

Associated Students Woodland Community College Bylaws

Adopted August 2015

ARTICLE I. PURPOSE

SECTION 1. These Bylaws are written to clarify and guide ASWCC policies and procedures; they shall keep and maintain institutional knowledge; and shall govern any policy not laid out in the constitution.

ARTICLE II. POWERS

SECTION 1. These Bylaws shall not conflict with the constitution and may not modify the constitution in any way as described in Article V, SECTION 9 of the constitution.

SECTION 2. ASWCC Officers will abide by these Bylaws.

SECTION 3. Any dispute to the intent of the Bylaws will be handled by the Vice President; their decision may be appealed to the Faculty Advisor(s) of ASWCC.

ARTICLE III. MEETINGS

SECTION 1. Regular Meetings shall be held as required by the constitution.

Clause 1. Regular Meetings require 72 hour advanced notice to the public as required by the Brown Act.

Clause 2. Regular Meetings require a quorum of at least 50% the council.

Clause 3. Regular Meetings must be held in a publicly accessible location as required by the Brown Act.

Clause 4. Once per semester a Regular Meeting must be held no earlier than 6:00PM PST to allow night students to participate in shared governance.

Clause 5. Regular Meetings may be recessed up to 48 hours in order to conduct business that cannot be completed on the same day.

Clause 6. ASWCC Council Members Teleconferencing into ASWCC Council Meetings will comply with the Brown act by agreeing to open the teleconferencing location to the public and locations will be posted 72 hours before the meeting. Members of the student body at large are not required to meet above stipulations.

SECTION 2. Special Meetings may be called by the President with good cause.

Clause 1. Special Meetings require 24 hour advance notice to the public as required by the Brown Act.

Clause 2. Special Meetings require a quorum of at least 50% the council.

Clause 3. Special Meetings must be held in a publicly accessible location as required by the Brown Act.

Clause 4. Special Meetings may not be called to replace a Regular Meeting.

Clause 5. Special Meetings may not be recessed until another day.

SECTION 3. Emergency Meetings may be called by the President in extraordinary circumstances.

Clause 1. Emergency Meetings require as much advance notice as possible to the public.

Clause 2. Emergency Meetings require a quorum of at least 50% of the council.

Clause 3. Emergency Meetings must be held in a publicly accessible location as required by the Brown Act.

Clause 4. Measures taken during an Emergency Meeting shall be under the authority of the President's emergency powers.

Clause 5. Any measure taken during an Emergency Meeting may be voted on by the full council at the next regular meeting, and may be overturned with a majority vote by the council.

Clause 6. Abuse of the Emergency Meetings provision may be punished by a vote of the council and could be grounds for removal of office.

SECTION 4. Closed Sessions may be held to conduct business that requires confidentiality as long as said session does not violate the Brown Act.

Clause 1. Any student who wishes to testify to the council may ask to have their statement taken confidentially. No action may be taken solely on this testimony.

Clause 2. Any action taken in closed session must be reported as required by the Brown Act.

SECTION 5. Agendas for all meetings must comply with the Brown Act.

Clause 1. The rules of order may be suspended by majority vote of the council to conduct business, but all agenda items must be heard during a meeting.

ARTICLE IV. COMMITTEES

SECTION 1. General Guidelines for Committees.

Clause 1. Committees shall be enacted to recommend action to the ASWCC Council on any specific topic they may be given authority over.

Clause 2. Committees may write or sponsor bills and resolutions for the Council to vote on.

Clause 3. Committees may not act in violation to the ASWCC Constitution or these Bylaws.

Clause 4. All committees shall meet in a publicly accessible location with advance notice given.

Clause 5. Any student in good standing with Woodland Community College may join a committee.

Clause 6. Any member of a committee can be removed from the committee by a unanimous vote of the Committee Chairs, a majority vote of the Council, or at the request of the President.

Clause 7. Any removed member of a committee may appeal the removal to the Council and be reinstated by a majority vote.

Clause 8. Standing committees shall act in a manner consistent with the Brown Act.

i. Standing committees shall post agendas to the public at least 72 hours in advance.

ii. Standing committees shall record and keep minutes.

iii. Standing committees shall abide by all public disclosure laws.

SECTION 2. Membership to committees.

Clause 1. Any WCC student in good standing may join a committee.

Clause 2. Any student who has attended at least one committee meeting and is voted onto the committee by the existing committee members may vote.

Clause 3. Any student who misses three (3) consecutive committee meetings shall be automatically removed from the committee.

Clause 4. Committee chairs will maintain an accurate list of committee membership, and will establish quorum based on this list.

Clause 5. The ASWCC President shall be an ex officio member of all committees.

SECTION 3. An Event Committee shall be formed each academic year to plan events to benefit the student body of Woodland Community College.

Clause 1. The Event Committee shall be Chaired by the Director of Student Affairs and a Vice Chair shall be chosen by the committee.

Clause 2. The Event Committee shall meet at least once per month.

Clause 3. The Event Committee shall recommend campus events to the Council and submit these recommendations through the Bill process, with a budget, named event coordinator, and all necessary plans described in such bill.

Clause 4. The Event Committee shall create the Event Calendar at the beginning of each semester to promote events to the student body.

Clause 5. The Event Committee shall work with the Media Committee to publicize ASWCC events and to recruit volunteers for ASWCC events.

Clause 6. The Event Committee shall hold a Disability and Mental Health Awareness Event the 3rd Thursday of April.

SECTION 4. An Election Committee shall be formed the first week of Spring Semester in order to organize elections and promote elections to the student body; the committee shall dissolve after elections have been finalized.

Clause 1. The Election Committee shall be Chaired by the Secretary and at least one student who will not be running for office.

Clause 2. The Election Committee shall update the Election Packet no later than the first week of February.

Clause 3. The Election Committee shall work with the Media Committee to promote Elections.

Clause 4. The Election Committee shall meet at least twice monthly.

Clause 5. The Election Committee shall keep results of all elections on the aswccreps@gmail.com Google Drive, and a hard copy of such results in the ASWCC office.

SECTION 5. A Media Committee shall be formed each academic year to promote ASWCC, subsidiary organizations, and their activities.

Clause 1. The Media Committee shall be Chaired by the Director of Communications and a Vice Chair shall be chosen by the committee.

Clause 2. The Media Committee shall make images, flyers, videos, etc. to promote ASWCC, events, elections, and any other activities designated by the President and/or the Council.

Clause 3. The Media Committee may disseminate approved work throughout the campus and via social media without approval of the Council.

Clause 4. The Media Committee shall meet at least monthly.

SECTION 6. A Sustainability Committee shall be formed each academic year to audit Woodland Community College practices in order to recommend innovations to campus policies and to promote sustainability in the student body in cooperation with Event Committee and Media Committee.

Clause 1. The Sustainability Committee shall be Chaired by the Director of Sustainability and a Vice Chair shall be chosen by the committee.

Clause 2. The Sustainability Committee shall meet at least monthly.

Clause 3. The Sustainability Committee shall prepare a report each semester on progress the campus is making towards best practices.

SECTION 7. A Finance Committee shall be formed to investigate funding, manage finances, and create transparency in ASWCC operations.

Clause 1. The Finance Committee Board shall be Chaired by the Director of Finances . The President shall be a non-voting member except in the event of a tie of the Committee Board and shall set the agenda.

Clause 2. The Finance Committee shall meet at least monthly.

Clause 3. The Finance Committee shall prepare a monthly report on all financial information for the council.

Clause 4. The Finance Committee shall organize fundraising outreach efforts to members of the community.

Clause 5. The Finance committee shall make suggestions of changes to campus or district policy to make financial operations more convenient and secure for student organizations.

SECTION 8. An Ad Hoc (temporary) committee may be created by a majority vote of the Council or by the President.

Clause 1. Temporary committees must have an established goal.

Clause 2. Temporary committees will dissolve upon completion of their established mission.

Clause 3. The President will appoint the Chairperson(s) to any temporary committee with a majority vote of the council.

ARTICLE V. BILLS AND RESOLUTIONS

SECTION 1. At any time a bill may be offered to the council.

SECTION 2. Bills must be placed on the agenda by the next legislative window after being submitted to the council. The legislative window closes 72 hours before the next meeting.

SECTION 3. Items requiring an expenditure of funds or change to council procedures can be added after this window has closed to a Special Meeting Agenda in extraordinary scenarios and with good cause.

Clause 1. In such circumstances bills that pass must be placed in reasonable public forums for at least 14 days for student body review.

SECTION 4. Bills sponsored by a council member or committee established by the council require a majority yes vote to pass. In the event of a tie, the President shall be the tie breaker.

SECTION 5. Bills without a sponsor can be brought to a vote with a signed petition with 25 individual signatures, full names, and student id numbers.

Clause 1. Such bills require a majority yes vote to pass. In the event of a tie, the President shall be the tie breaker.

SECTION 6. Bills on the agenda may be tabled by their sponsor or a 2/3 majority vote in favor of tabling.

Clause 1. Tabled bills must be placed on the next agenda unless they are withdrawn by their sponsor.

SECTION 7. Bills that are for ASWCC Events should include all documentation needed for reserving locations and equipment with the bill. If the bill is approved, an advisor(s) can sign all the event forms after the vote.

SECTION 8. Resolutions may be passed by a majority vote of the Council.

Clause 1. Resolutions may support or condemn a current or proposed policy, procedure, or law.

Clause 2. Resolutions may not support a politician or political party.

Clause 3. Resolutions shall be disseminated to the student body and administration upon approval.

ARTICLE VII. SSSCC AND ADVOCACY

SECTION 1. This organization shall be an active member of the Student Senate of California Community Colleges.

SECTION 2. The ASWCC shall promote the best interests of Woodland Community College students on the local, state, and national level when appropriate.

SECTION 3. Officers may be reimbursed at the current IRS mileage rate for each mile driven for advocacy events approved by the Council.

Clause 1. With a written statement, officers shall be reimbursed an additional \$0.15 per mile per additional person, if other ASWCC members or WCC Students carpoled with them.

SECTION 4. The President shall appoint with a majority vote one voting delegate and one non-voting delegate to the Region II to serve as Woodland Community College representatives to the Region.

Clause 1. Delegates must attend in person or via teleconference each SSSCC Region II meeting.

Clause 2. Delegates will be appointed for one academic year.

Clause 3. Delegates may be removed by the President or the council for failure to perform the duties set forth in these Bylaws or for acting in bad faith while representing WCC.

Clause 4. Delegates will make reports to the Council after each Region II meeting.

Clause 5. Delegates will inform the Council of Region II elections and changes to Region II policies as soon as they are aware of such actions.

Clause 6. The voting delegate shall attend and represent Woodland Community College at the SSSCC General Assembly.

SECTION 5. The council shall read all SSSCC resolution and formulate positions on each resolution before any General Assembly.

SECTION 6. In order to create participatory governance at the Colusa County Outreach Facility, the President shall appoint a student representative to report to the ASWCC and represent the students of CCOF.

ARTICLE VII. ENACTING AND AMENDING BYLAWS

SECTION 1. Bylaws may be amended or removed by a $\frac{2}{3}$ majority vote of the council during a regular meeting.

Clause 1. Such amendments to these Bylaws must be placed on an Agenda for vote, and must be read during regular council meetings twice before a vote.

Clause 2. Proposed amendments must be posted publicly in good faith, for at least 2 weeks prior to a vote and 2 weeks after a successful vote.

SECTION 2. The updated Bylaws will be posted online in a publicly accessible place and a hard copy shall be kept in the ASWCC office.

SECTION 3. The Bylaws can be temporarily suspended by a $\frac{2}{3}$ majority vote. Decisions made during suspension of the Bylaws can be overturned by a simple majority vote at the next meeting.

ARTICLE VIII. ETHICS

SECTION 1. The ASWCC requires all officers and members serving the council in any capacity to act in the best interest of WCC students in an ethical manner.

SECTION 2. Council members shall complete ethics training developed by the California Attorney General to satisfy AB 1234 requirements before September, or within 1 month of taking position during the normal school year. (<http://localethics.fppc.ca.gov/login.aspx>). Once completed, each council member should print the certificate, sign it, and deliver it to the ASWCC faculty advisor(s).

SECTION 3. Any Council member who belongs to any subsidiary organization that will be individually affected by any vote shall recuse themselves from such vote.

SECTION 4. No Council member may accept gifts from outside parties based solely on their participation in the ASWCC.

SECTION 5. Any council member found violating these Bylaws, the ASWCC Constitution, or any state law relevant to holding public office may be impeached as laid out in the Constitution.

SECTION 6. Any Council member found misappropriating ASWCC funds or defrauding any campus organization shall undergo impeachment.

Clause 1. The signatories of such impeachment shall be the President and Vice President.

Clause 2. If either the President or Vice President are found doing so, they shall be replaced by the Secretary.

Clause 3. If both officers are found doing so, the signatories shall be the Secretary and Director of Student Affairs.

Clause 4. If at least 3 officers above are found doing so, the Faculty Advisor(s) shall decide who will sign the impeachment order.

SECTION 7. Council members found violating any section of these Bylaws or the ASWCC Constitution, may be censured by a $\frac{2}{3}$ vote of the Council.

Clause 1. Members of the Council censured twice in one term of office will undergo impeachment hearings. Said officer will undergo impeachment hearings on every subsequent censure during that term.

Clause 2. Members of the Council cannot travel to represent the ASWCC until one month after such action is taken.

Clause 3. Censure procedures must be initiated by a written charge from any two Officers.

Clause 4. The charge must specifically state the reason for which the censure procedure is being called.

Clause 5. The charge must contain the name and position of the officer to be censured.

Clause 6. The charge must be agendized and presented at a Council meeting.

Clause 7. At least $\frac{2}{3}$ vote of the Council shall be necessary to censure an ASWCC Officer from office. Absent officers may vote by proxy.

Clause 8. An officer under censure procedures may not chair the meeting or vote on such proceedings.

ARTICLE IX. RATIFICATION

SECTION 1. To be ratified, these Bylaws must be passed by a $\frac{2}{3}$ majority vote of a quorum of the Council.

SECTION 2. These Bylaws will become effective immediately upon passage.

SECTION 3. These Bylaws shall supersede all other Bylaws on the date adopted.

