

# **BYLAWS OF THE Butte College Associated Students**

## **ARTICLE I. BCAS EXECUTIVE BOARD**

### **Section 1. Purpose:**

- Clause 1. Will represent the student body in both college and intercollegiate activities.
- Clause 2. Will act as stewards of the Student Activity Fee and Student Representation Fee.
- Clause 3. Will represent Butte College in statewide and national advocacy for the student body.

### **Section 2: Officer Duties:**

- Clause 1. Shall maintain the mission and values of the BCAS.
- Clause 2. Will participate in projects, events, and student representation related to the work of their position.
- Clause 3. Shall work a minimum of three (3) office hours a week unless otherwise stated within individual job requirements.
  - Part 1.* Must follow the BCAS Honorarium Procedures.
- Clause 4. Shall attend Participatory Governance Committees
- Clause 5. Shall participate on BCAS committees and task forces.

## **ARTICLE II. OFFICES OF THE EXECUTIVE BOARD**

### **Section 1. President:**

- Clause 1. Will act as the Chief Executive Officer of the BCAS Executive Board.
- Clause 2. Will chair BCAS Executive Board Meetings.
- Clause 3. Will fill all BCAS Executive Board vacancies subject to two-thirds (2/3) vote of BCAS Executive Board Members voting.
  - Part 1.* Will review all applications to and removals from BCAS Executive Board officer positions and make recommendations to the Executive Board.
- Clause 4. Will supervise the preparation, revision, and distribution of the agenda 72 hours prior to each BCAS Executive Board meeting to comply with Brown Act.
- Clause 5. Will ensure liaisons are established between the student population, faculty, staff, and administrative constituency groups.
  - Part 1.* Will see that the BCAS is represented at Board of Trustee meetings, Council of Presidents, Academic Senate, Classified Senate and any other meeting deemed necessary to the BCAS.
- Clause 6. Will form and dissolve BCAS committees and taskforces.
  - Part 1.* Will appointment members to BCAS committees and taskforces, as needed.
  - Part 2.* Will call for BCAS committee and taskforces reports at their discretion.
  - Part 3.* Shall work with the BCAS Vice President to oversee BCAS Committees & Taskforces.

Clause 7. Shall be responsible for assisting the BCAS Business Affairs Director with the creation and oversight of the BCAS annual budget.

Clause 8. Will have the power to call special BCAS Executive Board meetings.

Clause 9. Shall be responsible for completing nine (9) office hours a week.

Clause 10. Will serve as the Statewide Student Senate for California Community College (SSCCC) delegate or appoint another officer from the BCAS.

Clause 11. Will assist staff members with:

*Part 1.* The hiring and evaluation of the Associated Students employees.

*Part 2.* Disciplinary issues involving officers.

*Part 3.* Planning end of semester/year gatherings and retreats.

Clause 12. Will retain Butte College's vote at all Student State Senate for California Community Colleges (SSCCC) regional and state meetings, and attend all regularly scheduled regional meetings of SSSCC or designate another officer to attend and vote in their place.

Clause 13. Will attend weekly Leadership Team meetings with A.S. Advisor.

Clause 14. Will review and keep up to date on the following documents:

*Part 1.* The BCAS Constitution and Bylaws

*Part 2.* Robert's Rules of Order and Brown Act stipulations

## **Section 2. Vice President:**

Clause 1. In the case of removal, absence, death, or resignation of the President, the Vice President shall assume the Office of President.

Clause 2. Will fill and maintain all campus wide committees with student representatives.

Clause 3. Will serve as protocol officer for all BCAS Executive Board guests.

Clause 4. Will attend weekly Leadership Team meetings with A.S. Advisor.

Clause 5. Will Assist with:

*Part 1.* The hiring and evaluation of the Associated Students employees.

*Part 2.* Disciplinary issues involving officers.

*Part 3.* Planning end of semester/year gatherings and retreats.

Clause 6. Shall be responsible for completing six (6) office hours a week.

Clause 7. Shall work with the BCAS President to oversee BCAS Committees & Taskforces.

## **Section 4. Student Trustee:**

Clause 1. Will serve as the liaison between the BCAS Executive Board and the Board of Trustees.

*Part 1.* Will attend regular and special Board of Trustee meetings and represent matters of student interest and concerns to the Butte College Board of Trustees.

*Part 2.* Will attend BCAS meetings and present a monthly report to the BCAS Executive Board on the Board of Trustees actions.

### **Section 5. Business Affairs Director:**

Clause 1. Will submit, with aide of the BCAS Advisor and the BCAS President, an annual budget to the BCAS Executive Board for approval.

*Part 1.* Will update and make recommendations, as needed, with aide of the BCAS Advisor and the BCAS President, to the annual BCAS budget for approval by the BCAS Executive Board.

Clause 2. Will provide a monthly budget report to the BCAS Executive Board.

*Part 1.* Will provide to the BCAS Advisor and BCAS board members, whenever requested, an account of any or all of their transactions as Business Affairs Director and of the financial condition of the BCAS with aide from the Student Life Secretary.

Clause 3. Will provide a report to the Student Life Secretary of all funds approved at each BCAS Board Meeting.

Clause 4. Will act as Chair to the BCAS Budget and Finance Committee meetings.

### **Section 6. Academic Affairs Senators (up to 2):**

Clause 1. Will represent the student population on issues related to academics and general campus affairs including but not limited to: curriculum, grading policies, technology, and equity.

Clause 2. Will be the liaison(s) between Butte College faculty and the BCAS Executive Board.

*Part 1.* Will be the BCAS representative(s) at all Butte College Academic Senate meetings.

*Part 2.* Will update the BCAS Executive Board on all curriculum changes and academic related issues that affect the student population.

### **Section 7. Student Services Senators (up to 6):**

Clause 1. Will represent the student population on issues related to student services and general campus affairs including, but not limited to: student recruitment & enrollment, student success & retention, and student life & engagement

Clause 2. Will update the BCAS Executive Board on all matters related to student services and general campus affairs that affect the student population.

### **Section 8. Inter Club Council (ICC) Director:**

Clause 1. Will serve as the Chair of the ICC as defined by the ICC Bylaws.

Clause 2. Will act as a representative of the ICC at BCAS Executive Board meetings.

Clause 3. Will make a financial report at the BCAS Executive Board meeting following each ICC meeting.

Clause 4. Will be responsible for completing six (6) office hours a week.

Clause 5. Will follow other duties as stated in BCAS ICC Bylaws under Article VI Section 1 Clause 2.

## **ARTICLE III. EMPLOYEES OF THE BCAS**

### **Section 1. Student Assistants:**

Clause 1. Must go through an interview process and are subject to the minimum qualifications of Ed.

Code and BC Board Policy.

Clause 2. Must apply for their positions each academic year, with the exception of the BCAS Secretary.

Clause 3. New positions must be ratified by the Executive Board. May be placed on a consent agenda.

## **Section 2. The Secretary:**

Clause 1. Shall hold office until they resign, are removed, or are otherwise disqualified to serve.

*Clause 2.* For official duties refer to the Secretary's Binder.

*Part 1.* If the official duties need to be amended, the BCAS President, BCAS Advisor and Student Life Secretary must all approve the changes.

*Clause 3.* Will adhere to and enforce the BCAS Meeting & Agenda Procedures.

## **ARTICLE IV. COMMITTEES AND TASKFORCES**

### **Section 1. Committee Structure:**

Clause 1. Committees will be chaired by BCAS Executive Board Officers.

Clause 2. Committees will be comprised of at least three (3) BCAS Executive Board Officers and/or AS Secretary.

*Part 1.* Currently enrolled Butte College students may also be a part of BCAS committees but do not have voting rights.

*Part 2.* Butte College staff members may also be a part of BCAS committees but do not have voting rights.

*Part 3.* The BCAS Advisor will act as an ad hoc member to all committees; however, their presence will not be required for committee business.

Clause 4. Committee Chairs will conduct meetings according to the Ralph M. Brown Act and Robert's Rules of Order, current edition and adhere to the BCAS Meeting & Agenda Procedures.

### **Section 2. Budget and Finance Committee:**

Clause 1. The BCAS President will establish membership for the Budget and Finance Committee within the first two BCAS meetings of each semester.

Clause 2. The Business Affairs Director shall chair the Budget and Finance Committee. In the absence of the Business Affairs Director, the President shall designate another BCAS Executive Officer to chair the meeting

Clause 3. Will meet at least once each month at times set on a consistent basis by the Budget and Finance Committee.

Clause 4. Will review proposals to the for BCAS revenue fundraising and make recommendations to the BCAS Executive Board.

Clause 5. Will review proposals for BCAS Grants, Campus Program Support and Club Travel and make recommendations to the BCAS Executive Board.

Clause 6. Will formulate the budget for the next academic year.

### **Section 3. Elections Committee:**

Clause 1. The BCAS President will establish membership for the Elections Committee within the first two BCAS meetings of each spring semester.

Clause 2. The Committee Chair shall be appointed by a majority vote of the BCAS Elections Committee. See the BCAS Election Codes & Procedures Article II Section 1 Clause 3.

Clause 3. Shall have jurisdiction over all matters pertaining to the elections. See the BCAS Election Codes & Procedures Article II Section 1 Clause 6.

Clause 4. Shall meet at least biweekly after the establishment of the Committee up to the week of the elections. See the BCAS Election Codes & Procedures Article II Section 1 Clause 4.

Clause 5. Shall adhere to and enforce the BCAS Elections Codes and Procedures.

### **Section 4. Governing Documents Committee:**

Clause 1. The BCAS President will establish membership for the Governing Documents Committee whenever the BCAS Constitution of the BCAS and/or Bylaws of the BCAS may need to be revised and/or whenever two (2) or more BCAS policies or procedures may need to be revised.

*Part 1.* The BCAS President shall appoint a BCAS Executive Officer to chair the Governing Documents Committee.

Clause 2. Will review BCAS governing documents and make recommendations to the BCAS Executive Board.

### **Section 5. Taskforce Structure:**

Clause 1. Taskforces will be chaired by BCAS Executive Board Officers.

Clause 2. Taskforces will be comprised of BCAS Executive Board Officers.

*Part 1.* Currently enrolled Butte College students may also be a part of BCAS taskforces but do not have voting rights.

*Part 2.* Butte College staff members may also be a part of BCAS task forces but do not have voting rights.

*Part 3.* The BCAS Advisor will act as an ad hoc member to all task forces; however, their presence will not be required for committee business.

Clause 3. The BCAS President can establish taskforces and their membership at any BCAS meeting.

*Part 1.* The BCAS President should re-establish any necessary taskforces and their membership at one of the first two BCAS meetings each semester.

## **ARTICLE V. ELECTION PROCEDURES**

**Clause 1.** All elections must adhere to the BCAS Election Code and Procedures.

## **ARTICLE VI. OFFICER TERM LIMITS**

Clause 1. All officers are subject to two (2) year term limits.

*Part 1.* In the case of an officer filling a midterm vacancy, the officer has a thirty (30) month term

limit.

Clause 2. A third (3) year exemption is allowed for the following officer positions: President, Vice President and Student Trustee.

Clause 3. A BCAS Executive Officer holding a state-level (SSCCC) or regional position (as defined in the Region 1 Bylaws) may run for a third year term.

*Part 1.* The BCAS Executive Officer must hold concurrent positions (BCAS & SSCCC) in order to maintain their third year term.

*Part 2.* A third year term BCAS Executive Officer who fails to maintain a concurrent state-level or regional position is subject to removal from the BCAS Executive Board.

## **ARTICLE VII. GRIEVANCE PROCEDURE**

### **Section 1. BCAS Judicial Council:**

Clause 1. The grievance process shall be vested in the Judicial Council.

Clause 2. Shall consist of two (2) student voting members appointed by the BCAS President and approved by two-thirds (2/3) of the Executive Board.

*Part 1.* No two (2) student members shall belong to the same subsidiary organization.

*Part 2.* The presiding officer shall be known as the chairperson of the Judicial Council and shall be chosen in a manner determined by the members of the Council.

Clause 3. The Faculty Senate shall elect two (2) faculty members to serve as voting members to the Council.

Clause 4. The College President shall select one (1) administrator to serve as a voting member on the Council.

### **Section 2. Hearing Procedure:**

Clause 1. The hearing procedure shall be conducted as outlined in the Butte College Board Policy and Procedures Manual.

## **ARTICLE VIII. INTER-CLUB COUNCIL (ICC)**

### **Section 1. Membership of the ICC:**

Clause 1. A voting member of the ICC shall be the representative of a currently active club recognized by the Student Life Office.

### **Section 2. Duties of the ICC:**

Clause 1. Will promote and coordinate activities which stimulate and motivate the intellectual, physical, and social life of the BC clubs and organizations on behalf of the BCAS.

Clause 2. Will work to unify the various clubs on campus.

Clause 3. Will oversee the annual budget allocated to the ICC by the BCAS Executive Board.

### **Section 3. Powers of the ICC:**

Clause 1. The ICC shall elect a representative to the A.S. Executive Board, a Vice President, and Treasurer in April. These ICC Officers will serve for an academic school year (Aug-May).

Clause 2. Except as otherwise stipulated in the BCAS Constitution, the ICC shall be responsible for its own organization.

Clause 3. The ICC shall have the power to institute award programs for the clubs.

Clause 4. The ICC shall have the power to approve funds for club requests.

### **Section 4. Revocation of Club Privileges:**

Clause 1. Any organization or club, which absents itself from three regular meetings of the ICC in one semester shall not be eligible for ICC funds until they resume attendance for 2 consecutive meetings.

## **ARTICLE IX. STUDENT ADVOCACY PROGRAMS**

### **Section 1. The Student Advocacy Program:**

Clause 1. The purpose of the program is to ensure student representation in the Butte College Participatory Governance process.

Clause 2. The Vice President will operate the program as defined in the Student Program Procedures.

Clause 3. Representatives of the Advocacy Program shall be coordinated by the Vice President through an application process.

## **ARTICLE X. REFERENDUMS**

### **Section 1. Referendum Process:**

Clause 1. All legislation passed by the BCAS Executive Board may be subject to a referendum vote by the student body in an election.

Part 1. A written petition signed by five percent (5%) of the BCAS as defined by the Constitution, including the signer's name and student body number shall be necessary to request a referendum vote.

Part 2. The BCAS Executive Board shall call an election within twenty (20) school days after the presentation of the petition.

Part 3. The election shall be conducted in the same manner as a regular BCAS election. A simple majority of those voting shall be necessary to pass a referendum vote.

## **ARTICLE XI. OFFICER RECALL**

### **Section 1. Recall Process:**

Clause 1. A recall petition must be filed with the Secretary containing the signature of five percent (5%) of the members of the BCAS as defined by the BCAS Constitution.

Part 1. The petition shall then be sent to the next regular meeting of the BCAS Executive Board and a date will then be set within two (2) weeks for a recall election. Standard election procedures

will prevail in the recall election.

Part 2. All petitions regarding election recall must be filed jointly with the Student Activities office and the Secretary of the BCAS Executive Board within ten (10) days following the questioned election or officer-elect.

## **ARTICLE XII. BCAS BOARD HONORARIUMS**

**Clause 1.** BCAS Board members shall be allowed and may receive an honorarium for services undertaken in the performance of their duties as a BCAS Executive Board member. Refer to the BCAS Honorarium Procedures.

## **ARTICLE XIII. MEETINGS**

**Section 1.** All meetings of the BCAS must adhere to the BCAS Meeting & Agenda Procedures.

## **ARTICLE XIV. FEES**

### **Section 1. Student Activity Fee:**

Clause 1. The Student Activity Fee shall be assessed each semester to all students.

*Part 1.* Students may opt out of this fee by making a verbal or written request to the Office of Student Life within the first two weeks of each semester.

*Part 2.* Students may be permanently exempted from the fee as approved by the Office of Student Life.

Clause 2. Any increase of this fee must be approved by a majority vote of enrolled Butte College students voting during a regular election.

### **Section 2. Student Representation Fee:**

Clause 1. The Student Representation fee shall be assessed each semester in the amount of two (\$2) dollars per semester. Refer to CA Ed code 76060.5.

*Part 1.* Students may opt out of this fee by providing a written request to the Student Life office.

*Part 2.* One dollar shall be used for local efforts, while the remaining dollar will be given to the statewide student association sanctioned by the Board of Governors.

## **ARTICLE XV. BCAS GOVERNING DOCUMENTS**

### **Section 1. New Documents:**

Clause 1. The creation of new BCAS governing documents require two (2) meetings to be instituted.

Clause 2. All governing documents, including policies and procedures, of the BCAS Executive Board must be instituted by a 2/3 vote of the BCAS Executive Board.

### **Section 2. Existing Documents:**

Clause 1. Amendments to BCAS governing documents require two (2) meetings to be adopted.

Clause 2. All amendments to BCAS governing documents require a 2/3 vote of the BCAS Executive

Board.

**Dates Revised:**

04/27/2001 George A. Marley, Legislative Analyst

02/25/2002 Dustin M. Alexander, Legislative Analyst

03/18/2002 Dustin M. Alexander, Legislative Analyst

05/02/2003 Annette DeBrotherton acting Legislative Analyst

10/14/2003 Sasha Stram, Legislative Analyst; Stuart Kuhlman, A.S. President

05/18/2006 AmyBeth Thomas, Legislative Analyst

05/06/2008 Travis Gomes, Legislative Analyst and Parliamentary Coordinator

04/28/2009 Priam Roberts, Legislative Analyst; Evin Sanders, SSCCC Representative; Brian Corcoran, Student Trustee

05/18/2010 Eric Chisler, Legislative Analyst; Evin Sanders, A.S. President; Matthew Silva, Parliamentarian

05/08/2012 Steven Husar, Parliamentarian; Theresa Perry, Internal Vice President; Zerimar Ramirez, ICC Director; David Hodge, Legislative Analyst; Cameron Hoffman, A.S. President; Angela Johnson, External Vice President

10/16/2012 Rob Guzman, Parliamentarian; Theresa Perry, Internal Vice President; Kurt Giese, ICC Director; David Hodge, Legislative Analyst; Cameron Hoffman, A.S. President; Lisa Husar, External Vice President

05/07/2013 Rob Guzman, Parliamentarian; Theresa Perry, Internal Vice President; Kurt Giese, ICC Director; David Hodge, Legislative Analyst; Cameron Hoffman, A.S. President; Lisa Husar, External Vice President

12/10/2013 Rob Guzman, Parliamentarian; Kasandra Partain, Internal Vice President; Kurt Giese, ICC Director; Cody Funk, Legislative Analyst; Lisa Husar, A.S. President; Giovanna Vera, External Vice President

5/13/2014 Giovanna Vera, Vice President of External Affairs; Cameron Hoffman, Student Trustee

5/19/2015 Giovanna Vera, President; Joy Nakabira, Vice President of Internal Affairs; Andrew Napier, Student Trustee; Spencer Hill, Parliamentarian; Paris Rust, Outreach Director; Jordan Baird, Academic Affairs Director; Jon Coltrin, ICC Director; Seanna Griffis, AS Secretary

5/9/2017 Tyler Swanson- Business Affairs, Emilio Smith- ICC Director

3/8/22 Kelly Munson, AS Advisor and Sarah Houston, AS President