



COSUMNES RIVER COLLEGE CLUBS & EVENTS BOARD BYLAWS

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

CHAPTER ONE: NAME

Section 1. The name of this board shall be the Clubs and Events Board (CAEB). When the name Clubs and Events Board is referenced, this includes the Executive Council and Representative Council.

CHAPTER TWO: PURPOSE

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

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

Section 3: Promote a sense of community for Cosumnes River College students. Also, promote a sense of unity between clubs.

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

CHAPTER THREE: QUALIFICATIONS

Section1: Academic Requirements

- A. All candidates for Commissioner and Vice Commissioner must have served for a minimum of one (1) semester in an executive position or completed two (2) semesters at CRC with a minimum of ten (10) CRC units of academic/core classes.
- B. CAEB Commissioner and Vice Commissioner must have completed SGVT 300 with a grade of C or higher or be currently enrolled.
- C. All CAEB Executive Council members must enroll in SGVT 300 for at least one semester and pass it with a grade of C or higher.
- D. All Officers must not exceed a course load of 12 units during their entire term of office, unless approved by the Clubs and Events Board Advisor.



Section2: Term

In addition to the limits identified in the ASCRC Constitution, Article VII Section 3, the CAEB Commissioner may serve no more than two terms. Each officer, elected or appointed, within the CAEB shall submit an end of term report to the Commissioner and Advisor. This report shall detail the CAEB member's office, list recommendations and detail all ongoing projects. The briefing process of the incoming CAEB shall be the responsibility of outgoing CAEB membership. The incoming CAEB will create and coordinate orientation and training workshops with the assistance of the CAEB Advisor.

Section3: Appointment Process

All potential appointees must complete an application; meet the same requirements as those who ran for office and be interviewed by the currently seated Clubs and Events Board **members.**

CHAPTER FOUR: DUTIES AND POWERS

Section 1: Duties and Powers of Executive Officers

A. The Clubs and Events Board Commissioner shall:

1. Preside over the Clubs and Events Board (CAEB), ensure that the agenda for its regular meetings are posted 72 hours in advance and shall have the power to call special meetings of the CAEB in accordance with the Ralph M. Brown Act for Open and Public Meetings.
2. Appoint or delegate power to oversee all activities of the CAEB.
3. Coordinate all CAEB activities and events.
4. Nominate people to fill CAEB vacancies.
5. Shall hold at least one office hour per week to be available to students.

B. The Clubs and Events Board Vice Commissioner shall:

1. Act as the liaison between the Clubs and Events Board and the Student Senate.
2. Attend all Clubs and Events Board and Student Senate meetings and give updated reports to both bodies.
3. Assume the responsibilities of the Commissioner in the absence of the Commissioner;
4. organize and run the elections in conjunction with the Student Senate Vice President and Campus Life Coordinator.
5. Manage marketing for CAEB events, including securing appropriate approvals.
6. Shall hold at least one office hour per week to be available to students.



- C. The Clubs and Events Board Secretary shall:
1. Serve as recorder of all minutes and agendas for Clubs and Events Board meetings.
 2. Provide minutes for anyone present during CAEB meetings.
 3. Provide an updated contact list to Clubs and Events Board members.
 4. Take roll and determine quorum at each meeting.
 5. Create and distribute a detailed calendar of all events planned and organized by the CAEB.
 6. Create and distribute any letters of recognition, appreciation, or communication with outside parties.
- D. The Director of Finance shall:
1. Give a financial report at every CAEB meeting.
 2. Keep updated records on any changes to CAEB accounts.
 3. Make recommendations on all Clubs and Events Board expenditures.
 4. Serve as Chair of the Finance Committee.
 5. Establish a budget line item at a minimum of five percent of the CAEB's operating budget to contribute towards newly chartered club start-ups.

Section 2: Duties and Powers of Clubs and Events Board Representatives

An At-Large Representative shall be defined as a currently enrolled CRC student who may or may not have a club affiliation. A Club Representative shall be defined as a Representative from a CRC chartered club. A Club Representative is not required to be a sole person. Once a club has a registered representative, any member of their club may serve the position. The representative must meet the requirements for being an officer.

- A. At-Large Representative shall:
1. Attend all CAEB meetings and be prepared to vote.
 2. Be familiar with the issues and present proposals for events.
 3. Implement and evaluate events and activities.
 4. Perform any additional responsibilities related to Clubs and Events Board as assigned by the Executive Board or Faculty Coordinator of Campus Life.
 5. Become knowledgeable with the ASCRC Constitution and Bylaws.



- B. Club Representative shall:
1. Represent their club and provide as a means of communication between CAEB and their represented club.
 2. Keep CAEB up to date on their club matters and vice versa.
 3. Attend all CAEB meetings and be prepared to vote.
 4. Implement and evaluate events and activities.
 5. Perform any additional responsibilities related to Clubs and Events Board as assigned by the Executive Board or Faculty Coordinator of Campus Life.
 6. Become knowledgeable with the ASCRC Constitution and Bylaws.

C. Appointed Ad-hoc Officers

Other positions that become necessary to the Clubs and Events Board shall be appointed and confirmed by a majority of the Executive Board. If the position is to become permanent, it shall be added to these bylaws in a timely manner.

Section 3: Office Policy

- A. Each CAEB member shall set a minimum of one (1) posted office hour weekly. These hours shall be posted no later than two weeks after their registration date or date of appointment to a CAEB position.
- B. These office hours must be served in the Clubs and Events Board office or on official CAEB business. Use of the CAEB's computers and printers are subject to guidelines formed by the Campus Life Coordinator.
- C. Use of the CAEB office is a privilege to members, and is not a right, and, as such, may be revoked with written notice from the Commissioner, by joint decision of the Commissioner and Advisor.

CHAPTER FIVE: CLUBS AND EVENTS BOARD COMMITTEES

The Clubs and Events Board may create temporary (ad-hoc) or continuing (standing) subcommittees as needed for proper functioning of the organization. Each committee shall have a Chair appointed by the CAEB Commissioner, and members selected by the Chair and Commissioner.

Section 1: Committee Membership

- A. The Committee Chair shall:
1. Preside over their standing or ad hoc committee.
 2. Schedule committee meetings as needed; no less than once per month.
 3. Be responsible for proper preparation and posting of their committee agenda in accordance with the Ralph M. Brown Act.



- B. The Committee Members shall:
 - 1. Attend committee meetings and be prepared to vote on agenda items.
 - 2. Perform any responsibilities to the committee as assigned by the Chair.

Section 2: Standing Committees

- A. The Finance Committee shall have the following duties and powers:
 - 1. Organize approved fundraising events.
 - 2. Present proposal for fundraising events to Clubs and Events Board, Joint Budget Committee and Faculty Coordinator of Campus Life.
 - 3. Coordinate with the Director of Finance to prepare financial statements and file appropriate forms with the Student Development Office after all fundraising events.
- B. The Constitution and Bylaws Committee shall have the following powers:
 - 1. Propose recommendations for updates and amendments to the Clubs and Events Board bylaws.
 - 2. Present written amendments to the Club and Events Board Bylaws for discussion, and subsequent vote (Amendments to the bylaws require approval from 2/3 of the Club and Events Boards to pass).
 - 3. Propose recommendations for amendments to the ASCRC Constitution to the Student Senate, the Clubs and Events Board and Faculty Coordinator of Campus Life.
 - 4. Present written Constitution amendments to the Student Senate and Clubs and Events Board for discussion and subsequent vote. (Amendments to the ASCRC Constitution require an approval of 2/3 of the Student Senate and the Clubs and Events Board to then be placed on a ballot in a Student Body Association election. Adoption of Constitution amendments require an approval of 2/3 of the students voting in the election.(Article XVI, section 1.)

CHAPTER SIX: ADVISOR'S ROLE AND RESPONSIBILITY

The Clubs and Events Board Advisor serves to maintain the health and productivity of the organization as well as to increase the opportunity for members to learn about and experience leadership development.

Section 1: Although there are other non-enumerated duties and responsibilities of the Advisor, the following constitutes a minimal agreement of the Advisor's responsibilities:

- A. Assist with development of meeting agendas.
- B. Attend all Clubs and Events Board meetings
- C. Approve and monitor Clubs and Events Board activities.
- D. Attend or make chaperone arrangement for CAEB Activities.
- E. Provide and follow campus and district rules and regulations regarding to the Clubs and Events Boards.



- F. Monitor CAEB communications with administration, faculty and staff.
- G. Organize and conduct leadership training for CAEB members.
- H. Assist with preparation of annual budget.
- I. Approve all Clubs and Events Board expenditures.
- J. Approve all materials prior to distribution.
- K. Supervise campus elections.
- L. Provide CAEB members with a copy of their Bylaws and the ASCRC Constitution.

CHAPTER SEVEN: MEETINGS

Section 1: Parliamentary Authority

- A. The meeting of the Clubs and Events Board shall be governed by Robert's Rules of Order and the Ralph M. Brown Act, except in those cases that are in conflict with the ASCRC Constitution or this Bylaws, at which time the ASCRC Constitution and this Bylaws shall prevail.

Section 2: Meeting Frequency and Quorum

- A. Clubs and Events Board meetings shall be held at least twice a month, when the calendar permits. The meetings shall not conflict with the Student Senate meetings. Special meetings shall be held as needed.
- B. The Commissioner may call Executive Board meetings as necessary with a minimum of two meetings per semester.
- C. At any time the quorum does not exist, a non-voting meeting may occur.

CHAPTER EIGHT: EVENTS

Section 1: Campus Events

- A. The Clubs and Events Board shall:
 1. Confirm that all plans and implementation of activities and events are congruent with the CRC Clubs and Organizations Guide.
 2. Verify that an Activities Reservation Form (ARF) has been completed and filed with the Student Development Office at least two weeks before the date of all student events on campus.
 3. Create a Campus Activities/Events line item to add financial support to student activities. These funds may be requested through the ARF. Clubs and Events Board will vote to approve or reject funding request proposals.
 4. Plan and host campus activities throughout the year, completing an ARF for each.



5. Work with the ASCRC Advisor to coordinate a campus events calendar, which shall be published on the website and disseminated to the campus community.

Section 2: Campus Clubs

- A. The Clubs and Events Board shall:
1. Work with the ASCRC advisor to charter new and continuing campus clubs.
 2. Create a Club Support line item in the CAEB annual budget.
 3. In consultation with the ASCRC Advisor, using a minimum five percent of the annual budget, establish a budget amount to support new chartered clubs.
 4. Order and approve funds for a club banner on the completion of the third consecutive semester of a club's active status.
 5. Declare a club to be “inactive” after four consecutive semesters of failing to renew its charter.
 6. Transfer any funds remaining in the inactive club account into the Club Support line item in the Clubs and Events Board budget.

CHAPTER NINE: COORDINATION

Section 1: The Student Senate Vice President and the Vice Commissioner of the Clubs and Events Board shall serve as liaisons to coordinate communication, calendars, and events between their respective components.

Section 2: The Student Senate Vice President and the Clubs and Events Board Vice Commissioner, or their designees shall attend both component’s meetings, communicating on issues and upcoming events to both Boards.

Section 3: The Student Senate Vice President and the Vice Commissioner of the Clubs and Events Board shall establish a process for resolving calendar conflicts between the two components.

CHAPTER TEN: ELECTIONS

Section 1: Student elections shall be held in late Spring, if possible, coinciding with the District elections for Student Trustee. Elected officers shall begin their term at the last CAEB meeting before the end of the Spring semester.

Section 2: Elections shall be conducted in the manner dictated by the ASCRC Constitution.

Section 3: Elections are to be supervised by the Student Senate Vice President, the Clubs and Events Board Vice Commissioner and the ASCRC Advisor or designees. If the current Vice President or Vice Commissioner is running in the elections, then a Commissioner of Elections must be appointed for this purpose.

Section 4: To be placed on the ballot, candidates must file an official petition form with the Faculty Coordinator of Campus Life by the deadline. The petition must include the nominating



signatures of at least fifty students who are currently enrolled at Cosumnes River College. The candidate must meet the unit and grade point average requirements as noted in the ASCRC Constitution.

Section 5: If more than two candidates are running for office, the winner will be the candidate receiving the highest number of votes.

Section 6: In the event of a tie, the out-going CAEB shall select from those tied. The candidate receiving the highest number of votes from within the CAEB shall be declared the winner.

CHAPTER ELEVEN: VACANCIES AND ABSENCES

Section 1: Vacancies

- A. Vacancies shall be filled according to the ASCRC Constitution (ARTICLE XIII, Section 3).

Section 1: Absences

- A. In the event that an Executive Officer has three (3) consecutive unexcused absences from required scheduled meeting in one year, such officer shall be removed from office and the position will be treated as a vacancy and filled according to the ASCRC Constitution (ARTICLE XIII, Sections 1 and 3).
- B. The number of absences and/or tardies shall be verified by the ASCRC Advisor and the CAEB Secretary. After verifying that the member has three (3) unexcused absences and/or three (3) unexcused tardies, the CAEB Secretary shall send a written letter to notify the member of their removal from office at least five (5) business days prior to the next scheduled Senate meeting. If the CAEB Secretary is the member under question, the notification will come from the Commissioner.

CHAPTER TWELVE: ORDER OF SUCCESSION

In the event that the office of Commissioner becomes vacant, the order of succession shall be as follows: Vice Commissioner, Director of Finance and Secretary.

If no one is willing to fill the vacancy, the position of Commissioner will be appointed by the Student Senate President in consultation with the Faculty Coordinator of Campus Life.

CHAPTER THIRTEEN: AMENDING THE BYLAWS

Section 1: In order to amend the Clubs and Events Board Bylaws, the ASCRC Constitution and Bylaws committee must present the proposed amendment to the Clubs and Events Board within two meetings from receiving the proposal.

Section 2: A proposed amendment may be brought to the ASCRC Constitution and Bylaws committee by the following methods:



- A. A student petition carrying the signatures of at least 25 students enrolled at Cosumnes River College.
- B. A proposed amendment presented to the ASCRC Constitution and Bylaws committee from a member of the CAEB, with the signature of at least five (5) CAEB members as supporters of the proposal.
- C. Bylaw amendments require a ratification of two-thirds (2/3) vote of the Clubs and Events Board members.

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