

Sacramento City College Clubs and Events Board Bylaws



Sacramento City College



Table of Contents

TABLE OF CONTENTS	2
ARTICLE I. NAME	4
ARTICLE II. PURPOSE	4
ARTICLE III. MEETINGS	4
A. MEETINGS.....	4
B. MEETING DECORUM	5
ARTICLE IV. OFFICER POSITIONS AND DUTIES	7
A. EXECUTIVE BRANCH	7
B. SECRETARIAL BRANCH.....	7
C. PROJECT COORDINATION BRANCH	8
D. CLUB REPRESENTATIVES.....	8
E. AT LARGE STUDENTS	8
F. NOMINATIONS	9
ARTICLE V. VOTING	9
ARTICLE VI. C.A.E.B. DEPARTMENT CODE	10
A. EQUITY AND DIVERSITY DEPARTMENT.....	10
B. PUBLIC RELATIONS DEPARTMENT.....	11
C. TECHNOLOGY AND OPERATIONS DEPARTMENT	11
D. FINANCE DEPARTMENT.....	12
E. DEPARTMENT MEETINGS.....	13
F. AD-HOC COMMITTEES	13
ARTICLE VII. PARLIAMENTARY AUTHORITY	14
ARTICLE VIII. AMENDMENT OF BYLAWS	14
ARTICLE IX. GENERAL OPERATIONS CODE	14
A. PRINCIPAL OFFICE.....	14
B. ADDITIONAL OFFICES.....	14
C. OFFICE POLICY	14
D. REPORTS.....	15
E. END-OF-TERM AND COUNCIL TRANSITION	15
F. GENERAL BUSINESS	15
G. BUSINESS MATTERS	16
ARTICLE X. ATTENDANCE CODE	16
ARTICLE XI. FINANCE CODE	17
ARTICLE XII. PERFORMANCE CODE	18
A. CONDUCT.....	18
B. MEETING PROTOCOL.....	19
C. OFFICE BEHAVIOR.....	19
D. DERELICTION OF DUTY.....	19
ARTICLE XIII. APPOINTMENTS	19
ARTICLE XIV. ELECTION PROTOCOLS	20
ARTICLE XV. PRESIDENTIAL ADVISORS	21
ARTICLE XVI. TRANSCRIPT NOTATION REQUESTS	22

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

Article I. Name

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

Article II. Purpose

Section 1. Promote student involvement and activities that recognize the cultural and ethnic diversity of the college community and foster cultural awareness and understanding. Promote the academic, intellectual, artistic and social life of students. Provide a mechanism for the appropriate allocation of SAC resources.

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

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

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

Article III. Meetings

A. Meetings

Section 1. Regularly scheduled, weekly meetings will be held by the entire Clubs and Events Board to conduct business. The time and date of these meetings will be set by the President-elect within two weeks of his or her election to office and with the consultation of the Advisor. The time and date of these meetings may be changed by a majority vote. The agenda for each of these meetings shall be posted in a public and conspicuous place no less than 72 hours before the meeting. If the agenda is not posted in accordance with this time frame, the meeting may not take place.

Section 2. It is also appropriate for the chair to decline to call a time to end the meeting, and may print “until finished” as the end time. In this case, any member who has documented and pressing business or academic responsibilities may leave after the above documented time. However, the meeting cannot continue without quorum, and business cannot be addressed or voted upon without a Secretary or minute-taker and the Advisor.

Section 3. Regularly scheduled weekly meetings will be held by the Clubs and Events Board to conduct business. All actionable business must be heard by the Project Coordination Branch and, with its recommendations, be forwarded to the C.A.E.B. President before it can be heard by the entire Clubs and Events Board. The time and dates of these Project Coordination Branch meetings will be set by the C.A.E.B. Vice-President. The time and date of these meetings may be changed by a majority vote of the Clubs and Events Board.

Section 4. Special meetings may be called at any time by the President. Also, five (5) Project Leads and/or Executive Officers may request a special meeting through the President, in writing. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in at least 24 hours advance to all members of the board, and the public, in the form of an agenda, which must be posted in a public and conspicuous place, within that time frame.

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

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

Section 7. The use of any proxy vote is not permitted for those members unable to attend any regular or special Meeting. Attendance through a simultaneously visual and auditory live medium, for example the program “Skype”™, grants absent members the ability to vote, presently, however advance notice would be needed for the appropriate preparations.

B. Meeting Decorum

Section 1. All members of the Clubs and Events Board shall adhere to the following rules of decorum at all times, during meetings. Any violation of the rules may result in member accountability.

i. Rules of Decorum

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

ii. Sitting in a Meeting

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

b. No member shall address another member of the board during meetings. All comments, motions, and statements must be addressed to the President, or chair, directly, unless President directs members to respond.

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

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

iii. Public Forum

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

iv. Dissemination of Information

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

v. Making a Motion

- a. The member shall raise his hand and wait to be recognized by the chair, or stand up, but only one person standing at a time.
- b. Once recognized, the member will state, "I move to..." and recite the exact action the member wishes the board to take.

- c. The President will then call for a second. If a second is declared by a member, stating “I second the motion,” the motion will move into debate, once restated by the chair.
- vi. **Decorum in Debate**
 - a. When the debaters have been confirmed by the President, the first debater will stand.
 - b. The debater will inform the President of the validity of the motion. Once their time limit has expired, they will sit, thus yielding the floor.
 - c. The opposing debater will stand and inform the President of the invalidity of the motion.
 - d. This exchange shall persist until both sides have had equal representation in debate.

Article IV. Officer Positions and Duties

A. Executive Branch

1. President:

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

2. Vice President:

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

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

3. Secretary:

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

4. Treasurer:

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

B. Secretarial Branch

1. Secretary of Public Relations:

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

2. Secretary of Technology:

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

3. Secretary of Equity and Diversity:

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

4. Parliamentarian:

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

C. Project Coordination Branch

1. Project Leaders:

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

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

D. Club Representatives

Section 1. Each chartered club at Sacramento City College is entitled to a Representative on the Board. It is the responsibility of the club to send a club member to participate in the Official Board Meetings or their club may not be represented and/or eligible for funds. Attending clubs will receive incentive points. Clubs are encouraged to send the same representative to all C.A.E.B. board meetings. This is not required however, and a club may have more than one representative, but will only get one vote. C.A.E.B. Officers may collect incentive points for one club that they are a current member of. However, they must submit the name of the club they are representing to the Secretary at the beginning of the semester. The designated club cannot be changed until the beginning of the next semester.

Club Representatives:

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

E. At Large Students

Section 1. Students shall be appointed by the president of CAEB to sit on committees which will be headed by the project leaders. At large students do not need to attend meetings other than the meetings of the committees that they sit on. They are not on the official roster of the C.A.E.B but they are, upon appointment, voting members of any committees they sit upon. If At Large Students do wish to attend the official CAEB board meeting, they will be considered non-voting members.

F. Nominations

Section 1. Nominations for officer positions will take place in the beginning of each meeting, during the article labeled “appointment interviews.” With the exception of the Parliamentarian, appointments or elections cannot take place at any other time.

Article V. Voting

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

Section 2.

- i.** A registered member of the Clubs and Events Board is defined as the Executive officers, Secretarial officers, Project Leaders, and Club representatives who have met membership qualifications.
- ii.** Membership qualifications of Club representatives requires an appointment to the board by the Clubs and Events Board president after the club has been represented at three consecutive club meeting. When the club is appointed, the club becomes a registered voting Club Representative member of C.A.E.B. After becoming registered members of C.A.E.B the club that is being represented must adhere to the standards of attendance followed by the Executive and Secretarial branches of the board. Three unexcused absences will result in automatic removal from the board. Three tardies equals one absence. If at any time a club that is being represented has four excused absences a majority vote of all registered members of the board can result in removal of the club in question from the roster.

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

- i.** Yes, Aye, In Favor; an affirmative vote. The voter is in favor of the suggested motion. No, Nay, Opposed; a negative vote. The voter is in opposition to the suggested motion. Abstain, Present, Decline; a choice not to vote. The voter refuses to vote on the issue, and will not be counted when tallying votes.
- ii.** No member may question another member’s vote at any time, and no member is permitted to explain or defend his or her vote in any way.

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

- i.** **Voice Vote:** The Chair calls for a vote, asking those in favor to say Yes or Aye, then asking those opposed to say No or Nay. Providing the results are

conclusive, the Chair will announce which house prevails. Members are encouraged to keep their voices level during Voice Votes.

- ii. **Rising Vote:** Should the Voice Vote seem inconclusive, any member(s) may call a Division in the house, and the Chair must call for a new vote, asking those members in favor to rise. The Chair will count the votes and the Secretary will record them, and also do the same for the opposing votes.
- iii. **Roll-Call Vote:** For financial matters, this or the rising vote is required. The Secretary shall take roll again, only members will declare their votes, or reply “Present” if they decline. The Secretary will record the votes and the Chair will tally them.

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

Article VI. C.A.E.B. Department Code

A. Equity and Diversity Department

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

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

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

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

B. Public Relations Department

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

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

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

- i.** Maintain a favorable image of the Clubs and Events Board within the campus and the community.
- ii.** Arrange C.A.E.B. approved fundraising and fundraising techniques, when deemed necessary by the Clubs and Events Board.
- iii.** Shall publicize events sponsored by the Clubs and Events Board.
- iv.** Shall coordinate with the chairs of other project committees, concerning the publicity of their events.
- v.** Shall undertake the development of projects as directed by the Clubs and Events Board President that do not fall within the jurisdiction of one of the other standing committees.
- vi.** Shall appoint a Secretary to record minutes of all meetings including the names of those who are present and absent.
- vii.** Shall conform to the Brown Act and have a publically posted agenda no later than 72 hours before the meeting.

C. Technology and Operations Department

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

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

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

- i.** Shall be responsible for modernization and innovation of the Clubs and Events Board, as it applies to technology.
- ii.** Shall create and, with the approval of the Clubs and Events Board, implement and maintain new technological systems, including but not limited to websites, software and algorithmic surveys for the highest benefit of the Clubs and Events Board.
- iii.** Shall be responsible for the maintenance of all Clubs and Events Board, including supplies.

- iv. Shall, in conjunction with the Advisor, plan, coordinate and execute orientations and training of new C.A.E.B. members.
- v. Shall appoint a Secretary to record minutes of all meetings including the names of those who are present and absent.
- vi. Shall conform to the Brown Act and have a publically posted agenda no later than 72 hours before the meeting.

D. Finance Department

Section 1. Shall consist of one Chairperson, the C.A.E.B. Treasurer.

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

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

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

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

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

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

- i.** The C.A.E.B Treasurer will assume the following amended duties and responsibilities of the Finance Department:
 - a.** Oversight of the financial affairs of the Club and Events Board.
 - b.** Oversight of the accounting and financial reporting processes.
 - c.** Shall formulate the budget.
 - d.** Shall review all proposed expenditures and objectively report all factual and relevant findings to the Club and Events Board.
 - e.** Shall review all expenditures and objectively report all factual and relevant finding to the Club and Events Board.
 - f.** Shall have the ability to create an ad-hoc Scholarship Committee to meet as needed.
 - g.** Shall have the ability to establish scholarships based upon Clubs and Events Board scholarship qualifications.
 - h.** Shall not submit recommendations on financial matters, unless specifically compelled by a Club Representative, Executive Clubs and Events Board Member or the Clubs and Events Board Chair.
- ii.** The formation of the Finance Department will be suspended for the rest of the current school semester and resume again at the beginning of the following semester.

E. Department Meetings

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

F. Ad-Hoc committees

Section 1. Ad-Hoc committees can be created at the will of the President, when necessary. These ad hoc committees shall have no authority beyond their stated purpose, and shall be chaired by a CAEB member, as appointed by the President, however, non-CAEB members may sit on an ad hoc committee, if deemed appropriate. No ad hoc committee shall exist beyond the semester in which it was formed. The President shall be ex officio a member of all committees.

Article VII. Parliamentary Authority

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

Article VIII. Amendment of Bylaws

Section 1. In order for these bylaws to be amended, any student, group of students, Project coordinator, Secretary, club representatives, or Executive Official must submit a written bill, with the exact language intended, to the President and Vice President of the C.A.E.B. They will, along with the registered Parliamentarian, check the bill for constitutionality. If it is constitutional, it shall be forwarded to the C.A.E.B. where it will be voted on. If the bill does not pass, the bill will be considered dead and no further action will be taken. If the bill passes, it shall become a bylaw and become effective immediately by majority vote of the Clubs and Events Board.

Article IX. General Operations Code

A. Principal Office

Section 1. The Principal Office for the transaction of the activities and affairs of the Clubs and Events Board is located at 3835 Freeport Blvd in the Student Center, Room 101A in Sacramento County, California. The Clubs and Events Board may change the location of the principal office with a three-fourths affirmative vote of the members present. The establishment of a new principal office must be approved by the appropriate Sacramento City College Administrators. Any such change of location must be amended to these bylaws to state the new location.

B. Additional Offices

Section 1. The Clubs and Events Boards may, at any time, establish branch or subordinate offices at any place or places where this board is qualified to conduct its activities. The establishment of additional branches must be approved by the appropriate Sacramento City College Administrators. The Clubs and Events Boards must approve the addition of further offices with a two-thirds vote of the members present. The addition of any new office must be amended to these bylaws to state its location and purpose.

C. Office Policy

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

Section 2. Inventory of all C.A.E.B. property and equipment shall be kept in the C.A.E.B. office and official CAEB storage spaces. Creation and maintenance of this inventory shall be the responsibility of the C.A.E.B. Secretary of Technology.

D. Reports

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

E. End-of-Term and Council Transition

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

F. General Business

Section 1. All C.A.E.B. paperwork and forms shall be created and updated by the C.A.E.B. President with the assistance of the Secretary and the advisor, if necessary. New forms and paperwork should also be copied to the advisor.

Section 2. Implementation of said papers and forms are subject to consultation with the officer(s) whose duties require their use. Disagreements between the President and officer(s) in this case will be settled through constitutional review by The C.A.E.B. Secretary of Equity and Diversity with consultation with the Secretary of Legislative Affairs as needed.

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

Section 4. At least one copy of each department's full report must be made available to the public in a binder within the C.A.E.B. Principal Office. One full report must be posted here at least once, monthly. The President may require more frequent postings.

G. Business Matters

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

Section 2. Upon determining the resolution can be heard by the Project Coordinators, the Vice-President will place the item on an agenda to be heard by the Project Coordination Branch for review. Resolution shall be forwarded to the C.A.E.B. President with recommendations to place on the agenda for action.

Section 3. All expenditure recommendation or requests must first be heard through the finance department, then taken to the Project Coordination Branch, before being heard by the C.A.E.B. Board.

Article X. Attendance Code

Section 1. Any member of the board (not including at-large Students), regardless of his or her position including club representatives, who fails to attend two (2) regularly scheduled meetings per semester without being excused by the President or Vice President from attending, can be considered for vacancy.

Section 2. This attendance code applies to registered clubs as well. If a registered club fails to represent at two or more meetings their registered club representative position can be considered vacant.

Section 3. The President cannot excuse his or herself from attending meetings. The President can only be excused by the advisor and must abide by the same rules set forth in this section.

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

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

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

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

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

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

Section 10. All members of C.A.E.B are required to attend Club and Event Board events unless excused by either the President or Vice President of the CAEB.

Article XI. Finance Code

Section 1. Budget

- i.** The Clubs and Events Board shall receive a portion of the Student Associated Council's General Fund as determined by a formula set by the Joint Budget Committee. The C.A.E.B. may petition the Joint Budget Committee for additional funds.
- ii.** In order for a committee to receive funding, an executive member of that committee or the President must submit all estimated expenses to the Department of Finance for consideration and recommendations that shall be forwarded to the Club and Events Board where the matter shall be decided upon a vote of the Board; in order for a line item account to be established in the budget.
- iii.** In order for a club to receive funding a financial request form must fill out and submitted to the president, treasurer, and vice president. The financial request form must be submitted by a registered club representative or must be a club member who has attended two consecutive CAEB board meetings prior to allocation of funds.
- iv.** Any and all requisitions to access C.A.E.B. funds must be signed by the C.A.E.B. President or treasurer, the C.A.E.B. Certificated Advisor, Vice President of Student Services or designee and the SCC Business Office. Prior to signature of requisitions, the Treasurer must inform C.A.E.B. President of intent to sign. If any expenditure request can be proven unconstitutional or illegal through joint decision of the President and Treasurer, with consultation of the Advisor, the C.A.E.B. President or Treasurer may decline to sign any requisition, and return the request to the Clubs and Events Board for review and amendment.
- v.** The C.A.E.B. President may, with the approval of a majority of the board, through vote or written testimony, compel the Treasurer to initiate an audit of financial statements. Upon receipt of this order, the Treasurer will have eight weeks to compile all statements and paper proof of all expenditures, accounts, activities of said accounts, and budgets for that fiscal year. In consultation

with the President and Advisor, these statements will be edited to conceal confidential information, and then released as a report to the C.A.E.B. A copy of these audit results will be released to the public.

- vi. No funding requests will be considered by the C.A.E.B. for completed projects. Each expenditure recommendation or funding request must be asked through the approved official C.A.E.B funding form.

Section 2. Seed Money

Newly chartered clubs shall be granted seed money from the C.A.E.B budget, in the amount no higher than 100 dollars. *Specifically, for new clubs that attend 3 consecutive CAEB meetings and go through the necessary process of obtaining a registered club rep.

Section 3. Incentive Points and Funding

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

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

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

Article XII. Performance Code

A. Conduct

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

Section 2. Violations of the performance code will be met with appropriate action, per Constitution and Bylaws.

B. Meeting Protocol

Section 1. Disruptive behavior and general misconduct during any meeting will be responded to with the following actions, as enforced by the chair of that meeting.

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

C. Office Behavior

Section 1. Inappropriate behavior consisting of but not limited to yelling, fighting, name-calling, sexual harassment or abuse, discrimination of any sort (sex or gender, race, religion, disability, sexual orientation, etc.) will not be tolerated and persons participating in such behaviors are subject to written warnings and their associated penalties, as recorded by the Secretary and approved by the President. Those warning and actions are as follows:

- i.** Second Warning = written notification.
- ii.** Third Warning = consultation with advisor.

D. Dereliction of Duty

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

Article XIII. Appointments

Section 1. Those persons wishing to be appointed to the Clubs and Events Board must submit an application. Upon acceptance of nomination, the nominee must complete or have already completed the minimum meeting requirements, as set by the C.A.E.B. President. The nomination application will include a declaration of candidacy form, a candidacy verification form, a constitution/bylaws test as drafted by the President, Secretary and Parliamentarian, and a short personal essay, should the President, Vice President, Senate Pro Tempore and Advisor decide to include one. Former S.C.C. student government members whom have served on the board for a full semester or more will not be required to go through the interview process. Executive members of the Student Senate are not permitted to hold executive positions with the Clubs and Events Board, simultaneously

- i. Testing Policies: Test
- ii. Selected nominees shall be formally presented to the C.A.E.B. by the C.A.E.B. President. After review by the Clubs and Events Board, there will be a vote and the nominee can be approved, or dismissed by the majority.
- iii. The President of C.A.E.B. and Vice President shall have the authority to nominate appointees for all Departments and their chairpersons.

Section 2. Membership Qualifications

- i. All those wishing to become members of C.A.E.B. should attend the required meeting requirement before nomination.
- ii. All officer nominations shall follow the qualifications listed in the constitution. (See Constitution).
- iii. In order to be an official voting member Clubs who wish to be members of the board must meet the above mentioned membership qualifications (also see article V. 2a.).

Article XIV. Election Protocols

Section 1. Petition for Nomination

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

- i. Declaration of Candidacy Form/bylaws test – This form will determine general eligibility of a candidate to hold office, based on stated guidelines.
- ii. Public Information Form –This form will compile general information of the candidate, including the position they are running for.
- iii. Candidacy Petition – A candidate must secure the signatures of no fewer than fifty enrolled SCC students, who stand in support of the candidate being placed upon the ballot.

Section 2. Campaigning

- i. Campaigning shall be held in strict adherence to district policy. It is encouraged that candidates participate in Candidate forums. Candidate forums will include an opportunity for candidates to introduce themselves, and/or give members of the public the opportunity to question all candidates for all positions.
- ii. If time allows for debates, they will be moderated by a volunteer member of the faculty. Candidates for contested offices will be given two minutes, each, to respond to public-submitted questions.

- iii. Any type of advertising (i.e.: anything that can be viewed publicly by others, such as t-shirts, buttons, sandwich boards, etc.) in a no campaign zone is prohibited in all circumstances. Advertising in a no campaign zone may result in removal from ballot or declaration of vacancy in the position sought.

Section 3. General Election Procedures

Ballot tabulation or other forms of vote counting shall be coordinated by the SAC Adviser and Elections Committee. All tabulations should be done in a transparent manner. Candidacy verification shall be performed by the Elections Committee, with the assistance of the Vice President of Student Services, or his/her designee. The election procedures in this article may only be altered by the Vice President of Student Services, the President of the College or a majority vote of the Student Senate and the Club and Events Board. Should these procedures be changed by the above-mentioned administrators, these bylaws must be amended immediately to reflect those changes.

Article XV. Presidential Advisors

Section 1. The members of the Secretarial Branch, the Secretary of Equity and Diversity and the C.A.E.B. Advisor shall form to sit at his or her pleasure as a circle of advisors. Meetings between the President and his or her advisors will be closed and private. Advisors' duties within the circle are as follows.

While the above members form the circle of advisors, not all members must be available or called for the circle to form.

- i. **Secretary of Equity and Diversity**
 - a. Shall report on the successful rate of recruitment of clubs and their chartered status.
 - b. Shall advise the President on any revisions or updates to the C.A.E.B. bylaws.
 - c. Shall report on the meeting with the Secretary of Legislative Affairs regarding legislation that may affect the student body and what can be done to support the Student Senate.
- ii. **Secretary of Public Relations**
 - a. Shall report on interactions with the press and discuss the Clubs and Events Board's official stance on various issues.
 - b. Shall advise the President on the Clubs and Events Board public image.
 - c. Shall make recommendations to the President on issues of public relations.
- iii. **Secretary of Technology**
 - a. Shall report on the C.A.E.B.'s current inventory.
 - b. Shall advise the President on the newest C.A.E.B. technologies and their uses.
 - c. Shall detail and discuss trainings of C.A.E.B. personnel.

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

- v. **C.A.E.B. Advisor**
 - a. Shall report on any information pertinent to shared governance and student life.
 - b. Shall advise the President on any act or omission of his or her office, and any performance-related concerns having to do with participatory decision-making.
 - c. Shall advise the President on any issue or concern that effects C.A.E.B.

Article XVI. Transcript Notation Requests

Section 1. The Advisor shall determine eligibility, based on information submitted on the Transcript Notation Form. Any executive officers, secretaries, and project coordinators of C.A.E.B. may be eligible for a transcript notation of “Recognized Student Leader” at the end of each school semester, with summer semester as the exception. Eligibility is based on successful completion of Job Duties as stated in the SAC Constitution and C.A.E.B. bylaws. Club representatives are not eligible for transcript notation because Clubs are the registered members of the C.A.E.B. board, not the individual reps which they send to the meetings

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

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

APPENDIX

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

Approved: April 16, 2012

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

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

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

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

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

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

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

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