

Bylaws of the Associated Students of City College of San Francisco

Article I.

- A. We the Associated Student Council of City College of San Francisco do hereby assume the powers of self-government delegated to us by the District Governing Board and do ordain and establish this set of Bylaws. The objective of these bylaws is to provide consistent rules and regulations for conducting business by the Executive Council and each of the 9 Center Councils representing students who are registered and attending City College of San Francisco.

Article II. Purpose of the Bylaws

- A. Shall establish a consistent set of governing rules and regulations for the Associated Students of CCSF .
- B. Shall govern the ASCCCSF Executive Council, Center AS Councils and/or Association of Students (Please refer to Article III – C) throughout all of City College of San Francisco.
- C. Each campus shall adopt a set of codes that provides governing rules and regulations specific to their campus' needs but not conflicting with this set of bylaws.

Article III. Structure and Organization of the ASCCCSF

- A. ASCCCSF shall be comprised of the ASCCCSF Executive Council.
- B. AS Councils representing the respective campus.
- C. In the event of a Center not being able to establish an AS Council due to non-credit status, the Center may establish an Association of Students to serve as a representative student organization. Those Centers would need to select having an AS Council OR an Association of Students but cannot have both organizations serving simultaneously.
- D. Each Council and/or Association of Students shall be governed by the adopted ASCCCSF bylaws.
- E. Each Council and/or Association of Students may adopt a set of Codes that cover items beyond the scope of the ASCCCSF Bylaws.

Article IV. Executive Council General Provisions and Duties

- A. Purpose
 - 1. To serve as a representative voice for all CCSF students.
 - 2. To provide a forum to discuss issues and concerns for all CCSF students and Councils.
 - 3. To advocate for and support student issues on the college, local, state and federal levels.
 - 4. To encourage students throughout the District to fully participate in the shared governance at City College of San Francisco.

5. To appoint students to serve on Participatory Governance Committees and Hiring committees when appropriate. Students being considered for appointment to any committee must be preliminarily approved to serve by the Dean of Student Activities or designee.
6. When the AS Executive Council is dormant, the Dean of Student Activities in conjunction with the ASCCCSF Student Chancellor may make student appointments to PGC and other College/District wide committees.

Article V. Executive Council Membership

A. Membership

1. Each Active AS Council/Association of Students shall have two representatives, the President/Chair, or designee of the respective AS student organization, and one approved member from their student body who meets the eligibility requirements.
2. Only representatives of active AS Council/Association of Students will have the right to vote.
3. The Student Trustee shall serve as an ex-officio, non-voting member.
4. The Student Chancellor of ASCCCSF shall be voted in by the students of CCSF.
5. The Student Vice Chancellor of ASCCCSF shall be voted in by the students of CCSF.
6. The Student Treasurer shall be appointed from within the Executive Council by a majority vote of Council membership voting.

B. Eligibility

1. Members must be enrolled in at least 5 semester credit units or 10 hours of non-credit course work per week and be students in good standing (non-probation, discipline, holds, etc.).
2. AS Council Representatives must be enrolled in at least one credit class at the Center they represent. AS Council Representatives must also have successfully completed at least one credit class at the Center they represent.
3. Association of Students representatives must be enrolled in one credit class, or at least 2 hours of non-credit class at the Center they represent. Association of Students Representatives must also have successfully completed at least one class at the Center they represent.
4. Student Chancellor and Student Vice Chancellor must have completed 12 units of credit work at CCSF to be eligible to serve.

C. Terms of Office

Representatives and Officers may only serve for a maximum of two terms (not including summer). Term is defined as one academic year or any portion of an academic year.

D. Executive Council Employees

1. Secretary, (non-voting)
2. Election commissioner(s) (non-voting)
3. Refer to Position Description for duties.

Article VI. Executive Council Meetings

1. The Executive Council shall conduct regular meetings on Friday's beginning from 3:10 PM-5:00 PM or at date and time approved by the Dean of Student Activities.
2. Meet monthly, or as needed as deemed by the ASCCCSF Student Chancellor.
3. Not conduct summer meetings unless called by ASCCCSF Student Chancellor and approved by the Dean of Student Activities.
4. Meeting locations must rotate alphabetically to Centers that have Active Councils and/or Association of Students.
5. The quorum shall be established with a majority (50% plus 1) of active Councils and/or Association of Students present.
6. All meetings of the Executive Council and any subordinate bodies shall be conducted in accordance with the California Open Meeting Law (Ralph M. Brown Act) Govt. Code 54950-54963 and with Robert's Rules of Order.
7. The meeting shall be called by the Student Chancellor. In the absence of a Student Chancellor or if the Student chancellor refuses to call a meeting, a majority of the AS College Council's may call a meeting.

Article VII. Executive Council Officer Duties

A. Student Chancellor

1. Shall serve as the communicating link between the Students and the CCSF Chancellor.
2. Must attend at least one meeting per semester at each active Center Council/Association of Students.
3. Must provide training for the incoming Student Chancellor.
4. Must call meetings, prepare agendas, and chair the Executive Council meetings.
5. Serve on Associated Student and PGC committees if appointed by the Executive Council.
6. Meet with Chancellor and/or Dean of Student Activities as needed or when requested.

B. Student Vice Chancellor

1. Shall temporarily assume the duties of the Student Chancellor when asked to do so by the Student Chancellor or at times of a temporary absence of the Student Chancellor.
2. In the event the Student Chancellor is unable to complete his/her duties, the Student Vice Chancellor shall serve as acting Student Chancellor until the Executive Council approves a new Student Chancellor.

3. Duties as assigned by the Student Chancellor, including but not limited to:
 - a. Meeting with CCSF Chancellor
 - b. Chairing Executive Council
 - c. Preparing agenda
 - d. Attending Campus Council/Association of Students meetings
 - e. Serving as alternate for PGC if appointed member is unable to attend

C. Treasurer

1. Shall maintain and present the Executive Council Budget for approval by the Executive Council.
2. Must have the Budget updated every time there is a change.
3. Must serve on the PGC Budget Committee.
4. Must maintain a relationship with the Vice Chancellor of Finance.
5. Must be available to assist other Campus Councils/Association of Students Finance chairs when asked.
6. Shall serve as an ex-officio (non-voting) member of active AS Council/Student Association Finance/Budget Committees.

Article VIII Executive Council Officer Removal and Replacement

A. Removal by the Executive Council

1. The removal of the Student Vice Chancellor will be considered by the Executive Board upon presentation of a Bill of Particulars clearly delineating committed offenses or dereliction of duties signed by a minimum of 6 active Campus AS Councils/Association of Students at an Executive Council meeting.
2. There shall be an agenda item for removal on the next regularly scheduled Ex Council meeting.
3. The approving vote for the removal requires a $\frac{3}{4}$ affirming vote of Executive Council committee members voting.

B. Removal by General Student Body

1. The student body shall be permitted to seek removal of any Executive Council Officer by submitting a petition to the Dean of Student Activities or designee signed by at least 2% of the current student district population.
2. The petition must include the following:
 - A. Full description of the violations, dereliction of duties, or misdeeds of the officer.
 - B. The type and nature of disciplinary action is requested.
 - C. Each petition signer must clearly print name and official CCSF email address in addition to providing a personal signature.

C. Removal Proceedings

1. Upon receipt of either the Bill of Particulars or the petition, the item for removal shall be placed on the next regularly scheduled Executive Council meeting agenda.
2. The Student Chancellor shall chair the proceedings unless it is the Student Chancellor who is up for removal. If the Student Chancellor is up for removal, the Student Vice Chancellor shall chair the proceedings.
3. The charges shall be read and the Officer up for removal will have the opportunity to defend themselves against the charges.
4. The removal proceedings shall follow Robert's rule of Order and especially the pro-con argument format.

D. Replacement of removed or resigned Executive Council officers

1. In the event the position of Student Chancellor is vacated, the Student Vice Chancellor of ASCCCSF shall assume the position of acting Student Chancellor until the Executive Council appoints a new Student Chancellor.
2. Upon confirmation of a vacancy, the Executive Council chair shall formally announce to the Executive Council members and to each AS Council/Student Association that nominations are open for the vacated position.
3. Nominations shall be open for at least 5 college days.
4. Eligible members to be nominated must meet qualifications listed in Article IV, section B, and are limited to:
 - a. Executive Council Officers
 - b. Governors of the CCSF Campus Councils/Association of Students
 - c. Be preliminarily approved by the Dean of Student Activities, or designee.
5. Upon closing of nominations, the Executive Council will conduct the voting for officer at the next regularly scheduled meeting.
6. Nominees will be allowed a 3 minute speech explaining their qualifications, etc.
7. Each Nominee will be asked 3 questions from the Executive Council.
8. The Executive Council will debate and conduct a formal vote to elect the new officer.

Article IX. Association of Students General Provisions

- A. In order to establish an Association of Students a petition signed by at least 10 currently registered students at the respective Center must be presented to the Dean of Student Activities to apply to establish an Association of Students at that specific Center (i.e. student petitioners must be enrolled at the Center at which they wish to establish the Association).

- B. Along with the petition students must also present a written agreement stating the faculty who will serve as the adviser. Though the Dean (or Associate Dean) of Student Activities may serve as the advisor, the students shall secure a faculty member (teaching at the respective Center) or the Center Dean to serve as the advisor of the Association. The signature of the adviser confirms that they will be in attendance at all Association meetings, sign required approving documents and agree to attend training sessions conducted by the Dean of Student Activities or designee at least once per academic year.
- C. Upon presentation of both the petition and adviser agreement, the Dean of Student Activities will review application documents and may approve establishment of the Association and forward the application to the Executive Council for formal recognition.

Article X. Scope and Purpose of Association of Students

- A. To serve as a representative voice for all students of the respective Center.
- B. To provide a forum to discuss issues and concerns for the respective Center students.
- C. To advocate for and support issues that impact respective Center students on the local, state and federal levels.
- D. To facilitate and encourage students throughout at the respective Center to fully participate in the shared governance at City College of San Francisco.

Article XI. District ASC Elections

- A. All Campus Councils must have consistent Election rules and regulations.
- B. The elections shall be conducted no later than the last week of April for all active Councils unless there are no student candidates in which case the Council may schedule a special election in the upcoming fall semester for council candidates.
- C. All elections will adhere to the CCSF ASC ELECTIONS HANDBOOK & GUIDELINES.

Article XII. District ASB Council and Ex Council Finance Procedures

Refer to CCSF ASC Financial Guidelines

Article XIII. Open Meeting Rules

- A. All Council meetings and its subordinate bodies shall be conducted in accordance with the California Open Meeting Laws (Ralph M. Brown Act) Govt. Code §§ 54950-54963.
- B. All Council meetings shall be conducted using the latest edition of Robert's Rules of Orders.

Article XIV. Participatory Governance Council/Committees

- A. Students serving as representatives to PGC and hiring committees shall be approved by the Executive Council.
- B. The VP shall automatically serve as an alternate for PGC committee representatives.

- a. Shall only attend if the approved representative is either absent or requests attendance.
- C. Any additional CCSF District Wide or Participatory Governance Council representatives (over and beyond those mandated by these Bylaws) must be appointed by the Executive Council.
- D. In the event the Executive Council fails to convene for 2 or more weeks when College is in session, then the ASCCCSF Student Chancellor will have the right to appoint members on an interim basis based upon recommendations from Campus Center Councils and or Student Associations.
- E. The ASCCCSF Student Chancellor must inform the Dean of Student Activities of the interim appointments.
- F. Once the Executive Council resumes their meetings, the Executive Council has the right to confirm or replace the appointment.
- G. The ASCCCSF Student Chancellor is responsible for making sure there are students serving on the Participatory Governance Council or District Wide Committees and may select students at-large if necessary.
- H. The requirements for being in PGC or District Wide Committee
 - a. Currently enrolled in 5 credit units, or at least 10 non-credit hours per week.
 - b. Must be a student in good standing as defined in the CCSF College Catalog and not have any disciplinary sanctions including any academic holds.

Article XV. Employees

A. Requirement;

1. Enrolled in at least 5 for credit units.
2. Must be a student in good standing at CCSF.
3. Must meet all District standards for serving as an employee.

B. Positions

1. Council Secretary, if required.
2. Election Commissioner(s)

- C. Must be hired by a vote of the respective Council membership according to lines of authority.

D. Responsibilities

Refer to position description detailing duties and responsibilities.

Article XVI. Scholarships

Refer to Finance Guidelines

Article XV11. Amendments to the Bylaws and Codes

Sec. 1. Amendments to ASCCCF Bylaws Amendment procedure

1. A written motion stating the proposed amendment must be placed on the Council's agenda after the Dean of Student Activities has approved it to be considered by the Executive Council. The written motion shall first appear as an information/discussion item only (no vote can be taken) on the Executive Council meeting agenda. No adoption action may take place during the introduction of amendments.
2. The Executive Council shall then discuss and review the amendment. The Amendment shall be presented to each Council for review. Each Council shall discuss the amendment and provide their respective representative with direction for action.
3. The amendment shall then be placed on the next regularly scheduled Executive Council meeting agenda as an action item and may have the 1st vote.
4. Prior to the second vote, at the next regularly scheduled meeting, the amendment shall be published at least twice in documents available to all Center Council members and for entire student body to read.
5. Prior to the second Executive Council vote, respective Center Council student members shall be given opportunity to comment on the amendment motion at the Executive Council meeting. The amendment must receive at least a 2/3 majority vote from the Executive council to proceed to the final step.
6. The Executive Council Bylaw amendments shall then be on each of the respective Councils Agenda and may be adopted by receiving affirming votes from at least 2/3 majority vote of active councils from at least 6 of the Councils.

Sec. 2 Amendments to Campus Codes

1. Amendments to each Campus Council Code are Center specific which means Center Councils can only approve amendments specific to their respective Council Code documents.
2. Any amendment being considered shall not conflict, change or alter the ASCCCSF Bylaws.
3. Amendment procedure:
 - A. written motion stating the proposed amendment must be placed on the Council's agenda. The written motion shall first appear as an information/discussion item only (no vote can be taken) on the respective Center Council meeting agenda. No adoption action may take place during the

introduction of amendments to the respective Center Council after the Dean of Student Activities has approved it to be considered by the ASB College Council.

B. The respective Center Council shall then discuss and review the amendment.

C.. The amendment shall then be placed on the next regularly scheduled Center Council meeting agenda as an action item and may have the 1st vote.

D. Prior to the second vote, at the next regularly scheduled meeting, the amendment shall be published at least twice in documents available to all respective Center Council members and for respective student body to read.

E. Prior to the second vote, respective Center Council student members shall be given opportunity to comment on the amendment motion in the respective Center Council meeting.

F. The Center Council Code amendments may be adopted by two (2) two-thirds ($2/3$) majority vote of all active members of the respective Center Council.

Article XVIII. Campus Council Structure

- A. Each individual Campus Center Council/Association of Students within CCSF must adopt a set of Codes in order to be a recognized representative body.
- B. Campus Codes shall not conflict with the ASCCCSF Bylaws, ASCCCSF Constitution, Finance Guidelines and Election Guidelines.
- C. Campus Center Associations of Students must be approved by the Dean of Student Activities.
- D. Titles for each position given in the order of the hierarchy:
 1. President
 2. Vice President or if more than one Director
 3. Senator(s) or Officer(s)
- E. Students serving on each College Council must be enrolled in at least 5 credit units and be a student in good standing at the Center they represent.
- F. Students serving as representatives on each Center Association of Students must be enrolled in at least 5 credit units or at least 10 hours of non-credit units at the Center they are representing.

