ASSOCIATED STUDENT BODY INC.
LONG BEACH CITY COLLEGE
CONSTITUTION

CHAPTER 1

PREAMBLE

This organization shall be known as the Associated Student Body (ASB) of Long Beach City College. The aim and purpose of this organization shall be to effectively represent the students of Long Beach City College; to promote cooperation among those students, between the college staff and student body; to stimulate the intellectual, physical, social and moral life of students through the sponsorship of expanded educational and co-curricular programs.

ARTICLE I - HERITAGE OF LONG BEACH CITY COLLEGE

Members of the Associated Student Body of Long Beach City College shall be known as the Vikings. The college colors shall be red, white and black. The Viking mascot shall be named “Ole.” The alma mater shall be known as the City Collegium. The college newspaper shall be known as the Viking.

ARTICLE II - MEMBERSHIP

Section 1. Any student attending Long Beach City College shall be an active member of this organization provided he/she is enrolled in one (1) or more units and pays his/her student body fee.

Section 2. Honorary membership in this organization may be bestowed upon any person by the unanimous agreement of the ASB Cabinet.

ARTICLE III - ATTENDANCE

A semester of college attendance where it appears in the Associated Student Body Constitution shall be defined as follows: registration in six (6) or more semester units.

ARTICLE IV - OFFICERS

Section 1. The elected officers of this organization shall be ASB President, ASB Vice-President, ASB Secretary, ASB Treasurer, President of the LAC Student Senate, President of the PCC Student Senate, LAC Cultural Affairs Chair, PCC Cultural Affairs Chair, and the PCC Student Council President.

Section 2. The appointed positions of the ASB Cabinet are listed in the By-Laws.

Section 3. All ASB Executive Board members shall serve a one (1) year term of office and may hold the same position in consecutive years but must be re-elected, however all ASB Appointed positions shall serve a one (1) semester term of office and they may hold the same position in consecutive semesters but must be re-appointed.

Section 4. The duties of all ASB Cabinet shall be listed in the By-Laws.

Section 5. The Student Representative to the Board of Trustees shall serve as a non-voting member of the member of the ASB Cabinet and shall serve for one year in accordance with the Education Code of California.

Section 6. The ASB Advisor shall serve as the advisor to the ASB Cabinet.
ARTICLE V - ORGANIZATION AND POWERS OF THE CABINET

Section 1. The elected and appointed officers of the Associated Student Body shall constitute the voting membership of the ASB Cabinet.

Section 2. The ASB Cabinet will have the power to make all rules, regulations, and by-laws regarding the Student Body as well as make final rulings on appeals from Student Senate, LAC Cultural Affairs Council, PCC Cultural Affairs Council, PCC Student Senate, PCC Student Council, and other governing bodies of the ASB; hereinafter subject to the regulations and policies of the Board of Trustees, provisions of the Education Code, and advice of the Dean of Student Affairs, Physical Education & Athletics.

ARTICLE VI – MEETINGS

Section 1. The ASB Cabinet shall hold regularly scheduled weekly meetings. The President shall call special meetings, as business warrants. All ASB Cabinet meetings will be in accordance with the Ralph M. Brown Act.

Section 2. A majority of the voting members of the ASB Cabinet shall constitute a quorum, sufficient to transact business at all regular and special meetings. Notice of special meetings must be served on each member by the President or his/her {delegate} at least 24 hours in advance.

ARTICLE VII - ELIGIBILITY

Section 1. Definitions:

A. ASB Leadership – Holding an elected or appointed position in any of the following organizations: ASB Cabinet, LAC Student Senate, PCC Student Senate, LAC Cultural Affairs Council, PCC Cultural Affairs Council, and the PCC Council.

B. Club Leadership – Holding an elected or appointed position in any officially approved campus club.

C. Coed-Special Interest Club Membership – Joining any officially recognized coed or special interest campus organizations as defined by their constitution and by-laws.

D. Social Service Club Membership – Joining any officially recognized campus organization as defined by their constitution and by-laws as a social service club

E. Honorary Organization Membership – Kassai and Thane shall be considered official honorary organizations. Invitation and membership shall follow their respective constitutions and by-laws.

Section 2. All students, in order to be eligible for ASB leadership, club leadership, coed-special interest club membership, social service club membership, honorary organization membership, ASB committee membership, or participation in any ASB budget-sponsored group, must be currently enrolled at Long Beach City College and have a valid College Services Card prior to participation.

Section 3. A student must be enrolled in a minimum of six (6) units while holding any ASB leadership position as defined above. Unless it is the students first semester at Long Beach City College, the student must have also completed six (6) units the semester preceding the assumption of office. Students not meeting this requirement will be removed from office.

Section 4. There shall be no minimum unit requirements for holding coed special interest club leadership positions or being involved in coed-special interest club membership as defined above unless otherwise specified by the organization’s constitution. Unit requirements for social service club leadership and membership shall be determined by the Club constitutions and/or regulations.

Section 5. Students shall be eligible to hold ASB leadership positions as defined above for a maximum of five (5) semesters. These semesters will run consecutively and shall begin when the student is elected or appointed to his/her first position. Students may not hold any ASB leadership beyond the fifth semester.

Section 6. Students shall be eligible for social-service club membership for a maximum of six (6) semesters as defined by the. These semesters will run consecutively and begin when the student becomes a member of any social service club.

Section 7. Students shall be eligible for coed-special interest club membership or coed-special interest club leadership positions as long as they are officially enrolled at Long Beach City College.
Section 8. In order to hold any ASB leadership position, a student must maintain a cumulative G.P.A. of 2.0. All members of ASB Cabinet must maintain a cumulative G.P.A. of 2.5. Cumulative G.P.A shall be defined as courses taken only at LBCC. These respective G.P.A’s will be verified at the time of filing for office. All students that fall below the minimum standards for office must seek an exception from the Dean of Student Affairs, Physical Education & Athletics. All students that fall below the minimum college standards (2.0 G.P.A.) must resign from office.

Section 9. No student shall hold any ASB elected leadership position unless he/she has attended Long Beach City College one (1) semester. Candidates for ASB President must have completed two (2) semesters at Long Beach City College and previously held an ASB or club leadership position as defined above prior to the assumption of office.

Section 10. No student shall hold any ASB leadership position as defined above and be president of any other organization at Long Beach City College at the same time.

Section 11. Candidates for office may not seek more than one (1) ASB leadership position as defined above at the same time.

Section 12. All students holding ASB leadership positions are strongly recommended to enroll in a course in Elements of Leadership Communication as well as the accompanying lab course. All students holding club leadership positions are strongly encouraged to enroll in these courses.

Section 13. All students holding ASB leadership positions must maintain a .65 completion ratio or better. Students not meeting this requirement will be removed from office.

Section 14. To maintain student confidentiality and abide by the Family Educational Right to Privacy Act (FERPA), any exceptions of the rules of eligibility must be determined by the Dean of Student Affairs. The Dean of Student Affairs, Physical Education & Athletics may consult with appropriate college personnel prior to granting any exceptions.

**ARTICLE VIII - ELECTIONS**

Section 1. Elections for Student Body Officers and constitutional amendments shall be by ballot and prepared under the supervision of the ASB Vice President, subject to the approval of the ASB Cabinet and the Dean of Student Affairs, Physical Education & Athletics.

Section 2. The general election shall be held on both the Liberal Arts and Pacific Coast Campuses. The general election shall be held not less than three (3) weeks and not more than five (5) weeks preceding the close of each semester. Exact election dates shall be recommended by the ASB Vice President and approved by ASB Cabinet at least two (2) weeks in advance of the date tentatively set.

Clause 1. Special elections shall be held at the discretion of the ASB Cabinet with the approval of the Dean of Student Affairs, Physical Education & Athletics. Notice shall be given at least two (2) weeks in advance of the date set. If an elected ASB Leadership position becomes vacant during the first six (6) weeks of the semester, a special election will be held. If any office, with the exception of President, becomes vacant after the sixth week that office may be filled by appointment. If a presidency becomes vacant, the Vice-President may assume the position contingent on meeting eligibility requirements.

Clause 2. The elections rules committee and the ASB Advisor shall count all votes cast. The results shall be reported to the ASB Cabinet by a certificate signed by each official participating and shall be posted on the ASB Cabinet bulletin board.

Clause 3. The ASB Cabinet may canvass the votes cast in any election and must do so in event of a tie or upon a petition signed by at least fifty (50) eligible voters and filed in the Student Affairs Office within two (2) weeks after the vote count has been filed with the ASB Cabinet.

Section 3. The LAC Student Senate President, PCC Student Senate President, PCC Student Council Chair, LAC Cultural Affairs Chair, and PCC Cultural Affairs Chair shall be nominated and elected by their memberships respectively.

Section 4. All matters pertaining to choosing candidates, eligibility of candidates, petitions, examinations, and elections of the Associated Student Body, shall be carried on within the last five (5) weeks of each semester.

Section 5. All election timelines, deadlines and rules regarding applications, eligibility, and circulation of petitions, taking of constitution tests, campaigning, voting and posting of results for office shall rest with the Elections Committee under the supervision of the Dean of Student Affairs, Physical Education & Athletics or his/her designee. These timelines and deadlines shall be kept on file in the office of Student Life. In order for a candidate’s name to appear on the ballot, all timelines and deadlines must be met.

Revised Spring 05/31/12
Section 6. All candidates seeking an ASB office, including, are required to take an examination on the By-Laws of the Associated Student Body and pass with at least 80% accuracy. This test must be taken prior to installation.

Section 7. Any write-in candidate for Associated Student Body, office who receive a minimum of fifty (50) votes and a majority of the total votes cast for that office is considered elected to that office provided said candidate establishes eligibility within one (1) week following the election.

ARTICLE IX - APPOINTMENTS

Section 1. Candidates for Associated Student Body appointed offices must fill out an application listing their qualifications.

Section 2. The newly elected officers shall serve as an interviewing committee for appointed offices and based on the recommendation and approval of the appointment committee, the ASB President will forward the names of the recommended appointees to the newly elected officers for final approval. Final approval must be within seven (7) days of the interview or by the next scheduled ASB Cabinet meeting, whichever comes first.

Section 3. Appointed officers will be chosen prior to the Associated Student Body banquet in order that they may be installed as new ASB Cabinet members for the up-coming semester.

Section 4. Any new student appointed to office must meet the same eligibility requirements as an elected officer as outlined in Article VII. All appointed officers to the ASB Cabinet are required to take an examination on the By-Laws and pass with at least 80% accuracy. This examination must be taken prior to installation. The verification of eligibility shall rest with the Dean of Student Affairs, Physical Education & Athletics.

ARTICLE X - INITIATIVE, REFERENDUM AND RECALL

Section 1. Initiative - any rule or regulation or constitutional amendment may be initiated by the Student Body on filing with the ASB Secretary a petition for such action signed by not less than five (5) percent of the entire Student Body who meet the qualifications listed in Article II-Membership, or not less than 50 percent of the total votes cast in the last ASB Government election, whichever is greater. On filing such a petition with the ASB Secretary, the Vice-President shall validate the petition and names appended to the petition and if said petition contains the minimum number of valid signatures, shall order an election not less than one (1) week or more than three (3) weeks after the first regular meeting succeeding the filing and validation of the petition.

Section 2. Referendum – Any action of the ASB Cabinet may be referred to the Student Body on filing with the ASB Secretary a petition for such action signed by not less than five (5) percent of the entire Student Body who meet the qualifications listed in Article II-Membership, or not less than 50% of the total votes cast in the last ASB election, whichever is greater. On filing such a petition with the ASB Secretary, the Vice-President shall validate the petition and names appended to the petition and if said petition contains the minimum number of valid signatures, shall order an election not less than one (1) week or more than three (3) weeks after the first regular ASB Cabinet meeting succeeding the filing and validation of the petition.

Section 3. Recall – Any officer of the Student Body shall be subject to recall on the filing with the ASB Secretary of a petition signed by not less than five (5) percent of the entire Student Body who meet the qualifications listed in Article II-Membership, or not less than one hundred (100) percent of the total votes cast in the last ASB Government election, whichever is greater. On filing such a petition with the ASB Secretary, the Vice-President shall validate the petition and names appended to the petition and if said petition contains the minimum number of valid signatures shall order an election not less than one (1) week or more than three (3) weeks after the first regular ASB Cabinet meeting succeeding the filing and validation of the petition.

ARTICLE XI LONG BEACH CITY COLLEGE AUXILIARY
The ASB Cabinet shall appoint one (1) student from the Liberal Arts Campus and one student (1) from the Pacific Coast Campus to serve on the Cabinet of the Long Beach City College Auxiliary for 1 year term.

Section 2. The Handling of funds and maintaining of records shall be in accordance with the provisions in the manual of Accounting Procedures of the Associated Student Body, furnished by the Accounting Division of the Board of Trustees.

ARTICLE XII - INTERPRETATION OF THE ASSOCIATED STUDENT BODY CONSTITUTION

The ASB Cabinet, with the advisement of the Dean of Student Affairs, Physical Education & Athletics, shall make all interpretations of constitution. Prior to final interpretation, the Student Affairs, Physical Education & Athletics should be consulted during a regularly scheduled ASB Cabinet meeting.

ARTICLE XIII - AMENDMENTS TO THE BY-LAWS AND THE ASSOCIATED STUDENT BODY BY LAWS

Section 1. The ASB Cabinet shall have the power by a two-thirds (2/3) vote of its membership to propose amendments to the Bylaws and to submit such amendments to Associated Student Body for approval or disapproval.

Section 2. The Constitution Chapter One may be amended by not less than two-thirds (2/3) of the votes cast by ballot at any election of the Associated Student Body as prescribed in Article VIII of the Constitution. Notice of such amendments shall be given at least two (2) weeks before said election and shall be formally stated in the call for such an election.

Section 3. The ASB Cabinet shall have the power to amend By-Laws, Chapter Two. These Constitution may be amended by two-thirds (2/3) vote of the ASB Cabinet provided the By-Laws are presented at a ASB Cabinet meeting at least seven (7) days prior to the day of voting. Said By-Laws must always be in agreement with Chapter One of the Constitution.

ARTICLE XIV – IN THE ABSENCE OF THE DEAN OF STUDENT AFFAIRS, PHYS. EDUCATION & ATHLETICS

In the absence of the Student Affairs, Physical Education & Athletics, all powers duly granted to the Student Affairs, Physical Education & Athletics through the framework of these ASB Constitution of Long Beach City College, may only be acted upon - by the Vice President of Student Support Services. If in the event this approval mandates a desertion of the amendments and/or By-laws an appeal may be made to the Vice President of Student Support Services within ten (10) business days of said decision; whereby the findings or that appeal will prevail.
CHAPTER TWO GENERAL BY-LAWS

STUDENT BODY MEMBERSHIP

The Student Body membership fee shall be $20 per fall and spring semester and $15 per summer session for all students enrolled at Long Beach City College. Each member must be issued an appropriate card.

ELECTION PROCEDURES

1. All election procedures shall be monitored by the Election committee, which is to be chaired by the ASB Vice President. If the Vice-President is running for office, another ASB Cabinet officer will be appointed to serve as chair. No one seeking an elected position shall serve on the election committee.

2. Definition of candidate: Student who has submitted all election documentation to the ASB Advisor by the deadline.

3. Write in candidates must meet appropriate eligibility requirements within seven (7) days following the election. Their names will not appear on the ballot nor will they be introduced at any rally. They must abide by all election rules and regulations.

4. All prospective candidates for Student Body office must file an application with the ASB Advisor or designee by the deadline established by the Election Committee if their names are to appear on the ballot. There will be no extension of the deadline.

5. Eligibility will be checked for students seeking Associated Student Body leadership positions as defined in Article VII of the ASB. Individuals seeking Associated Student Body leadership positions will be required to take an examination on the ASB Constitution and pass with at least 80% accuracy prior to the opening of the polls.

6. A Candidate's Intent Sheet, identifying the office for which the individual will run, shall be filled out by the prospective candidate. This sheet shall be completed prior to the receipt of the Election Packet. The Election Packet shall include all rules, guidelines and information required for verification by the Election Committee in order to establish eligibility.

7. All election procedures, including the circulation of petitions, establishment of eligibility, the candidate information sessions, debates, rallies, advertising, campaigning, elections and any necessary run-offs shall take place within the timelines established by the Election Committee as outlined in Article VIII, Section 6.

8. All poll workers are subject to ASB Cabinet approval.

9. No campaigning or campaign literature shall be permitted on the shuttle bus or within the specified polling areas, or off campus.

10. Scholastic eligibility shall be determined by referring to the most recent semester’s cumulative grade point average.

11. An itemized list of campaign expenses must be presented and will be subject to verification prior to the distribution of any campaign materials. The limit of expenses per person shall be listed and kept on file in the Student Affairs Office. In the event of a run-off election, an additional amount will be permitted.

12. All election materials, including those to be posted or distributed, must be approved prior to use in accordance with existing campus policy.

13. Each person shall present a valid Associated Student Body card in order to be eligible to vote.

14. A candidate must win by simple plurality (the most votes cast by valid ballots). If the number of ballots and signatures on the voter roster are not equal, a candidate must win by one (1) more than the difference between ballots and signatures. A run-off election will be scheduled only in the event of the top candidates for a particular office receiving the exact number of votes.
15. Candidates for each office shall be listed on the official ballot according to a random drawing determined at the candidate's information session.

16. All current campaign rules will be filed with the **ASB Advisor** and shall be explained to all candidates for office at the mandatory candidate information meeting, which must be conducted prior to campaigning. The elections committee shall interpret and enforce all election rules. Any complaints about the elections should be brought to the elections committee. Prior to the end of the same elections period, any complaints brought against the elections committee and/or its procedures/decisions, must be submitted in writing within 48 hours of the close of the current election and shall be heard by a special ASB ad hoc committee, which must be created within 7 days of receipt of written complaint. The ad hoc committee will be created by the **ASB President or designee**.

17. Each election polling location shall be designated a polling supervisor. The poll supervisor must report to the elections chair and to his/her polling location 1 ½ hours prior to opening the polls.

18. Student shall be allowed an equal amount of voting time on each campus, as determined by the elections committee.

19. "Individual Campaigning" Each candidate must run individually. No dual or ticket campaigning. (PENDING PRIOR TO ASB CABINET APPROVAL)

**ASSOCIATED STUDENT BODY OFFICES**

**Elected:**

<table>
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<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>PCC Student Senate President**</td>
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<tr>
<td>Vice President</td>
<td>LAC Cultural Affairs Chair</td>
</tr>
<tr>
<td>Secretary</td>
<td>PCC Cultural Affairs Chair</td>
</tr>
<tr>
<td>Treasurer</td>
<td>PCC Student Council President</td>
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<tr>
<td>LAC Student Senate President**</td>
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<tr>
<td>Student Representative to the Board of Trustees</td>
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*Two semesters of attendance required and one semester of ASB leadership experience

**Must be on Student Senate one semester prior to holding office.

**Appointed:**

<table>
<thead>
<tr>
<th>Representative of Legislative Affairs</th>
<th>Representative of Student Health &amp; Environment</th>
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<tr>
<td>Representative of Academic Affairs</td>
<td>Representative of Volunteer Services</td>
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<tr>
<td>Representative of Arts</td>
<td>Representative of Communications</td>
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<td>Representative of Athletics</td>
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**DUTIES OF ASB CABINET OFFICERS**

Section 1. The President shall:

1. Serve as the official representative of the Student Body.
2. Preside at ASB Cabinet meetings.
3. Serve as ex-officio member on all committees and ASB Leadership Boards.
4. With ASB Cabinet approval, establish all committees not provided for by By-Laws.
5. Appoint eligible individuals to serve in Appointed ASB Cabinet officer positions with 2/3 approvals.
7. Be responsible for hosting coffee nights for LAC evening students and attending PCC coffee nights.

Section 2. The Vice President shall:

1. Assume the duties of President during the absence of same.
2. Be responsible for elections. Serve as Chair of the Election Committee or recommend an ASB Cabinet officer for approval as their designee.
3. Serve as a member of the ASB Finance Committee.
4. Appoint all District committee members with 2/3 ASB Cabinet approvals.
5. Be responsible for monitoring District committees.

Section 3. The Secretary shall:

1. Keep a complete, minute record of the acts and transactions of the ASB Cabinet.
2. Conduct the official correspondence of the ASB Cabinet and the Associated Student Body.
3. Serve as a member of the ASB Finance Committee.
4. Post and distribute minutes
5. Serve as Host/Hostess at ASB Cabinet meetings, receptions, and be responsible for room arrangements.
6. Keep a summary of ASB Cabinet actions regarding policy and/or procedures.

Section 4. The Treasurer shall:

1. Serve as Chair of the ASB Finance Committee.
2. Work with the ASB Accounts Supervisor to monitor ASB banking procedures.
3. Be responsible for preparing and presenting the ASB Budget packet to the ASB Cabinet for approval.
4. Be responsible for presenting the ASB Budget to Cabinet for approval.
5. Instruct all Program Treasurers in financial procedures.

Section 5. The LAC Student Senate President shall:

1. Serve as liaison between the ASB Cabinet and the LAC Student Senate.
2. Chair all LAC Student Senate meetings.
3. Be responsible for adhering to LAC Student Senate Constitution.

Section 6. The PCC Student Senate President shall:

1. Serve as liaison between the ASB Cabinet and the PCC Student Senate.
2. Chair all Student Senate meetings.
3. Be responsible for adhering to PCC Student Senate procedures.

Section 7. The LAC Cultural Affairs Chair shall:

1. Serve as liaison between the ASB Cabinet and the LAC Cultural Affairs.
2. Chair all LAC Cultural Affairs meetings.
3. Be Responsible for adhering to LAC Cultural Affairs Constitution.

Section 8. The PCC Cultural Affairs Chair shall:

1. Serve as liaison between the ASB Cabinet and the PCC Cultural Affairs.
2. Chair all PCC Cultural Affairs meetings.
3. Be Responsible for adhering to PCC Cultural Affairs procedures.

Section 11. The Student Representative to the Board of Trustees shall:

1. Be elected from the student body to serve as the student member to the Board of Trustees in accordance with local District policy.
2. Serve for a one-year term to begin on June 1st in accordance with the Education Code of California.

Section 12. The Pacific Coast Campus Student Council President shall:

1. Be responsible for providing activities for PCC evening students, including coffee nights.
2. Serve on the ASB Finance Committee.
3. Represent the Pacific Coast Campus in developing the ASB budget.
4. Assist with all elections on the Pacific Coast Campus.
5. Coordinate the involvement of PCC in college wide student activities, including Homecoming, Spring Sing, and the Mini Grand Prix.
6. Coordinate and assist the Student Senate and the PCC Cultural Affairs Council with PCC activities.

Section 13. The Representative of Academic Affairs shall:

1. Be the liaison between the ASB Cabinet and campus academia by corresponding regularly with all department deans, academic program Representatives, and academic board Representatives, specifically creating direct and effective communication with the President of the Academic Senate, the Chair of the Curriculum Committee, and the Vice President of Academic Affairs.
2. Create direct communication with academic organization on campus and other representatives of academics on campus so as to establish and assist with the campus’ academic affairs.
3. Be responsible for running an extra-curricular academic activity (i.e. forum or workshop) for evening students.

Section 14. The Representative of Legislative Affairs shall:

1. Serve as Chair of the Legislative Committee.
2. Serve as the SSSCC Region VIII representative for LBCC.
3. Monitor state and national legislation that affect community college students.
4. Coordinate lobbying efforts with college, local, state, and national representative.
5. Chair ASB Constitution Committee.

Section 15. The Representative of Arts shall:

1. Coordinate ASB activities in the field of fine arts.
2. Represent the arts area in developing the ASB budget.
3. Help promote and publicize the Creative Arts programs.
4. Serve as Chair of Homecoming Committee.
5. Serve as Chairperson of Spring Sing.
6. Be responsible for providing an activity for evening arts students.

Section 16. The Representative of Athletics shall:

1. Coordinate ASB activities in the field of athletics including rallies.
2. Represent the Inter Collegiate athletics and Intramurals in developing the ASB budget.
3. Promote athletic fund raisers if conducted during the school year.
4. Help promote and publicize athletic programs.
5. Be responsible for providing an activity for evening athletic students.

Section 17. The Representative of Communications shall:

1. Produce ASB publicity including, but not limited to, the Nordic Newsletter and election information.
2. Coordinate publicity for all Student Body activities, including the programming of message boards, the upkeep of ASB display cases and electronic communications.
3. Serve as Chair of the Board of Communications.
4. Monitor use and oversee policy of campus signboards along with Board of Communications and Student Affairs, Physical Education & Athletics or designee.
5. Represent the areas of communication (newspaper, radio station, and television) in developing the ASB budget.
6. Work with LAC Student Senate, PCC Student Senate and other appropriate student groups in the monitoring of publicity.
7. Be responsible for the development and management of technology including Orgsync, ASB Webpage, Social Media and electronic signage.
Section 18. The Representative of Student Health & Environment shall:

1. Address safety issues at the college, as they relate to students.
2. Serve as liaison to Health Services and promotion of their services.
3. Coordinate beach clean up in the fall.
4. Coordinate Earth day in the spring.
5. Coordinate activities surrounding student environment (including campus clean up).
6. Be responsible for providing an evening activity.
7. Serve as a liaison to DSPS and promotion of their services.

Section 19. The Representative of Volunteer Services shall:

1. Attend weekly Viking Volunteer meetings as a member.
2. Communicate Viking Volunteer opportunities college wide.
3. Adhere to the rules and regulations of the Viking Volunteers.
4. Serve as liaison between the ASB Cabinet and the Viking Volunteer Program.
5. Work with Volunteer Coordinator to recruit community volunteer opportunities for LBCC students.
6. Assist with semi-annual awards reception and annual Volunteer Faire.

Section 20. All Cabinet Officers shall perform additional duties and sit on committees as assigned by the President.

GUIDELINES PROCEDURES FOR THE ASB CABINET

The ASB Cabinet will be run in accordance with the Ralph M. Brown Act, Robert’s Rules of Order and the Education Code of California.

1. Agenda
The weekly agenda will be posted and delivered to all officers’ mailboxes by noon on the day before the ASB Cabinet meeting.

The purpose of the agenda is to give prior notice of business items to all ASB Cabinet officers. This should allow adequate time for ASB Cabinet preparation so that qualified responses will be made on agenda items during the meeting.

2. Agenda Item Procedure
An officer is entitled to reserve space on the agenda for any consideration that he/she deems necessary.

In order to reserve an item on the agenda, the requesting ASB Cabinet Officer must give a proper notice of the agenda item to the Associated Student Body Secretary by placing a note in his/her mailbox by Wednesday, 4:00 p.m. This deadline will be strictly enforced, and if any items are presented afterwards, the items will not be printed until the following.

The first week that an item appears on the agenda, it is considered "New Business". It can only be discussed at that time. The second week that item appears on the agenda, it is considered "Unfinished Business" and action may be taken at that time.

3. Officer Reports
Officers are entitled and sometimes required to give detailed reports concerning their office, committees or special research projects. The reports shall be written and submitted to the Associated Student body Secretary before the ASB Cabinet meeting. Such written reports will be required of all expenditure reports and other relevant matters.

4. ASB CABINET Minutes
ASB Cabinet minutes shall be posted and delivered to all ASB Cabinet members the day before the
ASB Cabinet meeting. The minutes should be read by the ASB Cabinet Officers before the meeting.
Extra copies will be available from the Associated Student Body Secretary for any interested students.

5. Meeting Organization
Meetings shall be conducted by parliamentary procedure following Robert's Rules of Order. Meetings
will be followed in the following sequence:
A. Call to Order
B. Reading and Approval of Minutes
C. Gallery Speakers
D. Student Trustee Report
E. Committee Reports
F. Officer Reports
G. Unfinished Business
H. New business
I. Announcements
J. Adjournment

6. Bulletin Board Space
Sufficient space shall be provided outside the ASB Cabinet Office for the posting of all official
notices.

7. Passage of ASB Cabinet Resolutions and Motions
When resolutions or motions are being considered, they must first be written on appropriate forms
provided by the ASB Secretary.

8. Gallery Procedures
The purpose of student government is to serve and benefit all Long Beach City College students. In
order to accomplish this, a designated time will be set-aside during the ASB Cabinet meeting for
gallery speaking. A sequential process is necessary to assure concerned students needs are met. The
following steps are part of that process:
A. The student should contact relevant committees or representative councils.
B. The student should contact the appropriate ASB Cabinet Officers related to the individual
problems.
C. If the above steps do not solve the problem, the student may address the ASB Cabinet Officers for five (5)
minutes by signing up on the agenda as a gallery speaker. To assure being placed on the agenda,
students must contact the ASB President or Advisor prior to the meeting at which they wish to
speak. After speaking, the gallery will be thanked and properly directed.

COMMITTEES
1. The standing committees shall be appointed by the ASB Cabinet as follows:

| ASB Constitution Committee | Leadership Retreat Committee |
| Elections Committee | Legislative Committee |
| Finance Committee | Spring Sing Committee |
| Hall of Fame Selection Committee | Executive Committee |
| Homecoming Committee | Banquet Committee |

2. All ASB committees must be presented to the ASB Cabinet for approval. Committee objectives and progress reports
are to be communicated to the ASB Cabinet on a periodic basis or upon the request of the ASB Cabinet.

3. Any ASB Cabinet member may form a special committee, with the approval of the ASB President, for the purposes of
gathering input relevant to his/her respective area of responsibility.
4. The ASB Constitution & By-Laws committee shall be chaired by the Legislative Representative. Committee membership shall not exceed more than eight ASB Cabinet members, appointed by the Chair.

5. The Elections Committee shall consist of the following: the ASB Cabinet (Vice President as Chair), and Members-at-Large selected by the Chair.

6. The Finance Committee shall consist of the following: ASB Treasurer (Chair), ASB President, ASB Vice President ASB Secretary, ASB PCC Student Council President, Student Affairs, Physical Education & Athletics Dean or designee and the ASB Advisor.

7. The Hall of Fame Selection Committee shall consist of the following. Initial Screening Committee: four (4) students, one shall be a member of the ASB Cabinet designated by the ASB President to serve as Chair, the Alumni Representative and the ASB Advisor. Second Screening and Selection Committee: Chair from the Initial Screening Committee, Alumni Representative, Foundation Representative, Student Affairs, Physical Education & Athletics and Vice President of Student Support Services. The coordination of all Hall of Fame activities shall rest with the Office of Alumni Development, however ASB Cabinet participation is necessary.

8. The Homecoming Committee shall be chaired by the ASB Representative of Arts. Committee membership is open to all students in good standing including representation from Student Senate, PCC Student Senate and LAC and PCC Cultural Affairs. The Student Senate, PCC, ASB Advisors may also serve on this committee. This committee shall be responsible for conducting all activities associated with the event.

9. The Leadership Committee shall be led by a Representative of ASB Cabinet or PCC Student Council serving as Chair and the ASB Advisor. Committee membership shall not exceed more than twelve individuals, chosen by the chair and advisor. Each committee member’s length of term shall not exceed more than a total of two semesters. Student Life Program Advisors shall provide appropriate support to the committee.

10. The Executive Committee shall consist of the ASB President, Vice President, Secretary, Treasurer, Student Trustee and ASB Advisor.

11. The Legislative Committee shall be chaired by the ASB Representative of Legislative Affairs. Committee membership is open to all students in good standing.

12. The Spring Sing Committee shall be chaired by the ASB Representative of Arts. Committee membership is open to all students in good standing including representation from LAC & PCC Student Senate and LAC & PCC Cultural Affairs. The Student Senate, PCC, ASB Advisors may also serve on this committee. This committee shall be responsible for coordinating all activities associated with the event.

13. The Executive Committee shall consist of the ASB President, Vice President, Secretary, Treasurer, Student Trustee and ASB Advisor.

14. The banquet committee will be open to Cabinet members only. The chair will be appointed by the President.

15. Each semester a list of current ASB committees will be established by the Associated Student Body Cabinet and will be kept on file in the office of the ASB Advisor.

**FINANCE COMMITTEE**

The Finance Committee is a permanent advisory body of the Associated Student Body Cabinet. The Finance Committee shall consist of the ASB Treasurer (chair), ASB Advisor, ASB President, ASB Vice President, ASB Secretary, Representative of LAC and PCC and the Student Affairs, Physical Education & Athletics Dean or designee.

A quorum must be present in order for the committee to conduct business. A quorum is defined as a majority of members. The Chair shall meet to discuss financial problems, make recommendations to the ASB Cabinet on matters pertaining to the finances of the Associated Student Body, and be responsible for adequate and proper publicity in all matters relative to the financial condition of the Associated Student Body.
All special funding requests shall be presented to the Finance Committee for consideration. Rules regarding the request for special funding shall be kept on file in the office of the Student Affairs, Physical Education & Athletics or designee.

**ASSOCIATED STUDENT BODY FUNDS**

Associated Student Body funds shall consist of College Service Card revenues and all receipted ticket sales from ASB sponsored activities. The ASB Cabinet shall approve all College Services Card benefits. Proceeds from all ASB sponsored events shall be deposited with the ASB Bank. All funds, budgeted and trust, shall be deposited with the Associated Student Body Bank and kept in appropriate accounts under the name of the Associated Student Body of Long Beach City College and/or the name of the approved campus organization. All funds not on deposit shall be kept in student body safes and such funds shall be covered at all times by burglary and robbery insurance.

During each spring semester, the ASB Cabinet shall approve a tentative budget for the following fiscal year which shall run from July 1 through June 30. A final budget shall be approved within the first three weeks of the fall semester. The budget shall be presented to the ASB Cabinet after review and recommendation of the Finance Committee. The ASB Cabinet shall adopt the tentative budget as recommended, or in modified form, as the budget for the fiscal year. A copy of the final approved budget shall be sent to the Associated Student Body Accounts Supervisor.

No funds shall be expended by participating bodies except when they have been approved under specific budget line items. Once the budget is approved, if changes to any account budget are to be made, the changes need to be submitted by the appropriate program Treasurer to the appropriate leadership board for discussion and approval. The request then is submitted to the ASB Finance Committee, which makes a recommendation to the ASB Cabinet for final approval. Approved changes must be filed with the ASB Accounts Supervisor.

Authorization for expenditures from Associated Student Body program funds shall be made in the following manner: During business meetings, discussion shall take place by the appropriate leadership board regarding upcoming programs or events for which they are responsible. Funds are released from program budgets by the appropriate student leader requesting funds during the business meeting which are assigned to the program or event in the line item budget. A vote is taken and recorded in the minutes.

Once approved, the student leader responsible for the program or event shall initiate a requisition (purchase order) by going to the appropriate advisor/sponsor to request that requisition be filled out. Both signatures should be placed on the requisition at that time. If the student leader does not take this step in a timely manner, the advisor should process the purchase order as the identified budget sponsor. To assure that a student review of all requisitions takes place, the ASB Treasurer shall sign all requisitions during regular visits to the ASB Bank. All requisitions become authorized purchase orders when processed at the ASB Bank. Approved funds can either be issued in advance of a purchase or service to be rendered, or can accompany a purchase order as specified on the requisition.

If unauthorized expenditures are made from ASB funds by officers or budget sponsors, that individual is personally responsible for payment. Further ASB expenditures may not be made until said unauthorized expenditure is cleared. The Associated Student Body Cabinet shall not be responsible, either personally or in their representative capacities, for any debts incurred by campus organizations whose funds are held in trust. ASB Cabinet members shall not be responsible for any hospital bill of athletes or the general student body. Limited liability insurance shall be purchased from ASB funds to cover these insurance needs.

Any expenses incurred through transactions from trust accounts held by the Associated Student Body, which are not part of the approved ASB budget, shall be paid directly from the revenue involved with the vote of the ASB Cabinet. Requisitions for these expenditures shall be signed by the sponsor and the appropriate student representative.
Proceeds from all Associated Student Body sponsored events shall be deposited with the Associated Student Body Bank. A petty cash fund may be drawn by any participating organization provided funds are available in the appropriate account. This revolving fund shall be operated on an imprest fund basis.

**QUEENS, KINGS AND ATTENDANTS**

Sponsorship of Queens, Kings and Attendants for any school event is subject to ASB Cabinet approval. All candidates for Queen or King must comply with the eligibility requirements for any other Associated Student Body activity. The traditional rights of all campus clubs shall be preserved if all regulations have been fulfilled.

**CONSTITUTIONS**

The Student Senate, PCC Student Senate, PCC Student Council, LAC and PCC Cultural Affairs constitutions are on file in their respective offices. All rules and regulations must be consistent with the rules established by the ASB Constitution.

**BANQUET POLICY**

A banquet policy has been established regulating attendance at the ASB, Student Senate and PCC award banquets. All programs must comply with the banquet policy on file in the office of the Student Affairs, Physical Education & Athletics.