ASGC Senate Bylaws

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Article 1: Membership

Section 1: General

1. Membership in the ASGC is granted to all registered students of Gavilan Community College in accordance with Article 2, Section 3 (Qualifications for Executive Board Officer Positions) and Article 3, Section 2 (Qualifications for Senatorial Positions).
   a. All interested candidates must complete a membership application found on the ASGC website at www.gavilan.edu/asgc.
2. Voting membership in the Senate will be determined by the Senate and is granted to all elected officers and approved members of the Senate.
3. Registered students wishing to run for an Executive Board position must do so in accordance with Article 4 (Election Procedures) of these bylaws.
4. A term for membership is one (1) academic calendar year; beginning July 1 and ending June 30.
5. Prior to appointment, ASGC Officers are required to attend two (2) consecutive ASGC Senate meetings on time.
   a. This rule may be waived if the ASGC Senate is trying to establish quorum with vacant positions.
6. All officers may take a leave of absence with written notification to the Senate and Executive Board. Voting rights will be maintained if officers return before the end of the semester in which the leave was taken, or:
   a. A maximum absence of three (3) consecutive weeks may be excused per semester.
   b. ASGC Advisor will consider extenuating circumstances and be responsible for approving leave. Official documentation must be provided.
7. Previous voting members who have resigned or are absent for the fall semester may be reinstated for the spring semester if the position is available.
8. Previous voting members who have resigned or have been absent more than one (1) term must follow the same nomination procedures as new members, unless the voting member has taken a leave of absence.

Section 2: Term limits

1. Officers will be elected by the general student body to serve one (1) term commencing on the first day of July following the election.
2. Elected officers will serve one (1) term.
3. An officer may only seek or hold one elected position at one time.
4. Appointed officers will serve from the time of appointment until June 30th. Appointed officers who wish to continue in ASGC the next term must follow the same nomination procedures as new officers.
5. Executive vice presidents may serve a maximum of four (4) terms.
6. Executive vice presidents, after four (4) terms at the position, may move to a Senator position or to a President’s Cabinet position for a maximum of two (2) additional terms.
7. The President can serve a maximum of three (3) terms total, regardless if the terms are consecutive or not.
8. Senators may serve an indeterminate number of terms.
   a. After four (4) consecutive terms, Senators must move to a vice president position or take a one (1) semester (fall or spring) hiatus from serving with ASGC.
9. ASGC Officers who begin on or later than the eighth ASGC Senate meeting of the fall or spring semester will be considered as having served a semester in office.
10. Term limits will take effect upon approval of the Gavilan College Board of Trustees.

Article 2: The Executive Board

Section 1: Executive Board Overview

1. The Executive Board will consist of the President’s Cabinet and the Vice President’s Cabinet. It shall, along with the Senate Cabinet, propose goals and policies for the Executive and Senate Boards, present for student approval and be responsible for implementation.
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2. Quorum for the Executive Board will consist of half of the currently occupied positions plus one. However, if there are not enough members to meet quorum, Executive Board members may still hold an unofficial meeting and make recommendations to the Senate.

3. The position of president will be filled within twenty-one (21) calendar days of vacancy by the Senate, unless vacancy occurs during the last three (3) weeks of the fall or spring semester.
   a. Only current ASGC Officers may be appointed by the Senate.

4. If no student runs for ASGC President during the spring elections, the ASGC Senate may appoint an ASGC President from the Senate in accordance with Article 2, Section 1, Item 3a of these bylaws.
   a. Should the Senate fail to appoint a president due to officers declining the appointment because they prefer to remain in their current position, Article 2, Section 1, Item 3 of these bylaws may be waived.
   b. An ASGC officer may hold two positions (current and President) until an ASGC senate member assumes the position of President.

5. Any extenuating circumstances not addressed by the bylaws will be addressed by the Executive Board in a special meeting in accordance with the California Brown Act.

6. The Executive Board may authorize expenditures not to exceed a total of one thousand dollars ($1,000) during the summer and/or winter breaks and must submit a report of all expenditures to the Senate by the third meeting of the fall or spring semester, respectively.

7. All ASGC members are required to enroll in the Contemporary Leadership course (Psyc/Pols/Guid 27) by the following semester after becoming a member and receive a passing grade (C or better).
   a. ASGC Officers who do not receive a passing grade will be required to repeat the course to remain in office.
   b. ASGC Officers will be allowed two (2) attempts at passing the course including “D, F, or W” grades.

Section 2: Roles and Responsibilities of the Executive Board

1. Amend the bylaws as needed and where applicable.
   a. The Executive Board may amend bylaws during the summer session, if quorum is met.

2. Meet regularly in open session.

3. The Executive Cabinets will meet at a minimum of every two (2) weeks during the semester.

4. All officers must perform at least two (2) office hours weekly, but can be waived through verification of off-campus ASGC work or community service hours as an ASGC representative.
   a. ASGC officers must provide official documentation for off-site work to ASGC Advisor.

5. All officers must represent ASGC on a minimum of one (1) Gavilan College committee, council, board, or shared governance group each fall and spring semester. (This does not include office hours.)
   a. ASGC must solicit feedback from the Senate before making a general report in the committee they are part of.

6. Assist in the planning of ASGC programs, services and activities.

7. Engage in revenue enhancing projects and activities.

8. Oversee the planning and implementation of ASGC student body card sales.

9. Be responsible for reporting at each meeting, and if no report is given, they will be required to produce a detailed, typed report within seven (7) days of the ASGC meeting where the report was not given.
   a. Report includes projects they are working on, projects they plan to start, current visions and ideas moving forward and providing the report through email and in each officer drop box.

Section 3: Qualifications for Executive Board Officer Positions

1. Membership application for an executive officer position, excluding the Student Trustee, must be signed by one hundred seventy-five (175) currently registered students.

2. Membership application for the executive officer position of Student Trustee must be signed by ten percent (10%) of the total enrollment from the most recent fall semester in accordance with the California Education Code. (Write in candidates for the Student Trustee position is not allowed.)

3. Candidates must be registered in a minimum of six (6) units and hold an accumulative GPA of 2.5 or higher.

4. Be a current ASGC Card holder.

5. Qualifications will be verified and signed by the ASGC Advisor and/or the college Registrar.
ASGC Senate Bylaws

6. Candidates seeking an executive officer position must have spent at least one semester in office. If the candidate has not held a Senate position and seeks an officer position, all qualifications must be first verified and the applying officer must present a recommendation letter from a member of the faculty or staff, a current executive officer of ASGC, or from their place of work.

7. If a member obtains a recommendation letter that is not from a member of the faculty or staff, a two-thirds (2/3) favorable majority vote by the Senate will be needed for approval of the applying candidate.

8. All officer positions are required to reapply for the spring elections should they choose to continue in ASGC.

Section 4: Roles and Responsibilities for the Executive Board, President’s Cabinet

President

1. The President shall:
   a. Be responsible for calling special or emergency meetings in accordance with the provisions of the California Brown Act.
   b. Be responsible for chairing special, Senate, and Executive Board meetings.
   c. Recommend replacements for officer vacancies.
      i. A two-thirds (2/3) favorable majority vote by the Executive Board is required to confirm recommendations.
      ii. The President and the Advisor can collaborate and appoint replacements to open positions if standard quorum numbers cannot be satisfied.
   d. Be responsible for serving as the primary spokesperson of the ASGC to the students of Gavilan College.
   e. Be responsible for overseeing the actions of the Executive Board.
   f. Have the authority to veto any approved motion of the Executive Board at the time of passage.
      i. In the event a veto is made, a two-thirds (2/3) favorable majority vote of the Senate will be required to override the veto.
   g. Be responsible for breaking ties during Senate and Executive Board meetings.
      i. Breaking ties is the only instance where the President is allowed to vote during Senate and Executive Board meetings.
   h. Be responsible for attending and reporting on President’s Council meetings; if the President can’t attend the meeting, an officer or senator will be chosen to attend and report on the meeting.
   i. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

President pro tempore

2. The President pro tempore shall:
   a. Chair Senate and Executive Board meetings in the absence of the President.
   b. In the case of a vacancy or removal of the position of president, the pro tempore will assume the role until a president has been appointed.
   c. The position of president will be filled within thirty (30) calendar days of vacancy, unless vacancy occurs during semester or summer breaks.
   d. In the event of long-term absence by both President and the pro tempore, a pro tempore will be nominated by the Executive Board and elected by a two-thirds (2/3) favorable majority vote of executive officers and senators.
   e. Any extenuating circumstances not addressed by the Bylaws will be addressed by the Executive Board.
   f. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Region IV Representative

3. The Region IV Representative shall:
   a. Be responsible for attending all special, Senate, Executive Board, and President’s Cabinet meetings.
ASGC Senate Bylaws

b. Serve as a voting member of the Senate, Executive Board, and President’s Cabinet.
c. Communicate ASGC positions to the region and report to the Senate in a timely manner.
d. Communicate regional and state issues to the Senate.
e. Attend all General Assembly Conferences unless approval of absence is obtained from the Advisor.
f. Be the ASGC delegate at the General Assembly.
g. In case the Region IV Representative cannot attend General Assembly as the ASGC delegate, a two-thirds (2/3) favorable majority vote by the Senate is required to appoint the ASGC delegate.
h. Be responsible for attending all Region IV meetings.
  i. If the Region IV Representative has more than one unexcused consecutive regional absence, or more than three absences in the current term, the Region IV Representative can be removed from office upon a two-thirds (2/3) favorable majority vote of the Executive Board.
i. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Student Trustee

4. The Student Trustee shall:
   a. Be responsible for attending all special, Senate, Executive Board, and President’s Cabinet meetings.
   b. Serve as a voting member of the Senate, Executive Board, and President’s Cabinet.
   c. Be responsible for representing the ASGC at all Board of Trustees meetings.
   d. Be responsible for attending all regular and special meetings of the Executive Board, Board of Trustees, and joined Board of Trustees ad-hoc committees.
      i. Absence from a Board of Trustees meeting can only be verified and approved by the Advisor.
      ii. If the Student Trustee has more than one unexcused consecutive Board of Trustees absence, or more than three absences in the current term, the Student Trustee can be removed from office upon a two-thirds (2/3) favorable majority vote of the Executive Board.
   e. The Student Trustee must solicit information from the ASGC Senate prior to reporting to the Gavilan College Board of Trustee meetings.
   f. The Student Trustee must communicate after each attended meeting of fellow ASGC Executive Board members about the discussions and actions that occurred in meetings.
   g. After necessary information has been required, the ASGC Student Trustee will type up a thorough report of each shared governance meeting attended and send to the necessary officer to distribute through email and physical copy form to all members of the Executive Board.
   h. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Finance

5. The Vice President of Finance shall:
   a. Be responsible for attending all special, Senate, Executive Board, and President’s Cabinet meetings.
   b. Serve as a voting member of the Senate, Executive Board, and President’s Cabinet.
   c. Prepare, in conjunction with the ASGC Finance Committee or the Executive Committee, an annual academic-year budget for Executive Board approval, which will be forwarded to the College Vice President of Student Services and the Board of Trustees for final approval.
   d. Be responsible for maintaining an accurate, up-to-date accounting of income and expenses.
   e. Be responsible for maintaining open and consistent communication with the ASGC fiscal agent(s).
   f. Be responsible for the reporting of finance-related information to the Executive Board in a timely manner.
   g. Chair the ASGC Finance Committee.
   h. Submit requisitions to the ASGC fiscal agent within three (3) business days from the time of Executive Board approval.
   i. Maintain financial records independent, and in correspondence of, the Business Office.
   j. Be responsible for chairing the Fundraising Committee and any budget-related standing or ad hoc committees formed.
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k. The VP of Finance will work directly, and keep open communication with, the Student Trustee, the Region IV Representative, the VP of Activities, and the VP of Senators.
l. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Senators

6. The Vice President of Senators shall:
   a. Be responsible for attending all special, Senate, Executive Board, and President’s Cabinet meetings.
   b. Serve as a voting member of the Senate, Executive Board, and President’s Cabinet.
   c. Be responsible for chairing all Senator Cabinet meetings, and oversees the Senator Cabinet, communicating with each Executive Cabinet VP in order to ensure VP’s are delegating appropriate responsibilities to the Senators and that Senators are following through with their roles and responsibilities.
   d. Be the main voice of the Senator’s needs and stances.
   e. Serve as a student representative on at least one shared governance committee.
   f. Carry out responsibilities delegated by the President, Student Trustee, or Region IV Representative; priority goes to the President’s delegated responsibilities and all delegated responsibilities must be appropriate and must not conflict with the VP of Senators schedule.
   g. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Section 5: Roles and Responsibilities for the Executive Board, Vice President’s Cabinet

Vice President of Activities

1. The Vice President of Activities shall:
   a. Be responsible for attending all special, Senate, Executive Board, and Vice President’s Cabinet meetings.
   b. Be responsible for attending Executive Board meetings as a voting member.
   c. Be responsible for serving as a student representative on at least one shared governance committee.
   d. Be responsible for working in tandem with the VP of Finance, Student Trustee, and VP of Senators to finalize a proposed budget for planned activities for the following semester.
   e. Be responsible for working with the VP of Marketing on planning and promoting events through community and social media-based efforts, as well as necessary posting of advertisements on school boards.
   f. Be in direct, open communication with the Region IV Representative and the VP of Clubs on the events happening in the Region and ICC.
   g. Be responsible for working with and delegating responsibilities to senators for the forming of a budget for each suggested event then bring to the appropriate Executive Board member(s) to finalize, and then propose to the Executive Board. Suggested outline must include:
      i. Specific Date, or Projected Date and Time
      ii. Thorough explanation of Event
      iii. Step-by-step actions that will be taken to put on event, including collaborated efforts with the VP’s of Marketing and Finance.
      iv. Reasons and or/benefits to having the event.
      v. Delegated responsibilities, as well as responsibilities of the VP of Activities that will go into each event.
      vi. At least six (6) weeks’ notice in advance of events that require over 50 dollars ($50) of ASGC Budget.
   h. Report upcoming events and activities to the Senate.
   i. Work with event leads in assisting the scheduling of volunteers to assist in the coordination, set-up, and marketing of events.
   j. Be responsible for distribution and collection of Events and Activities packets.
ASGC Senate Bylaws

k. Maintain communication with the VP of Senators to ensure that Delegated Senators are fulfilling position responsibilities and delegated duties.

l. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.

m. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Athletics

2. The Vice President of Athletics shall:
   a. Be responsible for attending all special, Senate, Executive Board, and Vice President’s Cabinet meetings.
   b. Serve as a voting member of the Senate, Executive Board, and Vice President’s Cabinet meetings.
   c. Serve as a student representative on at least one shared governance committee.
   d. Be responsible for working in tandem with the VP’s of Finance and Activities to develop a proposed budget for athletic events and activities for the following semester.
   e. Be responsible for posting scheduled athletic events, activities, and games/schedules for each semester, via the ASGC Social Media pages and campus school boards.
   f. Be responsible for working with the VP’s of Marketing and Activities to help promote ASGC sponsored athletic events and activities campus wide.
   g. Be responsible, or delegate to Athletic Senators, for distribution and collection of athletic events and activities information.
   h. Chair the Athletic Events and Activities Committee or delegate the responsibility to the Senator of Athletics who will report back to the Senate on a regular basis.
   i. Report to the Senate on student issues, challenges, and concerns regarding the Athletics Department.
   j. Be responsible for working with event leads in assisting the scheduling of volunteers to assist the ASGC in the coordination of athletic events, including the use of Rocky T Ram.
   k. Be responsible for working as liaison to the Athletic Department by meeting with the Dean of Kinesiology and Athletics a minimum of one (1) time per month.
   l. Keep a detailed record of Gavilan College sports teams, or delegate responsibilities and combine records that can be used and updated on school boards and ASGC social media pages.
   m. Be responsible for organizing and creating intramural athletic competition.
   n. Be responsible for working with the Region IV Representative on coordinating intramural events within the Region.
   o. Delegate responsibility and oversee the maintenance and inventory of ASGC athletic equipment.
   p. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.
   q. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Clubs

3. The Vice President of Clubs shall:
   a. Be responsible for attending all special, Senate, Executive Board, and Vice President’s Cabinet meetings.
   b. Serve as a voting member of the Senate, Executive Board, and Vice President’s Cabinet meetings.
   c. Serve as a student representative on at least one shared governance committee.
   d. Schedule and hold regular Inter Club Council (ICC) meetings.
   e. Keep track of club fundraiser requests and present to ASGC Senate for approval.
   f. Post all ICC meetings and approved club fundraisers on ASGC calendar of events.
   g. Email Gavilan College Public Information Officer (PIO) all ICC meeting dates and events to post on Gavilan College calendar of events.
   h. Chair the ICC and provide support for campus clubs and community activities.
   i. Review all campus clubs constitutions and bylaws and make recommendations to the Senate and ICC.
j. Eliminate any potential conflict of interest by not holding an executive position in any campus club at the same time as holding the above office.

k. Maintain open communication and correspondence with the VP of Finance, the Region IV Representative, and the VP of Activities.

l. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.

m. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Community Outreach

4. The Vice President of Community Outreach shall:

a. Be responsible for attending all special, Senate, Executive Board, and Vice President’s Cabinet meetings.

b. Serve as a voting member of the Senate, Executive Board, and Vice President’s Cabinet meetings.

c. Serve as a student representative on at least one shared governance committee.

d. Be responsible for establishing contacts for community service opportunities for ASGC members and Gavilan College students.

e. Be responsible for leading time-constricted promotions, such as canned food drives, gifts for tots, recyclable electronics to refurbish and donate, etc.

f. Be responsible for working together with campus clubs and Gavilan College students to put them in contact with community projects in which they are interested.

r. Be responsible for keeping organized and detailed contact information and history of correspondence with each community contact.

h. Be responsible for securing campus facilities as needed for student events.

i. Be responsible for initiating or delegating to another the procedure for filling the vacancy of the president (see Articles #3, #8, #9).

j. Be responsible for chairing the Election Committee or delegate the responsibility to another who will report back to the Senate on a regular basis.

k. Be responsible for coordinating and scheduling vendors.

l. Be responsible for supervising ASGC equipment and materials (to include tents, lattices, paint, paper, etc.) or delegate the responsibility to another.

m. Be responsible, in tandem with the VP of Finance to collect and deposit monies from revenue sources.

n. Be responsible for working with the Region IV Representative on communicating the local, state, and federal legislative acts that affect Gavilan College students, as both students and members of the community.

o. Maintain community outreach on political issues.

p. Be involved within the community.

q. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.

r. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Marketing

5. The Vice President of Marketing shall:

a. Be responsible for attending all special, Senate, Executive Board, and Vice President’s Cabinet meetings.

b. Serve as a voting member of the Senate, Executive Board, and Vice President’s Cabinet meetings.

c. Serve as a student representative on at least one shared governance committee.

d. Work together closely with the Student Trustee, VP of Finance, VP’s of Activities and Athletics, and senators under the VP of Marketing.

e. Maintain designated campus bulletin boards according to campus posting policies.
ASGC Senate Bylaws

f. Maintain Student Center electronic board, including all social media pages and any added forms of ASGC information, including blogs, newsletters, and emails.
g. Maintain the ASGC website or delegate the responsibility to another.
h. Communicate with all media outlets (i.e. newspapers, television, etc.) on campus to promote ASGC related information.
i. Chair a student publicity committee or delegate the responsibility to another.
j. Advise and help ICC clubs on how to maintain effective and appropriate public relations on campus.
k. Be responsible for the creation and maintaining of innovative strategies for getting the community and the Gavilan College student body involved in events and fundraising.
l. Post all events on ASGC online calendar of events.
m. Email Gavilan College Public Information Officer (PIO) all ASGC events to post on Gavilan College calendar of events.
n. Take pictures at all ASGC events or delegate responsibility to other. Collect a summary of all ASGC events from the officers leading the event.
o. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.
p. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Records

6. The Vice President of Records shall:
   a. Be responsible for attending all special, Senate, Executive Board, and Vice President’s Cabinet meetings.
   b. Serve as a voting member of the Senate, Executive Board, and Vice President’s Cabinet meetings.
   c. Serve as a student representative on at least one shared governance committee.
   d. Prepare the agendas of all Senate meetings in conjunction with the ASGC President and post the agendas online and in the bulletin board outside of the bookstore at least 72 hours prior to the Senate meeting in accordance with the Brown Act.
   e. Be responsible for taking the minutes of all Senate meetings, calling roll at the beginning of each meeting and for each roll-call vote, and post the minutes online and on the bulletin board outside of the bookstore within 72 hours after the Senate meeting.
   f. Maintain a file of all pertinent records and materials of ASGC.
   g. Be responsible for drafting, maintaining, and copying all ASGC correspondence, official statements, and documents.
   h. Be responsible for the preparation, distribution, and maintenance of accurate minutes and records of official meetings and may delegate the distribution to another.
   i. Be responsible for indicating when members are present, late, or absent and the time members leave prior to adjournment or after the meeting has been called to order.
   j. Be responsible for maintaining a current quorum count and list of voting members.
   k. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.
   l. In order to qualify for the position of VP of Records, you must have a recommendation from A) The Advisor, or B) A faculty member familiar with computer work; if neither can be obtained, the applying officer must have and show verification of the ability to type thirty-five (35) words per minute (wpm), the standard average for a job that involves word processing.
   m. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Technology

7. The Vice President of Technology shall:
   a. Be responsible for attending all special, Senate, Executive Board, and Vice President’s Cabinet meetings.
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b. Serve as a voting member of the Senate, Executive Board, and Vice President’s Cabinet meetings.

c. Serve as a student representative on at least one shared governance committee.

d. Be responsible for understanding and maintaining all ASGC technology equipment, including but not limited to:

   i. Computers
   ii. Presentation equipment
   iii. Software
   iv. Digital record files

e. Be responsible for researching and suggesting new technology purchases to improve upon current technology materials and/or for the replacement of current technology materials.

f. Be responsible for the helping of fellow officers in software programs such as Microsoft Office and Adobe Creative Cloud’s Photoshop and Illustrator.

h. Be responsible for keeping in contact with MIS on updated Gavilan rules and regulations regarding computers, software, etc., as well as direction with school technology equipment.

i. Be responsible for attending all District Technology meetings as the ASGC voting representative.

j. Be responsible for writing a monthly report on all technology news that affects the campus, and specifically the students, as well as the results of each District Technology meeting.

k. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.

l. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Article 3: The Board of Senators

Section 1: Board of Senators review

1. The legislative power of the ASGC is vested in the Senate.

2. Voting members are the Senators-at-large.

3. The Senate shall meet weekly or by the order of the president.

4. Special or emergency meetings must be announced and posted at least twenty-four (24) hours in advance in accordance with the California Brown Act.

5. Voting members must attend regular meetings.

6. Two (2) absences in a row or four (4) absences in a semester without prior notification constitutes grounds for the Executive Board to request a vote of no-confidence which will result in loss of voting privileges.

7. All voting members must maintain at least two (2) office hours or community service hours weekly.

8. Community service hours must be approved by the ASGC Advisor and official documentation of hour completion must be submitted.

9. Voting members are required to participate in at least one (1) shared governance committee of their choosing and an ASGC related activity or project outside of regular ASGC meetings.

10. Senators are expected to be actively involved in fundraising activities.

Section 2: Qualifications for Senatorial Positions

1. Membership application for senator positions must be signed by seventy-five (75) currently registered students.

2. Must maintain a minimum of six (6) units, a minimum of a 2.5 cumulative GPA, and be in good academic standing during time of position. Must be a current ASGC card holder.

3. Qualifications must be verified and signed by the ASGC Advisor or the College Registrar.

4. Senators who fail to meet the minimum qualification as stated in these bylaws will lose voting privileges during both Executive Board and Senate meetings (will not make or second motions, vote or be counted as quorum), yet may continue to participate as a guest.
ASGC Senate Bylaws

5. All members of the Senate will hold a vote at all Senate meetings, and when regulations have been fulfilled, at Executive Board meetings as well.

6. All senator positions are required to reapply for the spring elections should they chose to continue in ASGC.

Section 3: Roles and Responsibilities for Senatorial Positions

Senator of Clubs

1. The Senator of Clubs shall:
   a. Be responsible for attending Senate and Senator Cabinets.
   b. Be responsible for voting at Senate and Senator’s Cabinet meetings.
   c. Be responsible for working with the President, Student Trustee, and the VP of Marketing to establish ground rules and goals with media-based communication, as well as campus board communication.
   d. Be responsible for public relations, including getting news out to the media that relate to the Student body of Gavilan College.
   e. Be responsible for working with ICC and the VP of Clubs to maintain a detailed record of club events and meetings, as well as keeping an organized document to maintain consistency in the future.
   f. Be responsible for detailed monthly reports on all campus clubs business and progress.
   g. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Senator of Community Outreach

2. The Senator of Community Outreach shall:
   a. Be responsible for attending Senate and Senator Cabinets.
   b. Be responsible for voting at Senate and Senator’s Cabinet meetings.
   c. Be responsible for leading and/or assisting in community outreach awareness projects and/or events.
   d. Be responsible for providing detailed reports once a month on community involvement, outreach, and causes, and to maintain these reports in an organized and efficient fashion for future reference.
   e. Be responsible for working with the VP of Marketing on establishing a high-impact community cause, with the direction delegated or distributed by the VP of Community Outreach:
      i. Multiple high-impact causes must be worked and decided on.
      ii. After collaboration on the cause has been decided, both the VP of Marketing will work with the VP of Community Outreach to bring forward a detailed and creative presentation to the Senate to determine the Fall/Spring ASGC Community Cause.
   f. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Senator of Finance

3. The Senator of Finance shall:
   a. Be responsible for attending Senate and Senator Cabinets.
   b. Be responsible for voting at Senate and Senator’s Cabinet meetings.
   c. Be responsible for working with VP of Finance in consistent and constant ongoing review and analysis of the budget.
   d. Be responsible for acquiring all finance records from each division, including: Club Finances and Fundraising, Activities Financing and Fundraising, ASGC Athletics Support with Fundraising and Finances, and Marketing/Advertising Finances.
   e. Be responsible for coordinating with VP of Finance on expenses to date, business profit projection, and will be responsible for providing a detailed finance report once a month to the VP of Finance.
   f. Be responsible for working with the Senator of Marketing to work on business direction, including maintaining past approved business proposals/plans and researching new business-for-profit proposals.
   g. Be responsible for any duties delegated by the VP of Finance.
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h. Be responsible for attending at least one (1) shared governance committee, choice to be determined in conjunction with the VP of Finance.

i. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Senator of Marketing

4. The Senator of Marketing shall:
   a. Be responsible for attending Senate and Senator Cabinets.
   b. Be responsible for voting at Senate and Senator’s Cabinet meetings.
   c. Be responsible for collaborating with the VP of Marketing in the creative design of all marketing directions, including both digital and physical creative design.
   d. Will be in charge of helping other clubs promote their events and causes, as well as students in need of creative design help on PowerPoint, posters, etc.
   e. Be responsible for working and helping to create a direction in the marketing of upcoming events and any pre-event responsibilities delegated by the VP of Activities.
   f. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Senator of Records

5. The Senator of Records shall:
   a. Be responsible for attending Senate and Senator Cabinets.
   b. Be responsible for voting at Senate and Senator’s Cabinet meetings.
   c. Be responsible for maintaining an ASGC Handbook containing the description and responsibilities of each position.
   d. Be responsible for maintaining and creating a detailed record of all proposals and changes made that will provide sustainability of business items and bylaw changes.
   e. Be responsible for collecting all finished and detailed records and reports from the President’s and VP’s cabinet meetings.
   f. Provide a detailed semester summary of the President’s and VP cabinet meetings at the last Senate meeting of the semester.
   g. Be responsible for providing a detailed semester outlook, goals, and recently passed items at the beginning of each term, in the first or second meeting that will help maintain consistency.
   h. Be responsible for collaborating with the President, Region IV Representative, Student Trustee, VP’s of Finance and Senators to ensure records are accurate and up to date.
   i. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Senator of Region IV

6. The Senator of Region IV shall:
   a. Be responsible for attending Senate and Senator Cabinets.
   b. Be responsible for voting at Senate and Senator’s Cabinet meetings.
   c. Be responsible for strategic advocacy efforts outside of the structures of participatory governance in the higher education systems of California.
   d. Be responsible for collaborating with the Student Trustee, Region IV Representative, and VP of Community Outreach to establish awareness of the important issues as they apply to the Gavilan College community.
   e. Be responsible for delegated duties from the Region IV Representative, which may include:
      i. Writing Resolutions.
      ii. Proof reading Resolutions.
      iii. Be responsible for updating legislation.
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f. Be responsible for working together with the Senator of Clubs on establishing and maintaining disbursement of local and regional Senate news, as well as outside articles including pop culture events and athletics.
g. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Senator of Technology

7. The Senator of Technology shall:
   a. Be responsible for attending Senate and Senator’s Cabinet meetings.
   b. Be responsible for voting at Senate and Senator’s Cabinet meetings.
   c. Be responsible for maintaining, researching, and using electronics needed for events and activities.
   d. Be responsible for collaborating with the VP of Technology on organizing student video game tournaments.
   e. Be responsible for collaborating with the VP of Technology on the establishment of a Gavilan student newsletter, separate from the Gavilan College newspaper, and helping with the organization and maintenance of the newsletter.
   f. Be responsible for involvement and working with the VP’s of Marketing and Activities to lead electronics-based competitions among the student population.
   g. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

General Purpose Senator

8. The General Purpose Senator shall:
   a. Be responsible for attending Senate and Senator’s Cabinet meetings.
   b. Be responsible for voting at Senate and Senator’s Cabinet meetings.
   c. Be responsible for duties not currently fulfilled by vacant Senator positions.
   d. Students can only apply for this position, once all other senator positions are filled.
   e. Be responsible for any delegated duties handed down by a President or VP Cabinet member.
   f. Be responsible for helping out other Board Senators with delegated duties, if needed and requested.
   g. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Article 4: Election Procedures

1. ASGC elections will be governed by these procedures in conjunction with the ASGC Election Policy.
2. An election committee shall be chaired by VP of Community Outreach, their designee, or as designated by ASGC Senate.
3. Elections shall be held no later than the last two (2) weeks of April, except for special elections.
4. Elections shall be made available to both day and evening students.
5. Petitions for office, excluding the Student Trustee, must be signed by one hundred seventy-five (175) currently registered students. The candidate’s qualifications of enrollment in at least six (6) units and a minimum GPA of 2.5 must be certified by the Advisor or the Registrar’s office.
6. The candidates for Student Trustee must obtain ten (10) percent of the total fall enrollment of the most recent fall semester in accordance with the California Education Code which does not allow write in candidates for this position. The candidate’s qualifications of enrollment in at least six (6) units and a minimum GPA of 2.5 must be certified by Advisor or the Registrar’s office.
7. All petitions for office must be received at least ten (10) open school days (not including weekends or holidays) prior to the first day of balloting.
8. Employees of Gavilan College and members of the Board of Trustees shall refrain from endorsing any candidate or campaigning in student elections.
9. No campaigning in the ASGC office at any time.
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a. ASGC campaigning posters and advertising will adhere to the Gavilan College posting policy.

10. An election forum or other means of announcing candidates and their views may be held at least five (5) election days (not including weekends or holidays) prior to the election to allow each candidate to express his/her views and opinions to the college community.

11. No candidate may serve as an election official or be present when ballots are counted.

12. Each candidate may designate an aide to monitor the ballot counting. This aide may not be a member of the election committee or help operate the elections.

13. Candidates must receive a majority of the votes cast in order to win. If no candidate receives a majority, the two students receiving the highest number of votes shall run in a runoff election.

14. An election may be protested by any student if an alleged violation of the election procedures occurs. Protests are to be submitted to the Senate within five (5) school days (not including weekends and holidays) of the alleged violation. The Senate will determine the outcome.

15. Write-in candidates will only be considered official candidates for a runoff election if they receive at least 25% of the total votes cast in the election, except for the Student Trustee position, in which a special election will then be enacted.

16. All candidates who have followed established procedure for elections per these bylaws may place a fact sheet and photo at voting locations.

17. Election committee shall approve candidate fact sheets. Deadlines will be posted on ASGC website and ASGC office prior to election.

Article 5: Clubs

Section 1: Inter-Club Council (ICC) Overview

1. All clubs shall be governed under the auspices of the ASGC and ICC Bylaws.
2. Club Constitutions and Bylaws shall be subject to the approval of ICC.
   a. Should ICC be unable to meet quorum to amend ICC Bylaws, the ASGC Senate has the authority to amend ICC Bylaws.
3. The ASGC VP of Clubs shall serve as the Chair of the ICC and serve as the liaison between the ASGC and campus clubs.
4. Club requirements are outlined by the ICC Bylaws.
5. Violations of ASGC, ICC or campus policies on behalf of any club shall void the ASGC’s responsibility for, and sponsorship of, the club.

Section 2: Club Finances

1. The finances of all clubs shall be processed through the ASGC’s fiscal agent.
2. Clubs may receive formation funds as denoted in the ICC Bylaws.
3. Apart from ICC contributions, clubs are expected to manage their own fundraising per the ASGC Campus Club Fund Raiser Policy.
4. Additional funding may be rewarded to clubs who agree to assist, cooperate, or organize with sponsored ASGC activities.
5. Clubs who wish to have a fundraising event must follow the fundraising steps as delineated in the Fundraising Approval Request form.
6. The ASGC Campus Club Fundraiser Approval Request form maybe found on the ASGC website.

Section 3: Club Requirements

1. Clubs must have a campus advisor who will ensure active membership is restricted to currently registered students.
2. Clubs must initially submit their constitution or bylaws to the ICC for review.
3. Clubs must have a minimum of five (5) registered students in order to be recognized by the ICC.
ASGC Senate Bylaws

4. Clubs must provide the ICC with a current slate of contact information of officers and club members and name of advisor at the beginning of each semester or upon any change of the above.
5. Clubs must have an active President, Vice President, and a Communication officer, or a position similar to a communication officer, and must consistently have at least two (2) of the three (3) positions filled at all times.
6. Clubs must attend ICC meetings to ensure active status within ICC.

Article 6: ASGC Cards

Section 1: Cardholders

1. ASGC cards are a primary source of revenue for the ASGC. The benefits of being a cardholder include:
   a. Textbook scholarships of up to $200.00 per semester.
   b. ASGC card fees help support campus activities and club events.
   c. Free Scantrons and/or green books donated by the Gavilan College Bookstore. Students must pick these up in the ASGC Office during scheduled office hours.
   d. Free admission to all Gavilan College Athletic Events.
   e. Discounts at stores and restaurants through the Student Savings Club.
   f. Discounts in other colleges and universities that have signed up for GeoPerks.
   g. Computer hardware and software discounts through College Buys.
   h. Movie/theater discounts.
   i. Senior and Gavilan Faculty (S & F) Price on eligible Cosmetology Services offered through the Gavilan College Cosmetology Department.
   j. Buy one regular priced Gavilan College Theater ticket and get second ticket for half price.
2. The price for student body cards shall be established by the Senate.
3. Student body cards will be valid for one semester.
4. Fees may be based upon semester rates.
5. Students have the ability to opt out of the ASGC Cards by logging into their myGav account

Article 7: ASGC Advisor and Director of Student Activities

Section 1: Roles and Responsibilities of the ASGC Faculty Advisor

1. The ASGC Faculty Advisor shall:
   a. Be the designee of the administration of Gavilan College.
   b. Attend Senate meetings.
   c. Serve as a consultant to the Senate and Executive Board.
   d. Review all promotional materials developed by the Senate and ASGC representatives related to the Senate and ASGC.
   e. Coordinate student representation on campus committees.
   f. Oversee student elections.
   g. Facilitate leadership development.

Section 2: Roles and Responsibilities of the Director of Student Activities

1. The Director of Student Activities shall:
   a. Be the designee of the administration of Gavilan College.
   b. Attend Senate meetings.
   c. Serve as a consultant to the Senate and Executive Board.
   d. Attend ICC meetings.
   e. Serve as a consultant to the Senate and Executive Cabinet regarding the ASGC budget, events, and activities.
f. Review all promotional materials developed by the Senate and ASGC representatives related to events and activities.

g. Facilitate the day to day operation of the ASGC organization.

h. Oversee the ASGC budgets.
   i. Should the Director of Student Activities position become open, the ASGC Advisor and ASGC VP of Finance will oversee the ASGC budget.
   j. Oversee campus clubs and ICC budget.
   k. Should the Director of Student Activities position become open, the ASGC Advisor, ASGC VP of Finance, and ASGC VP of Clubs will oversee the ICC budget.

Article 8: Disciplinary/Removal Procedures

1. Officers who fall under a 2.5 cumulative GPA, six (6) semester units, or have a semester GPA of less than a 2.0 GPA will be removed from their position or placed on probation. Probationary terms will be assigned by the ASGC Advisor in writing and signed by the advisor and the officer. Failure to comply with probationary terms will result in immediate removal from office.

2. ASGC Advisor will be monitoring officers’ academic progress every semester. ASGC officers will be required to submit a progress report every semester excluding summer and winter.

3. Executive Board members may be removed from their office if the duties and responsibilities as described in these Bylaws are not fulfilled. They may also be removed if the actions of the officer reflect negatively on the ASGC and its mission and programs.
   a. The process for recommending the removal of an executive officer may be initiated by the president, a member of the Executive Cabinet or the Senate. The president and the Executive Cabinet must document the dereliction of duties, allow the named Executive Cabinet member due process and take the final recommendation to the Senate for approval.
   b. Roberts Rules of order will be followed for the process of removal.
   c. A lesser decision may be made in the form of censorship and the loss of voting privileges for a specifically defined period of time.

4. Any violation of the Gavilan College Student Code of Conduct will constitute automatic removal from the Senate.

5. ASGC Officers who have more than two unexcused Senate meetings per semester will be removed from Senate.
   a. Prior notice and/or official documentation of absence must be provided to ASGC Advisor.

6. ASGC Officers who arrive more than 15 minutes late without prior notice to the ASGC Advisor will be removed from the Senate.
   a. Two late arrivals is equivalent to one (1) unexcused absence.

7. The president should attempt to communicate with absent members prior to beginning a no-confidence action, and record of meeting and communication with member shall be taken.
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ASGC Organization Chart

Associated Students of Gavilan College (ASGC) Senate

President’s Cabinet

President

Student Trustee

Region IV Representative

VP of Finance

Vice President of Senators

Senator’s Cabinet

Senator of Clubs

Senator of Community Outreach

Senator of Finance

Senator of Marketing

Senator of Records

Senator of Region IV

Senator of Technology

General Purpose Senator

Vice President’s Cabinet

VP of Activities

VP of Athletics

VP of Clubs

VP of Technology

VP of Community Outreach

VP of Marketing

VP of Records

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