

**APPROVED:** DECEMBER 12, 2002, APRIL 21, 2005, NOVEMBER 10, 2005 AND MAY 18, 2007

---

---

**BY-LAWS 100-199**

**ARTICLE II - EXECUTIVE CABINET**

---

---

**100 - DUTIES OF THE EXECUTIVE CABINET**

*(Approved on December 12, 2002; Revised on November 10, 2005, Section 3 to take effect on Feb. 11, 2006)*

(CONSTITUTIONAL REF. – SECTION 4)

**Section 1 - Duties Outside of the ASO**

- A. To act as a liaison between the ASO and appropriate administrative officers of the college.
- B. To represent the ASB on appropriate campus committees and organizations or to appoint a delegate, subject to the approval of the Executive Cabinet.
- C. To chair and facilitate the actions of appropriate internal ASO committees.
- D. To be open to all opinions expressed by the ASB and ASO and to accurately report these opinions to their specific campus committee

**Section 2 - Duties Inside of the ASO**

- A. To assume the responsibilities for discharging other obligations conferred by the ASO.
- B. To provide leadership and guidance to the ASO in their specific area of authority.
- C. To assign duties to appropriate officers, Senate members, and appointees, unless overruled by the Executive Council.
- D. To perform appropriately designated duties.

**Section 3 – Duties in Committees (This section went into effect on February 11, 2006)**

- A. To serve actively on at least two Administrative or ASO Committees as assigned.
  - 1. Committees may be ASO Standing, ASO Special or Administrative Committees.
- B. Committee placement will be assigned by the President. Positions to a particular committee may be requested; however, the appointments will be left to the President's discretion.
- C. Petitioning
  - 1. Any member that has a reason to not attend a particular committee may petition up to three times to be reassigned to another committee; all petitions must be submitted in writing to the President. The petition must include the reason for the reassignment, and the committee the person wishes to join.
  - 2. No member of the Executive Cabinet may be exempt from attending at least two committees, but alternate placement may be petitioned for.
  - 3. If the petition is denied by the President, a formal appeal may be requested.
    - a. The Senate can accept the appeal with a majority vote.

**101 - QUALIFICATIONS OF THE EXECUTIVE OFFICERS (Approved on December 12, 2002)**

(CONSTITUTIONAL REF. – SECTION 6)

The Student Trustee must “be a legal resident of California at the time of election and during the time of service on the Board.” (Board Policy #2015)

**102 – INTERPRETATION OF ARTICLE II, SECTION 6, PART D (Approved April 21, 2005, posted on April 21, 2005 and took effect on May 2, 2005)**

(CONSTITUTIONAL REF. – SECTION 6, PART D)

**Section 1 – “One Semester”**

- A. One Semester shall be defined as the equivalent number of weeks in the fall and/or spring semesters as determined by the college's academic calendar.

**Section 2 – “Participation”**

- A. A member shall be considered a participating member from the first day of their term until the last day of their term.

**103 – CLARIFICATION OF ARTICLE II, SECTION 8** (*Approved March 22, 2007*)

(CONSTITUTIONAL REF. – SECTION 8 – approved at the ASO Election and took effect on May 18, 2007)

Pertaining to the term of office of the Executive Cabinet, the Student Trustee and the ASO President shall be limited to serving only once in their respective positions if elected through the general election in the spring of each academic year; furthermore, the individual will be considered ineligible immediately following the beginning of their term of office, but disqualification only applies to those that take office at the beginning of the fiscal term following the general elections held in the spring semester of each academic year.

