

Student Government of Cerro Coso Constitution

Article I

Name

1. The name of this organization shall be the Student Government of Cerro Coso, hereinafter referred to as the SGCC.

Article II

Purpose

1. **Mission:** The mission of the SGCC, in order to promote a more harmonious environment, is to create a positive atmosphere and immersive culture by providing opportunities for involvement and student-oriented services aimed to promote physical health, mental health, and intellectual diversity.
2. **Objectives:** The objectives of the SGCC are to uphold the constitution created by them, inspire, serve, lead, and to make a beneficial impact within the community.

Article III

Members

1. All students currently enrolled at Cerro Coso Community College are constituents of the SGCC.
2. Membership in the SGCC shall not be denied to any student at Cerro Coso on the basis of race, religion, gender, age, political affiliation, sexual orientation, or physical or mental disability.

Article IV

Officers

1. **Executive Officers:** The Officers of the SGCC Executive Board shall be: President, Vice President, Secretary, Finance Manager, Communications Officer, Event Coordinator, and Student Trustee who is a district employee. The Executive Board has the right to eliminate or create and appoint offices that serve specific roles in order to assist the Executive Board in its duties. The Executive Board may decide if these appointed offices have voting and/or moving privileges.
2. **Student Trustee:** SGCC has adopted the guidelines for Trustee selection that has been set forth by the [KCCD Student Trustee Elections Process and Code](#) (09/07/2022)
3. **Executive Board Officers' Term Limits:** All Executive Board officers shall serve a term of one year ending on June 30th. No officer shall be allowed to serve more than two consecutive terms in the same office. Partial terms shall be counted as complete terms if they start before the end of the Fall semester.
4. **Club Representatives:** shall consist of one representative from each Club, or two if that Club has twenty or

more members. Alternate representatives may be appointed to serve in the representative's absence. A Club Representative's duty is to attend General Session meetings and ICC meetings. At each of these meetings, in accordance to the Agenda, the Club Representative will report on their Club's prospective actions. Issues of non-attendance are addressed in Article V Section 8.

5. **Senatorial Officers:** The Senate is chaired by the Vice President of the Executive Board, and its members must be in adherence to the Senate Bylaws. All Senators are voting members of the General Body and of the Senate. Senatorial officers include the Secretary, and Region Representative. Other offices may be created or removed by the Vice President.
6. **Advisor:** The position of Advisor is appointed by the Vice-President of Student Services. The Advisor or designee facilitates all General Session and Executive Board meetings, attends leadership conferences as appropriate, and oversees all SGCC Activities. The Advisor does not have a vote and can not make or second motions. The Advisor may hold special elections to fill vacant offices if there is no longer enough officers to appoint or fill vacancies.
7. **Enrollment Requirement:** All Executive Board Officers shall be enrolled in no fewer than five (5) units, and be academically in good standing with a grade point average of at least 2.0 in the last semester of attendance and during the semesters they hold office. Club Representatives and Senators shall also be enrolled in no fewer than five (5) units and be academically in good standing with at least a cumulative 2.0 grade point average. Exceptions for Club Representatives and Senators may be granted at the discretion of the Executive Board in consultation with the Advisor. If these enrollment requirements are not met, the individual in question will be removed and the next in-line shall take their place. Any remaining vacancies will be dealt with as described in Article IV Section 9.
8. **Basic Standards:** All officers must abide by the current Cerro Coso Student Conduct Policy, Sexual Harassment Policy, and sign the Cerro Coso Confidentiality form.
9. **Removal From Office:** Any officer may be removed by following the procedures set out in the current edition of *Robert's Rules of Order*. An officer may only be removed by the body in which he or she serves, or in cases of recall, by the Student Body at a General Session Meeting.
10. **Vacancies:** An office may be declared vacant by the chair of that body, or by that body, if the officer fails to show for three consecutive meetings, if an officer submits a resignation, either verbal or written, or if an officer is removed, as stated above, or by recall vote of the membership. The vacant office may be filled temporarily by appointment by the chair of that body if the position is filled after the fall semester, and permanently by that body, or by special election if the position is filled before the end of the fall semester. A vacancy in the Senate or Executive Board may be filled at a General Session meeting by the General Body.
11. **Oath of Office:** All officers shall take the oath of office within thirty days after being elected or appointed to office. The oath is as follows: "We swear to represent our fellow students of Cerro Coso; uphold the constitution created by them; inspire, serve, and lead; and to make a beneficial impact within the community."

Article V

Organization

1. **Structure:** The SGCC shall be organized into the Executive Board, Senate, Inter Club Council (ICC), Clubs, General Body and Student Body. The Student Body is made up of all active students of Cerro Coso, and has the right to attend any and all meetings of the Executive Board, Senate, or General Body. The General Body will be chaired by the President of the SGCC, and is made up of the Executive Board, Senate, and ICC. The General Body will meet monthly at General Session. Clubs will be chaired by their respective Club Presidents, and are

made up of any active student of Cerro Coso that meets that Club's Bylaws. The ICC will be chaired by the Event Coordinator and is made up of Club Representatives from each Club. The Senate will be chaired by the Vice President of the SGCC and is made up of Senators. The Executive Board will be chaired by the President of the SGCC and is made up of the Executive Board Officers.

2. **Governing Documents:** The SGCC constitution will be the final authority in any disputes between other SGCC governing documents. Other SGCC governing documents shall be limited to Bylaws of the Executive Board, Senate, and Clubs.
3. **Executive Board:** The Executive Board carries out the will of the General Body, oversees the affairs of the Clubs and Senate, promotes leadership and student enrichment through events and training.
4. **Senate:** The Senate is comprised of students from the Student Body as voted on in the SGCC Election each Spring. Senators shall number no more than 1 for every 200 students. Senate members may be appointed if vacancies are present after the designated election period. Kern River Valley, Bishop, Mammoth, and East Kern campuses will be encouraged to have at least one Senator.
5. **Clubs:** Clubs represent specific student interests and promote enrichment through events pertaining to their specific mission.
6. **Establishing a Club:** Any group wishing to be recognized as an active Club by the college shall submit their one (1) self-governing document known as their Bylaws, a list of at least six (6) members of the Student Body and have a Club Advisor willing to supervise their meetings. Approval will be issued upon a majority vote of approval of that Club's Bylaws by the Executive Board. In the case of unforeseen circumstances that affect a club's ability to maintain minimum membership, the Executive Board, in consultation with the SGCC Advisor, will determine whether the club is put on hold until membership grows or allows the club to continue operating with its current membership in hopes of building membership.
7. **Club Membership:** All active Clubs shall maintain a minimum membership of six (6) members. All active Clubs shall notify the SGCC of their membership strength and elected officers within thirty days of the start of each semester. The members of all Clubs and organizations shall be encouraged to hold a valid ASB card. All Clubs shall provide the Secretary of the Executive Board with minutes and agendas of Club meetings, due within forty-eight (48) hours following the Club's meeting. Failure to comply will result in the suspension of Club funds at the discretion of the Executive Board. Reinstatement will be at the discretion of the Executive Board. All Clubs are required to attend General Session. Failure to attend three (3) consecutive or overall General Session meetings will result in the suspension of Club funds at the discretion of the Executive Board and an 'inactive' status.
8. **Club Disciplinary Procedures:** Clubs may have their funds suspended for failure to comply with the Constitution of the SGCC. Clubs may be declared inactive for failure to comply with the Constitution of the SGCC. Upon being declared inactive the funds and property of the Club shall be absorbed by the SGCC. Clubs may be reactivated by the Executive Board after the Club has adhered to the Constitution at the discretion of the Executive Board and SGCC Advisor.
9. **Club Start Up Fund:** The Student Government of Cerro Coso shall deposit or transfer enough money into the bank account of newly activated or reactivated Clubs to reach a total one-hundred dollars (\$100.00) in the Club's account. A Club is considered newly activated or reactivated during the semester during which the activation occurred.
10. **Club Representation in Club Room:** The Student Government of Cerro Coso shall purchase a flag, poster, or other equivalent representation to hang or be put on display in the club room (Ridgecrest campus, LRC 722). The selected item is not to exceed \$50.
11. **Club Event Approval:** Clubs must complete an Event Form and submit it to the Event Coordinator for Executive Board review. Clubs who fail to submit a form or have an event disapproved cannot perform the requested event on campus or with the use of Club funds. Failure to comply may cause the Club to be

declared inactive, leading to suspension of current and further Club funds, at the discretion of the Executive Board.

Article VI

Meetings

1. **Executive Meeting:** The Executive Board shall establish its regular meeting schedule at its first meeting of the academic year.
2. **General Session:** The SGCC General Session is a meeting of the General Body that occurs within the first full week of a calendar month. The Executive Board shall establish General Body's regular meeting schedule for the year at the Executive Board's first meeting of the academic year. Two consecutive or three total absences shall deem a Club inactive until participation is reestablished. The Executive Board may decide if certain Clubs can retain an active status despite failure to comply with attendance policy.
3. **Inter Club Council:** The Inter Club Council, or ICC, shall be a regular monthly meeting between elected Club representatives and the Event Coordinator. ICC meetings shall be held in the third full week of a calendar month. Clubs are mandated to attend at a time and place determined during the first official meeting and must give a report within 24 hours if absent. Two consecutive or three total absences shall deem the Club inactive until participation is re-established. The Executive Board may decide if certain Clubs can retain an active status despite failure to comply with attendance policy. The Event Coordinator may call a special meeting, but attendance stipulations will not apply to those unable to attend unless an official agenda is posted at least 72 hours prior to the meeting.
4. **Uniformity:** All meetings must use agenda and minute templates set forth by the Executive Board.
5. **Quorum:** Quorum is a majority of filled officer positions for that body.
6. **Teleconferencing:** Attendance and voting via teleconference shall be permitted. The SGCC shall establish and maintain standing rules to govern and provide guidance for teleconference meetings. Teleconference is defined as a meeting where the members are in different locations, connected by electronic means, through either audio, video, or both.

Article VII

Elections

7. **Elections:** The SGCC will hold an Annual Election every Spring Semester to elect its Officers and Senators. All members of the Student Body have the right to vote in Annual Elections.
8. **Special Election:** The SGCC will hold a Special Election at the recommendation of the Executive Board and with the approval of the SGCC General Body during General Session. Special Elections may be called to fill vacancies or to change procedures.
9. **Nominations:** Nominations shall be open to all Cerro Coso students.
10. **Time Limits:** Nominations shall be open for no less than one week and no more than three weeks. Voting will be open for a minimum of two (2) and no more than five (5) full days with results to be made public on the school day after the election unless circumstances require otherwise.
11. **Electronic Voting:** Elections will be held via electronic means. Accommodations will be made to make voting as easy and accessible as possible.
12. **Recall Election:** A recall election will be started by a petition of one-third ($\frac{1}{3}$) of the total number of members. The offending officer(s) has(have) the right to a forty-eight (48) hour notice of a hearing. An affirmative vote to recall of two-thirds ($\frac{2}{3}$) of the votes cast shall be required at the hearing to remove the officer(s). Whereupon

the office(s) will be declared vacant.

Article VIII

Finances

1. **Budget:** The budget shall be established by the Executive Board during the first General Session of the academic year. Once established, the budget shall be administered by the Executive Board with the approval of the SGCC Advisor.
2. **Activity Program:** SGCC in conjunction with the greater college community shall be responsible for the Student Activity Program, utilizing funds provided in the budget for various programs. Clubs are encouraged to raise additional funds for their own individual club activities and events.

Article IX

Parliamentary Authority

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Society 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 Society may adopt.

Article X

Amendment

1. **Constitutional Amendment:** This constitution may be amended by a two-thirds vote of voting members in attendance of General Session, provided that notice is given at the previous General Session before the amendment(s) are voted on at the subsequent meeting.
2. **Bi-Yearly Review:** The Constitution of the SGCC shall be reviewed every two years, or as deemed necessary by the SGCC President after consultation with the SGCC Advisor, and the Vice President of Student Services. This review shall be held to determine the viability of the student association and to make appropriate recommendations, if needed.
3. **Review:** From date of submission for review and recommendation, Administration will be given 30 days to respond to changes, or it will be assumed approved by acclamation.



[Justin Hernandez \(Apr 7, 2023 13:57 PDT\)](#)

SGCC President

Apr 7, 2023

Date



President, Cerro Coso Community College

Apr 10, 2023

Date

Heather Ostach

Vice President, Student Services

Apr 9, 2023

Date



Student Government of Cerro Coso Executive Board Bylaws

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Article I

Executive Board

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

Article II

President

1. Shall serve as the official spokesperson for the Students of Cerro Coso at Regional and State endeavors unless otherwise delegated by the President.
2. Shall chair all meetings of the Executive Board and General Session in accordance with the most current edition of Robert's Rules of Order when and/or where it is necessary.
3. Shall, in conjunction with the advisor, set the agenda, call the meetings, and notify the Executive Board, as needed.
4. Shall, as deemed appropriate and in accordance with the Brown Act, have the authority to call special and emergency meetings.
5. Shall serve on College Council unless otherwise delegated by the President.
6. Shall serve on Consultation Council unless otherwise delegated by the President.
7. Shall work with the Finance Manager to ensure that the SGCC adheres to the District Policy on Finances.
8. Shall work with the Secretary to draft SGCC Executive Board and General Session meeting agendas.
9. Shall be responsible for working with the Communications Officer to communicate the official positions of the SGCC.
10. Appoint Timekeeper and Parliamentarian as needed.

Article III

Vice President

1. Shall serve as President in their absence.
2. Shall serve on Academic Senate unless otherwise delegated by the President.
3. Shall chair Senate Meetings in accordance with the most current edition of Robert's Rules of Order, when and/or where it is necessary.
4. Shall, as deemed appropriate and in accordance with the Brown Act, have the authority to call special and emergency Senate meetings.
5. Shall be responsible for tracking and maintaining a list of Senators on college-level committees.
6. All Senator assignments to college-level committees must be approved by the Vice President. The Vice President cannot assign positions already filled by these bylaws or the SGCC Constitution.
7. All Senators serving on committees must report to the executive board via the Vice President

Article IV

Event Coordinator

1. Shall chair the ICC (Inter-Club Council as defined by Article VI, Section 3 in the SGCC Constitution), though not required during times when ICC has been intertwined with General Session
2. Shall make certain that every student event is following college policy, Student Government expectations, and is not breaking any laws.
3. Shall make certain that the proper paperwork for the Executive Board and Senate events are filled out and submitted to the proper authorities.
4. Will bring all club events to the Executive Board for review.
5. Shall document and report on all Executive Board and Senate events by providing a form which details the process which we took and how we can improve.
6. The Event Coordinator is not obligated to plan every detail of the events unless he or she is the Event Chair.
7. Shall attend all Executive Board, Inter Club Council, and General Session meetings unless otherwise delegated by the Event Coordinator.
8. Shall assist clubs in complying with the SGCC Constitution.

Article V

Finance Manager

1. Shall receive monthly reports from the business office.
2. Shall report at Executive Board and General Session meetings.
3. Shall be responsible for getting fund approvals moved, signed, and documented.
4. Shall turn in necessary documents to the business office.
5. Shall work with the President to ensure that the SGCC adheres to the District Policy on Finances.
6. Shall be responsible for establishing rules and procedures for spending and receiving funds and remaining within budget.

Article VI

Secretary

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

Article VII

Communications Officer

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

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4. Shall be responsible for disseminating agendas and other SGCC materials.
5. Shall be responsible for working with the President and Secretary to ensure that the posting of SGCC agendas is in accordance with the Brown Act.
6. Shall be responsible for coordinating the updating and maintenance of the SGCC websites and social media.
7. Shall be responsible for maintaining SGCC social media accounts and accurately communicating information to members of the associated student body and the community.

Article VIII

Senators

1. Act as liaisons between the Executive Board, clubs, and the general student population.
2. Shall sit on college-level committees as assigned by the Vice President, if available to do so.
3. Attend SGCC General Session Meetings and Senate Meetings.

Article IX

Student Representatives on College Committees

Article X

Advisor

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

Article XI

The Agenda and Minutes

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.

Article XII

Events

1. An 'Event Chair' shall be assigned for each event. The Event Coordinator may declare an 'Event Chair' vacant and appoint a new one as necessary.
2. Event Chairs are responsible for planning and running events except for those duties that are the Event Coordinator's as declared in Article XI of these Bylaws.
3. A budget shall be assigned after approval of the Executive Board for the event to which an Event Chair is assigned. Event Chairs shall have discretion to spend funds. Increases to the budget may be requested at Executive Board Meetings.

Article XIII

Removal or Resignation of Office

1. The Vote
 - a. The removal of a member of the Executive Board may only be approved if passed by two-thirds of all existing, non-vacant voting members of the Executive Board.
2. Misconduct
 - a. Being absent for two consecutive Executive Board meetings, two General Session Meetings, or two scheduled events without an excuse deemed valid by the President.
 - b. Working against the expectations, mission, objectives, or requirements set within the SGCC Constitution, SGCC Executive Board Bylaws, and the Oath of Office.
 - c. Behaving in an inappropriate manner that violates the Codes of Student Conduct of Cerro Coso Community College.
 - d. Participating in disruptive and inappropriate behavior on college grounds.
 - e. Representing the SGCC or Cerro Coso Community College with malicious intent.
3. Warnings
 - a. If misconduct occurs, an Executive Board Member will be issued a verbal warning from the President and a note of the misconduct must be recorded if the verbal warning is issued.
 - b. After each Academic year, all records of warnings will transfer to the next academic year.
4. Conditions
 - a. The Executive Board must vote on the removal of a member of the Executive Board if one or more of the following cases exist:
 - b. If the Senate or the General Session of the SGCC passes a resolution urging the removal of a member, or if a member receives two or more recorded warnings from the President about misconduct as defined above and the President deems the removal of the member of the Executive Board necessary
 - c. An appeal can be made by the dismissed member within 10 calendar days to present before the SGCC Disciplinary Council. This council is composed of current: Student Government President and Vice President to represent the students and the SGCC Advisor, and VP of Student Services to represent the Administration The VP of Student Services will chair the SGCC Disciplinary Council.
 - d. If the council approves the appeal by majority vote, the member will be reinstated to their position
5. Resignation
 - a. If an Executive Board member wishes to resign, they are required to give a written notice to the President at least one week before the resignation.

Article XIV

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.

Article XV

Amendment

1. **Bylaw Amendment:** These Bylaws may be amended by a vote of more than 50% of voting members in attendance at an Executive Board Meeting, provided that notice is given at the previous Executive Board meeting before the amendment(s) are voted on at the subsequent meeting.
2. **Bi-Yearly Review:** The Bylaws of the SGCC Executive Board shall be reviewed every two years, or as deemed necessary by the SGCC President after consultation with the SGCC Advisor and the Vice President of Student Services. This review shall be held to determine the viability of the student association and to make appropriate recommendations, if needed.
3. **Review:** From date of submission for review and recommendation, Administration will be given 30 days to respond to changes, or it will be assumed approved by acclamation.



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SGCC President

Apr 7, 2023

Date



President, Cerro Coso Community College

Apr 10, 2023

Date

Heather Ostach

Vice President, Student Services

Apr 9, 2023

Date












SGCC Constitution and Bylaws

Final Audit Report

2023-04-10

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