



Associated Student Government of Cuyamaca College

ASGCC Bylaws
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**Associated Students of Cuyamaca College
Bylaws**

This document may also be referred to as the ASGCC Bylaws

**Article I
General Duties and Responsibilities of the Associated Student
Government Officers**

Section 1 – General Duties

In addition to the specific responsibilities of the individual officers (refer to Bylaws Article I, Section 2), all members of the Associated Student Government of Cuyamaca College, hereafter referred to as the ASGCC, shall maintain and uphold the ASGCC Constitution, Bylaws. Also, all members of the ASGCC Board, and or any of the ASGCC Branches shall participate in the following duties:

- A. Attend all scheduled meetings as required by the acting ASGCC President, and attend all committee meetings as appointed to and required by the acting ASGCC President.
- B. Represent the interests of all students currently enrolled at Cuyamaca College.
- C. The ASGCC Board voting membership shall maintain the privilege to vote on all ASGCC matters, excluding the President. The President shall only vote in the case of a tie or when a supermajority is required;
- D. Review and approve the ASGCC’s annual budget.
- E. All ASGCC board members may be assigned additional duties by the acting ASGCC President as deemed necessary;
- F. All ASGCC members may be assigned additional duties by a [$\frac{2}{3}$] two-thirds vote of the ASGCC board as deemed necessary;
- G. Participate in leadership development and team building programs, trainings, and activities;
 - a. A minimum amount of trainings and workshops shall be assigned by the acting ASGCC President at the commencement of each new semester;
 - i. The amount set by the acting ASGCC President must be approved by the acting ASGCC advisor;
 - ii. Failure to comply with the set amount of duties by semester’s end shall be subject of disciplinary action as deemed necessary by the ASGCC Board;
- H. Serve as a student representative on college committees as appointed by the ASGCC President and or the acting ASGCC Advisor;
- I. Shall provide the acting ASGCC Secretary, and or acting ASGCC President a written version of any report they wish to present [1] hour prior to ASGCC Board meeting they will present it at.
- J. Schedule and maintain weekly office hours to be held in the ASGCC Office;

Section 2 – Voting Members and Specific Duties of Officers

The voting membership of the ASGCC shall consist of the President, the Executive-Vice President, the Vice-President of Equity and Inclusion, the Treasurer, Club Coordinator, Director

of Activities, Director of Public Relations, and no more than eight [8] Senators. The duties inherent to the above offices shall be the following:

President

- A. Develop and implement the annual goals for the ASGCC;
- B. Develop and submit the annual ASGCC budget for approval;
- C. Attend at least one [1] Governing Board meeting per semester in office;
- D. Appoint student representatives to ASGCC committees and to college committees;
- E. Take appropriate actions as President of the Associated Students of Cuyamaca College, but be accountable to the ASGCC for said actions;
- F. Retain the power to veto actions and resolutions passed by the ASGCC;
- G. Appoint members of the ASCC & ASGCC Board Members to interim positions as positions become vacant and until filled by standard procedures. ASGCC Board Members appointed to Interim ASGCC Board positions shall remain their original position;
 - a. This power shall be outlined in Article XV Interim Positions & Subdivision Positions, section 2
- H. Reserves the right to choose their successor in case of their absence and or in the event they no longer hold the position;
- I. Maintain at least five [5] office hours per week.

Executive Vice-President

- A. Serves as co-head of the Legislative Branch;
- B. Communicate the needs of the ASGCC Board;
- C. Take appropriate actions as head of the Legislative Branch, but be accountable to the ASGCC and the Legislative Branch for said actions;
 - a. This power may only be invoked with the consent of the acting Vice-President of Equity and Inclusion
- D. Develop legislation in relation the ASGCC Board to improve board proceedings, ASCC and ASGCC relations, and ASGCC Board interpersonal relations;
- E. Shall head and oversee all strictly internal-ASGCC initiatives, projects and programs developed to better board proceedings, and relations.
- F. Maintain at least five [5] office hours per week.

Vice-President of Equity and Inclusion

- A. Serves as co-head of the Legislative Branch;
- B. Communicate the needs of the students of Cuyamaca College;
- C. Take appropriate actions as head of the Legislative Branch, but be accountable to the ASGCC and the Legislative Branch for said actions;
 - a. This power may only be invoked with the consent of the acting Executive Vice-President
- D. Serve as a liaison in public functions between the ASGCC Board and the ASCC as deemed necessary by the ASGCC Board;
- E. Develop legislation and programs in relation to the betterment of Cuyamaca College student lives;

- F. Shall head and oversee all initiatives, projects and programs developed to better student life and promote equity;
- G. Maintain at least five [5] office hours per week.

Treasurer

- A. Oversee the implementation of the financial policy;
- B. Maintain an updated copy of the ASGCC's financial records that will be stored within the ASGCC offices
- C. Aid the Legislative Branch in reviewing funding allocation requests external sources;
- D. Aid the Legislative Branch in developing and update ASGCC funding criteria;
- E. Develop ASGCC fundraising proposals and aid in their completion
- F. Maintain at least five [5] office hours per week.

Senators

- A. Be responsible to the wishes of the students of Cuyamaca College;
- B. Initiate legislation, draft resolutions, formulate policies, develop codes and Bylaws, and create ad hoc committees as deemed necessary;
- C. Assumed any duties deemed necessary by an acting Legislative Branch co-head;
- D. Confirm all Presidential appointments by a majority vote unless otherwise noted in the Bylaws that pertain to the appointment;
- E. Keep informed on state, local, and college policies that relate to the general welfare of all Associated Students of Cuyamaca College;
- F. Assist, participate in all Senator Projects
- G. Maintain a minimum of five [5] office hours per week.

Club Coordinator

- A. Act as a liaison between the ASGCC and the ASCC Clubs.
- B. Maintain regular contact with all ASCC club advisors and presidents.
- C. Reserve the right to report to the ASGCC on all club activities and goals in place of actual club representatives.
- D. Conduct meetings with club representatives when necessary.
- E. Maintain an updated club roster to be available both online and in room I-124, which must include:
 - a. Club advisors
 - b. President
 - c. Meeting times and locations
- F. Manage and supervise the Club Board for proper usage by clubs (the Club Board is to be located in the Student Center).
- G. Recommend to the Student Affairs Office that clubs be dissolved after one (1) semester of said club not being in good standing with the ASGCC.
- H. Assume any additional duties as deemed necessary by the ASGCC President
- I. Maintain a minimum of [5] five office hours

Director of Public Relations

- A. Assist in the publicizing of the ASGCC using all forms of media and communication in order to build, maintain and uphold the reputation of the ASGCC;
- B. Assist in the planning and implementation of all Public Relations strategies;
- C. Monitor all ASGCC publicity for compliance with the Cuyamaca College Code of Conduct and Cuyamaca College Publicity Regulations;
- D. Assist in the carrying out of any necessary research to find out the concerns and expectations of the Students of Cuyamaca College;
- E. Aid in any duties deemed appropriate and necessary in order to assist officers involved in the ASGCC's Public Relations efforts.
- F. Oversee the production of the ASGCC newsletter and ensure it is up to par with all ASGCC standards and goals.
- G. Assume any other duties deemed necessary by the ASGCC President;
- H. Maintain a minimum of five [5] office hours per week.

Director of Activities

- A. Assist in the planning and coordination of events and activities for Cuyamaca College Students;
- B. Recruit event participation and see ASGCC events and activities to their completion;
- C. Coordinate at least one student activity or event per month;
- D. Assist the ASGCC in the coordination of their projects, events and activities.
- E. Assume any other duties deemed necessary by the ASGCC President;
- F. Maintain a minimum of five [5] office hours per week.

Section 3 – Non-voting Members

The non-voting members of the ASGCC shall include the following officers as depicted in the constitution:

Secretary

- A. Keep accurate written minutes of all proceedings transacted during ASGCC Board meetings and maintain complete and accurate files of all such meetings;
- B. Prepare General or Special meeting Agendas for ASGCC Board meetings;
- C. Perform any other functions as deemed necessary by the President or by a majority vote of the ASGCC;
- D. Shall uphold Article XV, Section 2;
- E. Maintain a minimum of five [5] office hours;

Chief of Staff

- A. Oversee the archiving of the office hours of officers.
- B. Manage the Executive Calendar
- C. Act as an advisor to the Executive Branch, in whatever capacity is needed;
- D. May act as a liaison between any member of the Executive Branch and the public;
 - a. This may only occur with the explicit consent of the officer they're representing
- E. Schedules meetings for Executive Branch officers, as requested by an officer or member of the public;
- F. Manages committee calendar for members of the Executive Branch;
- G. Maintain a minimum of five [5] office hours;

Historian

- A. Shall uphold Article XV, Section 2;
- B. Maintain an archive of all ASGCC media;
 - a. Applicable media will entail photos, videos, quotes, flyers, and any other appropriate memorabilia
- C. Make a presentation, at the last ASGCC Board meeting of each semester, of all media gathered for the semester in the following forms:
 - a. One portfolio of all ASGCC event media and other related media organized by month
 - b. During the last meeting of the semester, the Historian shall present a summary presentation of some of the highlights of ASGCC events and milestones.
- D. Assume any other duties deemed necessary by the ASGCC President;
- E. Maintain a minimum of five [5] office hours;

Magistrate

- A. Serve as head of the Judicial Branch
- B. Provide a monthly report of constitutional standing of meetings, members, students' rights, and when necessary, appointments and elections to the organization's meetings
- C. Shall be well rounded on the constitution, bylaws, and Brown Act.
- D. Reserves the power of judicial review.
- E. Maintain at least five [5] office hours per week.

Associate Magistrate.

- A. Shall be well rounded on the constitution, bylaws, and Brown Act.
- B. Reserves the power of judicial review with the unanimous consent of the judicial officers.
- C. Reserves the power to overturn a judicial review.
- D. Maintain at least five [5] office hours per week.

Section 4 - Representatives and their Attached Duties

These roles serve a link between the ASGCC and their specific organization whether it is the Governing Board, and or ASCC Clubs

ASG Club Representatives

- A. The inherent duties of the ASG Club Representatives shall be as follows:
 - a. To actively and accurately represent the interests of their respective student club or organization to the ASGCC.
 - b. To assist their respective student club or organization in maintaining Good Standing status with the ASGCC as stipulated under Article XII of the ASCC Bylaws.
 - c. To work closely with the ASGCC Club Coordinator,
 - d. To attend biannual Club Coordinator meetings.
 - e. To submit bimonthly reports/updates on their respective club's or organization's activities.
 - f. To submit biannual goals for their respective student club or organization.

Student Trustee

- A. Attend all Governing Board Meetings;
- B. Meet with President's Cabinet monthly for Governing Board preparatory;
- C. Meet with Chancellor monthly for Governing Board preparatory;
- D. Provide updated information to the ASGCC's officers regarding the Governing Board's meetings;
- E. Maintain a minimum of five [5] office hours per week.

Article II **District and College Meetings**

Section 1

- A. All ASGCC members shall abide by the schedule agreed upon for all ASGCC meetings.
- B. Special meetings of the ASGCC Board may be called by the President or by a two-thirds [$\frac{2}{3}$] majority vote of the ASGCC Board when it is deemed necessary. Minutes of special meetings will be made available in a timely manner upon request.
- C. The ASGCC shall only be allowed to conduct business in accordance with the guidelines set forth in the Constitution, bylaws, and the Brown Act.
- D. Given that all meetings conducted during the summer and winter intersession semesters are unofficial meetings, no business may be carried out at that time.

Section 2 – Parliamentary Authority, Quorum, and Absences

- A. The parliamentarian shall be decided by a majority vote of the ASGCC. This position shall be open to all members of the ASGCC, not excluding the advisor.
- B. All meetings shall be conducted according to Robert's Rules of Order, newly revised.
- C. A quorum must be established before any business can be acted upon. Quorum shall consist of a majority of the total-voting members in office. Refer to Article I, Section 2 of these bylaws for specification of the ASGCC's voting membership.
- D. Any member of the ASGCC with three [3] consecutive or five [5] total unexcused absences from the General Session in any one [1] semester shall be disqualified by Presidential Proclamation subject to confirmation by a majority vote of the ASGCC.
 - a. An absence would be defined by lack of attendance;
 - i. Attendance is defined by active participation and being physically present throughout an entire ASGCC board meeting;

Section 3 – Agendas

- A. An agenda shall be prepared and publicly posted and copies made available seventy-two [72] hours in advance of the General Session.
- B. Special Meeting agendas must be posted publicly at least twenty-four [24] hours in advance of the meeting;
- C. Agenda items must be submitted to the acting ASGCC Secretary by Monday at 4:00 pm in order for them to appear on the Agenda.
- D. The acting ASGCC Secretary will have until the following Wednesday at 12:30 PM after a board meeting to issue out the minutes of said meeting.

- E. A submitted agenda item may be rejected for appearance on the agenda if the appropriate prerequisites have not been completed as enumerated in this document;

Article III

Associated Student Government Committees

Section 1 – General Procedures for Committees

- A. Committee members shall be appointed by the ASGCC President, all appointments are subject to approval by a majority vote of the ASGCC.
- B. All committee chairs shall appoint a vice-chair at or prior to their first committee meeting to run the committee in their absence.
- C. Members of the Judicial Branch shall serve as de facto non-voting members on all Associated Student Government Committees, both standing and special, to ensure all the Brown-act, the Roberts’ Rules of Order & the ASGCC Bylaws are followed where applicable.
 - a. To ensure that Judicial Branch members remain without bias they shall be prohibited from serving as voting members or chairing any ASGCC Standing or special committees outside of their Judicial Branch subsidiary committees
- D. Ad hoc committees may be created as needed to address any special events or problems by majority vote.
- E. Any member serving on a committee who is absent without excuse from two [2] consecutive or four [4] cumulative days of the committee’s meetings in any one [1] semester shall be subject to the ASGCC’s disciplinary policy (Refer to Article VIII – Disciplinary Action).
- F. ASGCC board members may be granted admission and voting status to any ASGCC committee with the majority vote of the ASGCC board in a regularly scheduled Brown-act compliant meeting.
 - a. This shall not affect the stated voting membership in this article for any committee
 - b. Any board member who is added to the voting membership of a committee through this process will lose voting membership when their position’s term has ended and or they cease to hold a position on the ASGCC board.

Section 2 – ASGCC Appointment Committee

- A. The Appointment Committee shall be chaired by the ASGCC President;
- B. The Appointment Committee voting membership shall consist of the President, either Vice-President, Associated Student Government Advisor, and at least two other ASGCC Board members;
- C. The Appointment Committee will meet as needed or as deemed necessary by the ASGCC President.
- D. The duties of the Appointment Committee will be as follows:
 - a. Review and approve applicants and ensure that the following student applying for a position still meets the eligibility criteria set forth in the Bylaws;
 - b. Submit applicant recommendations to the voting membership among the ASGCC;

- c. Conduct an interview with all of the applicants applying for a position before carrying out with any necessary hiring procedures.
- d. May use any criteria deemed fit the chair, as long as same criteria is applied to anyone applying for the same position;
- e. Reserves the right to vote down an applicant;

Section 3 – ASGCC Student Benefit Card Committee

- A. The Student Benefit Card Committee shall be chaired by the ASGCC Treasurer;
- B. Voting membership of the Student Benefit Card Committee shall consist of the ASGCC Treasurer and at least three [3] other members of the ASGCC;
- C. The Student Benefit Card Committee shall meet at least two [2] times per semester;
- D. The duties of the Student Benefit Card Committee shall be as follows:
 - a. To review and monitor the Cuyamaca College Student Benefit Card and its benefits for improvements, updates and other potential changes or upgrades;
 - b. To recommend changes be made to the Student Benefit Card or its benefits as deemed necessary;
 - c. To ensure that the benefits of the Student Benefit Card are consistently kept up to date and accurate;
 - d. To publicizes the Cuyamaca Student Benefit Card to the general student body.

Section 4 – ASGCC Budget and Finance Committee

- A. The Budget and Finance Committee shall be chaired by the ASGCC Treasurer;
- B. Voting membership of the Budget and Finance Committee shall consist of the ASGCC Treasurer, President and at least two [2] other members of the ASGCC;
- C. The Budget and Finance Committee shall meet as needed;
- D. The duties of the Budget and Finance Committee shall be as follows:
 - a. To review and recommend the ASGCC’s annual operating budget;
 - b. To make recommendations on financial goals and policies that will improve and maintain the financial health of the ASGCC;

Section 5 - ASGCC Activities Committee

- A. The ASGCC Activities Committee shall be chaired by the ASGCC Director of Activities
- B. Voting Membership of the ASGCC Activities Committee shall consist of the ASGCC President, the ASGCC Historian, and the Director of Public Relations.
- C. The Activities Committee shall meet as needed;
- D. The duties of the Activities Committee shall be as follows:
 - a. To oversee the development of ASGCC activities;
 - b. To oversee the improvement on past ASGCC activities;
 - c. To handle any activity requests issued by a majority ASGCC board vote;

Section 6 - ASGCC Public Relations Committee

- A. The ASGCC Public Relations Committee shall be chaired by the ASGCC Director of Public Relations
- B. Voting membership of the Public Relations Committee shall consist of the ASGCC President, the ASGCC Historian, and the Director of Activities.
- C. The Duties of the Public Relations Committee shall be as follows:

- a. To manage all forms of ASGCC social media
- b. Create or improve methods of communication from the ASGCC to the student populous insuring all factions of students are targeted
- c. Assist the Director of Public Relations in the upkeep of ASGCC social media outlets, aside from the ASGCC webpage.

Section 7 - ASGCC Webmasters Committee

- A. The ASGCC Webmaster's Committee's chair shall be assigned by a majority vote of the ASGCC board in a Brown-act compliant meeting.
- B. Voting membership of this committee shall consist of the Director of Activities, Director of Public Relations, ASGCC Historian, ASGCC Executive Vice-President, Vice-President of Equity and Inclusion and the ASGCC President.
- C. The Duties of the Webmasters Committee shall be as follows:
 - a. To oversee the maintenance of the ASGCC website;
 - b. To add publications to the ASGCC website as per request of a majority vote at a ASGCC board meeting of a Brown-act compliant meeting;
 - c. To maintain self-governance over the ASGCC in relation to petitions outside of the ASGCC;
 - i. This committee shall have final say as to whether another entity may access or publish on the ASGCC website;
 - d. To periodically improve the website in terms of quality, fluidity, and effectiveness;
 - e. Update website routinely with upcoming events, agendas, minutes, and anything else deemed necessary by a majority vote of this committee or the ASGCC Board;

Section 8 - ASGCC Travel & Related Procedures Committees

- A. The purpose of the ASGCC Travel & Related Procedures Committee shall be to review applications, recommend individuals to be allowed to travel & create regulations and conditions to all Cuyamaca College funded travel.
- B. The ASGCC Travel & Related Procedures Committee's chair shall be the acting ASGCC President.
- C. Voting membership of this committee shall be the Executive Vice-President, the Vice-President of Equity & Inclusion & the acting ASGCC Advisor
- D. The duties of the ASGCC Travel & Related Procedures Committee shall be as follows:
 - a. To review all applications for any Cuyamaca College sponsored ASGCC trips
 - i. This includes, but is not limited to, the *Student Senate of California Community Colleges General Assembly* in either the Spring or Fall semester.
 - b. Remain impartial and unbiased towards any particular applicant & ensure that all applications are review fairly and according to ASGCC approved guidelines as found in Article XVII -ASGCC Form Guidelines & Templates
 - c. To ensure that the approved guidelines & criteria for travel are followed whilst assessing applicants

- d. To ensure that all current ASGCC Board members are vetted through the application & approval process prior to their names being put on a regularly scheduled Brown-act compliant ASGCC Board meeting for approval
- e. To devise and oversee any and all ASGCC trip code of conduct implementations
- f. To approve applicants to be placed on the ASGCC Board agenda

Section 9 - ASGCC

Article IV **Branches and Their Attached Duties**

Section 1 - General Branch Rules and Protocols

- A. All Branches shall meet a minimum of once every two school weeks;
- B. All meetings shall be called by the chair of said branch, and a corresponding agenda shall be publicized on the ASGCC office door of room I-124;
- C. All branch meets shall adhere to the *Roberts' Rules of Order*, newly revised;
- D. All branch heads must assigned their successor, to create their line of succession, at or before their first Branch meeting of a semester;
 - a. Once a successor is designated, a form of written proof must be signed and deliver to the acting ASGCC Advisor in order to complete the assignment of their successor;
 - b. A successor may be changed at any given moment by following the process listed in this section, under D subsection a.

Section 2 - The Executive Branch

- A. The membership of the Executive Branch shall include President, Executive Vice-President, Vice-President of Equity and Inclusion, Treasurer, Secretary, Director of Activities, Director of Public Relations, and Club Coordinator.
 - a. The Chair and head of the Executive Branch shall be the acting ASGCC President.
 - b. Voting membership shall include:
 - i. Executive Vice-President
 - ii. Vice-President of Equity and Inclusion
 - iii. Treasurer
 - iv. Director of Public Relations
 - v. Director of Activities
 - vi. Club Coordinator
- B. The additional duties of the Executive Branch, aside from those enumerated in the constitution of this document, shall be as follows:
 - a. To accurately and expeditiously execute and administer all official business, legislation and affairs that are passed and approved by the ASGCC Board;
 - b. Develop programs, events, and anything in relation deemed necessary;
 - c. Reserves the power to establish inferior executive committees;
- C. The line of succession of the Executive Branch shall be as follows:

- a. In event of death, resignation, impeachment or disqualification the position of acting ASGCC President shall fall upon the chosen voting ASGCC Board member as chosen by the former ASGCC President.
 - i. In the event that the chosen successor refuses the position and or the former ASGCC President did not designate their successor to the ASGCC Board, and or the Acting ASGCC Advisor, their position shall be declared vacant and the appropriate protocols shall be enacted;
- b. In event of absence of the acting ASGCC President, at any given branch meeting, chairmanship shall fall upon anyone designated by the acting ASGCC President for the particular branch meeting only;

Section 3 - The Judicial Branch

- A. The membership of the Judicial Branch shall include the ASGCC Magistrate, and up to [3] three Associate Magistrate(s).
 - a. The Chair and Head of the Judicial Branch shall be the acting ASGCC Magistrate
 - b. Voting membership shall include:
 - i. All acting Associate Magistrate
 - ii. The Magistrate shall only vote in case of a tie
- B. The additional duties of the Judicial Branch, aside from those enumerated in the constitution of this document, shall be as follows:
 - a. Review the ASGCC Bylaws and policies, and recommend changes if deemed necessary;
 - b. Assume any other duties deemed necessary by a majority vote of the ASGCC Board;
 - c. Monitor the ASGCC officers for attendance at all meetings and ensure that committee members turn in written reports on committees' business;
 - d. Monitor the office hours served by all ASGCC Officers;
 - e. Review officers undergoing Disciplinary Action as outlined under Bylaws Article VIII;
 - f. Assume additional duties as deemed necessary by the ASGCC;
 - g. Reserves the power to establish inferior judicial committees;
 - h. Reserves the power of Judicial Void which may only be enacted with majority vote of the voting membership of the Judicial Branch,
 - i. Shall be subject to subject to confirmation by [$\frac{2}{3}$] two-thirds majority vote of a regularly scheduled Brown-act compliant ASGCC Board meeting and with the approval of the acting ASGCC advisor.
- C. Judicial Void shall be defined as making an item or section of this document void whilst the item is updated, actualized, and or fixed to comply with any of the following documents: the Robert's Rules of Order - newly revised, the Brown act, the currently adopted ASGCC Constitution.
 - a. Judicial Void may only be enacted when substantial evidence has been presented that a piece of this document infringes or that a violation has occurred
 - i. The evidence used to justify the enactment of Judicial Void shall be presented before during a regularly scheduled, Brown-act compliant,

ASGCC board one week prior to its placement on a regularly scheduled, Brown-act compliant, ASGCC Board agenda.

1. The evidence must be verified and validated by the Acting ASGCC Advisor;
 - ii. Evidence must be derived from the currently adopted ASCC Constitution, the Brown act, or the Roberts' Rules of Order - newly revised edition.
- D. The line of succession of the Judicial Branch shall be as follows:
- a. In event of death, resignation, impeachment or disqualification the position of acting ASGCC Magistrate shall fall upon the chosen ASGCC Associate Magistrate as chosen by the former ASGCC Magistrate.
 - i. If there are no acting ASGCC Magistrates(s) within the ASGCC and or all acting ASGCC Associate Magistrate(s) have refused to fill the vacancy, then the position shall then undergo the Vacancy procedures enumerated within this document.
 - b. In event of absence of the acting ASGCC Magistrate, at any given branch meeting, chairmanship shall fall upon anyone within the branch designated by the acting ASGCC Magistrate for the particular branch meeting only;

Section 4 - The Legislative Branch

- A. The membership of the Legislative Branch shall include Executive Vice President, Vice-President of Equity and Inclusion, and all acting ASGCC Senators.
- a. The Chairs and Heads of the Legislative Branch shall fall about the Vice-President(s).
 - b. Voting membership shall include:
 - i. All acting ASGCC Senators
 - ii. The head[s] of this branch shall only vote in event of a tie;
 1. Both Vice-Presidents shall share one equal vote in event of a tie within this Branch's meeting;
 2. If there is currently only one acting ASGCC Vice-President, then sole chairmanship shall fall upon them.
- B. The additional duties of the Legislative Branch, aside from those enumerated in the constitution of this document, shall be as follows:
- a. Oversee any and all activism efforts undergone by the ASGCC;
 - b. Shall reserve the right to hold the head[s] of the Legislative Branch accountable whenever they act in the behalf of the Legislative Branch without due process.
 - c. Assume any other duties deemed necessary by a majority vote of the ASGCC Board;
 - d. Oversee and manage all current ASGCC Senator[s].
 - e. The head[s] of this branch shall designate tasks and or areas of focus for each acting ASGCC Senator
 - f. Reserves the power to establish inferior legislative committees;
 - g. Shall develop a Senator project for each month;
 - i. A Senator project shall be defined as any one group task assigned to all acting ASGCC Senator[s] each month;

- C. The proposal and verification of signatures from Cuyamaca College students shall be reviewed and approved by the Associated Student Government Advisor;
- D. Present the measure to the student body for vote by the ASGCC;
- E. Validate that the measure shall be represented by a majority of the votes cast in favor of said proposal. A minimum of two percent (2%) of the Fall semester of the Associated Students of Cuyamaca College must vote for the election to be declared valid.

***An election committee shall be formed and a special election will be held within twenty (20) regularly scheduled school days, unless a regular ASGCC election is held during this period, in which case the initiative will be put to the students at the regular election.**

Section 2 – Referendum

The ASGCC may submit a measure passed or proposed by the ASGCC to the Associated Students of Cuyamaca College so that they may vote on the measure by adhering to the following:

- A. The measure or proposal must be on the agenda for information for at least one (1) week before the ASGCC can vote to submit the measure or proposal to the Associated Students of Cuyamaca College for voting.
- B. The Judicial Branch must determine whether the proposed referendum is constitutional.
- C. The ASGCC must refer the proposal to the students by a majority of members present.
- D. The measure will pass if a majority of the votes cast are in favor of said proposal. A minimum of four hundred (400) votes is necessary for ratification.

Section 3 – Recall

Any person holding an elected or non-paid appointed position of the ASGCC can be subject to recall in the case of extreme violation of the ASGCC's Bylaws, violation of the Cuyamaca College Code of Conduct, or conduct deemed unbecoming of an ASGCC member according to the following procedure:

- A. Recall petition circulators must submit their names and birth dates to the Associated Student Government Advisor for verification of enrollment. The petitioners must be currently enrolled in classes at Cuyamaca College and be free from Cuyamaca College disciplinary restrictions.
- B. Individuals wishing to circulate recall petitions must present their reasons to the ASGCC in a regular or special meeting.
- C. Before the petition is circulated, it must be verified by the Associated Student Government Advisor and must contain the following:
- D. The names and positions of the officer to be recalled;
- E. A statement, not less than fifty (50) nor more than two-hundred fifty (250) words in length, explaining the reasons for the recall;
- F. A written rebuttal of no more than two-hundred fifty (250) words be written and submitted not more than five (5) regularly scheduled school days or this option is forfeited by the officer being recalled.
- G. A number assigned by the Associated Student Government Advisor and signed in order to insure authenticity.
- H. The signatures of five percent (5%) of the total number of students registered at Cuyamaca College based on the first census of the semester shall be required to have the recall placed on a ballot.

- I. Recall petition circulators shall have fifteen (15) regularly scheduled school days from the time of petition verification to submit the completed petition with the required amount of signatures for the election to be declared valid.
- J. The ASGCC shall hold a recall election within fifteen (15) regularly scheduled school days after verification of the signed petition by the Associated Student Government Advisor, unless a regular ASGCC election will be held in no fewer than five (5) and no more than twenty (20) such days, in which case the recall election shall coincide with the regular election.
- K. The recall election shall be held in accordance with Article V (Election Code) of the ASGCC Bylaws when appropriate. Decisions relating to applicability of individual provisions of the Election Code to a recall election, except sections relating specifically to recalls, shall be made by the Election Committee subject to reversal by a supermajority of the ASGCC.

Section 4 – Impeachment

- A. Any elected or non-paid appointed ASGCC officer shall be subject to impeachment by fellow officers.
- B. Impeachment shall only be used to remove officers from their positions in extreme cases, including the following:
 - a. Proven violations of the Student Conduct Code;
 - b. Flagrant and/or continuous abuse of the power of one's position;
 - c. Serious and recurring disregard for the inherent duties of one's office;
 - d. Conduct deemed by a two-thirds (2/3) majority vote of the ASGCC to be unbecoming of an ASGCC officer.
- C. The ASGCC may impeach any member for infraction(s) outlined in Section 4-B and must adhere to the following procedure:
 - a. A written notice prepared by the impeacher(s) stating the reason(s) for the impeachment will be given to the officer(s) in question before any impeachment action may begin.
 - b. A resolution is to be submitted to the President stating the reasons for impeachment so that it may be placed on the agenda for the next regularly scheduled weekly meeting, in which it will be considered as information only when it is first placed on the agenda. Five (5) school days must pass before the impeachment can be considered for action.
 - c. The officer being accused of an impeachable offense must be present at both the information and the action meeting.
 - d. No resolution for impeachment shall apply to more than one ASGCC officer at one time.
 - e. The ASGCC will vote on the resolution. If a two-thirds (2/3) majority of the votes cast in favor of impeachment, the officer's seat is immediately declared vacant.

Article VI **Election Codes**

Section 1 – Regular Election Code

Election Committee

The Associated Student Government shall appoint an Election Committee by majority vote, consisting of at least three (3) members and will designate a Chairperson.

- A. No student running for election or assisting in the election campaign of a candidate can serve on the Election Committee.

Eligibility

All prospective candidates for an ASGCC office shall file an Election application by the filing deadline, so eligibility can be ascertained. Saturday instructional days shall not be counted for the purposes of determining the deadline for application submission. Applications will be available for pick up in the Student Affairs office. To be eligible to run for office, the candidate must be enrolled in five (5) units at Cuyamaca College with a cumulative GPA of at least 2.0 or higher. In addition, the following candidate must have a non-probationary status at the college, and prior to running for office, the following student must attend at least one (1) ASGCC Meeting. Meetings are held every Friday. Additional requirements for eligibility shall be established in the Bylaws and will furthermore be ascertained before a student can run for office. Campaigning will not be allowed prior to the approval and verification of the candidate's election application as required by the Election Committee.

Election Information Packet

The Election Committee Chairperson will make available to all candidates an Election Information Packet. The packet shall include the following:

- A. An election calendar detailing the times and dates of the campaigning period, the Candidates' Meetings or any debates, as well as the dates of the election;
- B. A copy of Article V of the ASGCC Bylaws (election Code);
- C. A copy of the Cuyamaca College Publicity Regulations;
- D. A description of the duties and responsibilities inherent to the office that the candidate is seeking;
- E. Other pertinent election information.

Publicity

All campaign publicity will be governed by the Cuyamaca College Publicity Regulation available in the Associated Student Government Advisor and the ASGCC Office. In addition, the following regulations apply to election campaigns:

- A. Any questions as to the legality of campaign literature, speeches, or events shall be referred to the Election Committee for review.
- B. All campaign publicity must meet generally accepted standards of what is construed to be fair and in good taste. Each candidate will be held responsible by the Election Committee for any misconduct of campaign publicity.
- C. Tampering with authorized campaign literature is prohibited and may result in the disqualification of parties from the election.
- D. Each candidate shall be limited to a total campaign expenditure of two hundred dollars (\$200). Candidates will be required to submit all campaign expenditure receipts. Candidates found to have exceeded their limit or falsified their campaign expenditures shall be disqualified.
- E. All campaign items must be removed by the candidates from the entire campus by 4:00 p.m. the day after voting ceases.

- F. Any misconduct such as slandering, harassment whether as a verbal or physical nature, aggressive or condescending behavior towards another candidate, or any other inappropriate behavior and/or actions of any kind, are strictly prohibited and will result in the immediate removal of the candidate from ASGCC.

Candidates' Publicity Conference

The Election Committee may organize a Press Conference called "Meet the Candidates Day" within five (5) days before voting begins. The Election Committee will decide the exact time and date of the Press Conference. This conference will consist of the following:

- A. A public reading of the election calendar;
- B. An introduction of the candidates and time for the candidates to announce their platforms, goals, and objectives; and
- C. Time for questions and answers to be held between the candidates and the public.

Ballot

The Election Committee will draft a ballot. The names of the candidates will appear in alphabetical order with no preference to anyone currently holding an ASGCC office.

1. The Student Affairs office will prepare ballots with candidates' names appearing in last name alphabetical order, and shall exclude the use of titles.
2. Voting shall be conducted by electronic ballot.

Balloting Station(s)

The balloting station(s) shall be established by the Election Committee and will be staffed only by persons specifically selected and approved by the Election Committee. The following stipulations shall be applied to the balloting stations:

- A. The balloting station(s) shall be an area no larger than twenty (20) square feet.
- B. The election committee will post the hours of operation for the balloting station prior to the election.
- C. During election week, no campaigning shall be allowed within twenty-five (25) feet of the designated balloting station.

There will be a computer available at the official balloting station for students who want to vote at the official balloting station.

Terms of Office and Election Dates

- A. The exact dates for elections shall be established by the ASGCC during the time frame indicated in this section. A consensus must be reached and voted upon among the ASGCC members and Executive Officers at the next scheduled student government meeting. The following vote for said election dates will take place at least three (3) weeks prior to election week. A quorum must be present.
- B. The election for the President, Executive Vice-president, Vice-President of Equity of Inclusion, Treasurer, Student Trustee, Club Coordinator, and Senators will be held during the third or fourth week of April or the first week of May.

Terms of Office and Assuming Office

Those elected by simple majority for the position of President, Executive Vice-President, Vice-President of Equity and Inclusion, Treasurer, Student Trustee, Club Coordinator, and Senators shall assume their office as the last item of business on the agenda at the last regularly scheduled meeting of the ASGCC during the month of May.

- A. In the case of two (2) or more candidates running for a position, the candidate with the most votes will assume the office.
- B. In the case of a tie of a position, a run-off election will be held during the first or second week of May.

Tabulation of Votes

Tabulation of all ballots by the Election Committee shall be completed as quickly as possible, but no later than two (2) school days after the closing of the balloting.

- A. Official notice of the tabulations shall be certified by the Election Committee Chairperson and the Associated Student Government Advisor. Results shall be posted in the “F” building display case, the Student Center, the Student Affairs Office, and the ASGCC office.
- B. The election ballots shall be tallied by a computer form of tabulation. The casting of ballots by those not officially enrolled as Cuyamaca College students is prohibited.
- C. Official notice of the tabulations shall be certified by the signatures of the Dean of Student Affairs and the Election Committee Chairperson. Official notification shall be posted in the Student Affairs office, the ASG office and the Student Center by 10:00 AM on the first day of classes following the tabulation of ballots and shall remain posted for five school days.
- D. In the event of a tie election for an executive position, there shall be a runoff election, and such election shall be held within two weeks of the official tabulations subject to the same rules and regulations governing regular elections.

Requests for a recount must be filed with the Election Committee within twenty-four (24) hours after election results are posted.

Enforcement of Code

The Election Committee will be responsible for upholding and enforcing all articles of the Election Code. Any candidate accused of a violation of the Election Code will appear before the Election Committee at an open hearing and will declare if the charges filed are of significant magnitude to warrant disqualification.

Section 2 – Recall Election Code

Recall Election Committee

The Recall Election Committee shall consist of three (3) members of the ASGCC and two (2) members of Inter-Club Council. These members cannot be named in the recall or be actively supporting or opposing the recall effort. The Recall Election Committee must be approved by a majority vote of the ASGCC. The Recall Election Committee shall elect a chairperson from their

membership. The Recall Election Committee shall be responsible for setting up the balloting station, counting ballots, and carrying out the general duties required at election time.

- A. In order to enact a recall, a petition must be gathered containing a minimum of fifty (50) signatures of verified Cuyamaca College students.

Recall Election Procedure Meeting

The Recall Election Committee shall meet twice (2) within five (5) days of the recall petitions verification to discuss election procedures and publicity regulations. All members being recalled and any students actively campaigning for the removal of the officers must attend one (1) of these meetings. The exact date and time of the meetings shall be set by the Recall Election Committee. Copies of the Recall Election Code shall be made available at these meetings.

Election Information

The Recall Election Committee shall supply all participants in the recall with a list of the dates and times of the campaigning period, the recall election procedure meetings and the recall forum, and the location of the balloting station with its exact physical boundaries.

Publicity

All campaign publicity will be governed by the Cuyamaca College Publicity Regulations which will be available for review in the Student Affairs Office. In addition, the following regulations apply to election campaigns:

- A. Any questions as to the legality of campaign literature, speeches, or events shall be referred to the Recall Election Committee for review;
- B. All campaign publicity will meet generally accepted standards of what is construed to be fair and in good taste. Each candidate will be held responsible by the Recall Election Committee for any misconduct of campaign publicity;
- C. Tampering with authorized campaign literature is prohibited;
- D. All campaign items must be removed from the entire campus by 4:00 p.m. the day after voting ceases.

Recall

The Recall Election Committee will organize a Recall Forum called “Recall: Yes or No?” within five (5) days before voting commences. This forum will be one (1) hour where all the candidates will meet to present, debate, or answer questions from the student body.

- A. The Recall Election Committee will decide the Forum’s exact time and date, as well as the rules and procedures.

Publicity Expenditures

- A. The costs of publicity or any recall material will be assumed by the students campaigning and is not to exceed two hundred dollars (\$200) to recall ASGCC officers.
- B. Funds shall not be used to purchase, copy, or pay for any materials or other activities used to discuss the recall.

Ballot

The Recall Election Committee will draft a ballot. The names of the candidates will appear on the ballot in alphabetical order.

Balloting Station(s)

The balloting station(s) shall be established by the Recall Election Committee and will be staffed only by persons specifically selected and approved by the Recall Election Committee.

- A. The balloting station(s) will be designated to prevent voting students from leaving the station with their ballots and shall be staffed by a least two (2) ASGCC members at all times;
- B. The balloting station(s) shall be an area no larger than twenty (20) square feet;
- C. The Election Committee will determine the hours and dates for the balloting station;
- D. On the days of the election no campaigning shall be allowed within twenty-five (25) feet of the designated balloting station(s).

Tabulation of Votes

Tabulation of all ballots by the Recall Election Committee shall be completed as quickly as possible, but not later than two (2) school days after the closing of the balloting.

- A. Official notice of the tabulations shall be posted in the display case at the “F” Building, the Student Center, the Student Affairs Office, and the ASGCC office by 8:00 a.m. on the day following tabulation and remain posted for five (5) school days.
- B. Requests for a recount must be filed with the Recall Election Committee within twenty-four (24) hours after tabulations are posted.

Enforcement of Code

The Recall Election Committee will be responsible for upholding and enforcing all articles of the Recall Election Code. Any officer identified by the recall, or any participant campaigning for the removal of an officer who is accused of a violation of the Recall Election Code, will appear before the Recall Election Committee at an Open Hearing. The Election Committee will decide if the charges filed are of a significance to warrant nullification of the recall effort or the immediate removal of the offending ASGCC member from office.

Article VII
Vacancies

Section 1 – Circumstances

- A. Vacancies from a head of a branch shall follow its line of succession as stipulated in Article IV in sections I, II, or III depending on which branch head
 - a. If no successor has been selected then the process to fill the vacancy shall be enumerated within this Article
- B. Vacancies created in the ASGCC as a result of death, disqualification, recall, impeachment, resignation, or other circumstances shall be announced by the acting ASGCC President and or the acting ASGCC Advisor at the next scheduled meeting.

Section 2 – Nominations – General Sessions

- A. Applications for vacancies in the ASGCC shall be open to all members of the Associated Students of Cuyamaca College. To apply for a position, interested students must complete an application.
- B. Applications must be submitted to the Student Affairs Office no later than the set time, date and location set on the application. the week before the ASGCC votes to fill the vacancy.
- C. The ASGCC President shall announce the names of all applicants at the regular weekly meeting of the ASGCC the week prior to the ASGCC Board vote.

- D. Before applying for a vacant position, the following applicant must meet the eligibility requirements as established and described in the Bylaws under Article V, Section 1.
- E. The President will present the list of candidates to the Application Committee for review and approval. Once the application has been approved, recommendations on the following applicant will be submitted to the voting membership to be decided upon.
- F. Before the ASGCC Board can appoint a student to a vacant position, the following applicant will be subject to undergo an interview process as set forth and described in the Bylaws under Article III-Section 3.
- G. Interested students may not apply for more than one vacant position.
- H. A student that is currently in an ASGCC position may not apply and/or serve as an officer in more than one ASGCC position outside of Interim positions and Subdivision positions

Section 4 – Verbal Statement

- A. The Associated Student Government Advisor shall notify the ASGCC regarding each applicant’s eligibility no later than five (5) regularly scheduled school days after the closing of nomination[s].

Section 5 – Voting

- A. All applicants may be approved by a majority vote of the ASGCC.

Section 6 – Term

- A. Students elected by the ASGCC to fill vacant positions shall hold their positions until the next regularly scheduled campus-wide election. See Bylaw Article V (election Codes) for term of offices and election dates.

Article VIII **Office Hours**

Section 1 – Purpose

- A. The ASGCC office shall be open for as many hours as possible during each school day so that ASGCC officers may respond to the concerns or questions of the students of Cuyamaca College. In order to achieve this purpose, all ASGCC officers must serve weekly office hours in the ASGCC Office.

Section 2 – Monitoring

- A. The Judicial Branch shall monitor the office hours served by all members of the ASGCC to ensure that each officer is serving the required number of hours as specified under Bylaws Article I, Section 2 and that each officer’s conduct during their served office hours is appropriate according to Section 3 of Bylaws Article VII.

Section 3 – Office Conduct

- A. ASGCC officers will conduct themselves in an appropriate manner that brings credit and respect to the ASGCC. Unprofessional demeanor while in the ASGCC office is not acceptable and will result in having the offending officer(s) position(s) declared vacant by the President in accordance with Section 5 of this Bylaw.

Section 4 – Enforcement

- A. ASGCC officers must serve their office hours in a responsible manner. The Judicial Branch shall report on any officer that fails to comply with the Bylaws to the Magistrate. If an infraction occurs, the Magistrate shall recommend to the President that the offending officer(s) seat(s) on the ASGCC be declared vacant. Vacancies declared by the

President are subject to confirmation by a majority vote of the ASGCC. A quorum must be present. If the declaration by the ASGCC President is upheld, the position is considered vacant immediately. Refer to Article VIII of these bylaws for the ASGCC Disciplinary Action Procedure.

Section 5 – Office Keys

- A. The ASGCC President, Executive Vice-President, Vice-President of Equity and Inclusion, Treasurer, Student Trustee, Club Coordinator, Magistrate, Director of Public Relations, Director of Activities and Secretary shall be issued a set of keys to the ASGCC office at the beginning of the officer's term. These keys will be returned to the Associated Student Government Advisor at the end of the officer's term. The final paycheck will be held until the ASGCC Officer complies with this policy, if there is no existing stipend, then a fine shall be issued after two weeks of failure to return said office keys.

Article IX **Disciplinary Action**

If an ASGCC member(s) or officer(s) has been negligent in performing duties, or behaved in a manner that violates the ASGCC's Constitution, Bylaws or adopted Policies, the ASGCC member or officer shall be subject to disciplinary action. If the action involves the President, then two (2) members of the ASGCC must present documentation to an ASGCC Vice-President.

Section 1 – Warning

A verbal notice warning from the Magistrate will be given to the officer(s) in question. The warning will include specific explanation of the duty(s), which the officer has failed to comply with in relation to the duties and/or responsibilities of the office. A copy of the warning shall be given to the ASGCC President, the Associated Student Government Advisor, and the Secretary.

- A. In the case of any wrongdoing(s) and/or failure to comply with or uphold the Constitution and Bylaws on the part of the Magistrate, the President and Associate Magistrates will assume the responsibility of Disciplinary Action.
 - a. If there are no current acting Associate Magistrates, the acting ASGCC President, Vice-President[s], and the acting ASGCC Advisor shall assume the responsibility of Disciplinary action

Section 2 – Probationary Period

If the verbal notice of the warning from the Magistrate fails to improve the officer's behavior, the Magistrate shall call the officer before the Judicial Branch for review. At that review the Magistrate shall place the officer(s) on probationary status which shall last for five (5) regular school days and shall consist of the following measures:

- A. The officer(s) will lose the following privileges:
 - a. The right to vote;
 - b. The right to move and to second a motion;
 - c. The right to travel.
- B. The officer(s) will submit a written plan to the Magistrate clearly stating how that officer will correct the unsatisfactory behavior.
- C. The officer(s) shall serve a minimum of six (6) office hours per week.

- D. The officer(s) shall file a detailed weekly report to the Magistrate of completed activities which detailing the activities of the officer(s) during the six (6) office hours. Judicial Branch at the conclusion of their probationary period. If the officer(s) fails to fully comply with *Article VIII, Section 2* of these bylaws, the Magistrate will recommend that the President declare the officer's seat(s) vacant. This recommendation shall be submitted in writing and will include a detailed list of infractions and summarize the disciplinary action taken.

Article X

Excommunication and ASGCC Office Restrictions

Section 1 - Excommunication

- A. The ASGCC holds the right to permanently ban someone from entering ASGCC offices I-124, I-127, I-126, I-125
- a. However, this may only occur in the instance of approval by a [$\frac{2}{3}$] two-thirds majority ASGCC board vote in a regularly scheduled Brown-act compliant meeting and with the approval of the acting ASGCC advisor;
 - b. And or by decree of the acting ASGCC President;
 - i. The ASGCC President, by merely stating that the directed individuals[s] are no longer welcomed in the ASGCC offices officially enacts the Presidential Decree;
 1. Presidential Decrees may be overturned at any moment by the acting ASGCC advisor;
 - ii. If this is enacted, the acting ASGCC President must have it placed on the agenda for the next available regularly scheduled, Brown-act compliant, ASGCC Board meeting;
 1. During said next available regularly scheduled Brown-act compliant meeting the ASGCC board will have an opportunity to overturn the Presidential Decree;
 - a. The Presidential Decree may be overturned by a majority vote of the ASGCC board.
- B. Anyone failing to comply with ASGCC disciplinary action may be subject to excommunication with approval of the acting ASGCC President, and the acting ASGCC Advisor;
- a. Anyone subject to this shall undergo the same procedures as depicted in this article in Section 1, subsection a;

Section 2 - Office Restrictions

- A. Office room I-127 shall only be occupied by ASGCC board members;
- a. Members outside of the ASGCC may use and be in ASGCC office room I-127 with permission of an ASGCC board member and said board member's direct supervision;
- B. Office room I-124 shall be open to the ASCC and ASGCC;
- a. However, members of the ASCC may be asked to leave by any member of the ASGCC under grounds of unacceptable behavior;

- i. Refusal to abide by this rule may result in the permanent ban of said ASGC member;
 - ii. And or, the requested assistance of law enforcement and or other enforcement agencies;
- C. Office room I-126 and I-125 shall abide by the same rules and privileges as any other ASGCC office space;
 - a. Inappropriate behavior shall be reported to the acting ASGCC advisor and then placed on the next available agenda in order to assess what action must be taken;
 - i. In the instance that a majority vote of the ASGCC board, in a regularly scheduled Brown-act compliant meeting, issued a ban to the occupants of either offices I-126, or I-125, an immediate evacuation of the office space shall be required.

Article XI Travel Policy

Section 1 – Purpose

- A. Travel by ASGCC officers or other students using ASGCC funds should be for the benefit of the student body of Cuyamaca College and to increase the knowledge and skills of the individual student to enhance leadership abilities;
- B. Students will attend conferences to learn how to lobby, keep current on legislation and other issues, learn leadership skills, and represent Cuyamaca College at state, federal, and local agencies;
- C. Students attending conferences will be required to either present the information to the ASGCC and/or coordinate a follow-up advocacy project for the campus during that semester.
- D. Students may lose their privilege to travel for a minimum of one semester after failure to comply with what is expected of them

Section 2 – Number-Attending Conferences

The maximum number of ASGCC officers that will attend and the date of the travel shall be officially approved at the ASGCC meetings by a majority vote.

Article XII Monetary Request

Section 1 – Request Funds from Outside Sources

It shall be the policy of the ASGCC to hear monetary requests from clubs, organizations, and individuals only after they have exhausted all opportunities for funding from:

- A. **Fund Raising:** (e.g., bake sales, car wash, etc.);
- B. **Club Dues:** (if applicable);
- C. **Other organization(s) deemed appropriate:** (e.g., patrons, foundations, diversity programs, local business, etc.).

Section 2 – Amount of Monetary Assistance

It shall be the policy of the ASGCC to match club, organization, or individual fundraising activities with a grant up to a maximum set at the discretion of the acting ASGCC President. Only one (1) grant per club organization or individual is allowed per semester.

Section 3 – When to Submit Request

In order to have the requested funds available for use, the clubs, organizations, or individuals must submit requests to the ASGCC at least six (6) weeks prior notice. Failure to start the process at least six (6) weeks before the planned activity may jeopardize the request.

Section 4 – Monetary Request Application

The club, organization, or individual must complete and submit their request in writing to the ASGCC Budget and Finance Committee for review before it can be placed as an action item on the meeting agenda. The following information must be included:

- A. Current balance of club account;
- B. Itemized budget breakdown;
- C. All fundraising for this event or item;
- D. Projected cost of event or item;
- E. Projected attendance of event/projected use of item;
- F. Number of members of club or group.

Section 5 – Appearance before the ASGCC Budget and Finance Committee

The club or organization or individual requesting funding from the ASGCC must send an advisor/director and an ASGCC Club Representative to appear before the ASGCC Budget and Finance Committee in order for the request to be reviewed. Depending on whether a club, organization or individual is making the monetary request, one of the following representatives shall also appear before the ASGCC Budget and Finance Committee:

A. Club

- a. President
- b. Treasurer
- c. ASGCC Club Representative for the club

B. Other Organizations

- a. An organization leader (other than faculty or staff members)

C. Individual

- a. Not required

Note: For clubs or organizations, it is highly recommended that everyone in Section 5-A and the advisor/director attend all meetings pertaining to the club, organization or individual monetary requests.

Section 6 – Monetary Request Appearance on the ASGCC Agenda

A monetary request by a club, organization, or individual must appear on the ASGCC General Session Agenda for at least one (1) meeting as an information item and the following meeting as an action item.

Section 7 – Appearance before the Associated Student Government General Session

Once the club, organization, or individual requesting monetary support has received notification from the ASGCC, the club, organization, or individual be placed on the ASGCC agenda and heard as an information item at a regularly scheduled meeting of the ASGCC. The club, organization, or individual requesting funding must also send those stated in Section 5 A-C to

both the information item meeting and the action item meeting. These representatives will then answer any questions regarding the request.

Section 8 – Disbursement of the Requested Funding

- A. The amount of the funding will be disbursed by the ASGCC via the ASGCC Treasurer upon verification of all receipts no later than thirty (30) days after the close of the event. Contracts or requested purchase orders will be disbursed through the Associated Student Government Advisor. It shall be the duties and responsibilities of the Associated Student Government Advisor to inform the ASGCC President, Advisor, and Treasurer should there be any discrepancies.
- B. Funds will not be disbursed to the club, organization, or individual for items not specifically listed in the original request once it has been approved by the ASGCC.

Article XIII

Paid Associated Student Government Employees

Section 1 – Hiring ASGCC Employees

The following sequence will be followed by the ASGCC when hiring employees:

- A. Advertising and initial screening will be conducted by the Associated Student Government Advisor.
- B. The final selections will be made by the Associated Student Government Advisor and the ASGCC President.

Section 2 – Employees’ Conduct

All Associated Student Government employees working at Cuyamaca College will follow the employee guidelines set by Cuyamaca College.

Article XIV

ASGCC Transparency and Related Procedures

Section 1 - Purpose

- A. Since the ASGCC represents all students of Cuyamaca College, the ASCC, and takes action that affects the ASCC, the purpose of this article is to ensure that the ASGCC is as transparent as possible in all its dealings, especially those with the ASCC.

Section 2 - Accessibility of Documents

- A. All ASGCC Minutes and Agendas for General Meetings shall be accessible in room I-124 and or online on our ASGCC website;
 - a. If any document is not accessible in either a physical version in rm. I-124 or an online version on the ASGCC website and or the ASGCC tab on the official Cuyamaca College website, then any member of the ASCC or ASGCC may request them;
 - i. Requested Items have a two weeks to be delivered
 - 1. Items unable to be presented to the individual[s] who made the request are subject to a verbal apology in the next available ASGCC board meeting by the acting ASGCC President;

- B. All standing ASGCC Minutes and Agendas shall be available upon request;
 - a. Failure to provide the requested materials to the individual[s] who submitted the request shall be subject to the same consequences as the above subsection A and all its subsections;

Section 3 - ASGCC Publicity Clause

- A. The Director of Publicity and or the ASGCC President shall uphold and maintain transparency with the ASCC and internally with the ASGCC by anyway deemed necessary;
 - a. All acting ASGCC board members are subject to comply with any forms of publicity deemed necessary by the Director of Publicity or the ASGCC President;
 - i. Any board member refusing to comply is subject to *Article VIII - Disciplinary Action*
 - 1. The acting ASGCC advisor may pardon any current ASGCC board member from any forms of publicity deemed necessary by the acting Director of Publicity
- B. All current acting members of the ASGCC shall be required to allow the usage of photography depicting them to allow members outside of the board to see their representatives;
 - a. Any board member refusing to comply is subject to *Article VIII - Disciplinary Action*;
 - i. The acting ASGCC advisor may pardon any current ASGCC board member from partaking in this at their discretion.
- C. All members of the ASGCC shall be required to be photographed and have their image displayed in the ASGCC's Wall of Representatives.
 - a. The acting ASGCC President must approve of the photo. If the acting ASGCC President does not approve of an acting ASGCC member's photo, they shall be subject to retaking it.
 - b. Any board member refusing to comply is subject to Article VIII - Disciplinary Action;
 - i. The acting ASGCC advisor may pardon any current ASGCC board member from being compelled to participate at their discretion;

Article XV **Interim Positions & Subdivision Positions**

Section 1 - Purpose

- A. The ASGCC works best when all of its positions are filled and fully operational. In effort to maintain progress and uphold all ASGCC standards, the ASGCC shall allow Interim and Subdivision positions.

Section 2 - Interim Positions

- A. The President may bypass the ASGCC's Appointment's committee and assign any eligible member of the ASCC or ASGCC to vacant position as interim in that position until it is filled by the enumerated vacancy procedures of this document

- a. All interim position appointments, aside from presidential appointments, must go through the ASGCC Appointment's committee a minimum of [3] three school days before their appearance on the General meeting's agenda for approval
 - b. All presidential interim appointments are subject to confirmation of the majority vote at the next available regularly scheduled, Brown-act compliant ASGCC Board meeting
- B. Upon the assignation of any interim positions, the acting ASGCC President has up to [3] school days to open appointment applications for a minimum of [5] five school days and sufficient advertising.
 - a. If the vacancy fails to be filled, the acting ASGCC President shall have up to [10] school days to reopen appointment applications
 - C. Any currently in place stipends for any assumed interim positions may be dispersed to the current holder on the date of dispersement
 - D. All currently held interim positions shall be placed on any and all ASGCC appointment applications
 - E. All ASGCC Board members who also serve as an additional interim ASGCC Board position may only exercise one vote no matter how many held voting positions they have.
 - F. Upon someone being appointed to a position that currently holds an interim member, the appointed ASGCC officer shall take precedence and it will dissolve any occupancy any other ASGCC member may have over it.

Section 3 - Subdivision Positions

- A. Any acting ASGCC Board member may assume a subdivision position as long as the position is vacant
 - a. The acting ASGCC President must be informed of which position[s] are intended to be assumed and must approve each and every particular subdivision position assumption in order to complete the process.
 - b. All acting ASGCC Board members that intended on assuming a subdivision position must submit it as an informational item at the next available regularly scheduled, Brown-act compliant ASGCC Board meeting announcing the subdivision position[s] they're assuming
- B. Subdivision positions shall be defined as additional positions an acting ASGCC Board member may assume in order to fill a vacancy with the ASGCC. They shall only assume the positions duties and not any of their ASGCC Board voting rights.
- C. Upon the assignation or assumption of any subdivision positions, the acting ASGCC President has up to [3] school days to open appointment applications for minimum of [5] five school days and employ about the openings sufficient advertising.
 - a. If the vacancy fails to be filled, the acting ASGCC President shall have up to [10] school days to reopen appointment applications
- D. Only one ASGCC Board member may assume any individual vacant subdivision position.
 - a. If multiple acting ASGCC Board members want the same particular vacant subdivision position, the acting ASGCC President or the acting ASGCC Advisor shall select who may assume it at their discretion
- E. The limit of amount of subdivision positions one particular ASGCC Board member may assume is all of them as long as they're vacant and uncontested.

- F. Any currently in place stipends for any assumed subdivision positions may be dispersed to the current holder on the date of disbursement
- G. The eligible positions to be assumed as subdivision positions shall be as following ASGCC positions: the Chief of Staff, the Club Coordinator, The Director of Activities, the Director of Publicity, Historian, the Secretary, the Treasurer.
- H. All currently held subdivision positions shall be placed on any and all ASGCC appointment applications
- I. Upon someone being appointed to a position that is currently held through the subdivision process by another member, the appointed ASGCC officer shall take precedence and it will dissolve any occupancy any other ASGCC member may have over it.

Article XVI

ASCC Recognized Student Clubs and Organizations

Section 1 - ASGCC Requirements of Student Clubs and Organizations

To be considered in Good Standing with the ASGCC, all student clubs and organizations recognized by the ASCC must adhere to the following terms:

- A. Submit a bimonthly update to the ASGCC;
 - a. ASG Club Representatives can do this by either submitting a written report to the acting Club Coordinator or by giving a report directly to the ASGCC Board during one of its regularly scheduled meetings.
 - b. Submit their goals once per semester to the ASGCC;
 - i. ASG Club Representatives can do this by either submitting a written document containing their goals to the acting Club Coordinator or by submitting them directly to the ASGCC Board during one of its regularly scheduled meetings.
- B. Send an ASG Club Representative to meet with the acting Club Coordinator at least once per semester;
- C. Participate in at least one (1) ASGCC hosted event per semester;
- D. All student clubs and organizations recognized by the ASCC and their advisors shall be informed about upcoming ASGCC hosted events by the acting Club Coordinator.

Section 2 - The Good Standing Clause

All student clubs and organizations considered to be in Good Standing with the ASGCC shall be accorded the following rights and benefits:

- A. The right to petition the ASGCC once per semester for a monetary grant up to an amount specified in the ASCC Bylaws under Article X.
- B. Access to and presence on the ASGCC Club Board;
 - a. The ASGCC Club Board will be located in the Student Center and shall be managed by the acting ASGCC Club Coordinator
 - b. Flyers to be displayed must be submitted to the acting ASGCC Club Coordinator
 - i. Flyers must have a time, date and location of club meetings;
 - ii. Flyers must have a preferred method of contact;
 - iii. Flyers must uphold the student code of conduct:

- c. Flyers will bear a stamp of approval placed by the acting ASGCC Club Coordinator
- C. The right to advertisement on the ASGCC's official website.
- D. The right to advertisement through the ASGCC Hermes Protocol.
- E. The right to use the any provided spaces deemed appropriate by the ASGCC Board.

Section 3 - Student Clubs and Organizations not in Good Standing with the ASGCC

- A. If a student club or organization fails to comply with the terms set in Section 1 of this article by the end of any given semester, it shall be declared to no longer be in good standing with the ASGCC.
- B. Clubs that are not in good standing with the ASGCC are immediately ineligible for the rights and benefits enumerated in Section 2 of this article.
- C. When a student club or organization is declared to no longer be in good standing with the ASGCC, the following actions may occur at the discretion of the ASGCC:
 - a. The Club Coordinator may recommend the club for desolation to the ASGCC advisor or to anyone in charge of administering clubs at the level of college administration;
 - b. An immediate embargo on the club or organization using ASGCC resources for advertisement may be issued;
 - c. A warrant to evacuate any ASGCC lended spaces may be issued to the student club or organization

Article XVII
ASGCC Form Guidelines & Templates

Section 1 – Purpose

- A. The purpose of this article shall be to encourage transparency, orderly business & to aid in the accurate, equitable and sustainable ASGCC business practices and negotiations and the archiving of ASGCC Documents.

Section 2 – Reports from Campus & District Committees

- A. All reports presented before the ASGCC Bored during a general session must have been submitted in a typed format to the acting ASGCC Secretary prior to the ASGCC Board meeting they wish to present at.
 - a. This process may be bypassed by a majority vote of a regularly scheduled Brown-act compliant ASGCC Board meeting if it is deemed to be a matter of urgency.
- A. All Campus & District Committees reports shall include the following in their typed form:
 - a. The name of the committee
 - b. Whether it is a district or campus committee
 - c. The name of the chair[s] of this committee
 - d. The time, date, and location of the committee meeting
 - e. The discussion items presented and discussed during the meeting
 - f. Any action taken by the committee during the meeting
- B. All Campus & District Committee reports are encouraged to have the following:

- a. A scanned copy of the particular committee's agenda
- b. The minutes of the particular committee

Section 3 – Reports from ASGCC Branches, Special & Standing Committees

- A. All ASGCC Branch, Special & Standing committee reports must have been submitted in a typed format to the acting ASGCC Secretary prior to the ASGCC Board meeting they wish to present at.
 - a. This process may be bypassed by a majority vote of a regularly scheduled Brown-act compliant ASGCC Board meeting if it is deemed to be a matter of urgency.
- B. All ASGCC Branch, Special & Standing Committee reports shall include the following in their typed form:
 - a. The name of the committee
 - b. Whether it is an ASGCC Branch or Standing committee report
 - c. The name of the chair[s] of this committee
 - d. The time, date, and location of the committee meeting
 - e. The discussion items presented and discussed during the meeting
 - f. Any action taken by the committee during the meeting

Section 4 – Monetary Assistance Request For Non-ASGCC Spending

- A. Non-ASGCC Spending shall be defined as all spending that is not undergone to support ASGCC Projects, Programs, & Events (e.g. ASCC Club requests, & Cuyamaca College Department Requests)
- B. All requests for monetary assistance greater than [\$100] one-hundred dollars shall be present to the Legislative Branch.
- C. All requests for monetary assistance for non-ASGCC spending shall include the following information in their request in a typed format:
 - a. Name of the event, program, and or desired use of the requested money
 - b. An itemized budget layout which depicts all planned use of the money
 - i. The Budget must include desired place of purchase, amount of items for purchase, their individual advertised-price and a total which should reflect the requested amount of funds.
 - c. Name of club submitting the monetary assistance request, if applicable
 - d. If you are a club, are you in good standing with the ASGCC?
 - e. Name of the Cuyamaca College department or faculty member submitting the monetary assistance request, if applicable
 - f. How many students shall be benefitted by this expenditure?
 - g. Does it promote student equity? If so, how?
 - h. Are you willing to perform a service for the ASGCC in exchange for the funds?
 - i. Provide a timeline for when the purchases will be made if approved and when their planned use would be
 - j. Provide contact information in event that the ASGCC has further questions.

Section 5 – SSSCC General Assembly Application Guidelines

- A. The Associated Student Government of Cuyamaca College shall open its applications to all of its ASGCC members.

- B. In order for applications to be fair and legitimate all submitted applications may only include information that resulted from the first day of October 2016 onward.
- C. Further questions may be developed or implemented during the interview-assessment process the ASGCC Travel and Related Procedures committee facilitates but shall not be used to justify any action
- D. Applicants shall only answer when question or area is applicable to them. N/A shall be used for questions or areas that do not apply to them.
- E. All applications shall include the following questions and areas to be filled in by each applicant (Questions may be written to fit a format, but may not lose the intended meaning or purpose):
 - a. What position do you currently hold in the ASGCC?
 - b. Have you attended the SSCCC General Assembly before? If so how many times and what have you taken from and or implemented into the school from each time you attended
 - c. Have you been keeping up with your ASGCC duties?
 - d. Tell us about what you know about the SSCC General Assembly
 - e. What initiatives have you headed or aided in from Oct onward?
 - f. Do you serve on any Campus or District committees? If so which
 - g. Why do you want to attend the SSCCC General Assembly?
 - h. What student leadership opportunities have you undergone?
 - i. What contributions have you given to the ASGCC?
 - j. What contributions have you given to the campus and its students?
 - k. Have you started any programs or hosted any workshops that are directed towards all students?
 - l. How will the students of Cuyamaca College and the ASGCC Benefit from you going to the SSCCC General Assembly?
 - m. Are you committed to taking this trip not as a luxury but as a responsibility to your students, board and an opportune to better the campus?
 - n. Have you undergone any form of disciplinary action as described in our ASGCC bylaws?

ASCC Bylaws
Appendix

- Bylaws revised — Bylaw revision approved August/31/16.
- Amended and approved on 10/12.
- Amended on 12/2/11.
- Proposed Changes to Article V11 (Section 3)—Failed on 3/2.
- Proposed Changes for the March 9 Meeting—No action taken only discussion of items.
- Proposed Changes for the March 16 Meeting—Approved on March 16.
- Proposed Changes for the May 11 Meeting—Approved on May 11.
- Proposed Changes for the August 24 Meeting—Approved on August 24.
- Proposed Changes for the October 26 Meeting—Approved on October 26.
- Proposed Changes for the March 8 Meeting—Approved on March 8.
- Proposed Changes for the August 31st, 2016 Meeting--- Approved on August 31st, 2016
- Proposed Changes for the February 15, 2024 Meeting- Approved on February 15, 2024