

**BY-LAWS OF THE  
ASSOCIATED STUDENT GOVERNMENT OF SAN BERNARDINO VALLEY  
COLLEGE  
(DRAFT)**

**ARTICLE I: Framework**

**SECTION A: Purpose**

These By-Laws contain the operating procedures and rules of the SBVC ASG. Their purpose shall be:

1. To serve as the procedures and regulations for all members of the ASG.
2. To serve as the official interpretation of the ASG Constitution.

**ARTICLE II: The Board of Directors**

**SECTION A: Specific Duties**

1) President:

a) Duties:

- i) Help to establish overall objectives and plans of the ASG; initiate and participate in overall program planning.
- ii) Fill vacant Shared Governance and SBVC Ad-Hoc committees with a simple majority of the ASG BOD.
- iii) Communicate college policies and mission to ASG members.
- iv) Recommend to the consideration of the ASG such actions as felt necessary, and may convene special meetings of the ASG when deemed necessary.
- v) Give monthly reports to SBCCD Board of Trustees.
- vi) Meet with the ASG Advisor at least once (1) a month.
- vii) Meet with the SBVC President when necessary.
- viii) Work with the ASG BOD Legislative Director to keep informed with state, region, and local legislation which may be of concern to students.
- ix) Encourage a continuous program of research to improve college's programs and meet the educational needs of the community.
- x) Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of ASG goals.
- xi) Attend or ensure adequate representation on SBVC College Council Committee meetings.
- xii) In conjunction with the ASG Vice President meet with the out-going and in-coming officers to discuss expectations and goals and re-cap the previous term of office to facilitate a smooth transition.

2) Vice-President:

a) Duties:

- i) Prepare, in collaboration with ASG members, an agenda for the BOD meeting.
- ii) Chair, if necessary, ASG Standing Committees.
- iii) Fill vacant ASG Standing Committees with simple majority of the ASG BOD.
- iv) Assist ASG Stand Committees in analyzing problems, identifying alternative solutions, project consequences of proposed actions, and implement recommendations in support of the ASG goals.

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- v) Recommend to the consideration of the BOS such actions as felt necessary, and may convene special meetings of the BOD when deemed necessary in accordance with the Ralph M Brown Act.
- vi) Meet with the ASG President and Advisor at least once (1) a month.
- vii) Provide and encourage training and work direction to the ASG BOD.
- viii) In conjunction with the ASG Vice President meet with the out-going and in-coming officers to discuss expectations and goals and re-cap the previous term of office to facilitate a smooth transition.
- ix) Regularly attend or ensure adequate representation to the SBVC Accreditation Committee.

3) Executive Assistant:

a) Duties:

- i) Keep ASG Constitution and By-Laws updated and available in office.
- ii) Develop and maintain standardized computer formats for reports; establish new and revised office procedures as appropriate and assure that work is performed in a timely and accurate manner; review, update, and inform ASG members of essential timelines.
- iii) Type memos and other correspondence for the ASG BOD including requests and inquiries from students, staff, or the public.
- iv) Assume additional duties as assigned by the President or Vice President.
- v) Recommend expenditures for office equipment, materials, and supplies; initiate contact with vendors for various products and services and assure their timely ordering, receipt, and storage; assure proper functioning of office equipment.
- vi) Adapt to changing technologies and learn functionality of new equipment and systems.
- vii) Record and provide weekly minutes of all ASG BOD meetings.
- viii) Keep agendas and minutes updated on website.
- ix) Collect monthly reports from all ASG members and representatives.
- x) Develop and provide an attendance report of all ASG members and representatives to the ASG BOD once a month.
- xi) Inform ASG members and representatives of attendance policy when attendance starts to become abused.
- xii) Maintain an active roster of all ASG officers.
- xiii) Provide an information handbook to all new and returning members that includes at least; an ASG roster, Constitution and By-Laws, California Ed Code, Brown Act, and Robert's Rules of Order.
- xiv) Update ASG member info with affiliated groups.
- xv) Be responsible for the maintaining the cleanliness and organization of the ASG storage room.
- xvi) Meet at least monthly with the ASG President, Vice President, and Advisor, respectively.

4) Administrative Support Services Director:

a) Duties:

- i) Maintain a current knowledge of SBVC Administrative Services and direct a continuous program of research and recommend enhancement of programs and services as appropriate to improve the SBVC campus community.

- ii) Stays informed and follow up with appropriate administrators and committees to reconcile any issues that may fall under the SBVC Administrative Services Division.
- iii) Stay informed about developments and emerging technology issues (ie wireless services, new labs, new software or programs)
- iv) Initiate and recommend changes to support safety and security policies and programs.
- v) Analyze long term facility and campus needs; makes recommendations to appropriate chain of command on additions, deletions or changes in the SBVC five-year-plan including maintenance and remodeling of the campus.
- vi) Inform ASG BOD of a one year plan and a separate five-year projection-plan for administrative services projects (ie. parking garage, new buildings, remodels).
- vii) Update the campus on environmental issues and help organize and promote, in cooperation with the Campus Events Director, environmental awareness events.
- viii) Stays informed and follow up with appropriate administrators and committees to reconcile any issues that may fall under the SBVC Administrative Services Division.
- ix) Inform ASG members of SBVC administrative-related strategic initiatives.
- x) Meet with the Vice President of Administrative Services at as needed.
- xi) Regularly attend or ensure adequate representation on the SBVC Facilities and Safety, Technology, and Master Plan Committees.

5) Campus Events Director:

a) Duties:

- i) Prepare the agenda and Chair meetings of the ASG Campus Events Committee.
- ii) Facilitate and coordinate ASG BOD events and activities in collaboration with the Campus Events Committee.
- iii) Develop and implement a plan to ensure at least one large event per semester.
- iv) Develop and implement a plan to ensure the monthly Wolverine Days events.
- v) Coordinate publicity, in collaboration with the Public Relations Director, for ASG BOD activities.
- vi) Regularly attend or ensure adequate representation on SBVC Diversity and Equity Committee.

6) Finance Director:

a) Duties:

- i) Review, update, and provide the ASG BOD budget reports at least once a month.
- ii) Chair meetings of the ASG Finance Committee in accordance with the most current edition of Robert's Rules of Order.
- iii) Coordinate fundraising efforts as deemed necessary (grants, expected sales income, sponsorship, etc.)
- iv) Endure thank you letters or certificates are mailed to donors.
- v) Assist, educate, and provide financial advice and direction to the ASG BOD.
- vi) Advise and assist ASG committees concerning financial matters.

- vii) Research, recommend changes to, and provide information (breakdown, allocations) on student fees.
- viii) Ensure the ASG Financial Policies are being followed.
- ix) Prepare any required financial reporting and budget request forms.
- x) Keep full and accurate accounts of all receipts and disbursements.
- xi) Notify all organizations when budget requests are being discussed.
- xii) Recommend better financial business practices.
- xiii) Schedule one-on-one meeting to hand over files and train new director on internal account system.
- xiv) Identify any additional financial risks facing the organization and recommend appropriate action.
- xv) Ensure funding request forms are readily available in the ASG offices and on the ASG website.
- xvi) Provide an annual proposed budget according to the BOD Budget Process.
- xvii) Regularly attend or ensure adequate representation to the SBVC Budget Committee.
- xviii) Be available to meet and outreach to the SBCCD community at events sponsored by the ASG.
- xix) Assume other duties as deemed necessary.

7) Instructional Support Services Director:

a) Duties

- i) Work with instructional administrators and faculty to develop strong collaborative relationships toward the common goal of student development and student success.
- ii) Ensure evaluation procedures for faculty are maintained through tracking mechanisms and electronic means to ensure students play a participatory role in the process.
- iii) Inform ASG members of SBVC academic-related strategic initiatives.
- iv) Maintain a current knowledge of SBVC Instructional Services & academic programs; direct a continuous program of research and recommend enhancement of programs and services as appropriate to improve the SBVC campus community.
- v) Recommend new programs and services as appropriate.
- vi) Participate in public information activities to promote and publicize educational programs in the integration of outreach and retention strategies and in support of a student-centered learning environment.
- vii) Stay informed about developments and emerging technology issues (ie. wireless services, new labs, e-books).
- viii) Ensure ADA accessibility to the SBVC academic programs.
- ix) Meet with the Instructional Services Vice President as needed.
- x) Regularly attend or ensure adequate representation to the SBVC Curriculum and Academic Standards & Policies Committees.
- xi) Attend the SBVC Academic Senate meetings as a guest and if unable to attend, ensure adequate representation, in order to facilitate the distribution of information attained.

8) Legislative Affairs Director:

a) Duties:

- i) Research federal, state and local legislative issues and educate students regarding said issues.
- ii) Develop and implement a student advocacy plan for the academic year.

- iii) Coordinate advocacy efforts on behalf of student interests. Efforts include; forums, letter writing and email campaigns, in-person lobbying, rallies, etc.
- iv) Meet with the ASG President at least once (1) a month.
- v) Inform the ASG of any local, state or federal legislation and Board of Trustees actions which may be of concern to students.
- vi) Ensure that the BOD understands the issues being advocated by the ASG, and provide all necessary documentation and presentations to that end.
- vii) Attend and participate in professional advocacy conferences, workshops, as well as local, state, regional and national activities on behalf of the ASG.
- viii) Regularly attend or ensure adequate representation at all of Statewide Student Senate of California Community Colleges (SSSCC) Region IX meetings and functions.
- ix) Serve as the voting delegate at all of the SSCCC Region IX meetings and functions.
- x) Provide written status report after the General Assembly regarding all actions taken and resolutions voted on at the General Assembly to the BOD.
- xi) In the event that the Legislative Affairs Director is unable to be present at a General Assembly, there will be an alternate selected and approved by the BOD by a ?
- xii) Stay abreast of the SSCCC issues, resolutions, & activities.
- xiii) Present monthly reports to the BOD that reflects statewide issues, in addition to local and regional issues, and any actions that occurred over the month.

9) Public Relations Director:

a) Duties:

- i) Develop a marketing strategy for the ASG & evaluate & update the strategy, as needed.
- ii) Maintain & update the ASG website.
- iii) Post all newspaper articles concerning the ASG to the website.
- iv) Photograph activities and events sponsored by the ASG.
- v) Maintain awareness of new trends and developments in the field of marketing.
- vi) Participate in the coordination of outreach and recruitment activities for the ASG at new student orientations such as EOPS, DSPP, Tumani, Puente Project, Outreach & Recruitment, and STAR program orientations.
- vii) Maintain a list of local newspapers and television and radio stations for use in publicizing activities of the ASG, and shall oversee the preparation and distribution of press releases and on-air promotions.
- viii) Meet with the SBVC Director of Marketing at least once (1) a month.
- ix) Assist ASG members with the publicity & promotion of ASG sponsored activities through the use of flyers, posters, banners, marquee, etc.
- x) Maintain & update ASG brochures & flyers.
- xi) Post ASG flyers on campus bulletin boards and distribute brochures throughout SBVC programs & departments.
- xii) Act as the communications link between the ASG SBVC and all on-campus and community media (The Arrowhead, KVCR Radio Station,

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- Student Life Newsletter, etc) to promote the ASG & ASG sponsored events.
- xiii) Maintain contacts within & outside the SBCCD community, especially with Non-profit organizations.
- xiv) Serve as the chairperson of the ASG Public Relations Committee.
- xv) Maintain & update the ASG discount program; approach businesses via letter, phone, or in person.
- xvi) Assist the Student Supreme Court with the promotion of ASG elections.
- xvii) Regularly attend or ensure adequate representation to the SBVC Enrollment Management Committee.
- xviii) Submit a written report of ASG and committee activities, if any, to the Board of Directors at least once (1) a month.

10) Student Center Affairs Director:

a) Duties:

- i) In conjunction with the Campus Center Committee, create, implement and promote programs and services within the Campus Center to support the campus community.
- ii) Recommend new programs and services as deemed appropriate.
- iii) Advocate for appropriate programs and services to be housed in the Campus Center.
- iv) Prepare agendas for and Chair meetings of the ASG Campus Center Committee.
- v) Review, update, and provide the ASG BOD Student Body Center fee budget reports at least once a month.
- vi) Research, recommend changes to, and provide information (breakdown, allocations) on Student Body Center Fee.
- vii) Identify any additional financial risks facing the Campus Center and recommend appropriate action.
- viii) Regularly attend or ensure adequate representation to a related SBVC Shared Governance or Ad-Hoc Committee.

11) Student Organizations Director:

a) Duties:

- i) Chair meetings of the ICC in accordance with the most current edition of Robert's Rules of Order.
- ii) Compile an agenda & all related material for the ICC meetings.
- iii) Report to the ICC and student organizations the programs & activities of the ASG.
- iv) Represent all recognized student organizations in good standing in any related proposals or actions in the best interests of students.
- v) Help plan and implement Club Rush once (1) a semester.
- vi) Look for fundraiser and venues for student organizations.
- vii) Compile a list of SBVC Athletic events & coordinate with the Athletic Department to encourage student organizations to fundraise & outreach at these events.
- viii) Be available to student organizations on a regular basis.
- ix) Contact student organizations at least once (1) a month to provide any assistance or documentation needed.
- x) Encourage student organizations to host educational programs and activities for all students and assist them in obtaining ASG funding.
- xi) Notify all organizations when budget requests are due and being discussed.

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- xii) Assist the Director of Campus Events in coordinating intramural activities between student organizations, staff and faculty.
- xiii) Coordinate publicity, in collaboration with the Public Relations Director, for ICC activities & keep ICC updated on ASG website.
- xiv) Meet with the ICC Advisor at least once (1) a month.
- xv) Meet with the ICC Assistant Director ~~& ICC Assistant Director~~ at least once (1) a month.
- xvi) Report to the BOD the programs & activities of student organizations at least once (1) a month.
- xvii) Regularly attend or ensure adequate representation to the Student Life Advisory Committee.

12) Student Support Services Director:

a) Duties:

- i) Work with instructional administrators and faculty to develop strong collaborative relationships toward the common goal of student development and student success.
- ii) Maintain a current knowledge of SBVC Student Services programs; direct a continuous program of research and recommend enhancement of programs and services as appropriate to improve the SBVC campus community.
- iii) Recommend new programs and services as deemed appropriate.
- iv) Participate in public information activities to promote and publicize educational programs in the integration of outreach and retention strategies and in support of a student-centered learning environment.
- v) Inform ASG members of SBVC student services-related strategic initiatives.
- vi) Meet with the SBVC Student Services Vice President as needed.
- vii) Regularly attend or ensure adequate representation to the SBVC Matriculation, DSPS Advisory, and Student Services Committees.

## **ARTICLE IV: Judicial Branch**

### **SECTION A: Specific Duties**

- 1) Chief Justice:
  - a. Duties:
    - i) Prepare agendas and Chair meetings of the ASG Court.
    - ii) Create and implement a promotional plan for ASG Elections.
    - iii) Submit a written report of ASG Supreme Court activities, if any, to the BOD at least once (1) a month.
- 2) Court Clerk:
  - a) Duties:
    - i) Record and provide weekly minutes of all Student Supreme Court meetings.
    - ii) In collaboration with the Public Relations Director, ensure all agendas and minutes of the ASG Supreme Court are updated on ASG website.
    - iii) Develop and provide an attendance report of all Judicial members once a month.
    - iv) Type memos and other correspondence for the ASG Supreme Court functions.
    - v) Play an active role in the coordination and promotion of ASG Elections.
- 3) Associate Justices:
  - a) Duties:
    - i) Play an active role in the coordination and promotion of ASG Elections.
    - ii) Research and present information on student issues brought forth to the ASG Supreme Court.

## **ARTICLE V: General Duties & Responsibilities of all Officers**

### **SECTION A. General Responsibilities**

All members of the ASG shall assume the duties of the office he/she was elected or appointed to as defined in the By-Laws of the ASG. In addition, each officer shall:

- 1) Read agendas and supporting materials prior to meetings.
- 2) Solicit feedback, issues and concerns of students and channel to the appropriate authority.
- 3) Develop and provide an end-of-the-year report to the appropriate branch that demonstrates the accomplishments relative to their individual position.
- 4) Ensure comprehensive transition of information and records relative to their individual position.
- 5) Learn and apply pertinent federal, state, and local laws, codes, and regulations including applicable sections of the California Education Code, Title 5, SBCCD Board Policies, SBVC Policies, and other legal requirements related to community colleges.
- 6) Participate in ASG; SBVC and SBCCD sponsored activities as reasonably allowed in their schedule.
- 7) Assume other duties as deemed necessary.