**Bylaws of the Associate Students of Berkeley City College**

**Article I – Governing Documents**

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

**Article II - Senatorial Duties**

Section 1 - 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 3).

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.

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, when available.

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 - Senatorial Duties

A. Each member of the Senate shall assume responsibility for one of the following seven senatorial duties.

1. Information and Organizational Systems: The Senator whose duties are over Information and Organizational Systems 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, ASBCC Organizational Systems (i.e. Google docs) and BCC Communication Systems (i.e. 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, BCC Technology Committee.

2. Campus Sustainability: The Senator whose duties are over Sustainability 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, 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, as well as sympathetic administrators, faculty, and staff.

3. Community Building: The Senator whose duties are over 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 Townsquare event, ASO 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 ASBCC Communication Officer, and all members of the ASBCC Community Committee.

4. Student Services Focusing on Student Transfer: The Senator whose duties are over 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, BCCSC Peer Advisors, TAP, 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 Senator whose duties are over 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 whose duties are over 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 in Areas of Focus, as well as all members of the Student Services Committee.

7. Student Services Focusing on Academic Services: The Senator whose duties are over 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.

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

**Article III – Executive Branch**

Section 1 – Principles

The Executive Branch has pertained degree of independence and power within 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 is comprised of Committees and is headed by the Executive Board. Executive Board consists of: President, Vice President of Administration, Vice President of Programs, Communications Officer, Treasurer, and Secretary.
2. TheExecutive 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.
2. Committees are separated form 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.

Section 4 -AS Council Meetings

A. The Executive Board is responsible for the effective planning and running of ASBCC Council meetings.

B. 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 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 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 power s and obligations of ASBCC authorities.
6. The Judicial Council shall review infringements of Campus Rule, Constitution, Bylaws, Codes and other acts of BCC and stipulate penalties justified within the ASBCC Constitution.
7. The Judicial Council may ask Administration of the ASBCC or Board of Trustees for assistance in resolving and 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.

Section 3 – Meetings

The Chief Justice schedules the Judicial Council meetings. Quorum of these meetings shall consist of a simple of the Judicial Council.

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 can make sanctions to the Judicial Council Members, such as warnings, notions, and dismissals. As long as these sanctions are justifiably constitutional.

**Article V – Clubs and Organizations**

 Section 1 – Club Formation

1. To form a club one must be a student of Berkeley City College whom has met the requirements stated on the Club Charter Packet, and must create a club constitution that follows the club constitution outline within the club-chartering packet and then have approval of the constitution by the Club Representative, Club teacher Advisor, The Vice President of Programs, and the Chief Justice, with signatures.
2. Clubs that have had their constitution approved by the Chief Justice’s signature, a valid Club Teacher 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 meeting to be chartered.

Section 2 – Impartial Clause

It is unlawful for any clubs or organizations to discriminate against or disallow membership or election to a student because of race, color, sex, creed, national origin, ancestry, disability, age, or sexual orientation.

Section 3 – Funding Request

1. In order to receive funds for events, activities, or materials desired by the club, the budget proposal for these events, activities, or materials must be submitted to the ASBCC for approval before funds will be given.
2. Council shall not consider funding requests for food.

**Article VI – Elections**

 The Peralta Community College Election Code, Board Policy 4.90, shall govern all Elections.

**Article VII – Finance**

Section 1 – Financial Procedure

 Financial procedures shall be in accordance with the ASCBCC Financial Code.

Section 2 – Semester Budget

 The ASBCC shall adopt a tentative budget within the first two weeks of the beginning of the respected semester.