

# Bylaws of the Associated Students of Gavilan College (ASGC)

## ARTICLE I PURPOSE

### Section 1. Name

The name of this nonprofit organization shall be the Associated Students of Gavilan College. This organization shall be referred to throughout these Bylaws as ASGC.

### Section 2. Purpose

ASGC is a nonprofit organization whose purpose is to valiantly advocate for students. The ASGC creates and maintains an environment in which integrity, character, courage, and scholarship are of the utmost importance. This organization informs students of campus and community resources, and their rights and responsibilities as students of Gavilan College. It consists of exemplary, academic, and diplomatic leaders who take initiative and strive to meet the educational, multicultural, and socioeconomic needs of students. The ASGC makes fair, ethical, and informed decisions at the college, district, and state levels.

### Section 3. Principal Office

The principal office of ASGC is located at 5055 Santa Teresa Blvd, SC 154N, Gilroy, CA, 95020, or at such other location as the ASGC shall decide. The ASGC may establish branch or subordinate offices.

## ARTICLE II THE ASGC

### Section 1. Membership

The ASGC consists of 12 officers all of whom are elected by the Gavilan College student body and six (6) senators who are appointed by the ASGC Senate. General purpose senators are appointed by the ASGC Senate and there is no maximum number for that position. Membership in the ASGC is granted to all registered students of Gavilan Community College in accordance with Article 2, Section 2 (Membership Requirements). All new ASGC members are highly encouraged to enroll in the Contemporary Leadership course (Psyc/Pols/Guid 27) by the following semester after becoming a member and will be required to attend a Robert's Rules of Order training provided by the ASGC advisor and/or ASGC Officers. Interested candidates must download and complete a membership application found on the ASGC website.

### Section 2. Membership Requirements

Candidates must be registered in a minimum of five (5) units, hold an accumulative GPA of 2.5 or higher, and must be current ASGC Cardholders. (ASGC Advisor will monitor members' academic progress every semester. ASGC members will be required to submit a progress report every semester excluding summer and winter.) Candidates seeking an officer position must have spent at least one semester in the ASGC Senate. If the candidate has not held an ASGC Senate position and seeks an officer position, all requirements must be first verified by the ASGC Advisor and the officer candidate must present a recommendation letter from a member of the faculty, staff, a current officer of ASGC, or from their place of work. 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 ASGC Senate will be needed for approval of the applying candidate.

### Section 3. Election of Officers

Officers will be elected by the general student body to serve one (1) term commencing on the first day of June following the election. Officer candidates seeking election must complete the ASGC Senate application including the signatures of one hundred seventy-five (175) currently registered students. Student Trustee candidates seeking election must complete the ASGC Senate application including the signatures of 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.) Elected officers will serve from the time of appointment until June 30. All officer positions are required to reapply for the spring elections should they chose to continue in ASGC.

# **Bylaws of the Associated Students of Gavilan College (ASGC)**

## **Section 3. Appointment of Members**

Appointed members will serve from the time of appointment until June 30. Appointed officers who wish to continue in ASGC the next term must follow the same nomination procedures as new officers. Senator candidates seeking appointment must complete the ASGC Senate application including the signatures of seventy-five (75) currently registered students. Prior to appointment, ASGC candidates are required to attend one (1) ASGC Senate meeting on time. This rule may be waived if the ASGC Senate is trying to establish quorum with vacant positions.

## **Section 5. Term Limits**

ASGC Officers are elected for a one (1) year term. A term for membership is one (1) academic calendar year; beginning July 1 and ending June 30. An officer may only seek or hold one elected position at one time. Vice presidents may serve a maximum of four (4) terms. After the four terms are up, vice presidents may move to a senator position or to a President's Cabinet position for a maximum of two (2) additional terms. The president can serve a maximum of three (3) terms total as president, regardless if the terms are consecutive or not. After four (4) consecutive terms, senators must move to a vice president position unless they have already met the maximum terms for president and vice president. ASGC members 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.

## **Section 6. Vacancies During a Term**

If a position in the ASGC becomes vacant, whether through resignation, removal, or death, the President will recommend replacements for member vacancies. A two-thirds (2/3) favorable majority vote by the ASGC Senate is required to confirm recommendations. The president and the ASGC Advisor can collaborate and appoint replacements to open positions if standard quorum numbers cannot be satisfied.

The position of ASGC President will be filled within twenty-one (21) calendar days of vacancy by the ASGC Senate, unless vacancy occurs during the last three (3) weeks of the fall or spring semester. (Only current ASGC Officers may be appointed by the ASGC Senate). If no student runs for ASGC President during the spring elections, the ASGC Senate may appoint an ASGC President from the ASGC Senate in accordance with Article 2, Section 1 of these Bylaws. Should the ASGC 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 of these Bylaws may be waived. An ASGC officer may hold two positions (current and President) until an ASGC Senate member assumes the position of President.

## **Section 7. Removal of a Member**

Members 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 placed on probation. Probationary terms will be assigned by the ASGC Advisor in writing and signed by the advisor and the member. Failure to comply with probationary terms will result in immediate removal from office.

ASGC members may be removed from their office if the duties and responsibilities as described in the Roles and Responsibilities Policy are not fulfilled, members violate the Gavilan College Code of Conduct, too many unexcused absences, or if the actions of the member reflect negatively on the ASGC and its mission and programs.

Excused absences require notice and/or official documentation of absence to be provided to ASGC Advisor. ASGC members who arrive more than fifteen (15) minutes late without prior notice to the ASGC Advisor will be considered a late arrival. Two late arrivals is equivalent to one (1) unexcused absence. ASGC members who have two unexcused (2) absences in a row or four unexcused (4) absences in a semester constitutes grounds for a vote of no-confidence which will result in loss of voting privileges. The president must attempt to communicate with absent members prior to beginning a no-confidence action. Attempted communication with absent members must be documented.

Members who are absent will be required to produce a detailed, typed report for the next the ASGC meeting. The report includes, but is not limited to, projects currently in progress, projected projects with start dates, and current visions and ideas moving forward.

# **Bylaws of the Associated Students of Gavilan College (ASGC)**

The process for recommending the removal of a member may be initiated by any member of the ASGC Senate. The action for removal will be brought to the president or advisor. Documentation for removal must be submitted to the president or advisor delineating the reason(s) for the removal. The reason(s) for removal will be explained by the advisor to the member to determine if a solution other than removal is possible. If a solution is not obtainable a recommendation for removal will be brought to ASGC Senate for final approval. (Roberts Rules of order will be followed for the process of removal.) A lesser decision may be made in the form of censorship and the loss of voting privileges for a specifically defined period of time.

## **Section 8. Resignation**

An ASGC member may resign at any time and such resignation shall become effective at the time the member provides written notice to the Advisor, President, or Secretary of ASGC.

## **ARTICLE III ASGC ELECTION PROCESS**

### **Section 1. Election**

ASGC elections will be governed by these procedures in conjunction with the ASGC Election Policy. 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. Elections shall be held no later than the last two (2) weeks of April, except for special elections. Elections shall be made available to all Gavilan students.

### **Section 2. Campaigning**

No campaigning in the ASGC office at any time. Campaign posters and advertising will adhere to the Gavilan College and ASGC posting policies. 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. All candidates who have followed established election procedure may place a fact sheet and photo at voting locations. Election committee shall approve candidate fact sheets. Deadlines will be posted on ASGC website and ASGC office prior to election.

Employees of Gavilan College and members of the Board of Trustees shall refrain from endorsing any candidate or campaigning in student elections.

### **Section 3. Election Results**

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

## **ARTICLE IV THE PRESIDENT'S CABINET**

### **Section 1. Membership**

The President's Cabinet will consist of the President, Student Trustee, Region IV Representative, and the VP's of Finance and Senators.

### **Section 2. Overview**

The President's Cabinet shall propose goals and policies for the ASGC Senate, present for student approval, and are responsible for implementation. The ASGC Senate 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 ASGC Senate by the third meeting of the fall or spring semester, respectively.

# **Bylaws of the Associated Students of Gavilan College (ASGC)**

## Section 3. Roles and Responsibilities of the President's Cabinet

Amend the Bylaws as needed and where applicable. (The President's Cabinet may amend Bylaws during the summer session, if quorum is met). Assist in the planning of ASGC programs, services and activities. Engage in revenue enhancing projects and activities.

## ARTICLE V THE VICE PRESIDENT'S CABINET

### Section 1. Membership

The Vice President's Cabinet will consist of the VP's of Activities, Athletics, Clubs, Community Outreach, Marketing, Records, and Technology.

### Section 2. Overview

The Vice President's Cabinet shall develop projects that include, but are not limited to, technology on campus, sustainability, and Student Center maintenance and upgrades (where necessary).

### Section 3. Roles and Responsibilities of the Vice President's Cabinet

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

## ARTICLE VI THE BOARD OF SENATORS

### Section 1. Membership

The Board of Senators will consist of the Senators of Clubs, Community Outreach, Finance, Marketing, Records, Region IV, Technology, and General Purpose.

### Section 2. Overview

The board of Senators shall assist with research for ongoing ASGC projects.

### Section 3. Roles and Responsibilities for the Board of Senators

Senators are expected to be actively involved in promoting and sponsoring ASGC fundraising activities.

## ARTICLE VII ASGC MEETINGS

### Section 1. The Time and Place

Meeting dates and times shall be set by members based upon need, class schedule and work schedule. The minimum is at least one (1) meeting monthly.

### Section 2. The Agenda

All ASGC policy language being considered for ASGC approval shall be considered in public session. Attendees are provided the opportunity to address the ASGC in accordance with the California Brown Act on Open Meetings with Legislative Bodies.

### Section 3. Minutes

The ASGC shall maintain minutes of all of its meetings. Clerical responsibility for minutes shall be assigned to the VP of Records or designee.

### Section 4. Operational Policies

From time to time, the ASGC may adopt, amend, or repeal policies that deal with the internal operation of the ASGC and its staff. Action on such policies may take place at any ASGC meeting, in open session.

# **Bylaws of the Associated Students of Gavilan College (ASGC)**

## **Section 4. Quorum**

Quorum for all ASGC meetings will consist of half of the currently occupied positions plus one. However, if there are not enough members to meet quorum in the President's Cabinet, Vice President's Cabinet, or Senator Cabinet, members may still hold an unofficial meeting and make recommendations to the ASGC Senate.

## **ARTICLE VIII SPECIAL MEETINGS**

Special meetings of the ASGC may be called by the ASGC President or by a majority of the ASGC Senate membership.

## **ARTICLE IX STANDING RULES**

Robert's Rules of Order shall govern all meetings of the Board, the ASGC and committees, except in the case where ASGC has adopted standing rules. All standing rules of the ASGC shall take precedence over Robert's Rules of Order.

## **ARTICLE X CLUBS**

### **Section 1. Inter-Club Council (ICC) Overview**

All clubs shall be governed under the auspices of the ASGC and ICC Bylaws. Club Constitutions and Bylaws shall be subject to the approval of ICC. Should ICC be unable to meet quorum to amend the ICC Bylaws, the ASGC Senate has the authority to amend ICC Bylaws. The ASGC VP of Clubs, or designee, shall serve as the Chair of the ICC and serve as the liaison between the ASGC and campus clubs. Club requirements are outlined by the ICC Bylaws. 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. Clubs may receive formation funds as denoted in the ICC Bylaws. Apart from ICC contributions, clubs are expected to manage their own fundraising per the ASGC Campus Club Fund Raiser Policy. Additional funding may be rewarded to clubs who agree to assist, cooperate, or organize with sponsored ASGC activities. Clubs who wish to have a fundraising event must follow the fundraising steps as delineated in the Fundraising Approval Request form. The ASGC Campus Club Fundraiser Approval Request form may be found on the ASGC website.

### **Section 3. Club Requirements**

Clubs must have a campus advisor (full-time staff) who will ensure active membership is restricted to currently registered students. Clubs must initially submit their constitution or bylaws to the ICC for review. Clubs must have a minimum of five (5) registered students in order to be recognized by the ICC. 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. 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. Clubs must attend ICC meetings to ensure active status within ICC.

## **ARTICLE XI ASGC CARDS**

### **Section 1. Overview**

The price for student body cards shall be established by the ASGC Senate. Student body cards will be valid for one (1) semester. Fees may be based upon semester rates. Students have the ability to opt out of the ASGC Cards by logging into their myGav account

# **Bylaws of the Associated Students of Gavilan College (ASGC)**

## **Section 2. Cardholder Benefits**

ASGC cards are a primary source of revenue for the ASGC. The benefits of being a cardholder may 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.

## **ARTICLE XII ASGC FACULTY ADVISOR**

### **Section 1. Roles and Responsibilities of the ASGC Faculty Advisor**

Be the designee of the administration of Gavilan College. Attend ASGC Senate meetings. Serve as a consultant to the ASGC Senate and Cabinets. Review all promotional materials developed by the ASGC Senate and ASGC representatives related to the ASGC Senate. Coordinate student representation on campus committees. Oversee student elections. Facilitate leadership development.

## **ARTICLE XIII ASGC DIRECTOR OF STUDENT ACTIVITIES**

### **Section 1. Roles and Responsibilities of the ASGC Director of Student Activities ASGC Senate**

Be the designee of the administration of Gavilan College. Attend ASGC Senate meetings. Serve as a consultant to the ASGC Senate and Cabinets regarding the ASGC budget, events, and activities. Review all promotional materials developed by the ASGC Senate and ASGC representatives related to events and activities. Facilitate the day to day operation of the ASGC organization. Oversee the ASGC budgets.

### **Section 2. Roles and Responsibilities of the ASGC Director of Student Activities ICC**

Attend ICC meetings. Serve as a consultant to the ICC regarding ICC events and activities. Oversee campus clubs and ICC budget

### **Section 3. Vacancy**

Should the Director of Student Activities position become vacant, the ASGC Advisor and ASGC VP of Finance will oversee the ASGC budget and the ASGC Advisor, ASGC VP of Finance, and ASGC VP of Clubs will oversee the ICC budget.

# **Bylaws of the Associated Students of Gavilan College (ASGC)**

## REVISION HISTORY

Revised and approved, November 12, 2015, Board of Trustees approved December 8, 2015

Revised and approved, April 17, 2012, Board of Trustees approved June 12, 2012

Revised and approved, 2004

Revised and approved, 2002

Revised and approved, 1997

Revised and approved, 1995