



CONSTITUTION

CHAPTER ONE

PREAMBLE

The "Associated Student Body" of Long Beach City College, shall hereafter be referred to as **ASB**. The aim and purpose of this organization shall be to effectively represent the students of Long Beach City College by ensuring shared governance and democracy; to promote cooperation among those students and hereby adopt this Constitution between college staff and the student body; to stimulate the intellectual, physical, social morale, and prevent the discrimination 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 - DEFINITIONS

The following terms, hereafter are referred to as:

ASB Cabinet the official Student Body Government of Long Beach City College. The voting members of this cabinet shall be defined in Article IV of this Constitution; the cabinet powers shall be outlined in Article V of this Constitution; the individual duty of each officer shall be outlined in Chapter Two--Bylaws of this Constitution.

ASB Leadership an elected or appointed position in any of the following organizations:

ASB Cabinet, LAC Club Senate, PCC Club Senate, LAC Cultural Affairs Council, PCC Cultural Affairs Council.

CAC Cultural Affairs Council

Club Leadership: An elected or appointed position of any chartered club or organization at either the Liberal Arts Campus or Pacific Coast Campus.

Honorary Organization Membership: Kassai, Thane, Alpha Gamma Sigma, and Phi Theta Kappa shall be considered official honorary organizations. Invitation and recognition to join shall follow their respective constitutions and bylaws.

Simple Majority: More than half of the votes casted.

Social Service Club Membership: A student officially recognized as a part of any social service campus organization as defined by their constitution and bylaws as a social service club.

Special Interest Club Membership: A student officially recognized as a part of any special interest campus organization(s) as defined by their constitution and by-laws.

ARTICLE III - MEMBERSHIP

Section 1 Any student attending Long Beach City College shall be an active member of this organization provided said student is officially enrolled¹ at Long Beach City College and pays the student body fee.

¹ California Education Code 76061(b)

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

ARTICLE IV - OFFICERS

Section 1 The Elected officers of this organization shall be:

- ASB President
- ASB LAC Vice-President
- ASB PCC Vice-President
- ASB Secretary
- ASB Treasurer
- LAC Club Senate President
- PCC Club Senate President
- LAC CAC Chair
- PCC CAC Chair

Section 2 ASB Executive Committee officers of this organization shall be

- ASB President
- ASB LAC Vice-President
- ASB PCC Vice-President
- ASB Secretary
- ASB Treasurer

Section 3 The Appointed officers of this organization shall be:

- Representative of Legislative Affairs
- Representative of Sustainability
- Representative of Student Services
- Representative of Academic Affairs
- Representative of Volunteer Services
- Representative of Arts
- Representative of Publicity
- Representative of Athletics

Section 4 The Student Representative to the Board of Trustees shall serve as a non-voting member of the ASB Cabinet and shall serve for one fiscal year in accordance with the California Education Code.

ARTICLE V - ORGANIZATION & POWERS OF THE CABINET

Section 1 The Elected and Appointed officers of the Associated Student Body shall constitute the voting membership of the Associated Student Body Cabinet.

Section 2 The ASB Cabinet has the power to create all rules, regulations, and bylaws regarding the Associated Student Body as well as validate final rulings on appeals from LAC Club Senate, PCC Club Senate, Liberal Arts Campus Cultural Affairs Council, Pacific Coast Campus Cultural Affairs Council, Pacific Coast Campus Student Council, and any other appeal that may come before the Associated Student Body Cabinet from any other student entity under its jurisdiction; 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, & Athletics or designee.
Section 3 Recommendations made by the Finance Committee can only be voted down by a two-thirds majority vote from the ASB Cabinet.

Clause 1 Funding requests that pend for more than two (2) academic years of five thousand dollars (5000) or more must be approved by an affirmative majority vote of valid voters in General or Special Elections.

However, the election shall not be sufficient to establish approval unless the number of students who vote in the election equals or exceeds the average of the number of students who voted in the previous three student body association elections.

ARTICLE VI - MEETINGS

Section 1 The ASB Cabinet shall hold regularly scheduled weekly meetings.

Clause 1 The Chairperson of an ASB Cabinet meeting must make the Agenda & Minutes available to the public three (3) days [72 hours] prior to when the meeting convenes.

Clause 2 All ASB Cabinet meeting(s) shall adopt Robert's Rules of Order as parliamentary authority.

Clause 3 A simple majority of the voting members of the ASB Cabinet shall constitute *Quorum* sufficient to conduct business at all regular meetings.

Section 2 All ASB Cabinet meeting(s) must operate within the ASB Standing Code of Ethics as outlined in Chapter Two: ASB bylaws.

Section 3 The ASB President shall call Special Meeting(s) as business warrants. All ASB Cabinet meetings will be in accordance with the Ralph M. Brown Act.

Clause 1 The ASB President or Chair must provide notification to each member and the public of the Special Meeting(s) at least 24 hours in advance. A simple majority of the voting members of the ASB Cabinet shall constitute a quorum sufficient to transact business at all special meetings.

Section 4 The ASB Advisor(s) shall serve as the advisor(s) to the ASB Cabinet.

ARTICLE VII - ELIGIBILITY

Section 1 All students must adhere to both of the following:

- I. Must be currently enrolled at Long Beach City College, *and*
- II. Must have obtained a College Services Card at any point of the respective term², to be considered for eligibility in ASB leadership, Club leadership, Special Interest Club membership, Social Service Club membership, Honorary Organization membership, ASB committee membership, or participation in any ASB budget-sponsored group.

Clause 1 Requirements for Special Interest Club leadership and membership shall be determined the Club constitutions and/or its regulations.

Clause 2 Requirements for Social Service Club leadership and membership shall be determined by the Club constitutions and/or its regulations.

Section 2 UNIT ELIGIBILITY REQUIREMENT(S)

Clause 1 A student must be enrolled in a minimum of six (6) units while serving in any ASB leadership

² in accordance with Article III, Section 1

position. If it is the students first semester at Long Beach City College, the student must wait until a total of at least a six (6) semester units are completed before assuming a position in office.³

Section 3 TERM ELIGIBILITY REQUIREMENT(S)

Clause 1 After assuming office, if the ASB Leadership position is an elected position, the elected officer will be prohibited to serve beyond a maximum number of five (5) semesters--this will be known as an Elected Tenure. After assuming office, if the ASB Leadership position is an appointed position, the appointed will be prohibited to serve beyond a maximum number of five (5) semesters—this will be known as an Appointed Tenure. An Elected and Appointed Tenure will begin when the student is elected or appointed to office, having served in no preceding semesters. The Elected and Appointed Tenure will continue whether or not the student assumes an ASB Leadership position the following semester(s). Any ASB Leadership position is prohibited to serve beyond the Elected and Appointed Tenure.

Clause 2 All ASB Executive Committee members shall serve a one (1) year term of office and may hold the same position in the following fiscal year but must be re-elected. All ASB Appointed positions shall serve a one (1) year term of office and may hold the same position in consecutive years but must be re-appointed.

Clause 3 Students shall be eligible for Social Service Club membership for a maximum of five (5) semesters. The term eligibility clock will start when the student becomes a member of any social service club.

Clause 4 Students shall be eligible for special interest club membership or special interest club leadership positions for as long as they are enrolled at Long Beach City College.

Section 4 ACADEMIC ELIGIBILITY REQUIREMENT⁴

Clause 1 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 while holding office.

Cumulative G.P.A shall be defined as a total of courses taken only at LBCC. The GPA of any, and all candidates will be verified at the time of filing for office. Students that fall below the minimum standards for office may seek an exception from the Dean of Student Affairs, & Athletics in the event of catastrophic circumstances. All students that fall below the minimum college standards must resign from office.

Clause 2 No student shall hold any ASB elected Cabinet position unless they have completed one (1) semester at Long Beach City College. Candidates for ASB President must have completed two (2) semesters at Long Beach City College and previously held at least one (1) semester of ASB or club leadership position as defined above prior to the assumption of office.

Clause 3 All students holding ASB leadership positions must maintain a .67 completion ratio or better⁵.

Section 5 No student shall hold any ASB Leadership position and currently be President of any other organization at Long Beach City College at the same time.

Section 6 Candidates for office may not seek or hold more than one (1) ASB leadership position as defined above at the same time.

Section 7 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 & Athletics or designee may consult with appropriate college personnel prior to granting any exceptions.

³ See Article XI, Removal of Associated Student Body Representatives

⁴ In accordance with California Education Code, Section 76061 (Ed. Code §76061)

⁵ The Higher Education Act of 1965

ARTICLE VIII - ELECTIONS

Section 1 General Elections for Student Body Office and Constitutional Amendment(s) must be conducted by a majority/plurality ballot system. All General Elections shall be supervised by the Elections Committee. The General Election ballot must be confirmed and approved by the ASB Cabinet, Advisor(s), and the Dean of Student Affairs, Physical Education & Athletics.

Section 2 A General Election must be held at both the LAC and the PCC. The exact General Election date will be recommended by the Elections Committee Chair [ASB Vice President(s)] and must be approved by the ASB Cabinet at the very least two (2) weeks prior to the date set. The exact General Election date must be no more than five (5) weeks and no less than three (3) weeks before the close of the semester.

Section 3 The Elections Committee under the supervision of all ASB Advisors must confirm the tally of all ballots. The results are reported to the ASB Cabinet by the Elections Committee Chair. The results, in the form of a certificate signed by the Elections Committee, must be posted on the ASB Cabinet bulletin board and/or the ASB Student Life website.

Section 4 Special Elections- If an elected ASB Leadership position is vacant within the first two (2) weeks of the first semester, a Special Election may be held. If an elected ASB Leadership position is vacant after the first two (2) weeks of the first semester, the position must be filled by appointment. In the event a Special Election is called:

- A. The ASB President must appoint a Special Elections Committee.
- B. The ASB Cabinet and Advisor(s) must approve the Special Election date.

Section 5 If any ASB Cabinet representatives, excluding the ASB President and Vice President, are vacant after the second (2) week of the first semester, that position may be filled by appointment. If the Vice President is vacant after the second (2) week of the second semester [see Clause 1].

Section 6 If the ASB President position becomes vacant, at any time, the vacant position must be filled by either LAC or PCC Vice-President, contingent on current eligibility. If both the LAC and the PCC Vice-President are eligible, the following procedures must be followed:

- A. The ASB President must be chosen by a majority vote of the ASB Cabinet from either LAC or PCC Vice President.
- B. Once the ASB President position is filled, the vacant Vice President position will be elected from the Club Senate and Cultural Affairs on that respective campus. Both of these respective organizations will vote, on this issue only, as one body. A majority vote of the respective body will decide who will fill the vacant ASB Vice President position.
- C. In the event of a tie, the ultimate majority deciding vote will be taken by the ASB Cabinet.

Clause 1 In the event that either LAC and/or PCC Vice President becomes vacant after the first two (2) weeks of the second semester of office, the position will be filled by the procedures specified in Section 6 (B) (C).

Clause 2 Any ASB Cabinet officer may request the authentication of the votes cast in any election from an ASB Advisor. If any election results in a tie, the following measures must be taken:

- A. The Elections Committee must confirm the votes.
- B. The Elections Committee must request authentication of the votes within two (2) weeks after the election result has been posted on the ASB Cabinet bulletin board.
- C. The Election Committee must schedule a run-off election within a week adherence to Election

Procedures.

Section 7 The LAC Club Senate President, PCC Club Senate President, LAC Cultural Affairs Chair, and PCC Cultural Affairs Chair shall only be nominated and elected by the members according to its respective Constitution.

Section 8 Screening of all candidates for ASB Leadership position(s) must be completed within the last five (5) weeks of the semester prior to installation. Screening of candidates includes, but is not limited to:

- A. Determining of candidate eligibility
- B. Determining of assessments

Section 9 All election timelines, deadlines, and rules regarding applications, eligibility, circulation of petitions, taking of constitution assessment, campaigning, voting and posting of results for office, shall rest with the Elections Committee under the supervision of officially designated Advisor(s). These timelines and deadlines shall be kept on file in the office of Student Life.

Clause 1 In order for a candidate's name to appear on the ballot, all timelines and deadlines must be met as stated, agreed upon by submission of a signed candidate intent packet.

Clause 2 All timeline and deadline exceptions must be brought before the Elections Committee for consideration and final approval.

Clause 3 Assessments are the most current evaluation of the following:

- I. Robert's Rules of Order
- II. Ralph M. Brown Act
- III. ASB Constitution

The assessment evaluations infer aptitude to support the ASB cabinet of candidacy, therefore must yield the most current version of items I, II, and III of this clause at the time of applicant deadline.

Section 10 All candidates seeking an ASB office are required to take an assessment on the Associated Student Body Constitution, Robert's Rules of Order, and Ralph M Brown Act. This assessment must be taken as eligibility consideration in addition to the candidate intent packet. The candidate intent packet includes:

- A. All deadlines, proper procedures, and information for candidates to access the following:
 - a. Ralph M. Brown Act (Gov. Code §54950 - §54963)
 - b. California Education Code (Title V)
 - c. Robert's Rules of Order
 - d. ASB Constitution-Chapter One & ASB Operating Bylaws-Chapter Two
 - e. Board/District Policies and Procedures

Section 11 Any write-in candidate for any 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 apply and return the application to the ASB Advisor(s) within the publicly posted deadline.

Clause 1 Any Appointment to office must meet the same eligibility requirements as an elected officer as outlined in Article VII.

Clause 2 Screening for all ASB Leadership positions must abide by the requirements outlined in Article VIII,

Section 5.

Clause 3 Any open Appointed position must remain open to the student body for at least fourteen (14) business days.

Clause 4 Appointed positions reside for one (1) year, and must be replenished at the end of spring semester.

Section 2 APPOINTMENT PROCEDURES

At the end of spring semester, the *officers-elect* shall serve on an interviewing panel to select Appointed officer(s) for the *officers-elect* residing term. This will occur within the preceding term (spring semester), prior to a newly elected officer's installment; for this purpose the newly elected officers shall be known as *officers-elect*.

Clause 1 Final approval must be made within fourteen (14) days of the interview or by the next two

(2) Scheduled ASB Cabinet meetings, whichever comes first. The appointees will be installed by a regular scheduled weekly ASB Cabinet meeting.

Section 3 Appointed officers shall be chosen prior to the ASB Banquet so that they may be installed as new ASB Cabinet members for the upcoming semester.

Clause 1 If an Appointed position remains vacant after the ASB Banquet has convened, the position duties shall be filled by any elected officer, upon appointment of the Chair.

Section 4 If the Appointed position remains vacant after the close of the semester, the open Appointed position must be posted to the student body within the first two (2) weeks of the residing semester.

Section 5 All new Appointments will be placed on temporary probation. The probationary period will last thirty (30) days or four (4) ASB Cabinet meetings from the date of appointment⁶.

ARTICLE X - INITIATIVE, REFERENDUM, AND RECALL

Section 1 Initiative - any proposed rule, regulation or constitutional legislation, over which the ASB would have appropriate jurisdiction, may be initiated by any member of the Student Body.

Clause 1 Upon the initiative, a petition must be filed with the ASB Secretary at a duly noticed regular meeting of the ASB Cabinet. The petition must either, be signed by not less than one (1) percent of the entire Student Body who meet the qualifications listed in [Article III-Membership], or signed by no less than fifty (50) percent of the total votes cast in the most recent ASB Government election, whichever is greater.

Clause 2 The legislation set forth must be limited to one subject per initiative. The specific text of all proposed additions must not be illegal or inconsistent with any other provision(s) that cannot be modified.

Clause 3 On filing a petition with the ASB Secretary, the Vice-President must validate the petition and names appended to the petition under the supervision of at least one (1) ASB advisor. If the submitted initiative petition contains the minimum number of valid signatures, the Representative of Legislative Affairs shall promptly confirm the proposed initiative is not illegal or inconsistent with any other provision that cannot be modified within one (1) week of filing the initiative. Such verification shall not contain any recommendation or opinion with respect to the merits of the legislation. The President must order a Special Election to be held no less than one (1) week and no more than three (3) weeks after the first regular meeting succeeding the filing and validation of the petition.

⁶ See Chapter Two: ASB Operating Bylaws

Section 2 Referendum – Any constitutional amendment, modification, or overturn of a rule or regulation of the ASB Cabinet may be referred to the Student Body.

Clause 1 Upon the referendum, a petition must be filed with the ASB Secretary at a duly noticed regular meeting of the ASB Cabinet. The petition must either, be signed by no less than one (1) percent of the entire Student Body who meet the qualifications listed in Article III-Membership, or signed by no less than fifty (50) percent of the total votes cast in the most recent ASB election, whichever is greater.

Clause 2 The legislation set forth must be limited to one subject per initiative. The specific text of all additions, deletions or changes proposed must not be illegal or inconsistent with any other provision(s) that cannot be modified.

Clause 3 On filing such a petition with the ASB Secretary, the Vice-President must validate the petition and names appended to the petition under the supervision of at least one (1) ASB advisor. If the submitted referendum petition contains the minimum number of valid signatures, the Representative of Legislative Affairs shall promptly confirm the proposed initiative is not illegal or inconsistent with any other provision that cannot be modified within one (1) week of filing the initiative. Such verification shall not contain any recommendation or opinion with respect to the merits of the legislation. The President must order a Special Election to be held no less than one (1) week and no 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 holding an elected office shall be subject to recall by the Student Body. Upon a recall, a petition must be filed with the ASB Secretary.

Clause 1 The petition must either, be signed by no less than one (1) percent of the entire Student Body who meet the qualifications listed in Article III-Membership, or be signed by no less than fifty-one (51) percent of the total votes casted in the most recent ASB Government election.

Clause 2 On filing such a petition with the ASB Secretary, a recall petition must include a clear statement of the purpose of the recall petition. The Vice-President must validate the petition and names appended to the petition under the supervision of at least one (1) ASB advisor. If the recall petition contains the minimum number of valid signatures, the President must order a Recall Election to be held no less than one (1) week and no more than three (3) weeks after the first regular ASB Cabinet meeting succeeding the filing and validation of the petition.

Clause 3 In the event that an elected officer is recalled by result of a Recall Election, a Special Election must be ordered by the President within one (1) week.⁷

ARTICLE XI - REMOVAL OF ASSOCIATED STUDENT BODY CABINET

Section 1 Any ASB Cabinet member, with exception of elected officers, can be removed for any of the following reason:

- I. Any student having more than four (4) absences from the entire semester or two (2) consecutive absences from either ASB Cabinet meetings, ASB Leadership board meetings, mandatory conferences, mandatory retreats, and/or mandatory meetings with advisor(s) per semester.
- II. Any student who is tardy from any ASB Cabinet meeting, ASB Leadership board meeting, mandatory conference, mandatory retreat, and/or mandatory meeting with advisor(s) per

⁷ See Article VIII, Section 4, Special Elections

semester. A tardy is arriving late or leaving early from any of the listed above. Two (2) tardies constitute one absence.

- III. Any failure notification by either PCC and/or LAC Vice President to uphold Constitutional duties⁸.
- IV. Any student placed on social probation by Long Beach City College
- V. Any ASB Leadership position serves beyond the term specifications of the Elected and Appointed Tenure⁹.
- VI. Any student not meeting any of the Eligibility Requirements outlined in Article VII.

Clause 1 Any appointed officer who receives *A Vote of No Confidence* by its constituents can be removed from office.

Section 2 The Following Disciplinary Procedures must be taken in the event:

- I. Any ASB Cabinet officer recommends disciplinary action of another ASB officer, should that ASB officer, elected or appointed not adhere to the Constitution or the ASB Standing Code of Ethics.
- II. Any ASB Cabinet officer recommended for disciplinary action, elected or appointed, shall be placed on a thirty (30) day probation with a majority vote of the ASB Cabinet.
- III. Any appointed ASB Cabinet member found to not rectify behavior(s), a *Vote of No Confidence* will be placed on the agenda at the following ASB Meeting.
 - a. *A Vote of No Confidence* must be motioned and seconded. The objective for the *Vote of No Confidence* must be stated in the motion. The motion is then immediately postponed to the following meeting under Unfinished Business. The *Vote of No Confidence* shall be voted and decided upon at the following ASB Cabinet meeting.
 - b. At least two-thirds (2/3) of the current ASB Cabinet in good-standing must be present for the vote to be taken.
- IV. A two-thirds (2/3) affirmative vote of those ASB Cabinet present will be required for removal of any appointed ASB Cabinet officer from office.

ARTICLE XII - LONG BEACH CITY COLLEGE AUXILIARY

Section 1 The ASB Cabinet will 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 Board for a one (1) year term.

Section 2 The Handling of funds and maintaining of all records should be held in accordance with the provisions in the manual of Accounting Procedures of the Associated Student Body, will be provided by the Accounting Division of the Board of Trustees.

ARTICLE XIII - INTERPRETATION OF THE ASSOCIATED STUDENT BODY CONSTITUTION

⁸ Chapter Two: ASB Operating Bylaws

⁹ See Article VII, Section 3, Clause 1

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

ARTICLE XIV - RATIFICATION PROCEDURE OF ASSOCIATED STUDENT BODY & BYLAWS

Section 1 The ASB Cabinet has the power to propose amendment(s) to Chapter One: ASB Constitution by a simple majority vote. To implement those amendments, a majority vote must be passed at any General or Special Election of the Associated Student Body as outlined in Article VIII of the Constitution. Notice of such amendments will be given at least two (2) weeks before said election and will be formally stated in the call for such an election.

Section 2 Any ASB Cabinet member has the power to propose amendment(s) to Chapter Two: Operating Bylaws. To implement those amendments, the ASB Cabinet must approve the amendment(s) by a two-thirds (2/3) vote of its membership.

Clause 1 Bylaws should be presented at an ASB Cabinet meeting at least seven (7) days prior to the day of voting

Clause 2 Said Bylaws must be in accordance with Chapter One of this Constitution.

ARTICLE XV – DEAN OF STUDENT AFFAIRS, PHYS. EDUCATION & ATHLETICS

If at any time the position of Advisor(s) Dean of Student Affairs, Physical Education and Athletics should be eliminated or modified by action of the administration or Board of Trustees of the College, the position designated by the College to assume the responsibilities of this position will also assume the responsibilities identified in this document. At any time the Dean of Student Affairs, Physical Education and Athletics may designate a delegate to assume the responsibilities in this document.

ARTICLE XVI – GENERAL GUIDELINES FOR EXEMPTIONS TO ANY AND REQUIREMENTS

All students not meeting any and all requirements for maintaining office may seek an exception from the Dean of Student Affairs & Athletics. Seeking an exception from the Dean, however, does not guarantee an exception will be granted.



ASB OPERATING BYLAWS

CHAPTER TWO

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 and mentioned in Article III. All members mentioned in Article III must be issued an appropriate card.

ARTICLE I – ASB STANDING CODE OF ETHICS

Section 1 *The Associated Student Body of Long Beach City College, respects the diversity and dignity of all.*

- I. We respect all people regardless of their cultural background, ethnicity, race, religious beliefs, political ideologies, disabilities, sexual identity, age, or socioeconomic status.
- II. We respect our constituents as members of this organization by which involves participating in paramount policy development and critical decision-making, to ensure unequivocal student input.
- III. We respect our fellow ASB members always, as well as the students of this campus when making public comments about our fellow colleagues and students.

Section 2 *The ASB of Long Beach City College must strive for honesty in representing all the community college students on our campus through a process that includes stimulating representation through honest and open debate and through the total documentation of all actions, positions, and decisions, which ASB may take.*

- I. To ensure representation, the ASB must provide a comprehensive system of delivering information to students on this campus.
- II. To maintain proper record of our minutes and agendas to all students, thus ensuring compliance with the Ralph M. Brown Act.
- III. To remain open-minded, intellectually resilient, and to critically analyze perspectives other than our own (ASB) at all times.

Section 3 *The ASB of Long Beach City College, must carefully consider the consequences of our actions in order to protect the integrity of the process and the overall mission of our organization.*

- I. In the event that gifts or favors are offered, the ASB, will decline such gifts to deter any attempt to curry favor. These gifts or favors include: consumable and non-consumable items.
- II. Relationship biases with colleagues or others may never demonstrate favoritism or differential treatment insulting the integrity of ASB.
- III. Exploiting colleagues or others for personal or professional gain shall never define the members of this organization.

- IV. Our role as students is to promote high academic achievement and maintain our educational goals.
 - V. When speaking or acting as a private citizen, no implications will falsely represent the whole of ASB unless otherwise directed by them.
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ARTICLE II – PROBATION PROCEDURES

All newly ASB Appointment(s) will have a probationary period that will last thirty (30) days or four (4) ASB Cabinet meetings from the date of appointment. The length of time of the probationary period may be extended upon an approval of $\frac{2}{3}$ of the ASB Cabinet. The purpose of the probationary period is to determine whether or not a newly ASB Appointed officer will be effective in performing the duties of office as a representative of the students. Nothing in this language may be interpreted to mean that ASB Appointees who are on probation will not have the same rights afforded by installed ASB Cabinet members.

Section 2 Post Probationary Status - At the end of the probationary period, the ASB appointee will be immediately added to the subsequent meeting's agenda to be considered for the retention of the respective office. Procedure is as follows:

- A. If the ASB Cabinet rules in favor of removal from probationary period by a majority vote, then the ASB Appointee is removed from probation and is subject only to the disciplinary procedures established by the Associated Student Body Constitution and Bylaws.
 - B. If the ASB Cabinet rules a *Vote of No Confidence* by a majority vote, then the ASB Appointee is immediately removed from the respective office.
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ARTICLE III – DUTIES OF THE ASB CABINET

All duties listed, henceforth supersede all requirements of the LAC Club Senate, PCC Club Senate, PCC Student Council, LAC and PCC Cultural Affairs Constitutions. Requirements of the ASB Cabinet may differ in these bylaws from their respective umbrella constitution.

Section 1 The ASB President must serve:

- I. To officially represent the entire Student Body of LBCC.
- II. To preside at ASB Cabinet meetings.
- III. To be an ex-officio member on committees and ASB Leadership Committees.
- IV. To establish all committees not provided for by Bylaws, upon ASB Cabinet approval.
- V. To Appoint eligible individuals to serve in Appointed ASB Cabinet officer positions, with $\frac{2}{3}$ approval.
- VI. To Appoint all District committee members with $\frac{2}{3}$ ASB Cabinet approvals.
- VII. To attend the ASB Finance Committee as a voting member.
- VIII. To host a social morale event, at both LAC and PCC each semester.
- IX. To adhere to posted office hours [for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- X. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 2 The LAC Vice President must serve:

- I. To assume the duties of the ASB President in the event of any absence.
- II. To be responsible for all General and Special Elections.
- III. To Chair the Elections Committee or recommend an ASB Cabinet officer for approval as the designee.

To attend the ASB Finance Committee as a voting member.

- IV. To hold accountable all members of the ASB Cabinet by any ethical means to serve the LA students.
- V. To adhere to posted office hours [for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- VI. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 3 The PCC Vice President must serve:

- I. To assume the duties of the ASB President in the event of any absence.
- II. To be responsible for all General and Special Elections. Serve as Co-Chair of the Elections Committee with the LAC Vice President or recommend an ASB Cabinet officer for approval as designee.
- III. To attend the ASB Finance Committee as a voting member.
- IV. To hold accountable all members of the ASB Cabinet by any ethical means to serve the PCC students.
- V. To adhere to posted office hours [for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- VI. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 4 The ASB Secretary must serve:

- I. To keep a complete minute record of the acts and transactions of the ASB Cabinet.
- II. To conduct official correspondence of the ASB Cabinet and the Associated Student Body.
- III. To attend the ASB Finance Committee as a voting member.
- IV. To post and distribute ASB Cabinet minutes in an accurate and timely manner.
- V. To coordinate and scribe all ASB Cabinet meetings and receptions; including but not limited to: making room arrangements, filing, and approvals made by the ASB President and/or the ASB Cabinet.
- VI. To aid the ASB Cabinet in compliance of actions regarding policy and/or procedures.
- VII. To adhere to posted office hours [for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- VIII. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 5 The ASB Treasurer must serve:

- I. To Chair the ASB Finance Committee.
- II. To work with the ASB Accounts Supervisor to monitor ASB banking procedures.
- III. To prepare and present the ASB Budget packet to the ASB Cabinet for approval responsibly and soundly.

- IV. To instruct all Program Treasurers in financial procedures
- V. To make regular visits to the ASB Bank¹⁰.
- VI. To ensure that fiscal procedures, guidelines and policies will be consistent with the accounting procedures and internal controls of the Fiscal Crisis & Management Assistance Team (FCMAT) manual (<http://fcmat.org/2012-asb-accounting-manual-fraud-prevention-guide-and-desk-reference/>)
- VII. To adhere to posted office hours: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- VIII. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 6 The LAC Club Senate President must serve:

- I. To be the official liaison between the ASB Cabinet and LAC Student Senate.
- II. To Chair all LAC Club Senate meetings.
- III. To remain in compliance with the LAC Club Senate Constitution under the ASB Constitution umbrella.
- IV. To adhere to posted office hours[for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- V. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 7 The PCC Club Senate President must serve:

- I. To be the official liaison between the ASB Cabinet and the PCC Student Senate.
- II. To Chair all Student Senate meetings.
- III. To remain in compliance with the PCC Club Senate Constitution under the ASB Constitution umbrella.
- IV. To adhere to posted office hours[for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- V. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 8 The LAC Cultural Affairs Chair must serve:

- I. To be the official liaison between the ASB Cabinet and the LAC Cultural Affairs.
- II. To Chair all LAC Cultural Affairs meetings.
- III. To remain in compliance with the LAC Cultural Affairs procedures under the ASB Constitution umbrella.
- IV. To adhere to posted office hours[for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- V. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 9 The PCC Cultural Affairs Chair must serve:

- I. To be the official liaison between the ASB Cabinet and the PCC Cultural Affairs.
- II. To Chair all PCC Cultural Affairs meetings.

¹⁰ See ASB Operating Bylaws Chp. 2, Article VI, Section 4

- III. To remain in compliance with the PCC Cultural Affairs procedures under the ASB Constitution umbrella.
- IV. To adhere to posted office hours[for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- V. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 10 The Student Representative to the Board of Trustees must serve:

- I. To the best interest of the student body, as a student member to the Board of Trustees in accordance with local District policy.
- II. To commit to a one-year term; effective June 1st in accordance with the Education Code of California.
- III. To adhere to posted office hours[for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- IV. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 11 The Representative of Academic Affairs must serve:

- I. To be the official liaison between the ASB Cabinet and campus academia.
- II. To correspond *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.
- III. To establish and coordinate campus academic affairs, directly and effectively per academic organizations on-campus and representatives of academics on-campus.
- IV. To responsibly run extra-curricular academic activity (i.e. forum(s), workshop(s)) for evening students.
- V. To adhere to posted office hours[for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- VI. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 12 The Representative of Legislative Affairs must serve:

- I. To Chair the Legislative Committee
- II. To Chair the ASB Constitution Committee.
- III. To be the official delegate of Long Beach City College at Student Senate for California Community Colleges, Region VIII meetings and General Assembly.
- IV. To monitor state and national legislation that affect community college students.
- V. To coordinate lobbying efforts with college, local, state, and national representative.
- VI. To draft all resolutions voted on and officially stamped by the ASB. And any duties outlined in Chapter One, Article X
- VII. To adhere to posted office hours[for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- VIII. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 13 The Representative of Arts must serve:

- I. To coordinate all ASB activities in the field of Fine Arts.
- II. To promote, develop, and advocate for Fine Arts allocation in ASB budget.
- III. To direct awareness and publicity of Creative Arts programs with the Rep of Publicity.
- IV. To Chair the Homecoming Committee.
- V. To Chair the Spring Sing Committee.
- VI. To arrange an initiative to provide Fine Arts activities to evening students.
- VII. To adhere to posted office hours[for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- VIII. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 14 The Representative of Athletics must serve:

- I. To coordinate all ASB activities in the field of athletics, including rallies.
- II. To represent the Inter Collegiate Athletics and Intramurals in developing the ASB budget.
- III. To promote athletic fundraisers conducted during the school year.
- IV. To direct awareness and publicity of Athletic Programs with the Rep of Publicity.
- V. To arrange an initiative to provide an Athletic activity to evening students.
- VI. To adhere to posted office hours[for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- VII. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 15 The Representative of Publicity must serve:

- I. To Chair the Board of Communications Committee.
- II. To produce official ASB publicity; including but not limited to, election information, notification of ASB involvement and sponsorship of programs as liaison to the Viking, on the website, and other LBCC staff.
- III. To devise and fully execute at least one (1) innovative marketing plan outlining ASB objectives¹¹.
- IV. To report bi-monthly to the ASB Cabinet on progressive measures to monitor and oversee policy of campus signboards with the Board of Communications Committee
- V. To report regularly to the ASB Cabinet on continued direct contact with the Rep of Academic Affairs, Rep of Student Services and all other ASB Cabinet members (i.e. LAC Student Senate, PCC Student Senate, LAC Cultural Affairs, and PCC Cultural Affairs) to ensure all ASB objectives are collaboratively conceived by members at large.
- VI. To represent the areas of communication (newspaper, radio station, and television) in developing the ASB budget.
- VII. To develop and manage technology including Orgsync, ASB Webpage, Social Media and electronic signage.
- VIII. To adhere to posted office hours [for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.

¹¹ See Constitution: Chapter I, Preamble

- IX. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 16 The Representative of Sustainability must serve:

- I. To address safety issues of both LAC and PCC, as they relate to students.
- II. To be the official liaison of Health Services and promotion of related services.
- III. To coordinate ASB Cabinet participation in Beach Clean-Up in the fall, and other sustainable initiatives for the betterment of the student body.
- IV. To coordinate ASB participation of Earth Day in the spring, and other sustainable initiatives for the betterment of the student body.
- V. To advocate awareness and publicity of activities of a progressive student environment (i.e. campus clean up, recyclables, Student Health Services).
- VI. To arrange initiatives to of sustainable activities to evening students.
- VII. To adhere to posted office hours[for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- VIII. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 17 The Representative of Student Services must serve:

- I. To report on directives and programs that facilitate student success; include, but not limited to all the services listed at lbcc.edu/students
- II. To devise at least one (1) activity/plan each semester surrounding Student Services.
- III. To chair Student Services Committee
- IV. To serve on the college's Student Success Committee or Promise Pathways Coordinating Team.
- V. To coordinate workshops for Student Services, such as for financial aid, scholarships, career/transfer services, counseling, veteran's services, student health services, student life involvement, success center orientations, or other activities that increase student awareness and use of available support services.
- VI. To adhere to posted office hours[for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.
- VII. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 18 The Representative of Volunteer Services must serve to:

- I. To attend weekly Viking Volunteer meetings as a member.
- II. To communicate Viking Volunteer opportunities college wide.
- III. To adhere to the rules and regulations of the Viking Volunteers.
- IV. To be official liaison between the ASB Cabinet and the Viking Volunteer Program.
- V. To responsibly and effectively work with the Volunteer Coordinator to recruit community volunteer opportunities for LBCC students.
- VI. To sit on the board of all LAC Club Senate Meetings.
- VII. To assist with semi-annual awards reception and the annual Volunteer Fair.
- VIII. To adhere to posted office hours[for the members at large]: a minimum of two (2) hours a week; at least one (1) hour at LAC and at least one (1) hour at PCC.

- IX. To maintain and periodically access a predetermined platform of document sharing (i.e. Google Docs, Dropbox, etc...)

Section 19 All Cabinet members shall perform additional duties and sit on committees as delegated to them by either the ASB President or the ASB Cabinet.

Section 20 The duties of each ASB Cabinet member will be required to represent both the LAC and PCC.

ARTICLE IV – ASB CABINET PROCEDURES

Section 1 The ASB Cabinet will conduct all meetings and actions in compliance with all that follows:

- I. California Education Code,
- II. Ralph M. Brown Act,
- III. Parliamentary Procedures, Robert’s Rules of Order,
- IV. ASB Constitution; Chapter One, Article VI—Meetings

Section 2 Agenda

The following simulated ASB Agenda outlines typical business procedures for all meetings conducted by the Associated Student Body. Items listed shall be omitted and order adjusted to the discretion of the ASB President:

- I. Call to Order
- II. Reading of Minutes
- III. Approval of Agenda
- IV. Gallery Speakers
- V. Public Comments
- VI. Action Items
- VII. Informative Items
- VIII. Student Trustee Report
- IX. Committee Reports
- X. Officer Reports
- XI. Comments on Non-Agenda Items
- XII. Announcements.
- XIII. Adjournment

Clause 1 To uphold a reasonable expectation, the ASB Cabinet Officers are required to read the agenda and minutes before the meeting. Extra copies will be available from the Associated Student Body Secretary for any interested students.

Section 3 Agenda Item(s)

An official ASB Cabinet member is entitled to request/place business items on the agenda for any clear and concise consideration by the ASB President. To reserve an item on the agenda, *all* of the following must be met:

- I. The requesting ASB Cabinet member must draft a clear and concise notice of the agenda item being requested.
- II. The proposed agenda item must be both:
 - (1) sent via Email to the ASB President, ASB Advisor(s), and Student Life Administrative Assistant, *and*

(2) a confirmation of receipt must be received by the ASB President on or before Monday at noon (12:00 pm) PST, prior to when the meeting convenes. **Special accommodations will be given to those who seek ASB Advisor(s) approval.**

III. This deadline will be strictly enforced, and if any items are presented afterwards, the items will not be printed until the following regularly scheduled meeting.

Clause 1 The first time an item appears on the agenda, it is considered "New Business". It can only be discussed at that time. The second time that item appears on the agenda, it is considered "Unfinished Business" and action may be taken at that time.

Section 4 Officer Reports

ASB Cabinet officers are entitled, and highly encouraged to give detailed reports concerning all aspects of student life while serving office (i.e. committees, special research projects). Reports presented to the ASB Cabinet during meetings are required to be submitted in writing within 24 hours of meeting adjournment. These reports are to be sent to the ASB Secretary or delegate appointed to transcribe meetings.

Section 5 Gallery Procedures

To serve and benefit all Long Beach City College students, the ASB Cabinet has set aside an item in the agenda designated for gallery speaking. In all subject matters, a course of action shall be exhausted to insure students' needs are being addressed. All prospective speakers have the right to:

- I. Contact the appropriate ASB Cabinet member(s) related to the subject matter during the posted office hours. If consultation with the appropriate officers does not suffice, and the concern remains unresolved,
- II. Contact relevant committees or representative councils.
- III. In the event all courses of action have been exhausted, the student may address the ASB Cabinet for five (5) minutes by contacting any ASB Cabinet member¹².

Section 6 Bulletin Board Space

Sufficient space shall be provided outside the LAC and PCC ASB Cabinet Office for the posting of all official ASB approved notices.

Section 7 Meetings

In the event the ASB President is absent, the LAC or PCC Vice President shall preside the meeting by a coin toss decision.

Clause 1 If the ASB President, the LAC or PCC Vice President is absent, the body shall decide who will preside the meeting by nomination. If more than one voting member is nominated, the body shall eliminate nominees by a coin toss.

Article V – COMMITTEES

Section 1 Appointed officers of the ASB cabinet are designated to chair specified standing ASB committees outlined within their respective duties.

Clause 1 The ASB President shall delegate some standing ASB committees to elected and/or appointed officers. However, the voting members may appeal to the chair upon an approval of two-thirds ($\frac{2}{3}$) majority

¹² ASB Cabinet members; see Chapter II: ASB Operating Bylaws, Article IV, Section 4 for further instruction.

vote.

Section 2 All ASB standing committees must be present semester objectives at the beginning of fall and spring to the ASB for approval during reports.

Section 3 Any ASB Cabinet members may propose ad hoc committee(s) be formed for any reason. The proposal is approved contingent on: the ASB President approval and a majority vote by ASB cabinets members.

Section 4 All committees formed by the ASB Cabinet must consist of at least one (1) ASB Advisor or designee. This provision alone does not constitute eligibility to conduct business, refer to the respective committee below.

Section 5 The current standing committees shall be:

Clause 1 CONSTITUTION COMMITTEE

The ASB Constitution & By-Laws committee shall be chaired by the Representative of Legislative Affair or designee. Committee membership is open to all students with their current CSC (College Service Card Sticker) and 2.0 GPA (Grade Point Average) .Committee memberships shall not exceed more than seven students. In the event, additional students wish to participate; they shall do so as non-voting members. Voting members shall be selected by the committee chair.

Clause 2 LEGISLATIVE COMMITTEE

The Legislative Committee shall be chaired by the ASB Representative of Legislative Affairs or designee. Committee membership is open to all students with their current CSC (College Service Card Sticker) and a 2.0 GPA (Grade Point Average) and must consist at least of minimum of two ASB cabinet members. Committee memberships shall not exceed more than seven students. In the event, additional students wish to participate; they shall do so as non-voting members. Voting members shall be selected by the committee chair.

Clause 3 SPRING SING COMMITTEE

The Spring Sing Committee shall be chaired by the ASB Representative of Arts. Committee membership is open to all students with their current CSC (College Service Card Sticker) and a 2.0 GPA (Grade Point Average) including any member representation from the Liberal Arts & the Pacific Coast Campus Club Senate Board and Liberal Art & Pacific Coast Campus Cultural Affairs Board. This committee shall be responsible for coordinating all activities associated with the spring sing event.

Clause 4 HOMECOMING COMMITTEE

The Homecoming Committee shall be chaired by the ASB Representative of Arts. Committee membership is open to all students with their current CSC (College Service Card Sticker) and a 2.0 GPA (Grade Point Average) including any member representation from the Liberal Arts & the Pacific Coast Campus Club Senate Board and Liberal Art & Pacific Coast Campus Cultural Affairs Board. This committee shall be responsible for coordinating all activities associated with the Homecoming.

Clause 5 EXECUTIVE COMMITTEE

The Executive Committee shall consist of the ASB President, LAC and PCC Vice President, Secretary, Treasurer, Student Trustee, [PCC Student Council President], and at least one (1) ASB Advisor. Simple majority constitutes quorum to conduct business.

Clause 6 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 President, LAC and PCC Vice President (and/or PCC Student Council President), ASB Secretary as voting members. A quorum must be present in order for the committee to conduct business. A quorum is defined as a majority of members.

- I. 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.

Rules regarding funding requests must be kept on file with the office of the Student Affairs, Physical Education & Athletics or designee. All fiscal procedures, guidelines and policies will be consistent with the accounting procedures and internal controls of the Fiscal Crisis & Management Assistance Team (FCMAT) manual (<http://fcmat.org/2012-asb-accounting-manual-fraud-prevention-guide-and-desk-reference/>). The body must adhere to requirements outlined by this constitution.

Clause 7 ELECTIONS COMMITTEE

The Elections Committee must consist of the following: the ASB Vice President as Chair and up to eight students with their current CSC (College Service Card Sticker) and 2.0 GPA (Grade Point Average) in order to be part of Members at Large for the election committee and selected by the ASB Vice-President **and the Student Affairs, Physical Education & Athletics Dean or designee**. Procedures for all Elections must be outlined in the Elections Committee Handbook.

Clause 8 STUDENT SERVICES COMMITTEE

The Rep of Student Services or designee shall chair this committee. Student Services Committee membership is open to all students with their current CSC (College Service Card Sticker) and a 2.0 GPA (Grade Point Average). Committee memberships shall not exceed more than seven students. In the event, additional students wish to participate; they shall do so as non-voting members. Voting members shall be selected by the committee chair.

ARTICLE VI – ASSOCIATED STUDENT BODY FUNDS

Section 1 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.

Section 2 Authorization for expenditures from Associated Student Body program funds must follow the procedures below:

- I. The advisor of the program funded by the appropriate line item must submit a request/purchase order on behalf of its participating body.
- II. Once approved, the Treasurer or designee and/or the advisor/sponsor of the respective body must sign and fill out a purchase order.
- III. The ASB Treasurer or designee must sign all purchase orders during regular visits to the ASB Bank. Only when the all signatures have sufficed will all purchase orders become authorized and

processed at the ASB Bank.

Clause 1 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.

Clause 2 If unauthorized expenditures are made from ASB funds by officers or budget sponsors, that individual may face legal action. 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. Limited liability insurance shall be purchased from ASB funds to cover these insurance needs.

Clause 4 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.

Clause 5 All ASB rules and regulations of Associated Student Body Funds are to be in compliance with the FCMAT and ASB Manual.

Section 3 In the event, changes are to be made to any account budget after the budget has been approved in the funding semester, no funds shall be expended by participating bodies unless the change is approved by the ASB Cabinet and clearly specified under budget line items. Authorization for expenditures from Associated Student Body program funds must follow the procedures below:

1. Any changes to any account budget must be submitted by the appropriate program Treasurer or designee, after which the appropriate leadership board has discussed and a vote is taken and approved changes is recorded in the minutes.
2. The request then is submitted to the ASB Finance Committee, which makes a recommendation to the ASB Cabinet.
3. Once the ASB Cabinet has approved the recommendation by the Finance Committee, the changes must be filed with the ASB Accounts Supervisor.

Section 4 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.

ARTICLE VII – 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.

ARTICLE VIII – 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.

ARTICLE IX – 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.

Constitution Format: Times New Roman throughout, 8 ½ x 11, Margin allowance is -0.5" on the left, and -0.5z" on the right, line spacing within articles are MULTIPLE at 1.15; Heading—page1 and page 10; First line: Monotype Corsiva-16pt, second line: 18pt-“CONSTITUTION” & “OPERATING BYLAWS” in all caps, third line: 11pt-“CHAPTER ONE” & “CHAPTER TWO” in all caps.

Hanging Indentation: 1" from the edge of the paper.

Article Header: Bold, 14pt, -0.5" from the left, and all caps **END OF CHAPTER TWO**

Section header: Bold, 11pt, -0.5" from the left

Clause header: Underlined, 11pt, -0.31" from the left

Lists itemized by Roman Numerals for continuity. Although discretion may be used when indicating steps or contents of subject matter. These items shall be itemized by capitalized letters of the alphabet.

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