

## **By-Laws of the Associated Students of College of Alameda**

1. The Senate may be called into special meeting by the President, with written and documented reason, with a two (2) day advanced notice. (Article III. Section 2)
2. Any Student Senate member who accumulates three (3) absences in the period of a semester shall be eligible for impeachment in accordance with Article V, Section 4, and shall be replaced by an appointee of the President in accordance with Article III, Section 4 of this Constitution. (Article III. Section 2)
3. Procedure for Absentee voting requires dated written authorization, in triplicate, with each copy witnessed by the President, the Vice-President of Operations and the Acting ASCOA Advisor, submitted to the Vice-President of Operations at least 1 hour before the meeting. (Article III. Section 2)
4. Election to an office from within the Senate requires a fifty percent (50%) plus one (1) majority vote. (Article III. Section 2)
5. The Student Senate President shall appoint the Chairpersons to any Association committee. (Article III. Section 3)
6. The Master Calendar shall consist of the following events: committee meeting times, board meeting times, activities, events and other dates of interest. (Article III. Section 5)
7. The Master Calendar shall be developed in collaboration with the Vice-President of Programs. (Article III. Section 5)
8. The Student Life Calendar shall consist of activities, events and other dates of interest involved in Student Life. (Article III. Section 6)
9. The Vice-President of Programs shall ensure the occurrence of at least one historical/ cultural event/ celebration per month. (Article III. Section 6)
10. It is the Treasurer's responsibility to keep the Association apprised of the financial status of the organization through regular reports at every Association meeting. (Article III. Section 7)
11. All Senate members shall sit on and participate in at least two (2) College Standing committees and any established Association Committees as appointed. (Article III. Section 10)
12. All Senate members shall maintain a minimum of five (5) office hours a week and shall post that schedule for the benefit of the students. (Article III. Section 10)

13. All Senate members shall write monthly reports on committees, Office Hours and Senator Duties to turn into the Vic-President of Operations or the Association Advisor, and report on those report at Association meetings. (Article III. Section 10)

14. The Recall petition shall be put as the first item on the next regular agenda and presented to the Student Senate, who shall call for a recall election within three (3) weeks if the aforementioned petition calls for a member's removal from office. If this removal action is supported by two-thirds (2/3) of the valid votes cast, the office shall be vacated. If the aforementioned petition does not request that the member removed from office, then the Student Senate shall vote on the removal, requiring two-thirds (2/3) of all members of the Senate for the action to pass. (Article V. Section 3)

15. A special meeting of the Student Senate shall be called within three (3) weeks after the formal filing of the charges, at which the accuser will present his or her case and the accused will defend him or herself. A two-thirds (2/3) vote of the entire Student Senate, barring either the accuser or the accused, will sustain the accusation and the accused will shall vacate his or her office. (Article V. Section 4)

16. A Petition for Review shall be initiated by a presentation of the petition to the President of the Senate, the Vice- President of Operations and at least one of the following: the Dean of Student Services and or the Advisor of the Association. The Petition shall be the first item on the agenda for the next regular meeting of the Student Senate. The Petitioner shall present his or her case to the Senate. The Senate shall discuss and vote on whether to overturn the decision in question, requiring a two-thirds (2/3) majority of the Senate to overturn. (Article V. Section 5)

17. The Senate shall not entertain a Petition for Review on the same issue on the action more than once. (Article V. Section 5)

18. All requests for funding from the Association shall be submitted to the Treasurer and President, and put on the Agenda to be presented at the next regular meeting of the Senate. Approval of the proposal shall constitute a majority of the Senate. (Article IIX)

19. All club money will be active as long as the club is active. If the club is not active for one year, the money in that account shall revert back to the Student Senate to be allocated to a current or future chartered and active club. No club may have bank accounts off campus. All club accounts are handled through the College Cashier's office. (Article IX)

20. It is the responsibility of the Executive Board to form a committee comprised of one (1) representative from each club or organization. This committee shall be called the College of Alameda Inter Club Council (COA-ICC) (hereafter the COA Inter Club Council)

- Section 1: Its primary objective shall be to establish coordination, communication and cooperation among the consolidated cultural, educational, and social interests of the College of Alameda (COA) student body club and organizational activities. To this end, the ICC is to promote

development of student leadership and service, as well as promote student awareness of and participation in COA clubs and ICC activities.

- Section 2: Quorum consists of fifty percent (50%) plus one (1) of active voting members
- Section 3: Each meeting of the COA ICC shall fall under the provisions of the Ralph M. Brown Act.
- Section 4: The COA ICC shall abide by the COA ICC Code
- Section 5: The ICC chair shall be elected by the ASCOA

21. Executive Coordinator is a position elected from within the senate with majority vote.

Duties: The Executive Coordinator shall work with both clubs and the Vice-President of Programs to help the A.S.C.O.A and Clubs put on events on the campus. The Executive Coordinator shall assist the clubs with process, paper work, and any other way that is needed to help clubs put on events.

The Executive Coordinator will also carry out all duties and responsibilities placed on them by the A.S.C.O.A and the A.S.C.O.A President.

Ratified Summer 2014