

**Moreno Valley College
Board of Commissioners
By-Laws**

**Article I
Name**

- A. The name of this organization shall be the Moreno Valley College Board of Commissioners, herein referred to as the BOC.
- B. The name of the organization, Associated Students of Moreno Valley College, shall herein be referred to as ASMVC.

**Article II
Definition of Club/Organization**

- A. For the purpose of these By-Laws and Board policy, “club” shall refer to officially chartered, by ASMVC regulations, a group which active membership is limited to students and has at least one (1) advisor who is a current full-time certificated member of the college.
- B. “Organization” refers to a co-curricular organization whose students, in addition to participation in extra-curricular activities, receive college credit for their participation, and the college collects state monies for attendance.
- C. Co-curricular organizations must submit a list of their members each semester to the Student Activities Office.

**Article III
Purpose**

- A. BOC is mandated by the Constitution Article VIII, Section A.
- B. The purpose of this organization is to provide different events and activities for the different aspects of the student body.
- C. A Board of Commissioners may be established at each college to fulfill the purpose as stated.

**Article IV
Membership**

- A. BOC shall consist of a BOC Director, Co-Director (as deemed necessary), Commissioners, and one (1) representative from each club (as deemed necessary).
 - i. The BOC Director shall be appointed by the Student Body President, as stated in the Constitution Article VIII, Section A.
 - ii. The BOC Co-Director shall be appointed by the BOC Director.
 - iii. Each Commissioner shall be selected by the BOC Director and ratified by the Senate.
 - iv. Each club shall be allowed at least one representative, to attend the BOC Meetings if deemed necessary.
- B. The BOC Director, Co-Director, and Commissioners has the right to vote on any issue that comes before the Board during an officially recognized meeting.
- B. From the current roster, a majority of the votes shall be needed to pass an action.

Article V Officers

A. BOC Director

1. The BOC Director shall serve as a member of the Executive Cabinet from their respective campus.
2. The BOC Director is responsible for submitting to the Executive Cabinet two (2) days prior to each meeting, a calendar of projects, activities and events scheduled for the following week.
3. The BOC Director shall:
 - i. Preside over all BOC meetings, enforce these By-Laws, prepare and post agendas and appoint person(s) or committee(s) to expedite the business of the BOC.
 - ii. Set meeting dates of the BOC, with the approval from the Advisor.
 - iii. Plan and execute all BOC special events.
 - iv. Meet regularly with the Student Body President to report on the status of BOC.
 - v. Appoint the Co-Director.
 - vi. Serve on campus-wide committees as directed by the ASMVC President.

B. BOC Co-Director

1. The Co-Director shall be appointed by the Director *in consultation with the Advisor*.
2. The Co-Director shall serve as a member of the Executive Cabinet.
3. The Co-Director shall:
 - i. Assume the Duties of the BOC Director in the Director's absence.
 - ii. Keep minutes for all BOC meetings.
 - iii. Assist in the coordination and planning of activities sponsored by BOC.

C. Commissioner

1. The BOC Commissioner(s) shall be appointed by the BOC Director.
2. Commissioner shall be responsible for planning, organizing, and assisting with events and activities on-campus.
3. Commissioner shall attend all BOC meetings.

Article VI Advisor

- A. The BOC shall have as their Advisor the Coordinator of Student Activities or Assistant Coordinator of Student Activities.
- B. The Advisor (*s*), or faculty designee, shall be in attendance at all meetings in order for official business to be transacted.

Article VII Meetings

- A. BOC shall hold regularly scheduled meetings at a time and location designated by the BOC Director and Advisor.
- B. BOC Director may call a special meeting after giving at least 48 hours advance notice to all members, Advisors, and the student body.

- C. Every member of BOC is expected to attend all regular and special meetings. Meetings will not be held during holidays, dead week, and finals week.

**Article VIII
Attendance Policy**

- A. A Commissioner is considered tardy if not present within ten (10) minutes after call to order by the Director.
- B. Any Three (3) tardies is equivalent to one (1) absence.
- C. Pre-approved participation in a sponsored ASMVC event does not constitute an absence.
- D. An acceptable replacement at the meeting does not constitute an absence.
- E. After three (3) unexcused absences, the member shall be notified in a written letter pertaining to the action the Board will take. Upon the fourth (4th) unexcused absence, the member shall be dismissed.

September 14, 2004

Revised August 2006

Updated November 2008

Revised March 17, 2010 by Kelly Denstitt

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Revised August 2010

Approved by _____