

**THE CODE OF THE GENERAL BYLAWS OF THE ASSOCIATED STUDENTS OF RIO HONDO
COLLEGE**
(MOST REVISED EDITION AS OF FALL 2023)

**ARTICLE I
DEFINITION OF BYLAWS**

- Sec. 1: A bylaw shall be defined as a set of rules adopted by the ASRHC, which shall be considered a guiding document as part of the ASRHC framework and carries the full weight of legal and regulatory power. Bylaws specify the qualifications, rights, and liabilities of membership and the powers, duties, and process of impeachment.
- Sec. 2: This document shall apply to all officers from the Executive and Legislative branch whether elected or appointed.

**ARTICLE II
MEETINGS & QUORUM**

- Sec. 1: The ASRHC Senate Meetings shall be held every Monday at 3:00pm, in Administration 102 unless otherwise noted on the agenda.
- Sec. 2: Meetings shall be canceled on any day that the RHC campus is closed for holidays or emergencies and during finals week.
- Sec. 3: Meetings may not start unless quorum is met.
- a. Quorum exists when 50% plus one (1) of members, including the ASRHC President who votes in case of a tie, are physically present.
 - b. No voting by proxy is allowed for absent members.
 - c. Quorum must exist during the entirety of the meeting; once the ASRHC Senate meetings fall below quorum the meeting should immediately be adjourned and all items be postponed to the next available meeting; a vote is not required for this action.

**ARTICLE III
ATTENDANCE & TARDINESS**

- Sec. 1: Attendance at official obligations shall be described as follows:
- a. An ASRHC member is considered to have attended Senate board meetings, task force meetings, committee meetings, if they are present for the entirety of the meeting.
 - b. An ASRHC member may be considered present, but tardy for meetings. Please see Sec. 4 for details on Tardiness.
- Sec. 2: Attendance at events; including designated chair events, all department events; including but not limited to Commencement, Welcome Week, Roadrunner Relief, and off-campus events and programming shall be described as follows:
- a. An ASRHC member is considered to have attended an event if they are present for the entire shift that

they are designated to attend.

1. An ASRHC member is allowed to find a replacement or change their shift up to 24 hours prior to the event.
- b. An ASRHC member will be considered absent if:
 1. They are more than ten (10) minutes late for a meeting.
 2. They are **ten (10)** minutes late for a shift.
 3. They leave earlier than **ten (10)** minutes, without prior approval by the event Chair, ASRHC Vice President, or ASRHC Advisor.

Sec. 3: ASRHC Members shall be granted two consecutive Senate and Task Force meeting absences or three all-encompassing absences per semester; any absences thereafter, **where one or both Senate and Task Force meetings are missed**, would result in their seat being automatically vacated for the remainder of the senate term.

- a. **In the event that an ASRHC member fails to appear at multiple meetings or events on a single day, it will be counted as a singular absence.**
- b. Vacated seats may be filled by new candidates or previous ASRHC members, through a reappointment process as they may occur.
- c. In the case of any extraneous circumstances that prevent ASRHC members from attending Senate meetings, shared governance meetings, committee meetings, etc., communicate with ASRHC President and ASRHC Advisor regarding the nature of the absence.
- d. In the case of any extraneous circumstances that prevent ASRHC members from attending programming events, task force meetings, and planning council meetings, communicate with the event Chair, ASRHC Vice President and ASRHC Advisor regarding the nature of the absence.

Sec. 4: Tardiness shall be defined as follows:

- a. For an official meeting (ASRHC Senate and its Committees, Task Forces, and Shared Governance meetings), a tardy shall be defined as arriving after the meeting is called to order and arrives within 10 minutes after its been called to order/or leaving prior to the adjournment of the meeting without prior approval from the Committee Chair, ASRHC Advisor and ASRHC President.
- b. For ASRHC and Student Life & Leadership Events (including, but not limited to Commencement, Welcome Week, and ASRHC Task Force Events), a tardy shall be defined as arriving later than 10 minutes after the assigned shift or leaving prior to approval from the event coordinator.
- c. A combination of three (3) unexcused tardies shall constitute an unexcused absence.

Sec. 5: Process to vacate positions is as follows:

- a. Absences and tardiness are in direct violation with the duties and responsibilities that ASRHC Officers commit to upon serving the RHC student body; ASRHC Officers shall be subject to removal from their position for not fulfilling their roles and responsibilities.
- b. Following the second absence, ASRHC members will be notified of their absences and given a warning via email by the ASRHC Secretary **stating** that they are allotted one more absence, and any thereafter will result in their seat being vacated.

ARTICLE IV THE EXECUTIVE BRANCH

Sec. 1: The Executive Board of the Associated Students of Rio Hondo College (ASRHC) shall consist of the President, Vice-President, Treasurer, Secretary, Inter-Club Council Chair, and Chief Justice.

- Sec. 2: The non-voting members of the Executive Branch shall be the Secretary and Chief Justice. The President shall only vote in case of a tie. All other Executive Branch members shall be considered members of the ASRHC Senate.
- Sec. 3: The Executive Board shall be responsible for the effective governing, promotion, production, and performance of the Associated Student meetings and activities. It will formulate and administer ASRHC regulations, approved by the Board of Trustees, and otherwise provide for efficient governing of student affairs.
- a. Shall have oversight of all branches of the ASRHC including the Legislative Branch.
 - b. Shall have oversight of the Inter-Club Council (ICC) of Rio Hondo College and clubs.
 - c. Shall attend all ASRHC Regular and Special meetings.
- Sec. 4: The Executive Board meeting shall occur with sufficient time to address any current issue that might concern the ASRHC to allow for posting of ASRHC Senate agenda(s) before the posting deadline per California Brown Act.
- Sec. 5: The ASRHC Advisor shall be the Student Life and Leadership Director or designee of the Vice President of Student Services who shall serve as an advisory member to the Executive Board.

ARTICLE V DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE BRANCH

- Sec. 1: The ASRHC President
- a. Shall preside over all ASRHC meetings.
 - b. Shall make appointments to fill any vacancies with a two-thirds ($\frac{2}{3}$) vote of the Senate.
 - c. Shall appoint students to various campus-wide committees.
 - d. Shall serve as a student representative on the Planning Fiscal Council.
 - e. Shall attend all President Office and Foundation events such as Board of Trustee Meetings, Flex Day, and other related functions.
 - f. Shall have the power to create and dissolve ad hoc committees with a majority vote of the Senate.
 - g. Shall serve as the Associated Students representative to other organizations off-campus, or shall appoint a designee.
 - h. Shall serve as the alternate Region 8 Student Senate for California Community College (SSCCC) representative in the absence of the Senator for Legislative Affairs, or delegate.
- Sec. 2: The ASRHC Vice-President:
- a. Shall succeed the President in the event that the President is incapable of performing the duties of the presidency because of permanent disability, ineligibility, or recall.
 - b. Shall preside over Senate and Executive Board meetings in the absence of the President.
 - c. Shall preside over Planning Council meetings.
 - d. Shall serve as the primary contact for all Senator Chairs and ASRHC programming.
- Sec. 3: The ASRHC Treasurer:
- a. Shall coordinate the development of the ASRHC budget.
 - b. Shall keep a written account of all finances and process all requisitions for expenditures.
 - c. Shall work under the guidance of the ASRHC Advisor to reconcile all expenditures.
 - d. Shall keep the ASRHC advised as to the state of the budget and advise them regarding budget control.

- e. Shall serve as the student representative on the Planning Fiscal Council as class schedule allows.
- f. Shall serve as Chairperson of the standing Finance Committee.
- g. Shall present a budget report to the ASRHC Senate at every meeting before voting on any agenda items.

Sec. 4: The ASRHC Executive ICC Chair

- a. Shall serve as Chairperson of the Inter-Club Council.
- b. Shall be responsible to maintain an open communication between the ASRHC and ICC.
- c. Shall present a budget report to ICC.
- d. Shall recruit, identify and support ICC Executive Board: Vice Chair, Treasurer and Recorder.

Sec. 5: The ASRHC Secretary

- a. Shall be appointed by the President with a two-thirds ($\frac{2}{3}$) vote of the ASRHC Senate.
- b. Shall work with a Student Life and Leadership staff designee to take, prepare, and distribute minutes and agendas for all regular and special meetings of the ASRHC Senate.
- c. Shall keep accurate and easily accessible files of all official minutes and records of the ASRHC.
- d. Shall work in conjunction with the Student Life and Leadership Office in all clerical functions related to the ASRHC.
- e. Shall provide the ASRHC with a roster of all members, all members of standing and ad hoc committees, and provide updated rosters as changes are made.
- f. Shall keep track of attendance of all ASRHC members at meetings and events. Secretary shall notify ASRHC members at the time of their second absence via email that one more absence will result in their seat being vacated.
- g. Shall post minutes and agendas in the designated posting areas per California Brown Act.

Sec. 6: The Chief Justice

- a. Shall serve as the impartial chair of the Ad Hoc ASRHC Judicial Committee and at all ASRHC judicial hearings under the guidance of the ASRHC Advisor.
- b. Shall direct all matters of Judicial Review to the Ad Hoc Judicial Committee
- c. Shall gather information from the appropriate parties, ASRHC Advisor, and Senators in order to conduct a hearing or trial on any and all violations of ASRHC guiding documents in Senate .
- d. Shall ensure that any and all grievances against members of the ASRHC shall be aligned with the ASRHC Constitution.
- e. In the absence of the Chief Justice, another member of the Executive or Legislative branch will be appointed by the ASRHC Advisor to preside as interim Chief Justice.
- f. Shall preside over all ASRHC Policies and Procedures Committee meetings.
- g. Shall serve as a student representative on the campus-wide Policies and Procedures Council, as class schedule permits.
- h. Shall work collaborate with the Legislative Affairs Senator Chair in coordination of Town Hall meetings

**ARTICLE VI
THE LEGISLATIVE BRANCH**

Sec. 1: All members of the Legislative Branch, along with all voting members of the Executive Branch under Article IV Sec. 2, shall comprise the ASRHC Senate.

Sec. 2: All members of the Legislative Branch, regardless of specialization, shall have the same voting rights and responsibilities (i.e. Senators at Large and Senator Chairs are considered to be on the same level).

Sec. 3: The ASRHC Senators:

- a. Shall attend and participate in all meetings, events, and programs sponsored by the ASRHC.
- b. Shall serve on committees which include ASRHC and College-Wide Committees as scheduled throughout the academic year.
- c. Shall abide by all guiding documents of the ASRHC.
- d. Shall make an effort to communicate with the constituents, RHC general student body, and advocate for the constituents at official Senate meetings.

**ARTICLE VII
DUTIES AND RESPONSIBILITIES OF THE LEGISLATIVE BRANCH**

Sec. 1: The ASRHC Senator of Campus Engagement

- a. Shall work to promote participation in all college-wide events surrounding student involvement including, but not limited to: athletic events, arts and cultural programming, and various educational programming.
- b. Shall serve as the primary event coordinator for signature ASRHC events including, but not limited to: Info Booths, Roadrunner Relief, Spirit Days, Co-Curricular Fair, Open Mic Nights, and RioPalooza.
- c. Shall seek out opportunities to host additional campus engagement programming.
- d. Shall actively seek out collaboration with Educational Departments and ICC Clubs.

Sec. 2: The ASRHC Senator of Cultural Diversity

- a. Shall work to promote diversity, inclusion, and expression among RHC students through the implementation of cultural programming.
- b. Shall serve as the primary event coordinator for Student Life and Leadership/ASRHC Cultural Programming events: Latinx Heritage Month, National Coming Out Month, Native American Heritage Month, Black History Month, Women's History Month, and Asian and Pacific Islander Heritage Month.
- c. Shall seek out opportunities to host additional cultural and diversity programming.
- d. Shall actively seek out collaboration with Educational Departments, ICC Clubs, and Queer Initiative.

Sec. 3: The ASRHC Senator of Community Service

- a. Shall work to promote social responsibility and service among RHC students through the implementation of service learning activities both on and off campus.
- b. Shall serve as the primary event coordinator for signature ASRHC events including, but not limited to: 9/11 Memorial, Drug and Alcohol Awareness, Blood Drives, Food Drives, Beach Clean-Ups, and various awareness walks.
- c. Shall seek out opportunities to host additional community service programming.
- d. Shall actively seek out collaboration with Educational Departments, ICC Clubs, and Violence Intervention Program (VIP).

Sec. 4: The ASRHC Senator of Legislative Affairs

- a. Shall serve as the delegate for the Region 8 Student Senate for California Community College (SSCCC) representative at monthly meetings and General Assemblies.
- b. Shall work to promote political education and awareness among RHC students through the implementation of legislative events including but not limited to: Region 8 SSSCC meetings and events, presentations of local state and federal legislation that could impact RHC, and RHC Community and Government Relations events.

- c. Shall serve as the primary event coordinator for signature ASRHC events including, but not limited to: Voter Registration, Election Forums (local, state, and federal), Constitution Day, ASRHC Resolution Information Sessions, Pizza and Politics, and Meet the ASRHC.
- d. Shall plan at least two (2) Town Hall meetings per academic year.
- e. Shall initiate resolutions on behalf of the ASRHC including recommendations in support or against important legislation that could impact RHC.
- f. Shall actively seek out collaboration with Educational Departments and ICC Clubs.

Sec. 5: The ASRHC Senator of Student Success

- a. Shall work to promote academic excellence, co-curricular participation, transfer readiness, and Degree and Certificate Completion among RHC students through collaboration with various RHC Departments.
- b. Shall serve as the primary event coordinator for signature ASRHC events including, but not limited to: RoadRunner Relief, Animal Therapy, and DiscoverRio.
- c. Shall serve as the primary liaison between the Senate and campus-wide committees related to student success and academic excellence.
- d. Shall serve as the official advocate and coordinator for events and programming that supports components of RHC college-wide student success initiatives.
- e. Shall actively seek out collaboration with Educational Departments and ICC Clubs.

Sec. 6: ASRHC Senator of Student Resources/Basic Needs

- a. Shall work to advocate for and direct students towards the various academic and support programs surrounding student needs and resources that the Rio Hondo College Community District offers.
- b. Shall serve as the primary event coordinator for signature ASRHC events including, but not limited to: Farmer's Market, Health and Wellness Fair, and shall support programmatic events such as CalFresh/Medi-Cal Sign-Ups, and Grab-n-Go Groceries.
- c. Shall seek out opportunities to host events directed towards connecting students to off-campus resources such as CalFresh, LA Food Bank, Medi-Cal, and housing resources.
- d. Shall seek out collaboration with RioSource Room, RISE Scholars, Queer Initiative Scholars, Hope Scholars, Guardian Scholars, EOP&S/CARE, Disabled Students Program and Services (DSPS), Violence Intervention Program (VIP), and Educational Centers.
- e. Shall actively outreach towards disproportionately impacted populations to increase equity and inclusion of all students.

Sec. 7: ASRHC Senator of Sustainability

- a. Shall work to promote education and awareness on environmental, economic, and social wellness issues on and off campus.
- b. Shall serve as the primary event coordinator for signature ASRHC events including, but not limited to: Recycling Awareness, Earth Day Events, Documentary Screenings and Campus Cleanup Events.
- c. Shall seek out opportunities to attend the SSCCC Sustainability Caucus and advocate for environment-related legislation.
- d. Shall actively seek out collaboration with Educational Departments and ICC Clubs.

Sec. 8: The ASRHC Senator of Public Relations:

- a. Shall work to promote and market ASRHC events through the creation of flyers or brochures, communications on social media, press releases, and other such avenues.
- b. Shall serve as the primary point of contact of the ASRHC for the El Paisano Newspaper publications and the RHC Marketing and Communications Department, to attend and record events of the ASRHC.
- c. Shall ensure that all ASRHC entities are abiding by the RHC/ASRHC Publicity Code.

- d. Shall be the liaison for Rex the Mascot.

ARTICLE VIII GRIEVANCE & IMPEACHMENT PROCESS

Sec. 1: Grievances against officers may result in sanctions or impeachment of an ASRHC Officer from any branch of the ASRHC including Executive or Legislative.

Sec. 2: A strict adherence to the Grievance must be followed; the process is as follows:

- a. First Offense of violation of policy shall result in a documented warning from the ASRHC President.
- b. Second Offense of the aforementioned violations shall result in a documented warning from the ASRHC Advisor and President.
- c. Grievances can be filed by an ASRHC Officer from any branch of the ASRHC including Executive or Legislative by submitting a written statement to the ASRHC Advisor.
- d. Officers being investigated shall be placed on a no fault leave pending senate vote.

Sec. 3: A strict adherence to the Impeachment Process must be followed; the process is as follows:

- a. Motion of Impeachment
 - 1. The impeachment process shall begin when an ASRHC agenda item request is submitted by any officer of the ASRHC.
- b. Formation of Judicial Ad Hoc
 - 1. The Chief Justice will chair a Judicial Ad Hoc composed of a minimum of five ASRHC officers, agreed upon by the Executive Board and ratified by a two-thirds ($\frac{2}{3}$) Senate vote.
 - 2. Granted, if there is a conflict of interest, the Executive Board will appoint an acting Chair.
- . The Pre-Hearing Process
 - 1. The ASRHC Advisor will notify the accused officer, in writing, of the accusations as soon as possible and the time and date of the hearings.
 - 2. A member of the Judicial Ad Hoc shall be selected to author the grievance and serve as the prosecuting attorney for the proceedings; the grievance statement shall be provided to the Chief Justice or acting Chair during a formal hearing, taking place during an ASRHC Senate meeting. The Author will investigate the allegations and interview all parties, as is available.
- . Recommendation for Impeachment Hearing by the Judicial Ad Hoc
 - 1. The Proceedings for a Recommendation for Impeachment Hearing shall take place with the Judicial Ad Hoc, the next available week after the agenda item request has been submitted.
 - 2. The Author shall present their findings via written grievance to the ASRHC Senate.
 - 3. All other Ad Hoc members shall serve as impartial jurors for the said hearing.
 - 4. The written grievance will be read aloud by the Author followed by the written response of the Accused Officer. If there is no written response of the Accused Officer the Chair will reply "No response present on behalf of the Accused Officer".
 - 5. Based on evidence gathered, the Judicial Ad Hoc will vote to recommend impeachment proceedings or find that there is insufficient evidence to proceed. A two-thirds ($\frac{2}{3}$) vote () is required.
 - 6. The accused officer will be notified no later than 72 hours after the recommendation of the Judicial Ad Hoc that an Impeachment Hearing shall take place.
- . Impeachment Hearing
 - 1. At the following ASRHC Senate meeting, under "New Business," the Chief Justice, or acting Chair, will present the Impeachment Hearing. The ASRHC President will pass the gavel to the Chief Justice or acting Chair for this New Business item.

2. The Chief Justice or acting Chair will then give the floor to the Author of the grievance. The Author will have the floor for five (5) minutes, and the Chief Justice or acting Chair will keep the order.
3. The Author uses the five (5) minutes to expand on the grievance, provide tangible proof of the violations, and prove that the action of the accused officer merits an impeachment.
4. Time may only be extended once for an additional five (5) minutes for each party.
5. When the Author is through, the Chief Justice or acting Chair will then go through the same process with the Responding Party/Officer, who may use this time to refute the accusations.
6. The Responding officer may choose to have themselves or a Senator speak on their behalf. 7. The Chair will then give the Author and the Responding Officer five (5) minutes each for final statements.
 - . Time may not be extended.
8. Impeachment may only be approved by a two-thirds ($\frac{2}{3}$) vote, taken by roll-call.
9. An Impeachment Hearing can never be postponed once it has begun unless an issue of emergency or safety arises. If the Impeachment Hearing warrants more time, the ASRHC Senate meeting may be motioned to extend time.
10. If a Responding party is not impeached, they cannot be held accountable for the same action in an additional Impeachment Hearing.
11. An Impeached Officer loses their ability to hold office for the remainder of that term and an additional period of one (1) year, effective immediately.

. Appeals

1. There are no appeals. The decision of the Senate is effective immediately.

ARTICLE IX APPROVAL OF CAMPUS CLUBS

New and returning clubs are responsible for filling out a club charter request by the fourth (4th) week of every academic semester in order to be considered for active charter status.

- a. Clubs must have at least six (6) potential members who have at least a 2.0 GPA and have paid the College Service Fee (CSF).
- b. Clubs must have an official advisor who meets Board Policy requirements.
- c. Clubs must submit charter paperwork to the department of Student Life & Leadership.
- d. Clubs must have an updated constitution submitted which meets all ASRHC and ICC policies.
- e. Clubs must meet any and all requirements designated by the Student Life & Leadership Office and ICC Advisor.

Sec. 2: Student Life & Leadership approved clubs will be presented to the ASRHC Senate following the Club Charter Deadline by the ICC Chair.

Sec. 3: Only Student Life & Leadership-approved and ASRHC-recognized clubs shall be considered official members of the ICC and hold all rights and privileges of an active club.

Sec. 4: Clubs who update their constitution and bylaws within the semester are subject to re-approval.

**ARTICLE X
PLANNING COUNCIL**

Part I – General

Chapter One: Organization.

- Sec. 1: a. There is established in the student government of the Associated Students of Rio Hondo College (ASRHC) a Planning Council which shall be constituted herein by this article.
- b. The council shall enjoy all of those powers granted herein, shall abide by all limitations imposed upon herein, and shall administer all duties vested herein.
- c. The ASRHC may accordingly prescribe for further powers, limitations, and duties unto the council as warranted.
- Sec. 2: The council is under the jurisdiction of the mandates of the ASRHC, the Rio Hondo Community College District (RHCCD), and state and federal law. All proceedings and actions of the council shall be in accordance with such mandates and with the provisions herein.
- Sec. 3: The council is the forum to which its members discuss the activities, events, and programs offered at and which occur on campus. It is the creed of the council to develop, maintain, and promote an enriching college experience by providing for excellent activities, events, and programs at and on campus and propose ways to further their excellence.
- Sec. 4: The council shall have the power to establish its own rules and other protocols for its proceedings and operations according to superior-mandates.

Chapter Two: Staff of the Planning Council.

- Sec. 1: There shall be an Advisor to the Planning Council who shall be an ASRHC advisor/designee of the ASRHC Advisor.
- Sec. 2: An ASRHC advisor/designee shall attend all meetings of the council No meeting of the council shall proceed without the attendance of the council-advisor. All actions taken by the council in the absence of the council-advisor are null and void.

Chapter Three: Meetings.

Sec. 1: A quorum is established when 50% plus one (1) of members of the ASRHC Senate are present. The present members can stand in recess until quorum is met. Meeting cannot be conducted until quorum is met.

Sec. 2: The committee shall meet at the time scheduled by committee rules and at a location determined by the committee-advisor. Special meetings of the committee may be called by order of the chair or by three committee members. No meeting of the committee shall proceed while a meeting of the ASRHC Senate is in session. No meeting shall proceed without an advisor present.

Part II – The Council

Chapter One: Powers.

Sec. 1: The council shall have the power to plan and approve ASRHC events, activities, and programs.

Sec. 2: The council shall make recommendations for event, activity, and program planning accordingly to promote excellence and excitement; promotion of ASRHC/ RHCCD Department of Student Life and Leadership “Student Learning Values;” which facilitate effectiveness, resource utilization, and compliance with mandates.

Chapter Two: Officers of the Planning Council

Sec. 1: The ASRHC Vice President shall be Chairperson of the Planning Council , who shall preside over and maintain order and decorum at all meetings of the council. The chair shall administer all council rules, policies, and protocols and compel compliance therewith. In the absence of the ASRHC Vice President, ASRHC Treasurer or ICC Chair shall act as Chairperson.

Sec. 2: The ASRHC Treasurer shall advise the council on appropriate ASRHC and budget matters.

Sec. 3: The ICC Chair shall advise the council on appropriate ASRHC collaborations with ICC clubs.

ARTICLE XI ASRHC SENATE COMMITTEE ON FINANCE

Part I – General

Chapter One: Organization.

- Sec. 1: a. There is established for the ASRHC Senate, a Committee on Finance which shall be constituted herein by this article.
- b. The committee shall enjoy all of those powers granted herein, shall abide by all limitations imposed upon herein, and shall administer all duties vested herein.
- c. The ASRHC may accordingly prescribe for further powers, limitations, and duties unto the committee

as warranted.

Sec. 2: The committee is under the jurisdiction of the mandates of the ASRHC, the Rio Hondo Community College District (RHCCD), and state and federal law. All proceedings and actions of the committee shall be in accordance with such mandates and with the provisions herein.

Sec. 3 The committee shall act by a simple majority vote, except to those questions which require otherwise.

Sec 4 The committee shall have the power to establish its own rules and other protocols for its proceedings and operations according to superior mandates.

Chapter Two: Staff of the Finance Committee.

Sec. 1: There shall be an Advisor to the Finance Committee who shall be a designee of the ASRHC Advisor.

Sec. 2: The committee-advisor shall attend all meetings of the committee. No meeting of the committee shall proceed without the attendance of the committee-advisor. All actions taken by the committee in the absence of the committee-advisor are null and void.

Chapter Three: Committee Members.

- Sec. 1: a. The committee shall be composed of the ASRHC Treasurer and two representatives from the Executive Board.
- b. The appointed-members shall be a minimum of two ASRHC Senators. The appointed-members shall be appointed by the ASRHC Treasurer and confirmed by the ASRHC Senate.
- c. The committee may admit into its membership supplemental students enrolled at the RHCCD so long as such student qualifies to hold a seat in the ASRHC Senate as if such student was a ASRHC Senator.

Sec. 2: Committee members shall serve a term of one academic year.

Sec. 3: Each committee member shall have one vote. The practice of voting by proxy is forbidden. The ASRHC Treasurer shall have no vote, unless in the case of a tie.

Chapter Four: Meetings.

Sec. 1: A quorum is established when 50% plus one (1) of members of the ASRHC Senate are present. The present members can stand in recess until quorum is met. Meeting cannot be conducted until quorum is met.

Sec. 2: The committee shall meet at the time scheduled by committee rules and at a location determined by the committee-advisor. Special meetings of the committee may be called by order of the chair or by three committee members. No meeting of the committee shall proceed while a meeting of the ASRHC Senate is in session. No meeting shall proceed without an advisor present.

Part II – The Committee

Chapter One: Powers.

Sec. 1: The committee shall have the power to review financial requests and other monetary applications on behalf of

the ASRHC and make recommendations to the ASRHC Senate for consideration. No budget, expenditure, invoice, reimbursement, or other request/ application shall be considered by the ASRHC Senate without the recommendation of the committee being first obtained.

- Sec. 2: The ASRHC Senate may by two-thirds ($\frac{2}{3}$) vote, on instruction of the ASRHC President and the ASRHC Treasurer, consider emergency requests and other applications without the recommendation of the committee being first obtained during urgent circumstances where the recommendation of the committee cannot possibly be obtained in a timely fashion.
- Sec. 3: The ASRHC Senate may by two-thirds ($\frac{2}{3}$) vote to reconsider denied requests from the Finance committee. This requires two-thirds vote to reconsider and two-thirds to approve.

Chapter Two: Officers of the Finance Committee

- Sec. 1: The ASRHC Treasurer shall be the Chairperson of the Finance Committee who shall preside over and maintain order and decorum at all meetings of the committee.
- Sec. 2: In the absence of the chair, there shall be a Chairperson Pro Tempore of the Finance Committee , who shall act as chair during such circumstances.
- Sec. 3: The Finance Chair is responsible for ensuring accurate recording of meeting minutes, certifying the correctness and legitimacy of committee mandates; and issuing notices and post agendas as directed.
- Sec. 4: Each officer shall perform all other duties which may be provided for by committee rules or which are inherently necessary and proper which are not explicitly prohibited.

ARTICLE XII ASRHC SENATE COMMITTEE ON POLICIES & PROCEDURES

Part I – General

Chapter One: Organization.

- Sec. 1: a. There is established for the ASRHC Senate, a Committee on Policies and Procedure which shall be constituted herein by this article.
- b. The committee shall enjoy all of those powers granted herein, shall abide by all limitations imposed upon herein, and shall administer all duties vested herein.
- c. The ASRHC may accordingly prescribe for further powers, limitations, and duties unto the committee as warranted.
- Sec. 2: The committee is under the jurisdiction of the mandates of the ASRHC, the Rio Hondo Community College District (RHCCD), and state and federal law. All proceedings and actions of the committee shall be in accordance with such mandates and with the provisions herein.
- Sec. 3 The committee shall act by a simple majority vote, except to those questions which require otherwise.

Sec. 4 The committee shall have the power to establish its own rules and other protocols for its proceedings and operations according to superior mandates.

Chapter Two: Staff of the Policies and Procedure Committee.

Sec. 1: There shall be an Advisor to the Policies and Procedure Committee who shall be a designee of the ASRHC Advisor.

Sec. 2: The committee-advisor shall attend all meetings of the committee. No meeting of the committee shall proceed without the attendance of the committee-advisor. All actions taken by the committee in the absence of the committee-advisor are null and void.

Chapter Three: Committee Members.

- Sec. 1: a. The committee shall be composed of the ASRHC Chief Justice, ASRHC President, or any other Executive Branch member
- b. The appointed-members shall be a minimum of two ASRHC Senators. The appointed-members shall be appointed by the ASRHC Chief Justice and confirmed by the ASRHC Senate.
- c. The committee may admit into its membership any senator enrolled at the RHCCD so long as such student qualifies to hold a seat in the ASRHC Senate; however, the committee shall consist of an odd-numbered membership.

Sec. 2: Committee members shall serve a term of one academic year.

Sec. 3: Each committee member shall have one vote. The practice of voting by proxy is forbidden.

Chapter Four: Meetings.

Sec. 1: A quorum is established when 50% plus one (1) of members of the ASRHC Senate are present. The present members can stand in recess until quorum is met. Meeting cannot be conducted until quorum is met.

Sec. 2: The committee shall meet at the time scheduled by committee rules and at a location determined by the committee-advisor. Special meetings of the committee may be called by order of the chair or by two committee members.. No meeting of the committee shall proceed while a meeting of the ASRHC Senate is in session.

Part II – The Committee

Chapter One: Powers.

Sec. 1: The Policies and Procedure committee shall have the power to draft, revise, and propose new and existing ASRHC legislation for senatorial consideration. The ASRHC Senate shall not act upon any new, or any amendment to, any proposed ASRHC bylaw, policy, and/ or other procedure without a report from the Policies and Procedure committee being obtained.

Sec. 2: The Policies and Procedure committee shall have the authority, without the referral of the ASRHC Senate, to propose such other items which it deems necessary and proper for the ASRHC Senate to consider.

Chapter Two: Officers of the Policies and Procedure Committee

- Sec. 1: The ASRHC Chief Justice shall be a Chairperson of the Policies and Procedure Committee who shall preside over and maintain order and decorum at all meetings of the committee. The Chief Justice shall have no vote, unless in the event of a tie.
- Sec. 2: The Chairperson shall act as the recorder of the Policies and Procedures Committee record and attest to the minutes of every committee meeting, certify the correctness and legitimacy of committee mandates; and issue notices and post agendas as directed.
- Sec. 3: In the absence of the chair, there shall be a Chairperson Pro Tempore of the Policies and Procedures Committee, who shall act as chair during such circumstances.
- Sec. 4: The Chairperson shall designate an Editor of the Bylaws. The Editor shall create and maintain a shared document that incorporates and tracks edits and suggestions. The Editor shall provide the Chief Justice, Advisor, Committee, and Senate with the most current version of the bylaws, or other guiding documents.

ARTICLE XIII ASRHC CODES AND POLICIES

- Sec. 1: The following codes and policies are official documents of the ASRHC and shall be in effect upon the approval of the Senate with a 2/3 vote:
- a. Election Code
 - b. Publicity Code
 - c. Conference Code
 - d. Equipment Policy
 - e. Funding Procedures Policy (Must not conflict with Student Life & Leadership Funding Policy)
 - f. ASRHC Officer Items