Written Bylaws/Constitution must be submitted to Student Activities Coordinator to complete application for new club petition. You may use these articles to complete your bylaws, or develop your own.

Pima Community College
East Campus ____________________ Club

ARTICLE I.
PURPOSE

ARTICLE II.
NAME
Name to be know as:

ARTICLE III.
MEMBERSHIP
The membership shall consist of:
ARTICLE IV.
OFFICERS/ADVISOR
Titles for officers and duties

Provision for filling vacancies

ARTICLE IV
COMMITTEES
Names and purposes of standing and ad hoc committees, if desired.

ARTICLE V.
ELECTION PROCEDURES
(Detailed)
ARTICLE VI.
MEETINGS
Meetings will be conducted according to Robert's "Rules of Order".

ARTICLE VII.
AMENDMENTS
By laws of Pima Community College East Campus Student Government
Additions to the PCCD Constitution

Mission: To represent, to voice, and implement the ideals, concerns, and interests of the multicultural and diverse student body for all Pima Community College’s East Campus.

Article I. Name

Section 1. The name to be known as Pima Community College East Campus Student Government.

Article II. Purpose

Section 1. The purpose of the Pima Community College East Campus Student Government herein East Campus Student Government (ECSG) shall be to:

A. To provide an opportunity for students to develop and demonstrate leadership skills as they interact with student clubs, the campus, and the community on issues that impact the student body.

B. To provide additional opportunities in leadership training.

C. To enhance leadership skills that students will be able to apply in their community, future endeavors, and in the pursuit of life-long learning.

Article III. Membership

All student clubs must be open to students attending PCC regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.

Section 1. General Membership Eligibility

A. Each member of the ECSG must be currently enrolled in a minimum of a one class at PCC East Campus.

B. The ECSG will consist of a minimum of one member each from active club, and the assigned number of Student at Large representatives based on every 1000 students enrolled at the East Campus. (The figure is based on the previous Fall semester.)

C. Additionally, there will be one Student Police Liaison designated by EC Police Department, this person can either be a Student Aide to the Police Department or a student in the Administration Justice Program.

D. The club representative for the ECSG will be designated by the active club.

E. Each member of the ECSG must participate in leadership training.

F. All members will be voting members, except for the President who will only vote in the case of a tie.

G. Membership of the ECSG will be for one academic year. Each club reserves the right to replace their representative based on their own by-laws and constitution.
Article IV. Organization

Section 1. Each campus Student Government shall be comprised of no less than a President, Vice President, Secretary, Treasurer, and two ICC Representatives.

Section 2. The East Campus Dean of Student Development will appoint Advisor(s).

Section 3. Each member of ECSV is required to serve on at least one committee during the academic year as a means of developing leadership strategies and for student development. Therefore, the ECSV President will solicit volunteers, and if no volunteers come forward to fill the committee requirements, the Advisor will appoint the members of standing and ad-hoc committees as needed.

Article V. Meetings

An official meeting must be scheduled, have an agenda, quorum and have the advisor(s) present or their designate in attendance.

Section 1. Regular Meetings

A. Must meet a minimum of once a month during the Fall/Spring semester and once during the summer.

B. An official meeting must be scheduled, have an agenda, quorum and have the advisor present.

C. must be posted at least twenty-four hours prior to a regular meeting.

D. Minutes must be posted no later than one week after said meeting.

E. Attendance is mandatory, if you cannot attend a meeting you are responsible for notifying the President as soon as possible, or to leave a message on the ECSV phone line.

F. Meetings will be conducted in accordance to Robert's Rules of Parliamentary Procedures.

Section 2. Special Meetings

A. May be called by an advisor, any Board Member, or a 2/3 majority of the voting membership.

B. Forty-eight hours notice shall be given to members prior to a special meeting.

C. Minutes must be posted no later than one week after said meeting.

D. Meetings will be conducted in accordance to Robert's Rules of Parliamentary Procedures.

Section 3. Cancellation of Meetings

A. An advisor, one of the Board members, or a 2/3 majority of the voting membership may call for the cancellation of a meeting.

B. Members shall be given as much notice as possible prior to the cancellation of a scheduled meeting.
Article VI. **Duties of Officers/Advisor**

Officers will be President, Vice-President, Secretary, Treasurer, and two ICC Representatives. Their terms shall be for one academic year. The term of office for Officers will be from May to May. Officers and Advisor will be required to attend all meetings (valid excuses withstanding.) Any officer(s) may be removed from office by a vote of no confidence by a 2/3 majority.

**Section 1. President**

A. Shall preside over all Student Government meetings.

B. Insure that ad-hoc committees report, and respond to the ECSG.

C. Maintain organization and handle Student Government internal affairs.

D. Will compile an annual report on the activities of the council by the end of May and submit to the ECSG Advisor and Dean of Student Development.

E. May represent the ECSG on the District Board of Governors.

F. Would act as a spokes-person to the Campus Administration.

**Section 2. Vice-President**

A. Assumes the duties of the Presidency in the absence of the President.

B. Acts as Ex-Officio at all standing and Ad-hoc committee meetings.

C. Will arrange for and schedule the facilities for the meetings.

D. Will be responsible for calling all members of upcoming meetings.

E. Does an informal agenda three days prior to a meeting, which is sent to the Secretary for final presentation and posting.

F. If the Secretary is absent, the Vice-President will take the minutes or appoint a volunteer.

**Section 3. Secretary**

A. Assumes the duties over the board meetings in the absence of the President and Vice President.

B. Prepares and distributes minutes of all meetings.

C. Custodian of all board records except for the financial records.

D. Maintains current telephone list and information on the ECSG members.

E. Will prepare all necessary correspondence.

F. Will prepare typed agenda as prepared by the Vice-President.
Section 4. Treasurer

A. Maintains records of funds available to the ECSG available through the Pima Community College agency account.

B. Prepares and disburses financial reports on a minimum of once a month during the Fall/Spring semesters and once during the summer.

C. Prepares an Annual financial report at the end of May to be submitted to the Dean of Student Development.

Section 5. Inter-Campus Council Representatives

A. Acts as the liaison between the Inter-Campus Council (ICC) and the ECSG.

B. Represents the ECSG interests at all ICC meetings.

C. Will find a ECSG member to represent them if unable to attend a regularly scheduled ICC meeting.

Section 6. Police Liaison

A. Acts as the liaison between the ECSG and EC Police Department

B. Responsible for scheduling and coordinating Traffic Court Hearings in conjunction with the ECSG Advisor, EC Police Department, and the ECSG Vice-President.

C. Sends out certified letters to students regarding their hearing times and dates for Traffic Court.

Section 7. Advisor

A. The advisor for ECSG will be appointed by the Dean of Student Development.

B. Will verify current enrollment status of officers nominated for office as President, Vice-President, Secretary, Treasurer, and two ICC Representatives.

C. Will prepare and develop training materials and training sessions, or arrange for alternative classes in student development and leadership.

D. If a member on the council consistently misses meetings or is unable to attend pre-agreed upon meeting times the ECSG Advisor will notify the "Member's Club" to resolve the issue.

E. Will communicate ECSG activities to Dean of Student Development.

F. Will submit ECSG annual report to Dean of Student Development and copies for each ECSG member.
Section 8.  Provision for filling vacancies:

A. In case of the resignation and/or termination of any ECSG Officer, a special meeting will be called by highest remaining officer, to conduct a special election to fill the vacant position. Officers must be elected by a majority vote, by the voting members of the ECSG.

B. In the event, a student representative is unable to serve a full term, the ECSG will nominate a representative from the Student Body. After a review of nominee by ECSG members, ECSG members will vote to approve nominee. A majority vote is needed to approve nominee as a member to ECSG Club.

Article VII.  Elections

Section 1.  Election of Officers:

A. Nominations for the six Officers, President, Vice-President, Secretary, Treasurer, and two ICC Representatives will come from ECSG members and during last meeting of April. The elections will take place in the first scheduled ECSG in May.

Section 2.  Election of Student at Large Representatives:

B. The Student Body at Large will be represented by one Student at Large Rep per 1000 registered students at Pima Community College’s East Campus for the Fall of the current school year.

C. The specified number of ECSG members representing the student body will be selected at a campus election held during the month of April. Candidates will submit a petition with 25 student signatures from the “student body,” to the ECSG Advisor, two weeks before the election.

D. A public announcement of election rules and election times and dates for the “student at large” positions will be posted by ECSG one month before the election.

E. Each registered East Campus student will be allowed one vote only, the ECSG and Advisor will confirm all student ID #’s for accuracy in voting. Election will be open for a minimum of seven consecutive days.

F. Voting will take on the East Campus as announced by the ECSG, a ballot box will be located in the Campus Library. Each ballot will include the voter’s signature and student ID #, and then sealed in a supplied envelope.

G. Ballots will be counted as soon as possible and no later than three days following close of election, the ballots will be counted by the membership of the current ECSG with an advisor or their designate present.

H. President will notify the “members at large” of their membership on the council.

I. Announcement of the newly elected Student at Large Representatives will made as soon as possible.

Article VIII.  Amendments

Amendments to the Constitution will be voted on by a present quorum of 50%. Amendments shall not alter the purposes of this Club function. No amendment shall be proposed which is contrary to the function and policies of Pima Community College or the PCCD Constitution.
These By Laws may be amended in the following manner:

A. written copies of any proposed amendment(s) to these By Laws shall be made available to all members of the Club at least fourteen (14) days prior to proposed change.

B. the Amendment(s) shall then be presented at the ECSG meeting for discussion and possible approval. Tentative approval shall require (50%) vote of the members present at the meeting.

C. If the proposed amendment(s) is passed, the amendment (s) shall be submitted to the Deans of Student Development.

Section 1. Filing of an Amendment

A. Any member of the Student Government may submit an amendment in writing.

B. The amendment shall be copied and disbursed for consideration at the next meeting of the ECSG.

C. Amendment motions will be posted in the Aztec Press, PCC’s newspaper, for at least one issue and copies submitted to all Deans of Student Development.

Section 2. Campus voting of an Amendment

A. The amendment will be brought back to the individual campuses to be voted on amongst their membership.

Section 3. Passage of an Amendment

B. The vote will take place at the next scheduled regular meeting of the Inter-Campus Council after the amendment has been posted in the Aztec Press and each campus has held a regular monthly meeting.

C. An amendment must pass by a 2/3-majority vote the next regularly scheduled meeting of the ICC.

Article IX. Ratification

Following the adoption of these By Laws and any subsequent amendments, copies shall be located in the campus library. If within ten (10) working days, a petition of disapproval containing ten percent of the total E.C. Student Body of PCC is not filed, said by laws shall stand as adopted as the by laws of the EC Student Government.