

# ASPC BYLAWS

As revised May 2008

## **Article I. Judicial Procedures**

The judicial procedure for the non-academic offenses at Pomona shall be administered by students. The Student Delegation to the Student Affairs Committee shall participate in the selection of the Judiciary Council chair, the Associate chair, and the Appeals Board chair. The other members of the Council and Board shall be selected according to the Constitution of Judicial Procedures.

## **Article II. Committees**

The Senate, after receiving the recommendations of the President, Vice President for Finance, Vice President for Campus Activities, and relevant Commissioners and Senators, shall appoint at-large members to student, faculty, and trustee committees. The Senate shall appoint all at-large student members on Faculty and Trustee Committees in the spring, with the exception of the Study Abroad Committee. For Spring appointments, it is left to the discretion of the current Senate member responsible for making recommendations to the Senate to include his or her successor in the interview process and in committee meetings (as a non-voting member) for the duration of the semester. Senate members are eligible for any committee positions selected at-large.

### **Section 1. Student Committees**

Senate approval is required for all student committee constitutional changes and appointments. The Senate may overrule any student committee decision. Student committee chairs shall report to the Senate at least once a semester. Each committee description indicates whether the Senate shall appoint at-large members in the Spring or in the Fall. If such an indication is not made, the time of Senate at-large committee member appointments is at the discretion of the chair of the committee.

#### **1. The Student Media Committee**

This committee shall be chaired by the Communications Commissioner and shall consist of the following additional voting members: two at-large students not currently affiliated with KSPC, The Student Life, or the Digital Media and Programming Group to be appointed by the Senate in the Fall; the Editor-in-Chief and Managing Editor of The Student Life; the Program Manager and Music Manager of KSPC; the Lead Developer of the Digital Media and Programming Group; additional representatives at the discretion of the committee. The committee shall also include the following non-voting members: the Associate Dean of Students and advisor to the ASPC Senate; the Director of College Radio and Television (KSPC Station Supervisor); a representative from the Office of Communications; a representative from the ITS student staff; one faculty member.

This committee shall oversee staff appointments, approve policy and budgets, and serve as a steering body for all ASPC-funded media. Specifically, this committee shall recommend appointment for Senate approval for the following positions: The Student Life Editor-in-Chief (semester); KSPC Program Manager and Music Manager (annual); the Digital Media and Programming Group Lead Developer (annual); POSA Director (annual). This committee shall make recommendations for all appointments by the third-to-last Senate meeting each year, or third-to-last Senate meeting each semester in the case of semester-length positions. This committee shall also serve as a forum for the collective consideration of student-run and student-produced media on campus, shall initiate and manage Senate media projects and shall hear all complaints related the management of ASPC-funded media organizations.

Additionally, it shall be noted that the President, Vice President for Finance, Vice President for Campus Activities and Commissioner of Communications may not serve in one of the appointed positions listed above.

## 2. Budget Committee

This committee shall be chaired by the Vice President for Finance and shall consist of the President, Vice President for Campus Activities, the North Campus Representative, the South Campus Representative and the Commissioner of Clubs and Sports. The staff advisors shall be the Financial Advisors to the Senate and shall be non-voting members of the Budget Committee. When elections precede budget hearings, the President-elect and Vice President for Finance-elect shall have one-half vote each, and are voting members of this committee.

The Committee shall distribute allocations from the "unallocated" account. Allocations shall be reported to the Senate on a regular basis. Requests for controversial groups or events and allocations of more than \$1,000.00 shall be brought before the Senate with a specific recommendation, or set of recommendations. Allocations that remain outstanding a month after the date of the event shall return to their funding source. Reimbursement for claims will be paid within a month of filing. During the second semester of every year, the Committee shall recommend to the Senate a general budget of the income and expenditures for ASPC for the following year. The Senate shall ratify a general budget prior to the end of the academic year.

## 3. Campus Sports Committee

This committee shall be chaired by the Commissioner of Clubs and Sports and will consist of the Class Presidents and no more than eight at-large students to be appointed by the Senate in the fall. The Committee shall plan sports-related events for the college, including both on-campus activities and trips to off-campus athletic events. In the fall, the Committee shall serve as the Homecoming Committee and shall be responsible for planning and overseeing Homecoming events. The committee shall work through the year to promote both varsity and intramural sports on campus.

## 4. College-Town Committee

The College-Town Committee shall be chaired by the Off-Campus Relations Commissioner. The Committee shall, in addition to the chair, consist of five student members at large, at least one Volunteer Center Coordinator and the Director of the Campus Center or the Dean of Students. The College-Town Committee seeks to improve the economic, political and social relations between the college and the town through (but not limited to) college-sponsored programs and projects, or joint programs and projects with city merchants, police or government agencies.

#### 5. Committee for Campus Life and Activities (CCLA)

This committee shall be chaired by the Vice President of Campus Activities and shall consist of one additional member of Senate and no fewer than eight at-large students to be appointed by the Vice President of Campus Activities. The Committee shall plan social and educational programs and provide assistance and funding to students and student organizations who want to plan events. CCLA shall have its own budget committee which is separate from the ASPC Budget Committee to fund one time social events.

#### 6. Committee on Campus Climate and Diversity

This committee shall be chaired by the Community Relations Commissioner and shall consist of seven students, five of whom shall be members from different marginalized student organizations, to be appointed in the fall. The Committee shall be responsible for addressing the concerns of underrepresented students on campus, as well as larger issues of campus climate as they arise. This Committee shall advise the Senate on how their projects, funding and legislation might affect more marginalized student experiences.

#### 7. Coop Committee

This committee shall be chaired by the Vice President for Finance and shall consist of two senators and one student at large and the heads or general managers of the Fountain and Store. The Campus Center Director shall be a non-voting member of the Coop Committee. The primary responsibility of the Committee is to set policy for the Coop Fountain and Coop Store. The Committee shall also facilitate communication between and among the businesses and the Senate. The Committee shall meet monthly throughout the school year, with additional meetings arranged and convened by the Chair as necessary.

#### 8. Elections Committee

This committee shall be chaired by a Senate-appointed Elections Supervisor and shall consist of all commissioners not running for office and any other students not running for office which the Senate chooses to appoint. The Elections Supervisor, with the Committee, shall coordinate and supervise voting for all elected representatives of ASPC. S/he shall agree to adhere to the rules and procedures as specified in the Constitution, Bylaws, and Election Code. No member of the Elections Committee shall be eligible to run for any Senate position.

#### 9. Environmental Quality Committee (EQC)

This committee shall be chaired by the Commissioner of Environmental Affairs or by a Senate approved designate thereof. It shall consist otherwise of interested students at-large with at least four appointed and approved members. The Environmental Affairs Commissioner will meet regularly with environmental representative of the five colleges.

The Committee shall manage a recycling program and other environmental projects that the Committee or the Senate deem important. Additionally, the Committee shall inform the Senate how their projects, funding and legislation might affect the environment.

#### 10. Executive Council

This committee shall be chaired by the President and shall consist of the ASPC President, the Vice President for Finance, the Vice President for Campus Activities and the Commissioners. The Council is empowered to act for the ASPC Senate between the dates of Commencement and the election of the ASPC Senators in the following academic year.

#### 11. Five College Council of Presidents

This committee consists of the ASPC President and the student government presidents from the other four undergraduate colleges. The Council shall be chaired by each college's student government President on a rotating basis by semester. The Five College Council of Presidents meets occasionally to discuss issues of interest across the five colleges.

#### 12. Five College Student Activities Committee

Social representatives from each of the colleges sit on this committee. The Pomona representative shall be the Vice President for Campus Activities or a designee thereof. The Committee plans five-college social and educational programs. Committee members share information about upcoming events at their respective colleges in order to prevent scheduling conflicts.

#### 13. First Year Class Committee

This committee shall be chaired by the Freshman Class President. The chair shall appoint members in the spring and fall from at-large members of the first year class and can appoint additional members throughout the year. The Committee shall plan social and educational events for the first year class.

A class banner sub-committee shall be chaired by the Class President or a designee thereof. The chair shall appoint members in the spring and fall, from the members of the first-year class and can appoint additional members throughout the year. The Committee shall design and construct the Class Banner, to be completed by the end of the spring semester.

#### 14. Sophomore Class Committee

This committee shall be chaired by the Sophomore Class President. The chair shall appoint members in the spring and fall from the at-large members of the sophomore class and can appoint additional members throughout the year. The Committee shall plan social and educational events for the sophomore class.

#### 15. Junior Class Committee

This committee shall be chaired by the Junior Class President. The chair shall appoint members in the spring and fall from at-large members of the junior class and can appoint additional members throughout the year. The Committee shall plan social and educational events for the junior class.

#### 16. Senior Class Project Committee

This committee shall be chaired by the Senior Class President or a designee thereof. The chair shall appoint members in the Spring and Fall from the at-large members of the senior class and can appoint additional members throughout the year. During the academic year the Committee shall organize a project for Pomona College or the Senior Class.

#### 17. Senior Class Social Events Committee

This committee shall be chaired by the Senior Class President or a designee thereof. The chair shall appoint members in the Spring and Fall from the at-large members of the senior class and can appoint additional members throughout the year. The Committee shall plan social events for the Senior Class.

#### 18. Residence Halls Committee

This committee shall be co-chaired by the North and South Campus Representatives and shall consist of at least four members of the Residence Hall Staff. Students at large may be added at the discretion of the chairs. The Committee shall be advised by at least one non-voting professional staff member from the Office of Campus Life. The Committee shall address concerns from the students in regard to the residence halls. The Committee shall advise on housing policy and is the representative voice of the student body on all housing policy decisions.

#### 19. Senate of the Claremont Colleges

The President, North and South Campus Representatives shall serve as permanent members of the Senate of the Claremont Colleges. Together, these Senators shall represent the interests and concerns of the students of Pomona College in the discussion and debate of five college issues and events.

#### 20. Student-Faculty Interaction Committee (SFIC)

This committee shall be chaired by either the Sophomore or Junior Class President, who may choose to invite a faculty member to serve as its general advisor. The Senate shall appoint the at-large members of the Committee in the spring, and may appoint additional members in the Fall at the discretion of the chair. The Committee shall plan, promote and fund activities that encourage interaction between students and faculty.

#### 21. Five College Environmental Review Committee

Environmental representatives from each of the colleges sit on the Committee. The Pomona representative shall be the Commissioner of Environmental Affairs or a designee thereof. The Committee assesses environmental impacts of activities at the colleges, develops solutions, raises awareness and develops programming. Committee members shall share information about events and campaigns at their respective colleges.

#### 22. Speaker Committee

This committee shall be chaired by the Commissioner of Communications and consist of the President, one Senator at large, one representative from the Pomona Student Union (non-voting) and two students at large. The Committee shall be responsible for the expenditure and oversight of the ASPC Speakers Fund. The mission of the Committee is to organize, fund and execute speaker events that serve the interest of the students. The Committee will independently plan, sponsor, and facilitate both on-campus and off-campus speaker events. All expenditures of \$1,000.00 or more shall be brought before the ASPC Senate for approval.

#### 23. Food Committee

This committee shall be co-chaired by the North and South Campus Representatives and shall consist of at least eight students at large, four from North Campus and four from South Campus. Prior to the fall election of the North and South Campus Representatives, the previous North and South Campus Representatives shall select up to four students to sit on the committee in the fall and shall appoint one of those members as the Interim Chair of the Food Committee. The Commissioner of Environmental Affairs will also serve on the Committee. The primary responsibility of the Committee shall be to address concerns from the students in regard to dining services. The Committee shall meet monthly throughout the school year to discuss concerns, as well as meet regularly with the Dean of Students and the General Manager of Dining Services to communicate those concerns.

#### 24. Reserves Investment Oversight Committee

This committee shall be chaired by the Vice President for Finance and shall consist of the President, one senator, three students-at-large, and two staff advisors. The primary responsibility of this committee shall be to oversee the investment of the ASPC Reserves. The committee shall meet quarterly to review investment guidelines, communicate with the investment firm, and facilitate an annual meeting between the firm and the Senate.

## 25. Student Clubs and Organizations Committee

This committee shall be chaired by the Commissioner of Clubs and Sports and shall consist of the Commissioner of Community Affairs, Commissioner of Communications and the Vice President for Finance. This committee shall be responsible for promoting, monitoring and maintaining an online forum for student group interaction. In addition, the committee shall provide an updated list of contact and background information to the Pomona webmaster for the purpose of maintaining a centralized directory of student organizations.

## **Section 2. Faculty Committees**

The Senate shall appoint all at-large student members of faculty committees in the spring, with the exception of the Study Abroad Committee. The Senate shall inform the chair of each committee of the student appointments as soon as the appointment is confirmed by the Senate.

### 1. Academic Discipline Board

This board consists of the chair of the Academic Procedures Committee, four other faculty members and two students. The student members are to be chosen by the chair of the ASPC from among the following seven students: the student members of the Student Affairs Committee of the Faculty, the Chair of the Judiciary Board, and the Chair of the Judiciary Appeals Board. The Academic Discipline Board convenes on an ad hoc basis to conduct hearings of academic dishonesty.

### 2. Academic Procedures Committee (APC)

This committee consists of the Commissioner of Academic Affairs, one at-large student member to be appointed by the Senate in the Spring, three faculty members, the Dean of Students and the Registrar. The Committee meets approximately once per week to consider petitions for exceptions to Academic Regulations.

### 3. Admissions and Financial Aid Committee

This committee consists of faculty, the Dean of Admissions, the Dean of Students, the Director of Financial Aid and two senior students to be appointed by the Senate in the spring.

### 4. Budget Planning Advisory Committee

This committee consists of the Dean of the College, the Vice President for Planning, the College Treasurer, three faculty members, one staff member and the ASPC Vice President for Finance.

### 5. Harassment and Discrimination Grievances Committee

This committee consists of four faculty members, four staff members, four at-large student members (two male and two female) to be appointed by the Senate in the Spring, and two student peer counselors appointed by the Faculty Sexual Harassment Grievance Officer. The Committee is structured in accordance with the Sexual Harassment Policy.

#### 6. Curriculum Committee

This committee consists of the Dean of the College, an Associate Dean of the College, the Registrar, faculty members, the Commissioner of Academic Affairs, and two at-large student members to be appointed by the Senate in the spring. The Committee is responsible for approving courses for the general education requirements, approving new courses and other curricular changes, and making recommendations on curricular issues to the faculty. It has a subcommittee: the Special Concentrations Committee, which approves self-designed majors for individual students.

#### 7. Public Events Committee

This committee consists of either the First Year, Sophomore or Junior Class President, to be appointed in the fall, faculty, administrators and one at-large student to be appointed by the Senate in the Spring. The Committee organizes and administers Pomona's public events program. It attempts to serve the larger Pomona College Community by bringing together its members socially and intellectually.

#### 8. Student Affairs Committee of the Faculty

This committee consists of a faculty chair, the Dean of Students, three additional faculty members, the ASPC President, the ASPC Vice President for Finance, the Commissioner for Community Relations, either the North Campus Senator or the South Campus Senator, a student at-large and a non-voting representative from the Office of Campus Life. The student-at-large shall not be a first-year. Preference will be given to students with experience with and knowledge of the Student Code. The Committee is charged with legislative and judicial functions in student affairs in the event that the Judicial Board is not in session.

#### 9. Study Abroad Committee

This committee consists of the Director of Study Abroad, the Registrar, faculty members, and two students to be appointed by the Senate in the Fall. The two student members must have studied abroad. The Committee determines policies regarding education abroad and acts on student applications for a semester or year abroad.

#### 10. Faculty Position Advisory Committee

This committee consists of six professors (two from each division), the Academic Affairs Commissioner and two students appointed by the Senate in the Fall. Each student from the Committee must represent a different division of the college as determined by his or her intended major. The Dean of the College will serve as an ex-officio member of the

Committee. The Committee will advise the Dean and the President on position planning decisions.

#### 11. Presidential Committee on Diversity

This committee consists of the Commissioner of Community Relations and one student selected by the Senate members of the Committee on Campus Climate and Diversity and approved by the ASPC Senate, three faculty members, the Associate Dean (Diversity Officer), Head of the Staff Council and one other staff member appointed by the Staff Council, Associate Dean or Director from Student Affairs and Admissions, Director of Institutional Research, and Director of Associate Director of Alumni Relations.

Each year, the Committee will review the status of diversity at the College and will report directly to the President of the College. At the beginning of the school year, the Committee will invite the President and Vice Presidents of the College and any other members of the college community to discuss the committee's areas of concerns for that year. In the spring the Committee will make a report to the President and distribute it to the College.

### **Section 3. Alumni Committees**

The Senate shall be responsible for selecting the at-large student members of alumni committees throughout the academic year. The Senate shall inform the Alumni Association of the student appointments as soon as the Senate confirms the appointment.

#### 1. The Alumni Board

This board serves as the governing body of the Alumni Association. The student representative to the Board shall be the ASPC President or a designee thereof.

#### 2. Student-Alumni Relations Committee

This committee shall consist of an Alumni Board-elected Chair, a representative from the Alumni Association, the current class presidents, the Commissioner of Community Relations and alumni volunteers elected by the chair. The ASPC President also serves as an ex officio member. The mission of the Committee is to sponsor nation-wide events and activities that encourage interaction and foster relationships between students and alumni. Secondary goals include raising student awareness of the Alumni Association, identifying future leadership for the Regional Communities and strengthening alumni relationships with the College.

#### 3. Inspirational Young Alumnus/a Selection Committee

This committee consists of the Senior Class President, Junior Class President, Sophomore Class President, First Year Class President and four at-large students to be appointed by the Senate. Committee membership shall include four males and four females.

### **Section 4. Trustee Committees**

The student members of trustee committees are determined by the Spring ASPC election of the relevant commissioners.

1. Academic Affairs Committee of the Board of Trustees

The student representative to this committee shall be the Commissioner of Academic Affairs or a designee thereof.

2. Buildings and Grounds Committee of the Board of Trustees

The student representative to this committee shall be the Commissioner of Environmental Affairs or a designee thereof.

3. Development Committee of the Board of Trustees

The student representative to this committee shall be the ASPC Vice President for Finance or a designee thereof.

4. Student Affairs Committee of the Board of Trustees (Trustee SAC)

The student representative to this committee shall be the ASPC President or a designee thereof.

**Article III. Employees**

1. Campus Center Director

The Campus Center Director is an employee of the College and s/he has a contract with the College. However, because ASPC pays a portion of her/his salary, in addition to serving as a general advisor, the Campus Center Director shall perform the following services for ASPC. S/he shall receive and distribute ASPC funds and all funds of the sundry organizations deposited with ASPC, subject to control of the Senate. The Campus Center Director, with the Vice President for Finance, shall present the Senate with a financial report at the beginning of each semester and upon request. Also at the Senate's request, the Campus Center Director shall submit any or all of the books for auditing. The Campus Center Director, with the Vice President for Finance, shall be responsible for management of student union facilities.

2. Coordinator of Student Art Gallery

The Coordinator shall oversee all aspects of the Pomona Student Gallery (PoSA). The Communications Commissioner shall make recommendations to the Senate concerning the following semester's Coordinator.

3. Editors and Managers of ASPC Communications

The Editor-in-Chief of The Metate shall be appointed for one year. The Editor-in-Chief of The Student Life shall be appointed for one semester. The Director of POSA shall be appointed for one year. All appointments shall be made at the third-to-last Senate meeting of the academic session preceding the assumption of responsibilities.

#### 4. Senate Secretary

The Senate Secretary shall be appointed by the President. The Secretary's duties shall include taking minutes at Senate, making all non-financial ASPC records (Senate minutes, current lists of all officers and committee members, copies of the ASPC Constitution and Bylaws, etc.) available to any member of ASPC upon request, and any additional duties designated by the President or the Senate.

#### 5. Presidential Assistant

The Presidential Assistant shall be appointed by the President. The Assistant shall make him/herself available to help the President with short- or long-term projects as specified by the President or the Senate.

#### 6. Digital Media and Programming Group: Lead Developer

The Senate shall appoint the Lead Developer of the Digital Media and Programming Group, upon recommendation by the Student Media Committee, for a term of one and a half years. The Lead Developer shall manage the Digital Media and Programming Group and shall be responsible for the following services: updating and maintaining the ASPC website; updating and maintaining ASPC Course Reviews; working with the Elections Commissioner to update and maintain the ASPC elections system; providing programming and web development assistance to Senators; working with ITS to maintain both ASPC servers; developing and implementing ASPC computer and web services as recommended by Senate or the Student Media Committee.

The Lead Developer shall hire his/her own staff of no more than three individuals aside from the Lead, and shall be compensated at the same rate as the staff.

### **Article IV. Elections**

ASPC elections shall proceed in accordance with the ASPC Elections Code. One person shall be elected to each Senate seat. Deadlines for nomination and dates of elections shall be set by the Senate not less than two weeks before the elections. The term of the President, Vice President for Finance, Vice President for Campus Activities, and Commissioners shall encompass the entire academic year. Representatives shall be elected within the first three full weeks of the fall semester and their terms will run until commencement. The only exception to the above is the Senior Class President and Junior Class President, who are elected in the spring.

### **Article V. Advisor**

The incoming Executive Committee shall invite the Dean of Students to advise the Senate, and member(s) of the Administration to serve as General Advisor and Financial Advisor to the Senate.

#### **Article VI. Student Fees**

The Student Fees of the ASPC shall, by agreement with the Board of Trustees of the College, be assessed each semester, and be compulsory.

#### **Article VII. Enterprises**

The ASPC shall own and operate a store and an eatery. These student-run enterprises exist to fulfill the needs and expectations of the College community, particularly the student community. The primary function of the Store is to provide the college supplies, snacks, Pomona College paraphernalia, and various services. The primary function of the Fountain is to provide hot food and snacks in a pleasing environment. The addition of other ASPC enterprises must have the approval of the Senate.

#### **Article VIII. Amendments to the Bylaws**

These Bylaws may be amended by a vote of three-fourths of the members of the Senate or by a majority vote of the ASPC.