

# Associated Students of College of Marin



COLLEGE OF MARIN

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ASSOCIATED  
STUDENTS

## Constitution and Bylaws

**ASCOM CONSTITUTION AND BYLAWS  
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**Constitution**

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The following is to be considered the Constitution, which when coupled with the Bylaws, shall serve as the instructions and structure of the Associated Students of the College of Marin. All questions regarding the duties, rights, responsibilities of ASCOM board members shall be answered within these two documents.

**Preamble**

We the students of the College of Marin, do hereby recognize the powers of self-governance delegated to the student body by the Marin Community College District Governing Board and establish this Constitution. The objective of this constitution is to establish a governing body of student leaders to fully and equally represent the interests and ideals of the

student body. Going forward, this document should serve as a guide to resolve any conflict facing the Associated Students of the College of Marin (ASCOM).

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**Article I: Name, Organization, and Affiliations**

Section 1: Name

The name of this organization shall be known and recognized as the Associated Students of the College of Marin (ASCOM).

Section 2: Organization

The governing body of this organization shall consist of five (5) Executive Officers and six (6) Senators, which shall be duly elected by a majority vote by the student body or appointed by the Board.

Section 3: National Affiliations

The Associated Students of the College of Marin shall be associated with and a member of the

Student Senate of California Community Colleges. The rules and regulations of the Student Senate of California Community Colleges shall be followed when consistent with the rules and regulations of ASCOM.

Each new administration must approve and review the affiliation of the Associated Students of College of Marin with the Student Senate of California Community Colleges.

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**Article II: Purpose of Organization and Responsibility to the Student Body**

Section 1: Purpose

The purpose of ASCOM is to provide an environment where students can discuss concerns, identify solutions, resolve issues and provide a voice of advocacy for students to represent student interest within the shared governance structure.

Section 2: Responsibility

The responsibility of the organization and individual members is to represent the student body by taking fully informed actions, decisions, and make recommendations on behalf of the student body. This includes, but is not limited to, issues concerning shared governance, campus or district policies, and other matters under the jurisdiction of the governing body.

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## **Article III: Membership Requirements, Responsibility, Privileges, and Core Values**

### Section 1: Board Membership Requirements

To participate in ASCOM Board, requirements include:

1. Currently holding a GPA of 3.0 or higher unless specified by the ASCOM advisor.
2. Must be concurrently enrolled in at least 6 credit hours unless specified by the ASCOM advisor.
3. Completing ASCOM Fall and Winter retreats and subsequent trainings.
4. Attending all ASCOM weekly meetings unless specified.
5. Complete an agreed upon amount of office/service hours by the end of each semester.
  - a. ASCOM sponsored events shall count for four (4) hours of office hours/service hours.
  - b. College of Marin sponsored events shall count for two (2) hours of office hours/service hours.
  - c. Participation in Shared Governance Committees shall count for one (1) office hour/service hour per meeting.
  - d. ASCOM Meetings shall not count as office hours/service hours.
6. Can only hold one position on the ASCOM board.
7. Cannot be an officer of any club on campus.
8. Exemplify leadership and practice community service.
9. Use professionalism at meetings and events.

### Section 2: Membership Responsibility

1. Each member of the ASCOM executive board shall be held to a higher standard and must adhere to the Standards of Student Conduct, Board Policy 5500 (<http://policies.marin.edu/sites/policies/files/BP5500-StandardsofStudentConduct.pdf>) outlined by College of Marin and must adhere and abide by local, state, and federal laws.
2. Each member of the ASCOM board shall understand that they are the voice of the students and shall act accordingly and be informed of matters regarding issues concerning the student body.

3. Each member of the ASCOM board shall abide by the Defining Principles outlined in Section 4, as well as, expectations set at the beginning of each term during the ASCOM retreat.

### Section 3: Membership Privileges

1. Each member of the ASCOM board, unless specified, shall have one equal vote on all matters presented during a meeting.
  - a. The only officer exempt from a vote is the Chair/President. The Chair/President does not count for quorum.
  - b. In the event of a tie vote, the Chair reserves the right to break the tie or to abstain from breaking the tie.
2. Each voting member of the ASCOM board shall be entitled to one free parking pass a semester.
- 3.
4. Each voting member of the ASCOM board shall be entitled to a specified stipend based on their position upon completion and fulfillment of the responsibilities as evaluated at the end of fall semester and spring semester by themselves, fellow ASCOM board members, and advisor, unless specified by the ASCOM advisor(s).
5. Each voting member of the ASCOM board shall be entitled to the access code of the ASCOM room during the duration of their position, unless otherwise specified by the ASCOM advisor(s).
6. Each voting member of the ASCOM board will have their transcript noted upon completion of 2 terms of the position, unless otherwise specified by the ASCOM advisor(s).

### Section 4: Defining Principles

1. Every ASCOM board member shall abide by the following Defining Principles to keep the student senate professional and responsible. Many of these core values are those of which the College of Marin Administration use themselves. Failure to adhere by the following core values more than 3 times is grounds for a call of impeachment:
  - a. We are respectful and professional with all members of the ASCOM board.

- b. We are punctual to all ASCOM events, retreats, functions, and meetings.
- c. We are responsible for completing the duties of our position (seek help if needed).
- d. We respond to all emails and messages that are sent out within 24 hours.
- e. If you cannot make it to a meeting or event, we notify the President and advisor(s) 24 hours in advance.
- f. All board members must announce ASCOM events in at least 3 of their classes every time there is an ASCOM event.
- g. We name and own institutional problems by giving constructive criticism and helping solve the problem instead of simply pointing it out.
- h. We model hope and optimism.
- i. We practice generativity.
- j. We live and lead from within our values.
- k. We practice generous listening.
- l. We do not slander another board member.
- m. We resolve conflicts by speaking openly and respectfully.
- n. We use honesty and integrity by owning our mistakes and learning from them to grow.
- o. We take care of each other.

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#### **Article IV: Composition and Procedures of the Student Government**

##### Section 1: The form and structure of the governing body shall consist of the following:

1. Five (5) Executive Officers shall be directly elected by the student body during a general election to be held in the Spring semester.
  - a. These officer positions include:
    - i. President
    - ii. Vice President
    - iii. Student Trustee
    - iv. Treasurer
    - v. Secretary

- b. Every board member must also be part of a committee. Committee assignments shall be reviewed every term. Committee assignments that reflect the duties of officer goals are recommended:
          - i. Treasurer – Planning and Resource Allocation Committee (PRAC)
          - ii. Secretary – Inclusion, Diversity, Equality, and Action (IDEA) Committee
  - 2. Six (6) Senators shall be directly elected by the student body during a general election to be held in the spring semester.
    - a. These six (6) elected senators will head departments concerning the following:
      - i. Student Activities and Services/Accessibility (Two Students)
      - ii. Public Relations and Marketing (Two Students)
      - iii. Technology
      - iv. State Student Senate Representative
    - b. Every board member must also be part of a committee. Committee assignments that reflect the duties of senator goals are recommended below:
      - i. Student Activities and Services/Accessibility – Guidance, Resource, Integration, and Transformation Committee (GRIT); Facilities Planning Committee
      - ii. Public Relations and Marketing – Educational Planning committee; Professional Learning Committee
      - iii. Technology – Technology Planning committee; Instructional Equipment Committee
      - iv. State Student Senate Representative – Governance Review Council (GRC)

If a senator cannot attend their committee’s meetings, they shall seek out a replacement and commence a board vote to elect the replacement to the position.
3. One (1) Liaison from ESCOM (Emeritus) shall be directly elected by the ESCOM Council during a general election to be held in the spring semester.
  - a. ESCOM Representative will be a non-voting member
4. Non-voting members of the ASCOM board shall:



- a. Be enrolled students at the College of Marin.
- b. Contribute and participate in events.
- c. Participate in meetings.
- d. Shall not be enfranchised with the right to vote on matters during meetings.
- e. Do not count for quorum.

Section 2: Vacancies

- a. If any position on the board is left vacated by resignation, removal, or any other circumstance, the board shall commence an election to fill the position.
- b. A member of the student body shall be elected through ballot election or shall be appointed to the vacant position by the ASCOM board (only if the member is filling a vacated position or is running for a position left empty after elections).
  - a. Non-voting members of the ASCOM board shall also be considered for election or appointment (i.e. ESCOM members who meet ASCOM eligibility requirements).

Section 3: Removal or Impeachment

- 1. Any officer or senator shall be removed or impeached for the following (Board members will be notified each time they don't adhere to the following):
  - a. Failure to complete their assigned responsibilities based on their position.
    - i. Each member has 5 excused warnings to use on any given responsibility before called for impeachment.
  - b. Failure to adhere to the ASCOM Defining Principles three (3) times or more.
  - c. Failure to adhere to the ASCOM Constitution and Bylaws.
  - d. Failure to adhere to College of Marin's Standards of Student Conduct (BP 5500), local, state and federal laws.
  - e. 3 unexcused absences, 5 excused absences, or 5 tardies each term.
  - f. Justified grievances presented by the student body.
    - i. If a student body feels that an ASCOM Board member, the Student Trustee, or student senator at large is negligent in the duties of their office, the student body may seek to remove said individual from office in the following manner:

- A representative of the students must appear before the ASCOM Board with a petition, clearly articulating the alleged offenses committed by the elected official in question, signed by at least one hundred (100) members of the student body, stating their belief that the elected official in question is negligent in their duties and should be removed from office. The petition must include full printed name and signature of each signer.
- A special meeting will be called within twelve (12) days after the filing of the petition to the ASCOM Board. A majority of voting board members is required to impeach the board member or elected official.

2. Impeachment:

- a. The officer or senator in question's case shall be reviewed by an Impeachment Committee, consisting of five (5) ASCOM members, selected at random, to hear and oversee the case of said officer or senator.
  - i. If the officer or senator in question is found to have failed their duties as a board member, the Impeachment Committee shall make a recommendation to the board to have the officer or senator in question removed from the board.
  - ii. If the officer or senator in question is found to have upheld their duties as a board member, the Impeachment Committee shall make a recommendation to the board to retain the officer or senator as a board member.
  - iii. If convicted, the impeached officer or senator shall service as a non-voting member of the ASCOM body.
- b. The impeached officer or senator shall get one appeal to the whole ASCOM board where a roll call vote shall be held to uphold the recommendation of the Impeachment Committee or to overturn the recommendation of the Impeachment Committee. The appeal will include a written statement that will be presented by the officer or senator in question to the ASCOM board.

- i. The recommendation and/or appeal is voted upon by a roll call vote to either uphold or overturn the decision at hand. The majority vote will determine the outcome.

3. Removal:

- a. If the officer or senator under question is found responsible for any of the proposed concerns, they shall vacate office immediately.
  - b. If found responsible, the impeached officer or senator is barred from competing in ASCOM elections or appointments for one year.
  - c. If found responsible, the impeached officer or senator shall serve as a nonvoting member of the ASCOM body.
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## General Bylaws

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### **Article I: Board**

#### **Membership** Section I: Executive

##### Members

1. Five (5) officers shall be directly elected by the student body during a general election to be held in the Spring semester.
  - a. These officer positions include:
    - i. President
    - ii. Vice President
    - iii. Student Trustee
    - iv. Treasurer
    - v. Secretary
2. The duties of each officer shall be outlined in the following:
  - a. President
    - i. Enforces and upholds the ASCOM Constitution.

- ii. Serve as the official student representative, along with the Student Trustee of the student body of College of Marin.
- iii. Presides over all ASCOM meetings as President, and is a voting member in case of a tie on all matters.
- iv. Prepares the meeting agendas with the Secretary.
- v. Responsible for the ASCOM agenda and runs the ASCOM meeting.
- vi. Approves ASCOM meeting minutes.
- vii. Calls special meetings with the approval of advisor.
- viii. Serves as ex officio member of ASCOM committees. ix. Attends student ASCOM functions.
- x. Appoints and makes recommendations for committee chair positions. xi. Represents ASCOM for internal affairs.
- xii. Recommends persons to College of Marin Standing Committees via the Student Trustee.
- xiii. Meets with the President and two (2) Vice Presidents of administration at least once a semester.
- xiv. Meets with the ASCOM Advisor and the Vice President and Student Trustee on a regular basis.
- xv. Meets on a regular basis either individually or in a group with ASCOM board members.
- xvi. Must attend ASCOM Retreats, and any other mandatory training sessions, at the expense of the ASCOM Budget.
- xvii. Establishes and updates a policy for administering ASCOM scholarships and grants with the Treasurer.
- xviii. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will

take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.

- xix. Attends Board of Trustees meetings of the Marin Community College District and provides for student ASCOM attendance at these meetings when necessary.
- xx. Has demonstrated knowledge of leadership principles and meeting management techniques.

b. Vice President

- i. Assumes the duties of the President during absences of the President.
- ii. Services as the initial chair of the Inter-Club Council (ICC) and works with the ICC to develop its officers and the implementation of its bylaws.
- iii. Serves as a direct liaison to the ASCOM Board regarding the activities of the ICC.
- iv. Attends all ICC meetings.
- v. Works with the Student Activities and Advocacy Office to provide Club Membership forms for all clubs and reports to the ASCOM Board on all currently active clubs and their activities.
- vi. Makes a Club Brochure describing all of the currently active clubs on campus.
- vii. Works with ICC executive officers to assign club meeting space.
- viii. Reviews ICC Budget and informs the ICC about the distribution of ICC Funds. The Vice President needs to sign all ICC Purchase Requisitions and reports these to the ASCOM Board.
- ix. In conjunction with the Student Activities and Advocacy Office, reports all ICC Student Activity Requests to the ASCOM Board for approval and reports the decisions of the Board to the appropriate club.
- x. Maintains a file on all Club purchase requisitions, activity forms, and club membership rosters.
- xi. Assists with the constitutions of new and reactivated clubs.

- xii. Must attend ASCOM Retreats, and any other mandatory training sessions, at the expense of the ASCOM Budget.
  - xiii. Reports to the ASCOM President.
  - xiv. Attends Student ASCOM functions.
  - xv. Undertakes other duties as requested by the ASCOM President and/or ASCOM Advisor.
  - xvi. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
  - xvii. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- c. Student Trustee:
- i. Represent the associated students on the District's governing Board of Trustees.
  - ii. Recommend appointments to shared governance committees to the ASCOM board for consideration.
  - iii. Recommend legitimate expenditures with regards to the Representation Fee Budget.
  - iv. Enforces and upholds the ASCOM Constitution.
  - v. Serve as the official representative, along with the ASCOM President of the student body of College of Marin.
  - vi. Must attend ASCOM Retreats, and any other mandatory training sessions, at the expense of the ASCOM Budget.
  - vii. Represents ASCOM to external constituencies.
  - viii. Attends all Board of Trustees meetings of the Marin Community College District and provides and represents the students' interest.

- ix Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
  - x Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members. xi Reports directly to the ASCOM President.
  - xii Meets regularly with the ASCOM advisor to discuss issues as they pertain to ASCOM and ASCOM members.
  - xiii. Attends the ICC meeting in order to get Clubs' full report in order to report it to the Board of Trustees OR meets with the ASCOM Vice President after the ICC meeting in order to get the reports from Clubs.
- a. Treasurer
- i. Is the Chief Financial Officer of the Associated Students of the College of Marin.
  - ii. Prepares and reviews all purchase requisitions for the ASCOM board. iii. Ensures that all purchase orders have proper documentation before submission to the fiscal services department.
  - iv. Works with the fiscal services office to verify purchase requisitions and deposits of income.
  - v. Distributes all checks to the appropriate persons for payment of services or completion of contracts.
  - vi. Monitors, in conjunction with the appropriate Board member, the operation and funding of vending contracts and ID card sales income.
  - vii. Reviews budget and monitors expenses according to budget guidelines and reports budgets analyses at board meetings.
  - viii. Recommends to the ASCOM board any revision that is necessary regarding the current budget.

- ix. Fills out all cash receipts and forwards the money to the fiscal services department.
  - x. Notifies all the clubs, organizations, and support services of the amount of money in their budget each fall and January.
  - xi. Contacts clubs, organizations, and support services asking for their proposals for the new budget.
  - xii. Keeps records of all issues relating to ASCOM grants to other on campus organizations.
  - xiii. Makes recommendations to the ASCOM Board regarding continued support by ASCOM to the other on-campus organizations.
  - xiv. Prepares the next fiscal year's budget and presents to the ASCOM Board for approval.
  - xv. Works with the fiscal services department regarding projected income for the following fiscal year.
  - xvi. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
  - xvii. Undertake the responsibility of creating a sub-committee for the ASCOM Leadership Awards. xviii. Undertakes other duties as requested by the ASCOM President and/or ASCOM advisor(s).
  - xix. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
  - xx. Reports directly to the ASCOM President.
- b. Secretary



- i. Records and publishes all official minutes of the ASCOM Board and posts one copy on the ASCOM bulletin board 72 hours in advance before the next meeting, in accordance with The Brown Act.
- ii. Creates the new agenda for weekly meetings 72 hours in advance and sends the agenda to all members of ASCOM.
- iii. Maintains a file of all minutes and important correspondence.
- iv. Checks the mailroom for mail and ensures proper delivery of all correspondence.
- v. Maintains all forms necessary for the business of the ASCOM Board.
- vi. Prepares drafts of letters of memoranda for the ASCOM Board and distributes them upon approval.
- vii. Monitors and replenishes all supplies for the ASCOM Board.
- viii. Oversees, monitors, and keeps records of all the activities of the auxiliary members and reports to the ASCOM Board when necessary.
- ix. Undertakes other duties as requested by the ASCOM President and/or ASCOM advisor(s).
- x. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- xi. Reports directly to the ASCOM President.
- xii. Notifies the ASCOM board in the event that a board member accrues more than three (3) unexcused absences, five (5) excused absences, or five (5) tardy's in any given semester.
- xiii. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.

xiv. Meets eligibility requirement for advanced Microsoft Word/Excel (or other form of typing platform) experience.

### Section 2: Senators

1. Six (6) Senators shall be directly elected by the student body during a general election to be held in the Spring semester.
2. These Senators shall be internally elected or appointed to be the head of a specific department and chair that committee as well.
3. The departments and responsibilities are as follows:
  - a. Student Activities and Student Services/Accessibility
    - i. Establishes a calendar for the year of all planned activities and special activities and brings the calendar to the ASCOM Board for input and approval.
    - ii. Is responsible for sending and verifying all contracts regarding performers and/or speakers and films.
    - iii. Works with clubs and ICC to help plan events to ensure overall calendar coordination and guidelines for activities on campus.
    - iv. Is responsible for evaluating events and reporting the evaluation to the ASCOM board.
    - v. Works with the Treasurer to review the activities budget and makes allocations within the budget guidelines.
    - vi. Chairs the coordinating committees of all ASCOM events and activities.
    - vii. Presents oral and/or written reports of all planned activities to the ASCOM board to ensure time for publicity and scheduling adequate to support these events.
    - viii. Follows the following formal guideline to create an ASCOM event (this guideline should be referenced for any individual on the ASCOM board who is planning or organizing an event).
      - i. Day, time, and place of event
      - ii. Lead(s) of the event

- iii. Who or what organization(s)/club(s) are involved?
- iv. What is the purpose of the event?
- v. What is the general plan of the event?
- vi. What funding is needed for the event, if any?
- vii. What paperwork needs to be done to hold event?
- viii. What responsibilities do other ASCOM member(s) have in organizing or helping with the event?
- ix. Responsible for establishing and chairing a food service committee between the various student organizations, the food service vendor, and the Vice President of College Operations.
- x. Is responsible for establishing and chairing a bookstore committee between the various student organizations, the bookstore, and the Vice President of College Operations.
- xi. Works with the vending machine vendor and the Vice President of College Operations to address student concerns regarding vendor contracts.
- xii. Reports all findings regarding food service, the bookstore, and vending machines to the ASCOM board.
- xiii. Works with the Director of Students Activities and Advocacy, the Health Center Coordinator, and the other Board members regarding AIDS Awareness Week, Drug and Alcohol Awareness Week, and other special issues.
- xiv. Is responsible for addressing special concerns raised by students regarding parking, safety and the student services.
- xv. Works with the ASCOM Directors of Student Activities and Public Relations ID sale procedures.
- xvi. Works with the ASCOM Director of Public Relations to prepare and update a benefits booklet listing available discounts to be distributed to students purchasing ID cards.

- xvii. Acts as liaison between the ASCOM Board and the various student services.
- xviii.
- xix. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- xx. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- xix. Reports directly to the ASCOM President.

b. Public Relations and Marketing

- i. Serves as the Public Information Officer of the Associated Students of the College of Marin.
- ii. Is responsible for the promotional materials for all ASCOM events and functions.
- i. All promotional material should be displayed at least one week prior to any ASCOM event.
- iii. Presents posters, flyers, and other informational pieces to the ASCOM Board for approval, as well as with the Office of Student Activities and Advocacy.
- iv. Works closely with the ASCOM Senator in charge of the Technology department and committees.
- v. Works with the campus Office of Community Relations/Marketing to issue press releases.

- vi. Connects and reaches out to media new outlets to come to College of Marin and record special ASCOM events like protests, rallies, and other large functions.
  - vii. Prepares and updates informational packets regarding student government.
  - viii. Is responsible for scheduling and updating ASCOM display cases and bulletin boards.
  - ix. Maintains a binder detailing all ASCOM activities and events with copies of flyers, invitations, posters, pictures and other information.
  - x. Is responsible for researching and developing new marketing techniques to reach out to students in advanced ways.
  - xi. Is responsible for announcing ASCOM events in classes and reminding other board members to also announce events in their own classes.
  - xii. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
  - xiii. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
  - xiv. Reports directly to the ASCOM President.
- c. Technology
- i. Is responsible for advocating for the development and proper implementation of technology for students at College of Marin.
  - ii. Establishes a strong relationship with the IT department and works with the IT Director to address concerns regarding technology.
  - iii. Is responsible for taking quality photographic pictures during all ASCOM events.

- i. In the event that the member entitled to this position is unavailable to take pictures, they shall find another member to take responsibility at that specified ASCOM event.
- iv. Works closely with the ASCOM Senator in charge of the Public Relations department and committees.
- v. Is responsible for creating the two ASCOM boards with pictures of all ASCOM members and taking a professional picture of all ASCOM members in their ASCOM or professional attire.
- vi. Is responsible for managing the ASCOM cafeteria TV's with the ASCOM Advisor and/or the IT department.
- vii. Is responsible for the maintenance and upkeep of the ASCOM Canvas page and ensures that information is being delivered to all students enrolled in credit-courses on campus.
- viii. Monitors the operations of the ASCOM office computers, equipment, and technological supplies.
- ix.
  - viii. Serves on Technology Planning Committee within the Participatory Governance System (PGS).
- ix. Establishes and oversees ASCOM e-mail addresses, social media platforms, computer files, and the student government website/Canvas page.
  - i. Updates all social media platforms with quality posts and insightful knowledge for the student body.
- x.
- xi. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- xii. Meets

regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.

xiii. Reports directly to the ASCOM President.

d. State Student Senate Representative

i. Shall maintain a working knowledge of Robert's Rules of Order. ii.

Shall maintain a working knowledge of The Brown Act of California. iii. Shall maintain a working knowledge of the college district policies.

iv. Shall maintain a working knowledge of the ASCOM Constitution and Bylaws.

v. Has the authority to interpret the ASCOM Constitution and Bylaws.

i. Interpretation is also taken into consideration with the President and Advisor.

ii. Interpretation is used only when a Constitutionality question arises.

iii. Interpretation achieved by Parliamentarian, in consultation with the President and Advisor, is final.

vi. Student Senate of California Community Colleges Delegate

i. Attend all State Student Senate Region 3 meetings, and submit reports to ASCOM.

ii. Be responsible for the representation of the College of Marin at the annual Student Senate Lobby Day.

iii. Recommend and ask for College of Marin resolutions that effect all California Community Colleges to be passed on to the SSCCC and General Assembly Conference.

iv. Will serve as one of College of Marin's voting delegates at the Student General Assembly regional and state meetings.

vii. Shall be responsible for maintaining and keeping inventory of ASCOM property.

viii. Maintain and control stock of office supplies and materials used in the ASCOM workroom.

- ix. Maintain the ASCOM office and keep it clean and professional along with the help of other ASCOM members.
- x. Place work orders and requests with the proper authority if ASCOM property needs repairs.
- xi. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- xii. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- xiii. Reports directly to the ASCOM President. Section 3: ESCOM Liaison

#### 4. ESCOM Representative

- i. Represent the interests of the ESCOM (Emeritus Students, College of Marin) as it pertains to students of the college.
- ii. Report on any activities of ESCOM to ASCOM.
- iii. Actively help with all ASCOM coordinated events. Section

#### 4: Non-Voting Member

##### 5. Auxiliary Members

- i. Attend all ASCOM weekly meetings.
- ii. Be assigned to one of the ASCOM departments of their choice to help the chair of that department move forward with projects, ideas, and responsibilities.
- iii. Actively participate in all ASCOM events and help with planning and setting up each event.
- iv. Undertakes other duties as requested by the ASCOM President, Vice President, and/or ASCOM advisor(s).



## **Article II: Meetings**

### Section 1: Regular Meetings

1. Regular meetings shall be held on a weekly basis in an open and public setting.
2. Regular meeting schedule shall be determined at the beginning of each semester at the ASCOM retreat to find an accommodating day and time for a majority of the board.
3. In accordance with The Brown Act of California, the meeting notice along with the agenda and previous meeting minutes must be posted 72 hours in advance of the meeting.
  - a. Posting of materials must be in a place accessible and visible to the public.
  - b. Online posting of the meeting information and materials must also adhere to the 72-hour policy.
4. Special meetings shall be held in accordance with The Brown Act of California.
5. Emergency meetings shall be held in accordance with The Brown Act of California.

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## **Article III: ASCOM Workroom and Meeting Space Section**

### 1: ASCOM Workroom

1. The ASCOM Workroom is located in the Student Services Building, Second Floor, Room 241.
2. Upon completion of training and orientation, each member of the ASCOM Board will be provided with a confidential lock key code for the room. Sharing the code with a nonASCOM board member is a violation of expectations and may be cause for reprimand by the ASCOM board and/or advisor.
3. Every member of the ASCOM Board is responsible for maintaining a clean and tidy workspace in the ASCOM workroom.
4. Non-voting members shall not be allowed in the ASCOM room unless accompanied by another ASCOM board member.

### Section 2: ASCOM Meeting Space

1. The meeting space for the ASCOM regular meetings shall be held in an open and accessible location.
2. The meeting space must be on either the Kentfield Campus or the Indian Valley Campus in order to qualify as a recognized meeting.

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**Article IV: Terms of Office****Section 1: ASCOM Board Candidates**

1. All prospective candidates for Board positions must go through the application and election process as stated in the Bylaws and the ASCOM Election Code.
2. All applicants must maintain ASCOM Board eligibility requirements at the time of filing and throughout the term of office.

**Section 2: ASCOM Board term of office**

1. All ASCOM Board members shall serve a one (1) year term, from May 30th to May 30<sup>th</sup> of the next year.

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**Article V: ASCOM Stipends for Board Members****Section 1: Stipend by Officer Position for One Full Term (year)**

1. President: \$1372
2. Vice President: \$1372
3. Student Trustee: Funded by Board of Trustees
4. Treasurer: \$914
5. Secretary: \$1143

**Section 2: Stipend by Senator in Charge of Specific Department for One Full Term (year)**

1. Student Activities and Services/Accessibility (Student 1): \$1257
2. Student Activities and Services/Accessibility (Student 2): \$1257
3. Public Relations and Marketing (Student 1): \$1143
4. Public Relations and Marketing (Student 2): \$1143
5. Technology and Marketing: \$914
6. State Student Senate Representative: \$914

**Section 3: Stipend information, procedures, and guidelines**

1. All Senators shall be eligible for their stipend upon evaluation by themselves, fellow ASCOM members, and the ASCOM advisor(s) at the end of each term (fall and spring).

Stipends may be subject to adjustment depending on the evaluation process and outcome. The stipend allocation of each Senator is subject to approval of the Executive Officers with final approval from the Advisor.

2. All Executive Officers, except the Student Trustee, shall be eligible for a stipend at the end of one full term (year) served. The stipend allocation of each Officer is subject to approval of the Advisor(s).
  - a. The Student Trustee's stipend will be determined and approved by the Board of Trustees.
3. All stipends are based on surrounding California Community College stipends given to board members and the general amount of responsibility entailed to each position. Each member shall generally be serving the following number of hours, INCLUDING office hours, based on their position:
  - a. President: 8 -12 hours
  - b. Vice President: 8-12 hours
  - c. Student Trustee: 5 hours
  - d. Treasurer: 5-8 hours
  - e. Secretary: 5-8 hours
  - f. Senator for Student Activities and Services/Accessibilities (student 1): 3-8 hours
  - g. Senator for Student Activities and Services/Accessibilities (student 2): 3-8 hours
  - h. Senator for Public Relations and Marketing (Student 1): 3-8 hours
  - i. Senator for Public Relations and Marketing (Student 2): 3-8 hours
  - j. Senator for Technology and Marketing: 3-8 hours
  - k. Senator for State Student Senate Representative: 3-8 hours
4. All stipends are at a set rate and cannot be changed through an agenda item. Stipends may only change after being voted on by the student body by re-submitting the ASCOM Constitution.
5. Stipends should be revised every three years in accordance with the US BLS CPI inflation numbers in order to account for inflation.
6. Stipends shall come out of the ASCOM Financial Budget.

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## **Financial Code Bylaws**

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### **Article I: Budget Requests**

The ASCOM Treasurer shall implement a program review and budget development calendar and distribute budget request forms during the spring semester to all departments or organized groups seeking ASCOM funds allocation for the following academic year.

- a. All expenditures must follow the Fiscal Crisis & Management Assistance Team guidelines (FCMAT – fcmat.org).

Program review and budget development shall be designed with the purpose to develop an understanding of programs and fiscal accountability of the ASCOM budget. It shall also establish a communication and public relations link with program and department advisors.

- a. Budget request forms shall be submitted by the departments and/or organized groups to ASCOM financial liaison (Student Affairs Office) no later than the second week of the beginning of the fall semester to receive consideration of funds for the fall semester of the academic year.
- b. All budget requests must contain an itemized accounting of all proposed expenditures and a description of all proposed activities.
- c. Organizations or individuals not submitting a budget request may be allocated funds at the discretion of the ASCOM.

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### **Article II: Budget Committee**

- a. A budget committee shall consist of the ASCOM Executive Cabinet and the ASCOM Director. A Fiscal Services representative shall serve as an ex officio member. Additional

members may be appointed, at the discretion of the budget committee, to serve as non-voting members. The ASCOM Treasurer shall chair the budget committee.

- b. The budget committee shall consider all submitted requests for funds and prepare a tentative budget for the succeeding year.
- c. The final budget shall be approved by ASCOM before spring semester finals.
- d. The final budget is contingent on the availability of funds and must provide adequate income to meet approved expenditures.

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### **Article III: Expenditure of Funds**

- a. Budget funds shall be used only for that specific purpose which the allocation was approved, and accounts shall not be overdrawn without reallocations of funds and prior approval by ASCOM.
- b. A finance committee may be appointed to resolve conflicts, gather information, and make recommendations on the financial issues presented to ASCOM.
- c. Any allocations made for a specific purpose that are not expended may be reallocated by ASCOM or the allocation may revert to the reserve funds at the end of the fiscal year (June 30).
- d. Bills incurred during the year and arriving during the summer or period of school closure may be paid when due only if they were previously approved by the student group with attached minutes and receipts, and must include the appropriate student and advisor signatures. The Director of Fiscal Services or his/her designee liaison, with approval of the Director of Student Affairs or the Dean of Student Development, shall pay the bills only after this stipulation has been met. The expenditures shall be reported by the Director of Fiscal Services or his/her designee liaison to ASCOM at their next meeting unless funds were already approved by ASCOM.
- e. The ASCOM Executive Cabinet, with the advisor(s), may act upon financial matters during periods of school closure to facilitate business and planning on a continual basis.
- f. Any expenditure request (money proposal) over \$250 not previously approved within the budget allocations shall be referred to the Director of Student Activities and Advocacy

for the purpose of gathering information and making recommendations for ASCOM considerations.

- g. The budget committee may, at any time, review all budget accounts if revenues do not meet total projected income for the fiscal year. The budget committee shall recommend adjustments to ASCOM to provide a balanced budget within collected revenues.
- h. Transfer of funds for budget accounts shall be done only on actual expenditure of funds and not on anticipation of expenses or programs.

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#### **Article IV: Financial Reports**

- a. Copies of the adopted budget shall be distributed to all interested parties.
- b. The Director of Student Activities and Advocacy or their designee shall prepare a monthly balance sheet, monthly budget vs. actual statement, and special activity reports so that ASCOM and ASCOM's Treasurer may be informed of the Associated Student's financial status.
- c. In compiling the monthly budget report, the Director of Fiscal Services or their designee shall ascertain if all stipulations of the financial code are being met, and shall report any discrepancies to ASCOM, and the Director of Student Activities and Advocacy.

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#### **Article V: Auditing Cash Controls**

- a. All funds shall be deposited in the Director of Fiscal Services or his/her designee liaison's office on a timely basis.
- b. The Director of Fiscal Services or their designee shall be authorized to sign checks issued from the ASCOM funds with regulations set forth in these bylaws and FCMAT.
- c. No cash advances are authorized for any reason.
- d. If an advance is needed to pay for conference costs, etc., the student group will then follow the appropriate request process (i.e., complete an ASCOM Expense Requisition, etc.).

- e. Once approved, the check will be given directly to the Director of Student Activities and Advocacy or their designee, who will then give the check to the appropriate club advisor(s)
- f. The student group will be held responsible and accountable for providing appropriate receipts after the expenditure:
  - Complete a second ASCOM Expense Requisition reconciling the advance to the expenditure, attach receipts, and process accordingly.
- g. No more than one ‘open’ advance shall be in process at any time.

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**Article VI: ASCOM Club Funds**

- a. All ASCOM club funds shall be deposited with the Director of Fiscal Services or their designee liaison’s office on a timely basis.
- b. With prior club approval, the club advisor and club treasurer shall be authorized to draw upon the club funds according to the regulations set forth in the Finance Bylaws and FCMAT.
- c. The Director of Fiscal Services or their designee have signature authority on club checks.

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**Article VII: ASCOM Activities Fund**

- a. An activity budget and calendar for each semester must be submitted for approval by ASCOM by the fourth ASCOM meeting of each semester, unless circumstances exist which make this difficult to occur (e.g., position of Activities Director is not filled, etc.). If a circumstance is noted, it is the responsibility of the Executive Cabinet to request an extension of the deadline to ASCOM and propose a new deadline not to exceed 2 additional weeks.
- b. The ASCOM Senators of Student Activities will play an integral part in planning and facilitating the activities of the master calendar. If an activity is not on the approved master calendar, then a separate Activity/Money proposal must be presented to ASCOM for approval.
- c. On ASCOM budgets, expenditure requests of \$250.00 or less may be approved by the

ASCOM advisor and the available Executive Cabinet officer, subject to all 'expenditure of funds' procedures outlined above.

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**Financial Code Bylaws Special Policy Addition to Bylaws Financial procedures for special allocations to district entities from ASCOM Funds. Background**

Any student funds that are given to recognized district programs, i.e., Athletics, Transfer/Career Center, et al, are subject to the ASCOM Financial Code Guidelines (i.e. FCMAT).

These guidelines expect that students (through ASCOM) will have knowledge of the account's ongoing expenditures. It also expects that the funds are properly audited and accounted for with the appropriate student signature (ASCOM Treasurer or designee) on purchase orders, purchase requisitions, and checks. This information is then included with ASCOM Treasurer's report as submitted in periodical reports in the meetings of ASCOM.

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**Procedure for Special Allocations Accounts**

Because of the special nature of the district's programs, it is felt that a more flexible auditing and accounting procedure be designated so that lump sums can be authorized for payment to those accounts either at the semester or on a yearly basis. In order to accommodate these programs, it will now be expected for them to submit a semester or yearly report, which would include (where applicable) the following:

- a. Amount of students benefited from service or funds provided by ASCOM.
- b. This accounting procedure allows ASCOM an opportunity to provide supervision over allocated funds, authorize expenditures for the accounts, and be more informed during budget development hearings when money requests are generated in the spring semester. This will also satisfy the auditing needs of ASCOM since it will provide an accounting of expenditures authorized by students.
- c. These expenditures will be subject to the same procedure that is required of other district recognized programs receiving ASCOM funding.



## **Emergency Allocation of Funds**

The district programs will be responsible for providing a report to ASCOM, if there is a need for emergency funds, before funds can be transferred to the district program in need. It will also be expected that those programs provide a semester report (as described above) to the ASCOM for the fall and spring semesters. The fall and spring semester reports will be due the last Monday of the semester that classes are in session.

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## **Attendance Policy Bylaws**

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All members of the Associated Students College of Marin (ASCOM) (elected officers, appointed officers, senators, and club representatives) will be required to follow the ASCOM Constitution guidelines for attendance policy. **Tardies**

1. A tardy is recorded when a student is late to required attendance at the ASCOM meetings, special committee, board, task force, and/or retreat meetings.
2. Tardies are considered cumulative. In other words, if an officer or senator receives 5 unexcused tardies, they shall be considered for removal from the board (see process for impeachment/removal).
3. An excused tardy is given at the discretion of the instructor/advisor(s) and the chair(s).

Unexcused tardies are not considered cumulative.

## **Excused Absences**

1. ASCOM Executive officers, ASCOM senators, and club representatives to ASCOM will be allowed five (5) excused absences during the year of their term. An excused absence is defined as:
  - a. Excused illness (valid, written doctor's excuse or note from the Student Health Center)
  - b. Hospitalization (long or short-term stay would extend the excused absences based on a valid, written doctor's excuse)
  - c. Death in the immediate family
  - d. Family emergency

- e. Professional development/training, pre-approved by ASCOM Executive Cabinet
  - f. Conference attendance, pre-approved by ASCOM Executive Cabinet
  - g. Scheduled attendance at a board, committee, task force, and/or retreat meeting
  - h. Scheduled appointment(s) with campus personnel in functions related to their  
ASCOM duties
  - i. Scheduled ASCOM-related activities/and or events
  - j. Other circumstance approved by ASCOM Executive Cabinet
2. ASCOM Executive officers and senators will be expected to:
- a. Call in prior to absence from ASCOM executive officers’ meetings, ASCOM meetings, special committee, board, task force, and/or retreat meetings,
  - b. Call within 24 hours if unable to call before ASCOM Executive Officers’ meeting, ASCOM meetings, special committee, board, task force, and/or retreat meetings,
  - c. Bring in a signed excuse validating what was going on.
3. In the event that an illness or injury occurs that does not require a doctor’s visit, the student will be expected to submit a written validation for the absence.
- a. The written validation will be submitted to the ASCOM instructor/advisor(s)
  - b. The absence will be subject to ASCOM Executive Officers’ review and decision as to whether it will be accepted as an excused absence report

**Unexcused Absences**

In the event that a student does not meet the criteria for an excused absence, or it is felt that the senator has excessive absences, the student will forfeit his/her voting privileges in ASCOM, as stated in the ASCOM Constitution.

**Absence Policy for ASCOM President and ASCOM Vice President**

The ASCOM President and ASCOM Vice President will be required to follow the same guidelines as all other elected or appointed ASCOM members. Excessive absences by these individuals in violation of the ASCOM Constitution, could lead to their having to resign from their position or be subject to recall.



## **Election Code Bylaws**

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### **Article I: The Elections Committee**

The bylaws for elections shall be known as the Election Code Bylaws, also referred to as ECBL, and shall govern all election matters of ASCOM.

1. The purpose of the ECBL shall be vested in an Elections Committee.
2. The Elections Committee shall serve as the governing body over all general and special elections but is answerable to ASCOM and Executive Cabinet for all breeches in procedures.
3. The Student Activities and Advocacy staff must remain impartial parties.
4. The Elections Committee members shall not participate in any campaign.

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### **Article II: The Powers of the Elections Committee**

The power to enforce these bylaws shall be vested in an Elections Committee.

1. The Elections Director/Chair will form an Elections Committee with the approval of ASCOM, consisting of members who are not candidates for any official ASCOM office. The Elections Committee shall be selected each school year on or before the month of the ASCOM elections in the spring.
2. The Elections Committee shall review the application of each candidate and submit a list of qualifying applicants for publication at least four (4) class days prior to the election.
3. The Elections Committee shall verify signatures and pertinent information on each petition and application.
4. The Elections Committee shall hold a campaigning procedure meeting [Candidates Meeting] for all candidates.
5. The Elections Committee shall appoint or employ a sufficient number of impartial students to operate the polls for the election.
6. The Elections Committee shall arrange for the preparation of the official ballots.
7. The Elections Committee shall hear complaints regarding the election and shall take action(s) and notify ASCOM of said action(s).

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**Article III: The Process of Candidate Qualification**

All candidates shall be required to follow ASCOM's Constitutional Requirements for candidates and submit a petition packet.

1. ASCOM Constitutional Requirements of Candidates

- a. Candidates in the General Election shall qualify for candidacy by meeting the requirements as stated in the ASCOM Constitution.
- b. All Executive Cabinet candidates must meet the qualifications, duties, and responsibilities as outlined in the ASCOM Constitution and bylaws.

2. Petition Packets

- a. Each candidate for an elective office shall file a petition with the Student Activities and Advocacy Office. Only students with a petition on file are eligible to be placed on the ballot after an eligibility check has been made and approved.
- b. The candidate petition packets and applications will be available at least two weeks prior to the student election.
- c. Candidates may change their candidacy to that of another office no later than the last day to file petitions.
- d. The petition must be filed by noon of the school day preceding the Candidates Meeting.

3. Review of Petition Packets

- a. No official campaigning may be done until the nomination has been reviewed and accepted by the Elections Committee, and the candidate has attended the Candidates Meeting.

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**Article IV: Campaigning and the General Election**

Section 1: Candidates Meeting

- a. Candidates Meeting [Campaign Procedure Meeting] will be held two weeks prior to the student election.

Section 2: Campaigning

- a. Campaign shall be defined as “All the things and necessary legal and factual acts done by a candidate and their adherents to obtain a majority or plurality of the votes to be cast,”  
Black’s Law Dictionary Sixth Edition, 1990.
- b. Campaigning is defined as any posters or paraphernalia posted on the College of Marin campus. Restricted areas include: trees, windows, doors, external walls of buildings, any area that would impeded the free flow of traffic, and any additional area named by the ASCOM advisor(s) due to campus closures or construction.
- c. Students may make classroom presentations only when the focus is about getting involved and voting, not about their specific candidacy.
- d. Online campaigning is permitted provided the candidate has submitted a written document declaring their intent to do so. The document is to include the following: the web address to be used; a description of the online content; and the dates that this information will be available online. This written document is to be given to the Student Activities and Advocacy Office when the candidate submits their application materials.  
No online campaigning is allowed before the conclusion of the Candidates Meeting.
- e. All posters and/or paraphernalia must be approved by the Student Activities and Advocacy Office. No campaigning will be allowed within approximately 25 feet of the polls. No campaigning signs are to be posted within approximately 25 feet of the polls. It is at the discretion of the Elections Chair to determine the ‘no campaign zone’ marked boundaries.
- f. The act of campaigning may begin after the Candidates Meeting.
- g. Presidential and Vice Presidential candidates may campaign as a ticket. However, their names will be listed separately on the ballot.

### Section 3: The Candidates Forum

- a. Nominees for the elected Associated Students offices shall be allowed to make a campaign speech at a Candidates Forum.
- b. The Elections Committee shall set a time and date for the Candidates Forums.
- c. The Candidates Forum will be held within the week prior to the Student General Election.
- d. During the Candidates Forum, each candidate will be allowed a maximum of seven minutes to speak.

- e. Candidates may have one other student speak before and/or in place of the candidate.
- f. The Elections Director/Chair or designee shall preside at the Candidates Forum.

#### Section 4: The General Election

- a. These procedures shall govern the operation of all ASCOM elections.
- b. A general election is that in which candidates for Associated Student offices are elected.
- c. Should any of these dates fall on a holiday [Candidates Meeting, Candidates Forum, or date of elections], alternate dates shall be selected by the Elections Committee.
- d. The General Election shall be held during the third complete week in April (unless otherwise determined by the ASCOM advisor(s)). The days and hours of elections shall be set by the Elections Committee such that ALL College of Marin students will be afforded an equal opportunity to cast their vote. These hours must be posted at least one week prior to the election.
- e. Candidates shall be held responsible for the actions of their campaign staff/volunteers.
- f. Each candidate must submit the names of their campaign staff/volunteers to the Elections Committee. The campaign staff/volunteer list shall be submitted on behalf of their candidate prior to campaigning.
- g. Each candidate is expected to submit a campaign staff/volunteer list to the Elections Committee.
- h. Stickers may not be applied to school property, nor may anyone deface public/school property.
- i. Undocumented off-campus campaigning is strictly forbidden.
- j. Campus grounds are defined as all grounds within the boundaries of College of Marin.
- k. No campaigning will be allowed within approximately 25 feet of the polls. No campaigning signs are to be posted within approximately 25 feet of the polls. It is at the discretion of the Elections Chair to determine the 'no campaign zone' marked boundaries.
- l. There will be no campaigning the days of the election within 25 feet of the polls.
- m. The use of public address systems (bullhorns, microphones, etc.) is not allowed except those provided at the Candidates Forum and those used in an ASCOM-approved event.
- n. The Elections Committee will provide campaign materials on an equal basis.

- o. All candidates will have the opportunity to use ASCOM or district-owned materials/resources for the purpose of campaigning at a cost established by the ASCOM.
- p. All campaign material must be taken down and cleaned up by campaign committees within 24 hours of the closing of the polls. The only exception is in the case of a tie or run-off, and only then those involved are allowed to leave materials posted until 24 hours after poll closure for the tie/run-off race. It is the responsibility of the Elections Committee to make sure all campaign materials have been removed.
- q. No more than \$50 may be spent for one campaign per candidate. Reimbursement from ASCOM will be based on itemized original receipts (taxes included). No more than \$1,000 dollars in the election period will be spent by ASCOM. The value used for the above shall be that of present retail value, with volunteer labor excepted; the price ceiling will be adjusted annually to reflect the change in the consumer price index. The Elections Committee must approve the campaign-spending amount prior to packet availability.
- r. All candidates, or their campaign managers, must file in writing to the Elections Committee, within two weeks after the election, a detailed report of their campaign expenses.
- s. Said funds shall be subject to audit, and receipts for all expenditures shall be provided by the candidates no later than 3 weeks after said election

#### Section 5: Voting Procedures

- a. First name, middle initial, and last name.
- b. Presidential candidates shall be listed first; Vice Presidential candidates shall be listed second.
- c. Candidates running for reelection shall have 'incumbent' placed with their names, if so desired.
- d. At the end of each Election Day, the Elections Director/Chair (or designee) and the ASCOM Advisor (or designee) shall count the total number of ballots cast and subsequently deposit the ballots in a safe.

- e. Ballots will be cast electronically. Ballots will be prepared by the IT Department in collaboration with the ASCOM advisor(s). All credit students will receive a link via Constant Contact and will be eligible to vote once by logging into their MyCOM portal.

Results will be reviewed at the end of the voting cycle, which will be determined by the Elections Committee in consultation with the ASCOM advisor(s).

Candidates must not bribe or provide incentives of any kind to students in exchange for a vote. This could be subject to discipline by the Elections Committee.

- f. On the final day of elections, the Elections Chair (or designee), with the ASCOM advisor(s) will be examined for invalid or void ballots and a summation of the total number of ballots will be shared with the Elections Committee.
- g. The entire vote tabulation process is not opened to the public at large.
- h. The winner of the General Election must receive the greatest number of legal votes cast.
- i. If only one candidate is running for the General Election, the winner shall be declared based on the largest number of legal votes cast.
- j. In the case of a tie, then a run-off election shall be held between the two top contending candidates.
- k. In the case of a declared tie in the general election, a run-off election shall be held.
- l. These procedures shall govern voting in all elections.
- m. The Elections Committee shall designate the legal ballot.
- n. Write-in candidates are allowed, provided the candidate meets the election requirements.
- o. Improperly marked ballots shall be considered voided or disqualified.
- p. Any duly enrolled credit College of Marin student shall be eligible to cast one ballot for each office, Constitutional Amendment, or Referendum issue at each election.
- q. All elections shall be by secret ballot.

#### Section 6: Ratification of Election Results

- a. The Director of Student Activities and Advocacy shall send to the the Vice President of Student Learning and Student Services and the President of the College within twentyfour hours after the election, the names of the elected candidates and their respective offices, along with only a blank ballot with the votes cast for each candidate.



- b. The Elections Committee shall file the final results with the total number of ballots cast within two weeks after the election.
- c. The Elections Committee shall publish the preliminary results of the election.
- d. The Elections Committee shall present the results of the elections at the ASCOM meeting for final acceptance at the next meeting.
- e. From the official tally sheet, election results (including name, position for which the candidate is running, and number of votes received by each candidate) shall be posted.
- f. Election results will be posted at the Student Activities and Advocacy Office and shall include the amount of votes cast for each candidate or issue.
- g. All candidates have the right to demand a recount of ballots within 48 hours of initially counting of the ballots.
- h. In the event that the results of an election are challenged, the Director of Student Activities and Advocacy will act as the final arbitrator.
- i. Newly elected officers will be required to attend ASCOM meetings and become familiar with their office until sworn in.
- j. Newly elected officers will take office the first ASCOM meeting of the summer/fall semester.

Section 7: Run-off and Special Elections

- a. Run-Off Elections
- b. Candidates in a run-off may spend an additional 1/3 (one-third) of the amount approved for the election.
- c. The run-off election shall be held the week following the General Election. Publicity for the General Election must also indicate times and dates of a potential run-off election.
- d. In case of a declared tie in the run-off election, then ASCOM by a two-thirds (2/3) vote shall determine the winner. The candidates will be selected in the following manner:
  - i. By secret ballot, ASCOM shall vote; the candidate receiving a two-thirds (2/3) majority shall be declared elected.
  - ii. ASCOM shall then recommend to the ASCOM President that the other candidates be appointed to the first vacancies that occur.

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**Article V: Special Elections**

Special elections shall comply with all election regulations and meet all requirements for a general election.

- a. A special election is that in which ASCOM announces an election for purposes other than an elected office.
- b. ASCOM shall call special elections when authorized by a two- thirds (2/3) majority vote of ASCOM.
- c. Special elections shall be held when needed after authorized for an election. The election must be announced at least 72 hours in advance.
- d. In the event of a special election, the winning number of votes must constitute at least fifty percent plus one (50% plus 1) of the total number of legal votes for each issue or amendment or constitutional amendment.

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**Article VI: Campaign Misconduct, Disqualification, and Grievance Procedures**

- a. It shall be the duty of the Elections Chair to regulate the campaigning and to disqualify any candidate found by the Elections Committee to be in violation of any rules or regulations of the Associated Students after consultation with the Director of Student Activities and Advocacy or their designee.
- b. Campaign misconduct by any candidate/campaign staff/volunteer(s) is grounds for disqualification based on the evidence presented to the Elections Committee. The Elections Committee will determine whether evidence presented is grounds for disqualification of the candidate.
- c. Based on the evidence presented, slander and vandalizing campaign material are grounds for disqualification.
- d. If a candidate is found to have spent more than the approved amount, or has filed a false statement of expenses, this shall be sufficient grounds for either disqualification or, if the candidate is removed from office under this section.
- e. In order to disqualify a candidate, at least two witnesses must view the same incident(s), and:

1. Submit, in writing, a statement describing the details of the incident(s). The statement must cite the name(s) of the individual(s) involved as well as the time and place in which the infraction(s) occurred.
  2. The individual(s) implicated in the infraction have the right to respond, in writing, to the allegations.
- f. The Elections Committee must hold a formal hearing chaired by the Elections Chair in which at least two witnesses testify to the alleged infractions. If fewer than two witnesses testify, then the case will be dismissed accordingly.
  - g. The defendants have the right to respond to the allegations; they may also call witnesses to substantiate their case.
  - h. No one from the audience, who is not testifying, will be allowed to speak.
  - i. The Elections Committee must decide unanimously that the evidence is sufficient to disqualify the candidate of question. If the decision is not unanimous, the case will be dismissed.
  - j. Any candidate disqualified may appeal the decision of the Elections Committee to the  
ASCOM advisor(s) within three (3) working days after the decision of the  
Elections  
Director. If the Elections Committee cannot hear the appeal in a timely  
manner, the ASCOM advisor(s) shall hear and take appropriate action. The decision of  
the ASCOM advisor(s) shall be deemed final.
  - k. If a candidate is disqualified and then reinstated, after the election the ASCOM President shall declare the election for the office void and a special election shall be held within 10 days after reinstatement or within the first three weeks of the fall semester.
  - l. The Elections Chair shall inform the ASCOM President and the ASCOM advisor(s), in writing, of any protest of violations by any student to the Elections Committee within twenty-four (24) hours after the protest has been made.

1.

## Article I: Club Definition

Clubs are officially registered student organizations composed of four or more members of the student body. Active clubs are given access to an individual account which may be used to hold funds either from fundraising, or from grants from College of Marin committees such as ASCOM. Clubs are permitted to meet on campus, and to host events on campus.

1. Clubs must be activated once per year per Article II: Activation.
2. Clubs operating on campus must comply with the ASCOM constitution and bylaws, and the ICC bylaws outlined in this section.
3. Clubs must be open to all students who meet club membership criteria.
4. Clubs must have a minimum of four active members.
5. A full-time College employee must serve as advisor to a club, in accordance with Board of Trustees policy and administrative regulations.
6. Clubs may create a Constitution assuming the constitution abides by ASCOM governing documents.
7. One club officer should be designated as an ICC Representative and will attend all the ICC meetings. The ICC Representative can be any club member or officer.
8. Clubs must abide by district policies and procedures: <http://policies.marin.edu/policies-procedures/chapter/chapter-1>
  - a. Clubs must review expectations of behavior for all students at the College of Marin - Standards of Student Conduct (Board Policy 5500): <http://policies.marin.edu/sites/policies/files/BP5500-StandardsofStudentConduct.pdf>

## Article II: Club Activation

To be officially recognized as a club, first time clubs must go through the initial activation process (Article II Section 1), and existing clubs must go through the reactivation process (Article II Section 2), every fall semester. Once activation or reactivation is completed, clubs will be granted access to their account, as well as to school facilities.

1. To be activated for the first time a new club must do the following:
  - a. Fill out and submit a Club Constitution form.
  - b. Fill out and submit a Club Membership Roster form meeting the requirements outlined in Article I.
  - c. Meet with a representative of the Office of Student Activities and Advocacy to discuss the requirements for operating a club. (Schedule a meeting by contacting [studentactivities@marin.edu](mailto:studentactivities@marin.edu))

2. Activation lapses at the end of the Spring semester each academic year. To be considered active a club must complete the following one time per academic year:
  - a. Fill out and submit an updated Club Membership Roster form meeting the requirements outlined in Article I.

#### Article III: The Inter Club Council (ICC)

The Inter Club Council (ICC) is a committee consisting of one representative from each registered club and presided over by the ASCOM vice president. The ICC is an open floor for students to discuss any topics, serving as a bridge between ASCOM and the student body.

1. The ICC will meet regularly in the ASCOM room (SS241).
2. The frequency, date, and time of ICC meetings are to be determined by the ICC chair and members each semester.
3. The ICC consists of one voting delegate from each officially registered club, as well as the chair, who cannot vote unless there is a tie.
4. ICC members may each represent up to two clubs.
5. The ICC is chaired by the ASCOM vice president.
6. The ICC may have two officers either elected by a majority of voting members, or appointed by the ICC chair.

#### Article IV: Member Responsibilities

The duties of each ICC member is as follows:

1. Chair
  - a. Attend all ICC meetings.
  - b. Communicate with ICC members to schedule the date and time of each meeting.
  - c. Preside over all ICC meetings.
  - d. Act as a voting member in the event of a tied vote.
  - e. Work with the ICC secretary to create ICC meeting agendas.
  - f. Sign all ICC minutes.
  - g. Represent ASCOM to the ICC.
2. Vice chair
  - a. Attend all ICC meetings.
  - b. Assume the duties of the ICC chair if the chair is absent.
  - c. Undertake any duties assigned by the ICC chair.
  - d. Manage the ICC social media accounts.
  - e. Report to the ICC chair.
3. Secretary
  - a. Attend all ICC meetings.
  - b. Assume the duties of the ICC vice chair if the vice chair is absent.
  - c. Work with the ICC chair to create meeting agendas.

- d. Record meeting minutes and send them to the ICC chair.
  - e. Undertake any duties assigned by the ICC chair.
4. Representative
- a. Attend all ICC meetings.
  - b. Voice opinion and vote on any matter presented during ICC meetings.
  - c. Report on the activities of the representatives club.
  - d. Pass information regarding the ICC to the representative's successor.
  - e. Report any change in club representatives position to the ICC chair.

#### Article V: Member absences

- 1. ICC members will be allowed two excused absences, unless special circumstances are discussed in advance with the ICC chair, to be allowed at the ICC chair's discretion.
- 2. Absences will be considered excused if they are announced to the ICC chair at least 24 hours in advance of the meeting time, and can be considered justifiable under any of the following criteria:
  - a. Illness or hospitalization.
  - b. Family emergency.
  - c. Professional development training.
  - d. Conference attendance or other scheduling conflict.
  - e. ASCOM or COM activity/ event attendance.
  - f. Other circumstances approved by the ICC chair.
- 3. Failure to meet attendance requirements will result in the locking of the ICC representative's club account.

#### Article VI: ICC Member removal

- 1. ICC Officers may be removed from their positions through the same process as members of the ASCOM board. This process is described under ASCOM's General Bylaws, under Article IV, Section 3.