

ASSOCIATED STUDENTS
of riverside city college



BYLAWS

Bylaws of the

EXECUTIVE CABINET

Adopted by the Executive Cabinet:

May 29, 2020

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DEFINITIONS

§00. The following are defined herein as below:

The Executive Branch – ASRCC laws, policies, and procedures to its Executive Branch to serve as liaison between the ASRCC student membership and the administration, faculty, and staff of RCC,

- (a) **The Executive Cabinet/The Cabinet** – The Executive Cabinet, the Campus Activities Council, Public Relations, Inter-Club Council, Resource Center and any programs or services established by the Executive Cabinet.
 - (b) The ASRCC Executive Cabinet as a whole, or the membership of the Executive Cabinet, wherever applicable.
 - (c) **Executive Officer** – An officer of the Executive Branch with executive power prescribed in the ASRCC Constitution.
 - (d) **Ex-officio Member** – denoting or relating to a member of a body who holds the role as a result of their status or another position that they hold.
 - (e) **ASRCC** – The Associated Students of Riverside City College.
 - (f) **Budget** – The ASRCC annual budget.
 - (g) **CAC** – The Campus Activities Council.
 - (h) **Council** – Anybody established under the Executive Branch.
 - (i) **District** – The Riverside Community College District, its governance, and its policies.
 - (j) **ICC** – The Inter-Club Council.
 - (k) **Majority** – Greater than 50%
 - (l) Multi-Cultural Council- MCAC
 - (m) **PRC** – Public Relations Council
 - (n) **Senate** – The Student Senate of the ASRCC.
 - (o) Special Event Council- SEC
 - (p) **Shared Governance** – District or College shared governance committees.
 - (q) **Supreme Court** – The Supreme Court of the ASRCC.
 - (r) **RCC**– Resource Center Council
 - (s) **RRO** – The parliamentary authority shall be the latest edition of *Robert's Rules of Order, Newly Revised*.
 - (t) **Quorum**- The number needed to officially conduct business. Quorum is over half of membership.
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ARTICLE I

Article 1—Purpose.

Per Article II: Section 1, of the ASRCC Constitution the Executive Branch of the Associated Students of Riverside City College establish these Bylaws for the effective administration and execution of the duties, responsibilities, and authority of the Executive Branch. These Bylaws shall serve as an auxiliary to the jurisdiction of the Executive Branch delineated in the ASRCC Constitution.

Article 2—Executive Cabinet.

The Executive Cabinet is the executive authority of the ASRCC whereby the administrative and executive powers are vested in the Cabinet and its Members to direct the affairs of the ASRCC. They are day to day operations, the active branch, programming branch, Membership includes:

Cabinet Membership: Pres, VP, Exec Treasurer, Secretary, Directors of Councils/Committees,

Ex-officio members: Advisors, Supreme Court Chief Justice, Student Trustee, Dean of Students

Article 3 - Meetings.

Section 1: *Normal Business Meetings* Parliamentary authority shall be applied during all meetings under the Executive Branch. Situations not covered by the Constitution, these Bylaws, or other governing documents, may be governed by the Parliamentary Authority.

All meetings that fall under the authority of the Exec Branch, follow RRO and, The *Ralph M. Brown Act* (Brown Act), with the expectation of ad-hoc committees.

- (a) According to Brown Act agenda's need to be physically posted to the public at least 72 hours prior to the meeting in a designated area, determined to be outside of the Bradshaw Building in the glass case,
- (b) Agendas, and all associated documents being discussed in the meeting should be included in the agenda packet distributed to the committee members at least 72 hours in advance
- (c) Agendas should be posted to the ASRCC website 24 hours prior to the meeting
- (d) All Reports, both committee and shared governance, should be submitted to the ASRCC Executive secretary at least 48 hours prior to the Meeting
- (e) Meetings are to begin promptly at the time posted and voting members are expected to be on time and prepared for the meetings. Attendance policies are outlined in Article XX Section XX

Section 2: *Special Business Meetings* Should the need arise for the Cabinet to address an issue that needs immediate attention before the next regularly scheduled meeting, the Chair shall call a special business meeting in accordance with Brown Act and RRO. This means agendas should be posted and distributed to members no later than 48 hours prior to meeting.

- (a) These meetings are not to act on items that can be put on the normal business meeting agenda. These are items that have an immediate need to act.
- (b) These meetings still follow Parliamentary Authority in their conduct

Section 3: **Quorum** In line with parliamentary authority, all meetings shall operate with a majority of the cabinet membership established through a quorum according to RRO. Quorum is established through attendance in person or virtually through phone or video conference. Anyone wishing to participate in virtual meetings has to get prior authorization from the chair.

Section 4: **Voting** Each Cabinet member shall have ability to cast one vote on all business matters brought before them.

- a) A business item shall be decided by majority of voting members present at the time of the vote;
- b) Except in the instance of the following which would require 2/3 of voting members present:
 - i. Impeachment
 - ii. Vote Recall
 - iii. Senate Overturns a Presidential Veto
- c) **A vote maybe called for and cast in the following forms according to RRO:**
 - i. General (unanimous) consent
 - ii. General voice vote
 - iii. Roll call vote: Can be ordered by a majority vote of the delegates where voting members names are read and they verbally indicate their vote one by one for the record.
 - iv. Rising vote: Method used when a two-thirds vote is required for adoption; is also used when a delegate calls for a division of the assembly.
 - v. Show of hands
 - vi. Voting cards
 - vii. Counted vote: Can be ordered by the president when it appears a voice vote is unclear, and it can be ordered by a majority vote of the delegates.

CHAPTER II
CIVILITY

Article 1—Official Decorum.

§07. The Executive Branch membership shall conduct themselves with the integrity and respect appropriate of a Representative of the Association along with the Student Code of Conduct.

§08. The Executive Officers shall enforce reasonable decorum when and where appropriate and desirable.

Article 2—Conflict of Interest.

§09. A conflict of interest is defined as direct personal or financial interests that would lead to a personal concern over the outcome of a decision that may benefit an individual's interest not common to other members of the Cabinet.

§10. If a member possesses a conflict of interest at any time whereupon a controversial decision of the Cabinet is to be made, that member shall recuse themselves from all voting matters concerning the business being discussed and voted on; with the exception of —

- (a) Allocating monies for training, reimbursements, supplies, gear, or events whereof the Cabinet and its Members may participate in or have the choice of participating in;
- (b) Nominations and voting on appointments of a Member themselves.

§11. Any member found to have or have had a direct conflict of interest as defined in §§09-10 may be subject to disciplinary action.

§12. Recusal of a member due to a conflict of interest shall not affect a Member's attendance record, nor the quorum of the Executive Cabinet.

CHAPTER III
AMENDMENTS

Article 1—Bylaws.

§13. Any proposed amendments to the Bylaws are to be discussed and considered for adoption by the Executive Cabinet. Any voting Member of the Executive Cabinet may submit amendments for adoption.

§14. All amendments shall be drafted to demonstrate what language or structure are to be changed.

§15. A two-thirds vote of the voting members of the Executive Cabinet shall be required to adopt amendments to the Bylaws.

CHAPTER IV
APPOINTMENT & TERM OF OFFICE

Article 1—Executive Cabinet

§16. The Executive Cabinet shall conduct the administrative business of the Executive Branch per Article II Section 2 of the Constitution and be overseen by the Executive Officers, in order of precedence, the—

- (a) President;
- (b) Vice President;
- (c) Executive Treasurer;
- (d) Executive Secretary;

and shall include:

- The Directors of the various committees
- The Ex-Officio members of the Executive Cabinet
- ASRCC Advisors
- Supreme Court Chief Justice.

Other Ex-Officio members can include the College President, Dean of Student Life and/or Students Services, Vice President of Student Services, and the RCCD Student Trustee.

All Executive Cabinet nominations are to be determined by application and interview of the President and Vice President and submitted to the Senate for a majority confirmation. Executive Cabinet members shall begin their term upon confirmation and end on the last day of the spring semester of the Academic Year in which they serve.

Article 2—Executive Duties

A. President – The duties and powers of the President outlined in Article II Section 6 of the constitution shall be carried out:

- 1. Serve as the Chair for the regular meetings of the Executive Officers and Executive Cabinet.
- 2. Shall prepare and present, in conjunction and coordination with the Vice President, the State of the Students in the fall and spring semesters.
- 3. Along with the Executive Officers, shall have regular meetings with the RCC President
- 4. Shall serve as one of the student representatives on the Educational Planning and Oversight Committee, known as EPOC, shared governance, unless their schedule prohibits their active participation.
- 5. Coordinate and conduct with an ASRCC advisor a semester feedback session for each Executive Cabinet member.
- 6. Coordinate and conduct with the ASRCC advisors' opportunities for training and development of the Executive Cabinet members.
- 7. Maintain a minimum of four (4) office hours each week, that are posted publicly at the beginning of each semester, to be present in the office for students.
- 8. Shall create, in consultation with the Vice President and Executive Cabinet members and submit the budget of the Executive Branch during the budget allocation process.
- 9. Shall attend the Riverside Community College District SDCC monthly meetings to represent RCC, along with the Vice President.

A. Vice - President – The duties and powers of the Vice - President outlined in Article II Section 6 of the constitution shall be carried out:

1. Shall prepare and present, in conjunction and coordination with the President, the State of the Students in the fall and spring semesters.
2. Along with the Executive Officers, shall have regular meetings with the RCC President.
3. Shall serve as one of the student representatives on the Academic Senate, shared governance, unless their schedule prohibits their active participation.
4. Coordinate and conduct with an ASRCC advisor a semester feedback session for each Executive Cabinet and Senate member.
5. Coordinate and conduct with the ASRCC advisors opportunities for training and development of the Executive Cabinet and Senate members, including one parliamentary procedure training every academic year.
6. Maintain a minimum of four (4) office hours each week, that are posted publicly at the beginning of each semester, to be present in the office for students.
7. Shall create, in consultation with the Senate members, and submit the budget of the Legislative Branch during the budget allocation process.
8. Shall attend the Riverside Community College District SDCC monthly meetings to represent RCC, along with the President.

Executive Treasurer – The duties and powers of the Executive Treasurer outlined in Article II Section 6 of the constitution shall be carried out:

1. Serve on the weekly Senate Finance Committee in an advisory role and may establish other finance committees as deemed necessary.
2. May be asked to attend the regular meetings with the RCC President.
3. Shall serve as one of the student representatives on the Resource and Development Administrative Services, known as RDAS, shared governance, unless their schedule prohibits their active participation, as well as participate in the Financial Resources committee. May also serve on the District Budget Allocation Committee, DBAC, if their schedule permits.
4. Sign and process budget requisitions daily, update ledgers weekly, and when all possible provide accurate financial records and accounting including updated account balances upon request.
5. Maintain a minimum of four (4) office hours each week, that are posted publicly at the beginning of each semester, to be present in the office for students.

Executive Secretary – The duties and powers of the Executive Secretary outlined in Article II Section 6 of the constitution shall be carried out:

1. May be asked to attend the regular meetings with the RCC President.
2. Shall accurately record and distribute weekly the minutes for the Executive Cabinet and Senate meetings.
3. Maintain an updated contact list of all members serving in the three branches of the ASRCC.
4. Collect the reports, communication, and announcements for the Executive Cabinet.
5. Responsible for collecting applications and following up with the new applicants of the ASRCC Branches.
6. Maintain a minimum of four (4) office hours each week, that are posted publicly at the beginning of each semester, to be present in the office for students.

The Resource Center Council – The duties and powers of the Executive Secretary outlined in Article II Section 6 of the constitution shall be carried out:

- (a). Serve as an advisor to the Executive Cabinet on the resource center.
 1. Budget Update
 2. Hours and staffing of the center
 3. Developing rules, regulations and posting them inside the center.
 4. Bring forth the need of students to Executive Cabinet.
 5. Working with Student Activities ordering of supplies
- (b). Be responsible for the proper and timely operation of the ASRCC Resource Center
 1. Setting a consistent volunteer schedule while working the Resource Center.
 2. Submitting a month report of committee volunteer hours to advisors.
 3. Meeting a minimum of two times per month.
- (c). Be the primary representative in matters regarding Resource Center events and any other events as delegated.
- d). Ensure the compliance of his or her membership with the ASRCC Constitution, these bylaws, or any measure or policy of the Executive Cabinet.

(e). Have the discretion to host or work in consultation with any other ASRCC-sponsored club or organization on events.

(f). Responsible for outreach efforts such as printed materials and social media platform.

Special Events Council

(a) Be responsible for the planning, coordination, and execution (with a minimum of two weeks preparation before event date) of all major ASRCC events including:

1. Halloween Town
2. Homecoming
3. Banquet
4. Bunny Hop
5. Other Events deemed necessary by the Executive Cabinet

(b) Be the primary representative in matters regarding SEC events and any other events as delegated.

(c) Ensure the compliance of his or her membership with the ASRCC Constitution, these bylaws, or any measure or policy of the Executive Cabinet.

(d) Have the discretion to participate and/or sponsor with any other ASRCC-sponsored club, organization, department, or entity outside of RCCD.

(e) Serve as an advisor to the President and assume any executive or administrative functions as delegated by the President.

(f) Delegate tasks to their respective members.

(g) Shall serve on one shared governance, unless their schedule prohibits their active participation.

Inter-Club Council

(a) Be responsible for the planning, coordination, and execution ICC events including:

1. Welcome Day
2. Club Rush (1 Per Major Semester)
3. Club's Fundraisers (1 Per Major Semester)
4. Work with SEC on halloween town week and event
5. Work with SEC on bunny hop
6. Tiger Spirit Week
7. Working with CAC for final survival, tiger prides, and after hours

(b) Serve as the primary Liaison and maintain communication between the ASRCC and the clubs and organizations.

(c) Maintain a roster of all ASRCC-sponsored clubs and respective representatives.

(d) Be responsible for the attendance and maintenance of the Inter-Club Council and its functions.

(e) Ensure the compliance of his or her membership with the ASRCC Constitution, these bylaws, or any measure or policy of the Executive Cabinet.

(f) Serve as an advisor to the President and assume any executive or administrative functions as delegated by the President.

(g) Delegate tasks as necessary to their respective membership.

(h) Maintain a minimum of four (4) office hours each week, that are posted publicly at the beginning of each semester, to be present in the office for students.

(i) Shall serve on one shared governance, unless their schedule prohibits their active participation.

Public Relation Council

(a) Be responsible for all ASRCC Social Media accounts

(b) Be responsible for the communicating with Viewpoint

(c) Be responsible for all publications of the ASRCC activities and events within two weeks before.

(d) Establish and execute a public relations strategy for the ASRCC.

(e) Be responsible for the attendance of the PRC members.

(f) Disseminate information from the ASRCC to the RCC student body.

(g) Ensure the compliance of his or her membership with the ASRCC Constitution, these bylaws, or any measure or policy of the Executive Cabinet.

(h) Serve as an advisor to the President and assume any executive or administrative functions as delegated by the President.

(i) Delegate tasks as necessary to their respective membership.

(j) Maintain a minimum of four (4) office hours each week, that are posted publicly at the beginning of each semester, to be present in the office for students.

(k) Shall serve on one shared governance, unless their schedule prohibits their active participation.

Campus Activities Council

- (a) Shall be responsible for the planning, coordination, and execution CAC events including:
 - 1. Tiger Pride
 - 2. After Hours
 - 3. Final Survival
 - 4. Homecoming
 - 5. Back to School BBQ
- (b) Be the primary representative in matters regarding CAC events and any other events as delegated.
- (c) Ensure the compliance of his or her membership with the ASRCC Constitution, these bylaws, or any measure or policy of the Executive Cabinet.
- (d) Be responsible for the attendance of the CAC members.
- (e) Have the discretion to participate and/or sponsor with any other ASRCC-sponsored club, organization, department, or entity outside of RCCD.
- (f) Maintain an events calendar and make accommodations or changes as necessary.
- (g) Serve as an advisor to the President and assume any executive or administrative functions as delegated by the President.
- (h) Delegate tasks as necessary to their respective membership.
- (i) Maintain a minimum of four (4) office hours each week, that are posted publicly at the beginning of each semester, to be present in the office for students.
- (j) Shall serve on one shared governance, unless their schedule prohibits their active participation.

Multi-Cultural Council

- (a) Shall be responsible for the planning, coordination, and execution MCAC events.
- (b) Be the primary representative in matters regarding MCAC events and any other events as delegated.
- (c) Ensure the compliance of his or her membership with the ASRCC Constitution, these bylaws, or any measure or policy of the Executive Cabinet.
- (d) Be responsible for the attendance of the MCAC members.
- (e) Have the discretion to participate and/or sponsor with any other ASRCC-sponsored club, organization, department, or entity outside of RCCD.
- (f) Maintain an events calendar and make accommodations or changes as necessary.
- (g) Serve as an advisor to the President and assume any executive or administrative functions as delegated by the President.
- (h) Delegate tasks as necessary to their respective membership.
- (i) Maintain a minimum of four (4) office hours each week, that are posted publicly at the beginning of each semester, to be present in the office for students.
- (j) Shall serve on one shared governance, unless their schedule prohibits their active participation.

CHAPTER V VACANCIES

Article 1—Member Vacancy.

Any elected or appointed ASRCC representative shall forfeit their position for any one of the reasons outline in Article VII, Section 1 of the ASRCC Constitution:

A position shall become vacant under one or more of the following standards of—

- (a) Removal—
 - (1) No longer enrolled as an RCC student
 - (2) Excessively missing meetings or ASRCC obligations outlined in the Executive, Legislative, and Judicial branch meetings and qualifications, for unexcused reasons. An unexcused absence is defined as an absence without notice or stated emergency.
 - (3) Falling below the minimum GPA and/or course credit hour requirements
 - (4) Impeachment
- (b) Resignation—Article VII section 2 of constitution
 - (1) By submitting written notification of resignation and relief of duties incumbent of the office as prescribed in these Bylaws.
 - (2) A position can also be vacated after written notice to the President and/or Advisors
- (c) Prolonged Absence—violation of the ASRCC attendance policy in Article XX Section XX.
 - i. Notified Prolonged Absence exceeding 30 days;
 - Un-notified Prolonged Absence exceeding 14 days;
- (d) Failure to Qualify—
 - (1) Due to not paying the Riverside City College’s Student Services Fee upon notification of the President or Advisors;
 - (2) Under the ASRCC Constitution;
 - (3) Failure to follow the student code of conduct

Article 2—Presidential Vacancy.

§23. If the office of President is vacant, the elected Vice President shall become the President.

§24. The Vice President, upon assuming the duties and responsibilities of the office of President, shall be relinquished of any Vice Presidential duties and responsibilities he or she may have encumbered and such duties and responsibilities shall be maintained by the Acting Vice President.

§25. Shall the Vice President be ineligible to succeed to the office of the President, the Executive Treasurer shall assume the duties and responsibilities of the office of President.

§26. Shall the Vice President and Executive Treasurer both be ineligible to succeed to the office of President, the Executive Secretary shall serve as an Acting Chair for the Executive Cabinet until a special election occurs.

Special elections to fill vacancies shall be conducted in accordance with the ASRCC Elections Code and Article XII of these Bylaws. Special election: if there is a need for Pres/VP special election see election bylaws

Article 3—Vice Presidential Vacancy.

§27. If the office of Vice President is vacant, the Pro Tempore of the Senate shall act as Vice President.

§28. If the Pro Tempore of the Senate is ineligible to succeed to the office of the Vice President, The senate shall select a new pro-tempore per article III section 6.B.c of the constitution.

Special Election: Should the Senate representation fall below ten (10) Senators, a special election should take place to fill those vacancies to reach a minimum of ten (10) per ASRCC constitution.

Article 4—Cabinet Vacancies

§29. If the office of Executive Treasurer is vacant, the President shall assume the duties and responsibilities until a new Treasurer is appointed by the President and confirmed by the senate.

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§31. If the office of Executive Secretary is vacant, the President shall delegate the duties and responsibilities of the Executive Secretary to another member of the Cabinet, and may appoint an individual to the office of Executive Secretary for Senate confirmation.

§33. If the office of an Executive Director becomes vacant, the President may appoint an individual to assume the duties and responsibilities to the Senate for confirmation.

§36. For any vacancy not covered in these Bylaws, the President may nominate an eligible individual to fulfill the vacancy to the Senate for confirmation.

§22. All individuals appointed to fill a vacancy shall have a term lasting until the expiration of the current Academic Year.

CHAPTER VI
ORGANIZATION OF THE CABINET

Article 1—Voting Members.

§37. Members of the Executive Cabinet hold the right to cast one vote for each matter brought before them: ~~Vice President, Executive Treasurer, Executive Secretary, and the Directors of Respective Branches.~~

§38. The Chair , as the Presiding Officer of the Executive Cabinet, shall not be able to cast a vote on matters coming before the Cabinet, unless;

In the case of a tie, matters should be debated until a resolution can be reached

A matter can be tabled one meeting to reach a resolution

In the instance with no resolution and a tie exists the Chair can cast the deciding vote. ~~shall hold the right to cast one vote for each matter pending before the Executive Cabinet where his or her vote affects the result as either ending a tie or creating one, or to cause or block the attainment of a necessary two-thirds vote.~~

§39. An Executive Cabinet member may delegate their presence any member, within their committee, as a proxy to be counted as quorum.

A proxy is for emergency situations where both in person or virtual attendance is not possible

A proxy does not have the authority to cast a vote

A proxy still counts as a members excused absence

Article 2—Quorum.

~~§40. A quorum of the Executive Cabinet shall consist of a majority to officially conduct business~~

Article 3—Attendance Policy.

§41. All members are required to attend all ~~regular~~ Executive Cabinet meetings, All members are required to attend all College shared governance committee they are appointed to, during their term of office.

Members are given priority registration to arrange their class schedules to meeting requirements.

Members are expected to be on time to all meetings

If they come in after roll call, they are tardy

If they come in After 15 minutes after the meeting starts, they are considered absent

§42. After three tardy it counts as an unexcused absence.

Each Cabinet member may be excused from attending an executive meeting or shared governance meeting upon 48 hours notification to the President.

A Member is granted ~~up to~~ two excused absences and one unexcused absence from Cabinet meetings each Academic Semester.

The Executive Cabinet meetings during the Academic Intersessions, a Member is granted one excused absence each Intersession.

A Member is granted up to one excused absence from a shared governance meeting each Academic Semester.

§43. The President holds discretion, with consultation of an advisor, on what constitutes an excused absence and in the event of extenuating circumstances a Member may not be held accountable for attendance. In the event of an extenuating circumstance the proxy may assume the role of the Cabinet member. See vacancies Article XX Section XX

§44. Unused absences are not reserved for any other semester or intersession other than the one for which they are meant to be used for.

CHAPTER VII
DUTIES & RESPONSIBILITIES

Article 1—General Duties and Responsibilities.

§45. The Executive Cabinet shall perform all administrative and executive functions on matters within the jurisdiction of the ASRCC.

- (a) All members of the Executive Cabinet are required to represent the ASRCC on at least one College shared governance committee.

§46. The Executive Cabinet shall—

- (a) Issue statements or policies on behalf of the ASRCC.
- (b) Establish or determine the functions of the Executive Branch departments, committees, or councils as necessary.
- (c) Approve the bylaws of all Executive Branch departments, committees, or councils.
- (d) Adopt and manage programs or services of the ASRCC.
- (e) Oversee the accountability of the financial affairs of the ASRCC.
- (f) Adopt disciplinary action procedures and oversee those procedures within the Executive Branch.
- (g) Enforce any provisions within its jurisdiction as necessary.
- (h) Execute any other duties or responsibilities prescribed in the ASRCC Constitution, these bylaws, or by the President.

Article 2—President.

§47. The President is the Chief Executive Officer of the ASRCC and shall be the primary representative in any matter within the jurisdiction of the ASRCC unless otherwise delegated.

- (a) develop the ASRCC's strategic plan as necessary.

§48. The President shall—

- (a) Be held accountable for the proper conduct and administration of all ASRCC affairs.
- (b) Serve as a voting member on the Educational Program Oversight Committee as prescribed by the College unless otherwise delegated.
- (c) Be responsible for the overall direction of the ASRCC by establishing and enforcing goals and objectives for the ASRCC.
- (d) Ensure that the ASRCC complies with its Mission and any relevant College Policy and RCCD Board Policy.
- (e) Ensure the effective administration of the ASRCC and delegate tasks to Executive Members as necessary.
- (f) Implement and sign all policies or programs adopted by the Executive Cabinet, and resolutions adopted by the Senate unless otherwise vetoed.
- (g) Properly execute any other duties or responsibilities prescribed by the College, the ASRCC Constitution, these bylaws, or any measure or policy adopted by the Executive Cabinet.

Article 3—Vice President.

§49. The Vice President is the Chief Legislative Officer of the ASRCC and shall be responsible of the ASRCC Senate and its legislative functions.

§50. The Vice President shall—

- (a) Be the Vice Chair of the Executive Cabinet and serve as the Chair in absence of the President unless otherwise delegated.
- (b) Ensure any legislative act adopted by the Senate and signed by the President is brought forward to the Executive Cabinet for implementation.
- (c) Advise the Executive Cabinet or President on the proper execution of any legislative act adopted by the Senate and signed by the President.
- (d) Assist in any administrative functions as delegated by the President.
- (e) Maintain proper communication from the Senate to the Executive Cabinet and its officers.
- (f) Serve as an advisor to the President and assume any executive or administrative functions as delegated by the President.

Article 4—Executive Treasurer.

§51. The Executive Treasurer is the Chief Financial Officer of the ASRCC and shall be responsible for the proper accounting, administration, and maintenance of the ASRCC funds, facilities, and programs.

§52. The Executive Treasurer shall—

- (a) Be authorized to receive and process all ASRCC budget requests.
- (b) Maintain and monitor an ASRCC budget and frequently report on all expenditures from the ASRCC budget.
- (c) Develop the ASRCC Finance Policies for the Executive Cabinet.
- (d) .
- (e) Account for all ASRCC Programs and monitor all expenses associated with these programs.
- (f) Work in consultation with the President in the preparation of the ASRCC budget.
- (g) Work in consultation regarding any financial affairs considered by the Senate.
- (h) Chair the ASRCC Budget Hearings Committee and develop the rules and guidelines for the committee.
- (i) Serve as an advisor to the President and assume any executive or administrative functions as delegated by the President.

Article 5—Executive Secretary.

§53. The Executive Secretary shall be responsible for the general organization of the ASRCC building and proper maintenance of all ASRCC documents

§54. The Executive Secretary shall—

- (a) Be responsible for maintaining a public repository for all ASRCC documents in accordance with state law.
- (b) Record and accurately maintain the minutes of all Executive Cabinet, Senate, and Supreme Court meetings.
- (c) Maintain the contact list and attendance records of all branches of the ASRCC.
- (d) Ensure proper communication of announcements or policies from the Executive Cabinet to the ASRCC as necessary.
- (e) Responsible for collecting applications and following up with the new applicants of the ASRCC Branches.
- (f) Responsible of Student Government facilities maintenance, including mailboxes and enforcing Executive Rules
- (g) Serve as an advisor to the President and assume any executive or administrative functions as delegated by the President.

Article 6—Executive Directors & Assistant Directors.

§55. The Executive Directors shall be the presiding officer of their respective committees and develop goals and objectives in conjunction with the President and Assistant Directors for their respective departments.

§56. The Executive Directors shall consist of two Campus Activities Council Director, two Public Relations Director, two Inter-Club Council Director, and one Resource Center Director. There shall be an Assistant Director for each Executive Director.

§57. The Campus Activities Council Directors shall—

- (a) Be responsible for the proper and timely execution (with a minimum of two weeks preparation before event date) of all CAC events, and any events or duties delegated to the CAC by the Executive Cabinet.
- (b) Be the primary representative in matters regarding CAC events and any other events as delegated.
- (c) Ensure the compliance of his or her membership with the ASRCC Constitution, these bylaws, or any measure or policy of the Executive Cabinet.
- (d) Have discretion to work in consultation with any other ASRCC-sponsored club or organization event.
- (e) Maintain an events calendar and make accommodations or changes as necessary.
- (f) Serve as an advisor to the President and assume any executive or administrative functions as delegated by the President.
- (g) Delegate tasks as necessary to the Assistant Director or to their respective membership.

§58. The Public Relations Director shall—

- (a) Maintain the ASRCC website and social media websites, and delegate as necessary.
- (b) Be responsible for the proper conduct and interaction of all ASRCC social media.
- (c) Be responsible for the timely completion (minimum two weeks before the event date) of all publications of the ASRCC activities and events.

- (d) Disseminate information from the ASRCC to the RCC student body.
- (e) Establish and execute a public relations strategy for the ASRCC.
- (f) Ensure the compliance of his or her membership with the ASRCC Constitution, these bylaws, or any measure or policy of the Executive Cabinet.
- (g) Serve as an advisor to the President and assume any executive or administrative functions as delegated by the President.
- (h) Delegate tasks as necessary to their respective membership.

§59. The Inter-Club Council Director shall—

- (a) Serve as the primary Liaison and maintain communication between the ASRCC and the clubs and organizations.
- (b) Maintain a roster of all ASRCC-sponsored clubs and respective representatives.
- (c) Be responsible for the attendance and maintenance of the Inter-Club Council and its functions.
- (d) Be responsible for any events prescribed to the Inter-Club Council as directed by the Executive Cabinet or President.
- (e) Ensure the compliance of his or her membership with the ASRCC Constitution, these bylaws, or any measure or policy of the Executive Cabinet.
- (f) Serve as an advisor to the President and assume any executive or administrative functions as delegated by the President.
- (g) Delegate tasks as necessary to the Assistant Director or to their respective membership.

Article 7—Ex-Officio Members.

§61 . The Ex-Officio Members shall perform duties and responsibilities as delineated in these bylaws or by measure or policy of the Executive Cabinet.

§62 . The Ex-Officio Members shall perform any other duties or responsibilities as delegated by the President.

CHAPTER VIII
PARTICULAR PROCEEDINGS

Article 1—Agendas.

Ralph M. Brown Act requires posting the agenda to the public no later than 72 hours prior to the meeting, outside of the Bradshaw Building in the glass case, and needs to be distributed to members of the council as well,

Agendas should be posted to the website 24 hours in advance of the meeting

All documents being discussed in the meeting should be included in the agenda packet distributed to the members

All Reports, both committee and shared governance, should be submitted to the ASRCC secretary no later than 48 hours prior to the meeting

The agenda must have the following:

Date, Time and location of meeting

Agendas of any special meeting held by the Executive Cabinet are to be posted and sent 24-hours in advance of the special meeting.

Article 2—Minutes.

Minutes of the Executive Cabinet shall be thorough, accurately recorded, and posted on the ASRCC website within

§66 . Minutes are to be disseminated to the Executive Cabinet within 48/72 hours of the meetings conclusion

Minutes of the Committees/Councils shall be submitted to the Exec Secretary within 48 hours of the meetings conclusion

Minutes of the Executive Cabinet and Committees/Councils shall be posted to the website within 72 hours of the meeting conclusion

Meetings:

In accordance with Article II, Section 3 of the ASRCC Constitution.... Exec meetings will occur XXX in the XXX unless otherwise specified.

All meetings that fall under the authority of the Exec Branch, follow RRO and Brown Act, with the expectation of ad-hoc committees.

All Reports, both committee and shared governance, should be submitted to the ASRCC secretary no later than 48 hours prior to the Meeting

Meetings are to begin promptly at the time posted and voting members are expected to be on time and prepared for the meetings. Attendance policies are outlined in Article XX Section XX

The Chair of the Executive Cabinet will call the meeting to

The Secretary will

CHAPTER IX
COUNCILS AND COMMITTEES

Article 1—Standing Committees.

§67. Standing Committees carry out the business of the Executive Cabinet.

§68. Standing Committees shall include

Councils include Campus Activities Council, Public Relations, InterClub Council,

Standing Committees include Halloweentown, Homecoming, Bunny Hop, Banquet.

Outline their duties

Article 2—Ad-Hoc Committees.

§69. Ad-Hoc Committees shall be established by a majority vote of the Executive Cabinet.

§70. Any member of the Executive Branch is eligible to serve on an Ad-Hoc Committee established by the Executive Cabinet.

§71. The membership of an Ad-Hoc Committee may be established by nominations at the Executive Cabinet meeting in which the Ad-Hoc Committee is established. Subsequent membership of an Ad-Hoc Committee shall be appointed by the Ad-Hoc Committee Chair.

§72. A quorum of an Ad-Hoc Committee shall be a majority of its appointed membership.

§73. An Ad-Hoc Committee shall be dissolved upon completion of its specified task and its recommendation to the Executive Cabinet.

CHAPTER X
EXECUTIVE POLICIES

Article 1—Enacting Executive Policies.

§74. An Executive Policy may be authored by any Executive Member of the Executive Cabinet.

§75. An Executive Policy shall be adopted by a majority vote of the Executive Cabinet and go into effect immediately upon adoption.

Article 2—Amending & Suspending Executive Policies.

§76. Executive Policies shall be amended by a majority vote of the Executive Cabinet.

§77. Any proposed amendments to Executive Policies are to be discussed and considered for adoption by the Executive Cabinet. Any Executive Member may submit amendments for adoption.

§78. All amendments shall be formally submitted to the Executive Cabinet.

§79. Amendments shall go into effect immediately upon adoption.

§80. Executive Policies shall be suspended by a majority vote of the Executive Cabinet.

Article 3—Authority of Executive Policies.

§81. The authority of Executive Policies can extend to all members of the ASRCC and clubs and organizations as applicable.

§82. Failure to comply with any adopted Executive Policy may result in disciplinary action as necessary.