



F O L S O M L A K E C O L L E G E  
EL DORADO CENTER ♦ RANCHO CORDOVA CENTER

**FOLSOM LAKE COLLEGE CLUBS AND EVENTS BOARD BYLAWS**

**ARTICLE I            DUTIES AND POWERS**

A. Duties and Powers of Executive Officers

1. All Executive Officers shall:
  - a. Check office e-mail regularly
  - b. Maintain a binder record of duties and documents concerning their time as a member of the Associated Students Organization
2. The Clubs and Events Board Commissioner shall:
  - a. Chair the Clubs and Events Board meetings and shall have the power to call special meetings.
  - b. Create and post agendas for all meetings in accordance with the Brown Act and in consultation with the Advisor.
  - c. Have the power to appoint people to fill Clubs and Events board vacancies as determined by simple majority of the executive board.
  - d. Have the power to create ad-hoc committees.
  - e. Shall vote in the case of a tie.
  - f. Power to appoint chairs to standing CAEB committees
3. The Vice Commissioner shall:
  - a. Attend all Student Senate and Clubs and Events Board meetings, give updated reports to CAEB from Senate and act as the liaison between the Student Senate and the Clubs and Events Board.
  - b. Assume the responsibilities of the Commissioner in the absence of the Commissioner.
  - c. Be responsible for the organization and dissemination of relevant information to CAEB members, including clubs.

- d. Organize and run the elections in conjunction with the Vice President of the Student Senate and Advisor.
4. The Secretary shall:
- a. Serve as recorder of all minutes and agendas for Clubs and Events Board meetings.
  - b. Provide minutes for anyone present during Clubs and Events Board meetings.
  - c. Provide an updated contact list to Clubs and Events Board members.
  - d. Maintain the Agenda/Minutes binder.
  - e. Take roll and determine quorum at each meeting.
  - f. Create and distribute any letters of recognition, appreciation or communication with outside parties.
5. The Director of Finance shall:
- a. Give a financial report at every Clubs and Events board meeting.
  - b. Keep and maintain records on any changes to Clubs and Events Board accounts.
  - c. Make recommendations on all Clubs and Events Board expenditures.
  - d. Advise the Executive Board on preparing the budget for the next fiscal year.
  - e. Produce a year-end financial report
  - f. Serve as chair of the Fundraising committee.
  - g. Supervise or appoint a designee to supervise the collection and disbursement of all CAEB monies, in consultation with the Student Life Supervisor and the Business Services Office.
  - h. Work with the Office of Student Life to open a \$75 accounts for new clubs.
  - i. Prepare and Sign requisitions for all CAEB transactions.
6. The Event Coordinator shall:
- a. Coordinate all Clubs and Events Board activities and events.
  - b. Approve and manage advertising for campus events.
  - c. Keep a detailed calendar of all events organized by the Clubs and Events Board or Clubs.
  - d. Receive, review, and present to CAEB event proposal forms.

- e. Supervise or delegate power to oversee all events.
7. The Historian shall:
- a. Work with the Website committee to document campus events.
  - b. Create a binder or permanent record of previous events.
  - c. Maintain social media accounts.

**B. Appointed Positions**

1. Other positions that become necessary to the Clubs and Events Board shall be nominated from among existing Clubs and Events Board members 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.

**ARTICLE II            DELEGATES**

**A. At Large Delegates**

**1. Selection of Delegates**

- a. The Office of Student Life shall solicit students for participation as delegates for the Club and Events Board.
- b. A list of those students wishing to be nominated as delegates shall be compiled by the Office of Student Life and given to the Commissioner to begin the nomination process. All such interested students shall be considered nominees.
- c. Nominees will be notified by the Office of Student Life or the Commissioner regarding the meeting date and time at which speeches will be conducted and delegates chosen.
- d. All nominated students shall give a short speech to the Executive Board regarding their interest in being a delegate. Special emphasis should be placed on any club or campus involvement.
- e. The executive board may vote to appoint, by a simple majority, up to 10 At-Large Delegates.

**2. Duties and Powers of At Large Delegates**

- a. Attend all meetings and be prepared to vote.
- b. Become knowledgeable of the issues and present proposals for events.
- c. Become familiar with the Associated Student Organization Constitution and bylaws.
- d. Carry out any other responsibilities related to Clubs and Events Board as assigned by the Executive Board or Student Life Coordinator.

## B. Club Delegates

### 1. Selection of Delegates

- a. Each Club shall choose, by means outlined in their own Club Constitutions, one (1) Delegate to represent the interests of their club in all Club and Event Board decisions and Activities.
- b. It is the responsibility of the Club to forward their Delegate's name and contact information to the Office of Student Life within 72 hours of their election or appointment.

### 2. Duties and Powers of Club Delegates

- a. Attend all meetings and be prepared to vote.
- b. Become knowledgeable of the issues and present proposals for events.
- c. Become familiar with the Associated Student Organization Constitution and bylaws.
- d. Carry out any other responsibilities related to Clubs and Events Board as assigned by the Executive Board or Student Life Coordinator.

### 3. Term Length

- a. The term of all Club Delegates shall be one (1) semester in length.

## **ARTICLE III            CLUBS AND EVENTS BOARD COMMITTEES**

A. 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 Clubs and Events Board Commissioner and members selected by the Chair and Commissioner

### 1. The committee chair shall:

- a. Chair their assigned standing or ad-hoc committee.
- b. Schedule committee meetings as needed, but no less than once per month.
- c. Be responsible for proper preparing and posting of their committee agenda in accordance with the Brown Act
- d. Vote only in the case of a tie on any matter decided by the committee.

### 2. The committee members shall:

- a. Attend committee meetings and be prepared to vote on agenda items.

- b. Carry out any responsibilities to the committee as assigned by the chair.
- B. The Student Research Committee shall:
  - 1. Hold public forums twice a semester.
  - 2. Generate surveys for student events and issues
  - 3. Submit monthly reports to Clubs and Events Board about their findings.
  - 4. Coordinate with the Office of Institutional Research
- C. The CAEB Fundraising Committee shall have the following duties and powers:
  - 1. Organize approved fundraising events.
  - 2. Present proposal for fundraising events to Clubs and Events Board, Student Life Coordinator and Joint Budget Committee for approval.
  - 3. Coordinate with the Treasurer to prepare financial statements and file appropriate forms with the Business Services Office after all fundraising events.

**ARTICLE IV                    STUDENT SENATE AND CLUBS AND EVENTS BOARD JOINT COMMITTEES**

- A. The Student Senate and Clubs and Events Board may create joint temporary (ad hoc) or continuing (standing) subcommittees as needed. Each committee shall have members selected by their respective components. Each committee shall elect a chair from the members present at the first meeting.
  - 1. The committee chair shall:
    - a. Chair their assigned standing or ad-hoc committee.
    - b. Schedule committee meetings as needed, but no less than once per month.
    - c. Be responsible for proper preparing and posting of their committee agenda in accordance with the Brown Act.
    - d. Vote only in the case of a tie on any matter decided by the committee.
  - 2. The committee members shall:
    - a. Attend committee meetings and be prepared to vote on agenda items.
    - b. Carry out any responsibilities to the committee as assigned by the chair.
- 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 Clubs and Events Board for discussion, and subsequent vote. Amendments to the bylaws require approval from 2/3 of the Clubs and Events Board to pass.
  3. Propose recommendations for amendments to the Associated Student Organization Constitution to the Senate, Student Life Coordinator and the Clubs and Events Board.
  4. Present written Constitution amendments to the Student Senate and Clubs and Events Board for discussion and subsequent vote. Amendments to the Associated Student Organization 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 a Constitution amendment requires an approval of 2/3 of the students voting in the election.
- C. The Media Outreach Committee shall have the following duties and powers:
1. Select members from both the Student Senate and the Clubs and Events Board.
  2. Post agendas and minutes from the Student Senate and Clubs and Events Board.
  3. Provide the college with Student Senate and CAEB information and activities.
  4. Provide a conduit for students to voice their opinions and concerns.
  5. Post an updated events and activities calendar.
  6. Post updated club information.
  7. Post budget information for the Associated Student Organization.
  8. Post updated contact information for Student Senate, Clubs and Events Board and the Office of Student Life.
- D. The Harris Center Committee shall have the following duties and powers:
1. Select members from both the Student Senate and the Clubs and Events Board.
  2. Serve as liaison between the students and the administration.
  3. Disseminate information to students regarding Harris Center.

**ARTICLE V                    ADVISOR ROLE AND RESPONSIBILITIES:**

- A. The Clubs and Events Board Advisor exists 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. Although there are other non enumerated duties and responsibilities of the Advisor, the following constitutes a minimal agreement of advisor responsibilities:
1. Assist with development of meeting agendas.

2. Attend and facilitate all Clubs and Events Board meetings.
3. Approve and monitor Clubs and Events Board activities.
4. Provide and follow campus and district policies and regulations relating to Clubs and Events Board.
5. Monitor Clubs and Events Board communications with administration, faculty and staff.
6. Organize and conduct leadership training for Clubs and Events board members.
7. Attend or arrange for chaperone at Clubs and Events Board activities.
8. Organize and chaperone attendance at leadership conferences.
9. Assist with preparation of annual budget.
10. Approve all Clubs and Events Board expenditures.
11. Approve all materials prior to distribution.
12. Control keys to Associated Student Organization offices.
13. Monitor collegial consultation attendance and activities.
14. Approve and monitor webpage.
15. Proofread and approve all media distribution materials.
16. Proofread and approve Associated Student Organization elections materials.
17. Supervise campus elections.
18. Provide Clubs and Events Board members with a copy of their constitution and by-laws.

## **ARTICLE VI            MEETINGS**

- A. The meetings of the Clubs and Events Board shall be governed by Robert's Rules of Order and the Brown Act, except in those cases that are in conflict with this Constitution or Bylaws, at which time this Constitution and Bylaws shall prevail.
- B. 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.
- C. The Commissioner may call Executive Board meetings as necessary with a minimum of two meetings per semester.

- D. Proxy votes. An absent member may submit a proxy vote on an approved Proxy form. It must be signed by the absent member and presented by the approved member noted on the form. (see Appendix A) The proxy vote counts towards establishing quorum.
- E. At any time that quorum does not exist, a nonvoting meeting may occur.
- F. Members of the Club and Events Board may, in a meeting, request an item be placed on the next agenda subject to a majority vote of the members present or by submitting a written request to the Commissioner no less than one (1) week prior to the meeting at which the agenda item will be added.
- G. Any Member of the Student Body Association may place an item on the agenda by submitting a request to the Commissioner no less than one week prior to the meeting.
- H. All items added to the agenda shall be subject to the Brown Act and must be posted accordingly.

## **ARTICLE VII      EVENTS**

### **A. Campus Events**

The Clubs and Events Board shall:

1. Work with the Office of Student Life and/or the Club and Events Board Advisor to create an Event Planner Packet, which outlines the necessary steps for student organizations to host an event on campus, including fundraising activities. The Event Planner Packet must include a request for additional funds, which may or may not be requested by the applicants.
2. Verify that an Event Planner Packet has been completed and filed with the Clubs and Events Board at least two weeks before the date of all student events on campus. Clubs and Events Board will vote to approve or reject proposed student events at bimonthly meetings.
3. Create a Campus Activities line item to add financial support to student activities. These funds may be requested through the Event Planner Packet.
4. Plan and host campus activities throughout the year, completing an Event Planner Packet for each activity.
5. Work with the Office of Student Life and/or the Club and Events Board Advisor to coordinate a campus events calendar, which shall be published on the website and disseminated to the campus community.

### **B. Campus Clubs**

The Clubs and Events Board shall:

1. Work with the Office of Student Life and/or the Club and Events Board Advisor to charter new and continuing campus clubs.



2. Create a Club Support line item in their annual budget.
3. In consultation with the advisor, create an account with \$75 for each new club chartered.
4. Order and approve funds for a club banner and the completion of the 3rd consecutive semester of a club's active status.
5. Declare a club to be "inactive" after 3 semesters of failing to re-charter.
6. Transfer any funds remaining in the inactive club account into the Club Support Line item in the Clubs and Events Board budget.

#### **ARTICLE VIII      COORDINATION**

- A. 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.
- B. 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.
- C. 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.

#### **ARTICLE IX      ELECTIONS**

- A. 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.
- B. Elections shall be conducted in the manner dictated by the Constitution.
- C. Elections are to be supervised by the Student Senate Vice President, the Clubs and Events Board Vice Commissioner and the Advisor or designees. If the current Vice President or Vice Commissioner is running in the election, than a Commissioner of Elections must be appointed for this purpose.
- D. To be placed on the Official Ballot, candidates must file an official petition form with the Student Life Coordinator by the deadline. The petition must include the nominating signatures of at least fifty students who are currently enrolled at Folsom Lake College. The candidate must also meet the unit and GPA requirements as noted in the Constitution.
- E. If more than two candidates are running for an office, the winner will be the candidate receiving the highest number of votes.

- F. In the event of a tie, the candidate with the highest GPA in that position will be declared the winner.
- G. If a tie still exists, the out-going Executive Board shall select from those tied. The candidate receiving the highest number of votes shall be declared the winner.
- H. Ballots for write-in candidates will be counted provided the candidate has filed an official petition no later than 4:00pm on the Monday preceding the first day of the election and the candidate meets the unit and GPA requirements.

**ARTICLE X            VACANCIES AND ABSENCES**

- A. Vacancies shall be filled according to the Constitution (Article XI, Section 3).
- B. In the event that a Member has three (3) consecutive unexcused absences and/or tardies from regularly scheduled meetings in one year, such Member shall be removed and the position will be treated as a vacancy and filled according to the Constitution (Article XI, Section 3).
- C. The number of absences and/or tardies shall be verified by the Advisor and the Secretary. After verifying that the member has 3 unexcused absences and/or 3 unexcused tardies, the Advisor and the secretary will notify the member with a written letter at least five (5) school days prior to the next scheduled Senate meeting, that they have been removed from office. If the Secretary is the member under question, the notification will come from the Advisor and the President.

**ARTICLE XI            ORDER OF SUCCESSION**

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

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 Student Life Coordinator.

**ARTICLE XII            AMENDING THE BYLAWS**

- A. In order to amend the Clubs and Events Board bylaws, the Constitution and Bylaws committee must present the proposed amendment to the Clubs and Events Board within two meetings from receiving the proposal.
- B. A proposed amendment may be brought to the Constitution and Bylaws committee by the following methods:
  - 1. A student petition carrying the signatures of at least 20 students enrolled at Folsom Lake College.
  - 2. A proposed amendment presented to the Constitution and Bylaws committee from a member of the Student Senate, with the signature of at least five (5) Senate members as supporters of the proposal.

3. By-law amendments require a ratification of two-thirds (2/3) vote of the Clubs and Events Board members.

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