



The Associated Students of Skyline College (ASSC)

**Official Handbook for the
Constitution & Bylaws
of the student government**

2022-2023 Version

Bylaw #1 - "The Election Code"

Bylaw #1 - "The Election Code" - Article #1: Procedures for Candidates

Section 1:

Requirements to run for office on the ASSC Governance Council

A. A Candidate must submit a complete packet at least 10 school days prior to the election date.

1. Candidate Application must contain the following materials:

- I. Fully filled out fillable PDF file that was downloaded by QR code or from our website
- II. Good standing at the college (which is checked by the Student Life Staff)
- III. Nomination two letters of recommendation by at least one Skyline faculty or staff (employees) & one contact person of choice.
- IV. Candidate statement & a clear appropriate & clothed headshot from the shoulders up
- V. Signed statement of campaigning rules, regulations and requirements
- VI. A Title IX Certificate for completion of training from the "Not Anymore" section on the Student tab in WebSmart.

B. A Candidate shall have not waived but *paid their \$15 Student Body fee* during their registration period.

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 & 2.5 for an Executive Council position.

D. A Candidate shall be enrolled in at least six units at the time of assuming office. Must plan to be enrolled in at least 6 units at Skyline College for the following Fall of the start of their term.

E. A Candidate must have read and have practical knowledge of the ASSC Constitution and Constitutional Bylaws.

F. 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.)

G. The Student Life Staff shall review all qualifications of each candidate before placing the candidate's name on the ballot.

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

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

Bylaw #1 - “The Election Code” - Article #2: Candidate Procedures

- A. Failure of any candidate to comply with the provisions from Bylaw #1 Article #1 will result in disqualification.
- B. Skyline College will not allow or honor any write-in votes for anyone not having completed the above procedures. Write-in names will become void and the votes cast for that candidate will not be counted.
- C. Candidates cannot campaign for elections until all completed forms have been submitted and approved by the Student Life Staff.

Bylaw #1 - “The Election Code” - Article #3: Campaigning Procedures

- A. A candidate may begin campaigning as soon as the Student Life Staff has approved the election packet.
- B. Campaigning materials such as posters and handbills may only be displayed in approved areas designated by the Student Life Staff.
- C. 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. Candidates wanting to use social media such as Padlet, Facebook, Instagram or TikTok must have the Student Life Staff approve of posts & their content to make sure *it is* appropriate.
 - 1. Sites, pages and accounts cannot be advertised in campaigning material or on other sites, pages and accounts until the candidate has received the approval of the *Student Life Staff*.
 - 2. All websites and social media accounts must follow college /district policies and content is subject to Student Code of Conduct regulations

Bylaw #1 - “The Election Code” - Article #4: Election Committee & Composition

- A. The election is general directed by with the Student Life Manager
- B. The election’s logistics are to be aided by the Student Life Assistant

- C. The election's student leader as "Chair" of the committee shall be the current ASSC Vice President as long as they are not running for a leadership position in the upcoming election.
- D. An Election Committee should be headed by the Student Life Staff who delegates tasks to certain ASSC officers wanting to participate in the Election Committee. These students assume responsibility for the coordination of any election activities
- E. Any current ASSC officers may participate as long as they are not running in the election that they are planning. This means, returning students may not help on the Student Election Board as it is a conflict of interest.

Bylaw #1 - "The Election Code" - Article #5: Voting Procedures

Section 1: General Elections

- A. Only registered Skyline College students may vote electronically using a one-time system generated ballot that is sent via NoviSurvey to each person's my.smccd.edu school email. One ballot is sent per G #.
- B. General ASSC Elections shall be held once every academic year at least four weeks prior to final exams. The date is to be determined by the Student Life Staff with the approval of the Student Life Manager.
- C. If the Student Trustee Nominee for Skyline is included, the entire election as a whole has to happen prior to 4/29 of each year to give the name of the nominee to DSC by 4/30 per District Policy
- D. Elections shall be held online for a minimum of two consecutive school days.
- E. Voting shall be by secret ballot (electronic).
- F. Electronic ballots will be secured once election starts until the end of the election.
- G. The candidates receiving the 2/3rds majority of votes shall be declared elected and will assume the duties of office during the Summer semester.
- H. Any candidate running must receive at least 25% of the votes cast to be elected.

Section 2: Special Elections

- 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 total positions on the council are filled during the general election
- B. In the event there is a need for a special election, the general student body must be notified through publicity channels at least two weeks prior to the election.

Section 3: Contesting Elections

- A. In the event that the election is contested, a written petition and statement must be submitted to the Student Life Manager within ten business days, following the election.
- B. Complaints filed after the deadline will not be accepted.
- C. The Student Life Staff 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 ASSC shall review all aspects of the election procedures and determine the appropriate action to be taken.
- D. 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.
- E. 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.

Bylaw #1 - "The Election Code" - Article #6: Appointments

Section 1: Procedures for Appointments

- A. The requirements for a nominee wishing to hold office as an ASSC official officer shall begin when the nominee completes a candidacy packet prior to their appointment date.
- B. The packet is to be turned in to the Student Life Staff who will review it and notify the nominee of their appointment date during an ASSC meeting.
- C. The packet must have the following completed items: Basic Resume, verification of good standing at the college, minimum 2-sentence Candidate's Statement, a signed statement of campaigning rules, regulations and requirements along with compliance with Title IX Training and completion of the "Not Anymore" training found on students' WebSmart. In addition, the student needs two letters of recommendation: one from a Skyline staff or faculty member, the other may be of the nominee's choice.
- D. Candidates 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. Candidates shall be enrolled in at least six units at the time of assuming office.
- F. Candidates must have read and have a working knowledge of the ASSC Constitution and Constitutional Bylaws.
- G. Candidates must attend and observe at least one ASSC Governing Council meeting prior to the appointment.
- H. Candidates can only receive appointment to one position

- I. Candidates for appointments for any position (Associate Senator, Senator or Executive Officer) must receive two-thirds of the present council's vote to be appointed. All nominations by the president must be approved by a vote of quorum by the Student Council.
- J. Candidate additions after election must be vetted by the Center for Student Life & Leadership Development Staff and signed off by Student Life Manager after this vetting process is completed. Only after this step is completed may the person then request for an appointment on the ASSC Meeting Agenda (see item C, regarding letters of recommendation).

Section 2: Requirements for becoming an Associate Senator

- A. Students interested in participating on the ASSC Governing Council but who do not hold at current Skyline College GPA or cannot attend weekly Tuesday evening meetings may be appointed as an Associate Senator (with no voting rights)
- B. Procedures for appointment refer to Section 1.
- C. Associates may participate in the following ways: be appointed to ASSC committees, since they do not have voting rights, they may NOT be elected members of Participatory Governance committees.
- D. Expected to assist with ASSC events
- E. Expected to assist with SOCC meetings & club events
- F. Have an option to attend weekly ASSC Governing Council meetings
- G. Are eligible to participate in conferences and leadership retreats
- H. Maximum number of Associate members shall be 3 Associate positions of the full council.

Bylaw #1 - "The Election Code" - Article #7: Removal From Office

Section 1: Impeachment

- A. The ASSC shall have the sole power to hold impeachment proceedings against current ASSC officers including: 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
- C. Appointment of Chair will occur at the beginning of the impeachment proceedings
- D. Members facing impeachment must be notified in writing a minimum of one week prior to the impeachment proceedings
- E. A Roll-Call vote must be held to establish 2/3 majority & 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.

- F. 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 body.
- 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.
- B. 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.
- C. A tardy is defined as arriving 10 minutes or more after the scheduled start time of the ASSC Governing Council meeting.
- D. An early departure is defined as leaving the meeting prior to adjournment. Five (5) unexcused incidents will result in removal from office.
- E. Attendance will be taken at the following meetings and events:
 - 1. ASSC Governing Council Meetings each Tuesday at 4PM.
 - 2. All ASSC Committee Meetings
 - 3. ASSC events (if council members fail to show up for their designated work assignment)
 - 4. For Executives: Executive Council Meetings on the last Tuesdays of each month
 - 5. 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 holds. Members unable to achieve this status shall be deemed “inactive” and will result in disqualification from office.
- F. Advisors (Student Life Manager, Student Life Assistant & Bookkeeper) shall examine and evaluate each member on monthly bases of their performances.
- G. The ASSC President & their Commissioner of Public Records 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.

Section 4: Procedures for removal from office based on attendance

- A. The Commissioner of Public Records shall notify the ASSC Governing Council of members who are in danger of violating the ASSC Constitution and Bylaws.
- B. Once a member has made a violation, the Commissioner of Public Record will notify the ASSC President and the Advisors so that the removal process can begin.
- C. Advisors shall notify the 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.
- D. 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.
- E. Members found in violation of excessive absences, tardies and early departure will be removed from office via letter from ASSC President and ASSC Advisors.
- F. A Member removed from office is ineligible to hold ASSC Governing Council position for the remainder of the academic year.

Bylaw #2 - “The Election Code”

Bylaw #2 - “The Election Code” - Article #1: Procedures for Candidates

Section 1: Duty & Responsibilities of All ASSC Officers

- A. Represent the entire student body at large
- B. Execute action necessary to accomplish Student Council legislation
- C. All members of the ASSC will sign contracts stating their requirements to fulfill their duties. Members not fulfilling their duties and responsibilities as stated in the ASSC Constitution & Bylaws are subject to expulsion and/or impeachment.
- D. The ASSC weekly meeting is mandatory. All ASSC members are to attend the meetings which are 2 hours long every Tuesday from 4PM to 6PM.
- E. In the event that an Executive Officer is removed from office or resigns from their position, the vacant office will be filled by appointment. The ASSC I may appoint one current 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.
- F. Attend mandatory leadership training retreats every semester - they happen at the beginning of each semester depending on availability of the Student Life Staff.
- G. Actively participate in promoting, preparing and be present for all ASSC events both in-person and online - in addition, assist with decorations/setup/cleanup (in-person) -&- fill virtual roles for online events
- H. Perform assigned tasks in a timely manner and meet assigned deadlines consistently
- I. Meet with the Student Life Manager for check-in appointments per semester (should be setup between student & Student Life Assistant, determined for bi-weekly or monthly)
- J. Serve on college governance committees (as part of the Compendium of Committees for the college) as appointed by the council or Student Life Manager.

Section 2: Duty & Responsibilities of Executive Officers

A. President

1. The President of ASSC is a position that provides leadership to the council and represents the student body at large. This position assists in establishing a meaningful and intentional campus community where different voices can be heard. The President shall also engage in activities along with other council members to advocate for equity and the student's voice. Not only does the President preside over ASSC meetings of the organization, but they also represent the council to the school and at official functions. Moreover, the President holds responsibility to provide encouragement and motivation to fellow officers/council members.
2. Direct, coordinate & have final say over the activities of the Student Governing Council (ASSC) and Executive Council
3. Act as Chairperson of the Student Council or delegate set duties to the Executive Council members in the line of succession
4. 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
5. 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
6. Serve on committees as appointed by the Student Council or advisory of the Student Life Manager. President is required to be part of these committees indefinitely: College Governance Council, District Student Council (DSC), presenter at the San Mateo Community College District Board of Trustees (quarterly report) & Academic Senate
7. Call special meetings of the Student Government; if deemed necessary
8. Maintain contact and coordinate with the council advisors
9. Serve as a spokesperson, give opening or closing speeches or MC at events if necessary
10. Actively participate in preparing the materials with ASSC advisors for the events and and be present at events
11. If this position becomes vacant, the only officer that may succeed will be: the ASSC Vice President

B. Vice President

1. The Vice President is a position that exhibits an active and committed dedication to supporting the students and the campus community. Not only does the VP need to demonstrate a strong responsibility for the college and the student body but also need to provide an environment in which there are collaborations and accountability shared among the council and other school organizations/clubs.
2. The Vice President will be expected to provide support and assistance to the President and also to execute the duties and powers of the President in his/her absence. The Vice President should possess an in-depth knowledge of the school's resources and demonstrate strong communication skills.
3. Serve as Chairperson for SOCC
4. Serve on committees as appointed by the Student Council & at the advisory of the Student Life Manager
5. Assume the duties of the President during their absence
6. Succeed to the office upon the resignation of the President
7. Assist the Commissioner of Activities in the facilitation of the event planning
8. Actively participate in the events hosted by ASSC and the Center for Student Life
9. Be committed to coordinate with other clubs to host collaborative campus events
10. Committees this position needs to serve on (MANDATORY): College Governance Council, District Student Council (DSC), presenter at the San Mateo Community College District Board of Trustees (quarterly report with President)
11. If this position becomes vacant, the officer that may succeed will be: SOCC Liaison and if they cannot or if there is no SOCC Liaison, then the Parliamentarian.

C. Commissioner of Activities

1. The Commissioner of Activities is the ASSC executive officer who (along with the ASSC advisors) oversees the planning and coordinating of all events and activities sponsored by ASSC. Events will help connect Skyline College students with ASSC and create a greater sense of community on campus.
2. Think of and plan ways to have successful events at the advisory of the Student Life Manager - in collaboration with the Center for Student Life will coordinate all activities sponsored by the ASSC
3. Prepare a calendar of activities and events with the Commissioner of Publicity
4. Design and work with the Commissioner of Finance and ASSC Bookkeeper to propose budgets for events
5. Scheduling the date, time, and location (Ad ASTRA/Zoom) with Student Life Assistant
6. Connecting with people or organizations to collaborate with ASSC while coordinating the logistics and resources (e.g. If the event is on-campus, ensure that the event materials

are prepared on time. If the event is online, like on Zoom, and will be broadcasted or like a webinar, make sure that there are people who can help with technology-related tasks.)

7. Promoting events (working with Commissioner of Publicity) to make sure students know about the event; posting/resharing ASSC promotions
8. The Committees this position is required to serve are: to chair all ASSC Sub-Committees (such as LatinX Heritage Month, Filipino History Month, etc.) & the Accreditation Oversight Committee.
9. If this position becomes vacant, the officer that may succeed will be: The senator that has the most experience with planning and coordinating campus/school activities, or shows that they have a good work ethic and responsibility with establishing events

D. Commissioner of Finance

1. The Commissioner of Finance is responsible for overseeing financial business of the council. The officer is in charge of maintaining the student council budget and managing fundraising events. This position will be in close contact with advisors, especially the ASSC Bookkeeper Marcy Escobar and the Student Life Manager to accurately record the budget and other financial information.
2. Prepare projected monthly financial statements (in collaboration with ASSC Bookkeeper) based on fund requisitions during council meetings to oversee the ASSC budget
3. Advises student council concerning funds and finances of ASSC in cooperation & collaboration with the ASSC Bookkeeper present a proposed budget to the Student Council (as needed)
4. Committees this position serves (MANDATORY): District Committee on Budget + Finance & the Strategic Planning and Allocation of Resources Committee (SPARC)
5. If this position becomes vacant, the officer that may succeed will be: a qualified Senator who understands the AS budget and the other financial aspects of the ASSC.

E. Commissioner of Publicity

1. Works closely with ASSC Advisors & Commissioner of Activities, in addition, is paired with working next to the Commissioner of Communication. To publicize events and/or campaigns utilizing promotional design materials, ASSC's social media, and Skyline College's Marketing, Communications and Public Relations (MCPR) office's services.
2. Uphold ASSC brand; make sure ASSC logo is on all ASSC event promotional material.
3. Using Canva to design flyers, posters, directional signage, social posts and social stories at least two weeks before the start of promotions.
4. Finalize details (logistics, spell-checking, no pixelation, etc.) and branding of the event before the start of promotions by checking in with the Student Life Manager and the event committee.

5. Share promotional material to the MCPR office for student gwamail, screen ads and requests for directional signage and photography if needed
6. Give at least one week (two weeks preferably) of promotions for an event.
7. Update social media accordingly to history/heritage months, event promotion or student resources to share alongside Commissioner of Communications - in addition, ensure designs are not offensive or problematic
8. Committees this position serves (MANDATORY): Design Team & Student Equity (SESP)
9. If this position becomes vacant, the officer that may succeed will be: a qualified Senator who understands good marketing techniques, knows how to responsibly use social media and other forms of professional communication on behalf of the ASSC.

F. Commissioner of Communications

1. Works closely with ASSC Advisors & Commissioner of Activities, in addition, is paired with working next to the Commissioner of Publicity. Main duty is to communicate between ASSC and on campus departments/divisions regarding ASSC business such as event times/dates, opportunities, openings on council, training & open retreats.
2. Submit final written reports and evaluations 2 weeks after the event & submit written articles for Skyline Shines -or- the Skyline View newspaper within a week of ASSC events online or on campus
3. Must housekeep ASSC Padlets, Spark Pages & event programs
4. Must housekeep communication on all social media platforms - must maintain but not limited to: captions, blurbs, stories, responses to DMs, social media engagement & public appearance of ASSC on social media.
5. Committees this position serves (MANDATORY): Design Team & Student Equity (SESP)
6. If this position becomes vacant, the officer that may succeed will be: a qualified Senator who understands good marketing techniques, knows how to responsibly use social media and other forms of professional communication on behalf of the ASSC.

G. Commissioner of Public Records

1. The Commissioner of Public Records is an executive officer who is responsible for keeping accurate minutes and other documentation of student council meetings. It is his/her responsibility to ensure other students and faculty have access to the documents so the student body and the council have transparency. Often, the Commissioner of Public Record is responsible for the dissemination of information on behalf of the council. Other public affairs responsibilities typically fall upon this position. This position is one of the most important for keeping the business of the council running well.

Therefore, the officer should have effective communication skills and strong organization skills and will be working closely with fellow officers as well as ASSC advisors.

2. Record the Minutes of all ASSC and Executive Council meetings and maintain confidentiality of Minutes until approved by the council
3. Keep accurate and concise records and documentations regarding all ASSC meetings and events
4. Be in close communication with ASSC advisors
5. Take attendance of the council members at every meeting
6. During the ASSC meeting, assist and work cooperatively with the President to proceed the meeting smoothly - execute voting procedures and be in charge of roll call
7. Be responsible for the official correspondence of the Student Council and any other additional tasks that ASSC advisors deem necessary
8. Keep track of the assigned tasks and the responsibilities of others for events
9. Maintain attendance of ASSC council during events
10. Committees this position should serve on (MANDATORY): Institutional Effectiveness Committee & Curriculum Committee
11. If this position becomes vacant, the officer that may succeed will be: a qualified Senator who understands how to take Minutes and can commit to keeping the records for the ASSC.

H. Parliamentarian

1. The Parliamentarian helps the Vice President to facilitate and mediate all SOCC meetings and sets the record straight when it comes to the professional wording used during a meeting. This Executive Officer also puts the meeting in order when need be and determines who has the turn to speak when conducting a discussion.
2. Always be a reference & guide, essentially act as a referee for the meetings using the Brown Act & Robert's Rules
3. Learn the Language used in meetings with the help of Robert's Rules of Order, familiarize oneself with fellow officers to collaborate & make corrections during meetings
4. Know the accordance for the Brown Act and be able to reiterate its policies to council
5. This role teaches both executives & senators the Rules of Order; speaking procedures during a meeting; how to make motions and seconding
6. Oversees meetings agenda, keeps track of topics/time
7. Maintain communication with ASSC advisors to follow procedures efficiently
8. Be present to all ASSC meetings and executive meetings
9. This position should be ready to fill in all gaps that Student Life Manager needs filled when students are to represent ASSC for Compendium of Committees.

10. If this position becomes vacant, the officer that may succeed will be: A qualified Senator of whom is voted in by the ASSC.

I. SOCC Liaison

1. This executive officer works closely with the Vice President, in particular, to coordinate SOCC activities and meetings. The position will be appointed at the beginning of the Academic Term by the new elected ASSC officers; candidates must uphold the requirements of Article 1 and 4 of the ASSC Bylaws.
2. Assist and collaborate with the Vice President to direct and coordinate SOCC activities
3. Assume the duties of the Vice President during the absence and succeed to the office upon the resignation of the Vice President
4. Must have a working knowledge of clubs and organizations on campus
5. Custodian of official public records of the SOCC with the exception of the budget
6. Be responsible for official correspondence of the SOCC
7. Attend executive council meetings
8. If this position becomes vacant, the officer that may succeed will be: elected within the current pool of senators who come forth or are recommended. This officer MUST commit to ALL SOCC Meetings for the rest of the term.

Section 2: Duty & Responsibilities of Senators

- A. As a member of the ASSC, the Senator is a position that holds the responsibility to be the voice of the student body and to set a good example for students, both on and off campus. Senators are responsible for acting in the best interest of students, assisting fellow senators and executive officers to make the best decisions for the community, and advocating for the student voice.
- B. During the weekly meetings, Senators are expected to be actively engaged and participate with full attention in the discussions and votings. Moreover, Senators should work cooperatively with clubs on campus and committees and with fellow Senators and executive officers whenever possible.
- C. Serve as general student ambassadors but also may serve as specific Senator Ambassadors for the following: International Students Program, Learning Communities, Middle College, Veterans' Resource Center.
- D. Work closely with Commissioner of Activities to organize/actively participate at events
- E. Work closely with Commissioners of Publicity & Communication to promote events and gather feedback from the student body
- F. Attend club meetings, school committees, or district committees and prepare a meeting report for ASSC weekly mandatory meeting
- G. Provide a culture of collaboration and accountability amongst fellow Senators

- H. Committees that Senators should serve in addition to ones that the Student Life Manager sees fit: Institutional Effectiveness Committee, Accreditation Oversight Committee, Health and Emergency Preparedness Committee, SESP (Equity), Strategic Planning and Allocation of Resources, Technology Advisory Committee, Art on Campus Committee, Campus Auxiliary Service Advisory Committee
- I. If this position becomes vacant, the officer that may succeed will be: any Associate Senator may request to be appointed to become a Senator if he/she has a current GPA posted to Banner. In addition, Skyline College students of whom are interested may go for an appointment if they do so qualify by the Bylaws.

Section 3: Duty & Responsibilities of Associate Senators

- A. This position is by appointment only.
- B. While the role of Associate Senators are similar in responsibility to Senators (for acting in the best interest of students, assisting senators/executive officers to make the best decisions for the community), Associate Senator are not given a student voice to VOTE at ASSC Meetings because they are not held to the same obligations as the rest of council. Associate Senators are not required to attend all weekly meetings, nor are they expected to participate at every event held by the ASSC.
- C. Work closely as student interns to the Commissioner of Activities to help assist in organizing or actively participating at events
- D. Work closely as student interns to the Commissioners of Publicity & Communication to learn how to promote events and gather feedback from the student body
- E. Promote & follow a culture of collaboration and accountability alongside Senators
- F. The ASSC President may appoint Associate Senators to serve on committees only if the availability of the Executive Council, Senators & Student Life Interns are not in alignment with the committee that needs a representative.
- G. Skyline College students of whom are interested may go for an appointment after the elections are complete - they may also have to qualify for the position according to the official ASSC Constitution & Bylaws.

Bylaw #3 - “The Student Trustee Code”

Bylaw #3 - “The Student Trustee Code” - Article #1: Requirements for SMCCCD Student Trustee Nominee & Representative

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

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: Election of the Skyline Nominee for Student Trustee

- A. This will take place during the ASSC General Student Governing Council Elections
- B. The election must happen before 4/29 to give the name of the Student Trustee Nominee for Skyline College to DSC by 4/30.
- C. Candidates must follow the candidate process as outlined in ASSC Bylaw #1-The Elections Code, Article 1 & all Sections.

Section 4: Duties of the Student Trustee

- A. Shall serve a one-year term as non-voting member of the Board beginning June of each year. 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.
- B. 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
- C. 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.

Bylaw #4 - “The Financial Code”

ASSC Bylaw #4 - The Financial Code - Article #1: Regulations for the Constitution & Disbursement of Funds Held in ASSC 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 and/or renumbered requisitions.
- B. Payroll or scholarship expenditures must be issued through the appropriate SMCCCD accounts. ASSC must make such payments 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, canceled 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. However, this timeframe does not apply during peak: end of year/beginning of semesters.
- 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. A minimum of 3 signatures per request.
- 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.
- 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
- L. In order to request services, an approved club packet/club form must be submitted every fall semester or when there is a change in advisors/officers. This form must be on file prior to any request for account inquiries or room reservations.
- M. The Center for Student Life and Leadership Development is authorized to collect and/or pay any debts incurred by an ASSC organization.

ASSC Bylaw #4 - The Financial Code - Article #2: ASSC Grants

Section 1: ASSC Grants Amount

The ASSC is authorized to provide a grant program for all recognized clubs on campus for requests for up to \$500.00. All requests under \$500.00 should be addressed at the Skyline Organization and Club Council meetings (SOCC). If there is no quorum at SOCC, the request may be heard & accepted at an ASSC weekly meeting.

Section 2: ASSC Mandatory Information

A recognized club must have the following information on file:

1. A staff/faculty advisor (completed Advisor Contract)
2. An approved constitution on file in the Center for Student Life and Leadership Development.
3. A current roster on file in the Center for Student Life and Leadership Development.
4. The student group must have met the minimum requirements to be considered an officially recognized club / organization

Section 3: Criteria for Grant

1. Grants available not more than one academic year per club.
2. 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
3. Grants must be applied to an activity that would be of interest to the general student body.
4. Admission charges must allow for student body cardholders to receive a discount price.
5. The grant request must be presented to Council a minimum of 3-4 weeks prior to the activity.
6. 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.
 4. A two-thirds (2/3) vote of council is necessary for grant approval.
 5. 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.
 6. 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.

ASSC Bylaw #4 - The Financial Code - Article #3: ASSC Grants for Skyline College Department/Programs & Events

Criteria for Grant

- A. The ASSC is authorized to provide a grant program for department and division programs.
- B. Before requesting funds from the ASSC the department, program or employees of the college must have made attempts to secure full or partial funding from their program, department, division or student groups affiliated with their program.
- C. 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 - & / or - a 50% investment is required for events above \$1000.00
- D. Grant is not to exceed \$2000.00, only one grant per program, 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 “yes” from the ASSC 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.

ASSC Bylaw #4 - The Financial Code - Article #4: Allowance for Student Representatives at Administrative Meetings (Compendium of Committees)

Section 1: Allowance for Attending Meetings.

- A. Any ASSC representative attending an on-campus or off-campus meeting may receive a stipend of \$100.00 per District or Campus committee meeting. Conference & State level shall be \$100.00 per meeting or workshop included (must prove their attendance with Approved Minutes of the committee meeting or an email from the chair which verifies the officer was present on the claimed dates). Only after verification by the Student Life Assistant, it is then to the discretion of the Student Life Manager to decide whether or not the officer shall be given the stipend based on attendance, quality of work & other factors based on communication with the committee chair or members.
- B. An on-campus or off-campus meeting will be defined as one of the following:
 - 1. State Level Committees such as (but not limited to): SSCCC
 - 2. District Level Meetings such as Board of Trustees Meeting or District Student Council (DSC) or the monthly District Finance Meeting that the Commissioner of Finance is required to attend.
 - 3. Campus Level Meetings ONLY as listed in the official Compendium of Committees which are:
 - Academic Senate
 - Accreditation Oversight Committee
 - Advisory Committee for Employee Development (ACED)

- Art on Campus
- Campus Auxiliary Services Advisory
- Climate Review Work Group for CGC
- College Governance Council
- Commencement Committee
- Curriculum Committee
- Design Team
- District Finance Committee
- District Participatory Governance Committee (DPGC)
- Educational Policy Committee
- Health & Safety Committee
- Institutional Effectiveness Committee
- SPARC
- Student Equity Equal Employment and Diversity Committee (SEED)
- Technology Advisory Committee

4. Meetings that are not eligible for stipends would be: weekly ASSC meetings, monthly Executive Council meetings, bi-monthly SOCC meetings, ASSC sub-committee & event planning committees, check-ins with Student Life Manager & ALL OTHER ASSC business related meetings as called upon by the council or the Student Life Staff.

- C. When a check requisition for stipend is made, the requisition must be accompanied by supporting documentation from the meeting. Documentation is as follows: meeting minutes with the student's name as PRESENT. This will suffice as backup documents. No agendas or simple no paper handouts are accepted as they cannot verify anything such as a student's participation. The only exception to be made shall be if the committee does not take roll call or attendance actively, in this case the ASSC officer may request for the chair of the committee they worked on to send an email verification to the ASSC advisors as proof that the officer did in fact attend the meetings. Meeting attendance shall then be verified by the Student Life Assistant and the ASSC Bookkeeper - at which it is then submitted to the Student Life Manager to make a final decision.

Section 2: Removal of Student Representative from Committee

- A. If the student misses one meeting, they will be scheduled to meet with the Student Life Manager & Commissioner of Public Records to discuss the possibility of being replaced by another member of council who can make the commitment. An agreement shall be made between the officer & their advisors.
- B. If the student misses a second meeting, they will be removed from representing the ASSC at said committees & will forfeit their chair to another council member who can make the commitment.

Bylaw #5 - “The Student Travel Code”

All students, staff & faculty shall adhere to both Skyline College’s Campus Policy on student travel as well as SMCCCD (District) Policy regarding student travel whether it is for conferences, retreats or field trips.

Student travel is defined as: any activity that involves the physical travel of a Student, Faculty or Staff member in the context of conferences, retreats, field trips or social gatherings during the operating hours & days of our school’s calendar &/or schedule.

All Faculty and Staff must communicate & notify their respective Deans at least one month in advance prior to the travel/event date of the event. If the Faculty or Staff member is an ASSC or SOCC club advisor & will be joining the students on a conference, retreat or field trip, they must submit the following paperwork at least 4-6 weeks in advance to the Center for Student Life & Leadership Development in order to obtain necessary support with trip logistics & paperwork.

The paperwork includes:

1. A Field Trip Cover Sheet & Checklist for Field Trip (obtainable from the Counseling Division or from the Center for Student Life)
2. Conference attendance approval forms (one for each Staff/Faculty member attending)
3. Request for Field Trip/Excursion Approval (only one is needed for the entire trip)
4. A List of ALL student names, G #'s, my.smccd.edu email addresses, cell phone # & DOB
5. A Field Trip Informational Page that includes the transportation information (departure & arrival times, confirmation #s, vendor names/info for buses, flights, etc.), hotel information (name + address of the hotel/lodging, check-in + check-out times & confirmation #), signed copies of any insurance (if applicable) & agendas for conferences with the receipts/invoice of payment for conferences, tickets, admission to places, etc.)
6. Each student needs to have a Field Trip Excursion & Medical Authorization form filled out & signed in black ink.
7. Each student needs to have a Standard of Student Conduct Contract form filled out & signed in black ink.
8. Last but not least, all the students must attend a mandatory 30 minutes in-person or Zoom training with Skyline College’s Title IX officer or the VPSS office to review the District’s expectation of behavior & policies while attending a trip off campus.

Once all of these items are complete, they need to be turned in to the Student Life Assistant for review who will then submit to the Dean of Counseling & VPSS for final approval of student travel.

Bylaw #6 - “The ASSC Media 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 #7 - “The ASSC 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. This also applies to online if the meetings are on Zoom.

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. This also applies to online if the meetings are on Zoom, a link to the Agenda will be made available and ready to be sent in the Chat/

Section 3:

All items of business must be sponsored by a member of the Governing Council.

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 + the date, time & location
- B. 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).
- C. Specific duties other groups/individuals will assume.

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.

Section 6:

The ASSC Advisor may present business and participate in discussion.

Section 7:

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.

Section 8:

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 Commissioner of Public Records will verify with the Student Life Assistant & the Commissioner of Public Records will also maintain attendance records.

Section 9:

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.

Section 10:

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.

Section 11:

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.

Section 12:

Except as otherwise provided in these bylaws, meetings of the Council shall be conducted in person or participate in electronic meetings by Teleconference and/or Telephone when a State of Emergency has been declared or when the President has obtained written consent (email or by hand) by every Executive Council Member or a two-thirds vote with previous notice of motion to do so. The electronic meetings of the ASSC Council shall be subject to all rules as stated in this section.

A. When a Teleconference is being conducted an Internet Platform such as Zoom will be utilized. The following criteria needs to be met:

1. The Commissioner of Public Records shall send an email to every member at least one (1) week before each meeting with the time of the meeting, the URL and code necessary

to connect to the Internet meeting service, the phone number for audio connection and/or to participate by phone and a copy of, or link to, these rules.

2. The President and Commissioner of Public Records must have access to a control panel which enables them to perform their duties during the meeting, such as ensuring the text of the pending motion is properly displayed, assigning the floor to a member, opening and closing the polls for taking a vote, etc.
3. The meeting platform, such as Zoom, should begin at least 5-10 minutes before the start of each meeting.
4. Each participant must use their own computer or device with audio, speakers and microphone. No action shall be invalidated on the grounds of the loss or poor quality of a member's individual connection
5. If the computer has a webcam, it must be turned on.
6. The list of participants in the meeting must be visible and identified with proper name & preferred pronouns.
7. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.
8. To seek recognition by the chair, a member shall use the raise hand feature.
9. A member who intends to make a motion shall use the raise hand feature.
10. Motions should be submitted and viewed in writing. The Commissioner of Public Records shall designate an online area exclusively for the display of the motion
11. Votes shall be taken by the anonymous voting feature of the Internet Meeting Service unless a roll call vote is required/ordered. The Commissioner of Public Records shall post the motion using the online survey tool, and the President shall alert the members that the polls are open. The polls shall be closed not less than two (2) minutes after they have been opened. The President's announcement of the voting result shall include the number of members voting and any abstaining. Business may also be conducted by unanimous consent. An anonymous vote conducted through an Internet meeting shall be deemed a ballot vote, fulfilling any requirement in these bylaws that a vote be conducted by ballot.

B. When a telephone meeting is held the following criteria will be used:

1. The Commissioner of Public Records shall send notice to every member at least two (2) weeks before each meeting with the time of the meeting and the phone number and any access code needed to connect to the telephone conference call, using a free service. This meeting shall begin 5-10 minutes before the start of each meeting.
2. Members shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.
3. The presence of a quorum shall be established by roll call at the beginning of the meeting.
4. To seek recognition by the chair, a member shall address the chair and state their name.

5. Motions may be made orally.
6. All votes shall be taken by roll call. The total of votes shall be announced.
7. Each member is responsible for their connection to the telephone conference call; no action shall be invalidated on the grounds that loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

Bylaw #8 - "The Skyline Organization and Club Council Meeting (SOCC) 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:

Clubs/Organizations who are absent for two consecutive meetings will not be allowed to vote on any action items on the agenda until they have attended 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 a SOCC application with a letter from the 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 & (2) submit all required documentation for check request

Bylaw #9 - “The Skyline Organization and Club Council Meeting (SOCC) Officially Recognized Club Status & Guidelines”

Section 1:

Requirements to apply for officially recognized and club / organization status

- A. Completed Club /Organization Constitution
- B. A roster that lists a minimum of 10 members who are registered Skyline College students. During a pandemic or stay-at-home order, only 5 will suffice.
- 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. During a pandemic or stay-at-home order, attending an ASSC meeting for induction will suffice.
- 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 exceeding the number of absences or tardies will be deemed inactive. During a pandemic or stay-at-home order, this rule does not apply.
- G. Inactive organizations will be unable to access club funding, request for grants, travel, hold events, and all the other Skyline College Student Organization privileges. During a pandemic or stay-at-home order, they must contact the Student Life Manager to communicate the status of their club while off campus.

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. The Student Life Staff only needs a new Constitution if the old one was changed from the one we were given on file. Any changes must be submitted to the Center for Student Life and Leadership Development once they have been officially approved by the club.
- C. 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.

- D. A current club roster on file in the Center for Student Life and Leadership Development.
- E. 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
- F. 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 designated meeting spaces on campus, this must be coordinated & approved by the Center for Student Life. Groups will be charged for extra custodial, technical support and security when necessary. Groups must submit their request to the Center for Student Life and Leadership Development 3 weeks before their scheduled activity.
- B. Free use of locker in room 6214 for club items
- C. Limited 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 & if the ASSC or Center for Student Life is currently not using this space.
- D. Assistance from the ASSC Office and the Center for Student Life and Leadership Development with planning for events, club recruitment and conference travel.