

ASSOCIATED STUDENTS
OF PORTERVILLE COLLEGE
By-Laws
Adopted March 28, 2011

I. Legislative Authority

A. Legislative authority shall be vested in the Associated Students of Porterville College (ASPC) Student Senate. Each officer and senator of the Student Senate shall have only one vote on each issue.

B. When all positions are filled, the ASPC Student Senate consists of 15 voting members: five officers and nine senators.

C. General supervision over all the ASPC activities shall rest with the ASPC Student Senate and the Inter-Club Council (ICC).

D. The Student Senate shall approve the ASPC Budget by May 1 and all expenditures of the ASPC funds that exceed \$50.00.

E. The Student Senate shall approve all club constitutions anytime ICC is inactive.

F. The President of ASPC shall be the presiding officer of the Student Senate.

G. The Student Senate shall have the power to make rules and regulations concerning ASPC, including amendments to the Constitution and Bylaws. Any Porterville College (PC) student shall upon sponsorship of a Student Senator have the right to submit a rule or regulation to the Student Senate.

H. All agenda items must be submitted in writing to the presiding officer no later than 4:00pm on the Monday preceding the Student Senate meeting.

I. Completed Student Senate agendas will be **posted outside the Student Senate office and** placed in Student Senate members' **seventy-two (72)** hours preceding the next Student Senate meeting.

J. Two-thirds (2/3) vote of the Student Senate shall cause any proposal vetoed by the President of ASPC to become effective.

II. Duties of Executive Council

A. Executive authority shall be vested in the President of ASPC.

B. The President, Vice-President, Secretary, Treasurer, and Historian of ASPC together constitute the Executive Council.

C. The Executive Council shall be responsible for planning, budgeting, Associated Students of Porterville College 2 By-Laws (adopted 2007) implementing, coordinating, and evaluating the ASPC executive conferences.

D. The President of ASPC shall ensure the progress toward the completion of the organizational goals for that year.

E. The members of the Executive Council shall be required to hold posted office hours to total approximately five (5) hours per week and be able to be contacted when needed.

F. The Executive Council shall be responsible for recruiting and training senators for open positions.

G. The Executive Council shall be responsible for modeling and guiding appropriate and professional behavior among all members of the Student Senate, and handles disciplinary issues should they arise.

III. ASPC Roles

A. All officers and senators of the Student Senate shall meet the requirements of their positions as delineated in the ASPC Constitution and/or ASPC By-Laws.

B. The Officers of ASPC shall be the President, Vice-President, the Secretary, Treasurer, and Historian. The Secretary, Treasurer and Historian shall be appointed by the ASPC President and approved two-thirds (2/3) majority vote of the Student Senate.

C. All ASPC officers shall be members of the Executive Council and members of the Student Senate. ASPC officers cannot serve as PC Club representative during their term of office.

D. Senators and officers of the ASPC Student Senate must have completed 12 units at PC and be enrolled in at least 6 units at PC per semester during their term in office.

E. Officers and senators of the ASPC Student Senate must enroll in Porterville College's Student Government course (either for a letter grade or under the credit/no-credit option) to obtain training in parliamentary procedure, participatory governance, and student leadership.

F. ASPC senators and officers shall be responsible for planning, budgeting, implementing, coordinating, and evaluating all ASPC activities.

G. All ASPC senators and officers shall serve on one of the ASPC standing committees and one of the standing college-wide committees.

H. All ASPC senators and officers shall be eligible for reimbursement of expenditures incurred in the performances of ASPC related assignments such as mileage, lodging, meals, etc.

I. All ASPC senators and officers may be issued one Associated Students of Porterville College ASPC Student Senate shirt to wear at ASPC and college functions.

J. All ASPC senators and officers shall be required to participate in a semester project, which will benefit students of Porterville College.

K. President of ASPC

1. The President of ASPC shall serve as the Presiding Officer of the Executive Council at all regular and special meetings and shall prepare the agendas for meetings at which he or she presides.

2. 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 Learning Council, District Council, Academic Senate and PC Foundation.)

3. The President of ASPC shall prepare and present reports on ASPC activities at the Kern Community College District (KCCD) Board of Trustees meetings.

4. The President of ASPC shall assume the duties of the Vice-President of the Student Senate or Secretary during his/her absence and appoint an acting Secretary if both are absent.

5. The President of ASPC shall enforce and maintain the ASPC Constitution and By-Laws.

6. The President of ASPC shall preside over the Student Senate and serve as a member in the Student Senate, and any other ASPC standing committee.

7. 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. Whenever possible, all student positions shall be filled by September 15th or within fourteen (14) days of an opening occurring.

8. All ASPC office vacancies shall be filled whenever possible at student government meetings by appointment of President of ASPC and ratification vote of a majority of the Student Senate.

9. The President of ASPC shall have the right to veto legislation by submitting a written statement of his/her objection to the Student senate by the next regular meeting following passage of the legislation.

10. The President of ASPC or his/her designee shall be a signature on all expenditures of ASPC funds.

11. The President of ASPC shall prepare an end of the semester report on the activities of the Executive Council and ICC.

12. The President of ASPC shall be required to hold posted office hours to total approximately five (5) hours per week and be able to be contacted when needed.

13. The President of ASPC or their elected/appointed designee shall serve as the representative on the State/Regional organization to which ASPC belongs.

14. The President of ASPC shall ensure the full participation of ASPC in the Governance Participatory Process and shall be ultimately responsible for the maintenance of all records and paper pertaining to the participatory governance process.

15. 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.

L. Vice-President of ASPC

1. The Vice-President of ASPC shall serve as the presiding officer of the ICC, at all regular and special meetings and shall prepare the agendas for meetings at which he/she presides.

2. The Vice-President of ASPC shall represent the Student Senate at times and places where such representation is required.

3. The Vice-President of ASPC shall serve as a member of ICC.

4. The Vice-President of ASPC shall make recommendations to the President of ASPC for student representatives on all committees.

5. The Vice-President of ASPC shall preside over meetings and assume all responsibilities and authority of the President of ASPC in his/her absence and will

become President of ASPC should the President of ASPC resign or be unable to remain in office.

6. The Vice-President of ASPC shall be responsible for overseeing the ASPC Constitution and By-Laws and to see that they meet the needs of the organization.

7. The Vice-President of the ASPC shall be required to hold posted office hours to total approximately five (5) hours per week and be able to be contacted when needed.

M. Secretary of ASPC

1. 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 ICC, Student Senate, and Executive Council meetings and distribute minutes to all appropriate persons.

2. The Secretary of ASPC shall maintain supplies for correspondence Associated Students of Porterville College 5 By-Laws (adopted 2007) and shall be responsible for all documents pertaining to ASPC.

3. The Secretary of ASPC shall act as liaison between the Student Senate and the ASPC web coordinator as well as the PC Business Office in order to provide updated minutes, current membership, and other information as necessary.

4. The Secretary of ASPC shall be required to hold posted office hours to total approximately five (5) hours per week.

N. Treasurer of ASPC

1. The Treasurer of ASPC shall serve as a member of the Student Senate and Executive Council.

2. The Treasurer of ASPC shall verify the availability of funds for all ASPC transaction.

3. The Treasurer of ASPC shall coordinate with the PC Business Office in preparing a monthly update of all ASPC funds and transactions. This report will be used in all meetings for the approval of any additional expenditure to the approved annual budget.

4. The Treasurer of ASPC shall process all monetary transactions as voted by the Student Senate.

5. The Treasurer of ASPC shall be required to hold posted office hours to total approximately five (5) per week and to be able to be contacted when needed.

O. Historian of ASPC

1. The Historian of ASPC shall serve as a member of the Student Senate and Executive Council.
2. The Historian of ASPC shall keep an annual record of campus and community activities related to Porterville College and this association.
3. The Historian of ASPC shall be responsible for maintaining archived copies of all records and activities in physical form.
4. The Historian of ASPC shall act as liaison between Student Senate and the ASPC web coordinator regarding archived photos and informal information for posting on the web page.
5. The Historian of ASPC shall be required to hold posted office hours to total approximately five (5) hours per week.

P. Senators of ASPC

1. The nine senators serving on the ASPC Student Senate include Senator of Academics, Senator of Athletics, Senator of Campus Activities, Senator of Campus Communications, Senator of Fine Arts, Associated Students of Porterville College 6 By-Laws (adopted 2007) Senator of Health Services, Senator of Student Center, Senator of Student Services, and Senator of Vocational Education. Senators shall be elected through a general election by ASPC members.
2. ASPC senators shall be members of the Student Senate and each senator shall have one vote on each issue. ASPC senators cannot serve as PC club representatives to ICC during their term of office.
3. Each ASPC senator shall act as the contact person and lead voice on any student issue or concern relating to their area of service.
4. All ASPC senators shall be required to hold posted office hours to total three (3) hours per week.
5. The Senator of Academics serves on the Porterville College Curriculum Committee and reports on relevant information emerging from those meetings as well. He or she acts as a liaison between the students and the Curriculum Committee as well as the Academic Senate, and serves as the lead voice of the students regarding concerns over academic issues.
6. The Senator of Athletics acts as a liaison between the Porterville College Athletic Department and the students, and serves as the lead voice of the students regarding concerns over athletic issues. He or she reports on athletic events and coordinates promotion of and attendance to those events and serves on any Porterville College

committees relating to athletics.

7. The Senator of Campus Activities promotes and coordinates other Porterville College activities and events for the students such as barbeques, festivals, and music events. He or she may chair such committees or provide ongoing support for those committee chairs as they plan various recreational events for the students. He or she serves as the lead voice of the students regarding concerns over recreational events.

8. The Senator of Campus Communications is the publicity specialist for the Student Senate. She or he is the liaison between the PC Information Office and the Student Senate and works with other senators and various committee chairpersons to make and post flyers and banners, and promote any student activities and events sponsored by the ASPC. He or she is also responsible for updating and maintaining any electronic signs in the student center and serves on any committees relating to Porterville College publicity and outreach.

9. The Senator of Fine Arts acts as the liaison between the Fine Arts department and the students. He or she helps coordinate support for various arts events on campus and coordinate volunteer assistance to staff the PC art gallery. The Senator of Fine Arts also serves as the lead voice of the students regarding concerns over issues relating to Associated Students of Porterville College 7 By-Laws (adopted 2007) fine arts and serves on any committees relating to fine arts.

10. The Senator of Health Services acts as liaison between the college nurse, the disability resource center, any mental health services and the students. He or she maintains knowledge of services available to students and may coordinate volunteer assistance for any health fairs or blood drives that take place on campus. The Senator of Health Services also serves as the lead voice of the students regarding concerns over issues relating to health services on campus and serves on any health services committees on campus.

11. The Senator of Student Center acts as liaison between game vendors and the Student Senate. He or she also maintains or coordinates maintenance of student areas of the student center, include game and office space. The Senator of Student Center also serves as the lead voice of the students regarding concerns over issues relating to the Porterville College Student Center. The Senator of Student Center also serves on any Porterville College facilities committees.

12. The Senator of Student Services acts as liaison between the Porterville College Student Services and the students. He or she maintains knowledge of services available to students in the library, academic counseling/advising department, financial aid, scholarships, and so on. The Senator of Student Services also serves on the Porterville College Matriculation Committee.

13. The Senator of Vocational Education acts as liaison between the Porterville College vocational education department(s) and programs and the students. He or she maintains knowledge of those programs available to students in vocational areas and serves on any committees relating to vocational education.

14. The Senator of PC Student Clubs acts as liaison between the Porterville College student clubs and the Student Senate. He or she maintains knowledge of those clubs available to students and is responsible for updating club information. He/she is also required to attend ICC meetings.

Q. Active Members of ASPC

1. Active members of the Associated Students of Porterville College are those students enrolled in the Porterville College Student Government class who do not serve in the position of an officer or a senator.

2. Active members of the Associated Students of Porterville College shall be identified on the ASPC web site and may be issued an ASPC shirt to wear at official functions.

3. Active members of the Associated Students of Porterville College shall schedule and hold **two (2)** office hours per week in the Student Senate office.

4. Active members of the Associated Students of Porterville College may chair or co-chair subcommittees of the Student Senate, or may be appointed to represent students to a Porterville College committee.

5. Like all other members of the Porterville College student body, active members of the ASPC may vote during general elections among the students.

R. Advisor(s) of ASPC

1. The advisor shall attend or have representation at all Student Senate, ICC, and Executive Council Meetings.

2. The Advisor shall sign all financial transactions and all contract dealings with ASPC.

3. The Advisor of ASPC shall have the power to call special meeting of the Student Senate, ICC, or Executive Council.

4. The Advisor of ASPC shall attend or have representation to all ASPC sponsored events.

5. The Advisor of ASPC shall have the power to certify all candidates for office according to eligibility requirements, including the completion of (or registration for) required training and course work.

6. The Advisor of ASPC shall have the power and the authority to dismiss from office any senator or officer not meeting the eligibility requirements, including the completion of (or registration for) required training and course work.

IV. ASPC Committees

A. The President of ASPC shall appoint the chair of all ASPC committees with approval of a simple majority of the Student Senate.

B. Student Senators or PC students at large will apply directly to the President of ASPC and Executive Council. While the President of ASPC will make all committee appointments, committee chairpersons may make recommendations.

C. Each committee's actions and recommendations shall be submitted to the Student Senate for consideration and approval.

V. Meetings

A. The Student Senate shall hold regular meetings on every week (on the day and time TBA) until the completion of the agenda for each month that school is in session. No regular meetings shall be held during the week of finals.-

B. The Executive Council shall hold regular meetings every month according to Associated Students of Porterville College By-Laws (adopted 2007) a schedule set by each year's Student Senate.

C. The ICC shall hold regular meetings every month according to a schedule set by each year's ICC.

D. Special meetings of the Student Senate, the Executive Council, or the ICC may be called by the Advisor, Vice-President of the ASPC and/or President of the ASPC.

VI. Inter-Club Council (ICC)

A. The Inter-Club Council shall be comprised of one representative from each active ASPC Club on campus.

B. Each active ASPC club representative shall be a member 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 or Student Senate meeting.

C. As appropriate and assigned by the ASPC President, each active ASPC club may have a representative serving on one of the standing committees prescribed on these by-laws or any ad hoc committee that may be created.

D. The ASPC Vice-President of the Student Senate shall keep all active ASPC clubs informed of actions taken by the Student Senate.

E. As appropriate, the ICC shall coordinate all clubs' activities in cooperation with Student Senate.

VII. ASPC Clubs

A. To be considered an active ASPC Club, an organization must have a minimum of six (6) members of PC Student Body who possess a valid ASPC pirate card (student ID). These ASPC members shall be designated as active members of the club and their names entered on the club's roster and photocopies of member's pirate's cards on file.

B. Applications for club charters must be complete, containing a club roster and constitution, and turned in to the President of ASPC. The club advisor and club officers will participate in an ASPC activity when recruiting for their club.

C. The President of ASPC shall conduct preliminary screening of club charters and forward recommendations to the ICC (or in the absence of ICC to the Student Senate) regarding club charters. The ICC (or in the absence of ICC the Student Senate) shall have final approval of all club constitutions.

D. Each active ASPC Club shall have at least one college wide project per year (i.e. dinner, dance, cultural event, or workshop).

E. Each active ASPC Club shall have at least one community service project per year.

F. The Vice-President of ASPC shall be responsible for monitoring the attendance and activity of club representatives and their respective clubs.

G. Any club that does not have representation at ICC for three (3) consecutive semesters shall automatically be expelled from ICC and have club funds frozen. If an expelled club wishes to reinstate within one year, they may appeal the decision of their expulsion to the ICC.

H. 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.

I. To reform, a club must resubmit the club's constitution and request for chartering to be screened and recommended upon by the President of ASPC.

VIII. ASPC Club Development Fund

A. The purpose of the ASPC Club Development Fund shall be to provide ASPC clubs with funds to initiate their activities.

B. The Student Senate shall approve all requests from Club Development Fund by all active ASPC Clubs.

C. Upon approval of their charter complete with roster and constitution, all ASPC clubs are eligible for up to \$500 of initial funds to be used as the club deems appropriate (such as t-shirts, supplies, or fundraising seed money).

D. To access the funds, the club must make the request to the Student Senate.

E. Additional uses of the Club Development Fund may include, upon approval of the Student Senate, the funding of ICC joint club activities such as campus events or projects sponsored by multiple clubs.