

Associated Students of Berkeley City College | By-Laws of the ASBCC

Article I – Governing Documents

All officers of the ASBCC – the President, Vice Presidents of the ASBCC, Secretary, Senators, and Judicial Council members – must abide by the Brown Act, Robert’s Rules of Order, The ASBCC Constitution, and the ASBCC bylaws. In the case that interpretation of the aforementioned documents is necessary, the Judicial Council shall be called upon to interpret the documents.

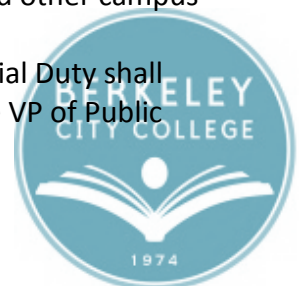
Article II - Senatorial Duties

Section 1 - Senatorial Duties: Each member of the Senate shall assume responsibility for one of the following eight senatorial duties, with the exception of Student Services Focusing on Special Populations, which shall have two senators assigned to the role. These senators may divide their role as they see fit.

1. **Information and Organizational Systems:** The Senator who is appointed to oversee Information and Organizational Systems shall assume responsibility for the following areas of focus and strategic partnerships by complying with Section 2 of this article.
 - a. **Areas of Focus:** Areas of focus for this Senatorial Duty shall include, but are not limited to, ASBCC Organizational Systems (e.g. Google docs) and ASBCC Communication Systems (e.g. Websites and Monitors).
 - b. **Strategic Partnerships:** Strategic Partnerships for this Senatorial Duty shall include, but are not limited to, ASBCC VP of Administration, ASBCC Secretary, ICC Secretary, and the BCC Technology Committee.

2. **Campus Sustainability:** The Senator who is appointed to oversee Campus Sustainability shall assume responsibility for the following areas of focus and strategic partnerships by complying with Section 2 of this article.
 - a. **Areas of Focus:** Areas of focus for this Senatorial Duty shall include, but are not limited to, finding and supporting sustainability initiatives as well as seeking outside partnerships and opportunities.
 - b. **Strategic Partnerships:** Strategic partnerships for this Senatorial Duty shall include, but are not limited to, the Peralta Community College Sustainability Committee, facilities committee, as well as sympathetic administrators, faculty, and staff.

3. **Community Building:** The Senator who is appointed to oversee Community Building shall assume responsibility over the following areas of focus and strategic partnerships by complying with Section 2 of this article.
 - a. **Areas of Focus:** Areas of focus for this Senatorial Duty shall include, but are not limited to, the monthly Townhall event, ASBCC events, and other campus social events.
 - b. **Strategic Partnerships:** Strategic Partnerships for this Senatorial Duty shall include, but are not limited to, the ASBCC VP of Programs, the VP of Public Relations, and the BCC Ambassadors.



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4. **Student Services Focusing on Student Transfer:** The Senator who is appointed to oversee Student Services Focusing on Student Transfer shall assume responsibility over the following areas of focus and strategic partnerships by complying with Section 2 of this article.
 - a. **Areas of Focus:** Areas of focus for this Senatorial Duty shall include, but are not limited to, Transfer Service Community (TSC), Transfer Alliance Project (TAP), Transfer Admissions Guarantee (TAG), Berkeley Experience, and Scholarships.
 - b. **Strategic Partnerships:** Strategic Partnerships for this Senatorial Duty shall include, but are not limited to, the Directors of each of the programs mentioned in Areas of Focus, as well as all members of the Student Services Committee.

5. **Student Services Focusing on Special Populations:** The Senators who are appointed to oversee Student Services Focusing on Special Populations shall assume responsibility over the following areas of focus and strategic partnerships by complying with Section 2 of this article.
 - a. **Areas of Focus:** Areas of focus for this Senatorial Duty shall include, but are not limited to, DSPS, EOPS, Trio, and International Students.
 - b. **Strategic Partnerships:** Strategic Partnerships for this Senatorial Duty shall include, but are not limited to, the Directors of each of the programs mentioned in Areas of Focus, as well as all members of the Student Services Committee.

6. **Student Services Focusing on Primary Services:** The Senator who is appointed to oversee Student Services Focusing on Primary Services shall assume responsibility over the following areas of focus and strategic partnerships by complying with Section 2 of this article.
 - a. **Areas of Focus:** Areas of focus for this Senatorial Duty shall include, but are not limited to, Financial Aid, Counseling, Admissions and Records, and the Cashiers office.
 - b. **Strategic Partnerships:** Strategic Partnerships for this Senatorial Duty shall include, but are not limited to, the Directors of each of the programs mentioned within Areas of Focus, as well as all members of the Student Services Committee.

7. **Student Services Focusing on Academic Services:** The Senator who is appointed to oversee Student Services Focusing on Academic Services shall assume responsibility over the following areas of focus and strategic partnerships by complying with Section 2 of this article.
 - a. **Areas of Focus:** Areas of focus for this Senatorial Duty shall include, but are not limited to, the Learning Resource Center and tutoring services, PACE, as well as BCC Learning Communities, and Honors Societies.



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- b. **Strategic Partnerships:** Strategic Partnerships for this Senatorial Duty shall include, but are not limited to, the Directors of any programs and departments mentioned within Areas of Focus, as well as all members of the Student Services Committee.

- 8. **External Affairs:** The Senator who is appointed to oversee External affairs shall assume responsibility over the following areas of focus and strategic partnerships by complying with Section 2 of this article.
 - a. **Areas of Focus:** Areas of focus for this Senatorial Duty shall include, but are not limited to, Board of Trustees, Peralta Student Council (*not officially recognized by Board of Trustees), and Regional meetings.
 - b. **Strategic Partnerships:** Strategic Partnerships for this Senatorial Duty shall include, but are not limited to, Regional Senators and Student Trustees.

Section 2 - Expectation of Senatorial Duties:

1. Senators shall attend shared governance meetings that are relevant to each of his or her area(s) of focus. If a senator cannot attend their shared governance meeting(s), they may appoint a proxy to do so in their place.
2. Senators shall engage in an existing project and/or start a new project that relates to each of his or her area(s) of focus.
3. Senators shall establish and maintain strategic partnerships that are relevant to each of his or her area(s) of focus.
4. Senators shall give weekly one minute reports on each of his or her area(s) of focus. Weekly reports will include any activities that have been engaged by the Senator and any meetings they have attended.
5. Senators shall give bi-monthly five minute presentations on each of his or her area(s) of focus. Bi-monthly reports will include the following: the descriptions of that Senator's area(s) of focus, the issues which that Senator might be facing and/or the objective(s) he or she is achieving, the plans which that Senator has, and/or is making, in order to move forward regarding their area(s) of focus.

Section 3 - Appointment of Duties:

1. Senators shall submit a request to the Executive board before the end of the second week of the first semester indicating their preference for Senatorial Duties (see Section 1).
2. The Executive Board shall review requests in order to match one Senator with one Senatorial Duty. This decision shall be made by end of the third week of the first semester.
3. The President shall appoint each Senator to one Senatorial Duty.



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Article III – Executive Branch

Section 1 – Principles

The Executive Branch has a pertained degree of independence and power within its prescribed capacity. The Executive Branch is a part of the Student Government that has the authority of daily administration and executing acts of BCC and Student Government.

Section 2 – Executive Board

1. The Executive Board appoints Committees and consists of: The ASBCC President, the Vice President of Administration, Vice President of Programs, Vice President of Finance, Vice President of Public Relations, and Secretary.
2. The Executive Board is the head of the Executive Branch. It is their responsibility to conduct all critical decisions and supervise Committees.

Section 3 – Committees

1. A Committee is an organizational subset of the ASBCC that is dedicated to a specific function.
2. Committees are separated from the Executive Board and have the authority allotted to them by the ASBCC President to perform the duties that are necessary to their cause.
3. In case of law infringement by any committee member's president, the ASBCC President has the power to dismiss the committee chairman.
4. The ASBCC President cannot dismiss a member of a committee, but can make a proposal to the committee chair to dismiss the member of that committee.

Subsection 3.1 - Standing Committees

1. A Standing Committee is a permanent committee that is intended to specialize in and consider a certain function. The Standing Committees are currently the Elections Committee, Finance Committee, Marketing Committee, and Documents Committee.

Subsection 3.2 - The Roles of the Standing Committees

1. Elections Committee: The Elections Committee is responsible for the oversight and direction of all election proceedings. Actions taken by the Elections Committee must all act in accordance with the Peralta Community College District's Administrative Procedure 5410, which shall govern all elections. The Elections Committee shall be chaired by the President of the ASBCC. If the ASBCC President is running in the election, they may appoint a chair in their place.
2. Finance Committee: The Finance Committee's role is to manage and allocate all funds for the ASBCC and ensure that all monetary resources are handled in a manner consistent with the ASBCC Financial Code. The Finance Committee shall be chaired by the Vice President of Finance and co-chaired by the ICC Treasurer.



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3. Marketing Committee: The goal of the Marketing Committee is to effectively market all ASO events and coordinate with Campus Life to promote student services. The Marketing Committee shall be chaired by the Vice President of Public Relations.
4. Documents Committee: The Documents Committee is responsible for the maintenance and modification of all governing documents for the ASBCC. These documents include, but are not limited to, the ASBCC Constitution, ASBCC Bylaws, BCC Clubs and Organizations Code Conduct, ASBCC Financial Code, and all addendums to ASBCC documentation. The Documents Committee shall be chaired by the Chief Justice of the Judicial Council.

Section 4 - ASBCC Council Meetings

1. The Executive Board is responsible for the effective planning and operation of ASBCC Council meetings.

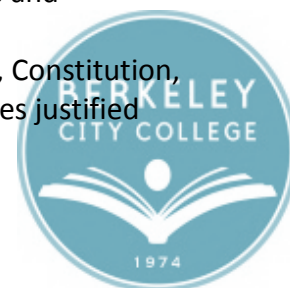
Subsection 1 - Special Meetings

1. The President has the authority to call special meetings.
2. Special meetings can only be called to order 24 hours after the agenda has been posted and 3/4ths of the voting members of the ASBCC council are in attendance.
3. Minutes of previous meetings can be approved during special meetings.
4. Discussion items can be considered during any special meeting.
5. Action items can only be considered for a vote during special meetings if the content of the proposed motion can be cited in the minutes of a previous meeting. New information pertinent to the proposed motion may be brought up during discussion of the motion.

Article IV – Judicial Council:

Section 1 – Rights and Obligations

1. The judicial power of the ASBCC shall rest with the Judicial Council, which shall act with a guarantee of impartiality and transparency.
2. The Constitution has the highest importance of all governing documents. The Judicial Council will never interpret its priority.
3. The Judicial Council has the responsibility to monitor the constitutionality of the Executive and Legislative Branches' actions.
4. The Judicial Council has the obligation to interpret the ASBCC Constitution, determine the meaning of the Bylaws and other acts of ASBCC by request of the Student Body.
5. The Judicial Council makes decisions for disputes about powers and obligations of ASBCC authorities.
6. The Judicial Council shall review infringements of Campus Rule, Constitution, Bylaws, Codes, and other acts of BCC and may stipulate penalties justified within the ASBCC Constitution at their discretion.



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7. The Judicial Council may ask the Administration of the ASBCC or Board of Trustees for assistance in resolving any dispute brought forth.

Section 2 – Procedure

1. Requests of review shall be submitted to the Judicial Council on any issues within ASBCC.
2. Pleadings to the Judicial Council are to be publically posted to the Student Body of the ASBCC.
3. The Judicial Council shall follow all internal corrections and grievance procedures as laid out within Addendum A to this section.

Section 3 – Meetings

1. The Chief Justice schedules the Judicial Council meetings. Quorum of these meetings shall consist of a simple majority of the Judicial Council.
2. These meetings must occur at least once per week unless extenuating circumstances occur.

Section 4 – Discipline

1. Every member of the Judicial Council has an obligation to be present at all Judicial Council meetings.
2. The Chief Justice has the right to introduce disciplinary and attendance rules that which are in accordance with the ASBCC Constitution and all other governing documents.
3. The Chief Justice may levy sanctions against Judicial Council Members, included but not limited to warnings, notions, and dismissals. All sanctions must be justified within the Constitution.

Article V – Clubs and Organizations

Section 1 – Club Formation

1. An individual wishing to form a club must be a student of Berkeley City College who has met the requirements stated within the club-chartering packet, and must create a club constitution that follows the club constitution outline found within the club-chartering packet. The constitution must then be approved by the Club Representative, Club Staff Advisor, the Vice President of Programs, and the Chief Justice, with signatures from each.
2. Clubs that have had their constitution approved by the Chief Justice's signature, a valid Club Staff Advisor signature, and the signature of the Vice President of Programs advocating the completion of the necessary steps to be approved by the ICC are considered eligible for chartering at an ASBCC Meeting.
3. Each club must have a club representative at the ASBCC council meeting to be chartered.



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4. The Inter Clubs Council shall elect two (2) Inter Clubs Council Representatives to serve as voting members of the ASBCC Council. They shall foremost serve the general interests of the membership of the ICC and act as their advocates above all else.
5. All clubs, once chartered, must abide by the BCC Clubs and Organizations Code of Conduct.

Section 2 – Impartial Clause

1. It is unlawful for any clubs or organizations within the ASBCC to discriminate against or disallow membership or election to a student on the basis of race, ethnicity, sex, creed, national origin, ancestry, disability, age, sexual orientation, or gender identity.

Section 3 – Funding Requests

In order to receive funds for events, activities, food, or materials desired by the club, the budget proposal for these events, activities, foods, or materials must be submitted to the ASBCC for approval before funds will be given.

Article VI – Finance

Section 1 – Financial Procedure

- a. All financial procedures shall be in accordance with the ASBCC Financial Code.

Section 2 – Semester Budget

- a. The ASBCC shall adopt a tentative budget as written by the Finance Committee, within the first two weeks of the beginning of the respective semester.

Article VII - Enabling Clause

Section 1 - Ratification and Amendments

- a. This document may be amended by and take effect upon its approval by a two-thirds majority vote by the ASBCC Council.

