

Sacramento City College Clubs & Events Board Bylaws



SACRAMENTO
CITY COLLEGE
EST. 1916

Table of Contents

TABLE OF CONTENTS	2
ARTICLE I. NAME	3
ARTICLE II. PURPOSE	3
ARTICLE III. MEETINGS	3
A. MEETINGS	4
B. MEETING DECORUM	4
ARTICLE IV. OFFICER POSITIONS AND DUTIES	6
A. EXECUTIVE BRANCH	6
B. SECRETARIAL BRANCH	6
C. PROJECT COORDINATION BRANCH	7
D. CLUB REPRESENTATIVES	7
E. AT LARGE STUDENTS	7
F. NOMINATIONS	7
ARTICLE V. VOTING	8
ARTICLE VI. Clubs & Events Board. DEPARTMENT CODE	9
A. EQUITY AND DIVERSITY DEPARTMENT	9
B. PUBLIC RELATIONS DEPARTMENT	9
C. TECHNOLOGY AND OPERATIONS DEPARTMENT	10
D. FINANCE DEPARTMENT	10
E. DEPARTMENT MEETINGS	12
F. AD-HOC COMMITTEES	12
ARTICLE VII. PARLIAMENTARY AUTHORITY	12
ARTICLE VIII. AMENDMENT OF BYLAWS	12
ARTICLE IX. GENERAL OPERATIONS CODE	12
A. PRINCIPAL OFFICE	12
B. ADDITIONAL OFFICES	12
C. OFFICE POLICY	13
D. REPORTS	13
E. END-OF-TERM AND COUNCIL TRANSITION	13
F. GENERAL BUSINESS	13
G. BUSINESS MATTERS	14
ARTICLE X. ATTENDANCE CODE	15
ARTICLE XI. FINANCE CODE	17
ARTICLE XII. PERFORMANCE CODE	17
A. CONDUCT	17
B. MEETING PROTOCOL	18
C. OFFICE BEHAVIOR	18
D. DERELICTION OF DUTY	18
ARTICLE XIII. APPOINTMENTS	18
ARTICLE XIV. ELECTION PROTOCOLS	19
ARTICLE XV. PRESIDENTIAL ADVISORS	21
ARTICLE XVI. TRANSCRIPT NOTATION REQUESTS	21
APPENDIX	21

Provisions of the Bylaws shall not be in conflict with the Constitution, College and District Policy, and applicable State and Federal Laws.

Article I. Name

Section 1. The name of this board shall be the Clubs & Events Board. When the name Clubs & Events Board is referenced, this includes the Executive group, Secretarial group, and Project Coordination group.

Article II. Purpose

Section 1. Promote student involvement and activities that recognize the cultural and ethnic diversity of the college community and foster cultural awareness and understanding. Promote the academic, intellectual, artistic and social life of students. Provide a mechanism for the appropriate allocation of Student Associated Council (SAC) resources (LRCCD 2311 Education Code section 89300).

Section 2. Create a way for clubs to more readily accomplish events that highlight their individuality.

Section 3. Promote a sense of community for Sacramento City College students. Also, promote a sense of unity between clubs.

Section 4. And in the context of these purposes, the Clubs & Events Board shall perform such duties as detailed in the SAC constitution, Article VIII.

Article III. Meetings

A. Meetings

Section 1. Regularly scheduled meetings of the entire Clubs & Events Board will be held to coordinate with the Student Senate meetings, alternating every other week, as well as to coordinate with the Student Government class. The time and date of these meetings will be determined by the class schedule and with the approval of the Advisor. The agenda for each of these meetings shall be posted in a public and conspicuous place no less than 72 hours before the meeting. If the agenda is not posted in accordance with this time frame, the meeting may not take place (per the Brown Act).

Section 2. All meetings must maintain quorum, and business can only be addressed or voted upon when a Secretary or minute-taker and the Advisor are present.

Section 3. Regularly scheduled weekly project meetings will be held by event planning groups. All actionable business must be heard by the Project Coordination group and, with its recommendations, be forwarded to the Clubs & Events Board President before it can be heard by the entire Clubs & Events Board. The time and dates of these Project Coordination group meetings will be set by the Clubs & Events Board Vice-President. The time and date of these meetings may be changed by a majority vote of the Project Coordination groups. In the event there are zero project coordinators, this section will be managed by the full board.

Section 4. Special meetings may be called at any time by the President, or by a majority of the officers through the President, in writing. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in at least 24 hours advance to all members of the board, and the public, in the form of an agenda, which must be posted in a public and conspicuous place, within that time frame, per the Brown Act

Section 5. A quorum of a simple majority of board members shall be present at any regular or special meeting in order for Clubs & Events Board business to be conducted. Quorum shall be defined by a majority of the voting board members: the executive, secretarial, project leader, and chartered club representatives.

Section 6. Each member shall have one vote in all matters regardless of their position. The President, customarily, may not vote, except in cases of a tie. Members of the board may also be club reps, however, they will only be permitted to have one vote, even if they hold other positions on the Clubs & Events Board.

Section 7. The use of any proxy vote is prohibited for those members unable to attend any regular or special Meeting. Attendance through a simultaneously visual and auditory live medium, online platform, grants absent members the ability to vote, presently, however advance notice would be needed for the Secretary of Technology to make the appropriate preparations.

B. Meeting Decorum (per Roberts Rules of Order designated by the Student Associated Constitution as the official meeting methodology – Per SAC Constitution Article XII, Section 12.03)

Section 1. All members of the Clubs & Events Board shall adhere to the following rules of decorum at all times, during meetings. Any violation of the rules may result in member consequences outlined in the Student Leader Code of Conduct.

i. Rules of Decorum

a. In cases proper decorum is in question; the question shall be decided by the President’s ruling from review of the parliamentary authority or the advisor.

ii. Sitting in a Meeting

a. Full and complete attentiveness to the current business is required at all times.

b. During meetings, members shall address only the Chair of the meeting. The chair may direct members to address each other as appropriate. All comments, motions, and statements must be addressed to the hair, directly, unless the Chair directs members to respond.

c. Members should refrain from using the personal names of other members during meetings, and should, instead, refer to them by their titles, and may only add their last name if absolutely necessary.

- d. All members should refrain from disturbing the assembly. Actions that are considered disturbing the assembly include whispering to other members, walking across the floor or from the room, or speaking out of turn. The Chair shall determine when any action is considered a disturbance.

iii. Public Forum

- a. Public Forum is a segment of time set aside for the public to speak on the day's business and inform the board on students' opinion on current issues, in accordance with the Brown Act. Any other uses for this time are secondary, and may not be enforced or allowed, dependent upon the chair's ruling.
- b. When the Chair announces Public Forum open, each person who addresses the Clubs & Events Board shall do so in an orderly manner. Personal, slanderous or profane remarks to any member of the Clubs & Events Board, SCC staff or general public are unacceptable. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Clubs & Events Board meeting shall be immediately dismissed from the meeting.
- c. Although guests may address individual members of the board, speaking through the Chair should always be encouraged. Board members must continue to speak only to the Chair, unless permitted by the Chair to do otherwise.

iv. Dissemination of Information

- a. When information is being related to the board by a guest or board member, it is expected that all sitting members remain attentive to the speaker's presentation, and save all questions until the end of the presentation, or until prompted by the chair.
- b. Members who choose to speak before the board must be adequately prepared for their presentation, if their issue is to be acted upon.

v. Making a Motion

- a. The member shall raise their hand and wait to be recognized by the chair, or stand up, but only one person standing at a time.
- b. Once recognized, the member will state, "I move to..." and recite the exact action the member wishes the board to take.
- c. The Chair will then call for a second. If a second is declared by a member, stating "I second the motion," the motion will move into debate, once restated by the chair.

vi. Decorum in Debate

- a. The Chair will confirm the debaters, starting with the person who made the motion, followed by the person who seconded the motion.
- b. The debater will inform the Chair of the validity of the motion.
- c. The opposing debater informs the President of the invalidity of the motion.
- d. This exchange shall persist in an alternating manner until both sides have had equal representation in debate.
- e. If a point has already been made, the Chair will stop the debater from continuing, and move on.

Article IV. Officer Positions and Duties

A. Executive Group

1. President:

[As specified in the S.A.C. Constitution.](#)

2. Vice President:

As specified in the S.A.C. Constitution.

- i. Shall chair the documents (club handbook, event planning packet for example) committee and shall submit their recommendations to the appropriate person(s) in Student Leadership and Development.

3. Secretary:

As specified in the S.A.C. Constitution.

4. Treasurer:

As specified in the S.A.C. Constitution.

B. Secretarial Group

1. Secretary of Public Relations:

As specified in the S.A.C. Constitution.

2. Secretary of Technology:

As specified in the S.A.C. Constitution.

3. Secretary of Equity and Diversity:

As specified by the S.A.C. Constitution.

4. Parliamentarian:

As specified by the S.A.C. Constitution.

C. Project Coordination Branch

1. Project Leaders:

As specified in the S.A.C. Constitution.

- i. Shall also have the responsibility to inform the S.A.C. boards.
- ii. Shall serve on one Clubs & Events Board standing committee, namely but not limited to: the P.R committee, the Equity and Diversity Committee, or the Technology Committee.
- iii. Furthermore, shall serve on at least one Ad Hoc Project committee per a semester.

D. Club Representatives

Section 1. Each chartered club at Sacramento City College is required to appoint a Representative on the Board. It is the responsibility of the clubs to send a club member to participate in the official board meetings. Attending clubs may receive incentive points. Each club may have more than one representative, but will only get one vote. Clubs & Events Board. Officers may collect incentive points for one club in which they are a current member. However, they must submit the name of the club they are representing to the Secretary at the beginning of the semester. The designated club must be in place for the entire semester, and can be changed at the beginning of the next semester.

Club Representatives:

- i. Shall represent their club and provide as a means of communication between Clubs & Events Board and their represented club.
- ii. Shall have the power to vote on campus wide matters.
- iii. Shall have the responsibility of keeping Clubs & Events Board. up to date on their club matters and vice versa.
- iv. Shall have the ability to participate in Clubs & Events Board events.
- v. Shall sign in as the club representative at all training sessions in order to receive incentive points. It is the Club Representative's responsibility to assure their attendance is recorded in the meeting minutes.

E. At-Large Students

Section 1. Students shall be appointed by the president of Clubs & Events Board to sit on committees which will be headed by the project leaders. At-large students are, upon appointment, voting members of any committees they sit upon. If students wish to attend the official Clubs & Events Board board meeting, they are welcome and are considered non-voting members.

F. Nominations

Section 1. Nominations for officer positions will take place at the beginning of each meeting, during the appointment section of the agenda." Appointments or elections can only take place at this time.

Article V. Voting

Section 1. All registered members of the Clubs & Events Board have the right to vote on any issue brought forward to the Clubs & Events Board. for action. A registered member is a member who is on the official Clubs & Events Board roster. Clubs & Events Board members, including executive, secretarial, and project coordinator positions and registered club reps have the right to vote on any issue brought forward to Clubs & Events Board for action.

Section 2.

- i. A registered member of the Clubs & Events Board is defined as the Executive officers, Secretarial officers, Project Leaders, and Club representatives who have met membership qualifications.
- ii. When a club charter is approved, the club becomes a registered voting member of Clubs & Events Board. The chartering process identifies the official voting club representative. After becoming registered members of Clubs & Events Board the club representative must adhere to the standards of attendance followed by the Executive and Secretarial groups of the board. Three unexcused absences will result in automatic removal from the board. Three tardies equals one absence. If at any time a club representative has four excused absences, it may result in removal of the representative, and the club will be required to provide another representative in order to remain chartered.

Section 3. In voting, the following options are granted.

- i. Yes, Aye, In Favor; an affirmative vote. The voter is in favor of the suggested motion. No, Nay, Opposed; a negative vote. The voter is in opposition to the suggested motion. All members present at a meeting must vote as a representative of the student body voice.
- ii. It is prohibited to question a member's vote at any time, and it is impermissible to request members to explain or defend their vote in any way.

Section 4. The following options are granted for tallying votes.

Unanimous In-Favor: The chair may ask if there are any objections to the matter at hand. Hearing and seeing none, the matter passes unanimously. If objections arise, a roll-call vote is required.:

- i. **Roll-Call Vote:** Required for financial matters. The Secretary shall call the roll, and members will declare their votes.. The Secretary will record the votes and the Chair will tally them.

Section 5. The Chair is responsible for accurately tallying votes, but may delegate this duty to one other member. The assembly is to remain silent during tabulations.

Article VI. Clubs & Events Board. Department Code

A. Equity and Diversity Department

Section 1. Shall consist of one Chairperson; the Secretary of Equity and Diversity.

Section 2. Shall further consist of Project Coordinators, Secretaries, official Club representatives and At-Large Students, as appointed by the Chairperson.

Section 3. The duties of the Equity and Diversity Department shall consist of:

- i.** Shall be responsible for the recruitment of clubs and assist in their subsequent pursuit of chartered status so they may have representation on the Clubs & Events Board.
- ii.** Shall be responsible for promoting involvement in S.A.C. approved events.
- iii.** Shall chair the elections committee, and be in charge of organizing and running the S.A.C. elections in collaboration with the Student Senate Secretary and Clubs & Events Board. Secretary of Public Relations.
- iv.** Shall meet at least monthly and as convened by the Secretary of Equity and Diversity.
- v.** Shall appoint a Secretary to record minutes of all meetings including the names of those who are present and absent.
- vi.** Shall conform to the Brown Act and have a publicly posted agenda no later than 72 hours before the meeting.
- vii.** Shall have a monthly meeting with the Student Senate Secretary of Legislative Affairs.

B. Public Relations Department

Section 1. Shall consist of one Chairperson, the Secretary of Public Relations.

Section 2. Shall further consist of Project Leaders, Secretaries, official Club Representatives and At-Large Students, as appointed by the Chairperson.

Section 3. The duties of the Public Relations Department shall consist of:

- i.** Maintain a favorable image of the Clubs & Events Board within the campus and the community.
- ii.** Arrange Clubs & Events Board. approved fundraising and fundraising techniques, when deemed necessary by the Clubs & Events Board.

- iii. Shall publicize events sponsored by the Clubs & Events Board.
- iv. Shall coordinate with the chairs of other project committees, concerning the publicity of their events.
- v. Shall undertake the development of projects as directed by the Clubs & Events Board President that do not fall within the jurisdiction of one of the other standing committees.
- vi. Shall appoint a Secretary to record minutes of all meetings including the names of those who are present and absent.
- vii. Shall conform to the Brown Act and have a publicly posted agenda no later than 72 hours before the meeting.

C. Technology and Operations Department

Section 1. Shall consist of one Chairperson, the Secretary of Technology.

Section 2. Shall further consist of Project Coordinators, Secretaries, official Club Representatives and At-Large Students, as appointed by the Chairperson.

Section 3. The duties of the Technology and Operations Department shall consist of:

- i. Shall be responsible for modernization and innovation of the Clubs & Events Board, as it applies to technology.
- ii. Shall create and, with the approval of the Clubs & Events Board, implement and maintain new technological systems, including but not limited to websites, software and algorithmic surveys for the highest benefit of the Clubs & Events Board.
- iii. Shall be responsible for the maintenance of all Clubs & Events Board, including supplies.
- iv. Shall, in conjunction with the Advisor, plan, coordinate and execute orientations and training of new Clubs & Events Board. members.
- v. Shall appoint a Secretary to record minutes of all meetings including the names of those who are present and absent.
- vi. Shall conform to the Brown Act and have a publicly posted agenda no later than 72 hours before the meeting.

D. Finance Department

Section 1. Shall consist of one Chairperson, the Clubs & Events Board, Treasurer.

Section 2. Shall further consist of Project Coordinators, Secretaries, Club Representative and At-Large Students as appointed by the chairperson.

Section 3. The duties of the Finance Department shall consist of:

- i.** Oversight of the financial affairs of the Clubs & Events Board.
- ii.** Oversight of the accounting and financial reporting processes.
- iii.** Shall meet at least every two weeks, and as further convened by the Clubs & Events Board Treasurer
- iv.** Shall have the ability to establish scholarships based upon Clubs & Events Board scholarship qualifications.
- v.** Shall aid the Treasurer in formulating the budget.
- vi.** Shall offer its recommendation on proposed expenditures through the Clubs & Events Board Treasurer.
- vii.** Shall review all recommendations for expenditures, and forward its findings to the Clubs & Events Board.
- viii.** The Finance Department must review and submit a recommendation concerning all financial matters that shall be presented to the Clubs & Events Board.
- ix.** Shall appoint a Secretary to record minutes of all meetings including the names of those who are present and absent.
- x.** Shall conform to the Brown Act and have a publicly posted agenda no later than 72 hours before the meeting.

Section 4. Failure for the Finance Department to form shall be defined as:

- i.** Insufficient number of committee members.
- ii.** Failure to meet quorum, as defined in the SAC Constitution.
- iii.** Failure to form as a committee in a timely manner. Meaning the committee has not formed by a deadline, defined as 4 weeks before the funding request deadline as specified by semester in the SAC Handbook.

Section 5. In the event that the Finance Department should fail to form:

- i.** The Clubs & Events Board Treasurer will assume the following amended duties and responsibilities of the Finance Department:
 - a.** Oversight of the financial affairs of the Clubs & Events Board.
 - b.** Oversight of the accounting and financial reporting processes.
 - c.** Shall formulate the budget.
 - d.** Shall review all proposed expenditures and objectively report all factual and relevant findings to the Clubs & Events Board.
 - e.** Shall review all expenditures and objectively report all factual and relevant findings to the Clubs & Events Board.

Shall submit recommendations on all Clubs & Events Board financial matters.

E. Department Meetings

Section 1. No department meetings may meet less frequently than once, every two weeks, unless given written consent from the President of the Clubs & Events Board.

F. Ad-Hoc committees

Section 1. Ad-Hoc committees can be created by the Clubs & Events Board, when necessary. These ad hoc committees shall have only authority to recommend based on their stated purpose, and shall be chaired by a Clubs & Events Board member, as appointed by the President. However, non-Clubs & Events Board members may sit on an ad hoc committee, if deemed appropriate. Ad hoc committee shall exist only in the academic year in which it was formed. The President shall be ex officio a member of all committees.

Article VII. Parliamentary Authority

Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Clubs & Events Board in all cases to which they are applicable and in which they are not inconsistent with the constitution, these bylaws and college and district policy.

Article VIII. Amendment of Bylaws

Section 1. In order for these bylaws to be amended, any student, group of students, Project coordinator, Secretary, club representatives, or Executive Official must submit a written bill, with the exact language intended, to the President and Vice President of the Clubs & Events Board. They will check the bill for constitutionality. If it is constitutional, it shall be forwarded to the Clubs & Events Board. for consideration. If the bill fails, the bill will be considered dead, and no further action will be taken. If the bill passes, it shall become a bylaw, effective immediately by majority vote of the Clubs & Events Board.

Article IX. General Operations Code

A. Principal Office

Section 1. The Principal Office for the transaction of the activities and affairs of the Clubs & Events Board is located at 3835 Freeport Blvd in South Gym 232 in Sacramento County, California. The Clubs & Events Board may change the location of the principal office with a three-fourths affirmative vote of the members present. The establishment of a new principal office must be approved by the appropriate Sacramento City College Administrators. Any such change of location must be amended to these bylaws to state the new location.

B. Additional Offices

Section 1. The Clubs & Events Boards may, at any time, establish subordinate offices at any place or places where this board is qualified to conduct its activities. The establishment of additional offices must be approved by the appropriate Sacramento City College

Administrators. The Clubs & Events Boards must approve the addition of further offices with a two-thirds vote of the members present. The addition of any new office must be amended to these bylaws to state its location and purpose.

C. Office Policy

Section 1. Each Executive, secretarial, and project coordinator of Clubs & Events Board shall have a required (2) posted office hours weekly. These hours shall be posted no later than two weeks after being elected or appointed to the Clubs & Events Board. position. These office hours must be served in Clubs & Events Board. office or on the official Clubs & Events Board. business, unless documented arrangements have been made with the President. Use of the copier and the equipment, supplies, and other resources in room SG 232 are subject to guidelines set forth in the agreed upon *OfficeResource Agreement*.

Section 2. Inventory of all Clubs & Events Board. property and equipment shall be kept in the Clubs & Events Board. office and official Clubs & Events Board storage spaces. Creation and maintenance of this inventory shall be the responsibility of the Clubs & Events Board. Secretary of Technology.

D. Reports

Section 1. The Chair of each department and ad hoc committees shall make available a full written report of all Department actions, actions of the Executive of said Departments and recommendations to the Board upon request of the Clubs & Events Board. President. The President shall have the power to require in writing the opinion of the Executive Officers of the Clubs & Events Board upon any subject relating to the duties of their respective offices. The Vice President shall have the power to require in writing the opinion of the project coordinators upon any subject relating to the duties of their respective offices.

E. End-of-Term and Council Transition

Section 1. Each officer, elected or appointed, within the Clubs & Events Board shall submit an end of term report to the President and Advisor. This report shall detail the Clubs & Events Board member's office, list recommendations and detail all ongoing projects. The briefing process of the incoming Clubs & Events Board. shall be the responsibility of outgoing Clubs & Events Board. membership. The incoming Clubs & Events Board. will create and coordinate orientation and training workshops with the assistance of the Advisor, beginning during the summer session and extending throughout the term. The summer session orientation will include the members of the former Clubs & Events Board., if available. Club representatives and at-large students are specifically excluded from this section.

F. General Business

Section 1. All Clubs & Events Board. paperwork and forms shall be created and updated by the Clubs & Events Board. President with the assistance of the Secretary and the advisor, if necessary. New forms and paperwork will be approved by the advisor.

Section 2. Implementation of said papers and forms are subject to consultation with the officer(s) whose duties require their use. Disagreements between the President and officer(s)

in this case will be settled through constitutional review by The Clubs & Events Board. Secretary of Equity and Diversity with consultation with the Student Senate Secretary of Legislative Affairs as needed.

Section 3. All department chairs are required to have a full report available upon request. This report must include a summary of the department's work since the beginning of the term or the submission of the last full report, whichever occurred later. It must also include all meeting agendas, minutes and other documentation. If requested, the chair will recite the report summary at a Clubs & Events Board. meeting, and supply copies of the full report to the sitting members and the public.

Section 4. At least one copy of each department's full report must be made available to the public.e. One full report must be posted at least once, monthly. The President may require more frequent postings.

G. Business Matters

Section 1. All business brought before the Clubs & Events Board. for consideration and any motion that is either too complicated for oral communication or is being brought to consideration by an individual who does not have the ability to make motions are to be written and submitted to the Clubs & Events Board. President or Vice-President. Bylaw legislation will follow the procedures in the Constitution and these bylaws.

Section 2. Upon determining a matter can be heard by the Project Coordinators, the Vice-President will place the item on an agenda to be heard by the Project Coordination group for review. The matter then shall be forwarded to the Clubs & Events Board. President with recommendations to place on the agenda for action.

Section 3. All expenditure recommendations or requests must first be heard through the finance department, then taken to the Project Coordination group, before being heard by the Clubs & Events Board. Board.

H. Training Mandate

Section 1. Student Associated Council constitution requires all members of the Council to participate in leadership training throughout the academic year.

Section 2. An annual training budget for consultation, (including a professional parliamentarian), training costs, and other training related matters is set at \$10,000 per year for the Student Associated Council(Per 1/31/2018 Student Senate decision) to be coordinated and managed by the Student Leadership Advisor. Student leaders may recommend training topics.

Section 3. All Clubs & Events Board members shall enroll in the Student Government course, for college credit. Club representatives are encouraged to enroll, however they are excluded from the mandate. Should this course cause an out-of-pocket expense to the member, the SRF training budget (in SSEN Bylaws Article IX, E, 5) will cover the cost.

Article X. Attendance Code

Section 1. Any member of the board (excluding at-large Students), regardless of their position including club representatives, who fails to attend two (2) regularly scheduled meetings per semester without being excused by the President or advisor from attending, can be considered for vacancy.

Section 2. This attendance code applies to registered clubs as well. If a registered club fails to represent at two or more meetings their registered club representative will be replaced by the club in order to maintain the club's charter..

Section 3. The President can only be excused by the advisor and must abide by the same rules set forth in this section.

Section 4. An excused absence is any absence where permission for non-attendance has been granted by the President or Advisor, dependent on the following terms:

Section 5. The President or Advisor may verbally excuse a member if they are ill, must attend to an emergency situation, or have experienced the recent death of an immediate family member. Documentation of these events may be requested by the President or Advisor upon the member's return. Failure to produce proof within two weeks of the incident may cause their prior excusal to be withdrawn. The President or Vice President must excuse a member in writing if they have official Clubs & Events Board. business or a documented academic responsibility.

Section 6. An unexcused absence is any absence which has not been excused by the above methods. In addition, instances where a member arrives or leaves the meeting without having been present for at least half of it will be considered an unexcused absence.

Section 7. Three unexcused instances of tardiness per semester will be equal to one unexcused absence.

Section 8. Each Executive and Secretarial and Project Coordinator member of the Clubs & Events Board. is required to have office hours. Two hours is the minimum amount of time that must be dedicated to office hours per week. In addition to spending office hours in the Clubs & Events Board Office, office hours can also be spent in other Clubs & Events Board. related activities that have been approved by the President or Vice President of the Clubs & Events Board.

Section 9. Club representatives are not required to have office hours.

Section 10. All members of Clubs & Events Board are required to attend Clubs & Event Board events unless excused by either the President or Advisor of the Clubs & Events Board.

Article XI. Finance Code

Section 1. Budget

- i.** The Clubs & Events Board shall receive a portion of the Student Associated Council's General Fund as determined by a formula set by the Joint Budget Committee. The Clubs & Events Board. may petition the Joint Budget Committee for additional funds.
- ii.** In order for a committee to receive funding, an executive member of that committee or the President must submit all estimated expenses to the Department of Finance for consideration and recommendations that shall be forwarded to the Clubs & Events Board where the matter shall be decided upon a vote of the Board; in order for a line item account to be established in the budget.
- iii.** In order for a club to receive funding a financial request form must be submitted to the treasurer. The financial request form must be submitted by a registered club representative.
- iv.** Any and all requisitions to access Clubs & Events Board. funds must be signed by the Clubs & Events Board. President or treasurer, the Student Leadership & Development Advisor, and follow college requisition processes. Prior to signature of requisitions, the Treasurer must inform Clubs & Events Board. President of intent to sign. If any expenditure request can be proven unconstitutional or illegal through joint decision of the President and Treasurer, with consultation of the Advisor, the Clubs & Events Board. President or Treasurer may decline to sign any requisition, and return the request to the Clubs & Events Board for review and amendment.
- v.** The Clubs & Events Board. President may, with the approval of a majority of the board, through vote or written testimony, compel the Treasurer to initiate an audit of financial statements. Upon receipt of this order, the Treasurer will have eight weeks to compile all statements and paper proof of all expenditures, accounts, activities of said accounts, and budgets for that fiscal year. In consultation with the President and Advisor, these statements will be edited to conceal confidential information, and then released as a report to the Clubs & Events Board. A copy of these audit results will be released to the public.
- vi.** No funding requests will be considered by the Clubs & Events Board. for completed projects. Each expenditure recommendation or funding request must be asked through the approved official SACfunding form.

Section 2. Seed Money

Newly chartered clubs shall be eligible for seed money from the Clubs & Events Board budget in the amount no higher than one hundred (100) dollars if they have attended two consecutive Clubs & Events Board meetings. A new club is defined as one of the following: 1. A club that has not been chartered for the last two academic years and its funds have been reverted back to Clubs & Events Board. 2. A club that has chartered for the first time in the current academic year and has an account balance of less than fifty (50) dollars.

Section 3. Incentive Points and Funding

Incentive points will be accrued by clubs, not representatives. In other words, a club may send more than one representative to a meeting, but will only receive one set of points. They will be earned as follows:

- i. 1 point per Clubs & Events Board. board meeting (representative must be present for more than 60% of the Clubs & Events Board board meeting to earn points).
- ii. 1 point per hour of training as provided for by Student Leadership and Development.

Clubs & Events Board. will allocate an amount of funds each semester to be distributed equitably to all clubs with incentive points. The value of each point will be based on the total amount of funds allocated and the total number of incentive points earned. So, total amount allocated ÷ total number of incentive points = point value. The amount allocated will be decided by the treasurer and submitted as a funding proposal to the Clubs & Events Board. at the beginning of each semester. If the position of treasurer is vacant, the President will submit the proposal. The funds will be distributed at the end of the semester after the total number of points are counted. The secretary will keep a running tally of club attendance in the minutes and trainings.

Article XII. Performance Code

A. Conduct

Section 1. All Clubs & Events Board. members shall conduct themselves respectfully and appropriately when representing Sacramento City College and the Associated Students on or off campus. Interference with Clubs & Events Board. business, acts of dishonesty, general misconduct, poor professionalism, harassment, disruptive or erratic behavior, inappropriate language and any other violations of the Sacramento City College Student Leader Code of Conduct are prohibited by all Clubs & Events Board. members. In addition, all Clubs & Events Board. members will keep the organization's offices clean and tidy, be respectful and courteous to all persons, respect office equipment, and answer office phones in a professional, respectful and courteous manner.

Section 2. Violations of the performance code will be met with appropriate action, as stated in the Student Leader Code of Conduct consequences.

B. Meeting Protocol

Section 1. Disruptive behavior and general misconduct during any meeting will be responded to with the following actions, as enforced by the chair of that meeting. All actions are subject to the consequences in the Student Leader Code of Conduct.

- i. Two warnings during a meeting = Removal from the meeting
- ii. First removal from a meeting = Considered an unexcused absence
- iii. Second removal from a meeting = Considered an unexcused absence and position should be declared vacant in compliance with the Constitution and Bylaws.

C. Office Behavior

Section 1. Inappropriate behavior consisting of but not limited to yelling, fighting, namecalling, sexual harassment or abuse, discrimination of any sort (sex or gender, race, religion, disability, sexual orientation, etc.) will not be tolerated and persons participating in such behaviors are subject to consequences stated in the Student Leader Code of Conduct

D. Dereliction of Duty

Section 1. Dereliction of duty consists of but is not limited to failure to post on assigned boards, attend required campus standing committees, attend Clubs & Events Board. standing committees, attend Clubs & Events Board. sponsored activities, and submit monthly campus standing committee reports, failure to respect the order of protocol, and any other violation of a member's constitutional duties or failure to uphold responsibilities as outlined in the Constitution and Bylaws.

Article XIII. Appointments

Section 1. Those persons wishing to be appointed to the Clubs & Events Board must submit an application. Upon being verified eligible for consideration, the candidate must complete or have already completed the minimum meeting requirements, as set by the Clubs & Events Board. President. The nomination application will include a declaration of candidacy form, a candidacy verification form, and a short personal essay, should the President, Vice President, and Advisor decide to include one. Executive members of the Student Senate are prohibited from holding executive positions with the Clubs & Events Board, simultaneously.

- ii. Candidates shall be formally presented to the Clubs & Events Board. by the Clubs & Events Board. President. After review by the Clubs & Events Board, there will be a vote to determine appointment by a majority of members present at the meeting. The President of Clubs & Events Board and Vice President shall have the authority to nominate appointees for all Departments and their chairpersons.

Section 2. Membership Qualifications

- i.** All those wishing to become members of Clubs & Events Board. should attend the required meeting requirement before becoming a candidate.
- ii.** All officer candidates shall follow the qualifications listed in the constitution. (See Constitution).

Article XIV. Election Protocols

Section 1. Petition for Nomination

Those persons wishing to be appointed to an executive, secretarial, or project coordinator position within Clubs & Events Board must in order to secure nomination and inclusion on the ballot for a SAC General Election or Special Election; a candidate must complete all of the following:

- i.** Public Information Form –This form will compile general information of the candidate, including the position they are running for.
- ii.** Candidacy Petition – A candidate must secure the signatures of no fewer than fifty enrolled SCC students, who stand in support of the candidate being placed upon the ballot.

Section 2. Campaigning

- i.** Campaigning shall be held in strict adherence to district policy. It is encouraged that candidates participate in Candidate forums. Candidate forums will include an opportunity for candidates to introduce themselves, and/or give members of the public the opportunity to question all candidates for all positions.
- ii.** If time allows for debates, they will be moderated by a volunteer staff member. Candidates for contested offices will be given two minutes, each, to respond to public-submitted questions.
- iii.** Any type of advertising (i.e.: anything that can be viewed publicly by others, such as t-shirts, buttons, sandwich boards, etc.) in a no-campaign zone is prohibited in all circumstances. Advertising in a no-campaign zone may result in removal from ballot or declaration of vacancy in the position sought.

Section 3. General Election Procedures

Ballot tabulation or other forms of vote counting shall be coordinated by the SAC Advisor and Elections Committee. All tabulations should be done in a transparent manner. Candidacy verification shall be performed by the Elections Committee, with the oversight of the Student Leadership & Development Advisor es, or his/her designee. The election procedures in this article may only be altered by the Los Rios District Should these procedures be changed, these bylaws must be amended immediately to reflect those changes.

Article XV. Presidential Advisors

Section 1. The members of the Secretarial group, and the Student Leadership & Development . Advisor shall form to sit at their pleasure as a circle of advisors. Meetings between the President and their advisors will be closed and private. Advisors' duties within the circle are as follows. While the above members form the circle of advisors, not all members must be available or called for the circle to form.

- i. Secretary of Equity and Diversity**
 - a.** Shall report on the successful rate of recruitment of clubs and their chartered status.
 - b.** Shall advise the President on any revisions or updates to the Clubs & Events Board. bylaws.
 - c.** Shall report on the meeting with the Secretary of Legislative Affairs regarding legislation that may affect the student body and what can be done to support the Student Senate.

- ii. Secretary of Public Relations**
 - a.** Shall report on interactions with the press and discuss the Clubs & Events Board's official stance on various issues.
 - b.** Shall advise the President on the Clubs & Events Board public image.
 - c.** Shall make recommendations to the President on issues of public relations.

- iii. Secretary of Technology**
 - a.** Shall report on the Clubs & Events Board.'s current inventory.
 - b.** Shall advise the President on the newest Clubs & Events Board. technologies and their uses.
 - c.** Shall detail and discuss trainings of Clubs & Events Board personnel.

- iv. Parliamentarian**
 - a.** Shall advise the President on parliamentary procedure.
 - b.** Shall advise the President on formation of agendas and adherence to the Brown Act.

- v. Student Leadership & Development Advisor**
 - a.** Shall report on any information pertinent to shared governance and student life.
 - b.** Shall advise the President on any act or omission of his or her office, and any performance-related concerns having to do with participatory decision-making.
 - c.** Shall advise the President on any issue or concern that affects Clubs & Events Board.

Article XVI. Transcript Notation Requests

Section 1. The Advisor shall determine eligibility, based on information submitted on the Transcript Notation Form. Any executive officers, secretaries, and project coordinators of Clubs & Events Board. may be eligible for a transcript notation of “Recognized Student Leader” at the end of each school semester, with summer semester as the exception. Eligibility is based on successful completion of Job Duties as stated in the SAC Constitution and Clubs & Events Board. bylaws.

Section 2. In addition to the Advisor’s own judgment, determination of successful completion of Job Duties will also be determined by written testimony of that member’s direct executive. That is, the Vice President when considering a Project Coordinator, and the President when considering all other members, including the Vice President. The President’s eligibility will be reviewed solely by the Advisor. If eligibility is in question, it can be taken to the Clubs & Events board for majority vote.

Section 3. Any additional requirements, as will be outlined on the Transcript Notation Form, must be fulfilled. Said form must be completed and submitted to the Advisor no later than thirty (30) days prior to the end of the semester.

APPENDIX

In Witness thereof, the drafters have set their hands, the year, and the date below:

Approved: April 16, 2012

Amended: IV, D, Section 1 (4/25/2016)

Amended: XI, Section 2-3 (4/25/2016)

Amended: IV, D, Section 1 (11/7/2016)

Amended: XI, Section 3, i (11/7/2016)

Deleted: VI, Section 3, iv (5/1/2017)

Amended: VIII, Section 1 (5/1/2017)

Amended: XI, Section 1, iii (5/1/2017)

Added: VI, D, Sections 4-5 (11/27/2017)

Amended: XI, Section 2 (4/2/2018)

Revision: 11/23/2020