



**Associated Students of Calbright College  
Bylaws**

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# ASCC Bylaws

## ARTICLE I: PURPOSE

### Section 1. Amendment of Bylaws

- I. Amendments to the ASCC Bylaws must be approved by a majority of ASCC Officers.

## ARTICLE II: MEETINGS

### Section 1. Protocol

- I. ASCC Officers will hear all business being brought to them during the ASCC monthly meetings.

### Section 2. Schedule

- I. The Officers shall establish and approve the monthly meeting schedule.

### Section 3. Quorum

- I. Quorum shall consist of 50% of the filled positions + 1 Officer.
- II. When quorum is lost, the Chair shall either:
  - A. Recess the meeting and attempt to regain quorum.
  - B. Adjourn until the next meeting.
  - C. Continue the meeting without taking further action.

### Section 4. Voting Procedure

- I. All voting must be in compliance with the Brown Act.
- II. Only Officers at the meeting may cast or abstain from voting on ASCC business.
- III. Actions taken shall be approved by a majority vote.

### Section 5. Attendance

- I. ASCC Officers and Ambassadors shall be in attendance to establish and maintain quorum..

### Section 6. Advisor

- I. An Advisor, or their designee, must be present at each ASCC meeting. The failure of an advisor to be present at the meeting will result in the need to cancel and reschedule the meeting to a future properly-noticed meeting date.

## ARTICLE III: RESPONSIBILITIES

### Section 1. Officer Responsibilities

- I. All Officers must adhere to the following, in addition to their position responsibilities:
  - A. Advocacy for Student Needs

1. Receive feedback from students regarding their experiences, challenges, and successes.
  2. Collaborate with Advisors to strategize solutions for student success when engaging with constituent groups to hear, address, and resolve concerns.
  3. Report any student concerns and ideas to the Department of Student Life.
- B. Organize and Support Community Activities
1. Plan and attend events as an ASCC representative to promote student engagement and community building.
  2. Work closely with the Department of Student Life and Alumni Relations to facilitate workshops and discussions for the student body.
  3. Uphold Calbright College Community Standards.
- C. Provide Resources and Support
1. Serve as a resource for students seeking information about college policies, services, and opportunities.
  2. Utilize Calbright-issued platforms to share ASCC information and promote student engagement.

## **Section 2. Position Responsibilities**

- I. President
  - A. Description
    1. The President serves as the primary representative of the student body, leading the ASCC and ensuring effective governance. This role is responsible for facilitating communication between students and college administration, overseeing initiatives, and promoting student involvement.
  - B. Responsibilities
    1. Schedule and chair all ASCC meetings.
    2. Develop ASCC meeting agendas.
    3. Develop and present the Constituency Report at Board of Trustees meetings.
    4. Lead recruitment to fill vacant positions within ASCC.
    5. Delegate tasks and responsibilities to ASCC as necessary.
    6. Other duties as required.
- II. Vice President
  - A. Description

1. The Vice President supports the President in leading the organization and acts as a key liaison among ASCC. This role is responsible for ensuring continuity of leadership and facilitates parliamentary procedures during meetings.

B. Responsibilities

1. Assume the President's responsibilities in their absence.
2. Collaborate with the President on strategic initiatives and operational plans.
3. Facilitate communication between ASCC and other stakeholders.
4. Serve as the Parliamentarian during ASCC meetings.
5. Other duties as required.

III. Chief Executive Assistant

A. Description

1. The Chief Executive Assistant is a vital leader within the ASCC, responsible for administrative oversight and communication strategies. This role enhances the efficiency of ASCC operations and ensures the coordination of activities among officers.

B. Responsibilities

1. Maintain and organize ASCC's online platforms for communication and accessibility.
2. Develop ASCC meeting agendas and minutes for all ASCC meetings.
3. Implement marketing strategies to promote ASCC initiatives and events.
4. Coordinate the production and distribution of all ASCC communication.
5. Provide administrative support to ASCC Officers as needed.
6. Other duties as required.

IV. Commissioner of External Relations

A. Description

1. The Commissioner of External Relations represents the ASCC at external meetings and events, advocating for student needs and interests. This role involves research and communication with local, state, and federal legislative bodies.

B. Responsibilities

1. Represent Calbright College as the ASCC Delegate to the Student Senate for California Community Colleges (SSCCC).

2. Participate in ASCC lobbying efforts at various government levels.
  3. Research and analyze legislation affecting Calbright College and its students.
  4. Provide legislative updates to ASCC Officers and the student body.
  5. Other duties as required.
- V. Commissioner of Business Pathways
- A. Description
    1. The Commissioner of Business Pathways is responsible for advocating for students within the Business Program Pathways.
  - B. Responsibilities
    1. Communicate concerns and share feedback related to courses and resources within Business Program Pathways.
    2. Collaborate with faculty and staff to enhance program offerings, and resources.
    3. Organize events and workshops that promote networking, skill development, and professional growth for students.
    4. Gather and report student feedback on academic experiences and recommendations to the ASCC.
    5. Promote opportunities that enhance the student experience in their pathways.
    6. Other duties as required.
- VI. Commissioner of Technology Pathways
- A. Description
    1. The Commissioner of Technology Pathways is responsible for advocating for students within the Technology Program Pathways.
  - B. Responsibilities
    1. Communicate concerns and share feedback related to courses and resources within Technology Program Pathways.
    2. Collaborate with faculty and staff to enhance program offerings, and resources.
    3. Organize events and workshops that promote networking, skill development, and professional growth for students.
    4. Gather and report student feedback on academic experiences and recommendations to the ASCC.

5. Promote opportunities that enhance the student experience in their pathways.
6. Other duties as required.

VII. Commissioner of Health Science Pathways

A. Description

1. The Commissioner of Health Science Pathways is responsible for advocating for students within the Health Science Program Pathways.

B. Responsibilities

1. Communicate concerns and share feedback related to courses and resources within Health Science Program Pathways.
2. Collaborate with faculty and staff to enhance program offerings, and resources.
3. Organize events and workshops that promote networking, skill development, and professional growth for students.
4. Gather and report student feedback on academic experiences and recommendations to the ASCC.
5. Promote opportunities that enhance the student experience in their pathways.
6. Other duties as required.

VIII. Commissioner of Student Services

A. Description

1. The Commissioner of Student Services focuses on promoting awareness of available support services for students. This role ensures effective communication regarding resources that enhance student success.

B. Responsibilities

1. Stay informed about services and programs available to students.
2. Advocate for student needs regarding support services and resources.
3. Communicate important deadlines and events with the student body.
4. Promote and outreach support services to boost student awareness.
5. Other duties as required.

IX. Commissioner of Alumni Relations

A. Description

1. The Commissioner of Alumni Relations engages with alumni to build connections and support current students. This role focuses on fostering relationships that benefit both alumni and the student body.

B. Responsibilities

1. Engage with alumni to gather insights and feedback that benefit current students.
2. Collaborate with the Department of Student Life & Alumni Relations to support alumni initiatives.
3. Plan and execute alumni events to strengthen connections between alumni and current students.
4. Develop outreach strategies to keep alumni informed and engaged with ASCC activities.
5. Assist in creating opportunities that connect students with alumni.
6. Other duties as required.

X. Commissioner of Community Engagement

A. Description

1. The Commissioner of Community Engagement is responsible for fostering connections between the ASCC and the campus community. This role focuses on promoting student involvement in events, opportunities, and outreach initiatives, enhancing the ASCC's presence and impact.

B. Responsibilities

1. Plan, organize, and execute community engagement events that promote student involvement and community service.
2. Develop marketing materials to encourage student participation in community engagement initiatives.
3. Evaluate the success of events and gather feedback for improvements.
4. Other duties as required.

XI. Ambassador

A. Description

1. Ambassador shall be an appointed volunteer role, serving students who wish to volunteer with the ASCC or those who were not appointed to an ASCC Officer role.

B. Responsibilities

1. Promote and outreach support services to boost student awareness.
2. Attend and promote events and opportunities to students and alumni.
3. Communicate concerns and share feedback with the ASCC Officers.

## **ARTICLE IV: ASCC ELECTIONS**

### **Section 1. Description**

- I. The ASCC Elections will be held annually to elect Officers, and approve any amendments to the ASCC Constitution.

### **Section 2. Election Committee**

- I. ASCC will establish an Election Committee to oversee:
  - A. Selection of the dates for elections, application deadlines, campaigning, and candidate orientations.
  - B. Sanctions and/or disqualification of candidates violating ASCC policies and procedures.
  - C. Issues pertaining to the elections, including complaints, grievances, requests, and reports of misconduct.
  - D. Assist in the promotion of elections to increase student participation.
  - E. Inform candidates and the student body about election results.
  - F. Include any constitutional amendments to the ASCC Constitution.
- II. If the Election Committee cannot meet quorum, its duties shall be performed by the ASCC Advisor(s).

### **Section 3. Candidate Eligibility**

- I. Candidates shall abide by the following eligibility requirements when applying for candidacy:
  - A. Attend a candidate orientation meeting.
  - B. Submit a candidate application.
  - C. Meet the requirements specified in California Education Code, Calbright College policies, and ASCC Constitution & Bylaws.

### **Section 4. Campaigning**

- I. Candidates may begin campaigning on approved communication platforms once their application and all campaigning materials has been approved.
- II. Each candidate shall only use the approved campaign materials to advertise their candidacy.
- III. Campaign material shall not contain false statements, slander, or an attack on another person's character.

IV. Failure to abide by may result in being disqualified from the ASCC Election.

**Section 5. Voter Eligibility**

I. All current students of Calbright College will be eligible to vote.

**ARTICLE V: OFFICER REMOVAL**

**Section 1. Procedure**

Whenever an item appears on an ASCC meeting agenda to consider whether to initiate removal proceedings against an Officer for failure to meet eligibility requirements, a motion to initiate removal proceedings requires an affirmative vote of two-thirds ( $\frac{2}{3}$ ) of all then-current ASCC Officers to begin removal proceedings.

I. If the item is approved by the required vote of ASCC Officers, an advisory committee will be formed to begin the removal proceedings.

**Section 2. Proceedings**

I. The ASCC President shall appoint an advisory committee consisting of a maximum of three officers, provided the total number remains under the ASCC's standing quorum. In the event the President is the subject officer, the Vice President shall assume the authority to lead and form said committee to oversee the removal process once it is initiated by a two-thirds ( $\frac{2}{3}$ ) vote of the ASCC Officers. It will be structured as follows:

- A. Within seven (7) business days of the vote to initiate proceedings, the committee shall provide the Officer that is the subject of the removal proceedings with an official notice.
  - 1. This notice must clearly state the specific charges or grounds for removal, reference the relevant sections of the ASCC Constitution & Bylaws
  - 2. Specify the date, time, and location of the removal hearing.
- B. A closed hearing must be scheduled no less than five (5) business days after the notice is sent.
  - 1. The subject Officer shall have the right to present evidence, call relevant witnesses, and respond to the allegations.
  - 2. The subject Officer may request an open hearing, provided such a request is submitted within 24 hours of the notice date.
- C. In a closed session, following the hearing, the Committee shall prepare a recommendation (to pass or fail the removal action) and submit it to the ASCC Officers for final review and action.
- D. The ASCC Officers shall review the Committee's recommendation at a subsequent, duly noticed closed session meeting. A majority vote of

the ASCC Officers is required to approve the final recommended action.

1. The subject Officer will be served with a written notice of the final action regarding the removal proceedings taken by the ASCC Officers, along with notice of the right to appeal and timeframe to adhere to.
  2. If the removal is approved by the ASCC Officers, the Officer removed from their position shall have the right to appeal the decision.
  3. The appeal must be submitted to the Vice President of Student Services (or designee) within five (5) business days of receiving written notification of the removal decision.
  4. The decision rendered by the Vice President of Student Services and Success (or designee) on the appeal shall be considered final.
- E. The removal decision will be effective upon expiration of the time for filing an appeal if an appeal is not requested, otherwise it will be effective when the Vice President of Student Services and Success gives notice of the final decision if the decision affirms the ASCC Officers' decision of removal.

## **ARTICLE VI: STIPENDS**

### **Section 1. Stipends**

- I. ASCC Officers will be offered a stipend for their participation at the end of each term. Stipends shall be paid for meeting attendance, ASCC related work, participatory governance, approved training opportunities, and special projects.

### **Section 2. Timesheets**

- II. All ASCC Officers shall track hours spent on ASCC projects, training, and meetings. After successfully completing each term, and meeting all obligations and requirements, ASCC Officers shall receive a stipend.

### **Section 3. Guidelines**

- I. For the ASCC President to receive a stipend for each term:
  - A. A minimum of 30 hours per month is required
  - B. A minimum of 180 hours per term
  - C. A stipend will be awarded upon completion of the total hour requirement
- II. For the ASCC Vice President to receive a stipend for each term:
  - A. A minimum of 30 hours per month is required
  - B. A minimum of 180 hours per term

- C. A stipend will be awarded upon completion of the total hour requirement
- III. For the ASCC Chief Executive Assistant to receive a stipend for each term:
  - A. A minimum of 30 hours per month is required
  - B. A minimum of 180 hours per term
  - C. A stipend will be awarded upon completion of the total hour requirement
- IV. For the ASCC Commissioner of External Affairs to receive a stipend for each term:
  - A. A minimum of 30 hours a month is required
  - B. A minimum of 180 hours per term
  - C. A stipend will be awarded upon completion of the total hour requirement
- V. For all other ASCC Officers to receive a stipend for each term:
  - A. A minimum of 30 hours a month is required
  - B. A minimum of 180 hours per term
  - C. A stipend will be awarded upon completion of the total hour requirement

#### **Section 4. Partial Term**

- I. In the event that an ASCC Officer serves less than a full six month term in a given position, they will receive a partial stipend based on the amount of time served.
- II. In the event that an ASCC officer serves in a first position, then takes on the responsibilities of or is transferred to a second position at another stipend amount: the following guidelines are suggested for prorating stipend amounts earned:
  - A. For each individual month served in the first position, the officer would receive a partial stipend not to exceed the 1/6th of the full six month stipend amount for that first position.
  - B. For each individual month served in the second position, the officer would receive a partial stipend not to exceed the 1/6th of the full six month stipend amount for that second position.