

Saddleback College Associated Student Government - Bylaws.



UPDATED AND APPROVED BY BOG AND BOPS: 06 December 2019

Table of Contents

Article I - General Bylaws Code	4
Section 1 - Establishment	4
Section 2 - Glossary of Terms and Amendments	4
Article II - Membership Code	4
Section 1 - Eligibility	4
Article III - Board of Directors	5
Section 1 - Function	5
Section 2 - Board of Director Positions	5
Section 3 - Duties of the Board of Directors	5
Article IV - Committee and Council Code	8
Section 1 - Function	8
Section 2 - Officer Positions	8
Section 3 - Duties of the Officers	9
Section 4 - Duties of the Committees and Councils	9
Section 5 - Task Force Committees	16
Article V - Disciplinary Code	17
Section 1 - ASG Members Attendance	17
Section 2 - Club Attendance	18
Section 3 - Impeachment	18
Article VI - Amending the Constitution and Bylaws Code	18
Section 1 - Amending the Constitution	18
Section 2 - Amending the Bylaws	19
Article VII - Grievances Code	20
Section 1 - Grievances and Complaints	20
Article VIII - Disciplinary and Appellate Hearings Code	21
Section 1 - Disciplinary Hearings	21
Section 2 - Disciplinary Hearing Appeals	22
Article IX - Meetings Code	24
Section 1 - Meeting Status	24
Section 2 - Conducting Meetings	24
Article X - Advisor Code	25
Section 1 - General	25

Article XI - Finance Code	26
Section 1 - General	26
Section 2 - General Spending	27
Section 3 - Division Department Spending	27
Section 4 - Sources of Funds	28
Section 5 - Limitations of Funds	28
Section 6 - District Board Policy 5402	28
Section 7 - Fund Use Procedures	29
Section 8 - Disbursement Process	29
Section 9 - Fundraising and ASG Stamps	29
Section 10 - Grant Request Process	30
Section 11 - Scholarships	31
Section 12 - Travel	31
Article XII - Volunteer Code	32
Section 1 - Membership	32
Section 2 - Volunteering Requirements	32
Article XIII - Election Code	32
Section 1 - General	32
Section 2 - Operations	32
Section 4 - Candidate Requirements	33
Section 5 - Elected Position	34
Section 6 - Elected Candidate Considerations	34
Section 7 - Election Process	34
Section 8 - Student Trustee	35
Article XIV - Recruitment Code	35
Section 1 - Application	35
Section 2 - Interview Process	36
Section 3 - Approval	36
Article XV - ASG Membership Benefits	36
Section 1 - Unused Absences	36

Article I - General Bylaws Code

Section 1 - Establishment

- 1) The Associated Student Government (ASG) of Saddleback College shall be the presiding student body of the Associated Students of Saddleback College (ASSC) per Article IV, Section 1.
- 2) The General Bylaws Code governs the ASG of Saddleback College with rules and regulations.

Section 2 - Glossary of Terms and Amendments

- 1) The following abbreviations shall be used within these bylaws:
 - a) The South Orange County Community College District shall hereafter be referred to as the SOCCCD.
 - b) The Associated Student Government (of Saddleback College) shall hereafter be referred to as ASG.
 - c) Saddleback College shall hereafter be referred to as SC.
 - d) The Academic and Division Affairs Council shall be referred to as ADAC.
 - e) The Inter-Club Council shall hereafter be referred to as ICC.
 - f) The Publicity Committee shall hereafter be referred to as PC.
 - g) The Events Committee shall hereafter be referred to as EC.
 - h) The Budget Committee shall hereafter be referred to as the BC.
 - i) The Veterans Student Council shall hereafter be referred to as the VSC.
 - j) The Honors Student Council shall hereafter be referred to as the HSC.
 - k) The Judiciary Committee shall hereafter be referred to as the JC.
 - l) The International and Diversity Student Council shall hereafter be referred to as the IDSC.
 - m) The Campus Sustainability Council shall hereafter be referred to as the CSC.
 - n) The Associated Students of Saddleback College (the general student population) shall hereafter be referred to as the ASSC.
 - o) The ASG Board of Governance shall hereafter be referred to as BOG.
 - p) The ASG Board of Programs and Services shall hereafter be referred to as BOPS.
- 2) Amendments to these ASG Bylaws and Constitution shall be passed by the procedures in Article VI of the ASG Bylaws.

Article II - Membership Code

Section 1 - Eligibility

- 1) All members of ASG must follow all rules and regulations of the ASG Bylaws.
- 2) All ASG members must currently have and maintain a minimum cumulative Grade Point Average (GPA) of 2.0 before taking office and throughout the entire term of office.
- 3) All members of ASG are required to volunteer a minimum of (15) fifteen hours per semester, unless the current BOG suspends this requirement with a two-thirds vote.

- a) The BOG needs to have a two-thirds vote to repeal the suspension.
 - b) Volunteer hours are obtained through member participation in any committee or council event.
 - c) Volunteer hours may also be obtained by participating in any college wide activity requesting a student representative.
- 4) All ASG members must sign a contract of membership devised by the BOG before the commencement of the fall semester. If an individual is appointed to a position on the ASG during the fall or spring semesters then he or she must sign the contract of membership immediately after his/her appointment.

Article III - Board of Governance

Section 1 - Function

- 1) The BOG shall be empowered to adopt the measures necessary for the general welfare, protection of the general interest, and to respond to the needs of the Associated Students of SC. In general, it shall perform legislative functions on matters within the jurisdiction of the Association.

Section 2 - Administrative Positions

- 1) The following positions within the ASG shall be considered the ASG Board of Governance:
- a) President
 - b) Vice President
 - c) Director of Academic and Division Affairs and Services
 - d) Director of External Affairs
 - e) Director of Budget and Finance
 - f) Director of Veterans Student Council
 - g) Director of International and Diversity Student Council
 - h) Director of Honors Student Council
 - i) Director of Campus Sustainability
 - j) Secretary
- 2) The following positions within the ASG shall be considered the ASG Board of Programs and Services:
- a) Vice President
 - b) Director of Events Committee
 - c) Director of Publicity and Public Relations
 - d) Director of Inter Club Council
 - e) Director of Human Resources and Volunteering

Section 3 - Duties of the Administrators

- 1) President
- a) Shall preside over the meetings of the BOG.
 - b) Has voting power on all matters voted or polled on during BOG meetings, in order to break a tie.

- c) Has the right to appoint an eligible applicant who is a current member of the ASG to a vacant position
 - d) The President has the power to veto any item passed by the ASG:
 - i) The President may veto any legislation or act of any ASG Committee or Council within ten business days after the vote, if he or she believes that the legislation or act will be detrimental to the ASSC or to any individual student.
 - (1) If the President vetoes a legislation or act of any ASG Committee or Council, the case may be presented to the BOG for a three-fourths vote to overturn the presidential veto.
 - ii) If the President's veto has been overturned by the BOG (Article III, Sec. 3(d)(i)(1)), the case may be represented at the next BOG meeting for final, simple majority vote.
 - iii) If the President vetoes an action that has taken place within the last three meetings of any semester of any committee or council, a two-thirds vote of the BOG must affirm the presidential veto.
- 2) Vice President
 - a) Shall chair all BOPS meetings.
 - b) Has voting powers on all matters voted or polled during BOPS meetings, in order to break a tie.
 - c) Shall preside over meetings of the BOG when the President is not available.
 - d) Has voting power on all matters voted or polled on during BOG meetings.
 - e) Will be responsible for attending all campus/district-wide committee meetings that no other ASG representative has been assigned to.
 - f) Shall be responsible for the taking of BOG minutes in the Secretary is absent.
 - 3) Director of Human Resources and Administration
 - a) Shall be appointed by a committee comprised of the current ASG President and Vice President.
 - b) Must attend all BOPS meetings
 - c) Has voting power on all matters voted or polled on during BOPS meetings.
 - d) Will be responsible for organizing the ASG application process
 - e) Shall serve on the Outreach Board of Saddleback College as a student representative.
 - 4) Director of Academic and Division Affairs and Services
 - a) Must attend all BOG meetings.
 - b) Shall serve as the Chair of the ADAC with the right to vote in order to break a tie.
 - c) Shall be appointed by a committee comprised of the current ASG President and Vice President.
 - d) Has voting power on all matters voted or polled on during BOG meetings.
 - 5) Director of External Affairs
 - a) Must attend all BOG meetings.
 - b) Has voting power on all matters voted or polled on during BOG meetings.
 - 6) Director of Events Committee
 - a) Must attend all BOPS meetings.
 - b) Shall serve as the Chair of the EC with the right to vote in order to break a tie.
 - c) Has voting power on all matters voted or polled on during BOPS meetings.
 - 7) Director of Budget and Finance
 - a) Must attend all BOG meetings.

- b) Shall serve as the Chair of the BC with the right to vote in order to break a tie.
 - c) Has voting power on all matters voted or polled on during BOG meetings.
 - d) Shall be appointed by a committee comprised of the current ASG President and Vice President.
 - e) Shall have either one-year practical experience on ASG, or be actively pursuing an accounting major, or be recommended by the ASG President and approved by a two-thirds BOG vote.
- 8) Director of Inter-Club Council
- a) Must attend all BOPS meetings.
 - b) Shall serve as the Chair of the ICC, with the right to vote in order to break a tie.
 - c) Has voting power on all matters voted or polled on during BOPS meetings.
- 9) Director of Publicity and Public Relations
- a) Must attend all BOPS meetings.
 - b) Shall serve as the Chair of the PC, with the right to vote in order to break a tie.
 - c) Has voting power on all matters voted or polled on during BOPS meetings.
 - d) Will be responsible for publicizing ASG as a whole, and regularly update the ASG webpage and all other forms of media.
 - e) Shall compile and update a calendar of all ASG events, which he/she will then enter into a calendar available on the ASG webpage.
 - f) Will be responsible for managing and undertaking publicity requests put forth by ASG members.
 - g) Shall serve on the following college/district-wide committees: Marketing and Communications.
- 10) Director of Veterans Student Council
- a) Must attend all BOG meetings
 - b) Shall serve as the Chair of the VSC, with the right to vote in order to break a tie.
 - c) Shall be appointed by a committee comprised of the current ASG Presidents and Vice President.
 - d) The Director of VSC must be a veteran.
 - e) Has voting power on all matters voted or polled on during BOG meetings.
- 11) Director of International and Diversity Student Council
- a) Must attend all BOG meetings.
 - b) Shall serve as the Chair of the IDSC, with the right to vote in order to break a tie.
 - c) Has voting power on all matters voted or polled on during BOG meetings.
 - d) Responsible for representing international and diverse students and voicing their opinions, concerns, and ideas.
- 12) Director of Honors Student Council
- a) Must attend all BOG meetings.
 - b) Shall serve as the Chair of the HSC, with the right to vote in order to break a tie.
 - c) The Director of HSC must be an Honors student.
 - d) Has voting power on all matters voted or polled on during BOG meetings.
- 13) Director of Campus Sustainability
- a) Must attend all BOG meetings.
 - b) Shall serve as the Chair of the CSC, with the right to vote in order to break a tie.
 - c) Has voting power on all matters voted or polled on during BOG meetings.
- 14) Secretary
- a) Shall be responsible for keeping an orderly schedule for all the current ASG BOG members of all meetings that require their attendance.

Article IV - Committee and Council Code

Section 1 - Function

- 1) The Committees and Councils on the ASG shall be empowered to adopt the measures necessary for the general welfare, to protect the interests, and to respond to the needs of the ASSC.

Section 2 - Officer Positions

- 1) The following officer positions within the ASG shall comprise the ASG Committees and Councils:
 - a) Administrative Coordinators
 - i) The Administrative Coordinator for the BC
 - ii) The Administrative Coordinator for the EC
 - iii) The Administrative Coordinator for the PC
 - iv) The Administrative Coordinator for the ICC
 - v) The Administrative Coordinator for the VSC
 - vi) The Administrative Coordinator for the IDSC
 - vii) The Administrative Coordinator for the HSC
 - viii) The Administrative Coordinator for the CSC
 - ix) The Administrative Coordinator for the JC
 - b) Finance Officers
 - i) The Officer of Finance for the EC
 - ii) The Officer of Finance for the PC
 - iii) The Officer of Finance for the ICC
 - iv) The Officer of Finance for the VSC
 - v) The Officer of Finance for the IDSC
 - vi) The Officer of Finance for the HSC
 - vii) The Officer of Finance for the CSC
 - c) Events Officers
 - i) The Officer of Events for BC
 - ii) The Officer of Events for EC
 - iii) The Officer of Events for PC
 - iv) The Officer of Events for ICC
 - v) The Officer of Events for VSC
 - vi) The Officer of Events for IDSC
 - vii) The Officer of Events for HSC
 - viii) The Officer of Events for CSC
 - ix) Executive Officer of Events for Civic Engagement
 - x) Executive Officer of Events for Campus Life
 - xi) Executive Officer of Events for Philanthropy
 - xii) Executive Officer of Events for Current Issues and Awareness.
 - d) Publicity Officers
 - i) The Officer of Publicity for ICC

- ii) The Officer of Publicity for IDSC
 - iii) The Officer of Publicity for CSC
 - iv) The Officer of Publicity for HSC
 - v) The Officer of Publicity for Campus Life Squad
 - e) Outreach Officers
 - i) The Officers of Outreach for HSC (2 members)
- 2) The following officer positions within the ASG shall comprise the general officer that are not designated to any particular committee or council, but will help facilitate any and all help to any committee or council that wants or needs it.
- a) Specialized Officers
 - i) The Officer of Art Design
 - ii) The Social Media Content Creator
 - iii) The Digital Content Producers (3 members)
 - iv) The Event Facilitators (Max. of 30 members)
 - v) The Webmaster

Section 3 - Duties of the Officers

- 1) The duties and responsibilities of each officer under Article IV, Section 2 are articulated in the current ASG "Position Descriptions."
- 2) The ASG Bylaws grant and recognize the current ASG "Position Descriptions" to have the same jurisdictional authority as the ASG Bylaws.

Section 4 - Duties of the Committees and Councils

- 1) The following committees and councils must follow all general policies that pertain to only their committee or council:
 - a) Events Committee
 - i) Shall be comprised of members responsible for assisting the Chair of Events Committee with the activities and events in which ASG participates.
 - b) Publicity Committee
 - i) Shall be responsible for publicizing all ASG events.
 - ii) Shall be comprised of members responsible for assisting the Chair of PC and of any other committee or council with publicizing the activities and events in which ASG participates.
 - (1) Other divisions of ASG may request the Publicity Committee services through proper request form procedure or the Director of Publicity.
 - iii) PC Members will be expected to form task forces to complete additional projects outside of their meeting time.
 - iv) Members will be expected to assist in publicizing all events as well as assist fellow members when necessary. Disciplinary action will be taken as outlined in the Disciplinary Code.
 - v) Shall write and turn in press releases to the Lariat, Channel 39, KSBR and any other necessary media outlets according to specific deadlines, in accordance with the Ralph M. Brown Act.

- vi) Shall submit publicity and marquee requests to the Student Development Office according to specific deadlines, in accordance with the Ralph M. Brown Act.
 - vii) Must assist the PC on gathering all information regarding all ASG events, which are then to be entered into a calendar available on the ASG webpage.
- c) Judiciary Committee
- i) Shall be responsible for the following:
 - (1) To conduct a disciplinary hearing.
 - (2) To conduct a hearing regarding a petition to amend the ASG Bylaws or Constitution.
 - (3) Whenever the BOG calls for a Special Election.
 - ii) Shall be co-Chaired by the Director of HR and the Director of ADAC.
 - iii) Shall have the authority to interpret the ASG Constitution in the event there is significant dispute of a Constitutional Amendment.
 - (1) All interpretations must be noted in the ASG Bylaws.
 - (2) All interpretations must have a three-fourths affirmative vote by the JC.
 - (a) All interpretations shall not be misconstrued as “Amending”, but all interpretations shall be given the same weight as all other Amendments of the ASG Constitution.
 - iv) Shall be comprised of the Administrative Coordinators from each committee and council. .
 - v) Will follow the guidelines outlined in the Disciplinary Code to properly evaluate ASG members and issue appropriate action, whenever a disciplinary proceeding is called for.
 - vi) Must review the ASG Bylaws, Position Descriptions and Constitution prior to conducting any hearings, the initiation of any special elections, and interpreting Constitutional Amendments.
 - vii) Must review any requested Bylaws changes.
 - viii) Shall be responsible for counting the volunteer hours, in adherence to the Volunteer Code, as outlined in Article XII
- d) Budget Committee
- i) Must comply with the entire Finance Code.
 - ii) Shall be comprised of members dedicated to maintaining the budget and finances of the councils/committees of ASG.
 - iii) Shall maintain the Budget and Finance Records of ASG.
 - iv) Shall work in conjunction with other members of ASG in order to raise funds for their respective committees or councils.
 - v) Budget Committee and BOG shall be responsible for creating and implementing all ASG fundraising and revenue generating endeavors.
 - vi) It is the responsibility of the Budget Committee to set goals for the sale of the ASG Stamp in order to create the revenue that funds all Student Government operations.
 - vii) Shall review all ASG allocations to ensure they comply with the Finance Code.
- e) Inter-Club Council

- i) The purpose of the Inter-Club Council shall be: to promote student awareness of and participation in Saddleback College clubs; to establish coordination, communication and cooperation among the officially registered student clubs; to promote the development of student leadership and service; and to promote campus and public awareness of Inter-Club Council activities.
- ii) Definitions of ICC Groups
 - (1) "Executive Board of ICC" shall be defined as the authority that oversees the overall operation of ICC.
 - (2) "Registered Club" shall be defined as a student established group that has gone through the formal activation process and completed all steps
 - (3) "Faculty Sponsored Club" shall be defined as a group that is established by a faculty member at Saddleback College.
- iii) Membership and Club Formation
 - (1) ICC shall be comprised of officially Registered Clubs and the Executive Board of ICC
 - (2) Registered Club
 - (a) Must be comprised of at least 5 students with Saddleback College as their college of record
 - (b) Members must be enrolled in at least 5 units and maintain a cumulative 2.0 gpa each semester
 - (c) Have a club advisor that is a faculty or full time staff member that adheres to the advisor policies and procedures set forth by the Student Development Office
 - (d) Complete the online orientation
 - (e) Complete the required Kognito training
 - (f) Have and maintain a club constitution and bylaws
 - (i) The document declares and executes the main purpose of the club
 - (ii) ASG reserves the right to not permit a club whose purpose and interests are similar to an already existing club
 - (iii) vii. Must have a President, Vice President, and Treasurer
 - (iv) viii. Clubs may not use the name Saddleback College preceding their club name
 - (g) Be approved by the ICC Executive Board
 - (3) Faculty Sponsored Club
 - (a) Must fill out the required activation forms
 - (b) Must have a constitution and bylaws
 - (c) Are established by a Saddleback College Faculty member

- (d) Are not eligible to receive funds and other services from ICC
- iv) Privileges of Recognized Clubs
 - (1) Full access to ASG and Student Development services
 - (2) Ability to receive and request funds from ICC
 - (3) Ability to reserve SSC 211 and other on campus rooms for meetings
 - (4) Ability to host events on campus
 - (5) Ability to hold a special account within the Student Development Office for club funds
 - (6) Ability to travel
 - (7) Participate in all ICC events
 - (8) No voting rights for clubs at all ICC General meetings
- v) Executive Board of ICC
 - (1) Shall be comprised of the following positions
 - (a) Director of Inter-Club Council
 - (b) Administrative Coordinator of Inter-Club Council
 - (c) Officer of Finance for Inter-Club Council
 - (d) Officer of Communications and Public Relations for Inter-Club Council
 - (e) Event Officer for Inter-Club Council
 - (2) Shall oversee the ICC budget allocated by ASG at the beginning of each academic year
 - (3) Shall serve as an impartial executive group when dealing with the overall operations of ICC and ensuring members adheres to the policies and standards set forth by ASG, ICC, and the Student Code of Conduct.
- vi) Elections of Executive Board
 - (1) Director of ICC appoints the above positions listing. The director of ICC should fill the vacated positions by holding an interview with the candidates.
- vii) Meetings and Representation
 - (1) The ICC Executive Board shall meet a minimum of two (2) times a month during the fall and spring semester
 - (2) ICC General meetings will be held at least bi-weekly during the fall and spring semester
 - (3) ICC will not hold General Meetings during the summer and winter sessions
 - (4) Clubs are required to send one (1) designated representative to each ICC General Meeting to represent the club and vote on matters pertaining to ICC.
 - (5) No member of the ICC shall represent more than two (2) clubs or office at any one meeting.

(6) Mandatory attendance at ICC General Meetings

- (a) Clubs are allowed to miss up to two (2) ICC General Meetings each semester
- (b) Missing more than two (2) General Meetings will result in the club being on probation until the club attends two consecutive meetings, if the club misses one more meeting during a semester, the club will be deactivated for the remainder of the semester.

7. Club representatives are allowed ten minutes in tardiness from when the meeting is officially called to order before being counted as absent

- (i) Club representatives who leave meetings earlier than 10 minutes prior to adjournment may be marked as absent unless they notified the ICC director before a general meeting.
- (ii) Absences do not carry over to the next semester.
- (iii) (1) Absence may be excused for extreme situations such as medical and family emergencies
 - 1. vii. In the case of unforeseen extenuating circumstances, a request for an excused absence must be sent to the ICC Director at least 24 hours in advance. The request will be reviewed for approval by the Executive Board of ICC

viii) ICC Finance and Funding

- (1) Registered clubs have access to funds through various means established by the Executive Board of ICC each year
- (2) Registered Club requesting funding from ICC must fill out the appropriate funding forms set forth by the Executive Board of ICC
- (3) Club members will not be reimbursed for any purchases
- (4) Clubs raising funds must deposit money collected on behalf of the group with the Student Development Office
- (5) Any club remaining inactive for at least four (4) consecutive semesters shall have their balance with the Student Development Office transferred to the ICC General Fund account.

ix) Complaint Process

- (1) If there is a complaint clubs shall email the ICC and it will be discussed privately.

f) Veterans Student Council

- i) Shall represent the veteran student body on campus and give voice to their opinions, concerns, and ideas.

- ii) Shall be comprised of members dedicated to improve campus life for veteran students by planning events and programs that directly benefit veteran students and promote student success and involvement.
- iii) Shall be comprised of the Executive Board and the Auxiliary Board.
- iv) All members of the Executive Board must be veterans of the United States Armed Forces.
- v) Executive Board of VSC
 - (1) The Executive Board shall see to the overall operations of the VSC, its events and activities and shall be comprised of the following members:
 - (a) Director of VSC
 - (b) Administrative Coordinator for the VSC
 - (c) The Officer of Finance for the VSC
- vi) Auxiliary Board of VSC
 - (1) The Auxiliary Board shall support the operations of the VSC, contribute to the successful execution of its events and activities and shall be comprised of the following members:
 - (a) VSC Officer of Communications and Public Relations
 - (b) VSC Events Officer
- g) International and Diversity Student Council
 - i) The IDSC shall be comprised of members dedicated to improve campus life for International and Diverse students by voicing their opinions, concerns, and ideas, as well as planning events and programs that directly benefit international and diversity students and promote student success and involvement.
- h) Honors Student Council
 - i) Shall be comprised of members dedicated to improve campus life for Honors students by voicing their opinions, concerns, and ideas, as well as planning events and programs that directly benefit honors students and promote student success and involvement.
 - ii) Shall offer opportunities to honors students to further benefit their community.
 - iii) Non-ASG HSC members are required to log a minimum of 5 volunteer hours per semester, and hours may earned from any official HSC or ASG event or activity.

Section 5 - Task Force Committees

- 1) A "Task Force committee" shall refer to a group of ASG members, and other members of the SC campus as necessary, who work together on a specific project regarding ASG or student life at SC.
- 2) Task Force committees are temporary, and may only stand for as long as necessary to complete their purpose.
- 3) Any member of the ASG can create a Task Force.
- 4) Task Forces must have a mission statement and purpose, and must be approved by two-thirds majority of BOG members before initiation.
- 5) All Task Forces are subject to the Ralph M. Brown act and therefore must have properly and timely posted agendas.

Article V - Disciplinary Code

Section 1 - ASG Members Attendance

- 1) Each officer of an ASG committee or council of ASG is allowed a total of four (4) absences, with three (3) absences for committee or council meetings, and one (1) absence for All-ASG meetings, per semester.
 - a) If a member is to miss more than one (1) ASG meeting in a single day, they shall receive one (1) absence per missed meeting they are assigned to.
 - b) A fourth absence for a committee or council meeting, or a second absence for an All-ASG meeting, shall result in removal from ASG, if the JC finds that the absences that accumulate to the removal of a member are not excusable.
 - c) If a member exceeds the allowable absences, then the Administrative Coordinator for the committee or council must inform the Chair of that committee or council and the BOG.
- 2) Each Director of ASG that chairs a committee or council is allowed five (5) total absences, with two (2) absences for committee or council meetings, two (2) absences for the BOG meetings, and one (1) absence for All-ASG meetings, in addition to one (1) absence per campus-wide committee he or she is appointed to.
 - a) An absence shall incur for failing to post the agenda on time or canceling the meeting.
- 3) Each Director of without a committee or council, the ASG President, Vice President, and Secretary, shall be allowed two (2) BOG absences, in addition to one (1) absence per campus-wide committee he or she is appointed to, per semester.
- 4) There shall be a strict mandatory attendance for the Fall and Spring retreats.
- 5) The Director of each committee or council is required to take attendance of their members. Each member of ASG shall be counted as present or absent during roll call at the beginning of each official meeting.
- 6) The Director of HR is required to take attendance of all the members of ASG for all All-ASG meetings.
 - a) Failure to take proper attendance will result in an unofficial meeting.
- 7) To be counted present, a member must be physically present for the entire meeting.
 - a) Each member shall be granted a total grace period of ten (10) minutes throughout the meeting. This grace period may be used at either the beginning, middle, or end, or a combination that does not exceed a total of ten minutes of the meeting.
- 8) A member shall not be marked absent from a meeting if he or she is attending an ASG event, campus-wide committee, council, or hearing.
- 9) Absences for officers who mandatorily attend committee or council meetings will be excused by the Chair of that committee or council, only in the case of medical emergencies, documented family emergencies, religious holidays affiliated with a club's mission, or documented legal obligations.
 - a) Acceptable documents will come in the form of a medical or legal note.
 - i) If a member has the needed paperwork to clear an absence, they must present it to the Chairs of his or her committees or councils no later than two weeks (14 days) after the absence. It is the member's responsibility to

notify their chair of an absence twenty-four (24) hours ahead of time, unless special circumstances prevent such timely notification.

- 10) Any unused absences may be redeemed at the end of the semester for volunteer hours. Each unused absence is equivalent to two (2) volunteer or community service hours.
- 11) Under any circumstance not noted in the attendance code, if any ASG member is believed to be absent, the statement of the committee/council members and the Chair shall be noted in the minutes and forwarded to the BOG to decide whether the member shall be counted present or absent from the respective meeting.

Section 2 - Club Attendance

- 1) This section applies only to active, Certified Clubs.
- 2) Any Certified Club that violates the attendance code specified in Article IV, Sec. 4(2)(e)(ix)(a) of the ASG Bylaws shall automatically have its active status revoked for the remaining portion of the current semester.
 - a) Any Certified Club that violates the Attendance Code and has its active status revoked, they must wait until the following fall or spring semester to reactivate.
 - b) Any Certified Club that has its active status revoked has the right to appeal the case to the ICC, under Article VIII, Sec. 1 of the Bylaws.

Section 3 - Impeachment

- 1) Any member of ASSC may call for the impeachment of another member of the ASG by submitting a formal letter, either in an email or written document, to the ASG President, Vice President, and ASG advisor, to which the President, Vice President, and Advisor must consult with both the individual(s) who filed the letter and the accused in order to attempt any resolution of the situation under scrutiny.
 - a) If the situation has not been resolved, then a formal complaint may be filed per Article VII, Sec. 1 of the ASG Bylaws.
 - b) Once a formal complaint has been filed, then the initial impeachment hearing will be conducted following provisions under Article VIII, Sec. 1 of the ASG Bylaws.
 - i) If an appeal is made, then a secondary impeachment hearing will be conducted following provisions under Article VIII, Sec. 2 of the ASG Bylaws.

Article VI - Amending the Constitution and Bylaws Code

Section 1 - Amending the Constitution

- 1) The processes to amend the Saddleback Constitution shall be followed accordingly.
- 2) Any proposed amendment to the Saddleback Constitution must be presented to the BOG, along with a detailed explanation of the changes demonstrating its intended impact to the ASSC.
 - a) Proposed amendments to the Saddleback Constitution, along with the explanation(s), must be submitted to the Officer of Internal Operations via email.
 - b) Once the proposed constitutional amendments have been duly placed on the BOG's agenda, then the individual, or an appointed individual by the BOG (Article

VIII, Sec. 1), who made the proposition must unavoidably, in person, orally argue the reasons for the proposed amendment(s) that further elaborates the written explanation(s).

i) Once the proposed amendments have been presented to the BOG, the Board will review, discuss, and vote to approve or deny the propositions.

(1) A three-fourths affirmative vote of the BOG is necessary in order to approve of the proposed amendments.

(a) If a three-fourths affirmative vote has not been met, then the BOG will recommend any changes to the proposed amendments deemed necessary to the person(s) or representative(s) who made the propositions.

Section 2 - Amending the Bylaws

- 1) The processes to amend the ASG bylaws shall be followed accordingly.
- 2) Any proposed changes or amendments to the ASG bylaws must be presented to the BOG, along with a detailed explanation(s) as to why these propositions should be enacted as ASG Bylaws.
 - a) Proposed changes or amendments, along with the explanation, must be submitted to the Officer of Internal Operations via email.
 - b) Once the proposed changes or amendments to the ASG Bylaws have been placed on the agenda, the JC will review, discuss, and vote to approve or deny the propositions.
 - i) A majority vote of the BOG is necessary in order for the proposed amendment(s) to be approved.

Article VII - Grievances Code

Section 1 - Grievances and Complaints

- 1) All ASSC members and staff have the right to file a formal complaint against any ASG member.
- 2) All complaints must meet at least one of the following criteria:
 - a) The accuser has reasonable belief that the accused has not met the standard responsibilities expected out of his/her position on ASG.
 - b) The accuser has reasonable belief that the accused has abused any form of discretion or power within his/her jurisdiction.
- 3) The procedures for filing a formal complaint are as follows:
 - a) If one or more of the above criteria in Article VII, Sec. 2, of the ASG Bylaws is met, then the accuser must submit a written document to the BOG via the Officer of Internal Operation's email or give a hard copy of the complaint to any BOG member. The document must include all of the following:
 - i) The accuser's name.
 - ii) The accused's name.
 - iii) The date and time of submission.
 - iv) Clearly written details of the circumstances and any evidence that the accused has violated any criteria in Article VII, Sec. 2, of the ASG Bylaws.

- b) Once the BOG receives formal notice of the complaint and the Board believes that there is a factual basis to the complaint, then a formal notice will be sent out to the accuser, asking for the accused's name, either via email or through a personal, hard copy delivery, including a formal notice of the circumstances of the situation, instructions regarding the hearing, and the date of the complaint.
 - i) If the Board believes there to be a factual basis to the complaint, then the Board will initiate the JC to conduct any further proceedings.
- c) If the BOG does not believe that there is a factual basis to the complaint, then the complaint shall be dismissed. The BOG will notify the accuser of the dismissal and the reasons for it.

Article VIII - Disciplinary and Appellate Hearings Code

Section 1 - Disciplinary Hearings

- 1) Disciplinary hearings will be conducted by the JC.
- 2) When a formal complaint has been properly filed to the BOG, then the Officer of Internal Operations will place the item titled "Disciplinary Hearing" on the JC's agenda to conduct a hearing.
 - a) The hearing will be conducted at a JC meeting that is between a seventy-two (72) hour and fourteen (14) day period of the submission of a formal notice to the accuser and the accused, unless both the accuser and the accused agree to have a time extension for specific reasons.
- 3) The accuser has the right to be represented by another individual.
 - a) This individual can be appointed by the accused him or herself or by the JC.
 - i) The JC may only appoint someone from the ASG, but may not appoint either the Director of HR or any current JC member.
 - ii) The JC may appoint only one individual to represent the accused.
- 4) During the meeting when the hearing is being conducted, and if both the accuser and accused, or the accused's representative, are present at the hearing, the below guidelines shall be followed accordingly and in order:
 - a) The Chair will begin the item "Disciplinary Hearing."
 - b) The Chair will ask both parties (accuser and accused) if they are ready to proceed with the hearing.
 - i) If both parties are ready to proceed, then the hearing will begin.
 - ii) If the accuser is not ready, and the hearing is being conducted between the seventy-two (72) hour and fourteen (14) day period, then the Chair may assert an unduly delay by the accuser and dismiss the complaint, if the accuser does not have a reasonable and valid excuse for the delay.
 - (1) If the complaint is dismissed, then no further action will be taken.
 - (2) If the complaint is not dismissed, then the Chair will set a date to conduct the hearing.
 - (a) The hearing date must be no more than a fourteen (14) day extension and no less than a seventy-two (72) hour extension.
 - (i) If the accused wishes to represent him or herself, then the hearing must be conducted within an

additional fourteen (14) days after the initial time-frame specified in Article VIII, Sec. 1(2)(b)(ii)(2)(a) of the ASG Bylaws.

- (ii) If the accused wishes to represent him or herself and a hearing date cannot be set, then the Chair will ask both parties if they would like for proceed with the hearing.
 - 1. If one or more parties does not wish to proceed with the hearing, then the JC will deliberate on the standing evidence and vote whether or not the accused is guilty of any offenses listed in the complaint.
 - a. The JC needs to have at least a three-fourths affirmation vote to find an accused guilty.
 - i. If the affirmation vote is met, then the JC can do one or a combination of the following, that is within reasonable bounds of the gravity of the situation: (i) Give a verbal warning to the accused. (ii) Give a list of reasonable guidelines for the accused to follow, for a specific amount of time determined by the JC, and a timeline that shall not exceed a period of six (6) months. (iii) Terminate the accused's ASG membership.

Section 2 - Disciplinary Hearing Appeals

- 1) This section only pertains to parties who are the accuser and the accused, or representative(s), and that either party wishes to appeal any decision(s) or action(s) taken by the JC.
- 2) All appellate hearings shall be conducted by the BOG.
- 3) The grounds for appealing a JC decision must meet at least one of the following criteria:
 - a) The JC abused discretion
 - b) The JC violated any ASG Bylaws or Constitutional amendments that caused prejudice to either party when a decision has been made
 - c) Any recognized unfairness or prejudice in either the ASG, committee or council Bylaws
- 4) If one or more of the criteria in Article VIII, Sec. 2(3) is believed to have been violated, the accuser, accused, or representative of the accuser or accused must:
 - a) Write a formal grievance to the ASG Vice President if the Secretary position is currently vacant, via the ASG Vice President's email, and the grievance must include:

- i) The date of submission of appeal
 - ii) The appellant
 - iii) The reason for appeal
 - iv) Written evidence for appeal including, but not limited to, the Minutes, audio recording (if existing), or respective proof of any criteria listed in Article VIII, Sec. 2(3)
 - v) A copy of the original complaint
- 5) If a formal grievance has been filed, then the BOG must follow the procedures accordingly:
 - a) The ASG Vice President will email the appellant and the Officer of Internal Operations about the date of the appellate hearing, within seventy-two (72) hours of the receipt of the formal grievance.
 - i) The appeals hearing must be conducted within fourteen (14) days of the submission of the grievance.
 - b) The ASG President will call the "Grievance" item to question.
 - c) The ASG President will ask if both the appellant and the Officer of Internal Operations are ready to proceed to the hearing.
 - i) If both the appellant and Officer of Internal Operations are ready to proceed, then the ASG President will begin the hearing.
 - ii) If only the Officer of Internal Operations is not ready to proceed, then the BOG will hear the appellant's argument, but not the Officer of Internal Operations' argument.
 - iii) If only the appellant is not ready to proceed, then the BOG will dismiss the appeal and the JC's decision will stand.
 - iv) If both the appellant and the Officer of Internal Operations are not ready to proceed, then the BOG, excluding the Officer of Internal Operations, will deliberate on the standing written grievance filed by the appellant and decide to either uphold the JC's decision or reverse the JC's decision.
 - (1) If the BOG upholds the JC's decision, then no further action will be conducted.
 - (2) If the BOG reverses the JC's decision, then the BOG will decide to do one or a combination of the following:
 - (a) Give a verbal warning to the accused.
 - (b) Give a list of reasonable guidelines for the accused to follow, for a specific amount of time determined by the BOG, and a timeline that shall not exceed a period of six (6) months.
 - (c) Terminate the accused's ASG membership.
 - d) The ASG President will yield the floor to the appellant for no more than five (5) minutes for oral argument.
 - e) The ASG President will yield the floor to the Officer of Internal Operations for no more than seven (7) minutes for oral argument.
 - i) The Officer of Internal Operations may rebut or refute the appellant's accusations or claims and also present his or her own argument(s).
 - f) The ASG President will yield the floor to the appellant for no more than three (3) minutes for oral argument.

- i) This argument must be only for rebutting or refuting the Officer of Internal Operations' argument(s), or his or her rebuttals or refutals. No new arguments may be established during this time.
- g) The ASG President will end oral arguments after both the appellant and the Officer of Internal Operations have argued in full.
- h) The ASG President will put the question up for deliberation by the other BOG members, except for the Officer of Internal Operations.
 - i) A two-thirds vote is required to agree with the appellant.
 - (1) If the BOG agrees with the appellant, then the JC's decision will be reversed.
 - (2) If the argument is about amending an ASG, committee or council Bylaw, then the BOG may amend the ASG Bylaw that is at question by procedures listed in Article VI of the ASG Bylaws.
 - ii) A two-thirds vote is required to agree with the JC's decision.
 - (1) If the BOG agrees with the JC, the the JC's decision shall remain standing and the appellate hearing will conclude.

Article IX - Meetings Code

Section 1 - Meeting Status

- 1) A meeting is considered "official" (where businesses can be conducted) if all of the following criteria are met:
 - a) An agenda has been posted at least seventy-two hours prior to the start of the meeting.
 - i) It is the Directors (of each council) and President's, responsibility to create and post each of their meeting agendas on time.
 - b) Quorum has been established for the meeting at hand (See Article IX, Sec. 1, 3.).
 - c) An advisor is present at the meeting.
- 2) The Chair of each committee or council, the Chair, of the BOG must take attendance immediately after a meeting has been called to order.
 - a) Anyone that does not attend an official meeting shall be marked absent.
- 3) Quorum, at least fifty percent, plus one member of a committee or council, must be met in order for that specific committee to conduct any business.
 - a) If quorum is not met, then the Chair of that committee or council may set another date for a meeting.
 - i) If another date has been set for a meeting, then a new agenda must be created and posted, in compliance with the Ralph M. Brown Act.

Section 2 - Conducting Meetings

- 1) The Chair of each committee or council and the ASG President are responsible for the operation of their meetings.
- 2) Items on an Agenda:
 - a) Items on an agenda must be discussed one at a time.
 - b) Any member of a committee or council, excluding the Director and President, may make a motion to discuss an item on the current agenda for that meeting.

- i) Any other member of that committee or council, excluding the Director,/President or the member who made the initial motion, must second the motion in order for discussion or action to be taken on that item.
 - c) The Director of that committee or council, or the President of the BOG, must ask the members of the committee or council for any discussion.
 - i) Each member of that committee or council, or the BOG, has the right to speak once; any opportunity to speak more than once must occur after all members have had the opportunity to speak once.
 - d) Once an item has been thoroughly discussed, the Director of that committee or council, or the President of the BOG, may take any voting action, if necessary.
 - i) Each committee or council, or the BOG, may have a simple majority vote on any items listed on the agenda, unless a specific voting threshold is required for specific items listed either in the ASG Bylaws or Constitution.
 - e) Once the main motion of an item on an agenda has been voted on, then that item will no longer be discussed and the next item on the agenda may be motioned and seconded for discussion, unless special circumstances are deemed necessary by the Director of that committee or council, or the President of the BOG, to review and further discuss any item that has previously been completed.
 - f) Once either all business of a meeting has been completed, or the allotted time for a meeting has been met, then adjournment must be called by the Director of that committee or council, or the President of the BOG.
- 3) Approval of the Minutes
 - a) All minutes must be approved by that committee or council, or the BOG, to which the minutes were taken for.
 - i) The Director of that committee or council, or the President of the BOG, must ask the members if any corrections need to be changed to the minutes of the previous meeting.
 - (1) If no corrections are needed, then a majority vote is necessary to approve of those minutes
 - (a) Once any meeting minutes are approved, they may no longer be changed, altered, or otherwise revised in any way.
 - (b) Any changing, altering, or revising to any approved meeting minutes is grounds for disciplinary action.
 - b) If, for any reason, the minutes are not approved or accidentally forgotten/skipped during one meeting, they shall be approved in the next meeting -- both the minutes of the two previous meetings.
- 4) Non-Director Chairing for Committees and Councils
 - a) In the case a Director of a committee or council is absent during an official meeting, the the meeting will be conducted by a member of that committee or council in the order that follows:
 - i) Administrative Coordinator

- ii) Finance Officer

Section 3 - Changing Meeting Times

- 1) Meetings for the ASG BOG shall be established by a majority vote of the currently occupied BOG, prior to the commencement of the Fall semester.
- 2) Meetings for the ASG Committees and Councils shall be established by the Director of his/her own Committee or Council.
- 3) Any proposed changes to the meetings times after the commencement of the Fall semester will require a three-fourths vote of the currently occupied BOG, Committee or Council.
 - a) Any Committee and Council that achieved a three-fourths affirmative vote to change the meeting times does not need approval of the BOG, unless one or more of the committee or council members cannot attend the proposed meeting time, to which the BOG must approve of the proposed meeting time with a majority vote.
 - b) Changes to Committee or Council meetings times shall not interfere with other ASG Committee or Council meeting times, to which Officers are required to attend.

Article X - Advisor Code

Section 1 - General

- 1) The ASG Advisors, within District and College policies, may be referred to as the Chancellor's designee, the President's designee and/or the Vice President's designee.
- 2) The college Vice President of Student Services and/or designee shall be responsible for the conduct of the Associated Student Government (ASG) affiliated groups, and organizations in accordance with state laws, regulations, board policies, and administrative regulations established by the district. They will also be responsible for overseeing the activities of the Associated Student Government (ASG).
- 3) The ASG Advisors are assigned by Saddleback College to act as the appropriate designee(s) overseeing the operations of the Associated Student Government (ASG) and clubs.
- 4) The ASG Advisors are responsible for the duties of providing oversight regarding the administration of ASG funds, development of the yearly ASG budget, Saddleback College and SOCCCD regulations, and legal matters pertaining to ASG proposals and decisions.
- 5) The ASG Advisors are responsible for general advisement, trainings, leadership development, team building opportunities, delivering constructive feedback and event planning assistance.
- 6) The Associated Student Government (ASG) organization is recognized as the official voice for the students in the college consultation process. It may conduct other activities as approved by the Chancellor or designee. The Associated Student Government

(ASG) activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

- 7) Students may develop additional co-curricular activities under the direction of the appropriate college administrator, which includes the Director of Student Life and Student Development staff, when there is a need.
- 8) All student clubs and organizations shall operate under the auspices of the college's Associated Student Government (ASG) organization.

Article XI - Finance Code

Section 1 - General

- 1) The purpose of the annual budget is to provide a guideline for the financing of all ASG business.
- 2) The Associated Student Government shall fund programs that directly benefit currently enrolled Saddleback College students through scholarships, student organizations and division-run student programming. The ASG shall fund college divisions that directly provide comprehensive programs that extend the student learning experience outside of the classrooms, and promote personal growth and development of Saddleback students.
- 3) It is mandatory that purchases or expenses paid for by an Associated Students' organization fund be used for the general welfare of the students. Funds shall not be used for purchasing instructional supplies or for expenditures for capital outlay items that would normally be purchased by the board (BP & AR 5402).
- 4) The BC shall keep an accurate account of all financial records of the Budget for the Associated Student Government, and all related organizations that fall under the jurisdiction of the finance code.
- 5) The Finance Code is established to define the policies and procedures for developing, approving, and expending funds under the control of the Saddleback College Associated Student Government and its related organizations.
 - a) Related organizations include all organizations and programs on campus that are funded with Associated Student Government funds.
- 6) Those who fall under the jurisdiction of the Finance Code include all student organizations, and division-run student program grant awardees who receive funding from the Associated Student Government of Saddleback College.
- 7) The Finance Code shall comply with all applicable state, county, and SOCCCD regulations and requirements as defined in SOCCCD Board Policy and Administrative Regulation 5402.
- 8) Non-allocated funds shall not be expended from the ASG Emergency Funds item without the majority approval of the BOG.
- 9) The BOG can make structural changes to the budget during the current academic year with a majority vote.
- 10) The BOG ratifies the ASG budget structure for the upcoming year in spring, this happens no later than the last BOG meeting of the spring. The summer members of BOG shall have the right to adjust or modify allocations within the structure set forth by the previous BOG.
- 11) The Associated Student Government is mandated by the Finance Code to fund Scholarships, Special Topic Grants, and Crunch Time. In addition, the Saddleback

College ASG is required to set aside 10% of the total budget revenue for the Emergency Reserve fund.

- 12) Any portion of a budget account remaining unexpended at the end of the fiscal year will carry over to the next fiscal year, becoming the Beginning Fund Balance. The Funds must be re-allocated following the annual ASG budget development process (reference 7. m.i.).

Section 2 - General Spending

- 1) It is mandatory that purchases or expenses paid for by an Associated Students' organization fund be used for the general welfare of the students, such as, but not limited to event supplies, scholarships, networking conferences, etc. Under no circumstances will student body funds be expended for any other purpose.
- 2) Funds shall not be used for purchasing instructional supplies or for expenditures for capital outlay items that would normally be purchased by the board.
- 3) Special funds may be accepted as earmarked funds for designated purposes, but expenditures must be limited to the amount earmarked.
- 4) Expenditures for Associated Students' organizations or club funds shall be subject to the district's purchasing policy. It is recognized that Associated Students' activities should be as self-supporting as possible.
- 5) Subsidies by the district should be made only to maintain a well-balanced program. The Chancellor is responsible for all funds raised by activities of the student body, in their origin and disbursement (Cal. Ed. Code, Sec. 76065).

Section 3 - Division Department Spending

- 1) Resources allocated to divisions and departments on campus may only be used to fund non-instructional, extracurricular and out-of-class student learning opportunities.
 - a) ASG funds are not to be used for instruction or items that are normally covered by the general fund.

Section 4 - Sources of Funds

- 1) The Saddleback College Associated Student Government receives its funding from the sale of Gaucho stamps (Section 7. m.i.), revenue from the school cafeteria, coffee carts, bookstore, and unspent funds from the previous year's budget.
- 2) Revenue from the school cafeteria, coffee carts, and bookstore comes from 40% of the auxiliary services contract.

Section 5 - Limitations of Funds

- 1) ASG funds shall not be used for any purpose conflicting with SOCCCD Administrative Regulations, Board Policies, or the California Education Code.
- 2) Funds shall not be expended for any item not specifically provided for in the itemized budget of that activity or event, and no funds shall be expended for items not listed within the itemized annual budget created by the ASG Budget Committee.
 - a) Exception to this rule can be made only with a two-thirds (2/3) majority approval by the Budget Committee and Board of Directors.
- 3) Unexpended funds shall not carry over specifically for any program and event.

Section 6 - District Board Policy 5402

- 1) The supervision of the fiscal administration of all student body activities shall be delegated to the Chancellor or an appointed designee.
- 2) The Chancellor or an appointed designee shall participate in the preparation, modification, and interpretation of policies, regulations, and procedures affecting Associated Students' finances.
- 3) There shall be one general bank account for the student body funds at each college. Separate accounts shall be kept by the SOCCCD Office of Business Services for the different activities of each college.
- 4) All student body bills will be paid by the SOCCCD Office of Business Services using appropriate check disbursement procedures.
- 5) No sponsor shall pay any bill for the district. Exceptions shall be made when transportation, incidental or other expenses are authorized by the chancellor or an appointed designee as necessary when groups travel outside the district. In all such cases, however, an itemized statement of expenditures shall be required of the sponsor before being reimbursed by the district. Appropriate receipts shall accompany this itemized statement.
- 6) No savings account for investment shall be carried by any student body organization or club or college official without the approval of the Chancellor or an appointed designee.
- 7) No individual shall financially obligate an Associated Students' organization of any college in any way without first having secured the proper authority to do so in writing. This authority will be established by action of the College Associated Student Government along with administrative approval.
- 8) All ASG fund budgeted expenses shall be reviewed and approved through the district requisition process.

Section 7 - Fund Use Procedures

- 1) Any purchase of materials, articles, or services done through the spending form must be submitted alongside the minutes, including the corresponding allocations and budget line items. All spending forms and supporting documentation must be submitted at least ten (10) business days prior to the designated event date.
 - a) If an advanced payment check to a vendor is needed, the spending form must be completed on the google drive a minimum of 20 business days prior to the payment date.
- 2) All Budget Forms & Requests must adhere to Student Development, College wide, SOCCCD Policies.
- 3) No payment will be made for materials, articles, services, etc. for which a requisition has not been issued.
- 4) All funds received from the ASG representatives, as well as extracurricular organizations, shall be deposited and disbursed under the supervision and approval of college official(s) designated by the College President and approved by the Chancellor.

Section 8 - Disbursement Process

- 1) The Director of Budget & Finance shall exercise supervision over all disbursements of the ASG and affiliate organizations.
- 2) Only current Saddleback College students , with a minimum of a 2.0 GPA, may benefit directly from ASG funds.
- 3) Persons advancing personal funds without prior approval from the Student Development Office, Board of Directors, or Budget Committee do so at their own risk, and will not be reimbursed.
- 4) All ASG related groups must submit a Budget Transaction Form along with the minutes from their allocation meeting at least ten business days prior to the proposed transaction taking place.
- 5) All scholarships funded by the ASG may only be given to students with Gaucho Stamps (ASB Stamp).
- 6) Approved Associated Students' Activities are subject to district regulations regarding collection and expenditure of Associated Students' funds. Before undertaking any activity, however, approval for these activities must be obtained from the Chancellor or an appointed designee, or the Director of Student Life.
- 7) All organizations that receive funding through the ASG are required to display the following: "Sponsored by the Associated Student Government of Saddleback College" on any advertising or promotional materials, during the event/occasion that received funding from the ASG.

Section 9 - Fundraising and ASG Stamps

- 1) Allocations to the ASG's operational budget fund the various events and programs that are organized by the ASG Councils and Committees, and extra-curricular organizations. Funding for the ASG operational budget come directly from the ASB Stamp sale revenue.
- 2) The ASB Stamp is the primary revenue generator for the ASG. The ASG members shall be responsible for fundraising at all ASG sponsored activities and events at least twice per semester per member.
- 3) All ASG fundraising activities shall be sponsored and directed by the ASG Budget Committee.
- 4) All members of the ASG are required to purchase an ASB Stamp each semester while serving on the ASG.
- 5) Associated Students' funds shall be deposited and disbursed under the supervision and approval of college official(s) designated by the College President and approved by the Chancellor.

Section 10 - Grant Request Process

- 1) When seeking funding support from the ASG, there are three key opportunities for grant consideration:
 - a) Initial Budget Development Process: Each spring semester, the ASG considers and provides grants, based on previous history with ASG funds, to the academic and student services divisions of the college. The twelve academic divisions of

the college, plus all non-academic areas covered within the purview of the Vice President for Student Services, under the leadership of their respective administrators, have the opportunity to weigh in on and request funds through their respective division processes. Each area, under the leadership of their division's administrator, has the ability to outline the internal allocation process to work for the timing and individual needs of each division, area or program. The ASG is most interested to see divisions working openly with their faculty, staff, administrators and students to develop relevant programs, initiatives, and events to directly benefit students.

- 2) Secondary Grant Allocation Process:
 - a) Once the initial grant funds are allocated by the ASG to the divisions in the first stage of their budget development process, the ASG Budget Committee will use the data collected to make informed decisions about how to allocate their rollover funds for the beginning balance of the next year.
- 3) Special Topic Grant Process:
 - a) Each year, the ASG Budget Committee allocates funds for their Special Topic Grant, according to a targeted interest for the year. Faculty, staff, students (with the guidance of faculty and supported by appropriate division or department) and administrators are welcome to apply.
- 4) Grant Audit Process:
 - a) The ASG Budget Committee shall be responsible for examining all Grant Request Forms and related Requisitions in Escape to verify that all documents are completed correctly and that all allocated funds are used appropriately.
- 5) If the Inter-Club Council cannot provide funding for one of its member organizations, the organization can go to Board of Directors to request funding, provided that they obtain a written recommendation from the Inter-Club Council Executive Board supporting the request. In conjunction with their recommendation, a detailed, descriptive presentation as to why the amount has been requested, and detailed accountability for said funds must also be submitted. These are to be presented to Board of Directors in order for the funding request to be approved. This collection of documents must gain the majority vote of the Board of Directors in order to be approved to continue further in the process.

Section 11 - Scholarships

- 1) The ASG Budget Committee shall be responsible for allocating a minimum of 20% of the Saddleback College Contract Revenue towards Saddleback College Foundation Scholarships and the Donor Matching Program annually.
 - a) Each scholarship must be a minimum of five-hundred dollars (\$500.00)
 - b) In the circumstance that 10% of the annual ASG is less than five-hundred dollars (\$500.00), then no scholarships will be awarded.
- 2) Reference Disbursement Processes (7.1) for more information regarding scholarships.

Section 12 - Travel

- 1) Travel, for the purpose of funding requests, is defined to be any event held off-campus.
 - a) Overnight accommodations will not be sponsored by the ASG if the event or lodging takes place within a 60 mile radius of Saddleback College.
- 2) All participants must be directly associated with the approved group.

- 3) All participants must purchase an ASB Stamp.
- 4) All participants must be currently enrolled in a minimum of five (5) units at Saddleback College.
- 5) All participants must have an active transcript/grading history on record at Saddleback College.
- 6) All participants must have a minimum 2.0 cumulative GPA.
- 7)
- 8) All participants must adhere to Board Policy 6125, referring to the Saddleback College Code of Conduct.
- 9) All groups or individuals planning to use ASG funds must complete a travel application, either online or through the Student Development Office.
- 10) Allocations for meals during travel shall not exceed \$10.00 for breakfast, \$10.00 for lunch and \$15.00 for dinner, per person, per day of travel. The advisor of the event shall be responsible for funds not spent, which will then be returned to the division's ASG grant account.
 - a) Meals accommodated by a conference or event will not be covered by a separate meal allocation.
 - b) Travel that begins before 9:00 am is eligible for breakfast meal allocation coverage.
 - c) Travel that takes place between 11:00 am and 1:00pm is eligible for lunch allocation coverage.
 - d) Travel that takes place between 4:00 pm and 6:00pm is eligible for dinner allocation coverage.
- 11) Upon return, the participants that received funding shall, as a whole, participate in a debrief discussion that must take place in the following BOG meeting. Participants are recommended to fill out an After-Action Report upon return and submit it to BOG within two weeks.
- 12) The ASG advisor(s) will make the final selection of student participants for ASG-sponsored events and conference travel opportunities. The Office of Student Development will work to ensure that a variety of students are selected to participate in ASG-sponsored travel activities.

Article XII - Volunteer Code

Section 1 - Membership

- 1) The Director of Human Resources and Administration shall create an application form to recruit volunteers for ASG.m
- 2) The Director of Human Resources and Administration shall keep a database of volunteers and maintain regular contact with the SVG by updating them on ASG events.
- 3) The Director of Human Resources and Volunteering shall find volunteer opportunities for the SVG on and off campus. This information is to be posted on the ASG webpage to be available to the SC students.
- 4) The volunteers shall apply to the Student Volunteer Group (SVG) of ASG and specify the events they are interested in volunteering for.

- 5) SC students that apply as volunteers to the SVG shall be approved by the Student Development Office and the Director of Human Resources and Volunteers.
- 6) The members of SVG are not considered members of the ASG and shall not serve on ASG committees as voting members.

Section 2 - Volunteering Requirements

- 1) All individuals who sign up to volunteer at any ASG or ASG-partnered event is required to assist with any reasonable requests.
- 2) The Director of Human Resources and Volunteering will decide upon the form of recognition.

Article XIII - Election Code

Section 1 - General

- 1) The rules and regulations governing all ASG elections shall be known as the Election Code.
- 2) BOG shall approve the Election Code for every annual election.(An example code will be attached as Appendix I)
 - a) BOG shall appoint an election committee to oversee annual elections.
 - b) Shall be comprised of seven randomly selected members of ASG dedicated to unbiased oversight of the Committees and Councils of ASG, their members and events, elections, disciplinary proceedings, and maintaining the records of such.
 - i) The random selection process shall be conducted by the appointed Chairman of the Election Committee
 - (1) All members who have been randomly selected must attend the Election Committee meetings, unless one or more of the following occurs:
 - (a) Class schedule conflicts
 - (b) Work schedule conflicts
 - (c) Unavoidable or extraordinary circumstances that prevent the member from participating in the Election Committee meetings.
- 3) In the case of special election, JC will oversee the election operations.
 - a) The Election Code for the special elections shall also be approved by the BOG.
 - b) The co-Chairs of the JC, with the approval from BOG, can withhold the voting power of a JC member in the case of conflict of interest during the Special Election period.
 - i) Judiciary Committee cannot exert such power in other scenarios.
- 4) If any of the elected positions are not filled immediately after an election, vacant positions will be filled using provisions stated in the Member Recruitment Code.

Section 2 - Elected Position

- 1) The elected positions of ASG shall be as follows:

- a) President
- b) Vice President
- c) Director of Academic and Division Affairs
- d) Director of External Affairs
- e) Director of Inter-Club Council
- f) Director of Veterans Student Council
- g) Director of International Students and Diversity
- h) Director of Honors Student Council
- i) Director of Campus Sustainability Council

Section 3 - Elected Candidate Considerations

- 1) All positions listed under Article XIII, Sec. 5(1) shall be elected through the Election Process, except for the Director of Veterans Student Council and the Director of Honors Student Council.

Section 4 - Student Trustee

- 1) The SOCCCD Student Trustee may be recalled by a majority vote of the ASSC in any regular or special ASG Election providing the recall has been approved by either two hundred registered students of SC or by a majority vote the BOG. (Pursuant to Board Policy 104, section G.)
 - a) If the Student Trustee is recalled, they must also be recalled by the students of Irvine Valley College, as described in the Associated Students of Irvine Valley College governing documents, for them to be removed from office.

Article XIV - Recruitment Code

Section 1 - Application

- 1) The ASG application for any year will be published on the most current ASG website, no later than four (4) weeks prior to the conclusion of the spring semester ~~preceding it~~.
 - a) The application for any year will be written and published by the BOG of the preceding year.
- 2) If a position is available, a candidate who meets the basic requirements for membership as stated in the membership code, shall submit an application to join the ASG.

Section 2 - Interview Process

- 1) If eligible, the Chair of the committee or council of the position the applicant is wishing to seek will interview the candidate no later than three (3) weeks from the date the application was submitted.
 - a) If approved by the Chair, the applicant will be interviewed by a majority of the BOG within one week of the initial interview.
 - i) A member of the BOG may choose to waive his or her voting rights and choose to not attend an interview. These members will no longer be considered part of the majority necessary to interview an applicant.

- ii) If deemed necessary, the BOG reserves the right to schedule additional interviews.

Section 3 - Approval

- 1) To attain membership to the ASG, the respective Chair, as well as a majority vote of the BOG members, which were present during any interview of the applicant, must approve the applicant.
 - a) The applicant must be notified of the decision by the respective Chair within one week of the final interview.
 - b) The applicant may be notified by email. It is optional to call, or inform the applicant in person.
- 2) In the event that an applicant was denied membership, they shall be given no more than one opportunity to re-apply when a position is vacant.
 - a) If declined again by BOG, they shall not be able to re-apply until the next academic semester.
- 3) Any non-Director officer of ASG may be appointed by a vote of their committee or council, without the approval of the board, if more than half of the academic year has elapsed.
 - a) This member will be recognized as an official ASG member, if the non-Director position is listed in the ASG Bylaws or Position Description.

Article XV - ASG Membership Benefits

Section 1 - Unused Absences

- 1) Any unused absences may be redeemed at the end of the semester for volunteer hours.
 - a) Each unused absence is equivalent to two (2) volunteer/community service hours.

Section 2 - Priority Registration

- 1) All current, official ASG members are entitled to priority registration.

Appendix I- ASG Elections Code (2020)

Section 1 - General	1
Section 2 - Election Timeline	2
Section 3 - Rules and Regulations	2
Campaign Contracts	2
Campaign Finance Regulation	3
Three (3) Strike Rule	3
Campaigning Rules	4
Section 4- Glossary of Terms	5
Section 5- General Election Procedure	6
Section 6- Candidate Qualifications	6
Section 7- Candidate Declaration	6
Section 8- Campaign Regulations and Disciplinary Action	7
Section 9- Chairperson Responsibilities	8

Section 1 - General

- a. This document has been given its authority from the Associated Student Government (ASG) Bylaws and will be given the same weight as such.
- b. All individuals involved in the elections process are responsible for following the guidelines set forth in this document as well as the ASG Bylaws Election Code.
 - i. Involvement in the elections process includes the following, but not limited to:
 1. Candidates
 2. Individuals promoting, assisting, aiding, or otherwise helping a candidate seek an elected position on ASG for the 2019-2020 academic year.
 - a. These individuals will be referred as the campaign staff
 - b. Clarification: throughout this document the campaign staff will be held under all of the same responsibilities and rules that the candidates are in charge of.
- c. Any violations set forth in either ASG Bylaws' Election Code ASG Elections Code (2019) will be handled by the Elections Committee.
- d. The following positions are elected positions:
 - i. President*
 - ii. Vice President*
 - iii. Director of External Affairs
 - iv. Director of Academic and Division Affairs
 - v. Director of Veterans Student Council
 - vi. Director of Inter-Club Council
 - vii. Director of International and Diversity Student Council
 - viii. Director of Honors Student Council
 - ix. Director of Campus Sustainability Council

Section 2 - Election Timeline

- a. The following dates shall be followed strictly, unless changed or altered by a majority vote of the Board of Governance (BOG) if the timeline cannot be followed:
 - x. February 12 : Last day to file "ASG Election Candidate Agreement Form"
 - xi. February, 18 19: Informational/clarification meeting (SSC 211)
 1. Meeting time will be decided by the Election Committee
 - xii. March 2: General Elections open
 - xiii. March 4: General Elections close
 1. Elections close at 12 pm
 - xiv. March 5: Winners announced

Section 3 - Rules and Regulations

- e. Campaign Contracts
 - i. Only once an individual has filed his/her intent to run for an elected position on ASG can he/she campaign on campus.
 - ii. No individual may campaign on campus for a candidate who has not submitted an intent-to-run form.
 - iii. A candidate may select to run for only one elected position.
 - iv. President, Vice President and External Affairs must be able to attend the General Assembly from April 3-5 in Ontario.
- f. Campaign Finance Regulation
 - i. Each candidate may spend a maximum of \$200 on their campaign per election. If a student spends over their \$200 per election, they will be instantly disqualified from the election.
 - ii. The Elections Committee on ASG must receive documented notification (including receipts) of any and all expenditures made by a candidate by March 4th at 12pm.
 - 1. The Candidate must report within 3 business days of spending, if spent money before filing intent, the candidate must report the money with their filing for intent.
 - iii. If a candidate receives a gift (ex: shirts made by a friend), then the estimated cost of those items must be reported to the Elections Committee. The estimated cost will count towards their \$200 spending cap for each election.
 - 1. An invoice is to be sent to the Elections Committee which shows the expected retail cost.
 - iv. ASG will allow each candidate to print a maximum of 50 flyers and materials to make 50 2-inch pins for free.
 - v. All expense accounts of every campaign shall be made available to all Saddleback College students, staff, and faculty for inspection during normal Election Board office hours with Election Board approval. The Election Board shall publish in the ASG Newsletter the total expenses of each campaign once voting ends.
- g. Three (3) Strike Rule
 - i. Any violation of the finance rules/regulations will automatically count as a third strike and that student will no longer be able to run for an elected position.
 - ii. Candidates can receive up to two strikes and still remain in the election. Once the student receives the third strike, they will be disqualified from the Election.

1. iii. Any member of the public may contact the Vice President or the Election Committee about a breakage in the ASG Election Code by any candidate or their campaign staff.
- h. Campaigning Rules
- i. Campaign material may not be distributed in the following areas, in accordance with this Election Code and College Rules and Regulations:
 1. Within structural or physical confines of buildings.
 2. Within areas reserved for classes, public performances, or organized activities.
 3. Within any food services or eating areas.
 4. In vehicular driveways, streets and parking lots.
 - ii. Campaign materials are allowed to be posted in:
 1. In the designated posting boards of building with permission from the buildings faculty.
 2. In the free speech zones on campus
 - a. Refer to this link for posting boards:
<https://www.saddleback.edu/uploads/vpss/PostingsMap2.pdf>
 - iii. Candidates are not allowed to campaign in the LRC and classroom with exception to receiving electronic or written permission to campaign in a classroom by a professor. However not receiving written permission in result in a strike if brought to the Election Committee.
 - iv. Candidates are allowed to campaign in club meetings, however they must receive electronic or written permission from the advisor of the club 24 hours before visiting. This will be kept in case there is an issue brought up with the elections code.
 - v. All campaign materials must be removed 48 business hours after the election has ended.
 - vi. Candidates are not allowed to be officially endorsed by professors or faculty on campus.
 1. Professors are allowed to verbally promote a candidate for election however the professor is not allowed to promote the candidate via email to all of the professors students.
 - vii. Publicizing
 1. Email
 - a. Any email that contains campaign literature or is an endorsement slip may only be sent to
 - i. A subscription listserv that the sender is a member of. For the purposes of this code a “subscription listserv” will be defined as a list of emails that were voluntarily collected for the purpose of communication within a specific group. It strictly excludes all listservs that Association members are

- required to subscribe to in order to receive an official College service
 - ii. Individuals whom the sender personally knows.
 - iii. The following information is required to be put at
- viii. Candidates are not allowed to hand out any kind of food item as an incentive for students vote.

Section 4- Glossary of Terms

- i. Candidate- A person who has been approved by the Elections Committee to run for election.
- j. Candidate Agreement Form- A form signed by all candidates that states that candidates will adhere to the regulations of the Election Code.
- k. Candidate Application- Forms that must be completed and turned into the Election Committee prior to campaigning.
- l. Candidate Campaign Booth- A location on campus that has been designated as an area for candidates to freely campaign to students on campus.
- m. Candidate Information Packet (CIP)- A packet provided to students on campus from the Elections Committee that is comprised of background information about each candidate running for election.
- n. Campaign Staff- A student(s) that is designated by the candidate to aid the candidates campaign. This includes activities such as, but not limited to passing out flyers and assisting at the candidate campaign booth.
 - i. The campaign staff will be expected to follow of the rules explained in the Election Code as if any rules broken will result in a strike for the Candidate running in the Election.
- o. Campaigning- An operation undertaken, as by means of propaganda, to obtain some political, social, or commercial goal.
- p. Chairperson- A member of the Election Committee that will chair and organize all Elections Committee meetings.
- q. Elections Committee- A committee composed of all willing members of ASG who are not running for election, nor want to seek appointment for other ASG positions.
 - i. The Elections Committee will be comprised of up to 12 randomly selected ASG members that are not on a campaign staff.
- r. Polling booth- A location/booth set-up by the elections committee, where the election is advertised/promoted, and where information regarding the candidates can be found.
- s. Trustee- Refer to district BP and AR 104.

Section 5- General Election Procedure

- t. Most positions are eligible to be voted on by all Associated Students of Saddleback College (ASSC).
 - 1. The Director of Honors Student Council must be verified as an Honors student by the Advisor of HSC.
 - 2. The Director of Veterans Student Council must be verified as having served in a designated branch of the United States Military by the Advisor of VSC or an authority in Veterans Office.
- ii. The Student Trustee is elected at Saddleback College every other year. Irvine Valley College elects the Student Trustee on the off years.
 - 1. The Student Trustee election is regulated under district BP and AR 104.
 - 2. Student Trustee elections will be held at the same time as ASG elections.

Section 6- Candidate Qualifications

- u. Candidates must have completed at least 10 units of credit at Saddleback College prior to taking office for any elected position.
- v. Must have at least and maintain a 2.0 GPA prior to taking office.

Section 7- Candidate Declaration

- w. Once an ASG member has decided to run for a position, they must first complete the candidate application that can be found on the ASG website.
 - i. The informational session shall occur no later than two weeks prior to the first day of elections.
 - ii. Candidates are allowed to begin campaigning after signing the Candidate Agreement Form.

Section 8- Campaign Regulations and Disciplinary Action

- x. All Candidates will be able to access the Election Code and are expected to follow all rules and regulations stated in the document. It is the responsibility of the candidates to ensure they do not violate any of the regulations during the campaign period. Candidates must also abide to the Constitution and the Bylaws of ASG.
 - i. If a complaint is brought to the Chairperson/Election Committee that a candidate has violated any regulations, the Chairperson will assemble a hearing committee within 24 hours.

1. You can complain in-person to the chairperson or email the complaint to *official@saddlebackasg.com*
 2. A complaint has to be filed within 48 hours of realization of the infraction.
 3. Any member of the Election Committee that is available for a hearing at the time set by the Chairperson should participate in the Election Committee.
 4. The Election Committee will take into consideration the complaints made against the Candidate, and the statement from the candidate to make an official decision on whether the Candidate has violated the campaign regulations.
 - a. If the Election Committee finds that the Candidate has violated the campaign regulations, the candidate will receive a strike.
 - i. See Section 3
 - b. The removed Candidate has the right to appeal the decision made by the Election Committee.
- ii. Appeal Process
1. If an appeal is made by the Candidate, the Chairperson will set a time within forty-eight (48) hours, where at least three-fourths of the Election Committee can be present.
 2. The Candidate will be allowed to prepare a written statement as to why they are appealing the decision of the Election Committee, but will otherwise not be allowed to speak unless called upon by the Chairperson.
 3. Any other members of the ASSC will be allowed to attend, but will not be allowed to speak unless called upon by the Chairperson. Members of the ASSC are also allowed to prepare a written statement in support of, or against the appeal.
 - a. If the Election Committee chooses to deny the appeal, the Candidate will be removed from the election. This decision is final and can no longer be changed.

Section 9- Chairperson Responsibilities

- y. Vice President (if not running for a position or on the campaign staff for a candidate) will serve as the Chairperson. If the Vice President is unwilling or unable to chair, then the President will either fill in or appoint a chairperson.
- z. The Chairperson is responsible for creating and posting a candidate application on the ASG website.
- aa. The Chairperson and the rest of the Election Committee will create a Candidate Information Packet that will include information and photos of all candidates to provide to the students voting in the election.

- bb. The Chairperson will receive all complaints of regulation violations, and will set up hearings within twenty-four (24) hours of the original complaint.
- cc. If a candidate appeals a decision made by the Election Committee, the Chairperson will set up a date and time within forty-eight (48) hours of the appeal.
- dd. The Chairperson will meet with the Webmaster and the ASG Advisor after voting is closed to tally the votes and post the results on the website.
- ee. The chairperson will randomly select ASG members who are not currently running or campaigning to be the official Election Committee, and get the list approved by the Board of Governance.