Student Government of Cerro Coso
Constitution

Article I

Name
The name of this organization shall be Student Government of Cerro Coso, hereinafter referred to as SGCC.

Article II

Purpose
Section 1, Mission: The mission of the SGCC, in order to promote a harmonious environment, is to create an interactive atmosphere and immersive culture by providing student-oriented services, opportunities for involvement, and increased campus accessibility.

Section 2, Objectives: The objectives of the SGCC are to represent our fellow students of Cerro Coso; uphold the constitution created by them; inspire, serve, and lead; and to make a beneficial impact within the community.

Article III

Members
Section 1: All students currently enrolled at Cerro Coso Community College are members of the SGCC.

Section 2: Membership in the SGCC shall not be denied to any student at Cerro Coso on the basis of race, creed, religion, gender, age, political affiliation, sexual orientation or physical handicap.
Article IV

Officers

Section 1, Executive Officers: The Officers of the SGCC Executive Board shall be: President, Vice President, Secretary, President of the Senate, Finance Manager, Communications Officer, Region IX Representative, Event Coordinator, and Student Trustee/Student Trustee Liaison. The Executive Board has the right to create and appoint offices that serve specific roles in order to assist the Executive Board in its duties. The executive board may decide if these appointed offices have voting and/or moving privileges.

Section 2, Executive Officers’ Term Limits: All executive officers shall serve a term of one year ending on June 30th. No officer shall be allowed to serve more than two consecutive terms in the same office. Partial terms shall be counted as complete terms if they start before the end of the Fall semester.

Section 3, Club Representatives: shall consist of one representative from each club, or two if that club has twenty or more members. Alternate representatives may be appointed to serve in the representative’s absence.

Section 4, Senatorial Officers: The Senate shall have a President of the Senate and other offices as stated in the Senate’s Bylaws. *Senators are voting officers of the General Body and of the Senate.*

Section 5, Advisor: The position of Advisor is appointed by the Vice-President of Student Services. The Advisor or designee facilitates all Student Government meetings, as well as Executive Board meetings, attends leadership conferences as appropriate, and oversees all SGCC Activities. The Advisor does not have a vote and can not make or second motions. The Advisor may hold special elections to fill vacant offices if there is no longer enough officers to appoint or fill vacancies.

Section 6, Enrollment Requirement: All Executive Officers shall be enrolled in no fewer than six (6) units, and be academically in good standing with a grade point average of at least 2.0 in the last semester of attendance and during the semesters they hold office. Club Representatives and Senators shall be enrolled in no fewer than six (6) units, and be academically in good standing with at least a cumulative 2.0 grade point average. Exceptions may be granted at the discretion of the executive board in consultation with the Advisor.

Section 7, Basic Standards: All officers must abide by the current Cerro Coso Student Conduct Policy, Sexual Harassment Policy, and sign the Cerro Coso Confidentiality form.

Section 8, Removal From Office: Any officer may be removed by following the procedures set out in the current edition of Robert’s Rules of Order, Newly Revised. An officer may only be removed by the body in which he or she serves, or in cases of recall, by the student body.

Section 9, Vacancies: An office may be declared vacant by the chair of that body, or by that body, if the officer fails to show for three consecutive meetings, if an officer submits a resignation, either verbal or written, or if an officer is removed, as stated above, or by recall vote of the membership. The vacant office may be filled temporarily by appointment by the chair of that body, and permanently by that body, or by special election. A vacancy in the Senate or Executive Board may be filled at a General Meeting by the General Body.
Section 11, **Oath of Office**: All officers shall take the oath of office within thirty days after being elected or appointed to office. The oath is as follows: "We swear to represent our fellow students of Cerro Coso; uphold the constitution created by them; inspire, serve, and lead; and to make a beneficial impact within the community."

**Article V**

**Organization**

Section 1, **Structure**: The SGCC shall be organized into the Executive Board, The Clubs, and the Senate. All three of these make up the General Body. All of the Members of SGCC make up the Student Body. The Senators make up the Senate.

Section 2, **Executive Board**: The Executive Board carries out the will of the General Body, oversees and manages the affairs of the Clubs and Senate, promotes leadership and student enrichment through events and training.

Section 3, **Clubs**: clubs represent specific student interests promote enrichment through events pertaining to their specific mission.

Section 4, **Senate**: The Senate is comprised of students from the general populations as voted on in the SGCC General Election each Spring. Senators shall number no more than 1 for every 200 students and no less than 1 for every 500 students.

Section 5, **Special Minimum**: Kern River Valley, Bishop, Mammoth, and Southern Kern campuses shall have at least one Senator.

Section 6, **Club bylaws**: All Clubs and organizations shall have bylaws approved by a majority vote of the SGCC General Body and must have a valid charter to operate.

Section 7, **Establishing a Club**: Any group wishing to be recognized as an active club by the college shall submit a constitution, a list of at least six (6) members to the SGCC, and have a full time faculty advisor. A charter will be issued on a majority vote of the General Body upon approval by the General Body of that club’s bylaws.

Section 8, **Club Membership**: All active clubs shall maintain a minimum membership of six (6) members. All active clubs shall notify the SGCC of their membership strength and elected officers within thirty days of the start of each semester. The members of all clubs and organizations shall be encouraged to hold a valid ASB card. All clubs shall provide the Student Activities Office with minutes and agendas of meetings, due within forty-eight (48) hours following the club’s meeting. Failure to comply will result in the suspension of club funds. Reinstatement will be at the discretion of the SGCC Executive Board. All clubs are required to attend the SGCC General Body Meetings. Failure to Attend two consecutive or three overall General Body meetings will result in the suspension of club funds at the discretion of the SGCC Executive Board and an ‘inactive’ status.

Section 9, **Club Disciplinary Procedures**: Clubs may have their funds suspended for failure to comply with the general rules, bylaws, and/or traditions of the SGCC. Clubs may be declared
inactive for failure to comply with the general rules, bylaws, and traditions of the SGCC. Upon being declared inactive the funds and property of the club shall be absorbed by the SGCC.

Section 10: **Club Start Up Fund:** The Student Government of Cerro Coso shall deposit or transfer enough money into the bank account of newly activated or reactivated clubs to reach a total one-hundred dollars ($100.00) in the club’s account.

Section 11: **Club Event Approval:** Clubs must complete an Event Form and submit it to the Event Coordinator for Executive Board review. Clubs who fail to submit a form or have an event disapproved cannot perform the requested event on campus or with the use of club funds. Failure to comply will cause the club to be declared inactive, leading to suspension of current and further club funds.

**Article VI**

**Meetings**

Section 1, **Executive Meeting:** The Executive Board shall establish its regular meeting schedule at its first meeting of the academic year.

Section 2, **General Meeting:** The SGCC General Meeting is a meeting of the General Body that occurs within the first full week of a calendar month. The Executive Board shall establish General Body’s regular meeting schedule for the year at the Executive Board’s first meeting of the academic year. Two consecutive or three total absences shall deem a club inactive until participation is reestablished. The Executive Board may decide if certain clubs can retain an active status despite failure to comply with attendance policy.

Section 3, **Inter Club Council:** The Interclub Council, or ICC, shall be a regular monthly meeting between elected club representatives and the Event Coordinator. ICC meetings shall be held in the third week of a full calendar month. Clubs are mandated to attend at a time and place determined during the first official meeting and must give a report within 24 hours if absent. Two consecutive or three total absences shall deem the club inactive until participation is reestablished. The Executive Board may decide if certain clubs can retain an active status despite failure to comply with attendance policy. The Event Coordinator may call a special meeting, but attendance stipulations will not apply to those unable to attend unless an official agenda is posted at least 72 hours prior to the meeting.

Section 4, **Uniformity:** All meetings must use agenda and minute templates set forth by the Executive Board.

Section 5, **Quorum:** Quorum is a majority of filled officer positions for that body.

Section 6, **Teleconferencing:** Attendance and voting via teleconference shall be permitted. The SGCC shall establish and maintain standing rules to govern and provide guidance for teleconference meetings. Teleconference is defined as a meeting where the members are in different locations, connected by electronic means, through either audio, video, or both.
Article VII

Elections
Section 1, General Election: The SGCC will hold a General Election every Spring Semester to elect its Officers and Senators. All members of the Student Body have the right to vote in General Elections.

Section 2, Special Election: The SGCC will hold a Special Election at the recommendation of the Executive Board and with the approval of the SGCC General Body during the General Meeting. Special Elections may be called to fill vacancies or to change procedures.

Section 3, Nominations: Nominations shall be open to all students meeting the minimum requirements.

Section 4, Time Limits: Nominations shall be open for no less than one week and no more than three weeks. Voting will be open for a minimum of two (2) and no more than five (5) full days with results to be made public on the school day after the election unless circumstances require otherwise.

Section 5, Electronic Voting: Elections will be held via electronic means. Accommodations will be made to make voting as easy and accessible as possible.

Section 6, Recall Election: A recall election will be started by a petition of one-third (⅓) of the total number of members. The offending officer(s) has(have) the right to a forty-eight (48) hour notice of a hearing. An affirmative vote to recall of two-thirds (⅔) of the votes cast shall be required at the hearing to remove the officer(s). Whereupon the office(s) will be declared vacant.

Article VIII

Finances
Section 1, Budget: The budget shall be established by the General Body during the first General Meeting of the academic year. Once established, the budget shall be administered by the Executive Board with the approval of the Vice-President of Student Services or an appropriate administrator.

Section 2, Activity Program: The SGCC in conjunction with the Student Activities Office shall be responsible for the Student Activity Program, utilizing funds provided in the budget for various programs. Clubs are encouraged to raise additional funds for their own individual club activities and events.

Article IX

Parliamentary Authority
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.
Article X

Section 1, **Constitutional Amendment**: This constitution may be amended by a two-thirds vote of the SGCC General Body, provided that notice is given at a previous meeting before the amendment(s) are voted on at a subsequent meeting.

Section 2, **Bylaw Amendment**: The bylaws of the SGCC may be amended by a two-thirds vote of the SGCC Executive Board, provided that the amendment has been submitted in writing at the previous regular meeting of the Executive Board.

Section 3, **Bi-Yearly Review**: The Constitution of the SGCC shall be reviewed every two years, or as deemed necessary by the SGCC advisor after consultation with the SGCC President, and the Vice President of Student Services. This review shall be held to determine the viability of the student association and to make appropriate recommendations, if needed.

Section 4, **Review**: From date of submission for review and recommendation, Administration will be given 30 days to respond to changes, or it will be assumed approved by acclamation.