



Associated Students of Cerritos College Bylaws

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ARTICLE I – BYLAWS

Section 1

A. Definition

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

Section 2

A. Creation of Bylaws

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

Section 3

B. Amendment of Bylaws

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

ARTICLE II – MEMBERSHIP

Section 1

A. Associated Student Membership

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

Section 2

A. Student Activities Fee

1. Payment of the Cerritos College Student Activities (CCSA) fee provides all rights and privileges of the ASCC membership. The CCSA fee is \$10.00 per semester. For students registering during the Summer, the fee shall be \$4.00. The CCSA fee is assessed at the time of enrollment.

Section 3

A. Fee Waiver

1. Students may also request to waive or refund fees within the first ten days of the current session and return any proof of membership of the ASCC at the time. If any benefits of ASCC membership were utilized during the current session, the waiver will be denied. The Student Activities Fee Waiver form and details are available through the Student Activities Office.

ARTICLE III - OFFICERS

Section 1

A. Qualifications to Hold Office

1. Officers must have a minimum of 2.0 cumulative grade point average from the previous semester at the time of their appointment/election into office and must maintain a 2.0 cumulative grade point average while in office.
2. Officers must maintain enrollment of five (5) or more units of work at Cerritos College during their term in office.
3. 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 officer position during the next semester.

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- 42 4. No student shall serve more than a total of six (6) semesters in the ASCC student government.
- 43 5. Officers must have paid the current semester's Cerritos College Student Activities (CCSA) fee.
- 44 6. In evaluating summer work for eligibility, all units attempted in the summer and spring shall be added
- 45 together.
- 46 7. All temporary acting officials must also meet minimum qualifications.

47 Section 2

48 A. Holding Two (2) offices

- 49 1. Any officer serving as a member of one (1) branch of government, either in the Executive, Legislative,
- 50 or Judicial, and who is either elected or appointed to another branch of student government shall then be
- 51 considered resigned from the position that was originally held, with the exceptions of Vice President of
- 52 the Associated Students who is also the President of the Senate and the Party Whip who are officers in
- 53 the Senate as well as in the Executive Cabinet.
 - 54 a. Any officer serving as a member of one (1) branch of government, either in the Executive,
 - 55 Legislative, or Judicial, shall not serve on a Committee unless in the capacity of the office which
 - 56 they hold, which is under the direction of another branch of Student Government.
 - 57 b. Any officer serving in one branch of Government, either Executive, Legislative, or Judicial,
 - 58 shall not hold another office in that same branch of Government.

59 Section 3

60 A. Election to Office

- 61 1. Each candidate for an elective office shall file a petition with the Office of Student Activities. Students
- 62 only with a petition on file are eligible to be placed on the ballot after an eligibility check has been made.
- 63 Petitions must be filed by the time and date established by the deadline to be valid. Election petition
- 64 details will be included in the Student Government Handbook.
- 65 2. During a time of emergency, a subcommittee of the election board or a specialized committee will
- 66 update and make changes to election procedures to allow the election to take place.
- 67 3. All valid ballots cast shall be counted as official tallies.
- 68 4. ASCC elections will be conducted through an approved platform, approved by the ASCC advisor and
- 69 election board.
- 70 5. The official election results shall only indicate the names of qualified candidates and the number of votes
- 71 cast for them.
- 72 6. Write-in candidacy is open to anyone who wishes to elect themselves or campaign to be elected.
- 73 7. If the write-in candidate is a qualified candidate and receives enough votes to be elected, the candidate's
- 74 name and number of votes will appear on the official results.
- 75 8. Write-in candidates must follow all election rules.
- 76 9. Further election procedures outlined in the Student Government Handbook shall be followed by all
- 77 candidates.
- 78 10. The Presidential and Vice-Presidential Elections and the Student Trustee Elections shall be held in the
- 79 Spring semester.
 - 80 a. The winner of the elections will be determined by plurality.
 - 81 b. In case of a declared tie in the general Presidential Elections, a run-off election shall be held.
- 82 11. The Senate Election shall be held in the Fall semester.
- 83 12. Special elections shall comply with all regulations and meet all requirements of a general election.

84 ARTICLE IV - LEGISLATIVE BRANCH

85 Section 1

86 A. Types of Legislation

- 87 1. There are two (2) types of Senate legislation: Bills and Resolutions. Any legislation directed to the
- 88 Senate from the Executive Cabinet shall be brought to the floor as a Joint Bill or Resolution. All
- 89 legislation shall be brought before the Senate.

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- 90 a. **Bills.** A Bill deals with the Constitution of the Associated Students and is formally introduced
91 legislation. Most ideas for new laws, called legislative proposals, are in the form of Bills. The
92 Senate majority of a bill must be by a majority. There are two types of Bills:
93 i. **Public Bill.** Public Bills deal with matters that affect the general Associated Student
94 body and become Public Laws, or Acts, if approved by the Senate and signed by the
95 President.
96 ii. **Private Bill.** Private Bills deal with matters that affect a specific individuals, entities, or
97 Student organizations. They become private laws if approved by the Senate and signed
98 by the President.
- 99 b. **Resolutions.** A Resolution is a proposal approved by the Senate that does not require the
100 President's signature and does not have the force of a law. Resolutions deal with matters entirely
101 within the prerogative of the Senate.

102 Section 2

103 A. Legislative Officers

- 104 1. **President Pro Tempore:**
105 Shall be elected at the first meeting of a new Senate Session, at which all elected Senators are officially
106 seated, by a majority vote, a quorum being present. The officer shall, upon absence or direction of the
107 President of the Senate, assume the place as presiding officer of the Senate, with all duties and rights
108 thereof.
109 a. The President Pro Tempore, as a Senator, shall also have the right to vote on any issue before
110 the Senate, except when serving as presiding officer. As presiding officer, they may not debate
111 and may only vote when the voting is equally divided
- 112 2. **Sergeant At Arms:**
113 Shall be elected at the first meeting of a new Senate Session, at which all elected Senators are officially
114 seated, by a majority vote, a quorum being present. The officer shall have full floor privileges in
115 maintaining order, but shall not remove anyone from the meeting without the approval of the presiding
116 officer.
- 117 3. **Majority Leader:**
118 Shall be elected by a caucus of the freshmen or sophomore class members of the Senate, depending upon
119 the class with the greatest number of Senators, at the first meeting of the new Senate Session, at which
120 time all elected Senators are officially seated. This officer shall present to the Senate all legislation
121 emanating from the Senate Advisor. This officer shall also serve as titular head of their class.
- 122 4. **Minority Leader:**
123 Shall be elected by a caucus of the freshman or sophomore class members of the Senate, depending upon
124 the class with the fewest number of Senators, at the first meeting of the new Senate Session, at which
125 time all elected Senators are officially seated. This officer shall also serve as titular head of their class.
- 126 5. **Clerk of the Senate:**
127 Shall be appointed by the Vice President of the Associated Students, and may be a full member of the
128 Senate. The Clerk of the Senate is responsible for the Senate minutes.
- 129 6. **Standing Committee Chairpersons:**
130 Shall be regarded as officers of the Senate.

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- 131 7. Faculty Senate Liaison:
132 Shall be elected by a majority vote of the Senate at the first meeting of a new Senate Session, at which
133 all elected Senators are officially seated. This officer shall communicate all important legislation
134 between the Faculty Senate and the ASCC Senate and other important information.
- 135 8. Delegate:
136 a. Be appointed by the Vice President of the Associated Students.
137 b. Report to the Senate, when needed, issues that directly affect California Community Colleges
138 and students.
139 c. Attend or call in for Region and State meetings.

140 ARTICLE V - EXECUTIVE BRANCH

141 Section 1

142 A. Duties of the President

143 1. President:

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

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

164 Section 2

165 A. Executive Cabinet Officers

166 1. Chief of Staff:

- 167 a. Be responsible for taking the minutes for the Executive Cabinet.
168 b. Maintain a central filing system for correspondence relating to student government, legislation, and
169 other associated records.

170 2. ASCC Treasurer:

- 171 a. Meet, on a regular basis, with the Dean of Student Services to discuss the status of the ASCC
172 Budget.
173 b. Maintain an accurate evaluation of the finances and the financial status of the ASCC through
174 presenting a financial report to the Senate at least once a month.
175 c. Present any emergency reports on accounts or situations which require investigation or legislative
176 action.

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- 177 d. Initiate, with the approval of the Executive Cabinet, all requests concerning finances to the Senate.
178 e. Chair the Budget and Finance Committee.
- 179 3. Director of Athletics:
180 a. Maintain a direct channel of communication with the Kinesiology Division.
181 b. Communicate information pertinent to athletics, its promotion, and other information to the
182 Executive Cabinet.
183 c. Shall be responsible in presenting all budgetary requests regarding athletics.
- 184 4. Director of Equity and Diversity:
185 a. Act as a liaison and maintain a direct channel of communication between International students,
186 DREAM, and AB540, Umoja, and all diverse constituents with the ASCC.
187 b. Be responsible for seeking and working with students and clubs on campus to promote Equity and
188 Diversity.
189 c. Be responsible for articulating the needs of students and providing availability of hours for
190 consultation as a representative of the ASCC.
191 d. Inform the ASCC of events, concerns and needs relating to Equity and Diversity on campus and in
192 the surrounding community.
193 e. Be responsible for making informed decisions regarding equitable and diverse recommendations
194 vital towards the improvement of Equity and Diversity.
195 f. Maintain a direct channel of communication with the Dean of Student Equity & Success, and
196 Director of Diversity, Compliance, and Title IX Coordinator.
- 197 5. Director of Student Accessibility Services (SAS):
198 a. Maintain a direct channel of communication with the Office of Student Accessibility Services.
199 b. Work with SAS in helping to promote and advocate the needs of students with disabilities.
- 200 6. Director of Student Services:
201 a. Maintain a direct channel of communication between Counseling, Financial Aid, Transfer Center,
202 and Health Services.
203 b. Coordinate and promote Student Services' activities and deadlines with the Executive Cabinet.
- 204 7. Director of Student Activities:
205 a. Work with the Coordinator of Student Activities in planning, coordinating and implementing
206 campus activities.
207 b. Coordinate and plan activities of an all-campus nature for all students.
- 208 8. Director of Inter-Club Council (ICC):
209 a. Serve as the chairperson of the Inter-Club Council.
210 b. Maintain a direct channel of communication with all clubs and organizations on campus.
211 c. Work with the Advisor to the Inter-Club Council; maintain an active roster of all campus
212 organizations, determining the legality of membership after each semester.
213 d. Will be responsible for the Inter-Club Council meetings; chairperson for the ICC meetings,
214 responsible for posting of the agendas and minutes.
- 215 9. Director of Communications:
216 a. Maintain a direct channel of communication with the Office of Public Affairs, Talon Marks
217 Newspaper and WPMD Radio.
218 b. Work with the Office of Public Affairs Staff, Talon Marks Newspaper Staff and WPMD Radio
219 Staff to promote and coordinate advertisement for ASCC- sponsored activities and events.
220 c. Direct publicity and provide information for all Associated Students events both on and off campus.
221 d. Manage social media accounts for the ASCC.

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- 222 10. Director of Sustainability:
223 a. Maintain a direct channel of communication between ASCC and any task force or committee
224 related to implementing sustainability measures on campus.
225 b. Implement sustainability and environmentally friendly initiatives.
226 c. Plan, coordinate and implement advocacy efforts and help pass legislation that will further enable
227 sustainability initiatives on campus.

- 228 11. Director of Veteran Affairs:
229 a. Maintain a direct channel of communication with faculty, students, government and student
230 veterans.
231 b. Work with VRC staff to obtain resources and promote services and activities for the Veterans
232 Resource Center and Student Veterans.
233 c. Give reports in Cabinet detailing any issues dealing with student Veterans.

- 234 12. Director of Academic Affairs:
235 a. Maintain a direct channel of communication with academic departments, Library and Success
236 Center, and Information Technology.
237 b. Coordinate and promote activities with departments on campus and academic centered events.

- 238 13. Party Whip:
239 a. Be appointed by the President and approved by the Senate at the first meeting of each session.
240 b. Before appointment they shall have attained the office of Senator either in the previous election or
241 by appointment.
242 c. Be governed by the same regulations as all Senators and have the same rights and responsibilities.
243 d. Report the action taken on all legislation including vetoes by the President, to the Senate at the
244 Senate Meetings following passage.
245 e. Report to the Executive Cabinet all actions of the Senate in the previous meeting and report
246 vacancies.

247 Section 3

248 A. Deputy Directors

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

251 Section 4

252 A. Executive Voting Rights

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

255 Section 5

256 A. Order of Succession

- 257 1. The following procedures shall be used in filling the vacancies occurring in the office of the President of
258 the Associated Students:
259 2. In the event of removal or inability to serve by the President of the Associated Students, the following
260 order of succession shall be followed: Vice President of the ASCC, President Pro Tempore of the
261 Senate, Senate Majority Leader, Senate Minority Leader, Senate Sergeant at Arms, Party Whip, and the
262 remaining Senators by order of seniority.
263 a. If by reason of death, resignation, removal of office, in ability, or failure to qualify, there is
264 neither a President nor Vice President to discharge the powers and duties of the office of the
265 President, than a special election shall be held according to law.

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- 266 b. In the event of succession of the Vice President to the office of President, the new President
267 shall appoint a Vice President with the advice and consent of two-thirds (2/3) of the Senate; said
268 appointee shall meet all the Constitutional qualifications for said office.

269 ARTICLE VI – JUDICIAL BRANCH

270 Section 1

271 A. The Judicial Court

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

284 Section 2

285 A. Presiding member of the Court

- 286 1. The Chief Justice shall be the presiding member of the Court.
287 2. The Court shall elect a Chief Justice Pro Tempore who shall act in the absence of the Chief Justice.
288 3. The duties of the Chief Justice shall be to:
289 a. Function as the official administrator of the Court.
290 b. Preside at the meetings of the Court.
291 c. Appoint the clerk of the Court and any other officials that the Court deems necessary with
292 approval of the Senate.
293 d. Call a pre-hearing conference with the disputants for the purpose of determining whether the
294 Court has cause to act, if the Court is unable to make such a determination based on petition
295 alone.
296 4. The Chief Justice may have other responsibilities, as defined by District Policy.

297 Section 3

298 A. Court Clerk

- 299 1. The Court Clerk shall be appointed by the Chief Justice.
300 2. The duties of the Clerk shall be to:
301 a. Maintain all forms used by the Court.
302 b. Perform the administrative functions set forth in other sections of this code.
303 c. Maintain the official files of the cases brought before the Court.
304 d. Record the testimony of a hearing upon the request of the presiding Justice.
305 e. Perform any administrative tasks that the Chief Justice assigns.

306 Section 4

307 A. Judicial Power

- 308 1. The Court shall have the power of creating “special” court orders for the purpose of expediting Court
309 business and administering justice.
310 2. The Court shall be vested with the authority of Judicial Review.
311 3. The Court shall have the power to grant injunctions.

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- 312 a. An injunction shall be a court order which directs that a threatened infraction of the law is not to
313 take place.
314 b. The party or parties filing complaints must show to the Court that a certain action would result
315 in an infraction.
316 c. The Court shall handle an injunction proceeding immediately upon request.
317 d. If an injunction is granted, without the presence of the defendant, the defendant may make a
318 motion before the Court to have the injunction lifted, stating their reasons for said motion.
319 4. Any Court Order which is not obeyed may result in a Contempt of Court Citation.
320 5. The Court may find anyone conducting themselves before it in a manner uncomplimentary to the dignity
321 of said Court in Contempt of Court.
322 6. All matters, with the exception of petitions for court injunctions, shall be considered by the Court, the
323 Court Clerk or Chief Justice.
324 7. Any Justice shall have the prerogative to recommend that any measure take precedence scheduling. A
325 majority vote of the Court shall decide whether to abide by this suggestion.

326 Section 5

327 A. Member in Default

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

339 ARTICLE VII – STUDENT CLUBS/ORGANIZATIONS

340 Section 1

341 A. Student Clubs/Organizations

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

350 Section 2

351 A. The Inter-Club Council (ICC)

- 352 1. Shall serve as the official authority for the recognition and establishment of a campus club.
353 2. The ICC shall follow the same rules as defined in the Budget and Finance, Student Government Handbook
354 and Club Guide.
355

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356 Section 3

357 A. Eligibility for Membership

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

361 Section 4

362 A. Club Advisors

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

365 ARTICLE VIII - MEETINGS

366 Section 1

367 A. Robert’s Rules of Order

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

371 Section 2

372 A. Regular Meetings

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

375 Section 3

376 A. Special Meetings

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

379 Section 4

380 1. Absences

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

383 B. Legal Absences

- 384 1. Any person in student government who misses any official meeting of their respective branches of
- 385 student government due to medical excuses; inter-collegiate athletics; school-related conventions; and/or
- 386 competitions in the interest of the school may be legally excused from meetings.

387 Section 5

388 A. Minutes

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

395 **ARTICLE IX - COMMITTEES**

396 **Section 1**

397 **A. Legislative Branch Committee Types**

- 398 1. The Senate shall have the following standing committees:
- 399 a. Appropriations
- 400 b. Health and Safety
- 401 c. Rules and Administration
- 402 d. Special Services and Activities
- 403 e. Standing Senate Orientation Board
- 404 f. Ad hoc (Special Committees)
- 405 2. Ad hoc shall be created by majority vote of the Senate or by order of the presiding officer of the Senate.
- 406 All ad hoc committees shall expire at the end of the term of the current President, when their task is
- 407 complete, or by vote of the majority of the Senate.
- 408 a. No Senator shall serve on more than two (2) standing committees, and may hold membership in
- 409 more than one (1) ad hoc committee.
- 410 b. The meetings of all Senate Committees shall be announced at the Senate meeting prior to the
- 411 Committee meeting.
- 412 c. The quorum for Committee meetings shall be anything over 50% of the committee membership.
- 413 3. Consist of no more than eleven (11) senators.
- 414 4. Have membership divided evenly between the freshman and sophomore classes whenever possible, the
- 415 extra seat to go to a member of the majority party.

416 **Section 2**

417 **A. Legislative Branch Committee Duties**

- 418 1. *The Committee on Appropriations:*
- 419 a. Review all legislation dealing with revenues and expenditures referred for committee action.
- 420 2. *The Committee of Health and Safety:*
- 421 a. Review all legislation dealing with the health and safety referred for committee action.
- 422 b. Investigate campus health and safety matters and make recommendations to the Senate to improve
- 423 such matters.
- 424 3. *The Committee on Rules and Administration:*
- 425 a. Review all legislation dealing with the rules and administration of the Senate in addition to any other
- 426 legislation designated by the presiding officer of the Senate.
- 427 b. Study the organization and operations of the Senate and make recommendations with a view toward
- 428 strengthening and streamlining the Senate.
- 429 4. *The Committee on Special Services and Activities:*
- 430 a. Review ASCC activities and special services referred for committee action.
- 431 b. Investigate and make recommendations to the Senate for the establishment and if so directed
- 432 responsibility of new special services and activities.
- 433 5. *The Standing Senate Orientation Board:*
- 434 a. Shall orientate newly elected or appointed Senators to Senate procedures and the Student
- 435 Government Governing Documents.

436 **Section 3**

437 **A. The Awards Committee**

- 438 1. The ASCC Awards Committee shall have twelve (12) members:

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- 439 a. ASCC President
- 440 b. ASCC Vice-President
- 441 c. ASCC Chief Justice
- 442 d. ASCC Director of the Inter-Club Council
- 443 e. Three (3) members of Legislative Senate
- 444 f. Two (2) members of the Executive Cabinet
- 445 g. Two (2) member of the Judicial Court
- 446 h. One (1) Student at Large.
- 447 2. Each participant must be a member of its affiliated body and may not take the seat of two committee
- 448 members by manner of technicality.
- 449 3. Members must have good standing within the ASCC.
- 450 4. Members to be elected from the Senate, Cabinet, and the Court shall be nominated and elected through a
- 451 democratic majority of the respective body.
- 452 5. The President shall nominate the student at large.
- 453 6. The Awards Committee shall follow all procedures in the Cerritos College Student Government
- 454 Handbook.

455 Section 4

456 A. The Committee on Budget and Finance

- 457 1. The Committee shall be comprised of:
 - 458 a. ASCC President
 - 459 b. ASCC Treasurer
 - 460 c. One (1) member of the ASCC Senate appointed by the ASCC President
 - 461 d. One (1) student at large appointed by the ASCC President
 - 462 e. Two (2) staff members appointed by the Dean of Student Services.
 - 463 f. Two (2) ASCC alternates, with at least one (1) being a member of the ASCC Senate, appointed
 - 464 by the ASCC President. The alternates will be designated one and two; with the first alternate
 - 465 having the power to break a tie vote in committee.
- 466 2. The Committee shall be responsible for preparation of the budget.
- 467 3. The Committee shall review and balance the budget.
- 468 4. The Committee on Budget and Finance shall be appointed no later than the last week of November.

469 Section 5

470 A. Committee Absences

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

474 **ARTICLE X – BUDGET AND FINANCE**

475 Section 1

476 A. Budget

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

478 B. Budget Approval

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

483 Section 2

484 A. Expenditures

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

488 Section 3

489 A. Operating Directives

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

492 **ARTICLE XI - IMPEACHMENT**

493 Section 1

494 A. Impeachment Proceedings

- 495 1. Impeachment proceedings may be initiated by floor motion of the Senate and must be approved by the
496 majority vote of the members present. This floor motion must be announced in the Senate Agenda or be
497 vocally announced at the meeting prior to the meeting where the motion will be considered.
- 498 2. Upon initiation of impeachment proceedings, the accused officer of the Associated Students of Cerritos
499 College will be instructed to attend the next regularly scheduled Senate meeting where the impeachment
500 hearing shall take place.
501 a. The non-attendance by the accused will constitute grounds for automatic impeachment by
502 Senate vote unless the absence is excused.
503 b. The Court will determine whether the accused's absence was absolutely unavoidable thus
504 warranting an excused absence.
505 c. If the accused obtains an excused absence, the hearing will be postponed until the next regularly
506 scheduled Senate meeting.
- 507 3. The impeachment hearing shall have priority over all other Senate business which business shall be
508 postponed until the next Senate meeting.

509 Section 2

510 A. Impeachment Hearing

- 511 1. The hearing shall be conducted as follows
512 a. The presiding officer shall open the meetings, then announce the purpose of the hearing. The
513 accused then shall be presented with the complaints and charges from the floor of the Senate.
514 b. The accused shall then be given the opportunity to answer the charges and present their defense.
515 c. Following the accused's presentation, there shall be a period where the Senate may ask the
516 accused questions.
- 517 2. The final impeachment vote shall take place at the next regularly scheduled meeting of the Senate and
518 shall again be presided over by the same officer as the hearing of the proper temporary Senate officer
519 (i.e., Pro Tempore). The impeachment vote shall be the first item of business to be considered at the
520 meeting. The Senate at this time may schedule another hearing by vote.
- 521 3. The Chief Justice shall preside over impeachment proceedings of the President and/or Vice President of
522 the Associated Students.

ASCC Bylaws

Revision History

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