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# Associate Students of Porterville College

## CONSTITUTION

### PREAMBLE

We, the Associated Students of Porterville College, in order to promote activities which contribute to the development of skill and facility in human relations, the development of leadership ability, and the recreational and social needs of students, do hereby establish this Constitution and assume the extensive power and duties of self-government delegated to us by the Kern Community College Board of Trustees through the Chancellor of this District and the President of Porterville College.

### Article 1 – Names and Colors

- Section 1 - The name of this organization shall be the Associated Students of Porterville College.
- Clause 1 - The sobriquet shall be “Pirates.”
- Section 2 - The Central Governing Body of this Association shall be the Porterville College Student Senate.
- Section 3 - The official colors shall be crimson and black.

### Article 2 – Membership

- Section 1 - All duly registered students of Porterville College in good standing and owners of current Student Body Cards shall be active members of the Associated Students of Porterville College.
- Section 2 - Only active members of this Association shall hold any office, receive any funding or any other benefits, or represent this Association in any other way.
- Section 3 - The Student Senate with the approval of the College President shall establish the price of the Student Body Card for the upcoming year.
- Section 4 - No refunds shall be made on Student Body Cards once the student has attended class. Special circumstances for refunds must be approved by a majority vote of Student Senate members.

Section 5 - An honorary participant membership of this Association may be bestowed upon the District Chancellor, Porterville College Administrators, all PC Faculty members, all PC Classified employees, and the Board of Trustees.

### Article 3 – Qualifications of Officers

Section 1 - The candidates for elective or appointive office shall:

Clause 1 - Be an active member of the Associated Students of Porterville College.

Clause 2 - Have a cumulative grade point average of 2.0 for all courses completed at Porterville College. Must maintain at least a 2.0 grade point average during their term of office.

Clause 3 - Carry at least 12 units per semester during their term of office (Evening students must carry at least 6 units per semester).

Clause 4 - Attend all meetings and activities as scheduled. Any member who is excessively absent during his/her term can be subject to dismissal from office by two-thirds majority vote of the Student Senate.

Section 2 - All elective or appointive officers shall hold office for one college calendar year unless otherwise specified and approved by the ASPC.

### Article 4 – Elective & Appointive Officers of this Association

Section 1 - The President of this Association shall be elected by the majority vote of current Porterville College students and shall:

Clause 1 - Act as President of the ASPC Student Senate.

Clause 2 - Carry out the provisions of this Constitution and all that is in effect.

Clause 3 - Appoint all officers not otherwise elected (with majority approval of the Senate).

Clause 4 - Appoint and dissolve committees not provided for by this Constitution or its by-laws.

Clause 5 - Call all meetings of the Student Senate.

Clause 6 - Vote, make and second motions.

Clause 7 - Act as an official representative of the Associated Students of Porterville College.

Clause 8 - Be responsible for preparing the agenda for Student Senate meetings.

Clause 9 - Prior to the end of his/her term of office, prepare a message summarizing the student activities during their term of office.

Clause 10 - Exercise such other powers as have been granted by this Constitution, or shall be granted by the Student Senate in accordance with this Constitution.

Clause 11 - Be an ex officio member of all committees.

Clause 12 - Any President not fulfilling his/her duty in a rightful matter is subject to removal from

office by  $\frac{3}{4}$  majority vote of the ASPC Student Senate. Conditions for removal may include improper use of ASPC property, funds, negligence, and/or misrepresentation of ASPC.

Section 2 - The Vice President of this Association shall be appointed by the President and approved by  $\frac{2}{3}$  majority vote of the Student Senate and shall:

- Clause 1 - Assume the duties of President during any absence and succeed to that office upon the resignation or disqualification of the President.
- Clause 2 - Perform other duties as may be specified by the President of ASPC.
- Clause 3 - Vote, make and second motions.
- Clause 4 - Set meetings for and co-chair the Inter-club Council (ICC).

Section 3 - The Recording and Corresponding Secretary of this Association shall be appointed by the President and approved by  $\frac{2}{3}$  majority vote of the Student Senate. He/She shall:

- Clause 1 - Keep accurate written minutes of proceedings transacted during Student Senate meetings and maintain a complete and current file of all such minutes in the Student Senate Office, the Library and the Porterville College Business Office.
- Clause 2 - Prepare and post a copy of the minutes of the meetings of the Student Senate on the official bulletin board.
- Clause 3 - Keep a current file of all measures passed Constitutional amendments, and changes of the by-laws and standing rules of the Association.
- Clause 4 - Keep a current record of all standing and special committees.
- Clause 5 - Conduct such other secretarial duties as specified by the Student Senate President.
- Clause 6 - Conduct official correspondence for the ASPC when directed by the Student Senate President and keep accurate files of all correspondence and records.

Section 4 - The Treasurer of this Association shall be appointed by the President and approved by  $\frac{2}{3}$  majority vote of the Student Senate. He/She shall:

- Clause 1 - Coordinate with the Student Senate Advisor and the Business Office in preparing a monthly update of all ASPC funds and transactions. This update will be used in all meetings for the approval of any additional expenditures to the approved annual budget.
- Clause 2 - Perform all monetary transactions as voted by the Student Senate.

Section 5 - The Historian of this Association shall be appointed by the President and approved by  $\frac{2}{3}$  majority vote of the Student Senate. He/She shall:

- Clause 1 - Keep an annual record of all campus and community activities related to Porterville College and this Association in a scrapbook.

Section 6 - The Webmaster of this Association shall be appointed by the President and approved by  $\frac{2}{3}$  majority vote of the Student Senate. He/She shall:

- Clause 1 - Maintain a 2.0 Cumulative G.P.A.

- Clause 2- Maintain close contact with the ASPC President and the Porterville College Graphics Center.
- Clause 3- Be responsible in updating the ASPC Website.
- Clause 4- Be paid as approved by the ASPC.

#### Article 5 – Governing Body

##### Section 1 - Name

- Clause 1 - The name of the governing body shall be the Associated Students of Porterville College.

##### Section 2 - Composition

- Clause 1 - The composition of the Governing Body shall include the President of the ASPC, Vice President, Recording and Corresponding Secretary, Treasurer, Historian and seven (7) student officers elected in accordance with Article 6 whose titles are described as follows:

The Senator of Athletics and Intramurals shall work with the Porterville College Athletic Director and be aware of athletic events and the results of those events. He/she will direct an intramural athletic program for students during the school year.

The Senator of Health Services shall work with the Campus Nurse/Wellness Center Director in the coordination of health related services and activities.

The Senator of Academics and Campus Communications shall work with the appropriate Dean of Learning and serve on the Curriculum Committee to represent students. He/she will work with the Director of Student Affairs and the Public Information Officer to disseminate information to students and to the public about student events and concerns.

The Senator of Campus Activities and the Student Center/Game Room shall work with the Director of Student Affairs and serve as co-chair of the Inter-club Council. He/she will coordinate campus activities and the use of the Student Center and Quad for activities and events. He/she will assist the Senator of Athletics and Intramurals in the coordination of intramural activities.

The Senator of Student Services and Fine Arts shall work with the appropriate Dean of Learning and keep informed of information and services available to students on campus. He/she will maintain contact with the Fine Arts Division and keep students informed on events in art, band, drama and choir.

The Senator of Vocational Occupations shall work with the Dean of Vocational Education and be informed about activities and concerns of vocational students.

Section 3 - Meetings:

- Clause 1 - The Student Senate shall meet at least once during each five-day week of the college calendar excluding summer operation.
- Clause 2 - The Student Senate President may call special meetings of the Student Senate or one-third of the Student Senate members may request the President to do so.
- Clause 3 - A quorum at any Student Senate meeting shall consist of one more vote than 50 % of all voting membership.
- Clause 4 - The Committee for summer operation shall be selected from the Student Senate at the last meeting in May and will meet as needed. The Committee will consist of at least three students and the advisor with a quorum consisting of one more vote than 50 % of those selected.

Section 4 - Powers: The Student Senate of this Association shall:

- Clause 1 - Have the power to legislate and execute all resolutions, by-laws and codes governing the Association, subject to referendum.
- Clause 2 - Recommend policies, set standards, and make recommendations to the College and District administration.
- Clause 3 - Represent the Association in all internal and external affairs.
- Clause 4 - Supervise all ASPC activities and have the power to require reports from any organization or from their faculty advisors as may be authorized by the College President. All activities requests should be approved by the Student Senate, the Director of Student Affairs and the chairpersons of the Inter-club Council.
- Clause 5 - Grant charters by a two-thirds vote to any on-campus club or organization submitting its constitution with the approval of the ASPC Student Senate.
- Clause 6 - Hear reports of all officers, agents, and committee chairmen of this Association.
- Clause 7 - Require all officers and members of this Association to comply with the provisions of this Constitution.
- Clause 8 - Consider for ratification and pass by two-thirds vote all Student Senate Presidential appointments.
- Clause 9 - Exercise supervision and control over all expenditures of ASPC funds.
- Clause 10 - Have the right of free discussion in its meetings and show responsibility on behalf of the Association for exercising both caution and discretion in all issues concerned.

Section 5 - Voting

- Clause 1 - No student shall hold more than one office.

Section 6 - Terms of Office

- Clause 1 - No student shall serve on the Student Senate for a period longer than four (4) semesters (excluding summer session).

Section 7 - Association By-laws, Statutes, and Codes

Clause 1 - No by-laws, statutes, or codes of the ASPC shall be repealed or amended except by two-thirds vote of the Student Senate.

Article 6 – Nominations and Elections

Section 1 - Selection and Election of the Student Senate.

Clause 1 - The Student Senate shall appoint an election committee to oversee all aspects of the student selection and election.

Clause 2 - All students will be notified two weeks before the election as to position openings. Candidates must submit an election petition signed by twenty-five (25) current Porterville College students to the ASPC Advisor(s) by the deadline set in the middle of the Spring Semester. All nominees must be current Porterville College students and carry a 2.0 GPA.

Clause 3 - All nominees must be notified by the election committee that their name will appear on the ballot.

Clause 4 - The general elections will be held two (2) weeks after the set closing of nominations.

Clause 5 - Polls shall be open for a two-day period from 10:00 a.m. until 2:00 p.m. and 5:00 p.m. until 7:00 p.m.

Clause 6 - All general ASPC elections shall be by popular vote through secret ballots.

Clause 7 - No student shall be a candidate for more than one office.

Clause 8 - Special elections may be called by a two-thirds vote of the Student Senate.

Article 7 – Amendments

Section 1 - The ASPC Constitution may be amended by three-fourths vote of the ballots cast in any general or special election. Amendments may be proposed by a two-thirds vote of the Student Senate or by a petition signed by 25% of the members of this Association.

Clause 1 - Any proposed amendment shall be made public at least seven (7) instructional days prior to the election.

Clause 2 - The Secretary of this Association shall record and publish all amendments in public view and on the ASPC Website.

Article 8 – Initiative, Referendum, and Recall

Section 1 - The Associated Students shall have the power to initiate rules, regulations, and laws by means of a petition signed by 25% of its active members. This petition shall be presented to the ASPC Student Senate who shall call an election within fifteen (15) days after filing of the petition. The text of the proposed legislation must be published at least seven (7) days prior to the election. A majority of the votes cast shall be sufficient to pass such legislation. Should the Student Senate pass such proposed legislation by a

two-thirds vote as presented, it shall not be submitted to the electorate and shall become effective immediately.

Section 2 - Any rules, regulations, or laws passed by the Student Senate, except financial, shall be subject to the referendum vote of the ASPC for ten (10) instructional days. A written petition signed by 25% of the electorate shall be necessary for the referendum. The petition shall be presented to the ASPC Student Senate, who shall call a special election within fifteen (15) instructional days after filing petition. The text of the petition shall be published at least seven (7) instructional days prior to the election. A majority of votes cast shall be sufficient to rescind action.

Clause 1 - The Student Senate may submit any proposed legislation to the general student population for confirmation.

Section 3 - No measures passed by popular vote shall be changed except by another popular election.

#### Article 9 – Bylaws

Section 1 - The Student Senate shall create and enforce by-laws in accordance with the aims of this Constitution.

Clause 1 - All codes shall become effective upon acceptance by three-fourths majority of the Student Senate and shall be continuous until amended or revoked by three-fourths vote of the Student Senate.

#### Article 10 – Ultimate Authority

Section 1 - In accordance with laws of the State of California, the State Board of Education, and the Kern Community College Board of Trustees, the ultimate authority in all matters of the Student Government shall rest with the President of Porterville College.

# ASSOCIATED STUDENTS OF PORTERVILLE COLLEGE

## BYLAWS

### I. Legislative Authority

- 1.01 Legislative authority shall be vested in the Inter-Club council and the ASPC Student Senate. Each member of the Inter-Club Council/Student Senate shall have only one vote on each issue.
- 1.02 General supervision over all the ASPC activities shall rest with the ASPC Student Senate and the Inter-Club Council.
- 1.03 The Inter-Club Council/Student Senate shall approve the ASPC Budget by May 1 and all expenditures of ASB funds that exceed \$50.00.
- 1.04 The Inter-Club Council/Student Senate shall approve all club constitutions.
- 1.05 The Vice-President of the ASPC Student Senate shall be the presiding officer of the Inter-Club Council/Student Senate.
- 1.06 The Inter-Club Council/Student government shall have the power to make rules and regulation concerning ASPC, except amendments to the Constitution and By-laws, which is the responsibility of the Student Senate. Any PC student shall upon the sponsorship of a Student Senator have the right to submit a rule or regulation to the Inter-Club Council/Student Senate.
- 1.07 All agenda items must be submitted in writing to the presiding officer no later than 4:00 p.m. on the Monday preceding the Inter-Club Council/Student Senate meeting.
- 1.08 Completed Inter-Club Council/Student Senate agendas will be placed in Inter-Club Council/Student Senate members' mailboxes thirty-six (36) hours preceding the next Inter-Club Council/Student Government meeting.
- 1.09 Two-third vote of the active Inter-Club Council/Student Senate shall cause any proposal vetoed by the President of ASPC to become effective.

### II. Inter-Club Council (ICC)

- 2.01 The Inter-Club Council shall be comprised of one representative from each active ASPC Club on campus.
- 2.02 Each active ASPC Club representative shall be members of the Inter-Club Council and shall only have one vote on each issue and can only represent one active ASPC Club at each Inter-Club Council/Student Senate meeting.
- 2.03 Each active ASPC Club shall have a representative serving on one of the standing committees prescribed in these by-laws or any ad hoc committee that may be created. The Vice-President of the Inter-Club Council shall be held accountable for the enforcement of section 2.03.
- 2.04 The presiding officer of the Inter-Club Council shall keep all-active ASPC Clubs informed of actions taken by the Student Senate.
- 2.05 The Inter-Club Council shall coordinate all club activities in cooperation with the Inter-Club Council/Student Senate.

### III. ASPC Senators

- 3.01 The ASPC Student Senate shall be comprised of six (6) Student Senators and shall be elected through a general election by ASPC members.

- 3.02 All ASPC Senators shall be members of the Student Senate and each Senator shall have one vote on each issue. ASPC Senators cannot serve as ASPC Club representatives during their term of office.
- 3.03 ASPC Senators shall be responsible for planning, budgeting, implementing, coordinating, and evaluating all ASB activities.
- 3.04 All ASPC Senators shall serve on one of the ASPC Standing Committees and one of the standing college-wide committees.
- 3.05 All ASPC Senators shall be eligible for reimbursement of expenditures incurred in the performance of ASPC related assignments, i.e. mileage, lodging, meals, etc.
- 3.06 All ASPC Senators shall be required to hold posted office hours to total approximately three (3) hours per week.
- 3.07 All ASPC Senators shall be required to participate in a semester project, which will benefit students of Porterville College.

#### IV. Duties of Executive Council

- 4.01 Executive authority shall be vested in the President of ASPC.
- 4.02 The President, Vice President of ASPC/Clubs, Secretary, and elected/appointed Senators shall constitute the Executive Council.
- 4.03 The Executive Council shall be responsible for planning, budgeting, implementing, coordinating, and evaluating the ASPC Executive Conferences.
- 4.04 The President of ASPC shall ensure the progress toward the completion of the organizational goals for that year.

#### V. ASPC Officers

- 5.01 The Officers of ASPC shall be the President, Vice President of Student Government, Secretary, Treasurer, Historian, Web master and shall be appointed by the ASPC President and approved by 2/3 majority vote of the Student Senate.
- 5.02 All ASPC Officers shall be members of the Executive Council and Ex-officio members of the Inter-Club Council/Student Senate. ASPC Officers cannot serve as ASPC Club representative during their term of office.

#### 5.100 President of ASPC

- 5.101 The President of ASPC shall serve as the Presiding Officer of the Executive Council at all regular and special meetings and shall prepare the agenda for meetings at which he or she presides.
- 5.102 The President of ASPC shall represent ASPC members at times and places where such representation is required, requested, and agreed upon. (i.e. traditional events, College Council, District Council, and Academic Senate.)
- 5.103 The President of ASPC shall prepare and present reports on ASPC activities at the [KCCD] Board of Trustees meetings.
- 5.104 The President of ASPC shall assume the duties of the Vice-President of the Student Senate/ICC and Secretary during his/her absence.
- 5.105 The President of ASPC shall enforce and maintain the ASPC Constitution and By-laws.
- 5.106 The President of ASPC shall serve as a member of the Inter-Club Council, the Student Senate, and any other ASPC standing committee.
- 5.107 The President of ASPC shall appoint all student members to all ASPC standing committees, standing college wide committees, and college ad hoc committees, when requested and shall be responsible for ensuring the full participation of students that he/she appoints. All student positions shall be filled by September 15<sup>th</sup> or within fourteen (14) days of an opening occurring.
- 5.108 All ASPC office vacancies shall be filled within two (2) regular scheduled Inter-Club Council/Student Government meetings by appointment of President of ASPC and ratification vote of a majority of the Inter-Club Council/Student Senate.

- 5.109 The President of ASPC shall have the right to veto legislation by submitting a written statement of his or her objection to the Inter-Club Council/Student Senate by the next regular meeting following passage of the legislation.
- 5.110 The President of ASPC shall be a signature on all expenditures of ASPC funds.
- 5.111 The President of ASPC shall prepare an end of the semester report on the activities of the Executive Council.
- 5.112 The President of ASPC shall be required to hold posted office hours to total approximately 5 hours per week and be able to be contacted when needed.
- 5.113 The President of ASPC or their elected/appointed designee shall serve as the CalSACC representative.
- 5.114 The President of ASPC shall ensure the full participation of ASPC in the Shared Governance Process and shall be ultimately responsible for the maintenance of all records and paper pertaining to the shared governance process.
- 5.115 The President of ASPC shall consult with the President of Porterville College or his/her appointed designee on all matters which will affect the students of Porterville College.

#### 5.200 Vice-President of ASPC

- 5.201 The Vice-President of the Student Senate shall serve as the Presiding Officer of the Inter-Club Council/Student Senate, the Student Senate, and the Training and Development Committee at all regular and special meetings and shall prepare the agenda for meetings at which he or she presides.
- 5.202 The Vice-President of the Student Senate shall represent the Student Senate and Training and Development Committee at times and places where such representation is required.
- 5.203 The Vice-President of the Student Senate shall serve as a member of the Inter-Club Council.
- 5.204 The Vice-President of the Student Senate shall make recommendations to the President of ASPC for Student Government representatives on all committees.
- 5.205 The Vice-President of the Student Senate shall preside over meetings and assume all responsibilities and authority of the President of ASPC in his or her absence and will become President of ASPC should the President of ASPC resign or be unable to remain in office.
- 5.206 The Vice-President of the Student Senate shall prepare and present reports on the Inter-Club Council/Student Senate and Senators activities at Executive Council meetings.
- 5.207 The Vice-President of the Student Senate shall be responsible for overseeing the ASPC Constitution and By-laws and to see that they meet the needs of the organization.
- 5.208 The Vice-President of the Student Senate shall be required to hold posted office hours to total approximately five (5) hours per week and be able to be contacted when needed.

#### 5.300 Secretary of ASPC

- 5.301 The Secretary of ASPC shall serve as a member of the Student Senate, Inter-Club Council and Executive Council and shall take notes of business transactions and transcribe minutes at Inter-Club Council/Student Government, Student Senate, and Executive Council meetings and distribute minutes to all appropriate persons.
- 5.302 The Secretary of ASPC shall maintain supplies for correspondence and shall be responsible for all documents pertaining to ASPC.
- 5.303 The Secretary of ASPC shall be Chairperson for the Public Relations/Marketing Committee.
- 5.304 The Secretary of ASPC shall be required to hold posted office hours to total approximately five (5) hours per week.

#### 5.400 Advisor(s) of ASPC

- 5.401 The Advisor shall attend or have representation at all Inter-Club Council/Student Senate, Student Government, Inter-Club Council, and Executive Council meetings.
- 5.402 The Advisor shall sign all financial transactions and all contract dealings with the Associated Students.

- 5.403 The Advisor shall have the power to call special meetings under extraordinary circumstances.
- 5.404 The Advisor shall attend or have representation at all ASPC sponsored events.
- 5.405 The Advisor shall have the power to dismiss from office any individual not meeting eligibility requirements.

## VI. Standing Committees

- 6.01 The ASPC Standing Committee shall function hereafter as advisory committees to the Inter-Club Council/Student Senate and Executive Council.
- 6.02 All ASPC Standing Committee Chairs shall be members of the Inter-Club Council, Student Senate and Executive Council. ASPC Standing Committee Chairs cannot serve as ASPC Club representatives during their term of office.
- 6.03 Student Senators are students at large and will apply directly to the President of ASPC and Executive Council. The President of ASPC will make all appointments. Committee Chairpersons may make recommendations.
- 6.04 The President of ASPC shall have the power to select the chairs of all Standing Committees.
- 6.05 Each committee's actions and recommendations shall be submitted to the Inter-Club Council/Student Senate for consideration and approval.

## VII. Duties of Officers

- 7.01 All Senators and Standing Committee Chairs shall be required to be enrolled in nine (9) or more units during their term with a cumulative 2.0 GPA.
- 7.02 The President of the ASPC, Vice-President of the Student Senate, and Secretary shall be members of the ASPC, will have received course credits for a minimum of twelve (12) units the semester before, and be enrolled in nine (9) units during their term of office with a minimum of a 2.0 cumulative GPA. A 2.0 semester GPA must be maintained during the entire term of office.
- 7.03 All Senators and Standing Committees who are members of clubs must abstain on matters pertaining to the club.
- 7.04 The Advisor will review eligibility requirements during each semester. Senators and Officers and Standing Committee Chairs not maintaining the minimum GPA or units will be dismissed from office by a majority vote of the Student Senate. In the absence of the Student Senate, the Advisor shall have the authority to dismiss from office any individual not meeting eligibility requirements.

## VIII. Meetings

- 8.01 All the meetings of the Inter-Club Council (ICC)/Student Senate, the Executive Council, and the ASPC Standing Committees shall be held according to the following schedule:
- 8.02 The Inter-Club Council/Student Senate shall hold regular meetings to be included with the Executive Council meetings.
- 8.03 The Executive Council shall hold regular meetings on every week (on the day and time TBA) until the completion of the agenda of each month that school is in session. No regular meeting shall be held during the week of finals.
- 8.04 The ASPC Standing Committee shall hold regular meetings while school is in session. No regular meetings shall be held during the week of finals.
- 8.05 Special meetings of the ICC/Student Senate may be called by the Vice-President of the Student Senate and/or President of the ASPC.
- 8.06 Special meetings of the Inter-Club Council may be called by the Vice-President and/or President of ASPC.
- 8.07 Special meetings of the Student Senate may be called by the Vice-President of the Student Senate and/or President of ASPC.
- 8.08 Special meetings of an ASPC Standing Committee may be called by the Committee Chairperson and/or President of ASPC.
- 8.09 Special meetings, if any, may be called by the Advisor(s).

## IX. Clubs

- 9.01 To be considered an active ASPC Club, an organization must have a minimum of ten (10) ASPC members. These ASPC members shall be designated as active members and their names entered on the club's roster.
- 9.02 Each active ASPC Club shall have at least one college-wide project per year (i.e. a dinner, dance, cultural event, or workshop) and shall have at least one community service project per year.
- 9.03 The Vice-President of ASPC shall conduct preliminary screening and forward recommendations to the Inter-Club Council/Student Senate regarding club charters. The Inter-Club Council/Student Senate shall have final approval of all club constitutions.
- 9.04 Applications for club charters must be complete, containing a club roster and constitution, and turned into the Vice-President of ASPC. The club advisor and club officers will participate in an ASPC activity when recruiting for their club per the Vice-President of ASPC requirement.
- 9.05 The Inter-Club Council/Student Senate shall approve all requests from Club Development Fund by all active ASPC Clubs.
- 9.06 The Vice-President of ASPC shall be responsible for monitoring the attendance and activity of Club representatives and their respective clubs.
- 9.07 Any club that does not have representation at three regular Inter-Club Council/Student Senate meetings per semester shall automatically be expelled from Inter-Club Council and have club funds frozen. If an expelled club wishes to reinstate within the year, they may appeal the decision of their expulsion to the Inter-Club Council/Student Senate.
- 9.08 If the expelled club or inactive club does not reinstate within three (3) years, all club funds shall be automatically absorbed into ASPC Club Development fund.
- 9.09 To reform, a club must resubmit the club's constitution and request for chartering to be screened and recommended upon by the Vice-President of ASPC.
- 9.10 All club officers must maintain at least a 2.0 cumulative GPA while in office.

## X. Club Development Fund

### 10.100Purpose

- 10.101 The Associated Students of Porterville College have established a Club Development Fund to provide financial support to chartered campus clubs interested in promoting extracurricular activities for the benefit and well being of the student body, staff, and community served by Porterville College. 75% of the Chartering Club members must possess the ASPC Pirate Card (Student I.D.).

### 10.200Rationale

- 10.201 The Club Development Fund will help stimulate and cultivate the formation, growth, and strengthening of diversity-oriented clubs as well as the organizational structure of the Inter-Club Council.

### 10.300Funding Criteria

- 10.301 Activities financed by the Club Development Fund must be extracurricular and available to students and/or community members.
- 10.302 Funding priority will be given to projects that further the following aims of ASPC: a) promote the formation, growth, strengthening and purpose of campus clubs as established by club constitutions and defined by present club memberships, b) promote social and cultural activity through

entertainment and recreation for the general student body by encouraging involvement in activities such as dances, concerts, college hours, film series, field trips, cultural programs, etc., c) promote general awareness and positive interaction between ASPC, clubs, staff, faculty, administration and community throughout public forums, open houses, handbooks, newsletters, publications, bulletins, websites etc., and d) heighten the political awareness and promote political activity of the general student body, especially regarding issues which directly impact on students. (i.e. debates, forums, leadership training, voter registration drives, etc.)

- 10.303 Clubs interested in submitting a request for funding must be clubs in good standing. (i.e. timely rechartering, consistent representation at Inter-Club Council/Student Senate meetings, active participation in Student Government and its activities)

#### 10.400 Funding Policy

- 10.401 Club Development Funds will be awarded and accounted for in accordance to the following policies: a) A club may apply for a grant/loan from the Club Development Fund; b) ASPC will consider funding in the form of a loan. A club may request and be eligible for either a loan  
c) ASPC will consider funding loan requests with the understanding that loans will be repayable within a one year period. Loan extensions must be submitted to ICC and the Student Senate and filed by the first day of the tenth month of the loan. Quarterly reports must be given; d) It should be noted that ASPC funding does not preclude clubs from charging a fee at events; and e) funding renewals will be considered based on the availability of funds and a club's past performance in regards to the Club Development Fund.

### XI. Elections

- 11.01 The Election/Nomination Committee shall be composed of the members of the ASPC Student Senate. Membership shall be restricted to those not seeking elective office. In such case, the Executive Council shall designate needed Senate members to perform the duties of the said committee.
- 11.02 The Election/Nomination Committee shall set dates, times, and places of all elections no later than two weeks in advance, publicize all matters pertaining to the elections, ensure a nominating period of not less than ten school days, receive and approve all applications of candidacy and present a list of candidates at least two weeks prior to elections.
- 11.03 All prospective candidates must meet all guidelines set by the ASPC Student Senate. They will need a minimum of 25 signatures on legal office petitions.
- 11.04 Unfilled Senator positions shall be appointed by the ASPC President and approved by 2/3 majority vote by the Student Senate.
- 11.05 Elections for the Officers and Senators shall be designated during instructional days by the end of April/first part of May. All elections of office holders shall be for service the following year.

### XII. Initiative, Referendum, and Recall

- 12.01 ASPC shall have the power to initiate legislation by means of a petition signed by 10% of the membership. Said petition shall be presented to the President of the ASPC who shall call a special election not later than ten (10) days after such a petition has been filed. A majority of those voting shall be sufficient to pass such legislation.
- 12.02 A legislative proposal originating in the Inter-Club Council/Student Senate may be submitted to the membership of their decision when seven voting members vote to refer such legislation. In such cases the President of ASPC shall call a special election within fifteen days of the Inter-Club Council/Student Senate action to refer, unless the proposal states that a vote shall be delayed until the next election.
- 12.03 To recall any ASPC Officer or Senator, the signatures of 10% of registered students shall be required. A 2/3 vote of the ballots cast shall be required for removal.

### XIII. Discipline and Expulsion

- 13.01 The ASPC shall have the right to censure or remove from office any Officer, Senator, or Committee member of the organization for valid cause. Officers, Senators, or Committee members can be removed by the same authority that selected them.
- 13.02 An Officer, Senator, or Committee member can be censured or removed from office because of his/her violation of duty of the organization, a breach of a fundamental rule or principle of the organization, or for any violation stated in the bylaws as a ground for censure or removal.
- 13.03 Grounds for censure or removal of an Officer or Senator shall be failure to fulfill the duties of his/her office as outlined in this constitution and bylaws, absence from three meetings of the Executive Council or Student Senate without notifying the President of ASPC or Vice-President of Student Senate beforehand, not fulfilling required office hours, and not serving on a standing committee.
- 13.04 ASPC shall have inherent power to expel an Officer or Senator. If he/she does not maintain a 2.0 cumulative GPA and unit requirements.
- 13.05 A proceeding to censure or remove from office must not violate any rule of the organization or any of the Officer's, Senator's, or committee member's rights under the law. The essential steps for imposing censuring or removal from office shall be: Charges: An affidavit stating the alleged violations and preliminary proof filed with the President of ASPC. The affidavit shall be filed with the Vice-President of Student Senate should the President of ASPC be accused; Investigation: The Executive Council shall investigate the alleged violations to determine if there are grounds for censure. Should there be grounds for censure, the Executive Council shall create an ad hoc hearing committee in accordance to Section XV Judicial Matters, set a date for the hearing and notify the Advisor; Notification: The Advisor shall send the member a registered letter at least ten (10) days before the date of the hearing, containing a copy of the charges, the time and place of the hearing, and a statement of the accuser's right to be present at the hearing, and to receive a copy of any transcript or minutes of all ASPC related meetings; Hearing: In conducting the hearing, the hearing committee shall preserve decorum and fair play, restrict evidence and testimony to written charges, and uphold the right to due process; Decision: The hearing committee should, within a reasonable time, make findings of fact on the essential points at issue, return a verdict and send a copy of the verdict and the findings of fact to the member and to the Advisor(s). Should an Officer, Senator, or Committee member be found guilty of the charges, the hearings committee shall recommend a penalty to the Inter-Club Council/Student Senate at a regular meeting.
- 13.06 The Inter-Club Council/Student Senate shall have the power to initiate penalty actions. The recommendation of the committee shall be accepted by two-thirds (2/3) votes of the Inter-Club Council/Student Government.
- 13.07 The President of ASPC shall have the power to dismiss student appointments to college wide committees with approval of 2/3 majority vote of the Student Senate.

### XIV. Judicial Matters

- 14.01 The Executive Council shall have the authority to create ad hoc hearing committees to review and resolve all judicial matters concerning ASPC unless matters require legal counsel.
- 14.02 All ad hoc committees shall include representation from the Inter-Club Council, Student Senate and students at large.

### XV. Cal SACC Representatives

- 15.01 In compliance with Cal SACC policy, the representative of the ASPC shall be appointed to serve as the Region 5 representative on behalf of Porterville College.

### XVI. Financial Matters

- 16.01 ASPC shall maintain a balanced annual budget. Exceptions: Investments in office equipment, capital improvements, and business enterprises, which will improve services or guarantee long range increased revenue for ASPC.
- 16.02 All proposals or requests above \$50.00 shall be referred to the Advisor(s) before receiving final consideration by the Inter-Club Council/Student Senate. If the Inter-Club Council/Student Senate wishes to bypass the Advisor(s) for proposals requests of less than \$500.00, such action will require three-fourths (3/4) votes of the Inter-Club Council/Student Senate. The final approval of financial matters involving \$500.00 or more shall require the review of the Advisor(s) and two-thirds (2/3) roll call votes of the Inter-Club Council/Student Senate.
- 16.03 The Advisor(s) shall submit a report of their finding as a recommendation to the Inter-Club Council/Student Government and Executive Council.
- 16.04 All ASPC binding contracts shall be signed in accordance to District Procedure.

## XVII. Student Representation Fee

- 17.100 Collection of Student Representation Fee
  - 17.101 The Student Representation Fee is collected by Porterville College at the time of student's registration and deposited in a separate fiduciary fund established per the California Community College's Budget and Accounting Manuel. Students may opt to waive this fee for religious, political, financial, or moral reasons. The chief fiscal Officer of Porterville College shall have custody of the money collected. The District may retain up to seven percent of the fees collected for administering the fees. (See Education Code Section 76060.5)
- 17.200 Purpose of Student Representation Fee
  - 17.201 The Student Representation Fee shall be expended to provide for the support of governmental affair representatives who may be stating their positions and viewpoints before district, city, and county governments, and before offices and agencies of the state and the federal governments. (See Education Code Section 76060.5)
  - 17.201 Examples of appropriate use are: a) Paying for trips/conferences in which students representation to governmental agencies is supported, b) Paying subscription dues that directly increase the ability of the Associated Students to represent the student body, and c) Purchase of equipment and materials which will increase the ability of the ASPC to represent the student body.

## XVIII. Shared Governance

- 18.01 The President of ASPC is responsible for ensuring the full participation of ASPC in the Shared Governance Process.
- 18.02 The President of ASPC shall consult with the President of Porterville College or his/her appointed designee on all matters which will affect the students of Porterville College.
- 18.03 The President of ASPC shall notify the College President, District Chancellor, or designee, of his/her desire to consult whenever it is believed that changes in college or district policies and procedures will have an effect on the student body.
- 18.04 The President of ASPC shall meet with the College President and/or the District Chancellor whenever either the College or the District has expressed a desire or need to consult on any matter, which may effect on the student body.
- 18.05 District and/or College policies that affect students include, but are not limited to: a) Grading Policies, b) Codes of Student Conduct, c) Academic Disciplinary Procedures, d) Curriculum Development, e) The initiation or discontinuance of course or programs, f) Processes for Institutional Planning and Budget Development, g) Standards and Policies regarding student preparation and success, h) Student Services Planning and Development, and I) Student Fees that are within the Authority of the District to adopt and/or change.
- 18.06 An important aspect of student participation in Shared Governance is active participation of

- Student Representatives on all appropriate college committees, task forces, councils, etc. The Executive Council and the Student Senate shall share the responsibility for ensuring full participation of students on all appropriate committees, task forces, etc.
- 18.07 The President of ASPC shall fill all student positions on all college committees, task forces, etc. by September 15 and shall fill all student positions on college-wide committees within fourteen days of an opening occurring.
- 18.08 Students serving on college-wide committees must have a cumulative Grade Point Average of at least 2.0 and be currently enrolled in at least nine units at Porterville College during the term of office. The term of office shall be for one academic year beginning in the Fall Semester and ending in the Spring Semester. The President of ASPC may approve up to three additional terms.
- 18.09 Student Appointments should reflect student equity and diversity and shall abide by the policies of their particular committee. Failure to do so may result in removal from office in accordance with the Constitution and by-laws of ASPC. The administrative representative of each committee shall be responsible for reporting any violation to the President of ASPC or the Advisor(s). The Student Representatives shall provide an oral or written report of committee activities, unless prohibited by law, to the Student Senate at least once a month.
- 18.10 The President of ASPC and Vice-President of the Student Senate shall be responsible for the maintenance of all records and papers pertaining to any aspect of the Shared Governance process.

### XIX. Quorum

- 19.01 A simple majority of the members of the Inter-Club Council/Student Senate shall constitute a quorum. Quorum will automatically adjust in accordance with Section 10.07. The voting members present unless prescribed otherwise shall conduct all business.
- 19.02 Inter-Club Council/Student Senate members shall be allowed to vote by proxy at their respective meetings in accordance to the following prescription: a) Only a regular voting member of the body shall be allowed to hold or issue a proxy, b) No person shall be allowed to hold more than one proxy per meeting, and issue no more than three proxies per term, c) All proxies are good for only the meeting that they are issued for.
- 19.03 All proxies must be filed by 12:00 noon of the day prior to the meeting with the chair of the body for which the proxy is being issued. Copies shall be filed with the President of ASPC and the Authorized Advisor of Student Activities and shall be verified by the Vice-President of Student Senate or the Advisor(s).

### XX. Parliamentary Procedure

- 20.01 In all proceedings not covered by its constitution or by-laws, ASPC shall be governed by Robert's Rules of Order, Newly Revised.

### XXI. Policies

- 21.01 The ASPC Office Policies and Procedures Manual shall be maintained by the ASPC office and reviewed by the Authorized Advisor and the Student Senate.
- 21.02 The ASPC Office Policies and Procedures Manual shall be revised by the Inter-Club Council/Student Senate on or before the first day of September and at any time thereafter to incorporate additions and deletions.

### XXII. Amendments

- 22.01.1 Amendments to the By-laws shall be submitted in writing to the Student Senate at least two weeks prior to the Student Senate vote on the amendment.
- Two-thirds (2/3) votes of the entire Student Senate shall be required to amend these By-laws.