



## San Jose City College Associated Student Government

### BYLAWS

These Bylaws of the San Jose City College Associated Student Government shall supersede all prior Bylaws. Should any portion of this document be deemed unenforceable due to, including but not limited to, conflicting with CA Education Code, SJECCD Policy, the Ralph M. Brown Act, and/or other such policy(s), the remaining sections shall remain enforceable and in full effect.

#### **Table of Contents**

ASG Officers

Compensation

Student Clubs

Advisors

Committees Finances

Elections Code

Standards of Conduct

<b>Article 1</b>	<b>ASG Officers</b>
<b>Sec 1.1</b>	<b>ASG Officers include:</b>
Sec 1.1.1	President
Sec 1.1.2	Vice President of Marketing
Sec 1.1.3	Vice President of Finance
Sec 1.1.4	Chief Justice
Sec 1.1.5	Student Trustee
Sec 1.1.6	Director of Communications
Sec 1.1.7	Director of Student Resources
Sec 1.1.8	Director of Student Engagement

Meeting Quorum shall be a majority of the Executive Officers, which are the ASG President, all VPs, Student Trustee, and Chief Justice.

<b>Sec 1.2</b>	<b>Order of Succession</b>
Sec 1.2.1	Should the President of SJCC ASG resign or be removed from office, the order of succession shall be the same as shown in <b>Sec 1.1</b> .
Sec 1.2.2	Upon the resignation or removal of the President, the next in the order of succession shall be given forty eight (48) hours to exercise the option to assume the position of ASG President. If accepted, they shall immediately assume the position of President. If they do not accept, the option shall be

offered to the next in succession until the office of President is filled. Should the position still remain vacant after the conclusion of this process, the ASG Board shall appoint a new President ratified by means of majority vote or hold special election. The Board shall decide by majority vote at the time of vacancy to either appoint or hold a special election.

**Sec 1.3            Responsibilities**

Sec 1.3.1        Officers must fulfill all duties prescribed to them by the President and as described in the bylaws, unless extenuating circumstances occur, and the officer is excused by the President, Chief Justice, or the advisor.

**Sec 1.4            Authority**

Sec 1.4.2        Each officer shall only have one (1) vote with the exception of the President who shall vote only to affect the outcome of the vote (make or break a tie, or cause a motion to pass or fail). Each officer shall be elected through a general election or appointment of the student body. Any vacant positions shall be appointed by the President and ratified by the SJCC ASG with majority vote.

Sec 1.4.3        It shall be the duty and power of the ASG Board to:

Sec 1.4.3.1     Be the highest legislative authority of the Associated Student Body.

Sec 1.4.3.2     Propose and pass legislation.

Sec 1.4.3.3     Establish a disciplinary committee as the need arises.

Sec 1.4.3.4     Spend and invest ASG money.

Sec 1.4.4        Any officer can ask the President to appoint a Direct Associate to help them complete any aspect of their duties without an ASG Board vote.

Sec 1.4.4.1     The title of Direct Associate shall be given to any member of the SJCC Student Body that fulfills the duties specified under the Officer to which they were appointed.

Sec 1.4.4.2     The Direct Associate can be removed at any time from their position by the Chief Justice or by the person they are affiliated with. The removal may be reversed by a  $\frac{2}{3}$  vote of the Board.

Sec 1.4.4.3     If the Direct Associate is part of a club, their club shall be credited a minimum of five volunteer hours at the end of every week. The President may allot up to an additional 10 hours of volunteer credit as the President deems fit. The Board, with a majority vote, may award an additional 10 hours of volunteer credit.

**Sec 1.5            President**

Sec 1.5.1        The ASG President is the Chief Executive Officer of the ASG Board and may delegate any part of their authority to any ASG Officer. Notice of the President's delegation of authority shall be shared immediately with the ASG Board via email.

Sec 1.5.2        Duties & Authority:

Sec 1.5.2.1     Call and preside over all ASG Board meetings.

- Sec 1.5.2.2 Plan, prepare, and post all meeting agendas in collaboration with an ASG Officer of their choosing.
- Sec 1.5.2.3 Serve as ex-officio member of all committees.
- Sec 1.5.2.4 Represent the ASG where this representation is appropriate.
- Sec 1.5.2.5 Prepare and present reports on plan of actions that address student needs with Director of Student Resources.
- Sec 1.5.2.6 Work to develop a calendar of events.
- Sec 1.5.2.7 All ASG vacant positions shall be appointed by the President and ratified by the SJCC ASG with majority vote.
- Sec 1.5.2.9 Shall be the signatory on all contracts between the ASG and external organizations and/or individuals.

**Sec 1.6 Vice President of Marketing**

- Sec 1.6.1 Shall direct all marketing efforts of the ASG.
- Sec 1.6.2 Work closely with the college's marketing team to promote events, initiatives, activities, etc. sponsored by the ASG and/or Student Organizations.
- Sec 1.6.3 Create, and/or direct the creation of, all ASG marketing materials.
- Sec 1.6.4 Work with the President and Vice President of Finance to prepare the budget and calendar.

**Sec 1.7 Vice President of Finance**

- Sec 1.7.1 Prepare and present reports of SJCC ASG Finance Committee activities and status of the SJCC ASG Budget at the SJCC ASG meetings.
- Sec 1.7.2 Be responsible for maintaining current records of all budget line items.
- Sec 1.7.3 Assist and support in the preparation of expenditures and budget requests. Any given expenditure request must be signed by no less than two approved signatories before funds are to be dispersed.
- Sec 1.7.4 Vice President of Finance is one (1) of three (3) signatories (an Executive Board Member, and a designated staff member) on all expenditures before submitting to SJCC Business Services.  
Signatories consist of the Vice President of Finance, President, and one (1) designated staff member or admin personnel.
- Sec 1.7.5 Maintain complete and accurate record of all ASG receipts, disbursements, and business transactions.
- Sec 1.7.6 Prepare monthly reports for the ASG on the ASG bank balances, receipts, and disbursements to date.
- Sec 1.7.7 Keep accurate profit and loss statements of all ASG functions, clearly detailing all money collected and spent.
- Sec 1.7.8 Work closely with the Executive Board to prepare an annual budget.

**Sec 1.8 Chief Justice**

- Sec 1.8.1 Serve as the Parliamentarian at all ASG meetings.
- Sec 1.8.2 Must uphold everyone and oneself to the Standards of Conduct.

- Sec 1.8.3 Be the presiding officer of the Rules Committee and prepare the agendas for said committee.
- Sec 1.8.4 Be the presiding officer of the Judiciary Committee and prepare the agendas for said committee.
- Sec 1.8.5 Be responsible for the impeachment or disciplinary hearing and must receive all documents pertaining to the hearing at least one (1) day before the hearing to be considered valid to the hearing. **Sec 1.8.6** Be responsible for overseeing the SJCC ASG Constitution and SJCC ASG Bylaws to ensure that it meets the needs of the organization.
- Sec 1.8.7 Provide guidance for the interpretation and implementation of the SJCC ASG Constitution and SJCC ASG Bylaws and be the final interpreter of the SJCC ASG Constitution and SJCC ASG Bylaws and other SJCC ASG governing documents should there be any question of interpretation.
- Sec 1.8.8 Reduce or remove Officer compensation based on **Sec 2.2** as stated in these Bylaws.

**Sec 1.9 Student Trustee**

- Sec 1.9.1 Be the official representative of the SJCC ASG on the SJECCD Board of Trustees and report on any and all activities regarding the SJECCD Board of Trustees.
- Sec 1.9.2 Be the official representative of SJCC ASG on the Student Senate for California Community Colleges (SSCCC) Region IV and report on any and all activities regarding SSCCC and Region IV and must attend any and all meeting thereof.
- Sec 1.9.3 Shall be the official delegate to attend the SSCCC General Assemblies or such delegation(s) shall be determined by the President, unless the President chooses to be the delegate and the decision is confirmed by a majority vote of the board. The Board may vote by majority vote to have another Board member be the delegate if the President and the Student Trustee chose not to attend a conference.
- Sec 1.9.6 Collect information and provide leadership for events, policies, resources, and initiatives that promote political awareness which include but not limited to engagement and understanding of politics.

**Sec 1.10 Director of Communications**

- Sec 1.10.1 Responsible for creating, maintaining, and taking the minutes at all ASG Board meetings.
- Sec 1.10.2 Shall keep a record of attendance at all ASG Board meetings and provide this in the minutes.
- Sec 1.10.3 Ensure the business transactions of the SJCC ASG are distributed to all appropriate persons.
- Sec 1.10.4 Provide all resources for clubs including but not limited to Basics of developing a Club, Brown Act training, Expenditure Requests, etc. via sjccasg.org Forum.
- Sec 1.10.5 Keep track of volunteer hours from Clubs and send Clubs a weekly update on how many hours they still need to complete for the month.

**Sec 1.11 Director of Student Resources**

- Sec 1.11.1 Be the presiding communicator between the Deans and the ASG.
- Sec 1.11.2 Determine the Deans' goals for the students and determine ways for the ASG to help with these goals.
- Sec 1.11.3 Relay ASG's goals to the Deans and determine what the Deans can do for the ASG.
- Sec 1.11.6 Work with EOP&S to determine resources for struggling students.
- Sec 1.11.7 Collect information and provide leadership for events, policies, resources, and initiatives that improve students' resources.
- Sec 1.11.8 Ensure that the SJCC ASG have student representation at the SSCCC General Assembly.

**Sec 1.12 Director of Student Engagement**

- Sec 1.12.1 Coordinate all ASG events and programming.
- Sec 1.12.2 Work closely with the VP of Marketing to provide sufficient awareness to the student body about events and programming.
- Sec 1.12.3 Work with Director of Student Resources and Director of Finance to determine resources needed for events and programming.
- Sec 1.12.4 Create a calendar of events and ensure that they are placed on the website calendar.
- Sec 1.12.5 Help support clubs with their events and activities.
- Sec 1.12.6 Keep track of all school activities and events and share this with the Director of Communications and VP of Marketing.
- Sec 1.12.7 Work with Advisor(s) to book facilities and dates for events.

**Article 3 Student Clubs**

**Sec 3.1 Responsibility**

- Sec 3.1.1 All clubs are considered inactive at the start of the Academic Year and must (re)charter to be considered active.
- Sec 3.1.2 Every club has the choice to partake in Semester Leave by filling out the Semester Leave form. In doing so, the club does not need to participate in ASG meetings, but they lose their vote at ASG meetings.
- Sec 3.1.3 If a club accrues two (2) unexcused absences they are automatically placed on Semester Leave.

**Sec 3.2 Authority**

- Sec 3.2.1 Each club chartered and in good standing during the academic year may appoint one (1) student organization representative to attend the regular and special SJCC ASG meetings and shall only have one (1) vote unless choosing to opt out through semester leave.
- Sec 3.2.2 SJCC ASG officers cannot simultaneously serve as an ASG Student Organization Representative during their term of office.

- Sec 3.3 Club Resources**  
Sec 3.3.1 Clubs may request funds from the ASG by asking for their discussion item to be placed on the next ASG agenda.
- Article 5 Committees**  
**Sec 5.1 Formation**  
Sec 5.1.1 All ASG Committees are formed at the discretion of the ASG President.  
Sec 5.1.2 The ASG President appoints all student representation on all ASG and SJCC committees.
- Sec 5.2 Responsibility**  
Sec 5.2.1 It is the responsibility of committees to make informed recommendations to the board by majority vote.  
Sec 5.2.2 It is the responsibility of the appointee to any such committee to bring back detailed accounts of the committee meetings at the ASG Board meetings. Reports shall be submitted in writing.
- Article 6 Finances**  
**Sec 6.1 Finances**  
Sec 6.1.1 The ASG Board must approve all requests for expenditures of all student funds prior to any commitments.  
Sec 6.1.2 All ASG checks require two signatures. The VP of Finance and the ASG Advisor or the principal/school administrator may sign ASG checks.
- Sec 6.2 Annual Budget**  
Sec 6.2.1 An annual budget shall be created and approved by the ASG Board.  
Sec 6.2.2 This budget shall be brought to the SJECCD Board of Trustees to be approved for the next year.  
Sec 6.2.3 The Budget may be altered at any time by adjusting the budget to be approved by the ASG Board and again bringing it to the SJECCD Board of Trustees to be (re)approved.
- Sec 6.3 Discretionary Budget**  
Sec 6.3.1 There shall be a discretionary budget in the form of an ASG Procurement Card in the amount of \$2,000.00 under the VP of Finance and used at the discretion and approval of both the VP of Finance and President.  
Sec 6.3.2 It shall be replenished back to \$2,000.00 by a majority vote of the ASG Board.  
Sec 6.3.3 The President, at their discretion, shall be authorized to spend up to \$1,000.00 of the current Procurement Card balance but must send an email to the ASG Board within 1hr of said transaction informing the ASG Board in detail how the money was spent.
- Article 7 Elections**

**Sec 7.1 Definitions**

- Sec 7.1.1 ASG General Election(s) shall be defined as a regular yearly election of all ASG Officers, as well as referenda and initiatives placed on the ballot.
- Sec 7.1.2 ASG Runoff Election(s) shall be defined as an election that is a result of a tie-vote during a general or special election. If a tie-vote also occurs in a runoff election, a coin toss shall determine the winner.
- Sec 7.1.3 ASG Special Election(s) shall be defined as an election held outside of a regularly scheduled general election.

**Sec 7.2 Procedures**

- Sec 7.2.1 A General ASG Election must be held in the Spring of every academic year and be concluded before the end of the Spring semester.
- Sec 7.2.2 A Special Election may be called in the event that the Student Trustee position of the SJCC ASG becomes vacant or the General Election becomes nullified for any reason within this Election Code or to decide initiatives that affect the SJCC student body.
- Sec 7.2.3 Rule changes within this Election Code are at the discretion of the Board upon approval with two-thirds (2/3) vote of members.
- Sec 7.2.4 The ASG Board shall host a minimum of 3 Election Events: **Sec 7.2.4.1**
  - Elections/Campaign Kick Off
  - Sec 7.2.4.2 Open Forum
  - Sec 7.2.4.3 Candidate Debates
  - Sec 7.2.4.4 Voting Party
  - Sec 7.2.4.5 Election Results
- Sec 7.2.5 Any and all complaints regarding the elections or election policy shall be adjudicated according to the ASG Board.
- Sec 7.3 Appointments
  - Sec 7.3.1 In order to be considered for appointment each applicant must fill out the officer application found at sjccasg.org.
  - Sec 7.3.2 It is the ASG President's duty to vet each candidate and assess whether or not the position is a good fit for the candidate.
  - Sec 7.3.3 The applicant shall be nominated by the ASG President for appointment during an ASG Board meeting, at the discretion of the ASG President.
- Sec 7.4 SJCC ASG Oath of Office:

I [INSERT NAME] hereby affirm that I will faithfully serve the Students of San Jose City College as the SJCC Associated Student Government [INSERT POSITION]. I promise to uphold and act in accordance with the laws and policies of the Associated Student Government, San Jose City College, and the San Jose Evergreen Community College District. When confronted with obstacles in my path, I will stand strong with my team here in the ASG. I will do my due diligence and will review the facts such that I may make informed decisions and contribute meaningfully in discussions. I will fulfill all duties and responsibilities required and expected of me. I do solemnly swear that I will faithfully execute the Office

of [INSERT POSITION] of the SJCC Associated Student Government, and will to the best of my ability, preserve, protect and defend the rights of my fellow SJCC students and community.

**Sec 7.5 Voting**

**Sec 7.5.1 Voters**

Sec 7.5.1.1 Each student attending San Jose City College has equal voting rights in all ASG elections. Ballots will be cast online.

Sec 7.5.1.2 Each student must personally, cast their ballot with their own individual student identification number. All votes shall be tallied on the next day after the election.

**Sec 7.5.2 Ballot**

Sec 7.5.2.1 Each ballot must include the names of the candidates running for office and the position they are seeking.

Sec 7.5.2.2 During the construction of the electronic ballots, the names of all candidates shall be placed on individual slips of paper and chosen at random. The names shall be placed in the order they were selected.

**Sec 7.5.3 Procedure**

Sec 7.5.3.1 Election voting shall be held within a span of no less than 48 hours and can be extended to no more than one full week.

**Sec 7.5.4 Election Results**

Sec 7.5.4.1 The Student Trustee or ASG Officer designee and ASG Advisor(s) are responsible for compiling and publicizing the election results along with a confirmation assuring the results are true, accurate, and have not been compromised.

Sec 7.5.4.2 Results shall be announced, posted, and made public on the door of the ASG offices and the ASG Website by the end of the following business day and remain posted for a minimum of five (5) calendar days.

Sec 7.5.4.3 After posted for five (5) calendar days, these results cannot be debated or overturned in any way. Any election disputes must be filed within five (5) calendar days of the results being posted. If no disputes are filed, the results may not be overturned. And dispute that is filed shall be investigated within ten (10) days and a determination of the result, which may include but is not limited to a candidate's disqualification, shall be posted. In the event of a candidate's disqualification the candidate coming in second shall be declared the winner. Candidates may only be disqualified on the basis of eligibility or campaign violations.

Sec 7.5.4.4 Should the vote result in a tie, a runoff election shall be held for that office/initiative/referendum no later than 10 days after the closing of the previous election ballot.

**Sec 4.2 ASG Activities Card**

**Sec 4.2.1** There shall be an Activity Card established that can be purchased for twenty dollars (\$20.00) by SJCC students, faculty, staff, and members of the public to participate in selected activities of the ASG. The Activity Card shall grant card



holders benefits such as special access, discounted pricing to ASG sponsored services, and more.

Sec 4.3        **Student Activity Fee**

Sec 4.3.1     The Student Activity Fee is a twenty dollars (\$20.00) fee collected from each student by SJCC at the time of student registration each semester and is deposited in a separate fiduciary fund established for the SJCC ASG and can only be used to support SJCC ASG operations as approved by the ASG Board.

Article 8     **Removal**

Any removal for cause, excluding eligibility, shall be made by the Judiciary Committee following the Judicial Committee policies. Only the Advisor shall have the authority to remove members based on eligibility.

Article 8     **Revisions**

Section 8.1   Revisions to the Bylaws may be made with a majority vote.

Section 8.2   Revision shall be made with a two thirds vote of the ASG Board. All revisions must be reviewed by a Parliamentarian who has been certified by the National Association of Parliamentarians.