

By-Laws

of the College of the Siskiyous

Associated Student Board

Revised: 2/5/2009; 10/26/2018

ARTICLE I - AUTHORITY

Section 1: The parliamentary authority for the Associated Student Board shall be Robert's Rules of Order, newly revised.

Section 2: The Associated Student Board shall operate under the current laws of public meetings as defined under the Brown Act.

ARTICLE II - MEMBERSHIP CODE

Section 1: All enrolled students, faculty, staff, and administration of College of the Siskiyous, who hold an associated student body card (COS ID Card), shall be members of this Association and shall be entitled to all the rights and privileges thereof.

Section 2: All members of this Association shall receive an Associated Student Body card or COS ID Card, which shall be used throughout the academic year.

Section 3: Only students who are members of the Associated Students of the College of the Siskiyous shall be eligible for the privileges listed below, and such others, as may be added by action of the Associated Student Board.

- A. They may hold student offices if they carry the required units as stated in the constitution.
- B. When available they shall be admitted at reduced rates to COS student activities for which admission fees are charged.
- C. They may belong to any campus subsidiary organizations.
- D. They may avail themselves of services, as the Association may make available.

ARTICLE III - ELECTION CODE

Section 1: Associated Student Board elections shall be held in the spring and fall for Associated Student Board Senators. The fall election shall be held no later than the fourth week of the semester. In the event that there are no candidates for the election, the President will appoint individuals for vacant positions as outlined in the Constitution. Spring elections shall be held on

the last week of April, at this time a special election will be held for the position of Student Trustee.

Section 2: An election committee shall be appointed by the Associated Student Board President.

Section 3: The election committee shall govern all election and campaign activities within the voting area.

Section 4: No candidate for office, or member of a candidate's committee, shall be a member of the election committee.

Section 5: Campaign posters may only be placed in the designated student publicity areas (see Publicity Code).

Section 6:

- A. Candidates for the position of Student Trustee must be a college student in good standing for one semester. (reference: Article IV, Section 2)
- B. Candidates on Election Day shall not be closer than 25 feet to the voting area except to vote. Candidates must leave the voting areas immediately upon casting their ballots.

Section 7: A schedule of election workers and the times they shall work shall be submitted to the Associated Student Board President or Secretary, at least 48 hours before the election.

Section 8: A schedule of election workers, and the times they shall work, shall be submitted for the Student Board's inspection.

Section 9: A ballot sample(s) shall be submitted for the Student Board's inspection.

Section 10: The voting area will consist of:

- A. A table for registering.
- B. Voting booth(s), which shall be separate from the registrar's table by at least 10 feet.
- C. A ballot box.
- D. An area free of publicity extending 25 feet in all directions from the edge of the voting area.

Section 11: The polling area shall be open from 9 AM to 1 PM on the Election Day.

Section 12: The voter must be an enrolled student prior to obtaining a ballot.

Section 13: College of the Siskiyou Administration, Faculty, and Staff may vote in Associated Student Board elections.

Section 14: Voting shall be done by secret ballot.

Section 15: The Election Committee shall draft a ballot form with the candidates' names and offices, provided by the Advisor. The ballot form should include each candidate's name as provided on their application. The desired position in which the applicant seeks shall be explicit on the ballot.

Section 16: Voters shall be restricted to vote for only those names appearing on the ballot. In the case where two or more candidates are running for the same position, their names should be listed in alphabetical order by the last name. No unusual differences in appearance should be allowed to exist between them.

Section 17: A simple majority of total votes cast is necessary for winning an election. In the case of the Student Trustee position, the winning candidate's name shall be forwarded to the Board of Trustees for final approval.

Section 18: An election may be contested by submitting a petition to the Associated Student Board, which has been signed by 10% of the total day enrollment of COS. The Associated Student Board President shall appoint a Chairperson and four committee members to investigate and rule on the validity of the election. This committee shall be composed of two Associated Student Board Senators and three members of the student body at large. This petition must be presented within two weeks of the date of the election.

Section 19: If a special election is needed, it must be forwarded to the President and then approved by the current Associated Student Board..

- A. Any special election will be held within two to three weeks after the approval of Associated Student Board.
- B. A special election will follow election codes stated in the By-Laws.

ARTICLE IV - ASSOCIATED STUDENT BOARD CODE

Section 1: As provided for in Article III, Section 2 of the A.S.B. C.O.S. Constitution, general elections shall be held in the spring and fall. The election for Student Trustee shall be held on the last week of April.

- A. In the Spring, the up to fifteen newly elected Senators and the Student Trustee shall assemble during the first week of May and shall choose an Interim President and Interim Vice President to serve over the summer break until the Fall elections. The Interim President, with the approval of the other Associated Student Board Senators, shall appoint the Interim Secretary and the Interim Treasurer from within the newly selected Spring Senators.
- B. In the fall, with the inclusion of the ten (up to 25 Senators) newly elected Fall Senators, the Associated Student Board shall elect the President and Vice President before the fifth week of school is completed. The President shall appoint the Treasurer, Secretary, The Parliamentarian, Campus Club Representative, Residence Hall Representative, Disabled

Students Representative, and the International Student Representative, Public Relations Representative, and Sustainability Representative, LGBTQ+ Representative, with the approval of Associated Student Board.

- C. If no Senator is qualified to carry out the duties of any officer position (except President, Vice President, and Student Trustee), the President may appoint a qualified Associated Student Body Senator to a Senator position with the approval of the Associated Student Board.
- D. No Associated Student Board Senator shall be elected to office for more than two concurrent academic years without a 2/3-majority vote of the current Associated Student Board.
- E. No Senator shall be appointed to the office of President unless they have been a college student in good standing for one semester.
- F. A Senators term shall be from June 1st until May 31st unless the office is vacated earlier.

Section 2: Each Associated Student Board Senator shall remain in office for their term as long as they remain a student in good standing and continues to fulfill the duties of their office. Good standing is defined as enrollment in at least six units with a 2.0 grade point average and meeting the equivalent of satisfactory academic progress. However, if an Associated Student Board Senator is considered to NOT be fulfilling their duties or is considered NOT to be in good standing as defined in the Associated Student Board Constitution, Article 3. Section 3, and/or in the most recent Student Handbook, College of the Siskiyous, the Associated Student Board shall carry out the following steps:

- A. The Associated Student Board Advisor or the Associated Student Board President shall place the Senator in question on a one-week leave of absence from the committee.
 - 1. An Associated Student Board Senator on a leave of absence from the Board shall not attend the Associated Student Board meeting as a Senator of the Board, shall not vote, and shall not become chairperson of any committee. Further, any office that the Senator in question held on Associated Student Board, and any campus committee seat that the Senator in question held, shall be temporarily filled by another Associated Student Board Senator during the leave of absence.
 - 2. The leave of absence may be extended by the Associated Student Board Advisor, but may not exceed 9 weeks.
- B. During the Senator in questions leave of absence, the Associated Student Board will hold Executive Session(s) to discuss the issue and will include the Senator in question who will have an opportunity to respond. The Associated Student Board will also consider whether or not to place the Senator in question on probationary status.
- C. A 2/3-majority vote of Associated Student Board is required to place the Senator in question on a probationary status.
 - 1. The probationary status term period shall be specifically stated in the motion, and shall not exceed one semester in length.

2. The Associated Student Board may exercise the option of placing restrictions of Associated Student Board activities or requiring performance of other actions appropriate to the particular situation, upon the Senator in question, on a case-by-case basis.

ARTICLE V - OFFICER DUTIES

Section 1: The President shall:

- A. Preside over all regular meetings of the Associated Student Board.
- B. Have the power to call special meetings.
- C. Enforce the Constitution.
- D. Be given the final authority in all emergencies not covered by the Constitution. They shall act with the full authority of the Associated Student Board when it is expedient to do so before the Associated Student Board is assembled from the summer break, or at any other time when the affairs of the students warrant it.
- E. Appoint committee chairperson.
- F. Serve on a standing or administrative committee.

Section 2: The Vice President shall:

- A. Preside over regular Associated Student Board meetings in absence of the President.
- B. In case of the removal of the President, or of their death, resignation, or inability to discharge the powers and duties of the office, these duties, powers, and responsibilities of the office shall devolve upon the Vice President.
- C. Serve on a standing or administrative committee.

Section 3: The Student Trustee shall:

- A. Be elected specifically as Student Trustee by the Student Body and approved by the Board of Trustees.
- B. Represent the Association and the Student body on the College Board of Trustees.
 1. Respect and defer to the "Do's and Don'ts" as copied from the CCLC Student Trustee Handbook, 1991 (or its most current version). The "Do's and Don'ts" are hereby adopted and made part of these By-Laws.
- C. Present a detailed report of each Board Agenda and meetings.
- D. Be appointed by the President to serve on committees.
- E. Serve on a standing or administrative committee

Section 4: The Secretary shall:

- A. Take and prepare the minutes of the regular and special meetings.
- B. Handle all correspondence that involves the Associated Student Board.
- C. Prepare an agenda for Associated Student Board meetings.

- D. Post minutes, agendas, and other Associated Student Board information on designated bulletin areas for informing the student body.
- E. Keep an attendance record throughout the year.
- F. Prepare the ballots for general and special elections.
- G. Serve on a standing or administrative committee.

Section 5: The Treasurer shall:

- A. Shall maintain the financial records and financial status of Associated Student Board.
- B. Process fiscal documents.
- C. Update and make revisions to the annual budget.
- D. Provide a monthly budget report to the Associated Student Board.
- E. Oversee fundraising for the Associated Student Board.
- F. Approve every expenditure of Associated Student Board funds that has been voted on.
- G. Serve on a standing or administrative committee.

Section 6: The Parliamentarian shall:

- A. Be a resource during meetings to the President on parliamentary procedure and conduct of meetings.
- B. Assist the Secretary on the order and posting of items on the agenda to comply with rules and regulations including compliance with the requirements of the Public meeting act also known as the Brown Act.
- C. Serve on a standing or administrative committee

Section 7: The LGBTQ+ Representative shall:

- A. Represent the LGBTQ + students at Associated Student Board meetings.
- B. Serve on a standing or administrative committee.
- C. Coordinate a Pride event each year.

Section 8: The Residence Hall Representative shall:

- A. Ideally should live in the Residence Halls, but it is not a requirement if a Senator can be from the Residence Halls.
- B. Represent the Residence Hall students at Associated Student Board meetings.
- C. Represent Associated Student Board to Residence Hall students.
- D. Serve on a standing or administrative committee.

Section 9: The International Student Representative shall:

- A. Ideally should have standing, as an International Student at COS, but is not a requirement if a Senator can be from the International Student group.
- B. Represent the International students at Associated Student Board meetings.
- C. Represent Associated Student Board to the International Students.
- D. Serve on a standing or administrative committee.

Section 10: The Disabled student's representative shall:

- A. Represent the disabled students at Associated Student Board meetings.
- B. Represent Associated Student Board to the physically challenged students.
- C. Serve on a standing or administrative committee.

Section 11: The Campus Club Representative shall:

- A. Chair the Club Council meeting and be the liaison with the clubs to the Associated Student Board.
- B. Keep list of active clubs, officers and advisors up to date on the website.
- C. Report to the Associated Student Board on the activities of the campus clubs.
- D. Serve on a standing or administrative committee.

Section 12: The Public Relations Representative shall:

- A. Create promotions, flyers, posters, and be a liaison to the COS Public Relations Office for the Associated Student Board.
- B. Represent and promote the Associated Student Board.
- C. Maintain and promote all info about the Associated Student Board social media and electronic publications.
- D. Write any news releases to the District's Public Information Office.
- E. Serve on a standing or administrative committee.

Section 13: The Sustainability Representative shall:

- A. Read the Talloires Declaration created by the Association of University Leaders.
- B. Educate the newly elected Senators from the fall and spring about the Talloires Declaration.
- C. Educate any student willing to read the Talloires Declaration.
- D. Promote sustainability to the general public.
- E. Serve as head chair on the Sustainability Committee.
- F. Present a detailed report to the Associated Student Board about current sustainability issues.

Section 14: The Senators shall:

- A. At the beginning of the fall semester, meet, elect and appoint officers of the Associated Student Board.
- B. Any of the remaining Senators must serve as a student representative on at least one campus administrative committee.

ARTICLE VI - EXECUTIVE SESSION

Section 1: The Associated Student Board President may call for an Executive Session for the purpose of discussing a matter of delicacy. The President must submit notification of the Executive Session to the Secretary 24 hours prior to the meeting date, and it must be properly listed on the agenda.

ARTICLE VII - CAMPUS CLUBS

Section 1: Associated Student Board Campus Club Code

- A. All campus clubs are to be chartered by the Associated Student Board.
- B. The approval of a proposed club constitution requires a 2/3 vote of a quorum of the Associated Student Board.
- C. All members of the campus club must be members of the Associated Students of College of the Siskiyous and possess a valid student body card.
- D. All campus clubs must have a faculty or staff advisor.

Section 2: The Club Council

- A. The Senator appointed as Campus Club Representative of the Associated Student Board shall chair all meetings of the Club Council, which shall consist of at least one representative from each active campus club.
- B. The purpose of the Club Council shall be to facilitate communication among the clubs and to provide assistance and information from the Associated Student Board to the clubs and from the clubs to Associated Student Board.
- C. The Club Council shall meet at least once each month, and notice of the meeting date and time shall be given to the Club Advisors at least two weeks in advance of the meeting.

ARTICLE VIII - ADMINISTRATIVE AND STANDING COMMITTEES

Section 1: The following committees shall be considered Standing Committees of the Associated Student Board throughout the school year:

- A. ID/Merchant Discount Card Committee
- B. Fundraising/ Programming Committee
- C. Sustainability Committee
- D. Recruitment Committee
- E. Constitution and By-Laws Committee

Section 2: Chairpersons of the Standing Committees will be appointed for the term of one academic year by approved by the President during the fall semester.

Section 3: Standing Committee Chairpersons will be responsible for directing and coordinating their committees and any sub-committees they may form.

Section 4: Standing Committee Chairpersons will call for volunteers from among the other Associated Student Board Senators and members of the Associated Students to serve on their committees. If there are no volunteers, the Standing Committee chairperson will request the Associated Student Board President to appoint members of the committees.

Section 5: The following Administrative Committees that any Associated Student Board Senators must attend throughout the school year are:

- A. College Council
- B. Instruction Council
- C. Administrative Council
- D. Curriculum Committee
- E. Student Services Council
- F. Integrated Planning and Budget