



## OCEAN CAMPUS BY-LAWS

These by-laws became effective when approved by the student body of Phelan Campus in the General Elections of Fall 1993.

### Authority

These by-laws were adopted following the ratification of the Constitution of the Associated Students of City College of San Francisco in the General Elections of Fall 1993.

### Student Council

#### **Section A: Qualification and Membership**

1. Student council shall be composed of fifteen voting members, including the Vice-Presidents.
2. The full term of office for Student Council members shall be from July 1 through June 30.
3. All members of Student Council must have a cumulative 2.0 grade point average to be seated.
4. Student Council members shall enroll in Student Leadership 12 the first full semester they hold office, if they have not already satisfactorily completed the course.
5. All members of Student Council shall be elected to office by General Election, or, may be appointed by 2/3 vote of council if vacancies occur during term of office.
6. No member of Student Council may hold office concurrently in the student government of another college or university.
7. All members of Student Council must be enrolled in a minimum of six units (including the S.L. 12 class) and be in good academic standing.

#### **Section B: Meetings, Rules, and Procedures**

1. Student Council shall hold regular meetings once a week. All meetings of the Council shall be open and public.
2. Student Council must comply with the Brown Act and may follow Robert's Rules of Order, adapted as deemed necessary, at all meetings.
3. The Council may adopt other such rules, policies, and procedures as it deems necessary that are not inconsistent with these by-laws.
4. The Council shall establish such standing and special committees as it may deem necessary to conduct its business.
5. A Quorum shall be a simple majority of the active members of the Council.

#### **Section C: Responsibilities**

1. Each member of Student Council is required to sit on one Shared Governance committee and to be an active participant on one A.S. committee.
2. The outgoing Student Council shall engage in an active transition and training period with the incoming Student Council members during the months of May and June.



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3. Student Council members shall attend a regularly scheduled, two hour council meeting once a week. Vice-Presidents shall additionally attend a one-hour planning and evaluation meeting once a week. Three unexcused absences or five absences, whether excused or unexcused, from planning meetings or regular council meetings per semester may be a reason for removal from council. Absence from a substantial portion of a meeting shall be deemed one full absence.
4. The newly elected AS Council shall hold properly noticed meetings no later than the third week of June to determine their internal structure and operations including the appointment of Vice Presidents and setting the days and times of regular AS Council meetings.
5. The outgoing President and Vice-Presidents and/or their designees, working with the Dean of Student Activities, must facilitate a minimum 15 hours training of the new AS Council, to which all newly elected council members will be required to attend.
6. Elected Officers that hold scholarship positions on the Council shall serve no more than a total of two years

### **Section D: Powers and Duties**

1. Student Council may pass legislation in the form of recommendations, allocations and resolutions.
2. The Student Council, as the legislative body of the students shall have final authority on behalf of students in the supervision of all its affairs, policies, properties, and conduct.
3. Student Council may override the President's written veto by a 2/3 vote.
4. Student Council may recall any appointee or remove any elected member by a 2/3 vote.
5. Student Council may impeach the President by a 3/4 vote.
6. Student Council shall vote to appoint committee chairs, Shared Governance representatives and other officers by a 2/3 vote.
7. One Vice-President will be approved by a 2/3 vote of the Student Council to replace the President in the event of a vacancy in that office.

### Vice-Presidents

#### **Section A: Description**

1. Shall have completed twenty-four units at CCSF before taking office.
2. Shall be members of Student Council.
3. Shall be approved by the Student Council.
4. Shall report weekly at the Student Council meetings.

#### **Section B: Power**

1. With the approval of Student Council, Vice-Presidents may delegate responsibility as deemed necessary to insure fulfilling the duties of their specific functions.



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### Section C: Responsibilities

1. Vice-President of Finance
  - a. Shall be chair at all Finance meetings and provide the minutes from all meetings.
  - b. Shall insure the adherence to the Guidelines for the Management of Associated Students Funds at CCSF.
  - c. Shall monitor fundraising, budgeting, spending and any other related concerns.
  - d. Shall report as requested to the President.
  - e. Shall obtain, review and maintain copies of all financial data of the organization, including but not limited to audit reports, IRS, EDD and bank statements using the name and/or taxpayer ID numbers of the Associated Students.
  - f. Shall function as the Chief Financial Officer of the Associated Students of Phelan Campus.
  - g. Shall file with the State Board of Equalization and other appropriate state and federal agencies all names and signatures of the incoming council members no later than September 1 of each year; to be updated as needed.
2. Vice-President of Administration/Executive Vice President
  - a. Shall stand in as President in times of temporary absence of the President.
  - b. Shall coordinate the recording and distribution of all the minutes, agendas, and other similar material of the A.S.
  - c. Shall organize and maintain all functions of the A.S. offices.
  - d. Shall monitor the inventory and use of all A.S. equipment.
  - e. Shall chair the Space Utilization/Student Union Improvement Committee.
3. Vice-President of Communication
  - a. Shall organize and publish the A.S. Council Newsletter.
  - b. Shall facilitate communication between the Council and all other campus bodies.
  - c. Shall coordinate the maintenance of all campus posting boards.
  - d. Shall chair the AS Public Relations Committee.
4. Vice-President of the Inter-Club Council
  - a. Shall be chair at all Inter-Club Council (ICC) meetings and provide the minutes of all meetings.
  - b. Shall have previously acted as an officer of a recognized club.
  - c. Shall insure the adherence to the ICC Guidelines.
  - d. Shall report as requested to the President.
5. Vice-President of Cultural Affairs
  - a. Shall coordinate A.S. representation on the Concert and Lecture Series Committee.
  - b. Shall facilitate and coordinate student participation in A.S. sponsored performing arts.
  - c. Shall be responsible for the utilization and maintenance of the A.S. Student Union Art Gallery.



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- d. Shall act as the A.S. liaison with the CCSF Theater Arts Department, the Diego Rivera Theater, the CCSF Art Gallery, and other related performing arts offices.
- e. Shall be an active member of the Public Relations Committee.

### President

#### **Section A: Description**

1. Shall have completed twenty-four units at CCSF before taking office.
2. Shall have a cumulative 2.0 grade point average to be seated.
3. Shall be elected in a General Election by the student body, or have been approved by Student Council to replace an elected president who has resigned or been removed.
4. Shall be elected consecutively for no more that two terms.
5. Shall be seated by the outgoing council at its last scheduled meeting of the spring semester with term of office to be effective July 1 through June 30.
6. Must be enrolled in a minimum of six units (excluding student leadership classes) and be in good academic standing.
7. Must enroll in Student Leadership 12 the first full semester of holding office if the course has not already been satisfactorily completed.

#### **Section B: Responsibility**

1. Shall establish procedures for Student Council meetings with the approval of Student Council.
2. Shall establish and submit a budget that adheres to the Guidelines for the Management of Associated Students Funds to Student Council for approval.
3. Shall be chair at all Student Council meetings.
4. Shall attend ICC and Finance meetings.
5. Shall be ex-officio member of all other A.S. committees and Councils.
6. Shall attend or designate a substitute to attend all Board of Trustee meetings.
7. Shall sit on one Shared Governance committee.
8. Shall attend a regularly scheduled, two hour Council meeting once a week, and shall additionally attend a one hour planning and evaluation meeting once a week. Three unexcused absences, or five absences, whether excused or unexcused, from planning meetings per semester may be reason for removal from Council. Absence from a substantial portion of a meeting shall be deemed one full absence.
9. Shall serve as one of three student members of the College Advisory Council and shall provide leadership for the effective participation of students in shared governance.

#### **Section C: Powers**

1. May propose to the Student Council for appointment Senators, Vice-Presidents, committee chairs, Shared Governance Representatives, and other officers as deemed necessary.



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2. May propose to Student Council the recall of any appointee or the removal of any Senator or Vice-President.
3. May vote in Student Council only to break a tie vote.
4. May veto any action taken by Student Council by submitting a written statement to that effect within one week of the action in question.
5. Shall function as the Chief Executive Officer of the Associated Students of Phelan Campus.

### Student Participation in Shared Governance

The three students appointed by AS Council to the College Advisory Council shall be responsible for the overall recruitment, orientation, coordinating and reporting of student participants on shared governance.

### Committees

#### **Section A: Description**

1. The Associated Students shall establish committees as deemed necessary.

#### **Section B: Responsibilities**

1. All committees shall have the following approved by the Associated Students Council: function, scope, composition of committee, quorum, time of meetings, and selection of chair.
2. All committees shall have their business approved by the Associated Students Council unless authorized by the council to proceed otherwise.

#### **Section C: Specific Committees**

1. Public Relations Committee – At least 3 senators, who are not Vice Presidents, must be active members of this committee.
2. Space Utilization/Student Union Improvement Committee – At least 2 senators, who are not Vice Presidents, shall be active members of this committee.
3. SSSCC – At least 2 senators, one as the primary college representative and one as the alternate, shall represent CCSF at all regional and State SSSCC events.

### Elections

#### **Section A: Intent**

It is the express intention of the students that campus elections be conducted fairly and openly. To that end, the President shall appoint, subject to the approval of the Student Council, an Election Commissioner.



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### **Section B: Description of the Election Commissioner**

The Election Commissioner shall be a student not seeking office in the upcoming elections.

### **Section C: Responsibilities of the Election Commissioner**

1. Shall maintain the adherence to the A.S. Election Guidelines.
2. Shall maintain impartiality toward all recognized candidates and proposed legislation.
3. Shall determine the dates of election packet release, campaign periods, and voting.
4. Shall publicize widely all information pertaining to the elections.
5. Shall make election packets accessible to students.
6. Shall coordinate and oversee the elections.
7. Shall post the election results within twenty-four hours following the closure of the polls, or, in the result of a crisis, post an explanation for withholding the results, and a future date for posting the results.

### **Section D: Election Guidelines**

1. Shall be written by the Election Commissioner in cooperation with the Elections Committee and the Dean of Student Activities.
2. Shall remain in effect until revised, subject to the approval of the Student Council.

### **Section E: Elections**

1. Shall be held each year for two days during the last week of April.
2. Shall be open to any registered student of CCSF.

### Ratification and Amendment

#### **Section A: Ratification**

These by-laws, upon ratification by a majority vote of those Phelan campus students voting in a properly noticed election at the Phelan campus, shall take effect and shall supersede any and all previous by-laws. These by-laws shall be then considered fundamental and may only be amended as described herein.

#### **Section B: Amendment**

1. An amendment may be submitted to the Election Commissioner either by 2/3 vote of the Student Council or by a petition signed by 2% of the students at the campus. The amendment will be voted upon at the next regular election and will require ratification by a majority of students voting in that election.
2. The Ocean Campus By-Laws, when amended, shall be sent to the Associated Students Executive Board for acceptance, and a copy is sent to the Associated Dean of Student Activities.



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### Amendments

#### **Amendment #1: Ratified April 27, 1994**

Add to Vice Presidents Section C:

5. Vice-President of Cultural Affairs
  - a. Shall coordinate A.S. representation on the Concert and Lecture Series Committee.
  - b. Shall facilitate and coordinate student participation in A.S. sponsored performing arts.
  - c. Shall be responsible for the utilization and maintenance of the A.S. Student Union Art Gallery.
  - d. Shall act as the A.S. liaison with the CCSF Theater Arts Department, the Diego Rivera Theater, the CCSF Art Gallery, and other related performing arts offices.

#### **Amendment #2: Ratified April 27, 1995**

Change Student Council Section A. #4 to read:

Student Council members shall enroll in Student Leadership 12 the first full semester they hold office, if they have not already satisfactorily completed the course.

#### **Amendment #3: Ratified April 27, 1995**

Add to Student Council Section C:

3. Student Council members shall attend a one hour meeting once a week to plan and evaluate council meetings. Three unexcused absences from planning meetings or regular council meetings per semester may be reason for removal from council.

#### **Amendment #4: Ratified April 27, 1995**

Change President Section A. #5 to read:

Shall be seated by the outgoing council at its last scheduled meeting of the spring semester with term of office to be effective July 1 through June 30.

#### **Amendment #5: Ratified April 27, 1995**

Change President Section A. #6 to read:

“excluding student leadership classes.”

#### **Amendment #6: Ratified April 27, 1995**

Add to President Section A:

7. Must enroll in Student Leadership 12 the first full semester of holding office if the course has not already been satisfactorily completed.

#### **Amendment #7: Ratified April 27, 1995**

Add to President Section B:

8. Shall attend a one hour meeting once a week to plan and evaluate council meetings. Three unexcused absences per semester may be reason for removal from council.



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### **Amendment #8: Ratified April 27, 1995**

Add to President Section C:

5. Shall function as the Chief Executive Officer of the Associated Students of Phelan Campus.

### **Amendment #9: Ratified April 27, 1995**

Add to Vice Presidents Section C, Item 1 (Vice President of Finance):

- e. Shall obtain, review and maintain copies of all financial data of the organization, including but not limited to audit reports, IRS, EDD and bank statements using the name and/or taxpayer ID numbers of the Associated Students.

### **Amendment #10: Ratified April 27, 1995**

Add to Vice Presidents Section C, Item 1 (Vice President of Finance):

- f. Shall function as the Chief Financial Officer of the Associated Students of Phelan Campus.

### **Amendment #11: Ratified April 27, 1995**

Add to Vice Presidents Section C, Item 1 (Vice President of Finance):

- g. Shall file with the State Board of Equalization and other appropriate state and federal agencies all names and signatures of the incoming council members no later than September 1 of each year; to be updated as needed.

### **Amendment #12: Ratified April 27, 1995**

Add to Vice Presidents Section C, Item 2 (Vice President of Administration):

- e. Shall convene monthly meetings for all student Shared Governance participants to coordinate effective student representation in the Shared Governance system.

### **Amendment #13: Ratified April 27, 1995**

Add to by-laws a section titled "Committees" following President and preceding Elections, to include the following:

The Associated Students shall establish committees as deemed necessary.

All committees shall have the following approved by the Associated Students Council: function, scope, composition of committee, quorum, time of meetings, and selection of chair.

All committees shall have their business approved by the Associated Students Council unless authorized by the council to proceed otherwise.

### **Amendment #14: Ratified April 19, 1996**

Add to Student Council, Section C: Responsibilities the following:

4. The newly elected AS Council shall hold properly noticed meetings no later than the third week of June to determine their internal structure and operations including the appointment of Vice Presidents and setting the days and times of regular AS Council meetings.





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### **Amendment #15: Ratified April 19, 1996**

Add to Student Council, Section C: Responsibilities the following:

5. The outgoing President and Vice Presidents and/or their designees, working with the Dean of Student Activities, must facilitate a minimum 15 hour training of the new AS Council, to which all newly elected council members will be required to attend.

### **Amendment #16: Ratified April 19, 1996**

Vice Presidents, Section C, #2:

Replace Vice President of Administration with Vice President of Administration/Executive Vice President

### **Amendment #17: Ratified April 19, 1996**

Vice Presidents, Section C, Part 2a:

Replace 2.a. Shall coordinate Shared Governance participation with

2. a. Shall stand in as President in times of temporary absence of the President.

### **Amendment #18: Ratified April 19, 1996**

Vice Presidents, Section C, Part 2e

Replace 2.e. Shall convene monthly meetings for all student Shared Governance participants to coordinate effective student representation in the Shared Governance system with

- 2.e. Shall chair the Space Utilization/Student Union Improvement Committee.

### **Amendment #19: Ratified April 19, 1996**

Vice Presidents, Section C, Part 3d

Replace 3.d. Shall be responsible for all A.S. publicity on campus with

- 3.d. Shall chair the AS Public Relations Committee

### **Amendment #20: Ratified April 19, 1996**

Add to Vice Presidents, Section C, Part 5e

Shall be an active member of the Public Relations Committee

### **Amendment #21: Ratified April 19, 1996**

Add to Presidents, Section B: Responsibility the following:

9. Shall serve as one of three student members of the College Advisory Council and shall provide leadership for the effective participation of students in shared governance.

### **Amendment #22: Ratified April 19, 1996**

Add a Title and Area after the Title/Area President:

Student Participation in Shared Governance

The three students appointed by AS Council to the College Advisory Council shall be responsible for the overall recruitment, orientation, coordination and reporting of student participants on shared governance committees.



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### **Amendment #23: Ratified April 19, 1996**

Add to Title and Area Committees Section C the following:

Section C: Specific Committees

1. Public Relations Committee - At least 3 senators who are not Vice Presidents must be active members of this committee.

### **Amendment #24: Ratified April 19, 1996**

Add to Title and Area Committees Section C the following:

Section C: Specific Committees

2. Space Utilization/Student Union Improvement Committee

At least 2 senators who are not Vice Presidents, shall be active members of this committee.

### **Amendment #25: Ratified April 19, 1996**

Add to Title and Area Committees Section C the following:

Section C: Specific Committees

3. CALSACC – At least 2 senators, one as representative and one as the alternate, shall act as CCSF CALSACC representatives.

### **Amendment # 26: Ratified April 24, 2003**

Change title of Phelan Campus By-Laws to Ocean Campus By-Laws.

### **Amendment # 27: Ratified April 24, 2003**

Add to Area Student Council Section B: Meetings, Rules, and Procedures the following:

2. Student Council must comply with the Brown Act and may follow Robert's Rules of Order, adapted as deemed necessary, at all meetings.

### **Amendment # 28: Ratified April 24, 2003**

Add to Area Student Council Section B: Meetings, Rules, and Procedures the following:

5. A Quorum shall be a simple majority of the active members of the Council.

### **Amendment # 29: Ratified April 24, 2003**

Add to Area Student Council Section C: Responsibilities the following:

6. Elected Officers that hold scholarship positions on the Council shall serve no more than a total of two years.

### **Amendment # 30: Ratified April 24, 2003**

Add to Title and Area Student Council Section D: Power and Duties the following:

8. The Council shall seek to fill all vacancies within a 30 day period.



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### **Amendment # 31: Ratified April 24, 2003**

Add to Title and Area Ratification and Amendment Section B: Amendment the following:

2. The Ocean Campus By-Laws, when amended, shall be sent to the Associated Students Executive Board for acceptance, and a copy is sent to the Associated Dean of Student Activities.

### **Amendment # 32: Ratified April 24, 2007**

Change Student Council Section C: Responsibilities to the following:

3. Student Council members shall attend a regularly scheduled, two hour council meeting once a week. Vice-Presidents shall additionally attend a one-hour planning and evaluation meeting once a week. Three unexcused absences or five absences, whether excused or unexcused, from planning meetings or regular council meetings per semester may be a reason for removal from Council. Absence from a substantial portion of a meeting shall be deemed one full absence.

### **Amendment # 33: Ratified April 24, 2007**

Change President; Section B Responsibilities to the following:

8. Shall attend a regularly scheduled, two hour Council meeting once a week, and shall additionally attend a one hour planning and evaluation meeting once a week. Three unexcused absences, or five absences, whether excused or unexcused, from planning meetings per semester may be reason for removal from Council. Absence from a substantial portion of a meeting shall be deemed one full absence.

### **Amendment # 34: Ratified April 24, 2007**

Change Committees Section C: Committees to the following:

Title Change to SSSCC from Cal SACC and wording:

3. SSSCC – At least 2 senators, one as the primary college representative and one as the alternate, shall represent CCSF at all regional and State SSSCC events.