



EXECUTIVE BOARD BY-LAWS

Statement of Vision and Goals:

The Executive Board seeks:

- To provide a forum for communication, issues, and concerns of the CCSF campus councils and students at large;
- To advocate and support issues that impact students, i.e., local, state, federal, and college levels;
- To facilitate and encourage students throughout the district to fully participate in the shared governance at City College of San Francisco.

Membership of Executive Board:

Section A: Members

1. Each active campus council will have two representatives, the president or his/her designee being one member and the second member elected or appointed by the elected Campus Council.
2. Only members of the active campus councils shall have the right to vote at the Executive Board meetings.
3. The Student Trustee will serve as a convener of the Executive Board.
4. Each member of the Executive Board may serve for a one-year term, and shall serve no more than two full years.
5. The term of office may be for a full academic year.
6. Members of the Executive Board shall miss no more than three meetings per year.

Section B: Councils requirements for active status

1. The Campus advisor shall consult with students on their campus, to develop an organizational meeting to create an election process, in which the election of the Council membership has been achieved through ample notice and access for participation by the campus population.
 - a. When the Campus Council has been elected they shall meet to create their campus By-laws.
2. A Campus Council shall be recognized as Active when the following four criteria are met.
 - a. The Council has a set of By-laws.
 - b. The Council has been established in an election process.
 - c. The Council has an advisor.
 - d. The Council holds regularly scheduled meetings that are noticed to the students of that campus.



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Meetings of Executive Board:

Section A: Duties and Responsibilities

1. The Executive Board shall provide for discussion of issues and concerns of the campus councils.
2. The Executive Board shall monitor the shared governance participation of students at the campuses.
3. The Executive Board shall develop and make recommendations to make student governance more responsive to students and student friendly.
4. The Executive Board shall focus on working closely with student governance coordinators from each campus that has established one, to enable the recruitment, training and retention of students who participate from all campuses.
5. The Executive Board shall approve applications for Active Council Status by a majority vote, in accordance with the membership guidelines.

Section B: Meetings

1. Meetings shall be held at least once a month. Emergency meetings may be convened after a majority vote of the Executive Board.
2. Meetings shall rotate to campuses with active AS Councils.
3. Agenda items for meetings shall be submitted by the Executive Board members and put on the final agenda to be publicly noticed at least 72 hours prior to the meeting.
4. Meeting dates shall be decided by the Executive Board at the beginning of the semester and posted at all campuses and the Current Events Calendar.
5. Meeting Quorum will consist of a majority of Executive Board Members.
6. All actions taken by the Executive Board shall be recorded in the meeting minutes.
7. Meetings shall be guided by Parliamentary Procedure.
8. The convener will ensure that communication of all meetings and minutes are forwarded to other shared governance groups of the district, in addition to sending them to the members of the Executive Board, with the assistance of the Student Activities Office.
9. The Associate Dean of Student Activities or designee shall attend all meetings of the Executive Board, and all Advisors are encouraged to attend.

Election of Positions to support the Business of the Executive Board

Section A: Positions to support Executive Board shall be made by a Majority Vote.

1. A Secretary shall be elected to maintain minutes of all Executive Board meetings.
 - a. The student elected as secretary must attend all meeting of the Executive Board.
 - b. The secretary shall be a currently enrolled student at any of the campuses of CCSF.
2. A Treasurer shall be elected by the Executive Board.
 - a. The treasurer shall be a member of the Executive Board, however, if no member is willing to serve in this position the Executive Board may consider a student at large.



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- b. The treasurer shall be responsible for keeping track of all funds assigned to the Executive Board.
 - c. The treasurer shall present a monthly statement of the finances to the Executive board, and shall work with the Student Accounting office to ensure the accuracy of the reports.
 - d. The treasurer shall be a currently enrolled student at any of the campuses of CCSF.
3. The Executive Board may appoint other positions to assist the work of the Executive Board.
 - a. Any students appointed to positions for the Executive Board shall be a currently enrolled student.

Resignation or Removal

Section A: Resignation

1. When a member submits a letter of resignation, the campus council of the member shall appoint/elect a new member to serve the remainder of that term of office.
2. If the campus council is not able to appoint/elect a person to complete the term of office vacated, the council will lose the vote of that officer.

Section B: Removal

1. An Executive Board Member who does not comply with these By-Laws or Constitution of the Associated Students of City College of San Francisco shall receive a written warning that they are subject to removal from the Executive Board and notice shall be sent to the member's Campus Council and the Campus Advisor. The member receiving a warning may appeal the action of the Executive Council in writing at the next meeting.
2. An Executive Board Member who has been warned, and continues to be non-complaint regarding the By-Laws or Constitution of the Associated Students of City College of San Francisco, and has had the opportunity to respond through an appeal at an Executive Board meeting, shall be removed by a vote of 2/3 of the Executive Board. The member's Campus Council shall be notified of the action for removal.
3. All members removed from the Executive Board shall be afforded the right of due process. The person may contact the Associate Dean, Student Advocacy, Rights and Responsibilities. The Associate Dean may be invited by either party to serve as a arbiter of the hearing for removal of a member and to ensure the right of due process.
4. When a member has been removed, the member's campus council shall appoint/elect a new member to serve the remainder of that term of office. If the member removed is the President or the President's designee, of a campus council, the campus council may select another representative.
5. If the campus council is not able to appoint/elect a person to complete the term of office vacated, the council will lose the vote of that officer.



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Amendments to the By-Laws

Section A: Initial Approval of By-Laws

1. Each active Campus Council shall vote on the By-Laws of the Executive Board of the Associated Students of City College of San Francisco.
2. A 2/3 vote of active Campus Councils shall adopt these By-Laws and shall establish them for the Spring of 2002.

Section B: Amendments

1. Amendments to these By-Laws shall be written and shall be voted on two meetings following their submission.
2. The 2/3 vote of the members present will be necessary to adopt amendments.

By-Law recommendations from the Student Governance Task Group

Members:

Kevin Boggess, Student
Rick Cantora, Student
Ed Bloxom, Student
Toni Hines, Student Trustee
Rachel Wood, FRC Staff, former Student
Joanne Low: Dean, Chinatown/Northbeach Campus
Dory Rincon: Advisor, John Adams Campus
Tim Killikelly, Faculty
Sue Homer, Faculty
Skip Fotch, Associate Dean Student Activities
Frank Chong, Dean of Student Affairs, Chair

Adopted May 2003, approved by Downtown Campus, John Adams Campus, Mission Campus, Ocean Campus, Southeast Campus. By-Laws take effect in August 2003