SAN DIEGO CITY COLLEGE ASSOCIATED STUDENTS CONSTITUTION AND AMENDING ARTICLES OF 2019

San Diego City College 1313 Park Blvd

San Diego, CA 92101

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## SAN DIEGO CITY COLLEGE ASSOCIATED STUDENTS CONSTITUTION OF 2019

**PREAMBLE**

We, the students of San Diego City College, as an autonomous constituency of the Community College District, do provide by this Constitution a student government committed to effective student participation in all areas of student concern, that we may, through independent actions, shared governance, and in concert with other constituencies of the community college family, participate in the formation and the improvement of educational programs, protect full freedom of assembly and expression in the community college, articulate and represent the student interest in the governance of the college, provide services and coordinate activities for students, and advance our common interests and concerns as students and as citizens, do hereby ordain and establish this Constitution.

## ARTICLE I

 NAME, COLORS, TEAM NAME AND EMBLEM

Section I NAME

The name of this organization shall be the Associated Students Government of San Diego City College, hereafter to be commonly referred to as “A.S.G.”.

Section II COLORS

The official school colors shall be cardinal red and white.

Section III TEAM NAME

The official name for those teams, representing the Associated Students of San Diego City College shall be the “Knights”.

Section IV EMBLEM

The official emblem of the Associated Students of San Diego City College shall be a Knight and/or a pictorial that includes “A.S.G.”.

## ARTICLE II

MEMBERSHIP: RESPONSIBILITIES AND PRIVILEGES

Section I Associated Students membership is granted to any City College student upon purchase of an Associated Students card.

Section II All currently enrolled City College students have the right to vote in all City College student elections.

Section III Dues of Associated Student membership shall be determined by a two- thirds (2/3) vote of the College President and the Board of Trustees.

Section IV Additional privileges for members of the Associated Students shall be enumerated in the bylaws.

## ARTICLE III

ORGANIZATIONAL STRUCTURE

Section I The affairs and properties of the Associated Students shall be administered by the Associated Students of San Diego City College. The Associated Student Government is composed of the Associated Student Executive Council, the Associated Student Senate, the Student Judicial Review Board (S.J.R.B.), and the Associated Student Clubs & Organizations Representatives.

Section II The Board of Directors Powers

Clause 1 A.S.G. Board of Directors is defined as the: Associated Student Senate, Associated Students Executive Council, other positions delineated in the Constitution and Bylaws, and the three Inter-Club Council (I.C.C.) Representatives (Hereinafter referred as the Board of Directors).

Clause 2 Conduct the affairs of the Associated Students in a manner consistent with parliamentary procedures.

Clause 3 Initiate appropriations of funds through the Executive Council.

Clause 4 Approve an annual budget and assist in establishing a calendar of campus events.

Clause 5 Shall have additional powers to implement this Constitution as enumerated in the Bylaws.

Section III The Executive Council Powers

Clause 1 A.S.G. Executive Council is defined as the Associated Students President/Trustee, Associated Students Vice President, Associated Students Secretary, Associated Students Treasurer, Senate President, and I.C.C. President.

Clause 2 Establish an agenda for meeting of the Board of Directors and the Associated Students.

Clause 3 Create committees for action, chaired by members selected by the Executive Council.

Clause 4 Manage the administrative duties of its officers, committees, and Board of Directors.

Clause 5 And, shall have those additional executive powers as enumerated in the Bylaws.

Section IV The Senate Powers

Clause 1 Review the operations of student government by inquiry and audit.

Clause 2 Refer matters to the independent S.J.R.B..

Clause 3 Upon the acceptance of the S.J.R.B.’s findings by the Board of Directors, take appropriate action up to expelling an officer or any other member from the Associated Students for failing to uphold this Constitution, Bylaws or funding criteria.

Clause 4 And, shall have those additional powers of review as enumerated in the Bylaws.

Section V Student Judicial Review Board (S.J.R.B.)

Clause 1 An S.J.R.B. shall be established.

Clause 2 The S.J.R.B. shall perform duties described in the Bylaws. The

S.J.R.B. of the Associated Students of City College shall consist of five (5) members appointed by the following:

1. One (1) Justice (a student) shall be appointed by the Associated Students President.
2. One (1) Justice (a student) shall be appointed by the Associated Students Vice President.
3. One (1) Justice (a student) shall be appointed by the Associated Students Senate.
4. One (1) Justice shall be either an administrator or faculty member appointed at the discretion of the administration.
5. One (1) Justice (a faculty member) shall be appointed by the Academic Senate of City College.

Section VI Veto Power

The Executive Council may veto an action by the Board of Directors with

two-thirds (2/3) majority vote. The Senate may override any such veto with three-fourths (3/4) majority.

## ARTICLE IV

NOMINATIONS AND QUALIFICATIONS FOR OFFICE

Section I Nominating Process

Clause 1 Candidates shall be eligible to run for an elected position in the Associated Students after filing a nominating petition, completion of candidate orientation and upon verification of eligibility, which is determined by the Student Affairs Office.

1. The nomination petition for the elected executive positions of Associated Students President and Associated Students Vice President requires one hundred (100) nominating signatures from the general student body.
2. The nomination petition for all other A.S.G. Board of Directors positions requires fifty (50) nominating signatures from the general student body.
3. A first semester student for Senator shall not be required to have units earned in the candidates first election, but must meet with a counselor to verify academic progress.
4. No Executive candidate shall hold office in any club or organization under the administration of the San Diego Community College District.
5. The majority of units in a candidate’s course load must be attended at City College, with a minimum of five (5) units.
6. The Dean of Student Affairs under due process of District Policy 3100 or the S.J.R.B., as appropriate, shall determine the fitness of a candidate for office based on any previous disciplinary action.

Clause 2 Nominations criteria must meet all qualifications as enumerated in the Constitution, as well as the Bylaws.

## ARTICLE V

ELECTIONS AND IMPEACHMENT

Section I

An election code shall be established in both the Constitution and Bylaws of the Associated Students.

Section II Vacancies and Line of Succession

Clause 1 In the event that the President is unable to fulfill the responsibilities of office or that there is a vacancy in the office; the Vice President shall assume the office of the President.

Clause 2 The newly appointed President shall make appointments to fill vacancies on the Executive Council.

Clause 3 The newly appointed Vice President shall make appointments for the Senate, with the approval of a simple majority vote by the Board of Directors.

Clause 4 The President of the Senate shall be third in line for succession of Vice President. The Senate President shall be a Senator in good standing academically and be voted in by a majority of the Senate or appointed by the newly appointed Vice President.

Section III Appointments

Clause 1 All appointees must attend three (3) consecutive A.S.G. meetings and their approval will be submitted to the A.S.G. Board of Directors and voted upon after a 21-day probationary period, which will begin on the Saturday following the first meeting they attend and are introduced to the Board.

Clause 2 During the 21-day probationary period, the candidate for the appointment shall fulfill all duties according to position job requirements as enumerated in the Bylaws and Constitution. Additionally, any Executive Council members cannot collect their stipend while on probation.

Clause 3 An appointee failing to execute the position job requirements or having an unexcused absence during the 21-day probationary period shall be disqualified from the 21-day probation period. The candidate may reapply after a 30-day period has lapsed providing there is a position open. The candidate may only apply twice (2) for the 21-day probation status in the A.S.G. Board of Directors, within a semester period.

Section IV Removal from Office

Clause 1 Reasons for removal from office are enumerated in the Bylaws.

Clause 2 Removal from Office

a.) In the event that a member of the Associated Students feels that a Senator or Executive Council Member has not performed the responsible execution of duties as directed by the Constitution and Bylaws, the complainant carries the right to request that the Senator or Executive Council Member being accused, be removed from office. Removal from office must be approved by a two-thirds (2/3) vote of the Associated Students Council present.

b.) The removed Senator or Executive Council Member may appeal to the S.J.R.B.. The S.J.R.B. shall act upon the student’s request, unless the request is withdrawn by the student.

c.) The S.J.R.B. will meet in closed session, first with the Executive Council Member or Senator whom the complaint is against, and then with the Complainant who brought forth the complaint against the Senator or Executive Council Member.

d.) The S.J.R.B. will review, make a determination and report to Dean of Student Affairs, the Associated Students President, the Associated Students Vice President, all Senators and Complainant.

Section V Resignations

Clause 1 Each Associated Students Board of Directors has the right to resign and may do so by submitting their resignation in writing to the executive or legislative body they serve. The word “resign” must appear in the resignation.

Clause 2 The resignation of an Associated Students Board of Directors officer shall be publicly noted at the next scheduled A.S.G. meeting.

Clause 3 The student should submit their resignation in a timely manner.

## ARTICLE VI

TERMS IN OFFICE

Section I Term Limits

Clause 1 All the members of the A.S.G. Board of Directors will serve terms of one (1) year.

Clause 2 All the members of the A.S.G. Board of Directors will serve no more than two (2) consecutive terms in the same position (within a three (3) year span).

## ARTICLE VII

AFFILIATED ORGANIZATIONS

The A.S.G. Board of Directors shall have power to grant charters and approve the bylaws of campus clubs on their presentation by the office of Student Affairs. Clubs seeking a charter should apply in the Office of Student Affairs by the club registration deadline in the Spring and Fall semesters, respectively.

## ARTICLE VIII

FINANCIAL CODE

A financial code shall be established by this Associated Students Constitution and in the Bylaws.

## ARTICLE IX

AMENDMENTS, REVISIONS AND RATIFICATIONS

Section I Constitutional Implementation and Amendment

The Constitution shall be posted for viewing in the San Diego City College Learning Resource Center (L.R.C.). The Constitution, Bylaws, rules and policies of the Associated Students shall be filed with the Dean of Student Affairs. Nothing in the Constitution shall be construed to prevent a student from examining the Constitution, Bylaws, rules and policies created to implement the will of the Associated Students.

Section II Constitution and Bylaws Amendments

Clause 1 Bylaws may be adopted or amended by a two-thirds (2/3) vote of the Board of Directors after two (2) readings of the proposal. The proposal shall be read for the second time not less than two weeks after the first reading.

Clause 2 The Constitution may be amended by a two-thirds (2/3) majority of the Assembled Board of Directors after two (2) readings. The proposal shall be read for the second time at a meeting with a report of impact on the Constitution and/or Bylaws not less than two (2) weeks after the first reading. Any such amendment shall be put before the City College student body, which may ratify the amendment by a simple majority or 50% +1 of those voting in a general or special election.

Section III Constitution and Bylaws Ratification

Clause 1 The Constitution should be reviewed and ratified at least every five

(5) years.

a.) The review process should begin no later than the ninth (9th) semester from the latest ratification date.

b.) The Constitution should be ratified at least every five (5) years from the last ratification.

Clause 2 The Bylaws should be reviewed and ratified every three (3) years.

a.) The review process should begin in the fifth (5th) semester from the latest ratification date.

b.) The Bylaws should be ratified three (3) years from the last ratification.

## ARTICLE X

MISCELLANEOUS

Section I Meeting of the Associated Students

Clause 1 The Board of Directors shall meet at least once every two weeks, except during legal holidays observed by the District, throughout the academic year. The Board of Directors shall continue meeting at least once every two weeks starting in the first five (5) days after the end of a holiday longer than one week. The quorum for meeting shall be simple majority or 50% +1.

Clause 2 The Executive Council and the Senate shall meet separately not more than once a week after a meeting of the Board of Directors, except during a holiday. The quorum for meetings of the Executive Council shall be simple majority or 50% +1 and the Associated Student President and/or Associated Student Vice President must be present.

Clause 3 The quorum for the Senate shall be as the Bylaws direct and not less than three senators.

Clause 4 The I.C.C. shall meet as often as the Bylaws direct and not less than three times per semester.

Section II Quorums of the Inter-Club Council (I.C.C.)

Clause 1 The quorum for meetings of the I.C.C. shall be as the Bylaws may require, but not less than three (3) representatives of chartered or registered student organizations. On the third (3rd) meeting at which no larger quorum is present, the assembled representatives may reduce I.C.C.’s quorum to not less than three (3) charted or registered student organization representatives and three (3) I.C.C. executive members.

Clause 2 The chartered and/or registered student organizations have power to designate member(s) as representatives to I.C.C., and shall provide the I.C.C. with their names. When less than three (3) student organizations are recognized under District policy, they shall be entitled to additional representatives to form a quorum. The Associated Students Senate shall ratify any agreement for unequal representation.

Section III Representational Bill of Rights

Clause 1 The Board of Directors shall have power to receive, budget and spend funds as provided by law, from a voluntary representation fee collected at the time of enrollment.

Clause 2 The Associated Students Board of Directors shall not deny the right of students to present and express views, opinions, and proposals to local, regional, and state legislative bodies.

Clause 3 No regularly enrolled student shall be denied the right to present a request for funds to the Board of Directors for the purposes of representation defined in this Article.

Clause 4 A special election shall occur and once passed by a two-thirds (2/3) affirmative vote of the voting student body, students must to pay a ($1) representation fee as provided under this Article, as a condition of membership of the Associated Students. However, the election shall not be sufficient to establish the fee unless the number of students who vote in the election equals or exceeds the average of the number of students who voted in the previous three student body association elections. Students may opt out of representation fees by simply informing the college.

(Per Education Code Section 76060-76067) Section IV Statement of Student Ethics

## We, the Associated Students of San Diego City College (A.S.), respect the dignity and rights of all people: students, academic faculty, classified staff and administrators.

We recognize that all people deserve respect regardless of their cultural background, gender, ethnicity, race, religious beliefs, political ideologies, disabilities, sexual orientation, age, or socioeconomic status. We strive to attempt conflict resolution and prevent minor problems from becoming major issues.

We recognize that being a member of this organization involves participating in an environment in which freedom of expression is of paramount importance to ensure total student input on policy development and the free exchange of ideas. We also realize the need to demonstrate respect for our fellow A.S.G. officers as well as the students of this community college district when making public comments about colleagues and students.

Clause 1 This campus recognizes the maturity of each student at San Diego City College. As a student at this campus you are on your own.

By operating under an “honor system” students are expected to observe good conduct and act in good taste at all times. The concerns of our students are receiving a quality education and the preservation of this institution of higher learning.

Clause 2 Students using facilities at this campus are expected to use them carefully. This code allows greater freedom to the individual student and even greater responsibility of each student to take upon them the obligation of discouraging any breach of regulation by fellow students.

Clause 3 In cases where individual responsibility is considered, the group, with regards to due process, must assume the responsibility and establish and enforce limits upon its members. Students inviting guests to this campus are expected to advise such guests of the importance of proper conduct.

Clause 4 The specifications of this code are and will be in complete compliance with the State Education Code. The rights and responsibilities of the students, administration and faculty rest within the limits of the State Education Code. The rights of every student are those which are guaranteed by the Constitution of the United States.

Clause 5 San Diego City College recognizes the maturity and rights of each student and expects its students to observe accepted standards of conduct, both on and off campus. Such standards, published in the City Catalog and in Policy 3100, include respect for the rights of others, personal integrity and regard at all times for the reputation of San Diego City College.

Clause 6 Our Values Are:

Advocacy: Committed to promoting a "students first" approach in legislative, campus and all matters related to student success.

Diplomacy: Striving to resolve matters respectfully and with integrity.

Accountability: Taking responsibility for ourselves, our oath to represent students and holding others to the same high standard of transparency.

Camaraderie: Dedicated to building a safe and supportive campus community that enriches student life and maximizes their educational experience.

Section V Oath of Office

I, , do hereby swear or affirm to serve and represent the interest of the entire Associated Students of San Diego City College and to uphold the Constitution and the Bylaws and Student Code of Ethics to the best of my ability.

# Replace with Ratification Page

SAN DIEGO CITY COLLEGE ASSOCIATED STUDENTS BYLAWS

San Diego City College 1313 Park Blvd

San Diego, CA 92101

## ARTICLE I

DUES

Section 1 Amount

Dues to the Associated Students shall be $8 per academic year, in addition to any representation, student services or other fees imposed by City College students.

Section 2 Privileges after Payment

Payment of dues shall allow the member to participate in programs and attend all events sponsored by the Associated Students, at a reduced rate that is below general admission, as established by the Board of Directors.

Section 3 In order to be part of the A.S.G. or in the I.C.C., all members of such Organizations must have a Current A.S.G. membership Sticker, maintain a G.P.A. of at least 2.5 and be enrolled in a minimum of five (5) units through San Diego City College.

## ARTICLE II:

DUTIES OF THE BOARD OF DIRECTORS

Section 1 Associated Students Senate

Clause 1 Inquiry and Audit of Community College Governance. The members of the Associated Students Senate shall inquire into and may audit the policies, procedures, and activities of College, District, and State governance within the California Community College system.

Clause 2 Each Senator:

* Shall represent the interests and needs of all the students at San Diego City College.
* Shall act as a liaison between the Associated Students Government (A.S.G.) and all students.
* Shall take care to consult with a cross section of students to obtain their thoughts and opinions.
* Shall be a member of at least one (1), club, or organization.
* Shall attend all meetings of the Associated Students Senate, Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committee.
* Shall have one vote per issue on the A.S.G. council.
* Shall give a report at Senate and Board of Directors meetings of progress of A.S.G. projects, committees and/or departments in which the officer is assign to.

Clause 3 Public Consultation

As voting officials elected at large by the students, Associated Students Senators are responsible for representing all students of San Diego City College. Each Senator is responsible for informing the student constituency that he or she represents, through public relations channels of the Board of Directors and student publications or other means of information dissemination.

Clause 4 Student Judicial Review Board (S.J.R.B.)

The Associated Students Senate can refer matters concerning the commission or omission of negligent acts or misconduct by Associated Students members, or as otherwise requested by the President of the College or the College’s administration, to the S.J.R.B., violations of the Student Code of Conduct; and can be processed via District Policy 3100 and any other applicable laws.

Section 2 Senate President

Clause 1 The Associated Students Senate President

## Shall be elected by the Senate or appointed by the Vice President.

* Shall have served at least on full semester in the A.S.G.
* Shall the power to recommend Senators to the A.S.G. Board; appointment subject to council approval.
* Shall distribute the approved Senate minutes and agendas to the Board of Directors, the Dean of Student Affairs, and keep an accessible copy in the A.S.G. Office to keep in line with CA Public Records Act, and the Brown Act.
* Shall update the Board of Directors on all Senate events and projects on a weekly basis.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Associated Students Senate, Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall have one (1) vote per issue on the A.S.G. council.
* Shall give a report at Senate and Board of Directors meeting of progress of A.S.G. projects, committees, and/or

department in which the officer is assign to.

 Clause 2 Senate Vice President

* Shall be elected by the senate or appointed by the Senate President.
* Shall have one (1) vote per issue on the A.S.G. council.
* Shall update the Board of Directors on all Senate events and projects on a weekly basis in absence of the Senate President.
* Shall log and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall attend all meetings of the Associated Students Senate, Board of Directors, and committees assigned to.
* Shall give a report at Senate and Board of Directors meeting of progress of A.S.G. projects, committees, and/or

department in which the officer is assign to.

 Clause 3 Senate Vice Secretary

* Shall be elected by the senate or appointed by the Senate President.
* Shall have one (1) vote per issue on the A.S.G. council.
* Shall keep a complete and accurate up-to-date file of written agendas and minutes of proceedings during Senate meetings.
* Shall log and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall attend all meetings of the Associated Students Senate, Board of Directors, and committees assigned to.
* Shall give a report at Senate and Board of Directors meeting of progress of A.S.G. projects, committees, and/or

department in which the officer is assign to.

Section 3 President

Clause I The Associated Students President:

* Shall be the Chief Executive Officer of the A.S.G.
* Shall represent City College on the Board of Trustees while sharing the role of Student Trustee with the Associated Student Presidents from Mesa College and Miramar College.
* Shall serve on the United Student Council Committee.
* Shall serve as the chair and preside over the A.S.G. council meetings, voting only in the event of a tie.
* Shall serve as the official representative of the A.S.G.
* Shall serve as the President of the Board of Directors.
* Shall serve on any committee of the Board of Directors.
* Shall represent the Associated Students at times and places that such representation is required or appoint an A.S.G. Representative to represent in his or her absence.
* Shall formulate and submit an annual operating budget, which is subject to Council approval, recommended for the operation of the A.S.G.
* Shall have the power to require in writing, progress and duty reports from all organizations receiving salaries/stipends or funding from the

A.S.G. and all council members, whether paid or not.

* Shall have the power to call to order the S.J.R.B. at such time special review is deemed necessary concerning the actions of the A.S.G., its members or affiliates, subject to council approval.
* Shall call the Executive Council into emergency session when required to perform the executive duties of the Associated Students.
* Shall call the Executive Council into emergency session for the consideration of legislative matters only if the Senate is unable to attend a full meeting of the Board of Directors due to lack of time, extenuating or extraordinary circumstances, or conditions of emergency, subject to council approval.
* Shall sign requisitions for funds in the absence of the A.S.G. Treasurer except those pertaining to his or her self.
* Shall report all emergency legislative sessions of the council to the Senate, showing cause why such action was taken.
* Shall appoint any and all representatives required to serve on committees, functions, conferences, or conventions involving the Associated Students locally, statewide or nationally representing the interest of community college students, which is subject to council approval.
* Shall make other executive appointments as required.
* Shall appoint qualified candidates to vacant offices within the A.S.G., after the candidate attends three (3) consecutive A.S.G. meetings and successfully completes a 21-day probationary period and with A.S.G. Council approval.
* Shall include in the President’s report at the Board of Directors meeting, the officers who have not complied with office hour or meeting requirements.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall administer the oath of office to all other A.S.G. Council members.
* Shall solicit and have the power to appoint, subject to council approval, all student representatives to campus wide committees, unless otherwise stated.

Section 4 Vice President

Clause 1 The Associated Students Vice President:

* Shall act as President of the A.S.G. in the event of the President’s absence or removal from office.
* Shall have one (1) vote per issue on the A.S.G.
* Shall solicit and have the power to appoint, subject to council approval, all student representatives to campus wide committees, unless otherwise stated.
* Shall preside over meetings of the Board of Directors in the absence of the President.
* Shall initially chair the Associated Students Senate, and shall oversee the appointment of a Senate President.
* Shall have the power to convene the S.J.R.B. for review of administrative council matters.
* Shall sign requisitions for funds in the absence of the A.S.G. Treasurer.
* Shall, fill vacancies in the Senate through appointment, which is subject to the majority approval of the Board of Directors.
* Shall, serve on any committee of the Board of Directors.
* Shall coordinate the actions and inquiries of the committees, in the absence of a Senate President.
* Shall have the power, as delegated by the A.S.G. President, to appoint the council parliamentarian, who is thoroughly knowledgably in Parliamentary procedure but has no A.S.G. Affiliation.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall have one vote per issue on the A.S.G. council.
* Shall give a report at the Board of Directors meeting of progress of A.S.G. projects, committees, and/or department in which the officer is assign to.

Section 5 Treasurer

Clause 1 The Associated Students Treasurer:

* Shall advise the A.S.G. President and A.S.G. on all budgetary matters.
* Shall oversee the enforcement of all A.S.G. policies and procedures concerning expenditures of A.S.G. monies.
* Shall have one vote per issue on the A.S.G..
* Shall prepare a budget in compliance with the Financial Code and act as the controller of Associated Students funds.
* Shall chair the Budget Committee.
* Shall sign all requisitions for funds.
* Shall have the authority to review expenditures and begin S.J.R.B. proceedings for misuse of student funds.
* Shall report the Associated Students financial status to the Board of Directors at least once a month in writing.
* Shall have completed, at a minimum, one or more semesters of accounting courses with a grade of at least a “C” or better.
* Shall work with the Financial Clerk to oversee and monitor all A.S.G. spending and auditing all accounts at the end of the month.
* Shall act as the liaison between the Associated Students and the Financial Clerk.
* Will work with administrators to audit and report office hours, attendance and meeting attendance due at the end of each week and report it to the A.S.G. President. Will provide the President and the Secretary, with a monthly attendance report of all Board of Directors.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall have one vote per issue on the A.S.G. council.
* Shall give a report at the Board of Directors meeting of progress of A.S.G. projects, committees, and/or department in which the officer is assign to.

Section 6 Secretary

Clause 1 The Associated Students Secretary:

* Shall keep a complete and accurate up-to-date file of written agendas and minutes of proceedings transacted during A.S.G. meetings and other

A.S.G. Business in the A.S.G. office.

* Shall assist the A.S.G. President with correspondence.
* Shall prepare the weekly agenda and minutes; and distribute official copies to the Board of Directors, the Dean of Student Affairs and the Financial Clerk.
* Shall be responsible for posting minutes and agendas 72 hours prior to the A.S.G meeting in compliance with the Brown Act.
* Shall have one vote per issue on the A.S.G.
* Shall record the minutes of the meetings of the Executive Council and the Board of Directors.
* Shall distribute the approved minutes and agendas to the Board of Directors, the Dean of Student Affairs, the Financial Clerk and keep a copy in the A.S.G. Office to keep in line with CA Public Records Act, and the Brown Act.
* Shall work with the Senators and Administrators to gather information and publish the Associated Students Newsletter monthly.
* May request from the A.S.G. President to fill an administrator position and provide a written document outlining the job functions for their administrator.
* Shall keep the official reports up-to-date on file, of office hours and the meeting attendance of officers.
* Shall record minutes/notes of important meetings of the President or Vice President as needed.
* Shall log in and maintain not less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall give a report at the Board of Directors meeting of progress of A.S.G. projects, committees and/or departments in which the officer is assigned.

Section 7 Inter-Club Council Representative

Clause 1 The Associated Students Inter-Club Council Vice President:

* Shall serve on I.C.C.
* Shall have one (1) vote per issue on the A.S.G.
* Shall serve as the chair and preside over the I.C.C. meetings, voting only in the event of a tie in the absence of the Inter Club Council President.
* Shall maintain the Club room as a neutral space so that no one claims it as their own; this includes creating a policy about use and signage.
* Shall liaison between the A.S.G. Board of Directors and the Clubs by updating the Board of Directors on all club events and projects on a weekly basis and providing clubs with proper information from the A.S.G. Constitution and Bylaws.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Inter-Club Council, Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall give a report at the Board of Directors meeting of progress of I.C.C. projects, committees and/or departments in which the officer is assigned.

Clause 2 The Associated Students Inter-Club Council Treasure:

* Shall serve on I.C.C.
* Shall have one (1) vote per issue on the A.S.G.
* Shall maintain an accurate record of all funds relating to the Inter Club Council.
* Shall maintain the Club room as a neutral space so that no one claims it as their own; this includes creating a policy about use and signage.
* Shall liaison between the A.S.G. Board of Directors and the Clubs by updating the Board of Directors on all club events and projects on a weekly basis and providing clubs with proper information from the A.S.G. Constitution and Bylaws.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Inter-Club Council, Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall give a report at the Board of Directors meeting of progress of I.C.C. projects, committees and/or departments in which the officer is assigned.

Clause 3 The Associated Students Inter-Club Council Secretary:

* Shall serve on I.C.C.
* Shall have one (1) vote per issue on the A.S.G.
* Shall keep a complete and accurate up-to-date file of written agendas and minutes of proceedings during Inter Club Council meetings.
* Shall maintain the Club room as a neutral space so that no one claims it as their own; this includes creating a policy about use and signage.
* Shall liaison between the A.S.G. Board of Directors and the Clubs by updating the Board of Directors on all club events and projects on a weekly basis and providing clubs with proper information from the A.S.G. Constitution and Bylaws.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Inter-Club Council, Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall give a report at the Board of Directors meeting of progress of I.C.C. projects, committees and/or departments in which the officer is assigned.

Section 8 Inter-Club Council President

Clause 1 The Associated Students Inter-Club Council President:

* Shall serve as the chair and preside over the I.C.C. meetings, voting only in the event of a tie.
* Shall have one vote per issue on the A.S.G.
* Shall have the power to recommend I.C.C. Representative to the A.S.G. Board; appointments subject to Board of Directors approval.
* Shall distribute the approved I.C.C. minutes and agendas to all clubs, the Board of Directors, the Dean of Student Affairs, and keep an accessible copy in the A.S.G. Office to keep in line with CA Public Records Act and the Brown Act.
* Shall oversee the maintenance and upkeep of the Club room; this includes all property of the A.S.G. and all furniture.
* Shall work will Student Affairs to oversee the scheduling of the space and allow the space to be used by everyone equally.
* Shall maintain the Club room as a neutral space so that no one claims it as their own; this includes creating a policy about use and signage.
* Shall liaison between the A.S.G. Board of Directors and the Clubs by updating the Board of Directors on all club events and projects on a weekly basis and providing clubs with proper information from the A.S.G. Constitution and Bylaws.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Inter-Club Council, Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall give a report at the Board of Directors meeting of progress of I.C.C. projects, committees and/or departments in which the officer is assigned.

Section 9 Public Relations Officer

Clause 1 The Public Relations Officer:

* Shall organize and oversee all A.S.G. media relations, advertisements, posters, banners.
* Shall draft and submit press releases as needed to all area newspapers.
* Shall inform, and advise San Diego City College A.S.G. on media matters.
* Be the spokesperson in the public eye for the A.S.G. councils when the President is absent.
* Shall coordinate and meet with the City Times newspaper to ensure accurate information is being reported.
* Shall represent relevant student concerns of the A.S.G. and conversely represent the A.S.G. Board of Directors to the student body.
* Shall provide periodic polls and information surveys to senators to assess students concerns.
* Shall inform the A.S.G. Board of Directors on matters of academic policy changes.
* Shall have one vote per issue on the A.S.G.
* Shall work to inform Associated Students and the local San Diego community of all actions and activities that involve San Diego City College Students.
* Shall work with appropriate on and off campus media to help facilitate the placement of advertisement within established district guidelines.
* May request, if deemed necessary, from the A.S.G. President to select an appointee to fill an administrator position and must provide a written document outlining the job functions for their administrator along with request for reconsideration.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall have one vote per issue on the A.S.G. Board of Directors.
* Shall give a report at the Board of Directors meeting of progress of A.S.G. projects, committees, and/or department in which the officer is assign to.

Section 10 Public Events Coordinator

Clause 1 The Public Events Coordinator:

* Shall be responsible for active advertisement of all events that the A.S.G. is associated with (i.e., any sponsored, donated, collaborated).
* Shall oversee and negotiate with vendors who seek to sell merchandise on San Diego City College campus.
* Shall have one vote per issue on the A.S.G.
* Shall help to coordinate all A.S.G events including Club Rush and all other events with the Associated Students Senate and I.C.C.
* Shall assist all clubs and organizations in planning and developing campus events.
* May request, if deemed necessary, from the A.S.G. President to select an appointee to fill an administrator position and must provide a written document outlining the job functions for their administrator along with request for consideration.
* Shall maintain an up to date book of all vendor and prices with contact info for A.S.G. display and use.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall have one vote per issue on the A.S.G. council.
* Shall give a report at the Board of Directors meeting of progress of A.S.G. projects, committees, and/or department in which the officer is assign to.

Section 11 Webmaster/Graphic Design Officer

Clause 1 The Webmaster/Graphic Design Officer:

* Shall oversee and actively update the San Diego City College A.S.G. website and other online and electronic media.
* Shall be responsible for designing A.S.G. flyers, banners and postings.
* Shall be the A.S.G. liaison to the San Diego Community College District and keep the A.S.G. website portion updated.
* Shall have one vote per issue on the A.S.G..
* Shall actively work with the Public Relations Officer and Public Events Coordinator to disseminate pertinent information in a timely fashion, via the A.S.G. website, A.S.G. social internet pages, and other online and electronic media.
* Shall serve on the San Diego City College Information Technology Council or, if a schedule in conflict exists and with the A.S.G. President’s approval, shall appoint a replacement to ensure student representation on the I.T. Council.
* Shall have completed one or more Web Design or Graphic Design courses with a grade of at least a “C” or better or equivalent as determined by the Dean of Student Affairs.
* Shall log in and maintain not less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* The Webmaster shall work within School and District Regulations regarding Web content and at the end of her/his term shall turn over all intellectual property, passwords, and legal incidence thereof to the A.S.G. for the upcoming Webmaster.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall have one vote per issue on the A.S.G. council.
* Shall give a report at the Board of Directors meeting of progress of A.S.G. projects, committees, and/or department in which the officer is assign to.

Clause 2 The A.S.G. Website and any other social media site is the property of the San Diego Community College District and City College Associated Student Government.

Section 12 Health, Safety, and Environmental Officer

Clause 1 The Health, Safety and Environmental Officer:

* Shall represent the Associated Students on the City College Health and Safety Committee or if a conflict in schedule exists and with the ASG President’s approval, shall appoint a replacement to ensure student representation on the Health and Safety Committee.
* Shall have one vote per issue on the A.S.G.
* Shall serve as a liaison between the San Diego Community College District and the Associated Student Body involving all issues surrounding Health, Safety and Environmental affairs.
* Shall oversee City College Health and Safety Expo each semester, while working in conjunction with the Public Events Coordinator.
* Shall serve as a liaison between San Diego City College Campus Police and the A.S.G..
* Shall serve as a liaison between San Diego City College Facilities and the A.S.G, informing Facilities of grounds and facilities needing attention and campus wide needs.
* Shall liaison with health services on behalf of student issues and information.
* Shall solicit students input and seek information in regards to student needs related to health and safety issues.
* Shall log in and maintain not less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall give a written at Board of Directors meeting of progress of

A.S.G. projects, committees, department in which the officer is assigned.

Section 13 Government Affairs Officer

Clause 1 The Government Affairs Officer:

## Shall be appointed by the A.S.G. President

* Shall serve as the liaison between the Student Senate for California Community Colleges (S.S.C.C.C.) and San Diego City College A.S.G.
* Shall research and report to the A.S.G. active legislation in progress, regarding education, and matters directly effecting students of San Diego City College at the state and national levels
* Shall report S.S.C.C.C. and relevant national conferences dates to the Dean of Student Affairs and the A.S.G. President.
* Shall serve as the San Diego City College A.S.G. Region X (Ten) representative and attend scheduled meetings, if a conflict in schedule exists and with the A.S.G. President’s approval, shall appoint a replacement to ensure San Diego City College at the Region X meetings.
* Shall chair the Advocacy Committee.
* Shall report activities from the Region X meetings to the A.S.G..
* Shall have one vote per issue on the A.S.G. Council.
* Shall assist the Office of Student Affairs to coordinate travel and lodging when San Diego City College A.S.G. participates in state and national conferences to ensure travel is completed in a timely manner.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall have one vote per issue on the A.S.G. council.
* Shall give a report at the Board of Directors meeting of progress of A.S.G. projects, committees, and/or department in which the officer is assign to.
* Shall request, if deemed necessary, from the A.S.G. President and appointee to fill an administrator position and provide a written document outlining the job functions for their administrator.

Section 14 Scholarship Officer

Clause 1 The Scholarship Officer:

* Shall coordinate with the San Diego City College Scholarship Office and Webmaster/Graphic Design Officer to keep the student body updated with the latest scholarship information.
* Shall advertise Scholarship Deadlines to the student body.
* Shall chair the A.S.G. Scholarship Committee.
* Shall assist the Dean of Student Affairs, and the Scholarship Coordinator with the Spring Scholarship Banquet.
* Shall have one vote per issue on the A.S.G..
* Shall serve as a liaison between the Scholarship Office, Financial Aid, Transfer Center, and all other scholarship opportunities for the San Diego City College Student Body.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall have one vote per issue on the A.S.G. council.
* Shall give a report at the Board of Directors meeting of progress of A.S.G. projects, committees, and/or department in which the officer is assign to.

 Section 15 Administrators

Clause 1 There shall be no more than four Administrator offices to be filled, two (2) only by appointment and with Board of Directors approval and two (2) by election by the student body.

* Chief Administrator to the A.S.G. President to be Appointed or elected.
* One (1) Administrator to be shared by all A.S.G. positions.
* Two (2) Administrators to be appointed as necessary. Clause 2 The Administrators:
* Shall be appointed by the A.S.G. President and shall be confirmed by the majority of the A.S.G. Board of Directors after attending three (3) consecutive meetings and successfully completing a 21-day probationary period.
* Shall have his or her job duties defined, in writing, by A.S.G. Officer requesting to have an Administrator and approved by the A.S.G. President.
* Shall be a member of at least one (1) club, or organization.
* Shall attend all meetings of the Board of Directors, and committees assigned to.
* Shall log in and maintain no less than five office hours per week, not including the Board of Directors meeting, unless the meeting exceeds the scheduled time.
* Shall be assigned to one or more college, district, regional, or state committees.
* Shall have one vote per issue on the A.S.G. Board of Directors.
* Shall give a report at the Board of Directors meeting of progress of A.S.G. projects, committees, and/or department in which the officer is assign to.

Clause 3 Two (2) Administrators positions shall be elected position after the 2009-2010 academic school year and two administrations appointed by the President and to be defined duties as needed. positions.

Clause 4 The Chief Administrator shall be in charge of overseeing all

* + 1. property; including, but not limited to tables, chairs and pop-ups. They shall see that all property is returned in a timely manner and that items are well maintained.

Section 16 East Village High Associated Student Body Liaison

Clause 1 The East Village High Associated Student Body Liaison:

* Shall serve as the point of contact for all work done between the San Diego City College Associated Student Government and the East Village High Associated Student Body
* Is invited to attend all meetings of the San Diego City College Associated Student Government, including but not limited to, the A.S.G. Board of Directors, Senate, and I.C.C. meetings.

Section 17 Miscellaneous

Clause 1 Write-in Candidates

Sub clause 1 Write-in candidates who are elected by the Associated Students shall meet the requirements of the office they are elected to are subject to fulfilling all portions of the nominating process required for their position, as directed by the Constitution and the Bylaws.

Sub clause 2 Write-in candidates elected by the Associated Students will have their requirements reviewed for legitimacy by the Office of Student Affairs, prior to taking office. Write-in candidates are held to the same election qualifications as a regular candidate for positions.

Clause 2 Sessions

Sub clause 1 Newly elected A.S.G. members shall be considered as interim officers on the last day of the scheduled Spring semester and will only be permanent in their position after being recertified eligible by Student Affairs and taking oath of office just prior to the 1st day of Fall Semester.

 Interim officers will take office after proper turnover and training has been completed and approved by the Dean of Student Affairs.

Sub clause 2 The A.S.G. President shall call a session of all members of the new administration to hold a reading of the Constitution, Bylaws, and House Rules at a meeting to be scheduled one week prior to the first day of the new academic school year.

Sub clause 3 All appointees shall read the Constitution, Bylaws, and House Rules prior to the end of the 21-day probationary period and must perform the oath of office at meeting of acceptance.

Sub clause 4 Swearing in must be performed at least one day prior to the start of the semester. Swearing in will be administered at an official ASG function, but not limited to meetings, special events, etc.…

Clause 3 Stipends

Sub clause 1 The Associated Student President, Vice President, Senate President, I.C.C. President, Treasurer, and Secretary shall receive monthly stipends, accumulated through weekly performance, for the fulfillment of their constitutional duties, or any other legitimately assigned duty so long as it is in compliance with the existing rules and regulations that the Associated Students currently operate under.

Sub clause 2 Pay may be repealed on an individual basis anytime by a simple majority vote of the ASG Board of Directors and Senate. Pay may be suspended for a period of one [1] month.

Sub clause 3 Pay may be repealed on the sole basis of non-performance.

Sub clause 4 All suspensions of pay shall be subject to review by the Student Judicial Review Board upon request by the penalized official. The ruling of the S.J.R.B. is final.

Sub clause 5 The actual monthly amount of the Associated Student President, Vice President, Senate President, I.C.C. President, Treasurer, and Secretary stipend shall be as follows:

1. The Associated Student President shall receive a stipend not to exceed two hundred and fifty [$250.00] dollars unless otherwise stipulated by legislation.
2. The Associated Student Vice President shall receive a stipend not to exceed two hundred [$200.00] dollars unless otherwise stipulated by legislation.
3. The Associated Student Senate President shall receive a stipend not to exceed one hundred and fifty [$150.00] dollars unless otherwise stipulated by legislation.
4. The Associated Student I.C.C. President shall receive a stipend not to exceed one hundred and fifty [$150.00] dollars unless otherwise stipulated by legislation.
5. The Associated Student Treasurer shall receive a stipend not to exceed one hundred and fifty [$150.00] dollars unless otherwise stipulated by legislation.
6. The Associated Student Secretary shall receive a stipend not to exceed one hundred and fifty [$150.00] dollars unless otherwise stipulated by legislation.

## ARTICLE III

STANDING COMMITTEES

Section 1 Budget and Finance Committee

Clause 1 The Budget and Finance Committee shall be a standing committee of the A.S.G. Treasurer.

* The committee shall assist the Treasurer in the preparation of an annual budget, and shall ensure the current budget’s use by the Board of Directors.
* This committee will be chaired by the A.S.G. Treasurer.
* The committee shall review planned and actual expenditures for conferences and travel by the Board of Directors and any other representatives of the Associated Students.
* The committee shall make recommendations to allow, alter or deny requests regarding any expenditure.
* The committee shall submit to the S.J.R.B. any issues concerning misuse of finances.
* Positon responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Section 2 Survey Committee

Clause 1 The Survey Committee shall be a standing committee of the Senate President, A.S.G. Vice President, Public Relations Officer and Webmaster.

Clause 2 This committee shall be responsible for developing surveys that will assist the A.S.G. in understanding the needs of the student body.

Clause 3 This committee shall be responsible for providing a method of distributing the surveys to the student body.

Clause 4 Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Section 3 Outreach and Awareness Committee

Clause 1 This committee shall be a standing committee of the Public Relations Officer, Public Events Coordinator, and Webmaster.

Clause 2 This committee shall be responsible for planning, coordinating, and executing of A.S.G. events.

Clause 3 This committee shall be responsible for providing input to the

A.S.G. Secretary and disseminating the Monthly Associated Students Newsletter on City College Campus and San Diego Community College District.

Clause 4 This committee shall be responsible for working with the Webmaster Officer to disseminate the Monthly Associated Students Newsletter via email and City/A.S.G. web sites and other online and electronic media and Public Relations Chair/Public Event Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Section 4 Constitution and Bylaws Committee

Clause 1 The Constitution and Bylaws Committee shall be a standing committee of the Associated Students President and or the Associated Students Vice President, ICC President, Parliamentarian (if filled), Senate President, Government Affairs Officer and two (2) Senators.

* + AS President chairs this committee and delegates duties, as needed.
	+ Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Section 5 AS Scholarship Committee

Clause 1 The AS Scholarship Committee shall be a standing committee of the Scholarship Officer and one (1) senator

Clause 2 This committee is responsible for researching all scholarship opportunities for San Diego City College students.

Clause 3 This committee shall be responsible for the selection of qualified recipients of the Associated Students Government Scholarship. The selections must be approved by the Board of Directors and the Scholarship Coordinator.

* + Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Clause 4 Annual scholarships

* + Annual AS Scholarships shall be awarded regardless of prior meeting of the AS Scholarship Committee.
	+ In the case that the AS Scholarship Committee did not meet and create specific scholarship questions, a blanket question shall be posted that states: “Provide an autobiography that speaks to who you are as an individual. Be sure to touch on any struggles you faced during your college career.”
	+ Specific awarding of the AS Scholarships shall be determined after submissions in the case that the blanket question was utilized.

Section 6 Advocacy Committee

Clause 1 The Advocacy Committee shall be a standing committee of the, Government Affairs Officer, and two (2) Senators

Clause 2 This committee is chaired by the Government Affairs Officer.

Clause 3 This committee shall be responsible for coordinating all education related protests and legislative visits.

* + Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Section 7 Associated Students Newsletter and Website Committee

Clause 1 The Newsletter and Website Committee shall be a standing committee of the Public Relations Officer, Secretary, Webmaster, and one I.C.C. representative.

Clause 2 This committee is chaired by the Public Relations Officer. Clause 3 This committee shall be responsible for coordinating all monthly newsletters.

* + Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Section 8 Martin Luther King Jr. Parade Float Committee

Clause 1 The Martin Luther King Jr. Parade Float Committee shall be a standing committee of the Vice President, Public Events Coordinator, Treasurer, one I.C.C. Representative, and one (1) Senator.

Clause 2 This committee is chaired by the Vice President.

Clause 3 This committee shall be responsible for coordinating with campus staff and tracking any funding given to this project.

* + Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Section 9 Food for Thought Committee

Clause 1 The Food for Thought Committee shall be a standing committee of the I.C.C. and Public Events Coordinator

Clause 2 This committee is chaired by the I.C.C. President.

Clause 3 This committee shall be responsible for coordinating the “Food for the Holidays” event and ensuring students have food accessible to them throughout campus year round.

* + Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

## ARTICLE IV

PARLIAMENTARY LAW

Section 1 Parliamentarian

Clause 1 The Associated Students President or Associated Students Vice President may appoint a Parliamentarian and must be confirmed by the Board of Directors by a two-thirds vote.

Clause 2 The Parliamentarian:

* Shall have a cumulative 2.5 GPA.
* Shall have completed 12 units and currently enrolled in 5 units through San Diego City College.
* Shall be confirmed by the majority of the ASG Council after attending 3 consecutive meetings and successfully completing a 21-day probationary period.
* Shall be a non-voting member of the Board of Directors, and shall be limited to discussion on matters of parliamentary procedure.
* Shall have a working knowledge of the latest edition of Robert’s Rules of Order and the Brown Act and San Diego City College A.S.G. class as required.
* Must **not** be affiliated with the A.S.G.

Section 2 Appeals to the Student Judicial Review Board (S.J.R.B.)

All members must appeal a decision of the Board of Directors on the grounds of unconstitutionality; the appeal shall be in writing and submitted to the Associated Students Senate, which must then call for a student judicial review.

Section 3 Parliamentary Authority

All meetings shall be conducted according to Robert's Rules of Order newly revised in keeping with the Brown Act, and all other governing rules and policies.

Section 4 Quorum

Quorum must be established before any business can be acted upon. A quorum shall consist of a majority of voting members of the A.S.G. Should A.S.G. membership fall below the majority of voting members; the only business that can take place is that of officer reports. A quorum or majority is defined as 50% of actively filled A.S.G. Board positions + 1, Quorum shall be counted by the A.S. President and recounted and verified by the Secretary and noted before business continues.

## ARTICLE V

STUDENT JUDICIAL REVIEW BOARD

Section 1 Members of the Student Judicial Review Board (S.J.R.B.).

Clause 1 The S.J.R.B. of the Associated Students of San Diego City College shall consist of five (5) members appointed by the following:

1. One (1) Justice (a student) shall be appointed by the President of the Associated Students of City College.
2. One (1) Justice (a student) shall be appointed by the Associated Students Vice President.
3. One (1) Justice (a student) shall be appointed by the Associated Students Senate.
4. One (1) Justice shall be either an administrator or faculty member appointed at the discretion of the administration.
5. One (1) Justice (a faculty member) shall be appointed by the Academic Senate of City College.

Section 2 Chief Justice of the Review Board

The appointed justices shall elect their own a chief justice. The chief justice shall be confirmed by a majority vote of the Associated Students Senate and Academic Senate. The chief justice shall convene the S.J.R.B. with a quorum of at least the Chief Justice and two appointed justices after all justices have been notified. The Chief Justice is responsible for keeping accurate records of all S.J.R.B. meetings.

Section 3 Original Jurisdiction

Clause 1 The S.J.R.B. shall have original jurisdiction to review infringements of campus rules, codes, and Bylaws within the control of the Associated Students or as delegated by the administration of the College:

Sub clause 1 The Chief Justice may refer to a superior, competent authority in matters that are criminal or beyond student’s scope of authority. The Chief Justice shall give a confidential report of referral to a closed session of the Board of Directors.

Sub clause 3 The S.J.R.B. shall examine the evidence presented, including statements, applicable precedents, rules, codes, Bylaws, and oral testimony requested by the S.J.R.B.

Clause 2 The decision of the S.J.R.B. shall be delivered in writing to the Associated Students President, the Dean of Student Affairs, and all parties involved, within ten (10) business days from the day the hearings conclude. The

S.J.R.B. decision is final. Section 4 Appellate Jurisdiction

The S.J.R.B. shall have appellate jurisdiction concerning the constitutionality of all contested acts of the student government, recognized student organizations, recognized student clubs, the officers in the execution of their duties, and the members of the Associated Students. The S.J.R.B. shall render a written ruling to the Board of Directors and the Dean of Student Affairs within ten (10) business days from the day the hearings conclude. The S.J.R.B. decision is final.

Section 5 Conflicts of Interest

No Justice shall concurrently hold an executive office in any organization, club or association recognized by the San Diego Community College District, nor be associated with the A.S.G. or the I.C.C. in any other way under the jurisdiction of this Article.

Section 6 Student Justices on the S.J.R.B. are appointments for one academic year.

Student justices can be removed from office by a vote of two-thirds (2/3) of Board of Directors present. Vote for removal cannot take place until a suited appointment has been vetted and approved for replacement. Student Justices may resign with a thirty (30) day notice to allow for a replacement to be found.

Section 7 In the event of a vacant position, the Dean of Student Affairs may appoint a candidate temporally to fill the position while a new candidate is being sought.

## ARTICLE VI

FINANCIAL CODE

Section 1 Purpose

The Financial Code shall define the policies and procedures for the formulation of budgets and financial transactions of Associate Students Government and its affiliated clubs and organizations.

(See EC 76068; SDCCD Manual 3200, 2.2.5; ASC II, 6; ASC V, I & 2)

Section 2 Authority

Under the Education Code and Government Code of the sovereign state of California, the principle financial authority for San Diego City College is vested in the San Diego Community College District and its Board of Trustees. College officials exercising authority delegated by the Board of Trustees in matters of A.S.G. finances are:

* The President of San Diego City College, being responsible for the conduct of Associated Students financial activities. The President of San Diego City College may veto an expenditure of the Board of Directors, but may not alter the annual budget without the vote of the Board.
* The Vice President of Student Services, being responsible for the overall student program.
* The Dean of Student Affairs, being the immediate advisor to the Board of Directors and responsible for the administration, training, development, supervision, and coordination of the A.S.G.
* The Board of Directors, being the official representatives of the San Diego City College student body.
* The A.S.G. Treasurer, being the elected student official to report the state of the treasury and sign requisitions for funds.

Section 3 Amendment

The Financial Code may be amended by a two-thirds (2/3) majority of the Board of Directors as the Constitution provides, with final approval resting in the President of San Diego City College.

Section 4 Principles

Clause 1 A.S.G. funds shall be expended primarily and directly for the benefit of students through the purchase of equipment, materials, projects, or services that the Board of Directors has adopted through the budget or at its discretion.

Clause 2 A.S.G. funds may not be used to support activities failing to meet the college requirement for participation in student activities and must have educational component.

Section 5 Sources of Funds

Clause 1 Sources of A.S.G. Funds shall consist of:

* + Revenues from A.S.G. memberships.
	+ Student representation fees.
	+ A.S.G. and I.C.C. fundraiser, state or any other contributions.
	+ Interest earnings from investments.

Clause 2 All revenues shall be deposited into the Associated Students Government General Fund. (See SDCCD Manual 3200, 2.2.1-6)

Section 6 The Annual Budget

Clause 1 All A.S.G. finances shall be apportioned and executed under an annual budget system.

Clause 2 Preparation of the Annual Budget

Sub clause 1 All budget requests shall be submitted in itemized form to the A.S.G. Treasurer.

Sub clause 2 The A.S.G. Treasurer shall prepare a proposed annual budget, during the Spring semester, with the assistance of the Executive Council and the A.S.G. Budget and Finance Committee to guide the Board of Directors for the following year.

Sub clause 3 With the approval of the Executive Council and the A.S.G. Budget and Finance Committee, the proposal shall be submitted to the Board of Directors. (See SDCCD Manual 3200)

Section 7 Budget Approval by the Board of Directors

The A.S.G. shall adopt a budget for the following year no later than the last week of May by a simple majority vote. Failure to adopt an annual budget before June shall require the use of the previous year’s budget in its place, or of a proposed budget by the Dean of Student Affairs. Final approval of the budget shall be by the Dean of Student Affairs and Vice President of Administrative Services of San Diego City College.

Section 8 Amendments to the Annual Budget

The annual budget may be amended by a simple majority and implemented by Board of Directors, under the following conditions;

* Requests for unbudgeted items and funds in excess of approved amounts must be submitted at least two (2) weeks in advance of need by the A.S.G. Treasurer, unless otherwise stated in the Bylaws..
* All budgetary amendments shall be recorded in the minutes. (See ASB VII, 12)

Section 9 Deposits

Banking of all funds and maintenance of all official accounting records shall be the responsibility of the San Diego City College Financial Clerk:

* All monies collected from A.S.G. event must be substantiated by pre-numbered receipts or some other auditable record.
* All A.S.G. and recognized student organization's funds collected from any source shall be deposited with the San Diego City College Financial Clerk on the first business day following the collection of funds or no later than the third (3rd) business day barring holidays and breaks.
* Expenses incurred in relation to an event shall be paid by check issued by the San Diego City College Financial Clerk. And/or reimbursed with receipts + vendor Proofs

(See EC 76062, SDCCD Manual 3200, 4.1.4, 4.4, 4.4.1b, 5.1-2, 5.5, & 6.1-2)

Section 10 Funds of Inactive Student Organizations

Any registered student organization declared inactive by competent authority shall have its funds placed into the un-appropriated surplus fund and shall not be allowed access to those funds until the Dean of Student Affairs and the A.S.G. deem the terms to be constitutionally active2 under the terms of that club or A.S.G. charter.

Constitutionally active2 is hereby defined Club or A.S.G. Constitution and /or

/Bylaws. (See SDCCD Manual 3200, 5.2, 5.7, & 6.1)

Clause 1 Any club that is dormant for five years that has existing funds in a custodial account shall forfeit all monies to the A.S.G. Club Allocation fund.

Section 11 Expenditures

All purchases, services contracts, or projects shall adhere to the guidelines and policies adopted by the Board of Trustees under the Education Code:

* Purchases of supplies and equipment shall be made in a manner consistent with the procedures of the San Diego City College Business Office.
* All groups or individuals requesting Associated Students funds shall complete a standard requisition form in duplicate, signed by an authorizing Executive Council Officer, the Dean or other representative of the Office of Student Affairs, or if requested by a recognized student organization of that organization’s funds, signed by the authorizing officer and faculty advisor of the organization.
* Receipts shall be required to substantiate the appropriate use of all expenditures by the Associated Students and all recognized student organizations. Failure to submit receipts shall inactivate the account in question. The San Diego City College Financial Clerk shall reactivate the account after the submission of all required receipts. Repeated failure to submit receipts is a negligent omission of responsibility.

(See SDCCD Manual 3200, 5.1)

Section 12 Issuance of Checks

Clause 1 All Checks issued for funds under and in addition to the Annual budget of the Associated Students shall be signed by either the A.S.G. President or ASG Treasurer; an attempt should be made by the President and Treasurer to ensure that one of them are available at all times for check signing.

Clause 2 Checks issued for funds not under the direct administrative control of the Board of Directors shall not require the signature of the A.S.G. President or the ASG Treasurer.

Clause 3 Nothing in this section shall prohibit such officers or the Senate from auditing the procedures used to issue such checks.

Clause 4 All student campus organizations shall submit a signature card of their officers authorized to submit requisitions or sign commercial papers against the organization’s funds. Such cards shall be kept on file with the Office of Student Affairs and the Student Affairs financial clerks.

(See SDCCD Manual 3200, 3.3.2 & 4.4.1c)

Section 13 Minutes Required for Requests for Funds

Requests for funds, in addition to the signatures of officers and advisers, shall be accomplished by the minutes of the organization before the release of funds by the San Diego City College Financial Clerk. Two sets of meeting minutes are required: 1) the original minutes containing the motion to allocate funds and 2) the minutes containing the approval of the minutes of the meeting that approved the original minutes. Please see section for San Diego City College A.S.G. funding criteria for clubs and organizations. Organizations must adhere to and complete the funding criteria before the A.S.G. can process the request.

Section 14 Maintenance of Records

The A.S.G. Treasurer shall make the Financial Code available to all campus organizations through the Public Relations Officer and the Office of Student Affairs. Each club or student organization shall maintain accurate records of all income, expenditures, and copies of requisitions and shall open their books to audit by the A.S.G. Treasurer or District Business Office at any time by the request of the A.S.G. President or by a resolution of the Senate. Such an audit shall be performed before the presence of the A.S.G. Treasurer and/or the District Business Office. All clubs and organizations must keep up to date books of records on file in A.S.G. Office or Student Affairs Office at all times. (See SDCCD Manual 3200, 3.3.4, 4.4, 4.4.1C, & 5.2;)

Section 15 Contracts

Contracts in which the Associated Students is defined as a party, including any San Diego City College recognized student organizations, shall be negotiated with the aid of the Faculty Advisor, signed by the organization’s presiding officers, and signed by the Dean of Student Affairs and the A.S.G. President. Only contractual agreements signed by the Dean of Student Affairs and the A.S.G. President shall be considered valid.

(See SDCCD Manual 3200, 3.2, 4.4.1H & 8.0)

Section 16 Travel Claims

Clause 1 All requests for travel expenditures shall be presented to the ASG Treasurer at least six (6) weeks in advance of consideration by the Board of Directors:

* + - * The request shall include dates, itinerary, methods of travel, proposed housing, a roster of students and accompanying faculty members, approximate cost, and a statement of purpose or value to be achieved.
			* Out of State travel requires Board of Trustee approval one month prior to travel.
			* The Associated Students will pay for meals, travel, and registration fees for conferences, and lodging only on approved trips.
			* If it is not possible to secure a College vehicle, drivers may be reimbursed at a rate of $0.56 per mile or current district mileage reimbursement rate. Air travel may be allowed at lowest competitive cost for trips of great distances which may otherwise disrupt class schedules.
			* The cost of meals shall be made in accordance with District policy. The group leader shall take care to have such charges billed to the Associated Students of San Diego City College as needed.
			* In no instance shall expenses claimed be in excess of authorized amount for the trip.
			* All expenses must be verified by receipts.
			* Daily Stipend may be used per the discretion of the student / individual receiving it providing it doesn’t break any laws and or policies and must have receipts.

Clause 2 In the event of an emergency, the Budget Committee may make an adjustment in the expense limit.

Section 17 Unused Funds

All ending balances remaining in Associated Students budgeted accounts at the end of the academic year shall be returned to the un-appropriated surplus fund.

Section 18 Refund of Dues

No refund of dues1 shall be made without the approval of the Dean of Student Affairs. Refunds shall be made in accordance with District procedures.

Dues 1 are defined as ASG membership Sticker. (See SDCCD Policy 3300, Attachment 1)

## ARTICLE VII

DEFINITIONS

Clause 1 Chair: an individual delegated the authority to set an agenda, as well as direct, debate and maintain order.

Clause 2 Majority: Shall consist of 50 percent plus 1 (50% ± 1) of total voting members (and or simple majority).

Clause 3 Office hours: hours logged in by ASG members and perspective ASG members to work on ASG related business. ASG related business includes but is not limited to:

1. Participatory governance committees.
2. Projects authorized by the ASG.
3. Projects authorized by the Dean of Student Affairs and/or advisor.
4. Projects authorized by the Office of Student Affairs.
	* + - *Projects include ASG sponsored events; District sponsored events, SSCCC, Region X, and/or national conferences, ASG meetings, Club meetings.*
			- *Office hours do not include performing homework, meals or personal business, counseling/financial aid/ tutoring/ admissions appointments, scheduling classes or in your class, or during another execution of a paid job of any kind including other campus positions.*
			- *Office of Students Affairs SHOULD MONITOR and OBSERVE ASG MEMBERS WHO ARE SIGNED IN.*

Clause 4 Semester: is defined as a full 16 week academic period, as scheduled by the district.

Clause 5 Charter Organization is an organization recognized by the Office of Student Affairs, consisting of at least ten (10) registered members with an Associated Students Membership. Chartered organizations must participate in all I.C.C. scheduled meetings and only chartered organizations are eligible to request funding from I.C.C.

Clause 6 Registered Organization is an organization recognized by the Office of Student Affairs, consisting of at least six (6) registered members. Registered organizations are encouraged to participate in all I.C.C. scheduled meetings, and may only obtain funds from Fund Raising.

Clause 7 Ralph M. Brown Act is the governing document for open and transparent meetings that requires posting the agenda seventy two (72) hours in advance for a regularly scheduled meeting and forty eight (48) hours in advance for a special meeting and twenty four (24) hours for an emergency meeting. No item may be acted upon that is added after the agenda has been posted; only discussion and put to action in a future meetings.

(See California Government Code Sections 54950 through 54962)

Clause 8 Conflicts of interest is when an A.S.G. officer, contrary to the obligation and absolute duty to act for the benefit of the student body or A.S.G., exploits the relationship for personal benefit, typically pecuniary ~~of or~~ (relating to money), is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other. There shall not be more than three (3) members of same group(s), club(s), and organization(s) sitting on the Board of Directors at any time, with the exception of recognized honor societies.

Clause 9 Super Marjory or 2/3 Vote of those who voted motions require: Amend (Annul, Repeal, or Rescind) any part of the Constitution, By-laws, or Rules of Order, previously adopted; it also requires previous notice, Amend or Rescind a Standing Rule, a Program or Order of Business, or a Resolution, previously adopted, without notice being given at a previous meeting or in the call for the meeting, Discharge an Order of the Day before it is pending, Limit, or Extend the Limits, of Debate, Extend the Time, the Names to be Voted for Expel from Membership: it also requires previous notice and trial, Depose from Office: it also requires previous notice, discharge a committee when previous notice has not been given.

## ARTICLE VIII

ELECTION CODE

Section 1 Authority

The Associated Students, as a representative student government organization under the California Education Code for the student body of San Diego City College, shall have power to codify its election processes within this Election Code.

Section 2 Election Board

Clause 1 The Commissioner of Elections (Hereinafter referred to as the “Commissioner”) must be appointed by the President 20 instructional days prior to the first day of actual elections and the Election Committee members, 15 instructional days prior to the first day of actual elections and ratified by the AS Senate.

Clause 2 The Election Board will consist of the Commissioner.

Clause 3 No person who is currently either a member of or a candidate for any branch of the Associated Students Board (including the S.J.R.B and I.C.C.) staff may sit on the Election Board.

Clause 4 The Commissioner will be compensated with a stipend of up to $200 to be determined by the Office of Student Affairs; including both the regular and any runoff elections, if necessary.

Section 3 Eligibility of Elected Positions

Clause 1 All candidates of the positions must meet the qualifications established by the A.S.G. Constitution and Bylaws by petition deadline.

Clause 2 A students must be in good standing, with a grade point average of at least 2.5 and at least twelve units completed, and at least five units in progress.

Clause 3 No members or candidates shall be in a probationary status as determined by the College regulation for disciplinary reasons.

Clause 4 Running for an Executive position such as President, Vice President requires at least one semester or sixteen (16) weeks of previous experience in the San Diego College A.S.G.

Sub clause 1 In the event of ones lack of experience within the ASG Board, a student must submit a letter of recommendation from a faculty member and/or advisor demonstrating leadership capability relevant to the A.S.G. This must be approved by the advisor of the A.S.G.

Clause 5 Candidates must meet the prescribed requirements as noted in the Constitution and Bylaws for eligibility.

Clause 6 No candidate will serve in the same position for more than two (2) consecutive terms in a three (3) year span.

Clause 7 All candidates must have a current A.S. membership at the point of submission of their election application and throughout their term.

Clause 8 To avoid a conflict of interest, no Executive A.S.G. Member will simultaneously hold an executive office/and or principal position, in any recognized club or student organization.

Clause 9 Any and all members of Election Board who continues to meet the specified qualifications will have 1st consideration to sit the S.J.R.B. in case of vacancies.

Clause 10 No candidate may assume office without thoroughly reporting all clubs and organization affiliation and must keep current or it is a violation.

Section 4 Nominations

Clause 1 Candidates must be nominated by a duly authorized petition containing the signatures of one hundred (100) currently registered students for both the Associated Students President and Associated Students Vice President candidates, and a minimum of fifty (50) currently registered students for all remaining candidate positions. Each petition will have the following statement of compliance for all students who sign petitions:

“I am signing in good faith that I am registered student at San Diego City College”

Clause 2 Each petition submitted will have the following statement of compliance: “I the undersigned concur that I meet all qualifications for a San Diego City College A.S.G. position and assume the responsibility for becoming familiar with the Election Code, the San Diego City College

A.S.G. Constitution and Bylaws, and the Student Code of Conduct. I also recognize that if I violate any of these regulations that I may be subject to sanctions from any of the above mentioned college policies and procedures.”

Clause 3 Petitions must be submitted to the Office of Student Affairs, by the registration deadline.

Clause 4 Petitions must be revised and their legitimacy determined by the Election Committee in conjunction with the Dean of Student Affairs, a minimum of ten (10) instructional days prior to the first election date. All petitions and election documentation will remain on the file with the Office of the Dean of Student Affairs.

Clause 5 If during campaigning or post-election and prior to swearing in the candidate, whereas candidate is no longer meets the eligibility requirements, then he or she is disqualified immediately.

Section 5 Campaigning and Publicity Regulations

Clause 1 All campaigning and publicity done on behalf of a candidate or group of candidates must meet the official school policies governing the students at San Diego City College in addition to the provisions entailed in this Election Code.

Clause 2 All campaign, publicity, and/or advertising materials must be approved and initialed by the Commissioner of Elections or the Office of Student Affairs. Campaign materials must contain the following on each item: “This advertisement is endorsed by [insert the candidate’s name].”

Clause 3 Candidate is responsible for all publicity or campaigning performed on their behalf.

Clause 4 Elections

Sub clause 1 There is to be no campaigning in San Diego City College rooms containing computers access to the election voting website, included, but not limited to the fifty (50) feet from following facilities: the entire Cafeteria; the entire City College library, the entire English and Math Tutorial Centers and the entire TRIO and MESA centers. Campaigning must include, but is not limited to the presence of a candidate and/or staffer within the above described areas.

Sub clause 2 there shall be no campaign, publicity or advertising materials within the marked polling areas. Campaign, publicity or advertising materials are hereby defined as any materials or objects containing the name(s) or positions of any candidate or group or affiliation pertinent to the election.

Sub clause3 any student approaching the polls while visibly carrying campaign/wearing, publicity or advertising materials is subject to sanction by the Election Committee Board.

Clause 5 Posting of Campaign Materials

Sub clause 1 All campaign materials shall meet campus posting regulations.

Sub clause 2 All campaign, publicity or advertising materials must be affixed with blue painter’s tape.

Sub clause 3 Must meet banner size specifications of 3 foot by 6 foot or less.

Sub clause 4 Each candidate shall be responsible for the removal of their campaign, publicity or advertising materials no later than seventy two hours following the closing of the polls.

Sub clause 5 Campaign materials shall not be made using City College and District materials or use of mechanism therefore, besides the butcher paper.

Sub clause 6 Campaign material that is one 5 inch by 3.5 inch quarter sheet may be utilized and posted in classroom and in elevators.

Section 6 Voting Procedures Clause 1 Paper Ballots

The date of all San Diego City College A.S.G. elections will be determined by the Office of Student Affairs. There must at least one paper ballot location on campus. The Office of Student Affairs will provide staffing for paper balloting. One member of the Election Board will be available at all times. The polling places will be open for two (2) to six (6) consecutive days, at a minimum of eight (8) hours between 8:00 am to 6:00 pm.

Clause 2 Online Polls

All computers that are on the property of San Diego City College with access to online City College voting shall be considered polling places. All candidates and/or campaign staff, publicity or advertising materials will not be permitted in the poll areas.

Sub clause 1 Candidates or campaign staff shall not use their personal computer or other electronic devices1 at San Diego City College to solicit votes or provide alternative voting locations. Electronic device are hereby define as smart phones, or any other internet ready device

Sub clause 2 No electronic device1 may be in possession of the candidates or staff on elections day

Clause 3 Candidate’s legal name will appear on the ballot with nicknames in parenthesis if requested.

Section 7 Determination of Election Results

Clause 1 Election of the Executive Branch will be determined by a majority vote. Majority is hereby defined as the greatest number of votes. In the event of a tie among the winning candidates, a run-off election will be held between those candidates.

Clause 2 The Election of the Senate shall be filled by the candidates with the greatest number of votes, until the Senate is filled. Senator positions not filled after an election shall be filled through Presidential appointment, by prior incumbent Senators. This appointment will not have to fulfill the probationary period requirement. The appointments shall be voted on by a majority approval of the current sitting Board of Directors.

Clause 3 In the event, in which the newly seated President resigns after being seated, the Vice President will assume the position as President. In the case in which the newly seated Vice President resigns after being elected, the Vice Presidential candidate with the second highest votes will assume the position as Vice President.

Section 8 Propositions, and Amendments to Bylaws and Constitution Clause 1 Qualifying Propositions

A petition to place a non-binding initiative on the ballot shall have not less than two (2) percent of the student body’s signatures to qualify. Each proposition so qualified shall be worded in the form of a question that may be answered “yes” or “no,” and the propositions shall be numbered consecutively from the date this Article is adopted, so that each one shall have a unique number i.e. 18,000=360 signature for 2%

Clause 2 Amendments to the Bylaws

On the failure by the Board of Directors to pass an amendment to the Bylaws, a petition to place the amendment on a ballot shall have not less than five (5) percent of the student body’s signatures to qualify; the Board of Directors may not prevent any qualified amendment under this Section to be placed on a ballot, and the Board must place it on the next general election ballot and must pass by simple majority. And/or call a special election if more than five (5) matters that needed be voted on.

Clause 3 Amendments to the Constitution

The students as prescribed in the Constitution shall ratify all constitutional amendments, after approval by the Board of Directors. All petitions to amend the Constitution shall be submitted to the Student Senate as stipulated in the Constitution, but a petition calling for a constitutional convention shall be submitted to the full Board of Directors

Section 9 Special Election

All elections which are not held concurrently with the general elections for Executive Council officers or members of the Student Senate shall be special election. A special election may be called on three-fourths (3/4) vote of the Board of Directors or by the presentation of a petition of at least five percent of the student body.

Section 10 Violations

Clause 1 In the event of a violation of the Election Code, it is the responsibility of the Commissioner to identify the violation, and take the appropriate measures to resolve it.

Clause 2 If the Commissioner of Elections has not resolved the violation, any individual may present the violation in writing to the Election Board within twenty four (24) hours of the violation.

Clause 3 When presented with a violation, the Election Board must convene within seventy two (72) hours to review the complaint. At that time, the person presenting the complaint and the candidate in question must appear before the Election Board with any witnesses. The Election Board will review the complaint, determine its merit, and decide what actions should be taken at that time. The names of all witnesses, and or any evidence used the in hearing must be provided to the opposing side and the Election Board committee at least twenty four (24) hours prior to the Election Board meeting.

Clause 4 Any infraction of the Election Code by a candidate or a member of their campaign staff will result in holding in abeyance all votes until a determination is made by the Election Board as to the appropriate course of action.

Clause 5 The Election Board has the authority and must impose sanctions upon candidates for violating the Election Code. Those sanctions may include, but are not limited to written warnings, written citation, restitution and disqualification.

Clause 6 Three (3) or more violations of Election Code by a candidate, staff, or running mate(s) is immediate disqualification of candidate and any and all running mate(s). Candidates may appeal decision of Election Code violations.

Section 11 Election Board Duties and Responsibilities

Clause 1 The general responsibilities and authority for all San Diego City College A.S.G. sponsored elections will lie with the Election Board. The Election Board is the interpreter of the Election Code, but is bound by the provisions in the San Diego City College A.S.G. Constitution and Bylaws.

Clause 2 The Election Board has the responsibility for policing the campaign. It is the responsibility of the Election Board to sit as a hearing body as deemed necessary.

Clause 3 The Election Board will be responsible for the general adherence of the candidate’s campaign to the Election Code. Any member of the Election Board may inform the parties involved in writing when a violation of the Election Code occurs and require them to adhere to the Election Code. If the violation is not rectified immediately; the violation will be brought before the Election Board for sanction.

Clause 4 The Election Board may make decisions regarding areas not covered by the Election Code within the scope of their roles as the Election Board members, and will seek consultation with the Dean of Student Affairs when necessary.

Clause 5 The Election Board will abide by Robert’s Rules of Order.

Section 12 Responsibility of the Commissioner of Elections

Clause 1 The Commissioner of Elections and the A.S. President will identify the Election Committee members. The Committee will consist of one representative appointed by the A.S.G. President, A.S.G. Senate, and one representative appointed by the Dean of Student Affairs and one other member appointed the election committee for a total of five (5) members. It is the responsibility of the Commissioner to ensure that the meetings are run fairly, and must be responsible for the conduct of the members of the Election Board during the election.

Clause 2 The safe keeping of the ballots, ballot boxes and marking devices will be the sole responsibility of the Dean of Student Affairs and the Commissioner.

Clause 3 If any individual feels that the Commissioner has not carried out their responsibilities within direct accordance of the Election Code, the matter may be taken to the Student Judiciary Review Board (S.J.R.B.) for their review and direction.

Clause 4 Anything not specified in the Election Code must be cleared and approved by the Commissioner of Elections prior to action by the candidate. Failure to adhere to the Election Code could result in the candidate being disqualified and must be punished.

Clause 5 Anything not reference in the San Diego City College Election Code shall still be subjected and accordance to with federal, state, county, Election Code(s), local policies and laws, and the Election Committee shall be the final imputation of such election codes.

Section 13 Student Code of Conduct and Ethics

Students who violate any of the above mentioned provisions, may be subject to not only the Election Code violations, but also may be subject to a SDCCD Policy 3100 Student Code of Conduct violation, which may include, but not limited to, a written reprimand, restitution or suspension from the San Diego Community College District and result in the loss of current office and the privilege of rejoining the A.S.G. at any future date.

Section 14 Definitions

Clause 1 Associated Students Government (A.S.G.)

Student governing body of San Diego City College as defined in

CA Education Code 70902(b) (7) required the Board of Governors to adopt regulations that “. . . ensure faculty, staff, and students . . . the right to participate effectively in district and college governance.” The regulations are contained in Title 5, sections 53200 et seq., 51023.5. And 51023.7. (Hereinafter referred as the San Diego City College ASG)

Clause 2 Associated Students Government Board of Directors is defined as the: A.S. Senate, A.S. Executive Council, other Board positions and the three (3) Inter-Club Council (I.C.C.) Representatives. (Hereinafter referred as the Board of Directors)

Clause 3 A.S.G. Senate is defined as the: collective body of the Student Senators and the A.S.G. Student Senate President, A.S.G. Senate Vice President, and A.S.G. Senate Secretary. (Hereinafter referred as the Senate)

Sub clause 1 The Board of Directors shall fix the number of Senate seats that will be declared, open for the spring elections, in a ratio of one (1) per fifteen hundred (1,500) regularly enrolled students, based on the number of students enrolled on the last day to add during fall semester classes.

Clause 4 A.S.G. Executive Council is defined as the A.S. President/Student Trustee, Vice President and other Executive officers as defined by the

* + 1. Constitution and Bylaws. (Hereinafter referred as the Executive Council)

Clause 5 Student Judicial Review Board (S.J.R.B.) is defined as the judicial branch of the student government. (Hereinafter referred as the Student Judicial Review Board or the S.J.R.B.)

Clause 6 I.C.C. is defined as the body made up of Student Organizations or Student Clubs representatives. The three (3) I.C.C. representatives who act as liaisons between the A.S.G. and the Clubs and, sit on the A.S.G. Board of Directors are three (3) I.C.C. representatives and each have a single voting power at the Board of Directors meeting and any other powers, rights, privileges, responsibilities as defined by the A.S.G. Constitution and Bylaws and/or I.C.C. Bylaws and/or Constitution. (Hereinafter referred as Inter-Club Council or the I.C.C.)

Clause 7 Active is defined as an A.S.G. member who fulfills their office hour requirement, responsibilities as directed by the San Diego City College A.S.G. Constitution and Bylaws, maintains good academic standing, probation is completed, has a good standing attendance record at the A.S.G. meetings and holds a current A.S.G. sticker.

Clause 8 Semester: is defined as a full eighty (80) days of academic period, as scheduled by the district.

## ARTICLE IX

FUNDS ALLOCATION REQUIRMENTS

Section 1 Funding Criteria/Allocation of Funds

Clause 1 The Associated Students Government (A.S.G.) of San Diego City College, in its effort to more equitably serve its clubs/programs/organization/individuals, fairly and expeditiously in regards to sponsoring any event, excursion or any other activity that requires financial support has therefore compiled the following guidelines that all chartered/registered clubs/organizations/individuals must abide by if they wish to receive financial assistance.

Clause 2 Any chartered club/or Student organization wishing to receive financial assistance from I.C.C. for events, excursions, or other activities must provide the following, per the A.S.G. of San Diego City College:

* + - * The representative requesting the funds from I.C.C. for chartered club/academic organization must be the advisor/President or a designated representative not holding an office in ASG.
			* Complete the requesting funds form and return it to the I.C.C. Secretary at minimum, 30 days prior to the event.
			* Be an active and chartered club sponsoring a student event, as determined by the Office of Student Affairs, ASG, and/or ICC.
			* Provide a complete description of the event on the space provided on the requesting funds form. Any material regarding the event must be attached to the form.
			* A cost breakdown of attending the event and invoices must be included with your request for funding, or if requesting for funding to host an event (speaker fees, etc.), provide an invoice or a typed/written estimate.
			* Provide information demonstrating that your chartered club/academic organization is actively trying to raise funds.
			* If chartered club is requesting funds, a copy of their budget must be attached to the request form.
			* Chartered club/Student organization must attempt to submit a draft copy of their master calendar for the semester (obtained through the Office of Student Affairs).
			* Chartered clubs are required to attend a minimum of three (3) ICC meetings per month or no less than (90%) meetings per semester, as scheduled by the ICC.
			* A chartered club must provide proof of at least ten (10) active members who have Associated Students membership. Names of those students and their Associated Students membership number must be submitted along with the request for funds.
			* Provide a description of how the event, excursion and/or activity will benefit, promote, and/or advance the educational goals of students at San Diego City College.
			* Chartered club/student organization shall provide any additional documents not listed or mentioned to their funds request that will help the ASG in its decision-making process.
* Club/organization must provide at least fifty percent (50%) of the cost of their event of purpose requested.

Clause 3 Academic organization

Any academic organization wishing to receive financial assistance from ASG for events, excursions, or other activities must provide the following, per the ASG of San Diego City College:

* Complete the requesting funds form and return it to the ASG Secretary at minimum, 30 days prior to the event.
* Provide a complete description of the event on the space provided on the requesting funds form. Any material regarding the event must be attached to the form.
* A cost breakdown of attending the event and invoices must be included with your request for funding, or if requesting for funding to host an event (speaker fees, etc.), provide an invoice or a typed/written estimate.
* Provide information demonstrating that your chartered club/academic organization is actively trying to raise funds.
* If academic organization is requesting funds, a copy of their budget must be attached to the request form.
* Provide a description of how the event, excursion and/or activity will benefit, promote, and/or advance the educational goals of students at San Diego City College.
* Academic organization shall provide any additional documents not listed or mentioned to their funds request that will help the ASG in its decision- making process.

Clause 4 Upon being granted allocation of monies by ASG, chartered club/academic organization must:

* Submit a written report or prepare a power point presentation to the ASG

**within two weeks** after the event, excursion or activity.

* The report must be typed and submitted to the ASG Secretary. The report must contain, but is not limited to, a summary of the event, who attended, how many people attended, etc. Receipts that justify all monies allocated by the ASG must accompany the report. Violation of this article will forfeit the chartered club/academic organization from requesting funds for the remaining of the semester.
* The President, advisor or designated executive, or club member who is not holding a position in ASG must prepare and give a five (5) minute

*Addendum*: presentation to the ASG Council during Public Forum on what they and/or their representatives learned from attending/hosting the conference/event/activity and how attending/hosting the conference/event/activity benefits San Diego City College. *The A.S.G of San Diego City College reserves the right to use their discretion in regards to allocating monies to any club/organization/program/individual. Please keep in mind, the allocation of funds to clubs/programs/organizations/individuals is a privilege, not a right. Through a Democratic process, the ASG will assess your need, review the provided documentation, and vote on your request for funding. This process can take a long time. Please adhere to the fund allocation requirements and submit your request within the recommended time frame to prevent delays in your request.*

## ARTICLE X

TRAVEL REQUIREMENTS

Section 1 Selection

The ASG President and Dean of Student Affairs or advisor shall determine the selection criteria for all ASG sponsored travel to conferences.

Section 2 Guidelines for the Selection Criteria

The following guidelines shall be adhered to during the selection process:

* ASG member must be in good standing academically
* ASG members should meet the selection criteria as directed by the ASG President to include at least a one paragraph written request of why they should go.
* ASG members must have completed all office hours and job responsibilities.
* ASG members selected to attend ASG sponsored conferences shall submit a one page report written and oral or 3-5 minute printable presentation, within one week of the conference attended. Failure to submit a report or presentation will forfeit the ASG member from ASG travel for the rest of the academic school year
* Prospective ASG members are not eligible to attend conferences until after successfully completing their 21-day probationary period. Prospective ASG members are eligible to attend ASG sponsored retreats.
* ASG member selected to attend a conference and drops out less than two weeks prior to the trip, shall forfeit remaining ASG travel the rest of the academic school year unless for a medical emergency such as hospitalization.

## ARTICLE XI

IMPEACHMENT AND PRESIDENTIAL PROCLAMATION

Section 1 Impeachment

Clause 1 An elected or appointed officer will be removed if he/she violates the Constitution and or Bylaws.

Clause 2 Reasons for removal from office:

* Not fulfilling the job requirements of the office per the Constitution and Bylaws.
* Conflicts of interest and forwarding personal agendas that is contrary to the popular consensus of the student body or to the detriment of the ASG.

Section 2 Presidential Proclamation

Clause 1 Presidential Proclamation is an instrument that states a condition, declares a law and requires obedience. For example: If a person who has missed three consecutive meetings, the ASG President can utilize his/her proclamation power to remove the officer with at least a simple majority of the Board of Directors present.

Clause 3 Acts that are deemed an officer be removed from office through Presidential Proclamation are:

* More than three (3) consecutive absences and/or five (5) unexcused absences in a semester.
* More than four (4) consecutive weeks or five (5) weeks of a semester of not meeting the weekly hour requirement in a semester.
* If an officer has verbally stated that he/she will resign from office but has not formally done so in writing in the next scheduled meeting.
* Excusable absences include:
	+ - 1. Missing meeting because of a class.
			2. An official College Shared Governance’ Committee.
			3. An official A.S.G. recognize meeting or conference.
			4. A verifiable emergency.
			5. Giving the A.S.G. prior notification for excusable absence.
	+ Any one disciplined for breaches of Oath, the A.S.G. Constitution and/or Bylaws, SDCCD Policy 3100, City College Code of Conduct breaches will be immediately impeached and not eligible to rejoin the

A.S.G. at any time thereafter.

* + Any officer that has been removed will have their removal and reasons for removal posted publicly, for a minimum of one (1) week and recorded in the A.S.G. official Permanent Records, in accordance to the CA Brown Act, and the CA Public Records Act.
	+ All breeches must be fully documented and handed over to the SJRB within 72 hours.

Clause 4 Any officer removed through Presidential Proclamation may submit an appeal to the SJRB.

Section 3 Impeachment Process

Clause 1 In the event that a member of the Associated Students feels that a senator or executive council member has not performed the responsible execution of duties as directed by the Constitution and Bylaws, the complainant carries the right to request that the senator or executive council member being accused, be removed from office immediately with physical proof of 3 or more minor infractions or 1 serious offence i.e. utilization ASG property or office for personal use, attached i.e. Office hours records , meeting attendance . Removal from office must be approved by a two-thirds vote of the two-thirds of the entire body of Associated Students council present.

Clause 2 The removed senator or executive council member may appeal to the SJRB. The SJRB shall act upon the student’s request if not for serious documented violations (see bylaws), unless the request is withdrawn by the student.

Clause 3 The SJRB will meet in closed session, first with the executive council member or senator whom the complaint is against, and then with the complainant who brought forth the complaint against the senator or executive council member.

Clause 4 The SJRB will review, and make a determination (based on the rules, regulations, policies, code, etc.) and report to Dean of Student Affairs, the Associated Students President, the Associated Students Vice President, all senators and complainant in writing and verbally in council meeting within 72 hours. SJRB decision is final, and their report will be posted publicly, and recorded in the A.S.G. official Permanent Records, in accordance to the CA Brown Act, and the CA Public Records Act.