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Associated Student Government Constitution

Preamble: The Associated Student Government (ASG), also known as the Associated Students and Associated Student Body, was created in 1926 to be the voice of the student body. In accordance to the San Bernardino Community College District Board Policy 5400 and the CA Education Code Section 48930 the existence of a student body association is authorized. This organization will serve as the primary source of student advocacy on behalf of the entire student body.

Article I. The Organization

Section A. Vision

To build a healthy community of student leaders.

Section B. Mission

To empower and develop student leaders to effectively represent students in finding long term solutions to student issues that deter student success.

Section C. Values

Academics, leadership development, community service, research, and practical experience.

Article II. Getting Involved

Section A. Requirements

- 1) Purchase of current ASB sticker (includes all branches of ASG, including ICC).
- 2) 2.0 GPA minimum (includes from previous institution or high school).
- 3) Enrolled in 5 units or more at SBVC (with the exception of summer).
- 4) May not concurrently serve as an officer for a club(s) upon taking office.

Section B. Becoming an officer/member

All students who meet the prior requirements may apply to:

- 1) Run for an elected officer position before the general or special election submission deadline.
- 2) Apply for a vacant officer position.
- 3) Apply to join a committee (Section A. 4 not applicable for committee members).

Section C. Expectations

- 1) Act in accordance to, comprehensively understand, and uphold the SBCCD student code of conduct, ASG Constitution and Bylaws, Brown Act, and Robert's Rules of Order.
- 2) Equitably assist and collaborate with all students, clubs, and organizations.
- 3) Attendance at trainings, retreats, or workshops specifically organized for ASG members.
- 4) Attendance at ASG, campus, district and community events in representation of students as often as possible.
- 5) Attendance at designated meetings.
- 6) Provide monthly written reports to the Chief Executive Assistant.
- 7) Work cohesively with other branches of the ASG.
- 8) Act professionally and respectfully represent the ASG and SBVC.
- 9) Effectively and respectfully communicate with other members, students, faculty, staff, and administration.

Section D. Privileges

- 1) Direct access to work with administration, classified employees, faculty, and community stakeholders.
- 2) Shared office space.
- 3) Possible opportunities to attend leadership conferences, trainings, and retreats.
- 4) Access to other resources set forth by the student senate.

Article III. The Structure

All branches are responsible to adhere to the Brown Act and Robert's Rules during their meeting(s). At the beginning of the term; set meeting times formally through a resolution. Report their goals and objectives at the first meeting, and evaluate the progress made toward meeting those goals and objectives at the last meeting.

Section A. Executive Board (E-Board)

The E-Board must collectively organize a retreat for all officers each semester, preside over decisions regarding the ASG officer, and ensure quality leadership of the entire organization.

1) President

Spokesperson of the ASG, prepares agendas and chairs Executive Board meetings, attends College Council, reports to the SBCCD Board of Trustees monthly, ensures participation in Shared Governance committees, creates budget with VP of Finance, meets with the Advisor once a month, has veto and line item veto powers. Also, an ex-officio member of all branches and committees and may convene any branch meeting if necessary.

2) Executive Vice President

Historian of the ASG, takes minutes of E-board meetings and compiles all ASG documents, is the tiebreaker in meetings if necessary, assumes all presidential responsibilities in the absence of the President, and is first in line of succession. Also, an ex-officio member of all branches.

3) Vice President of Student Senate

Region IX delegate, chairs the Student Senate meetings, assists all ASG standing committees, and carries out any legislation brought forth from the Student Senate. Also, must communicate Executive Board happenings to Student Senate and vice versa.

4) Vice President of Inter Club Council

Prepares agendas and chairs Inter Club Council (ICC) meetings, coordinates annual events with all clubs, reports ASG happenings to ICC and vice versa, identifies fundraising opportunities to clubs, meets with ICC advisor at least once a month. VP is the only member of the ASG who may not be a part of any club (member or officer) to avoid conflict of interest and bias.

5) Vice President of Program Board

Prepares and chairs meetings of the Program Board (PB) to organize campus events and carry out plans. Also, must communicate Executive Board happenings to PB and vice versa.

6) Vice President of Finance

Provides accurate budget report of all ASG accounts at least once a month, develops a budget with the President to present to the Student Senate, and ensures transparency of the ASG finances.

7) Vice President of Marketing

Creates and implements marketing plan for ASG, maintains and updates ASG website, publicizes

events and happenings of ASG through social media and flyers, develops and maintains partnerships with the campus newspaper, marketing, and community news media.

1. Marketing Assistant

Assists the Vice President of Marketing with all projects, including social media & flyer development. In the absence of the Vice President of Marketing, the Assistant shall be responsible for the ASG Cameras, promotional items, etc.

Section B. Student Senate (9 Senator at large positions)

Senators are responsible for formally nominating other Senators to an ASG committee to chair or be a part of, and in addition to a Shared Governance committee. The Student Senate may take stances on campus, city, county, and state issues, adopt resolutions on behalf of the student body, and preside authority over ASG funds. Also, must communicate committee happenings to Student Senate and vice versa.

1. Student Senate Secretary

Historian of the Student Senate, takes minutes for the Student Senate meetings, assists the Vice President of Student Senate in creating and/or compiling necessary documents.

Section C. Inter Club Council (ICC)

The ICC is responsible for adopting funds and policy for all clubs, collectively organize annual events for ICC, and bring forth any club/student issues to the ASG.

1) Vice President of the ICC

Prepares agenda, chairs meeting, supports clubs by attending events, meetings and communicating.

2) Assistant Director

Assists VP of ICC in planning and organizing of agendas, events, and policies. In the absence of the chair, assumes the responsibilities of ICC chair.

3) Secretary

Assists the VP of ICC in creating necessary documents for clubs, meeting minutes, and planning.

Section D. Program Board (PB)

The PB is responsible for creating a master calendar of possible events, adopting funds to organize campus events, collaborating with necessary people, and building a campus community.

1) Vice President of the PB

Chair of the Program Board, responsible for assisting all members if needed, must communicate all of the PB plans to the Executive Board, and ensure responsible spending.

2) Social Events Director

Responsible for strategically coordinating social events, and assist other PB Directors if necessary.

3) Academic Events Director

Responsible for coordinating academic events with faculty and Shared Governance committees, and assist other PB Directors if necessary.

4) Community Outreach Director

Responsible for reaching out to community organizations to bring additional resources for campus events, and assist other PB Directors if necessary.

5) Conferences Director

Responsible for coordinating conferences to increase student success, and assist other PB Directors if necessary.

6) Volunteer Coordinator

Responsible for outreaching to students who need volunteer hours who can assist at events organized by other Directors, and assist other PB Directors if necessary.

Section E. ASG Standing Committees

1) Student Elections

Strategically continue the work established by the Secretary of State's Memorandum of Understanding with the San Bernardino Community College District to promote student participation in campus, city, county, and state elections.

2) Judicial Review

Shall convene when ASG and club conflict shall be addressed, documents or constitutional interpretation is needed. Final authority in ASG matters, and a majority vote is required to present decision to the other branches.

3) Student Services

Develop and manage appropriate channel for students to address issues with Student Services offices and continue to advance programs with student needs.

4) Legislative Affairs

Develop annual platform of long-term solutions to student issues at a local and state level, write resolutions, and organize town hall meetings with local and state stakeholders.

5) Campus Center

Shall give suggestions to ASG for improvements to the Campus Center building after gaining research/data.

Section F. ASG Ad-hoc Committees

May be created upon authority of the Student Senate in accordance to Robert's Rules of Order.

Article IV. Elections

Section A. Special and General

- 1) The general election date shall be set forth by the student elections committee in the Spring for ASG officer positions.
- 2) A special election may be authorized by the Student Senate, upon three hearings of such ballot item.

Section B. Requirements

Applicants must fill out required paperwork, meet requirements set forth in Article II Section A., attend scheduled candidate forums, follow rules outlined below, and make an attempt to attend one ASG meeting of the branch of candidacy prior to election.

Section C. Rules

- 1) Upon notice of verified candidacy, applicant may campaign.
- 2) Not slander other applicants/candidates.
- 3) Ensure to not remove other applicants/candidates flyers.
- 4) May not solicit support from any members of the ASG Student Elections committee or bribe students for votes.

Section D. Ranked Choice Voting

The election software shall include the outline for ranked choice voting to avoid run-off elections. Final results shall be posted within one week of the election, and sent to the campus newspaper and marketing department.

Section E. Timetable

The timetable is set forth and shall be carried out by the Student Elections Committee along with the ASG designated Advisor.

Article V. Term Limits

Section A. Term definition

1. A student who is elected or appointed is able to serve during an academic term (June 1-May 31).

2. A student who is elected or appointed and is impeached, resigns for another position, or resigns from ASG is considered having served a full term.
3. Any student appointed with less than a full semester (based on the academic calendar) is not considered having served a full term.

Section B. Limitations

Students may not serve as an ASG officer for more than three terms.

Section C. Position change

If an officer wishes to be in a vacant position, they must resign and follow the appointment procedures.

Article VI. Strategic Plan

The ASG Executive Board shall revisit the strategic plan on odd-numbered years in the fall semester, and get a majority approval from the Student Senate by the following spring semester, upon creation of ad-hoc committee.

Article VII. Finances

Section A. Accounts

The ASG Student Senate shall have authority to vote on how to use funds from the:

- 1) General fund (\$7.50 each from ASB stickers)
- 2) Student Representation fund (\$1 from enrollment fees)
- 3) Campus Center fund (\$1 based on units)

Section B. Budget

- 1) Fiscal years begin July 1st and end June 30.
- 2) The President shall work closely with the VP of Finance to propose a budget with the input of the Executive Branch by August, reflecting priorities of the ASG.
- 3) The Student Senate shall be responsible for adopting a fiscally responsible budget.

Section C. Accountability

- 1) Hold the school and district accountable to transparent accessibility of ASG finances.
- 2) Upon request of funds, a detailed proposal shall be written and presented.
- 3) Upon use of funds, a copy of receipt(s) must be turned in to the VP of Finance.

Article VIII. Student's Rights

Section A. Voting Rights

All students currently enrolled at SBVC can vote in student elections and shall have their vote counted. **Section B.**

Transparency

Students have the right of access to information concerning the conduct of student's business.

Therefore, the meetings of public bodies and the writings of elected and appointed officers shall be open to public scrutiny in accordance to Brown Act.

Section C. Initiative

The initiative empowers students to propose statutes and amendments to the Constitution and to adopt or reject them.

Any student may propose a written initiative on one subject, submit it to the Student Senate for recommendations.

Upon review of the Student Senate, the author may create a petition, collect 5% of signatures of current student population and turn in signatures to the Executive Board for verification. The author may request authorization for a special election from the Student Senate, then the ballot initiative will be placed on the ballot.

Section D. Referendum

Allows students to approve or repeal student fees. Any student may propose a written referendum of one subject, submit it to the Student Senate for recommendations. Then 5% of signatures of current student population must be collected and turn in signatures to the Executive Board to verify, and the author may request authorization for a special election from the Student Senate, then ballot initiative will be placed on the ballot.

Section E. Amendments

Changes to the ASG Constitution cannot be made by the ASG without the approval of the student vote. If the ASG ratifies changes to the Constitution, they must have three hearings and host one forum prior to authorizing the election.

Section F. Recall

Any student may submit a written grievance to the Judicial Review Committee about an ASG officer. Upon review; the committee may collect 5% of signatures of the current student population. After signatures are verified by the committee, the E-board must ensure the removal of said officer.

Article IX. Sanctions

Section A. Conflict

If at any point there is conflict among student leaders, members must make a necessary attempt to address the issue(s). Conflict resolution is a crucial skill for leaders. If necessary; members may request facilitation from the Advisor or Student Health Center to address the issue.

Section B. Resignation

If an ASG member wishes to resign, a written document must be submitted to the ASG President and Advisor. Upon resignation, the member must leave necessary documents and information regarding position with the President.

Section C. Impeachment

If an ASG member fails to do required duties outlined, does not adhere consistently to Brown Act and Robert's Rules of Order, or violates the Oath of Office, an ASG member may request the Student Senate to have a meeting specifically to host a hearing on impeachment of said officer. Upon review of proper documentation of violations of said officer, and a 2/3rds of the Student Senate votes in agreement, the case shall then be brought forth to the Judicial Review Committee for a final decision. Other grounds for impeachment: missing more than three of required meetings and other reasonable violations brought forth.

Section D. Dismissal

If an ASG member fails to meet requirements outlined in Article II Section A, the Executive Board in collaboration with the Advisor may formally dismiss said member. Grounds for dismissal: missing more than three of required meetings and other reasonable violations brought forth.

Article X. Bylaws

The ASG has the power to create and amend their bylaws as needed, bylaws exist to outline procedures and standing rules.

Article XI. Oath of the Office

I, _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the Associated Student Government, SBVC policies, SBCCD policies, and State and Federal law. I adhere to conduct myself in accordance with these documents. I swear to promote the issues and concerns of all students, providing the necessary independent action. In addition, cooperate with constituencies of this college to provide services and coordinate activities for the entire student body.