

**Associated Students
Constitution Committee Meeting Minutes
Wednesday, November 28, 2007 • 4:00 PM
Campus Center Lounge**

1. CALL TO ORDER at 4:04pm

1.1. Roll Call:

- 1.1.1.1. Chair, Senator Cherize De Leah (P)
- 1.1.1.2. Member, AS President Javier Alcaraz (P)
- 1.1.1.3. Member, Justice Michelle Rincon (P)
- 1.1.1.4. Secretary, Justice Freddie Godinez (P)
- 1.1.1.5. Advisor Nikki Schaper (P)

1.2. Approval of the Agenda: move to approve by Godinez, seconded, motion passed (3-0)

1.3. Approval of the Minutes: approval as corrected by consensus

2. Public Comment: (This time is reserved for members of the public to address the board on any agenda item. A time limit of two minutes per person, ten minutes per topic will be strictly enforced by a two-thirds majority vote.)

2.1. **None**

3. Discussion: (Each person will be allowed to speak on each item a maximum of two times. There is a two minute time limit for each time. This ensures timeliness to all participating. In the interest of time, please try not to repeat what has already been said.)

3.1. Discussion of the role of the Director of Student Organizations.

3.1.1. The committee looked at 4 possibilities and developed the following:

- 3.1.1.1. To serve as a liaison between the ASG Board of Directors and all registered student organizations at SBVC and provide assistance and guidance to those organizations.
- 3.1.1.2. To serve as the Chair of the Inter Club Council and facilitate programs and services that would benefit all registered student organizations.

3.2. Discussion of the role of the Director of Finance.

3.2.1. The committee looked at 2 possibilities and developed the following:

- 3.2.1.1. To provide general supervision and management of all ASG finances.
- 3.2.1.2. Shall have primary responsibility for the preparation and development of the fiscal year budget for the ASG.
- 3.2.1.3. Shall be an authorized signatory on all financial processes and procedures related to the ASG finances.

4. Action:

4.1. Approval of the role of the Director of Student Organizations.

- 4.1.1. Move to approve by Alcaraz, seconded, motion passed (3-0)
- 4.2. Approval of the role of the Director of Finance.
 - 4.2.1. Move to approve by Rincon Gallardo, seconded, motion passed (3-0)

5. Announcements:

- 5.1. Next Meeting: Wednesday, December 12, 2007 at 4:00 pm, CC 139

- 6. Adjournment:** move to adjourn by Alcaraz, seconded, motion passed (3-0). Meeting adjourned at 4:45 pm.

**CONSTITUTION OF THE
ASSOCIATED STUDENT GOVERNMENT OF SAN BERNARDINO VALLEY COLLEGE
(DRAFT)**

PREAMBLE

We, the students of San Bernardino Valley College (SBVC), in order to establish an effective student government to represent students' interests, practice the democratic process, promote personal and civic growth, and to recognize the inherent rights and responsibilities of self-government, do hereby establish this Constitution of the Associated Students of San Bernardino Valley College as provided for by the State Legislature through the California Education Code and Title 5 of California's State Code, and as delegated by the Board of Trustees of the San Bernardino Community College District.

ARTICLE I. Title of Organization and Framework

Section A. Title:

The body established herein shall be known as the Associated Students Government San Bernardino Valley College (SBVC).

Section B. Purpose:

The purpose of the organization shall exist to serve the collective needs of the students at SBVC.

Section C. Composition:

The Associated Student Government shall consist of the Executive Branch, Judicial Branch, and Board of Directors.

ARTICLE II. Membership & Eligibility

SECTION A. Members:

All registered students at SBVC shall be members of the Associated Student Government and shall be subject to this Constitution Bylaws and Code of Ethics.

1. Privileges

- a. The right to seek and hold office if all other qualifications are met as set forth in this document, in the ASG-SBVC Election Bylaws
- b. The right to vote in all elections held under the authority of the ASG-SBVC
- c. The right to seek an appointment from the ASG-SBVC Board of Directors to serve on Shared Governance Committees and Task Forces
- d. Any other rights and privileges as determined by the ASG-SBVC Board of Directors

SECTION B. Officer Eligibility:

As a prerequisite to entering office, all elected or appointed officers shall be registered students in good standing as defined by Admissions and Records, and are required to maintain a cumulative 2.0 minimum G.P.A and 5 units (except Summer semester).

ARTICLE III. The Board of Directors

SECTION A. Paraphrase

The ASG-SBVC Board of Directors may be referred to as the Board of Directors within this document.

SECTION B. Composition

The ASG-SBVC Board of Directors shall consist of all elected and appointed officers.

1. President: *<insert role here>*
2. Vice President: *<insert role here>*
3. Executive Assistant: *<insert role here>*
4. Director of Administrative Support Services: *<insert role here>*
5. Director of Campus Events: *<insert role here>*
6. Director of Finance:
 - a. Role
 1. To provide general supervision and management of all ASG finances.
 2. Shall have primary responsibility for the preparation and development of the fiscal year budget for the ASG.
 3. Shall be an authorized signatory on all financial processes and procedures related to the ASG finances.
- 7.
8. Director of Legislative Affairs: *<insert role here>*
9. Director of Public Relations
 - a. Role:
 - i. Create and implement a strategic marketing plan that will promote the ASG, its programs and services.
 - ii. Maintain a positive public image for the ASG, nurture good will and mutual understanding with the SBVC and SBCCD community.
10. Director of Student Center Affairs: *<insert role here>*
11. Director of Student Organizations:
 - a. Role:
 - i. To serve as a liaison between the ASG Board of Directors and all registered student organizations at SBVC and provide assistance and guidance to those organizations.
 - ii. To serve as the Chair of the Inter Club Council and facilitate programs and services that would benefit all registered student organizations.
- 12.
13. Director of Student Support Services
 - a. Role:
 - i. Serve as a liaison to Student Services departments and provide feedback that will help to enhance and improve such services.
 - ii. Collaborate with Student Services departments on potential services and programs to increase persistence and retention.

SECTION C. Legislative Authority

The Board of Directors shall have the legislative authority to

1. Act as the representative and decision-making body for the Associated Students at San Bernardino Valley College
2. Create and amend the Bylaws of the Associated Students
3. Create and act upon motions, proposals, and resolutions
4. Fix and collect membership fees for the ASG

5. Sponsor, plan, and/or implement activities on behalf of the ASG
6. Determine the annual Budget for the forth-coming year
7. Authorize expenditures as specified in the Finance Bylaws and to develop new sources of income for the ASG
8. Develop policies and procedures that are not delegated or otherwise prohibited by this document or the current laws, and to change these policies and procedures as determined necessary by the Board of Directors
9. Take a position on pending local, state, and federal legislation on behalf of the students enrolled at SBVC
10. Hold the Board of Directors and any appointed officer within the Board of Directors accountable to uphold all federal, state, university, and Associated Students Government policies and procedures
11. Approve the annual Budget, which shall be made public
12. Approve all appointments made to the Board of Directors in accordance with the process outlined in the Bylaws.
13. Stay informed of SBVC issues and policies by attending meetings, performing research, contacting members of the SBVC community, and any other means that are necessary to carry out this responsibility.
14. Perform all other duties that may be assigned by the Constitution or Bylaws.
15. The ASG-SBVC is created with the approval of, and is subject to the control and regulation of, the Board of Trustees of the San Bernardino Community College District and the California Education Code. The Board of Directors shall not violate any rules or regulations of these entities/documents or any other laws of the State of California and/or the laws of the United States of America. All laws, regulations, codes, policies, and procedures shall be followed from the highest to the lowest level of authority.

SECTION D. Appointments

Only those individuals by the Board of Directors to fill vacant elected positions, as provided for in this document, shall be considered appointed officers.

SECTION E. Voting

All officers of the ASG-SBVC, in both elected and appointed positions, shall have only one vote each on the Board of Directors.

1. No proxy voting will be permitted.

SECTION F. Responsibilities

The Board of Directors shall have the responsibility for conducting the day-to-day business of the ASG-SBVC.

SECTION G. Distribution of Powers

All legislative, financial, and executive powers of the ASG-SBVC shall be vested in the Board of Directors, with the guidance of the Board's Advisor.

SECTION H. Representation

The Board of Directors shall be the sole representative unit of the students enrolled at San Bernardino Valley College to all on and off campus entities.

ARTICLE IV. Judicial Branch

ARTICLE V. General Duties & Responsibilities of all Elected and Appointed Officers

ARTICLE VI. Elections

ARTICLE VII. Amendments

ARTICLE VIII. Parliamentary Authority/Rules

ARTICLE IX. Advisor

ARTICLE VIII. Legal Conflicts

ARTICLE IX. Officers