

John Adams
Associated Student
Council Meeting

BYLAWS

Bylaws for John Adams Student Council

Name of the Organization: John Adams Student Council

Purpose/Goals:

1. Service to students
2. Community building
3. A voice in decision making

Structure of the Council:

1. The faculty advisor, department heads, and individual faculty members will solicit volunteers for student council at the beginning of each semester. Thereafter, students can join the council voluntarily at any time.
2. An attempt will be made to get representation during meetings from all of the departments on campus: Business, Consumer Education, DSPS, Health Care Technology, Nursing, Parent Education, and Transitional Studies.
3. To be officially constituted, there must be representation from at least three John Adams departments, and there must be at least seven students in attendance at a meeting, which has been duly called and publicized. The seven students include the student council officers. Without seven students, voting cannot take place and the meeting will be for discussion only.
4. Any number of students from any John Adams department can participate as voting members at meetings.
5. Officers will be chosen at the second meeting or as soon as possible thereafter. No funds can be appropriated until officers are in place.

Meetings/Conducting Business:

1. The Student Council will meet at least twice a month or more often if desired by members.
2. The first council meeting of the fall semester will be called by the faculty advisor and held no later than the fourth week of the semester.
3. Meetings will be called to order by the President or by a council member chosen in advance by the President, realizing that other council members may wish to have the experience of running a meeting.

4. Decisions will be made by majority vote. In order for decisions to be valid, there must be representation from at least three John Adams departments, and there must be at least seven students in attendance at a meeting which has been duly called and publicized.
5. In the case of appropriations, which are directed to a particular department, a limit of three students from that department can vote on such appropriations. There must be at least seven voting members present. No department or program will receive more than \$750.00 per semester or \$1500.00 per school year.

Officers

1. The student council will elect the following officers: President, Vice President, Secretary, and Treasurer.
2. Officers must be elected by 2/3 vote of members at a duly called and publicized meeting. Abstentions do not count.
3. Officers will serve for a term of one semester. They may be reelected to the same office in following semesters with a limit of three consecutive semesters.
4. Officers must be students in good academic standing who are taking a minimum of 5 hours credit and/or 10 hours of non-credit coursework at the John Adams campus.
5. Attendance of all elected Student Council officers shall be mandatory at all scheduled planning meetings and formal council meetings. The elected officers are designated to be the President, Vice President, Secretary, and Treasurer. Scheduled planning meetings and formal council meetings are defined as those that occur each month with the approval of the Student Council Faculty Advisor. In the event that health or emergency necessitate that an officer be absent from a meeting, arrangements must be made with either the Advisor or President prior to the meeting.

Following an unexcused absence from a planning meeting or formal council meeting the officer shall be removed by a 2/3 vote at the next formal council meeting. Nominations shall then be taken from the floor and a new officer elected to serve for the remainder of the semester.

6. When vacancies occur in the four elected officers, they will be filled as soon as possible by 2/3 vote at a duly authorized meeting.
7. The officers, meeting in executive session, are authorized to spend up to \$100 on incidental expenditures, and these expenditures must be reported at the next regular council meeting.

8. Duties of officers are as follows:

The **President** is responsible for working on the agenda in cooperation with the faculty advisor and posting it 2-3 working days before the meeting, ensuring that meetings are chaired democratically, and making sure that decisions are implemented. The President votes only to break a tie.

The **Vice-President** is responsible for serving in the President's absence, and attending the monthly Associated Student Executive Board meetings, which are held at various campuses.

The **Secretary** is responsible for taking and preparing the minutes at every student council meeting, maintaining separate files on record of agendas and minutes for all John Adams student council meetings, and coordinating and maintaining campus bulletin board.

The **Treasurer** is responsible for taking and preparing and signing all payment vouchers indicating the total expenditures for each semester, following the set guidelines for proper management of all A.S. Financial funds as set by those guidelines, keeping the financial records in order and up to date for each semester, monitoring fundraising, budgeting, spending and any other related concerns, and reporting the financial status of the student council at every meeting.

Ratification and Amendments of John Adams Student Council Bylaws

Ratification of these bylaws will occur only after they have been posted on the first-floor student council bulletin board for a minimum of one week, and when there is a 2/3 vote at a duly called and publicized student council meeting where at least three John Adams departments are represented, and at least seven students are in attendance.

Amendments to these bylaws can be made after they have been posted on the first-floor student council bulletin board for a minimum of one week, and when there is a 3/4 vote at a duly called and publicized student council meeting where at least three John Adams departments are represented, and at least seven students are in attendance.

Proposed Amendments to John Adams Associated Student Council Bylaws

Name of the Organization: John Adams Associated Student Council

Purpose/Goals:

1. Service to students
2. Community building
3. A Voice in decision-making

CURRENT BYLAWS: **Structure of the Council**

1. The faculty advisor, department heads, and individual faculty members will solicit volunteers for student council at the beginning of each semester. Thereafter, students can join the council voluntary at any time.

PROPOSED BYLAWS: Amendment #1

New: "The outgoing Elected Officers of the Associated Student Council, with the assistance from".

Observation: With this change there ought to be a delineation of responsibilities of the Officers regarding the recruitment of council members in "Officers" number 7. Perhaps at the end, indicating that all officers that will be outgoing are responsible for the recruitment of new members to serve on the Council, with the assistance of the faculty advisor, department heads and...."

This would assume that the officers were in place at the end of the semester and that they would be committed to giving public notice and active recruitment of students for council membership.

STUDENT COUNCIL RECOMMENDATION

The John Adams Associated Student Council recommends that this amendment not be adopted. We cannot assume that the outgoing members will be available, or committed to active recruitment of students for council membership.

Meetings/Conducting Business:

1. The Student Council will meet at least twice a month or more often if desired by members.

PROPOSED BY-LAWS: Amendment #2

New: "In addition to its general membership meeting, Student Council Officers must convene a minimum of one planning meeting per month, or more often as deemed necessary by the President."

Observation: This change defines a planning meeting which may be helpful to the board. The question that I would be concerned about is: what about an additional membership meeting should the need arise as in some emergency for the approval of funding or business that is of an urgent matter?

Another issue that you would need to consider is: what if a Student Council Officer requests a meeting and the President does not deem it necessary? Should there be an allowance for other to call a meeting or perhaps two others. The restriction to the President could lead to some difficulties among the officers.

STUDENT COUNCIL RECOMMENDATION:

The John Adams Associated Student Council recommends that this amendment not be approved because this amendment does not address the by-law #1 under Meetings/Conducting Business, Rather this amendment speaks directly to the officers of the Student Council.

2. The first council meeting of the fall semester will be called by the faculty advisor and held no later than the fourth week of the semester.

PROPOSED BYLAWS: Amendment #3

New: The first council meeting of the fall "and spring semesters" will be...

Observation: This change shifts in placing the responsibility of the spring semester on the Faculty advisor. This may be helpful if there were no officers to start up a semester.

STUDENT COUNCIL RECOMMENDATION:

The John Adams Associated Student Council recommends that this amendment be adopted because the current by-laws does not expressly address the spring semester.

Officers

5. Attendance of all elected Student Council officers shall be mandatory at all scheduled planning meetings and formal council meetings. The elected officers are designated to be the President, Vice President, Secretary, and Treasurer. Scheduled planning meetings and formal council meetings are defined as those that occur each month with the approval of the Student Council Faculty Advisor. In the event that health or emergency necessitate that an officer be absent from a meeting, arrangements must be made with either the Advisor or President prior to the meeting.

Following an unexcused absence from a planning meeting or formal council meeting the officer shall be removed by a 2/3 vote at the next formal council meeting. Nominations shall then be taken from the floor and a new officer elected to serve for the remainder of the semester.

PROPOSED BYLAWS: Amendment #4

New: "Planning meeting and general membership meeting will be called by the President; or the Vice President when serving in the President's absence. In the event that health or emergency necessitate that an officer be present from a meeting, the Secretary must be given notice to the meeting.

Observation: The removed part "with the approval of the Student Council Faculty Advisor", creates some potential problems. The Wording with regard to the approval could be changed to "with the advice and ability of the advisor to be present." The advisor does have the responsibility to attend meeting of the AS Council re: "As COUNCIL ADVISOR CONTRACT", and there needs to be a way of working on meeting schedules so that the advisor and officers can be present at the meetings. With my work with the AS Ocean Campus I need to be present for business meetings and agenda reviews. If I am absent I have to have another administrator fill in for me at these meetings.

The other change, regarding notice to the Secretary for absence, I would ask; what if it is the secretary who will be absent? Notice should be able to be given to the officer and/or advisor in a timely way so as not to affect a quorum for the meetings.

STUDENT COUNCIL RECOMMENDATION:

The John Adams Associated Student Council recommends that this amendment not be adopted because the student council now has an office and phone number to receive notice of absent council members, and we want the continued involvement of the faculty advisor.

8. Duties of officers are as follows:

The President is responsible for working on the agenda in cooperation with the faculty advisor and posting it 2-3 working days before the meeting, ensuring that meetings are chaired democratically, and making sure that decisions are implemented. The president votes only to break a tie.

PROPOSED BYLAWS: Amendment #5

7. Duties of officers are as follows:

New: "The President is responsible for preparing the agenda for all meetings; posting the agenda for the general membership meeting 3 working days in advance of the meeting (in accordance with the Brown Act guidelines for public notification of a meeting); chairing and facilitating meetings both in a democratic and respectful manner;

appropriately represent all John Adams students in various venues and forums applicable to the office; and to ascertaining that decisions are implemented in a timely fashion.

Observation: I am uncertain as to why there is an omission "in cooperation with the faculty advisor". As I stated in the previous amendment, I attend the agenda reviews of the AS Ocean Campus. Part of my role is to ensure that the council is adhering to their by-laws and other policies of the college. From time to time I have had to advise them when some of the agenda items need to be reworded or changed from action to discussion, because they need to give adequate notice for an item to be understood by the general student population before taking action. My involvement is to assist them so that their meetings are in fact open and public.

The change to three days is consistent with the Brown Act

STUDENT COUNCIL RECOMMENDATION:

The John Adams Associated Student Council recommends that this by-laws amendment not be adopted because the President's duties are adequately described in the current by-laws.

Extra

- A: Another question I have is why not include other Officers in the discussion of the agenda? In some cases this allows for a broader point of view and encourages them to take their officer position more seriously.
- B: Another question is what happens when the President is not able to represent students in various venues and forums? Can this be assigned to other in the absence of the President?
- C: I offer these questions and comments to assist you in this By-Law process. They are meant to address the issues that unwittingly narrowly define a process that could lead to future difficulties or are too vague which could lead to problems of interpretation by later councils.

STUDENT COUNCIL RESPONSE:

- A. All current council members do attend agenda meetings, so there is no need to respond to these questions.
- B. The current by-laws already permit other officers other than the President to attend in the President's absence.
- C. The current John Adams Associated Student Council appreciated your help and comments and has proceeded in what we feel is the appropriate manner.