



ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

2345 EL MONTE ROAD • LOS ALTOS HILLS • CA 94022-4599 • Telephone: (650) 949-7281 • Fax: (650) 941-4574

Foothill College
BY-LAWS
OF THE
ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

ARTICLE I
NAME AND DESIGNATIONS

SECTION 1. Name:

The Name of this association shall be the Associated Students of Foothill College (ASFC).

SECTION 2. Mascot:

The official mascot of the ASFC shall be an Owl.

SECTION 3. Colors:

The official colors of the ASFC shall be Scarlet and Black.

ARTICLE II
MEMBERSHIPS

SECTION 1. Active Members:

Clause 1. Active membership in ASFC shall, upon paying the Student Body Fee, be granted to all officially enrolled Foothill College students carrying eight (8) or more units, excluding Summer quarter which requires students to take at least one (1) unit.

Clause 2. Active membership shall entitle the right to vote in the ASFC Election(s) and hold office in the Association.

SECTION 2. Members At-Large:

Clause 1. Member At-Large status in ASFC shall, upon paying the Student Body Fees, be granted to all officially enrolled Foothill College students carrying less than eight (8) units.



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Clause 2. Members At-Large in ASFC shall entitle the holder to the right to vote in the ASFC Election(s). Members At-Large are not entitled to the right to hold elected or appointed office in the association or to make or move motions in the association.

SECTION 3. Honorary Lifetime Members:

Clause 1. Honorary Lifetime Membership in ASFC shall be bestowed upon an individual by a three-fourths (3/4) vote of the ASFC Campus Council be granted to individuals who have made outstanding contributions to this association.

Clause 2. Honorary Lifetime Membership in ASFC shall be for life but shall not entitle the holder to any of the privileges of membership in ASFC, including the right to vote, and to make or move motions.

SECTION 4. Termination of Membership:

Termination of the status of Active and Members At-Large in ASFC, as provided elsewhere and herein, terminates by said members any implied or real claim to the assets, real or other property of ASFC.

ARTICLE III OFFICERS

SECTION 1. Qualifications:

Clause 1. Elected or appointed officers of this Association must be active members of the ASFC in good standing (2.0 minimum cumulative grade point average) standing, as certified by the College Registrar and have other qualifications as stipulated elsewhere herein at the time of their nominations or appointment and during their term of office.

Clause 2. Agents or committee members of this association must be Active Members or Members At-Large of the ASFC at the time of their nomination of appointment and during their term of office.

SECTION 2. Elected Officers:

Clause 1. ASFC President

The ASFC President shall:

- A. Serve as the chief executive officer of the ASFC.
- B. Be the presiding officer of the ASFC Campus Council.
- C. Be an Ex-officio voting member of all ASFC Boards, Commissions, Committees and Subsidiary Units.



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- D. Be the chief executive officer of the President's Cabinet, which assists in the performance of the President's duties.
- E. Serve as a student representative on at least one shared governance committee.
- F. Assume such other duties as may devolve to their office, or as may be assigned to their office by the ASFC Campus Council.

Clause 2. Vice President of Finance

The Vice President of Finance shall:

- A. Serve as the Chair for the Budget Commission.
- B. Serve as the chief executive officer of the Finance Board of Directors.
- C. In the absence of the ASFC President, assume the duties and responsibilities of that officer.
- D. Serve as a voting member of the ASFC Campus Council.
- E. Be a member of the President's Cabinet.
- F. Be an Ex-officio voting member, of all Commissions, Committees, and agencies, which are represented on the ASFC Finance Board of Directors.
- G. Serve as a student representative on at least one shared governance committee.
- H. Assume such other duties as may devolve to their office, or as may be assigned to their office by the ASFC Campus Council or President's Cabinet.

Clause 3. Vice President of Administration

The Vice President of Administration shall:

- A. Serve as the chief executive officer of the ASFC Administrative Board of Directors.
- B. In the absence of the ASFC President and the ASFC Vice President Finance, assume the duties and responsibilities of that President.
- C. Serve as a voting member of the ASFC Campus Council.
- D. Be a member of the President's Cabinet.
- E. Be an Ex-officio voting member of all Commissions Committees and agencies which are represented on the ASFC Administrative Board of Directors.
- F. Serve as a student representative on at least one shared governance committee.
- G. Assume such other duties as may devolve to their office, or as may be assigned to their office by the ASFC Campus Council or President's Cabinet.

Clause 4. Vice President of Activities

The Vice President of Activities shall:

- A. Serve as the chief executive officer of the ASFC Activities Board of Directors.
- B. In the absence of the ASFC President, ASFC Vice President Finance, and ASFC Vice President Administration, assume the duties and responsibilities of that President.
- C. Serve as a voting member of the ASFC Campus Council.
- D. Be a member of the President's Cabinet.



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- E. Be an Ex-officio voting member of all Commissions, Committees, and agencies, which are represented on the ASFC Activities Board of Directors.
- F. Serve as a student representative on at least one shared governance committee.
- G. Assume such other duties as may devolve to their office, or as may be assigned to their office by the ASFC Campus Council or President's Cabinet.

Clause 5. Vice President of Organizations

The Vice President of Organizations shall:

- A. Serve as the chair of the Organizations Board of Directors.
- B. Serve as a voting member of the ASFC Campus Council.
- C. Be a member of the President's Cabinet.
- D. Be an Ex-officio voting member of all Commissions, Committees, and agencies which are represented on the ASFC Organizations Board of Directors.
- E. Serve as a student representative on at least one shared governance committee.
- F. Assume such other duties as may devolve to their office, or as may be assigned to their office by the ASFC Campus Council or President's Cabinet.

Clause 6. Vice President of Senate

The Vice President of Senate shall:

- A. Serve as the chief executive officer of the Senate Board of Directors.
- B. Serve as a voting member of the ASFC Campus Council.
- C. Be a member of the President's Cabinet.
- D. Be an Ex-officio voting member of all Commissions, Committees, and agencies, which are represented on the ASFC Senate Board of Directors.
- E. Serve as a student representative on at least one shared governance committee.
- F. Assume such other duties as may devolve to their office, or as may be assigned to their office by the ASFC Campus Council or President's Cabinet.

Clause 7. Vice President of Intramural

The Vice President of Intramural shall:

- A. Oversee the student employees of the Owl's Lounge.
- B. Serve as a voting member of the ASFC Campus Council.
- C. Be a member of the President's Cabinet.
- D. Be a member of President's Board.
- E. Serve as a student representative on at least one shared governance committee.
- F. Assume such other duties as may devolve to their office, or as may be assigned to their office by the ASFC Campus Council or Presidents Cabinet.

Clause 7. Vice President of Marketing

The Vice President of Marketing shall:

- A. Serve as the chief executive officer of the Marketing Board of Directors.
- B. Serve as a voting member of the ASFC Campus Council.
- C. Be a member of the President's Cabinet.



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- D. Be an Ex-officio voting member of all Commissions, Committees, and agencies, which are represented on the ASFC Marketing Board of Directors.
- E. Serve as a student representative on at least one Shared Governance Committee.
- F. Assume such other duties by the ASFC Campus Council or President’s Cabinet.

Clause 8. Senators

The Senators shall:

- A. Serve as voting members {seven (7) seats} of the Senate Board of Directors and ASFC Campus Council.
- B. Assume such other duties as may devolve to their office, or may be assigned to their office by the ASFC Campus Council, President's Cabinet, or the Senator Board of Directors.
- C. Serve as a student representative on at least one shared governance committee.

SECTION 3. Appointed Officers:

Clause 1. The Appointed officers of the ASFC Campus Council shall include and be limited to:

<p><u>President’s Board</u> ASFC Secretary (non-voting) ASFC Parliamentarian (non-voting) Civic Engagement Liaison Student Rights Officer Legislative Director</p> <p><u>Finance Board</u> Budget Analyst (3) Business Operations Specialist</p> <p><u>Administrative Board</u> Campus Center Board Chair SSCCC Representative Elections Commissioner Sustainability Director Footprints Chief Editor</p>	<p><u>Activities Board</u> Activities Marketing Director Activities Coordinators (5) Heritage Month/Hour Coordinator Activities Finance Director Master of Ceremony</p> <p><u>OBD</u> OBD Finance Director OBD Administrative Director OBD Secretary OBD Program Manager OBD Parliamentarian (non-voting)</p> <p><u>Marketing</u> ASFC Marketing Commissioner (2) Owl Card Marketing Director Media & Communications Coordinator</p>
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Clause 2. These officers shall assume such other duties as may devolve to their office as outlined in their respective codes of office, or as may be assigned to their office by the ASFC Campus Council, President's Cabinet, or the Board to which their office makes them a member.

Clause 3. Appointment Procedures. Except as provided for to the contrary elsewhere herein, all appointments to the appointed positions in this association are subject to the approval of the ASFC Campus Council. No appointments shall be made following the 5th week of the quarter.

Clause 4. Evaluation Period. Once an active member has been appointed to an appointed position on ASFC Campus Council he or she must go through an evaluation period for three (3) consecutive weeks. During this time council members will be observing the performance of the newly appointed officer. On the fourth (4) meeting it shall be decided whether this officer is qualified to continue to be a representative of ASFC. There must be a majority council vote in favor of this person in order for them to continue in their position. Before the acceptance vote is taken a full discussion about the person in question must take place, first (1st) with them present.

SECTION 4. Agents:

Clause 1. Active or Members At-Large of ASFC may become agents of the various Boards, Commissions, Committees and/or agencies. Agents may not be given the right to vote.

Clause 2. Appointment Procedures

A. To become an agent, an active or associate member must first be accepted by the Board, Commissions, Committees and/or agencies, attend their weekly Board meetings.

Clause 3. Duties and Responsibilities

An Agent Shall:

- A. Assume such duties as may be assigned by the Board, Commission, Committee or agency.
- B. Attend the Board, Commission, Committee or agency on a regular basis unless otherwise stated.

Clause 4. Attendance Policy

A. Agents shall be in accordance on a quarterly basis. Agents of Boards, Commissions, Committees or agencies will have no more than three (3) absences per quarter. Once the agent reaches more than three (3) absences, the agent in question shall be automatically removed from office and can only be reinstated by a majority vote of Campus Council.



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SECTION 5. Terms of Office:

Clause 1. The ASFC President, Vice President of Finance, Vice President Administration, Vice President Activities, Vice President Organizations, Vice President Senate, Vice President Intramurals, and Senators, shall have a term of office that starts on the first annual day of the Summer Quarter, that fiscal year.

Clause 2. All Appointed Officers have a term of office of one quarter and will be reappointed on the first meeting of each quarter by a majority vote of Campus Council.

Clause 3. After a new ASFC President and Vice Presidents are elected in the Spring for the following year, the candidates will be given the title of President Elect and Vice President Elect. During the Summer Term, the President Elect and Vice Presidents Elect will become full voting members of Campus Council and work with the current ASFC officers to become trained for the office of ASFC Campus Council for the fiscal year of the college.

Clause 4. All agents of ASFC shall have a term of office that runs for one (1) quarter.

SECTION 6. Vacancies in Office

Clause 1. Except for a vacancy in the office of the ASFC President, which shall cause a special election to be held no later than three (3) weeks after the vacancy. Vacancies in the other elected offices of this association shall be filled by appointment to the unexpired term by a majority vote of the ASFC Campus Council.

Clause 2. Appointments to the unexpired terms of appointed officers of this association shall be made in accordance with the procedures provided for elsewhere herein.

ARTICLE IV EXECUTIVE AND LEGISLATIVE

SECTION 1. Name

The Name of the executive and legislative body of this association shall be the ASFC Campus Council

SECTION 2. Purpose



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The purpose of the ASFC Campus Council shall be to conduct the business of ASFC, and thereby promote the general welfare of the students, foster a spirit of democracy and unity in all student activities, promote the growth and development of Foothill College, and to promote college-community relations.

SECTION 3. Membership

Clause 1. Voting members of the ASFC Campus Council shall be the ASFC President who shall be its presiding officer six Vice Presidents, seven Senators, the Vice Chair of OBD, the OBD Finance Director, the OBD Councilperson and appointed officers as stipulated elsewhere herein.

Clause 2. Non-voting members of the ASFC Campus Council shall include, but shall not be limited to the ASFC Secretary and ASFC Parliamentarian.

SECTION 4. Meetings

Clause 1. Regular meetings of ASFC Campus Council shall be held weekly (excluding holidays, closed weeks and exam weeks) during the academic year. These meetings shall be held in accordance with a quarterly schedule adopted by action of the Council no later than the second meeting of each school quarter.

Clause 2. Special meetings of the ASFC Campus Council as stipulated elsewhere herein, shall be called by the presiding officer of the ASFC Campus Council on the petition of one-third (1/3) of the voting members of the Council.

SECTION 5. Duties and Responsibilities

The ASFC Campus Council shall:

Clause 1. Enact and direct to be executed all legislation, policies, codes, regulations, resolutions, and declarations deemed appropriate and necessary to effectively implement the purpose, programs, and practices of the association.

Clause 2. Carry out the several responsibilities assigned to it under the ASFC Constitution and By-laws.

Clause 3. Cause to develop, adopt and cause to be enacted and supervised, an annual ASFC Budget.

Clause 4. Appoint representatives to on- and off-campus meetings and conferences.

Clause 5. Grant to petitioners, in accordance with the provisions of the ASFC Constitution By-laws, organizational charters.



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Clause 6. Appoint, except as provided elsewhere herein, commissioners, chairs, and other agents of the association.

Clause 7. Approve the granting of the ASFC awards.

Clause 8. Approve all ASFC activities when a subordinate board is unable to do so.

SECTION 6. Quorum

Two-thirds (2/3) of the voting members of the ASFC Campus Council constitute quorum.

SECTION 7. Voting Rules

Unless specified elsewhere herein, simple majority is more than 50 % of the total votes cast and a two-thirds (2/3) vote is equal to or greater than two-thirds (2/3) of the total votes cast.

SECTION 8. Rules of Order

Except as specifically provided for to the contrary elsewhere herein, Robert's Rules of Order: Modern Edition (current edition) shall govern all of the actions and deliberations of this Board.

SECTION 9. Minutes and Reports

The ASFC Campus Council shall cause to be promptly disseminated to its membership and to the ASFC membership in general, its minutes and such reports and other proceedings as it may from time to time receive and adopt.

ARTICLE V BOARDS

SECTION 1. Name

The name of this Board shall be the President's Cabinet.

Clause 1. Purpose and Responsibility

- A. The purpose of this Board shall be to develop and recommend to the ASFC Campus Council such legislation, policies, codes, regulations, ASFC activities and declarations as may be necessary to effectively implement develop and prepare for ASFC Campus Council's meetings.
- B. The Cabinet will ensure that all members, boards, commissions and committees are meeting their designated purposes and responsibilities and upholding their oath of office. If any ASFC member is found to be remiss in



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their duties or in violation of their oaths, the issue will first be brought to President's Cabinet before it is brought to ASFC Campus Council.

Clause 2. Membership

Voting Members of the President's Cabinet shall be the ASFC President, who shall be its chair, the Vice President Finance, Vice President Administration, Vice President Activities, Vice President Organizations, Vice President Senate and Vice President Intramurals.

Clause 3. Officers

- A. In Addition to its Chair, the Cabinet shall elect from its membership a Vice Chair who shall serve as Chair in the absence of the ASFC President.
- B. The Cabinet shall be empowered to accept other such agents pending the approval of Campus Council, as it may deem necessary to effectively conduct its affairs.

Clause 4. Meetings

- A. Regular meetings of the President's Cabinet shall be held weekly (excluding holidays, closed weeks, and exam weeks) during the regular academic year.
- B. Special meetings of the President's Cabinet may be called by the presiding officer, provided adequate written notice is given to the membership or shall be called by the presiding officer on receipt of the petition of one-third (1/3) of the voting members of the Cabinet.

Clause 5. Quorum

Two-thirds (2/3) of the voting members of the President's Cabinet constitute quorum.

Clause 6. Voting Rules

Unless specified elsewhere herein, simple majority is more than 50 % of the total votes cast and a two-thirds (2/3) vote is equal to or greater than two-thirds (2/3) of the total votes cast.

Clause 7. Rules of Order

Except as specifically provided for to the contrary elsewhere herein, Robert's Rules of Order: Modern Edition (current edition) shall govern all of the actions and deliberations of this Board.

Clause 8. Minutes and Reports

The President' shall cause to be promptly disseminated to its membership and to the ASFC membership in general, its minutes and such reports and other proceedings as it may from time to time receive and adopt.

SECTION 2. Name

The Name of this board shall be the President's Board



Clause 1. Purpose and Responsibilities

The purpose of this Board shall be to develop and recommend to the ASFC Campus Council such legislation, policies, codes, regulations, ASFC activities and declarations as may be necessary to effectively implement, develop and coordinate ASFC activities and programs in the areas of Parliamentary law, Documents recording proceedings, Institutional Research, Student Rights and Affirmative Action.

Clause 2. Membership

Voting Members of the President's Board shall be the ASFC President, who shall be its chair, the ASFC Parliamentarian, ASFC Secretary, the ASFC Civic Engagement Liaison, Marketing Commissioner, Legislative Director, the VP of Intramural, and the Student Rights Officer.

Clause 3. Officers

- A. In Addition to its Chair, the Board shall elect from its membership a Vice Chair who shall serve as Chair in the absence of the ASFC President.
- B. The Board shall be empowered to accept other such agents pending the approval of Campus Council, as it may deem necessary to effectively conduct its affairs.

Clause 4. Meetings

- A. Regular meetings of the President's Board shall be held weekly (excluding holidays, closed weeks, and exam weeks) during the regular academic year.
- B. Special meetings of the President's Board may be called by the presiding officer, provided adequate written notice is given to the membership or shall be called the presiding officer on receipt of the petition of one-third (1/3) of the voting members of the Cabinet.

Clause 5. Quorum

Two-thirds (2/3) of the voting members of the President's Board constitute quorum.

Clause 6. Voting Rules

Unless specified elsewhere herein, simple majority is more than 50 % of the total votes cast and a two-thirds (2/3) vote is equal to or greater than two-thirds (2/3) of the total votes cast.

Clause 7. Rules of Order

Except as specifically provided for to the contrary elsewhere herein, Robert's Rules of Order: Modern Edition (current edition) shall govern all of the actions and deliberations of this Board.



Clause 8. Minutes and Reports

The President's Board shall cause to be promptly disseminated to its membership and to the ASFC membership in general, its minutes and such reports and other proceedings as it may from time to time receive and adopt.

SECTION 3. Name

The Name of this board shall be the Finance Board of Directors

Clause 1. Purpose and Responsibilities

The purpose of this Board shall be to develop and recommend to the ASFC Campus Council such legislation, policies, codes, regulations, ASFC activities and declarations to as may be necessary to effectively implement, develop and coordinate ASFC activities and programs in the areas of ASFC activities and programs in the areas of Finance, Fundraising and ASFC Business Operations.

Clause 2. Membership

Voting Members of the Finance Board shall be the Vice President Finance, who shall be its chair, three (3) Budget Analysts and the Business Operation Specialist.

Clause 3. Officers

- A. In Addition to its Chair, the Board shall elect from its membership a Vice Chair who shall serve as Chair.
- B. The Board shall be empowered to accept other such agents pending the approval of Campus Council, as it may deem necessary to effectively conduct its affairs.

Clause 4. Meetings

- A. Regular meetings of the Finance Board shall be held weekly (excluding holidays, closed weeks, and exam weeks) during the regular academic year.
- B. Special meetings of the Finance Board may be called by the presiding officer, provided adequate written notice is given to the membership or shall be called the presiding officer on receipt of the petition of one-third (1/3) of the voting members of the Cabinet.

Clause 5. Quorum

Two-thirds (2/3) of the voting members of the Finance Board constitute quorum.

Clause 6. Voting Rules

Unless specified elsewhere herein, simple majority is more than 50 % of the total votes cast and a two-thirds (2/3) vote is equal to or greater than two-thirds (2/3) of the total votes cast.

Clause 7. Rules of Order



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Except as specifically provided for to the contrary elsewhere herein, Robert's Rules of Order: Modern Edition (current edition) shall govern all of the actions and deliberations of this Board.

Clause 8. Minutes and Reports

The Finance Board shall cause to be promptly disseminated to its membership and to the ASFC membership in general, its minutes and such reports and other proceedings as it may from time to time receive and adopt.

SECTION 4. Name

The Name of this board shall be the Administrative Board of Directors

Clause 1. Purpose and Responsibilities

The purpose of this Board shall be to develop and recommend to the ASFC Campus Council such legislation policies, codes, regulations, as may be necessary to effectively implement, develop and coordinate ASFC activities and programs in the areas of Elections, Legislation, Campus Center, SSSCC, Technology, and conduct general ASFC office administration with the ASFC Secretary.

Clause 2. Membership

Voting Members of the Administration Board shall be the Vice President Administration, who shall be its chair; Campus Center Board Chair, SSSCC Representative, Elections Commissioner, Technology Manager, Sustainability Director, Footprints Chief Editor, Office Administrator.

Clause 3. Officers

- A. In Addition to its Chair, the Board shall elect from its membership a Vice Chair who shall serve as Chair in the absence of the Vice President Administration.
- B. The Board shall be empowered to accept other such agents pending the approval of Campus Council, as it may deem necessary to effectively conduct its affairs.

Clause 4. Meetings

- A. Regular meetings of the Administration shall be held weekly (excluding holidays, closed weeks, and exam weeks) during the regular academic year.
- B. Special meetings of the Administration Board may be called by the presiding officer, provided adequate written notice is given to the membership or shall be called the presiding officer on receipt of the petition of one-third (1/3) of the voting members of the Cabinet.

Clause 5. Quorum

Two-thirds (2/3) of the voting members of the Administration Board constitute quorum.



Clause 6. Voting Rules

Unless specified elsewhere herein, simple majority is more than 50 % of the total votes cast and a two-thirds (2/3) vote is equal to or greater than two-thirds (2/3) of the total votes cast.

Clause 7. Rules of Order

Except as specifically provided for to the contrary elsewhere herein, Robert's Rules of Order: Modern Edition (current edition) shall govern all of the actions and deliberations of this Board.

Clause 8. Minutes and Reports

The Administration Board shall cause to be promptly disseminated to its membership and to the ASFC membership in general, its minutes and such reports and other proceedings as it may from time to time receive and adopt.

SECTION 5. Name

The Name of this board shall be the Activities Board of Directors

Clause 1. Purpose and Responsibilities

The purpose of this Board shall be to develop and recommend to the ASFC Campus Council such legislation policies, codes, regulations, as may be necessary to effectively implement, develop and coordinate ASFC activities and programs in the areas Activities, Marketing, Media and Communications

Clause 2. Membership

- A. Voting Members of the Activities Board shall be the Vice President Activities, who shall be its chair; the Heritage Month/College Hour Coordinator, Activities Marketing Director, and five (5) Activities Coordinators.
- B. Ex-officio non-voting members of the Activities Board shall include the Vice president Finance or the Budget Commissioner, as assigned in their place; the Director of Assistant Directors of Student Activities.

Clause 3. Officers

- A. In Addition to its Chair, the Board shall elect from its membership a Vice Chair who shall serve as Chair in the absence of the Vice President Activities.
- B. The Board shall be empowered to accept other such agents pending the approval of Campus Council, as it may deem necessary to effectively conduct its affairs.

Clause 4. Meetings

- A. Regular meetings of the Activities shall be held weekly (excluding holidays, closed weeks, and exam weeks) during the regular academic year.



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- B. Special meetings of the Activities Board may be called by the presiding officer, provided adequate written notice is given to the membership or shall be called the presiding officer on receipt of the petition of one-third (1/3) of the voting members of the Board.

Clause 5. Quorum

Two-thirds (2/3) of the voting members of the Activities Board constitute quorum.

Clause 6. Voting Rules

Unless specified elsewhere herein, simple majority is more than 50 % of the total votes cast and a two-thirds (2/3) vote is equal to or greater than two-thirds (2/3) of the total votes cast.

Clause 7. Rules of Order

Except as specifically provided for to the contrary elsewhere herein, Robert's Rules of Order: Modern Edition (current edition) shall govern all of the actions and deliberations of this Board.

Clause 8. Minutes and Reports

The Activities Board shall cause to be promptly disseminated to its membership and to the ASFC membership in general, its minutes and such reports and other proceedings as it may from time to time receive and adopt.

SECTION 6 Name

The name of this board will be the Organizations Board of Directors

Clause 1. OBD Responsibility and Purpose

- A. Members of the Associated Students of Foothill College (ASFC) have an inherent right to form organizations (clubs) among themselves. Such organizations may be devoted toward social, service, honorary, political, religious, athletic, academic, cultural, departmental or special interests. Those clubs, which are permitted to conduct events on the Foothill College Campus, shall be brought together to maintain a spirit of unity, fellowship, and cooperation through OBD.
- B. The purpose of this board shall be to develop and recommend to the ASFC Campus Council such litigation, policies, codes, regulations, events, and declarations to effectively implement, develop, and coordinate the events and programs for clubs.

Clause 2. Membership

- A. Voting Members of the Organizations Board of Directors (OBD) shall be the Vice President of Organizations, who shall be its Chair, the OBD Finance



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Director, the OBD Administrative Director, the OBD Secretary, the OBD Program Manager, and one Representative from each Club duly chartered under the provisions of the ASFC Constitution and By-Laws.

- B. Voting Members of the OBD shall be one Representative from each Club duly chartered under the provisions of the ASFC Constitution and OBD By-Laws (see sections 9&10) and, if needed, the Vice-President of Organizations, the OBD Administration Director, the OBD Finance Director and the OBD Secretary.
- C. Ex-Officio non-voting members of OBD Organization Board shall include the ASFC Parliamentarian and the Student Activities Assistant Specialist who shall be the OBD Advisor or the Director of Student Activities.

Clause 3. Officers

- A. In the absence or resignation of the Vice President OBD, the OBD Finance Director shall serve as the Chair.
- B. Once elected and/or appointed, the Vice President OBD, and OBD Finance Director shall relinquish their club representation, and the club, which they held the representation, shall elect or appoint another representative to this Board.
- C. In the absence of the ASFC Parliamentarian and OBD Secretary, the OBD Vice President or other members of the OBD Board shall temporarily take over the responsibilities of the OBD Parliamentarian and OBD Secretary.
- D. The Board shall be empowered to accept other such agents, pending the approval of ASFC Campus Council, as it may deem necessary to effectively conduct its affairs.

Clause 4. Meetings and Procedures

I. OBD Meetings

- A. Regular meetings of the ASFC Organizations Board shall be held weekly (excluding holidays, closed weeks, summer quarter and exam weeks) during the regular academic year.
- B. Special meetings of the OBD may be called by the presiding officer, provided adequate notice is given to the membership, or shall be called by the presiding officer on receipt of the petition of one (1/3) of the voting members of the board.
- C. No more than three (3) clubs may be represented by the same individual.
- D. "Club Day" is considered a quarterly meeting and attendance is mandatory. If absent, clubs will be disqualified for eligibility for "Club of the Year."

II. Organization Meetings



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- A. Organizations shall adhere as closely as possible to their announced meeting schedule. Any special meetings or departures from prearranged scheduling shall be approved by OBD.
- B. All organizations and club meetings shall be announced through the club contact sheet maintained by the Student Activities Office.
- C. OBD weekly reports of all club meetings shall be made available to OBD upon request.
- D. No Club shall attend another's meeting with the intent of disrupting the meeting. If a substantiated complaint is made to OBD, judicial action may be taken in accordance with Clause 6.

III. OBD Procedure

- A. All Clubs shall submit to the Vice President Organizations a complete roster of officers no later than the third (3rd) OBD meeting of the quarter and shall report additions and deletions to their rosters throughout the academic year.
- B. All Clubs shall submit to the Vice President Organizations, no later than the third (3rd) meeting of each Fall Quarter their desired meeting times and places. The completion of the meeting calendar shall be the first business of OBD each Fall Quarter. Clubs shall report any changes in meeting times and places throughout the academic year.
- C. Any changes in organization constitutions must be submitted to OBD for approval.
- D. Any changes in a club's constitution must be submitted to the Vice President of Organizations.

Clause 5. Eligibility for Organization Office

- A. All Foothill College students are eligible to hold any appointed or elected office in any approved organizations.
- B. Two-thirds (2/3) of the voting members of OBD must be present before any matters are acted upon by the board.
- C. No student on academic probation shall be eligible to hold a major office in any organization. A major office shall be defined as that of a presiding officer in any organization; any other is a minor office.
- D. The maximum amount of offices a person can hold during a quarter is three. For the purpose of establishing quorum, the OBD Secretary shall maintain one official roster of active clubs. The roster shall document the status of all clubs, as active, probationary, deactivated, or suspended.
- E. The Executive Board of OBD shall maintain current club files, which shall include copies of club constitutions and any other pertinent information.
- F. OBD shall promptly distribute to its membership its agendas, minutes and other reports.

Clause 6. Judicial Power of OBD



- A. OBD shall have the power to put an organization on probation if it violates the ASFC Constitution, Bylaws, Codes or regulations, or in a state of hibernation if it desires to become inactive. Terms of probation of hibernation, except for those of absences, shall be determined by a two-thirds (2/3) vote of OBD.
- B. Upon the third (3rd) absence from the OBD meetings of any given quarter, an active organization shall go into an automatic state of probation. Such action will be preceded by one week's posted notice upon the fourth (4th) absence of an organization; they shall go into an automatic state of hibernation.
- C. During probation, an organization must maintain attendance. The probation status must be reported to the next meeting of ASFC Campus Council by the Vice President for Organizations.
- D. Clubs on probation may not hold an activity affiliated with Foothill College or request funds.
- E. If an organization does not satisfactorily complete probation, the OBD must report the infraction to the ASFC Campus Council. The organization will be suspended for the remainder of the quarter.
- F. An organization may choose to go into hibernation by filing a petition or contacting the Vice President of Organizations to hibernate, which must be approved by a two-thirds (2/3) vote of OBD.
- G. The maximum amount of hibernation time is two (2) years. After two (2) years, a club wishing to reactivate will be handled as if it were a new club.

Clause 7. New Organizations

- A. Every new club must file with the Vice President for Organizations within four (4) weeks after the date of its first (1st) meeting a proposed written constitution. This constitution must be in accordance with the OBD By-Laws and ASFC Constitution. Final recognition of any organization is dependent upon approval of its constitution by OBD
- B. Every chartered organization must have an advisor who is a district employee and is approved by the OBD Advisor.
- C. ASFC Charters

I. Powers:

In order that it may effectively promote, control, and regulate the functions of the several organizations emanating from the Events of its members, the ASFC through the ASFC Campus Council, is hereby empowered to grant recognition through the process of chartering worthy groups and organizations.

II. Privileges:

Groups and organizations officially recognized and chartered under the terms of this Article:

- (a) May use the name of the College or the Association in conjunction with their own



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- (b) May, in accordance with College policy, use the facilities of the College
- (c) Must use the financial and accounting services of the College
- (d) May otherwise participate in the benefits of this association

III. Charter Provisions

Groups and organizations seeking or required to seek official recognition, must present Charter Articles (a constitution) which set forth in sufficient detail information relative to:

- (a) Name
- (b) Purpose and Responsibility
- (c) Membership
- (d) Dues
- (e) Officers
- (f) Executive Organizations
- (g) Financial Responsibility
- (h) Process of Amending Articles
- (i) Rules of Order

IV. Disciplinary Powers:

The ASFC Campus Council may, for cause, place on probation, suspend or revoke any charter that it grants.

Clause 8. Organization Finances

All Organizations finances must be transacted in accordance with the OBD Finance Code.

Clause 9. Representation to OBD

The OBD Vice President, OBD Finance Director, OBD Administrative Director, OBD Program Manager and OBD Secretary will represent and serve the Organization Board of Directors as voting members of ASFC Campus Council.

Clause 10. Quorum

Two-thirds (2/3) of the voting members of the Organizations Board constitute quorum.

Clause 11. Voting Rules

Unless specified elsewhere herein, simple majority is more than 50 % of the total votes cast and a two-thirds (2/3) vote is equal to or greater than two-thirds (2/3) of the total votes cast. In the case of a roll call vote, any individual representing more than one club can only vote once.

Clause 12. Rules of Order



Except as specifically provided for to the contrary elsewhere herein, Robert's Rules of Order: Modern Edition (current edition) shall govern all of the actions and deliberations of this Board.

Clause 13. Minutes and Reports

The Organizations Board shall cause to be promptly disseminated to its membership and to the ASFC membership in general, its minutes and such reports and other proceedings as it may from time to time receive and adopt.

The minutes from the previous OBD Meeting and the Agenda for the upcoming shall be posted 72 hours in advance.

Clause 14. Special Events

- A. Every special event planned by an organization must be socially and educationally acceptable and in accordance with all federal, state, local, and college regulations.
- B. Any special event, concession, dance, or off-campus event must be approved by petition to OBD, and shall be submitted at least two (2) weeks prior to the event unless other time limits reset at the discretion of Vice President of Organizations.
 - 1. For events involving any independent contractors, all required documentation must be submitted to OBD three (3) weeks prior to the event.
 - 2. Calendar clearance and the signature of the Student Activities Specialist required before any event petitions are brought before OBD.
 - 3. Event petitions must be approved by OBD before any promotion of Events occurs (i.e. flyers, recorded announcements, and posters).
 - 4. Before distribution, the Office of Student Activities must approve all promotional materials.
- C. Some events may require other forms or applications, see the OBD Advisor for more details.

SECTION 7. Name

The Name of this board shall be the Senate Board of Directors

Clause 1. Purpose and Responsibilities

The purpose of this Board shall be to communicate issues students have to the ASFC Campus Council and vice versa and thereby develop and recommend such Legislation, policies, codes, regulations, as may be necessary to effectively implement, develop and coordinate ASFC activities and programs to address the needs of the students.

Clause 2. Membership



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Voting Members of the Senate Board shall be the Vice President Senate, who shall be the presiding officer, and seven senators, and Media and Communications Officer.

Clause 3. Officers

- A. In Addition to its Chair, the Board shall elect from its membership a Vice Chair who shall serve as Chair in the absence of the Vice President Senate.
- B. The Board shall be empowered to accept other such agents pending the approval of Campus Council, as it may deem necessary to effectively conduct its affairs.

Clause 4. Meetings

- A. Regular meetings of the Senate Board shall be held weekly (excluding holidays, closed weeks, and exam weeks) during the regular academic year.
- B. Special meetings of the Senate Board may be called by the presiding officer, provided adequate written notice is given to the membership or shall be called the presiding officer on receipt of the petition of one-third (1/3) of the voting members of the Board.

Clause 5. Quorum

Two-thirds (2/3) of the voting members of the Senate Board constitute quorum.

Clause 6. Voting Rules

Unless specified elsewhere herein, simple majority is more than 50 % of the total votes cast and a two-thirds (2/3) vote is equal to or greater than two-thirds (2/3) of the total votes cast.

Clause 7. Rules of Order

Except as specifically provided for to the contrary elsewhere herein, Robert's Rules of Order: Modern Edition (current edition) shall govern all of the actions and deliberations of this Board.

Clause 8. Minutes and Reports

The Senate Board shall cause to be promptly disseminated to its membership and to the ASFC membership in general, its minutes and such reports and other proceedings as it may from time to time receive and adopt.

ARTICLE VI COMMITTEES AND COMMISSIONS

SECTION 1. Committees



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The ASFC Campus Council shall be empowered to create such standing and ad hoc committees as may be necessary to effectively conduct the affairs of the association.

Clause 1. Standing Committees

The ASFC, through the ASFC Campus Council, hereby creates standing committees for Legislation, Campus Center, Student Rights/Affirmative Action, ASFC Business Operations, Fundraising, Travel, Student Representation Fee, Marketing and Communications, Technology and an Investigation Committee.

Clause 2. Ad Hoc Committees

Legislation creating special purpose committees shall contain specification as to charge/purpose, membership, length of service/need and reporting procedures and shall be approved by ASFC Campus Council.

Clause 3. Committee Governance

ASFC, through the ASFC Campus Council, delineates, empowers, and charges each committee in terms of the following series of articles:

- A. Name
- B. Purpose
- C. Membership
- D. Officers
- E. Quorum
- F. Meeting Schedule
- G. Minutes and Reports
- H. Rules of Orders

SECTION 2. Commissions

Clause 1. The ASFC Campus Council hereby creates semi-autonomous commissions for Budget and Elections.

Clause 2. The ASFC, through the ASFC Campus Council delineates, empowers, and charges each commission in terms of the following series of articles:

- A. Name
- B. Purpose
- C. Membership
- D. Officers
- E. Quorum
- F. Meeting Schedule
- G. Minutes and Reports
- H. Rules of Orders



ARTICLE VII CHARTERS

SECTION 1. Powers

In order that it may effectively promote, control and regulate the functions of the several organizations emanating from the activities of its members, the ASFC, through the ASFC Campus Council is hereby empowered to grant recognition through the process of chartering worthy groups and organizations.

SECTION 2. Privileges

Groups and organizations officially recognized and chartered under the terms of this article (Article VII)

- A. May, use the name of the College of the Association in conjunction with their own.
- B. May, in accordance with College policy, use the facilities of the College.
- C. Must use the financial and accounting services provided by the College.
- D. May, otherwise participate in the benefits of this association.

SECTION 3. Charter Provisions

Groups and organizations seeking or required to seek official recognition must present Charter Articles (a constitution and/or by-laws) which set forth in sufficient detail information relative to:

- A. Name
- B. Purpose and Responsibility
- C. Membership
- D. Dues
- E. Officers
- F. Executive Organizations
- G. Financial Responsibility
- H. Process of Amending Articles
- I. Rules of Order

SECTION 4. Disciplinary Power

The ASFC Campus Council may, for cause, place on probation, suspend or revoke any charter which it grants.

ARTICLE VIII CODES, REGULATIONS AND POLICIES



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The ASFC Campus Council shall be empowered to develop, or cause to be developed, enact and otherwise promulgate such codes, regulations, and policies as are consistent with the ASFC Constitution and these By-laws and as may be necessary to the efficient and effective operation of the association.

ARTICLE IX ELECTIONS

SECTION 1. Procedures

Clause 1. The ASFC Elections Commissioner shall be responsible for all ASFC elections.

Clause 2. Procedures of elections shall be in accordance with the Elections Commission Code

SECTION 2. Elections Schedule

Elections shall be held four (4) weeks prior to the end of the quarter in which the elections are held, unless stipulated otherwise herein.

SECTION 3. Oath of Office

All elected and appointed officers of the ASFC shall be required to affirm or swear to the following oath:

I, (name), do solemnly swear and affirm, that I will execute the duties of the office of (name of office) to the best of my abilities, in accordance with the ASFC Constitution, By-laws and Codes, and in the best interests of the Associated Students of Foothill College.

ARTICLE X ATTENDANCE POLICY

ASFC Officers shall be in accordance on a quarterly basis. Absences at Campus Council, Boards, Committees or Commissions meetings count as one (1) full absence. Members arriving after role call or leaving early will be counted as half (1/2) an absence. After 3 (three) absences, ASFC Campus Council will charge the President's Cabinet to review the officer(s) in question and present a recommendation to Council.

ARTICLE XI



REMOVAL FROM OFFICE

Allegations may be brought to the President's Cabinet by individual ASFC member(s) against another for the purpose of removing the member in question from office. After the President's Cabinet has mediated it, all charges must be brought to Campus Council. When charges are brought against any member of this Council or any board, commission, committee or agency represented in these By-Laws or Constitution, ASFC Campus Council will charge the Investigation Committee to deliberate the charges in accordance with the sections of this Article and the rules of order of this association.

SECTION 1. Section 1. Grievances

Clause 1. Causes for Removal

Causes for the removal of any officer include violations of the ASFC Constitution, Bylaws, Codes, and/or Policies; or neglect of the duties of their office, or misuse of time during representative conferences or trips which are funded by the \$1 Representation Fee; or fraud, or divulging fraudulent or false information with the intent to deceive other members of the ASFC; or the physical, verbal, or sexual harassment of another officer or student; or any violation of the Foothill College Student Code of Conduct.

Clause 2.

In order to consider the removal of an officer, a form or letter of grievance must be submitted by the complainant(s) to the President's cabinet along with any relevant documents or evidence pertaining to the case. The form or letter may cite witnesses to be called upon in an investigation.

Clause 3.

Complainant(s) eligible to submit a form of grievance shall be students of Foothill College and shall not include any individual who is an employee of the FHDA District as a full or part-time faculty or staff, or any administrator, even if they have paid the ASFC student body fee. Any ASFC officer may submit a form of grievance, including the members of President's Cabinet.

Clause 4.

President's Cabinet shall decide if the allegations in the grievance form(s) are in order with the ASFC By-Laws, Codes, or Constitution; and if the evidence presented is relevant to the case. The Cabinet shall not deliberate the case or evidence. If the allegations are determined to be out of order, it will be dismissed by the Cabinet with no report to council. If the evidence is found to be irrelevant to the case, the case will be dismissed but may be reopened when sufficient evidence is presented to Cabinet. If the case and evidence are found to be in order and relevant, then the President's Cabinet shall move in the ASFC Council that an



Investigation Committee be formed to review the case. Campus Council may call for any individual who's a witness for the case to be in the Investigation process.

SECTION 2. Section 1. Investigation Committee

Clause 1.

An Investigation Committee is an ad-hoc committee that is formed by the ASFC Council and dissolved after its stated purpose is completed. Although it is not subject to the Ralph M. Brown Act, it shall follow rules for open and closed deliberation.

Clause 2. Membership

Voting members of the Investigation Committee are to be appointed by the ASFC Campus Council and shall include: five voting members of Campus Council, who is thought to have no personal bias for or against the defendant or the plaintiff, and who have not submitted a form of grievance against the member in question, and who have not been cited as witnesses the member in question. Campus Council shall a non-voting member who shall chair the Investigation Committee meetings, whose purpose shall be to conduct a fair investigation. The ASFC Parliamentarian or any licensed parliamentarian may serve the committee.

SECTION 3. Procedures of Deliberation

Clause 1. Closed Session

If charges are brought against a member by another member of this council or any board, commission or committees of ASFC, then the entire matter must be discussed in a closed regular session of the body, unless the accused demands open regular session.

Clause 2. Open Session

If charges are brought to a member of the bodies represented by the ASFC Campus Council, by a person of the general public (a person outside of this association), then the charges must be handled in an open regular meeting of that body. The public shall not participate in deliberation, and the public shall not be witnesses unless cited in the grievance form(s).

Clause 3. Once convened, the committee shall review all evidence, hear witnesses, and review allegations connected with the charges.

Clause 4. Once adjourned, the committee may either drop all charges in the case being investigated, or sustain any or all charges and create one (1) or more resolution(s) concerning the charge(s) to the ASFC Campus Council for approval. Resolutions may include requirements for the member in question, that if they fail to follow, will cause for the automatic termination of their office. Any resolution,



excepting impeachment, shall be presented to the member in question with a deadline for a rejection or acceptance of the resolution(s). A deadline response given no less than one (1) week from the time the resolutions were given.

Clause 5. If the member in question refuses any resolution(s) that are approved by council, then the accused is automatically removed from office and relinquished of all privileges given then by the ASFC.

SECTION 5. Rights of the Defendant

In this section, the member in question shall be called the defendant, and the complainant shall be called the plaintiff.

Clause 1. The defendant shall retain all rights and privileges given by the body until they have been given due process and are removed from office.

Clause 2. After the charges have been brought, the defendant has immediate right to counsel of their choice, so long as this counsel is advised of the confidentiality of all deliberations (if such deliberation are carried forth in a closed session of the body) and the responsibilities of the defendant of any breach of this confidentiality on the part of the counsel.

Clause 3. At any stage of the deliberation of the Investigation Committee, the defendant shall have the access to all information in the possession of the body and the plaintiff party. Plus, the ability to cross-examine all witnesses produced by the plaintiff party.

Clause 4. The defendant is required to attend all meetings related to the investigation and to fulfill their oath of office. The required meetings must be scheduled outside of the academic schedule and employment schedule of the accused.

Clause 5. If the defendant fails to attend any officially called meetings of the Investigation Committee, they forfeit their defense. However, a meeting can be rescheduled on the behalf of the defendant if the President's Cabinet approves a reason for the absence.

SECTION 6. Rights of the Plaintiff

In this section, the member in question shall be called the defendant, and the complainant shall be called the plaintiff.

Clause 1. At any time during deliberation, the plaintiff may present new evidence if it is relevant to the stated case.



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Clause 2. The plaintiff is required to attend all required meetings during the investigations. The required meetings must be scheduled outside of the academic schedule and employment schedule of the defendant. If the plaintiff fails to attend any officially called meetings of the Investigation Committee, the case shall be dropped. However, a meeting can be rescheduled on the behalf of the defendant if the President's Cabinet approves a reason for the absence.

ARTICLE XII POSTING OF MINUTES AND AGENDAS

All minutes and agendas of ASFC Campus Council and Budget Commission will be posted online in the appropriate location of the Foothill College website within seventy-two (72) hours.

Amended:

Winter Quarter 1971
Spring Quarter 1973
Spring Quarter 1981
Fall Quarter 1981
Winter Quarter 1982
Fall Quarter 1983
Winter Quarter 1986
Winter Quarter 1989
Spring Quarter 1991
Spring Quarter 1996
Spring Quarter 2003
Spring Quarter 2006
Summer Quarter 2011
Spring Quarter 2012
Summer Quarter 2012
Spring Quarter 2013