

GOVERNING DOCUMENTS

SUPREME COUNCIL OF ASPCC

Enclosed are the governing documents of the Associated Students of PCC
revised as of **June 3rd, 2020.**

Contained in this packet are



ASSOCIATED STUDENTS

PASADENA CITY COLLEGE

ASPCC Constitution
ASPCC Bylaws; Committee Bylaws
ASPCC ICC Bylaws
ASPCC Policies & Procedures



ASPCC CONSTITUTION

Amended as of May 29th, 2020

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Preamble

We, the Associated Students of Pasadena City College, endeavor to provide better student government, participate in shared governance, and develop good citizenship through social, multicultural, athletic and scholastic activities. Further, we endeavor to prevent discrimination on the basis of conditions or characteristics protected by law, including, but not limited to, race, color, religion, sex, sexual orientation, national origin, ancestry, political affiliation, physical disability, mental disability, marital status and veteran status.

Article I

Structure

Section 1

Name and Membership

Clause 1: The name of this organization shall be the Associated Students of Pasadena City College (ASPCC). The membership of ASPCC consists of all students currently enrolled in credit and/or non-credit classes at Pasadena City College (PCC).

Section 2

Governing Law

Clause 1: ASPCC shall be governed in accordance with the following: this ASPCC Constitution, all duly adopted ASPCC Bylaws, ASPCC Election Bylaws, ASPCC Policies and Procedures, applicable laws including, but not limited to the California Education Code, and the Ralph M. Brown Act contained at California Government Bylaws Section 54950, et seq.

Clause 2: This Constitution shall have supremacy over all other ASPCC Governing Documents, meaning that if there is a conflict between the Constitution and any other ASPCC Governing Document, the Constitution prevails. Further, the ASPCC Bylaws shall prevail over the ASPCC Policies and Procedure.

Section 3

Constituent Bodies

Clause 1: The constituent bodies of ASPCC shall be: the Executive Board, Supreme Council, and the Inter-Club Council.

Clause 2: The constituent bodies may establish standing, ad hoc or other committees consisting of some or all members of the constituent

body. Such committees shall be accountable to the constituent body and shall act in accordance with ASPCC governing law.

Section 4

Executive Board

Clause 1: The Executive Board shall consist of eleven (11) elected officers:

- A. President
- B. Executive Vice President
- C. Vice President of Academic Affairs
- D. Vice President of Student Services
- E. Vice President of External Affairs
- F. Vice President of Business Affairs
- G. Vice President of Student Equity
- H. Vice President of Campus Activities
- I. Vice President of Public Relations
- J. Vice President of Sustainability
- K. Student Trustee.

Clause 2: The Executive Board shall be duly elected by the student body in the Spring Semester in accordance with Article II, Section 2 of this Constitution.

Section 5

Supreme Council

Clause 1: The ASPCC Supreme Council shall be composed of the following:

- A. A Chief Justice
- B. Four to six Justices, including an Associate Chief Justice, Council Secretary, and an ICC Parliamentarian.

Clause 2: The Chief Justice of the Supreme Council shall be duly elected by the student body in the Spring Semester in accordance with Article II, Section 2 of this Constitution.

Clause 3: Justices shall be appointed by the Executive Board by a 2/3 affirmative vote at a duly noticed regular meeting within six (6) weeks after the start of the Fall Semester.

Section 6

Inter-Club Council

Clause 1: The ASPCC Inter-Club Council (ICC) shall consist of one (1) representative from each officially chartered student organization. ICC officers shall consist of:

A. Chairperson:

ASPCC Executive Vice President

B. Vice Chairperson:

ICC Representative elected by a simple majority of the ICC membership at a duly noticed regular meeting of the ICC.

Section 7

Office of Student Life

Clause 1: ASPCC constituent bodies shall have as their advisors:

A. Assistant Dean of Student Life, or designee

B. Student Life Advisor, or designee

Clause 2: An advisor shall be in attendance at all meetings of the Executive Board, Supreme Council, Inter-Club Council and all other committees of any of these bodies, in order for official business to conduct.

Clause 3: The advisors shall act in accordance with in the spirit and intent of the ASPCC Constitution, ASPCC Bylaws, PCC District policies and procedures, the Ralph M. Brown Act, the California Education Bylaws and all other applicable laws and regulations.

Article II

Qualifications and Elections

Section 1

Qualifications for Running/Applying and Holding Office

Clause 1: To be eligible to run, apply for, and/or hold office as a member of the Executive Board or serve as Chief Justice, a student must at all times satisfy all of the following qualifications:

A. A student must be enrolled in good standing at PCC in which shall mean that a student:

- a. Must not be on academic probation; and
 - b. Must not be on disciplinary probation or suspension, provided that an individual placed on disciplinary probation or suspension who has timely appealed such decision shall remain eligible under this Clause 1 until such time as the appeal has been disposed of by the appropriate, final College authority; and
 - c. Must not be on academic or progress disqualification; and
 - d. Must not have been expelled.
- B. An Officer is defined as any voting member of the Executive Board, the President, and the Chief Justice. A student may not serve more than three (3) terms total as an Officer. Further, a student may not serve more than two (2) terms in any particular position defined as an Officer.
- C. A student must maintain continuous enrollment in a minimum of nine (9) units of college work at PCC (or a minimum of six (6) if qualified for special circumstances), except during the summer term(s) or other official PCC intersession(s).
- a. Allowing a student to continue to hold office under a special circumstance shall be at the discretion of the Executive Board upon a $\frac{2}{3}$ affirmative vote at a duly noticed regular or special meeting. Otherwise, the student in question will no longer be eligible to hold office.
- D. A student must have completed at least twelve (12) units of college work at PCC at the time of election or appointment.
- E. A student must have and maintain at least a 2.0 GPA.

Clause 2: The Student Trustee shall satisfy all qualifications set forth in Pasadena Area Community College District Board of Trustees Policy and Procedures regarding the Student Trustee.

Section 2

Elections and the Election Commission

Clause 1: All ASPCC elections, regular or special, shall be conducted under the authority and governance of this Constitution, ASPCC Bylaws, ASPCC Election Bylaws, and the Election Commission.

- Clause 2: The Election Commission shall be composed of the following individuals:
- A. The ASPCC President, unless he/she is a candidate for office or otherwise unable to fulfill this duty, in which case the next ASPCC Executive Board Officer in the line of succession shall fulfill this and the immediately following duty;
 - B. Two student appointees of the ASPCC President, or of the duly authorized ASPCC Executive Board officer, if the immediately preceding statement is applicable;
 - C. One student appointee of the Assistant Dean of Student Affairs;
 - D. One faculty, staff, administration, or alumni appointee of the Assistant Dean of Student Life;
 - E. The Student Life Advisor; who shall sit as a non-voting, ex-officio member of the Commission; and
 - F. The Assistant Dean of Student Life, who shall serve as chair.
- Clause 3: The Election Commission shall certify compliance with ASPCC procedures, certify election results, and hear and resolve protests regarding ASPCC elections. Except as specified in Section 2 of Article VIII, decisions with regard to election matters and all powers of interpretation regarding any law pertaining to elections during the election period shall be vested solely in the Election Commission.
- Clause 4: Qualified candidates running for ASPCC office shall be elected by having received a plurality of votes cast by secret ballot by eligible student voters in a regular or special election.
- Clause 5: Each student enrolled at PCC shall be eligible to cast one vote per ballot item.
- Clause 6: In carrying out its responsibilities, the Election Commission shall comply with ASPCC governing law including, but not limited to, the Election Bylaws, this Constitution, and the Brown Act.

Section 3

Terms of Office

- Clause 1: Executive Board and Chief Justice: Terms of office for members of the Executive Board and the Chief Justice shall commence on the 15th day after the last day of the Spring Semester, and shall end on the 14th day after the last day of the next Spring Semester.
- Clause 2: Student Trustee: Terms of office for the Student Trustee shall commence on June 1st, and shall end on June 1st of the next year.
- Clause 3: Supreme Council: Terms of office for members of the Supreme Council shall commence upon appointment and end on the 14th day after the last day of the next Spring Semester.
- Clause 4: Officers/Members Appointed to Vacant Positions: All Persons appointed to vacant positions shall serve the remainder of the time of appointment.

Article III

Powers of Elected Officers, Appointed Officials and Constituent Bodies

Section 1

Executive Board

- Clause 1: The Executive Board is responsible for the overall governance of the ASPCC in the interest of the student body. Its responsibilities shall include, without limitation, adoption of the annual ASPCC budget, management of ASPCC finances and other assets, and administration of the affairs of the ASPCC in accordance with this Constitution and ASPCC governing law.
- Clause 2: The Executive Board shall carry out its responsibilities in accordance with ASPCC governing law.
- Clause 3: The following Executive Board Officers shall have the right to vote on matters before the Executive Board:
- A. Executive Vice President
 - B. Vice President of Academic Affairs
 - C. Vice President of Student Services
 - D. Vice President of External Affairs
 - E. Vice President of Business Affairs
 - F. Vice President of Student Equity
 - G. Vice President of Campus Activities

H. Vice President of Public Relations

I. Vice President of Sustainability

Clause 4: The President shall vote only in the cases specified by the current edition of Robert's Rules of Order, Newly Revised.

Clause 5: The duties of the members of the Executive Board shall be set forth in the ASPCC Bylaws.

Section 2

Supreme Council

Clause 1: The ASPCC Supreme Council shall have jurisdiction to hear and resolve disputes involving the interpretation and application of this Constitution, ASPCC Bylaws, ASPCC policies and procedures, and actions taken by ASPCC constituent bodies and their Officers, and shall carry out other specific responsibilities as defined by this Constitution.

Clause 2: The Supreme Council shall apply ASPCC law in resolving disputes and carrying out its responsibilities. Except on matters that pertain to the Election Commission, the Supreme Council shall be empowered to exercise the checks and balances within its jurisdiction to ensure that the Executive Board and the ICC are held accountable to ASPCC governing law. Procedures for the Supreme Council to exercise these checks and balances shall be set forth in the ASPCC Bylaws.

Clause 3: All Supreme Council resolutions within its jurisdiction shall be final and binding.

Clause 4: The Chief Justice, as the presiding Officer of the Supreme Council, shall vote only in the cases specified in the current edition of Robert's Rules of Order, Newly Revised.

Clause 5: The Supreme Council shall be governed by, and adhere to, ASPCC governing law.

Article IV

Meetings

Section 1

Ralph M. Brown Act Compliance (California Government Bylaws)

Clause 1: All meetings and actions taken by the Executive Board, Supreme Council, ICC and their committees shall be governed by the Brown Act, where applicable.

Section 2

Rules of Order

Clause 1: All meetings of the Executive Board, Supreme Council, ICC and their committees shall be conducted in accordance with the current edition of Robert's Rules of Order, newly Revised. The presiding officer may employ a relaxed approach to Robert's Rules whenever practical to do so, subject to the agreement of the membership.

Section 3

Regular Meetings

Clause 1: Regular meetings of the Executive Board shall be called at least twice per month. In months where a semester or intersession begins after the second week, or ends before the third week, the Executive Board shall meet at least once.

Clause 2: Regular meetings of the Supreme Council and the ICC shall be called at least twice per month, with the exception of the summer and winter session, during which no meetings of the Supreme Council or ICC shall be required. In months where a semester or intersession begins after the second week, or ends before the third week, the Supreme Council and the ICC shall meet at least once.

Clause 3: Other committees established in accordance with this Constitution may establish a regular schedule of meetings.

Section 4

Special Meetings

Clause 1: The presiding officer of the Executive Board, Supreme Council, ICC, or committee established under this Constitution may call a special meeting with not less than twenty four (24) hours advance notice of said meeting.

Clause 2: Any member of the Executive Board, Supreme Council, ICC or committee established under this Constitution may call a special meeting, with at least a simple majority of the members of the

body giving written consent which is given to the presiding officer of the constituent body. Such a meeting may be called with no less than twenty-four (24) hours advance notice of said meeting.

Section 5

Emergency Meetings

Clause 1: The Executive Board, Supreme Council, or ICC may call an emergency meeting where prompt action is needed because of actual or threatened disruption of public facilities due to crippling disaster or other cause as defined by the Brown Act.

Section 6

Quorum

Clause 1: A quorum of the members of a constituent body shall be present before business is discussed or acted upon. A quorum shall be defined as a simple majority of the voting members currently holding office, except for the ICC for which the quorum required shall be set forth in the ICC Bylaws.

Clause 2: This requirement shall not be interpreted to prevent a constituent body from establishing an ad hoc advisory committee that consists of less than a quorum of the constituent body, where consistent with the Brown Act.

Section 7

Majority Vote

Clause 1: Except where otherwise provided for in this Constitution, action taken by any constituent body of the ASPCC shall require a simple majority vote of the members present.

Article V

Vacancies

Section 1

Preamble

Except as this Constitution provides for the Office of the President, vacancies shall be filled by appointment of the Executive Board.

Section 2

Succession and Appointment to the Executive Board

- Clause 1: In the event the President becomes disqualified under Article II of this Constitution, resigns, is convicted under Articles of Impeachment, is recalled or is disabled from performing his/her regular duties for more than thirty (30) consecutive calendar days of his/her Term, the order of succession to the presidency shall be:
- A. Executive Vice President
 - B. Vice President of Academic Affairs
 - C. Vice President of Student Services
 - D. Special Election shall be held to elect a new President
- Clause 2: In the event any member of the Executive Board, excluding the President and Student Trustee, becomes disqualified under Article II of this Constitution, resigns, is convicted under Articles of Impeachment, is recalled or is disabled from performing his/her regular duties for more than (30) consecutive calendar days or his/her Term, such vacancy shall be filled by appointment of a qualified student by a $\frac{2}{3}$ affirmative vote of the Executive Board at a duly noticed regular or special meeting.
- Clause 3: At no time may any Executive Board member hold more than one (1) Executive Board position at a time, notwithstanding any other applicable section of this Constitution, except as provided in Clause 7 of this Section 2 of this Article V.
- Clause 4: At no time may any Executive Board member be a member of the Supreme Council or vice-versa.
- Clause 5: Vacancies must be filled as prescribed by this section within thirty (30) calendar days; if appointments are not filled within this prescribed time the President shall make the appointment which shall be subject to confirmation by a $\frac{2}{3}$ affirmative vote of the Executive Board at a duly noticed regular or special meeting
- Clause 6: In the event of a loss of quorum of the Executive Board, a special election shall be held to fill such vacancies.
- Clause 7: If no Student Trustee is elected at the regular election or there is a vacancy in the position of Student Trustee, the President shall take on duties of Student Trustee until a special election can be held to elect a Student Trustee.

Section 3

Succession and Appointments to the Supreme Council

- Clause 1: In the event any Justice of the Supreme Council, excluding the Chief Justice, is disqualified under Article II of this Constitution, resigns, is convicted under Articles of Impeachment, is recalled or is disabled from performing his/her regular duties for more than thirty (30) consecutive calendar days during his/her Term such vacancy or vacancies shall be filled by appointment of a qualified student by a $\frac{2}{3}$ affirmative vote of the Executive Board at a duly noticed regular or special meeting.
- Clause 2: In the event that the Chief Justice is disqualified under Article II of this Constitution, resigns, is convicted under Articles of Impeachment, is recalled or is disabled from performing their/his/her regular duties for more than thirty (30) consecutive calendar days during their/his/her Term and no Associate Chief Justice has been elected, the Executive Board may select a current Justice of the Supreme Council to ascend to the position of Chief Justice by a $\frac{2}{3}$ affirmative vote. If no Justice is selected, the Executive Board may appoint a qualified student from the students-at-large.
- Clause 3: In the event the Chief Justice is disqualified under Article II of this Constitution, resigns, is convicted under Articles of Impeachment, is recalled or is disabled from performing his/her regular duties for more than thirty (30) consecutive calendar days during his/her Term, the Associate Chief Justice shall ascend to the position of Chief Justice. The resulting seat shall be filled as prescribed by Clause 1 of this Section 3 of this Article V.
- Clause 4: The Supreme Council shall elect an Associate Chief Justice by a $\frac{2}{3}$ affirmative vote at a duly noticed regular or special meeting before the end of the Fall semester.
- Clause 5: Vacancies must be filled as prescribed by this section within thirty (30) calendar days; if appointments are not filled within this prescribed time the President shall make the appointment which shall be subject to confirmation by a $\frac{2}{3}$ affirmative vote of the Executive Board at a duly noticed regular or special meeting.

Article VI

Impeachment, Removal and Recall

Section 1*Impeachment of Executive Board Members*

- Clause 1: Any member of the Executive Board is subject to impeachment for misconduct or neglect of duty. The due process for determining whether Articles of Impeachment will be brought shall be set forth in the ASPCC Bylaws.
- Clause 2: The power to draw up Articles of Impeachment shall be solely vested in the Executive Board. A $\frac{2}{3}$ affirmative vote at a duly noticed regular meeting shall be required to send the Articles to the Supreme Council.
- Clause 3: The power to adjudicate the charges contained in the Articles of Impeachment shall be solely vested in the Supreme Council. Conviction shall require a $\frac{2}{3}$ affirmative vote at a duly noticed regular meeting. The ruling of the Supreme Council shall be final.

Section 2*Removal of Supreme Council Members*

- Clause 1: Any Justice of the Supreme Council, including the Chief Justice, is subject to removal for misconduct or neglect of duty. The due process for determining whether misconduct or neglect of duty has occurred shall be set forth in the ASPCC Bylaws.
- Clause 2: A $\frac{2}{3}$ affirmative vote of the Executive Board at a duly noticed regular meeting shall be required to remove a Justice of the Supreme Council.
- Clause 3: The due process for determining whether misconduct or neglect of duty has occurred to impeach, convict, and remove the Chief Justice shall be set forth in the ASPCC Bylaws.

Section 3*Recall of Elected Officials*

- Clause 1: Any elected official of the ASPCC may be recalled for any reason by simple majority vote of eligible voters voting in a special student body election called in accordance with this Section 3 and the Election Bylaws.
- Clause 2: Any enrolled PCC student may initiate a recall against any student holding elective office in accordance with this Section 3

of this Article VI.

- Clause 3: A recall petition shall include a clear statement of the purpose of the petition, the printed name of the sponsor(s) and his/her/their student ID number(s), and signature(s). Before circulating such a petition, the sponsor(s) shall first appear at a duly noticed regular or special meeting of the Supreme Council to present a copy of the petition document for certification by the Supreme Council. If the recall petition meets the requirements set forth in this Clause 3, the Supreme Council shall so certify in writing. Such certification shall not contain any recommendation or opinion with respect to the merits of the recall.
- Clause 4: Upon receiving the Supreme Council's certification, the sponsor(s) shall gather the dated signatures of at least ten percent (10%) of the students enrolled at PCC at the time of the first census of the academic term which is in progress at the time the petition for recall is certified by the Supreme Council.
- Clause 5: The completed petition forms must be submitted to the Office of Student Life within thirty (30) calendar days after the Supreme Council certifies the recall petition.
- Clause 6: Verification of the student status of all recall petition signers shall be the responsibility of the Office of Student Life. Upon verification of the enrolled student status of the sufficient number of signers of the petition, the Office of Student Life shall notify the Supreme Council and the Executive Board in writing.
- Clause 7: A recall election shall be held within thirty (30) schooldays of the notification described in Clause 6 above.
- Clause 8: The recall election shall be conducted in accordance with the ASPCC Election Bylaws.

Article VII

Amendments and Initiatives

Section 1

Amendments to the Constitution

- Clause 1: Any member of the ASPCC Executive Board shall have the authority to propose amendments to this Constitution in

accordance with the procedures of this Article VII.

- Clause 2: A proposed amendment shall set forth the specific text of all additions, deletions or changes proposed, shall be limited to one subject, and shall not be illegal or inconsistent with any other provision that is not proposed to be modified.
- Clause 3: The proposed amendment must be submitted at a duly noticed regular meeting of the Supreme Council for verification that it meets the requirements set forth in Clause 2 above. If the amendment meets these requirements, the Supreme Council shall so certify and shall submit the proposed amendment promptly in writing to the Executive Board for approval.
- Clause 4: In the event that the proposed amendment is approved by a $\frac{2}{3}$ affirmative vote at a duly noticed regular or special meeting of the Executive Board, an election shall be conducted promptly in accordance with the ASPCC Election Bylaws.
- Clause 5: A $\frac{2}{3}$ affirmative vote of eligible students voting in a special or regular election shall be required to pass the amendment.
- Clause 6: Grammatical corrections and other non-substantial changes of the Constitution may be put into effect without a student vote. The Supreme Council, through unanimous vote, must certify that such changes absolutely do not affect the substance or intent of the Constitution. A $\frac{2}{3}$ affirmative vote of the change by both the Executive Board and the Supreme Council shall be required to enact the change.

Section 2

Initiatives

- Clause 1: Any enrolled PCC student shall be able to initiate legislation, which may include an amendment to this Constitution, in accordance with this Section 2 of this Article VII.
- Clause 2: The legislation shall set forth the specific text of all additions, deletions, or changes proposed, shall be limited to one subject, and shall not be illegal or inconsistent with any other provision not proposed to be modified.
- Clause 3: The proposed legislation must be submitted by its sponsor(s) at a duly noticed regular meeting of the Supreme Council for verification that it meets the requirements set forth in Clause 2 above. If the proposed legislation meets these requirements, the

Supreme Council shall promptly so certify. Such certification shall not contain any recommendation or opinion with respect to the merits of the legislation.

- Clause 4: Within thirty (30) calendar days after certification by the Supreme Council under Clause 3 above, the sponsor(s) shall gather the dated signatures of at least ten percent (10%) of the students enrolled at PCC at the time of the first census of the academic term which is in progress at the time the proposed legislation is certified by the Supreme Council. The petition shall include the full text of this proposed legislation, shall identify the sponsor(s), and his/her/their student ID numbers and signatures, and shall state that the sponsor(s) wish to place such legislation before the student body voters.
- Clause 5: The completed forms must be submitted to the Office of Student Life. Verification of the student status of all petition signers shall be the responsibility of the Office of Student Life. Upon verification of the enrolled student status of a sufficient number of signers of the petition, the Office of Student Life shall notify the sponsor(s), the Supreme Council and the Executive Board. An election shall be conducted within thirty (30) school days of such verification.
- Clause 6: A $\frac{2}{3}$ affirmative vote of eligible students voting in a special or regular election shall be required to enact the legislation.
- Clause 7: The text of all proposed initiative legislation shall be posted conspicuously at least five (5) school days prior to the special or regular election.
- Clause 8: The Executive Board shall have the authority to limit the number of initiative-related special elections to no more than one (1) per semester.

Article VIII

Bylaws and Policies and Procedures

Section 1

Bylaws

- Clause 1: Governance of the Executive Board, the Supreme Council, the

Inter-Club Council shall be provided for by the ASPCC Bylaws that are not in conflict with this Constitution, PCC District policies and procedures, the Brown Act, the California Education Code and other applicable laws and regulations.

- Clause 2: Any Officer may propose an amendment/revision of the Bylaws to the Executive Board. Any changes to the Bylaws must be approved by a $\frac{2}{3}$ affirmative vote of the Supreme Council and the Executive Board respectively.
- Clause 3: Upon the establishment of an election schedule, the Election Commission shall have the sole jurisdiction to interpret the Election Code. Otherwise, the interpretation of the Election Code shall remain the jurisdiction of the Supreme Council.

Section 2

Policies and Procedures

- Clause 1: The Executive Board may be empowered to adopt, establish, suspend, or amend policies and procedures that shall provide for the implementation and execution of this Constitution and the Bylaws.
- Clause 2: The Executive Board shall have the sole jurisdiction to adopt or amend Policies and Procedures upon a $\frac{2}{3}$ affirmative vote at a duly noticed regular or special meeting.
- Clause 3: The Executive Board may temporarily suspend any of the Policies and Procedures for a specified duration upon a $\frac{2}{3}$ affirmative vote at a duly noticed regular or special meeting in lieu of amending them.

Article IX

Non-Discrimination Statement

The student governing bodies of PCC endeavor to adhere to the principles of equal opportunity and accordingly act to avoid unlawful discrimination based upon, but not limited to, race, color, national origin, ancestry, religion, age, sex, sexual orientation, political affiliation, physical disability, mental disability, veteran status, or marital status.



ASPCC BYLAWS

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Article I

Purpose

Section 1

- A. The purpose of this document is to enumerate:
 - 1. The duties and responsibilities of the Executive Board, the officers thereof, the Supreme Council, Academic Commissioners, and the ASPCC Secretary.
 - 2. The purpose and membership of ASPCC Committees.
 - 3. The policies and procedures for
 - a. Associated Students' Elections
 - b. The Due Process Relative to the Impeachment of an Officer

Article II

Duties and Responsibilities of the Executive Board

Section 1

- A. The Executive Board shall be responsible for the effective governing and representation of the Associated Students of Pasadena City College during the academic year for which elected.
- B. Executive Board members shall be responsible for fulfilling a minimum of ten office hours per week during the Fall and Spring semesters, and a minimum of five office hours during the Summer and Winter intersessions.
- C. The Executive Board shall be responsible for the disbursement of ASPCC funds provided that the expenditure of funds in excess of one percent (1%) of the duly adopted annual budget shall require formal action of the Executive Board at a duly noticed regular or special meeting.

Article III

Duties and Responsibilities of Elected Officers

Section 1

President

- A. The President of the Associated Students shall:
 - 1. Preside over meetings of the Executive Board.
 - 2. Supervise the ASPCC Secretary.
 - 3. Have the power to:
 - a. Create and appoint temporary committees for execution of ASPCC business with majority approval of the voting members.
 - 4. Have other powers deemed necessary, which will be granted by the Executive Board, within the limits of the Constitution.
 - 5. Serve on, or appoint a designee to, the following College Committees:
 - a. Student Service Fund

- b. Bookstore
 - c. Food Service
 - d. Flea Market Board of Directors
 - e. College Council (CC)
6. Serve on the ASPCC Finance Committee and Lobby Fee Fund Committee
 7. Serve as Chair of the ASPCC Finance Committee, in the absence of the Vice President for Business Affairs.
 8. Serve on any other College or ASPCC committee at own discretion.
 9. Serve as the liaison between the Executive Board and the President of the College.
 10. Oversee all activities of the Executive Board and auxiliary committees, including student representation on Shared Governance committees.
 11. Be responsible for upholding the Constitution and Bylaws and all resolutions that are in effect.

Section 2

Executive Vice President

- A. Executive Vice President shall:
 1. Preside over meetings of the Executive Board in the absence of the President.
 2. Preside over the Inter-Club Council.
 3. Serve on the Commencement Speaker Selection Committee.
 4. With the Vice President for Business Affairs, monitor allocations and expenditures that are ASPCC-related for recognized campus clubs.
 5. Ensure that ASPCC funding policies regarding clubs are adhered to.
 6. Serve on at least two different college committees.
 7. Serve as the liaison between the Executive Board and the Assistant Superintendent of Administrative Services.
 8. Execute Board business as directed by the President and as outlined in the Constitution.

Section 3

Vice President of Academic Affairs

- A. The Vice President of Academic Affairs shall:
 1. Preside over meetings of the Executive Board in the absence of the President and Executive Vice President.
 2. Serve as the liaison between the Executive Board and the Vice President for Instruction.
 3. Serve as the liaison between the Academic Senate and the Associated Students
 4. Serve on the Curriculum and Instruction Committee.
 5. Preside over Commissioners.
 6. Plan, coordinate, and implement at least one (1) academic related activity per semester.
 7. Serve on at least two different college committees.
 8. Executive Board business as directed by the President and as outlined in the Constitution.

Section 4

Vice President of Business Affairs

- A. The Vice President of Business Affairs shall:
1. Have charge of all ASPCC funds, in conjunction with the Assistant Dean of Student Life and the ASPCC President.
 2. Be responsible for formulating an itemized budget showing ASPCC planned expenditures for the fiscal/academic year, and ensure said budget is approved by the Finance Committee prior to its submission to the Executive Board for adoption.
 3. Re-evaluate and revise as needed the ASPCC budget at the beginning of Spring Semester. The said budget must be approved by the Finance Committee prior to its resubmission to the Executive Board for adoption.
 4. Serve on the ICC Funding Committee, and monitor funding allocations and expenditures that are ASPCC-related for recognized campus clubs.
 5. Process current ASPCC financial transactions at least twice a month.
 6. Approve funding requisitions of budgeted expenditures in conjunction with the Assistant Dean of Student Life.
 7. Monitor accountability of requisitions for funds and ensure all ASPCC funds are used in accordance with fiscal policies.
 8. Report on the state of ASPCC finances to the Executive Board.
 - a. The number of reports shall be at least 1 per month.
 9. Serve as the liaison between the Executive Board and the Vice President for Administrative Services.
 10. Serve as the liaison between the Executive Board and the Directory of Business Services and the Supervisor for Student Business Services.
 11. Serve on the following College Committees:
 - a. Student Service Fund
 - b. Bookstore
 - c. Food Service
 12. Serve as the presiding officer of the Standing ASPCC Finance Committee.
 13. Serve on at least two different college committees.
 14. Executive Board business as directed by the President, and as outlined in the Constitution.

Section 5

Vice President of Student Services

- A. The Vice President of Student Services shall:
1. Be responsible for ascertaining student opinion by developing, administering, and presenting surveys as necessary.
 2. Serve as liaison between the Executive Board and the Vice President for Student and Learning Services.
 3. Serve on the following College Committees:
 - a. Parking
 - b. Bookstore

- c. Student Services Fund
- 4. Serve as the presiding officer of the ASPCC Student Services Committee
- 5. Act as the liaison between College Student Services areas and Associated Students
- 6. Plan, coordinate, and implement at least two (2) Student Services activities per semester including, but not limited to:
 - a. Student Services Awareness Week
- 7. Serve on other College or ASPCC Committees at own discretion.
- 8. Execute Board business as directed by the President and as outlined in the Constitution.

Section 6

Vice President of External Affairs

- A. The Vice President of External Affairs shall:
 - 1. Maintain a current file on all state and local legislation concerning post-secondary education.
 - 2. Serve as the official representative from ASPCC to all outside organizations in which ASPCC has membership or prospective membership.
 - 3. Preside over the PCC Student Lobby Committee.
 - 4. Serve as, or appoint a designee, to act as the official delegate from ASPCC to the Student Senate for California Community Colleges and SSSCC Region VII.
 - 5. Serve on other College or ASPCC Committees at own discretion.
 - 6. Serve as Chair of the Lobby Fee Fund Committee.
 - 7. Plan, coordinate, and implement at least one (1) advocacy related activity per semester.
 - 8. Execute Board business as directed by the President and as outlined in the Constitution.
 - 9. Serve on the college Public Advocacy Committee.

Section 7

Vice President of Campus Activities

- A. The Vice President of Campus Activities shall:
 - 1. Oversee and coordinate extracurricular activities sponsored by the Executive Board.
 - 2. Serve on the Student Service Fund Committee.
 - 3. Serve on the following ASPCC Committees:
 - a. Student Services
 - 4. Preside over the ASPCC Campus Activities Committee.
 - 5. Act as the liaison to the Pep Squad and Athletics/Sports Departments.
 - 6. Plan, coordinate, and implement at least three (3) activities per semester.
 - 7. Serve on at least two different college committees.
 - 8. Execute Board Business as directed by the President and as outlined in the Constitution.

Section 8*Vice President of Student Equity*

- A. The Vice President of Student Equity shall:
1. Serve as the liaison between the Executive Board and all cultural clubs on campus.
 2. Assist such clubs in executing cultural awareness activities.
 3. Chair the Student Equity Committee.
 4. Plan, coordinate, and implement at least two (2) Student Equity activities per semester.
 5. Serve on at least two different college committees.
 6. Execute Board Business as directed by the President and as outlined in the Constitution.

Section 9*Vice President of Public Relations*

- A. The Vice President of Public Relations shall:
1. Market, publicize and promote ASPCC and its activities and concerns on campus and in the community.
 2. Be responsible for designing posters, flyers, brochures, etc. for ASPCC.
 3. Prepare news releases for the Courier and the Crier.
 4. Serve as the primary liaison to the College Public Relations Office.
 5. Preside over the ASPCC Publicity Committee.
 6. Be responsible for maintaining the ASPCC website.
 7. Serve on at least two different college committees.
 8. Execute Board Business as directed by the President and as outlined in the Constitution.
 9. Publish A.S. Governing Documents in accordance with the relevant policies and procedures.

Section 10*Vice President of Sustainability*

- A. The Vice President of Sustainability shall:
1. Serve as the liaison between the Executive Board and any entity advocating for sustainability.
 2. Serve on the College Sustainability Committee and Food Service Committee.
 3. Chair the ASPCC Sustainability Committee.
 4. Plan, coordinate and implement two (2) or more sustainability themed activities per semester.
 5. Research, prepare, and propose the implementation of two (2) or more sustainability related measures per year.
 6. Serve on at least two different college committees.
 7. Execute Board Business as directed by the President and as outlined in the Constitution.

Section 11

Student Trustee

- A. The Student Trustee shall:
1. Serve as the liaison between the Executive Board and the Board of Trustees.
 2. Have the right to make and second motions at Executive Board meetings, participate in discussions, and receive all materials presented to the Board members.
 3. Have an advisory vote on the Board, which shall be included in the official Minutes of the ASPCC Executive Board.
 4. Chair and preside over meetings of the ASPCC Ad-Hoc Committee and oversee all of its activities.
 5. Serve on other College or ASPCC Committees at own discretion.
 6. Have other powers deemed necessary, which will be granted by the Executive Board within the limits of the Constitution.

Article IV*Executive Board Member Attendance*

- A. Meeting Time
1. All Associated Students Executive Board standing meetings shall be scheduled from 12pm to 2pm on Wednesdays for the Fall and Spring semesters.
 2. Associated Students Executive Board standing meeting times for winter intersessions shall be determined by the seated majority vote of the Executive Board members by the last meeting of Fall semester.
 3. Associated Students Executive Board standing meeting times for summer intersessions shall be determined by the seated majority vote of Executive Board members during the first meeting of the incoming Executive Board.
- B. Excused Absences
1. An excused absence shall be defined as:
 - a. A member not attending any activity deemed mandatory by majority vote of the Board in attendance;
 - b. The member having contacted the Advisor/Assistant Dean, and the President/presiding officer at least 24 hours prior to the regularly scheduled meeting;
 - c. Having explained the circumstances requiring an absence at a specified meeting.
 - d. And thus being granted approval from the President/presiding officer.
 2. In case of an emergency, an excused absence may be approved at the presiding officer's discretion.
 3. The President's ruling on absence can be overturned by a $\frac{2}{3}$ majority vote of the Executive Board at a regular or special meeting.
 4. In case of situations requiring confidentiality, the member only has to consult with the Advisor or Assistant Dean and the President/presiding officer.
- C. Unexcused Absences
1. An unexcused absence shall be defined as:

- a. A member not attending any activity deemed mandatory by majority vote of the Board in attendance;
 - b. The member not contacting the Advisor/Assistant Dean, and the President/presiding officer;
 - c. And not being granted approval for an excused absence. The President's ruling on the absence can be overturned by a $\frac{2}{3}$ majority vote of the Executive Board at a regular or special meeting.
2. In case of situations requiring confidentiality, the member only has to consult with the Advisor or Assistant Dean and the President/presiding officer.
 3. The President's ruling on the absence can be overturned by a $\frac{2}{3}$ majority vote of the Executive Board at a regular or special meeting.
- D. Semester Absences
1. No member may accrue more than 1 unexcused absence per semester, and no more than 2 total unexcused absences per academic year (excluding intersessions).
 2. No member may accrue more than 2 excused absences per semester, and no more than 4 excused absences per academic year (excluding intersessions).
 3. No member may accrue more than 6 total absences per academic year (Fall & Spring)
- E. Intersession and Summer Month Absences
1. No member may accrue more than 1 unexcused absence per intersession (Summer/Winter)
 2. No member may accrue more than 1 excused absence per intersession (Summer/Winter)
 3. No member may accrue more than 1 absence during Summer months* (excused and unexcused).
 4. No member may accrue more than 5 total absences for the combined Intersessions and Summer months*.
- F. Long-Term Absences
1. Long-term absences due to medical or other extraordinary and special circumstances shall be permitted, if approved by the Board. This applies to Winter and Summer Intersessions (including Summer months*).
 2. In the event of a planned long-term absence, the member shall inform the Advisor/designee and President/presiding officer at least 48 hours prior to the next regularly scheduled or special meetings.

**The term "summer months" is understood to be the period of time following the Summer Intersession and prior to the beginning of Fall Semester.*

G. Tardies

1. A tardy is defined as any member arriving fifteen (15) minutes or more after the scheduled meeting start time. This applies to any activity that is deemed mandatory by the majority vote of the Board in attendance.
2. A member accruing two (2) tardies in one semester shall receive one (1) unexcused absence. No member may accrue more than two (2) tardies per semester.

3. Due to extraordinary recurring circumstances (such as medical, work, or class related conflicts), a member may have their time extended for tardies upon $\frac{2}{3}$ majority vote of voting members. The time shall be defined by the Board. The member with such recurring conflicts must present his/her circumstances to the Board as soon as s/he is aware of the conflict.
- H. Early Departure
1. Early departure shall be defined as any member leaving any mandatory activity ten (10) minutes or more before.
 2. Any member accruing three (3) early departures shall receive one (1) unexcused absence. No member may accrue more than three (3) early departures per semester.
 3. Due to extraordinary recurring circumstances (such as medical, work, or class related conflicts), a member must have their early departure approved by a $\frac{2}{3}$ majority vote of the voting members. The member with such recurring conflicts must present his/her circumstances to the Board as soon as he/she is aware of the conflict.
- I. ASPCC Committee Meetings
1. Board members who chair or are voting members on an ASPCC committee must adhere to the bylaws pertaining to attendance as stated under this Article IV, Sections C and D.
- J. Shared Governance Committee Meetings
1. Board members officially appointed to shared governance committees whose status is 'ongoing' must attend at least one meeting of each shared governance committee s/he is appointed to per semester. Violation of this by an officer shall count as one unexcused absence in the semester of the offense. Board members who fail to attend regular meetings of shared governance committees shall be subject to removal.
- K. Special Meetings
1. Any member who does not attend a special meeting that is ON a regular meeting day and time shall be penalized with an excused absence. The member shall follow the instructions in Article IV, Section A in order for the absence to be considered excused.
 2. Any member who does not attend a special meeting that is NOT on a regular meeting day and time, AND does not notify the Board of the circumstances regarding the absences prior to the specified meeting, shall be penalized with an unexcused absence.
- L. Retreat Attendance.
1. Attendance at Executive Board Retreats will be considered mandatory for all Board members (including Chief Justice and Student Trustee).
 2. Non-attendance at a Board Retreat will be penalized with one unexcused absence.

Article V

Executive Board Attendance Violations

- A. Attendance violation will be considered as neglect of duty. Any officer exceeding the total number of absences per semester, intersession, Summer months, or academic year, shall be subject to removal from the Associated Students Executive Board according to Article IX of the ASPCC Bylaws.

Article VI

Duties and Responsibilities of the Supreme Council

- A. The Chief Justice of the Supreme Council shall:
1. Be the liaison between the Supreme Council and the Executive Board, and have ex-officio status on the Board.
 2. Attend regular meetings of the ASPCC Executive Board.
 3. Have the right to make and second motions at Executive Board meetings, except in cases dealing with Supreme Council matters.
 4. Have an advisory vote on the Board, which shall be included in the official Minutes of the ASPCC Executive Board.
 5. Ensure compliance with the governing documents of the Associated Students of Pasadena City College.
- B. The word “Justice” pertains to the Chief Justice and Council Members. “Council Member(s)” pertains to the Chief Justice and Justices of the Associated Students Supreme Council.
- C. Council members shall review and revise ASPCC Constitution, Bylaws, and Policy and Procedures and make recommendations to the said documents as they see fit.
- D. Council members shall attend regular meetings of the Supreme Council.
- E. The Supreme Council shall be responsible for maintaining the ASPCC Governing Documents and their cohesiveness and readability in accordance with the relevant policies and procedures.

Article VII

Attendance for Supreme Council

- A. Associated Students Supreme Council Justices shall attend, and be on time for, all regular, special, and emergency meetings held throughout the academic year. No Justice may accrue more than two (2) excused and (1) unexcused absence during the semester and no more than four (4) absences during an academic year.
1. An excused absence will be defined as informing the Chief Justice at least 24 hours before the meeting. It is at the Chief Justice’s discretion whether the absence will be excused.
 2. In the case of an emergency, an excused absence may be approved at the Chief Justice/presiding officer’s discretion.
 3. The Chief Justice’s ruling on the absence can be overturned by a $\frac{2}{3}$ majority vote of the Supreme Council at a regular or special meeting.

- B. The Chief Justice of the Supreme Council, or his/her designated representative, must attend regular, special, and emergency meetings of the Associated Students Executive Board.
- C. Justices that commit themselves to special subcommittees must attend all meetings that are arranged. The same attendance rules are applied to subcommittee, as meeting attendance rules. However, all Justices must be in agreement to the said hours the subcommittee should meet. If any Justice has expressed conflict, the Justice must make it known to the subcommittee and the Chief Justice in writing and will be appropriately excused from any attendance penalties.
- D. Accumulation of three (3) tardies in one semester shall equal one unexcused absence. Also, accumulation of three (3) early departures per semester shall equal one unexcused absence.
 - 1. Tardies shall be defined as any Justice arriving after roll has been officially called by the presiding Supreme Council Chief Justice to fifteen (15) minutes after the roll had been called. After the said fifteen (15) minutes the Council member will be counted as absent.
 - 2. Early departures shall be defined as leaving any mandatory meeting ten (10) minutes or more before adjournment. Each occurrence will count towards the Justice's maximum total of the allotted early departures.
- E. Retreat Attendance
 - 1. Attendance at Supreme Council Retreats will be considered mandatory for all Council members.
 - 2. Non-attendance at a Council Retreat will be penalized with one unexcused absence.
- F. All attendance bylaws are in effect for special meetings. All members are required to attend.

Article VIII

Penalties for Supreme Council

- A. Once a Justice has reached the maximum number of absences as defined in Article VII, Section A, or once a Justice demonstrates neglect of duty, s/he must receive a written notice, signed by two members of the Supreme Council, and the Chief Justice.
- B. Any subsequent absences shall lead to the removal of said member by a $\frac{2}{3}$ majority vote at the next regularly scheduled meeting of the Supreme Council.
 - 1. If the matter requires confidentiality, the member only has to meet with the Advisor or Assistant Dean and the Chief Justice.

Article IX

The Due Process Relative to the Impeachment, Conviction and Removal of an Officer

No Member of the Executive Board shall be removed from office or deprived of rights, privileges, and responsibilities of membership, without "due process" as provided by the

Associated Students Body governing Constitution and Bylaws. The Due Process shall exist as follows:

Section 1

Initiations Process

- A. Neglect of duty is defined as any violation of the ASPCC Bylaws. If such an issue arises that questions an executive members' conduct or neglect of duty, the following procedures must occur.
 1. Three (3) members of the Executive Board must submit a written, signed petition to the presiding officer requesting that the impeachment of an officer be placed on the agenda of the next regular meeting of the Executive Board.
 2. Upon presentation of the signed petition, the presiding officer shall agendize the impeachment for the next regular meeting.
- B. The officers submitting the petition shall present evidence supporting the request for impeachment of the named officer. A discussion process shall begin and must adhere to the following format:
 1. An initial statement, read by one of the initial petitioners, listing in detail each of the offences.
 2. A statement shall be given the opportunity to be read by the Executive Board Member whose conduct is in question. The statement must list his/her accomplishments and illustrate a credible record of performance that may serve to contradict the allegations.
 3. There shall also be time made for rebuttals and questions/statements made by board or audience members, in accordance with the Brown Act.
- C. Immediately after the discussion has terminated, a vote regarding the issue of impeachment will take place in accordance with the Constitution, a $\frac{2}{3}$ affirmative vote shall send the Articles of Impeachment to the Supreme Council.
 1. One of the initial petitioners shall draft the Articles of Impeachment.
 2. The Articles of Impeachment shall clearly identify the specific alleged misconduct and/or neglect of duty with proper citation of the particular items in the Bylaws violated.
 3. In addition, the Articles of Impeachment shall call upon the Supreme Council to begin the hearing process within no fewer than five (5) and no more than ten (10) school days*.

Section 2

Hearing

The Supreme Council, in accordance with the Brown Act will have full discretion in the setting of the hearing, including but not limited to: location, time, hearing procedures, and time limits for case presentation. However, the following regulations must be followed:

- A. Items stated in the Articles of Impeachment will be the only charges to be considered by the Supreme Council.
- B. There will only be one (1) officer subject to impeachment per hearing.

- C. The initial petitioners and the officer in question may submit a list of witnesses that shall be questioned by the Supreme Council. However, the Supreme Council may call upon any other witnesses.
 - 1. Both the petitioner and the officer in question may each provide a maximum of five (5) witnesses to support his/her case.
 - 2. A witness shall be defined as any individual that has first hand knowledge of the charge(s) to which they are speaking of.
- D. The presence of the petitioners and/or the officer in question is not required. Attendance will be duly noted.

Section 3

Decision

- A. Within five (5) school days of the hearing, the Supreme Council shall review and discuss all evidence presented regarding the Articles of Impeachment.
- B. The Supreme Council shall vote on the issue(s).
- C. Conviction shall require a $\frac{2}{3}$ affirmative vote at a duly noticed regular meeting.
- D. Both the petitioner(s) and the officer in question shall be notified in writing of the Supreme Council's decision.
- E. The decision of the Supreme Council shall be final

*The term "school days" does not include Saturday or Sunday.

Section 4

Removal

- A. During this process, the impeached officer shall maintain his/her office and responsibilities as an Executive Board member and shall only be removed upon conviction by the Supreme Council.

Article X

Duties and Responsibilities of the ASPCC Secretary

- A. The ASPCC Secretary shall:
 - 1. Type and distribute Executive Board Agendas to Officers, Advisors, and the Chief Justice at least one (1) day before regular meetings and distribute copies to guests at the meeting.
 - 2. Take complete, accurate, and impartial minutes at all meetings of the Executive Board, and:
 - a. Transcribe and type said minutes within three (3) working days of meetings.
 - b. Distribute copies to guests at the next regular meeting.
 - c. Keep an accurate file of minutes, with corresponding agendas, in a labeled binder.
 - 3. Type, copy, distribute and file documents pertinent to the Board business under the supervision of the President.

4. Work hours and be paid wages to be determined by the current ASPCC Board. Perform other tasks to facilitate the execution of Board Business as directed by the President.

Article XI

Associated Students' Standing Committees

Section 1

At the Chair's discretion, any standing committee can include up to a maximum of twenty (20) committee members, along with the optional five (5) or fewer Associate Members

Section 2

Finance Committee

- A. Purpose – to formulate an itemized budget showing ASPCC planned expenditures for the fiscal/academic year, prior to the start of Fall semester; re-evaluate and revise the ASPCC budget at the beginning of the Spring semester; to evaluate funding requests and determine allocations of clubs; prior to end of Spring semester, to rectify the budget and institute Summer budget.
- B. Membership – shall consist of the Vice President of Business Affairs, the ASPCC President, with a maximum of nine (9) students, including students at large.

Section 3

PCC Student Lobby Committee

- A. Purpose – to administer and approve the budget of the PCC Student Lobby Committee, as funded from the Student Representation Fee.
- B. Membership – shall consist of the Vice President of External Affairs (Chair), and at least two (2) students-at-large, with a Vice-Chair selected from the membership of the committee.

Section 4

Lobby Fee Fund Committee

- A. Purpose – to administer and approve the budget of the PCC Student Lobby Committee, as funded from the Student Representation Fee.
- B. Membership – shall consist of the Vice President of External Affairs (Chair), the ASPCC President, the Vice President of Business Affairs, the Vice President of Student Services, one student-at-large appointed by the ASPCC President, a faculty representative appointed by the Academic Senate, a staff representative appointed by the Classified Senate, the college Vice President for Administrative Services, and the Assistant Dean for Student Life.

Section 5

Publicity Committee

- A. Purpose – to publicize and promote ASPCC activities and concerns on campus and in the community.

- B. Membership – shall consist of the Vice President of Public Relations (Chair), Commissioners and students-at-large.

Section 6

Campus Activities Committee

- A. Purpose – plan, implement a variety of extracurricular activities (i.e. Homecoming, Spring Ball, quad events, etc.).
- B. Membership – Vice President of Campus Activities (Chair), Commissioners and students-at-large.

Section 7

Student Services Committee

- A. Purpose – act as a liaison group to various College student services areas and to provide pertinent information to Associated Students on available student services; assist in coordination of programs that further student development.
- B. Membership – Vice President of Student Services (Chair), Vice President for Campus Activities, Commissioners and students-at-large.

Section 8

Student Equity Committee

- A. Purpose – plan and implement programs and activities that create a greater understanding of the diversity of the PCC campus; work to eliminate all forms of discrimination, as outlined in Article X of the Constitution, and help to create a just society.
- B. Membership – Vice President of Student Equity (Chair), and students-at-large.

Section 9

Academic Commission

- A. Purpose – to serve as liaison between instructional departments and other campus-wide committees and assist the Vice President of Academic Affairs in the execution of his/her duties.
- B. Membership – shall consist of the Vice President of Academic Affairs (Chair) and a minimum of six (6) appointed commissioners from the student body.

Section 10

Sustainability Committee

- A. Purpose – to research, plan, and implement activities and initiatives that encourage environmentally, socially, and economically sustainable practices among students, staff, and the community, while committing time and student resources to the overall sustainability of Pasadena City College.
- B. Membership – shall consist of the Vice President for Sustainability (Chair) and students-at-large.

Section 11

Establishing Standing Committees

- A. Other Standing Committees may be created by a $\frac{2}{3}$ majority vote of the Executive Board provided they meet the following criteria:
 - 1. The committee must serve a clear purpose and meet a previously unattended need.
 - 2. A corresponding statement of purpose and membership must accompany any request for standing committee status.
- B. The Standing Committee must be chaired or co-chaired by any member of the ASPCC Executive Board cited in Article IV Clause 1 and Article V Clause 2 of the ASPCC Constitution.
- C. Once established by the ASPCC Executive Board, the committee will be given provisional status for the remainder of the current academic year. Standing committees with provisional status will be afforded the same rights and responsibilities of a regular Standing Committee, but will be subject to review and possible dissolution with a $\frac{2}{3}$ majority vote of the ASPCC Executive Board.
- D. Before the end of the current academic year, the provisional committee must have addressed permanent leadership and governance through either a bylaw or constitutional amendment.
- E. Before the end of the current academic year, the provisional committee must have established committee Bylaws in accordance with Section 11 of this Article.
- F. Provided the committee has fulfilled the aforementioned requirements, the ASPCC Executive Board may confer with a $\frac{2}{3}$ majority vote regular standing committee status. This vote must occur prior to the last meeting of the current academic year and no sooner than three (3) months following the initial request for standing committee status.

Article XII

Election Code

Section 1

Elected Officers

- A. The following eleven ASPCC officers shall be elected during the General Elections:
 - 1. President
 - 2. Executive Vice President
 - 3. Vice President of Academic Affairs
 - 4. Vice President of Business Affairs
 - 5. Vice President of Student Services
 - 6. Vice President of External Affairs
 - 7. Vice President of Student Equity
 - 8. Vice President of Campus Activities
 - 9. Vice President of Public Relations
 - 10. Vice President of Sustainability
 - 11. Chief Justice of the Supreme Council
- B. It is permissible for the Student Trustee to be included on the General Election and Special Election ballots as necessary or required.

Section 2

Eligibility Rules and Requirements

- A. All candidates and officers must meet and comply with all ASPCC Constitution, Bylaws, and PCC requirements for running for and holding office.
- B. A candidate must have a minimum cumulative grade point average of 2.00 at the time of candidacy and must maintain it through elections, and while holding office if elected.
- C. A candidate must continue to fulfill all requirements for officers as specified in the ASPCC Governing Documents once a candidate is elected. If the minimum enrollment has been lowered for the candidate(s) in an election, the candidate must begin to fulfill all requirements for officers upon the commencement of their/his/her term.
- D. A student candidate must maintain continuous enrollment in a minimum of nine (9) units, or six (6) units if qualified for special circumstances, of college work at PCC, except during the summer term(s) or other official PCC intersession(s). In the case that the college has declared an emergency, the Executive Board in a General Election, or the Election Commission in the case of a Special Election, may opt to lower the minimum unit enrollment for the candidate(s) in an election to no fewer than five (5) units.
- E. A candidate must have completed 12 units of college work at PCC prior to running for office.
- F. A student may not run for, or be appointed to, office if they/he/she has met or surpassed the threshold for terms.
- G. All positions elected or appointed shall be subject to unit and GPA checks during the fall or spring semester by the Dean or Advisor of Student Life.
- H. Student officers withdrawing from classes and reducing units below the minimum will be required to forfeit their student offices and/or candidacy due to ineligibility, except due to an emergency or extraordinary situation as determined by the Election Commission.

Section 3

Election to Office – Nomination Petitions

- A. Nomination petitions for elected officers shall bear a minimum of sixty (60) signatures and Lancer ID Numbers of the student body (credit and non-credit classes). If a candidate wishes to garner more than sixty (60) signatures, additional forms can be requested and/or duplicated from originals by the candidate. The Executive Board in a General Election, or the Election Commission in the case of a Special Election, may opt to waive this requirement and may be empowered to establish an alternative to the nomination petitions prior to the approval of the election schedule.
- B. Nomination petitions shall be presented to, and filed with the Office of Student Life for approval of eligibility by the deadline indicated in the packet and election material.
- C. Petition forms used must be those provided and approved by the Office of Student Life. Petitions turned in on non-approved forms will not count toward the sixty (60) signatures required.
- D. All election packets shall be kept intact, and all items shall be completed and returned by the designated time. If not, the petition will be considered null and void and the candidate disqualified.
- E. Petitions must be signed (on the top of the page, where requested) by the candidate. Each petition shall include the position that the candidate is running for.

- F. Only current PCC students enrolled in credit and/or non-credit classes can sign the candidate petitions or campaign in campaigns.
- G. Signatures shall be considered the signatures of the students and must bear their Lancer ID in order to be valid. There will be spot checks to ensure that signers of petitions are PCC students.
- H. Any irregularities in the nomination petitions, as determined by the Dean or Advisor of Student Life, in conjunction with the Election Commission, shall result in the disqualification of the candidate from the election.
- I. A student shall be afforded the right of candidacy upon verification of eligibility and attendance at the mandatory candidate's meeting. They shall have a right to request a hearing by the Election Commission.

Section 4

Election to Office – General Election Schedule

- A. The election schedule will be set prior to the end of the spring semester by the ASPCC Executive Board in conjunction with the Office of Student Life and approved by the Executive Board in a General Election, or the Election Commission in the case of a Special Election, at a duly noticed regular or special meeting.
- B. The election schedule shall include:
 - 1. Candidate packet availability – dates, place, and time;
 - 2. The date and time petitions and packets must be turned in to the Office of Student Life; Proposed timeline for advertisement of elections on the Pasadena City College website.
 - 3. Candidate's meeting date, place, and time.
 - 4. When publicity and campaigning may begin;
 - 5. Voting days and hours;
 - 6. Polling booth locations; and
 - 7. Candidate's statement deadline;
- C. The election schedule shall be made available to candidates inside the candidate packet.
- D. Regular elections must be held prior to the end of Spring Semester.
- E. Organized campaigning shall be permitted for at least eight (8) school days prior to the election.

Section 5

Election to Office – Elections

- A. Opposed candidates for office shall be elected by a plurality of all votes cast for that office.
- B. In the event of a tie vote, or upon review of petitions or protests that are deemed valid and with merit, filed according to protested deadlines, the Election Commission must have the vote recounted for the office in question.
- C. In the event that two or more candidates for the same position receive an equal number of votes, a special runoff election (between the candidates that received an equal number of votes only) shall be held within 30 days of the start of the following semester.
- D. A special run-off election shall follow the guidelines set forth in the Election Code.

- E. In the case that a candidate is unopposed for an office, the ballot shall state the name of the candidate for the particular office and provide an option to approve or reject the candidate's election to office. In order to win, the candidate must receive a majority of approval votes cast in that election.
- F. On the ballot, the names of candidates shall be in random order assigned during the Candidate's Meeting. Names will be chosen by random name drawing.

Section 6

Candidacy

- A. Before a student may become a candidate for office, he/she must observe the following procedures, and other requirements set out by this Election Code.
- B. The student gives permission to the Office of Student Life or their designee to access their academic records to establish eligibility for ASPCC participation.
- C. All candidates are responsible for following all instructions and rules established by the Election Commission, the ASPCC Constitution and Bylaws.
- D. All candidates must attend the Mandatory Candidate's Meeting. The Mandatory Candidate's Meeting will be advertised at least seven (7) calendar days before it is scheduled to occur. Candidates will be officially notified of election campaigning, voting, and ballot counting procedures at the meeting. In the case that the Mandatory Candidate's Meeting may not be held in person, it may be held via teleconference.
- E. All candidates must be present at the start of the Mandatory Candidate's Meeting and remain until adjournment. Failure to attend and remain will subject the candidate to disqualification unless excused by the Advisor of Student Life, or due to extreme circumstances, which would be evaluated by the Dean of Student Life or their/his/her designee.
- F. A prospective candidate is defined as an individual that has declared his or her intention to run for office by picking up an Election Packet, but has yet to be approved by the OSL or ASPCC participation.
- G. Prospective candidates are bound to follow the rules established by the Election Commission and in the ASPCC Constitution and Bylaws.
- H. The candidate's signature must appear on a sign-up sheet for receiving the Election Packet before the petition is approved. Election Packets cannot be picked up or signed for by anyone other than the person running for office. The sign-up sheet shall be provided by the Election Commission in an easily accessible location.
- I. Prospective candidates must submit a written and electronic candidate statement to the Election Commission, via the Office of Student Life. The statement must be submitted as part of the Candidate's completed and timely-submitted election packet. Candidates' statements shall be submitted both electronically and on paper format. The Candidate may use CD or USB drive for electronic format, AND on the form provided in the election packet.
- J. No prospective candidate may run for more than one office on the same ballot or change candidacy from one office to another after the candidate's petition is turned in.
- K. If a prospective candidate fails to meet any of the requirements specified in the Election Code, the Election Commission shall make the determination whether or not to deem their/his/her petition null and void.

- L. The list of eligible candidates shall be posted within twenty-four (24) hours of the Mandatory Candidate's Meeting.

Section 7

Campaign Rules – Publicity for Candidates, Initiatives, Referenda, Amendments

- A. All individual candidates may spend a maximum of \$150 of their campaign, Parties/Slates as a whole must observe the limit of their total expenditures which will be \$150 multiplied by the number of slate members.
 - 1. All receipts for campaign materials must be turned in to the Office of Student Affairs by 11:00 am the day following the close of the elections.
 - 2. Receipts must be clearly marked, identifying the purchase, cost, and which candidate and/or slate the purchase was made for.
 - 3. A balance/accounting sheet, which delineates all receipts and expenses, must also be submitted for each candidate/slate. If no money is spent, a balance/accounting sheet specifying so will still be required.
 - 4. Donated items will be assessed at "fair market value." For example, should a candidate use his/her own copy machine to produce campaign materials, the cost will be assessed based on the average commercial market value using the procedure outlined in (S). Donated items provided to all candidates by the Office of Student Life or the Election Commission shall be exempt from this assessment.
- B. Candidates and sponsors of amendments and referenda are required to turn in a final itemized budget with receipts and donations to the Chair of the Election Commission or his/her designee, via the Office of Student Life by 11:00 a.m. the day following the close of voting. This shall include all receipts for campaign materials, advertisements purchases, and other payments related to the candidate's campaign.
- C. All publicity materials, including posters, banners and any other publicity, including campaign stunts must conform to all applicable college regulations which include, but are not limited to, Office of Student Life Publicity Guidelines, the ASPCC Constitution, Bylaws, Election Code and Policy and Procedures.
- D. All posted material must be stamped as approved prior to its posting and/or copying by either the Assistant Dean of Student Life, and Advisor to the Associated Students, or other designated members of the Office of Student Life staff. Materials cannot be stamped by student workers. This stamp of approval is not an endorsement of the content by the Office of Student Life.
- E. Handouts and flyers shall follow the same guidelines as posted material. Students retain the right to refuse taking a handout, and thus candidates shall not force students to take them.
- F. The Chair of the Election Commission, or their/his/her designee, will furnish 25 feet of butcher paper at no cost to the candidates. Candidates/Slates must schedule the poster workroom through the rules of the Office of Student Affairs.
- G. Amplified sound, stunts, or other noise-producing devices may only be used between 12 p.m. and 1 p.m. on Tuesday and Thursday with approval from the Office of Student Life on an approved activity request form.
- H. Non-slanderous publicity of candidates and debates on KPCC and/or Lancer Radio is permitted with their permission and cooperation. Paid publicity may be purchased for

KPCC and/or Lancer Radio provided such material falls within cost guidelines outlined in (A).

- I. There is no limit to handouts, flyers, or posted materials provided such material falls within cost guidelines outlined in (A).
- J. Candidates for President will be limited to only one banner each on the banner poles – positions to be determined by a drawing at the Candidate’s Meeting. The Chair of the Election Commission, or his/her designee, will make a determination regarding the feasibility of banner pole usage. This determination shall be made prior to the start of campaigning.
- K. Candidates and sponsors of amendments are responsible for removing their own posted materials and all other publicity by 5:00 p.m. the day following the elections.
- L. Opposition campaign posters or banners shall not be removed, covered up, or otherwise obscured from public view. Each candidate is responsible for the conduct of his/her supporters should this be violated.
- M. Members of the Election Commission and the Office of Student Life have the sole authority to remove any material posted that is inconsistent with these Election Bylaws.
- N. Posted material is permitted in the areas approved according to the publicity brochure contained in the election packets. Any material posted outside of these areas is subject to removal. Repeated violation shall result in the disqualification of the candidate posting said material, as determined by the Election Commission.
- O. For materials posted on outdoor PCC bulletin boards, materials must be posted within the perimeter of the board. Materials may not be posted in the cardinal ASPCC block in the upper-right corner of the board.
- P. Distribution or displaying of campaign materials is not permitted on any part of an automobile without permission of the owner.
- Q. Acceptable campaign material may be worn by candidates. This includes but is not necessarily limited to:
 1. T-shirts, hats, buttons, stickers, badges, and arm/headbands. There is no limit to how many may be worn as long as the items fall within cost guidelines.
 2. Any other campaign material must be approved by either the Student Life advisor, or the Election Commission’s designee.
- R. Paid publicity, whether purchased by the candidate and/or slate or donated, must be itemized along with all other expenditures. This includes, but is not limited to, any paid advertisement in the PCC Courier newspaper, KPCC and Lancer Radio paid advertisements, paid internet advertisements, or any other type of advertisement. Any of these items that are donated shall be included with expenses and appraised at fair market value.
- S. The Election Commission shall make a determination on ‘fair market value’ for donated items after having received three separate estimates from varying sources for each item donated or advertised without cost.
- T. Over expenditure shall result in disqualification pending notification by the Election Commission. Thus, the runner-up would be declared the winner. No meetings of the newly elected ASPCC Executive Board or Supreme Council can be held until disputes relating to over expenditure are resolved.

- U. No candidate or party/slate shall publicize an endorsement without written approval of the endorser on the endorsement form provided by the Office of Student Life. Notification of intent to use said endorsement in any and all publicity must be submitted to the Chair of the Election Commission or his/her designee prior to the start of distribution of endorsement material.
- V. No candidate shall seek or receive an endorsement until candidate eligibility has been approved and campaigning officially begins. Official endorsement forms provided by the Office of Student Life shall be used when obtaining an endorsement. Additional copies may be requested or duplicated can be made from the original form.
- W. Offers of gratuities or bribes made in order to receive an endorsement shall result in the candidate's disqualification.
- X. On-campus campaigning shall begin on the date specified in the election schedule. The times will be from 7:00 a.m. - 10:00 p.m. Monday-Friday and 7:00 a.m. - 7:00 p.m. on Saturday. On campus campaigning may not occur on Sundays.

Section 8

Campaign Rules – Speaking Sessions, Debates, Candidate's Forums, Courier

- A. Each candidate, slate and/or sponsors of initiatives, referenda and amendments may make arrangements to speak to individual clubs on campus by obtaining permission from the club.
- B. Campaign rallies, forums, and debates arranged by candidates and/or slates are permitted in designated areas approved by the Office of Student Life.
- C. The Chair of the Election Commission or their/his/her designee, in conjunction with the Office of Student Life, shall arrange for at least one (1) Candidate's Forums to occur. Such forums shall have a format allowing for equal time given to each candidate for each office to speak on issues or questions as put to them. Each Forum shall have at least one (1) week of notice to both candidates and students-at-large, and shall be open to the public. In the case that a Candidate's Forum cannot be arranged, the Election Commission shall arrange for an alternative event to allow for the equal exposure of all candidates.
- D. Other debates or forums may be organized by the Chair of the Election Commission or their/his/her designee in conjunction with the Office of Student Life and/or ASPCC Executive Board. Locations and times shall be designated to hold these debates.
- E. For each forum or debate, an impartial moderator shall be selected by the Chair of the Election Commission, or his/her designee.
- F. Candidates and sponsors of initiatives, referenda, and amendments may speak in classes with permission of the instructor. An instructor at the college may host a forum for candidates, however these forums are unaffiliated with the ASPCC and/or the Office of Student life. Candidates are still required to abide by the rules set forth in this Election Code at these forums.
- G. The PCC Courier student newspaper is independent of the ASPCC and the Office of Student Life.
- H. Due to the freedom of the press to make autonomous editorial decisions, no guarantees are made that any material will be requested, accepted, or published by the PCC Courier.

Section 9

Voting Procedures

A. Procedures for Polling Booths

1. Polling booths may be established across campus by the Election Commission, in conjunction with the Office of Student Life.
2. Polling booths shall provide access to the relevant voting method. If electronic voting is to be employed, then access to the electronic voting system must be provided at the polling booth, If written ballots are to be utilized, said written ballots must be provided along with a secure method of storing completed written ballots.
3. Campaigning and campaign materials shall be prohibited within 100ft of a polling booth location. A polling booth location is defined as an on-campus area designated by the Election Commission as being used specifically for the purposes of voting during the election.
4. Students with active voting-enabled devices outside of designated locations shall not be considered an official polling booth. However, candidates who encourage, coerce, threaten, or otherwise pressure a student to use the aforementioned device to vote while the candidate is present will be in violation of this Election Code. This Election Code reaffirms the voter's right to a secret ballot and freedom of choice in elections.
5. A voting-enabled device is any device that a student can use to access the voting system. This may include, but is not limited to, an internet-connected laptop, netbook, smartphone, or tablet.

B. Procedures for Poll Workers

1. Poll workers will be coordinated by the Office of Student Life. Candidates for ASPCC offices are not eligible to act as poll workers. The number of workers and hours will be determined by the Chair of the Election Commission or his/her designee.
2. Proper polling procedures and guidelines should conform to the current practices and standards deemed acceptable by the Election Commission in conjunction with the Office of Student Life.
3. Polling booth locations shall be monitored by the designated poll workers and Election Commission members only.
4. There will be no campaigning by the poll workers.
5. During elections, it is the poll workers' responsibility to ensure that no campaigning occurs within 100ft of the polling booth locations. In the case of violation, poll workers shall take the name of the candidate and the name of the campaigner, and give it to the Election Commission or Office of Student Life, This shall not preclude any other individual or group from submitting a complaint regarding any election violation.
6. The Office of Student Life or Election Commission may issue warnings when an observed infraction of the rules occurs, and can be applied throughout the election process. At the time of the warning, the Assistant Dean of Student Life or the Student Life Advisor shall complete a warning form. The infraction should contain details of the infraction, date and time, the name of the person committing

the violation, and the name of the candidate if different. This form shall then be signed by the Chair of the Election Commission, or his/her designee, and by the candidate who allegedly committed the infraction. A list of noted warnings will be compiled noting the names of violators, the number of times an individual is warned and the nature of the violations. This cumulative list shall be forwarded to the Election Commission for information and possible action. Details of the warning procedures shall be found in the election packet.

- C. The Office of Student Life shall be responsible for reporting the results of the election to the ASPCC and students-at-large, and for providing copies of the details signed by both the Chair and a second representative of the Election Commission.

Section 10

Election Commission

- A. All decisions of the Election Commission within its jurisdiction are final.
- B. The Election Commission shall consist of members as stated in the ASPCC Constitution.
- C. No candidate or voting member of the Executive Board who is running for office, or otherwise involved in the campaign of a candidate/slate shall serve on the Election Commission.
- D. All student members of the Election Commission must maintain a minimum of a 2.00 cumulative grade point average.
- E. The Election Commission may choose additional qualified students to assist in the Election Commission's execution of its duties.
- F. The Election Commission shall ensure enforcement of all regulations concerning the elections as set forth in this Election Code.
- G. The Election Commission shall have the right to review all charges in substantiating the validity of a hearing, and to initiate charges if a violation is observed by any commission member. The involved parties must be notified in writing and may be present at the hearing or proceedings.
- H. Temporary mailboxes, in the Office of Student Life, will be established for each eligible candidate for the duration of the election process. Written notice will be considered complete upon delivery of such notice to the named candidate's temporary mailbox. Eligible candidates are to check their temporary mailbox frequently.
- I. All complaints regarding election violations must be hand delivered to the Office of Student Life only who will forward them to the Election Commission. The complaint must be in written form and signed. The plaintiff/complainant must provide the Election Commission with the original written complaint and ten copies. All complaints must be submitted no later than 11:00 a.m. the day following the close of polls in order to be considered by the Election Commission.
- J. A public hearing may be held by the Election Commission on any timely-filed complaint(s), which the Election Commission considers to have a valid basis under this Election Code. The plaintiff/complainant and the defendant will each have the opportunity to speak to the complaint according to the guidelines and time limits set by the Commission. In pursuant to California state law, as provided by the Brown Act, all Commission meetings are open meetings. The decision, rendered in writing, will be delivered to the named candidate's mailbox and posted in the ASPCC display case.

- K. Election results, which shall have been certified by the Election Commission, shall be posted within twenty-four (24) hours following the close of the polls. Under extraordinary circumstances, the Election Commission may postpone the certification of the results for up to five (5) business days. Two more weeks to certify the results may be granted, one week at a time, by joint decision of the Executive Board and Supreme Council, for the Election Commission to determine, review, or investigate an election dispute. If election results are not certified within the time given to the Election Commission, another election will be held for the position(s) in question.
- L. In the event that the Election Commission has determined that the election process has been compromised, the election results shall be decertified and nullified upon a $\frac{2}{3}$ affirmative vote at a duly noticed regular or special meeting, and a Special Election shall be called promptly. It shall be the sole responsibility of the Election Commission to determine the election schedule for a Special Election that is consistent with the requirements enumerated in this Article XII, Section 4, Subsection B. Subsequent to the decertification and nullification of the election results, the Election Commission shall have the sole jurisdiction to make decisions regarding Special Election matters; this is not to be interpreted as to permit the Election Commission to undermine ASPCC governing law.

Section 11

Disqualification and Penalties

- A. Any candidate(s) or sponsors of any initiative, referenda, or amendments who fail to comply with one or more of the election regulations, established procedures, or election timeline will be disqualified or penalized as determined and enforced by the Election Commission based upon the rules prior established and those set forth in this section.
- B. Except where expressly provided that a violation shall result in disqualification, the Election Commission shall have the sole jurisdiction to determine penalties to be applied to candidates. Such penalties can include, but are not limited to, removal of inappropriate or illegal publicity, non-acceptance of endorsement, or as otherwise determined appropriate by the Election Commission, up to and including the potential disqualification of a candidate.
- C. Where the Election Commission determines disqualification is an appropriate penalty, but is not a penalty expressly provided for by the Election Code, disqualification of a candidate shall require unanimous consent of the entire Election Commission membership.
- D. Over expenditure shall result in disqualification from the election and/or from holding office. Consequences for all other expense violations shall be up to the Election Commission, action or disqualification may occur.
- E. Posting, distributing, and displaying printed campaign materials at any location not approved in the manner set forth by these Election Bylaws shall result in action determined by the Election Commission.
- F. Any candidate who publishes, posts, distributes and/or displays any libelous printed materials, at any location, will be disqualified or penalized as determined and enforced by the Election Commission. Any candidate who communicates slanderous statements,

and/or engages in verbal attacks or physical confrontations, will likewise be disqualified or penalized as determined and enforced by the Election Commission.

- G. The removal of any candidate's publicity by another candidate or the supporter of another candidate shall result in disqualification of the offending candidate.
- H. Any misconduct, which violates the Standards of Student Conduct, may result in disciplinary action, as outlined in the College Codes and Student Handbook.
- I. Candidates will be disqualified for offers of gratuities or bribes to the Election Commission or any of its staff. Similarly, candidates will be disqualified for offers of gratuities or bribes to any person or group in order to obtain an endorsement.

Article XIII

Amendments

Section 1

Amendment Procedures

Any proposed additions or changes to the present Associated Student Body Constitution must adhere to the following format:

- A. A statement of the proposed amendment shall include a title, summary, full text of the amendment and an impact statement as to how the amendment will affect students.
- B. In addition, any pro and con arguments and their rebuttals may be included if it is signed by the author of the argument and five (5) other student supporters. If either the pro or con argument is not submitted, the fact sheet should state, "No known pro (or con) argument at this time."

Section 2

Amendments/Changes/Revisions

- A. An officer must submit a proposed amendment/revision to the Executive Board.
- B. Any changes to the Bylaws and the Election Code must be approved by a two-thirds ($\frac{2}{3}$) majority of the Supreme Council and Associated Students Executive Board respectively.
- C. Any item in the Bylaws shall be held constituent with the Constitution; if not, the Constitution prevails.

Article XIV

Resolutions

Section 1

Definitions

- A. The Executive Board shall have the power to adopt resolutions.
- B. A resolution shall be considered a statement by the Executive Board, which is made on behalf of the ASPCC, setting forth a belief, opinion, and/or position on the matter that the resolution is addressing. A resolution may also include an intent by the Executive Board to take action on said matter.

Section 2

Scope and Authority of Resolutions

- A. Resolutions may be adopted by the Executive Board on any matter at the Executive Board's discretion.
- B. In cases where a resolution is adopted by the Executive Board concerning a matter within its jurisdiction, the Executive Board is bound to adhere to its contents and principles, including ensuring that appropriate action is taken as specified in or required by the resolution.
- C. In cases where a resolution is adopted by the Executive Board concerning a matter outside of its jurisdiction, the Executive Board is required to ensure that bodies which do have jurisdiction over the matter are informed of the Executive Board's adoption of a resolution on behalf of the ASPCC.
- D. Should no body exist in which jurisdiction of a resolution's subject matter pursuant to C, the Executive Board's obligation to action will be considered fulfilled merely by completion of requirements in Section 3.
- E. Resolutions shall not be used to replace, amend or circumvent the ASPCC Constitution, Bylaws, and/or Policies and Procedures.
- F. Resolutions may be made in tandem with amendments to these documents to express a position, statement, intent or belief on the part of the Executive Board when adding to, amending or removing from the Policies and Procedures.
- G. In a situation where the authority of the ASPCC Executive Board or its constituent bodies to act, or mandate action as required by an adopted resolution, is called into question, the Supreme Council shall be called to adjudicate on the validity of the resolution under Section 6 of this article.

Section 3

Adoption and Notice to Public of Resolutions

- A. An officer may submit the proposed text of a proposed resolution to the Executive Board.
- B. Adoption of a resolution must be approved by a simple majority (50% + 1) vote of the Executive Board.
- C. Voting by the Executive Board to adopt a resolution may only occur if that meeting's agenda clearly states that discussion is to be made on adoption of a resolution.
- D. Upon adoption of a resolution, the Executive Board shall forward to the Supreme Council to verify its consistency with the governing documents.
- E. The text of an adopted resolution shall record the total tally of ayes, nays, and abstentions taken during the vote.
- F. Upon adoption of a resolution by the Executive Board the text of the resolution must be clearly displayed in a public area for twenty-one (21) calendar days and submitted to the student press in a press release following its adoption.
- G. Resolutions shall be numbered sequentially in the order they were adopted.
- H. The Executive Board shall make provision for a filing system in order to track adopted resolutions. Responsibility for the filing provision shall fall to the President as outlined in Article III, Section I, Clause II.

Section 4

Amendments to Adopted Resolutions

- A. The Executive Board may choose to amend an adopted resolution. Reasons for doing so may include, but are not limited to: a change in the circumstances surrounding the resolution, a change in position or attitude as stated in the resolution, et cetera.
- B. An amendment to an adopted resolution must follow the same procedure used for adoption of a resolution as stated in Section 3.
- C. A proposed amendment to an adopted resolution must clearly state the adopted resolution's original title, text, number, and clearly indicate the changes to be made.
- D. Upon approval of an amendment to an adopted resolution, the title of the adopted resolution shall not include the text "as amended," followed by the date of the amendment.
- E. Adopted resolutions with approved amendments must be clearly displayed in public for a further twenty-one (21) calendar days following approval of the amendment.

Section 5

Rescindment and Expiration of Adopted Resolutions

- A. The Executive Board shall have the power to rescind an adopted resolution. Reasons for doing so may include, but are not limited to: a change in the circumstances surrounding the resolution, a change in position or attitude as stated in the resolution, et cetera.
- B. Rescindment of an adopted resolution shall be approved by a simple majority (50% + 1) vote of the Executive Board.
- C. Once rescinded, an adopted resolution shall no longer be considered the official position, stance, intent of action or otherwise representative of the ASPCC.
- D. Upon rescindment of a resolution, the text of the resolution must be clearly marked "Rescinded" and clearly displayed in public for twenty-one (21) calendar days following approval of its rescindment.
- E. Rescinded resolutions shall continue to be tracked in accordance with Section 3 (E) and should be clearly marked as having been "Rescinded."

Section 6

Adopted Resolutions Completed or Having Achieved its Aims

- A. The Executive Board shall have the power to declare an adopted resolution "Completed," "Achieved," or otherwise fulfilled.
- B. Passing a declaration of completion as described in (A) shall indicate that the matter of the resolution has been resolved to the satisfaction of the ASPCC's adopted belief, position, stance, intent of action, or view of the ASPCC. This shall differ from rescindment of a resolution in that the adopted resolution shall be considered part of the ASPCC's current position and viewpoint, though no longer requiring any action on any of the concerning parties.
- C. Declaration of an adopted resolution as completed under (A) shall be approved by a simple majority (50% + 1) vote of the Executive Board.
- D. Upon declaration of an adopted resolution as completed under (A) the completed resolution shall continue to be tracked in accordance with Section 3 (E) and should be clearly and appropriately marked as complete, achieved, or otherwise having been fulfilled, and clearly displayed in public for a further twenty-one (21) calendar days.

Section 7*Validity and Constitutionality of Resolutions*

- A. Resolutions adopted by the Executive Board shall be held consistent with the Constitution; if not, the Constitution prevails.
- B. Resolutions adopted by the Executive Board shall be held consistent with the Bylaws; if not, the Bylaws prevail.
- C. Resolutions adopted by the Executive Board must be adopted in a manner consistent with Article XIV of the Bylaws; if not the resolution is void.
- D. Resolutions adopted by the Executive Board that includes an intent for action to be taken by the ASPCC or any of its constituent bodies shall fall within the jurisdiction afforded the Executive Board or its constituent bodies; if not the resolution is void.
- E. Resolutions shall not contain language that is libelous, slanderous or otherwise defamatory towards an individual or organization; if so, the resolution is void.
- F. Resolutions shall not contain language that contradicts the non-discrimination statement in Article X of the ASPCC Constitution.
- G. Should an adopted resolution be voided under this section, it shall no longer bind the ASPCC to its contents, and shall be marked as voided in the records of resolutions.
- H. Determinations on the constitutionality or validity of resolutions under this section shall be the sole jurisdiction of the Supreme Council. Decisions of the Supreme Council in these cases will be final and binding.

Article XV*Committee Code***Section 1***Purpose*

- A. The purpose of this document is to enumerate standardized rules of procedures for the Associated Students' standing committees, as listed in Article XI of the ASPCC Bylaws.

Section 2*Structure*

- A. Each standing committee will be chaired by the appropriate ASPCC Vice President, listed in Article III of the ASPCC Bylaws, and will consist of the required membership as listed under Article XI of the bylaws.
- B. Committee Officers:
 - a. Vice Chair
 - I. Each standing committee must appoint a Vice Chair to assist in carrying out the duties and responsibilities of the Chair.
 - II. The Vice Chair presides over meetings in case of the Chair's absence, and assists the Chair in directing and coordinating committee business.

- III. In the case of the Chair's removal, impeachment, or resignation, the Vice Chair will assume all Chair responsibilities until the Executive Board appoints a new Vice President as Chair.
 - b. Secretary
 - I. Each standing committee must appoint a secretary, tasked to take complete, accurate, and impartial minutes of all meetings.
 - II. The secretary will type, copy, distribute, and file documents and agendas pertinent to committee business.
 - III. The secretary will keep track of attendance, and excused or unexcused absences or tardiness of members.
 - c. Other positions
 - I. The standing committee may create additional officer positions at his or her own discretion necessary for the specific purpose of the committee.
- C. Each standing committee may form sub-committees tasked with specific objectives of committee business.
 - a. A Chair's newly created officer positions and sub-committees shall exist only for the length of his or her term.
 - b. The Chair should submit to the Supreme Council a list of what new officer positions or sub-committees are formed.
- D. Associated Members
 - a. At the Chair's discretion, a committee can include up to four (4) associate members, which will be defined as members of the committee that:
 - I. Do not count for quorum
 - II. Have the right to motion and second.
 - III. Have an advisory vote.
 - IV. Must attend events deemed mandatory by the Chair.
 - V. Must have individual meetings with their respective chairs.
 - b. Failure to do so results in neglect of duty. Neglectors of duty are subject to removal by the Chair

Section 3

Membership to Committees

- A. Applications to join committees shall be released the start of each new semester term.
- B. Individuals must apply to join committees, Chairs may not appoint individuals that have not gone through an application process, unless said individual is a member of the Executive Board.
- C. To be considered for committee membership, students must:
 - a. Be enrolled in good standing at PCC, which includes:
 - I. Not being on academic or disciplinary disqualification, probation, suspension, or expulsion.
 - b. Maintain at least a 2.0 GPA.
 - c. Meet other quantitative requirements set by the Chair, such as minimum unit loads.

- D. The Chair of the committee has the discretion to create the consideration procedures for how applications will be reviewed; however, before consideration can begin, there must be established criteria on how applicants will be reviewed and scored.
 - a. These criteria can be reviewed by the Supreme Council if disputes arise regarding the application procedure.
 - b. The application and interview process must be standardized for all applicants.

Section 4

Duties and Responsibilities of Committee Members

- A. Members of the ASPCC Standing Committees shall:
 - a. Attend and be on time for meetings as cited in Article IV
 - b. Complete assigned in a timely manner
 - c. Facilitate and participate in committee events
 - d. Represent the committee in a responsible and professional manner
 - e. Maintain efficient and transparent communications with committee leadership/members.

Section 5

Dismissal of Members

- A. Absence Policy
 - a. With the exception of Associate Members, Members of each committee must attend each committee meeting and activity deemed mandatory unless excused.
 - I. To be excused, the member must have contacted the Chair of the committee or the Advisor prior to meeting or required activity, explained the circumstances requiring absence, and been granted approval.
 - II. In the case of an emergency, an unexcused absence may be approved by the Chair during a meeting.
 - III. Long-term absences due to medical or other special circumstances shall be permitted by approval of the Chair.
 - b. Members who accumulate two (2) unexcused absences are subject to removal at the Chair's discretion.
 - c. Three (3) unexcused tardies to meetings and activities deemed mandatory will constitute an unexcused absence.
 - d. The presiding officer's ruling on the removal may be overturned by a 2/3 majority vote by the committee.

Article XVI

ICC Code

Section 1

Purpose and Governing Documents

- A. The purpose of this document is to enumerate:
 - 1. The duties and responsibilities of the Inter-Club Council (ICC) and its officers.
 - 2. The purpose and membership of ICC Committees.

3. The duties and responsibilities of ICC Representatives.
 4. The policies and procedures for:
 - a. ICC attendance
 - b. Privileges for chartered student organizations
 - c. Required service upon receiving ICC Funding.
- B. The Inter-Club Council may amend its Bylaws with a $\frac{2}{3}$ affirmative vote of the Inter-Club Council, Executive Board, and Supreme Council. The amendment must be approved by all three bodies to take effect

Section 2

Meetings

- A. Rules of Order and Brown act Compliance
- a. All meetings of the ICC and its committee shall be conducted in accordance with Robert's Rules of Order, Newly Revised. The presiding officer may employ a relaxed approach to Robert's Rules whenever practical to do so, subject to the agreement of membership.
 - b. All meetings and actions of the ICC and its committees shall be governed by the Ralph M. Brown Act contained at California government Bylaws section 54950 et seq.
- B. Meetings of the ICC
- a. Meetings of the Inter-Club Council shall be called at least twice per month with the exception of the summer session, during which no meetings of the ICC shall be required.
 - b. Regular meetings shall be scheduled to start between the hours of 12pm and 1 pm and end no later than 2pm. The scheduled end of the meeting can be extended by motion and simple majority vote by the members. All regular meetings shall take place on a Friday.
 - c. Regular or special meetings may be called by the Chairperson or Acting Chairperson of the ICC. Special meetings may also be called by any member of the ICC with a simple majority vote of the ICC members giving written consent. Such a meeting may be called with not less than 24 hours advance notice as outlined in Article IV, Section 4, Clause 2 of the Constitution.
 - d. All chartered clubs must have a Representative at all ICC meetings.
 - e. Quorum for ICC meetings shall be defined as more than half of the number of clubs that are officially chartered at the commencement of the meeting.

Section 3

Duties and Responsibilities of ICC Officers

- A. Terms of Office
- a. The term of office for ICC Representatives in this organization shall be for the entirety of the academic year provided that each ICC Representative continues to represent the same club throughout the academic year unless specified in the club's constitution.

- b. The term of office for the Chair shall be the same as that of the Executive Vice President.
 - c. The Vice Chair must be an ICC Representative elected by a simple majority of the ICC membership at a duly noticed, regular meeting of the ICC. The term of the Vice Chair shall be for the entirety of the academic year.
 - d. The ICC Secretary must be a currently registered PCC student who is not a member of the Inter-Club Council. The term for the ICC Secretary shall be for the entirety of the academic year.
 - e. The ICC Parliamentarian must either be the Chief Justice or be a Justice of the Supreme Council and elected by a majority of the Supreme Council. The term for the ICC Parliamentarian will be for the entirety of the academic year.
- B. Duties of the Chair
- a. The Executive Vice President of the ASPCC shall serve as Chair of the Inter-Club Council.
 - b. The Chair shall:
 - i. Vote only in the event of a tie and in cases specified by Robert's Rules, Newly Revised.
 - ii. Work with the Vice President for Business Affairs in monitoring allocations and expenditures that are ASPCC related for recognized clubs.
 - iii. Have the power to create and dissolve temporary committees for execution of ICC business with $\frac{2}{3}$ affirmative vote of the voting members present.
- C. Duties of the Vice-Chair
- a. The Vice Chair shall:
 - i. Preside over the ICC in the absence of the Chair.
 - ii. Serve as the liaison to the Executive Board of ASPCC in the event of a long-term absence, removal or resignation of the Chair.
- D. Duties of the Inter-Club Council Secretary
- a. The Inter-Club Council Secretary shall:
 - i. Type and post the Inter-Club Council agendas on the ASPCC website as well as post a physical copy in a visible area on campus at least three (3) days before regular meetings.
 - ii. Take impartial minutes at all meetings of the Inter-Club Council, and:
 - iii. Type minutes within three (3) working days of the meeting and post them on the ASPCC website.
 - iv. Keep an accurate file of all minutes with corresponding agendas.
 - v. Maintain attendance records for all Inter-Club Council meetings.
 - vi. Work hours and be paid wages to be determined by the current ASPCC Executive Board.
 - vii. Perform other tasks to facilitate the Inter-Club Council as directed by the Chair.

- E. Duties of the Inter-Club Council Parliamentarian
- a. The Inter-Club Council Parliamentarian shall:
 - i. Serve as liaison between the Inter-Club Council and the Supreme Council.
 - ii. Assist in the conduction of the Inter-Club Council meetings and work directly with the Inter-Club Council Chair, and:
 1. Assisting to ensure that Robert's Rules of Order is being followed.
 2. Keeping an accurate file of club conduct, club constitutions, and overall facilitating that information to the ICC Chair.
 - iii. Assist in overseeing internal business regarding individual club paperwork.
 - iv. Perform other tasks to facilitate the Inter-Club Council as directed by the Chair.

Section 4

Membership and Representative Responsibilities

A. ICC Representatives

- a. ICC Representatives:
 - i. Shall be defined as the official club-selected representatives to the ICC.
 - ii. Shall attend all ICC meetings and act as the liaison between the ICC and their organization.
 - iii. Shall be entitled to vote on matters before the Inter-Club Council.
 - iv. Shall be responsible for submitting completed ICC packets and paperwork.
 - v. There shall be one primary ICC Representative per club. Clubs may appoint an Alternate Representative. Alternates retain all rights and responsibilities in the absence of the primary Representatives, with the exception of serving on committees. Either the primary ICC Representative or the president or advisor of the club represented shall have the authority to appoint the ICC Representative.

Section 5

Attendance

A. Representative Attendance

- a. Clubs are required to have an ICC Representative present at all meetings.
- b. If a Representative is absent from three meetings per semester (two meetings during Winter Intersession) or otherwise fails to fulfill the duties of the office, the club which he or she represents shall face possible de-chartering and removal from the ICC at the next duly noticed, regular meeting.

- c. Attendance at an ICC meeting shall be defined as being officially market present and staying at the meeting until at least 10 minutes before the scheduled adjournment.
 - i. Meetings held at any time other than the regular day and/or hour can not be counted as absences should a Representative not attend.
- d. A Representative that misses roll call or leaves more than 10 (ten) minutes before the scheduled adjournment shall be considered tardy as long as they are present for at least half of the actual meeting.
 - i. Failure to attend for at least half of the actual meeting time results in a recorded absence.
 - ii. Two tardies shall be considered one absence.
- e. In the event that a Representative can not attend regular scheduled ICC meetings due to the nature or purpose of the club, then the club must obtain approval from the Chair and do the following in order to remain chartered:
 - i. Submit a written report to the ICC Chair outlining club activities and plans. This must be submitted prior to regularly scheduled ICC meetings, twice a month.
 - ii. Submit a written statement to the ICC Chair explaining the reasons for request of non-attendance by the second week of each academic semester. The club president and advisor must sign statements.
 - iii. Meet with the ICC Chair twice a month.

Section 6

Chartered and De-chartered Clubs

A. Definitions

- a. A club is a student organization, as defined in the PACCD Board of Trustees Procedures Policy No. 4600, which is chartered and governed by the ASPCC Inter-Club Council.
- b. A de-chartered club is defined as a club which has failed to adhere to the stipulated responsibilities and has been officially declared de-chartered by a $\frac{2}{3}$ majority vote of the ICC.

B. Chartered Club Requirements and Privileges

- a. In order to be chartered by the ICC and remain chartered, a club must:
 - i. Have a current club Constitution on file with the ASPCC and the ICC Chair.
 - ii. Having an ICC Representative and/or Alternate Representative attend all ICC meetings.
 - iii. Have a faculty advisor present at all official club meetings.
- b. Chartered Club privileges:
 - i. Use of the student bank
 - ii. Ability to apply for ASPCC funding through the ICC
 - iii. Ability to sponsor activities on campus.
 - iv. Ability to post flyers and banners to promote the club and any club events.

- v. Use of the front desk telephone for calls pertaining to official club business.
 - vi. Use of club facilities and equipment provided by the Official Student Affairs.
- C. De-chartering of Clubs
- a. Clubs may become de-chartered by a $\frac{2}{3}$ vote of the ICC at any duly noticed, regular meeting when:
 - i. Club policies conflict with school regulations; or
 - ii. A club does not meet any one of the requirements for chartered clubs; or
 - iii. A club accrues excessive absences.
 - b. Once a club becomes eligible for de-chartering, a letter shall be sent by the ICC Chair to that Representative's club president and advisor notifying them of their possible de-chartering at the next ICC meeting.
 - i. At the meeting at which that member's club is scheduled for a de-charter vote, the president or designated officer shall be allowed to address the ICC.
 - ii. The ICC shall vote to de-charter or to allow a club to remain chartered. A $\frac{2}{3}$ vote is required to de-charter a club.
 - iii. Clubs that have been de-chartered can apply to be re-chartered at any time.

Section 7

Committees

- A. Committees
- a. Standing committees shall be those established by this article of these Bylaws.
 - b. Temporary Select Committee chairpersons shall be selected by the Chair from among the elected members of the committee and vote only in the event of a tie and in cases specified by Robert's Rules, Newly Revised.
- B. Inter-Club Council Committee
- a. Shall consist of at least six (6) and no more than nine (9) elected ICC Representatives.
 - b. Shall consist of a special event planning group that will:
 - i. Be responsible for assisting the Chair and Vice Chair in planning and coordinating at least three (3) ICC events per semester, which can include Club Week.
 - c. Shall consist of a funding group that will:
 - i. Verify a completed service hour obligation submitted by clubs in a timely manner.
 - ii. Uphold the ICC Funding Criteria Policy.
 - iii. Shall be responsible for the allocation of ICC funds based on their verification of ICC funding requests.
 - d. Meetings and Attendance Policy:
 - i. The Inter-Club Council Committee shall schedule meetings beginning the week following Funding Application deadlines.
 - ii. Committee members are required to be present at all meetings.

- iii. If a committee member is absent from three meetings per semester, or two meetings, during the intercessions, or otherwise fails to fulfill the duties of the office, that member will be eligible for removal from the committee.
 - 1. Removal of the committee member requires $\frac{2}{3}$ majority vote by the committee.

Section 8

Funding Arrangement

A. ICC Funding

- a. Any club which receives ICC funding must fulfill service hours. The amount of service hours required varies according to the amount of money allocated to clubs. The service hour obligation shall be five (5) hours for every \$100 or fraction thereof to a maximum obligation of two hundred (200) hours.
- b. Clubs which have not fulfilled the service hour requirements may only request funding equal to or less than the amount of service hours completed in the previous semester.

Section 9

Emergency Circumstances

A. Emergency Powers of the Chair

- a. In the event that the regular operations of the ICC have been impaired, the Executive Board may grant the ICC Chair emergency powers upon a $\frac{2}{3}$ affirmative vote at a duly noticed regular, special, or emergency meeting for a specified duration not to exceed 30 days. Extensions may be granted as needed upon a $\frac{2}{3}$ affirmative vote at a duly noticed regular, special, or emergency meeting, but may not exceed 30 days at a time.
- b. Emergency powers shall include:
 - i. The authority to suspend or amend any of the ICC Bylaws for a specified duration. If the Chair chooses to suspend or amend any of the ICC Bylaws, the Chair must notify the ICC and the Executive Board in writing, detailing which Bylaws are being suspended or amended, and for how long.
- c. Emergency powers of the ICC Chair may be revoked by a $\frac{2}{3}$ affirmative vote of the Executive Board at a duly noticed regular, special, or emergency meeting.



ASPCCC POLICY AND PROCEDURES

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It is the policy of the Associated Students of Pasadena City College Executive Board that the Executive Board shall establish procedures for the appointment of students to vacant Executive Board, Supreme Council, and Commissioner positions as well as college-wide committees.

Procedures for Policy 100

- I. At the first regular meeting of the Executive Board following a meeting at which an applicable position is officially determined to be vacant (due to the time of the academic year, by the acceptance of a resignation, or by official Board declaration of a vacancy), the timeline for filing vacant positions shall begin.
- II. The following shall constitute the timeline for filling vacant positions:
 - A. Advertising of position(s):
First four school weeks, including Saturdays.
 - B. Availability of official application packets and period during which the applications must be filed:
First two school weeks
 - C. Due date and time for applications:
Last day of the first four school weeks that classes are in session by the time specified by the Executive Board.
 - D. Screening of paper applications, interview of selected applicants by committee, committee recommendation(s) to A.S. President:
Fifth school week.
 - E. A.S. President's consideration of committee recommendation(s), submittal of President's proposed, appointees to the Executive Board, Executive Board action:
Fifth school week.

NOTE: Should no appointment be made following this four week timeline, the Executive Board may make any appointment from among those in the pool qualified applicants, or reopen position to the application process for an additional three weeks.
- III. Applications shall be submitted no later than the time set by the A.S. Executive Board on the day due and shall be submitted to the Office of Student Life or the A.S. President
- IV. The Executive Board shall release all applications to the Office of Student Life for eligibility verification.
- V. An ad hoc Appointment(s) Recommendation Committee shall be created by the Executive Board.
 - A. The membership of this committee shall be determined by the Executive Board by way of an open nominations process at a meeting of the Executive Board.
 - B. The membership of this committee shall consist of up to:
 1. The number of Executive Board members which, when combined with the President, does not constitute a quorum of the Executive Board.
 2. Two students who are not members of the Executive Board.
 3. One PCC staff member.
 - C. The duties of the committee shall be to:
 1. Screen the paper applications of all eligible applicants and select applicants for interviews.

2. For interview selected applicants.
 3. Officially recommend applicant(s) for appointment to the President within the time provided in the timeline hererin.
- VI. The President, upon receipt of recommendations from the ad hoc Appointment(s) Recommendation Committee, shall consider the recommended applicants and forward her/his recommendations for appointment to the Executive Board for official confirmation.
- A. If the President finds one or more of the applicants recommended by the Appointment(s) Recommendation Committee to be unacceptable, she/he shall meet with the committee to discuss applicable concerns. Following such a meeting, the President may reach an agreement with the Committee or may refer the applicant(s) back to the Committee for reconsideration.
 - B. If the President and the Committee come to an impasse over an appointment recommendation for any given vacant position, the President may choose from among the members of the pool of qualified applicants to make (a) recommendation(s) to the Executive Board, if before the 30 day Constitutional Period. If the 30 days have lapsed the Appointment(s) Recommendation Committee can, if they choose, bring their considerations to the Executive board.
 - C. If the Executive Board does not approve and appoint the President's recommendation(s) and if the position had been vacant for one month, the Executive Board may ask the Appointment(s) Recommendation Committee for recommendations and the Executive Board may choose from among the members of the pool of qualified applicants and make any appropriate appointment(s).
- VII. Upon Receipt of the President's, the Committee's, of the Executive Board's recommendation(s), the Executive Board shall vote to appoint (an) applicant(s) to vacant position (s). A simple majority vote shall be required, except as otherwise stated in the Constitution.
- VIII. The terms of all appointees shall begin upon official action of the Executive Board to make such appointments.

END

It is the policy of the Associated Students of Pasadena City College Executive Board that all appropriations of A.S. funds that exceed \$299.99 shall be subject to approval by a majority vote of the Associated Students Executive Board at a regular or special meeting. The President or Vice President of Business Affairs and an advisor to the Executive Board shall authorize all appropriations that are under \$299.

Procedures for Policy 200

- I. The funds request must be placed on an agenda 72 hours in advance for a regular meeting, and no later than 24 hours in advance for a special meeting
 - A. The agenda must specify the amount, what the funds will be used for, and from what account they are coming from.
- II. The following shall constitute the processes for fund appropriations:
 - A. For all expenditures the member must:
 1. Submit a brief written outline for all members and Board advisors at least 24 hours before a regular or special Executive Board meeting.
 2. The presentation must be made at least two (2) weeks in advance of the proposed expenditure, unless approved by A.S President.
 3. Have a working outlined budget, including any other funding sources and amounts, which must be presented to the members of the Executive Board and Board advisors on the meeting date in which the funds are to be appropriated.
 4. At the meeting provide the purpose, goal, and a brief explanation of the event.
 5. The funds shall be appropriated upon a simple majority vote of the Executive Board.

END

It is the policy of the Associated Students of Pasadena City College Executive Board that the Executive Board shall provide procedures for the management and expenditure of funds in the Budget Reserve.

Procedures for Policy 201

- I. The Associated Students Executive Board Budget Reserve shall be tracked separately from the funds in the Associated Students Executive Board Annual Budget in an account titled "Associated Student Executive Board Budget Reserve."
- II. Funds in the Associated Students Executive Board Budget Reserve shall be invested or otherwise placed in interest-bearing accounts, so as to generate additional income.
- III. Expenditures shall be limited to capital outlay, which will directly benefit students. Capital outlay shall be defined as equipment or other permanent or semi-permanent items. These items are expected to be in use for 5+ years and computer equipment is expected to be in use for 3+ years. Capital outlay shall also include any costs associated with the remodeling and/or upgrading of the Campus Center Building.
- IV. Decisions with regard to the placement of funds in investments and interest-bearing accounts, and the withdrawal of funds thereof, shall be subject to approval by the Associated Students Executive Board.
- V. Expenditures of funds in the Associated Students Executive Board Budget Reserve requires:
 - A. Approval by the Associated Students Executive Board Finance Committee by a majority affirmative vote, if such committee is operational; and
 - B. Approval by 2/3 affirmative vote of the Associated Students Executive Board; and
 - C. The Executive Board President or the Vice President of Business Affairs and the Assistant Dean of Student Affairs shall sign all requisitions.

END

It is the policy of the Associated Students of Pasadena City College Executive Board that members of the campus community will be allowed to address the constituent bodies of the Associated Students of Pasadena City College and their committees. In order to uphold the integrity of this policy, the Executive Board shall establish procedures to ensure that this policy is carried out in an orderly manner.

Procedures for Policy 500

- I. As authorized by the Ralph M. Brown Act, audience members are invited to speak to any item of business on the agenda of the Associated Students prior to, or during, the Board's/Committee's discussion of the item, and always prior to the Board/Committee taking action on the item. For matters not listed on the agenda that are under the Board's/Committee's jurisdiction, audience members are invited to address the Board/Committee during Public Comment. Comments will be limited to no more than five minutes per individual speaker and no more than thirty minutes total for all speakers during Public Comment. CA Gov't Code 54954.3 is incorporated herein by reference.
- II. The time limit for public comment per individual speaker set in (I) may be extended at the discretion of the Chair or by a motion of a Board/Committee approved by a majority vote of the members present.
- III. Each Agenda of the Associated Students' boards and committees shall carry a notice briefly explaining the rights of the members of the public as set under (I) above.
- IV. The meeting Chair will recognize Board/Committee members, advisors, and audience members in that order and as she/he sees fit.
- V. To be recognized, an audience member must raise her/his hand and wait to be recognized.
- VI. An audience member may be called Out of Order by the Chair of any Associated Students Board or committee meeting at said meeting for disrupting the process of the function in ways including but not limited to:
 - A. Speaking without being recognized by the Chair.
 - B. Making disruptive body motions.
 - C. Yelling or shouting at advisors, Board/Committee members, or other audience members.
 - D. Unwanted approaching toward a Board/Committee member while meeting is in session.
- VII. Once an audience member is called Out of Order, a Board/Committee member may object.
 - A. If an objection is announced, the validity of the Out of Order charge will be subject to a majority vote of the Board/Committee.
- VIII. If any audience member is deemed Out of Order twice in any one meeting, they will be asked to excuse themselves for the remainder of the meeting. If the audience member does not remove her/himself, she/he will be removed by a suitable authority.
- IX. Any physical attack upon an advisor, Board/Committee member, or audience member will result in automatic removal of the offender.
- X. A copy of this Policy and its Procedures must be available at all Board/Committee meetings for anyone to view.

END

It is the policy of the Associated Students of Pasadena City College Executive Board that the Associated Students Executive Board shall provide procedures for providing and maintaining an effective system of student representation on college committees. Background/Purpose: A large number of committees are used to make or affect college decisions on matters that directly affect students now and will affect students in the future.

Procedures for Policy 600

- I. The ASPCC President shall obtain lists of committees needing student members at the beginning of each academic year.
- II. The ASPCC Vice President of Public Relations, or a designee, shall publicize the opportunities for appointment to vacant committee seats.
- III. The ASPCC President shall be responsible for facilitating the appointment and removal of students to shared governance committees.
- IV. The A.S President reserves the right to appoint and remove students part of the Shared Governance Committees. Neglect of duty by the student in a shared governance committee may serve as grounds for removal by the A.S President.
- V. The agendas for the regular meetings of the ASPCC Executive Board shall include a standing item for purposes of committee members making reports to the Board on matters of interest currently before select committees.
- VI. A list of committees and the students appointed to such committees shall be posted in an ASPCC bulletin board.
- VII. The ASPCC President shall host a Student Representation Council member appreciation event near the end of each fall and spring semester; suggested aspects include food, recognition of members, care bags with ASPCC-logoed items, and raffle of prizes.

END

It is the policy of the Associated Students of Pasadena City College Executive Board that computers and other forms of technology be available for and used by students and chartered ASPCC student organizations. All computers and technology shall be managed by the Office of Student Affairs.

Procedures for Policy 700

I. Management

- A. Students and chartered ASPCC student organizations must reserve equipment in accordance with the Office of Student Affairs policy, rules, and other operating procedures.
 - 1. Preference shall be given to ASPCC standing committees including Supreme Council then to Organizations chartered ASPCC student organizations.
 - 2. All decisions are subject to the Assistant Dean of Student Affairs.
 - 3. Individual ASPCC board members are responsible for overseeing the usage of their respective computers.
- B. Storage of AS Technology
 - 1. All fixed technology shall be secured in place, excepting, with the exception of, desktop computers in ASPCC offices which shall be allowed to be arranged as necessary.
 - 2. Portable technology shall be stored in locked locations accessible by the Assistant Dean for Student Affairs and the Student Affairs Advisor or authorized designee.

II. Acceptable Use

- A. All ASPCC computers and technology must be used for:
 - 1. ASPCC Constituent Group Operation;
 - 2. ASPCC Constituent Meetings and Events;
 - 3. Educational purposes;
 - 4. Recreation, but use is subject to availability.
- B. All ASPCC computers and technology are reserved for following:
 - 1. ASPCC Executive Board;
 - 2. Student Trustee;
 - 3. Supreme Council;
 - 4. A.S Employees;
 - 5. All A.S members
- C. No ASPCC computers or technology shall be used to:
 - 1. Violate any federal, state, local, or other applicable laws, including copyright laws. Note: Users are responsible for knowledge of these laws.
 - 2. Violate PACCD Policies and Procedures Reference: Policy 3720, Computer and Network Use.

END

It is the policy of the Associated Students of Pasadena City College Executive Board that A.S Governing Documents be a cohesive and readable set.

Procedures for Policy 800

- I. Cohesiveness and Readability
 - A. Prior to the end of every ASPCC Term, it shall be the responsibility of the Vice President of Public Relations to publish all A.S. Governing Documents as a set that must be distributed to any person who requests it.
 1. All documents are to be current as of the date of publishing
 2. The date of publishing must be printed on the cover.
 - B. It is the responsibility of the Chief Justice of the Supreme Council to ensure that all governing documents adhere to the following guidelines:
 1. All documents are to have the same format, easily enabling recognition as a complete set.
 2. A table of contents must be included with the Documents to allow easy location of pertinent information.
 3. All changes made to any of the ASPCC Governing Documents the previous academic year are to be included in the newly published set.
- II. Person Responsible for the Set and Subsequent Duties
 - A. The Chief Justice of the Supreme Council shall have the power to choose a person, as needed, whose duty it shall be to carry out and enforce the guidelines enumerated in Part 1b of this policy and procedure.
 1. This selected person responsible for the set shall also keep a list of all changes made to any of the Governing Documents during the academic year. These changes are to be kept in a place that will allow the next person selected for this duty to keep the set updated.
 2. The most recent version of the Governing Documents must be made by the selected person which shall include all approved changes and/or amendments made within one (1) week of their approval.
 3. If, for any reason, the selected person is unable to complete the duties listed herein, the Chief Justice of the Supreme Council shall choose a new person to carry out the duties at the first regular meeting that the Supreme Council is aware of the lack of duties.
 4. The Supreme Council may be held responsible in the case of failure to carry out the duties listed in this Part 2a of this policy and procedure without notification to the A.S. Executive Board.
 - B. A workgroup may be appointed by the person responsible for the set to assist with carrying out the aforementioned duties.
 1. The workgroup shall be headed by the person responsible for the set.
 2. The person responsible for the set shall be held accountable for the work group's actions.

END

It is the policy of the Associated Students of Pasadena City College Executive Board that Associated Students Executive Board Members shall increase accessibility and transparency by holding regular office hours.

Procedures for Policy 900

- I. Definition of office hour(s)
 - A. An office hour shall be defined as an hour spent in the Associated Students Office where any member of the ASPCC Executive Board, as stated in the Constitution, is available to the student body.
 - B. A maximum of half of the required office hours may be substituted for the elected official's participation in Associated Students committee events and/or committee meetings, or for office hours held on campus and outside of the Associated Students Office in public (including, not limited to, quad held office hours).
- II. Scheduling Office Hours
 - A. A schedule of each official's office hours must be posted within two weeks of the start of each semester and within the first week of each intersession.

END

It is the policy of the Associated Students of Pasadena City College Executive Board that Associated Students Executive Board Members cited in Article 1 Sections 4 and 5 of the ASPCC Constitution shall receive a stipend for the completion of their duties as expressed in the ASPCC Governing Documents.

Procedures for Policy 1000

- I. Any member of the ASPCC Executive Board cited in Article 1 Sections 4 and 5 of the ASPCC Constitution will receive a stipend by:
 - A. Completing a stipend form, made available through the office of student affairs, which will require a signature from the Assistant Dean of Student Life or designee to ensure the completion of each of the following responsibilities:
 1. 30%- Attend weekly A.S. Executive Board meetings and prepare reports.
 2. 20%- Conduct meetings of standing bodies and attend assigned campus meetings.
 3. 20%- Keep weekly office hours and support ASPCC events.
 4. 30%- Plan and/or produce events, reports, publicity, and carry out other duties.
 - B. Submitting the form to the Assistant Dean of Student Life or Office of Student Life Advisor by the last day of each month or other date as determined by the Office of Student Life.
 - C. Failure to complete the aforementioned responsibilities may result in the delay or permanent forfeiture of stipend funds.
 - D. Any initial disputes arising from this process may be resolved through a procedure established by the Office of Student Life.
 - E. Any dispute that cannot be resolved through the aforementioned process may come before the Supreme Council in the form of an appeal for the final decision. The Supreme Council will agendaize the appeal for the next regular meeting pending the receipt of a written request for review at least one week prior.

END

It is the policy of the Associated Students of Pasadena City College Executive Board that the Executive Board shall set procedures for the public notification and record-keeping of resolutions passed by the Executive Board. It shall be the duty of the AS Secretary to ensure that public notification occurs as outlined in the ASPCC By-Laws, and that each resolution shall be tracked by the AS Secretary according to the procedures set forth by this document.

Procedures for Policy 1100

- I. Upon adoption of a resolution by the Executive Board, notification to the public shall be made.
 - A. A printed copy with a typeface no smaller than 12pt shall be placed in the ASPCC notice board cabinet under a section entitled "Resolutions."
 - B. Provision shall be made on the Associated Students website for the archival of resolutions under a separate section, linked from the main page.
 - C. The printed copy of the resolution shall remain for a period of twenty-one (21) days before it is taken down. There is no limit on how long the internet archived copy may remain.
- II. Resolutions shall be numbered sequentially starting from 1 in the order that they are adopted. Each subsequent resolution shall increment the numbering by 1.
- III. Provision will be made for these resolutions to be made available to the public in printed form after their removal from the ASPCC notice board cabinet via a folder which can be provided, upon request, to any member of the public should they request to see it at the Office of Student Life.
- IV. The AS Secretary shall be responsible for ensuring that resolutions in the folder are properly categorized based on whether they are current, rescinded, void, or completed.

END

It is the policy of the Associated Students of Pasadena City College Executive Board that the ASPCC presents an outward-facing image that is consistent, clear and recognizable. The ASPCC website shall be one of the primary vehicles for ASPCC publicity and outreach to students. ASPCC shall establish procedures to facilitate smooth administration of the website and its content. An ASPCC style guide will be created and maintained in order to keep consistent style and recognizable branding of ASPCC materials. The styles of ASPCC should be in complement to those of Pasadena City College as a whole.

Procedures for Policy 1200

- I. ASPCC Website:
 - A. The following ASPCC bodies shall be given individual sections on the ASPCC website: the Executive Board, the Supreme Council, the Inter-Club Council.
 1. The Executive Board area shall include at least: names and contact information for its members, posted agendas and minutes, and a schedule of regular meetings. Emergency and special meetings of the Executive Board shall be given a featured place on the ASPCC homepage prior to the date and time of the meeting. Responsibility for maintenance of this section shall be split between the AS President, AS Secretary and the AS VP of Public Relations, at the AS President's direction.
 2. The Supreme Council area shall include at least: names and contact information for Justices, posted agendas and minutes, a schedule of regular meetings and an electronic copy of the governing documents. The Chief Justice shall be responsible for maintenance of this section.
 3. The Inter-Club Council area shall include at least: posted agendas and minutes, schedule of regular meetings, and required club forms for download. The Executive Vice President shall be responsible for the maintenance of this section.
 - B. Each Executive Board member, including the Chief Justice and Student Trustee, shall be given a personal area for posting to the ASPCC website.
 - C. Each Executive Board member shall be given a personal account that allows the member to contribute to his/her own section(s). Other access shall be granted as needed or requested by the VP of Public Relations.
 - D. At the end of a member's service to ASPCC, whether by removal, resignation, term expiration or other reason, that member's personal account shall be locked and their personal content archived.
 - E. A personal account and blog shall be provided to the primary ASPCC advisor, as designated by the Assistant Dean of Student Affairs, if requested. This account shall function in the same manner as the Executive Board members' accounts.
 - F. Website administrator passwords shall be maintained by the VP of Public Relations. The following shall have automatic access to administrator passwords: VP of Public Relations, AS President, Assistant Dean of Student Affairs, and one (1) designated member of the PCC web team. Other access shall be granted solely at the discretion of the VP of Public Relations.

- G. The outgoing VP of Public Relations shall be responsible for ensuring all passwords are handed to his/her successor. The incoming VP of Public Relations shall be responsible for changing all passwords and distributing them to the persons listed above in (F).
 - H. The VP of Public Relations shall retain total access to website content, layout and administration. Any content by another AS officer not being posted to an area that the VP of Public Relations has not already granted access to for that member, or granted access by this policy, must be approved by the VP of Public Relations prior to posting.
 - I. Requests for content to be featured on the homepage of ASPCC's website shall be considered and acted upon by the VP of Public Relations.
 - J. A publicity request form shall be used to request ASPCC content space by those from outside of the ASPCC Executive Board. The VP of Public Relations or AS President shall be responsible for responding to, approving or denying, and posting (if applicable) content requested in a timely manner. No charge will apply to requests for publicity from members of the college community.
 - K. The following campus services shall be permanently advertised through a section set aside for that purpose on the ASPCC website:
 - 1. Counseling.
 - 2. Financial Aid.
 - 3. PreRequisites Office
 - 4. The PCC Health Center
 - 5. LancerLink
 - 6. Lancer Jobs
 - L. ASPCC shall take no responsibility for comments or postings made by any website user outside of the ASPCC Executive Board, Supreme Council and Inter-Club Council officers unless made at the direction of one of those officers.
- II. ASPCC Social Networking and Social Media.
- A. The VP of Public Relations shall be responsible for all postings to social networking and social media websites. The VP of Public Relations shall be responsible for allowing access.
 - B. Access granted to social networking and social media sites shall be limited solely to members of the Executive Board.
- III. Style Guide:
- A. The VP of Public Relations shall be responsible for maintaining a style guide for use on all ASPCC publications, documentation, and website postings.
 - B. The style guide shall contain images of the ASPCC adopted logos and seals and colors and include documentation on the appropriate use of each.
 - C. An electronic copy of the style guide shall be made available to all elected and/or appointed officers of ASPCC and the Office of Student Affairs upon request.

END

It is the policy of the Associated Students of Pasadena City College Inter-Club Council that the Inter-Club Council shall establish the terms by which student organizations are eligible to be chartered under, and recognized by, the Inter-Club Council.

Procedures for Policy I-100

- I. The Chartering of New and Returning Clubs shall be considered during any duly noticed, regularly scheduled meeting of the Inter-Club Council. Each ICC agenda shall provide a standing actionable item for this purpose.
- II. An Inter-Club Council Packet, Inter-Club Council Club Petition, and a Club Constitution that has been certified complete by the ASPCC Executive Vice President shall be verified as having eligible student membership by the Office of Student Life. These documents must be certified and verified in this manner in order for a club or student organization to be considered for chartering as a new club under the Inter-Club Council.
- III. An Inter-Club Council Packet that has been certified complete by the ASPCC Executive Vice President and verified by the Office of Student Life is required in order for a club or student organization to be considered for chartering as a returning club or organization under the Inter-Club Council.
- IV. A Club Constitution that has been certified complete by the ASPCC Executive Vice President and verified by the Supreme Council is required in order for a club or student organization to be considered for chartering as a new/returning club or organization under the Inter-Club Council.
- V. The term of chartering for a club or student organization shall be from the moment the organization is chartered until the end of the third ICC meeting of the following academic year, provided that the organization is not de-chartered during that term.
- VI. All clubs chartered during the first three ICC meetings of a new academic year may petition to be chartered for the new academic year as a returning club or organization, under the procedure outlined in III.
- VII. In the event that a returning club or student organization is not chartered by the end of the third ICC meeting of the new academic year, that organization shall no longer be chartered. The organization will be removed from the Inter-Club Council roll call until they are chartered by the Inter-Club Council during that same academic year under the procedure outlined in III.

END

It is the policy of the Associated Students of Pasadena City College Inter-Club Council that the Inter-Club Council shall establish procedures for the determination of quorum and eligible voting ICC Representatives to allow clear and continuous transfer of ICC authority from one academic year to the next. It is recognized that the ICC Bylaws directly govern quorum requirements for ICC meetings.

Procedures for Policy I-101

- I. As outlined in the ICC Bylaws, quorum of the Inter-Club Council shall consist of a simple majority of chartered clubs or student organizations. This shall be determined by the number of clubs or student organizations chartered at the commencement of the meeting.
- II. For the first meeting of the Inter-Club Council in an academic year, quorum shall consist of only those clubs or student organizations that were chartered for the prior academic year and have maintained their status as a chartered club or student organization.
- III. Any returning club or organization that does not complete the chartering process for the following academic year shall no longer be chartered after three weeks into the new academic year, per Policy I-100, and will immediately no longer count for quorum.
- IV. Each club is given one vote on matters before the ICC. This vote is exercised by the ICC Representative or other recognized club officer who is present at the time of the vote. A club's vote cannot be exercised by proxy or transferred to another representative.

END

It is the policy of the Associated Students of Pasadena City College Executive Board and InterClub Council that the ASPCC shall set procedures for the allocation of Executive Board and Student Activity Fee funding for the Inter-Club Council. Funding shall be limited to chartered clubs. In the case of not-yet-chartered new or returning clubs, funding shall be preliminary pending chartering by the close of the third (3rd) ICC meeting of the semester. It shall be the duty of the Associated Students ICC Funding Committee, and all others stated in the ASPCC Bylaws, to allocate all funding to the individual clubs. Clubs shall only be funded for activities that fall either in the current semester that funding is being allocated or for the next full semester if the funding cycle is occurring during an intersession. The Executive Vice President shall determine the funding cycle. At the end of each semester the Inter-Club Council funds unused by a club shall be returned to the account specified for the club funding in the Executive Board budget to be re-allocated in the next funding cycle; exceptions shall be made if, due to unforeseen circumstances, club funding is not allocated in a timely manner.

Procedures for Policy I-200

- I. The Executive Vice President shall determine the funding cycle for the academic year prior to the start of the Fall semester for the current academic year.
- II. At the first or second Inter-Club Council (ICC) regular or special meeting of the semester, or in a Special Summer ICC meeting, the ICC shall elect three to five ICC Representatives to sit on the Associated Students ICC Funding Committee by a majority vote in the case of each representative.
 - A. The three representatives' clubs must be chartered for the current academic year by the time the first ICC Funding Committee meets to discuss or approve ICC funding.
 - B. If one or more of the representatives' clubs do not charter by the first ICC Funding Committee meeting, the matter shall return to the ICC for replacement of the ICC Representatives from clubs that did not charter, with representatives from a club that has chartered.
- III. When a club is given their new or returning club chartering packet, they shall also be given an Inter-Club Council Funding Request Form.
 - A. The Funding Request Form shall be turned into the chair of the ICC or the Student Affairs Advisor by the deadline specified in the funding cycle schedule
- IV. The process in which funding shall go through shall be:
 - A. The standing ICC Funding Committee shall divide the money given to ICC by the Executive Board and Student Activity Fee grants to all clubs that submitted a Funding Request Form on time for that semester.
 - B. The ICC Funding shall then send the approved divided funding allocations to ICC for approval.
 1. Any club may send one representative to speak on behalf of the club by submitting a "Request to Address the Committee" form to the Chair of the ICC Funding Committee, before the meeting and representatives shall keep their statements to no longer than five (5) minutes.

2. If a club does not submit this request they will be limited to speaking only during Audience Participation and shall keep their statements to no longer than two (2) minutes.
- C. ICC shall discuss and consider the ICC Funding Committee's allocation recommendations at a regular or special meeting. Approval shall require a 2/3 affirmative vote of ICC Representatives present.
1. ICC has the right to change any allocation with a 2/3 vote of chartered clubs at that meeting.
 2. If the allocations are not approved as presented by a 2/3 vote of ICC Representatives at ICC that meeting, then it shall be sent back to the ICC Funding Committee for revision with any recommendations ICC might have made.
 3. If it is approved with or without any amendments or changes, then it shall go to the Executive Board for approval.
- D. The Executive Board shall discuss and consider the allocations as approved by the ICC.
1. The Executive Board has the right to make any changes in allocations as it sees fit.
 - a) If any changes are made, these changes must go back to ICC for approval, with explanations for the changes.
 - b) If there are no changes and the ASPCC Executive Board approves the allocations, then the allocation shall be available to the clubs one week from the day they were approved by the Executive Board.
 - c) Generally, the Executive Board will be expected to have ICC funding approved within two weeks, unless there are mitigating circumstances. The Executive Board may extend the time for action on funding approval by up to one week on its own. Time extensions beyond one week will require approval of both the Executive Board and Supreme Council.
- E. Clubs must follow all rules set forth by the Associated Students Executive Board, ASPCC Constitution, By-Laws, Policies and Procedures, ICC By-Laws and Policies and Procedures, PACCD Board Policies and regulations set down by the Student Bank and the Office of Student Affairs, before the funds shall become available for use.
- F. If a club is not chartered by a time set forth by the Chair of ICC, or becomes de-chartered, then funding allocated to the club shall be revoked.
- V. This Policy and Procedures may be changed or suspended upon a 2/3 vote of both the ICC and the Executive Board.

END

It is the policy of the Associated Students of Pasadena City College Inter-Club Council that grant funding for ASPCC clubs and student organizations shall be provided in accordance with guidelines set out by the ICC and Executive Board. The ICC Funding Committee is charged, as per the ICC Bylaws, with the application of these funding criteria to club funding requests. Amendments to this policy or its procedures shall require approval by both the Inter-Club Council and the Executive Board.

Procedures for Policy I-201

- I. Clubs must be officially chartered before funding requests shall be considered.
- II. All funding requests must have full disclosure of all expenditures.
- III. Funding shall only be utilized for events, activities, and programs which correlate to the mission of the club, as well as promote the educational, intellectual, and cultural development of Pasadena City College.
- IV. No funding for food, supplies, facilities, or any other expenditures bought for the purpose of being utilized during any club meeting.
- V. Equipment integral to the mission statement of the club shall be considered for funding. All club equipment must be stored within Pasadena City College facilities. Ownership of equipment shall remain with ASPCC.
- VI. No funding club apparel.
- VII. No funding for club publicity. Only printing costs directly related to special event advertising shall be considered.
- VIII. Any event, activity, or program which is used to fundraise for a club shall not receive any funding.
- IX. No club shall receive funding for award ceremonies, banquets, or any similar events or activities which have a purpose that exclusively benefits the members of the club.
- X. No funding for scholarships.
- XI. Events which are open to the public and/or on campus shall receive greater consideration for funding than events with limited attendance.
- XII. No ICC funding for: monetary gifts, gift cards or prizes.
- XIII. ICC Funding Committee reserves the right to access % cuts on any funding criteria and/or a total funding cap on all clubs.
- XIV. Capital expenditures over the level of \$500 are subject to a higher level of scrutiny and may additionally be subject to administrative approval.

END

It is the policy of the Associated Students of Pasadena City College Inter-Club Council that a funding cycle shall be developed which allows clubs the maximum opportunity to take advantage of available funding grants.

Procedures for Policy I-202

- I. The Executive Vice President shall develop a funding cycle and schedule that is consistent with the requirement of ASPCC Bylaws and Policies and Procedures prior to the start of the Fall Semester.
- II. The funding cycle will cover the start of the academic year in the Fall semester through to the last week of the following Spring semester.
- III. The funding cycle shall include opportunities for clubs to apply for, and receive funding, during the entire academic year in which club activities are ongoing.
- IV. The funding cycle shall divide the academic year into segments. Each individual funding round shall only consider allocation of funds for events and activities that occur within the associated segment.
- V. Funding rounds within the cycle that occur before the last round of funding shall use a portion of all available funds. The portion made available to clubs in a particular round shall be determined by the ICC Funding Committee prior to finalizing the funding allocations.
- VI. The last funding round in a single cycle shall make the remaining unallocated and unused funds available for funding purposes.
- VII. The funding cycle shall include deadlines for club funding requests and deadlines for approval of funding by the ICC and Executive Board. The club funding request deadline shall fall no later than the third (3rd) week of the current full semester, unless a second funding round is scheduled to occur during the same semester. For intersession rounds, the deadline shall fall no later than the third (3rd) week of the approaching full semester.

END