

Associated Students of Cerritos College
Code Section II
Government Organizations Code

- 2.10 The By-Laws for government organizations shall be known as the Government Organizations Code and shall govern all ASCC governmental organizations.
- 2.20 **Rules of Order.** The rules of parliamentary procedure as contained in Robert's Rules of Order, shall govern the Senate and the Executive Cabinet in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or special rules of order of the Senate and Executive Cabinet.
- 2.30 **Legislative Procedures.** Legislative procedures are those that govern the established rules and order for the Senate and Executive Cabinet.
- 2.31 **Types of Senate Legislation.** There are three (3) types of Senate legislation: Bills, Resolutions and Recommendations. Any legislation directed to the Senate from the Executive Cabinet shall be brought to the floor as a Joint Bill, Resolution or Recommendation.
- 2.311 **Bills.** Bills deal with the Constitution of the Associated Students or any of its established or considered by-laws. Senate approval of a bill must be by a two-thirds (2/3) majority, a quorum being present.
- 2.312 **Resolutions.** Resolutions deal with legislation for the general welfare of the Associated Students, not in conflict with the Constitution of the Associated Students or any of its by-laws, nor in conflict with College policy or regulations.
- 2.313 **Recommendations.** Recommendations deal with powers not vested within any agency of the Associated Students, but with a means of bringing to the attention of the college certain desired actions of the Associated Students.
- 2.32 **Presentation and Voting on Senate Legislation.** All legislation presented to the Senate shall be presented on the floor of the Senate by reading of the legislation by the Senate Clerk.
- 2.321 **Senate Legislation.** Any legislation to appear on the Senate Agenda must be submitted to the Senate Clerk on the correct form by 12:00 noon, Thursday.
- 2.322 An agenda shall be prepared for each meeting of the Senate and shall be made available to any person by 12:00 noon, Friday; containing summary clauses of legislation to be presented.
- 2.323 Voting on all main motions of bills, resolutions, and recommendations with a general consent of the Senate shall be left up to the discretion of the chairman, with the exception of matters dealing with the Constitution and by-laws.
- 2.324 The President of the Associated Students, when requesting approval of presidential appointments, shall supplement this request with written qualifications of appointees to be attached to the Senate Agenda of the meeting in which they are to be considered for approval by the Senate. The appointee must be present at the meeting for approval of this appointment.
- 2.325 All amendments must be seconded by one-fifth (1/5) of the Senators present before consideration begins.
- 2.3251 The author of the amendment may be given two (2) minutes to explain the purpose of the amendment and it shall be neither a pro nor a con argument on anything that has been

discussed but rather an explanation.

- 2.326 All amendments to legislation must be submitted in writing to the Senate Clerk before they can be read and presented on the floor of the Senate.
- 2.327 One (1) proponent and at least one (1) opponent must be given the opportunity to speak on all bills, recommendations, and resolutions brought before the Senate floor prior to the motion to move the previous question.
- 2.33 **Executive Cabinet Legislation and Procedures.** All action of the Executive Cabinet must be by a majority vote, a quorum being present, with the exception of the presidential veto.
- 2.331 Executive Cabinet business shall be placed on an agenda that will be made available to any person by 12:00 noon, Friday.
- 2.332 Official action by the Executive Cabinet shall be recorded within the publication of the Executive Cabinet Minutes.
- 2.3321 During National and State Holidays, summer months, and other scheduled student vacation holidays when the Executive Cabinet is unable to meet, the Associated Student Body President may conduct executive business, however, they are answerable to the ASCC Senate for any action. Said action in the absence of regularly scheduled Executive Cabinet Meetings shall be published as an Executive Order.
- 2.333 With the exception of communications, general discussion, and a summary of Senate action, the President of the Associated Students may withhold any item from the agenda.
- 2.40 **Senate Sessions.** Senate sessions shall be of two types: Regular Sessions or Special Sessions.
- 2.41 **Regular Sessions.** A Regular Session of the Senate shall be designated as one (1) semester and listed as such, with the Fall Semester, 1963-64 Senate designated as the First Senate Session and so forth.
- 2.411 The newly elected Fall Senate shall meet no later than the third Wednesday of September. The Fall Senate shall be considered permanently adjourned on the second Wednesday of the Spring Semester, being in recess from the beginning of Dead Week, to the end of semester break.
- 2.4111 The Senate shall make available no less than one-third (1/3) of its seats to candidates of sophomore standing in each Fall Semester.
- 2.412 The Spring Senate shall meet no later than the first Wednesday of the Spring Semester, adjourning for the summer months and holidays.
- 2.42 **Special Sessions of the Senate.** The Senate may be called into special sessions at any time by the President of the Associated Students or the Advisor of the Senate. A special session may be called by a Senator with a second and a two-thirds (2/3) majority of those present. The Vice-President of the Associated Students shall preside, with such purpose for the special session limited to a single item of business.
- 2.43 **Officers.** The officers of the Senate shall be elected or appointed as designated by the Senate, with the exception of the President of the Senate and Party Whip, which are chosen as stipulated within the

Government Organization Code.

The regular presiding officer of the Senate shall be the Vice President of the Associated Students, (Article IV, Section 1, of the Constitution) and shall perform all duties set forth in the Senate Rules of Order.

The President Pro Tempore. Shall be elected at the first meeting of a new Senate Session, at which all elected Senators are officially seated, by a majority vote, a quorum being present. The officer shall, upon absence or direction of the President of the Senate, assume the place as presiding officer of the Senate, with all duties and rights thereof.

2.4321 The President Pro Tempore, as a Senator, shall also have the right to vote on any issue before the house, except when serving as presiding officer. As presiding officer, they may not debate and may only vote when the voting is equally divided.

A **Sergeant at Arms** shall be elected at the first meeting of a new Senate Session, at which all elected Senators are officially seated, by a majority vote, a quorum being present. The officer shall have full floor privileges in maintaining order, but shall not remove anyone from the meeting without the approval of the presiding officer.

A **Majority Leader** shall be elected by a caucus of the freshman or sophomore class members of the Senate, depending upon the class with the greatest number of Senators, at the first meeting of the new Senate Session, at which time all elected Senators are officially seated. This officer shall present to the Senate all legislation emanating from the Senate Advisor. This officer shall also serve as titular head of the class.

A **Minority Leader** shall be elected by a caucus of the freshman or sophomore class members of the Senate, depending upon the class with the fewest number of Senators, at the first meeting of the new Senate Session, at which time all elected Senators are officially seated. This officer shall also serve as titular head of his class.

A **Clerk of the Senate** shall be appointed by the Vice President of the Associated Students, and may be a full member of the Senate. They shall do all duties set forth in the Rules of Order of the Senate, when they are applicable and is responsible for the Senate Journal.

2.4361 In the event that the Clerk of the Senate is a Senator, this officer shall have all the regular rights and privileges as granted to other Senators.

2.4362 **The Senate Journal** shall be the official publication of the Senate and shall contain the number of the Senate Session, date of the meeting, where held, time of the meeting, opening and presiding officer, members present, and absent, communications that are reported, business that is presented with all therefore or summary clauses of legislation, results of all voting, the date of the next meeting and where, a summary of any discussion, time of adjournment, and any additional data required.

Senate Standing Committees Chairmen shall be regarded as officers of the Senate.

The Senate shall have the power to remove any officer of the Senate from his office held within the Senate with the exception of the Vice President of the Associated Students, by a two-thirds (2/3) vote, a quorum being present. The exception shall be the Majority Leader and the Minority Leader, who shall

be removed by a two-thirds (2/3) vote of the bodies they represent, a quorum being present.

2.4381 All officers of the Senate, with the exception of the Vice President of the Associated Students shall serve only for the Senate Session to which they were elected or appointed.

The Senate Liaison shall be elected by a majority vote of the Senate at the first meeting of a new Senate Session, at which all elected Senators are officially seated. This officer shall communicate all important legislation between Faculty Senate and the ASCC Senate and other important information.

2.50 Senate Committees. The Senate shall have standing committees for the following purposes:

- Appropriations
- Health and Safety
- Rules and Administration
- Special Services and Activities
- New Senator Orientation
- They may create an ad hoc committee by majority approval as needed.

2.51 The Committee on Appropriations shall:

- Consist of no more than eleven (11) senators.
- Have membership divided evenly between the freshman and sophomore classes whenever possible, the extra seat to go to a member of the majority party.
- Review all legislation dealing with revenues and expenditures referred for committee action.

2.52 The Committee on Health and Safety shall:

- Consist of no more than eleven (11) senators.
- Have membership divided evenly between the freshman and sophomore classes whenever possible, the extra seat to go to a member of the majority party.
- Review all legislation dealing with the health and safety referred for committee action.
- Investigate campus health and safety matters and make recommendations to the Senate to improve such matters.

2.53 The Committee on Rules and Administration shall:

- Consist of no more than eleven (11) senators.
- Have membership divided evenly between the freshman and sophomore classes whenever possible, the extra seat to go to a member of the majority party.
- Review all legislation dealing with the rules and administration of the Senate in addition to any other legislation designated by the presiding officer of the Senate.
- Study the organization and operations of the Senate and make recommendations with a view toward strengthening and streamlining the Senate.

2.54 The Committee on Special Services and Activities shall:

- Consist of no more than eleven (11) senators.
- Have membership divided evenly between the freshman and sophomore classes whenever possible, the extra seat to go to a member of the majority party.
- Review ASCC activities and special services referred for committee action.
- Investigate and make recommendations to the Senate for the establishment and if so directed responsibility of new special services and activities.

2.55 Standing Committees Chairpersons. Chairpersons of Standing Committees shall:

- Be appointed by the Vice President of the Associated Students.
 - Establish a schedule of meetings for the entire Senate session.
 - Submit a committee report at the end of their term of office in the Senate to be placed on file and made available for the use of future Senate Committee chairpersons.
- 2.551 The presiding officer of the Senate shall be an ex-officio member of all Senate standing and ad hoc committees.
- 2.56 **Ad Hoc Committees.** Special Senate Committees shall be created by majority vote of the Senate, a quorum being present, or by order of the presiding officer of the Senate, or elected by the Senate or selected by the committee.
- 2.561 Ad Hoc Committees shall deal only with matters prescribed at the time of the establishment.
- 2.562 Ad Hoc Committees shall exist no longer than the Senate Session for which it was established.
- 2.57 **Membership Limitation.** No Senator shall serve on more than two (2) standing committees, and may hold membership in more than one (1) ad hoc committee.
- 2.58 **New Senator Orientation Committee shall:**
- Consist of no more than five (5) Senators plus one chairman, three members to be appointed by the Sergeant at Arms of the Senate, and two members to be appointed by the chairman of the Senate.
 - Orientate newly elected or appointed Senators to Senate procedures and the Student Government Code
 - Maintain and distribute an orientation packet
 - Membership in this standing committee shall not be restricted by 2.57
- 2.59 **Committee Regulations.** The meetings of all Senate Committees shall be announced at the Senate meeting prior to the Committee meeting.
- 2.591 There shall be at least one (1) more than half of the committee persons in attendance for the committee to transact business.
- 2.592 Emergency sessions of a committee shall be called only by the Vice President of the ASCC who shall insure that the committee members are contacted and informed of this emergency session.
- 2.60 **Special Student Government Rules.** The Associated Students recognize that official bodies of the organization have the inherent right to make and enforce its own rules for each official body.
- 2.61 **Executive Cabinet.** Members of the Executive Cabinet, with the exception of the Vice President of the Associated Students, hold position at the invitation of the President of the Associated Students. The President of the Associated Students may, in writing and with all reasons stated, ask for a resignation of any Cabinet member excluding the Vice President of the Associated Students.
- 2.611 Any member of the Executive Cabinet, so requested, shall submit a letter of resignation to be read at the subsequent Executive Cabinet meeting.
- 2.612 **Executive Cabinet Absences.** Executive Cabinet Absences. Any Executive Cabinet member absent without excuse from three (3) consecutive or more than three (3) Executive Cabinet meetings in one semester shall automatically cease to serve as an Executive Cabinet member.
- 2.62 **Senate.** The general rules for the Senate shall be set down in the Senate Rules of Order, and shall include Procedures of Order, and shall include Procedures for Trial of Members and other pertinent information.
- 2.621 All members of the Senate are expected to uphold the dignity of their office.

No person shall have the right to change the intent of records as listed in the Senate Journal.

Expulsion from the body shall be the most extreme penalty that the Senate can pronounce upon a member of its own body, and shall be by roll call with two-thirds (2/3) of the Constitutional membership concurring.

2.6231 No Senator expelled shall be eligible to serve as a member of the Senate for the remainder of that session.

2.6232 Expulsion of a member of the Senate shall not be subject to approval or disapproval of the President of the Associated Students, the Executive Cabinet, or the Court.

Senate Absences. Any ASCC senator absent without excuse from two (2) consecutive or more than two (2) Senate sessions in one semester shall automatically cease to serve as a senator.

2.6241 Committee Absences. A Senator may be referred to the Senate by his committee chairman for excessive absences from the committee meetings, and can be subject to disciplinary measures imposed by the Senate.

Disciplinary Measures. Disciplinary measures can range in severity from motion of censure for withdrawal of privileges, and in extreme cases, the expulsion of violating Senators.

2.6251 Censure and Removal of Senators. A motion of censure for withdrawal of privileges shall be by at least two-thirds (2/3) of a quorum.

Presidential Veto. Upon receiving a veto message, the Senate must wait until the following meeting before it can act on it.

Unsigned Legislation. The procedure that the Senate must follow concerning legislation that has exceeded the five (5) day limit allowed for Presidential vetoes shall be an announcement by the Party Whip that the legislation is unsigned and at this time the chair shall declare it law.

Senate Impeachment Procedures. Impeachment proceedings may be initiated by floor motion of the Senate which must be approved by the majority vote of the members present. This floor motion must be announced in the Senate Agenda or be vocally announced at the meeting prior to the meeting where the motion will be considered.

2.6281 Upon initiation of impeachment proceedings, the accused officer of the Associated Students of Cerritos College will be instructed to attend the next regularly scheduled Senate meeting where the impeachment hearing shall take place.

2.62811 The non-attendance by the accused will constitute grounds for automatic impeachment by Senate vote unless the absence is excused.

2.62812 The Court will determine whether the accused's absence was absolutely unavoidable thus warranting an excused absence.

2.62813 If the accused obtains an excused absence, the hearing will be postponed until the next regularly scheduled meeting.

2.6282 The impeachment hearing shall have priority over all other Senate business which business shall be postponed until the next Senate meeting.

- 2.6283 The agenda shall be as follows:
- a) The presiding officer shall open the meetings, then announce the purpose of the hearing. The accused then shall be presented with the complaints and charges from the floor of the Senate.
 - b) The accused shall then be given the opportunity to answer the charges and present his defense.
 - c) Following the accused's presentation, there shall be a period where the Senate may ask the accused questions.
 - d) The final period shall take place in executive session, in order that a debate of the evidence may take place.
- 2.6284 The final impeachment vote shall take place at the next regularly scheduled meeting of the Senate and shall again be presided over by the same officer as the hearing of the proper temporary Senate officer (i.e., Pro Tem). The impeachment vote shall be the first item of business to be considered at the meeting.
- 2.62841 The Senate at this time may schedule another hearing by majority ratification of a floor motion.
- 2.62842 At the conclusion of the impeachment vote, the temporary presiding officer shall relinquish the chair to the lawful President of the Senate.
- 2.70 **Powers and Membership of the Executive Cabinet.** The Executive Cabinet of the Associated Students shall consist of the President of the Associated Students, Vice President of the Associated Students, Chief of Staff, ASCC Treasurer, Student Directors: Director of Athletics, Director of Equity and Diversity, Director of DSPS Affairs, Director of Student Services, Director of Student Activities, Director of Inter-Club Council, Director of Communications, Director of Veteran Affairs, Director of Sustainability, Director of Academic Affairs, and the Party Whip.
- 2.71 All members of the Executive Cabinet have full rights and privileges with the exception of the Senate Party Whip, who shall not have the right to vote.
- 2.72 **Advisory Status.** Each officer of the Executive Cabinet serves as an advisor to the President of the Associated Students. Each officer shall recommend to the President of the Associated Students programs and business to be initiated by the Executive Cabinet.
- 2.721 All officers of the Executive Cabinet, with the exception of President and Vice President of the Associated Students, shall appear before the Senate Standing Committees, if requested.
- 2.722 **Reports.** All officers of the Executive Cabinet shall submit a report on their duties, accomplishments, and recommendations. Reports must be submitted by the second business meeting of every month and must be a minimum of 50 words.
- 2.723 **Overriding Vetoes.** The Executive Cabinet shall not have the right to override a Presidential Veto, but it may, if two-thirds (2/3) of the members of the Executive Cabinet concur, request that the President of the Associated Students review a scheduled veto.
- 2.724 **Special Meetings.** The Executive Cabinet may be called into special meetings by the President of the Associated Students, or in their absence, the Vice President of the Associated Students, and the

Advisor to the Executive Cabinet.

2.725 **Executive Report.** The Executive Cabinet shall maintain a full record of all of its proceedings in minutes entitled Executive Report; which shall be the official publication of the Executive Cabinet. This Publication shall contain the date of the meeting, where held, time of the meeting and presiding officer, members present and absent, communications that are reported, business that is presented with actual working of motions voted upon, results of all voting, the date of the next meeting, a summary of any discussion, time of any discussion, time of adjournment, and any additional data required.

2.726 The Chief of Staff shall be responsible for posting of the Executive Report in the Associated Student Body Directory, two days following the approval by the Executive Cabinet, excluding holidays.

2.727 All Officers of the Executive Cabinet shall be responsible to go to at least one shared governance committee. The shared governance committee may or may not be pertaining to their duties, appointment shall be at the discretion of the Associated Student Body President.

2.73 **Duties of Officers.** Duties of officers of the Executive Cabinet shall be as follows:

2.731 **Chief of Staff**

The Chief of Staff shall:

- Be responsible for taking the minutes for the Executive Cabinet
- Maintain a central filing system for correspondence relating to student government, legislation, and other associated records.
- Be responsible for enforcing Roberts Rules of Order in Executive Cabinet Meetings
- Be responsible for the Executive Report.
- Assist the ASCC President and Vice President in coordinating and directing fellow members of Cabinet
- Assist the ASCC President and Vice President in setting "Standing Rules" for respective branches
- Be an honorary member of the Executive Board.

2.732 **ASCC Treasurer**

The Treasurer shall:

- Meet, on a regular basis, with the Director of Student Activities to discuss the status of the ASCC Budget.
- Maintain an accurate evaluation of the finances and the financial status of the ASCC through presenting a financial report to the Senate at least once a month.
- Present any emergency reports on accounts or situations which require investigation or legislative action.
- Initiate, with the approval of the Executive Cabinet, all requests concerning finances to the Senate.
- Be chair of the Budget and Finance Committee
- Be an Honorary member of the Executive Board.

2.733 **Director of Athletics**

The Director of Athletics shall:

- Maintain a direct channel of communication with the Health, Physical Education, and Athletics Department.
- Meet, once a month, with the Dean of Physical Education, and Director Athletics to discuss

the issues facing athletics and help promote and coordinate interest in athletics.

- Maintain information pertinent to athletics, its promotion, and general information.
- Shall be responsible in presenting all budgetary requests regarding athletics.

2.734 Director of Equity and Diversity

The Director of Equity and Diversity shall:

- Act as a liaison and maintain a direct channel of communication between International students, DREAM, and AB540, Umoja, and all diverse constituents with the ASCC.
- Be responsible for seeking and working with students and clubs on campus to promote Equity and Diversity.
- Be responsible for articulating the needs of students and providing availability of hours for consultation as a representative of the ASCC.
- Inform the ASCC of events, concerns and needs relating to Equity and Diversity on campus and in the surrounding community.
- Be responsible for making informed decisions regarding equitable and diverse recommendations vital towards the improvement of Equity and Diversity.

2.735 Director of DSPS Affairs

The Director of DSPS shall:

- Maintain a direct channel of communication with the Office of Disabled Students.
- Work with the Director of Disabled Students in helping to promote and advocate the needs of disabled students.
- Attend Disabled Students Programs & Services (DSPS) Advisory Committee meetings.
- Have a working knowledge of the needs and issues of the disabled students.

2.736 Director of Student Services

The Director of Student Services shall:

- Act as a liaison and maintain a direct channel of communication between Counseling, Financial Aid, Transfer Center, Campus Police, and Health Services.
- Be responsible for conducting student surveys that will help promote the Student Services offered on campus.
- Coordinate and promote activities with Counseling, Financial Aid, Transfer Center, Campus Police, and Health Services.
- Recommend to the Executive Cabinet activities of an all-college nature that will assist students on campus.

2.737 Director of Student Activities

The Director of Student Activities shall:

- Work with the Coordinator of Student Activities in planning, coordinating and implementing campus activities.
- Coordinate and plan activities of an all-campus nature for both daytime and nighttime students.
- Maintain a master calendar for all campus events, recommending to the Executive Cabinet activities of an all-college nature.
- Ascertain the needs of both daytime and nighttime students by maintaining a channel of communication with both daytime and nighttime students.
- In turn, must communicate back to the daytime and nighttime students the status of actions taken by the ASCC Cabinet to fulfill these needs.

2.738

Director of Inter-Club Council

The Director of Inter-Club Council shall:

- Serve as the chairperson of the Inter-Club Council.
- Maintain a direct channel of communication with all clubs and organizations on campus.
- Preside over all related functions, initiate disciplinary action regarding any organizational infraction of rules and regulations pertaining to such groups, with the approval of the Advisor to Inter-Club Council.
- Maintain a master calendar of all organizational events, supervising and coordinating the formation of new campus organizations and related constitutions.
- Work with the Advisor to Inter-Club Council, maintain an active roster of all campus organizations, determining the legality of membership after each semester.

2.739

Director of Communications

The Director of Communications shall:

- Maintain a direct channel of communication with the Office of Public Affairs, Talon Marks Newspaper and WPMD Radio.
- Work with the Office of Public Affairs Staff, Talon Marks Newspaper Staff and WPMD Radio Staff to promote and coordinate advertisement for ASCC- sponsored activities and events.
- Direct publicity for all Associated Students events both on and off campus
- Maintain an active program of information regarding student government, accomplishments, plans, and interpretation of actions within student government.
- Maintain a file of all pertinent student government publicity for the year.
- Provide students with information concerning programs sponsored by the ASCC.
- Plan, coordinate and implement Operation Outreach.

2.740

Director of Sustainability

The Director of Sustainability shall:

- Act as a liaison and maintain a direct channel of communication between ASCC and any task force or committee related to implementing sustainability measures on campus.
- Have a working knowledge on how to implement sustainability and environmentally friendly initiatives.
- Plan, coordinate and implement advocacy efforts and help pass legislation that will further enable sustainability initiatives on campus.
- Give reports in Cabinet regarding progress and accomplishments related to sustainability initiatives that the Director, Taskforce, or committee have been working on.

2.741

Director of Veteran Affairs

The Director of Veteran Affairs shall:

- Be Vet Net Ally Certified student or a student Veteran.
- Act as a liaison and maintain a direct channel of communication with faculty, students, government and student veterans.
- Work with VRC staff to obtain resources for the Veterans Resource Center and Student Veterans.
- Coordinate and promote activities with the Veterans Resource Center.
- Give reports in Cabinet detailing any issues dealing with student Veterans.

2.742

Director of Academic Affairs

The Director of Academic Affairs shall:

- Maintain a direct channel of communication with departments, including vocational education departments (ex. Fine Arts, Nursing, etc.)
- Coordinate and promote activities with departments on campus.
- Act as a liaison between students and the administration of the LRC, Library, Computer Services, and Information Technology
- Recommend to the Executive Cabinet activities of an all-college nature that will benefit students of campus academically.

2.746 The ASCC President may appoint with the advice of the Chief of Staff, (9) Representatives (ex. LGBTQ, International, etc.). Representatives shall be the portion of the student government responsible in keeping communication with various departments on campus. The Representatives may be an active member of Senate or Cabinet.

Representatives shall:

- Maintain direct communication with the chief of staff
- Bring up concerns raised during meetings with various faculty, or administrative members.
- Bring any student concerns to respective directors or student senators if fiscal impact applies.
- Assist the cabinet in promoting ASCC sponsored events to departments and constituent groups on campus.

2.747 Party Whip

The Party Whip shall:

- Be appointed by the President and approved by the Senate at the first meeting of each session.
- Before appointment they shall have attained the office of Senator either in the previous election or by appointment.
- Be governed by the same regulations as all Senators and have the same rights and responsibilities.
- Report the action taken on all legislation including vetoes by the President, to the Senate at the Senate Meetings following passage.
- Report to the Executive Cabinet all actions of the Senate in the previous meeting.
- Report all vacancies of the Executive Cabinet to the Senate.

2.748 Delegate

Delegate shall:

- Be appointed by the Vice President of the Associated Students.
- Maintain a direct channel of communication with local, state, and national legislators' offices.
- Maintain an accurate evaluation of local, state, and national education issues.
- Report to the Senate, when needed, issues that directly affect California Community Colleges and students.
- Attend or Call in for Region Meetings.
- Provide students with information on how to get in contact with their local, state, and national legislator

2.75 Deputy Directors

Each Director shall have the power to appoint a Deputy Director who will work with them in

executing the duties of their office. The Deputy Director shall meet the minimum qualifications of all Presidential Appointees. The Deputy Director shall be appointed by the president and confirmed by majority vote of the Senate. They hold their positions at the invitation of the Executive Cabinet who may, in writing, with all reasons stated, ask for the resignation of any Deputy Director with a $\frac{2}{3}$ vote or a quorum being. In the event of legal Director absence, the Assistant shall have full rights and privileges including the right to vote.

2.80 **Special Procedures and Rules.**

2.81 **Meetings of the Executive Cabinet.**

Meetings of the Executive Cabinet shall be scheduled regularly on every Monday. Every second and fourth scheduled cabinet meeting may be used as a breakout session(s). This Excluding vacation periods and holidays, at a location selected by the President of the Associated Students. Meetings shall be called for 2:00 p.m.

2.811 **Breakout Session(s).**

Breakout Session(s) shall be used to do any of the following:

- Plan, prepare, and/or set up for events.
- Attend events on campus together as a cabinet.
- Create and or present leadership trainings.

2.82 **Meetings of the Senate.** Meetings of the Senate shall be scheduled regularly on every Wednesday, excluding vacation periods and holidays, at a location selected by the Vice President of the Associated Students. Meetings shall be called for 2:00 p.m.

2.83 **Holding Two (2) Offices.** Any officer serving as a member of one (1) branch of government, either in the Executive, Legislative, or Judicial, and who is either elected or appointed to another branch of student government shall then be considered resigned from the position that was originally held, with the exceptions of Vice President of the Associated Students who is also the President of the Senate and the Party Whip who are officers in the Senate as well as in the Executive Cabinet.

2.831 Any officer serving as a member of one (1) branch of government, either in the Executive, Legislative, or Judicial, shall not serve on a Committee unless in the capacity of the office which he holds, which is under the direction of another branch of Student Government.

2.832 Any officer serving in one branch of Government, either Executive, Legislative, or Judicial, shall not hold another office in that same branch of Government.

2.84 **System of Succession.** The following procedures shall be used in filling the vacancies occurring in the office of the President of the Associated Students:

2.841 In the event of removal or inability to serve by the President of the Associated Students, the following order of succession shall be followed: Vice President of the ASCC, President Pro Tem of the Senate, Senate Majority Leader, Senate Minority Leader, Senate Sergeant at Arms, Party Whip, and the remaining Senators by order of seniority.

2.8411 In the event of the President Pro Tem of the Senate or any other Senate Officers or one (1) member shall succeed to President of the ASCC, the next Senate Officer or member in seniority shall be the President Pro Tem of the Senate until either Section 2.8431 or

2.8432 has been met.

- 2.842 In the event of removal or inability to serve by the Vice President of the ASCC, the President of the ASCC shall appoint with the advice and consent of two-thirds (2/3) of the Senate, an individual qualified to be elected to the office.
- 2.843 In the event that both the President and Vice President of the Associated Students who were elected by the Student Body leave office in the Fall Semester, then the order of succession shall be allowed as designated and the succeeding officer shall declare within ten (10) days, holidays and weekends not counted a special election on the second Wednesday and Thursday following, holidays not counted.
- 2.8431 If both the President and Vice President leave office in the Spring Semester, then the succeeding officer shall remain in office as the President of the Associated Students for the remainder of the term. They shall resign the position in the Senate in which formerly held and a new election of Senators shall be held for the vacated position(s). The new President shall appoint a Vice President with the advice and consent of two-thirds (2/3) of the Senate, said appointee shall meet all the Constitutional qualifications for said office.
- 2.8432 After the special election for a new President and Vice President of the Associated Students the succeeding officer shall go back to the Senate and hold the office which they held previously in the Senate and acting President Pro Tem of the Senate shall go back to the previous position. Any vacated Senate office(s) shall be filled by an election by the Senators.
- 2.844 In the event of succession of the Vice President to the office of President, the new President shall appoint a Vice President with the advice and consent of two-thirds (2/3) of the Senate; said appointee shall meet all the Constitutional qualifications for said office.
- 2.85 **Legal Absences.** Any person in student government who misses any official meeting of their respective branches of student government due to medical excuses; inter-collegiate athletics; school- related conventions; and/or competitions in the interest of the school may be legally excused from meetings.
- 2.86 The qualifications of all student government officers shall be the following:
- a) They must have a minimum overall 2.25 grade point average and a minimum 2.25 grade point average from the previous semester at the time of their appointment/ election into office. They must maintain a minimum 2.0 cumulative and semester grade point average while in office.
 - b) They must maintain an enrollment of five (5) or more units of work, at Cerritos College during their term in office.
 - c) A student government officer who fails to complete a minimum of five (5) units during their term in office, shall be ineligible to hold an ASCC office during the next semester.
 - d) No student shall serve more than a total of six (6) semesters in the ASCC student government.
 - e) Any student who receives a failing grade ("F", "No Pass") in the previous semester shall not be allowed to serve in any student government capacity the semester after receiving the grade.
 - f) They must possess a current Student Activities sticker.
 - g) In evaluating summer work for eligibility, all units attempted in the summer and the spring shall be added together.
 - h) All temporary or acting officials must also meet minimum qualifications.
 - i) However if that student who receives a failing grade ("F", "No Pass", "I") shall be allowed to

make up the failing grade during Summer or Winter Session.

- 2.861 Article III, of the Constitution shall also be taken into account when determining eligibility of ASCC officers.
- 2.862 Students falling below five (5) units of work shall be required to resign.
- 2.87 Any Presidential appointment for the purpose of temporarily filling an office or position shall be subject to the approval of the Senate.
- 2.871 The President shall not appoint a person to the office of a Senator or an Associate Justice on a temporary basis or acting basis.
- 2.88 **Inaugurations.** The President-Elect and Vice President-Elect shall be inaugurated by the Chief Justice one (1) week following their election. They shall officially begin their term of office the first Monday following the last day of the Spring Semester. The student member of the Cerritos College Board of Trustees shall be seated at the first official meeting of the Board of Trustees in June of each year, in compliance with the California Education Code.
- 2.881 The President-Elect and Vice President-Elect may also be inaugurated before the Senate by the Chief Justice at the last scheduled meeting of the Senate before closing session. They shall officially begin their term of office the first Monday following the last day of the Spring semester. The President-elect and Vice President shall oath to:

I, _____, do solemnly swear(or affirm) that I will faithfully execute the Office of President of Vice President of the Associated Students of Cerritos College, and will to the best of my ability, preserve, protect and defend the Constitution of the Associated Students of Cerritos College; that I take this obligation freely, without any mental reservation or purpose of evasion; protect the rights of the students; their welfare and special interest; and that I will well and faithfully discharge the duties on which I am about to endure.

2.8811 The President-Elect and Vice President-Elect may also be inaugurated before the people at the Spring Awards Banquet. They shall take office in accordance with Section 2.881.

2.884 The Student Trustee will need to report at the ASCC Senate meetings at least twice a month in the Fall and Spring Semesters.

2.88401 The Student Trustee will attend the ASCC Senate meetings that, proceed and follows a regularly scheduled Board of Trustees meeting.

2.885 The Senator-elect shall be inaugurated before the people by the Vice President of the Associated Students of Cerritos College the Wednesday (excluding holidays) following their election at the 14:00 hour and officially begin their own term upon inaugurated. The Senator (s) shall oath to:

I, _____, do solemnly swear(or affirm) that I will support and defend the Constitution of the Associated Students of Cerritos College against all enemies, foreign and domestic; that I will bear true faith and allegiance to the students of our institution; that I take this obligation freely, without any mental reservation or purpose of evasion; protect the rights of the students; their welfare and special interest;

and that I will well and faithfully discharge the duties of the office of Senator on which I am about to endure.

- 2.886 The Chief Justice and/or Associate Justices shall be inaugurated before the Senate by the President Pro-Tempore following their approval by the Senate. The Chief Justice or Associate Justice(s) shall oath:

I, _____, do solemnly swear (or affirm) that I will administer justice without respect to persons, and do equal right to the all diverse students, and that I will faithfully and impartially discharge and perform all the duties incumbent upon me as Chief Justice or Associate Justice under the Constitution and laws of the Associated Students of Cerritos College; and that I will support and defend the Constitution of thereof against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; protect the rights of the students; their welfare and special interest; and that I will well and faithfully discharge the duties of the office on which I am about to endure.

- 2.887 The Executive Officer shall be inaugurated before the Senate by the Chief Justice following their approval by the Senate. The Executive Officer shall oath to:

I, _____, do solemnly swear (or affirm) that I will bear true faith and allegiance to the administration and the students of our institution; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of advisor to the President; which I am about to endure.

- 2.89 **Parking Permits.** Parking permits will be issued to all eligible representatives of Student Government. Student Government recognizes that special privileges are granted to them by the Administration and the Board of Trustees and that, such privileges grant the ASCC the right to enact appropriate legislation to prevent the abuse of those privileges.

- 2.90 Upon leaving Student Government or being removed from office, the parking permit will be automatically revoked and evidence of removal must be presented to the Sergeant at Arms of the Senate or the Student Activities Office.

- 2.91 If a representative fails to bring evidence of removal or other proof and remains at Cerritos College, the Executive Branch may take any steps necessary to enforce this section.

- 2.92 The Sergeant at Arms of the ASCC Senate will from time to time check the official Student Government parking area for violations and if a violator's car is found in the lot, they will inform the Executive Branch and will also inform the local enforcement agency of the violation.

- 2.93 **Student Government Rosters.** All elected and appointed members of the Executive Cabinet, Court, and Senate shall submit to their respective secretary clerk no later than the second week of the semester, or the first week after elections or appointment, their class schedule, address, and current Associated Student Body membership sticker number.

- 2.94 The ASCC student services, leadership, and scholarship Awards System Policy shall be outlined in this section. The committee will consist of the President, Vice-President, Director of the Inter-Club Council, Chief Justice, three (3) members of Legislative Senate, three (3) members of the Executive Cabinet, one (1) member of the Judicial Court, and one (1) Student at Large.

The ASCC Awards Committee shall have twelve (12) members.

- 2.941 At no time may the Cerritos College students serve in the Awards Committee for more than two (2) semesters.
 - 2.9412 Each participant must be a member of its affiliated body and may not take the seat of two committee members by manner of technicality.
 - 2.9413 Members must have good standing service hours within the ASCC.
 - 2.9414 Members to be elected from the Senate, Cabinet, and the Court shall be nominated and elected through a democratic majority of fifty percent plus 1, and which election process shall be determined by its respective body.
 - 2.9415 The President shall nominate the student at large with the approval of the Director of Student Activities.
 - 2.9416 In the case the Director of Student Activities is absent, unable or refuses to assume the duty; the Coordinator of Student Activities and/or the Student Activities Program Assistant # 2/Events Coordinator shall assume the responsibility. Any of the members appointed shall be subject to approval by the ASCC Senate in person or by resume only.
- 2.942 The ASCC Awards Committee shall meet no less than three (3) times a semester.
- 2.943 The Awards Nomination Sheets shall be distributed at least five (5) weeks prior to the Awards Banquet and shall be returned at least three (3) weeks prior to the banquet.
 - 2.9431 Any student or faculty member may nominate students for Leadership, Service, and/or Participation, and **must sign the nomination sheet**.
 - 2.9432 Minimum requirements for nomination are that a student must be an ASCC member and have a 2.0 GPA.
 - 2.9433 A final unit check of all nominees shall be made during the week prior to the Awards Banquet.
 - 2.9434 A Service Certificate is to be given in recognition of service and participation in programs sponsored by the ASCC. The students must show scholarship (2.0 GPA).
 - 2.9435 A Bronze Falcon is to be given to students who excel in service and participation in programs sponsored by the ASCC. The students must show scholarship (2.0 GPA).
 - 2.9436 A Silver Falcon is to be given to students who are outstanding in leadership, service, and participation in programs sponsored by the ASCC. The students must show scholarship (2.0 GPA).
 - 2.9437 A Gold Falcon is to be given to students who are the most outstanding in service and participation in programs sponsored by the ASCC. The students must show leadership, scholarship (2.0 GPA) and personal integrity.

- 2.9438** The President's Award is to be given to a student in lieu of that student receiving a third Gold Falcon.
- 2.9439** A Resolution is to be given to a Student after receiving the President's Award in lieu of a fourth Gold Falcon.
- 2.9440** A Gold Lifetime Membership Card is to be given to a student after receiving a Resolution in lieu of any subsequent falcons. This Gold Lifetime Membership Card will permit the owner access to Athletic Events, ASCC Dances, and Movies. The Gold Lifetime Membership Card will not permit the owner to vote in any ASCC Elections, attend any ASCC Banquets, or any ASCC Activities which may have limited seating.
- 2.9441** The Man and Woman of the Year Awards are to be given to the most outstanding students for the entire school year. This award is to be presented only at the Spring Awards Banquet. To be eligible, a student must have completed six (6) units in the Fall Semester and be enrolled in at least six (6) units in the Spring Semester.
- 2.94122** In the case the Director of Student Activities is absent, unable or refuses to assume the duty; the Coordinator of Student Activities and/or Student Activities Program Assistant II/Events Coordinator shall assume the responsibility. Any of the members appointed shall be subject to approval by the ASCC Senate in person or by resume only.
- 2.94123** The three (3) official recognized advisors under the Inter-Club Council shall be selected by the ICC Rules and Regulations Committee from a list of choices provided by the Coordinator of Student Activities.
- 2.941233** In the case the Coordinator of Student Activities is absent, unable or refuses to assume the duty; the Director of Student Activities and/or the Student Activities Program Assistant II/Events Coordinator shall assume the responsibility. Any of the members appointed shall be subject to approval by the ASCC Senate in person or by resume only.
- 2.94411** Only if the Cerritos College students were to nominate themselves for either of these awards, they must turn in their ASCC Man and Woman of the year application along with a 350-500 word essay that explains in their own words why they should be chosen as Man or Woman of the Year.
- 2.94412** The counting of votes for the Man and Woman of the Year applications shall be supervised by the ASCC Court Chief Justice and one (1) Associate Justice along with the Director of Student Activities or the Coordinator of Student Activities or both.
- 2.94413** The ASCC Awards Committee shall review the applications and essays for Man and Woman of the Year.
- 2.9442** The Awards Committee has the power to designate special awards for students and faculty deserving of such recognition.

- 2.9443** The method for determining award recipients shall be the most objective method for each semester as determined by the Awards Committee and Advisor.
- 2.9444** All ASCC Awards shall be presented at the Fall and Spring Awards Banquet.
- 2.94441** The ASCC Fall Awards Banquet shall be held in the month of December and the ASCC Spring Awards Banquet shall be held in the month of May.
- 2.9445** Every student government member from all three branches, cabinet, senate and court should be given a certificate of Recognition stating their position and length of term in office.

Revised Date:

7/5/18: implemented SB-1718-25

- Updated 2.50
- Updated 2.58