

Associated Students of Copper Mountain College

Bylaws

Table of Context:

Article I: Name & Purpose:

Article II: Membership

Article III: Officers

Article IX: Members Duties

Article I: Name & Purpose

Article V: Executive Board

Article VI: Meetings

Article VII: Inter-Club Council

Article VIII: Committees

Article IX: Region & State Delegate

Article X: Travel

Article XI: Attendance

Article XII: Removal from Office

Article XIII: Agendas

Article XIV: Elections

Article XV: Finances

Article XVI: Advertising & Events

Article XVII: Advisor

Article XVIII: Oath of Office

Article XIX: Bylaws Adoption and Amendments

Article I: Name and Purpose:

Section 1: Name

- A. The name of this organization shall be the Associated Students of Copper Mountain College, hereafter referred to as ASCMC.

Section 2: Purpose

- A. Mission Statement: ASCMC shall advocate for Copper Mountain College students on all levels of governance, finance, oversee clubs, student activities and programs, and form a line of communication from the students to the faculty, and staff.

Article II: Membership

Section 1: Active Members

- A. Active members of ASCMC shall be students who are currently enrolled at Copper Mountain College.

Section 2: Inactive members

- A. Inactive members of ASCMC shall be any student who is not a currently enrolled student of Copper Mountain College for that semester.

Article III: Officers

Section 1: Executive Board

- A. Executive Officers of ASCMC shall be those elected, or appointed in the case of a vacancy, to the following positions:
President, Vice President, Secretary, Treasurer, Ambassador, and Student Trustee.

Section 2: Other Members

- A. ASCMC shall have 10 Senators, non-executive, officer positions.

Section 3: Terms

- A. ASCMC officers shall serve a term of one academic year beginning the first day of fall semester and ending the last day of spring semester, unless the officer resigns or is recalled under the procedures in these bylaws.

Section 4: Qualifications

- A. ASCMC executive officers must be a current student at Copper Mountain College, enrolled in a minimum of 5 units, and maintain at least a 2.5 GPA. Unless otherwise approved by the advisor.

- B. ASCMC senators must be a current student at Copper Mountain College, enrolled in a minimum of 5 units, and maintain at least a 2.0 GPA. Unless otherwise approved by the advisor.

Article IX: Members Duties

Section 1: All Officers

- A. All Officers shall be required to attend regular and special meetings, sit on at least one Internal Operating Committee, and one Participatory Governance Committee.
- B. All Officers, excluding the President, shall receive one vote in the ASCMC, unless otherwise stated under their individual duties.

Section 2: Each officer's individual duties are as follows:

A. President:

1. Shall chair all regular and Executive Board meetings in accordance with Robert's Rules of Order.
2. Shall, as deemed appropriate and in accordance with the Brown Act, have the authority to call special and emergency meetings.
3. Shall draft Executive Board and ASCMC meeting agendas.
4. Shall serve on the College Council and appoint all delegates to all internal operating committees and Participatory Governance Committees.
5. Shall be an ex officio member of all ASCMC sub-committees.
6. Shall have the power to fill by appointment, with ASCMC approval, vacancies that may occur in the Executive Branch for the remainder of an office term.
7. Shall have one vote in ASCMC only if it will affect the outcome of a tie.
8. If a member of ASCMC is unable to fulfill their duties, the president can appoint a designee for fulfilling those responsibilities until the issue is remedied.

B. Vice-President

1. Shall, serve as President in their absence, including chairing ASCMC meetings.
2. Shall, attend Shared Governance meetings as needed.
3. Shall, be the liaison between ASCMC and clubs.
4. Shall, be the liaison between clubs and the Public Relations department.
5. Shall, assist students with the required paperwork to create a club.

6. Shall, assist existing clubs with the required paperwork to remain a club in good standing.
7. Shall, assist clubs with paperwork required to request events, funds or advertising materials.
8. Shall, chair all Inter-Club Council (ICC) meetings in accordance with Robert's Rules of Orders.
9. Shall, report on ICC meetings at every following ASCMC meeting.
10. Shall, assist with drafting and reviewing the ICC handbook.
11. Shall, have (1) vote.

C. Secretary:

1. Shall, post all ASCMC meeting agendas in compliance with the Ralph M. Brown Act.
2. Shall, record meeting minutes for the ASCMC.
3. Shall, maintain all ASCMC records and documents, digital and physical (if an expense is necessary for this, they may request reimbursement).
4. Shall, keep an accurate record of attendance.
5. Shall, handle all correspondence between ASCMC and interested students.
6. Shall, disperse all completed forms to ASCMC members at least 24 hours before the next meeting.
7. Shall, collect all officers schedules before each semester so the Executive Board can choose a meeting time which accommodates as many members schedules as possible.
8. Shall, have (1) vote.

D. Treasurer:

1. Shall handle all correspondence between ASCMC and the Business Office.
2. Shall give ASCMC a written bi-weekly report on finances, and when requested by ASCMC.
3. Shall, create a semester budget, and ensure ASCMC does not overspend.
4. Shall assists with student club's treasurers; how to request funds, and reimbursement.

5. Shall have (1) vote.

E. Ambassador:

1. Shall, assist the Vice-President with creating advertising materials.
2. Shall work with the Vice-President with getting any ASCMC or Club advertising materials approved by the Public Relations department.
3. Shall be the head person for posting on an ASCMC social-media platform, with the approval of Public Relations.
4. Assist with coordination and planning of events hosted by clubs and the ICC.
5. Shall have (1) vote.

F. Student Trustee:

1. Shall be responsible for representing the students of CMC at the Board of Trustee monthly meetings and interfacing with the student body.
2. Shall report to the Student Government following each Board of Trustees meeting, and as otherwise is necessary.
3. Shall assume the role of Ombudsman for the College.
 - a. Serve as a guide for students through College Policies and Procedures.
4. Shall have (1) vote.

G. Senators:

1. Shall be responsible for representing the students of Copper Mountain College at the ASCMC meetings and any committees they sit on.
2. Shall, have other duties as assigned by the President with the approval of the Executive Board.
3. Shall have (1) vote.

Article V: Executive Board

Section 1: Powers & Duties

A. The Executive Board shall have the following powers and duties:

1. Choose a senate meeting time each semester.
2. Approve funds of up to \$50 without prior approval from the Senate.

3. Represent and make decisions on behalf of the Senate between semesters.
4. Appoint members to committees, upon a consensus of a two-thirds majority vote.
5. Appoint members to fill vacancies on the Executive Board if a member on the Executive Board resigns or is removed from their position following the procedures outlined in these Bylaws.
6. Appoint students to be Senators when there are open positions.

Section 2: Meetings

- A. Regular Executive Board meetings shall be held at least once monthly while school is in session, excluding the summer.
- B. Special Executive Board meetings may be called by any member of the Executive Board with at least 72 hours' notice to all other members.
- C. Executive Board meetings shall be held in accordance with Robert's Rule of Order.

Article VI: Meetings

Section 1: Regular Meetings

- A. ASCMC shall hold regular meetings weekly during the school session excluding summer.

Section 2: Special Meetings

- A. Special meetings of ASCMC may be called by the President or by two-thirds majority vote of the Senate with at least a 72 hours' notice to all other members.
- B. Special meetings of ASCMC, that are urgent or time sensitive, may be called by the President or by two-thirds majority vote of the Senate with at least a 24 hours' notice to all other members.

Article VII: Inter-Club Council

Section 1: Executive Officer conflict of Interest

- A. Officers of both clubs and ASCMC shall abstain themselves from votes that relate to any clubs they are involved in.

Section 2: Inter-Club Council

- A. ASCMC will establish an Inter-Club Council and handbook that will provide guidance on how a student club can operate on the CMC campus. Hereafter referred to as the ICC and ICC handbook respectively.

Section 3: ICC Voting Members

- A. Voting members of the ICC shall be one representative from every recognized club on campus.
- B. The ICC Executive Officers, as listed, in Section 4, do not receive a vote on the ICC.

Section 4: ICC Handbook

- A. ASCMC will construct an ICC handbook. This Handbook will establish duties of ICC members and clubs, establish a procedure for forming recognized clubs, outline what clubs must do to remain active clubs in good standing, and detail the procedures for club finances and travel.

Section 5: ICC Executives

- A. The ICC Executive Officers will be ASCMC Vice President as chair, and the ICC will elect a vice-chair.

Article VIII: Committees

Section 1: Rules Committees

- A. The Rules committee will review the Bylaws, and any standing rules every semester or as necessary to recommend changes to ASCMC.

Section 2: Public Relations Committee

- A. The Public Relations committee will be responsible for drafting all advertising materials for the ASCMC, planning events and fundraisers, and ordering any merchandise.

Section 3: Ad-Hoc Committees

- A. The ASCMC may form Ad-Hoc committees to do specific tasks as the ASCMC sees fit.
- B. The ASCMC will require a two-thirds majority vote to form an Ad-Hoc committee.
- C. Ad-Hoc committees will dissolve after the task they were created to do, and has been completed.

Section 4: Committee Meetings

- A. All committees must meet at least twice a month.

Article IX: Region & State Delegate

- A. The Executive Board will elect a delegate to represent ASCMC at Region IX and the SSSCC General Assembly at the beginning of each term.
- B. The delegate must be a current member of ASCMC.
- C. An alternative delegate should be elected at the same time, as the delegate, so that there is a backup in case the delegate cannot attend a meeting.

- D. Delegate shall report back to ASCMC after all Region IX meetings.
- E. The ASCMC President can designate a representative for the delegate position at the Region IX meetings if the elected delegate is unable to fulfill their responsibilities.

Article X: Travel

Section 1: Requesting Travel

- A. All travel (excluding the region delegates travel) must be approved by either the executive board, or a two-thirds majority vote by ASCMC.
- B. The Region IX delegate is approved for all travel necessary for representing ASCMC to the region, and may be reimbursed up to \$150.
- C. If the Region IX delegate requires more than \$150 for travel, it must be approved by the Executive Board or a two-thirds majority vote in ASCMC.

Article XI: Attendance

Section 1: Absences for all members

- A. Unexcused absences shall be any that are not excused. Members may not have more than two unexcused absences in a semester.
- B. The President may grant excused absences in the event that a member is unable to attend due to unforeseeable circumstances. Unexcused absences are absences not approved by the President. ASCMC members are allowed four (4) absences, excused or unexcused total per semester, except in extenuating circumstances approved by both the President and Advisor of ASCMC.

Article XII: Removal from Office

Section 1: Reasons for removal

- A. Any Officer may be removed by the President and Advisor if they are found to be in violation of the ASCMC Bylaws and Constitution, or any College Policies.

Section 2: Notice

- A. If an ASCMC Officer has been found to be in violation they will receive a notice in writing of said violation, and will be placed up for removal on the agenda at the next regular ASCMC meeting.

Section 3: Voting to remove

- A. The Officer will be allowed, if requested, to address ASCMC about the violation in question prior to when the vote to remove is taken. A two-thirds majority vote is needed for the removal of the Officer.

Article XIII: Agendas

Section 1: Agenda items

- A. Any member of ASCMC can put an item on the agenda by filling out an agenda item request form, and sending it to the Secretary with any related forms or documents at least 72 hours prior to the meeting, unless the guidelines have been changed.

Section 2: Drafting the Agenda

- A. The Secretary will draft an agenda that shall include all information required under the Ralph M. Brown Act, all requested items, and mention of any reports to be given.

Section 3: Agenda Packets

- A. The Secretary will put all request forms, related documentation and forms, past meeting minutes, and the drafted agenda into an agenda packet, which will be emailed out to all Officers and any students who have requested to be on the email list at least 24 hours in advance of the start of the next meeting.

Article XIV: Elections

Section 1: General Election

- A. ASCMC will hold a General Election every Spring to elect all Officer positions.

Section 2: Nominations

- A. Candidates will have two weeks to fill out election nomination packets, and turn in for acceptance.
- B. Nomination packets shall be turned in to any member of the elections committee, the ASCMC advisor, the Campus Experience Program, or the President's office no later than ten days before the election polls open.
- C. Candidates may be nominated for more than one executive position; however, if one person wins multiple positions, they must choose one, and relinquish the rest to the runner-ups. If there is no runner-up, the position may be filled by appointment of the Executive Board.
- D. Election nomination packets must be reviewed and their legitimacy determined by the ASCMC Advisor before the Election polls open.

Section 3: Write-In Candidates

- A. Write-in candidates who get a majority vote must have their eligibility verified by the Advisor within a week after the Election.

- B. If the write-in candidate does not accept the position, or is not eligible, the position will go to the runner-up. If there is no runner-up, the position may be filled by appointment of the Executive Board.

Section 4: Campaigning & Publicity

- A. All campaign materials must be approved through the Public Relations office.
- B. There is to be no campaigning at or within 15 feet of any physical polling place. Campaigning includes flyers, posters, and verbal or otherwise recognizable support for a candidate, including on electronic devices.

Section 5: Voting Procedure

- A. The dates of the election will be determined by the elections committee. There is to be at least one physical poll on the main campus, and one poll at the base location to be monitored by a student who is not running in the election.
- B. The elections committee may set up online voting when deemed necessary and approved by Executive Officers.
- C. Voters are to include those currently enrolled in college courses, Developmental Education, Continuing Education, Community Education, and any other programs on the CMC campuses in which students can be enrolled.

Section 6: Election Results

- A. The election of officers will be determined by a plurality.
- B. Results shall be posted on the bulletin boards around campus that the ASCMC is authorized to post on as soon as they are available, and announced at the following ASCMC meeting.

Section 7: Run-off Elections

- A. In the event of a tie, a run-off between the two candidates shall be held within three business days of the results becoming public.
- B. This shall be a one-day election, planned by the Elections Committee.

Article XV: Finances

Section 1: Sources of Funds

- A. The ASCMC has established a \$5 student representation fee per student, per semester. Once this fee is collected, it should be divided into ASCMC's accounts as follows:
 - I. \$1 from Student Govt Travel/Conferences

- II. \$1 from Student Activity Center
- III. \$1 from ASCMC Organization Fund
- IX. \$1 from Student Clubs Activity Fund
- X. \$1 from Student Senate of California Community Colleges (SSCCC)
Representation Fee

Section 2: Expenditure of Funds

- A. ASCMC funds must be expended primarily and directly for the benefit of the students through purchase of equipment, supplies, and services (such as conference attendance and representation activities).
- B. To receive funds, an ASCMC member must first fill out an expenditure/reimbursement form and an agenda request form, and return both of these to the Secretary. The Secretary will place it on the Agenda for ASCMC approval. If the ASCMC approves the expenditure, the Treasurer will take the signed expenditure form with a copy of the minutes from that meeting to the Business Office.
- C. If any funds are dispersed to a member as in advance to purchase items, they must return the receipts and any remaining funds to the Business Office within 5 days of the expenditure form.

Section 3: Fundraisers

- A. ASCMC shall hold fundraisers as it deems appropriate. All fundraisers will be brought to the Foundation, Public Relation office, and PR Committee before going to ASCMC.

Section 4: Club and Activity Funds

- A. Club fund procedures will be outlined in the ICC handbook.

Article XVI: Advertising & Events

Section 1: Flyers, Posters, and Merchandise

- A. All flyers, posters, and merchandise shall be subject to the approval of ASCMC. Upon approval they will be forwarded to the President's office for final approval.
- B. Flyers and posters advertising events must be submitted to the ASCMC for approval at least two weeks before the event, or the event will possibly be canceled.

Section 2: Events

- A. The PR committee will create a calendar of events and designate a coordinator for each event at the start of each school year.

- B. Each event will be approved separately at the meeting following the PR committee's completion of the calendar. The coordinator for each event should be prepared to present the event idea to the ASCMC for approval.
- C. If an ASCMC member would like to add an event after the calendar has been created, they may do so as long as they present the event ideas to the ASCMC at least a month before the date they are requesting, and the ASCMC approves it by a two-thirds majority vote.

Article XVII: Advisor

Section 1: Advisor

- A. The College shall appoint a Faculty member to be the ASCMC advisor.
- B. This advisor will make sure ASCMC is upholding its Bylaws, following all CMC Board Policies, and any applicable State and Federal Laws.

Article XVIII: Oath of Office

Section 1: Oath

- A. All officers shall take the oath of office upon beginning their term.
- B. The oath is as follows: "I [your name] so hereby swear and/or affirm to serve and represent the interest of the entire Associated Students of Copper Mountain College, and uphold the Constitution, Bylaws, and Senate House of Rules of the ASCMC to the best of my ability"

Article XIX: Bylaws Adoption and Amendments

Section 1: Adoption

- A. The ASCMC shall adopt these Bylaws by a two-thirds majority vote. They will go into effect upon final approval from the Copper Mountain College Board of Trustees.

Section 2: Amendments

- A. The Rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the ASCMC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the ASCMC may adopt.