

The By-Laws of the Associated Student Government



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PREAMBLE

These Bylaws contain the operating procedures and rules of the ASG. Their purpose shall be:

- I. To serve as the procedures and regulations for all members of the ASG.
- II. To serve as the official interpretation of the ASG Constitution.

ARTICLE I

DEFINITIONS

Section 1: The following terms shall be defined in the Constitution and By-laws as follows:

Clause 1: Definitions

- I. "Absent"- Missing more than a third of a meeting, excluding extensions beyond the scheduled time of adjournment, when applied to ASG General Session or Committee meetings.
- II. "ASG committees"- Committees chaired by Executive members of the ASG Board, student run pertaining to our purview.
- III. "ASPC"- Associated Students of Palomar College
- IV. "Board Member": A title referring to President, Vice Presidents, Senators and Delegates most commonly in reference to the entirety of the Board Members as a group.
- V. "Campus Directors"- Administrative personnel in charge of running the various campuses.
- VI. "Coordination"- Working in conjunction with: Others, Events, Groups, and so forth.
- VII. "Day"- A regularly scheduled school day, unless otherwise modified (as in "Calendar Day").
- VIII. "Excusable Emergency"- medical illness, family emergency, scheduled work, attendance of shared governance committee, dependent household member care, or transportation failure.
- IX. "Ex-Officio"- An ex-member of the voting board, can act as a voting member, participate in discussion, however, an ex-officio does not count towards quorum.
- X. "Governing Documents"- Constitution, Bylaws, and Policies that are to be adhered to by the ASG Board.
- XI. "Insubordinate"- One who is in contempt of the rules.
- XII. "Legislation Under Executive Veto Powers" - Documents that must be signed and presented to the Palomar Community College District or any other governing body, such as budgets and resolutions.
- XIII. "Permanent point of privilege"- When one leaves an agendized meeting for the rest of its

duration, one must call for a permanent point of privilege for the purposes of both quorum check and accurate reflection in the published minutes.

- XIV. “Shared governance committee”- Palomar College governing committees in which members of the ASG are expected to represent the student interest. Some have multiple voting seats reserved for ASG members, some have only one, some do not grant ASG students voting power, merely a vocal presence.

ARTICLE II

SPECIFIC DUTIES

Section 1: Executives

Clause 1: All executives must sit on a minimum of two (2) shared governance committees. If an executive is already assigned committees through these Bylaws, that shall fulfill this requirement.

Section 2: President

Clause 1: Duties:

- I. Shall attend the College Council meeting or designate (an) ASG member(s) to attend in their place.
- II. May appoint ASG Senators as interim executive officers as such positions become vacant subject to a majority vote of the ASG.
- III. Additional duties in ASG Constitution (Article V, Section 8, Clause I).
- IV. Compensation will be provided per the Bylaws and approved by the Student Life and Leadership Director.
- V. Be the official representative of the ASPC.
- VI. Has the authority to chair and call the ASG meetings.
- VII. Has Be an ex-officio member of all ASG Committees.
- VIII. Has the authority to call special ASG meetings.
- IX. Has the authority to approve or veto all legislation, excluding position statements passed by the ASG. If the legislation is not signed within ten (10) days, the veto may be overridden by a two-thirds (2/3) majority vote by the ASG.
- X. Has the authority to appoint ASG members to Palomar College Boards, Councils, and Committees.
- XI. Has the authority, without ASG approval, to initiate Special Presidential Commissions and Special Presidential Committees to investigate any situation or activity pertaining to ASG functions deemed necessary by the President; such Commissions and Committees must report directly to the President.
- XII. Has the authority to relinquish all duties to the first available Executive for the duration of a future absence. The President must notify the Secretary and the first available Executive of the future absence, in the form of a written statement.
- XIII. Have one (1) vote in the case of a tie during the ASG meetings.

Clause 2: Vacancy of the ASG President.

I. If the ASG President position becomes vacant, the duties and responsibilities shall be passed on to the next willing and able executive, who shall serve as the ASG President in an interim capacity, following the line of succession.

II. The line of succession shall be as follows: ASG President, Executive Vice President, Vice President of Internal Affairs, Vice President of Club Affairs, Vice President of Finance, Vice President of Communications, Vice President of Events, Student Trustee, Senator, Delegate, and then any student selected by the Director of the Office of Student Life & Leadership.

Clause 3: Although it is not a requirement, the ASG President is expected to fulfill, to the best of their ability, all responsibilities and duties of vacant vice president positions.

Clause 4: Incentives.

I. The ASG President shall receive a Staff parking permit for each semester in office.

II. The ASG President shall be eligible for in and out of District travel.

Section 3: Executive Vice-President

Clause 1: Duties

I. Shall attend all meetings of the Instructional Planning Council, and District Policies & Procedures Committee.

II. Serve as interim President in the case that the President is unable to serve.

III. Be the chief administrative aide of the President.

IV. Prepare a written report at the end of each academic year.

V. Be the general correspondent for the public regarding questions, comments, and concerns.

VI. Coordinate between the ASG and the college designated ASG Advisor.

VII. Act as the spokesperson for the ASG at public events, such as ceremonial groundbreaking, grand-openings, and other occasions where the presence of the ASG is requested to provide a verbal statement.

VIII. Oversee the function of the Executives, as the President deems necessary.

IX. Prepare the ASG meeting agenda.

X. Provide orientation for new members of the ASG Board.

XI. Have the authority to administer discipline as prescribed in the Bylaws.

- XII. Ensure ASG Board members are maintaining their respective duties (i.e. completing office hours, and using those office hours to work on ASG related items.) Additionally, provide a written warning to ASG Board members when a violation of their duties occurs, and call them to a hearing before the Rules Committee if several violations are accrued.
- XIII. Chair the Campus Governance Committee
- XIV. Prepare a written report to be presented before the ASG Board, and for the public, summarizing the activities and achievements of the ASG over the academic year. The report should also provide recommendations to the incoming ASG Board on what projects to work on during their term.
- XV. Additional duties in ASG Constitution (Article V, Section 9, Clause I).
- XVI. Compensation will be provided if the Executive Vice-President duties as laid out by the Bylaws are completed and approved by the Student Life and Leadership Director.

Section 4: Student Trustee - Ex-Officio

Clause 1: Duties

- I. Shall attend all meetings of the Governing Board, except for closed sessions
- II. Attend and potentially speak at events including graduation, groundbreaking, grand openings
- III. Attend all Governing Board meetings, except for closed sessions. Attend events of ceremony, such as graduation, groundbreaking, and grand-openings, and be prepared to speak at such events.
- IV. Represent the interests of the Palomar Community College District by providing the Board with student perspectives on matters through an advisory vote.
- V. Attend and participate in at least two ASG meetings a month.
- VI. Serve as the Palomar Representative to Region X of the Student Senate for California Community Colleges (SSCCC).
- VII. Keep the ASG Board up to date on resolutions and policy positions being taken by the SSCCC, and/or the American Student Association for Community Colleges (ASACC).

Section 5: Vice President of Internal Affairs

Clause 1: Duties

- I. Additional duties in ASG Constitution (Article V, Section 10, Clause I).
- II. Initiate and maintain relationships with local legislators through personal visits, phone calls, and written correspondence.
- III. Oversee the collection and consideration of ASPC's input on relevant legislation and form positions on issues.
- IV. Bring forward appropriate legislation to the ASG involving students.
- V. Encourage voter involvement and civic engagement among the ASPC.
- VI. Coordinate with the Vice Presidents of Communications and Events to inform ASPC of legislative and political issues relevant to the ASG.
- VII. Chair the Legislative Affairs Committee.
- VIII. Serve as the Delegate for Region X of the Student Senate for California Community Colleges.
- IX. Write and review statewide resolutions.
- X. Disseminating resolutions that are passed by the SSCCC, so that the ASG may work to implement them on Palomar's campuses
- XI. Shall attend all meetings of the Student Success and Equity Council.
- XII. Additional duties in ASG Constitution (Article V, Section 11, Clause I).
- XIII. Compensation will be provided if the duties of the Vice President of Internal Affairs, as laid out by the Bylaws, are completed and by the Student Life and Leadership Director
- XIV. Ensure ASG Board members are maintaining their respective duties (i.e. completing office hours, and using those office hours to work on ASG related items), and shall provide a written warning to ASG Board members when a violation of their duties occurs, and call them to a hearing before the Internal Affairs Committee if several violations are accrued
- XV. Shall coordinate recruitment efforts of the ASG
- XVI. Shall oversee cases of impeachment (see Article XXX)
- XVII. Shall chair the Internal Affairs Committee

Section 6: Vice President of Club Affairs

Clause 1: Duties

- III. Provide financial assistance to clubs by making them aware of potential fundraising methods (e.g., events, donors, partnerships), and possible ways of accomplishing club fundraising goals.
- IV. In a timely manner, host club trainings and workshops during the ICC meetings that would benefit clubs.
- V. See duties in ASG Constitution (Article V, Section 12, Clause I).
- VI. Compensation will be provided if the duties of the Vice President of Club Affairs, as laid out by the Bylaws, are completed and approved by the Student Life and Leadership Director

Section 7: Vice President of Finance

Clause 1: Duties

- I. Shall attend all meetings of the Budget Committee
- II. Prepare the ASG Budget for the following year
- III. Maintain a current record of the financial state and maintain the accounts of the ASG
- IV. Prepare a written financial report monthly
- V. Uphold and maintain the Financial Code
- VI. Chair the Budget Advisory Committee.
- VII. Sign all ASG monetary requests
- VIII. Ensure all funds are allocated with purpose and safeguard funds against misappropriation
- IX. Compensation will be provided if the duties of the Vice President of Finance, as laid out by the Bylaws, are completed and approved by the Student Life and Leadership Director

Section 8: Vice President of Communications

Clause 1: Duties

- I. Shall attend all meetings of the Faculty Senate.
- II. Coordinate all ASG publicity.
- III. Oversee the maintenance for the ASG website.
- IV. Be a liaison between the ASG and the Palomar College newspaper.
- V. Create and distribute the ASG event calendar each month.
- VI. Create and distribute the ASG newsletter at least once a month.
- VII. Inform the students of legislative and political issues relevant to the ASG.
- VIII. Chair the Communications Committee.
- IX. At the direction of the ASG Board, and in conjunction with the Communications Committee, poll members of the ASPC on issues that impact students
- X. Compensation will be provided if the duties of the Vice President of Communication, as laid out by the Bylaws, are completed and approved by the Student Life and Leadership Director

Section 9: Vice President of Events

Clause 1: Duties

- I. Coordinate all the ASG social activities.
- II. Coordinate activities with the Vice President of Club Affairs.
- III. Coordinate publicity for ASG activities in conjunction with the Vice President of Communications.
- IV. Coordinate with related ASG Committees.
- V. Chair the Events Committee.
- VI. Compensation will be provided if the duties of the Vice President of Events, as laid out by the Bylaws, are completed and approved by the Student Life and Leadership Director.

Section 10: Senators

Clause 1: The Senators shall:

- I. Have the right to vote on all actionable items before the ASG
- II. Authorize and appropriate all funds of the ASG.
- III. Have the right to call for agenda items dealing with organizational affairs.
- IV. Take positions in the name of the whole ASG.
- V. Have the authority to initiate an impeachment by a majority vote. (See Impeachment)
- VI. Have the authority to approve Vice Presidential nominations with a two-thirds ($\frac{2}{3}$) vote.
- VII. Have the authority to approve Secretary nominations with a majority vote. VIII. Establish ad-hoc committees and their duties as prescribed by the Bylaws. IX. Take whatever additional action they deem necessary to conduct the affairs of the ASG.
- VIII. Must attend ASG meetings as stated in the Bylaws.
- IX. Must attend Board, Council, and Committee meetings as stated in the Bylaws.

Clause 2: The duties of the ASG Senator shall be:

- I. Attend weekly ASG meetings.
- II. Maintain a minimum of three (3) regularly scheduled office hours per academic week.
 - i. These office hours may be fulfilled in the following ways:
 1. Spending time in the ASG Executive, or Senator's Office working on ASG related material (door should be unlocked).
 2. Helping with set-up, tear-down, and running ASG Events.
 3. Interacting with students to inform them of services provided by the college, and by the ASG. As well as to receive feedback on what might be improved at Palomar College.
- III. Participate in a minimum of two (2) ASG events or volunteer events at Palomar College per semester.
- IV. Serve on a minimum of two (2) ASG committees and a minimum of one (1) Shared Governance committee.
- V. Keep informed on federal, state, local, and Palomar College policies that relate to the general welfare of the associated students of Palomar College.
- VI. Shall initiate legislation, draft resolutions, formulate policies, develop codes and Bylaws, and create ad-hoc committees as deemed necessary.

Clause 3: Secretary:

- I. The position of ASG Secretary will be filled by an ASG Senator. Any Senator may nominate themselves for the position. To be appointed, they must be approved by a majority vote of the ASG Board.

Clause 4: The Senator that has been appointed to Secretary will fulfill these additional duties:

- I. Shall keep accurate written minutes of proceedings transacted during ASG regular meetings and ICC meetings, and maintain a complete and accurate file of all such meetings.
- II. Create and distribute agendas for ASG regular meetings and ICC meetings, with oversight from the ASG President and Vice President of Club Affairs, respectively, and maintain a complete and accurate file of all such agendas.
- III. Ensure ASG offices are upholding professional standards of conduct.
- IV. Shall perform any other functions as deemed necessary by the President of the ASG or a majority vote of the ASG.
- IV. Compensation will be provided if Secretary duties as laid out by the Bylaws are completed and approved by the Student Life and Leadership Director.

Clause 5: Incentives

- I. All Senators shall receive a Staff parking permit for each semester in office. II. All Senators shall be eligible for in and out of District travel.
- III. May receive a letter of recommendation for leadership service from the ASG President

Section 11: Delegate

Clause 1: Duties

- I. Attend at least one (1) ASG meeting a calendar month.
- II. Devote time for individual projects, activities, committee assignments and any additional tasks necessary to achieve the goals and objectives of the ASG, that require less than three (3) hours per week.
- III. Attend a minimum of one (1) Shared Governance Committee.
- IV. Attend and actively participate at the ASG committee meetings according to each individual assignment and keep informed on information and college policies that relate to their committee(s).

ARTICLE III

ATTENDANCE

Section 1: ASG Meetings

Clause 1: Executives and Senators are required to attend regularly scheduled ASG meetings. Attendance may be in the form of physical or virtual participation. Virtual participation may be in the form of video call, phone call, or teleconference. Attendance will be marked by roll call. Should an Executive or Senator accumulate three (3) unexcused absences in one (1) academic year their seat will be declared vacant.

Clause 2: Delegates are required to attend regularly scheduled ASG meetings at least once per calendar month. Should a Delegate fail to meet this standard, their seat will be declared vacant.

Clause 3: Accumulation of unexcused absences may occur in the following ways:

- I. Not attending a regularly scheduled ASG meeting will result in one (1) unexcused absence.
- II. Accumulation of three (3) tardies will result in one (1) unexcused absence.

Clause 4: In order for an absence to be considered “excused,” approval must be granted by the ASG President prior to the calling of the meeting. See Article I, Section 1, for what constitutes an excused absence.

Section 2: ASG Committee meetings

Clause 1: All members are required to attend the regularly scheduled ASG Committee meetings that they sit on, as prescribed by Article II of these Bylaws. If a committee member accumulates three (3) unexcused absences in one academic year they will be removed from their committee.

Clause 2: Unexcused absences will be accumulated in the same manner as described in Section 1, Clause 3 of this Bylaw.

Clause 3: If an ASG member is no longer fulfilling their required seats on an ASG Committee as a result of removal (or otherwise) they must fill a seat in another ASG Committee within one (1) academic week. Failure to do so will result in disciplinary action (Article IV).

Section 3: Shared Governance Committees

Clause 1: All members of the ASG Board must sit on a number of Shared Governance Committees equal to that which is prescribed in Article II of these Bylaws.

Clause 2: Each member of the ASG Board must attend all regularly scheduled meetings of the Shared Governance Committee(s) they sit on. This applies also to committees where ASG members appear as a “guest” on the committee agenda.

Clause 3: The Vice President of Internal Affairs and/or Executive Vice-President will contact the chair of the Shared Governance Committees that ASG members sit on to inquire whether the ASG member is adequately fulfilling their position on the board. If the performance of the ASG member is deemed unsatisfactory by the committee chair, they will be removed from their seat, and may be subject to disciplinary action (Article IV).

ARTICLE IV

TRAVEL

Section 1: The purpose of travel will be for the benefit of the ASPC. Students will attend conferences to learn necessary legislative and communicative skills, and to represent the ASPC at state, federal, and local agencies, using Fund 72.

Section 2: Conference Eligibility

- I. Only ASG members who hold the position of President, Vice President or Senator, may be eligible for out of County conference travel. Delegates are eligible for in County travel. If members do not attend a conference after signing the travel docs indicating that they are going, they will be deemed ineligible for all future travel.
- II. Members must complete an intent to travel form in compliance with the timeline established by the Office of Student Life and Leadership.
- III. Students under disciplinary status are disqualified from attending conferences.
- IV. Upon return from travel, students must submit their ASG Travel Report to the Office of Student Life and Leadership. Failure to do so will result in disqualification from future conference travel.

Section 3: Conferences

Clause 1: California Community College Student Affairs Association (CCCSAA) Fall Leadership Conference.

- I. The CCCSAA Leadership Conference includes networking and leadership skills development workshops, as well as guest speakers. SL&L paperwork must be filled out four (4) weeks prior to the event date.

Clause 2: American Student Association of Community Colleges (ASACC) Spring Leadership Conference.

- I. The ASACC Spring Conference shall include opportunities for students to meet with Congressional Leaders to discuss those issues introduced at the prior ASACC Conference in the fall, as well as a variety of leadership building workshops. II. Eligibility shall be limited to those students who have been in office for not fewer than sixteen (16) consecutive academic weeks prior to the starting date of the conference.

- II. Preference shall be given to those students who previously attended the ASACC Fall conference, and who are thus better prepared for the spring event, notwithstanding any other provision of this Bylaw.
- III. Eligibility for this conference shall be determined not later than ten (10) weeks prior to the conference registration deadline as established by the Office of Student Affairs.

Clause 3: Student Senate for California Community Colleges (SSCCC) General Assembly.

- I. Leadership conference that includes workshops, guest speakers, networking opportunities and voting on resolutions proposed by the SCCC. Clause IV: SDSU Leadership Conference Leadership development workshops.

Section 4: ASG Retreats

Clause 1: The ASG will hold two retreats per calendar year, one to be held in the Fall semester and a second one in the Spring semester.

- I. Each Retreat shall be scheduled no later than four weeks into each semester.
- II. Each Retreat shall be scheduled within the time frame of Friday 3:00 p.m. to Sunday 3:00 p.m.

Clause 2: ASG Retreats shall be scheduled by an ASG Executive in conjunction with the Office of Student Life and Leadership.

Clause 3: The Executive Officer(s) shall be responsible for creating the workshops that will be presented during each session. Workshops shall be created with the help of the Office of Student Life and Leadership.

Clause 4: Both ASG Leadership Retreats shall be mandatory to all members. If someone cannot attend due to the following: medical, family emergency, class, military deployment, work, or lack of dependent member care, it shall be excused by the President in writing.

ARTICLE V

DISCIPLINE

Section 1: - Justifications for Action

Clause I: If an Associated Student Government member has been negligent in performing their duties, or behaved in a manner that violates District policy and the ASG's governing documents, state or federal law, then the ASG member shall be subject to disciplinary action.

Clause II: The justification for enacting disciplinary action, shall be noted throughout the entirety of these Bylaws. They may include, but shall not be limited to the following:

- I. Violation of the Student Code of Conduct.
- II. Falsification of records.
- III. Insubordination.
- IV. Reckless and indiscriminate use of district facilities, assets, or resources.
- V. Any other matter deemed appropriate by a two-thirds (2/3) majority of the ASG Board in the General Assembly.
- VI. Lack of attendance for ASG committees, shared governance, or general meetings.

Section 2: Punishment and Removal Policy

Clause 1: If the disciplinary action is against the president, then two (2) members of the ASG must present the documentation of wrongdoing to the Executive Vice President and the Rules Committee

Clause 2: Order of Disciplinary Action:

- I. The ASG member in question, shall first receive a written warning from the rules committee chair detailing that member's misconduct.
- II. Shall a second warning be accrued, it will culminate in a first offense. At which time, the member in question will lose travel privileges and will receive a summons to a Rules Committee hearing. At this hearing, the necessity of further disciplinary action or removal from office will be discussed. Failure to show or communicate unavailability to the Rules Committee Chair within seventy-two (72) hours prior to the scheduled meeting will result in the Rules Committee automatically bringing to the ASG Board a request for the member's dismissal.
- III. Shall a second offense be accrued after that member had already committed one offence which did not result in removal and the offender will be directly referred to the following ASG Board meeting for removal from office. Removal must pass by a two-thirds (2/3) majority of the ASG Board.

ARTICLE VI

ELECTION CODE

Section 1: Candidate Orientation

Clause 1: The Election Board will give each candidate an orientation on the details of running for elected office and will do so according to the following guidelines:

- I. All candidates will be required to attend at least one (1) Candidate Orientation meeting prior to campaigning.
- II. These meetings will be conducted by the Election Chair who will review the information in the Candidate Packet and other information specific to the current election.
- III. All candidates must sign and return the Election By-laws Acknowledgment Statement to the Election Chair before campaigning may commence.
- IV. Should any otherwise qualified candidate fail to attend a Candidate Orientation meeting, they are still required to receive an orientation from the Election Chair before engaging in any kind of publicity or campaigning.
- V. All candidates are responsible for knowing and adhering to the provisions of the ASG governing documents, standards of student conduct, student discipline procedures, students rights and grievances.
- VI. Argument from ignorance as to the content of these documents is not a defense against Election Board enforcement of the ASG Elections Code By-laws.

Section 2: Candidate Forum

Clause 1: The Election Board will host a minimum of one (1) candidate forum and will do so in accordance with the following guidelines:

- I. All candidates will be required to attend a minimum of one (1) candidate forum.
- II. The candidate forum will be hosted in front of or inside the Student Union.
- III. All candidates running for the same position will be asked the same questions and be given the same amount of time to respond.
- IV. All candidates will be given pertinent and professional questions from a mediator.
 - i. The mediator must be a member of the Election Board

Section 3: Campaigning

Clause 1: The ASG election process is considered to be a limited public forum; therefore, candidates shall comply with campaigning guidelines outlined in this code.

- I. Campaigning must be free of elements that interfere with the education process, endanger persons, or damage property on campus; campaigning must comply with the Standards of Student Conduct (BP 5500 and AP 5500). Campaigning involving tabling, gatherings, meetings, rallies, and/or special stunts shall require prior approval from the Election Board and ASG Advisor. Candidates shall submit a Use of Facilities Form for such an activity fourteen (14) days prior to the event. Misuse of district property or equipment may result in sanctions by the Elections Board, including but not limited to disqualification of candidacy.
- II. The use of supplies and electronic equipment purchased or paid for by the ASG is strictly prohibited. The use of supplies purchased by the Palomar Community College District (PCCD) is strictly prohibited, unless otherwise stated in these by-laws.
- III. Limited use of PCCD property and equipment is permissible including, tables, chairs, sound equipment, and space.
- IV. The use of the ASG and PCCD logos is strictly prohibited.
- V. All election materials for posting and distribution must conform to the Standards of Student Conduct (BP 5500 and AP 5500) and meet the following standards:
 - i. Be neat in appearance,
 - ii. Be removed if they become weatherworn,
 - iii. Be maintained by candidates
- VI. All forms of campaigning are prohibited within fifty (50) feet of all polling places.
- VII. Candidates are responsible for the removal and disposal of all election materials after the election and may be in violation of District policy (BP5500 and AP5520).

Section 4: Ballot

Clause 1: The Election Committee shall prepare and publish ballots with candidate(s)'s name appearing in alphabetical order, and shall exclude the use of titles presently, or formerly held.

Clause 2: The Election Committee shall prepare and publish ballots with candidate biographies and pictures, if received.

Section 5: Voting

Clause 1: Voting in the general election shall be conducted in the following manner:

- I. Only students who are enrolled, and are currently taking classes at Palomar College are entitled to vote in elections.
- II. Proxy voting is prohibited.
- III. Voting shall be conducted by electronic ballot. This may be changed to hard-copy ballots provided that voting by electronic ballot is unfeasible by a majority vote of the Election Board.
- IV. Students shall input electronically provide identification information using their currently enrolled Palomar College student ID number.
- V. The following statement must be endorsed prior to casting a ballot: "I attest that I am a currently enrolled Palomar College student, that this vote is cast of my own free will and is not a proxy vote, that I am voting only once and not for another student, and I understand that willful abuse of the election process may result in disciplinary action by an appropriate college authority as per the Standards of Student Conduct (BP 5500 and AP 5500)."

Section 6: Tabulation

Clause 1: The Election Board shall tabulate the election ballots according to this code.

- I. Tabulation Procedure:
 - i. Electronic: the Elections Board will tabulate the votes online via a third-party provider.
 - a. Paper Ballots:
 1. All properly marked ballots shall be tabulated.
 2. The ASG advisor and the Election Board chair shall supervise the tabulation process.
 3. Two (2) or more members of the Election Board shall tabulate all valid ballots.
 4. Tabulation shall be conducted in public. For security purposes, the third party campus partner may limit access to the tabulation area.
 5. Tabulation shall be officially endorsed by all of the following:
 - a. The Election Board chair and all others tabulating ballots.

- ii. The candidate receiving a plurality for the office they are running for will be the winner.
- iii. Ties and Run-offs: In case of a tie, a runoff election may be held within one (1) week of the official tabulation. Run-off elections shall be subject to the same regulations, when reasonable, that govern general elections.
- iv. Public notice of election results shall be given by way of signs on campus, posting on official ASG social media, and ASG website.
- v. Recount: Candidates shall have two (2) academic days, after official notice of results, to request a recount. The signature of the candidate and thirty (30) currently enrolled students shall be necessary to engage a recount process of all valid ballots.
- vi. The ASG advisor shall maintain valid online and/or hard copy ballots in a locked container for a minimum of seven (7) days after certification of the election.

Section 7: Certification

Clause 1: The Election Board shall certify the election, after all ballots are tabulated, all recount requests have been addressed, and all pending candidate complaints have been accorded due process. Certification shall be achieved by a two-thirds (2/3) vote of the Election Board.

Section 8: Enforcement of Elections By-laws

Clause 1: The Election Board and the ASG Advisor may impose any one, or a combination of, the following penalties to individuals or groups found guilty of violations: I. Suspension of campaigning for a duration to be determined by the Election Board. Disqualification as a candidate for an elected ASG position by the Election Board. II. Disciplinary action may be taken per the Standards of Student Conduct (BP 5500 and AP 5500).

Section 10: Statements for the ASPC Special Elections

Clause 1: Special elections shall be held as needed, upon the vacancy of the Student Trustee position or ASG President position.

ARTICLE VII

ASG COMMITTEES

Section 1: - General

- I. Committee members shall be selected by the respective Vice President(s).
- II. Committee Chairs may appoint a Vice Chair to run the committee in case of their absence.
- III. Voting membership for all ASG Committees shall consist of the respective Vice President, and at least two (2) additional voting members of the ASG.
- IV. All ASG committees must meet a minimum quorum of twenty-five percent (25%) of voting members present.
- V. All ASG Committees must meet at least once per calendar month, unless otherwise directed by the ASG President or a majority vote of the ASG Board. Dates and times for ASG Committee meetings will be set by their respective Vice Presidents.
- VI. Ad-hoc committees may be created as needed to deal with special events or problems by a majority vote of the ASG meeting in General Session or by Presidential appointment.

Section 2: - Committee on Rules

- I. The Committee on Rules shall be chaired by the Executive Vice President. The duties of this Committee shall be as follows:
 - i. Review the ASG Constitution, Bylaws, and Policies and recommend changes as necessary.
 - ii. Review Board members who have been brought up on a violation of ASG policies or procedures as established in these Bylaws and in the adopted policies of the Board, and make recommendations to the President and to the ASG Board regarding enforcement of disciplinary provisions (Article VIII).
 - iii. Determine items for inclusion in all necessary travel reports.
 - iv. Any additional duties as deemed necessary by majority of the ASG Board.

Section 3: - Legislation and External Affairs Committee

- I. The Legislation and External Affairs Committee shall be chaired by the Vice President of Legislative Affairs.
- II. The duties of this Committee shall be as follows:
 - i. Secure and maintain sources of information on legislation.
 - ii. Initiate and maintain relations with local legislators through personal visits, phone calls, and written correspondence.
 - iii. Invite local legislators to the campus.
 - iv. Analyze and disseminate information on legislation to the ASPC
 - v. Collect and consider the input of the ASPC on legislative issues and
 - vi. formulate positions on those subjects.
 - vii. Prepare Resolutions and Amendments for SSCCC General Assembly. G. Prepare legislative recommendations for the ASG to make to federal representatives during the ASACC conference.
 - viii. Any other duties as deemed necessary by a majority of the ASG Board.

Section 4: Internal Affairs Committee

- I. The Internal Affairs Committee shall be chaired by the ASG Vice President of Shared Governance.
 - i. The duties of the Committee shall be as follows:
 - ii. Assist with the filling of ASG member seats on Palomar shared governance committees.
 - iii. Keep and maintain an updated list of shared governance meetings, times, locations, contacts, and number of available seats.
 - iv. Adopt yearly advocacy based resolutions that are to be disseminated across the shared governance committees.
 - v. Filter items of importance from the shared governance committees to report upon for the ASG board.
 - vi. Acquire mid semesterly reviews from chairs of shared governance committees which ASG Board members sit on.

Section 5: - Interclub Council

Clause 1: There shall be an Inter-Club Council, hereafter referred to as the ICC.

- I. The Inter-Club Council shall be chaired by the ASG Vice President of Club Affairs.
- II. The ICC must be responsible for approving all supplementary organizations and their Bylaws.
- III. The ICC must be responsible for recognizing the ICC representative for each club.
- IV. Voting membership shall consist of campus clubs. The Vice President of Club Affairs shall cast tie-breaking votes.
- V. ASG members will assist the Council Chair with any tasks needed to benefit the ICC.

Clause 2: ICC Ambassadors

- I. The ICC shall have the authority to appoint two (2) ICC Ambassadors to the ASG Board.
- II. The ICC Ambassadors shall have the same duties & responsibilities that are granted to ASG Senators, except the right to be appointed to serve as secretary.
- III. ICC Ambassadors cannot be appointed to serve executive positions with the ASG.

Section 6: Budget Committee

- I. The Budget Committee shall be chaired by the ASG Vice President of Finance.
- II. The duties of the Committee shall be as follows:
 - i. Provide general supervision of all ASG fiscal matters in cooperation with the Advisor and/or Office of Student Life and Leadership.
 - ii. Provide liaison between the SL&L and the ASG regarding fiscal matters, and sign all "Requisition For Funds" forms pertaining to Associated
 - iii. Students Trust Fund (71), and Student Representation Fee Fund (72), and Student Center Fee Fund (73) of the Palomar Community College District Budget.
 - iv. Draft for adoption by the ASG Board a yearly budget for Fund 71, Fund 72, and Fund 73.
 - v. Keep track of all monetary requests that go through the ASG as it pertains to the availability of money from the respective funds.
 - vi. Review club budgets for suggested changes, and suggest possible revenue sources.

Section 7: Communications Committee

- I. The Communications Committee shall be chaired by the ASG Vice President of Communications.
- II. The duties of the Committee shall be as follows:
 - i. Publicize promotional material relating to student advocacy brought to the Committee by other branches of the ASG.
 - ii. Publicize a monthly ASG newsletter.
 - iii. Keep and maintain the ASG's social media account(s).
 - iv. Promote the various Palomar clubs on campus through the ASG's social media and its monthly newsletter.

Section 6: – Events Committee

- I. The Campus-Wide Activities Committee shall be chaired by the ASG Vice President of Events. The duties of the Committee shall be as follows:
 - i. Actively publicize and promote the programs and activities of the ASG
Manage the participation of the ASG members in all campus wide students' events including, but not limited to; athletic activities, performing arts, and club events.
 - ii. Any other duties as deemed necessary by a majority vote of the ASG Board.

ARTICLE VIII

INTER-CLUB COUNCIL

Section 1: - Purpose

- I. The Inter-Club Council, henceforth referred to as the ICC, comprises all clubs, organizations, and societies officially recognized by the Director of Student Affairs, and meets in order to promote inter-club relations and coordinate club activities.

Section 2: - Membership

- I. All clubs and organizations which are recognized by the Office of Student Life and Leadership are eligible for membership.
- II. These clubs and organizations shall each send at least one member to represent themselves in the Council.
 - i. One individual may represent only one club/organization at each meeting.
 - ii. These members shall either be elected or appointed as stated by each club's or organization's constitution.
- III. If a club or organization president attends an ICC meeting, they shall assume the powers of their club/organization's designated representative.
- IV. Each recognized club or organization shall submit a roster of their officers and advisors and a Petition for Reinstatement Request every semester.

Section 3: - Disciplinary Action

- I. ICC-recognized clubs who are absent for three (3) consecutive ICC meetings will be placed on automatic suspension status from ICC meetings. This disciplinary action will take effect at roll call of the third meeting.
- II. A club on suspended status will lose voting privileges within the ICC meetings. Suspended clubs will not be counted as voting members for quorum purposes. Suspended clubs will be ineligible for ICC meeting points. However, suspended clubs may still earn ICC event points at approved ICC and ASG events.
- III. In order for a club to clear suspended status and be reinstated in ICC meetings, a club must have their ICC representative attend two (2) consecutive ICC meetings. On their third consecutive meeting attendance at the time of roll call their suspended status will be reversed. A club's voting status will be automatically restored. Their ability to accrue points will also begin.

Section 4: - Members

- I. The governing body of ICC shall consist of the ICC Chairperson appointed by the ASG, Vice-Chair appointed by the members of the ICC, and Secretary of ICC.
- III. The Secretary of ICC shall be appointed, supervised, and terminated if necessary, according to the ASG Bylaws (Article XIV).
- IV. Any member of the governing body of the ICC may be removed from office according to the ASG Bylaws. (Article IX).

Section 5: – Responsibilities of the Governing Members of ICC

I. Chairperson of ICC

- i. Shall maintain and uphold the ASG Constitution.
- ii. Shall follow the General Duties and Responsibilities of an ASG as listed in these Bylaws.
- iii. Shall call and preside over meetings of the ICC.
- iv. Shall be the official representative of the ICC to the ASG.
- v. Shall conduct official business of the ICC when the Council is not in session during the fall and spring semesters.

II. Vice-Chair of the ICC

- i. Shall be required to maintain and uphold all requirements listed in the related clause (Clause I).
- ii. Shall assume all duties and responsibilities of the Chairperson in their absence.
- iii. The Vice-chair shall be a qualified appointee of one of the approved and qualified clubs/organizations which sit in membership in the ICC.
- iv. Shall record club attendance for the purpose of allocation of ASG funds.
- v. If the club wishes it, the Vice-Chair of the ICC may continue to serve as the voting representative for their club.

III. Secretary of ICC

- i. The ICC Secretary shall be held to the same guidelines as set forth in Article XIV of these Bylaws for other employees of the ASG.
- ii. Notwithstanding any other provision of this Bylaw, the ICC Secretary may be the same person as the ASG Secretary, if due compensation is paid for the additional duties as required.

Section 6: - General Rules

- I. The ICC is a subsidiary of the Associated Student Government.
- II. The ICC shall be held to the same rules and regulations of business as set forth in these Bylaws, with particular note to the provisions required by Sections 54950-54963 of the California Government Code.
- III. A quorum shall consist of twenty-five percent (25%) plus one (1) of the recognized ICC clubs. If a quorum has not been met, no business may be conducted.
- IV. All business must be approved by a majority of 50% plus one (1) of the recognized ICC clubs present.
- V. The ICC shall publish and abide by a schedule of weekly meetings during the fall and spring semesters of Palomar College. Special meetings of the ICC may be called by the Chairperson of ICC or 25% plus one (1) of the recognized ICC clubs when it is deemed necessary, and such meeting is duly noticed in accordance with Section 54956 of the California Government Code.
- VI. An Agenda shall be prepared by the Chairperson and posted publicly in the glass display case at the north wing of the Student Union near the elevator no later than seventy-two (72) hours, pursuant to Section 54954.2 of the California Government Code.
- VII. In cases where the vote is tied, the Chairperson of ICC's vote shall be the deciding vote. Otherwise, the Chairperson of ICC shall not vote.
- VIII. A petition to organize a club can be submitted at any time during the fall or spring semesters.
- IX. The ICC shall adopt other policies and procedures at any time providing they do not conflict with this bylaw or the Constitution of the Associated Student Government.

Section 7: - Disbursement and Allocation of ASG Funds

- I. The funds allocated to the ICC by the ASG will be distributed among the clubs based on their participation points at the end of each academic semester. The ICC may design and pass their own point allocation system. However, in the absence of such a designed system, the following points system will be used by default.
- II. Points for club representative participation will be earned at each ICC regular meeting. The club representative will earn 5 points for their club on condition of attendance at both roll call and post adjournment. Extended adjournment time will not be considered. Each club cannot earn more than 5 points per meeting on attendance. If there are multiple club members, the club is counted as being in attendance as long as at least one representative is in attendance. If the club representative is tardy or leaves early, defined as missing less than one-third of the meeting, the club will receive only 3 points. If the club representative is absent, defined as missing more than one-third of the meeting, the club will receive no points.
- III. Points will be earned by clubs by their attendance and participation in ICC approved events, as long as they are deemed points-eligible by a vote in the ICC. All ASG events are points eligible.
 - i. The ICC shall determine the inclusiveness and accessibility of an event in determining points-eligibility, and of bonus point conditions. Point eligibility votes must be established prior to an event, and require a simple majority (above 50%) in order to pass. In the case a points-eligibility plan is not decided during the planning stages of an event, the points shall default to 5 points per hour per club member for a maximum of 2 club members per hour.
 - ii. In the case of a points-eligibility proposal, the event organizer shall include conditions for up to 10 bonus points.
 - iii. The organizer may create multiple conditions, and may create multiple point rewards. All bonus conditions must be stated during the point eligibility vote.
 - iv. The organizer of any event deemed points-eligible shall receive 10 points for their club. These points will not be granted if the organizer fails to record hourly club attendance, or in the case of bonus points, fails to record the clubs who meet the bonus point conditions.
 - v. No new events, not already listed as an ASG or ICC event on the

SL&L Student Activities Calendar posted prior to each semester, will be determined as points eligible unless it is voted into points eligibility with a minimum of 2 weeks prior to the event date.

- IV. If the ICC wishes to amend the points system after it has been in place, such an amendment requires a two-thirds vote.
- V. Any club that submits for membership or reinstatement within the second week of the Fall and Spring semesters and is accepted will be awarded fifty (50) dollars to their club account.
- VI. Default system for the end of semester monetary distribution earned percentage is determined by the individual club's earned points divided by the sum of all points earned by all clubs.
 - i. That quotient multiplied by 100% to obtain the percentage to the tenths place of percentage accuracy. That percentage will determine the portion of the ASG budget allowance for the ICC monetary distribution total at the end of the semester.
 - ii. $X100.0\% = \#\#. \#\%$
 - iii. (Tenths place for accuracy)
 - iv. The "sum of all points earned by all clubs" includes all points earned by active and suspended club who have earned points.
 - v. No minimum point requirement to qualify to earn points. All clubs who have their new club or reinstatement packet approved will be included in the distribution.
 - vi. (Individual Club points earned)----- (Sum of all points earned by all clubs)

ARTICLE IX

MONETARY REQUESTS

Section 1: Responsibility

Clause 1: It shall be the responsibility of the ASG Board to hear monetary requests from organizations and individuals in order to promote campus culture and ASG mission statement.

Section 2: Request hearing:

Clause 1: The ASG will only hear a monetary request if the money given will be used to provide a service to (a) member(s) of the ASPC.

Section 3: Amount of Monetary Requests.

Clause 1: The ASG may approve funding up to double of however much the author of the request has raised to pay for the expenditures for which the request is being made, subject to a majority vote of the ASG.

Clause 2: If the monetary request is for advocacy purposes, the ASG may approve funding up to quadruple the amount raised by the author of the request, through Fund 72.

Section 4: Restrictions to Monetary Requests.

Clause 1: All monetary requests are subject to the availability of an excess of \$60,000 in the ASG Fund 71 reserve.

Clause 2: All participants travelling on student dollars must adhere to the Students Rights and Responsibilities found in the Palomar College Catalog. These include Palomar District's Drug and Alcohol Policy, Student Behavior Rules and Regulations, and the Student Conduct Code.

Clause 3: All monetary requests must be consistent with Fiscal Services policies. Clause 4: Awarded funds may not be used for club scholarships.

Section 5: Submit Request in Advance.

Clause 1: Monetary requests shall be made at least two (2) weeks prior to the date which the funds are intended to be expended. Any requests being made later will automatically necessitate a two-thirds ($\frac{2}{3}$) majority vote from the ASG to approve funds.

Section 6: Process for making a Monetary Request.

Clause 1: Before the ASG hears a monetary request, the organization/individual must complete a monetary request form and turn it into the ASG no later than seventy-two (72) hours prior to a regularly scheduled ASG meeting.

Clause 2: When the organization/individual presents their monetary request before the ASG Board, they should include the following items:

- I. Current balance of club account (if applicable).
- II. Itemized budget breakdown of expenditures for the request
- III. List of fundraising methods used to pay for the event/item, including how much each of the fundraising methods earned.
- IV. Projected cost of the entire event/item.
- V. Projected attendance of the event/projected use of item.

Section 7: Request Necessity.

Clause 1: Departments should request monetary funds from the ASG only after they have exhausted all other opportunities for raising funds. Additionally, departments should not make monetary requests for making infrastructural changes on campus (e.g. cameras, building and room renovations), or to supplement the general budgetary items of the various departments.

Section 8: Disbursement of funds.

Clause 1: Funds will not be disbursed to clubs for items not listed clearly in the Monetary Request Form, for the meeting in which the monetary request was approved.

Clause 2: Contracts and Purchase Orders shall be dispersed through the Office of Student Affairs.

Clause 3: Clubs will present a copy of the approved ASG minutes containing their monetary request and all receipts to the Office of Student Life and Leadership no later than 30 days from the date of purchase. The ASG Vice President of Finances will review all receipts.

Clause 4: It shall be the duty of the ASG Vice President of Finances and the Office of Student Life and Leadership to inform the ASG President and Advisor of any discrepancies regarding the reporting of receipts, contracts, purchase orders, and related documents.

Section 9: - Interclub Council

Clause 1: There shall be an Inter-Club Council, hereafter referred to as the ICC.

- I. The Inter-Club Council shall be chaired by the ASG Vice President of Club Affairs.
- II. The ICC must be responsible for approving all supplementary organizations and their Bylaws.
- III. The ICC must be responsible for recognizing the ICC representative for each club.
- IV. Voting membership shall consist of campus clubs. The Vice President of Club Affairs shall cast tie-breaking votes.
- V. ASG members will assist the Council Chair with any tasks needed to benefit the ICC.

Clause 2: ICC Ambassadors

- I. The ICC shall have the authority to appoint two (2) ICC Ambassadors to the ASG Board.
- II. The ICC Ambassadors shall have the same duties & responsibilities that are granted to ASG Senators, except the right to be appointed to serve as secretary.
- III. ICC Ambassadors cannot be appointed to serve executive positions with the ASG.

Section 10: ASG special projects/items.

Clause 1. The ASG may use ASG Funds to fund special projects/items approved by a ($\frac{2}{3}$) majority vote of the ASG Board.

- I. No more than \$10,000 per semester in an academic year shall be used for special projects/items.
- II. Funds for special projects/items shall come from ASG Fund 71 reserves provided there is an excess of \$60,000 in ASG Fund 71 reserves.
- III. The total cost of all special projects/items shall not cause ASG Fund 71 reserves to drop below \$60,000.

ARTICLE X

ACCOUNTABILITY AND COMPENSATION

Section 1: The following terms shall be defined in the Constitution and By-laws as follows:

Clause 1: Definitions

- I. “Accountability”: Measuring how present and interactive Board Members are in their duties through completion of requirements.
- II. “Attendance”: Timely presence and active participation of Board Members in their duties and committees.
- III. “Accountability Grid”: The accountability grid will track Board Members completion of reequipments, attendance, and absences.
- IV. “Compensation”: Eligible Board Members shall be compensated by the district. V. “Tardy”: Board Members who arrive, or complete duties after the scheduled, expected, or usual time.
- VI. “Requirements”: Board Members attendance and duties, which are stated in the bylaws, that must be fulfilled as a prerequisite to compensation.

Clause 2: Compensation

- I. Compensation for Board Members will be approved by the President, Vice-President, and Vice-President of Internal Affairs with the Director of Student Life & Leadership.
- II. Compensation will be given at the end of each month, the amount determined by the accountability grid tracker.
- III. Accountability will be given when all requirements are met.
- IV. Requirements are met when Board Members have fulfilled their duties as stated by the By-Law, attended their committee meetings, submitted reports, accomplished tasks, and submitted timesheet on time, apart from Excused Absences.
- V. Excused Absence of Duties shall be given only three times per semester. An excused absence must be requested within 24 hours prior to the meeting or when a task is due. Exception may be applicable.

Clause 3: Accountability Grid

- I. The accountability grid will be reviewed every other week along with timesheets to determine if individual Board Members are eligible for any amount of compensation.
- II. Reduction of 15% of Board Member compensation shall be given to Board Members who failed to complete requirements.
- III. The accountability grid will track the following: Assigned Committees, Tasks, Reports submitted, and Timesheets.

(Approval 5/15/26)