



Associated Students of Cerritos College Bylaws

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1 **ARTICLE I – BYLAWS**

2 **Section 1**

3 **A. Definition**

- 4 1. A bylaw shall be considered as a definitive part of the ASCC Constitutional framework and carry the full
5 weight of legal and regulatory power.

6 **Section 2**

7 **A. Creation of Bylaws**

- 8 1. Bylaws shall be created and put into effect when the legislation is approved by the Senate by a two-thirds
9 (2/3) majority, and signed into law by the President of the ASCC, or by absence of signature after five
10 (5) days excluding weekends and holidays.

11 **Section 3**

12 **A. Amendment of Bylaws**

- 13 1. Any changes to the Bylaws are official and put into effect when legislation approved by the Senate by a
14 two-thirds (2/3) majority, and signed into law by the President of the ASCC, or by absence of signature
15 after five (5) days excluding weekends and holidays.

16 **Section 4**

17 **A. Hierarchy of Documents**

- 18 1. The following hierarchy should be enforced to determine the validity of any and all documents when
19 their provisions contrast with those in other documents:
20 a. Federal, state, and local law, which already has their contradictions resolved through other
21 means;
22 b. Official Cerritos College Board of Trustees Policies and Administrative Procedures, in the
23 order which they take effect upon each other;
24 c. The Constitution of the Associated Students of Cerritos College;
25 d. These enumerated Bylaws;
26 e. Laws passed by the Associated Students of Cerritos College Senate;
27 f. The Student Government Handbook, for all times in which it exists;
28 g. The Club Guide, for all times in which it exists.

29 **ARTICLE II – MEMBERSHIP**

30 **Section 1**

31 **A. Associated Student Membership**

- 32 1. Members within the Associated Students of Cerritos College shall include all students who have paid the
33 Cerritos College Student Activities fee for the given semester.

34 **Section 2**

35 **A. Student Activities Fee**

- 36 1. Payment of the Cerritos College Student Activities (CCSA) fee provides all rights and privileges of the
37 ASCC membership. The CCSA fee is \$19.00 per semester. For students registering during the Summer,
38 the fee shall be \$13.00. The CCSA fee is assessed at the time of enrollment.

39 **Section 3**

40 **A. Fee Waiver**

- 41 1. Students may also request to waive or refund fees within the first ten days of the current session and
42 return any proof of membership of the ASCC at the time. If any benefits of ASCC membership were

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43 utilized during the current session, the waiver will be denied. The Student Activities Fee Waiver form
44 and details are available through the Student Activities Office.

45 ARTICLE III - OFFICERS

46 Section 1

47 A. Qualifications to Hold Office

- 48 1. Officers must have a minimum of 2.0 cumulative grade point average from the previous semester at the
49 time of their appointment/election into office and must maintain a 2.0 cumulative grade point average
50 while in office.
- 51 2. Officers must maintain enrollment of five (5) or more units of work at Cerritos College during their term
52 in office.
- 53 3. A student government officer who fails to complete a minimum of five (5) units during their term in
54 office, shall be ineligible to hold an ASCC officer position during the next semester.
- 55 4. No student shall serve more than a total of eight (8) semesters in the ASCC student government.
- 56 5. Officers must have paid the current semester's Cerritos College Student Activities (CCSA) fee.
- 57 6. In evaluating summer work for eligibility, all units attempted in the summer and spring shall be added
58 together.
- 59 7. All temporary acting officials must also meet minimum qualifications.

60 Section 2

61 A. Holding Two (2) offices

- 62 1. Any officer serving as a member of one (1) branch of government, either in the Executive, Legislative,
63 or Judicial, and who is either elected or appointed to another branch of student government shall then be
64 considered resigned from the position that was originally held, with the exceptions of Vice President of
65 the Associated Students who is also the President of the Senate and the Party Whip who are officers in
66 the Senate as well as in the Executive Cabinet.
 - 67 a. Any officer serving as a member of one (1) branch of government, either in the Executive,
68 Legislative, or Judicial, shall not serve on a Committee unless in the capacity of the office which
69 they hold, which is under the direction of another branch of Student Government.
 - 70 b. Any officer serving in one branch of Government, either Executive, Legislative, or Judicial,
71 shall not hold another office in that same branch of Government.

72 Section 3

73 A. Election to Office

- 74 1. Each candidate for an elective office shall file a petition with the Office of Student Activities. Students
75 only with a petition on file are eligible to be placed on the ballot after an eligibility check has been made.
76 Petitions must be filed by the time and date established by the deadline to be valid. Election petition
77 details will be included in the Student Government Handbook.
- 78 2. During a time of emergency, a subcommittee of the election board or a specialized committee will
79 update and make changes to election procedures to allow the election to take place.
- 80 3. All valid ballots cast shall be counted as official tallies.
- 81 4. ASCC elections will be conducted through an approved platform, approved by the ASCC advisor and
82 election board.
- 83 5. The official election results shall only indicate the names of qualified candidates and the number of votes
84 cast for them.
- 85 6. Write-in candidacy is open to anyone who wishes to elect themselves or campaign to be elected.
- 86 7. If the write-in candidate is a qualified candidate and receives enough votes to be elected, the candidate's
87 name and number of votes will appear on the official results.
- 88 8. Write-in candidates must follow all election rules.
- 89 9. Further election procedures outlined in the Student Government Handbook shall be followed by all
90 candidates.
- 91 10. The Presidential and Vice-Presidential Elections and the Student Trustee Elections shall be held in the
92 Spring semester.

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- 93 a. The winner of the elections will be determined by plurality.
94 b. In case of a declared tie in the general Presidential Elections, a run-off election shall be held.
95 11. The Senate Election shall be held in the Fall semester.
96 12. Special elections shall comply with all regulations and meet all requirements of a general election.

97 ARTICLE IV - LEGISLATIVE BRANCH

98 Section 1

99 A. Types of Legislation

- 100 1. There are two (2) types of Senate legislation: Bills and Resolutions. Any legislation directed to the
101 Senate from the Executive Cabinet shall be brought to the floor as a Joint Bill or Resolution. All
102 legislation shall be brought before the Senate.
103 a. **Bills.** A Bill deals with the Constitution of the Associated Students and is formally introduced
104 legislation. Most ideas for new laws, called legislative proposals, are in the form of Bills. The
105 Senate majority of a bill must be by a majority. There are two types of Bills:
106 i. **Public Bill.** Public Bills deal with matters that affect the general Associated Student
107 body and become Public Laws, or Acts, if approved by the Senate and signed by the
108 President.
109 ii. **Private Bill.** Private Bills deal with matters that affect a specific individuals, entities, or
110 Student organizations. They become private laws if approved by the Senate and signed
111 by the President.
112 b. **Resolutions.** A Resolution is a proposal approved by the Senate that does not require the
113 President's signature and does not have the force of a law. Resolutions deal with matters entirely
114 within the prerogative of the Senate.

115 Section 2

116 A. Legislative Officers

- 117 1. **President Pro Tempore:**
118 Shall be elected at the first meeting of a new Senate Session, at which all elected Senators are officially
119 seated, by a majority vote, with a quorum being present. The officer shall, upon absence or direction of
120 the President of the Senate, assume the place as presiding officer of the Senate, with all duties and rights
121 thereof.
122 a. The President Pro Tempore, as a Senator, shall also have the right to vote on any issue before
123 the Senate, except when serving as presiding officer. As presiding officer, they may not debate
124 and may only vote when the voting is equally divided
- 125 2. **Sergeant At Arms:**
126 Shall be elected at the first meeting of a new Senate Session, at which all elected Senators are officially
127 seated, by a majority vote, a quorum being present. The officer shall have full floor privileges in
128 maintaining order, but shall not remove anyone from the meeting without the approval of the presiding
129 officer.
- 130 3. **Majority Leader:**
131 Shall be elected by a caucus of the freshmen or sophomore class members of the Senate, depending upon
132 the class with the greatest number of Senators, at the first meeting of the new Senate Session, at which
133 time all elected Senators are officially seated. This officer shall present to the Senate all legislation
134 emanating from the Senate Advisor. This officer shall also serve as titular head of their class.
- 135 4. **Minority Leader:**
136 Shall be elected by a caucus of the freshman or sophomore class members of the Senate, depending upon
137 the class with the fewest number of Senators, at the first meeting of the new Senate Session, at which
138 time all elected Senators are officially seated. This officer shall also serve as titular head of their class.

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- 139 5. Clerk of the Senate:
140 Shall be appointed by the Vice President of the Associated Students, and may be a full member of the
141 Senate. The Clerk of the Senate is responsible for the creation of the Senate minutes.
- 142 6. Standing Committee Chairpersons:
143 Shall be regarded as officers of the Senate.
- 144 7. Faculty Senate Liaison:
145 Shall be elected by a majority vote of the Senate at the first meeting of a new Senate Session, at which
146 all elected Senators are officially seated. This officer shall communicate all important legislation
147 between the Faculty Senate and the ASCC Senate as well as other important information.
- 148 8. Delegate:
149 a. Be appointed by the Vice President of the Associated Students.
150 b. Report to the Senate, when needed, issues that directly affect California Community Colleges
151 and students.
152 c. Attend or call in for Region and State meetings.

153 ARTICLE V - EXECUTIVE BRANCH

154 Section 1

155 A. Duties of the President

156 1. President:

157 The President of the Associated Students shall preside at all meetings of this organization and shall be
158 the official representative of the Associated Students. The President shall also perform such other duties
159 as pertain to the office.

- 160 a. The President shall, before the Senate, at an appropriate time each regular semester, give
161 information relative to the state of the Associated Students and such measures as judged
162 necessary.
- 163 b. The President shall, with the Executive Cabinet, be responsible for formulating and directing
164 programs as established in the current budget.
- 165 c. The President may decline to return a bill to the Senate, holding it no more than five (5) days,
166 (Saturdays, Sundays, legal holidays and vacations excluded) at which time the Senate after
167 appropriate procedures may treat it as a law, unless the Senate adjourns its session, then it will
168 not be considered law.
- 169 d. The President shall appoint all vacancies that occur in any branch or committee with the consent
170 of the Senate.
- 171 e. Any vacancy that occurs within the Judicial Branch that makes this branch inoperable shall be
172 appointed within twenty (20) days (Saturdays, Sundays, legal holidays and vacations excluded)
173 after the occurrence of said vacancy.
- 174 f. The President shall have the power to conduct Associated Students business at any time, but is
175 answerable to the Senate for action. Said action in the absence of regularly scheduled Executive
176 Cabinet Meetings shall be published as an Executive Order.

177 Section 2

178 A. Executive Cabinet Officers

179 1. Chief of Staff:

- 180 a. Be responsible for taking the minutes for the Executive Cabinet.
181 b. Maintain a central filing system for correspondence relating to student government, legislation, and
182 other associated records.
183 c. Ensure the publication and ease of access of any documents from throughout the current and
184 previous history of the Associated Students, both in direct access from Cerritos College official

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- 185 forums by which the Associated Students has jurisdiction and upon request by an inquisition of any
186 member requesting documents from their archives.
- 187 2. **ASCC Treasurer:**
188 a. Meet, on a regular basis, with the Dean of Student Services to discuss the status of the ASCC
189 Budget.
190 b. Maintain an accurate evaluation of the finances and the financial status of the ASCC through
191 presenting a financial report to the Senate at least once a month.
192 c. Present any emergency reports on accounts or situations which require investigation or legislative
193 action.
194 d. Initiate, with the approval of the Executive Cabinet, all requests concerning finances to the Senate.
195 e. Chair the Budget and Finance Committee.
- 196 3. **Director of Athletics:**
197 a. Maintain a direct channel of communication with the Kinesiology Division.
198 b. Communicate information pertinent to athletics, its promotion, and other information to the
199 Executive Cabinet.
200 c. Shall be responsible in presenting all budgetary requests regarding athletics.
- 201 4. **Director of Equity and Diversity:**
202 a. Act as a liaison and maintain a direct channel of communication between International students,
203 DREAM, and AB540, Umoja, and all diverse constituents with the ASCC.
204 b. Be responsible for seeking and working with students and clubs on campus to promote Equity and
205 Diversity.
206 c. Be responsible for articulating the needs of students and providing availability of hours for
207 consultation as a representative of the ASCC.
208 d. Inform the ASCC of events, concerns and needs relating to Equity and Diversity on campus and in
209 the surrounding community.
210 e. Be responsible for making informed decisions regarding equitable and diverse recommendations
211 vital towards the improvement of Equity and Diversity.
212 f. Maintain a direct channel of communication with the Dean of Student Equity & Success, and
213 Director of Diversity, Compliance, and Title IX Coordinator.
- 214 5. **Director of Student Accessibility Services (SAS):**
215 a. Maintain a direct channel of communication with the Office of Student Accessibility Services.
216 b. Work with SAS in helping to promote and advocate the needs of students with disabilities.
- 217 6. **Director of Student Services:**
218 a. Maintain a direct channel of communication between Counseling, Financial Aid, Transfer Center,
219 and Health Services.
220 b. Coordinate and promote Student Services' activities and deadlines with the Executive Cabinet.
- 221 7. **Director of Student Activities:**
222 a. Work with the Coordinator of Student Activities in planning, coordinating and implementing
223 campus activities.
224 b. Coordinate and plan activities of an all-campus nature for all students.
- 225 8. **Director of Inter-Club Council (ICC):**
226 a. Serve as the chairperson of the Inter-Club Council.
227 b. Maintain a direct channel of communication with all clubs and organizations on campus.
228 c. Work with the Advisor to the Inter-Club Council; maintain an active roster of all campus
229 organizations, determining the legality of membership after each semester.
230 d. Will be responsible for the Inter-Club Council meetings; chairperson for the ICC meetings,
231 responsible for posting of the agendas and minutes.

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- 232 9. Director of Communications:
233 a. Maintain a direct channel of communication with the Office of Public Affairs, Talon Marks
234 Newspaper and WPMD Radio.
235 b. Work with the Office of Public Affairs Staff, Talon Marks Newspaper Staff and WPMD Radio
236 Staff to promote and coordinate advertisement for ASCC- sponsored activities and events.
237 c. Direct publicity and provide information for all Associated Students events both on and off campus.
238 d. Manage social media accounts for the ASCC.
239 e. Provide information on how to become connected and report student needs and desires to the
240 Associated Students Cabinet, Senate, and Court.

- 241 10. Director of Sustainability:
242 a. Maintain a direct channel of communication between ASCC and any task force or committee
243 related to implementing sustainability measures on campus.
244 b. Implement sustainability and environmentally friendly initiatives.
245 c. Plan, coordinate and implement advocacy efforts and help pass legislation that will further enable
246 sustainability initiatives on campus.

- 247 11. Director of Veteran Affairs:
248 a. Maintain a direct channel of communication with faculty, students, government and student
249 veterans.
250 b. Work with VRC staff to obtain resources and promote services and activities for the Veterans
251 Resource Center and Student Veterans.
252 c. Give reports in Cabinet detailing any issues dealing with student Veterans.

- 253 12. Director of Academic Affairs:
254 a. Maintain a direct channel of communication with academic departments, Library and Success
255 Center, and Information Technology.
256 b. Coordinate and promote activities with departments on campus and academic centered events.

- 257 13. Party Whip:
258 a. Be appointed by the President and approved by the Senate at the first meeting of each session.
259 b. Before appointment they shall have attained the office of Senator either in the previous election or
260 by appointment.
261 c. Be governed by the same regulations as all Senators and have the same rights and responsibilities.
262 d. Report the action taken on all legislation including vetoes by the President, to the Senate at the
263 Senate Meetings following passage.
264 e. Report to the Executive Cabinet all actions of the Senate in the previous meeting and report
265 vacancies.

266 Section 3

267 A. Deputy Directors

- 268 1. Each Director shall recommend a Deputy Director who will work with them in executing the duties of
269 their office. The Deputy Director shall meet the minimum qualifications of all Presidential Appointees.

270 Section 4

271 A. Executive Voting Rights

- 272 1. All members of the Executive Cabinet have full rights and privileges with the exception of the Senate
273 Party Whip, who shall not have the right to vote.

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274 Section 5

275 A. Order of Succession

- 276 1. The following procedures shall be used in filling the vacancies occurring in the office of the President of
277 the Associated Students:
- 278 2. In the event of removal or inability to serve by the President of the Associated Students, the following
279 order of succession shall be followed: Vice President of the ASCC, President Pro Tempore of the
280 Senate, Senate Majority Leader, Senate Minority Leader, Senate Sergeant at Arms, Party Whip, and the
281 remaining Senators by order of seniority.
 - 282 a. If by reason of death, resignation, removal of office, inability, or failure to qualify, there is
283 neither a President nor Vice President to discharge the powers and duties of the office of the
284 President, than a special election shall be held according to law.
 - 285 b. In the event of succession of the Vice President to the office of President, the new President
286 shall appoint a Vice President with the advice and consent of two-thirds (2/3) of the Senate; said
287 appointee shall meet all the Constitutional qualifications for said office.

288 Section 6

289 A. Student Outreach Directive

- 290 1. The Cabinet shall engage in a consistent method of absorbing the needs and desires of the student body.
- 291 2. The Cabinet shall encourage the student body as much as possible to display and demonstrate their
292 needs, including by attending the Public Forum of its and the Senate's meetings.
- 293 3. The Cabinet shall create a formal, publicized, eased process for providing both identifiable and
294 anonymous comments to the Cabinet on any issue of any magnitude, of which all entries shall be read
295 aloud during the Public Forum period and the members of the Cabinet shall discuss potential solutions to
296 be enacted with methods under their jurisdiction.

297

298 ARTICLE VI – JUDICIAL BRANCH

299 Section 1

300 A. The Judicial Court

- 301 1. Decisions of the Court shall constitute the final authority of the Associated Students.
- 302 2. The Court shall have no more than one (1) Chief Justice and eight (8) Associate Justices, not less than
303 four (4) Associate Justices shall meet when required to do so.
- 304 3. At no time shall any court have more than two (2) Justices who hold membership in the same
305 organization on campus, with the exception of honorary scholastic organizations.
- 306 4. The Court shall have sole power to punish in all matters brought before the judiciary pertaining to the
307 Associated Student Body, including expulsion from the Associated Student Body and any lesser
308 measure.
- 309 5. The Court shall interpret and review those laws that are enacted.
- 310 6. The Chief Justice shall preside over impeachment proceedings of the President and/or Vice President of
311 the Associated Students.
- 312 7. The Judicial Court shall follow the procedures outlined in the Cerritos Student Government Handbook.

313 Section 2

314 A. Presiding member of the Court

- 315 1. The Chief Justice shall be the presiding member of the Court.
- 316 2. The Court shall elect a Chief Justice Pro Tempore who shall act in the absence of the Chief Justice.
- 317 3. The duties of the Chief Justice shall be to:
 - 318 a. Function as the official administrator of the Court.
 - 319 b. Preside at the meetings of the Court.
 - 320 c. Appoint the clerk of the Court and any other officials that the Court deems necessary with
321 approval of the Senate.

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- 322 d. Call a pre-hearing conference with the disputants for the purpose of determining whether the
323 Court has cause to act, if the Court is unable to make such a determination based on petition
324 alone.
325 4. The Chief Justice may have other responsibilities, as defined by District Policy.

326 Section 3

327 A. Court Clerk

- 328 1. The Court Clerk shall be appointed by the Chief Justice.
329 2. The duties of the Clerk shall be to:
330 a. Maintain all forms used by the Court.
331 b. Perform the administrative functions set forth in other sections of this code.
332 c. Maintain the official files of the cases brought before the Court.
333 d. Record the testimony of a hearing upon the request of the presiding Justice.
334 e. Perform any administrative tasks that the Chief Justice assigns.

335 Section 4

336 A. Judicial Power

- 337 1. The Court shall have the power of creating “special” court orders for the purpose of expediting Court
338 business and administering justice.
339 2. The Court shall be vested with the authority of Judicial Review.
340 3. The Court shall have the power to grant injunctions.
341 a. An injunction shall be a court order which directs that a threatened infraction of the law is not to
342 take place.
343 b. The party or parties filing complaints must show to the Court that a certain action would result
344 in an infraction.
345 c. The Court shall handle an injunction proceeding immediately upon request.
346 d. If an injunction is granted, without the presence of the defendant, the defendant may make a
347 motion before the Court to have the injunction lifted, stating their reasons for said motion.
348 4. Any Court Order which is not obeyed may result in a Contempt of Court Citation.
349 5. The Court may find anyone conducting themselves before it in a manner uncomplimentary to the dignity
350 of said Court in Contempt of Court.
351 6. All matters, with the exception of petitions for court injunctions, shall be considered by the Court, the
352 Court Clerk or Chief Justice.
353 7. Any Justice shall have the prerogative to recommend that any measure take precedence scheduling. A
354 majority vote of the Court shall decide whether to abide by this suggestion.

355 Section 5

356 A. Member in Default

- 357 1. The Court shall be responsible for the discipline of its own members. When, in the opinion of the Court,
358 one of its own members is found to have either:
359 a. Allowed a personal gain or a personal loyalty to a party in a case before them to exercise an
360 appreciable influence in their decision on that particular case, or
361 b. Been derelict in their duties as a member of the Court, or
362 c. Acted in a manner unbecoming to the responsibilities of their position, the Court may, after
363 consultation with the member found in default and upon an affirmation vote of two-thirds (2/3)
364 of the remaining Court, formally ask for the resignation of said member or publicly censure
365 them.
366 2. If the member found in default refuses to resign, it shall be the duty of the Chief Justice or Chief Justice
367 Pro Tempore (in the absence of the Chief Justice) to remove them from the court.

368 **ARTICLE VII – STUDENT CLUBS/ORGANIZATIONS**

369 **Section 1**

370 **A. Student Clubs/Organizations**

- 371 1. Student “Club” or “Organization” shall be defined as a group of enrolled students associated for the
372 common purpose, that usually meet regularly and such group has met all requirements of the Inter-Club
373 Council (ICC), Associated Students, Cerritos College policies and such regulations as may be stated in
374 the California Education Code.
375 2. The governing document for clubs/organizations is called the “Club Guide” and shall govern all matters
376 pertaining to officially recognized campus clubs/organizations.
377 3. There shall be a representative from each club which shall serve on the Inter-Club Council and shall
378 have the powers as stated in the Inter-Club Council Constitution.

379 **Section 2**

380 **A. The Inter-Club Council (ICC)**

- 381 1. Shall serve as the official authority for the recognition and establishment of a campus club.
382 2. The ICC shall follow the same rules as defined in the Budget and Finance, Student Government Handbook
383 and Club Guide.
384

385 **Section 3**

386 **A. Eligibility for Membership**

- 387 1. Eligibility in a Campus Club shall be the same as eligibility for membership within the Associated
388 Students of Cerritos College.
389 2. Violation of these rules shall result in the club/organization being placed under “Inactive Status”.

390 **Section 4**

391 **A. Club Advisors**

- 392 1. No advisor/co-advisor shall be an advisor to more than two (2) campus clubs/organizations at any one
393 time.

394 **ARTICLE VIII - MEETINGS**

395 **Section 1**

396 **A. Robert’s Rules of Order**

- 397 1. All meetings of the Senate and Cabinet shall be conducted according to the most recent edition of
398 Robert’s Rules of Order. The parliamentary authority shall govern only in the absence of any provision
399 of the Constitution and these bylaws.

400 **Section 2**

401 **A. Regular Meetings**

- 402 1. All branches shall meet at least once a week throughout the regular college semester, except at time of
403 vacations or legally established holidays.

404 **Section 3**

405 **A. Special Meetings**

- 406 1. A Special Meeting of the Senate may be called by the President, Vice President, Chief Justice or the
407 Advisor.

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408 Section 4

409 1. Absences

410 1. All branch members absent without excuse from three (3) consecutive or more than three (3) branch
411 meetings in one semester shall automatically cease to serve as a member of their respective branch.

412 B. Legal Absences

413 1. 1. Any person in student government who misses any official meeting of their respective
414 branches of student government due to medical excuses; inter-collegiate athletics; school-
415 related conventions; jury duty, reserve military duty, and/or competitions in the interest of
416 the school may be legally excused from meetings.

417 Section 5

418 A. Minutes

419 1. All branches shall maintain a full record of all of its proceedings in records entitled “Minutes” this
420 publication shall contain the date of the meeting, where the meetings were held, time of the meeting,
421 opening and presiding officer, members present, and absent, communications that are reported, business
422 that is presented with all therefore or summary clauses of legislation, results of all voting, the date of the
423 next meeting and where, a summary of any discussion, time of adjournment, and any additional data
424 required.

425 ARTICLE IX - COMMITTEES

426 Section 1

427 A. Legislative Branch Committee Types

- 428 1. The Senate shall have the following standing committees:
- 429 a. Appropriations
 - 430 b. Health and Safety
 - 431 c. Rules and Administration
 - 432 d. Special Services and Activities
 - 433 e. Standing Senate Orientation Board
 - 434 f. Ad hoc (Special Committees)
- 435 2. Ad hoc shall be created by majority vote of the Senate or by order of the presiding officer of the Senate.
436 All ad hoc committees shall expire at the end of the term of the current President, when their task is
437 complete, or by vote of the majority of the Senate.
- 438 a. No Senator shall serve on more than two (2) standing committees, and may hold membership in
439 more than one (1) ad hoc committee.
 - 440 b. The meetings of all Senate Committees shall be announced at the Senate meeting prior to the
441 Committee meeting.
 - 442 c. The quorum for Committee meetings shall be anything over 50% of the committee membership.
- 443 3. Consist of no more than eleven (11) senators.
- 444 4. Have membership divided evenly between the freshman and sophomore classes whenever possible, the
445 extra seat to go to a member of the majority party.

446 Section 2

447 A. Legislative Branch Committee Duties

448 1. *The Committee on Appropriations:*

449 a. Review all legislation dealing with revenues and expenditures referred for committee action.

450 2. *The Committee of Health and Safety:*

- 451 a. Review all legislation dealing with the health and safety referred for committee action.
- 452 b. Investigate campus health and safety matters and make recommendations to the Senate to improve
453 such matters.

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- 454 3. *The Committee on Rules and Administration:*
455 a. Review all legislation dealing with the rules and administration of the Senate in addition to any other
456 legislation designated by the presiding officer of the Senate.
457 b. Study the organization and operations of the Senate and make recommendations with a view toward
458 strengthening and streamlining the Senate.
- 459 4. *The Committee on Special Services and Activities:*
460 a. Review ASCC activities and special services referred for committee action.
461 b. Investigate and make recommendations to the Senate for the establishment and if so directed
462 responsibility of new special services and activities.
- 463 5. *The Standing Senate Orientation Board:*
464 a. Shall orientate newly elected or appointed Senators to Senate procedures and the Student
465 Government Governing Documents.

466 Section 3

467 A. The Awards Committee

- 468 1. The ASCC Awards Committee shall have twelve (12) members:
469 a. ASCC President
470 b. ASCC Vice-President
471 c. ASCC Chief Justice
472 d. ASCC Director of the Inter-Club Council
473 e. Three (3) members of Legislative Senate
474 f. Two (2) members of the Executive Cabinet
475 g. Two (2) member of the Judicial Court
476 h. One (1) Student at Large.
- 477 2. Each participant must be a member of its affiliated body and may not take the seat of two committee
478 members by manner of technicality.
- 479 3. Members must have good standing within the ASCC.
- 480 4. Members to be elected from the Senate, Cabinet, and the Court shall be nominated and elected through a
481 democratic majority of the respective body.
- 482 5. The President shall nominate the student at large, who must not be a member of any branch or other
483 committee of the Associated Students unless after one week passes from an initial broadcast by the
484 Director of Communications there are no eligible students seeking to become the student at large, at
485 which time the President may appoint any other willing member who is not already a member of the
486 Awards Committee.
- 487 6. The Awards Committee shall follow all procedures in the Cerritos College Student Government
488 Handbook.

489 Section 4

490 A. The Committee on Budget and Finance

- 491 1. The Committee shall be comprised of:
492 a. ASCC President
493 b. ASCC Treasurer
494 c. One (1) member of the ASCC Senate appointed by the ASCC President
495 d. One (1) student at large appointed by the ASCC President
496 e. Two (2) staff members appointed by the Dean of Student Services.
497 f. Two (2) ASCC alternates, with at least one (1) being a member of the ASCC Senate, appointed
498 by the ASCC President. The alternates will be designated one and two; with the first alternate
499 having the power to break a tie vote in committee.
- 500 2. The Committee shall be responsible for preparation of the budget.
- 501 3. The Committee shall review and balance the budget.
- 502 4. The Committee on Budget and Finance shall be appointed no later than the last week of November.

503 Section 5

504 A. Committee Absences

- 505 1. A committee member may be referred to their respective branch by the committee chairperson for
506 excessive absences from the committee meetings, and can be subject to disciplinary measures imposed
507 by their branch.

508 **ARTICLE X – BUDGET AND FINANCE**

509 Section 1

510 A. Budget

- 511 1. The Budget shall be prepared by the Committee on Budget and Finance.

512 B. Budget Approval

- 513 1. The final ASCC Budget as approved by the Committee on Budget and Finance will be submitted to the
514 designated district administrator for review, including Senate amendment and approval, and eventual
515 review by the Board of Trustee. The final ASCC Budget is to be submitted for Senate consideration no
516 later than the second to the last meeting of the ASCC Senate.

517 Section 2

518 A. Expenditures

- 519 1. Expenditures will be created, processed, and distributed following District policy and ASCC guidelines.
520 Details on the handling of requisitions, purchase orders, and payments will be defined in the ASCC
521 Handbook.

522 Section 3

523 A. Operating Directives

- 524 1. The ASCC authorizes the Vice President of Student Services or designee to act in the best interests of the
525 ASCC in administering Article X in emergencies.

526 **ARTICLE XI - IMPEACHMENT**

527 Section 1

528 A. Impeachment Proceedings

- 529 1. Impeachment proceedings may be initiated by floor motion of the Senate and must be approved by the
530 majority vote of the members present. This floor motion must be announced in the Senate Agenda or be
531 vocally announced at the meeting prior to the meeting where the motion will be considered.
- 532 2. Upon initiation of impeachment proceedings, the accused officer of the Associated Students of Cerritos
533 College will be instructed to attend the next regularly scheduled Senate meeting where the impeachment
534 hearing shall take place.
- 535 a. The non-attendance by the accused will constitute grounds for automatic impeachment by
536 Senate vote unless the absence is excused.
- 537 b. The Court will determine whether the accused's absence was absolutely unavoidable thus
538 warranting an excused absence.
- 539 c. If the accused obtains an excused absence, the hearing will be postponed until the next regularly
540 scheduled Senate meeting.
- 541 3. The impeachment hearing shall have priority over all other Senate business which business shall be
542 postponed until the next Senate meeting.

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543 Section 2

544 A. Impeachment Hearing

- 545 1. The hearing shall be conducted as follows
 - 546 a. The presiding officer shall open the meetings, then announce the purpose of the hearing. The
 - 547 accused then shall be presented with the complaints and charges from the floor of the Senate.
 - 548 b. The accused shall then be given the opportunity to answer the charges and present their defense.
 - 549 c. Following the accused's presentation, there shall be a period where the Senate may ask the
 - 550 accused questions.
- 551 2. The final impeachment vote shall take place at the next regularly scheduled meeting of the Senate and
- 552 shall again be presided over by the same officer as the hearing of the proper temporary Senate officer
- 553 (i.e., Pro Tempore). The impeachment vote shall be the first item of business to be considered at the
- 554 meeting. The Senate at this time may schedule another hearing by vote.
- 555 3. The Chief Justice shall preside over impeachment proceedings of the President and/or Vice President of
- 556 the Associated Students.

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Revision History

April 14, 2021 – New Bylaws approved by ASCC Senate, following ASCC Constitution & Bylaw Revision Task Force.

September 15, 2022 – Amended Bylaws approved by the ASCC Senate, following the passing of JL-2122-11 Establishing the Direction of the Associated Students of Cerritos College.

557 August 4, 2023 – Amended Bylaws approved by the ASCC Senate following the passing of JL-2223-05 Fixing the
558 Cerritos College Student Activities Fee Bylaws Contradiction.

559 September 13, 2024 – Amended Bylaws approved by the ASCC Senate following the passing of SB-2324-01
560 Updating Legal Absences to Include Jury and Military Duty and SB-2324-02 Updating Bylaws to Change Serve
561 Time In ASCC.