

ASSOCIATED STUDENTS OF SKYLINE COLLEGE CONSTITUTION & BYLAWS

We, students of Skyline College, with the approval and subject to the control, by the Board of Trustees of the San Mateo County Community College District, in order to promote the general welfare of students, education, opportunity among students, offer experience in the practice of democratic proceeding, encourage students to participate in the planning, direction of student activity, and better develop school community relations, hereby establish the *Constitution of the Associated Student of Skyline College*.

ARTICLE 1 Name, Mascot, Colors

- Section 1 This organization shall be known as the, "Associated Students of Skyline College," and may hereafter be referred to as the *A.S.S.C.*
- Section 2 Mascot: *Trojan*
- Section 3 Colors: *Scarlet, Gold and White*

ARTICLE 2 Membership

- Section 1 All registered students attending classes at Skyline College are affiliated members of the A.S.S.C.
- Section 2 All affiliated members of the A.S.S.C. shall become active members upon issuance of a current Skyline College student body card and shall have the following privileges:
- A. Privilege to be elected or appointed to a student body office.
 - B. Admission to social and other student sponsored activities at rates to be determined by the Student Council.
- Section 3 Honorary membership shall be available to the faculty and staff of Skyline College who purchases a staff Student body card. Honorary members shall enjoy all the privileges of active members, except the privilege of holding A.S.S.C. office.
- Section 4 The price of the student body card shall be established by the Student Council.



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ARTICLE 3

Executive and Legislative Organization and Authority

- Section 1 The Student Council shall be the governing body of the students of Skyline College and shall consist of Executive Officers and Senator. (See A.S.S.C. Bylaw #2 for specific duties and responsibilities.)
- Section 2 The Executive Council shall serve and the executive body of the A.S.S.C. and shall be comprised of the following officers:
- A. President
 - B. Vice President
 - C. Commissioner of Finance
 - D. Commissioner of Activities
 - E. Commissioner of Publicity
 - F. Commissioner of Public Records (former title: Administrative Assistant/Secretary)
- Section 3 Senators and Executive Officers shall be elected by the student body of Skyline College for a term of one academic year (June-May). Senators and Executive Officers who are appointed by the A.S.S.C. shall serve from the time of appointment until the end of the term.
- Section 4 Members of the Student Council shall act as the legislative body of the A.S.S.C.
- A. All members of Student Council shall come under the jurisdiction of the Executive Council
- Section 5 Authority of Members: Members of Student Council have authority only when acting as Student Council. Individual members may not speak for or direct the activities of Student Council without Student Council approval.

ARTICLE 4

ASSC Limitations

- Section 1 No member of the Student Council may hold more than one office in the A.S.S.C. Council at any time.
- Section 2 No student shall hold the same office on the Executive Council for more than two terms.
- Section 3 A student who has completed six semesters of service on a Student Council in the San Mateo County Community College District will not be eligible to hold an A.S.S.C. office.
- Section 4 No member of the Executive Council may hold a Presidency or Vice Presidency in an A.S.S.C. club.



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ARTICLE 5 Constitutional Codes

- Section 1 The Student Council shall have the power to develop and adopt Constitutional Codes in accordance with the A.S.S.C. Constitution.
- Section 2 The Student Council shall enforce the Constitution Codes in compliance with the A.S.S.C. Constitution.
- Section 3 Codes may be developed, amended or revoked by a **two-thirds (2/3) vote** of the total Student Council membership. Upon acceptance by Student Council, Codes shall be continuous until amended or revoked.

ARTICLE 6 Rules of Order

- Section 1 In the absence of provisions to the contrary, Robert's Rules of Order Revised will prevail.

ARTICLE 7 Student Organization Club Council and Other Student Organizations

- Section 1 Each club and organization of the ASSC shall come under the jurisdiction of the Student Organization Club Council (S.O.C.C.) and have its constitution ratified by a two-thirds (2/3) majority vote of S.O.C.C.
- Section 2 S.O.C.C. shall derive all its power from the A.S.S.C. and shall adopt any measure necessary and proper for the promotion of its function, provided that such measures are not in conflict with the A.S.S.C. Constitution.
- Section 3 All money received by a student organization shall be deposited immediately in to the treasury of the A.S.S.C. and credited to the account of the organization. Funds may be withdrawn only with the permission of the organization's faculty advisor.



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ARTICLE 8 Constitutional Amendments

- Section 1 Amendments to the Constitution may be proposed by a two-thirds (2/3) majority of the whole Student Council membership or by a petition signed by 10% of the members of the Association.
- Section 2 The Constitution may be amended by two-thirds (2/3) majority of the votes cast in any general or special student body election.

ARTICLE 9 Ratification

This Constitution becomes effective upon ratification by two-thirds (2/3) vote of the students voting in a general or special election. The President of Skyline College shall have the power of approval or veto over this constitution. The Student Council shall have the power to override the veto by two-thirds (2/3) majority vote.



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BYLAWS

ASSC Bylaw #1 – The Election Code

ARTICLE 1 Procedures for Candidates

- Section 1 Requirements of a Candidate wishing to run for office on the A.S.S.C. Governance Council.
- A. A Candidate must submit a complete Candidacy Application at least 7 days prior to the election date.
 - I. Candidate Application must contain the following materials:
 - a. resume
 - b. verification of good standing at the college
 - c. nomination petition containing a minimum of 25 signatures of Skyline College students
 - d. candidate statement
 - e. signed statement of campaigning rules, regulations and requirements
 - B. A Candidate shall be a member of the A.S.S.C. and holding a current Skyline College student body card.
 - C. A Candidate shall, upon filing to run for an office must have a minimum accumulative GPA of 2.05 for a Senator position and 2.25 for an Executive Council position.
 - D. A Candidate shall be enrolled in at least six units at the time of assuming office.
 - E. A Candidate must have read and have a working knowledge of the A.S.S.C. Constitution and Constitutional Bylaws.
 - F. All candidates must attend and observe at least one A.S.S.C. Governing Council meetings prior to the election.
 - G. A candidate running for the office of President or Vice President must meet the following requirements:
 - 1. Successful completion of 8 units of college level courses. (Accumulative of GPA 2.25).
 - H. The Election Board shall review all qualifications of each candidate before placing the candidate's name on the ballot.



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Section 2 Candidate Procedures

- A. Any write-in candidate must fulfill all qualifications stipulated in Article 1, Section 1, of the Election Code, with the exception that his/her name will not be on the ballot and his/her petition is due at least two days prior to the date of the election.
- B. Failure of any candidate to comply with these provisions will result in disqualification.
- C. Write-in votes for anyone not having completed the above procedures will become void and the votes cast for that candidate will not be counted.
- D. Write-in candidates cannot campaign for elections until all completed forms have been submitted and approved by the Election Board.

Section 3 Campaigning Procedures

- A. A candidate may begin campaigning as soon as the Election Board has approved the election forms.
- B. Campaigning materials such as posters and handbills may only be displayed in approved areas designated by the Election Board.
- C. The limit of any one handbill to be permanently displayed in the areas designated shall not exceed 20.
- D. On election days, the voting area must be cleared of all campaign materials. Each candidate is responsible for removing all of his/her campaign materials.
- E. There shall be no campaigning within 100 feet of or on the same floor as the voting area on Election Day.

ARTICLE 2 Election Board

Section 1 Composition

- A. Election Chairperson (Vice President)
 - I. If the Vice President is running for office, the Election Chairperson shall be the next Executive Officer in the line of succession. (refer to Bylaw 2 - Student Council Code, Section 1, Part E, II)



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- B. Minimum of 2 or a maximum of 4 Student Council members nominated by the Chairperson and appointed by the ASSC.
- C. Coordinator of Student Activities
- D. Commissioner of Publicity
- E. Commissioner of Activities
- F. No members of the Election Board may be candidates for office. If the Commissioner of Activities or the Commissioner of Publicity is not able to serve on the election board due to their status as a candidate, a successor shall be nominated by the President and appointed by ASSC.

Section 2 Election Chairperson

- A. Shall be A.S.S.C. Vice President.
- B. If the Vice President cannot serve in this capacity, the chair will be handed down the line of succession of A.S.S.C. officers. (Bylaw 2 - Student Council Code , Section 1, Part D)
- C. The Election Chairperson shall assume responsibility for the coordination of any and all elections.
- D. The Election Chairperson shall report to the Council on the activities of the Election Board.
- E. President and Coordinator of Student Activities must be contacted immediately following the tallying of the ballots. Official results must be posted within 24 hours.

Section 3 Duties and Responsibilities of the Election Board

- A. Shall form and serve for the duration of the election process. If the election process continues into the next semester, due to special elections new members may be appointed to replace non-returning Election Board members.
- B. Shall serve as the governing body and as the judicial committee for the purpose of enforcing the Election Code.
- C. Shall verify petition signatures.
- D. Shall determine candidate eligibility. The Coordinator of Student Activities will verify transcripts.
- E. Shall organize and direct a, "Meet the Candidates," forum prior to the election.



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- F. Shall be knowledgeable of the Election Codes and report all infractions of the laws to the Election Chairperson and the Coordinator of Student Activities immediately.
- G. Shall count and record the ballots for each office.
- H. Shall verify that all defaced ballots are void.
- I. At least one Election Board member shall be present at the election booth during voting.
- J. No Election Board member shall campaign for any candidate or issue on the ballot.
- K. The Election Board shall serve as the governing body over all general and special elections.
- L. Members of the Election Board exercise authority only with approval of the Board, not as individual.
- M. The Election Board shall receive funding by the A.S.S.C. for all related election expenses.

ARTICLE 3 Election Procedures

Section 1

Voting Procedures

- A. All registered students shall have the privilege to vote in school elections
- B. All students must present valid identification at the time of voting.
- C. All voters must be listed on the Admissions and Records list of currently enrolled students at Skyline College.

Section 2

General Election

- A. All general elections shall be held once every academic year at least four weeks prior to final exams. The date is to be determined by the Commissioner of Activities, Commissioner of Publicity and the Election Board Chair with the approval of the majority of council.
- B. Elections shall be held on two consecutive school days.
- C. Voting shall be by secret ballot.



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- D. The ballots shall be secured each day after the poll closes.
- E. The candidate receiving the majority of votes shall be declared elected and will assume the duties of office on the last day of the semester in which he/she is elected.
(The majority of votes = 50% + 1 or greater)
- F. In the event of lack of majority votes cast for any candidate, the two candidates receiving the most votes will participate in a runoff election. The candidate receiving the majority of votes in the runoff election will be declared elected.
- G. Any candidate running must receive at least 10% of the votes cast to be elected to office.
- H. A write in campaign may be conducted during a general or special election.

Section 3 Contesting Elections

- A. In the event that the election is contested, a written petition and statement must be submitted to the Election Chairperson within ten business days, following the election. Complaints filed after the deadline will not be accepted.
- B. The election board shall review all formal written complaints and determine if there needs to be a formal investigation. If there is sufficient evidence to warrant a hearing the Election Board shall review all aspects of the election procures and determines the appropriate action to be taken.

In the event that a formal complaint is filed against the Election Board, the Coordinator of Student Activities and the Vice President of Student Services will review the complaint and determine if there is sufficient evidence to warrant a hearing.

- C. The Election Board's report shall be brought before the current Student Council no later than five business days following the contested election.

Section 4 Special Election

- A. Special Elections shall be held under the following circumstances:
 - I. If no candidate receives the majority of votes cast, the 2 candidates receiving the most votes will participate in a runoff election.
 - II. If no candidate receives at least 10% of the votes cast for his/her office.
 - III. If less than 50% of the positions on the council are filled during the general election
- B. In the event there is a need for special election, the general student body must be notified through publicity channels at least two weeks prior to the election.



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ARTICLE 4 Procedures for Appointments

Section 1 Requirements of a Nominee wishing to hold office on the A.S.C.C. Governance Council

- A. A nominee must submit a complete Candidacy Application prior to the appointment date.
- B. A candidate must submit a complete Candidacy Application at least 7 days prior to the election date
 - I. Candidate Application must contain the following materials:
 - a. Resume
 - b. Verification of good standing at the college.
 - c. Nomination Petition containing a minimum of 25 signatures of Skyline College students.
 - d. Candidate Statement
 - e. Signed statement of campaigning rules, regulations and requirements.
- C. A candidate shall be a member of the A.S.S.C. and holding a current Skyline College student body card.
- D. A Candidate shall, upon filing to run for an office, have a minimum accumulative Skyline College GPA of 2.05 for a Senator position and 2.25 for an Executive Council position. Candidates without a Skyline College GPA will be subject to limited voting status.
- E. A Candidate shall be enrolled in at least six units at the time of assuming office.
- F. A Candidate must have read and have a working knowledge of the A.S.C.C. Constitution and Constitutional Codes.
- G. All candidates must attend and observe at least one A.S.S.C. Governing Council meeting prior to the election.
- H. A Candidate running for the office of President or Vice President must meet the following requirements:
 - 1. Successful completion of eight units of college level courses.
(Accumulative GPA of 2.25)
- I. The Election Board shall review all qualifications of each nominee before placing the nominee's name on the ballot.



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ARTICLE 5 Removal from Office

Section 1 Impeachment

- A. The Senate shall have the sole power to try all impeachment proceedings against Senators, or member of the Executive Council.
- B. When sitting for that purpose, the Senate shall meet as a whole body, with one of the Student Senators elected by a simple majority vote to chair the proceedings.
- C. Senator(s)/Executive officer(s) will be impeached by 2/3 majority vote of the Governing Council.

Section 2 Recall

- A. All elected officials shall be subject to recall by a petition submitted by five hundred (500) members of the student association.
- B. Upon presentation of the petition to the Student Senate, the Student Senate shall call a recall election within two weeks. If the removal action is supported by two-thirds (2/3) of the votes cast in the special election, the officer or Senator shall be removed from office.
- C. The Senator/Executive Officer will be impeached by 2/3 majority vote of ASSC Governing Council

Section 3 Excessive Absences / Tardies

- A. Governing Council members will be dismissed from office with four unexcused absences or five tardies.

An excused absence is defined as absence caused by personal illness / injury or illness/ injury / death of a family member. Council members will be asked for documentation to confirm the legitimacy of the absences.

A tardy is defined as arriving after the meeting has started or arriving 10 minutes after the instructional period has begun. (Rev. December 1989)



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Attendance will be taken at the following meetings and events

- ASSC Governing Council Meetings
- College Committee Assignments
- District Committee Assignments
- ASSC events (if council member fails to show up for their designated work assignment)
- Executive Council Meetings
- Office Hours

ASSC Bylaw #2 – The Student Council Code

ARTICLE #1

Duties and Responsibilities of Council Members

Section 1 Duty and Responsibilities of Executive Officers:

President

Vice President

Commissioner of Finance

Commissioner of Activities

Commissioner of Publicity

Commissioner of Public Records (Administrative Assistant)

- A. Represent the entire student body at large
- B. Execute action necessary to accomplish Student Council legislation
- C. Hold a minimum of one Executive Council meeting a month as called by the President or two or more members of the Executive Council. Meetings must be scheduled in accordance with the Brown Act.
- D. All members of Student Council will sign contracts stating their requirement to fulfill their duties. These duties include mandatory participation in ASSC functions, activities, events, meetings, and any other A.S.S.C. affiliated function. Members not fulfilling their duties and responsibilities as stated in the A.S.S.C. Constitution are subject to expulsion and/or impeachment.
- E. In the event that an Executive Officer is removed from office or resigns from their position, the vacant office will be filled by nomination. The A.S.S.C. Governing Council may nominate one current Executive Officer or Senator to the vacant office. While the position is vacant, the Council President will divide the additional duties among the remaining Executive Officers to fulfill until a new officer is appointed.



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Section 2 Duties of the President

- A. Direct and coordinate the activities of the Student Governing Council.
- B. President acts as Chairperson of the Student Council or delegate, said duties to the Executive Council members in the line of succession.
- C. Represent the Associated Students at all official functions or appoint a designee.
- D. Have the power to veto. The veto must be submitted in writing within 48 hours after the end of the current meeting to the Office of Student Activities. This veto may be overridden by a two-third (2/3) vote of the whole council membership at the next meeting.
- E. If there are vacancies in any offices of the Student Council, whether they be elected or appointed, it is the Presidents responsibility to nominate an individual to fill the position(s). All nominations must be approved by vote of quorum of Student Council. {Quorum = 1/2 of Student Council membership plus one.}
- F. Attend all regular meetings of the District Student Government and the San Mateo Community College District Board of Trustees or appoint a delegate to do so. President or delegate must submit reports to council on a monthly basis.
- G. Coordinate ASSC participation on all campus and district standing committees. (See Standing Committee Roles)
- H. Serve on committees as appointed by Student Council.

Section 3 Duties of the Vice President

- A. Direct and coordinate the activities of the Skyline Organization and Club Council
- B. Assume the duties of the President during the absence and succeed to the office upon the resignation of the President.
- C. Furnish each Student Council member with a detailed list of the respective duties as stated in the Codes.
- D. Serve as Chairperson on the Election Board (See Code #1, Article 2, Section 2).
- E. Serve on committees as appointed by Student Council.



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Section 4 Duties of the Commissioner of Finance

- A. Collect all money as may be authorized by Student Governing Council.
- B. Make a financial statement each month, giving a complete record of expenditures and receipts. Report must be submitted to ASSC by the 2nd meeting of the month.
- C. Verify and sign all requisitions for the disbursement of funds of the Association according to the budget established by the Student Governing Council, and subject to the limitations of the District Financial Code as approved by the Board of Trustees.
- D. In cooperation with the Commissioner of Activities and the College Coordinator of Student Activities, present a proposed budget to the Student Council no later than the 2nd week of the fall semester.
- F. Serve on committees as appointed by Student Council.

Section 5 Duties of the Commissioner of Activities

- A. Prepare with advisor's approval, a tentative copy of the calendar of future activities and present it to the Student Council for approval by the 2nd week of the fall semester.
- B. Maintain a current copy of the calendar to be posted in the Student Activities Office.
- C. Coordinate all activities sponsored by the Student Council. Submit design and implementation plan to ASSC prior to the event. Submit final report and evaluation 2 weeks after event.
- D. In cooperation with the Financial Coordinator and the College Coordinator of Student Activities, present a proposed budget to the Student Council no later than the 2nd week of the new semester.
- E. Serve on the Election Board. (Election Code, Article 2, Section 2, Part F)
- F. Serve on committees as appointed by Student Council.

Section 6 Duties of the Commissioner of Publicity

- A. Coordinate publicity, i.e., flyers, press releases, posters, announcements, newsstands, and display cases.
- B. Work with the Commissioner of Activities to meet the publicity needs of planned A.S.S.C. events. Submit design and implementation plan to ASSC prior to the event. Submit the final report and evaluation 2weeks after the event.



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1. Will work with Commissioner of Activities to develop advertising plan.

C. Serve on the Election Board. (Election Code, Article 2, Section 2, Part F)

D. Serve on committee as appointed by Student Council.

Section 7

Duties of the Commissioner of Public Records (former title: Administrative Assistant)

A. Record minutes of all ASSC and Executive Council meetings and maintain confidentiality of minutes until approved by council

B. Act as custodian of official public records of the Associated Students of Skyline College Governing Council with the exception of the ASSC budget. The Student Activities Office will assist the Commissioner of Public Records with the maintenance of the Official Public Records of the ASSC.

1. Be responsible for the official correspondence of the Student Council.

Official Correspondence is as follows:

- a. statements of intent
- b. statements of support made by ASSC
- c. press releases
- d. requests by ASSC to faculty, students and staff
- e. Thank you notes from the ASSC

2. All correspondence must be approved by a quorum vote of the Student Council before they can be sent to the public.

C. Keep a roll of the members and call the roll when required.

D. Duplicate minutes for distribution to Council members for approval.

E. Post minutes of all meetings.

F. Be responsible for official correspondence of the Student Council.

G. Be responsible for collecting all proposed agenda items and posting of the agenda.

1. All proposed agenda items will be reviewed by the Coordinator of Student Activities and the ASSC President.
2. All agendas will be posted in accordance with the Brown Act.

H. Serve on committees as appointed by Student Council.

Section 8

Duties and responsibilities of Senator(s) for the ASSC Governing Council



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- A. A minimum of 3 and a maximum of 15 Senator positions are available on the Governing Council.
- B. Represent the entire Student Body at large at Student Council meetings and as designated.
- C. Attend regular Council meetings.
- D. Execute duties and responsibilities as designated by Executive Council and Council Legislation.
- E. Be competent with regard to exercising Robert's Rules of Order, ASSC Constitution and the Brown Act.
- F. A member of Council may initiate dismissal of any officer or Senator of the A.S.S.C. with the approval of two-thirds (2/3) vote of the total Council membership.
- G. Serve on committees as appointed by Student Council.

Section 9

In addition to the duties and responsibilities of Executive Officers and Senators listed above, all Council members must.

- A. Maintain a current Skyline Student Body Card.
- B. Maintain six units of college level courses at Skyline College.
- C. Maintain a minimum 2.05 semester G.P.A. for a Senator position and 2.25 for an Executive position.
- D. Hold a minimum of 2 monthly meetings throughout the academic year when classes are in session. Special meetings may be called by the President or two or more members. Before a special meeting of Council can be held, all Council members must be notified.
- E. New members of Council must enroll in the Student Government 111 or 112. If the Senator/Officer is elected they must enroll in the course for the following semester. If the Senator/Officer is appointed by the Student Council they must enroll in the course by the semester after their appointment.
- F. Sign and adhere to ASSC Governing Council Job Fulfillment Contract by the first official ASSC Governing Council Meeting or two weeks after their appointment to the ASSC Governing Council.



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ASSC Bylaw #3 – The Student Trustee Code

- Section 1 Requirements for SMCCCD Student Trustee
- A. Be currently enrolled in one of the Colleges of the San Mateo County Community College District and maintain a minimum of six units.
 - B. Maintain a 2.0 G.P.A.
 - C. Must be in good academic and conduct standing
 - D. Must be knowledgeable of the Student Trustee election process and procedures.
- Section 2 Requirements for Skyline College Nominee
- A. In order to be eligible to run as the Student Trustee Nominee from Skyline College the candidate must be enrolled in a minimum of six units at Skyline College and meet the additional requirements for SMCCCD Student Trustee as stated in ASSC Bylaw #3, Section 1.
- Section 3 Skyline College Nomination Process
- A. Election of the Skyline Nominee for Student Trustee will take place during the Student Governing Council Elections
 - B. Candidates must follow the candidate process as outlined in ASSC Bylaw #1- the Elections Code, Article 1, and Sections 1 – 3.
- Section 4 SMCCCD Student Trustee Election Process
- A. Election shall take place by May 30th of each year.
 - B. The manner, place and time of the election shall be determined by the Associated Students of Skyline College.
 - C. The Associated Students shall make every effort to schedule the elections on different days at the colleges.
 - D. A panel of seven student body officers (two from each college, selected by the Student Council) and incumbent Student Trustee shall interview the three Student Trustee nominees and elect one person by secret ballot to be seated as the Student Trustee.
 - E. None of the members of the panel may be a candidate.



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Section 5 Duties of the Student Trustee

- A. Shall serve a one-year term as non-voting member of the Board beginning June 1st of each year.
- B. The rights and responsibilities of the Student Trustee shall be limited to those mandated in the Education Code unless an extension of rights and responsibilities is approved by the Board.
- C. The Student Trustee shall hold monthly meetings with the President and Vice Presidents of the District's three Associated Student Boards to discussion and review upcoming items on the SMCCCD Board of Trustee Agenda
- D. The Student Trustee shall attend a minimum of two meetings per semester of College of San Mateo, Canada College and Skyline College Associated Student Board meetings.

ASSC Bylaw #4-The Financial Code

ARTICLE 1

Regulations for the Constitution and Disbursement of Funds Held in A.S.S.C Accounts

Section 1 Policy on Returned Checks - \$15 Returned Check Charge

- A. There will be a \$15 charge assessed for all returned checks written to an A.S.S.C. account. It will be the responsibility of the account for the returned check and the additional \$15 to reimburse the account for the returned check and the returned check charge.

Section 2 Collection of Funds

- A. Only those funds which are authorized by the organization's constitution or statement of purpose may be collected.
- B. Funds may be collected only by authorized members of the organization.
- C. Public sales by organizations may be conducted on or off campus only when approved by the Student Activities Office.



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- D. All money collected by the organization must be deposited immediately. An itemized report of how funds were collected must accompany all deposits and include the number of tickets or items sold, price of items, etc.
- E. All money received will be deposited into the appropriate A.S.S.C. account.

Section 3 Expenditure of Funds

- A. All expenditures will require the use of A.S.S.C. service contracts, renumbered purchase orders and/or renumbered requisitions.
- B. Payroll or scholarship expenditures must be issued through the appropriate SMCCCD accounts. A.S.S.C. must make such payment through district channels.
- C. All expenditures for services require the completion of the A.S.S.C. contract for services. The completed contract must be submitted with the requisition for the check to be issued prior to the service date.
- D. All purchases must be made by prenumbered requisitions. When billed, the requisition will be drawn in the name of the vendor.
- E. To comply with auditing standards, receipts or some authorized back up must accompany all requisitions. Authorized back up for expenditures includes invoices standard receipts (dated and stamped by vendor), and purchase orders. Handwritten notes, cancelled checks or similar material will not be accepted as authorized verification of expenditure.
- F. Check requests prepared by the A.S.S.C. will require a minimum of **Two Weeks to be processed.**
- G. Requisitions drawn against A.S.S.C. funds must be signed by the advisor and the Treasurer of the originating organization, the Coordinator of Student Activities, the A.S.S.C. Commissioner of Finances and at least one college administrator.
- H. Trust accounts may be established, with the approval of the Coordinator of Student Activities, for the purpose of maintaining funds to provide support services or material to students. A statement of purpose and account signature sheet must be on file in the Student Activities Office to establish and maintain an account.
- I. Club or trust accounts that are inactive for two years will be absorbed into the SOCC Trust. (See Article 7 of the ASSC Constitution and SOCC Manual for additional information.)
- J. An inactive club or trust is one that has no transactions for two years and/or has no current signature or required club forms on file in the Student Activities Office.



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- K. Club and Trust accounts may not run into a deficit balance without the approval of the Coordinator of Student Activities.

Section 4 The Office of Student Activities is authorized to collect and/or pay any debts incurred by an A.S.S.C. organization.

ARTICLE 2 ASSC Club Grants

Section 1 The A.S.S.C. is authorized to provide a grant program for all recognized clubs on campus for requests that exceed \$500.00. All requests under \$500.00 should be addressed at the Skyline Organization and Club Council meetings. See Bylaw 7

Section 2 A recognized club must have the following information on file:

- A. A faculty advisor (completed Advisor Contract)
- B. An approved constitution on file in the Student Activities Office.
- C. A current club roster on file in the Student Activities Office.
- D. The student group must have met the minimum requirements to be considered an officially recognized club / organization

Section 3 Criteria for Grant

- A. Not to exceed \$1000.00.
- B. Grants available not more than once academic year per club.
- C. Clubs / Organizations must finance a minimum of 20% to 50% of the event to show a vested interest in the project.
 - 20% investment is required for groups whose trust account has a balance below \$500.00
 - 50% investment is required for groups whose trust account has balance above \$500.00
- D. Grants must be applied to an activity that would be of interest to the general student body.
- E. Admission charges must allow for student body cardholders to receive a discount price.



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- F. The grant request must be presented to Council a **minimum of three weeks prior to** the activity.
- G. Steps for applying for a Grant Request
1. Obtain a Proposal Packet from the Student Activities Office, Room 6212.
 2. Complete Proposal Application and Budget Proposal form.
 3. Return the Application and Budget Proposal form to the Student Activities Office, 6212. Incomplete proposals WILL NOT be accepted
- H. A two-thirds (2/3) vote of council is necessary for grant approval.
- I. A completed A.S.S.C. Requisition with necessary paperwork attached must be signed by the following individuals of the club requesting the funding; Advisor, President/Chair, Treasurer and two Club members at large in order to complete the transfer of funds.
- J. All advertising for the event must include the name of the Associated Student of Skyline College as one of the supporter of the event.
- K. For additional information about procedures for requesting funding, refer to Code 6, Section 4 of the ASSC Constitution.

ARTICLE 3

ASSC Grants for Skyline College Department / Program and other events facilitated by Skyline Faculty and/ or Staff

- Section 1 The A.S.S.C. is authorized to provide a grant program for department and division programs
- Section 2 Criteria for Grant
- A. Before requesting funds from the A.S.S.C. the department, program or employees of the college and must have made attempts to secure full or partial funding from their program, department, division or student groups affiliated with their program.
 - B. The requestor(s) must finance a minimum of 20% to 50% of the event to show a vested interest in the project
 - 20% investment is required for events below \$1000.00
 - 50% investment is required for events above \$1000.00



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- C. Not to exceed \$3000.00.
- D. Grants available not more than once per academic year.
- E. Grants must be applied to an activity that would be of interest to the general student body.
- F. Admission charges must allow for student body cardholders to receive a discount price.
- G. The grant request must be presented to Council a minimum of three weeks prior to the activity.
- H. **Steps for applying for a Grant Request**
 - 1. Obtain a Proposal Packet from the Student Activities Office, Room 6212.
 - 2. Complete Proposal Application and Budget Proposal form.
 - 3. Return the Application and Budget Proposal form to the Student Activities Office, 6212. Incomplete proposals WILL NOT be accepted
- I. A two-thirds (2/3) vote of council is necessary for grant approval.
- J. A completed A.S.S.C. Requisition with necessary paperwork attached must be signed by the following individuals the ASSC Advisor, President/Chair or Treasurer, the faculty / staff requestor and the Division Dean of the employee who is making the request in order to complete the transfer of funds.
- K. All advertising for the event and any reporting of the event in newsletters and newspapers (i.e. Skyline Shines or the Skyline View) must include the name of the Associated Student of Skyline College as one of the supporters of the event. All grants over \$1000.00 must include the use of the A.S.S.C. logo.
- L. For additional information about procedures for requesting funding, refer to Code 6, Section 4 of the ASSC Constitution.



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ARTICLE 4

Club request for Conference Travel

- Section 1 The A.S.S.C. is authorized to provide a grant program for all recognized clubs on campus for requests that exceed \$500.00. All requests under \$500.00 should be addressed at the Skyline Organization and Club Council meetings.
- Section 2 Officially recognized club/organization must have the following information on file:
- A. A faculty advisor (completed Advisor Contract)
 - B. An approved constitution on file in the Student Activities Office.
 - C. A current club roster on file in the Student Activities Office.
 - D. The club have the minimum requirements to be considered an officially recognized club / organization
- Section 3 Criteria for Grant
- A. Not to exceed 50% of the total cost of the conference or the maximum amount of \$3,000.
 - B. Grants available not more than once per academic year.
 - C. Clubs must raise a minimum of 50% of the conference travel expenses.
 - D. Clubs must show how attending the conference would be beneficial not only to club members but to the general student body and the campus community.
 - E. Clubs are required to have one advisor for every ten students attending the conference. Funding for the advisor must be included in the original grant request and will not be considered as a separate grant request.
 - F. The grant request must be presented to Council a minimum of **four weeks prior** to the conference.
 - G. Steps for applying for a Grant Request
 - 1. Obtain a Proposal Packet from the Student Activities Office, Room 6212.
 - 2. Complete Proposal Application and Budget Proposal form.



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3. Return the Application and Budget Proposal form to the Student Activities Office, 6212. Incomplete proposals WILL NOT be accepted
- H. A two-thirds (2/3) vote of council is necessary for grant approval.
- I. A completed A.S.S.C. Requisition with necessary paperwork attached must be signed by the following individuals of the club requesting the funding; A.S.S.C. Advisor, President/Chair or Treasurer in order to complete the transfer of funds.
- J. All advertising or mention of the conference attendance in campus newsletters (i.e. Skyline Shines and the Skyline View) must include the name of the Associated Student of Skyline College as one of the supporter of the activity.
- K. For additional information about procedures for requesting funding, refer to Code 6, Section 4 of the ASSC Constitution.

ARTICLE 5

Allowance for Student Representatives at Administrative Meetings

Section 1 Allowance for attending meetings.

- A. Any A.S.S.C. representative attending an on-campus or off-campus meeting will receive an allowance of \$25.00.
- B. An on-campus or off-campus meeting will be defined as one of the following:
- an official Student Senate of California Community College (SSCCC) meeting.
 - a S.M.C.C.C.D. Board of Trustees meeting
 - a S.M.C.C.C.D. Student Council (which consists of representatives from the Associated Students of College of San Mateo, Associated Students of Skyline College of San Mateo and the Associated Students of Canada College, and the S.M.C.C.C.D. Student Trustee) meeting.
 - a S.M.C.C.C.D. Shared Governance meeting.
 - a District Auxiliary Services Advisory Committee (DASAC) meeting.
 - a Skyline College, College Council meeting.
 - a Skyline College Academic Senate meeting.
 - a Skyline College Curriculum Committee meeting.
 - a Skyline College Educational Policy meeting
 - a Skyline College Planning and Budget meeting
 - an official meeting for Accreditation (WASAC)
 - any other official meeting in which Skyline Student Representation is needed, excluding ASSC Executive Council, ASSC meetings and SOCC meetings
- C. When request for allowance is made, requisition must be accompanied by supporting documentation from the meeting. Documentation is as follows: meeting agenda, minutes and/or information packets distributed at that meeting. Only those representatives who



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have been officially appointed by the Student Council will be approved for payment of allowance.

- D. Meeting attendance shall be verified by the Coordinator of Student Activities, the ASSC Commissioner of Finance and the President of Student Council.

ARTICLE 6 Regulations for the Disbursement of Funds to the Student Activities Office

- Section 1 The Student Activities Office shall receive an endowment from the ATM Fund
- A. 90% of the monies in the ATM Fund will be transferred into the Activity Office Trust by the first week of classes, fall semester.
- B. The endowment will be used for educational programming and to purchase office supplies for the Student Activities Office.
- C. Disbursement of the Funds shall occur only at the discretion of the Coordinator of Student Activities and the Vice President of Student Services.

ASSC Bylaw #5 – The Fog Policy

- Section 1 The FOG is a campus publication (not the school newspaper) put out by the Associated Students of Skyline College Governing Council to inform the campus population of events, activities, announcements, and issues related to Skyline College. It may also contain student and staff creative writing pieces; however the publications should not contain only creative writing.
- Section 2 The FOG is an optional publication and will be maintained "as long as" or "when" there is student staff to accomplish the task of producing the publication on a regular basis, not less than once a month and not more than twice a month.
- Section 3 The FOG is managed by the ASSC Governing Council. A voting member of the ASSC Governing Council will be appointed as the Editor-in-Chief of the publication and the term shall correspond to those of the Executive Council.



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- Section 4 Any currently enrolled Skyline College student may submit material to the FOG publication. The FOG staff retains the right to choose material for publication. Furthermore, the FOG staff retains the right to edit any and all material submitted for publication.
- Section 5 All articles must be accompanied by the author's signature and student identification number. The author may request to use a pen name on the published article. The use of a pen name must be approved by the FOG staff. If a pen name is permitted and injury is made, the author's real identity will be disclosed.
- Section 6 The ASSC will bear responsibility for all costs related to the publication and distribution of the FOG.
- Section 7 The publication will be compatible with the policies and educational objectives of the college.
- Section 8 The FOG advisor (or Coordinator of Student Activities) must be conferred with before publication. The FOG staff may appeal any decisions made by the advisor in an ASSC Governing Council meeting. Further appeal by either the ASSC Governing Council or the advisor may be taken up with the appropriate administrator.
- Section 9 A calendar will be established in the beginning of each semester by the FOG staff.
- Section 10 The FOG publication will not eliminate the SKYLINES publication.
- Section 11 The original FOG logo produced by Matt Coe shall be the official logo and will be used on all covers.
- Section 12 Advertisements may be woven in with the copy as long as the number of ads does not exceed the number of pages (cover not included). Pricing is as follows:
- A. \$10.00 minimum for ad size of standard business card
 - B. Free for SBC discount givers (proposal must be approved by the ASSC Executive Council)
 - C. Free or discounted in exchange for discounts or donations to the ASSC.

ASSC Bylaw #6 – The Governing Council Standing Rules

- Section 1 All guests are welcome and may request to speak during the HEARINGS OF GROUPS AND INDIVIDUALS section of the agenda. Guests should request prior to the beginning of the meeting to be placed on the agenda. (December 1989)



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- Section 2 An agenda will be available to guests and members of the Governing Council prior to the meeting. Minutes are available to the Governing Council members only and become public upon approval. (December 1989)
- Section 3 All items of business must be sponsored by a member of the Governing Council. (December 1989)
- Section 4 To attain ASSC sponsorship or support a formal request must be submitted in writing to the Governing Council at least two weeks in advance of the event/activity. The request should include the following information:
- A. Purpose or nature of the event/activity
 - B. Date, time, location of event/activity
 - C. Specific duties Governing Council members are expected to assume (i.e., make posters, distribute flyers, post publicity, provide funding, serve refreshments, etc., list the type of assistance requested and the time commitment involved).
 - D. Specific duties other groups/individuals will assume. (December 1989)
- Section 5 Only voting members of the Student Governing Council may sit at the table or in the voting area at Council meetings. Other individuals (and their belongings) must sit in the gallery section designated by the Council on the perimeter of the room. (October 1986)
- Section 6 The ASSC Advisor may present business and participate in discussion when appropriate. (September 1986)
- Section 7 Fixed time to adjourn is the end of the instructional period. (rev. December 1989)
- Section 8 Governing Council members will be dismissed from office with four absences or five tardies. A "tardy" is defined as arriving after the meeting has started or arriving 10 minutes after the instructional period has begun. (Rev. December 1989)
- Section 9 The voting rights of Governing Council members will be suspended after two consecutive absences. Suspension will be revoked after attendance at two consecutive meetings. The secretary will maintain attendance records. (September 1986)
- Section 10 Members of the ASSC committees or student representatives on college and district committees must be members of the Governing Council. Exceptions to this can be made with two-thirds (2/3) approval of Council. (rev. December 1989)
- Section 11 The Governing Council meeting room must be left in order after use by the Council. No cups or food may be left in the room, all papers must be removed, and chairs will be set around the tables in the same manner as they were found. (September 1986)



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ASSC Bylaw #7 – The Skyline Organization and Club Council Meeting Rules

- Section 1 All guests are welcome and may request to speak during the HEARINGS OF GROUPS AND INDIVIDUALS section of the agenda. Guests should request prior to the beginning of the meeting to be placed on the agenda.
- Section 2 An agenda will be available to guests and members of the Club Council prior to the meeting. Minutes are available to the Club Council members only and become public upon approval.
- Section 3 All items of business must be sponsored by a member of the Club Council.
- Section 4 To attain SOCC sponsorship or support a formal request must be submitted in writing to the Club Council at **least two weeks in advance** of the event/activity. The request should include the following information:
- E. Purpose or nature of the event/activity
 - F. Date, time, location of event/activity
 - G. Specific duties Club Council members are expected to assume (i.e., make posters, distribute flyers, post publicity, provide funding, serve refreshments, etc., list the type of assistance requested and the time commitment involved).
 - H. Specific duties other groups/individuals will assume
 - I. Clubs / Organizations have attended a minimum of 3 meetings and maintained their officially recognized status with the S.O.C.C. in order to be eligible for S.O.C.C. Grants. Programs, departments and divisions are not eligible for S.O.C.C. Grants but they may request help from individual clubs.
 - J. Request over \$500.00 must be submitted to the Associated Students of Skyline College Governing Council.
- Section 5 Only one voting member from each officially recognized club or organization may sit at the table or in the voting area at Club Council meetings. Other individuals (and their belongings) must sit in the gallery section designated by the Council on the perimeter of the room. (October 1986)
- Section 6 The ASSC / SOCC Advisor may present business and participate in discussion when appropriate. (September 1986)
- Section 7 Fixed time to adjourn is the end of the instructional period. (Rev. December 1989)



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- Section 8 Club/Organizations who miss two consecutive meetings will not be allowed to vote on any action items on the agenda until they have attend the next full meeting
- Section 9 A Club's / Organization's officially recognized status will be removed with four absences or five tardies from SOCC meetings within an academic year. A "tardy" is defined as arriving after the meeting has started or arriving 10 minutes after the instructional period has begun. (Rev. December 1989)
- Section 10 Representatives attending the SOCC meetings can only act as the official voting representative for one club. (A student who is a member of more than one student group can only represent one of the groups at the meeting.)

ASSC Bylaw #8– The Skyline Organization and Club Council Officially Recognized Club / Organization Status

- Section 1 Requirements to apply for officially recognized club / organization status
- A. Completed Club /Organization Constitution
 - B. A current roster that list a minimum of 10 members who are registered Skyline College students
 - C. Completed Advisor(s) Contract(s)
 - D. Request to appear on the S.O.C.C. Agenda
 - E. Completed packets must be submitted a minimum of two weeks prior to the S.O.C.C. meeting when your group will be making its request for official status request
- Section 2 Requirements for maintaining the officially recognized status clubs must have the following information on file and updated at least once an academic year. Deadline for submission will be established at the first S.O.C.C. meeting of the academic year.
- E. Completed Advisor(s) Contract(s)
 - F. An approved constitution on file in the Student Activities Office.
 - 1) Any changes must be submitted to the Student Activities Office once they have been officially approved by the club / organization.
 - 2) Updates must contain the current version of your constitution, as well as the agenda and the minutes of the club meeting when the changes occurred



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- G. A current club roster on file in the Student Activities Office.
- H. An approved and updated signature card for the student group's trust account on file in the Student Activities Office and the A.S.S.C. Bookkeepers Office
- I. Submission of meeting times and locations to the Student Activities Office for the event calendar
- J. Regular attendance at the S.O.C.C. meetings, no more than 4 absences or 5 tardies within an academic year.

Section 3 Officially recognized clubs / Organizations are entitled to the following items and services from the Associated Students of Skyline College Office and the Student Activities Office

- A. Free use of meeting spaces on campus
 - 1. Groups will be charged for extra custodial, technical support and security when necessary.
 - 2. Groups must complete and Facilities Use Agreement Form and submit it to the Student Activities Office 3 weeks before their scheduled activity
- B. 100 Free black and white copies for club meetings or events per academic year
 - 1. Groups will be charged an additional .05 cents per copy after that.
 - 2. Color copies can be done through the Skyline College Graphics Department for a minimal fee
- C. 5 Free faxes for club / organization business per academic year, maximum of 3 pages per fax (There will be a charge of \$1.00 per page after that)
- D. Free use of locker in room 6214 for club items
- E. Access to use of room 6210 and 6214, rooms must be scheduled through the Student Activities Office. Rooms will be scheduled on a first come first serve basis.
- F. Assistance from the A.S.S.C. Office and the Student Activities Office with planning for events, club / organization recruitment and conference travel.

