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Associated Student Government of Cuyamaca College

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

34 *This document may also be referred to as the ASGCC Bylaws*
35

36 **Article I**

37 **General Duties and Responsibilities of the Associated Student**
38 **Government Officers**

39
40 **Section 1 – General Duties**

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

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

72
73 **Section 2 – Voting Members and Specific Duties of Officers**

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

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

78
79 President

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

96
97 Executive Vice-President

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

109
110 Vice-President of Equity and Inclusion

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

- 121 F. Shall head and oversee all initiatives, projects and programs developed to better student
122 life and promote equity;
123 G. Maintain at least five [5] office hours per week.
124

125 Treasurer

- 126 A. Oversee the implementation of the financial policy;
127 B. Maintain an updated copy of the ASGCC's financial records that will be stored within the
128 ASGCC offices
129 C. Aid the Legislative Branch in reviewing funding allocation requests external sources;
130 D. Aid the Legislative Branch in developing and update ASGCC funding criteria;
131 E. Develop ASGCC fundraising proposals and aid in their completion
132 F. Maintain at least five [5] office hours per week.
133

134 Senators

- 135 A. Be responsible to the wishes of the students of Cuyamaca College;
136 B. Initiate legislation, draft resolutions, formulate policies, develop codes and Bylaws, and
137 create ad hoc committees as deemed necessary;
138 C. Assumed any duties deemed necessary by an acting Legislative Branch co-head;
139 D. Confirm all Presidential appointments by a majority vote unless otherwise noted in the
140 Bylaws that pertain to the appointment;
141 E. Keep informed on state, local, and college policies that relate to the general welfare of all
142 Associated Students of Cuyamaca College;
143 F. Assist, participate in all Senator Projects
144 G. Maintain a minimum of five [5] office hours per week.
145

146 Club Coordinator

- 147 A. Act as a liaison between the ASGCC and the ASCC Clubs.
148 B. Maintain regular contact with all ASCC club advisors and presidents.
149 C. Reserve the right to report to the ASGCC on all club activities and goals in place of
150 actual club representatives.
151 D. Conduct meetings with club representatives when necessary.
152 E. Maintain an updated club roster to be available both online and in room I-124, which
153 must include:
154 a. Club advisors
155 b. President
156 c. Meeting times and locations
157
158 F. Manage and supervise the Club Board for proper usage by clubs (the Club Board is to be
159 located in the Student Center).
160 G. Recommend to the Student Affairs Office that clubs be dissolved after one (1) semester
161 of said club not being in good standing with the ASGCC.
162 H. Assume any additional duties as deemed necessary by the ASGCC President
163 I. Maintain a minimum of [5] five office hours
164

165 Director of Public Relations

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

179
180 Director of Activities

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

188
189
190 Section 3 – Non-voting Members

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

193 Secretary

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

201
202 Chief of Staff

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

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Historian

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

Magistrate

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

Associate Magistrate.

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

Section 4 - Representatives and their Attached Duties

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

ASG Club Representatives

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

- 301 E. A submitted agenda item may be rejected for appearance on the agenda if the appropriate
302 prerequisites have not been completed as enumerated in this document;
303

304 **Article III**

305 **Associated Student Government Committees**

306 Section 1 – General Procedures for Committees

- 307 A. Committee members shall be appointed by the ASGCC President, all appointments are
308 subject to approval by a majority vote of the ASGCC.
309 B. All committee chairs shall appoint a vice-chair at or prior to their first committee meeting
310 to run the committee in their absence.
311 C. Members of the Judicial Branch shall serve as de facto non-voting members on all
312 Associated Student Government Committees, both standing and special, to ensure all the
313 Brown-act, the Roberts’ Rules of Order & the ASGCC Bylaws are followed where
314 applicable.
315 a. To ensure that Judicial Branch members remain without bias they shall be
316 prohibited from serving as voting members or chairing any ASGCC Standing or
317 special committees outside of their Judicial Branch subsidiary committees
318 D. Ad hoc committees may be created as needed to address any special events or problems
319 by majority vote.
320 E. Any member serving on a committee who is absent without excuse from two [2]
321 consecutive or four [4] cumulative days of the committee’s meetings in any one [1]
322 semester shall be subject to the ASGCC’s disciplinary policy (Refer to Article VIII –
323 Disciplinary Action).
324 F. ASGCC board members may be granted admission and voting status to any ASGCC
325 committee with the majority vote of the ASGCC board in a regularly scheduled Brown-
326 act compliant meeting.
327 a. This shall not affect the stated voting membership in this article for any
328 committee
329 b. Any board member who is added to the voting membership of a committee
330 through this process will lose voting membership when their position’s term has
331 ended and or they cease to hold a position on the ASGCC board.
332
333

334 Section 2 – ASGCC Appointment Committee

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

- 345 c. Conduct an interview with all of the applicants applying for a position before
- 346 carrying out with any necessary hiring procedures.
- 347 d. May use any criteria deemed fit the chair, as long as same criteria is applied to
- 348 anyone applying for the same position;
- 349 e. Reserves the right to vote down an applicant;
- 350

351 Section 3 – ASGCC Student Benefit Card Committee

- 352 A. The Student Benefit Card Committee shall be chaired by the ASGCC Treasurer;
- 353 B. Voting membership of the Student Benefit Card Committee shall consist of the ASGCC
- 354 Treasurer and at least three [3] other members of the ASGCC;
- 355 C. The Student Benefit Card Committee shall meet at least two [2] times per semester;
- 356 D. The duties of the Student Benefit Card Committee shall be as follows:
 - 357 a. To review and monitor the Cuyamaca College Student Benefit Card and its
 - 358 benefits for improvements, updates and other potential changes or upgrades;
 - 359 b. To recommend changes be made to the Student Benefit Card or its benefits as
 - 360 deemed necessary;
 - 361 c. To ensure that the benefits of the Student Benefit Card are consistently kept up to
 - 362 date and accurate;
 - 363 d. To publicizes the Cuyamaca Student Benefit Card to the general student body.
- 364

365 Section 4 – ASGCC Budget and Finance Committee

- 366 A. The Budget and Finance Committee shall be chaired by the ASGCC Treasurer;
- 367 B. Voting membership of the Budget and Finance Committee shall consist of the ASGCC
- 368 Treasurer, President and at least two [2] other members of the ASGCC;
- 369 C. The Budget and Finance Committee shall meet as needed;
- 370 D. The duties of the Budget and Finance Committee shall be as follows:
 - 371 a. To review and recommend the ASGCC’s annual operating budget;
 - 372 b. To make recommendations on financial goals and policies that will improve and
 - 373 maintain the financial health of the ASGCC;
- 374

375 Section 5 - ASGCC Activities Committee

- 376 A. The ASGCC Activities Committee shall be chaired by the ASGCC Director of Activities
- 377 B. Voting Membership of the ASGCC Activities Committee shall consist of the ASGCC
- 378 President, the ASGCC Historian, and the Director of Public Relations.
- 379 C. The Activities Committee shall meet as needed;
- 380 D. The duties of the Activities Committee shall be as follows:
 - 381 a. To oversee the development of ASGCC activities;
 - 382 b. To oversee the improvement on past ASGCC activities;
 - 383 c. To handle any activity requests issued by a majority ASGCC board vote;
- 384

385 Section 6 - ASGCC Public Relations Committee

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

- 391 a. To manage all forms of ASGCC social media
392 b. Create or improve methods of communication from the ASGCC to the student
393 populous insuring all factions of students are targeted
394 c. Assist the Director of Public Relations in the upkeep of ASGCC social media
395 outlets, aside from the ASGCC webpage.
396

397 Section 7 - ASGCC Webmasters Committee

- 398 A. The ASGCC Webmaster's Committee's chair shall be assigned by a majority vote of the
399 ASGCC board in a Brown-act compliant meeting.
400 B. Voting membership of this committee shall consist of the Director of Activities, Director
401 of Public Relations, ASGCC Historian, ASGCC Executive Vice-President, Vice-
402 President of Equity and Inclusion and the ASGCC President.
403 C. The Duties of the Webmasters Committee shall be as follows:
404 a. To oversee the maintenance of the ASGCC website;
405 b. To add publications to the ASGCC website as per request of a majority vote at a
406 ASGCC board meeting of a Brown-act compliant meeting;
407 c. To maintain self-governance over the ASGCC in relation to petitions outside of
408 the ASGCC;
409 i. This committee shall have final say as to whether another entity may
410 access or publish on the ASGCC website;
411 d. To periodically improve the website in terms of quality, fluidity, and
412 effectiveness;
413 e. Update website routinely with upcoming events, agendas, minutes, and anything
414 else deemed necessary by a majority vote of this committee or the ASGCC Board;
415

416 Section 8 - ASGCC Travel & Related Procedures Committees

- 417 A. The purpose of the ASGCC Travel & Related Procedures Committee shall be to review
418 applications, recommend individuals to be allowed to travel & create regulations and
419 conditions to all Cuyamaca College funded travel.
420 B. The ASGCC Travel & Related Procedures Committee's chair shall be the acting ASGCC
421 President.
422 C. Voting membership of this committee shall be the Executive Vice-President, the Vice-
423 President of Equity & Inclusion & the acting ASGCC Advisor
424 D. The duties of the ASGCC Travel & Related Procedures Committee shall be as follows:
425 a. To review all applications for any Cuyamaca College sponsored ASGCC trips
426 i. This includes, but is not limited to, the *Student Senate of California*
427 *Community Colleges General Assembly* in either the Spring or Fall
428 semester.
429 b. Remain impartial and unbiased towards any particular applicant & ensure that all
430 applications are review fairly and according to ASGCC approved guidelines as
431 found in Article XVII -ASGCC Form Guidelines & Templates
432
433 c. To ensure that the approved guidelines & criteria for travel are followed whilst
434 assessing applicants

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

440 Section 9 - ASGCC

441

442

Article IV

443

Branches and Their Attached Duties

444

445 Section 1 - General Branch Rules and Protocols

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

457

458 Section 2 - The Executive Branch

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

- 478 a. In event of death, resignation, impeachment or disqualification the position of
479 acting ASGCC President shall fall upon the chosen voting ASGCC Board
480 member as chosen by the former ASGCC President.
481 i. In the event that the chosen successor refuses the position and or the
482 former ASGCC President did not designate their successor to the ASGCC
483 Board, and or the Acting ASGCC Advisor, their position shall be declared
484 vacant and the appropriate protocols shall be enacted;
485 b. In event of absence of the acting ASGCC President, at any given branch meeting,
486 chairmanship shall fall upon anyone designated by the acting ASGCC President
487 for the particular branch meeting only;
488

489 Section 3 - The Judicial Branch

- 490 A. The membership of the Judicial Branch shall include the ASGCC Magistrate, and up to
491 [3] three Associate Magistrate(s).
492 a. The Chair and Head of the Judicial Branch shall be the acting ASGCC Magistrate
493 b. Voting membership shall include:
494 i. All acting Associate Magistrate
495 ii. The Magistrate shall only vote in case of a tie
496 B. The additional duties of the Judicial Branch, aside from those enumerated in the
497 constitution of this document, shall be as follows:
498 a. Review the ASGCC Bylaws and policies, and recommend changes if deemed
499 necessary;
500 b. Assume any other duties deemed necessary by a majority vote of the ASGCC
501 Board;
502 c. Monitor the ASGCC officers for attendance at all meetings and ensure that
503 committee members turn in written reports on committees' business;
504 d. Monitor the office hours served by all ASGCC Officers;
505 e. Review officers undergoing Disciplinary Action as outlined under Bylaws Article
506 VIII;
507 f. Assume additional duties as deemed necessary by the ASGCC;
508 g. Reserves the power to establish inferior judicial committees;
509 h. Reserves the power of Judicial Void which may only be enacted with majority
510 vote of the voting membership of the Judicial Branch,
511 i. Shall be subject to subject to confirmation by [$\frac{2}{3}$] two-thirds majority vote
512 of a regularly scheduled Brown-act compliant ASGCC Board meeting and
513 with the approval of the acting ASGCC advisor.
514 C. Judicial Void shall be defined as making an item or section of this document void whilst
515 the item is updated, actualized, and or fixed to comply with any of the following
516 documents: the Robert's Rules of Order - newly revised, the Brown act, the currently
517 adopted ASCC Constitution.
518 a. Judicial Void may only be enacted when substantial evidence has been presented
519 that a piece of this document infringes or that a violation has occurred
520 i. The evidence used to justify the enactment of Judicial Void shall be
521 presented before during a regularly scheduled, Brown-act compliant,

- 522 ASGCC board one week prior to its placement on a regularly scheduled,
523 Brown-act compliant, ASGCC Board agenda.
- 524 1. The evidence must verified and validated by the Acting ASGCC
525 Advisor;
- 526 ii. Evidence must be derived from the currently adopted ASCC Constitution,
527 the Brown act, or the Roberts' Rules of Order - newly revised edition.
- 528 D. The line of succession of the Judicial Branch shall be as follows:
- 529 a. In event of death, resignation, impeachment or disqualification the position of
530 acting ASGCC Magistrate shall fall upon the chosen ASGCC Associate
531 Magistrate as chosen by the former ASGCC Magistrate.
- 532 i. If there are no acting ASGCC Magistrates(s) within the ASGCC and or all
533 acting ASGCC Associate Magistrate(s) have refused to fill the vacancy,
534 then the position shall then undergo the Vacancy procedures enumerated
535 within this document.
- 536 b. In event of absence of the acting ASGCC Magistrate, at any given branch
537 meeting, chairmanship shall fall upon anyone within the branch designated by the
538 acting ASGCC Magistrate for the particular branch meeting only;
539

540 Section 4 - The Legislative Branch

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

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

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

619 Section 2 – Referendum

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

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

630 Section 3 – Recall

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

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

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

667 Section 4 – Impeachment

- 668 A. Any elected or non-paid appointed ASGCC officer shall be subject to impeachment by
669 fellow officers.
- 670 B. Impeachment shall only be used to remove officers from their positions in extreme cases,
671 including the following:
- 672 a. Proven violations of the Student Conduct Code;
 - 673 b. Flagrant and/or continuous abuse of the power of one’s position;
 - 674 c. Serious and recurring disregard for the inherent duties of one’s office;
 - 675 d. Conduct deemed by a two-thirds (2/3) majority vote of the ASGCC to be
676 unbecoming of an ASGCC officer.
- 677 C. The ASGCC may impeach any member for infraction(s) outlined in Section 4-B and
678 must adhere to the following procedure:
- 679 a. A written notice prepared by the impeacher(s) stating the reason(s) for the
680 impeachment will be given to the officer(s) in question before any impeachment
681 action may begin.
 - 682 b. A resolution is to be submitted to the President stating the reasons for
683 impeachment so that it may be placed on the agenda for the next regularly
684 scheduled weekly meeting, in which it will be considered as information only
685 when it is first placed on the agenda. Five (5) school days must pass before the
686 impeachment can be considered for action.
 - 687 c. The officer being accused of an impeachable offense must be present at both the
688 information and the action meeting.
 - 689 d. No resolution for impeachment shall apply to more than one ASGCC officer at
690 one time.
 - 691 e. The ASGCC will vote on the resolution. If a two-thirds (2/3) majority of the votes
692 cast in favor of impeachment, the officer’s seat is immediately declared vacant.
693

694 **Article VI**
695 **Election Codes**

696
697 Section 1 – Regular Election Code

698

699 ***Election Committee***

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

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

704 ***Eligibility***

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

716 ***Election Information Packet***

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

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

726 ***Publicity***

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

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

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

747 ***Candidates' Publicity Conference***

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

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

755 ***Ballot***

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

758 ***Balloting Station(s)***

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

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

767 ***Terms of Office and Election Dates***

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

776 ***Terms of Office and Assuming Office***

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

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

785 ***Tabulation of Votes***

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

- 788 A. Official notice of the tabulations shall be certified by the Election Committee
789 Chairperson and the Associated Student Government Advisor. Results shall be posted in
790 the “F” building display case, the Student Center, the Student Affairs Office, and the
791 ASGCC office.
- 792 B. Requests for a recount must be filed with the Election Committee within twenty-four (24)
793 hours after election results are posted.

794 ***Enforcement of Code***

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

799 Section 2 – Recall Election Code

800 ***Recall Election Committee***

801 The Recall Election Committee shall consist of three (3) members of the ASGCC and two (2)
802 members of Inter-Club Council. These members cannot be named in the recall or be actively
803 supporting or opposing the recall effort. The Recall Election Committee must be approved by a
804 majority vote of the ASGCC. The Recall Election Committee shall elect a chairperson from their
805 membership. The Recall Election Committee shall be responsible for setting up the balloting
806 station, counting ballots, and carrying out the general duties required at election time.

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

809 ***Recall Election Procedure Meeting***

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

815 ***Election Information***

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

819 ***Publicity***

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

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

831 ***Recall***

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

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

837 ***Publicity Expenditures***

838 A. The costs of publicity or any recall material will be assumed by the students campaigning
839 and is not to exceed two hundred dollars (\$200) to recall ASGCC officers.

840 B. Funds shall not be used to purchase, copy, or pay for any materials or other activities
841 used to discuss the recall.

842 ***Ballot***

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

845 ***Balloting Station(s)***

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

848 A. The balloting station(s) will be designated to prevent voting students from leaving the
849 station with their ballots and shall be staffed by a least two (2) ASGCC members at all
850 times;

851 B. The balloting station(s) shall be an area no larger than twenty (20) square feet;

852 C. The Election Committee will determine the hours and dates for the balloting station;

853 D. On the days of the election no campaigning shall be allowed within twenty-five (25) feet
854 of the designated balloting station(s).

855 ***Tabulation of Votes***

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

858 A. Official notice of the tabulations shall be posted in the display case at the “F” Building,
859 the Student Center, the Student Affairs Office, and the ASGCC office by 8:00 a.m. on the
860 day following tabulation and remain posted for five (5) school days.

861 B. Requests for a recount must be filed with the Recall Election Committee within twenty-
862 four (24) hours after tabulations are posted.

863 ***Enforcement of Code***

864 The Recall Election Committee will be responsible for upholding and enforcing all articles of the
865 Recall Election Code. Any officer identified by the recall, or any participant campaigning for the
866 removal of an officer who is accused of a violation of the Recall Election Code, will appear
867 before the Recall Election Committee at an Open Hearing. The Election Committee will decide
868 if the charges filed are of a significance to warrant nullification of the recall effort or the
869 immediate removal of the offending ASGCC member from office.
870

871 **Article VII**
872 **Vacancies**

873
874 **Section 1 – Circumstances**

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

882 Section 2 – Nominations – General Sessions

- 883 A. Applications for vacancies in the ASGCC shall be open to all members of the Associated
884 Students of Cuyamaca College. To apply for a position, interested students must
885 complete an application.
886 B. Applications must be submitted to the Student Affairs Office no later than the set time,
887 date and location set on the application. the week before the ASGCC votes to fill the
888 vacancy.
889 C. The ASGCC President shall announce the names of all applicants at the regular weekly
890 meeting of the ASGCC the week prior to the ASGCC Board vote.
891 D. Before applying for a vacant position, the following applicant must meet the eligibility
892 requirements as established and described in the Bylaws under Article V, Section 1.
893 E. The President will present the list of candidates to the Application Committee for review
894 and approval. Once the application has been approved, recommendations on the
895 following applicant will be submitted to the voting membership to be decided upon.
896 F. Before the ASGCC Board can appoint a student to a vacant position, the following
897 applicant will be subject to undergo an interview process as set forth and described in the
898 Bylaws under Article III-Section 3.
899 G. Interested students may not apply for more than one vacant position.
900 H. A student that is currently in an ASGCC position may not apply and/or serve as an officer
901 in more than one ASGCC position outside of Interim positions and Subdivision positions

902 Section 4 – Verbal Statement

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

906 Section 5 – Voting

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

908 Section 6 – Term

- 909 A. Students elected by the ASGCC to fill vacant positions shall hold their positions until the
910 next regularly scheduled campus-wide election. See Bylaw Article V (election Codes) for
911 term of offices and election dates.
912

913 **Article VIII**
914 **Office Hours**

915
916 Section 1 – Purpose

- 917 A. The ASGCC office shall be open for as many hours as possible during each school day so
918 that ASGCC officers may respond to the concerns or questions of the students of

919 Cuyamaca College. In order to achieve this purpose, all ASGCC officers must serve
920 weekly office hours in the ASGCC Office.

921 Section 2 – Monitoring

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

926 Section 3 – Office Conduct

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

931 Section 4 – Enforcement

932 A. ASGCC officers must serve their office hours in a responsible manner. The Judicial
933 Branch shall report on any officer that fails to comply with the Bylaws to the Magistrate.
934 If an infraction occurs, the Magistrate shall recommend to the President that the
935 offending officer(s) seat(s) on the ASGCC be declared vacant. Vacancies declared by the
936 President are subject to confirmation by a majority vote of the ASGCC. A quorum must
937 be present. If the declaration by the ASGCC President is upheld, the position is
938 considered vacant immediately. Refer to Article VIII of these bylaws for the ASGCC
939 Disciplinary Action Procedure.

940 Section 5 – Office Keys

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

948

949

Article IX
Disciplinary Action

950

951

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

956

957 Section 1 – Warning

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

962 A. In the case of any wrongdoing(s) and/or failure to comply with or uphold the Constitution
963 and Bylaws on the part of the Magistrate, the President and Associate Magistrates will
964 assume the responsibility of Disciplinary Action.

- 965 a. If there are no current acting Associate Magistrates, the acting ASGCC President,
966 Vice-President[s], and the acting ASGCC Advisor shall assume the responsibility
967 of Disciplinary action

968 Section 2 – Probationary Period

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

973 A. The officer(s) will lose the following privileges:

- 974 a. The right to vote;
975 b. The right to move and to second a motion;
976 c. The right to travel.

977 B. The officer(s) will submit a written plan to the Magistrate clearly stating how that officer
978 will correct the unsatisfactory behavior.

979 C. The officer(s) shall serve a minimum of six (6) office hours per week.

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

987
988 **Article X**

989 **Excommunication and ASGCC Office Restrictions**

990
991 Section 1 - Excommunication

992 A. The ASGCC holds the right to permanently ban someone from entering ASGCC offices
993 I-124, I-127, I-126, I-125

- 994 a. However, this may only occur in the instance of approval by a $[\frac{2}{3}]$ two-thirds
995 majority ASGCC board vote in a regularly scheduled Brown-act compliant
996 meeting and with the approval of the acting ASGCC advisor;

997 b. And or by decree of the acting ASGCC President;

- 998 i. The ASGCC President, by merely stating that the directed individuals[s]
999 are no longer welcomed in the ASGCC offices officially enacts the
1000 Presidential Decree;

1001 1. Presidential Decrees may be overturned at any moment by the
1002 acting ASGCC advisor;

- 1003 ii. If this is enacted, the acting ASGCC President must have it placed on the
1004 agenda for the next available regularly scheduled, Brown-act compliant,
1005 ASGCC Board meeting;

- 1006 1. During said next available regularly scheduled Brown-act
1007 compliant meeting the ASGCC board will have an opportunity to
1008 overturn the Presidential Decree;
1009 a. The Presidential Decree may be overturned by a majority
1010 vote of the ASGCC board.
1011 B. Anyone failing to comply with ASGCC disciplinary action may be subject to
1012 excommunication with approval of the acting ASGCC President, and the acting ASGCC
1013 Advisor;
1014 a. Anyone subject to this shall undergo the same procedures as depicted in this
1015 article in Section 1, subsection a;

1016 Section 2 - Office Restrictions

- 1017 A. Office room I-127 shall only be occupied by ASGCC board members;
1018 a. Members outside of the ASGCC may use and be in ASGCC office room I-127
1019 with permission of an ASGCC board member and said board member's direct
1020 supervision;
1021 B. Office room I-124 shall be open to the ASCC and ASGCC;
1022 a. However, members of the ASCC may be asked to leave by any member of the
1023 ASGCC under grounds of unacceptable behavior;
1024 i. Refusal to abide by this rule may result in the permanent ban of said
1025 ASCC member;
1026 ii. And or, the requested assistance of law enforcement and or other
1027 enforcement agencies;
1028 C. Office room I-126 and I-125 shall abide by the same rules and privileges as any other
1029 ASGCC office space;
1030 a. Inappropriate behavior shall be reported to the acting ASGCC advisor and then
1031 placed on the next available agenda in order to assess what action must be taken;
1032 i. In the instance that a majority vote of the ASGCC board, in a regularly
1033 scheduled Brown-act compliant meeting, issued a ban to the occupants of
1034 either offices I-126, or I-125, an immediate evacuation of the office space
1035 shall be required.
1036

1037 **Article XI**
1038 **Travel Policy**

1039
1040 Section 1 – Purpose

- 1041 A. Travel by ASGCC officers or other students using ASGCC funds should be for the
1042 benefit of the student body of Cuyamaca College and to increase the knowledge and
1043 skills of the individual student to enhance leadership abilities;
1044 B. Students will attend conferences to learn how to lobby, keep current on legislation and
1045 other issues, learn leadership skills, and represent Cuyamaca College at state, federal, and
1046 local agencies;
1047 C. Students attending conferences will be required to either present the information to the
1048 ASGCC and/or coordinate a follow-up advocacy project for the campus during that
1049 semester.

1050 D. Students may lose their privilege to travel for a minimum of one semester after failure to
1051 comply with what is expected of them

1052 Section 2 – Number-Attending Conferences

1053 The maximum number of ASGCC officers that will attend and the date of the travel shall be
1054 officially approved at the ASGCC meetings by a majority vote.

1055
1056
1057
1058

1059 **Article XII**
1060 **Monetary Request**

1061

1062 Section 1 – Request Funds from Outside Sources

1063 It shall be the policy of the ASGCC to hear monetary requests from clubs, organizations, and
1064 individuals only after they have exhausted all opportunities for funding from:

- 1065 A. **Fund Raising:** (e.g., bake sales, car wash, etc.);
- 1066 B. **Club Dues:** (if applicable);
- 1067 C. **Other organization(s) deemed appropriate:** (e.g., patrons, foundations, diversity
1068 programs, local business, etc.).

1069 Section 2 – Amount of Monetary Assistance

1070 It shall be the policy of the ASGCC to match club, organization, or individual fundraising
1071 activities with a grant up to a maximum set at the discretion of the acting ASGCC President.

1072 Only one (1) grant per club organization or individual is allowed per semester.

1073 Section 3 – When to Submit Request

1074 In order to have the requested funds available for use, the clubs, organizations, or individuals
1075 must submit requests to the ASGCC at least six (6) weeks prior notice. Failure to start the
1076 process at least six (6) weeks before the planned activity may jeopardize the request.

1077 Section 4 – Monetary Request Application

1078 The club, organization, or individual must complete and submit their request in writing to the
1079 ASGCC Budget and Finance Committee for review before it can be placed as an action item on
1080 the meeting agenda. The following information must be included:

- 1081 A. Current balance of club account;
- 1082 B. Itemized budget breakdown;
- 1083 C. All fundraising for this event or item;
- 1084 D. Projected cost of event or item;
- 1085 E. Projected attendance of event/projected use of item;
- 1086 F. Number of members of club or group.

1087 Section 5 – Appearance before the ASGCC Budget and Finance Committee

1088 The club or organization or individual requesting funding from the ASGCC must send an
1089 advisor/director and an ASGCC Club Representative to appear before the ASGCC Budget and
1090 Finance Committee in order for the request to be reviewed. Depending on whether a club,
1091 organization or individual is making the monetary request, one of the following representatives
1092 shall also appear before the ASGCC Budget and Finance Committee:

- 1093 **A. Club**
- 1094 a. President

ASGCC Transparency and Related Procedures

Section 1 - Purpose

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

Section 2 - Accessibility of Documents

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

Section 3 - ASGCC Publicity Clause

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

- 1185 b. Any board member refusing to comply is subject to Article VIII - Disciplinary
1186 Action;
1187 i. The acting ASGCC advisor may pardon any current ASGCC board
1188 member from being compelled to participate at their discretion;
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Article XV **Interim Positions & Subdivision Positions**

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Section 1 - Purpose

- 1195 A. The ASGCC works best when all of its positions are filled and fully operational. In effort
1196 to maintain progress and uphold all ASGCC standards, the ASGCC shall allow Interim
1197 and Subdivision positions.

Section 2 - Interim Positions

- 1199 A. The President may bypass the ASGCC's Appointment's committee and assign any
1200 eligible member of the ASGCC or ASGCC to vacant position as interim in that position
1201 until it is filled by the enumerated vacancy procedures of this document
1202 a. All interim position appointments, aside from presidential appointments, must go
1203 through the ASGCC Appointment's committee a minimum of [3] three school
1204 days before their appearance on the General meeting's agenda for approval
1205 b. All presidential interim appointments are subject to confirmation of the majority
1206 vote at the next available regularly scheduled, Brown-act compliant ASGCC
1207 Board meeting
1208 B. Upon the assignation of any interim positions, the acting ASGCC President has up to [3]
1209 school days to open appointment applications for a minimum of [5] five school days and
1210 sufficient advertising.
1211 a. If the vacancy fails to be filled, the acting ASGCC President shall have up to [10]
1212 school days to reopen appointment applications
1213 C. Any currently in place stipends for any assumed interim positions may be dispersed to the
1214 current holder on the date of dispersement
1215 D. All currently held interim positions shall be placed on any and all ASGCC appointment
1216 applications
1217 E. All ASGCC Board members who also serve as an additional interim ASGCC Board
1218 position may only exercise one vote no matter how many held voting positions they have.
1219 F. Upon someone being appointed to a position that currently holds an interim member, the
1220 appointed ASGCC officer shall take precedence and it will dissolve any occupancy any
1221 other ASGCC member may have over it.

Section 3 - Subdivision Positions

- 1223 A. Any acting ASGCC Board member may assume a subdivision position as long as the
1224 position is vacant
1225 a. The acting ASGCC President must be informed of which position[s] are intended
1226 to be assumed and must approve each and every particular subdivision position
1227 assumption in order to complete the process.
1228 b. All acting ASGCC Board members that intended on assuming a subdivision
1229 position must submit it as an informational item at the next available regularly

- 1230 scheduled, Brown-act compliant ASGCC Board meeting announcing the
 1231 subdivision position[s] they're assuming
- 1232 B. Subdivision positions shall be defined as additional positions an acting ASGCC Board
 1233 member may assume in order to fill a vacancy with the ASGCC. They shall only assume
 1234 the positions duties and not any of their ASGCC Board voting rights.
- 1235 C. Upon the assignation or assumption of any subdivision positions, the acting ASGCC
 1236 President has up to [3] school days to open appointment applications for minimum of [5]
 1237 five school days and employ about the openings sufficient advertising.
- 1238 a. If the vacancy fails to be filled, the acting ASGCC President shall have up to [10]
 1239 school days to reopen appointment applications
- 1240 D. Only one ASGCC Board member may assume any individual vacant subdivision
 1241 position.
- 1242 a. If multiple acting ASGCC Board members want the same particular vacant
 1243 subdivision position, the acting ASGCC President or the acting ASGCC Advisor
 1244 shall select who may assume it at their discretion
- 1245 E. The limit of amount of subdivision positions one particular ASGCC Board member may
 1246 assume is all of them as long as they're vacant and uncontested.
- 1247 F. Any currently in place stipends for any assumed subdivision positions may be dispersed
 1248 to the current holder on the date of disbursement
- 1249 G. The eligible positions to be assumed as subdivision positions shall be as following
 1250 ASGCC positions: the Chief of Staff, the Club Coordinator, The Director of Activities,
 1251 the Director of Publicity, Historian, the Secretary, the Treasurer.
- 1252 H. All currently held subdivision positions shall be placed on any and all ASGCC
 1253 appointment applications
- 1254 I. Upon someone being appointed to a position that is currently held through the
 1255 subdivision process by another member, the appointed ASGCC officer shall take
 1256 precedence and it will dissolve any occupancy any other ASGCC member may have over
 1257 it.
- 1258

1259 **Article XVI**

1260 **ASCC Recognized Student Clubs and Organizations**

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1262 Section 1 - ASGCC Requirements of Student Clubs and Organizations

1263 To be considered in Good Standing with the ASGCC, all student clubs and organizations
 1264 recognized by the ASCC must adhere to the following terms:

- 1265 A. Submit a bimonthly update to the ASGCC;
- 1266 a. ASG Club Representatives can do this by either submitting a written report to the
 1267 acting Club Coordinator or by giving a report directly to the ASGCC Board
 1268 during one of its regularly scheduled meetings.
- 1269 b. Submit their goals once per semester to the ASGCC;
- 1270 i. ASG Club Representatives can do this by either submitting a written
 1271 document containing their goals to the acting Club
 1272 Coordinator or by submitting them directly to the ASGCC Board during one of its
 1273 regularly scheduled meetings.

- 1274 C. Send an ASG Club Representative to meet with the acting Club Coordinator at least once
- 1275 per semester;
- 1276 D. Participate in at least one (1) ASGCC hosted event per semester;
- 1277 E. All student clubs and organizations recognized by the ASCC and their advisors shall be
- 1278 informed about upcoming ASGCC hosted events by the acting Club Coordinator.
- 1279

1280 Section 2 - The Good Standing Clause

1281 All student clubs and organizations considered to be in Good Standing with the ASGCC
1282 shall be accorded the following rights and benefits:

- 1283 A. The right to petition the ASGCC once per semester for a monetary grant up to an amount
- 1284 specified in the ASCC Bylaws under Article X.
- 1285 B. Access to and presence on the ASGCC Club Board;
- 1286 a. The ASGCC Club Board will be located in the Student Center and shall be
- 1287 managed by the acting ASGCC Club Coordinator
- 1288 b. Flyers to be displayed must be submitted to the acting ASGCC Club Coordinator
- 1289 i. Flyers must have a time, date and location of club meetings;
- 1290 ii. Flyers must have a preferred method of contact;
- 1291 iii. Flyers must uphold the student code of conduct;
- 1292 c. Flyers will bear a stamp of approval placed by the acting ASGCC Club
- 1293 Coordinator
- 1294 C. The right to advertisement on the ASGCC’s official website.
- 1295 D. The right to advertisement through the ASGCC Hermes Protocol.
- 1296 E. The right to use the any provided spaces deemed appropriate by the ASGCC Board.
- 1297

1298 Section 3 - Student Clubs and Organizations not in Good Standing with the ASGCC

- 1299 A. If a student club or organization fails to comply with the terms set in Section 1 of this
- 1300 article by the end of any given semester, it shall be declared to no longer be in good
- 1301 standing with the ASGCC.
- 1302 B. Clubs that are not in good standing with the ASGCC are immediately ineligible for the
- 1303 rights and benefits enumerated in Section 2 of this article.
- 1304 C. When a student club or organization is declared to no longer be in good standing with the
- 1305 ASGCC, the following actions may occur at the discretion of the ASGCC:
- 1306 a. The Club Coordinator may recommend the club for desolation to the ASGCC
- 1307 advisor or to anyone in charge of administering clubs at the level of college
- 1308 administration;
- 1309 b. An immediate embargo on the club or organization using ASGCC resources for
- 1310 advertisement may be issued;
- 1311 c. A warrant to evacuate any ASGCC lended spaces may be issued to the student
- 1312 club or organization
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1315 **Article XVII**
1316 **ASGCC Form Guidelines & Templates**

1317 Section 1 – Purpose

1319 A. The purpose of this article shall be to encourage transparency, orderly business & to aid
1320 in the accurate, equitable and sustainable ASGCC business practices and negotiations and
1321 the archiving of ASGCC Documents.

1322 Section 2 – Reports from Campus & District Committees

- 1323 A. All reports presented before the ASGCC Bored during a general session must have been
1324 submitted in a typed format to the acting ASGCC Secretary prior to the ASGCC Board
1325 meeting they wish to present at.
1326 a. This process may be bypassed by a majority vote of a regularly scheduled Brown-
1327 act compliant ASGCC Board meeting if it is deemed to be a matter of urgency.
- 1328 A. All Campus & District Committees reports shall include the following in their typed
1329 form:
1330 a. The name of the committee
1331 b. Whether it is a district or campus committee
1332 c. The name of the chair[s] of this committee
1333 d. The time, date, and location of the committee meeting
1334 e. The discussion items presented and discussed during the meeting
1335 f. Any action taken by the committee during the meeting
- 1336 B. All Campus & District Committee reports are encouraged to have the following:
1337 a. A scanned copy of the particular committee’s agenda
1338 b. The minutes of the particular committee
1339

1340 Section 3 – Reports from ASGCC Branches, Special & Standing Committees

- 1341 A. All ASGCC Branch, Special & Standing committee reports must have been submitted in
1342 a typed format to the acting ASGCC Secretary prior to the ASGCC Board meeting they
1343 wish to present at.
1344 a. This process may be bypassed by a majority vote of a regularly scheduled Brown-
1345 act compliant ASGCC Board meeting if it is deemed to be a matter of urgency.
- 1346 B. All ASGCC Branch, Special & Standing Committee reports shall include the following in
1347 their typed form:
1348 a. The name of the committee
1349 b. Whether it is an ASGCC Branch or Standing committee report
1350 c. The name of the chair[s] of this committee
1351 d. The time, date, and location of the committee meeting
1352 e. The discussion items presented and discussed during the meeting
1353 f. Any action taken by the committee during the meeting
1354

1355 Section 4 – Monetary Assistance Request For Non-ASGCC Spending

- 1356 A. Non-ASGCC Spending shall be defined as all spending that is not undergone to support
1357 ASGCC Projects, Programs, & Events (e.g. ASCC Club requests, & Cuyamaca College
1358 Department Requests)
- 1359 B. All requests for monetary assistance greater than [\$100] one-hundred dollars shall be
1360 present to the Legislative Branch.
- 1361 C. All requests for monetary assistance for non-ASGCC spending shall include the
1362 following information in their request in a typed format:
1363 a. Name of the event, program, and or desired use of the requested money

- 1364 b. An itemized budget layout which depicts all planned use of the money
- 1365 i. The Budget must include desired place of purchase, amount of items for
- 1366 purchase, their individual advertised-price and a total which should reflect
- 1367 the requested amount of funds.
- 1368 c. Name of club submitting the monetary assistance request, if applicable
- 1369 d. If you are a club, are you in good standing with the ASGCC?
- 1370 e. Name of the Cuyamaca College department or faculty member submitting the
- 1371 monetary assistance request, if applicable
- 1372 f. How many students shall be benefitted by this expenditure?
- 1373 g. Does it promote student equity? If so, how?
- 1374 h. Are you willing to perform a service for the ASGCC in exchange for the funds?
- 1375 i. Provide a timeline for when the purchases will be made if approved and when
- 1376 their planned use would be
- 1377 j. Provide contact information in event that the ASGCC has further questions.
- 1378

1379 Section 5 – SSSCC General Assembly Application Guidelines

- 1380 A. The Associated Student Government of Cuyamaca College shall open its applications to
- 1381 all of its ASGCC members.
- 1382 B. In order for applications to be fair and legitimate all submitted applications may only
- 1383 include information that resulted from the first day of October 2016 onward.
- 1384 C. Further questions may be developed or implemented during the interview-assessment
- 1385 process the ASGCC Travel and Related Procedures committee facilitates but shall not be
- 1386 used to justify any action
- 1387 D. Applicants shall only answer when question or area is applicable to them. N/A shall be
- 1388 used for questions or areas that do not apply to them.
- 1389 E. All applications shall include the following questions and areas to be filled in by each
- 1390 applicant (Questions may be written to fit a format, but may not lose the intended
- 1391 meaning or purpose):
- 1392 a. What position do you currently hold in the ASGCC?
- 1393 b. Have you attended the SSSCC General Assembly before? If so how many times
- 1394 and what have you taken from and or implemented into the school from each time
- 1395 you attended
- 1396 c. Have you been keeping up with your ASGCC duties?
- 1397 d. Tell us about what you know about the SSCC General Assembly
- 1398 e. What initiatives have you headed or aided in from Oct onward?
- 1399 f. Do you serve on any Campus or District committees? If so which
- 1400 g. Why do you want to attend the SSSCC General Assembly?
- 1401 h. What student leadership opportunities have you undergone?
- 1402 i. What contributions have you given to the ASGCC?
- 1403 j. What contributions have you given to the campus and its students?
- 1404 k. Have you started any programs or hosted any workshops that are directed towards
- 1405 all students?
- 1406 l. How will the students of Cuyamaca College and the ASGCC Benefit from you
- 1407 going to the SSSCC General Assembly?

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- m. Are you committed to taking this trip not as a luxury but as a responsibility to your students, board and an opportune to better the campus?
- n. Have you undergone any form of disciplinary action as described in our ASGCC bylaws?

ASCC Bylaws
Appendix

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