**Coastline Community College**

**Associated Student Government (ASG)**

**Bylaws**

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**Preamble**

We, the student members of Coastline Community College, hereby establish these Bylaws for the Associated Student Government (ASG) of Coastline Community College (CCC). Coastline Community College Associated Student Government (CCC ASG) is recognized as the official student governing Coastline body and serves as the student voice within the participatory governance process.

**Article I: Name**

The name of this co-curricular organization shall be the Coastline Community College Associated Student Government commonly referred to as (CCC ASG). The group’s former name of Student Advisory Council (SAC) may be used in conjunction with (CCC ASG) may also, from time to time, be referred to by other names such as, but not limited to: ASG or Student Government References in these bylaws to “Student Government or CCC ASG” refer to the Associated Student Government as a whole.

**Article II: Purpose**

The purpose of this student government organization shall be to:

1. Effectively represent Student Body in the participatory governance process.
2. To serve as a communication link between students and Coastline Community College (California Education Code Sections 70901 (1)(E), 70902 (b)(7), 76060-76067 and Title V of the California Administrative Code 51023.7);
3. To advocate for the best interest of the CCC Student.
4. Promote student rights; students responsibilities.
5. Research issues of concern affecting CCC Students
6. Indentify and Provide ASG Sponsored Services
7. Build and maintain vital and thriving student life at Coastline Community College;
8. Effectively participate in College and District policy decision-making

(District Board Policy 030-6-2);

1. Serve in a consultative capacity on college-proposed programs, procedures, processes, and services Further multicultural, social, and educated growth of CCC Students;
2. Encourage student responsibility and development of leadership skills;
3. Recognize outstanding achievement by CCC students, Faculty and Staff;
4. Foster collaborative relationships with Coastline administration, faculty, and staff for the purpose of promoting CCC Students success

**Article III: Membership and Eligibility**

**Section 1**

All registered Coastline Community College (CCC) students shall be considered members of the CCC-ASG and shall be subject to these Bylaws. The CCC-ASG shall have a minimum of 3 executive board members.

**Section 2**

CCC students may serve in CCC ASG Council provided they meet the following criteria: The CCC ASG may temporarily appoint an existing ASG member to a vacant Executive position pending an election or permanent appointment consistent with these bylaws.

1. Continuously enrolled in Coastline Community College for at least five (5) credit units during the fall and spring semesters (CA Ed Code 76061 (a)(b);
2. Be of good academic standing with a minimum cumulative 2.0 GPA earned while attending Coastline Community College (CA Education Code Section 76061 (a) (b) and Coast Community College District Policy 030-4-5);
3. Be of good standing in the District and at Coastline College with no disciplinary record with the District; convicted of any felony or of a crime involving Moral turpitude. (good standing in the community is one who supports the purpose history of good moral standing, ethical integrity, good reputation- maybe definition)
4. Be able to commit hours per ASG position duties, and time for College and ASG events per semester. Generally, the amount of time should be approximately that for a three-unit (3.0) academic class; and
5. Have a strong interest in student advocacy and a willingness to serve fellow students of Coastline.
6. No student will have voting rights in ASG during any term in which that student's relative, either in ASG by blood or marriage including legally adopted relationships or domestic partnership is serving on ASG and holding voting rights. ASG expressly incorporates the Coast Community College District's Board Policy # 7310 attached here Nepotism, into these Bylaws by reference.

**Section 3**

No student shall be barred from participation on the Council on the basis of any of the following:

* Race;
* Color;
* Gender or;
* Age;
* Sexual orientation;
* National origin/citizenship;
* Political or religious affiliation;
* Disability; and/or
* Military or veteran status

**Section 4**

The CCC ASG Board may place and/or remove a Board member on probation/or seek removal of the member following the procedures set forth herein provided two-thirds (2/3) of the serving membership vote in the affirmative for such censure or seek removal.

**Section 5**

The CCC ASG Board, at its discretion, may award honorary or emeritus membership to individuals who have provided valuable service to the organization. These shall be ceremonial non-voting memberships and such membership shall not accrue for membership.

**Article IV: Organization**

There are five (5) Executive Board Positions

**Section 1**

The ASG positions of President, Vice President, Secretary, Treasurer, and Commissioner of Public Relations (aka PR Commissioner) shall comprise the Executive Board of ASG. The Executive Board is responsible for the orderly conduct of all ASG meetings and ASG activities.

**Section 2**

The positions of District Student Council (DSC) (ASG President and two (2) student representatives), Student Area Representatives (for Costa Mesa/Newport Beach, Garden Grove Center, Le-Jao Center locations, Distance Learning, Military Area Rep. and any other as deemed necessary by the organization), shall be known as Officers of ASG. Minimum of five (5).

**Section 3**

All potential members should have attended Coastline Community College for one full semester before consideration for a position within ASG. This is to ensure members have a familiarity with Coastline and its Student Body. Additionally, candidates should have attended a minimum of two meetings of the ASG before they have submitted an application. The ASG Board has the right to waive these requirements at its discretion.

**Section 4**

The CCC Student Government positions shall be duly elected by the Student Body during the spring semester Election time frame April 1 to April 30 of each year. Should any position remain and/or become vacant ASG Officers will be appointed by the CCC ASG at-large.

**Section 5**

Each Executive Board member and all officers shall serve for a term of no more than one (1) year in that position; (2) two years consecutive or (3) three years lifetime maximum as part of CCC ASG in any position. In no event shall any student serve in more than three (3) years total of service or portion thereof (i.e. any portion of service less than 1 year shall be considered as a full year). Time of service begins after the last meeting of the spring semester (or upon appointment) and ending the last meeting of the following spring semester or until such time as a replacement is elected or appointed. A year is defined as commencing at the last meeting of spring semester to the last meeting of the following spring semester. Members serving only on as an ASG committee representative the membership does not count against term limits is not a voting member and does not count towards quorum.

**Section 6**

Any currently enrolled Coastline student interested in being considered for a CCC ASG Board position must declare intent of candidacy for an Executive Board position. A current CCC ASG member must declare intent of candidacy for an Executive Board position by the first week in March or declare open. CCC ASG positions are then open to the CCC student body.

1. Ballots for Student Government positions shall be process via “Survey Monkey” or similar process which shall be distributed to currently enrolled Coastline students. The winner shall be determined by the number of votes.
2. In no event shall a student vote be counted more than once. Only votes with an individual CCC ID number will be included.

**Section 7**

The college shall provide at least 1 advisor to the CCC ASG. Upon the consensus or a majority of CCC ASG Board members regarding conduct of the CCC ASG advisor, a representative of CCC ASG may petition the Vice President of Instruction and Student Services or designee for redress.

**Section 8**

The CCC ASG shall establish a budget to cover costs of secretarial services/support for the CCC ASG if the college provided such support. The Office of Student Services may provide backup clerical support for the Council.

**Section 9**

The CCC ASG officers will participate openly in the Coastline Community College’s shared governance (AB1725) process by understanding its role as a college stakeholder and shall act responsibly in fulfilling their obligations.

**Section 10**

The Standing Rules of CCC ASG, which may be amended from time to time on a 2/3 vote are incorporated as part of these Bylaws by reference herein.

**Section 11**

Any officer or member who fails to fulfill their role as listed above may be censured by CCC Student Government or other discipline.

**Article V: Executive Board of ASG Duties and Descriptions**

**Section 1 – President**

Typical duties and responsibilities for position of ASG President include the following:

1. Oversees operations of the Associated Student Government subject to the authority of the membership and abides by and supports the ASG Bylaws;
2. Approves all Student Government meeting agendas and assures posting in compliance with College policies and State Law;
3. Serves as the primary student official and spokesperson for ASG and the Student Body at College committee meetings, District meetings, College and ASG events, as scheduled or sends a representative;
4. Will serve as the Student Senate for California Community College (SSCCC) Region VIII representative/Delegate or designated a substitute; and
5. Works collaboratively with the Advisor on ASG operations.
6. Acts as chair for all ASG meetings and has priority and authority to control content for agendas, meeting, meeting lengths and scheduling.

ASG President is eligible for a stipend payment at the end of every month, fall and spring, when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG President shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 business days and accepted by the ASG Board as per Standing Rules.

**Section 2 - Vice President**

Typical duties and responsibilities for position of ASG Vice President include the following:

1. Serves as the Acting ASG President when the President is absent or the position becomes vacant and abides by and supports the Associated Student Government Bylaws;
2. Generally assists the ASG President with the operations of ASG and may be asked to represent the ASG President at College and/or District committees and/or meetings;
3. Reports vacancies on ASG;
4. Conducts an application and review process for representatives to serve on committees, task forces, or groups;
5. In collaboration with the ASG President and Advisor prepares all Board of Trustee approval items for Board meetings, including travel approval;
6. Other duties as assigned.

ASG Vice President is eligible for a stipend payment at the end of each semester when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG President shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

**Section 3 – Secretary**

Typical duties and responsibilities for position of ASG Secretary include the following:

1. Prepares the ASG Agenda per direction and approval of ASG President; Ensures the agenda is available for distribution in accordance with District policy and State law;
2. In collaboration with the ASG President assures that all ASG meeting agenda are posted at a designated College location in accordance to State law and College policy;
3. Records and types the ASG meeting minutes of all regular Council meetings, executive Board meetings, and special meetings and files the minutes appropriately. Prepares the meeting minutes no later than five (5) business days following each meeting, and distributes upon approval from the Council;
4. Is responsible for official correspondence requested from the ASG President;
5. Is responsible for maintaining all records of the ASG in the ASG office;
6. Shall serve on a minimum of one (1) College governance committee; and
7. Other duties as assigned.

ASG Secretary is eligible for a stipend payment at the end of each semester when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG President shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

**Section 4 - Treasurer**

Typical duties and responsibilities for position of ASG Treasurer include the following:

1. Oversees finances and process allocations and moneys approved by the ASG;
2. Is responsible for making recommendations on the expenditure of ASG funds;
3. Gives monthly reports to the ASG on current status of the budget and expenditures;
4. Signs all requisitions for ASG funds. In the absence of the Treasurer, the President and Vice President has the authority to sign the purchase orders;
5. Utilizes and is knowledgeable of accounting practices;
6. Attends the Mission, Plan and Budget and District Budget Committee meetings as scheduled, or sends a representative;
7. meets with Administrative Services Office, as necessary, to provide an accurate monthly financial report; and
8. Other duties as assigned.

ASG Treasurer is eligible for a stipend payment at the end of each semester when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG President shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

**Section 5 - Commissioner of Public Relations**

Typical duties and responsibilities for position of ASG Commissioner of Public Relations (aka PR Commissioner) include the following:

1. Publishes all ASG newsletters with the input from the Dean of Student Services or Advisor and council members;
2. Promotes ASG and recruits for membership (procedures manual);
3. Serves as the chair for the Elections Committee Chair by preparing all election materials under the guidelines of the Elections Code;
4. Prepares all promotional and informational materials to be distributed College-and District-wide (i.e. Items for bulletin board, brochures, electronic info to Distance Learners, emails to Student Body…etc.);
5. Coordinates publicity and press releases with the Public Information Office (PIO);
6. Serves as chair of the Fundraising Committee;
7. Attends the Marketing and Recruitment Committee meetings as scheduled, or sends a representative; and
8. Other duties as assigned.

ASG Commissioner of Public Relations (aka PR Commissioner) is eligible for a stipend payment at the end of each semester when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG President shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

**Article VI: ASG Officer Duties and Descriptions**

**Section 1 - Student Area Representatives (4)**

Coastline Community College is comprised of several decentralized learning campuses, and Distance Learning. To ensure student representation, ASG Student Area Representatives are to oversee the areas of Costa Mesa/Newport Beach, Garden Grove, Le-Jao Center (Westminster), and students in both Distance Learning and Military programs, and in any other area deemed appropriate by the Student Government. Area Representatives are the primary representatives and advocates for assigned area and shall have an equal vote with other members within ASG. However, the Executive Board may, by majority vote of executives, amend, limit, or modify the issues raised by Area Representatives.

Typical duties and responsibilities for position of ASG Student Area Representative include the following:

1. Serves as a liaison between ASG and the Office of Student Services to the Coastline learning campus staff, students and community;
2. Communicates on a regular basis with the facilitator and/or learning campus dean;
3. Distributes information with the learning campus area and/or Distance Learning Department on ASG activities, advocacy, recruitment and events;
4. Ensures that the learning campus or Distance Learning Department has ASG correspondence and materials; and
5. May serve on College and/or District Committee/meeting as appropriate
to represent ASG.

ASG Student Area Representatives is eligible for a stipend payment at the end of each semester when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG President shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

**Section 2 - District Student Council (aka DSC) Representatives (3)**

Ideally duties and responsibilities for position of ASG District Student Council Representative (ASG President or designee and two Student Representatives) duties include the following:

1. Attend District Student Council meetings and functions;
2. Serve as liaison between Coastline ASG and the District on issues, advocacy, and interests of Coastline’s Student Body;
3. Participate in Lobby Day. In the event ASG does not have three (3) District Student Council representatives, the ASG Executive Board will be given priority to attend Lobby Day; and
4. Review applications and make recommendations as a member on the Selection Committee for the Student Trustee position for the Coast Community College District.

ASG District Student Council Representatives are eligible for a stipend payment at the end of every month when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG President shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

**Article VII: Student Representatives on College and/or District Committees**

Once all Executive Board and ASG Officers have chosen one or more College or District committees on which to serve, a “Request to Serve on College Committees” Notice will be distributed to the Student Body to solicit students enrolled in a minimum of five (5) units at Coastline Community College to apply and serve as a representative on College committees. Student Representatives on College and/or District Committees will complete an appointment application. All student representatives on College and/or District Committees will be appointed and approved by a majority vote of ASG members.

Typical duties and responsibilities for position of ASG Student Representatives on College and/or District Committees include the following:

1. Is available to ASG members to receive input and feedback to serve as ASG’s liaison to the College and/or District Committee;
2. Attends all meetings of the committee on which he/she represents students;
3. Receives all agendas, minutes, and other communications of that committee and share these with ASG in a timely manner at a regularly scheduled meeting; and
4. Prepares a brief summary report of Committee action and pertinent information to ASG.
5. DSC representatives shall be given $50 stipend if they are an area representative or unassigned member
6. Executive board members do not receive the $50 DSC representative stipend

ASG Student Representatives on College and/or District Committee position are eligible for a stipend payment at the end of each semester when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG President shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

**Article VII: In-Term Appointments and Vacancies**

**Section 1**

Vacancies for any position in the Associated Student Government organization will be filled from a list of candidates meeting the requirements articulated in Article III and Article IV of these Bylaws.

**Section 2**

At the beginning of the Spring semester, the Commissioner of Public Relations shall diligently use all available resources (including, but not limited to, online resources, printing resources, video-DVD-movie resources, and telephone resources), to publicize the specific positions and the number of vacancies that exist. All interested students shall be directed to visit the ASG website or ASG office to complete an application and establish their eligibility to serve.

**Section 3**

Students who have completed the application for a vacant position and are determined to be eligible to serve, are encouraged to attend a meeting of the ASG where they will be asked to introduce themselves to the currently serving members of ASG. There will be an agenda item for “information” purposes only to provide an opportunity for seated members of the ASG Board members to interview the applicant(s).

**Section 4**

At the next regularly scheduled or special meeting of the ASG (if called for the purpose of ratifying appointments) the agenda will be prepared to allow for a vote by the ASG Board to approve the appointment of the candidate(s). Such appointment shall be approved if the candidate(s) receives a majority vote in favor.

**Section 5**

The appointed ASG member shall assume his/her position immediately upon receiving a majority vote in favor of such appointment.

**Article IIX: Meetings**

**Section 1 - Time and Day**

Meetings shall be scheduled by the ASG President after consultation with ASG members and the Advisor during the fall and spring semesters on a day and time to be determined. The ASG meeting schedule shall be determined and announced within the first three weeks of the fall semester and the first three weeks of the spring semester. The ASG President has authority to change the meeting time as deemed appropriate in consultation with the Advisor and ASG members. Special Meetings may be scheduled during the fall or spring semesters, during school breaks, or intersession, in accordance with College policy and State law. The ASG President or any Executive Board Member can call a special meeting, with a concurrence of the majority of the ASG membership, in accordance with College policy and State law.

**Section 2 - Presiding Officer and Chair pro tem**

The ASG President will preside over all ASG meetings. Per President’s discretion, he/she may designate another ASG member to chair, and/or any eligible ASG members shall request permission to chair. Additional details regarding Chair pro tem may be outlined in Standing Rules.

**Section 3 – Quorum**

The required quorum for conducting official meetings shall be one-third (33 1/3) of the ASG membership (Executive Board and ASG Officers) currently serving.

**Section 4 - Parliamentary Authority**

The current edition of Robert’s Rules of Order, small group internal process, shall be used as a guide to conduct and govern ASG meetings.

**Article IX: Committees**

**Section 1 - Standing Committees**

The Standing Committees of the ASG shall be:

1. Finance Committee, chaired by the ASG Treasurer;
2. Public Relations Committee, chaired by the Commissioner of Public Relations; and
3. Bylaws Committee, chaired by the ASG Vice President.
4. Other committees which may be established, as set forth in the Standing Rules, as amended from time to time.

**Section 2 - Other Temporary Committees**

Other temporary committees such as Ad Hoc or Advisory Committees may be created, as deemed appropriate, by action of the Associated Student Government or by the ASG President.

**Article X: Finances**

**Section 1**

The ASG shall establish an annual budget during the month of May of each year prior to the installation of new officers, which shall then be presented to the College President and the Board of Trustees at the end of the spring semester.

**Section 2**

The ASG shall develop its budget based on funds collected from the voluntary College Service Fee and other funding sources as stated by College and District policies.

**Section 3**

Additional fundraising events may be organized and conducted by ASG and its Standing and/or Ad-Hoc Committees in coordination with the Advisor.

**Section 4**

The ASG Executive Board shall be responsible for determining stipend amount for all ASG positions in Standing Rules and approved with Advisor.

**Section 5**

An affirmative majority (50 +1) vote of those present and voting at a regularly scheduled meeting shall be required to approve all expenditures of funds and shall be documented by written minutes of the meeting in which the vote was taken.

**Article XI: Due Process and Disciplinary Action**

Any officer or member of the Associated Student Government who fails to execute the duties of their position fully and faithfully may be considered for formal disciplinary action or removal upon action of the other members of the ASG. No formal action shall be entertained or undertaken without full consideration of due process guarantees and every alternative means must be considered and attempted informally prior to proposing or considering formal disciplinary proceedings.

1. Any member who believes that another member has failed to execute the duties of their position fully and faithfully following informal attempts to correct the inappropriate behavior, may ask the President of ASG to place “disciplinary action” on the agenda of the next regular meeting of the ASG. Said request must be seconded by another member. No discussion or debate on the issue shall be considered or allowed and no vote is necessary.
2. The President of ASG shall place the “disciplinary action” item on the agenda of the next regularly scheduled meeting, and provide written Notice to person facing disciplinary action- no less than 10 days prior to the meeting. The member who requested the agenda item will move the item to action. The motion must receive a second to be considered. Following a second, the member requesting such action will be allowed to speak to the issue and allowed sufficient time to address specific charges which may include but are not limited to: excessive absences or tardiness, failure to attend committee meetings of the ASG and/or of the College, failure to execute the duties of their individual office, abuse of other members, misuse of ASG or college property, or failure to follow the policies, procedures, or rules of the ASG or the College. The maker of the motion must also detail the informal measures that were attempted in an effort to correct the inappropriate actions or behavior as referenced in the Student Code of Conduct.
3. The accused member may address the accusations in defense of themselves and will be afforded sufficient time in their response to present evidence or witnesses in that defense. Such defense may include comments related to a lack of informal measures or opportunity to correct any deficiencies or inappropriate behavior and/or actions.
4. Following the comments of the maker of the motion and the accused, other members of ASG will be given the opportunity to speak to the issue. The Chair must alternate between those in favor of disciplinary action and those opposed. No more than two speeches in a row will be allowed on any one side of the issue. When there is no one else who desires to speak to the issue on the alternate side following two successive speeches on one side of the issue, the Chair will call for a vote.
5. The Members may either vote to dismiss the accused officer or member or they may vote to censure. A majority of the members voting in the affirmative is required to take disciplinary action. First consideration will be given to dismissal of the member. If the vote in favor of dismissal fails to receive a majority the Chair will entertain a vote for censure. A majority vote in favor of censure will require the accused officer or member to do all of the following:
	1. Forfeit the role of chair of any committee they may hold,
	2. Relinquish any stipend for which they would otherwise be eligible,
	3. Refrain from speaking or voting on any item before ASG for four meetings, and
	4. Be ineligible to hold any executive office in the ASG for a period of one full year following the semester for which they faced disciplinary action. May participate as a member of the public.
6. Disciplinary action may be reconsidered by the Student Government at any future meeting of the ASG following properly placing the item on the agenda. Letters of resignation may be accepted prior to a disciplinary action taken by ASG.

**Article XII: Amendments**

**Section 1**

Amendments to these Bylaws may be proposed when seconded, upon the motion of any ASG member. Further, an affirmative two-thirds (2/3) vote of the ASG members present and voting at a regular or special meeting called for purpose of consideration of such amendments must be received for passage.

**Section 2**

As part of the participatory governance process, the amendment shall be presented to the Vice President of Student Services, and the College President who may desire to share with the College Council.

**Section 3**

Comments and/or recommendations, if any, in response to a review of the Bylaw amendment(s) received from the College President or designee will be considered by the Associated Student Government. The members of the Associated Student Government recognize they exist under charter of the Governing Board of the District and will make every attempt to cooperate in the spirit of collegiality in all matters, including the development and modification to their governing documents.

**Article XIII: Enacting Clause**

Upon completion of consideration, review and adoption of proposed amendment(s) it (they) the bylaws, as amended, shall become effective at the time of adjournment of the Associated Student Government meeting following the consideration of comments, if any, from the College President. The President of the Associated Student Government shall place the item on the agenda as information under the heading “Enactment of Amended Bylaws.”

**Article XIV: Assessments**

There shall be no assessments levied against members of the Associated Student Government (formerly known as the Student Advisory Council).

Approved by Coastline Community College Council Tentative May 22, 2012

Amended and ratified by ASG on May 10, 2012

Distributed and posted on ASG website for Coastline Student Body on [DATE] [YEAR]

Shared and distributed at College Council on [DATE] [YEAR]