

*Associated Students of Cabrillo College Senate Bylaws
Duties & Responsibilities
Ratified September 14th of 2017*



Table of Contents

Article I:	Executive Board	2	Article X:	Ad-Hoc Committee Code	22
Article II:	The ASCC Student Senate	6	Article XI:	External Committees	23
Article III:	Employees of the ASCC	9	Article XII:	Legislative Committees	24
Article IV:	Conferences and Travel	10	Article XIII:	Constitution & Bylaws Committee	25
Article V:	ASCC Senate Meetings	11	Article XIV:	Student Activity Card Committee	26
Article VI:	Procedures for Filling Vacancies	13	Article XV:	Public Relations Committee	27
Article VII:	Election Code	14	Article XVI:	Mentorship Program	28
Article VIII:	Budget Code and General Funds	17	Article XVII:	Emissary Program	29
Article IX:	Internal Committee Code	21	Article XVIII:	Electronic Communications	30

Article XIX (Bylaws for the ICC) Is NOT included in this copy of the ASCC Bylaws

Article I: Executive Board

Section 1. Duties and Responsibilities of the Executive Board Members:

A. The President of the ASCC Student Senate shall:

1. Preside at all ASCC Student Senate meetings.
2. Count towards quorum.
3. Represent the ASCC at all official functions.
4. Be responsible for the enforcement of the ASCC Constitution and Bylaws and all resolutions in effect.
5. Post meeting agenda in accordance with the Brown Act and email said agenda to all interested parties.
6. Have the power to veto any legislation passed by the ASCC Student Senate. The veto must be submitted in writing or emailed to all senators and advisors within forty-eight (48) hours after the passing of said legislation. This veto may be overridden by a two-thirds (2/3) vote of the ASCC Student Senate.
7. Be empowered to sign all completed requisitions for the disbursements of funds approved by the ASCC Student Senate.
8. Serve as a voting member on the Budget Committee.
9. Serve as a voting member on the Constitution and Bylaws Committee.
10. Serve as a non-voting advisory member of all standing and ad-hoc internal committees.
11. Only vote to break a tie during meetings chaired by the President.
12. Make a rough draft of the ASCC Agenda available to the ASCC Student Senate ninety six (96) hours prior to the regularly scheduled meeting.

B. The Vice President shall:

1. Be the ASCC Student Senate Parliamentarian.
2. In the absence of the President, represent the Associated Students at official functions.
3. Appoint the chairperson for each ad-hoc or standing committee.
4. Keep the attendance record of each ASCC Student Senate member and the roster of committee assignments.
5. Coordinate and/or organize special presentations to be made during ASCC meetings.
6. Provide a copy of the Constitution and Bylaws as well as pertinent and available resolutions and information to each ASCC Student Senate member.
7. Collect all official written committee reports to be stored for a minimum of three (3) years. Shall present these reports upon request of any member of the ASCC.
8. Maintain the ASCC Student Senate shared governance committee assignments.
9. Chair the Constitution and Bylaws Committee.
10. Act as interim I.C.C. Chair in the event of vacancy.
11. Have one (1) vote.

C. The Treasurer shall:

1. Maintain all financial records.
2. Chair the ASCC Student Senate Budget Committee.

3. Become familiar with all aspects of the ASCC Student Senate budget.
4. Present a financial statement to the ASCC Student Senate each month, or as requested, to the ASCC Student Senate.
5. Verify and be empowered to sign all completed requisitions for the disbursement of funds appropriated by the ASCC Student Senate at a regular meeting.
6. Collect all ASCC Student Senate related Governing Board financial reports from the ASCC Student Trustee.
7. Provide the ASCC Student Senate a current and accurate account assessment prior to the vote on items involving ASCC Student Senate monies. Provide the ASCC Student Senate an oral report of all current ASCC accounts (71, 72) at the start of each regular ASCC Student Senate meeting during the Treasurer's Report.
8. Present the budget for the coming fiscal year by April 15th. The new budget shall then be subject to ratification by the ASCC Student Senate.
9. Serve as a voting member on the Student Activity Card committee.
10. Have one (1) vote.

D. The Student Trustee shall:

1. Act as a representative of all Cabrillo College Students to the District Governing Board.
2. Attend all monthly District Governing Board meetings. The first unexcused absence shall result in probationary notice. The second unexcused absence shall be grounds for dismissal from the District Governing Board and the ASCC Student Senate.
3. Submit all ASCC Student Senate related Governing Board financial reports to the ASCC Student Senate Treasurer.
4. Report to the ASCC Student Senate all pertinent student issues on the Board's agenda prior to the Board meeting, or when information is available.
5. Disseminate all pertinent student issues on the Board's Agenda to the students prior to the Board meeting, or when information is available.
6. In the absence of the President and Vice President, represent the ASCC Student Senate at official functions including but not limited to conferences, speaking engagements, and external meetings.
7. Consult with the ASCC E-Board monthly to prepare for his/her oral report at the monthly Cabrillo College Board of Trustees meeting.
8. For first time trustees attend if possible, the annual CCLC Student Trustee Training in August (funding to be covered by the President's Office).
9. Request funding, from the ASCC Student Senate, to cover the expense of sending an adviser to accompany the Student Trustee to the Annual CCLC Student Trustee training.
10. Meet with the Dean of Student Services at least once before the end of summer for training on the role and procedures of the Student Trustee.
11. Meet with the President of Cabrillo College or designee before the Cabrillo College June Board of Trustees meeting for training and procedures on the role of the Student Trustee. If it is not possible to meet before the June meeting, a meeting should be requested as soon as possible.
12. Report highlights of all meetings from the Cabrillo College Board of Trustees to the ASCC Student Senate during his/her report time.
13. Serve as a voting member on the Legislative Committee.
14. Have one (1) vote

E. The Legislative Representative shall:

1. Be the ASCC Student Senate delegate to Region IV and appropriate statewide advocacy organizations.
2. Act as a conduit to disseminate legislative information to and from Region IV, and vote on behalf of the Associated Students of Cabrillo College at the appropriate statewide advocacy organizations' events and meetings.
3. Act as a conduit to disseminate information to and from the Student Senate for California Community Colleges (SSCCC), and be the voting delegate of the Associated Students of Cabrillo College at SSCCC General Sessions when applicable.
4. When approved by the ASCC Student Senate attend monthly SSCCC Council meetings as an observer.
5. Attend all SSCCC Region IV meetings as the voting delegate of the Associated Students of Cabrillo College.
6. Have all reasonable travel, food, and lodging related expenses covered by the ASCC Student
7. Disseminate to the ASCC Student Senate all information pertinent to student interests on the local, state, and federal levels.
8. Ensure ASCC Student Senate compliance with the Brown Act, California Education Code, and California Public Records Act.
9. Chair the Legislative committee.
10. Have one (1) vote.

F. The Watsonville Representative shall:

1. Be the Watsonville Center's Representative to the ASCC Student Senate.
2. Be enrolled in a minimum of one (1) class or have taken a minimum of six (6) units at the Watsonville Campus.
3. Act as a conduit to disseminate information to and from the Watsonville Center.
4. Serve as a voting member on the Watsonville Campus Task Force, when active.
5. Report back weekly to the ASCC Student Senate on Watsonville Center programs, activities, and issues when pertinent.
6. Serve as a voting member on the Student Activity Card Committee.
7. Have one (1) vote.

G. The Director of Public Relations shall:

1. Chair the Public Relations Committee (hold the first meeting by the 3rd week of the semester).
2. Provide PR support for Welcome Week.
3. Initiate, establish, and maintain proactive relationships with representatives of local media, college news sources, and the local community.
4. Pitch with appropriate media sources for relevant news stories.
5. Plan, prepare, and edit institutional communications, including the ASCC Student Senate website, press releases, media alerts, social media, and monthly student newsletters.
6. Identify strategic opportunities to increase awareness of the ASCC Student Senate and Cabrillo College events, resources, and opportunities.
7. Provide basic media training to all persons in the Public Relations committee, and ASCC Student Senate
8. Respond to media requests along with the ASCC Student Senate Advisor.
9. Manage, track, and interpret media
10. Provide PR support for all ASCC Student Senate events
11. Plan, coordinate, and publicize events

12. Design, create and manage media content and social ad campaigns in conjunction with the ASCC Student Senate Advisor
13. Have one (1) vote.

H. The Inter-Club Council (I.C.C.) Chair shall:

1. Chair all I.C.C. meetings.
2. Report to the ASCC Student Senate on pertinent I.C.C. and club activities.
3. Set and post agendas for I.C.C. meetings in accordance with the Brown Act.
4. Become familiar with all I.C.C. forms, club procedures, the Club Handbook and all aspects of the I.C.C budget.
5. Maintain all I.C.C. financial records and make those records available to the ASCC Student Senate upon request.
6. Act as the official conduit between the ASCC Student Senate and the ASCC Student Organizations.
7. Be exempt from Article XI.1.for the I.C.C.
8. Have one (1) vote.

Section 2. The Executive Board:

A. The Executive Officers shall:

1. Be required to attend the weekly Executive Board meeting, when scheduled.
2. Vote on the Executive Board issues, the President shall vote only in a case of a tie.
3. Follow the Constitutional Presidential line of succession with regards to the duties and responsibilities of the Parliamentarian in the absence of subsequent officers.

Article II: The ASCC Student Senate

Section 1. Duties and Responsibilities of the ASCC Student Senate:

- A. The ASCC Student Senate shall:
1. Approve the ASCC Student Senate budget and authorize collection and disbursement of funds.
 2. Establish all necessary Bylaws, regulations, and policies to carry out the Constitution.
 3. Act as the executive and legislative body of the ASCC

Section 2. Duties and Responsibilities of ASCC Student Senate Members:

- A. The ASCC Student Senate Members shall:
1. Represent the ASCC Student Senate in internal and external affairs.
 2. Be responsible for voicing student viewpoints to the ASCC Student Senate.
 3. Serve on at least one (1) internal committee, one (1) external committee, and two (2) ad-hoc committees.
 4. Fill out a Request for Funding (RFF) form prior to the appropriate ASCC Student Senate meeting.
 5. Fill out and provide information for Purchase Requisitions (for senators sponsoring items involving ASCC Student Senate monies).
 6. Abstain from voting on all issues before the ASCC Student Senate pertaining to an Associated Students' Club, when they are current Executive Officer of that club.
 7. Have one (1) vote.
 8. Provide agenda items to the President by noon (12:00 PM) on Sunday prior to the next regularly scheduled meeting.
 9. Be present for at least two (2) office hours per week in the Student Senate Office.
 10. Be present at a minimum of four (4) events per term.
 11. Sponsor a minimum of five (5) items per term.

Section 3. Duties and Responsibilities of the Delta High School Representative:

- A. The Delta High School Representative shall:
1. Report to the ASCC Student Senate on pertinent Delta High School activities.
 2. Act as the official conduit between the ASCC Student Senate and Delta High School.
 3. Become familiar with all ASCC forms, procedures, and all aspects of the ASCC Student Senate budget.
 4. Have one (1) advisory vote.

Section 4. Drug Free Policy:

- A. It is the policy of the ASCC Student Senate to maintain an organization free of the manufacture, distribution, dispensing, possession, or use of non-prescription controlled substances, which includes, but is not limited to, substances such as marijuana, heroin, cocaine, amphetamines, and alcohol. Use of such substances on school premises and/or at any ASCC Student Senate sponsored activities shall

result in the dismissal of the violator(s) in addition to any disciplinary procedures as outlined in the student rights and responsibilities handbook.

Section 5. Probation:

- A. All ASCC Student Senate members shall be subject to a probationary period as a result of failure to fulfill their responsibilities or exhibition of conduct unbecoming of an ASCC Student Senate member while on campus or at school related events, as judged by the ASCC Student Senate and the Constitution and Bylaws thereof.
- B. If a Senate member witnesses another Senate member do any of the following:
 - 1. Violate the ASCC Constitution, Bylaws, standing resolutions, or any governing law
 - 2. Exhibit inappropriate conduct unbecoming of a Student Senate memberwhile on campus or at a school related event, the Senator must write a referral and submit it to the ASCC President, Vice President, and Advisor.
- C. A probation hearing shall take place in the Executive Board meeting at the written referral of at least two (2) Executive Board members, or at least three (3) ASCC Student Senate members, within two (2) weeks of the last required referral to hold the hearing. If the hearing in question involves an Executive Officer, that person shall not vote in the hearing and the hearing shall occur before the ASCC Student Senate general body.
 - 1. In the event that the Senator in question fails to appear for review, the review shall be conducted without their presence.
 - 2. The written request must clearly outline the specific reasons for the hearing, be reviewed by the advisors, the President and Vice President, and be presented to the member in question at least five (5) days before the hearing.
 - 3. The member in question will have the option to plea guilty or no contest regarding the allegations. A guilty or no contest plea will skip the determination of whether the member(s) in question are guilty. The probationary hearing will only determine the length of probation.
- D. All interested parties shall have an opportunity to speak to the body regarding only the issue(s) outlined in the written request(s).
- E. The Executive Board (or in the case of an Executive Member, the ASCC Student Senate general body), having heard all evidence presented, shall render a decision by majority vote of the members present as to whether the member(s) in question are guilty of a violation of the Constitution, Bylaws, or conduct unbecoming.
- E. If found guilty, the Executive Board (or in the case of an Executive Member, the ASCC Student Senate general body) shall determine the length of the probationary period. The length of probation may vary from one (1) to sixteen (16) ASCC Student Senate meetings.
- F. While on probation, the member in question shall observe the following rules:
 - 1. Shall not have the right to vote.
 - 2. Shall be responsible for continued attendance of the Student Senate and Committee meetings.
 - 3. Shall not count towards quorum.
- G. The probationary period shall last until the ASCC Student Senate member has served his/her sentence, or until such time as another hearing is convened to determine otherwise
- H. If an ASCC Student Senate member is placed on probation twice (2) in one (1) year, this shall be grounds for dismissal by the ASCC Student Senate
- I. The Senators may override a probationary status by a two-thirds (2/3) majority vote.
- J. A Senator or Executive Member may withdraw a request for a probationary hearing and must do so no later than twenty-four (24) hours before the meeting at which the probationary hearing is scheduled. They must inform the president of their withdrawal, who will then inform the ASCC Student Senate if the withdrawal reduces the number below the required amount needed to call the

probationary hearing. If the other members who requested the hearing are still adamant about having it, it is strongly requested they engage in conflict resolution with the advisors or outside parties and the member in question.

Section 7. Dismissal:

- A. ASCC Student Senate members shall be subject to dismissal as a result of any of the following:
 - 1. Being placed on probation two (2) times in one (1) year.
 - 2. Violation of the drug free policy.
 - 3. Inappropriate conduct unbecoming of an ASCC Student Senate member.
 - 4. Violating the attendance policy (See Article V Section 1)
 - 5. Having a disciplinary file at the school in the past two (2) years.
- B. A dismissal hearing shall take place in the Executive Board meeting at the request of (2) Executive Board members, or three (3) ASCC Student Senate members. If the hearing in question involves an Executive Officer, that person shall not vote in the hearing and the hearing shall occur before the ASCC Student Senate general body.
- C. All interested parties shall have an opportunity to speak to the Executive Board regarding the issue at hand.
- D. The Executive Board (or in the case of an Executive Member, the ASCC Student Senate general body), having heard all evidence presented, shall render a decision by majority vote of the Executive members (or in the case of an Executive Member, the ASCC Student Senate general body) present as to whether the member(s) in question are guilty of a violation of the Constitution, Bylaws, or conduct unbecoming.
- E. The Senators (excluding Executive members) may override a dismissal status by a two-thirds (2/3) majority vote.
- F. A dismissed member may not seek restoration to the body for at least one (1) full subsequent semester.
- G. The ASCC Student Senate Advisor has the ability to suspend or dismiss any Senator without the permission of the ASCC Student Senate.

**Article III:
Employees of the ASCC**

Section 1. Secretarial Duties

- A. The ASCC Secretary shall record the minutes of all general and executive board meetings of the ASCC.
- B. The ASCC Secretary shall distribute electronic copies of said minutes and post them on the ASCC Student Senate website within three (3) days following the meetings.
- C. The ASCC Secretary shall, within three (3) days following the meeting pertaining to the minutes, distribute written copies of said minutes upon request.
- D. The ASCC Secretary shall distribute written copies of the minutes directly before the meeting following the meeting pertaining to the minutes.

Section 2. Secretarial Eligibility

- A. The ASCC Secretary must be enrolled in at least six (6) units at Cabrillo College throughout his/her tenure as secretary.
- B. The ASCC Secretary must submit employment application to the Student Employment Office.
- C. The ASCC Secretary must be able to type 85 WPM (eighty-five words per minute).
- D. The Present and/or Vice President must be present for secretarial interviews.

Section 3. Dismissal

- A. The secretary shall be subject to dismissal if (s)he is absent twice per term; one (1) tardy equals one (1) absence.
- B. Any employee of the ASCC Student Senate may be dismissed by a simple majority vote of the Executive Board if he/she fails to perform at the duties prescribed or fails to meet the eligibility requirements.

Article IV: Conferences and Travel

Section 1. Standing Rules for ASCC Student Senate Conferences and Travel:

- A. The ASCC Student Senate shall sponsor student conferences and travel as their budget stipulates.
- B. A request for conference or travel sponsorship by the ASCC Student Senate must be submitted to the ASCC Student Senate at least two (2) weeks in advance of the event. All attendees are subject to approval by the Executive Board and advisors.
- C. An advisor must accompany students to all ASCC Student Senate sponsored conferences or travel outside of Region IV.
- D. An oral report shall be given at the subsequent meeting following the conference. A written report outlining the conference shall be submitted to the ASCC Student Senate Vice President and/or uploaded to the shared drive within one (1) week of return.
- E. ASCC Student Senate sponsored conferences or travel must support student leadership development, diversity, representation, and/or educational development.
- F. If unable to attend, any senator holding a paid slot for a ASCC Student Senate conference must find a replacement for the slot. Failure to do so will be addressed in bylaws Article V, Section 1.C. If the conference requires travel by flight, as soon as the plane tickets are booked, there can be no replacement. Refer to Article V, section 1 C.
- G. A senator will be unable to attend any subsequent conferences until all conference reports have been submitted.
- H. Failure to submit a report within one (1) week of return will result in immediate probationary status until the report is submitted.
- I. Each report not turned in will count as an absence.
- J. Each report turned in late will count as a tardy.
- K. The amount of money allocated for conference meals per senator shall be at the discretion of the adviser.

Section 2. Travel Expenditures

- A. Ask an advisor prior to spending anything with regards to reimbursement.
- B. Meals purchased that are covered by the registration fee will not be reimbursed, no exceptions.
- C. Meals not covered by the registration fee will be left to the frugal discretion of the advisors.
- D. All Senators are responsible for compiling allergies and preferences and looking into alternate meal options around the conference area before arriving.

Article V: Standing Rules for the ASCC Student Senate Meetings

The ASCC Student Senate has adopted the following rules to facilitate efficient meetings.

Section 1. Absences/Late Arrivals/Early Departures:

- A. A tardy shall be defined as arriving to a meeting ten (10) minutes after the meeting has been called to order. An early departure shall be defined as leaving the meeting prior to the adjournment or the scheduled adjournment time.
- B. Two (2) late arrivals shall equal one (1) absence. Two (2) early departures shall equal one (1) absence. A combination of one (1) tardy and one (1) early departure shall equal one (1) absence.
- C. Failure to attend a paid slot at a ASCC Student Senate conference without a replacement or excusal by the ASCC Student Senate shall constitute two (2) absences and incur a \$50 fee. Senators will be put on probation until the fee is paid.
- D. Any member, elected or appointed, shall be removed from office for missing three (3) regularly scheduled meetings in one (1) semester without notice to the Vice-President, review by the Executive Board and excusal by the ASCC Student Senate.
- E. An excused absence/tardy/early departure shall be defined as a student government related issue (i.e. college, regional, or state level), illness, emergency, or any event pre-approved by the executive board.
- F. An excused absence for an emergency shall be left to the discretion of the Executive Board. If an Executive officer's attendance is in question, they shall not be allowed to vote on the matter in question.
- G. If any member is present for less than half a meeting, it shall be counted as an absence.
- H. If any member is not present for more than fifteen (15) minutes without the excusal or recognition of the Chair, it shall be counted as a tardy.
- I. For Committees
 - a. If a Senator is not present at the meeting of a committee to which they are assigned, it shall be counted as a tardy and be recorded by the Vice President on the Official ASCC Student Senate Meeting Role Sheet, if (and only if) a formal agenda was posted for the meeting at least twenty four (24) hours before the meeting took place.
 - b. Refer to Article IX Internal Committee Code Section 9, or Article X Ad-Hoc Committee Code Section 9 for excusal from the chair.
 - c. Missing a committee meeting is excused if the meeting is conflicting with another ASCC Student Senate related meeting or activity, or a Cabrillo College class. In the case of a recurring conflicting meeting, it shall be counted as an absence and finding a permanent replacement is recommended.
 - d. In the case where the individual obtains a proxy for a committee meeting the absence shall not counted as an absence.
 - e. The Executive Board of the ASCC Student Senate can excuse said absences from committee meetings if it is within Article 5, Section 1, Subsection E.

Section 2. The ASCC Student Senate Reports:

- A. The person giving the report has the floor. Parliamentary procedures dictate that the speaker shall not be interrupted.

- B. Each Senator will have the opportunity to report on their activities including but not limited to constituent interactions, committees, upcoming events, and any other information pertinent to the Senate operations.
- C. The reports will happen before the business of every meeting.
- D.

Section 3. Agenda Building:

- A. As the last order of business for a meeting, the Chair shall ask the ASCC Student Senate body for agenda items to be added for the subsequent meeting. All agenda items suggested by individual Senators shall be added to the following week's agenda, at the discretion of the chair. Additional agenda items may be added by individual Senators, at the discretion of the Chair, prior to the seventy-two (72) hour deadline preceding the subsequent meeting (as per the Brown Act). If an ASCC Student Senate member wishes to add an agenda item after the 72-hour deadline preceding a meeting, he or she may do so during the Approval of the Agenda section of the next meeting, providing such agenda item is in accordance with the Brown Act.

Section 4. Amendments to the Agenda

- A. As the first order of business after roll call, any voting member may motion to amend the agenda with regard to items being discussed or the order in which they are addressed.
- B. Any amendment to the agenda shall require a second and a simple majority vote.

Section 5. Motions:

- A. The funding sources shall be specified in all motions requesting financial disbursement.

Section 6. Voting

- A. All motions requiring a two-thirds (2/3) vote shall be adopted by members present. Those who abstain are not counted in the two thirds (2/3) vote.

Section 7. Items from the Floor:

- A. Members of the public shall be given an opportunity to address the ASCC Student Senate during the Public Comments section of the agenda. Speakers shall keep their report to three (3) minutes and must be relevant to the authority of the ASCC Student Senate. Requests for an item to be placed on a future agenda must be submitted in writing. Guests shall be limited to one (1) comment per subject on the agenda.
- B. During Executive Board Meetings, Senators-At-Large are allowed to speak on the same item multiple times at the discretion of the chair.

Article VI: Procedures for Filling Vacancies

Section 1. Vacancies and Appointed Positions:

- A. Applicants shall meet the same qualifications as outlined in the Election Code Article VI, Section 2.
- B. ASCC Student Senate positions open to the general student body shall be advertised by posting on campuses and online for a minimum of five (5) business days before any position may be filled, the posting of which shall be done by the ASCC Student Senate.
- C. Prospective senators shall complete an ASCC Student Senate application prior to the position being filled. Current Senators do not have to fill out an application if they wish to seek another office.
- D. Prospective senators, regardless of experience, must sit in one ASCC meeting before being appointed once the new ASCC Student Senate has been established.
- E. The candidate's application shall be reviewed by the ASCC Student Senate during the corresponding agenda item.
- F. The candidate shall be given an opportunity to give a short statement on his/her behalf.
- G. The candidate shall be interviewed by the ASCC Student Senate regarding his/her qualifications during the agenda item.
- H. Voting for appointive vacancies shall take place after respective interviews and separately for each position.
- I. A candidate must receive a majority vote of the standing ASCC Student Senate to be appointed to the sought office. In the case of a tie, the President shall cast the tie-breaking vote. If no candidate receives the majority of the vote, no candidate shall be appointed.
- J. The ASCC Student Senate shall not be able to appoint new members any time after the eighth meeting before the end of the spring semester, though current ASCC Student Senate Members may fill executive vacancies.

Section 2. Presidential Vacancy:

- A. In the event of a Presidential vacancy, the office shall be filled by a current ASCC Student Senate member in the following order: Vice President, Treasurer, Student Trustee, Legislative Representative, Watsonville Representative, I.C.C. Chair, Senator appointed by the ASCC Student Senate.
- B. Any member may decline to fill the Presidential vacancy and retain their current position.
- C. If no current member is found to serve by means of appointment, a special election shall be held (refer to Election Code for complete details.)

Section 3. Appeals and Decisions:

- A. All questions pertaining to qualifications, nominations, and appointments not covered in this code shall be decided by the general body of the ASCC Student Senate.

Article VII: Election Code

The purpose of the Election Code is to provide the direction for all ASCC Student Senate related elections consistent with the ASCC Constitution.

Section 1. Election Committee:

- A. Purpose:
 - 1. The Election Committee shall enforce the articles of the Election Code, and to provide interpretation.

- B. Members shall be:
 - 1. Chair, to be appointed by the ASCC President.
 - 2. An advisor (Student Activities Coordinator)
 - 3. Up to five (5) voting ASCC Student Senate members. Members shall be approved by the Vice President; if the position of the Vice President is vacant, the Executive Board shall approve these positions.
 - 4. No member may be a candidate for office while serving on the committee.
 - 5. All members shall have one (1) vote. The chair of the committee shall not have a vote except in the case of a tie. The advisor shall not have a vote at all

- C. Duties of the Election Committee:
 - 1. Enforce the provisions of the Election Code.
 - 2. Review the application of each candidate and submit a list of qualifying applicants for ballot publication.
 - 3. Distribute Election Code to each candidate upon approval of application.
 - 4. Arrange for the preparation of the official student ballots.
 - 5. Appoint or employ a sufficient number of neutral student members to operate the polls.
 - 6. Count ballots at a time and place designated by the committee and set prior to the election(s).
 - 7. Present the result(s) of election(s) to the ASCC Student Senate for formal announcement at the next meeting.
 - 8. Update the ASCC Student Senate Handbook and all relevant literature.

Section 2. Candidate Qualifications:

- A. A candidate must submit an application to the Student Affairs Office prior to, or on the cutoff date stipulated by the elections committee.
- B. Candidates for all positions must meet the following qualifications:
 - 1. Each applicant must have at least a cumulative two-point-zero (2.0) grade point average (G.P.A.) at the time they run for office, and maintain at least the two-point-zero (2.0) G.P.A. during their term of office.
 - 2. If the applicant is in their first semester at Cabrillo College, they must have been admitted on a “clean” academic status.
 - 3. The applicant shall have and maintain an academic load of at least five (5) units during their term of office.
- C. The advisor of the elections committee shall, upon submission of the application for candidacy or appointment, verify qualifications and report findings to committee for ruling.

Section 3. Voting Procedures:

- A. The names of candidates who have submitted completed and approved applications and followed the Election Code shall appear on the ballot.
- B. Voting shall be done by secret ballot.
- C. Any registered Cabrillo College student may vote. Proof of identification is required at the voting location (student ID number.)

Section 4. Election Dates:

- A. The general election shall be held before the last three (3) weeks of the end of the Spring Semester.
- B. Voting shall be held for a minimum of three (3) consecutive days at the Aptos Campus and a minimum of three (3) consecutive days at the Watsonville Campus.
- C. The general student population must be notified through all publicity channels available (flyers, posters, email, websites, college newspapers, etc.) at least fifteen (15) school days prior to any election.

Section 5. Ballots:

- A. All candidates running unopposed for an office must receive at least twenty-five (25) percent of the vote.

Section 6. Counting the Ballots:

- A. The Election Committee Chairperson and the Student Activities Coordinator shall supervise the actual counting of the ballots. The counting shall be held at a time and place designated by the Election Committee, set prior to the election.
- B. Candidates may not be present at the time of tabulation of any ballots.
- C. Candidates are allowed one (1) representative to observe the ballot tabulation.

Section 7. Contesting an Election:

- A. In the event that the election is contested, a written petition must be submitted to the Student Activities Coordinator within one (1) week following the announcement of the election results.
- B. The Election Committee shall review the petition and shall determine the appropriate action to be taken.
- C. The Election Committee's report shall be presented to the ASCC Student Senate no later than seven (7) school days following the contested election.

Section 8. Campaigning:

- A. Following the approval of the ASCC Student Senate application by the Election Committee, the candidate may begin campaigning.
- B. The ASCC Student Senate candidate may not begin campaigning prior to approval of their application by the Election Committee.
- C. All election expenditures must be recorded and presented to the budget committee upon request.
- D. Defiance of the election code may result in the disqualification of the candidate.

Section 9. Posting Signs:

- A. Campaign posters must meet the following requirements:
1. Candidates shall abide by the guidelines of the Election's Committee and advisors.
 2. Ten (10) total posters allowed on campus, no more than one (1) per building per candidate
 3. All posting of flyers and posters must conform to Cabrillo College AR6100, which is available in the Student Affairs Office.
 4. All candidate materials must be taken down within three (3) days of election completion. Defiance of this section shall be reported to the Dean of Student Services.
 5. All candidates' posting must be approved by the Student Activities Coordinator
 6. Must respect Cabrillo College's and all individuals' posting and property

Section 10. Campaigning during the days of the election:

- A. No candidate may campaign within two hundred (200) feet of any polling location.
- B. All campaign materials must be removed within two hundred (200) feet of any polling location.
- C. For specific clarifications of Article VII, Sections 10.A and 10.B see "Election Policy" available in the Student Affairs Office during each election.

Section 11. Reporting an Election Code Violation:

- A. In the event of an election code violation, a written petition must be submitted to the Student Activities Coordinator within one (1) week following the violation.
- B. The Election Committee shall review the petition and shall determine the appropriate action to be taken.
- C. The Election Committee's report shall be presented to the ASCC Student Senate no later than seven (7) school days following the election and can be appealed by the candidate-in-question by the two-thirds (2/3) vote of the ASCC Student Senate body. The candidate in question may appeal the decision of the Election Committee to the full ASCC Student Senate within one (1) week of the Election Committee's decision.

Article VIII:
Appropriations/Budget Code General Funds of the ASCC Student Senate

The ASCC Student Senate establishes this code to define policies and procedure regarding any and all financial transactions and decisions.

Section 1. Appropriations and Budget Committee:

- A. Members shall be:
 - 1. Treasurer (Chair)
 - 2. President
 - 3. Up to four (4) other voting ASCC Student Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.
- B. All members shall have one (1) vote.
- C. The Budget Committee shall meet once a month or as needed.
- D. Appropriations:
 - 1. The Budget Committee may review and make recommendations on any proposed requests for ASCC Student Senate funds, excluding discretionary funds.
 - 2. A simple majority is needed to bring a recommendation to the ASCC Student Senate on appropriation issues.
 - 3. The Budget Committee shall oversee, allocate, and distribute College-wide support grants.

Section 2. Budget:

- A. The annual budget shall be constructed by means of the Budget Committee.
- B. The budget shall follow a projected outline specified by the previous year.
- C. The ASCC Student Senate shall use the following timeline to plan its annual budget:
 - 1. The Budget Committee shall review the initial study budget no later than eight (8) weeks prior to the end of the Spring Semester.
 - 2. The ASCC Student Senate may amend the initial ASCC Student Senate budget where deemed necessary in order to approve a finalized budget by a two-thirds (2/3) majority vote.
 - 3. The finalized ASCC Student Senate budget shall be turned in to the Cabrillo College Business Office no later than April 30th of each year.

Section 3. Financial Accounting Duties and Responsibilities:

- A. Financial Records:
 - 1. The Treasurer shall be responsible for the maintenance of the ASCC Student Senate financial records as stated in the ASCC Student Senate Bylaws, and shall compile the initial budget and the final budget as approved by the ASCC Student Senate.
 - 2. The Cabrillo College Business Office shall be responsible for the ASCC accounting and bank records, and the provision of a monthly report of incomes and expenditures.
 - 3. A record of all current ASCC Accounts (71, 72) shall be presented at the start of each regular ASCC Student Senate meeting during the Treasure's Report.
 - 4. A record of current funds shall be reported at the beginning of each ASCC Student Senate agenda item in which funds are being requested.
 - 5. The most updated budget shall be electronically available at all times.

Section 4. Expenditures and Financial Contracts:

A. Expenditures:

1. To receive a consideration for funding, a Senator must submit an ASCC Student Senate written agenda item and Request for Funding Form (RFF) to the Chair.
2. All funds shall remain the property of the ASCC Student Senate until the expenditures of such funds, as approved by a simple majority vote of the ASCC Student Senate.
3. For any ASCC Student Senate sponsored grant, loan, or expenditure, funds shall only be disbursed for the requested items. Any deviation from the approved request must be re-approved by the ASCC Student Senate by simple majority vote.
4. The ASCC Student Senate shall consult with the Cabrillo College Vice President of Business Services to obtain a recommendation prior to engaging in any contract or agreement that the ASCC Student Senate may be a party to.
5. Any written or verbal contract or agreement that places the ASCC Student Senate under any obligation must be approved by a two-thirds (2/3) majority vote of the ASCC Student Senate, and shall be signed by the Cabrillo College Vice President of Business Services.

Section 5. Income and Revenues:

A. Event Income:

1. All funds collected from any ASCC Student Senate sponsored event or other appropriate source(s) shall be deposited to the Cabrillo College Business Office immediately after the said event by the parties involved or, if necessary, delivered to the campus police.
2. In the event of an off campus activity, the money shall be deposited within the next business day.
3. Accounts payable to vendors shall, in all cases, be paid through the Business Office.

B. Fundraising:

1. Any fundraising activity undertaken by the ASCC Student Senate shall be approved by a two-thirds (2/3) majority vote of the ASCC Student Senate.

Section 6. Discretionary Funds:

A. The ASCC Student Senate shall have three (3) discretionary funds set up at the beginning of each semester:

1. Executive Board: \$250
2. Advisor: \$250

(Approval by President, Vice President, Treasurer, or Advisor)

3. Publications Fund: \$400

(Approval by Director of Public Relations, Treasurer, or Advisor)

B. In the event of additional funding necessary for the discretionary funds, member(s) responsible for such funds shall take their request to the ASCC Student Senate.

Section 7. College Funding Requests:

A. College Wide Support Grants:

1. Requests for College Wide Support Grants shall be accepted and acted upon during the fall semester.
2. The Budget Committee shall determine which requests will be granted in a timely manner.

Section 8. Loans:

- A. Any campus organization shall be limited to receiving one (1) loan per academic year.
- B. A Loan Application must be completed in full and submitted to the ASCC Student Senate Treasurer no later than four (4) weeks prior to the anticipated event or purchase for the requested funds.
- C. Any requesting organization must have been established on campus for at least two (2) consecutive semesters prior to the request.
- D. Potential recipients for a loan shall submit the following:
 - 1. Itemized budgetary breakdown.
 - 2. Date(s) of planned event or purchase of item.
 - 3. Projected cost of event or item.
 - 4. Projected attendance of event/ or projected use of item.
- E. There shall be no limit as to the amount an organization may request as a loan; however, the amount requested may be adjusted or amended at the discretion of the ASCC Student Senate in accordance with the Brown Act.
- F. The organization shall have one-half (1/2) of the requested funds in their account as collateral, unless otherwise specified by a two-thirds (2/3) majority vote of the ASCC Student Senate.
- G. The Treasurer shall present the Loan Application to the ASCC Student Senate during a meeting. The Loan Application will go through a minimum two (2) week agenda process.
- H. All loans shall be approved by a two-thirds (2/3) majority vote of the ASCC Student Senate.
- I. All loans shall be paid back within two (2) months, or by the end of the semester, according to the date on the processed check, or as specified by the approved motion.
- J. In case of a default on a loan, the following action shall be taken:
 - 1. The ASCC Student Senate shall reclaim the funds from the organization's bank account through the Business Office.

Section 9. Revocation of Expenditure Authorization:

- A. Failure of any ASCC Student Senate sponsored activity or event to comply with any provisions of this code shall be cause for an automatic freeze of funds (revocation of authorization for expenditure) by the ASCC Student Senate.
- B. In the event of revocation of an expenditure authorization occurrence, the ASCC Student Senate shall review the situation no later than one (1) week after the revocation.
 - 1. The ASCC Student Senate shall make a decision to the course of action necessary to be taken for rectification of the situation by of a two-thirds (2/3) majority vote, immediately following the review of the state of affairs.
 - 2. Funding may also be revoked after either three (3) weeks of the end of the event or eight (8) weeks after the approval of the RFF (whichever is later) if the money is not claimed.

Section 10. Open Accounts:

- A. In order to keep the various ASCC Student Senate business interests functioning during the summer months, the ASCC Student Senate President-Elect shall be authorized to sign a memo allowing the Student Affairs Office to purchase the following items:
 - 1. Copy machine expenses.
 - 2. Student I.D. card expenses.

- B. To compensate for the ongoing expense of the Student ID card, the ASCC Student Senate shall reimburse Cabrillo College, in particular the Student Affairs Office, for the charges that are incurred throughout the Academic Year. The ASCC shall reimburse Cabrillo College seventy-five (75) cents per ID card produced. This practice shall continue indefinitely, until otherwise decided by the ASCC Student Senate. It is expected that this figure may need adjustment, and the ASCC Student Senate, upon their discretion, shall take such measures. In addition, within two (2) weeks of a request for any adjustment made by the college, the ASCC Student Senate shall review the request and take any action deemed necessary by the ASCC Student Senate. Furthermore, any adjustment made to this ongoing expense shall require a Bylaw amendment.

Article IX

Internal Committee Code

- Section 1. The ASCC Student Senate shall assess the necessity for the requested committee and approve or decline the request. The committee creation approval shall require a two-thirds (2/3) majority vote of the ASCC Student Senate.
- Section 2. Any and all internal committees shall be made up of up to five (5) voting members of the ASCC Student Senate approved by the Vice President. In the event of a vacancy in the Vice Presidency, the Executive Board shall appoint committee members by a simple majority vote.
- Section 3. The ASCC Executive Board shall have the discretion to add voting committee members, including non-senators, to any internal committee on an as-needed basis. A simple majority vote of the ASCC Executive Board shall approve the specific number of additional members.
- Section 4. All members of a standing committee shall have one (1) vote. The chair of the committee shall have a vote only in the case of a tie.
- Section 5. All committees shall be responsible for the submission of either a written committee report or their minutes to the shared drive.
- Section 6. The President of the ASCC Student Senate shall have the authority to appoint the chairperson for each internal committee, unless such position has been designated by the Bylaws.
- Section 7. Once appointed, internal committee members and chairpersons may be removed in the event of:
- A. Disqualification or resignation from the ASCC Student Senate.
 - B. Personal removal from the committee.
 - C. The request of the Chair to the Executive Board, followed by a hearing and a two-thirds (2/3) majority vote of the Executive Board.
- Section 8. All committees mentioned in the Bylaws will be considered Internal Committees. All other internal committees shall be created on an as needed basis.
- Section 9. A committee chair may excuse their committee members within twenty four (24) hours of posting the agenda. This will keep the absence from counting. If said agenda is not posted at least twenty four (24) hours in advance, then an individual may be excused at anytime before the meeting.
- Section 10. The chairperson for each Standing ASCC Student Senate Committee shall create and maintain a committee record folder on the shared drive, including but not limited to the following information:
- 1. Description of the Committee.
 - 2. Domain and Responsibilities of the committee.
 - 3. Procedures for conducting business, both historical and current.
 - 4. Agendas and either the official ASCC Committee Report or minutes of the committee meetings during the ASCC Student Senate representative's tenure.
 - 5. Recommendations for future ASCC Student Senate representatives regarding the committee. A copy of the committee record folder must be submitted to the ASCC Student Senate President, at both the beginning and end of the Spring semester.

Article X:
Ad-Hoc Committee Code

- Section 1. All Internal Ad-Hoc committees shall be created on an as needed basis.
- Section 2. Any ASCC Student Senate member may request that the Executive Board create an Ad-hoc committee.
- Section 3. The Executive Board will assess the necessity for the requested committee and approve or decline the request. The committee creation approval shall require a two-thirds (2/3) majority vote of the Executive Board.
- Section 4. The committee shall be made of up to five (5) ASCC Student Senate members approved by the Vice President. In the event of a vacancy in the Vice-Presidency, the Executive Board shall appoint committee members by a simple majority vote.
- Section 5. All members of an ad-hoc committee shall have one (1) vote.
- Section 6. All committee chairs shall be responsible for reporting back to the ASCC Senate during the General Meetings on the progress of their committee.
- Section 7. The Vice President or President of the ASCC Student Senate shall appoint the chairperson for each ad-hoc committee.
- Section 8. Once appointed, standing committee members and chairperson may be removed in the event of:
- A. Disqualification or resignation from the ASCC Student Senate.
 - B. Personal removal from the committee.
 - C. The request of the Chair to the Executive Board, followed by a hearing and a two-thirds (2/3) majority vote of the Executive Board.
- Section 9. A committee chair may excuse their committee members within twenty four (24) hours of posting the agenda. This will keep the absence from counting. If said agenda is not posted at least twenty four (24) hours in advance, then an individual may be excused at any time before the meeting.

Article XI:
External Committees

- Section 1. Senators must attend all committee meetings of the external committee they were assigned to unless they can find a replacement.
- Section 2. A Senator can waive their duty to an external standing committee by becoming an advocate for the athletics programs (Health, Athletics,) or the performing arts programs (VAPA).
- A. The advocate for these departments must do the following:
1. Meet with the department dean (or next faculty in succession when the dean is unavailable) at least once a month (excluding months where school is in session for less than half the month).
 2. Go to at least one (1) event sponsored by the department per month (excluding months where school is in session for less than half the month).
 3. Report back to the Senate regarding the events and activities of the department.
 4. Act as a liaison between the Student Senate and the department to bring attention to any issues the department may face.
- B. There may only be one (1) HAWK (Health, Athletics, Wellness, and Kinesiology) advocate and one (1) VAPA (Visual and performing Arts) advocate at any given time.
- C. The Vice President will designate the HAWK Advocate and the VAPA Advocate with implicit permission from the Executive Board.
- Section 3. An oral report must be made to the Senate at Large at the Senate meeting after each assigned committee meeting.

Article XII: Legislative Committee

Section 1. Members shall be:

- A. Legislative Representative (Chair)
- B. Student Trustee
- C. At least one (1) but as many as four (4) other voting ASCC Student Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.

Section 2. Members shall have one (1) vote. The chair of the committee shall not have a vote except in the case of a tie.

Section 3. Once appointed, members may be removed in the event of:

- A. Disqualification or resignation from the ASCC Student Senate.
- B. Personal removal from the committee.
- C. The request of the Chair to the Executive Board, followed by a hearing and a two-thirds (2/3) majority vote of the Executive Board.

Section 4. Duties of the Legislative Committee

- A. The Legislative Committee shall meet once every two school weeks or as needed.
- B. The Legislative Committee shall review all proposals regarding letters of support or opposition for legislation and make recommendation to the ASCC Student Senate regarding proposed legislation.
- C. The Legislative Committee shall review proposals within one (1) week following the proposal appearing on the ASCC agenda as a New Business item.
- D. The Legislative Committee shall make official recommendation to the ASCC Student Senate. The recommendation will serve as a guide for the ASCC Student Senate (a simple majority is needed to recommend or not recommend legislative action to the ASCC Student Senate).
- E. The Legislative Committee shall frame and report important legislation to the ASCC Student Senate.

Article XIII

Constitution and Bylaws Committee

Section 1. Members shall be:

- A. Vice President/Parliamentarian (Chair)
- B. President
- C. Up to four (4) other voting ASCC Student Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.

Section 2. All members shall have one (1) vote. The chair of the committee shall not have a vote except in the case of a tie.

Section 3. Once appointed, standing committee members may be removed in the event of:

- A. Disqualification or resignation from the ASCC Student Senate.
- B. Personal removal from the committee.
- C. The request of the Chair to the Executive Board, followed by a hearing and a two-thirds (2/3) majority vote.

Section 4. Duties of the Constitution and Bylaws Committee:

- A. Shall meet at least once every two school weeks or as needed.
- B. Shall be responsible for the maintenance and distribution of current copies of the ASCC Student Senate Constitution and Bylaws. The copies of said documents shall be distributed in the beginning of the academic year no later than the second (2nd) official meeting of the ASCC Student Senate, followed by necessary distributions due to changes in said documents.
- C. Shall review all proposals regarding Constitution and Bylaws and make official recommendation to the ASCC Student Senate regarding the presented proposals.
 - 1. A simple majority is needed to recommend or not recommend action on changes to the Constitution or Bylaws of the ASCC to the ASCC Student Senate.
- D. Shall review proposals within one (1) week following the proposal appearing on the Cabrillo College ASCC Student Senate agenda as a New Business item.

**Article XIV:
Student Activity Card Committee**

Section 1. Members shall be:

- A. Chair, to be appointed by the President.
- B. Treasurer
- C. Watsonville Representative.
- D. Up to two (2) other voting ASCC Student Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.

Section 2. All members shall have one (1) vote. The chair of the committee shall not have a vote except in the case of a tie.

Section 3. Once appointed, standing committee members and chairpersons may be removed in the event of:

- A. Disqualification or resignation from the ASCC Student Senate.
- B. Personal removal from the committee.
- C. The request of the Chair to the Executive Board, followed by a hearing and a two-thirds (2/3) majority vote of the Executive Board.

Section 4. The Student Activity Card Committee (Henceforth known as SACC) shall:

- A. Meet every school week or as needed.
- B. Be responsible for the maintenance of the Student Activity Card records including, but not limited to Merchant contracts. The committee shall insure the accuracy and maintenance of the contracts, including the recruitment of new contracts towards the program, as well as reinstatement of the current contracts.
- C. Be responsible for the maintenance and distribution of the documents pertinent to the program, including but not limited to brochures and other forms of advertisement. The copies of said documents shall be distributed to the appropriate locations as necessary. The committee shall be responsible for the accuracy of the information distributed regarding the program.
- D. Review all proposals regarding the Student Activity Card program and make official recommendation to the ASCC Student Senate regarding the presented proposals. The recommendation shall serve as a guide for the ASCC Student Senate (a simple majority is needed to recommend or not recommend action to the ASCC Student Senate).

Article XV:
Public Relations Committee

Section 1. Members shall be:

- A. The Director of Public Relations shall be the chair.
- B. Up to five (5) voting ASCC Student Senate members. The Vice President shall approve the members; if the position of the Vice President is vacant, the Executive Board shall approve these positions.

Section 2. All members shall have one (1) vote. The chair of the committee shall not have a vote except in the case of a tie.

Section 3. Once appointed, standing committee members and chairpersons can be removed in the event of:

- A. Disqualification or resignation from the ASCC Student Senate.
- B. Personal removal from the committee.
- C. The request of the Chair to the Executive Board, followed by a hearing and a two-thirds (2/3) majority vote of the Executive Board.

Section 4. The Public Relations Committee shall:

- A. Meet at least once every two weeks, or as needed.
- B. Be responsible for the promotion and maintenance of all forms of publicity of the ASCC Student Senate and for disbursement of pertinent information to the Cabrillo College Students:
- C. Review all proposals regarding the publicity and communications of the ASCC Student Senate.
 - 1. A simple majority is needed to recommend or not recommend action to the ASCC Student Senate.

Article XVI: Mentorship Program

Section 1. All new senators will have an assigned mentor. The President or Vice-President will appoint mentors from the qualified members (including veteran Senators-at-Large and veteran members of the Executive Board) with a consultation from the Executive Board.

Section 2. Meet with mentee on a weekly basis beginning the third week of the semester.

- A. Review the contents of the ASCC Student Senate binder
- B. Review Brown Act and parliamentary procedure
- C. Review office and SAC Policy
- D. Review office hours
- E. Review committee participation
- F. Review reports (written and oral)
- G. Have a monthly meeting with their mentee during which they discuss the mentee's progress, involvement, and understanding with regards to all aspects of the ASCC Student Senate
- H. Make themselves available to answer any and all mentee questions pertinent to ASCC student senate or direct them to the appropriate source for an answer
- I. Meet with the mentee during the last two (2) weeks of the semester to review their work during the preceding semester and prepare them for the subsequent semester
- J. Address the Executive Board regarding the fulfillment of these duties, the progress of the mentee, and any issues that arise that would compromise the working relationship of mentor and mentee

Article XVII: Emissary Program

Section 1. Duties and Responsibilities of the ASCC Student Senate`

- A. An ASCC Student Senate Emissary shall
1. Be a current student of Cabrillo College
 2. Be a student in good standing
 3. Maintain a minimum of a two point zero (2.0) GPA and be registered for at least five (5) unit during their term of service (with the exception of the Stroke Center Program students who must be registered for a minimum of one and a half (1.5) units
 4. Fill out and submit an ASCC Student Senate Emissary application
 5. Be recognized by the ASCC Student Senate by a formal vote
 6. Be an assistant to the ASCC Student Senate in their business, events, advertisement, etc.
 7. Act as an official conduit between the ASCC Student Senate and the Cabrillo College community
 8. Have access to the ASCC Student Senate resources on all campuses
 9. Become familiar with all ASCC Student Senate forms, procedures, and aspects of the budget
 10. Abide by the ASCC Student Senate Bylaws
 11. Be able to attend a conference if a spot and funds are available so long as they have not previously attended said conference
 12. Be able to have any and all privileges revoked at the discretion of the ASCC Student Senate
 13. Be dismissed for any of the following reasons:
 - a. For demonstrating behavior unbecoming of a Senator.
 - b. Violations of the Student Rights and Responsibilities Handbook.
 - c. Failure to participate in at least eight (8) hours per month of service to the ASCC Student Senate.
 - d. At the discretion of the Executive Board
 14. It is encouraged that emissaries who have never attended a conference paid for by the ASCC Student Senate do so.

Article XVIII: Electronic Communications

Section 1. ASCC Shared Drive

- A. The ASCC Student Senate folder shall be used strictly for ASCC Student Senate affiliated documents.
1. ASCC Student Senate Agendas shall be uploaded by the President at least seventy two (72) hours before the meetings.
 2. ASCC Student Senate Minutes shall be uploaded by the secretary within three (3) days of the previous meeting.
 3. All reports (from conferences and committees) shall be uploaded by their authors within one week of the conference or committee meeting or event.
 4. All RFFs shall be submitted by their sponsor at least seventy two (72) hours before the meeting.

Section 2. Electronic Newsletter (E-News)

- A. The Electronic Newsletter (E-News)
1. The E-News shall be defined as a method of communication, via email, to all currently enrolled Cabrillo College Students. The information presented in the E-News shall be focused on, but not limited to, the monthly student activities of both the Associated Students of Cabrillo College, the ASCC Student Senate, and the various Student organizations on campus.
 2. All E-News content must have the prior approval of the Student Activities Coordinator and/or the Dean of Student Services.
- B. The Electronic Newsletter (E-News) Editor shall
1. Be appointed by the Student Senate and overseen by the Student Activities Coordinator and/or the Dean of Student Services.
 - i. The incoming ASCC Student Senate must appoint a Senator as the E-News Editor at their first meeting before summer break, or as needed in the case of a vacancy.
 2. Serve in the position as long as they are a part of the ASCC Student Senate.
 3. Be trained for the position as soon as possible by the Student Activities Coordinator
 4. Create the E-News for each month during the Fall and Spring Semesters
 5. Work with Cabrillo's Marketing Department on a monthly basis
 6. Set the appropriate deadline, approximately the 3rd Friday of every month, for E-News submissions
 7. Send the draft E-News to the advisors for edits
 8. Make the appropriate edits and send the final draft to the Director of Marketing and Communications in a timely fashion
 9. Inform the Associated Students of Cabrillo College, the ASCC Student Senate, and the Inter-Club Council of the submission deadline
 10. Inform the Student Body President that each month they have the opportunity to write a short letter to the students
 11. Have the ability to edit submitted content to fit the E-News format
 12. Meet with the Student Activities Coordinator on a monthly basis.
 13. Be exempt from an Internal Committee requirement

Section 3. Electronic Conferencing

- A. Electronic conferencing units shall be
 - 1. Checked out by Student Activity Coordinator, front desk assistants, Dean of Student Services, or Dean of Student Services assistant(s).
 - 2. Only used for the duration of the meeting it is being used for
- B. If an electronic conferencing unit is broken:
 - 1. A report must be submitted within one (1) week describing the incident
 - 2. The person(s) responsible for its malfunction will pay for its replacement at current commercial price if there is clear evidence of abuse or neglect.