

ASSOCIATED STUDENTS OF CITY COLLEGE OF SAN FRANCISCO

OCEAN CAMPUS BY-LAWS

Section C: Responsibilities

1. Vice-President of Finance
 - a. Shall be chair at all Finance meetings and provide the minutes from all meetings.
 - b. Shall insure the adherence to the Guidelines for the Management of Associated Students Funds at CCSF
 - c. Shall monitor fundraising, budgeting, spending and any other related concerns.
 - d. Shall report as requested to the President.
 - e. Shall obtain, review and maintain copies of all financial data of the organization, including but not limited to audit reports, IRS, EDD and bank statements using the name and/or taxpayer ID numbers of the Associated Students.
 - f. Shall function as the Chief Financial Officer of the Associated Students of Phelan Campus.
 - g. Shall file with the State Board of Equalization and other appropriate state and federal agencies all names and signatures of the incoming council members no later than September 1 of each year; to be updated as needed.
2. Vice-President of Administration/Executive Vice President
 - a. Shall stand in as President in times of temporary absence of the President.
 - b. Shall coordinate the recording and distribution of all the minutes, agendas, and other similar material of the A.S.
 - c. Shall organize and maintain all functions of the A.S. offices.
 - d. Shall monitor the inventory and use of all A.S. equipment.
 - e. Shall chair the Space Utilization/Student Union Improvement Committee.
3. Vice-President of Communication
 - a. Shall organize and publish the A.S. Council Newsletter.
 - b. Shall facilitate communication between the Council and all other campus bodies.
 - c. Shall coordinate the maintenance of all campus posting boards.
 - d. Shall chair the AS Public Relations Committee.
4. Vice-President of the Inter-Club Council
 - a. Shall be chair at all Inter-Club Council (ICC) meetings and provide the minutes of all meetings.
 - b. Shall have previously acted as an officer of a recognized club.
 - c. Shall insure the adherence to the ICC Guidelines.
 - d. Shall report as requested to the President.
5. Vice-President of Cultural Affairs
 - a. Shall coordinate A.S. representation on the Concert and Lecture Series Committee.
 - b. Shall facilitate and coordinate student participation in A.S. sponsored performing arts.
 - c. Shall be responsible for the utilization and maintenance of the A.S. Student Union Art Gallery.

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- d. Shall act as the A.S. liaison with the CCSF Theater Arts Department, the Diego Rivera Theater, the CCSF Art Gallery, and other related performing arts offices.
- e. Shall be an active member of the Public Relations Committee.

President

Section A: Description

1. Shall have completed twenty-four units at CCSF before taking office.
2. Shall have a cumulative 2.0 grade point average to be seated.
3. Shall be elected in a General Election by the student body, or have been approved by Student Council to replace an elected president who has resigned or been removed.
- 4.

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2. May propose to Student Council the recall of any appointee or the removal of any Senator or Vice-President.
3. May vote in Student Council only to break a tie votedent.

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Amendment #8: Ratified April 27, 1995

Add to President Section C:

5. Shall function as the Chief Executive Officer of the Associated Students of Phelan Campus.

Amendment #9: Ratified April 27, 1995

Add to Vice Presidents Section C, Item 1 (Vice President of Finance):

- e. Shall obtain, review and maintain copies of all financial data of the organization, including but not limited to audit reports, IRS, EDD and bank statements using the name and/or taxpayer ID numbers of the Associated Students.

Amendment #10: Ratified April 27, 1995

Add to Vice Presidents Section C, Item 1 (Vice President of Finance):

- f. Shall function as the Chief Financial Officer of the Associated Students of Phelan Campus.

Amendment #11: Ratified April 27, 1995

Add to Vice Presidents Section C, Item 1 (Vice President of Finance):

- g. Shall file with the State Board of Equalization and other appropriate state and federal agencies all names and signatures of the incoming council members no later than September 1 of each year; to be updated as needed.

Amendment #12: Ratified April 27, 1995

Add to Vice Presidents Section C, Item 2 (Vice President of Administration):

- e. Shall convene monthly meetings for all student Shared Governance participants to coordinate effective student representation in the Shared Governance system.

Amendment #13: Ratified April 27, 1995

Add to by-laws a section titled "Committees" following President and preceding Elections, to include the following:

The Associated Students shall establish committees as deemed necessary.

All committees shall have the following approved by the Associated Students Council: function, scope, composition of committee, quorum, time of meetings, and selection of chair.

All committees shall have their business approved by the Associated Students Council unless authorized by the council to proceed otherwise.

Amendment #14: Ratified April 19, 1996

Add to Student Council Section C: Responsibilities the following:

4. The newly elected AS Council shall hold properly noticed meetings no later than the third week of June to determine their internal structure and operations including the appointment of Vice Presidents and setting the days and times of regular AS Council meetings.

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