (or known by its seasonal name chosen by the Student Life Manager per semester) is a campus online publication (not by the school newspaper) put out by the Associated Students of Skyline College Governing Council to inform the campus population of their events, activities, announcements, and issues related to Skyline College. It may also contain student and staff written pieces; however the podcast is not limited to one singular theme.

The ASSC Podcast is an optional online publication and will be maintained "as long as" or "when" there is student staff to accomplish the task of producing the publication on a regular basis, not less than once a month and not more than twice a month.

The ASSC Podcast is managed by the Center for Student Life and Leadership Development.

Any currently enrolled Skyline College students may submit material to the ASSC Podcast. The Center for Student Life staff retains the right to choose material for publication. Furthermore, the staff retains the right to edit any and all material submitted for online publication.

The ASSC will bear responsibility for all costs related to the publication and distribution of the ASSC Podcast.

The ASSC Advisors must be conferred with before publication.

The FOG publication will not eliminate the SKYLINES publication.

Advertisements may appear in the recordings as long as the ad does not exceed 1 minute. Ads can be free or discounted in exchange for discounts or donations to the ASSC.

### **Bylaw #7 - “The ASSC Governing Council Standing Rules”**

#### **Section 1:**

All guests are welcome and may request to speak during the ANNOUNCEMENTS AND HEARINGS FROM THE PUBLIC and individuals section of the agenda. Guests should request prior to the beginning of the meeting to be placed on the agenda. This also applies to online if the meetings are on Zoom.

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## ASSOCIATED STUDENTS OF SKYLINE COLLEGE CONSTITUTION AND BYLAWS

### **Section 2:**

An agenda will be available to guests and members of the Governing Council prior to the meeting. Minutes are available to the Governing Council members only and become public upon approval. This also applies to online if the meetings are on Zoom, a link to the Agenda will be made available and ready to be sent in the Chat/

### **Section 3:**

All items of business must be sponsored by a member of the Governing Council.

### **Section 4:**

To attain ASSC sponsorship or support a formal request must be submitted in writing to the Governing Council at least two weeks in advance of the event/activity. The request should include the following information:

- A.** Purpose or nature of the event/activity + the date, time & location
- B.** Specific duties Governing Council members are expected to assume (i.e., make posters, distribute flyers, post publicity, provide funding, serve refreshments, etc., list the type of assistance requested and the time commitment involved).
- C.** Specific duties other groups/individuals will assume.

### **Section 5:**

Only members of the Student Governing Council may sit at the table or in the voting area at Council meetings. Other individuals (and their belongings) must sit in the gallery section designated by the Council on the perimeter of the room.

### **Section 6:**

The ASSC Advisors may present business and participate in discussion.

### **Section 7:**

Governing Council members will be dismissed from office with four absences or five tardies. A "tardy" is defined as arriving after the meeting has started or arriving 10 minutes after the instructional period has begun.

### **Section 8:**

The voting rights of Governing Council members will be suspended after two consecutive absences. Suspension will be revoked after attendance at two consecutive meetings. The Commissioner of Public Records will verify with the Student Life Assistant & the Commissioner of Public Records will also maintain attendance records.

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### Section 9:

Members of the ASSC committees or student representatives on college and district committees must be members of the Governing Council. Exceptions to this can be made with two-thirds (2/3) approval of Council.

### Section 10:

The Governing Council meeting room must be left in order after use by the Council. No cups or food may be left in the room, all papers must be removed, and chairs will be set around the tables in the same manner as they were found.

### Section 11:

The ASSC must adhere to the included Budget Notes and Guidelines (attached to the Bylaws) when discussing or voting on items that are affiliated with the ASSC Budget. The Budget Notes and Guidelines should be referred to for a clear understanding of the parameters for the standing budget's Discretionary versus Non-Discretionary accounts as approved by the Student Life Manager and ASSC Advisors.

### Section 12:

Except as otherwise provided in these bylaws, meetings of the Council shall be conducted in person or participate in electronic meetings by Teleconference and/or Telephone when a State of Emergency has been declared or when the President has obtained written consent (email or by hand) by every Executive Council Member or a two-thirds vote with previous notice of motion to do so. The electronic meetings of the ASSC Council shall be subject to all rules as stated in this section.

A. When a Teleconference is being conducted an Internet Platform such as Zoom will be utilized. The following criteria needs to be met:

1. The Commissioner of Public Records shall send an email to every member at least one (1) week before each meeting with the time of the meeting, the URL and code necessary to connect to the Internet meeting service, the phone number for audio connection and/or to participate by phone and a copy of, or link to, these rules.
2. The President and Commissioner of Public Records must have access to a control panel which enables them to perform their duties during the meeting, such as ensuring the text of the pending motion is properly displayed, assigning the floor to a member, opening and closing the polls for taking a vote, etc.
3. The meeting platform, such as Zoom, should begin at least 5-10 minutes before the start of each meeting.
4. Each participant must use their own computer or device with audio, speakers and

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## ASSOCIATED STUDENTS OF SKYLINE COLLEGE CONSTITUTION AND BYLAWS

microphone. No action shall be invalidated on the grounds of the loss or poor quality of a member's individual connection

5. If the computer has a webcam, it must be turned on.
6. The list of participants in the meeting must be visible and identified with proper name & preferred pronouns.
7. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.
8. To seek recognition by the chair, a member shall use the raise hand feature.
9. A member who intends to make a motion shall use the raise hand feature.
10. Motions should be submitted and viewed in writing. The Commissioner of Public Records shall designate an online area exclusively for the display of the motion
11. Votes shall be taken by the anonymous voting feature of the Internet Meeting Service unless a roll call vote is required/ordered. The Commissioner of Public Records shall post the motion using the online survey tool, and the President shall alert the members that the polls are open. The polls shall be closed not less than two (2) minutes after they have been opened. The President's announcement of the voting result shall include the number of members voting and any abstaining. Business may also be conducted by unanimous consent. An anonymous vote conducted through an Internet meeting shall be deemed a ballot vote, fulfilling any requirement in these bylaws that a vote be conducted by ballot.

B. When a telephone meeting is held the following criteria will be used:

1. The Commissioner of Public Records shall send notice to every member at least two (2) weeks before each meeting with the time of the meeting and the phone number and any access code needed to connect to the telephone conference call, using a free service. This meeting shall begin 5-10 minutes before the start of each meeting.
2. Members shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.
3. The presence of a quorum shall be established by roll call at the beginning of the meeting.
4. To seek recognition by the chair, a member shall address the chair and state their name.
5. Motions may be made orally.
6. All votes shall be taken by roll call. The total of votes shall be announced.
7. Each member is responsible for their connection to the telephone conference call; no action shall be invalidated on the grounds that loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

## **Bylaw #8 - “The Skyline Organization and Club Council Meeting (SOCC) Rules”**

### **Section 1: Guest Participation in Meetings**

All guests are welcome and may request to speak during the hearings of groups and individuals section of the agenda. Guests should request prior to the beginning of the meeting to be placed on the agenda.

### **Section 2: Agenda and Minutes Accessibility**

An agenda will be available to guests and members of the Club Council prior to the meeting. Minutes are available to the Club Council members only and become public upon approval.

### **Section 3: Sponsorship of Business Items**

All items of business must be sponsored by a member of the Club Council.

### **Section 4: Seating and Voting Rules for Club Council Meetings**

Only one voting member from each officially recognized club or organization may sit at the table or in the voting area at Club Council meetings. Other individuals (and their belongings) must sit in the gallery section designated by the Council on the perimeter of the room. (October 1986)

### **Section 5: ASSC Advisor Participation**

The ASSC Advisor may present business and participate in discussion when appropriate.

### **Section 6: Meeting Adjournment Time**

Fixed time to adjourn is the end of the instructional period.

### **Section 7: Voting Restrictions for Consecutive Absences**

Clubs/Organizations who are absent for two consecutive meetings will not be allowed to vote on any action items on the agenda until they have attended the next full meeting.

### **Section 8: Loss and Reinstatement of Official Club Status**

A Club's officially recognized status will be removed with four absences or five tardies from SOCC meetings within an academic year. A "tardy" is defined as arriving 10 minutes after the scheduled meeting time has begun.

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B. SOCC clubs who lose official status will be deemed “inactive” and will have their Trust Accounts frozen until membership

in SOCC is reestablished.

C. Former members must re-submit a SOCC application with a letter from the club / organization stating the reason for lapse in membership.

### **Section 9: Voting Representation in SOCC Meetings**

Representatives attending the SOCC meetings can only act as the official voting representative for one club. (A student who is a member of more than one student group can only represent one of the groups at the meeting.)

### **Section 10: Eligibility for ASSC-SOCC Grants**

A. Clubs / Organizations that have maintained their officially recognized status with SOCC are eligible for SOCC Grants of up to \$1500 max per academic year (The initial funding request is capped at a maximum of \$1,000. Any subsequent requests will be capped at the remaining balance of the grant funding. Please note funding requests are made once per semester).

B. Programs, departments and divisions are not eligible for ASSC-SOCC Grants but they may request help from individual clubs.

C. Request over \$1000.00 must be submitted to the ASSC

D. Members of SOCC must follow the appropriate guidelines or their trusts will be frozen: (1) meet all SOCC attendance requirements & (2) submit all required documentation for check request

## **Bylaw #9 - “The Skyline Organization and Club Council Meeting (SOCC) Officially Recognized Club Status & Guidelines”**

### **Section 1: Requirements for Club/Organization Recognition**

Requirements to apply for officially recognized and club / organization status

A. Completed Club /Organization Constitution

B. A roster that lists a minimum of 10 members who are registered Skyline College students. During a pandemic or stay-at-home order, only 5 will suffice.

C. Completed Advisor Contracts that list at least one Full Time Skyline College Faculty or Staff

D. Request to appear on the ASSC Agenda using the Skyline ASSC website.

E. Completed packets must be submitted a minimum of two weeks prior to the ASSC



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meeting when your group will be making its request for official status request

F. Regular attendance at the SOCC meetings, no more than 4 absences or 5 tardies within an academic year. Clubs exceeding the number of absences or tardies will be deemed inactive. During a pandemic or stay-at-home order, this rule does not apply.

G. Inactive organizations will be unable to access club funding, request for grants, travel, hold events, and all the other Skyline College Student Organization privileges. During a pandemic or stay-at-home order, they must contact the Student Life Manager to communicate the status of their club while off campus.

### **Section 2: Requirements for Maintaining Official Club Status**

Requirements for maintaining the officially recognized status - clubs must have the following information on file and updated at least once per academic year (in the Fall). Deadline for submission will be established at the first SOCC meeting of the academic year.

A. Completed Advisor Contracts need to be included to show the Advisor still agrees to fulfill their duties as a Club Advisor

B. An approved and signed Constitution Form on file in the Center for Student Life and Leadership Development. The Student Life Staff only needs a new Constitution if the old one was changed from the one we were given on file. Any changes must be submitted to the Center for Student Life and Leadership Development once they have been officially approved by the club.

C. Updates must contain the current version of your constitution, as well as the agenda and the minutes of the club meeting when the changes occurred.

D. A current club roster on file in the Center for Student Life and Leadership Development.

E. An approved and updated signature card for the student group's trust account on file in the Center for Student Life and Leadership Development and the ASSC Bookkeepers Office

F. Submission of meeting times and locations to the Center for Student Life and Leadership Development for the event calendar

### **Section 3: Club Privileges and Resources**

Officially recognized clubs are entitled to the following items and services from the Associated Students of Skyline College Office and the Center for Student Life and Leadership Development:

A. Free use of designated meeting spaces on campus, this must be coordinated & approved by the Center for Student Life. Groups will be charged for extra custodial, technical support and security when necessary. Groups must submit their request to the Center for Student Life and Leadership Development 3 weeks before their scheduled activity.

B. Free use of locker in room 6214 for club items

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C. Limited access to use of room 6210, rooms must be scheduled through the Center for Student Life and Leadership Development. Scheduling will be on a first come first serve basis & if the ASSC or Center for Student Life is currently not using this space.

D. Assistance from the ASSC Office and the Center for Student Life and Leadership Development with planning for events, club recruitment and conference travel.

## **Changelog**

Updated on Tuesday April 29th, 2025

Article Five: Voting Procedures- Section 1: General Elections

Line H: Any candidate running must receive at least 25% of the votes cast to be elected.

Changed to: Any candidate running must receive at least 35% of the votes cast to be elected.

The minimum vote threshold was increased from 25% to 35% following historical changes in election practices to ensure stronger candidate support. This adjustment aligns with efforts to enhance the legitimacy and representative nature of student leadership within the Associated Students organization.