

**Associated  
Students of  
Foothill  
College  
Bylaws**



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## **Article I - Name & 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 - Executive And Legislative**

### **Section 1. Name**

The Name of the executive and legislative body of this association shall be the ASFC Campus Council. For the official declaration, refer to Article 5 Section 1 in the Constitution.

### **Section 2. Mission**

The mission 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, five (5) Vice Presidents, six (6) Senators, and other appointed officers as stipulated in Article IV Sections 2 & 3.

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

### **Section 4. Agendas and Minutes**

All ASFC Boards, Committees, Commissions, and Councils must post their agenda seventy-two (72) hours prior to their meeting outside the ASFC Office in view of the public. All ASFC Boards, Committees, Commissions, and Councils must upload their minutes into the appropriate digital drive within four (4) days of them being recorded. Minutes must be made available at the public's request. This is to be kept in accordance with the Ralph M. Brown Act. See "Section 5 - Clause 2" of this Article for Special Meeting Agenda rules.

### **Section 5. Meetings**

*Clause 1.* Regular meetings of ASFC Campus Council shall be held weekly, on platforms of locations at the chair's discretion, (excluding holidays, closed weeks and exam weeks) during the academic year. These meetings shall be held the first or second week of a quarter till the week before finals week, unless indicated by the president at the beginning of the quarter, in which the Council should approve by no later than the second meeting of each school quarter.

*Clause 2.* Special meetings of the ASFC Campus Council may be called by the presiding officer. Written notice must be sent to each member of the legislative body and posted publicly at least 24 hours before the time of the meeting. The notice must state the time and place of the meeting, as well as all business to be transacted or discussed, as according to the Ralph M. Brown Act.

*Clause 3.* Regular meetings of the ASFC Boards, Committees or Campus Council that are awaiting quorum may only be canceled by the chair's discretion.

*Clause 4.* Meetings of the ASFC Boards, Committees or Campus Council may be hosted virtually via video conferencing upon a two-thirds majority vote during previous meetings. The meetings would need to follow the Virtual Meeting Code and the Ralph M Brown Act.

## **Section 6. Duties and Responsibilities**

The ASFC Campus Council shall:

*Clause 1.* Enact, direct, and execute 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 Bylaws.

*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, including shared governance councils.

*Clause 5.* Appoint, except as provided elsewhere herein, commissioners, chairs, and other agents of the association.

*Clause 6.* Approve the granting of the ASFC Leadership Awards and Scholarships

*Clause 7.* Approve all ASFC activities when a subordinate board is unable to do so.

## **Section 7. Quorum**

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



**Section 8. Voting Rules**

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

**Section 9. Ex-Officio**

An ex-officio member, by definition, is someone who automatically holds a position by virtue of holding some other position in ASFC Student Government. An ex-officio member has all of the rights of membership in Student Government, unless the role of ex-officio says otherwise.

**Section 10. Rules of Order**

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

**Section 11. Ralph M. Brown Act**

All ASFC meetings must follow the Ralph M Brown Act. The Brown Act guarantees the public's right to attend and participate in meetings of local legislative bodies as well as sets how a legislative body conducts business.

**Article III - Memberships****Section 1. Active Members**

*Clause 1.* All Foothill College students who have paid the quarterly student body fee are active members of the Associated Students of Foothill College.

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

## **Section 2. Honorary Lifetime Members**

*Clause 1.* Honorary Lifetime Membership in ASFC shall be bestowed upon graduating and transferring student leaders of ASFC by a three-fourths (3/4) vote of the ASFC Campus Council and granted to individuals who have made outstanding contributions to this Association.

*Clause 2.* Honorary Lifetime Membership in ASFC shall be for life. This position shall entitle the holder to address the ASFC Campus Council as a non-voting member and make, but not second, motions.

*Clause 3.* An individual(s) may have their Honorary Lifetime Membership revoked if they become banned from the College or other such problems arise as deemed by the ASFC Campus Council.

## **Article IV - Officers**

### **Section 1. Qualifications**

All students considering a position in ASFC must have a cumulative GPA of 2.0. If they are recently matriculated students, reference Clause 1 of this section.

*Clause 1.* Elected or Appointed officers of this Association must be active members of the ASFC in good standing (2.0 minimum cumulative and quarterly grade point average), 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. First quarter students who don't have a Foothill College G.P.A are exempt as set forth in this Clause.

*Clause 2.* If an Elected or Appointed officer's grade point average falls below a 2.0 in any given quarter, they will be placed on probation and will meet with the ASFC advisor and/or a counselor to review their academic plan. If an Elected or Appointed officer fails to meet the quarterly 2.0 grade point average for two consecutive quarters they will be removed from their position indefinitely.

**Clause 3.** 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. Agent's must have a minimum cumulative 2.0 GPA at the time of their appointment, checked and signed off by the Registrar before submitting their application. They are exempt from the 2.0 GPA requirement if this is their first quarter.

## **Section 2. Elected Officers**

### **Clause 1. ASFC President**

The ASFC President shall:

- A. Serve as the Chair of the ASFC and presiding officer of the ASFC at Campus Council
- B. Be an Ex-officio member of all ASFC Boards, Commissions, Committees and Agencies.
- C. Be the Chair of the Elected Cabinet, which assists in the performance of the President's duties.
- D. Serve as a student representative on at least one shared governance committee.
- E. 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 Presidents**

All Vice Presidents shall:

- A. Serve as the Chair for their respective boards.
- B. In the absence of the ASFC President, assume the duties and responsibilities of that officer.
- C. Serve as a voting member of the ASFC Campus Council.
- D. Be a member of the Elected Cabinet.
- E. Be an Ex-officio member, of all Commissions, Committees, and Agencies, which are represented on the ASFC Finance Board.
- F. Serve as a student representative on at least one shared governance committee.

### **Clause 3. Senators**

The Senators shall:

- A. Six (6) Senators shall serve as voting members of the Senate Board and the ASFC Campus Council.
- B. Assume an area of focus (such as basic needs, mental health, or sustainability) as agreed upon by the VP of the Senate to prioritize in the fall quarter to carry on through the year.
- C. 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 Senate Board.
- D. Serve as a student representative on at least one shared governance committee.

### **Clause 4. Student Trustee**

The Student Trustee shall:

- A. Attend and participate in all public FHDA Board of Trustee Regular meetings, including Board Study Sessions.
- B. Prepare for meetings by studying issues and asking questions.
- C. Influence decisions by participating in discussions.
- D. Attend Campus Council meetings at least twice a month as a voting member, or provide a written report.
- E. Meet at least once a month with the chancellor or their designee.
- F. Meet at least quarterly with the College President.
- G. Represent the Board of Trustees at meetings and social events outside of regular Board meetings.
- H. If able to, attend conference and training opportunities, and participate in the Student Senate for California Community Colleges (SSCCC) Student Trustee Caucus.
- I. Work with ASFC Board to host quarterly student town halls.

### **Clause 5. Scholarships**

All ASFC members that are not elected are eligible to receive a quarterly Shared Governance Scholarship Code. Please refer to the ASFC Shared Governance Scholarship Code.

### **Clause 6. Office Hours**

All Elected Officers are highly encouraged to maintain a minimum of two (2) publicly posted office hours per week throughout each quarter, excluding Finals Week, Summer Quarter, and Holidays.

1. Attendance of ASFC Campus Council meetings, meetings of their Boards, Shared Governance Committee meetings, or other meetings do not count towards office hours.
2. Office hours are to be completed between Monday and Friday, and between the hours of 8am - 5pm.

## **Section 3. Appointed Officers**

### **Clause 1. Appointed Officers**

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

#### **President's Board**

- Parliamentarian (non-voting)
- ASFC Secretary (non-voting)
- Governing Documents Archivist

- Student Rights Officer
- Student Trustee

### **Finance Board**

- Budget Analyst (5)

### **Administration Board**

- Marketing Commissioner (4)
- Election Commissioner
- Office Administrator
- Business Outreach Director

### **Activities Board**

- Activities Finance Director
- Activities Marketing Director
- Activities Event Coordinator (3)
- Heritage Month Coordinator (2)

### **Inter Club Council**

- ICC Finance Director
- ICC Outreach Director
- ICC Secretary
- ICC Student Involvement Coordinator

### **Senate Board**

- ASFC Student Senate for California Community Colleges (SSCCC) Delegate
- Specialty Program Liaison (2)

### **Clause 2. Duties**

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**

To apply for an appointed position, one must fill out an application provided in the ASFC Office and/or on the ASFC Webpage. 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 5<sup>th</sup> week of the quarter, except during summer quarter where it will be to the discretion of the president to decide the appointment schedule.

- A. Should a vacancy arise after the 5<sup>th</sup> week of the quarter, it shall be up to the President's Cabinet to allow/deny applications for the vacant position. If an application(s) is approved by the Cabinet, the individual(s) shall be introduced and voted on during the next Campus Council meeting.

#### **Section 4. Agents**

**Clause 1.** Active members of the ASFC may become Agents of the various Boards, Commissions, Committees and/or Agencies.

**Clause 2.** Agents are able to vote and count for quorum within their respective boards if they are present. If they are not present, they will not have a vote nor count for quorum.

**Clause 3.** Agents are welcome to Campus Council meetings, but are not allowed to motion or vote unless they hold an Elected/Appointed position on another Board.

#### **Clause 4. Appointment Procedures**

To become an Agent, one must do the following:

- A. Fill out an application provided in the ASFC Office, Room 2013, and/or on the ASFC Website.
- B. Be a currently enrolled active or associate member, and be accepted by the Board. Commissions, Committees and/or Agencies they applied to.
- C. Schedule an interview with their prospective VP(s).

Agents will be voted on under their respective board(s) and will be approved in Campus Council under Appointments and Resignations.

- A. Agents do not need to be at the Campus Council meeting to be voted in.

#### **Clause 5. Duties and Responsibilities An**

Agent Shall:

- A. Apply under a specific job titled as provided by the VP of said respective board. They will also 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.

## **Section 5. Terms of Office**

**Clause 1.** The ASFC President, Vice President of Finance, Vice President of Administration, Vice President of Activities, Vice President of Inter Club Council, Vice President of Senate, and the Senators, shall have a term of office that starts on the first annual day of the Summer Quarter, that fiscal year, with a transition period beginning June 1.

**Clause 2.** All Elected Officers must provide goals for themselves and their positions by the fourth week of each quarter, which will be submitted to the President.

**Clause 3.** All Appointed Officers have a quarterly term and will have the option to continue and be reappointed on the first meeting of each quarter by a majority vote of the Campus Council.

**Clause 4.** All Appointed Officers and Agents have a quarterly term and will have the option to continue and be reappointed on the first meeting of each quarter by their Vice President. If the Agent or Appointed Officer(s) in question doesn't communicate with their VP to be reinstated, or fails to attend the first three board meetings, it is considered an automatic removal from their respective board(s).

**Clause 5.** After a new ASFC President, Vice Presidents, and Senators are elected in the Spring for the following year, the candidates will be given the title of President Elect and Vice President Elect. They will then begin a transition period for the following academic year ahead. Summer meetings will be called as necessary and will be at the discretion of the President.

**Clause 6.** All Elected Officers following the spring election will sign a contract outlining required training dates, summer meetings, and year-long expectations.

**Clause 7.** All Elected and Appointed positions will be required to attend leadership training during the quarter at the discretion of the President in correlation with the advisor.

## **Section 6. Terms of Resignation**

**Clause 1.** Appointed Officers and Agents of the ASFC Campus Council have the right to resign at any time. However, the resigning member must provide proper notice to the Vice-President of their respective board.

**Clause 2.** Elected Officers, barring Senators, must provide written notice to the President of ASFC, as well as the current Faculty Advisor of ASFC, prior to their resignation.

**Clause 3.** Senators, in addition to providing written notice to the President and current Faculty Advisor, must provide notice to their presiding Vice President of the Senate.

**Clause 4.** If a Vice-President resigns, their Vice-Chair shall take over in the interim.

1. If no Vice-Chair was designated, the ASFC President shall hold a special meeting with the purpose to designate a Vice-Chair from that Board, until it is otherwise filled by the Campus Council's vote.
2. The Vice-Chair shall hold all the rights and responsibilities of a regular Vice-President, with the exception of Shared Governance, of which they do not have to attend if their schedule does not allow for it.
3. See Section 6 ("Vacancies in Office") for the process of replacing an Elected position.

## **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 in Article IV - Officers, Section 1 & Section 3.

## **Article V - Boards**

### **Section 1. Board Regulations**

All Boards shall be held by the following stipulations in addition to their own:



**Clause 1. 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 presiding officer.

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. Agents are ex-officio members.

**Clause 2. Meetings**

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

B. Special meetings may be called by the presiding officer, provided written notice must be sent to each member of the legislative body and posted publicly at least 24 hours before the time of the meeting. The notice must state the time and place of the meeting, as well as all business to be transacted or discussed. As according to the Ralph M. Brown Act.

**Clause 3. Quorum**

Two-thirds (2/3) of the voting members of their respective boards constitute quorum.

**Clause 4. 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 5. Rules of Order**

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

**Clause 6. Minutes and Reports**

The Chairing Officer shall cause to be promptly distributed 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. Elected Cabinet**

The name of this Board shall be the Elected Cabinet.

**Clause 1. Purpose and Responsibilities**

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

**Clause 2. Membership**

Voting Members of the Elected Cabinet shall be the ASFC President, who shall be its chair, the Vice President of Finance, Vice President of Administration, Vice President of Activities, Vice President of Inter Club Council, Vice President of the Senate.

**Section 3. President's Board**

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, and Student Rights.

**Clause 2. Membership**

Voting Members of the President's Board shall be the ASFC President, who shall be its chair, the ASFC Parliamentarian, the ASFC Secretary, a Governing Documents Archivist, a Student Rights Officer, the Student Trustee, and any present ex-officio officers.

**Section 4. Finance Board**

The Name of this board shall be the Finance 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 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, scholarships, and ASFC Budget Outreach.

### **Clause 2. Membership**

Voting Members of the Finance Board shall be the Vice President of Finance, who shall be its chair, five (5) Budget Analysts, and any present ex-officio Finance Board officers.

## **Section 5. Administration Board**

The Name of this board shall be the Administration 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, as may be necessary to effectively implement, develop, and coordinate ASFC activities and programs in the areas of Elections, Campus Center, Technology, marketing, and conduct general ASFC office administration with the ASFC Secretary.

### **Clause 2. Membership**

Voting Members of the Administration Board shall be the Vice President of Administration, who shall be its chair, an Elections Commissioner, one (1) Administration Associate, and four (4) Marketing Commissioners.

## **Section 6. Senate Board**

The Name of this board shall be the Senate Board.

### **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, and institutional research as may be necessary to effectively implement, develop and coordinate ASFC activities and programs to address the needs of the students.

### **Clause 2. Membership**

Voting Members of the Senate Board shall be the Vice President of the Senate, who shall be the presiding officer, six (6) Senators, SSCCC Delegate, specialty program liaison positions, and any present ex-officio Senate Board specialty liaisons.

## **Section 7. Activities Board**

The name of this board will be the Activities 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, as may be necessary to effectively implement, develop and coordinate ASFC Activities, Marketing for Activities, Heritage Months, and Communications.

#### **Clause 2. Membership**

Voting Members of the Activities Council shall be the Vice President of Activities, who shall be the presiding officer, two (2) Heritage Month Coordinators, an Activities Marketing Director, an Activities Finance Director, three (3) Event Coordinators, and any present ex-officio Activities Council officers.

### **Section 8. Inter Club Council**

The name of this board will be the Inter Club Council (ICC) Board.

#### **Clause 1. Purpose and Responsibilities**

The purpose of this Board shall be to facilitate clubs with the activation process, financial requests, and event approval.

A. Members of the Associated Students of Foothill College (ASFC) have an inherent right to form clubs among themselves. Such clubs 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 the ICC.

B. Members of the Associated Students of Foothill College (ASFC) have an inherent right to have equal access to club membership and club creation.

C. The ICC Executive Board has an inherent responsibility to protect the above rights from abuse. Abuse and or purposeful misuse of these rights is considered just cause for disciplinary action noted in Clause 7.

#### **Clause 2. ICC Membership**

A. Voting Members of the Inter Club Council Executive Board shall be the Vice President of the

ICC, who shall be the presiding officer, an ICC Finance Director, an ICC Outreach Director, an ICC Student Involvement Coordinator, the ICC Secretary, and any present ICC Board Agents.

B. Voting Members of the Inter Club Council (ICC) shall be the ICC Representatives from each Club.

C. Ex-Officio, non-voting members of the ICC Board shall include the ASFC Parliamentarian and the Student Activities Specialist who shall be the ICC Advisor.

### **Clause 3. Terms of Office**

A. Once elected and/or appointed, the Vice President of the ICC, the ICC Finance Director, the ICC Outreach Director, the ICC Student Involvement Coordinator, and the ICC Secretary shall relinquish their club representation. The club, which they held the representation, shall elect or appoint another representative to the ICC.

B. In the absence of the ASFC Parliamentarian or the ICC Secretary, the ICC Vice President or other members of the ICC Board shall temporarily take over the responsibilities of the ASFC Parliamentarian or ICC Secretary.

C. The Board shall be empowered to accept other such agents as it may deem necessary to effectively conduct its affairs.

### **Clause 4. Process of Activation/Reactivation**

A. Clubs may only Activate or Reactivate within the first five (5) weeks of the quarter and will remain active for the remainder of the academic year unless specified otherwise.

B. Every newly activated or reactivated club must file with the ICC Secretary within four (4) weeks after the date of its activation a proposed constitution. This constitution must be in accordance with the ICC Bylaws and the ASFC Constitution.

1. The club in question is automatically placed under probation, dependent upon approval of its constitution by the ICC Executive Board.
2. If the club in question has not met its deadline of (4) weeks, that club will be placed into hibernation, and will not be allowed to reopen under the previous membership until the following quarter.
3. The Constitution or equivalent Charter Article shall explain in sufficient detail the following:
  - i. Name
  - ii. Purpose and Responsibility
  - iii. Membership
  - iv. Dues (if any) and Member Benefits

- v. Terms of Office
  - vi. Annual Projects
  - vii. Financial Responsibility
  - viii. Process of Amending Articles
  - ix. Rules of Order
4. Failure to provide sufficient detail within the Constitution or equivalent Charter Article may be just cause for its rejection

C. Every newly activated or reactivated club must file with the ICC Secretary within four (4) weeks after the date of its activation a proposed meeting time and location through an accepted process specified by the ICC Executive Board.

D. Every newly activated or reactivated club must have available upon request, a complete officer roster within two (2) weeks after the date of its activation.

E. Failure to submit either the club roster or club meeting time and location within the above deadlines will be just cause for the probation of the club in question.

F. Once a club is fully activated and has met the above requirements, that club shall be considered activated for the entire academic year, provided they maintain good standing with the ICC.

## **Clause 5. Official Club Privileges and Procedure**

### **A. Powers**

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

### **B. Privileges**

Clubs officially recognized under the terms of this Article:

1. May use the name of the College or the Association in conjunction with their own
2. May, in accordance with College policy, use the facilities of the College
3. Must use the financial and accounting services of the College
4. May otherwise participate in the benefits of this association

### **C. Club Meetings**

1. Clubs shall adhere as closely as possible to their announced meeting schedule. The ICC shall be notified of any special meetings or departures from prearranged scheduling.

2. All club meetings shall be announced through the club contact sheet maintained by the ICC Secretary.
3. To maintain active club status, Clubs must meet and send minutes to the current ICC Secretary at a minimum of once per month.
4. ICC weekly reports of all club meetings shall be made available to the ICC upon request.
5. No Club shall attend another Club's meeting with the intent of disrupting the meeting. All substantiated complaints that are made to the ICC will be just cause for the probation and or hibernation of the disruptive club.
6. Clubs shall treat their designated meeting room with respect. Failure to adhere to the room's rules and/or failure to properly maintain and clean up the meeting room after use may lead to a revocation of rights to the room and/or is considered a just cause for probation.

#### **D. Eligibility Requirements**

In order to continue to be officially recognized and supported by the ICC, clubs must adhere to a strict set of guidelines. Clubs will be provided a period of two (2) weeks or (1) official club meeting (whichever one is earlier) in order to correct any violations that occur. Failure to correct any violations within the above deadline will be just cause for the probation of the associated club in question.

1. Every club must have an advisor who is a district employee and is approved by the ICC Advisor.
2. Any changes or updates to a club's Constitution, Officer Roster, or Meeting Times and Location must be provided to the ICC Executive board within one (1) week of its occurrence.
3. If you hold the position of club president or club vice-president (or any iteration of such rank), you may only hold one (1) other officer position within another club. If one does not hold a President or Vice President position (or any iteration of such rank), you may hold up to three (3) total officer positions within other clubs.
4. If you hold the position of ICC Representative (or any iteration of such rank) within a club, you may only represent two (2) other clubs.

#### **E. Disciplinary Powers**

The Inter Club Council Executive Board may, for just cause, place on probation any club through a simple majority vote.

#### **Clause 6. ICC Meeting Procedures**

1. Regular meetings of the ICC Board shall be held weekly (excluding holidays, closed weeks, summer quarter and exam weeks) during the regular academic year.
2. Special meetings of the ICC may be called by the presiding officer, provided written notice must be sent to each member of the legislative body and posted publicly at

least 24 hours before the time of the meeting. The notice must state the time and place of the meeting, as well as all business to be transacted or discussed.

As according to the Ralph M. Brown Act.

3. Failure to attend a Regular Meeting shall result in a single absence, while failure to arrive on time to a Regular Meeting or failure to attend a Special Meeting shall result in a half absence.
4. "Club Day" is considered a quarterly meeting and attendance is mandatory. If absent, your club shall be considered absent and marked accordingly. Depending on how many absences a club has, missing Club Day may be considered a just cause to place the missing club under probation.
5. Once clubs reach 2 absences, a notice shall be sent to the club informing them of their attendance issue, and the potential problems that come from missing any further meetings that quarter. When a club reaches the third (3<sup>rd</sup>) absence from the ICC meetings of any given quarter, an active club shall go into an automatic state of probation.

#### **Clause 7. Judicial Power of the ICC**

ICC Board members have the authority drop-in on club meetings to check on the well-being of the club, regardless of whether or not the club specifies who may be at their meetings.

1. Clubs are funded by public funds and need to adhere to the Ralph M. Brown Act.

#### **A. Probation:**

1. ICC shall have the power to put a club on probation if it violates the ASFC Constitution, Bylaws, Codes or Regulations or if the ICC executive board deems it appropriate upon review and majority vote . Clubs may also ask to be put in a state of hibernation if it desires to become inactive.
2. During probation, a club must maintain attendance. Clubs are not allowed to miss any meetings while on probation. The probation status must be reported to the next meeting of the ASFC Campus Council by the Vice President of the ICC.
3. Clubs on probation may not host any activities, get reimbursements, or request funds. However, they are allowed to hold regular meetings, with the condition that they discuss and correct any violations during the aforementioned meeting.
4. In order to exit probation, a club must do the following:
  - a. Attend all ICC meetings that remain in the Quarter.
  - b. Submit minutes of all meetings that quarter to the ICC Secretary.



- c. The Club's President (or equal rank), ICC Representative, and Advisor must meet with the ICC VP and ICC Advisor to mediate any violations and or issues.
  - d. The ICC Executive Board has the right to remove a club from probation upon review and a majority vote.
5. If a club does not satisfactorily complete probation within a reasonable time frame, the ICC Executive Board maintains the right to place the club state of hibernation for the remainder of the quarter.

**B. Hibernation:**

1. A club may choose to go into hibernation by filing a petition or contacting the Vice President of the ICC to hibernate.
2. While in hibernation, clubs are not permitted to hold events, request funds or meet. In a sense, they are deactivated until they choose to reactivate.
3. Once in hibernation, clubs may not reactivate under the same leadership within the same quarter. If they choose to reactivate within the quarter, the club must have a new set of officers to lead the club.
4. Clubs placed in hibernation as a disciplinary measure must meet with the ICC Executive Board and ICC Advisor in order to be allowed to reactivate the following quarter.
5. 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 8. Special Events**

- A. Every special event planned by a club must be socially and educationally acceptable and in accordance with all federal, state, local, and college regulations.
- B. Any special event, concession, dance, fundraiser, or off-campus events (field trips) must be approved by petition to the ICC, and shall be submitted a minimum of two (2) weeks prior to the event unless other time limits are set (at the discretion of the Vice President of the ICC).
  1. For events involving any independent contractors, have an off campus cater, need custodians and/or Campus Police, or need the promotion time, all required documentation must be submitted to the ICC four (4) weeks prior to the event.
  2. Calendar clearance and the signature of the Student Activities Specialist required before any event petitions are brought before the ICC.

3. Event petitions must be approved by the ICC before any promotion of Events occurs (i.e. flyers, recorded announcements, posters, etc).
4. Before distribution, the Office of Student Activities must approve all promotional materials.

C. Some events may require other forms, applications, and/or additional documentation.

D. Failure to adhere to these conditions is considered a just cause for event cancelation and/or probation of the violating club.

### **Clause 9. Equipment & Item Purchases**

A. Equipment and Items purchased on behalf of a student club or organization is the property of the Inter Club Council via ASFC, and is considered “on loan” to the student club or organization.

1 Managed by the ICC Finance Director

B. All equipment must be accounted for and a detailed list of equipment is to be sent to the ICC Secretary at the end of each Quarter. Any missing or damaged equipment is up to the Club to replace or fix without using ICC funds (including reimbursements).

C. Failure to adhere to these conditions is considered a just cause for confiscation of club equipment and/or probation of the violating club.

### **Clause 10. Club Finances**

All Club finances must be transacted in accordance with the ICC Finance Code. Failure to adhere to the ICC Finance code is considered a just cause for probation.

### **Clause 11. Quorum**

Two-thirds (2/3) of the voting members of the Club’s Board constitute a quorum.

### **Clause 12. Voting Rules**

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

### **Clause 13. Rules of Order**

Except as otherwise specifically provided 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 14. Minutes and Agendas**

The ICC 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 ICC Meeting shall be posted within 72 hours after adjournment. Agendas for the upcoming Meeting shall be posted 72 hours in advance.

**Article VI - Shared Governance****Section 1. Student Representatives****Clause 1.**

Each Elected Officer (Senators, Vice-Presidents, President), must serve on a minimum of 1 Shared Governance council or committee(s) every quarter.

**Clause 2.**

Each elected officer must coordinate with the president

**Section 2. Shared Governances**

The Shared Governances councils shall include, but not be limited to the following:

- Academic Senate
- Chancellor's Advisory Council
- Classified Senate
- College Advisory Council
- Community & Communication
- De-Anza Student Government
- Equity & Education
- Revenue & Resources

**Section 3: Duties and Responsibilities of Student Representatives**

Each Student Representative shall:

1. Act in accordance with the governing documents of their shared governance.
2. Identify and consider matters pertaining to the general welfare of the student body and recommend appropriate actions to the ASFC Campus Council.

3. Serve in a voting position, and vote with the whole student perspective, and be able to provide ASFC with the insight unless the position is indicated as ex-officio
4. Submit a shared governance report to the ASFC President within one (1) week of their respective Shared Governance meetings.
5. Present the shared governance report during the following ASFC Council meeting.

#### **Section 4: Outreach**

Campus Council must advertise any available positions, after making the initial shared governance appointments with the elected cabinet the previous year, and must update the available shared governance position at the end of every quarter.

#### **Section 5: Nomination:**

Members of ASFC may fill out an officer application to be verified for eligibility. Once verified, the appointment shall be made Official at Campus Council.

### **Article VII - Committees And Commissions**

#### **Section 1. Committees**

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 Campus Center, Student Rights, Student Representation Fee, Evaluations Committee, Bylaws Committee, and Elections 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 (Investigation Committee is an example of an Ad Hoc Committee).

**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 IX - Codes, Regulations And Policies**

The ASFC Campus Council shall be empowered to develop, or cause to be developed, enact and otherwise promote such codes, regulations, and policies as are consistent with the ASFC

Constitution and these Bylaws and as may be necessary to the efficient and effective operation of the association.

## **Article X - 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 no later than 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, Bylaws and Codes, and in the best interests of the Associated Students of Foothill College.”

## **Article XI - 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 a roll call or leaving early will be counted as half (1/2) an absence at the chair’s discretion. After 3 (three) absences, ASFC Campus Council will charge the Elected Cabinet to review the officer(s) in question and present a recommendation to Council.

**Clause 1.** If a meeting that was scheduled to begin can not start due to a lack of quorum, the individuals responsible for quorum not being met shall receive an absence. This does not apply to meetings already in progress.

## **Article XII - Removals**

Allegations may be brought to the President's Cabinet by an individual ASFC member(s) against another for the purpose of removing the member in question from office. After the President's Cabinet has openly discussed it, all charges must be brought to the Campus Council. When charges are brought against any member of this Council or any board, commission, committee or agency represented in these Bylaws 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. 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. Considerations**

In order to consider the removal of an officer, a form or letter of grievance must be submitted by the plaintiff(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. A report from the Evaluations Committee must be presented and taken into consideration by the Investigation Committee.

#### **Clause 3. Complaints**

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 the President's Cabinet.

**Clause 4. Action**

The President's Cabinet shall decide if the allegations in the grievance form(s) are in order with the ASFC Bylaws, 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. Investigation Committee****Clause 1. Investigation**

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 elect 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 elected body, or at the chair's discretion, 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.** Prior to adjournment, 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 by 2/3 majority. 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 4. 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 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.

**Clause 6.** At any time after a grievance is submitted, the defendant may resign their position.

- A. If a defendant resigns their position, they may not apply for an Appointed or Elected position for the remaining duration of the academic year.
- B. They may however, apply for an Elected position for the next academic year, when the spring election process becomes available.
- C. They may apply to be an Agent during the current academic year.

## **Section 5. 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.

**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 XIII - Posting Of Agendas And Minutes**

### **Section 1. Agendas & Minutes Regulations**

All Agendas and Minutes must adhere to the Ralph M Brown Act.

**Clause 1.** All agendas of the ASFC Campus Council and the Budget Commission will be posted publicly, and online in the appropriate location of the Foothill College website no later than seventy-two (72) hours prior to the upcoming Council Meeting. Minutes of the ASFC Campus Council and the Budget Commission shall be posted online in the appropriate location of the Foothill College website within ninety-six (96) hours after the conclusion of the meeting of which they were recorded at. For special meetings, please see elsewhere herein.

**Clause 3.** Once the ASFC Campus Council and the Budget Commission minutes have been approved from the previous meeting, any corrections are to be made and posted online in the appropriate location of the Foothill College website within twenty-four (24) hours.

**Clause 4.** All other ASFC Boards, Committees, Commissions, and Councils must post their agenda seventy-two (72) hours prior to their meeting outside the ASFC Office in view of the public. For special meetings, please see elsewhere herein.

<p><b>Amended:</b>  Winter Quarter 1971  Spring Quarter 1973  Spring Quarter 1981  Fall Quarter 1981  Winter Quarter 1982 Fall  Quarter 1983  Winter Quarter 1986</p>	<p>Winter Quarter 1989  Spring Quarter 1991  Spring Quarter 1996  Spring Quarter 2003  Spring Quarter 2006  Summer Quarter 2011 Spring  Quarter 2012  Summer Quarter 2012</p>	<p>Spring Quarter 2013  Summer Quarter 2013  Spring Quarter 2014  Summer Quarter 2014  Spring Quarter 2016  Fall Quarter 2019  Spring Quarter 2020  Spring Quarter 2021</p>
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