

# 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 (President, Student Trustee, Region IV Representative, and Vice President positions) all of whom are elected by the Gavilan College student body and eight (8) 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 may be open to 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/Polis/Guid 27) by the following semester after becoming a member and/or 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 six (6) units, hold a cumulative GPA of 2.5 or higher, must be current ASGC Cardholders, and agree to uphold the ASGC constitution, bylaws, in accordance with Article I Section 2 (Purpose). All requirements must be first verified by the ASGC Advisor. ASGC members must submit a progress report to the ASGC advisor by the ninth week of the semester and at least two weeks prior to the Withdrawal "W" deadline. ASGC members must meet with the Advisor a minimum of three (3) times per semester excluding intersessions. A two-thirds (2/3) favorable majority vote by the ASGC Senate will be needed for approval of the applying candidate. Candidates running for ASGC VP of Clubs must have been a club member for at least one semester prior to seeking office. Prospective candidates shall seek endorsement from Inter Club Council (ICC) upon submitting an ASGC Senate application. ICC may endorse more than one candidate. Candidates running or seeking appointment for the position of ASGC President or Student Trustee must have held an ASGC position for at least one semester. Exemptions can be made by giving a vote of confidence to the interested candidate. A vote of confidence shall require a two-thirds vote.

### Section 3. Election of Officers

Members will be elected by the general student body to serve one (1) term commencing on the first day of June following the election. Member candidates seeking election must complete the ASGC Senate application including the signatures of one hundred seventy-five (175) for officers and seventy-five (75) for senators of 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 members will serve from the time of appointment until May 31. All member positions are required to reapply for the spring elections should they chose to continue in ASGC (Article II, Section 3).

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## **Section 4. Appointment of Members**

Appointed members will serve from the time of appointment until May 31. Appointed officers and senators who wish to continue in ASGC the next term do not need to obtain new signatures, but must complete a new application form. Officer and senator candidates may submit an application for the election and to join for the remainder of the spring semester. 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 (Article II, Section 4)

## **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 June 1 and ending May 31. 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 seek appointment to a senator position for a maximum of two (2) additional terms. An ASGC member can serve a maximum of two (2) terms total as President or Student Trustee, regardless if the terms are consecutive or not. After one (1) term, senators must seek appointment to a different Senator position than the one currently held, or seek appointment to a vice president position. 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 or any other ASGC member 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 5 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, four (4) unexcused absences, or if the actions of the member reflect negatively on the ASGC and its mission and programs.

Excused absences require 24 hour notice and/or official documentation of absence to be provided to ASGC Advisor and ASGC President. ASGC members who arrive or leave more than fifteen (15) minutes late without prior notice to the ASGC Advisor and ASGC President will be considered a late arrival or early departure. Two late arrivals and early departure are 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 and ASGC Advisor 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 and anything important mentioned in their committee meeting.

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 and advisor, unless the recommendation for removal is for

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the President. In such case recommendation shall only be given to the 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 and accomplished 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 planning to resign must schedule a meeting with the ASGC Advisor and present a written notice outlining the reasons for resignation. At such time, the ASGC member must submit their office key to the ASGC advisor to avoid paying a key replacement fee or having a hold placed on their student record. ASGC members who fail to complete 2/3 of each semester (12 weeks) will be responsible for repaying all incentives provided by the ASGC for the current term unless there is an extenuating circumstance. In this case, proper documentation will be required to be submitted to the ASGC Advisor and President. Students who do not follow the formal resignation process as defined above, will have to wait one full term (1 academic year) to reapply to 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 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 two (2) meetings 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. Agenda shall be created in coordination with ASGC President and ASGC VP of Records.

Agenda shall be posted on the District's designated agenda board by the ASGC President, Vice President of Records, Senator or Records, or ASGC designee 72 hours prior to each meeting. Agenda must be emailed to ASGC Advisor to

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post on the ASGC website at an agreed upon time to meet the California Brown Act requirement.

## 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, Senator of Records, or designee. Minutes shall be posted on the District's designated agenda board by the ASGC President, Vice President of Records, Senator or Records, or Designee prior to each meeting but no later than 10 days after each meeting. Minutes must be emailed to ASGC Advisor to post on the ASGC website at an agreed upon time to meet the California Brown Act requirement.

## 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.

## Section 5. Quorum

Quorum for all ASGC meetings will consist of forty percent (40%) of the currently occupied positions.

## ARTICLE V SPECIAL MEETINGS

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

## ARTICLE VI 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 VII 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/or 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 President/Chair of ICC or endorsed designee shall serve as the ASGC VP of Clubs 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

The finances of all clubs shall be processed through the ASGC's fiscal agent (Gavilan College District). ICC finances shall be used at the discretion of ICC. ASGC may make a yearly donation to ICC general fund. 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 can be found on the ASGC website.

### Section 3. Club Requirements

Clubs must have a campus advisor (full-time or part-time faculty or 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. Active clubs must have a President, Vice President, and ICC representative, 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.

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## ARTICLE VIII

### 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

#### 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 per semester.
- b. ASGC card fees help support campus activities and club events.
- c. Free Scantrons and/or green books. Students must pick these up in the ASGC Office during scheduled office hours.
- d. Free admission to all Gavilan College Athletic Events except post season events.
- e. Computer hardware and software discounts through College Buys.
- f. Movie/theater discounts.
- g. Senior and Gavilan Faculty (S & F) Price on eligible Cosmetology Services offered through the Gavilan College Cosmetology Department.
- h. Buy one regular priced Gavilan College Theater ticket and get second ticket for half price.

## ARTICLE IX

### 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. Review all promotional materials developed by the ASGC Senate. Coordinate student representation on campus participatory governance and hiring committees. Oversee student elections and ASGC budget. Facilitate leadership development and day to day operation of the ASGC organization. Collaborate with Student Life Coordinator in posting agendas and meetings on the ASGC website and on keeping the ASGC website up to date.

## ARTICLE X

### OFFICE OF STUDENT LIFE

#### Section 1. Roles and Responsibilities of the Student Life Coordinator to ASGC Senate

Be the designee of the administration of Gavilan College. Attend ASGC Senate meetings. Serve as a consultant to the ASGC Senate regarding the ASGC budget, events, and activities. Review all promotional materials developed by the ASGC Senate. Collaborate with ASGC Advisor in posting agendas and meetings on the ASGC website and on keeping the ASGC website up to date.

#### Section 2. Roles and Responsibilities of the Student Life Coordinator to 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 Student Life Coordinator 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.

## REVISION HISTORY

Revised and approved, March 22, 2019

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Revised and approved, 2004

Revised and approved, 2002

Revised and approved, 1997

Revised and approved, 1995