

ASSOCIATED STUDENTS OF  
COLLEGE OF SAN MATEO



BYLAWS

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## INTRODUCTION

These Bylaws represent the operating procedures and rules of the government of the Associated Students of College of San Mateo. They have been created for several reasons:

- To serve as a guide to the officers and committee heads who make up the ASCSM government.
- To serve as a statement of mission and means to the other groups within the College Community (i.e., the Faculty, the Administration, and the District).
- To serve as a flexible interpretation of the ASCSM Constitution which may be revised as needed, subject to changing times, government goals, and personal interests.

These Bylaws have been organized to coincide with the ASCSM Constitution. The various sections of these Bylaws will deal with issues, structures, and powers that are found in the coinciding sections of the ASCSM Constitution. We feel this is the most effective way in which to understand and apply these Bylaws.

This document was prepared by the Associated Students Finance and Administration Committee, students who have shown dedication and commitment to the Associated Students and who understand the special problems which need to be addressed in the A.S. Bylaws. Special attention has been directed towards taking full advantage of the new ASCSM Constitution and the new offices, responsibilities, and freedom it gives to the Associated Students.

One final note: It may be noticed, upon perusal of this document, that it is at times at odds with the final version of the ASCSM Constitution adopted by the students during 1983/84 General Election. It is true, this document is an interpretation of the Constitution, and at times the interpretation is liberal. However, it is not without precedent. We refer you to the United States Constitution, which guarantees to the states the right to support independent militias, and the "Force Act" passed by Congress during the Civil War, which takes this power from the states and gives the militias to the jurisdiction of the President: "The National Guard."

## ARTICLE I – ELECTIONS

### 1.1 Intent

ASCSM General Elections are to be held in the Spring and coordinated by the A.S. Vice President. Special Elections are to be held only under specific circumstances and shall also be coordinated by the A.S. Vice President, unless otherwise noted.

### 1.2 Election Regulations

Rules governing the acts of poll workers as candidates during the campaign and subsequent election are to be developed by the Vice President and his/her paid (Elections Account) or volunteer staff in conjunction with the Student Activities Office no later than the last regular Senate meeting in March. Items of concern may be (but should not be limited to):

- Number and location of polling booths;
- Number, size, and location of campaign posters;
- Salaries for poll workers;
- Vote tallying procedures;
- Method of attracting candidates for office;
- Promotion of election (distinct from candidate).

### 1.3 Election Timetable

Election regulations should be prepared and published at least eight weeks before the election. Candidate's packets should be made available six weeks before the election date, petitions and eligibility forms should be returned no later than four weeks before the election day. Campaigning will begin four weeks before the election date. Actual voting may be carried out for not less than one and no more than five school days.

### 1.4 Use of Associated Students Resources

Duplicating and promotional resources of the Associated Students (mimeograph machine, paint room, etc.) are to be made available to candidates on a limited basis, subject to the time limitations of the Student Activities Office staff, at a monetary rate to be fixed by the Vice President and his/her Elections Committee.

### 1.5 Vote Tallying and Announcements of Results

Votes are to be counted by the Vice President's Election Committee members in the presence of the Coordinator of Student Activities or other College Administrator as witness. Results may be kept secret, according to regulations adopted by the Election Committee, until all campaign all campaign posters are removed.

### 1.6 Petitions

The President and Vice President of the Associated Students shall be nominated for their respective offices by petitions containing the signatures of at least one hundred (100) of this Association. Candidates for each seat in the Student Senate shall be nominated for their offices by petitions containing

the signatures of at least fifty (50) members. All petitions must be filed in the Student Activities Office at least eight (8) school days prior to the scheduled election.

## ARTICLE II – PRESIDENTIAL POWERS AND DUTIES

### 2.1 Intent

The President's role will often be that of facilitator, and as an information source. The President shall present ideas and thoughts to the Senate, and assist the Senate in accomplishing goals.

### 2.2 Powers and Duties

These are the Presidential Powers and Duties not listed in the ASCSM Constitution:

- Coordinating and monitoring the work of the Senate;
- Appearing at ASCSM, College, and District functions as an official representative of the Associated Students of the College of San Mateo;
- Signing and vetoing legislation;
- Appoint Senators and Associates to CSM Faculty and/or Administrative committees;
- Appoint Senators and Associates to District, County, Regional, and State Committees and Organizations that represent and affect Community College Students;
- Develop guidelines and procedures regarding appointments of Senators, Associates, Officials, and other students who represent the ASCSM Senate;
- Projections of anticipated required action by the Senate and presentation of such projections to the appropriate body (i.e., the need to hire and train a manager for the A.S. Concession Stand in time for football season and the need to organize a group to sell and promote Student Activity Cards during registration periods);
- Creation and maintenance of such information networks as are necessary or helpful for the Associated Students with College and outside agencies;
- Creation and presentation of executive initiated proposals to the Senate;
- Attendance and reporting at A.S. Senate meetings;
- Signing purchase orders, invoices, and other financial documents.

### 2.3 Other Responsibilities

The following are other Presidential responsibilities not listed in the Constitution:

#### 2.4.1 Enacting and Vetoing Legislation

The President's signature upon a corrected copy of the minutes of a particular meeting will be sufficient to enact all Senate legislation passed at the meeting. This signed copy of the minutes should be filed with the Student Activities Office and the Chairman of the Senate. Legislation is likewise enacted if the President fails to sign and file a copy of the minutes within two school days. To veto legislation, the President must compose a written veto and submit it to the Student Activities Office and the Chairman of the Senate by 4:30 p.m. on the second school day after the meeting during which the legislation was passed. The veto need not be delivered in person to be valid, but must be delivered through standard, accepted means (i.e., campus mail, dropped off in the Secretary's mailbox, etc.).

#### 2.4.2 Hiring of Employees

Hiring of Associated Students employees is a function of the President, to be accomplished by the President and/or his/her designee subject to Senate approval by majority vote. The Senate has the

right to specify terms of salary, preferences in the hiring field, and any other considerations. This is the only A.S. hiring method, except if the President is under consideration for the position, in which case the Finance Director shall be responsible.

### **2.4.3 President's Report**

The President is responsible for attending all meetings of the A.S. Senate. In case of the President's unavoidable absence, a designee may attend. The President's report at each meeting should include (but is not limited to):

- Announcements of special College, District, and A.S. events;
- Reminders on upcoming projects which need Senate action;
- Proposals, reports, and resolutions deemed necessary by the President or his/her designee;
- Any and all recommendations as the President sees fit.

### **2.4.4 Membership in Committees**

The President serves as an ex-officio member of all A.S. committees. This membership entitles the President to attend meetings of the committees, to submit plans and proposals to the groups, and to take part in discussion as a full and equal member. However, the President may not vote on any committee resolution or proposal, nor may he/she make a motion or second it. The President need not attend committee meetings, but may do so at his/her discretion.

### **2.4.5 Financial Matters**

The President shall assist the Finance Director to prepare budgets and financial reports and assist in maintaining financial records.

### **2.4.6 Secretarial Matters**

The President shall assist the Senate Secretary to produce, duplicate, and distribute minutes of the Senate meetings.

## ARTICLE III – DUTIES OF THE OFFICERS

### 3.1 Intent

The A.S. Vice President, Vice Chair of the Senate, and individual Senators make up the Associated Students government.

### 3.2 A.S. Vice President

The Associated Students Vice President serves as his/her primary duty as Chair of the ASCSM Senate.

The Vice President will also be responsible for the following, not listed in the A.S. Constitution:

- Conducting meetings in an orderly fashion according to established rules of order;
- Signing purchase orders, invoices, and other financial documents along with the ASCSM President, or his/her designate, for Senate financial matters. If the Vice President is unable to sign necessary financial documents, the Vice Chair of the Senate shall assume the responsibility;
- Calling special (i.e., unscheduled) meetings.

### 3.3 Vice Chair of the Senate

The Vice Chair of the ASCSM Senate shall serve, as his/her primary duty, A.S. a voting Senator.

However, in the absence of the Vice President, the Vice Chair will serve as Vice President and fulfill the responsibilities of the position.

### 3.4 Senators

The Senators, in the amount defined in the A.S. Constitution, will serve, as their primary duty, as voting representatives of the Associated Students of the ASCSM Senate. Senators will also be responsible for:

- Creating and presenting to the A.S. Senate proposals for projects, studies, position papers, establishment of committees, and any other purpose not prohibited by law, District regulations, the ASCSM Constitution, or elsewhere in these bylaws.
- Serving as representatives of the Associated Students before students, staff, faculty and administration, and community members.

### 3.5 Associates

It is recognized that there are students who are willing to support and participate with student government and are not interested or do not have the time to fully commit to the duties and responsibilities of a Senator. Any student appointed by the ASCSM President to represent the Student Senate shall receive the standing of Associate of the Student Senate. Associates will be responsible for:

- Participating within the committee that he or she serves on;
- Representing the Student Senate and students at large on shared governance committees;
- Support the Mission of the Associated Students of College of San Mateo Student Senate.

### 3.6 Term of Office

The term of office should begin at the earliest possible moment before school begins to allow year-long planning and a training period for Senators and officers. Other considerations for term of office include:

### **3.6.1 Swearing In**

The term of office for all elected officials and representatives will begin upon a swearing in ceremony to be officiated by the Administrative Advisor at the last regular meeting of the Senate. The term of office will end at the Senate's last regular meeting.

### **3.6.2 Appointees and Succession**

Senators and officials who are appointed or who succeed to higher offices to fill vacancies will take office at the next regular meeting of the ASCSM Senate (whether or not the Senators or officers are in attendance).

### **3.6.3 Senatorial Appointments**

Appointments shall be nominated and appointed by the president and approved by a majority vote of the Senate. Candidates must:

- Be an Associate of the Student Senate, a former ASCSM Senator, or an Associate from the previous Academic Semester.
- Have the minimum GPA and enrollment standards of an elected Senator.
- Attend a minimum of three (3) consecutive Senate meetings as an Associate during the current or previous Academic Semester.
- Abide by other conditions and procedures developed by the consent of the Senate.

## ARTICLE IV – SENATE MEETINGS

### 4.1 Intent

The A.S. Senate shall meet once a week at a regular time (unless there is a holiday at that time), which is convenient for the Senators, officers, and interested others.

### 4.2 Meeting Time

The regular meeting time of the ASCSM Senate from the first day of the Fall Semester to the last day of the Spring Semester will be determined, by a majority vote of the Senate, during a regular meeting of the new Senate. The regular meeting place shall be the Senate Chambers, unless the Senate, by a majority vote, decides otherwise.

### 4.3 Special Meetings

Special meetings may be called by:

- The A.S. President.
- The A.S. Vice President.
- A simple majority of voting members of the Senate.

Special meetings may not be called sooner than the first school day (24 hours) after they are called. The person(s) calling the meeting are responsible for:

- Notifying, by telephone, as many Senate members as can be reached as far in advance as possible.
- Notifying the Student Activities Office, the Director of Special Programs & Services, Dean of Student Services, and the College President.
- Posting written notice of the time and place of the special meeting on the ASCSM Bulletin Board in the Student Center.
- Preparing a written agenda for the meeting and stipulating the purpose of the meeting.

### 4.4 Quorum

No regular or special meeting will take place without the presence of a quorum. A quorum is defined as: A majority of voting Senators including a Chair (either the Vice President or the Vice Chair) and a member of the College Administration qualified to serve as Advisor.

### 4.5 Attendance

Attendance will be taken at all meetings during the regular school year. It is the responsibility of the Senators to be present; any Senators that is absent more than three times in a semester will automatically resign without appeal. Three tardies constitute one absence. No absences shall be considered excused absences unless an officer or Senator is unable to attend a Senate meeting while they are conducting official business of the Associated Students and their absence to conduct such business was previously approved by the Student Senate.

#### 4.6 Order of Business

The order of business for all meetings must be produced as an Agenda at least twenty-four hours in advance by the Senate Secretary.

Agendas of each meeting should be distributed in advance to:

- Coordinator of Student Activities
- Student Activities Staff Assistant(s)
- Dean of Student Services
- Director of Special Programs & Services
- All ASCSM Senators
- ASCSM President
- ASCSM Vice President
- College President
- Public Information Office
- Associated Students of Cañada College and Skyline College
- District Chancellor/Superintendent
- District Board of Trustees
- A.S. Bulletin Board
- Monday Morning Blues
- San Matean

Agendas should be organized according to this format:

- Call to Order/Roll Call
- Agenda Changes
- Adoption of the Minutes
- Special Presentations
- Public Announcements
- Advisor's Reports
- Executive Reports
- President
- Vice President
- Finance Director
- Secretary
- Committee Reports
- Programs
- Services
- Public Relations
- Finance & Administration

- Senator's Reports
- Old Business
- New Business
- Hearing of the Public
- Adjournment

Agendas should note the type of meeting, meeting date and time, and meeting place.

Included with the agenda should be copies of all proposal requiring Senate action. Those that are not distributed with the agenda will not be discussed at the Senate meeting. Written reports should be included in the agenda.

#### 4.7 Minutes

Minutes of the Senate meetings will be prepared by the Senate Secretary and should be organized in the same fashion as agendas. Minutes should include the following:

- Date, time, place, and type of meeting;
- Attendance report;
- Summary of special presentations and any action take in response;
- Correction to previous minutes;
- Summaries of all motions, including maker, second, vote, and exact wording;
- Records of the results of any executive session (actions only);
- Summary of public concerns heard by the Senate;
- Any special action taken by the Senate or the Senator's motion, second, or time of adjournment;
- Minutes of each meeting shall be presented for correction or adoption by the next meeting.

#### 4.8 Selection of Vice Chair

The Vice Chair of the Senate will be nominated by motion during the "New Business" section of a Senate meeting no later than the first regular meeting of the new fiscal year. The nominee must be a Senator. A simple majority vote of the Senate is sufficient to confirm the candidate.

#### 4.9 Financial Procedures

The Senate shall be well aware of the procedures used for financial matters. Although the Finance Director and President are responsible for the maintenance of the financial records it is imperative that all student government leaders be knowledgeable of such concerns.

##### 4.9.1 Authorized Signatures

All purchase orders and invoices are to be signed by the President (or his/her designated Finance Director) and the Vice President (or his/her designated Vice Chair).

##### 4.9.2 Authorized Expenditures

All expenditures must be authorized in advance by the Senate and must be reflected in its minutes. Emergency exceptions may be granted by the ASCSM President up to \$20.00. Cash advances, against expense, may be made with a majority vote of the Senate.

### **4.9.3 Accounting and Reporting**

All income and expenditures must be recorded by the Finance Director for inclusion in financial reports. All income and expenses must be reported to and processed by the Students Activities Office and the College Cashier.

## **4.10 Operating Procedures**

The operating procedures are to help the Senate determine the best and proper way in which to approach a specific problem or dilemma.

### **4.10.1 Rules of Order**

The rules of order are the means, not the ends. They are subject to neglect any time they interfere with the efficient accomplishment of Senate business;

### **4.10.2 Principles**

The Senate will operate under the principles outlined in the latest edition of the CSM Student Government Handbook;

### **4.10.3 Advisory Roles**

The Senate's Administrative Advisors will serve as advisory parliamentarians if a dispute arises over operating procedures and will have authority to forcibly settle disputes or enforce standard parliamentary procedure only if the Senate is in danger of violating the law, a College regulation, or a provision of the Associated Students Constitution, or if there is clear and present danger to the Associated Students as a result of the dispute or lapse in standard operating procedure.

## ARTICLE V – COMMITTEES

### 5.1 Intent

The Senate committee structure is composed of Standing Committees, Subcommittees, and Temporary/Ad Hoc Committees. The committees shall advise the Senate and assist in carrying out the goals and functions of the Associated Students.

### 5.2 Delegation Selection

The Chairperson of the Senate shall delegate, if necessary, all matters of Senate concern to the committee he/she feels is most qualified to undertake the issue.

### 5.3 Committee Reports

Committee Chairpersons shall be responsible for reporting all matters of concern to the Senate. Reports shall be given at every or every other meeting. The Chairpersons may delegate this responsibility to other individuals.

### 5.4 Committee Authority

The Chairperson shall make the final decision in all matters of the given committee. All recommendations and advice shall be relayed to the Senate by the Committee Chairperson or his/her designee.

### 5.5 Committee Funding

The Senate may allocate funds to a specific committee to be spent as the Chairperson feels necessary to accomplish a given goal. The Chairperson, and only the Chairperson, is responsible for spending of allocated funds.

### 5.6 Disbanding Committees

Any and all committees, except for the four standing committees (Finance & Administration, Services, Public Relations, and Programs), may be disbanded, at any Senate meeting, by a majority vote of the Senate.

## ARTICLE VI – IMPEACHMENT AND RECALL

### 6.1 Intent

Impeachment is to be an attainable goal, but with sufficient procedural safeguards to prevent its frivolous application.

### 6.2 Initiation of Impeachment Proceedings

Impeachment proceedings against a Senator, the ASCSM Vice President, or the ASCSM President must be initiated by a proposal signed by a two-thirds (2/3) majority of the current Senators.

### 6.3 Impeachment Committee

All impeachments will be tried by the ASCSM Senate sitting as a committee as a whole. The meeting will be chaired by a Senator selected at random, but not a Senator who is initiating the proceedings or who is being tried. The A.S. Vice President, if the impeachment is not directed towards that individual, shall sit as a voting member of the Impeachment Committee.

### 6.4 Recall

The power of recall shall rest with the members of the Associated Students as outlined in the A.S. Constitution. The Vice President shall call, coordinate, and regulate the Special Election. If the Vice President is under Recall, the Senate shall elect a Senator, not under Recall, to call, coordinate, and regulate the Special Election.

## ARTICLE VII – AMENDING THE BYLAWS

### 8.1 Intent

These bylaws are meant to serve as a guide for efficient student government. If experience shows that they hinder more than help, or could help more, an amendment process should be simple.

### 8.2 Amending the Bylaws

Any and all sections may be amended, by a majority vote, at any official meeting of the Associated Students Senate.

## VERSION HISTORY

### February 3, 2003

Updated and edited the following sections:

ASCSM Bylaws, Article II (Presidential Powers and Duties)

- 2.2, item 4 – Added and Associates
- 2.2, item 5 – Added
- 2.2, item 6 – Added
- 2.2, items 7 through 11 – Renumbered from items 4 through 6

ASCSM Bylaws, Article III (Duties of Officers)

- 3.5 – Added
- 3.6 – Renumbered from 3.5
- 3.6, item 3 – Updated and added items a through d