



Bylaws of the Associated Students of Monterey Peninsula College

Adopted by the Associated Students on April 2021

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ASMPC Mission Statement

ASMPC provides support for student activities and organizations, increases cooperation between students, faculty, staff, and the MPC campus community.

ASMPC also provides a forum for the expression of student opinion and develops student initiative and responsibility while ensuring equal rights for all students of Monterey Peninsula College.

Preamble

We, the students of Monterey Peninsula College, to pursue equity, representation, and fairness amongst students; offer support to student organizations; enhance cooperation between the recipients and contributors of education; provide a forum for the voice of the students, and promote the development and welfare of all students, do henceforth adopt these Bylaws and the governing body sworn to uphold it, the Associated Students of Monterey Peninsula College Council.

Rights of Students

- All currently registered students of Monterey Peninsula College shall be considered members of the Associated Students of Monterey Peninsula College and shall therefore have the right to vote in all ASMPC elections.
- All members of the Associated Students of Monterey Peninsula College (ASMPC) are granted equal rights and protections without consideration of gender, ethnicity, religion, sexual orientation, or background.
- All members of the Associated Students of Monterey Peninsula College (ASMPC) shall have the right to speak at any meeting of the ASMPC Council without registration or prior notice.
- The right to hold office or otherwise participate in the Associated Students of Monterey Peninsula College (ASMPC) shall be made universally available to qualified students without the levying of fees or dues.
- The right of the students to remove an elected official from office through shall be upheld as the Student Recall Power. This power grants the Associated Students the authority to, through a petition with no less than one hundred and fifty (150) signatures from currently enrolled students, effectively remove an elected official of the Associated Students of Monterey Peninsula College from office.

Section 1 - The ASMPC Council

● Section 1.01 - Operation of the Council

- A. Meetings - The primary operation of the ASMPC Council shall be conducted through meetings. Meetings of the ASMPC Council, its Auxiliary Councils shall be defined as the congregation of members currently holding office to discuss and conduct business in the presence of quorum.
- The time, date, and location for meetings of the ASMPC Council shall be established in the fall at the first meeting of the academic year.
 - Meetings of the ASMPC Council and Auxiliary Committees shall be announced to the public via public display and announced to members of the Council electronically in accordance with the Brown Act.
 - All meetings of the ASMPC Council and Auxiliary Councils must be open to the public. No secret meetings shall be authorized with the exception of the Judicial Council's internal impeachment proceedings.
- B. Meeting Types - Meetings of the ASMPC Council and Auxiliary Committees shall be divided into three (3) types: Regular Business Meetings, Special Meetings, and Emergency Meetings. All three types of meetings require the presence of Quorum in order to discuss business and conduct action on behalf of the ASMPC Council. However, the scope of each type of meeting is hereby defined:
- Regular Business Meetings - A regular business meeting shall be utilized to conduct all discussion and action items whenever possible. In accordance with the Ralph M. Brown Act, a seventy-two (72) hour notice to the public is required to conduct a regular business meeting. Regular Business meetings are conducted at recurring set dates and times that are established by the ASMPC Council during the first meeting of the semester.
 - Special Meetings - A special meeting is held when the seventy-two (72) hour window for public notice cannot be reached and discussion must be conducted on specific items laid out on the agenda. Special meetings may be called with a twenty-four (24) hour notice by the presiding officer. Any actions taken during a Special Meeting must be upheld by a motion at the next regular business meeting.
 - Emergency Meetings - An emergency meeting is held exclusively when drastic circumstances require immediate action. These circumstances are limited exclusively to work stoppage, crippling activity, or direct impairment of the ability for the ASMPC Council to conduct its constitutionally-upheld duties and responsibilities. No public notice is required for an emergency meeting, but any actions taken must be upheld at the next regular business meeting.
- C. ASMP Councils - The content of an ASMPC Council meeting may be diverse in

nature. The ASMPC Council serves as the student government for Monterey Peninsula College and meetings shall be considered a gathering of student representatives who are responsible for invoking the student voice on any matter relevant to the students.

- The ASMPC Council shall have the authority to refer matters brought before it to ASMPC Auxiliary Councils who are better suited to address the matter.
- The ASMPC Council may also agree to create an ad hoc committee designed solely for the purpose of addressing a unique matter.
 - i. Such committees shall have an appointed chair and an effective reporting date where both a report on the matter and a decision on the committee's continued existence shall be made.
 - ii. Ad hoc, nor other ASMPC Councils/Committee, shall be required to maintain quorum during their meetings. However, all auxiliary council meetings must be made open to the public in accordance with the Brown Act.
- Meetings of ASMPC Committees shall be held to the Brown Act in terms of meeting notification, public notice, and the creation of records (minutes).

D. Absentee Policy of the ASMPC Council Among the most essential duties of an ASMPC Council member is to participate in the dialogue, debate, and deliberation that is conducted in the council meeting. The representation of student interests is paramount to an effective council, and therefore the attendance of the members is absolutely required.

- Valid reasons for missing, arriving late to, or departing early from an ASMPC meeting shall be restricted to the following:
 - i. Personal medical reasons.
 - ii. Educational purposes excluding regular class sessions.
 - iii. Assisting in ASMPC-affiliated or related events or responsibilities.
 - iv. Unusual conditions or extreme necessity.
- The ASMPC Council shall have the responsibility of assessing if a provided excuse meets the above-stated criteria.
 - i. The required written notification for a council member's absence must include the name of the council member and the reason for which the council member will be absent from the meeting.
 - ii. The written notification must be sent to the ASMPC President, and the advisor.
 - iii. The written notification may be submitted electronically to the emails belonging to the aforesaid officials.
 - 1. Only in the case of emergency shall texts or chat messages

may be accepted.

- iv. All matters of excusal for absences, or tardies, shall be conducted during the “Validation of Absentees” portion of an ASMPC Council meeting.
 - v. A motion to excuse requires a simple majority of the Voting Members to pass.
 - vi. If a motion is not made to excuse a council member’s absence, or tardy, the council member’s absence shall automatically be considered unexcused.
 - 1. The President’s veto shall not apply to this procedure.
 - vii. If a regular business meeting fails to meet quorum, attendance shall be recorded and Validation of Absentees shall be conducted during the next regular business meeting where Quorum is met.
- E. Council Meeting Procedure and Order of Business - The ASMPC Council shall hold meetings that abide by Robert’s Rules of Order as established in the Bylaws. In any instance where this section is not sufficiently clear nor descriptive, the Judicial Council shall refer to Robert’s Rules of Order for clarity.
- o The primary action of the ASMPC Council shall be made through a motion.
 - i. Motions made by the ASMPC Council shall require a simple majority (half of the voting members plus one) to pass.
 - 1. Exceptions to this rule shall be denoted as requiring a two-thirds majority to pass.
 - ii. Motions made by the ASMPC Council shall require the endorsement of two (2) voting members of the ASMPC Council.
 - 1. A motion must first be made by the verbal affirmation of a council member.
 - 2. A motion may then be seconded by the verbal affirmation of a council member.
 - 3. Any motion that fails to meet this criterion is immediately considered “killed.”
 - iii. A motion may be subject to a Presidential Veto.
 - 1. The President may, upon the passage of a motion, strike it down through a Presidential Veto that shall be effective at the moment of issuance.
 - a. The ASMPC Council may motion to overturn a Presidential Veto by passing a motion with a two-thirds majority of the gathered Voting Members.
 - 2. A Presidential Veto shall be verbally communicated by the ASMPC President and recorded.
 - a. The Veto shall effectively nullify any motion without a noted exception in the ASMPC Bylaws.

- iv. A motion may be subject to challenge by the Parliamentarian.
 1. If a violation of Robert’s Rules of Order is said to have occurred by nature of the motion, the Chief Justice of the ASMPCC Council, who also serves as the Parliamentarian, may be empowered to issue a challenge.
 - a. In issuing a challenge, the Parliamentarian shall cite the specific violation of Robert’s Rules of Order made through the existence of the motion.
 2. A challenge made by the Parliamentarian pauses any motion on the table and converts it to a motion that requires two-thirds of the Voting Members or a majority of the Judicial Council to pass.
 - a. A successful challenge shall yield either the indefinite postponement (killing) of a motion or a motion to amend the main motion such that the challenge is avoided.
 - b. A failed challenge shall yield no effect on the main motion aside from a parliamentary dissent recorded in the minutes.
- v. A motion may be subject to Judicial Evaluation.
- vi. A motion may be subject to secondary motions as denoted in Robert’s Rules of Order.
- vii. All motions and information pertaining to a motion shall be recorded by the Secretary and be made available to the public upon request in the form of the Meeting Minutes.
- All actions, discussions, and conduct during an ASMPCC Council meeting shall be recorded in the minutes by the Secretary in the form of the meeting minutes.
 - i. The effective date for all motions made by the ASMPCC Council shall be upon the approval of the minutes for the meeting where said motions were made, seconded, and voted upon.
 1. The council shall be required to approve the minutes for a previous meeting at each meeting, or refer the minutes to the Secretary or a necessary committee for review.
 - ii. Information recorded specifically pertaining to a motion shall include the following:
 1. Name of the motion
 2. Primary and secondary endorsements by Voting Members.
 3. Amendments or secondary motions
 4. Key points of discussion
 5. Final vote on the motion including “Ayes” (Affirmation), “Nays” (Negation), and Abstentions.
 - a. Any member of the Council may request a roll call vote on a given motion. In such a case, the name of each Voting Member shall be recorded in tandem with their vote on the motion.

- Meetings of the ASMPC Council shall adhere to an agenda provided to all members and prepared by the ASMPC President and Secretary in advance for every meeting.
 - i. The agenda shall be distributed to every member of the ASMPC Council digitally and physically upon request.
 - ii. The agenda shall be made publicly available in accordance with the Ralph M. Brown Act as stipulated in the Bylaws.
 - iii. The agenda shall include the title of every matter of information, discussion, and action in addition to a brief description for each item in accordance with the Brown Act.
- Meetings of the ASMPC Council shall be divided into meetings that satisfy quorum as defined in the ASMPC Bylaws. The agenda itself may be modified by a motion meeting a two-thirds majority.
 - i. In meetings that satisfy quorum, a regular business meeting shall be held where motions may be made and voted upon.
 - ii. The following order shall be upheld:
 1. The Call to Order made by the Chair by verbal affirmation.
 2. Roll Call conducted by the Chair.
 3. Brief introduction by the Chair and Public Comment
 - a. Public Comment shall be permitted to last no more than fifteen (15) minutes with three (3) minutes allocated per speaker.
 - b. In accordance with the Brown Act, the ASMPC Council may not take action during Public Comment but may offer a short reply pertaining to the matter.
 4. Consent Resolutions
 - a. Approval of the Previous Meeting's Minutes
 - b. Approval of the Meeting's Agenda
 5. Reports
 - a. Executive Reports
 - b. Auxiliary Committee Reports
 - c. ASMPC Council Reports
 - d. MPC Campus Committee Reports
 6. Informational Items/Presentations
 7. Discussion Items
 8. Action Items
 - a. Financially-Involved
 - b. Council Action
 - c. Resignations
 - d. Appointments
 - e. Absentees
 9. Open Forum
 10. Adjournment

- **Section 1.02 - Council Powers and Duties**

- A. Duties of the ASMPC Council - There are certain duties and responsibilities allocated to every member of the ASMPC Council without exception. The duties and responsibilities that every council member holds are the following:
- a. During the fall semester from the first day of school through the month of September, the council member shall be required a minimum of four (4) hours per week working in the Student Activities office, events, or tasks (excluding meetings of the council, auxiliary councils, or committees). For the remainder of the semester, the hours will be a minimum of (3) hours per week.
 - b. For the spring semester, from the first day of school through the end of February, the council member shall be required to spend a minimum of four (4) hours per week working in the Student Activities office, events or tasks (excluding meetings of the council, auxiliary councils or committees). For the remainder of the semester, the hours will be a minimum of (3) per week.
 - c. The council member shall be thoroughly knowledgeable of their position and the operation thereof.
 - d. The council member shall be knowledgeable of the ASMPC Bylaws, MPC Code of Conduct and the Ralph M. Brown Act.
 - e. The council member shall be responsible for taking the initiative to develop leadership, teamwork, and professional skills relevant to their position and personal development.
 - f. The council member shall attend all of their assigned meetings regularly in accordance with the ASMPC Attendance Policy with due diligence and a willingness to discuss, debate, and voice their honest opinions.

Attendance Policy of the ASMPC Council - Members of the ASMPC Council serve as the representation of the student body at the Monterey Peninsula College. As a direct result, members of the ASMPC Council are held to a high standard of attendance and participation within the Council.

- g. All members of the ASMPC Council are expected to attend all regular business meetings of the ASMPC Council.
- h. Members of the ASMPC Council who arrive no less than fifteen (15) minutes after the official call to order of an ASMPC Council business meeting shall be considered tardy. These members must provide a valid excuse to have the tardy removed from their record. Council members who are more than (15) minutes late will be considered absent.
- i. Members of the ASMPC Council who expect to be absent during an upcoming ASMPC Council meeting shall be required to submit a written or typed notification to the ASMPC President and the Advisor no less than 24 hours prior to the established start time of the meeting. This notification must include the reason for absence and shall be subject to

validation. Should a council member accumulate a total of (4) absences (excused or unexcused) the council member will automatically be removed from their position without evaluation. The council member will not be entitled to receive any portion of their stipend.

- i. A council member who was removed for this reason will be suspended from rejoining ASMPC for a period of thirty (30) days.

B. Endorsements of the Associated Students - Community organizations, political activist groups, candidacy campaigns, and event organizers are common presenters at ASMPC Council meetings. Oftentimes these organizations seek the endorsement of the council as a means of benefitting their causes. Endorsements made by ASMPC must be handled with deliberate care and for the benefit of the students at Monterey Peninsula College.

- a. This section of the ASMPC Bylaws serves as the ‘standing procedure’ for the ASMPC Council. Any conflicts between this section and the protocols established by the MPC Governing Board shall result in adherence to protocols established by the MPC Governing Board.
- b. An endorsement by the ASMPC Council shall be defined as the authorization for the use of the ASMPC logos, social media, letterhead, titles, and brand for the purpose of lending a benefit to a prescribed cause or endorsee.
- c. Endorsements by the ASMPC Council shall be considered an Action Item on the ASMPC Council’s agenda.
 - i. An endorsement by the ASMPC Council shall be required to pass a two-thirds majority vote of the Voting Members during a regular business meeting in the presence of quorum to pass.
- d. Upon passage of a request for endorsement, the President of the Associated Students shall be empowered to provide a Letter of Endorsement to the requesting party bearing the ASMPC logo and the President’s signature and title.
- e. The ASMPC Council shall never be permitted to endorse any organization that has committed any act of ‘hate speech’ as currently defined in the State of California Penal Code § 422.55 to § 422.75. This shall constitute any acts that are disparaging or discriminatory against an individual’s or group’s disability, gender, nationality, race or ethnicity, religion, or sexual orientation.

C. Council Code of Conduct - The members of the ASMPC Council shall be required to abide by a stringent Code of Conduct. The Code of Conduct is written as a set of ethical and moral standards necessary to the efficacy of the Council as a whole and as a safeguard against common pitfalls that such organizations are susceptible to. If these conducts are ignored, violations may be in order. The

ASMPC Council Code of Conduct is comprised of the following:

- a. The council members shall devote their time, energy, and ability to the benefit of the ASMPC Council and the students of Monterey Peninsula College.
 - b. The council member shall work in the spirit of cooperation and mutual development in all of their affairs.
 - c. The council member shall treat their peers, fellow students, staff, and the public with dignity, respect, and professionalism.
 - d. The council member shall voice their honest opinion and disagreement regardless of the common consensus.
 - e. The council member shall base their decisions on all available facts, vote their honest conviction, and uphold the final decision of the ASMPC Council.
 - f. The council member shall resist every temptation and deny every opportunity to use their position and authority for personal gain or the benefit of any institution or organization aside from the students of Monterey Peninsula College.
 - g. The council member shall respect the letter and the intent of the governing documents, Ralph M. Brown Act, and Robert's Rules of Order.
 - h. The council member shall hold accountable every member of the ASMPC Council to this Code of Conduct and ensure the President and all officers abide by the will of the students of Monterey Peninsula College.
 - i. The council member shall maintain the utmost professionalism and diligence when working in the ASMPC Office, ensuring that student needs are met and office procedures are followed.
- D. Conflicts of Interest - It shall be the standard procedure of the ASMPC Council to conduct business in the best interests of the students of Monterey Peninsula College. Therefore, it shall be the responsibility of the members of the council to prevent bias and corruption to the best of their abilities.
- a. A Conflict of Interest shall be declared to exist if a member of the ASMPC Council would perform an action on behalf of their role as a representative of ASMPC while simultaneously having a personal, invested interest in the matter at hand.
 - b. In the event that a member of the ASMPC Council has a Conflict of Interest, that member of the council shall be required to recuse themselves from any vote or action relating to said Conflict of Interest.
 - c. If a member of the ASMPC Council recuses themselves due to a Conflict of Interest or is found guilty of a charge of a Conflict of Interest, that member of the council may not vote or take any decisive action on the matter.

- E. ASMPC Council Participation Hours Policy - The members of the ASMPC Council shall be required to spend no less than four (4) hours per week (through September in the Fall and through February in the Spring) participating in an ASMPC event or activity, office hours, or other task conducted for the explicit benefit of the ASMPC Council. For the remainder of the fall and spring semesters, a minimum of (3) office hours per week is required.
- a. All time spent acting for the benefit of the ASMPC Council may be included and recorded for the acquisition of participation hours with the exception of ASMPC, Auxiliary Council and MPC campus committee meetings.
 - b. A council member who commits (4) violations of this policy will be automatically removed from their position without evaluation. The council member will not be entitled to receive any portion of their stipend.
 - c. The ASMPC Council shall exclude from any records or reports any week where there are less than four (4) regular business days of operation and regular class sessions at MPC.
 - i. Additionally, the council shall exclude the last week of the semester (finals) from their records or reports.
 - d. A violation of this policy shall be determined to exist if a council member has logged less than the required hours of participation for a given week by the Monday following the week on record.
 - i. A violation of the participation hour policy may be excused by the council if the provided reason for violation satisfies the same guidelines illustrated in the Attendance Policy. The reason needs to be submitted in writing to the President and to the advisor as soon as possible prior to the week in question.
 - e. It shall be a responsibility of the ASMPC Secretary to maintain a publicly accessible record of the council member's participation at all times.
- F. Voting Members Powers and Duties - The Voting Members of the ASMPC Council, comprised of the Senators, Directors, Student Trustee, and SSSCC Statewide Representative shall have the following powers and be held accountable to fulfilling the following duties:
- a. The Voting Members shall draft, propose, debate, and enact or kill any and all legislation involving the welfare of the students at Monterey Peninsula College.
 - b. The Voting Members shall be empowered to make and second motions.
 - c. The Senate Voting Members shall be responsible for sitting on at least one (1) MPC Campus Committee and one (1) ASMPC Auxiliary Council for the duration of their term of office.
 - i. The Student Trustee, SSSCC Representative, and Directors are exempt from this requirement as their own duties encapsulate this

- need.
- ii. A list of authorized MPC Campus Committees that satisfy this requirement shall be maintained and updated by the Vice President or Director of Student Representation.
- d. The Voting Members shall have the authority to approve or deny the proposed ASMPC Council Budget and may render any revisions to said Budget by majority motion.
- e. The Voting Members shall have the authority to override a Presidential Veto with a two-thirds majority vote.
- f. The Voting Members shall supervise all general or special elections for officers and legislation in the ASMPC Council.

- **Section 1.03 - Elections/Appointments into Office**

- A. The ASMPC Council is responsible for representing the interests of the students of Monterey Peninsula College, and as such it is sensible that the students democratically elect their representatives. In order for a student to join the ASMPC Council, they must either be elected by their peers during the spring elections or be appointed by petition to the council during the academic year in which they wish to serve in a vacant office.
 - a. Elections – The council shall be held ultimately responsible for the conduct of elections through the formation of ASMPC. The elections conducted by the ASMPC Council are distributed among two categories:
 - i. General Elections – General Elections are established elections that are held once every academic year during the first week in May. General Elections are explicitly conducted to elect members of the ASMPC council.
 - ii. Special Elections – Special Elections are dynamically established elections that may be held an unlimited number of times at any point during the academic year.
 - b. Candidacy – Any student of Monterey Peninsula College who is currently enrolled in at least five (5) units and has, as of the semester immediately preceding the election, maintained a GPA of no less than 2.0, shall be eligible to run for any elected position of the ASMPC Council with the exception of the office of President and Vice President.
 - c. In accordance with Governing Board Policy Appendix 1030 and California Education Code Section 72023.5, a student of Monterey Peninsula College must meet the following requirements in order to run for the position of President and Vice President:
 - i. The candidate must have served at least one semester on the ASMPC Council in order to run for this position.
 - ii. The candidate must be a resident of the MPC Governing Board’s District.

- iii. The candidate must be enrolled in courses accumulating no less than five (5) credits.
 - iv. The candidate must be currently enrolled student at Monterey Peninsula College.
 - v. The candidate must “meet and maintain the minimum standards of scholarship for community college students prescribed by the community college district.”
 - vi. Write-in candidates must receive 10% of the overall vote in order to be appointed to a position.
- B. Election Registration – Beginning in April and concluding 2 weeks prior to the election, candidates seeking election may acquire registration packets from the MPC website or a publicly accessible location and may submit packets to the Student Activities Coordinator.
 - a. Submitted registration packets must include evidence to prove that the candidate in question meets the minimum criteria for candidacy.
 - b. A submitted registration packet must also include the name, student ID number, address, phone number and e- mail address of the candidate. The candidate shall also be required to submit a personal statement illustrating their rationale for seeking an elected position and their qualifications for doing so.
 - c. A submitted election packet that does not include the required fields stated in this section shall be considered invalid and the candidate shall not be placed on the ballot.
- C. Election Days – The election will be held via the MPC website during the first week of May - Monday through Friday of that week. Students shall be permitted to submit their votes via the Electronic ballot so long as all requirements are met.
 - a. Electronic ballots submitted by students at Monterey Peninsula College must include the name of the voting student and their student identification number.
 - b. Electronic ballots shall clearly indicate the candidate that the voting students wish to vote for.
- D. Appointments – At any time where an office of the ASMPC Council is not held or immediately after a member of the council resigns, a vacancy shall exist. Vacancies within the council during the current academic year may be filled through the appointment of a qualified, currently enrolled student of Monterey Peninsula College. The ASMPC President must first have an interview with the proposed candidate in order to approve them, once approved the candidate will be placed on the ASMPC agenda to be considered.

- **Section 1.03 - Supplemental Information of Elections/Appointments into Office**

- A. Qualifications for Membership within the ASMPC Council - In seeking election or appointment to an office within the council, the candidate seeking said office must meet the following criteria. Members of the ASMPC Council are expected to maintain the following criteria throughout their term in office.
- a. The candidate must be a student currently enrolled at Monterey Peninsula College.
 - b. The candidate must be enrolled in courses accumulating no less than five (5) units.
 - c. The candidate must have a Grade Point Average of at least 2.0.

In accordance with the Governing Board Policy Appendix 1030 and California Education Code 72023.5, the qualifications for the office of the Student Trustee are as follows:

- a. The candidate must be a resident of the MPC Governing Board's District.
 - b. The candidate must be enrolled in courses accumulating no less than five (5) credits.
 - c. The candidate must be an enrolled student at Monterey Peninsula College.
 - d. The candidate must meet and maintain the minimum standards of scholarship for community college students prescribed by the community college district.
- B. Terms of Office - The term of office for all members of the ASMPC Council, shall be one academic year, beginning June 1st of each year.
- a. The period of time between the election of the ASMPC Council and the beginning of the ASMPC Council's term of office shall be known as the transitional period.
 - b. During the transitional period, officials elected into the ASMPC Council shall be required to attend the remaining ASMPC Council meetings during the spring semester.
 - c. During the transitional period, officials elected into the ASMPC Council shall be held to the Attendance Policy of the ASMPC Council.

● **Section 1.04 - Removal from Office**

A. Removal from Office - A member of the ASMPC Council may be removed from office in one of five ways. These consist of the expiration of the council member's term of office, the resignation of a council member during their term of office, a recall election of a council member, and the enactment of the articles of impeachment against a council member, or a violation of either the meeting or attendance policies.

- a. Resignation – During the academic year, a member of the ASMPC Council may wish to resign from their office for a variety of reasons.
 - i. Due to the wide variety of factors that impact a council member's ability to participate in ASMPC, Letters of Resignation that meet the following criteria will be accepted:
 1. A formal Letter of Resignation shall be typed and signed by

- the resigning council member.
2. The Letter of Resignation shall detail, with as much specificity as is appropriate, the rationale leading to the resignation.
 3. The Letter of Resignation shall be emailed to the ASMPC President and the advisor.
- ii. Upon receipt of a valid Letter of Resignation, the resignation shall take effect immediately.
 - iii. After the Letter of Resignation is read before the ASMPC Council, a motion to approve said resignation shall be made and voted upon by the Council in the presence of Quorum. The stipulations regarding the approval and disapproval of a resignation shall be dictated in the Bylaws.
- b. Recall – Under the invocation of the Student Recall Power, any elected member of the ASMPC Council may be subject to a Recall Petition under the “Rights of Students.” A valid Recall Petition containing the signatures of no less than one hundred fifty (150) currently enrolled MPC Students shall be immediately presented to the ASMPC Council during the next regular business meeting immediately following a receipt of the petition.
- i. A valid Recall Petition to invoke the Student Recall Power must bear the name of the council member subject to the petition and the rationale for removing said council member from office.
 1. Permitted grounds for recall include misconduct, negligence, incompetence, or misinterpretation of the public interest at Monterey Peninsula College.
 - ii. A valid Recall Petition to invoke the Student Recall Power must also bear the names, student identification numbers, and signatures of at least one hundred fifty (150) currently enrolled MPC students.
 - iii. Upon the presentation of a valid Recall Petition to the ASMPC Council, the Recall Petition shall be investigated by the Judicial Council to ensure that the above-stated requirements have been met. The Judicial Council will be granted one (1) week to determine the legitimacy of the petition. An illegitimate petition shall be nullified immediately with reasoning and public notice provided by the Judicial Council.
 - iv. A Recall Petition upheld by the Judicial Council shall immediately demand the activation of the ASMPC, who shall be mandated to organize, promote, conduct, tabulate, and present the results of a Special Recall Elections as dictated in the Bylaws. The election must be held no later than two (2) weeks after the Judicial Council

- upheld the petition.
- v. For a council member to be successfully recalled from office, the results of the Special Recall Election must show that the majority of voting students voted for that council member's removal from office.
 - vi. After a Special Recall Election's results are tabulated and announced to the public, the following shall occur:
 - 1. If the majority of students voted in favor of a council member's recall, that council member shall be immediately removed from office and no stipend shall be granted for services rendered during that council member's term in office.
 - 2. If the majority of students voted against the recall of a council member, that council member will be considered to have survived the recall and the council member shall retain their office.
- c. Articles of Impeachment – The Articles of Impeachment shall be considered the legal procedure conducted by the ASMPC Council to remove a council member from office. Any member of the ASMPC Council may be subject to the Articles of Impeachment on the grounds of a major violation of the ASMPC Bylaws or the Ralph M. Brown Act.
- i. In order to invoke the Articles of Impeachment, formal charges must be drafted by a member of the ASMPC Council and submitted to the Judicial Council for evaluation.
 - 1. Charges made against a council member must include the name, office, and signature of the council members submitting formal charges. In the event that a group of council members wishes to make the same charges against a council member, they may also formally support the charges with their name, office, and signature. However, only one council member may lead the case for the Articles of Impeachment.
 - 2. Formal charges submitted to the Judicial Council must be typed and must cite specific violations of the ASMPC Bylaws or Ralph M. Brown Act. These charges shall be submitted directly to the Chief Justice. In the event that a member of the Judicial Council is the subject of charges, the charges must be submitted to the ASMPC President.
 - ii. Upon the receipt of formal charges to invoke the Articles of Impeachment, a session of the Judicial Council shall be convened

within one (1) week immediately following the receipt of the charges.

1. The plaintiff and defendant parties must both be present at this session of the Judicial Council for the purpose of seeking a resolution to the charges laid to invoke the Articles of Impeachment.
 2. During this session, charges shall be read aloud by the Chief Justice and the defendant shall be permitted to state their case in defense of the charges made. Following the defense, a moderated debate may be held between the two parties until one of the following outcomes is established: (1) That a satisfying resolution can be made between the two parties that reconcile the charges or (2) that a satisfying resolution cannot be made between the parties. In the event that a satisfying resolution is laid out and agreeable to all parties, a member of the Judicial Council may motion for its acceptance and therefore end the invocation of the Articles of Impeachment. Any dissent in this motion from one of the parties, or in the event where no resolution is possible, shall lead directly to the next step in the Articles of Impeachment.
 3. If a resolution is made that satisfies the charges and ends the Articles of Impeachment, the resolution shall be read aloud to the ASMP Council during their next regular business meeting immediately following the session of the Judicial Council.
- iii. In the event that the session of the Judicial Council fails to reach a satisfying resolution, a motion to invoke the Articles of Impeachment shall be added to the agenda of the next ASMP Council meeting immediately following the session of the Judicial Council.
1. The motion to invoke the Articles of Impeachment must detail all relevant charges, the plaintiff and defendant parties, the outcome of the session of the Judicial Council, and information regarding the procedure for impeachment as outlined here.
 2. Before a motion may be voted upon, the defendant shall be permitted to provide an argument in their defense not exceeding five (5) minutes.
 3. A motion to invoke the Articles of Impeachment shall pass if a majority of the voting members vote in the affirmative

to carry the motion. A motion that fails to pass shall effectively end the invocation of the Articles of Impeachment.

4. A motion to invoke the Articles of Impeachment may not be vetoed, tabled, or otherwise delayed or annulled by means outside a majority vote.
- iv. A successful motion to invoke the Articles of Impeachment shall effectively result in the following:
1. The Judicial Council shall convene an Impeachment Hearing no less than one (1) week following the passage of the motion. The Impeachment Hearing shall be divided into two parts:
 - a. The first shall be a session open to the public where the only item of discussion shall be the charges of impeachment and thorough examination of the evidence and details gathered that are relevant to the case. During this hearing, the defendant and the plaintiff will be subject to questioning by any member of the ASMPC Council. The Chief Justice shall preside over the hearing and will moderate questioning.
 - b. The second part of the Impeachment Hearing shall consist of a closed session of the Judicial Council where none but members of the Judicial Council may be in attendance. All members of the Judicial Council must be present during the closed session and they shall collectively determine the case by majority vote where no member of the Judicial Council may abstain. The decision of the Judicial Council shall be immediately posted to the public and a detailed report must be given to the ASMPC Council during the next regular business meeting immediately following the closed session.
- v. If the Judicial Council votes in favor of impeachment, the council member who was subject to the charges discussed shall be immediately removed from office. No stipend shall be granted to the council member in question for any services rendered. The subject will also be suspended from applying to ASMPC for one (1) full semester.
- vi. In the event that a Justice recuses themselves or is subject to

removal, the ASMPC President shall serve as a member of the Judicial Council.

1. However, if a member of the Judicial Council removes themselves from ASMPC Council, then and only then shall the ASMPC President not serve as a replacement of the missing member since they did not recuse.
- vii. In the event that the ASMPC President also recuses him, or herself, or is the subject of charges where they would otherwise fill a vacancy within the Judicial Council, the line of succession shall be followed until a willing replacement is found.

● **Section 1.05 - Training and Education**

- A. Required Member Proficiency - All members of the ASMPC Council shall be required to be proficient in the student identification card system. Additionally, members of the ASMPC Council are required to be proficient in understanding the layout of the college and the locations of all major divisions and administrative centers.
- a. Members of the ASMPC Council shall, to the best of their ability, acquire relevant knowledge pertaining to these subjects but shall not be held liable for a lack of knowledge should no training be initially offered.
 - b. Members of the ASMPC Council shall also be required to familiarize themselves with the ASMPC Bylaws, Robert's Rules of Order, and the Ralph M. Brown Act to a level of proficiency befitting the operation of ASMPC.
 - c. Members of the ASMPC Council shall also be familiar with office rules and procedures including the use of ASMPC Computers and technology.
- B. Training - It shall be the responsibility of the Executive Council or any delegated authority to train new members of the ASMPC Council in the aforesaid responsibilities.
- a. Training for new members of the ASMPC Council should be held immediately after the meeting of their appointment or as soon after as possible where scheduling permits.
 - b. Training on all matters of legislation shall be considered the responsibility of the Judicial Council.
 - c. The Judicial Council shall be required to host training on the governing documents and parliamentary procedure no less than once a semester.
- C. Semester Training Meeting - It shall be the responsibility of the President and the Executive Council to hold a meeting at the beginning of the semester for the purpose of training all members of the ASMPC Council, regardless of their history of the Council, on the administration of their duties, the governing documents, and the overall conduct of the Council.

- a. The Judicial Council shall be required to assist the Executive Council in the administration of this responsibility as it relates to ASMPC-related legislation.
- b. The Semester Training Meeting shall be held at the beginning of the fall and spring semesters.

● **Section 1.06 - Council Evaluations**

- A. Evaluation Overview - The ASMPC Council Evaluations shall serve as a metric for the performance of a Council Member during a given semester of their term of office. The evaluation shall comprise multiple components designed to provide a well-rounded and relatively unbiased perspective as to the Council Member's performance.
- B. Evaluation Applicability - An evaluation shall be conducted every semester on all members of the ASMPC Council who have spent a minimum of 2 (two) months of the semester as an elected or appointed member of the ASMPC Council.
 - a. A resigning member of the ASMPC Council may request an evaluation to receive their stipend if they have spent at least two (2) months of that semester on the ASMPC Council. A resigning member of ASMPC who leaves their position before the end of the semester shall be eligible to receive up to one-half of their semester stipend with the approval of the ASMPC Council through a peer evaluation.
 - i. Inversely, a member of the ASMPC Council shall be allowed to resign without an evaluation should they desire, but in doing so forfeit the right to any stipend.
- C. Evaluation Time and Location - The ASMPC Council Evaluations will be held during the week prior to finals via electronic format.
 - a. Evaluations on any member of the ASMPC Council who has resigned with the intention of receiving a portion of their stipend shall be conducted during the same regular business meeting where their resignation is presented to the ASMPC Council.
- D. Stipend Brackets - The ASMPC Stipends shall be determined based on two (2) brackets divided on the basis of a Council Member's position on the ASMPC Council.
 - a. The President, Vice President, Chief Justice, Secretary, Treasurer, SSSCC Representative, Student Trustee, and Directors shall be eligible for a maximum stipend of three hundred (300) USD per semester. This shall be considered the Upper Bracket.
 - b. The Senators and Associate Justices shall be eligible for a maximum stipend of two hundred and fifty (250) USD per semester. This shall be considered the Lower Bracket.
- E. Council Evaluation System [APAP] - The ASMPC Council Evaluations shall consist of four (4) equally weighted sections. These sections are the advisor Evaluation, the Peer Evaluation, the Attendance Record, and the Participation Hours Record.

- a. Each section of the evaluation shall be worth a total of one hundred (100) points, with the grand total of all four (4) sections being four hundred (400) points.
- b. The advisor Evaluation shall consist of a simple survey completed by the ASMPC advisor that is identical to that of the Peer Evaluation.
 - i. The ASMPC advisor shall rate every member of the ASMPC Council on a scale of one (1) to ten (10) on the advisor's perception of their Work Ethic, Initiative, Teamwork, Leadership, and Professionalism.
 - ii. The sum of the scores for all five (5) categories shall be summed out of fifty (50) points and then multiplied by two (2) to receive the advisor Evaluation percentage.
- c. The Peer Evaluation shall consist of a simple survey completed by all members of the ASMPC Council who meet the prerequisites for evaluation.
 - i. The Council Member shall rate every member of the ASMPC Council, excluding themselves, on a scale of one (1) to ten (10) on the Council Member's perception of their Work Ethic, Initiative, Teamwork, Leadership, and Professionalism.
 - ii. The sum of all scores submitted shall be multiplied by two (2), then divided by the number of Council members participating in the evaluation to receive the Council Member's Peer Evaluation score.
- d. The Attendance Record shall be considered from a simple basis that is dependent on a Council Member's attendance during ASMPC Council meetings.
 - i. Starting with one hundred (100) points; (8) points shall be deducted for every unexcused absence, (8) points for every unexcused tardy, and (5) points for every excused absence.
- e. The Participation Hours Record shall be considered from a simple basis that is dependent on a Council Member's participation with the ASMPC Council during the recorded semester.
 - i. Starting with one hundred (100) points, a total of (25) points shall be deducted for every weekly violation of the ASMPC Participation Hours policy, unless you have a valid excuse the resulting number shall be considered the Council Member's Participation Hours Record score.
- f. The final evaluation score shall be acquired by taking the sum of all four (4) sections to obtain the total sum out of four hundred (400) possible points. The total sum shall be divided by four (4) to receive the Council Member's final evaluation score out of one hundred (100) percent.
- g. The full results of a Council Member's evaluation, including a breakdown of this scoring system and their personal scores for each section, shall be provided to the Council Member and to any administrative member of Monterey Peninsula College upon request.

- F. Evaluation Scores and Stipends - Stipends shall be allocated to members of the ASMPC Council on a proportional basis to their evaluation score. This system is designed to positively incentivize excellent performance within the Council while also ensuring fairness in the operation of the Council.
- a. Council Members who receive sixty (60) to sixty nine (69) percent as the result of their test shall be eligible to receive one-fourth of their maximum stipend.
 - i. Upper Bracket: 75 USD
 - ii. Lower Bracket: 65 USD
 - b. Council Members who receive seventy (70) to seventy-nine (79) percent as the result of their test shall be eligible to receive one-half of their maximum stipend.
 - i. Upper Bracket: 150 USD
 - ii. Lower Bracket: 125 USD
 - c. Council Members who receive eighty (80) to eighty-nine (89) percent as the result of their test shall be eligible to receive three-fourths of their maximum stipend.
 - i. Upper Bracket: 225 USD
 - ii. Lower Bracket: 190 USD
 - d. Council Members who receive ninety (90) percent and above as the result of their test shall be eligible to receive the entirety of their maximum stipend.
 - i. Upper Bracket: 300 USD
 - ii. Lower Bracket: 250 USD

● **Section 1.07 - Funding and Compensation**

- A. Funding and Compensation - The ASMPC Council is responsible for the proper expenditure of funds allocated to it by Monterey Peninsula College through the Student Representation Fee and the granting of funds by the administration of Monterey Peninsula College. Additionally, a portion of the funds allocated to the ASMPC Council are reserved for end-of-semester stipends for ASMPC Council members who are in good standing.
- a. The ASMPC Council Budget
 - i. The budget of the ASMPC Council shall be drafted each year by ASMPC and during the first regular business meeting of the academic year. The ASMPC Council shall decide to approve the budget or shall edit as necessary.
 - ii. The budget of the ASMPC Council shall be made available to the public upon written request immediately following its approval.
 - iii. The budget of the ASMPC Council shall include the following features:
 1. The names of all funds accessible to the ASMPC Council and the Auxiliary Councils in addition to the fund's current

balance.

2. A report that projects the estimated income and expenditures that will be incurred during the regular operation of the ASMPC Council during the academic year.

b. The Student Representation Fee

- i. These funds that are collected through the payment of the Student Representation Fee shall be allocated and placed into an account separate from all other accounts and funds available to the ASMPC Council. This fee is an optional \$2 per semester.
- ii. Utilizing funds collected through the Student Representation Fee shall be restricted to the following uses in accordance with Section 76060.5 of the California Education Code:
 1. To reimburse or otherwise cover the costs for travel expenses, registration, and participation for conferences or events designed for the representation of Monterey Peninsula College students through leadership, education, and communication.
 2. To support student representatives of Monterey Peninsula College who are advocating or otherwise speaking before any local, state or federal government body.
 3. Per CA Education Code 76060.5, One dollar (\$1) of every two-dollar (\$2) fee collected shall be expended to establish and support the operations of a statewide community college student organization, recognized by the Board of Governors of the California Community Colleges, with effective student representation and participation in state-level community college shared governance and with governmental affairs representatives to advocate before the Legislature and other state and local governmental entities.
 4. The funds may be used to pay for stipends for ASMPC Council members and for members of the ASMPC Auxiliary Councils (AC, PRC, SWC, and SRC, SC) provided these members are not on the ASMPC council.

c. Allocation of Funds to ASMPC Auxiliary Committees

- i. Funds shall be allocated to the Auxiliary Committees of the ASMPC Council for the fulfillment of their duties.
- ii. The following portions of the ASMPC Council's total available funds shall be allocated to ASMPC Auxiliary Committees as follows:
 1. The ASMPC Council shall be allocated thirty (25) percent of the total ASMPC budget.
 2. The Activities Council (AC) shall be allocated twenty five (25) percent of the total ASMPC Budget
 3. The Inter-Club Council (ICC) shall be allocated twenty five (30) percent of the total ASMPC budget.
 4. The Student Welfare Council (SWC) shall be allocated ten

- (5) percent of the total ASMPC budget.
 5. The Student Representation Council (SRC) shall be allocated five (5) percent of the total ASMPC budget.
 6. The Public Relations Council (PRC) shall be allocated to (5) percent of the total ASMPC budget.
 7. The STEM Council (SC) shall be allocated to (5) percent of the total ASMPC budget.
- d. Compensation for Service
- i. All members of the ASMPC Council, the Activities Council, the Public Relations Council, the Student Welfare Council and the Student Representation Council (those not already serving on ASMPC) shall be eligible for a stipend if they meet the following criteria:
 1. The individual completed their term of office.
 - ii. All members of the ASMPC Council, the Activities Council, the Public Relations Council, the Student Welfare Council, the Student Representation Council and the STEM Council (those not already on ASMPC) a member who has not completed their term of office and did not have their resignation approved by their respective councils shall not be eligible to receive a stipend.
 - iii. Stipends shall be distributed according to three variables:
 1. The office is held by the members.
 2. The results of the peer evaluation conducted by members of the Council that the member is a part of.
 3. The results of the evaluation conducted by the ASMPC Advisor.
 - iv. The maximum stipend allowance granted to members eligible to receive a stipend shall be dictated as follows:
 1. Members of the Executive Branch of the ASMPC Council including the President, Vice President, Secretary, Treasurer, and SSSCC Representative, Directors, Student Trustee, and Chief Justice shall be eligible to receive a maximum of \$300 USD per semester in the form of a stipend.
 2. Members of the Legislative Branch, including all Senators and Associate Justices, shall be eligible to receive a maximum of \$250 USD per semester in the form of a stipend.
 3. Directors and members of the Activities Council, Student Welfare Council, Public Relations Council, Student Representation Council and the STEM Council shall receive a maximum of \$200 USD per semester should those individuals not be currently serving members of the ASMPC Council.
 - a. If the member of the AC, SRC, PRC, SWC, SC is

also a member of the ASMPC Council, that individual shall not receive an additional stipend for services rendered.

- v. The stipend that is granted to eligible recipients shall be calculated by taking the average of all peer evaluations for a total of fifty (50) points, the faculty advisor score for a total of fifty (50) points, the average score for meeting office hours for fifty (50) points, and the rate of meeting attendance as the final metric for fifty (50) points. Finally, all four metrics shall be added together and divided by two to yield the council member's final score. The final score shall be the variable that determines which portion of the maximum stipend will be granted to the eligible recipient. These brackets are as follows:
 - 1. If the final score is less than sixty (60) percent, the recipient shall receive no stipend.
 - 2. If the final score is greater than or equal to (60) and less than seventy (70) percent, the recipient shall receive one-fourth of their maximum possible stipend.
 - 3. If the final score is greater than or equal to seventy (70) and less than eighty (80) percent, the recipient shall receive one-half of their maximum possible stipend.
 - 4. If the final score is greater than or equal to eighty (80) and less than ninety (90) percent, the recipient shall receive three-fourths of their maximum possible stipend.
 - 5. If the final score is greater than or equal to ninety (90) percent, the recipient shall receive the entirety of their maximum possible stipend.
- vi. The conduct of peer and faculty evaluations shall be illustrated in detail in the ASMPC Bylaws. The conduct of peer evaluations for the AC, PRC, SWC, PRC, SRC and SC shall be dictated in the respective Council Bylaws.
- vii. The assessment of office hours and attendance compliance shall be made by the Judicial Council in open session. In its deliberations, the Judicial Council may not count excused absences against a member of the ASMPC Council.
- viii. In the event that the budget of the ASMPC Council falls below \$50,000 USD, all stipends shall be canceled for that academic year.

Section 2 - The Executive Branch

- **Section 2.01 - Composition (of Members)**

- A. The Executive Branch shall be composed of the President, the Vice President, the Treasurer, the Secretary, the SSCCC Representative, and the Student Trustee who shall be responsible for the administration and conduct of the ASMPC Council. The members of the Executive Branch shall be elected at large by the Associated Students of Monterey Peninsula College.
- B. In the event of a mid-year vacancy for any office of the Executive Branch, the vacancy may be filled through an appointment.
- C. The Executive Branch shall be tasked with the responsibility of representing the interests of the students at Monterey Peninsula College and serving as the administrative leadership of the ASMPC Council.

- **Section 2.02 - Duties**

- A. President

- a. The President of the ASMPC Council serves as a central figure for experienced decision-making and Council operation. The President is responsible for the conduct of the ASMPC Council and must aspire to meet rigorous leadership, professionalism, tact, and resilience standards.
- b. The President shall serve as the Chair of the ASMPC Council during all Regular, Special, and Emergency ASMPC Council meetings when present and able.
- c. The President shall serve as the official representative of the students of Monterey Peninsula College and the head of the Executive Branch.
- d. The President shall serve as the official representative of the students at Monterey Peninsula College.
- e. The President shall allocate all duties and responsibilities not established in the governing documents to the council members most appropriate for the conduct of said duties and responsibilities.
- f. The President shall be empowered to introduce legislation to the Voting Members in the form of resolutions.
- g. The President shall enforce the actions of the ASMPC Council through their words and conduct.
- h. The President shall have the power to veto any action made by the Voting Members during the same legislative session that such motion was passed.
- i. The President shall be responsible for the appointment of qualified students to positions filling mid-year vacancies.
- j. The President shall be considered the official representative of the ASMPC Council for the purposes of signing any official documents or conducting any actions on behalf of the ASMPC Council.
- k. The President shall serve as the Chair of the Executive Council.
- l. The President shall work closely with the Secretary to create agendas for regular meetings of the ASMPC Council.
- m. The President shall work closely with the Treasurer to create the annual

budget for the ASMPC Council and oversee its enforcement.

- n. The President shall preside over the meetings of the Judicial Council in the event that the Chief Justice is subject to impeachment, Judicial Evaluation, or the position is vacant.
- o. The President shall have the authority to delegate the above-prescribed responsibilities in any case where they are not confident in their ability to perform said responsibility adequately.
- p. The President shall not have the right to vote ordinarily but shall have a supremacy vote to resolve ties.
- q. The President shall not count for or against quorum.

B. Vice President

- a. The Vice President of the ASMPC Council serves as the second-in-line in the succession of leadership. Additionally, the Vice President is responsible for the oversight of the Senate's obligations and the enforcement of ASMPC governing document.
- b. The Vice President shall serve in the full capacity of the ASMPC President, with all of the responsibilities assigned above, in any case where the ASMPC President is unable or unwilling to fulfill said responsibilities.
 - i. This condition shall immediately go into effect in such cases that charges of impeachment or judicial evaluation be successfully made against the President.
- c. The Vice President shall serve as the primary enforcer of the responsibilities for all Senate members of the ASMPC Council.
 - i. This responsibility shall include ensuring that all Senate members of the ASMPC Council sit on at least one (1) ASMPC Auxiliary Committee and one (1) MPC Campus Committee throughout their term of office.
 - ii. The Vice President shall be responsible for ensuring that all appropriate members of the ASMPC Council participate in at least one campus committee and one ASMPC auxiliary councils/committee.
 - 1. Negotiations may be in favor of a member whose schedule restricts him/her from completely committing to these obligations. In such cases, the Vice President may cooperate with the affected member of said issue.
- d. The Vice President shall serve as an Associate Justice in such cases that there are at least two (2) vacancies in the Judicial Council.
- e. Shall be delegated additional relevant responsibilities as needed by the President.
- f. The Vice President shall not have the right to vote.
- g. The Vice President shall not count for or against Quorum.

C. Secretary

- a. The Secretary of the ASMPC Council serves as the record-keeper and archivist of all material relevant to the ASMPC Council.
- b. The Secretary shall be responsible for attending all meetings of the ASMPC Council and recording the minutes of every meeting.
- c. The Secretary shall be responsible for the creation, editing, and public posting of the agenda in accordance with the Brown Act.
- d. The Secretary shall be responsible for editing, proofreading, and presenting the recorded minutes for approval of the ASMPC Council at the following meetings.
- e. The Secretary shall be empowered to work closely with the Chairs of ASMPC Auxiliary Committees to ensure that their requirements for agenda-posting and minutes recording are adequately met.
- f. The Secretary shall be empowered to work closely with members of the Executive Branch to ensure that meetings run smoothly and efficiently.
- g. The Secretary shall also be responsible for the maintenance and upkeep of the ASMPC Participation Hours and Attendance records.
- h. The Secretary shall not have the right to vote.
- i. The Secretary shall not count for or against Quorum.

D. Treasurer

- a. The Treasurer of the ASMPC Council is responsible for the creation, maintenance, and adjustment of all financial documentation and records pertaining to the ASMPC Council.
- b. The Treasurer shall serve as the ex-officio Treasurer for all ASMPC Auxiliary Committees.
- c. The Treasurer shall maintain records for all financial transactions incurred by the ASMPC Council and subsidiary organizations.
- d. The Treasurer shall provide a detailed financial report regarding the standing of all accounts and funds relevant to the ASMPC Council at every regular business meeting.
- e. The Treasurer shall not have the right to vote.
- f. The Treasurer shall not count for or against quorum.

E. Student Trustee

- a. One person shall be elected at large to serve as the Student Trustee in accordance with Governing Board Policy 1030 and California Education Code 72023.5(a) (2).
- b. Throughout the term of office from the first week of June until the last week of May of the succeeding academic year, the Student Trustee shall:
 - i. Attend all regular MPC Governing Board Committee meetings in accordance with their status as the Student Member of the

Governing Board.

- ii. Represent the Board of Trustees at meetings and social events outside of regular Board meetings (whenever possible).
 - iii. Be considered a member of the ASMPC Council's Executive Branch.
 - iv. Be held responsible for maintaining at least a 2.0 GPA throughout his/her term of office.
 - v. Be currently enrolled in a minimum of 5 units at the college for which they represent, except during the summer term.
 - vi. The Student Trustee shall have the right to make and second motions and counts as part of quorum.
- c. No requirement imposed by the ASMPC Council in any governing document may conflict with the established protocol and policy of the MPC Governing Board.
- F. Student Senate for California Community College (SSCCC)
- a. One person shall be elected at large to serve as the representative to the Student Senate for California Community Colleges (SSCCC).
 - b. The SSCCC Representative shall have the authority to make or second motions and will count as part of quorum.
 - c. The Statewide Representative is required to serve as the official delegate of the SSCCC and SSCCC Region IV.
 - d. Travel expenses for the SSCCC Representative may be reimbursed through the ASMPC Student Rep Fee budget.

- **Section 2.03 - Executive Meetings**

- A. The Executive Branch shall meet, as needed to discuss any business relating to leadership, personal development, and positive change for the benefit of the ASMPC Council. The Executive Branch shall also address any administrative business that does not fall under the scope of the Legislative or Judicial Branches.
 - a. All members of the Executive Branch shall be required to attend Executive Meetings whenever set.
 - b. Executive meetings shall be scheduled as necessary; but, not as a requirement.

Section 3 - The Legislative Branch

- **Section 3.01 - Composition (of Members)**

- A. The Legislative Branch of the ASMPC Council shall be composed of no more than ten (10) Senators and five (6) Directors who are elected at large by the Associated Students of Monterey Peninsula College or appointed by the ASMPC

Council during instances where a vacancy is present in the Legislative Branch. The Legislative Council shall be composed of all Voting Members of the ASMPC Council including all Senators and Directors.

- a. Director of Organizations, Director of Activities, Director of Representation, Director of Student Welfare, Director of Public Relations, Director of STEM, Senator of Technology, Senator of Creative Arts, Senator of Humanities, Senator of Life Sciences, Senator Physical Sciences, Senator of Social Sciences, Senator of Engineering, Senator of Marina Education Center, Senator of Physical Science, Senator-at-Large.
 - i. In the case where no one else desires to apply for division senator positions, there may be ten (10) Senator-at-Large positions.

- **Section 3.02 - Duties**

- A. Members of the Legislative Branch shall be charged with the responsibility of drafting and implementing legislation in the form of motions and ordinances while representing the interests of the Associated Students.

- a. It shall be the responsibility of all members of the Legislative Voting members to discuss and deliberate on any form of legislation brought before the ASMPC Council. These forms of legislation shall include motions and proposals brought before the ASMPC Council and, in certain circumstances, ASMPC Auxiliary Organizations.

- B. Directors

- a. The Directors of the Associated Students serve as the chairs of their respective Auxiliary Councils and as the point of reference for their respective fields of operation.
 - i. The Director of Activities (AC) shall:
 - 1. Be responsible for the operation of events and the representation of the Associated Students therein as well as chairing meetings of the Activities Council.
 - 2. Set the dates, times, locations, and operational capacity for every event hosted by the Associated Students on behalf of the ASMPC Council.
 - 3. The AC Council will be required to meet once per week.
 - ii. The Director of Organizations (ICC) shall:
 - 1. Be responsible for the communication, coordination, and collaboration among the student-led organization (clubs) operating at Monterey Peninsula College.
 - 2. Facilitate funding, promotions, and discussion among the student-led organizations (clubs) in the spirit of offering a diverse and educational environment for the students at MPC.

3. Be responsible for chairing meetings of the Inter-Club Council and shall serve as the official representative of the Associated Students in that regard.
 4. The ICC Council will be required to meet once per week.
- iii. The Director of Representation (SRC) shall:
1. Be responsible for ensuring that the interests of the students at Monterey Peninsula College are represented by the actions and conduct of the ASMPC Council.
 2. Be responsible for chairing meetings of the Student Representative Council.
 3. Be responsible for the conduct of surveys and the accumulation of student opinion regarding matters of current concern or interest.
 4. The SRC Council will be required to meet a minimum of once per month or as needed.
- iv. The Director of Student Welfare (SWC) shall:
1. Be responsible for the continued operation of various services offered by the Associated Students for the benefit of all students and additionally work to acquire resources, facilities, and/or any other means of achieving an added benefit for the students at MPC.
 2. Be responsible for the administration and chairing of the Student Welfare Council.
 3. Utilize funds and available resources to maximize the student identification card benefits:
 - a. Student Discounts
 - b. Establish other benefits for all MPC Students
 - c. The SWC shall be required to meet a minimum of once per month or as needed.
- v. The Director of Public Relations (PRC) shall:
1. Be responsible for the promotion of all campus events (Auxiliary Councils/Committee and other events in need of advertisement such as school sports games, ASMPC Council elections, club events, etc.) and the representation of the Associated Students therein as well as chairing meetings of the Public Relations Committee.
 2. Shall be in charge of updating active social media accounts associated with ASMPC.

3. Shall work with the MPC Marketing Committee to learn about upcoming events and advertisements requiring promotions in masse.
4. The PRC shall be required to meet a minimum of once per month or as needed.

vi. The Director of STEM shall:

1. Be responsible for the communication and collaboration between various services offered by ASMPC and the MPC STEM programs.
2. Be responsible to acquire resources, facilities, and/or any other means that would give students equitable access to the STEM programs that will ready them for advanced degrees and career pathways.
3. Be responsible for administration and chairing of the STEM Council (SC).
4. Utilize funds and available resources to maximize the benefit for students at MPC in creating, planning, hosting and evaluating any events to help advance STEM programs.
5. Maintain communication when the seat(s) of the Senator of Physical Science, Senator of Engineering, or the Senator of Life Sciences is/are vacant.
6. The SC Council will be required to meet a minimum of once per month or as needed.

- b. Directors are in charge of organizing their members as well as adding and removing them from their Auxiliary meeting.
- c. Aside from removals regarding attendance policies and resignations, Directors must provide a formal email, or notification, of the reason for the affected member's removal along with the appropriate guidelines that the affected member shows neglect of duties, disrespect, absences, or lack of professionalism, etc.
- d. Directors must provide a valid and reasonable explanation to their members upon their selected removal.
- e. Directors may also refer to their own written Bylaws for further validation.

C. Division Senators

- a. Senators of a specified division shall be responsible for ensuring a healthy and proactive relationship between their assigned division and the ASMPC Council.

- b. Division senators shall:
 - i. Regularly meet with faculty members of their respective divisions and serve as the point of contact between the division and the ASMPC Council.
 - ii. To the best of their abilities, encourage student and faculty participation within their respective division and with all ASMPC events and activities.
 - iii. Have the right to vote at any meeting of the ASMPC Council.
 - iv. Be counted for Quorum at any ASMPC Council meeting.
- D. The Voting Members of the ASMPC Council, comprised of the Senators, Directors, the Student Trustee and the SSCCC Representative shall have the following powers and be held accountable for fulfilling the following duties:
 - a. The Voting Members shall draft, propose, debate, and enact or kill any and all legislation involving the welfare of the students at Monterey Peninsula College.
 - b. The Voting Members shall be empowered to make motions, second motions, and vote.
 - c. The Senate Voting Members shall be responsible for sitting on at least one (1) MPC Campus Committee and one (1) ASMPC Auxiliary Council/Committee for the duration of their term of office.
 - i. The Student Trustee, SSCCC Representative, and Directors are exempt from this requirement as their own duties encapsulate this need.
 - 1. The President may also be exempt from this requirement if this begins to, or directly affects, the President's abilities to chair council meetings.
 - 2. Further action regarding active participation in councils/committees may be negotiated with the Vice President due to schedule conflicts and other obligations that demand absolute attention.
 - ii. A list of authorized MPC Campus Committees that satisfy this requirement shall be maintained and updated by the Executive Council.
 - d. The Voting Members shall have the authority to appropriate all funds allocated to the ASMPC Council.
 - e. The Voting Members shall have the authority to approve or deny the proposed ASMPC Council Budget and may render any revisions to said Budget by majority motion and approval of the Judicial Council.
 - f. The Voting Members shall have the authority to override a Presidential veto with a two-thirds majority vote.

- **Section 3.03 - Quorum**

- A. Quorum shall be defined as the minimum quantity of sworn voting members of who officially hold office needed to conduct an official meeting of the ASMPC Council.
- B. Quorum shall be considered met if at least one (1) more than half of the sworn members of the voting members are in attendance at the beginning of the ASMPC Council meeting. If Quorum is lost during the meeting for any reason, the Chair must table all action items and pending motions until the next meeting and adjourn the meeting.
- C. If Quorum is not met within fifteen (15) minutes of the call to order, the roll shall be taken and absences shall be recorded. No discussion nor action items may be discussed or deliberated by the council and the only matter of business permitted shall be applications to fill a vacancy on the ASMPC Council.
 - a. Informal discussion may take place as well as informal note-taking of the deliberations made during the time of the illegitimate committee/council meeting. The agenda may not be edited at this junction and nor will any items be actioned. No committee/council member shall be required to stay at the illegitimate meeting and the minutes of that present meeting will advance toward the next posting of the new agenda for the following week.
- D. The Chair and the Chief Justice shall be charged with the responsibility of ensuring that the ASMPC Council adheres to the requirements illustrated above in regards to Quorum.

Section 4 - The Judicial Branch

- **Section 4.01 - Composition (of Members)**

- A. The Judicial Council shall comprise the Chief Justice and two (2) Associate Justices. The Judicial Branch shall be responsible for interpreting the ASMPC Bylaws, enforcing the Ralph M. Brown Act and Robert's Rules of Order, investigating complaints against members of the ASMPC Council, and determining matters of validity regarding the conduct and operation of the ASMPC Council and Auxiliary Council/Committees.

- **Section 4.02 - Duties**

- A. Chief Justice
 - a. The Chief Justice shall serve as the Parliamentarian for the ASMPC Council and the Head of the Judicial Branch.

- i. Parliamentarian - It shall be the responsibility of the Chief Justice to become particularly advanced in the understanding of Robert's Rules of Order. The Chief Justice shall serve as the Parliamentarian of the ASMPC Council, and shall hold the authority to authorize motions to temporarily suspend Robert's Rules of Order as needed.
 1. A Parliamentarian that refuses to authorize a motion to suspend the Robert's Rules of Order may be overridden by a two-thirds majority vote by the Voting Members of the ASMPC Council.
 2. Associate Justices of the ASMPC Council shall also be considered responsible for becoming proficient in their understanding of the Robert's Rules of Order, to check the decision of the Parliamentarian and take the place of the Parliamentarian where they are unable to perform their duties.

B. Associate Justices

- a. The Associate Justice positions can be either from the ASMPC elections or appointed by the ASMPC Council by a majority vote. The position of Chief Justice shall be appointed by the appointed Associate Justices.
 - i. In the event of a mid-year vacancy for the position of Chief Justice where the Associate Justices are unable to reach a consensus on the replacement, the position may be filled by the Associate Justice of seniority with the confirmation of the ASMPC Council.

● **Section 4.03 - Parliamentary Procedure & Governing Documents**

- A. Invocation - The ASMPC Council, for the administration of its regular meeting proceedings and its Auxiliary Councils and Committees, adopt the Robert's Rules of Order (Fourth Edition) its official standard for parliamentary procedure.
- B. Competency - It shall be the responsibility of all members of the ASMPC Council to be proficient in the execution and conduct of Robert's Rules of Order and the implementation thereof by the ASMPC Council.
- C. Judiciary Responsibility - It shall be the responsibility of the Judicial Council, and specifically that of the Chief Justice, to ensure that members of the ASMPC Council are versed in Robert's Rules of Order. The Judicial Council shall be permitted to utilize experienced officers, official meeting proceedings, and the requirement for attendance in the fulfillment of this responsibility.
- D. Parliamentarian - It shall be the responsibility of the Chief Justice to become particularly advanced in the understanding of Robert's Rules of Order. The Chief

Justice shall serve as the Parliamentarian of the ASMPC Council, and shall hold the authority to authorize motions to temporarily suspend Robert's Rules of Order as needed. Motions to Suspend Robert's Rules of Order shall require authorization from the Parliamentarian.

- a. A Parliamentarian that refuses to authorize a motion to suspend the Robert's Rules of Order may be overridden by a two-thirds majority vote by the Voting Members of the ASMPC Council.
- b. Associate Justices of the ASMPC Council shall also be considered responsible for becoming proficient in their understanding of Robert's Rules of Order, to check the decision of the Parliamentarian, and take the place of the Parliamentarian where they are unable to perform their duties.

E. Official Documents - It shall be the responsibility of the ASMPC Secretary, in conjunction with the Judicial Council, to create official forms of the ASMPC Council relevant to the conduct of meetings and business as required. Such documents shall be implemented as an Appendix to the ASMPC Bylaws, and shall be approved or nullified by the ASMPC Council just as any amendment to the ASMPC Bylaws would be.

F. Conflicts of Governing Documents - If a conflict is deemed to exist between the governing documents of the ASMPC Council, the Judicial Council shall determine the appropriate course of action in both resolving said conflict and ensuring that said conflict does not substantially impede the proceedings and business of the ASMPC Council.

- a. Conflicts between the ASMPC Bylaws and the Ralph M. Brown Act shall always result in priority adherence to the Ralph M. Brown Act.

● **Section 4.04 - Judicial Evaluation**

A. Initiation - By request of any member of the ASMPC Council, the Judicial Council may be empowered to conduct a Judicial Evaluation of a council member, action, or ASMPC-affiliated activity. The passage of said request by no less than a two-thirds majority of the present Voting Members shall serve as a prerequisite to the conduct of Judicial Evaluation.

- a. An official request to initiate Judicial Evaluation must be signed by a Council member and assert specific violations of the ASMPC Bylaws at length.
- b. The Chair shall be required to present the request for Judicial Evaluation at the next regular business meeting following the request's submission.
- c. If Judicial Evaluation is called upon by a member of the Judicial Council, the President or appointed representative shall perform the responsibilities of that Judicial Council member(s) for the duration of the Judicial Evaluation.

- d. If a request for Judicial Evaluation is called upon the Chair, the Chair shall be obligated to recuse themselves and the subsequent ranking officer of the ASMPAC Council shall serve as the Chair for the remainder of discussion and action regarding the request.
- e. The vote to initiate Judicial Evaluation shall be conducted by a roll-call voice vote.

- **Section 4.05 - Judicial Council Implementation**

- A. Judicial Council Implementation - When a request successfully passes to initiate Judicial Evaluation, the ASMPAC Judicial Council is required to address the content of said request in the next Judicial Council meeting to be held no later than two (2) weeks after the passing of the request.
 - a. When addressing a valid request for Judicial Evaluation, all members, including the Chief Justice, must be present.
 - i. If a member of the Judicial Council cannot attend the meetings within the allotted two-week time frame, the Council may appoint a temporary justice for the duration of the Judicial Evaluation proceedings.
 - b. All involved parties in the Judicial Evaluation shall be invited to attend this meeting of the Judicial Council.
 - c. The Judicial Council shall, during this meeting, determine the accuracy of the claims made in the original request and determine their official position by majority vote.
 - i. The Judicial Council shall inform its decision based on relevant facts and information presented.
 - ii. If sufficient evidence does not exist to determine a charge as Unconstitutional beyond a reasonable doubt, the Judicial Council shall be obligated to dismiss it as Constitutionally Irrelevant.
 - iii. No member of the Judicial Council may be permitted to abstain from a decision on Judicial Evaluation.

- **Section 4.06 - Decision Making**

- A. The Judicial Council shall, in executing Judicial Evaluation, determine the validity of the actions of a Councilmember, action, or ASMPAC-affiliated activity. The Judicial Council shall decide either 'unconstitutional,' 'constitutional,' or 'constitutionally irrelevant.'
 - a. The decision of the Judicial Council shall be officially published to the public and announced during the next regular business meeting of the ASMPAC Council following the Judicial Council meeting.
 - b. If the ruling of the Judicial Council is 'constitutional,' the council member, action, or ASMPAC-affiliated activity in question are upheld and may not be subject to another Judicial Evaluation.
 - c. If the ruling of the Judicial Council is 'unconstitutional,' the action or ASMPAC-affiliated activity is nullified. If the actions of a council member are deemed in violation of the Bylaws, the Council Member will be

reprimanded in a manner following the severity of the constitutional infraction.

- d. If the ruling of the Judicial Council is ‘constitutionally irrelevant,’ the Judicial Evaluation is recorded but no action is taken regarding the motions, actions, events, activities, or Council Members in question.
- e. The decision of the Judicial Council may be reversed by a Presidential Veto made within two (2) days of publishing the decision. The Presidential Veto itself may be overturned by a two-thirds majority of all Voting Members of the ASMPC Council.

- **Section 4.07 - Consequences of Judicial Evaluation**

A. If the Judicial Council determines that the actions of an ASMPC Council Member, Council Activity, or Council Action were unconstitutional, the Judicial Council shall be empowered to present a Recommendation of Consequence to the ASMPC Council regarding the appropriate reprimand.

- a. The Judicial Council may recommend that Unconstitutional Council Activities be canceled, nullified, disavowed, or altered to comply with ASMPC Governing Documents.
 - i. Any such act shall require the majority approval of the ASMPC Council’s Voting Members in the presence of Quorum.
 - ii. Public notice regarding the Council decision shall be publicly displayed alongside ASMPC Agendas.
- b. If the Judicial Council has found that a member of the ASMPC Council has conducted actions that violate the ASMPC Governing Documents, the Judicial Council shall be required to determine an appropriate consequence commensurate with the actions of the Council Member and deliver it to the ASMPC Council during the presentations of the results regarding the Judicial Evaluation.
 - i. The Judicial Council recommendation must include a consequence of adequate severity to warrant a general understanding of the consequence for the Council Member’s actions.
 - ii. The Judicial Council recommendations must detail a consequence that fairly reprimands the ASMPC Councilmember and preferably addresses the root cause of the Council member’s violations.
 - iii. The scope of the Judicial Council’s recommendations must detail consequences not lesser than partial stipend reduction and not greater than articles of impeachment.
 - iv. Examples of authorized consequences include a partial or full revocation of stipend, a specialized probationary agreement that restricts the council member’s privileges, re-appointment of the Council member to a Senator (if not already), or other fitting reprimands as determined by the ASMPC Council with the approval of the ASMPC Faculty Advisor.
 - v. The Judicial Council recommendation shall be required to pass a two-thirds majority vote by the Voting Members of the ASMPC Council in the presence of Quorum.

1. Should the ASMPC Council fail to reach a sufficient consensus on any consequence or reprimand offered, the only consequence incurred on the evaluated party shall be a single-bracket reduction in End-of-Semester Stipend.
- vi. Motions regarding the authorization of consequences shall not be subject to a Presidential Veto nor challenged by the Parliamentarian save for violations of this section.
- vii. Motions regarding the authorization of consequences shall be considered final and binding.

- **Section 4.08 - Probationary Agreements**

- B. Among the plausible consequences issued against a member of the ASMPC Council who is guilty of violating any ASMPC policies of the By-Laws or MPC Code of Conduct shall be placed in a “probationary” agreement. These agreements are considered binding documents whereas both parties uphold several imperative tenets to facilitate the resolution of concerns and charges expressed in the original request for Judicial Evaluation.
 - a. Terms of the Probationary Agreements shall include clauses of Restriction, Oversight and Resolution.
 - b. The Restriction Clause shall detail the privileges that are revoked from the ASMPC Council Member for the duration of the Probationary Agreement.
 - i. The Term of the Probationary Agreement may not exceed (30) days.
 - ii. Privileges that may be revoked from the council member include:
 1. Use of ASMPC Office Computers (Save for official ASMPC Council business).
 2. Access to the ASMPC Office and resources for non-ASMPC use.
 3. Nullification of ASMPC Parking Pass.
 4. Nullification of ASMPC Priority Registration.
 5. Revocation of ASMPC Graduation Stole/Certificate/Commendation/Award.
 - iii. The Oversight Clause shall detail the names, dates, and established goals of the Probation Agreement.
 1. The Oversight Clause shall be monitored by either the ASMPC President or Vice President regarding all relevant parties involved.
 2. The Oversight Clause shall require a full report delivered regarding the progress of the Council member and whether or not the Point of Contact recommends the termination of the Probation Agreement.
 - iv. The Resolution Clause shall detail the circumstances for which the Probation Agreement and Term may be ended.

1. All modifications to the Probation Agreement must pass a two-thirds majority vote of the ASMPC Council's Voting Members in the presence of Quorum.
 - a. 'Modifications' may include premature termination or extension.
2. The Resolution Clause shall detail the date of the final report to the ASMPC Council regarding the agreement and the outcome.
3. If the terms of the Resolution Clause are not met or if the ASMPC Council fails to certify the fulfillment of the Resolution Clause, the Probation Agreement shall expire at the end of the (30) days for which the council member was placed on probation.

- **Section 4.09 - Amendments**

- A. The ASMPC Bylaws, under the authority vested within this section, shall be capable of modification to adapt to the needs of the ASMPC Council and the students of the Monterey Peninsula College. Modifications to the ASMPC Bylaws must be conducted in such a manner as to preserve the integrity and reliability of the council's governing documents.
 - a. Amendments to the ASMPC Bylaws – May be amended by action of the ASMPC council.
 - i. Proposed amendments to the ASMPC Bylaws shall be presented as a Discussion Item by the proposing council member or by the advisor. The proposed amendment shall be presented during the ASMPC meeting to be approved by the council.

Section 5 - Advisor

- A. The Advisor to the ASMPC Council who shall be appointed by the Monterey Peninsula College Dean of Student Services (or designee), shall not be a member of ASMPC and shall act as an advisory capacity without voting rights.
- B. The Advisor (or designee) shall review and approve actions by ASMPC or its officers. The Advisor will work with all ASMPC officers to address performance related concerns as part of the learning experience that is student participatory governance.

Section 6 - Additional ASMPC Duties

- **Section 6.01 - Sub-Councils & Committees**

- A. There are two branches of duties that ASMPC holds accountable to its council members to participate: ASMPC Auxiliary Councils and MPC Campus Committees. ASMPC Auxiliary Councils consist of the following total sub-

councils: Activities Council (AC), Inter-Club Council (ICC), Student Representation Council (SRC), Student Welfare Council (SWC), Public Relations Council (PRC) and the STEM Council (SC). MPC Campus Committees may vary upon availability, but may be checked through the MPC website for additional and precise information regarding meetings times, committee category, and student representative availability.

- a. All ASMPC Council members are subject to attend these organizations except for the Student Senate for California Community Colleges (SSCCC), the Student Trustee, all Directors, and Justices. This condition may not, however, restrict the following council members to join voluntarily.

- **Section 6.02 - ASMPC Auxiliary Councils**

- A. Activities Council (AC)

- a. The Activities Council is responsible for the creation, promotion, and operation of activities that are open to students of Monterey Peninsula College. These activities are operated and conducted by the Activities Council on behalf of the ASMPC Council.
 - i. Meeting Policy – The Activities Council shall be responsible for holding weekly meetings at a regular time and location that are open to the public in accordance with the Ralph M. Brown Act.
 1. The set time for AC meetings shall be established on the first meeting of the semester.
 2. The set location for AC meetings shall be set within the jurisdiction of Monterey Peninsula College.
 3. The items for discussion during AC meetings shall include activity proposals, planning, financial proposals, and reports on activities.
 4. The agenda for AC meetings shall be dictated within the AC Bylaws and be adapted from Robert’s Rules of Order.
 5. Quorum for AC meetings shall be considered met if at least half plus one of the Board of Directors are in attendance during the meeting. In the absence of Quorum, the only business conducted during a meeting shall be the roll and applications for appointment according to the Brown Act.
 6. If the Chair/Director of the Activities Council is absent or cannot attend the meeting within 10 minutes of the meeting’s starting time, then the meeting will be canceled.
 7. In the event that the Chair/Director cannot attend the meeting, they may appoint an Auxiliary member or

ASMPC council member to Chair the meeting, but must notify the ASMPC President and Vice President at least twenty-four (24) hours before the start of the meeting and must be approved. The appointed Chair must know how to properly conduct a meeting according to Robert's Rules of Order.

- ii. Membership – The membership of the Activities Council shall be composed of the Chair and the Board of Directors. The Chair of the Activities Council shall be elected or appointed Director of Activities. The Director of Activities shall be required to provide reports to the ASMPC Council after every meeting of AC.
 - 1. The Board of Directors constitutes the Voting Members of the Activities Council.
 - 2. The details, duties, and responsibilities of the Board of Directors and Secretary shall be dictated in the AC Bylaws.
 - 3. The Board of Directors may be appointed or removed by the discretion of the Director of Activities with the approval and confirmation of the ASMPC Council.
 - 4. The operation – The Activities Council shall be allocated a total of twenty five (25) percent of the total ASMPC budget per academic year. These funds may be utilized for the following purposes:
 - 5. To propose, plan, and debate proposals for activities.
 - 6. To purchase supplies and equipment specifically designed for use in activities conducted by the Activities Council.
 - 7. To purchase promotional material for the specific purpose of promoting activities conducted by the Activities Council.
 - 8. To purchase refreshments for meetings of the Activities Council.
 - 9. To have one (1) social outing open to members of the Activities Council per semester. Said meeting may not exceed more than (10) percent of the AC budget.
- iii. The Activities Council shall denote the specific conduct of their proposals and activities within the AC Bylaws.
- iv. The Activities Council shall have the ability to share the financial burden of hosting an event with another Auxiliary Council with the approval of the participant Auxiliary Council/Committee and the ASMPC Council.

B. Inter-Club Council (ICC)

- a. The Inter-Club Council is responsible for ensuring the cooperation of the

various student-led organizations that operate on the campus of Monterey Peninsula College. Through ICC, these organizations participate in events and activities that are relevant to the established purpose of the respective organization and promote the general welfare of the student body. The ICC coordinates these organizations into a united effort for the mission of student advocacy through resource appropriation and networking.

- i. Meeting Policy – The Inter-Club Council shall be responsible for holding weekly meetings at a regular time and location that is open to the public in accordance with the Ralph M. Brown Act.
 1. The set time for ICC meetings shall be established during the first meeting of the semester.
 2. The set location of ICC meetings shall be set within the jurisdiction of Monterey Peninsula College.
 3. The items for discussion during the ICC meeting shall include activity proposals, planning, financial proposals, and reports on activities.
 4. The agenda for ICC meetings shall be dictated within the ICC Bylaws and be adapted from Robert’s Rules of Order.
 5. Quorum for ICC meetings shall be considered met if at least half of the ICC representatives are in attendance during the meeting. In the absence of Quorum, the only business conducted during a meeting shall be the roll and applications of appointment.
 6. The Parliamentary Procedure utilized during ICC meetings shall be derived from Robert’s Rules of Order.
 7. If the Chair/Director of the ICC is absent or cannot attend the meeting within 10 minutes, then the meeting will be canceled.
- ii. Membership – The membership of the Inter-Club Council shall be composed of the Chair, the Secretary, the ICC Representatives, and the Justice Representative.
 1. The Chair of the Inter-Club Council shall be the elected or appointed Director of Organizations. The Director of Organizations shall be required to provide reports to the ASMPC Council after every meeting of ICC.
 2. The ICC Representatives constitute the Voting Members of the Inter-Club Council.
 3. The details, duties, and responsibilities of the ICC Representatives and the Secretary shall be dictated in the ICC Bylaws.

4. The ICC Representatives shall be selected by participating student-led clubs and shall vote on behalf of that club during ICC meetings.
 - a. The only criteria for serving as an ICC Representative shall be that the individual is a currently enrolled student at Monterey Peninsula College and the student is an active member of the student-led club they seek to represent.
- iii. Operation – The Inter-Club Council shall be allocated a total of thirty (30) percent of the total ASMPC budget per academic year. These funds may be used for the following purposes:
 1. To appropriate resources to be used by participating student organizations for community and club activities.
 2. To purchase supplies and equipment specifically designed for use in activities conducted by the Inter-Club Council or its participant clubs.
 3. To purchase promotional material for the specific purpose of promoting activities conducted by the participant clubs of ICC.
- iv. The Inter-Club Council shall denote the specific conduct of their proposals and activities within the ICC Bylaws.
- v. The Inter-Club Council shall be bound to the ICC Bylaws and the ASMPC Bylaws in addition to the Ralph M. Brown Act and Robert’s Rules of Order.
- vi. The ASMPC Voting Members shall have the authority to freeze funding for ICC proposals by a majority decision, however, funding may not be frozen for proposals that have already been approved.
- vii. Student organizations shall be allowed to submit proposals to the ICC for any reason that adheres to the stipulations within this section.

C. Student Representation Council (SRC)

- a. The Student Representation Council is responsible for representing the interests of the student body through advocacy, proposals, and the hearing of complaints and suggestions by members of the public. The SRC shall serve to bring together the student representatives of Monterey Peninsula College to a united front to achieve these goals.
 - i. Meeting Policy – The Student Representation Council shall be responsible for holding monthly meetings or as needed at a regular time and location that are open to the public in accordance with Ralph M. Brown Act.

1. The set time of SRC meetings shall be established during the first meeting of the semester.
 2. The set location of SRC meetings shall be set within the jurisdiction of Monterey Peninsula College.
 3. The items for discussion during SRC meetings shall include matters pertaining to the interests of students enrolled at Monterey Peninsula College including complaints, suggestions, and upcoming events.
 4. The agenda for SRC meetings shall be dictated within the SRC Bylaws and be adapted from Robert's Rules of Order.
 5. Quorum for SRC meetings shall be considered met if at least half of the SRC Representatives are in attendance during the meeting. In the absence of Quorum, the only business conducted during the meeting shall be the roll and applications for appointment.
 6. The Parliamentary Procedure utilized during SRC meetings shall be derived from Robert's Rules of Order.
 7. Quorum for SRC meetings shall be considered met if at least half plus one of the Board of Directors are in attendance during the meeting. In the absence of Quorum, the only business conducted during a meeting shall be the roll and applications for appointment according to the Brown Act.
 8. If the Chair/Director of the SRC is absent or cannot attend the meeting within 10 minutes from the start of the meeting, then the meeting will be canceled.
 9. In the event that the Chair/Director cannot attend the meeting, they may appoint an Auxiliary member or ASMPC council member to the chair of the meeting, but must notify the ASMPC President and Vice President at least twenty-four (24) hours before the start of the meeting and must be approved. The appointed Chair must know how to properly conduct a meeting according to Robert's Rules of Order.
- ii. Membership – The membership of the Student Representation Council shall be composed of the Chair, the Secretary, the Student Trustee, and the President of ASMPC, all students serving on MPC Campus Committees, the SSCCC Representative, and any student who represents the interests of the students of MPC before anybody of City, County, State, or Federal Government. This composition of said members may be flexible.
1. The Chair of the Student Representation Council shall be

- elected or appointed Director of Representation. The Director of Representation shall be required to provide reports to the ASMPC Council after every meeting of SRC.
2. The Student Trustee, President of ASMPC, students serving on MPC Campus Committees, the SSCCC Representative, and any other student who represents the interests of the students of MPC before anybody of City, County, State, or Federal Government shall constitute the Voting Members of the Student Representation Council and shall henceforth be referred to as the SRC Representatives.
 3. The details, duties, and responsibilities of the Chair, SRC Representatives and Secretary shall be dictated in the SRC Bylaws.
 4. The SRC Representatives shall be appointed by virtue of their currently-held office and shall retain said office until the termination of the position that warrants their status as an SRC Representative.
- iii. Operation – The Student Representative Council shall be allocated a total of five (5) percent of the total ASMPC budget per academic year. These funds may be utilized for the following purposes:
1. To appropriate resources for the compensation of travel expenses relating specifically to the attendance of meetings in connection with the duties of an SRC Representative.
- iv. The Student Representation Council shall denote the specific conduct of their activities within the SRC Bylaws.
- v. The Student Representation Council shall be bound to the ASMPC Bylaws in addition to the Ralph M. Brown Act and Robert’s Rule of Order.

D. Student Welfare Council (SWC)

- a. The Student Welfare Council is responsible for ensuring the continuity and expansion of the benefits currently allocated to students of Monterey Peninsula College.
 - i. Meeting Policy – The Student Welfare Council shall be responsible for holding monthly meetings or as needed at a regular time and location that are open to the public in accordance with Ralph M. Brown Act.
 1. The set time of SWC meetings shall be established during the first meeting of the semester.
 2. The set location of SWC meetings shall be set within the jurisdiction of Monterey Peninsula College.

3. The items for discussion during SWC meetings shall include matters pertaining to the interests of students enrolled at Monterey Peninsula College including complaints, suggestions, and upcoming events.
 4. The agenda for SWC meetings shall be dictated within the SWC Bylaws and be adapted from Robert's Rules of Order.
 5. Quorum for SWC meetings shall be considered met if at least half of the SWC Voting Members are in attendance during the meeting. In absence of Quorum, the only business conducted during a meeting shall be the roll and applications for appointment.
 6. The Parliamentary Procedure utilized during SWC meetings shall be derived from Robert's Rules of order.
 7. Quorum for SWC meetings shall be considered met if at least half plus one of the Board of Directors are in attendance during the meeting. In the absence of Quorum, the only business conducted during a meeting shall be the roll and applications for appointment according to the Brown Act.
 8. If the Chair/Director of the SWC is absent or cannot attend the meeting within 10 minutes from the start of the meeting, then the meeting will be canceled.
 9. In the event that the Chair/Director cannot attend the meeting, they may appoint an Auxiliary member or ASMPC council member to the chair of the meeting, but must notify the ASMPC President and Vice President at least twenty-four (24) hours before the start of the meeting and must be approved. The appointed Chair must know how to properly conduct a meeting according to Robert's Rules of Order.
- ii. Membership – The membership of the Student Welfare Council shall be composed of the Chair, the Secretary, appointed students of Monterey Peninsula College, and a Justice Representative.
1. The Chair of the Student Welfare Council shall be elected or appointed Director of Student Welfare. The Director of Student Welfare shall be required to provide reports to the ASMPC Council after every meeting of SWC.
 2. The Voting Members of the Student Welfare Council shall be composed of appointed students that are enrolled at Monterey Peninsula College.
 3. The details, duties, and responsibilities of the Chair, Voting Members, and Secretary shall be dictated in the SWC

Bylaws.

- iii. Operation – The Student Welfare Council shall be allocated a total of five (5) percent of the total ASMPC budget per academic year. These funds may be utilized for the following purposes:
 - 1. To appropriate resources for the upkeep, maintenance, replenishment, and expansion of benefits offered to currently enrolled students of Monterey Peninsula College.
- iv. The Student Welfare Council shall denote the specific conduct of their operations within the SWC Bylaws.
- v. The Student Welfare Council shall be bound to the ASMPC Bylaws in addition to the Ralph M. Brown Act and Robert’s Rules of Order,

E. Public Relations Council (PRC)

- a. The Public Relations Committee is responsible for ensuring the communication from ASMPC to the MPC Student Body and the promotion of ASMPC and MPC by means of social media and/or other means to promote the benefit of the students of Monterey Peninsula College.
 - i. Meeting Policy – The Public Relations Committee shall be responsible for holding bi-monthly meetings at a regular time and location that are open to the public in accordance with the Ralph M. Brown Act.
 - 1. The set time of PRC meetings shall be established during the first meeting of the semester.
 - 2. The set location of PRC meetings shall be set within the jurisdiction of Monterey Peninsula College.
 - 3. The items for discussion during PRC meetings shall include matters pertaining to the interests of students enrolled at Monterey Peninsula College including complaints, suggestions, and upcoming events.
 - 4. The agenda for PRC meetings shall be dictated within the PRC Bylaws and be adapted from Robert’s Rules of Order.
 - 5. Quorum for PRC meetings shall be considered met if at least half plus one of the PRC Voting Members are in attendance during the meeting. In absence of Quorum, the only business conducted during a meeting shall be the roll and applications for appointment.
 - 6. The Parliamentary Procedure utilized during PRC meetings shall be derived from Robert’s Rules of order.
 - 7. Quorum for PRC meetings shall be considered met if at least half plus one of the Board of Directors are in attendance during the meeting. In the absence of Quorum, the only

business conducted during a meeting shall be the roll and applications for appointment according to the Brown Act.

8. If the Chair/Director of the PRC is absent or cannot attend the meeting within 10 minutes from the start of the meeting, then the meeting will be canceled.
 9. In the event that the Chair/Director cannot attend the meeting, they may appoint an Auxiliary member or ASMPC council member to the chair of the meeting, but must notify the ASMPC President and Vice President at least twenty-four (24) hours before the start of the meeting and must be approved. The appointed Chair must know how to properly conduct a meeting according to Robert's Rules of Order.
- ii. Membership – The membership of the Public Relations Committee shall be composed of the Chair, the Secretary, appointed students of Monterey Peninsula College, and the Justice Representative.
 1. The Chair of the Public Relations Committee shall be elected or appointed Director of Public Relations. The Director of Public Relations shall be required to provide reports to the ASMPC Council after every meeting of PRC.
 2. The Voting Members of the Public Relations Committee shall be composed of appointed students that are enrolled at Monterey Peninsula College.
 3. The details, duties, and responsibilities of the Chair, Voting Members, and Secretary shall be dictated in the PRC Bylaws.
 - iii. Operation – The Public Relations Committee shall be allocated a total of five (5) percent of the total ASMPC budget per academic year. These funds may be utilized for the following purposes:
 1. To appropriate resources for the upkeep, maintenance, replenishment, and expansion of benefits offered to currently enrolled students of Monterey Peninsula College.
 - iv. The Public Relations Committee shall denote the specific conduct of their operations within the PRC Bylaws.
 - v. The Public Relations Committee shall be bound to the PRC Bylaws and the ASMPC Bylaws in addition to the Ralph M. Brown Act and Robert's Rules of Order.
 - vi. The Public Relations Committee shall be encouraged to participate and work with the MPC Marketing Committee for references of advertisement and provide professional and student-based criticism and feedback when necessary.

F. STEM Council (SC)

- a. The STEM Council is responsible for ensuring the communication from ASMPC to the MPC Student Body and the promotion of ASMPC and MPC by means of social media and/or other means to promote the benefit of the students of Monterey Peninsula College.
 - i. Meeting Policy – The STEM Council shall be responsible for holding bi-monthly meetings at a regular time and location that are open to the public in accordance with the Ralph M. Brown Act.
 1. The set time of SC meetings shall be established during the first meeting of the semester.
 2. The set location of SC meetings shall be set within the jurisdiction of Monterey Peninsula College.
 3. The items for discussion during PRC meetings shall include matters pertaining to the interests of students enrolled at Monterey Peninsula College including complaints, suggestions, and upcoming events.
 4. The agenda for SC meetings shall be dictated within the PRC Bylaws and be adapted from Robert’s Rules of Order.
 5. Quorum for SC meetings shall be considered met if at least half plus one of the SC voting members are in attendance during the meeting. In absence of Quorum, the only business conducted during a meeting shall be the roll and applications for appointment.
 6. The Parliamentary Procedure utilized during PRC meetings shall be derived from Robert’s Rules of order.
 7. Quorum for SC meetings shall be considered met if at least half plus one of the Board of Directors are in attendance during the meeting. In the absence of Quorum, the only business conducted during a meeting shall be the roll and applications for appointment according to the Brown Act.
 8. If the Chair/Director of the SC is absent or cannot attend the meeting within 10 minutes from the start of the meeting, then the meeting will be canceled.
 9. In the event that the Chair/Director cannot attend the meeting, they may appoint an Auxiliary member or ASMPC council member to the chair of the meeting, but must notify the ASMPC President and Vice President at least twenty-four (24) hours before the start of the meeting and must be approved. The appointed Chair must know how to properly conduct a meeting according to Robert’s Rules of Order.

- ii. Membership – The membership of the SC Council shall be composed of the Chair, the Secretary, appointed students of Monterey Peninsula College.
 - 1. The Chair of the SC Council shall be elected or appointed Director of STEM. The Director of STEM shall be required to provide reports to the ASMPC Council after every meeting of PRC.
 - 2. The Voting Members of the STEM Council shall be composed of appointed students that are enrolled at Monterey Peninsula College.
- iii. Operation – The STEM Council Relations shall be allocated a total of five (5) percent of the total ASMPC budget per academic year. These funds may be utilized for the following purposes:
 - 1. To appropriate resources for the upkeep, maintenance, replenishment, and expansion of benefits offered to currently enrolled students of Monterey Peninsula College.
- iv. The SC Council shall be bound to the ASMPC Bylaws in addition to the Ralph M. Brown Act and Robert’s Rules of Order.