



RIVERSIDE COMMUNITY COLLEGE DISTRICT

ASSOCIATED STUDENTS OF MORENO VALLEY COLLEGE

BY-LAWS

PREAMBLE

We, Moreno Valley College (MVC), to establish an effective student government, recognize the inherent rights and responsibilities of self-government, represent student interests, rights, and concerns, and stimulate student awareness of and involvement in the many academic, cultural, social, and community opportunities available at the college, do hereby establish these By-Laws of the Associated Students of Moreno Valley College.

ARTICLE I CONSTITUTIONAL REFERENCE

These By-Laws are bound by the ASMVC Constitution, to clarify the rules and regulations therein.

ARTICLE II EXECUTIVE CABINET OFFICERS

Section 1: The Executive Cabinet shall consist of the: President, Vice President, Senate Pro-Tempore, Board of Commissioners (BOC) Director and Co-Director, Inter-Club Council (ICC) Director and Co-Director, Multi-Cultural Advisory Council (MCAC) Director and Co-Director. All Executive Cabinet members are voting members. Due to Covid-19, the Executive Cabinet decided to combine BOC and MCAC with the Events Planning Council (EPC). Throughout this document, EPC will assume the responsibilities of both BOC and MCAC. There will be an appointment of an EPC Director and two Co-Directors, the Director must be ratified by a majority vote of the Senate.

Section 2: The branch shall act as an advisory branch to the legislature and shall meet once a week with an advisor in attendance



ARTICLE III DUTIES OF OFFICERS

Section 1: Executive Cabinet

A. The President

- I. Qualifications Refer to ASMVC Constitution, Article V, Section 2.
- II. The President shall
 - a. Be elected with a Vice Presidential running mate by receiving a majority of student votes;
 - b. Serve as an advisor to the College President;
 - c. Serve at a minimum of one semester as a senator and/or with ASMVC;
 - d. Serve as a voting member of the Executive Cabinet and attend all meetings as the Executive Officer;
 - e. Summon and preside over weekly Executive Cabinet (E.C.) meetings and;
 - f. Act as the official liaison between the Riverside Community College District (RCCD) and the Student District Consultation Council (SDCC);
 - g. Appoint the Chief Justice, and the Directors of the ICC, BOC, and MCAC, in conjunction with the advisor and the approval of the Senate
 - h. Begin their term the first day of the Academic Year, (July 1) and remain in office until the last day of the Academic Year, (June 30);
 - i. Assume other duties as assigned by the College President and ASMVC Advisor and ASMVC Senate;
 - j. Fulfill duties as delineated in College Constitution/By-Laws;
 - k. Give a formal oral report once a month to the Senate. If the President is unable to attend a meeting, a written report must be sent to the Senate and the ASMVC Advisor;
 - l. Prepare and post agendas under the Brown Act.

B. The Vice President

- I. Qualifications: Refer to ASMVC Constitution, Article V Section 2.
- II. The Vice President shall:
 - a. Be elected with a Presidential running mate by a majority of active student votes;
 - b. Serve at a minimum of one semester as a senator and/or with ASMVC;
 - c. Be prepared to assume the role of President in the event of a long-term vacancy, or assume the role of acting President in the event of a short-term vacancy;
 - d. Be the Presiding Officer of the Senate and preside over all Senate meetings and only vote in the event of a tie;
 - e. Serve as a voting member of the Executive Cabinet (EC), provide a weekly written Senate report to the EC, and attend all EC meetings;
 - f. Advise and assist the President in the fulfillment of their duties;
 - g. Assume other duties as assigned by the President and Advisor;
 - h. Begin their term the first day of the Academic Year, (July 1) and remain in office until the last day of the Academic Year, (June 30);
 - i. Fulfill duties as delineated in College Constitution/By-Laws;



- j. Receive Standing Committee Chairpersons' attendance reports and must send reports to the Chief Justice monthly;
- k. Prepare and post agendas under the Brown Act;
- l. Appoint a Senate President Pro-Temp, who shall assume the duties of Presiding Officer of the ASMVC Senate in the event of a long- or short-term vacancy;
- m. Be the Region IX (9) delegate or appoint a designee in consultation with the Advisor and ASMVC Senate and;
- n. Be the General Assembly Delegate or appoint a designee in consultation with the ASMVC Advisor and ASMVC Senate;

C. Cabinet Secretary

- I. Qualifications: Refer to ASMVC Constitution, Article VIII Section D.
- II. The Cabinet Secretary shall:
 - a. Be appointed by the President with a majority vote of the Senate;
 - b. Be the Chief Communication Officer of ASMVC;
 - c. Attend all Executive Cabinet while recording minutes;

E. The Board of Commissioners (BOC) Director

- I. Qualifications: Refer to ASMVC Constitution, Article V Section 2.
- II. The BOC Director:
 - a. Appoint a Co-Director in consultation with the Advisor,
 - b. Summon and preside over all BOC meetings;
 - c. Prepare and post agendas and minutes under the Brown Act;
 - d. Plan and execute all BOC events;
 - e. Appoint a person(s) or committee(s) to expedite the business of BOC;
 - f. Set BOC mandates, with approval of Advisor and;
 - g. Report to and attend all EC meetings.
- III. The BOC Co-Director: refer to BOC By-Laws Article V Section B

F. The Multicultural Advisory Committee (MCAC) Director

- I. Qualifications: Refer to ASMVC Constitution, Article V Section 2.
- II. The MCAC Director shall:
 - a. Appoint a Co-Director in consultation with the Advisor;
 - b. Summon and preside over all MCAC meetings;
 - c. Prepare and post agendas and minutes under the Brown Act;
 - d. Plan and execute all MCAC events;
 - e. Appoint committee(s) to expedite the business and maintain order in MCAC;
 - f. Set MCAC mandates, with approval of Advisor and;
 - g. Report to and attend all EC meetings.
- III. The MCAC Co-Director refer to MCAC By-Laws Article VII Section B

G. The Inter-Club Council (ICC) Director

- I. Qualifications: Refer to ASMVC Constitution, Article V Section 2.
- II. The ICC Director Shall:
 - a. Appoint a Co-Director in consultation with the Advisor,
 - b. Summon and preside over all ICC meetings;



- c. Prepare and post agendas and minutes under the Brown Act;
- d. Plan and execute all ICC events;
- e. Maintain an active roster of all clubs;
- f. Appoint committee(s) to expedite the business and maintain order in ICC;
- g. Set ICC mandates, with approval of Advisor and;
- h. Report to and attend all EC meetings.

III. ICC Co-Director refers to ICC By-Laws Article V Section B.

Section 2: Legislative Branch

A. The ASMVC Senate

- I. Qualifications: Refer to the ASMVC Constitution, Article V Section 1.
- II. The ASMVC Senate shall:
 - a. Pass legislation (bills, resolutions, and recommendations), propose amendments, enforce governing documents, and initiate programs and activities;
 - b. Initiate legislation for raising revenue and be responsible for approval of the ASMVC budget;
 - c. Send all legislation that is passed to the College President for approval before enactment;
 - d. Confirm by a majority vote all appointments to ASMVC offices within the three branches, including shared governance committee members;
 - e. Have the power to enact impeachment proceedings against all elected and appointed officers of ASMVC with a two-thirds (2/3) votes of its' membership;
 - f. Not hold an Executive position in any club or organization;
 - g. Choose its officers from the elected body, provide penalties to compel the attendance of members (refer to Article V of the By-Laws) and establish rules about censure, expulsion, and impeachment (refer to Article IX of these By-Laws);
 - h. Meet weekly during the academic semester and may be reconvened for special meetings by any Senator. To hold a special meeting, a quorum must be made.
 - i. Shall keep a record of all meetings, publish decisions and legislations in the Senate Archives;
 - j. Begin their term the first day of the Academic Year, (July 1) and remain in office until the last day of the Academic Year, (June 30);
 - k. Be responsible for informing the Vice President and Committee Chairperson which committee they wish to serve on by the second Senate meeting of the semester and;
 - l. Approve an amendment to a by-law by a two-thirds (2/3) vote of non-censured Senate members.

C. The Senate Pro Tempore

- I. Qualifications: Refer to ASMVC Constitution, Article V Section 2
- II. The Senate Pro-Tempore shall:
 - a. Be appointed by the Vice President;
 - b. Assume the duties of the Presiding Officer of the Senate in a short- or long-term vacancy;
 - c. Fulfill all Senate duties and serve as the Parliamentarian;
 - d. Attend all Senate meetings as a voting member while recording minutes.



E. Line of Succession and Vacancies

- I. Refer to ASMVC Constitution Article IV, Section 1, Subset D.
- II. In the event of a Presidential vacancy, the succession shall be:
 - i. Vice President
 - ii. Senate Pro-Tempore
 - iii. Senior Senator
- III. Vacancies
 - i. In the event of a vacancy in the office of President, the Vice President automatically assumes the role and duties of President;
 - ii. In the event of a vacancy in the office of Vice President, the Senate Pro Tempore shall automatically assume the role and duties of President;
 - iii. In the event of a vacancy in the office of Senate Pro Temp, any Senator shall serve as acting Senate Pro Temp until the position is properly filled, once ratified by the Senate the acting Senate Pro Temp shall return to their respective seat;

Section 3: Judicial Branch

A. The Chief Justice

- I. Qualifications: Refer to ASMVC Constitution, Article V Section 2.
- II. The Chief Justice shall:
 - a. Serve as Presiding Officer of the Supreme Court;
 - b. Perform all other duties delegated to them by the By-Laws of the Supreme Court, and by the Parliamentary Authority interpreting the terms “Chairperson” and “President” as applying to them or by an act of the Supreme Court;
 - c. Provide weekly written reports to the Vice-President of the ASMVC Senate;
 - d. Receive and record Senate, ICC, BOC, MCAC, and Committees of the ASMVC Senates’ attendance;
 - e. Preside over impeachment proceedings against all elected or appointed officers of ASMVC;
 - f. Serve as a mediator or appoint a designee for student disputes upon request and;

C. The Supreme Court

- I. Qualifications: Refer to ASMVC Constitution, Article V Section 1.
- II. The Supreme Court shall:
 - a. Interpret the Constitution and By-Laws of the ASMVC to ensure the unity and cooperation of the student government and clubs, upholding the principles of democracy, limited government, and due process of law;
 - b. Issue opinions/judgments regarding filed grievances and serve as the ASMVC representatives to informal grievance proceedings;
 - c. Facilitate Open Forums, allowing students to discuss issues and to air their concerns, and encourage participation in the formation of policy;
 - d. Serve as resources to the Student Senate in grievance and judicial matters and;
 - e. Uphold the use of standard Parliamentary Procedure.



ARTICLE IV SENATE COMMITTEES

The ASMVC Senate shall be composed of two Standing Committees and one Ad-Hoc Committee. New committees can be formed within the Senate if it is deemed important and proper for the conduct of business and shall not be used to usurp or go against any ASMVC rules and regulations.

- I. Finance Committee
Has the authority to:
 - a. Review and modify existing ASMVC Finance Policy with Senate's approval;
 - b. Recommend and advise Senate on financial matters;
 - c. View budget transfers from Contingency accounts and Club non-budgeted expenditures;
 - d. Deny any financial assistance and funding for any event with a given reason.

- II. Legislative Committee
Has the authority to:
 - a. Address any legislative issues within the ASMVC;
 - b. Keep a current version of all ASMVC Governing documents, review documents and if necessary, make recommendations to them;
 - c. Preside over impeachment trials of all accused members of the Judiciary Branch, the Committee shall follow all impeachment hearings rules to ensure a fair trial.

- III. Ad-Hoc Committee
Has the authority to:
 - a. Work on any issues that the Senate, Legislative, and Finance Committee aren't working on.

ARTICLE V STUDENT TRUSTEE DUTIES, QUALIFICATIONS, ELECTIONS CODE

Section 1: Duties and Qualifications

I. Refer to Moreno Valley College Constitution Article XI, Section A and RCCD Board Policy (BP) 2015.

Section 2: Election Code and Guidelines

- a. Must be an active member of the Associated Students of the Riverside Community College District (Student Services Fee paid denotes "Active member");
- b. Must be a California Resident and must be a matriculating RCCD student;
- c. Must meet all academic qualifications, including GPA. Refer to ASMVC Constitution Article 11, Subset A.



- d. Attend mandatory candidates meeting (Information included in Student Trustee Election Packet).
- e. Must submit election packet with candidates' signature, candidates' statement, candidates' student ID number, and required signatures by the published deadline;
- f. Participate in Student Trustee Election Forums held at each college;
- g. Must adhere to college policy on posting campaigning materials (information included in Student Trustee Packet);
- h. Refer to Student Trustee Elections Packet regarding "election goodies," club participation, voting area, locations, hours, procedures and;
- i. Failure to comply with any of the stated election codes/guidelines may result in a public grievance hearing or disqualification.

ARTICLE VI MEETINGS ATTENDANCE AND QUORUM POLICY

Section 1: The Executive Branch

1. The Executive Cabinet members
 - a. Are required to attend all EC Meetings;
 - b. Are required to serve two (2) office hours per week in the Student Activities office;
 - c. Failure to serve the two (2) office hours will result in an Executive Cabinet absence;
 - d. A maximum of two (2) excused absences will be accepted;
 - e. Excused absences include doctor's appointments, family emergencies, funerals, illness, court appearances and/or Jury Duty, car accidents, physical injuries, etc. as approved by the Advisor. All other absences will be considered unexcused and;
 - f. If prior knowledge of the absence is known, the Advisor, and/or President, and/or Vice-President must be advised at least 24 hours in advance.

Section 2: The Legislative Branch

1. The ASMVC Senate:
 - a. Are required to attend all Senate meetings;
 - b. Are required to serve two (2) office hours per week in the Student Activities office;
 - c. Failure to serve the two (2) office hours will result in a Senate absence;
 - d. A maximum of two (2) excused absences will be accepted;
 - e. Excused absences include doctor's appointments, family emergencies, funerals, illness, court appearances and/or Jury Duty, car accidents, physical injuries, etc. as approved by the Advisor. All other absences will be considered unexcused and;
 - f. If prior knowledge of the absence is known, the Advisor and the Vice President must be advised at least 24 hours in advance.

Section 3: The Judicial Branch

1. The ASMVC Supreme Court:



- a. Are required to attend all Supreme Court Meetings;
- b. Are required to serve two (2) office hours per week in the Student Activities office;
- c. Failure to serve the two (2) office hours will result in a Student Senate absence; a maximum of two (2) excused absences will be accepted;
- d. Excused absences include doctor's appointments, family emergencies, funerals, illness, court appearances and/or Jury Duty, car accidents physical injuries, etc. as approved by the Faculty Advisor. All other absences will be considered unexcused and;
- e. If prior knowledge of the absence is known, the Advisor and the Chief Justice must be advised at least 24 hours in advance.

Section 4: The Commissioners

1. ASMVC Commissioners:

- a. Are required to attend all meetings;
- b. Are required to attend all events;
- c. A maximum of two (2) excused absences will be accepted for meetings;
- d. Excused absences include doctor's appointments, family emergencies, funerals, illness, court appearances and/or Jury Duty, car accidents, physical injuries, etc. as approved by the Faculty Advisor. All other absences will be considered unexcused and;
- e. If prior knowledge of the absence is known, the Faculty Advisor, the Student Director, and/or Student Co-Director must be advised at least 24 hours in advance.

Section 5: Quorum Policy

1. Refer to Moreno Valley College Constitution Article XII, Section 3.

ARTICLE VII MEMBERSHIP

- A. Refer to Moreno Valley College Constitution Article III Section 1-2.

ARTICLE VIII FINANCE POLICY

Section 1: Purpose Statement

1. It is the purpose of ASMVC to fund campus-wide events that will benefit the student body and/or community. These events may be organized and implemented by a club or another approved student group. However, it is not the purpose of ASMVC to fund exclusive club events, that is, an event a club plans for its members. These events should be paid for by the club from its resources. If an Active Club has an event they would like to plan, but lack the funds, a request can be made to the ASMVC Senate. These requests must be voted on by the members of the Senate Finance Committee and approved by the Senate. However, it must be kept in mind that ASMVC has limited funds that must be utilized foremost for the good of all students.



Section 2: Budget Expenditures

1. Expenditures from a specific line item of the approved ASMVC budget shall be authorized by the signatures of the ASMVC President and/or ASMVC Vice-President who shall serve in the capacity of the Controller; Coordinator of Student Activities, Vice President of Student Services, and/or Dean of Student Activities. In case of an emergency, an item that cannot wait twenty-four (24) hours for approval, the College President must authorize the request along with the Coordinator of Student Activities, Vice President of Student Services, and/or the Dean of Student Activities.
2. Expenditures from Moreno Valley College contingency funds and Club non-budgeted expenditure requests require ASMVC Senate Finance Committee review and recommend and subsequent ASMVC Senate action.
3. Transfers from one line item to another, or from one fund to another require Senate action.
4. Requisitions for reimbursement for expenditures may be authorized if deemed appropriate by the ASMVC President, and/or ASMVC Vice-President Coordinator of Student Activities, Vice President of Student Services, and/or Dean of Student Activities. In case of emergency, an item that cannot wait for twenty-four (24) hours for approval the College President may request for reimbursement along with the Coordinator of Student Activities, Vice President of Student Services, and/or Dean of Students Activities.
5. The Auxiliary Business Services Bookkeeper shall prepare for the President, Executive Cabinet, and the ASMVC Senate a report on the balances of all ASMVC accounts and a list of all expenditures from ASMVC accounts if requested. Copies of actual requisitions will be on file in the Student Activities Office. The report is subject to Senate Finance Committee action.

Section 3: Budget Process

1. The ASMVC Fiscal Year shall be from July 1 through June 30.
2. No later than the last week of March of each year, the ASMVC Budget Committee comprised of Student Directors and Co-Directors of BOC, ICC, MCAC, and at least five Senators and Student Activities Coordinator -non-voting, as directed by the Vice-President shall initiate the budget development for the upcoming fiscal year.
3. The ASMVC Budget Committee shall:
 - a. Distribute budget packets to their ASMVC President, Executive Cabinet members, Senate Chairpersons, Supreme Court Chief Justice, Campus Club Presidents and Advisors, and Student Activities Coordinator;
 - b. Collect and compile the budget packets;
 - c. The Senate must appoint/approve at most five Senators for the ASMVC Budget Committee;
 - d. Be chaired by the ASMVC Vice-President as a non-voting member; in the event of a tie, the ASMVC Vice-President will cast the tie-breaking vote;
 - e. Hold hearings during the Spring Semester;
 - f. Present its recommendations to the ASMVC Senate for approval.
4. The ASMVC President shall:
 - a. Accept or veto line items in the budget within five (5) school days upon receipt. If the President does not act within this specified period, the Budget shall be considered final and;



b. In the event of a line-item veto, they must submit to the ASMVC Senate a recommended line-item change for their approval. The Senate may then, in reconsideration, by a two-thirds (2/3) vote of its membership, pass the original line item or the amended line item as final.

5. Any remaining organization funds, for either existing or inactive organizations/clubs at the end of the year shall be rolled over into the Moreno Valley College Student Trust account.

Section 5: Finance Authority

1. In all instances not covered by the ASMVC Finance Policy, the District Finance Policy shall be the College Finance Authority.

ARTICLE IX DISCIPLINARY ACTION

Section 1: Penalties:

1. Failure to adhere to the stated duties and responsibilities as outlined in the Moreno Valley College Constitution and By-Laws will require individuals to participate in a "Review Process" scheduled by the Supreme Court. Upon receipt of the requested Review Process appointment via electronic mail, (e-mail), telephone call, "text", "Facebook" "Twitter" and/or other "Social Media", the individual will be given 5-Business days to reply to the Supreme Court for the Review Process Appointment. If the individual does not reply within 5-Business days, it is an automatic dismissal.

2. The Review Process:

- a. Is designed to allow individuals to discuss and present their case to the Supreme Court;
- b. Allows the Supreme Court to listen, provide feedback, and make recommendations on each case presented before them;
- c. Allows ASMVC participants to come before the Supreme Court "Review Process" a total of two times throughout their years of participation.

3. Failure to fulfill the recommendations agreed on by the Supreme Court will result in another "Review Process".

4. Failure to appear before the Supreme Court for review is an automatic dismissal.

Section 2: **IMPEACHMENT OF A STUDENT OFFICER**

An ASMVC Officer may be subject to impeachment by any one member of the ASMVC Senate or Supreme Court. Impeachment may be initiated based on improper conduct, neglect of duty, and conflict of interest.

Improper Conduct, Neglect of Duty, and Conflict of Interest Includes:

- a. An Officer who consciously or excessively violates the ASMVC Constitution, By-Laws, Election Code, and Finance Code.



- b. The Officer who violates RCCD's Standards of Student Conduct.
- c. The Officer who violates RCCD's Board or Administrative Policies.
- d. Conflict of interest is defined as any personal gain obtained using the office/title of ASMVC without the consent and approval of the Senate, Supreme Court, or the Coordinator of Student Activities.

Section 3: Procedures for Impeachment of Officer:

a. The Officer charged with improper conduct, neglect of duty, or conflict of interest as defined by Article I, Section 3, Part a-b-c-d, shall be subject to impeachment through the following procedures:

- 1) Any one of the members of the Supreme Court can initiate the impeachment of an Officer by requesting to place the impeachment of the Officer on the Agenda of the Supreme Court for the next regular meeting, this meeting may be closed to the public.
- 2) The Officer shall receive written notification by the Chief Justice at least three (3) working days before appearing before the Supreme Court.
- 3) Failure to appear at the mutually agreed time and place shall result in an automatic conviction.
- 4) The Supreme Court shall vote to uphold the motion to initiate proceedings for impeachment of an Officer or defeat it. If defeated no further action is required.
- 5) A two-thirds vote is required to uphold the motion to impeach an officer.
- 6) Once the motion is upheld by the Supreme Court a two-thirds vote is required for an Officer to be convicted.
- 7) The Officer reserves the right to be present at meetings of the colleges and present their case to the Senate.
- 8) The Impeachment of Officers meeting(s) must not fall on the first day of the fall or spring semester(s) and no earlier than a week after the Supreme Court has upheld the decision to initiate impeachment proceedings.
- 9) The Officer is removed effective immediately once the College Senates vote to uphold the motion with a two-thirds majority, respectively.
- 10) All above requires a quorum, as defined in the Colleges Constitution/By-Laws, to be established and maintained throughout all respective meetings.
- 11) All other members of the Supreme Court may be impeached by the colleges' removal procedures.

Section 4: An ASMVC Officer convicted of impeachment will be ineligible to run or hold office in any elected or appointed position in ASMVC no sooner than the next regularly scheduled Spring election of the following academic year.

**ARTICLE X
AMENDING PROCEDURE**



A. Refer to Associated Students of Moreno Valley College Constitution Article XIII Section 2 Subset A.

Revised August 15, 2011, By Kelly Denstitt
Revised November 20, 2011, by Kelly Denstitt
Revised February 3, 2012, by The Legislative Committee
Revised June 2015 by The Legislative Committee
Revised April 2020 by The Chair of the Legislative Committee