

**ASSOCIATED STUDENTS OF SKYLINE COLLEGE**  
**CONSTITUTION & BYLAWS**



**BYLAWS**

**ASSC Bylaw #1**  
**The Election Code**

**ARTICLE 1**  
**Procedures for Candidates**

**Section 1:**

Requirements to run for office on the ASSC Governance Council.

- A. Candidate must submit a complete Application at least 7 days prior to the election date.
  - 1. Candidate Application must contain the following materials:
    - a. Basic Resume
    - b. Verification of good standing at the college
    - c. Nomination petition containing a minimum of 25 signatures with coordinating G-numbers of current Skyline College students
    - d. Falsification of signatures and/or G-numbers by or endorsed by candidate will result in immediate disqualification of the candidate
    - e. Candidate statement
    - f. Signed statement of campaigning rules, regulations and requirements
- B. A Candidate shall be a member of the ASSC 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 Skyline College GPA of 2.05 for a Senator position and 2.5 for an Executive Council
- 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 practical knowledge of the ASSC Constitution and Constitutional Bylaws.
- F. All candidates must attend and observe at least one ASSC Governing Council meeting prior to the election.
- G. A candidate running for the office of President or Vice President must meet the following requirements: successful completion of 8 college level units (Accumulative of 2.75 GPA.)
- H. The Election Board shall review all qualifications of each candidate before placing the candidate's name on the ballot.
- I. Successful completion of 6 units at Skyline College.

J. Candidates can only run for one Skyline ASSC position at a time, including the nominations for Student Trustee.

K. Candidates running for ASSC positions at Skyline College cannot run for any other ASO positions within the SMCCCD.

## **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 displayed in the areas designated shall not exceed 1. Please refer to the college policy on public posting. Any alleged violations will result in a full investigation by the election board. If found guilty, candidates will be disqualified from the current ASSC election.

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. Voting areas are defined as polling areas, computer labs and computers accessible for student use.

E. All candidates wanting to use websites or social networking must submit the appropriate authorization form to Center of Student Life and Leadership prior to activating and publicizing the site/page or account.

1. Sites, pages and accounts cannot be advertised in campaigning material or on other site, pages and accounts until candidate has received the approval of the election board.

2. All websites and social media accounts must follow college /district policies and content is subject to Student Code of Conduct regulations.

**ARTICLE 2**  
**Election Board Section**

**Section 1:**

Composition

A. Election Chairperson (Vice President)

1. 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)

B. Minimum of 2 or a maximum of 4 Student Council senators nominated by the Chairperson and appointed by the ASSC.

C. Minimum of 1 or a maximum of 3 Student Council Executive members nominated by the Chairperson and appointed by the ASSC.

D. ASSC Advisor(s)

**Section 2:**

Election Chairperson

A. Shall be ASSC Vice President.

B. If the Vice President cannot serve in this capacity, the chair will be handed down the line of succession of ASSC 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 of ASSC and Advisor(s) must be contacted immediately following the tallying of the ballots or when the results are determined by electronic ballot. 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 and G-numbers

D. Shall determine candidate eligibility. The ASSC Advisor(s) will verify transcripts.

E. Shall organize and direct a, "Meet the Candidates" forum prior to the election.

F. Shall be knowledgeable of the Election Codes and report all infractions of the laws to the Election Chairperson and the ASSC Advisor(s) immediately.

- G. If paper ballot is used, Election Board will do the following:
  - 1. Count and record the ballots for each office.
  - 2. Verify that all defaced ballots are void
  - 3. At least one Election Board member present at the election booth during voting
  - 4. The Election Board and ASSC Advisor(s) shall post the election results
- H. If electronic ballot is used, Election Board will do the following:
  - 1. Verify any complains/inconsistencies due to electronic voting
  - 2. Input candidate information into electronic voting system
  - 3. Verify any votes submitted in writing due to error with electronic system
  - 4. The Election Board and ASSC Advisors(s) shall post the election results
- I. No Election Board member shall campaign for any candidate or issue on the ballot.
- J. The Election Board shall serve as the governing body over all general and special elections.
- K. Members of the Election Board exercise authority only with approval of the Board, not as individual.
- L. The Election Board shall receive funding by the ASSC 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 Election Board with the approval of the majority of council.
- B. Elections shall be held on a minimum of two consecutive school days.
- C. Voting shall be by secret ballot (paper or electronic).
- D. The ballots shall be secured each day after the poll closes.
  - 1. Paper ballots shall be secured after polls close
  - 2. Electronic ballots will be secured once election starts until the end of the election.
- 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.

- G. Any candidate running must receive at least 25% 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 procedures and determines the appropriate action to be taken.
- B. In the event that a formal complaint is filed against the Election Board, the ASSC Advisor(s) 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 findings on disputed election results and allegations of misconduct shall be brought before the current Student Council no later than ten business days after filing of the complaints.

**Section 4:**

Special Election

- A. Special Elections shall be held under the following circumstances:
  - 1. If no candidate receives at least 25% of the votes cast for his/her office.
  - 2. If less than 9 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.

**ARTICLE 4**  
**Procedures for Appointments**

**Section 1:**

Requirements of a Nominee wishing to hold office on the ASSC 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 desired appointment date.
  - 1. Candidate Application must contain the following materials:
    - a. Basic Resume
    - b. Verification of good standing at the college.
    - c. Nomination Petition containing a minimum of 25 signatures with coordinating G-numbers of Skyline College students.
    - d. Falsification of signatures and/or G-numbers by or endorsed by candidate will result in immediate disqualification of the candidate
    - e. Candidate's Statement
    - f. Signed statement of campaigning rules, regulations and requirements.
    - G. Compliance with Title IX Training and completion of the "Not Anymore" training found on students' WebSmart
- C. A candidate shall be a member of the ASSC (student body) and holding a current Skyline College student body card.
- D. A Candidate shall, upon filing for appointment to an office, have a minimum Skyline College GPA of 2.05 for a Senator position and 2.5 for an Executive Council commissioner, 2.75 for President and Vice President positions.
- 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 ASSC Constitution and Constitutional Bylaws.
- G. All candidates must attend and observe at least one ASSC Governing Council meeting prior to the appointment.
- H. Candidate can only receive appointment to one position
- I. A Candidate of appointments for any position (Associate, Senator, or Executive Officer) must receive two-thirds of the present council's vote to be appointed.
- J. All nominations by the president must be approved by a vote of quorum by Student Council.

**Section 2:**

Requirements for holding an Associate Membership

A. Students interested in participating in ASSC Governing Council but who do not hold at current Skyline College GPA may be appointed as an Associate member with no voting rights

1. Procedures for appointment refer to Article 4, Section: A, B, C, E, F and G

2. Associates may participate in the following ways:

a. be appointed to ASSC committees, Participatory Governance committees, or workgroups and serve as an official voting representative of the ASSC

b. assist with ASSC events

c. assist with SOCC meetings and events

d. attend ASSC Governing Council meetings

e. eligible to participate in conferences and leadership retreats

f. eligible to receive stipend for serving as official ASSC Representative at

Participatory Governance committee. See Article 5, Section 1, A, B, C and D

B. Inactive Associate members who are lack in participation and do not fulfill the requirements above (Section A, ii, a, b, c, d, f) shall not participate in conferences and Leadership Retreats.

Maximum number of Associate members shall be 3 Associate positions of the full council.

**ARTICLE 5**

**Removal from Office Section**

**Section 1:**

Impeachment

A. The ASSC shall have the sole power hold impeachment proceedings against Associate Members, Senators or Members of the Executive Council.

B. When sitting for that purpose, the ASSC shall meet as a whole body. One of the Senators shall be elected by a simple majority vote, to chair the proceedings

1. Appointment of Chair will occur at the beginning of the impeachment proceedings

C. Members facing impeachment must be notified in writing a minimum of one week prior to the impeachment proceedings

D. A 2/3 majority vote of ASSC Governing Council Members, who are present at the time of the vote, is needed to remove members from office.

1. A Roll-Call vote must be held to establish 2/3 majority

E. Once a member is impeached they may not hold ASSC Governing Council position for the remainder of the academic year

**Section 2:**

Recall

- A. All elected officials shall be subject to recall by a petition submitted by three hundred (300) members of the student association.
- B. Upon presentation of the petition to the ASSC, the ASSC shall call a special 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 member shall be removed from office.

**Section 3:**

Excessive Absences / Tardies / Early Departures/ Inactiveness

- A. Governing Council members will be dismissed from office with four unexcused absences, five unexcused tardies, five unexcused early departures or a combination of 5 total from each category
  - 1. An excused absence is defined as an absence caused by personal illness / injury / death of a family member. Council members will be asked for documentation to confirm the legitimacy of the absences.
  - 2. A tardy is defined as arriving 10 minutes or more after the scheduled start time of the ASSC Governing Council meeting.
  - 3. An early departure is defined as leaving the meeting prior to adjournment. Five (5) unexcused incidents will result in removal from office.
- B. Attendance will be taken at the following meetings and events:
  - 1. ASSC Governing Council Meetings
  - 2. All ASSC Committee Meetings
  - 3. ASSC events (if council member fails to show up for their designated work assignment)
  - 4. Executive Council Meeting
- C. All ASSC members must contribute, participate, and volunteer at least 50% of the ASSC or Student Life events hosted that month and be able to achieve the duties and responsibilities of the position one hold (refer to B2 A1). Members unable to achieve this status shall be deemed “inactive” and will result in disqualification from office.
- D. Advisers shall examine and evaluate each member on monthly bases of their performances.
- E. ASSC President and ASSC Advisors must be notified with appropriate reason for absences, tardies or early departures no later than 48 hours prior to the meeting / event or 48 hours after in the case of personal illness or injury
- F. Procedures for removal from office based on attendance
  - 1. Commissioner of Public Records shall notify the ASSC Governing Council of members who are endanger of violating, Article 5, section 3, of the ASSC Constitution and Bylaws
  - 2. Once a member has violated Article 5, section 3, the Commissioner of Public Record will notify the ASSC President and the Advisors so that the removal process can begin
  - 3. Advisors shall notify offending member via letter/email stating that the member is alleged to be in violation of excessive absences, tardies and early departure bylaw and thus ineligible for office



4. Member will have 72 hours to respond to official notification and submit proof of authorized/excused absences, tardies and early departures for review to the ASSC Advisors

5. Members found in violation excessive absences, tardies and early departure, Article 5, section 3, will be removed from office via letter from ASSC President and ASSC Advisor

6. A Member removed from office is ineligible hold ASSC Governing Council position for the remainder of the academic year

**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 Activities (Event Coordination)**

**Commissioner of Finance (Treasurer)**

**Commissioner of Publicity (Advertising, Marketing + Social Media)**

**Commissioner of Public Records (Secretary)**

**Parliamentarian (Law & Order)**

**SOCC Secretary (SOCC Assistant)**

A. Represent the entire student body at large

B. Execute action necessary to accomplish Student Council legislation

C. Hold a minimum of two Executive Council meetings per semester as called by the ASSC Advisors. Meetings must be scheduled in accordance with the Brown Act.

D. All members of Student Council will sign contracts stating their requirements to fulfill their duties. These duties include mandatory participation in ASSC functions, activities, events, meetings, and any other ASSC affiliated function. Members not fulfilling their duties and responsibilities as stated in the ASSC Constitution & Bylaws 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 ASSC Governing Council may nominate one current Executive Officer or Senator to the vacant office. While the position is vacant, the ASSC President will divide the additional duties among the remaining Executive Officers to fulfill until a new officer is appointed.

## **Section 2:**

### Duties of the President

- A. Direct and coordinate the activities of the Student Governing Council (ASSC) and Executive Council.
- B. President acts as Chairperson of the Student Council or delegate set duties to the Executive Council members in the line of succession.
- C. Represent the ASSC 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 Center for Student Life and Leadership Development. This veto may be overridden by a two thirds (2/3) vote of the whole council membership at the next meeting.
- E. If there are vacancies in any office of the Student Council (ASSC), whether they be elected or appointed, it is the President's responsibility to nominate individuals to fill the position(s). All nominations must be approved by vote of 2/3 of Student Council.
- 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 Compendium of Committees list)
- H. Serve on committees as appointed by Student Council. I. Must meet all requirements to hold office, refer to: Article 1 and Article 4.

## **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 Bylaws.
- D. Serve as Chairperson on the Election Board (See Code #1, Article 2, Section 2).
- E. Serve on committees as appointed by the Student Council.
- F. Must meet all requirements to hold office, refer to: Article 1 and Article 4.

## **Section 4:**

### Duties of the Commissioner of Finance

- A. Collect all money as may be authorized by ASSC.

- 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.
  - 1. If the position is vacant prior to the start of fall semester, an updated budget must be submitted by the fourth week of the new commissioner's appointment
- C. Verify and sign all requisitions for the disbursement of funds of the ASSC according to the budget established by the ASSC, 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 ASSC Advisors, present a proposed budget to the Student Council no later than the 2nd week of the fall semester.
- E. Serve on committees as appointed by Student Council.
- F. Must meet all requirements to hold office, refer to: Article 1 and Article 4.

**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 ASSC for approval by the 2nd week of the fall semester.
  - 1. If the position is vacant prior to the start of fall semester, an events calendar must be submitted by the fourth week of the new commissioner's appointment.
- B. Maintain a current copy of the calendar to be posted in the Center for Student Life and Leadership Development.
- C. Coordinate all activities sponsored by the ASSC. Submit written documentation of design and implementation plan and proposed budget for the event a minimum of 6 weeks prior to the event. ASSC must approve all ASSC Sponsored events. Submit final written report and evaluation 2 weeks after event to ASSC.
- D. In cooperation with the Commissioner of Finance present a proposed budget to the Student Council no later than the 2nd week of the new semester for the yearly event Schedule.
- E. Serve on the Election Board. (Election Code, Article 2, Section 2, Part F)
- F. Serve on committees as appointed by tStudent Council.
- G. Must meet all requirements to hold office, refer to: Article 1 and Article 4.

**Section 6:**

Duties of the Commissioner of Publicity

- A. Coordinate publicity, i.e., flyers, press releases, posters, announcements, newsstands, and display cases.
  - 1. Update for social media (Facebook, Twitter, and Instagram accounts for ASSC) at least once a week.
  - 2. Coordinate design and purchase of give-a-ways for events and apparel.

- B. Work with the Commissioner of Activities to meet the publicity needs of planned ASSC events. Submit a design and implementation plan to ASSC 3 weeks prior to the event. Submit the final reports and evaluation 2 weeks after the event.
- C. Serve on the Election Board. (Election Code, Article 2, Section 2, Part F)
- D. Serve on committees as appointed by Student Council.
- E. Must meet all requirements to hold office, refer to: Article 1 and Article 4.

**Section 7:**

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

- A. Record the 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 Center for Student Life and Leadership Development 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 out loud when required.
- D. Duplicate minutes for distribution to Council members for approval.
- E. Post minutes and agendas of all meetings at least 72 hours prior to the meeting in accordance to the Brown Acts
- 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 ASSC Advisors 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. I. Must meet all requirements to hold office, refer to: Article 1 and Article 4.

**Section 8:**

Duties of the Parliamentarian

- A. Position will be appointed at the beginning of the Academic Terms by the new elected ASSC Governing Council.
  - 1. Appointments will be made by current or past ASSC council members or current or

past members of SOCC.

2. Candidate must meet the requirements of Article 1 and Article 4 of the ASSC Bylaws.

B. Must have a complete knowledge of the ASSC Bylaws, Brown Act, and Parliamentary procedures and terms.

C. Assist the Vice President of the ASSC with running of Student Council meetings. Serve as time keeper and assist with speed of the meetings.

D. Must attend both ASSC meetings and SOCC meetings.

E. Attend Executive Council Meetings.

F. Serve on committees as appointed by Student Council.

G. Must meet all requirements to hold office, refer to: Article 1 and Article 4.

H. Assume the duties of the Vice President and succeed to the office upon the resignation of the President. If the SOCC Liaison does not accept the position of Vice President, Parliamentarian will fill the position of ASSC Vice President.

### **Section 9:**

#### Duties of SOCC Liaison

A. Position will be appointed at the beginning of the Academic Terms by the new elected ASSC Governing Council.

1. Appointments will be made by current or past ASSC council members or current or past members of SOCC.

2. Candidates must meet the requirements of Article 1 and Article 4 of the ASSC Bylaws.

B. Assist and collaborate with the Vice President to direct and coordinate SOCC activities.

C. Assume the duties of the Vice-president during the absence and succeed to the office upon the resignation of the Vice-president.

D. Must have a working knowledge of clubs.

E. Act as custodian of official public records of the SOCC with the exception of the SOCC budget. The Commissioner of Public Records, Vice President of ASSC and the Center for Student Life and Leadership Development with assist the maintenance of the Official Public Records of the SOCC.

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 SOCC

c. press releases

d. requests by SOCC to faculty, students and staff

e. Thank you notes from the SOCC

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

F. Keep attendance of the members and do call roll when required.

G. Duplicate minutes for distribution to council members for approval.

H. Post minutes and agendas of all meetings at least 72 hours prior to the meeting in accordance to the Brown Acts

I. Be responsible for official correspondence of the SOCC.

- J. Be responsible for collecting all proposed agenda items and posting of the agenda.
  - 1. All proposed agenda items will be reviewed by the ASSC President and the ASSC Vice President and SOCC Advisors.
  - 2. All agendas will be posted in accordance with the Brown Act.
- K. Serve on committees as appointed by Student Council.
- L. Attend Executive Council Meeting
- M. Must meet all requirements to hold office, refer to: Article 1 and Article 4.

**Section 10:**

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

- 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 the 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 ASSC with the approval of two-thirds (2/3) vote of the total Council membership.
- G. Serve on committees as appointed by Student Council.
- H. Must meet all requirements to hold office, refer to: Article 1 and Article 4.

**Section 11:**

Duties and responsibilities of Associates

- A. Students interested in participating in ASSC Governing Council but who do not hold at current Skyline College GPA may be appointed as an Associate member with limited voting rights.
  - 1. Procedures for appointment refer to Article 4, Section: A, B, C, E, F and G 2. Associates may participate in the following ways:
    - a. be appointed to ASSC committees, Participatory Governance committees, task forces or workgroups and serve as an official voting representative of the ASSC Governing Council
    - b. assist with ASSC events
    - c. assist with SOCC meetings and events
    - d. attend ASSC Governing Council meetings
    - e. eligible to participate in conferences and leadership retreats
    - f. eligible to receive stipend for serving as official ASSC Governing Council Representative at Participatory Governance committee. See Article 5, Section 1, A, B, C and D

- B. Inactive Associate members who are lack in participation and did not fulfill the requirements above (Section A, ii, a, b, c, d, f) shall not participate in conferences and Leadership Retreats.
- C. Maximum number of Associate members shall be 1/4 of the number of the full council.

**Section 12**

In addition to the duties and responsibilities of Executive Officers and Senators and Associates 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 GPA of 2.0 for a Senator position, 2.5 for an Executive Commissioners, and 2.75 for President and Vice President positions.
- E. New members of Council must work the Student Life Manager to create a Sparkpage and show true understanding of the ASSC Bylaws, the Brown Act and Robert’s Rules of Orders.
- 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.
- G. SMCCCD students (attending Canada, College of San Mateo or Skyline) may only serve on ASSC for a grand total of 6 semesters (3 terms total). Students MAY not serve on ASSC in any position if they have already served in either ASSC, ASCSM or ASSC for 6 semesters. This is not exclusive to consecutive terms, this is a restriction for the entire duration in which they are students of our district.

**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.

**Section 5:**

Duties of the Student Trustee

- A. Shall serve a one-year term as non-voting member of the Board beginning June 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 ASSC 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 Center for Student Life and Leadership Development.
- 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 ASSC account.

**Section 3:**

Expenditure of Funds

- A. All expenditures will require the use of ASSC service contracts, renumbered purchase orders and/or renumbered requisitions.
- B. Payroll or scholarship expenditures must be issued through the appropriate SMCCCD accounts. ASSC must make such payment through district channels.
- C. All expenditures for services require the completion of the ASSC 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 renumbered requisitions. When billed, the requisition will be drawn in the name of the vendor.
- E. To comply with auditing standards, receipts or some authorized backup must accompany all requisitions. Authorized backup 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 ASSC will require a minimum of 2 weeks to be processed.
- G. Requisitions drawn against ASSC funds must be signed by the advisor and the Treasurer of the originating organization, the ASSC Advisors, the ASSC 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 Center for Student Life and Leadership Development 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 Center for Student Life and Leadership Development.
- K. Club Trust accounts may not run into a deficit balance without the approval of the ASSC

**Section 4:**

The Center for Student Life and Leadership Development is authorized to collect and/or pay any debts incurred by an ASSC organization.

**ARTICLE 2  
ASSC Club Grants**

**Section 1:**

The ASSC 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 Center for Student Life and Leadership Development.
- C. A current club roster on file in the Center for Student Life and Leadership Development.
- 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 \$2000.00.
- B. Grants available not more than one 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.

F. The grant request must be presented to Council a minimum of 3-4 weeks prior to the activity.

G. Steps for applying for a Grant Request:

1. Obtain a Proposal Packet from the Center for Student Life and Leadership Development, Room 6212.

2. Complete Proposal Application and Budget Proposal form.

3. Return the Application and Budget Proposal form to the Center for Student Life and Leadership Development, 6212. Incomplete proposals will not be accepted

H. A two-thirds (2/3) vote of council is necessary for grant approval.

I. A completed ASSC 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 supporters/sponsors 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/Programs and other Events**

##### **Section 1:**

The ASSC is authorized to provide a grant program for department and division programs

##### **Section 2:**

Criteria for Grant

A. Before requesting funds from the ASSC 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

C. Not to exceed \$2000.00.

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 ASSC website
2. Complete Proposal Application and Budget Proposal form.
3. Incomplete proposals will not be accepted

I. A two-thirds (2/3) vote of council is necessary for grant approval.

J. A completed ASSC 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 ASSC as one of the supporters of the event. All grants must include the use of the ASSC logo.

L. For additional information about procedures for requesting funding, refer to Code 6, Section 4 of the ASSC Constitution.

## **ARTICLE 4**

### **Club Request for Conference Travel**

#### **Section 1:**

The ASSC 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 Center for Student Life and Leadership Development.
- C. A current club roster on file in the Center for Student Life and Leadership Development.
- D. The club has the minimum requirements to be considered an officially recognized club

#### **Section 3:**

Criteria for Grant

- A. Not to exceed 50% of the total cost of the conference or the maximum amount of \$2000.00.
- 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. Fill out the Proposal Packet from the Student Life website
  - 2. Complete Proposal Application and Budget Proposal form.
  - 3. Incomplete proposals will not be accepted
- H. A two-thirds (2/3) vote of council is necessary for grant approval.
- I. A completed ASSC Requisition with necessary paperwork attached must be signed by the following individuals of the club requesting the funding; ASSC 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 supporters 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 ASSC 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: - official Student Senate of California Community College (SCCCC) meeting. - SMCCCD Board of Trustees meeting - SMCCCD 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, the SMCCCD Student Trustee) meeting. -SMCCCD Shared Governance meeting. - District Auxiliary Services Advisory Committee (DASAC) meeting. - Skyline College, College Council meeting. - Skyline College Academic Senate meeting. - Skyline College Curriculum Committee meeting. - Skyline College Educational Policy meeting - Skyline College Planning and Budget meeting - 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 have been officially appointed by the Student Council will be approved for payment of allowance.
- D. Meeting attendance shall be verified by the ASSC Advisors, the ASSC Commissioner of Finance and the President of Student Council.

## ARTICLE 6

### Regulations for the Disbursement of Funds to the Center for Student Life and Leadership Development

#### **Section 1:**

Center for Student Life and Leadership Development 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 Center for Student Life and Leadership Development.

C. Disbursement of the funds shall occur only at the discretion of the ASSC Advisors and the Vice President of Student Services.

## ASSC Bylaw #5

### The ASSC Podcast Policy

#### **Section 1:**

The ASSC Podcast (or known by its seasonal name chosen by the Student Life Manager per semester) is a campus online publication (not by the school newspaper) put out by the Associated Students of Skyline College Governing Council to inform the campus population of their events, activities, announcements, and issues related to Skyline College. It may also contain student and staff written pieces; however the podcast is not limited to one singular theme.

#### **Section 2:**

The ASSC Podcast is an optional online 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 ASSC Podcast is managed by the Center for Student Life and Leadership Development.

#### **Section 4:**

Any currently enrolled Skyline College students may submit material to the ASSC Podcast. The Center for Student Life staff retains the right to choose material for publication. Furthermore, the staff retains the right to edit any and all material submitted for online publication.

**Section 5:**

The ASSC will bear responsibility for all costs related to the publication and distribution of the ASSC Podcast.

**Section 6:**

The ASSC Advisors must be conferred with before publication.

**Section 7:**

The FOG publication will not eliminate the SKYLINES publication.

**Section 8:**

Advertisements may appear in the recordings as long as the ad does not exceed 1 minute. Ads can be free or discounted in exchange for discounts or donations to the 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)

**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. (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)

**Section 12:**

The ASSC must adhere to the included Budget Notes and Guidelines (attached to the Bylaws) when discussing or voting on items that are affiliated with the ASSC Budget. The Budget Notes and Guidelines should be referred to for a clear understanding of the parameters for the standing budget's Discretionary versus Non-Discretionary accounts as approved by the Student Life Manager and ASSC Advisors. See the Budget Notes and Guidelines after Bylaw #8, Section 3.



**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 a formal request must be submitted in writing to the Club Council at least four 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 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).
- D. Specific duties other groups/individuals will assume
- E. All funding request must be submitted to the ASSC and adhere to ASSC Funding Procedures

**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)

**Section 8:**

Club/Organizations who are absent for 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 officially recognized status will be removed with four three 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 scheduled meeting time has begun.

- A. SOCC clubs who lose official status will have their Trust Accounts frozen until membership in SOCC is reestablished
- B. Former members must re-submit SOCC application with letter from club / organization stating the reason for lapse in membership.

**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.)

**Section 11:**

Eligibility for SOCC Grants

- A. Clubs / Organizations that have maintained their officially recognized status with SOCC are eligible for SOCC Grants of up to \$500.
- B. Programs, departments and divisions are not eligible for SOCC. Grants but they may request help from individual clubs.
- C. Request over \$500.00 must be submitted to the ASSC
- D. Members of SOCC must follow the appropriate guidelines or their trusts will be frozen
  - 1. Meet all SOCC attendance requirements as outlined in ASSC Bylaws 7 section 9
  - 2. Submit all required documentation for check request

**Bylaw #8**

**The Skyline Organization and Club Council Officially Recognized Club Organization Status**

**Section 1:**

Requirements to apply for officially recognized and club / organization status

- A. Completed Club /Organization Constitution
- B. A roster that list a minimum of 10 members who are registered Skyline College students
- C. Completed Advisor Contracts that list at least one Full Time Skyline College Faculty or Staff
- D. Request to appear on the SOCC Agenda using the Student Clubs website
- E. Completed packets must be submitted a minimum of two weeks prior to the SOCC meeting when your group will be making its request for official status request
- F. Regular attendance at the SOCC meetings, no more than 3 absences or 5 tardies within an academic year. Clubs exceed the number of absences or tardies will be deemed inactive.
- G. Inactive organizations will unable to access club funding, request for grants, travel, hold events, and all the other Skyline College Student Organization privileges.

### **Section 2:**

Requirements for maintaining the officially recognized status - clubs must have the following information on file and updated at least once per academic year (in the Fall). Deadline for submission will be established at the first SOCC meeting of the academic year.

- A. Completed Advisor Contracts need to be included to show the Advisor still agrees to fulfill their duties as a Club Advisor
- B. An approved and signed Constitution Form on file in the Center for Student Life and Leadership Development.
  - 1. Any changes must be submitted to the Center for Student Life and Leadership Development once they have been officially approved by the club.
  - 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.
- C. A current club roster on file in the Center for Student Life and Leadership Development.
- D. An approved and updated signature card for the student group's trust account on file in the Center for Student Life and Leadership Development and the ASSC Bookkeepers Office
- E. Submission of meeting times and locations to the Center for Student Life and Leadership Development for the event calendar

### **Section 3:**

Officially recognized clubs are entitled to the following items and services from the Associated Students of Skyline College Office and the Center for Student Life and Leadership Development:

- 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 submit their request to the Center for Student Life and Leadership Development 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.
- C. Free use of locker in room 6214 for club items
- D. Access to use of room 6210, rooms must be scheduled through the Center for Student Life and Leadership Development. Scheduling will be on a first come first serve basis.
- F. Assistance from the ASSC Office and the Center for Student Life and Leadership Development with planning for events, club recruitment and conference travel.

