



Cosumnes River College

Clubs & Events Board (CAEB) Bylaws

Provisions of the Bylaws shall not be in conflict with the Constitution, School and District Policy, and applicable State and Federal Laws.

CHAPTER ONE: NAME

Section 1:

The name of this board shall be the Clubs and Events Board (CAEB). When the name Clubs and Events Board is referenced, this includes the Executive Council and the Representative Council.

CHAPTER TWO: PURPOSE

Section 1:

Promote student involvement and activities that recognize the cultural and ethnic diversity of the college community and foster cultural awareness and understanding. Promote the academic, intellectual, artistic and social life of students. Provide a mechanism for the appropriate allocation of ASCRC resources.

Section 2:

Create a way for clubs to more readily accomplish events that highlight their individuality.

Section 3:

Promote a sense of community for Cosumnes River College students. Also, promote a sense of unity between clubs.

Section 4:

And in the context of these purposes, the Clubs and Events Board shall perform such duties as detailed in the ASCRC Constitution.

CHAPTER THREE: QUALIFICATIONS

Section 1: Academic Requirements

All candidates for Commissioner and Vice Commissioner must have served for a minimum of one (1) semester in an executive position or completed two (2) semesters at CRC with a minimum of ten (10) CRC units.

Section 2: Term

In addition to the limits identified in the ASCRC Constitution, the CAEB Commissioner may serve no more than two terms as Commissioner. Each officer, elected or appointed, within the CAEB shall submit an end of term report to the Commissioner and Advisor. This report shall detail the CAEB member's office, list recommendations and detail all ongoing projects. The

briefing process of the incoming CAEB shall be the responsibility of outgoing CAEB membership. The incoming CAEB will create and coordinate orientation and training workshops with the assistance of the CAEB Advisor.

Section 3: Appointment Process

All potential appointees must complete an application; meet the same requirements as those who ran for office and be interviewed by the currently seated Clubs and Events Board members.

CHAPTER FOUR: DUTIES AND POWERS

Section 1: List of Officers in the Executive Council

The Clubs and Events Board Officers of the Executive Council shall be:

- A. Commissioner
- B. Vice Commissioner
- C. Secretary
- D. Director of Finance
- E. Events Coordinator

Section 2: Duties and Powers of the Executive Officers

- A. The Clubs and Events Board Commissioner shall:
 - 1. The Commissioner is the Chief Executive Officer for the Clubs and Events Board.
 - 2. The Commissioner shall act as spokesperson for the clubs and shall preside over all meetings of the CAEB. The Commissioner shall not vote unless there is a tie or to affect the outcome of the vote. The Commissioner shall undertake other administrative duties as outlined in the ASCRC Bylaws.
 - 3. Preside over the Clubs and Events Board (CAEB), ensure that the agenda for its regular meetings are posted 72 hours in advance and shall have the power to call special meetings of the CAEB in accordance with the Ralph M. Brown Act for Open and Public Meetings.
 - 4. Appoint or delegate power to oversee all activities of the CAEB.
 - 5. Coordinate all CAEB activities and events.
 - 6. Nominate people to fill CAEB vacancies.
- B. The Clubs and Events Board Vice Commissioner shall:
 - 1. Act as the liaison between the Clubs and Events Board and the Student Senate.
 - 2. Attend all Clubs and Events Board and Student Senate meetings and give updated reports to both bodies.
 - 3. Assume the responsibilities of the Commissioner in the absence of the Commissioner.
 - 4. Organize and run the elections in conjunction with the Student Senate Vice President and Campus Life Coordinator
 - 5. Manage marketing for CAEB events, including securing appropriate approvals.

- C. The Clubs and Events Board Secretary shall:
 - 1. Serve as recorder of all minutes and agendas for Clubs and Events Board meetings.
 - 2. Provide minutes for anyone present during CAEB meetings.
 - 3. Provide an updated contact list to Clubs and Events Board members.
 - 4. Take roll and determine quorum at each meeting.
 - 5. Create and distribute any letters of recognition, appreciation or communication with outside parties.
- D. The Clubs and Events Board Director of Finance shall:
 - 1. Give a financial report at every CAEB meeting.
 - 2. Keep updated records on any changes to CAEB accounts.
 - 3. Make recommendations on all Clubs and Events Board expenditures.
 - 4. Serve as Chair of the Finance Committee.
 - 5. Establish a budget line item at a minimum of five percent of the CAEB's operating budget to contribute towards newly chartered club start-ups.
- E. The Clubs and Events Board Events Coordinator shall:
 - 1. Coordinate all Clubs and Events Board activities and events.
 - 2. Serve as the Chair of the Events Committee.
 - 3. Approve and manage advertising for campus events.
 - 4. Keep a detailed calendar of all events organized by the Clubs and Events Board or clubs.
 - 5. Receive, review, and present to CAEB event proposal forms.
 - 6. Supervise or delegate power to oversee all events.

Section 3: Duties and Powers of Clubs and Events Board Representatives

An At-Large Representative shall be defined as a currently enrolled CRC student who may or may not have a club affiliation. A Club Representative shall be defined as a Representative from a CRC chartered club. Once a club has a registered representative, any member of their club may serve the position. The representative must meet the requirements for being an officer.

- A. An At-Large Representative shall:
 - 1. Attend all CAEB meetings and be prepared to vote.
 - 2. Be familiar with the issues and present proposals for events.
 - 3. Implement and evaluate events and activities.
 - 4. Perform any additional responsibilities related to Clubs and Events Board as assigned by the Executive Board or Faculty Coordinator of Campus Life.
 - 5. Become knowledgeable with the ASCRC Constitution and Bylaws.
- B. A Club Representative shall:
 - 1. Represent their club and provide as a means of communication between CAEB and their represented club.
 - 2. Keep CAEB up to date on their club matters and vice versa.
 - 3. Attend all CAEB meetings and be prepared to vote.

4. Implement and evaluate events and activities.
 5. Perform any additional responsibilities related to Clubs and Events Board as assigned by the Executive Board or Faculty Coordinator of Campus Life.
- C. Appointed Ad-hoc Officers:
Other positions that become necessary to the Clubs and Events Board shall be appointed and confirmed by a majority of the Executive Board. If the position is to become permanent, it shall be added to these bylaws in a timely manner.

Section 4: Office Policy

- A. Each CAEB member shall set a minimum of one (1) posted office hour weekly. These hours shall be posted no later than two weeks after their registration date or date of appointment to a CAEB position.
- B. These office hours must be served in the Clubs and Events Board office or on official CAEB business. Use of the CAEB's computers and printers are subject to guidelines formed by the Campus Life Coordinator.
- C. Use of the CAEB office is a privilege to members, and is not a right, and, as such, may be revoked with written notice from the Commissioner or by joint decision of the Commissioner and Advisor.

CHAPTER FIVE: CLUBS AND EVENTS BOARD COMMITTEES

The Clubs and Events Board may create temporary (ad-hoc) or continuing (standing) subcommittees as needed for proper functioning of the organization. Each committee shall have a Chair appointed by the CAEB Commissioner, and members selected by the Chair and Commissioner.

Section 1: Committee Membership

- A. The Committee Chair shall:
 1. Preside over their standing or ad hoc committee.
 2. Schedule committee meetings as needed; no less than once per month.
 3. Be responsible for proper preparation and posting of their committee agenda in accordance with the Ralph M. Brown Act.
- B. The Committee Members shall:
 1. Attend committee meetings and be prepared to vote on agenda items.
 2. Perform any responsibilities to the committee as assigned by the Chair.

Section 2: Standing Committee Duties and Powers

- A. The Finance Committee shall have the following duties and powers:
 1. Organize approved fundraising events.
 2. Present proposal for fundraising events to Clubs and Events Board, Joint Budget Committee and Faculty Coordinator of Campus Life.

3. Coordinate with the Director of Finance to prepare financial statements and file appropriate forms with the Student Development Office after all fundraising events
- B. The Events Committee shall have the following duties and powers:
1. Plan and organize all CAEB sponsored events, not including CAEB fundraiser events.
 2. Present proposals for events, not including CAEB fundraiser events, to the Clubs and Events Board, Joint Budget Committee and Student Life and Leadership Center Supervisor.
 3. Coordinate with the Events Coordinator to prepare advertising materials and posters for CAEB sponsored events.
- C. The Constitution and Bylaws Committee shall have the following powers:
1. Propose recommendations for updates and amendments to the Clubs and Events Board Bylaws.
 2. Present written amendments to the Club and Events Board Bylaws for discussion, and subsequent vote (Amendments to the bylaws require approval from 2/3 of the Club and Events Boards to pass).
 3. Propose recommendations for amendments to the ASCRC Constitution to the Student Senate, the Clubs and Events Board and Faculty Coordinator of Campus Life.
 4. Present written constitution amendments to the Student Senate and Clubs and Events Board for discussion and subsequent vote. (Amendments to the ASCRC Constitution require an approval of 2/3 of the Student Senate and the Clubs and Events Board to then be placed on a ballot in a Student Body Association election. Adoption of Constitution amendments require an approval of 2/3 of the students voting in the election.
- D. The Judiciary Committee shall have the following powers:
- The Chairperson shall be the President of the Senate. The Chair shall not count towards the number of Senate members on the committee.
- In the event that the Senate President is the subject of Judicial Committee review, the CAEB President shall be the Chair. An additional CAEB member shall be appointed by the Vice President of CAEB and confirmed by 2/3 vote of the CAEB board.
- All members shall have one vote, except for the chairperson, who may vote only in the case of a tie or to affect the outcome of the vote.
- Membership shall be no less than 2 members of Senate (but no more than 4), 2 members of the Club and Events Board (but no more than 4), and the Chair. The President of each board will appoint and have confirmed by 2/3 vote of their respective boards any committee member.
- The duties of the Judiciary Committee shall be to review charges of misconduct by members of the Senate and CAEB.
1. Any member of the student body shall have the right to file a complaint against an ASB Senate or CAEB member.

2. Any complaint must be filed, in writing, to the President of the Senate within 5 calendar days of an alleged violation.
3. Upon receipt of a complaint, the Senate President will forward the complaint to the Student Life Supervisor and the Dean of Students within 2 calendar days. The Student Life Supervisor may refuse any complaint and will notify the President within 24 hours of their decision.
4. The Chair will schedule a meeting of the Judiciary Committee within 7 calendar days of receiving the complaint. The Committee will meet no later than 10 calendar days of the complaint being filed.
5. The member who is the subject of the complaint shall be required to attend the meeting.
6. The member will be allowed to offer evidence and testimony to refute any complaint against them.
7. Any member who refuses to attend a Judiciary Committee meeting shall not be presumed to be guilty. However, the Committee shall have the authority to hold the meeting without the member if they refuse to attend. Any member who refuses to attend the committee meeting will forfeit their right to appeal the recommendation of the committee. The committee shall make one of the following recommendations to the Student Life Supervisor and Dean of Student Services:
 1. NO ACTION
A recommendation of no action will signify that the committee does not feel any further action on the complaint needs to be taken by the Senate or CAEB.
 2. UNFOUNDED
A recommendation of unfounded will signify that the committee found no merit in the complaint.
 3. SUSPENSION
In the event the committee recommends suspension, it will further make a recommendation on the length of the suspension. A recommendation of suspension shall signify the committee concludes a suspension of duties is merited.
 4. REMOVAL
A recommendation of removal by the committee shall signify that the committee found the complaint to be grievous enough for the member to be removed from the Senate or CAEB. In the event of a recommendation of removal the committee may also recommend a permanent ban of the member from any further ASB involvement.

Any member subject to action by the Judiciary Committee shall have the right to appeal the recommendation of the committee.

1. The appeal must be made in writing to the Student Life Supervisor and the Chair of the Judicial Committee within 30 calendar days of the committee's recommendation. The advisor may waive the 30-day appeal limit at their discretion.
2. The appeal board shall consist of The Student Life Supervisor (as a non voting member), The Senate VP or their designee shall be the Chair, the Office of the Vice President of Student Services or their designee, and two students who were not a part of the original decision. The Senate President shall appoint one student and the CAEB Commissioner shall appoint one student. If the Senate VP is the subject of the original complaint, the CAEB Vice Commissioner shall be the Chair of the Appeals board.

3. Appeals may be made only on the grounds of gross error in procedure, new evidence, or extreme bias on the part of the judicial board as determined by the Advisor. Appeals may not be filed solely based on disagreeing with the board's decision.
4. The appeal board will have the authority to modify the recommendation of the Judiciary Committee, overturn the decision of the committee, or make no changes to the recommendation of the committee.
5. The decision of the appeals board must be made within 10 calendar days of receipt of the appeal.
6. The Student Life Supervisor will inform the member and the Judiciary Committee in writing of the decision of the appeals board.
7. The decision of the appeals board is final and no appeal of the decision shall be allowed.

CHAPTER SIX: MEETINGS

Section 1: Parliamentary Authority

The meeting of the Clubs and Events Board shall be governed by Robert's Rules of Order and the Ralph M. Brown Act, except in those cases where Robert's Rules of Order are in conflict with the ASCRC Constitution or this Bylaws, at which time the ASCRC Constitution and these Bylaws shall prevail.

Section 2: Meeting Frequency and Quorum

- A. Clubs and Events Board meetings shall be held at least once a month, when the calendar permits. The meetings shall not conflict with the Student Senate meetings. Special meetings shall be held as needed.
- B. The Commissioner may call executive board meetings as necessary with a minimum of two meetings per semester.
- C. The quorum for the Clubs and Events Board meetings shall be a minimum of two officers from the Executive Council.

CHAPTER SEVEN: EVENTS

Section 1:

- A. The Clubs and Events Board shall:
 1. Confirm that all plans and implementation of activities and events are congruent with the CRC Clubs and Organizations Guide.
 2. Verify that an Activities Reservation Form (ARF) has been completed and filed with the Student Development Office at least two weeks before the date of all student events on campus.
 3. Create a Campus Activities/Events line item to add financial support to student activities. These funds may be requested through the ARF. Clubs and Events Board will vote to approve or reject funding request proposals.
 4. Plan and host campus activities throughout the year, completing an ARF for each.
 5. Work with the ASCRC Advisor to coordinate a campus events calendar, which shall be published on the website and disseminated to the campus community.

Section 2: Campus Clubs

- A. The Clubs and Events Board shall:

1. Work with the ASCRC advisor to charter new and continuing campus clubs.
2. Create a Club Support line item in the CAEB annual budget.
3. In consultation with the ASCRC Advisor, using a minimum five percent of the annual budget, establish a budget amount to support new chartered clubs.
4. Clubs will be awarded one point every time they:
 - a. Attend CAEB meetings
 - b. Participate in CAEB sponsored events
 - c. Submit ARFs for club events
 - d. Publicize club meetings and events
 - i. Clubs will only be awarded one point per meeting or event promoted, regardless of how many times the specific meeting or the specific event is being promoted.
 - e. The secretary shall keep track of the points being awarded to clubs.
 - f. The club with the most points at the end of each semester shall be awarded the Most Active and Spirited Club of the Semester trophy by the Clubs and Events Board at the last CAEB meeting of the semester.
5. Declare a club to be “inactive” after failing to attend six consecutive Club and Events Board meetings.
6. Transfer any funds remaining in the inactive club account into the Club Support line item in the Clubs and Events Board budget.

CHAPTER EIGHT: COORDINATION

Section 1:

The Student Senate Vice President and the Vice Commissioner of the Clubs and Events Board shall serve as liaisons to coordinate communication, calendars, and events between their respective components.

Section 2:

The Student Senate Vice President and the Clubs and Events Board Vice Commissioner, or their designees shall attend both component’s meetings, communicating on issues and upcoming events to both boards.

Section 3:

The Student Senate Vice President and the Vice Commissioner of the Clubs and Events Board shall establish a process for resolving calendar conflicts between the two components.

CHAPTER NINE: ELECTIONS

Section 1:

Student elections shall be held in late spring, if possible, coinciding with the District elections for Student Trustee. Elected officers shall begin their term at the last CAEB meeting before the end of the spring semester.

Section 2:

Elections shall be conducted in the manner dictated by the ASCRC Constitution.

Section 3:

Elections are to be supervised by the Student Senate Vice President, the Clubs and Events Board Vice Commissioner and the ASCRC Advisor or designees. If the current Vice President or Vice Commissioner is running in the elections, then a Commissioner of Elections must be appointed for this purpose.

Section 4:

The candidate must meet the unit and grade point average requirements as noted in the ASCRC Constitution.

Section 5:

If more than two candidates are running for office, the winner will be the candidate receiving the highest number of votes.

Section 6:

In the event of a tie, the out-going CAEB shall select from those tied. The candidate receiving the highest number of votes from within the CAEB shall be declared the winner.

CHAPTER TEN: VACANCIES AND ABSENCES

Section 1: Vacancies

A. Vacancies shall be filled according to the ASCRC Constitution.

Section 2: Absences

- A. In the event that an CAEB Officer or board member has three (3) consecutive unexcused absences from regularly scheduled meetings in one academic year, such officer shall be removed from office and the position will be treated as a vacancy and filled according to these bylaws. The position will immediately be considered vacant.
- B. The Advisor and/or the Secretary shall verify the number of absences and/or tardies. If the Secretary is the member under question, the verification will come from the Advisor and the CAEB Commissioner.

CHAPTER ELEVEN: ORDER OF SUCCESSION

Section 1:

In the event that the office of Commissioner becomes vacant, the order of succession shall be as follows: Vice Commissioner, Director of Finance, Secretary and Events Coordinator.

Section 2:

If no one is willing to fill the vacancy, the Student Senate President in consultation with the Faculty Coordinator of Campus Life, will appoint the position of Commissioner.

CHAPTER TWELVE: CRC CLUB FUNDING REQUESTS

- A. In order to request funds a club must be registered and in good standing:.
- B. Fund requests must be made in writing to CAEB.
 - 1. Submissions must include estimates of any costs.
 - 2. Submissions must include the signature of the club advisor.
 - 3. Submission must include the current account balance of the club.
- C. The club must have had a CAEB representative attend at least 50% of the current term's semester's CAEB meetings.
- D. Clubs that have been registered for less than one year shall be eligible for up to \$270 in funding.
 - 1. Clubs that have been registered and active for over one year and less than two academic years shall be eligible for up to \$600 in funding.
 - 2. Clubs that have been registered and active for over two years shall be eligible for up to \$900 in funding.
- E. Additional funds shall be available to clubs at the discretion of CAEB.
 - 1. Requests over \$600 will require the club to have matching funds with either funds already in their club account or by raising funds through fundraising.
- F. Clubs must fundraise for all requests over \$900.
 - 1. If the club is able to prove they attempted to engage in fundraising efforts but were not able to raise matching funds, the matching funds requirement may be waived by a majority vote of the CAEB board.
- G. Any club receiving funds must report to the Clubs and Events Board, within two CAEB meetings of receiving funds, on how the funds were utilized.
- H. Clubs must publish all events to the entire campus if their funding request is over \$1,500 and allow students outside of the club membership to attend the event.
- I. Clubs receiving CAEB funds must publicize and make open all events to the general student body.
- J. All fund requests must be made, in writing, no less than five days prior to the next CAEB meeting.

CHAPTER THIRTEEN: AMENDING THE BYLAWS

Section 1:

In order to amend the Clubs and Events Board Bylaws, the ASCRC Constitution and Bylaws committee must present the proposed amendment to the Clubs and Events Board within two meetings from receiving the proposal.

Section 2:

A proposed amendment may be brought to the ASCRC Constitution and Bylaws committee by the following methods:

- A. A student petition carrying the signatures of at least 25 students enrolled at Cosumnes River College.
- B. Amendments may also be brought directly to the CAEB board.
- C. Bylaw amendments require a ratification of two-thirds ($2/3$) vote of the Clubs and Events Board members.
- D. If Bylaw amendments get ratified by a two-thirds ($2/3$) vote of the Clubs and Events Board members, the changes shall go into effect within five days of the ratification.

ADOPTED WITH CHANGES ON JANUARY 27TH, 2024