

# Student Government of Cerro Coso By-laws

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## Executive Board

1. It is mandatory that executive board members attend SGCC meetings and events. Emergency exceptions can be granted by the Student Advisor.

## President

1. Shall chair all meetings of the General Body and Executive Board in accordance with the most current edition of Robert Rules of Order.
2. Shall, in conjunction with the advisor, call the meetings, set the agenda, and notify the executive board, as needed.
3. Shall serve as the official spokesperson for the Cerro Coso Students for Regional and State endeavors unless otherwise delegated by the President.
4. Shall, as deemed appropriate and in accordance with the Brown Act, have the authority to call special and emergency meetings .
5. Shall work with the Finance Manager to ensure that the SGCC adheres to the District Policy on Finances.
6. Must serve on college council or appoint a designee.
7. Appoint Time Keeper and Parliamentarian as needed.

## Vice President

1. Shall serve as president in his/her absence.
2. Attend Academic Senate Committee and other college level committees as needed.
3. Chair first Senate Meeting and chair senator meetings if President of the Senate is vacant.
4. Shall assist clubs in complying with these bylaws and our constitution, and when needed chair their meeting.

## Secretary

1. Shall be responsible for the taking of accurate minutes of General Body and Executive Board meetings.
2. Shall maintain a complete and accurate file of all SGCC records and documents.
3. Shall work with the President to draft SGCC Executive Board and General Body meeting agendas.
4. Shall conduct a roll call and keep an accurate attendance record for Executive Board and General Body meetings.
5. The Secretary will provide the minutes to the Student Advisor and the President no later than forty-eight hours after each meeting.

## Finance Manager

1. Shall be responsible for getting fund approvals moved, signed, and documented.
2. Shall turn in necessary documents to the business office.
3. Shall receive monthly reports from the business office.
4. Shall be responsible for establishing rules and procedures for expending and receiving funds and remaining within budget
5. Shall report to the Student Government twice every academic year.

## Communications Officer

1. Shall be responsible for working with the President to communicate the official positions of the SGCC.
2. Shall perform other verbal communication functions, as deemed necessary by the President.
3. Shall perform other technical communication functions, as deemed necessary by the President.
4. Shall keep a record of all material, electronic or otherwise, for at least one year.
5. Shall be responsible for disseminating agendas and other SGCC materials.

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6. Shall be responsible for working with the President to ensure that the posting of SGCC agendas is in accordance with the Brown Act.
7. Shall be responsible for coordinating the updating and maintenance the SGCC websites and social media.
8. Shall be responsible for creating and maintaining the SGCC group e-mail account.

## Region IX Representative

1. The Region IX representative represents the SGCC at Region IX meetings and at the regional and state levels.
2. Must report to Executive Board and Student Government.

## Student Trustee/Student Trustee Liaison

1. The Student Trustee or the Student Trustee Liaison, as applicable, shall be responsible for representing students at the Board of Trustee meetings and interfacing with the student body.
2. Must report to Executive Board and General Body.

## Senators

1. Sit on college level committees as assigned by the President of the Senate.
2. Act as liaisons between the Executive Board, clubs, and the general student population.
3. Attend SGCC General Meetings and Senate Meetings.

## President of the Senate

1. The President of the Senate is obligated to go to Executive Board Meetings.
2. The President of the Senate can make and second motions at the Executive Meetings.
3. The President of the Senate chairs senators' meetings. In the President of the Senate's Absence the Vice President of the Executive Board, or designee, will Chair Senator Meetings.
4. The President of the Senate is responsible for tracking and maintaining the list of senators on college level committees.
5. The President of the Senate shall be chosen by Senators.
6. Can be removed by executive board. If removed the Vice President will need to chair meeting to appoint next President of the Senate.

## Advisor

1. The Advisor shall interface between the SGCC and the administration of Cerro Coso College.

## The Agenda and Minutes

(These procedures are applicable for all meetings of the SGCC)

1. The Secretary will provide the minutes to the Student Advisor and the President no later than forty-eight hours after each meeting.
2. The presiding officer shall make the agenda and call the meeting.
3. All items moved to be on the next meeting's agenda must be placed on the agenda even if the item is moot or out of order. Such declarations must be made at the next meeting by the Chair.

## College Level Committees

1. All assignments to college level committees must be approved by the President of the Senate. The President of the Senate does not assign positions already filled by these bylaws or the constitution.
2. All members serving on committees must report to the executive board via the President of the Senate.

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## Clubs

1. The Members of all clubs and organizations shall be encouraged to hold a valid ASB card.
  1. All clubs are required to have representation at the SGCC General Meetings. Failure to attend two SGCC General Meetings will result in the suspension of club funds at the discretion of the SGCC Executive Board. Failure to attend four SGCC General Meetings will result in the club receiving 'inactive' status at the discretion of SGCC Executive Board.
    - i. Club Representatives must be voted on by the members of the club. The President of a club may appoint an Interim or temporary Representative if a vacancy exists or if the current representative is unable to attend.
    - ii. Club attendance at the SGCC ~~Student Senate~~ General Session meeting is paramount in its vitality to the operation of the SGCC.
  2. Disciplinary Procedures
    - i. Clubs may have their funds suspended for failure to comply with the general rules, bylaws, and traditions of the SGCC.
    - ii. Clubs may be declared inactive for failure to comply with the general rules, bylaws, and traditions of the SGCC.
    - iii. Upon a club being declared inactive, the funds and property of the club shall be absorbed into the SGCC General Fund.
  3. Exception for School Related Activity
    - i. It is understood that mandatory school related events take precedence over SGCC obligations. However alternate means of participation shall be pursued with the guidance of the Executive Board.

## Meetings

1. Executive Board Meetings
  1. Regular Executive Board Meetings of the SGCC Executive Board shall convene weekly, while school is in session, excluding the summer session.
  2. Special Executive Board Meetings may be called by a majority of the Board.
2. Senate Meetings
  1. Senate meetings are comprised of all Student Senators.
  2. Regular Senate Meetings shall convene bi-weekly, while school is in session, excluding the summer session.
  3. Special Senate Meetings may be called by a majority of the Senate.
  4. Senators must attend all General Meetings.
  5. Senators are encouraged to work in conjunction with the Executive Board, the SGCC advisor and the SGCC President to ensure compliance with the Brown Act.
3. Club Meetings
  1. Clubs are encouraged to work in conjunction with their faculty member, the SGCC advisor and the SGCC President to ensure compliance with the Brown Act.
  2. The SGCC Executive Board and The SGCC ~~Student Senate~~ General Session shall meet at least once a month with the Summer Semester excluded.
4. Teleconference Meeting
  1. A teleconference is defined as a meeting where the members are in different locations, connected by electronic means through either audio, video, or both.
  2. At least a quorum must be present within the boundaries of SGCC jurisdiction.
  3. Notice shall be given to the public on how to call in on all meetings for which teleconferencing will be used.
  4. All actions by a member physically present are available to those appearing via teleconference.
  5. All locations from which teleconferencing will occur must be in the agenda and the agenda must be posted at all locations.

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## Events

1. A 'Leader of the Day' (LOD) shall be assigned for each event. The President may declare a LOD vacant and appoint a new one as necessary.
2. LOD's are responsible for general event coordination.
3. A budget shall be assigned for the event to which a LOD is assigned. LOD's shall have discretion to spend funds. Increases to the budget may be requested at Executive Board Meetings.

## Parliamentary Authority

1. The Rules contained in the current editions of Robert's Rules of Order Newly Revised shall govern the SGCC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the SGCC may adopt.

**\*\*\*Signatures and Stuff\*\*\*\***