

ASG BYLAWS



COASTLINE COLLEGE  
Associated Student Government  
Bylaws

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## ASG BYLAWS

### **Preamble**

We, the students of Coastline College, establish these Bylaws for the Coastline College Associated Student Government (ASG) to champion the intellectual, social, educational, and cultural welfare of the Student Body.

ASG is recognized as the official student governing body of Coastline College and represents the student voice within the college's participatory governance process.

### **Article I: Name of the Organization**

The name of this co-curricular organization is the **Associated Student Government of Coastline College (ASG)**.

The organization may also be referred to as ASGCC, ASG or Student Government. Any reference in these Bylaws to "ASG" or "Student Government" refers to the Associated Student Government of Coastline College as a whole.

### **Article II: Mission**

The Associated Student Government (ASG) is the official voice of Coastline College students, dedicated to representing, empowering, and advocating for student needs by fostering an inclusive community, and supporting initiatives that enhance education through transparent, collaborative governance. Our community is focused on Diversity, Equity, Inclusion, Social Justice, Accessibility, and Anti-Racism (DEISAA). Empowered by students, ASG boldly creates change to build a thriving, equitable future where all students succeed and make a lasting impact.

### **Article III: Purpose**

The purpose of this Student Government organization shall be to:

- A. Effectively represent the Coastline College Student Body in the participatory governance process;
- B. Serve as a communication link between students and Coastline College (California Education Code Sections 70901 (b)(1)(E), 70902 (b)(7), 76060-76067 and Title V of the California Administrative Code 51023.7);
- C. Effectively participate in College and District policy decision-making processes (CCCD BP #5400);
- D. Provide input on proposed college programs, policies, procedures, and services that support the multicultural, social, and educational development of students;

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- E. Foster collaborative relationships with Coastline administration, faculty, and classified professionals to promote student success;
- F. Advocate for the best interests and well-being of the students of Coastline College;
- G. Protect and promote understanding of student rights and responsibilities;
- H. Identify and address student concerns;
- I. Support opportunities for growth, community, and empowerment;
- J. Provide ASG-sponsored programs, events, and services for students;
- K. Create and grow a vibrant community and thriving student life at Coastline College;
- L. Encourage student engagement, leadership opportunities, and development of transferable skills; and
- M. Foster a positive educational and cultural environment that supports student well-being and is free of discrimination.

## **Article IV: Membership and Eligibility**

### **Section 1: Membership**

The Associated Student Government members include all students currently enrolled at Coastline. Eligible students may apply for vacant officer positions. All members representing ASG are subject to its Bylaws.

### **Section 2: Eligibility**

- A. Coastline students may serve as an ASG officer provided they meet the following criteria:
- B. Continuously enrolled at Coastline College in at least five (5) credit units during their active term in the fall and spring semesters (CA Ed Code § 76061 and per Assembly Bill 1736) students are eligible at the time of the election and throughout the student's term if they:
  - a. Are enrolled in an adult education program at Coastline College, OR
  - b. Have a documented disability through Coastline's Special Programs & Services.
- C. Maintain the minimum academic standards required by the Coast Community College District.
- D. Be in good disciplinary standing with the Coast Community College District.

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- E. Have the capacity to commit time to: ASG general and sub-committee meetings, ASG position duties, ASG Committee duties, ASG events, College/District Committees, and College Events each semester;
- F. Have a strong interest in student advocacy and a willingness to serve fellow students of Coastline; and
- G. Students may not hold voting rights in ASG during any term in which an immediate relative (by blood, marriage, adoption, or domestic partnership) also serves as a voting member of ASG. This provision follows Coast Community College District Board Policy 7310 (Nepotism).

### **Section 3: Participation Protections**

No student shall be barred from participation in ASG on the basis of any of the following, including but not limited to:

Race or ethnicity, gender, gender identity, gender expression, religion, age, national origin, sexual orientation, marital status, medical condition, pregnancy, physical or mental disability, military or veteran status, or genetic information or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

### **Section 4: Attendance Communication Policy**

- A. All members are required to communicate any anticipated absence or late arrival in advance of scheduled meetings, in accordance with Article XV, Section 2, to ensure the Associated Student Government can plan accordingly.
- B. Notification must be provided to the Advisor(s) as the primary point of contact. Members must also notify the designated officer communication channel to ensure ASG is informed.
- C. Submission of notice does not require disclosure of personal reasoning; however, timely and professional communication is expected.
- D. Failure to provide appropriate notice (Article XV, Section 2) prior to an absence or late arrival by over 30 minutes will be considered a lapse in responsibility and may result in disciplinary action in accordance with Article XV, Section 1 of these Bylaws, unless experiencing extenuating circumstances.
- E. College/District committee responsibilities are not exempt from these policies.

## **Article V: Activation and Reactivation Processes**

### **Section 1: Requirements to Be Active**

To maintain active status, ASG must have a minimum of three ASG officers, with one being an Executive Officer. Should ASG membership fall below three officers, the organization will be deemed inactive and the ASG Advisor shall take action on behalf of the ASG, in consultation with existing officers, as applicable.

### **Section 2: Reactivation Process**

- A. While the ASG is inactive and the ASG Advisor is acting on behalf of the ASG, the ASG Advisor shall hold a special ASG meeting upon receipt of an officer application from a student who meets the criteria specified in Article IV, Section 2 of these Bylaws.
- B. Applications for vacant positions shall be addressed, discussed, and approved or rejected during this meeting in the order in which the positions are listed in Article VII of these Bylaws.
  - a. During this meeting, the ASG Advisor shall have the authority to appoint an eligible applicant to a vacant officer position, but the ASG Advisor shall discuss with and consider the opinions of any current ASG officers in attendance.
- C. Upon having three active ASG officers with one being an Executive Officer, the ASG shall be reactivated, and any further vacancies must proceed according to Article XI of these Bylaws. The ASG Advisor shall assume their normal role and duties as stated in Article X of these Bylaws immediately upon reactivation.
- D. The ASG may choose to have the ASG Advisor continue to chair the remainder of the previously mentioned special meeting, or any officer may volunteer to chair it.

## **Article VI: Benefits**

### **Section 1: Parking Permits**

ASG officers or delegates may have the cost of their parking permit provided or reimbursed for their active participation in ASG.

### **Section 2: Meal Stipends and Reimbursements**

ASG members may receive meal stipends and reimbursement for ASG-related travel. Reimbursements shall be permitted for pre-approved ASG purchases, in coordination with the ASG Advisor, for the amount paid.

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### **Section 3: ASG Shirts and Swag Items**

ASG officers and Committee Delegates are eligible to receive official ASG-branded clothing or other Coastline College branded materials.

## **Article VII: Organization**

### **Section 1: Executive Board**

There are six (6) ASG Executive Board positions: President, Vice President, Secretary, Treasurer, Legislative Affairs Commissioner and Public Relations Commissioner. The Executive Board is responsible for the orderly conduct of ASG meetings and ASG activities.

### **Section 2: Officer Positions**

Student Senators (Newport Beach Campus, Garden Grove Campus, Westminster Le Jao Campus, Distance Learning, Military, Campus Club, Equity, and Hope Scholar) shall be known as Officers of ASG.

### **Section 3: Protection for All Established Positions**

No position shall be removed, eliminated, or substantively modified in a manner that alters its purpose or appointment structure unless all of the following conditions are met:

- A. Approval by a three-fourths ( $\frac{3}{4}$ ) vote of all currently serving ASG Members.
- B. Review through the participatory governance process, including consultation with the Office of Student Services.
- C. Any action taken to remove or materially alter any position without satisfying all conditions above shall be considered invalid.
- D. Once the Hope Scholars Senator position is finalized, it will require formal written consultation with and recommendation from the Hope Scholars Program or its institutional designee for the role to be removed, eliminated, or substantively modified in a manner that alters its purpose or appointment structure.
- E. All positions are established by the Coastline Associated Student Government.

### **Section 4: ASG Elections**

Voting ASG Members (both Executive Board and Senators) shall be duly elected by the Student Body during the spring semester election time frame determined by the ASG in coordination with the ASG Advisor. Should any position be vacant post-Spring semester election, see Article

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XI, Section 1 of these Bylaws. Officers will transition responsibility following the final meeting of the Spring semester.

During the annual ASG election, any currently enrolled Coastline student, including current ASG officers, interested in being considered for an ASG officer position must declare intent of candidacy or be nominated by a current Coastline student within the timeframe set by the ASG Election Committee. All ASG positions are open to the Coastline Student Body.

- A. Ballots for Student Government positions shall be processed via a web-based program, which shall be distributed/made available to all currently enrolled Coastline students. The elected shall be determined by the candidate with the most votes.
- B. In no event shall a student vote be counted more than once. Only votes with an individual Coastline ID number will be included.

In the event that there are no competing applicants for a position, elections do not need to be held. The Public Relations Commissioner is the default Elections Committee Chair, however, should the PR Commissioner be interested in participating in the elections, the duties will be reassigned to another ASG Officer. Should another ASG Officer be unavailable, any Coastline student may serve as the Elections Committee Chair or serve on the Elections Committee in coordination with the ASG Advisor.

### **Section 5: Officer Terms**

The Executive Board and ASG Officers shall be elected by the Student Body or appointed by ASG. Each officer shall serve for:

- A. No student may serve more than two (2) terms in the same executive position.
- B. No student may serve more than three (3) total terms on the Executive Board, whether consecutive or non-consecutive.
- C. No student may serve more than four (4) total terms as a voting member of the Associated Student Government.
- D. For the purposes of this section, a “term” shall be defined as one academic year. Any service exceeding fifty percent (50%) of a term shall be considered a full term.
- E. One full semester of service, or half of a one-year term, must be at least 8 weeks in order to count towards an ASG Officer’s term limits.
- F. In no event shall any student serve more than five (5) years, or ten (10) full semesters, as an ASG Officer or Committee Delegate.

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### **Section 6: Committee Delegate**

- A. Committee delegates may serve on ASG Committees, subcommittees and task forces or represent the Student Body by serving on a campus or district-wide committee if appointed by two-thirds ( $\frac{2}{3}$ ) vote.
- B. Committee Delegates serve as non-voting members of ASG.
- C. Committee Delegates do not count toward ASG quorum.

### **Section 7: ASG Secretarial Support**

ASG may establish a budget to cover costs of secretarial services/support for ASG in case the secretary position or an alternate is unavailable.

### **Section 8: Participatory Governance**

The ASG officers and committee delegates will participate openly in the Coastline College's participatory governance process (CA AB1725 of 1988) by understanding the role of the Associated Student Government as a college stakeholder and shall act responsibly in fulfilling their obligations in accordance with law.

### **Section 9: Standing Rules**

The Standing Rules of ASG, which may be amended pending a two-thirds ( $\frac{2}{3}$ ), are incorporated as part of these Bylaws by reference herein.

## **Article VIII: Duties of Executive Board and Senators**

Duties and responsibilities of all positions are as follows:

### **Section 1: Executive Board**

#### **President**

Duties and responsibilities for the position of ASG President include the following:

- A. Shall be the primary representative of the Associated Student Government;
- B. Oversee operations of the Associated Student Government subject to the authority of the Student Body and delegates ASG responsibilities appropriately;
- C. Reviews and approves all Associated Student Government meeting agendas and assures posting in compliance with College policies and State law and distribution among ASG Student Body and the public;

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- D. Chairs all regular ASG meetings;
- E. Serves as a member of the District Student Council (DSC; CCCD BP 2900), or appoints a designee, and makes best efforts to ensure that no less than two additional ASG members attend each DSC meeting;
- F. Shall attend or send a delegate to the Board of Trustees meeting each month to provide a report on the status of Coastline ASG; a draft of this update must be submitted to the ASG Advisor at least three business days prior to the in-person presentation or before the deadline to submit a written report;
- G. Works collaboratively with the Advisor on ASG operations. If the position of President is vacant, see Article XI, Section 1.

### **Vice President**

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

- A. Serves as the Acting ASG President when the President is absent or the position becomes vacant;
- B. Assists the ASG President with the operations of ASG and is the alternate representative to the ASG President at College and/or District committees and/or meetings;
- C. Supports all ASG officers to help ensure that tasks are being completed;
- D. Serves as the default chair of the Bylaws Committee.
- E. Has preference to serve as a member of the District Student Council (DSC; CCCD BP 2900);

### **Secretary**

Duties and responsibilities for position of ASG Secretary include the following:

- A. As needed, prepares the ASG Agenda per the direction and approval of the ASG President.
- B. Records and types the ASG Meeting Minutes of all regular, special/emergency, and Executive Board meetings. Prepares the Meeting Minutes no later than 72 hours following each meeting, and distributes them to ASG and the ASG Advisor;
- C. Is responsible for drafting, maintaining, and organizing all official ASG correspondence;
- D. Shall keep and store files of the agendas and minutes appropriately and is responsible for maintaining all online records for the ASG;

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- E. Shall ensure all official ASG documents, including agendas and minutes, are accessible and are compliant with the Americans with Disabilities Act;
- F. Shall input the key items discussed/actions taken into the Coastline College Committee Report Form.

### **Treasurer**

Duties and responsibilities for position of ASG Treasurer include the following:

- A. Oversees finances, process monetary allocations, and money approved by the ASG based on ASG-approved criteria;
- B. Maintains ASG Budget tracking document;
- C. Makes recommendations on the expenditure of ASG funds;
- D. Gives monthly reports to the ASG on current status of the budget and expenditures. Meets with Coastline Business Services Office, as necessary, to provide an accurate financial report;
- E. Reviews ASG fund requisitions;
- F. Works with ASG Advisor and chairs the finance committee in the Spring semester to create the budget and board presentation for the upcoming academic year.

### **Public Relations Commissioner**

Duties and responsibilities for position of ASG Public Relations Commissioner include the following:

- A. Promotes ASG to the Student Body and recruits for membership;
- B. Serves as the Elections Committee Chair, prepares all election materials under the guidelines of the Elections Code. The Elections Committee Chair responsibilities will be reassigned to another student officer if the PR Commissioner plans to run for a position in the election cycle.
- C. Prepares all ASG 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 students, social media posts, etc.);
- D. Ensures ASG promotional materials and correspondence are accessible and are compliant with the Americans with Disabilities Act and Coastline College's accessibility guidelines;

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- E. Serves as chair for any fundraising events or Public Relations Committees;
- F. Meets as needed with Coastline Marketing Office to promote ASG events and elections;
- G. Delegates tasks regarding public relations to other ASG Officers.

### **Legislative Affairs Commissioner**

Duties and responsibilities for the position of Legislative Affairs Commissioner include the following:

- A. Serves as liaison between Coastline ASG and Region VIII on legislative advocacy and interests of Coastline's Student Body;
- B. Attends and provides updates to ASG on Student Senate of California Community College (SSCCC) Region VIII meetings and functions;
  - a. Ensures an alternate delegate is properly prepared and updated, in case of their absence.
- C. Serves as Coastline's default Delegate and will be given priority to attend Region VIII's Delegate Assembly meetings and the SSCCC General Assembly (GA). In the event ASG does not have a Legislative Affairs Commissioner, the ASG President is the designated alternate, followed by the Executive Board,
- D. Assists students with the SSCCC Resolution process and makes recommendations,
- E. Keeps ASG informed of actions taken by the SSCCC;
- F. Reviews Resolution Package from SSCCC before General assembly and makes recommendations for ASG to discuss before voting to support a resolution;
- G. Collaborates with the ASG Advisor, PR Commissioner, and staff to raise student civic participation and increase voter registration through events;
- H. In the case of the Legislative Affairs Commissioner being unable to serve as Regional Delegate for Coastline due to serving in another position within Region VIII, the President or designee will be Coastline's delegate in the SSCCC or appoint another officer as Delegate.

### **Section 2: Senators**

Senators are the primary representatives and advocates for assigned areas and shall have an equal vote with other officers within ASG.

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### **Campus Senators**

Coastline College offers classes and services at three (3) Orange County based campuses, Newport Beach Campus, Garden Grove Campus, Westminster Le Jao Campus, and distance learners. To ensure student representation, ASG Campus Senators are the voice of the students of the campus they represent. Duties and responsibilities for Campus Senators include the following:

- A. Serves as a liaison between ASG and the Coastline campus staff/faculty, the students, and the community of the campus they represent and other entities as applicable;
- B. Communicates on a regular basis with the area facilitator and/or campus dean;
- C. Supports Public Relations Commissioner by distributing information regarding all ASG events, initiatives, advocacy, and recruitment in designated areas by posting flyers, tabling, and conducting student outreach.

### **Distance Learning Senator**

Duties and responsibilities for the position of Distance Learning Senator include the following:

- A. Represents students who are primarily distance learners.
- B. Serves as a liaison between ASG, students and the Online and Distance Learning Department, and other entities as applicable;
- C. Advocates for the unique needs of distance learning students in the coordination and implementation of programming and initiatives.

### **Military Senator**

Duties and responsibilities for the position of Military Senator include the following:

- A. Serves as liaison between ASG and the Veterans Services Coordinator alongside the Veteran Resource Center, Military and Contract Education, and other entities as applicable;
- B. Advocates for the unique needs of active-duty service members, veterans, and their family members.

### **Campus Club Senator**

Duties and responsibilities for the position of the Campus Club Senator include the following:

- A. Serves as a liaison between faculty/staff, ASG and campus clubs;

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- B. Reviews and makes recommendations for changes to the Club Handbook including the club event process;
- C. Attends the quarterly Club/Advisor meetings during the Fall and Spring semesters;
- D. Assists in the coordination and implementation of the Join-a-Club event held during Fall and Spring semesters;
- E. Provides training opportunities for campus clubs on club processes, ASG practices, and as topics as requested;
- F. Ensures club request forms are moving through the process and assists clubs with processes for their initiatives.

### **Equity Senator**

Duties and responsibilities for the position of Equity Senator include the following:

- A. Serves as a liaison between ASG and Coastline Diversity & Equity initiatives, including regular communication with the Director of Student Equity and Title IX, the Student Equity & Achievement Work Group, Diversity Equity, and Inclusion (DEISSA) Committee, the Umoja, Lotus, Dream Resource and Pride Scholars programs and other initiatives as applicable;
- B. Supports the coordination and implementation of equity-based initiatives and events in the college and shares the information with the Public Relations Commissioner.
- C. Reviews all ASG publications to ensure compliance with the Americans with Disabilities Act.

### **Pilot Position - Hope Scholars Senator**

The Hope Scholars Senator role is a pilot position. Until the role is finalized, it may be altered by the bylaws committee and in collaboration with the Hope Scholars program employees.

- A. Appointment and Eligibility:
  - a. The Hope Scholars Senator position is exempt from the election process, and is appointed by the Associated Student Government of Coastline College
  - b. Hope Scholars will submit an application and it will be forwarded to ASG and the ASG Advisor
  - c. All communication outside of ASG meetings will be conducted on Canvas with the ASG Advisor as the point of contact.

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- d. The applicant pool shall not exceed fifteen (15) candidates per appointment cycle.
- e. The ASG shall appoint the Hope Scholar Senator from this applicant pool in accordance with the appointment procedures outlined in these Bylaws.
- f. An endorsement and confirmation of good standing from the student proctor is required for this position.
- g. Must be currently enrolled at Coastline College as a Hope Scholar Student.

### B. Duties and Responsibilities

The Hope Scholar Senator shall:

- a. Serve as a representative in partnership with the proctor for students participating in the Hope Scholars Program;
- b. Advocate for the unique needs of the Hope Scholar students in the coordination and implementation of programs and initiatives;
- c. Be granted special permission for absences due to unforeseen circumstances;
- d. Recommended to serve on at least one (1) College governance committee and provide updates to ASG, if able, submits a report via online submission from such committee after each meeting based on ability and if authorized by the proctor.
- e. ASG will appoint a second ASG officer to any College/District committee represented by the Hope Scholar Senator to ensure ASG representation in case the Hope Scholar Senator cannot attend for unforeseen circumstances.

### **Section 3: Duties of All ASG Members**

- A. Collaborates with the Public Relations Commissioner to ensure students are receiving information regarding all ASG online and in-person events, initiatives, advocacy, and recruitment in designated areas by posting flyers, hosting zoom based meet-and-greets and conducting student outreach.
- B. Shall serve on a minimum of one (1) College governance committee. Submits a report from such committee after each meeting, except the Hope Scholars Senator; and
- C. Other duties as assigned by the ASG President or Advisor.

## **Article IX: Committee Delegates on Participatory Governance Committees**

### **Section 1: Eligibility to Serve as a Committee Delegate on College/District/ASG Standing Committees**

Once all ASG officers have chosen one or more College or District committees on which to serve, a “College Committee Delegates Application” will be distributed to the Student Body to solicit eligible representatives.

Committee Delegates may also serve on ASG Standing Committees and Task Forces.

To be eligible, a student must:

- A. Be continuously enrolled at Coastline College in at least five (5) credit units during their active term in the fall and spring semesters (CA Ed Code 76061 (a));
- B. OR per Assembly Bill 1736, students are eligible at the time of the election and throughout the student’s term if they:
  - a. are enrolled in an adult education program at Coastline College OR
  - b. have a documented disability through Coastline's Special Programs & Services
- C. Complete the application.
- D. Be appointed and approved by majority vote of the Associated Student Government.

Committee Delegates for College and District Committees may serve for a maximum of five (5) years. Time serving as a Committee Delegate does not count toward ASG officer term limits. Committee Delegates do not count toward ASG quorum.

### **Section 2: Duties of College/District Committee/ASG Standing Committee Delegate**

Duties and responsibilities for position of Committee Delegates include the following:

- A. Serves as ASG’s representative on the assigned College and/or District committee;
- B. Attend all assigned committee meetings;
- C. Complete a report after each meeting and submit it to ASG and/or the ASG Advisor by the following ASG meeting;

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- D. Attend general ASG Meetings or read ASG minutes to keep up to date and accurately relay information regarding ASG to the assigned committee, required to attend at least one (1) ASG meeting per month;
- E. Committee Delegates must contact the ASG Secretary and ASG Advisor should an item need to be added to an upcoming ASG agenda. Agenda items may require one (1) week's notice.
- F. Be available to ASG Officers as needed to provide insight or understand messaging; and
- G. To the extent desired, Committee Delegates may participate and assist with ASG-sponsored events, committees, and affiliated events, in coordination with the ASG Advisor.

### **Section 3: District Student Council (DSC)**

The Associated Student Government is responsible for appointing three (3) ASG Officers to act as Student Delegates at the District Student Council (DSC). Participation in the DSC may count as the officer's required college/district committee participation. The ASG President and Vice President have preference for this position.

Up to three (3) alternate representatives should also be selected, these alternates will serve in place of a Student Delegate in the event that an appointed Student Delegate is unable to attend a scheduled meeting.

Duties and responsibilities for the position of ASG District Student Council Representative (ASG President, Vice President and one (1) ASG officer, unless otherwise appointed) include the following:

- A. Attend District Student Council meetings and functions;
- B. Serve as a Student Delegates for Coastline ASG to the District on issues, advocacy, and interests of Coastline's Student Body;
- C. Participate in Student Advocacy Day. In the event ASG does not have three (3) District Student Council representatives, the ASG Executive Board will be given priority to attend Student Advocacy Day;
- D. Participate in, or assign an alternate for, the DSC Community Service project. As appropriate, support the recruitment of student volunteers for the community service project; and
- E. Review applications and make recommendations as a member on the Selection Committee for the Student Trustee position for the Coast Community College District.

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- F. Vote on important issues facing the students of Coast Community College District.

### **Article X: The Role of ASG Advisor**

The college shall provide at least one (1) full-time Advisor to the ASG.

#### **Section 1: Duties and Responsibilities**

Duties and responsibilities for the position of ASG Advisor include the following:

- A. Works directly with Associated Student Government officers and Committee Delegates on a day-to-day basis;
- B. Provides guidance to ASG by offering historical context and navigating college procedures;
- C. Acts as a mentor for ASG in student advocacy efforts;
- D. Supervise the activities of the Associated Student Government;
- E. Advise and serve as support for ASG in regards to college/district communications, technical difficulties, officer and Committee Delegates applications, budget management and other ASG related responsibilities;
- F. Manage and maintain ASG and club forms on the ASG website;
- G. Ensure the Agenda is posted at all required locations, including online and on campus, 72 hours prior to regular ASG meetings, Bylaws Subcommittee meetings, Finance Subcommittee meetings and Elections Subcommittee meetings;
- H. Take action on behalf of ASG when the organization is inactive in accordance with Article V, Section 2;
- I. Works collaboratively with the Coastline ASG Executive Board on ASG operations.

### **Article XI: In-Term Appointments and Vacancies**

#### **Section 1: Vacancies in ASG**

In the case of vacant ASG positions, any Coastline College student who meets the eligibility requirements, (listed in Article IV, Section 2) may apply for appointment by ASG, including sitting ASG Officers and Committee Delegates.

Eligible applicants wishing to commit to the position may offer a short presentation prior to the vote. A two-thirds ( $\frac{2}{3}$ ) vote is required for appointment of a new officer. If a current ASG officer

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is appointed, the ASG officer will relinquish their current title and assume the new position immediately.

In the event that the position of President is vacant, the line of succession is as follows:

- A. If the position of President is vacant, then the Vice President shall be the Acting President and assume all responsibilities of the position of President until the position of President is filled.
- B. If both the positions of President and Vice President are vacant, then the Secretary shall be Acting President until either the position of President or the position of Vice President is filled.
- C. If the positions of President, Vice President, and Secretary are vacant, then the Treasurer shall be Acting President until any of the aforementioned positions are filled.
- D. If the positions of President, Vice President, Secretary, and Treasurer are vacant, then the Public Relations Commissioner shall be Acting President until any of the aforementioned positions are filled.
- E. If the positions of President, Vice President, Secretary, Treasurer and Public Relations Commissioner are vacant, then the Legislative Affairs Commissioner shall be Acting President until any of the aforementioned positions are filled.
- F. If all Executive Officer positions are vacant, then any ASG Officer may be appointed to Acting President until one of the Executive Officer positions is filled.
- G. Any vacant positions may have its duties and responsibilities taken up by any ASG officer on a volunteer basis in coordination with the ASG Advisor.

### **Section 2: Advertising ASG Vacancies**

Throughout the span of each semester, the ASG Advisor shall diligently use all available resources (including, but not limited to, the Coastline App, the Canvas Shell, and social media. Coastline College affiliated newsletters, email blasts, campus events, and physical media postings) to publicize vacant ASG positions to the Student Body,

All interested students shall be directed to visit the [ASG website](#) to complete an application and establish their eligibility to serve.

### **Section 3: Candidate Appointment**

The process for candidate appointments to an ASG position is as follows:

## ASG BYLAWS

- A. All applications for appointments from eligible candidates will be reviewed by the Associated Student Government during the designated agenda item for candidate appointments at the first regular meeting after the two-week posting period has passed;
- B. Each candidate will be informed of the time and date of the regular ASG meeting during which a candidate's application will be reviewed by the ASG;
- C. Candidate applications for each position are publicly reviewed by the Associated Student Government, one at a time;
- D. Each candidate may choose to spend three (3) to five (5) minutes to make a statement regarding why they believe they are the best candidate for the position to which they are applying for appointment;
- E. Candidate(s) may be asked to elaborate on their statement or respond to additional questions from ASG;
- F. A motion must be made to appoint a candidate or to table appointments in the case that the current candidates being reviewed are not to be appointed;
- G. A roll call vote is called for ASG officers to vote on the appointment or on tabling the appointments for the vacant positions;
- H. Appointments shall be approved if the candidate(s) receive a two-thirds ( $\frac{2}{3}$ ) vote in favor. Candidates may choose to remain in the room or step out while the voting takes place;
- I. The newly appointed ASG Officer assumes their position immediately after a two-thirds vote in favor is reached.

## **Article XII: Meetings**

### **Section 1: ASG Meeting Schedule**

- A. Meetings shall be scheduled by the President to occur once a week during the Fall and Spring semesters, with the exception of holidays and special events or circumstances.
- B. Day and time of the meeting shall be decided and may be changed by the ASG President, in collaboration with the Associated Student Government and the ASG Advisor, based on majority availability.
- C. The ASG meeting schedule must be decided and posted for the public within the first three weeks of the fall semester and the first three weeks of the spring semester.

## ASG BYLAWS

- D. Special meetings may be scheduled during the fall or spring semesters, during school breaks, or intersession, in accordance with College policy and State law.
- E. The ASG President or any Executive Board member may call a special meeting if there is a concurrence of the majority of ASG Officers and quorum is met, in accordance with District and College policy and State law.
- F. Serial meetings are prohibited. A majority of ASG members shall not, outside a properly noticed meeting, engage in a series of communications to discuss, deliberate, or take action.
- G. The ASG Advisor, or a designee of the Advisor, must be present for all ASG meetings.

### **Section 2: Presiding Officer and Chair Pro Tempore**

- A. The ASG President will preside over all regular ASG meetings.
- B. The Vice President is the default Chair Pro Tempore.
- C. Per the ASG President's discretion, they may designate another Executive Officer to act as Chair Pro Tempore as necessary.
- D. If no Executive Officer is available to chair the meeting, then an ASG Senator may be requested to chair.
- E. If the ASG is not active, the Advisor shall chair the meeting in accordance with Article V, Section 2.

### **Section 3: 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.

### **Section 4: Compliance with the Brown Act**

The Coastline College Associated Student Government is bound by the Brown Act for all regular meetings, special meetings, emergency meetings, and ASG standing committee meetings. Below are general rules that must be followed to remain in compliance.

- A. All regular and standing committee meetings must provide notice and an agenda to the public 72 hours prior to the meeting.
- B. All meetings must meet quorum requirements. Quorum shall be defined as a majority of currently filled ASG Officer positions. Vacant positions shall not be included in quorum calculations.

## ASG BYLAWS

- C. Meetings where quorum is present may not be held in secret. The public must be notified and the public informed 72 hours in advance of regular meetings (§54954.2(a)(1)) and 24 hours in advance of special meetings (§54956). If the agenda is not posted with advance notice, the meeting must be cancelled.
- D. Special meetings may be called by any member of the executive board or by a majority of the ASG officers. Only items on the Special Meeting Agenda may be discussed.
- E. The agenda must list each item of business and include a brief general description sufficient to inform the public.
  - a. Non-Agenda items may be discussed as long as no formal action is taken, (§54954.2(a)(1), §54954.2(a)(3)).
  - b. Emergency situations and immediate need for action are allowed to be added to the agenda prior to approving a motion for its approval in a regular meeting. The Meeting Minutes must document the special situation and what the emergency or immediate need for action is.
  - c. No action shall be taken on items not appearing on the posted agenda, except as permitted by law.
  - d. Closed sessions are only permitted on specific topics, like personnel, litigation, or labor negotiations.
- F. In order for action to be taken at a general or special ASG meeting, quorum must be met.

### **Section 5: Public Comment**

- A. All members of the public have the right to comment on items within the jurisdiction of the Associated Student Government. (§54954.3).
- B. Items do not need to be on the agenda in order for the public to make comments on a topic, however members of ASG may not take action unless the item is on the agenda.
- C. The meeting chair can decide both the number of speakers and time limits per speaker, as long as they are reasonable, neutral, and applied to everyone.
- D. ASG general guidelines are as follows, but may be amended at the meeting chair's discretion, at the time of the meeting:
  - a. Individuals wishing to make public comments at the time of the meeting, in person or remotely, are allowed a maximum of 5 minutes to address the ASG.

## ASG BYLAWS

- b. Individuals wishing to make public comments via online submission must submit their comments 72 hours before the scheduled meeting in order to be included in the minutes. An online submissions form will be available on the ASG website. Online submissions are limited to 650 words (Or 4,500 characters) and each commenter is limited to one comment per person per meeting. Online public comments will be read into the record by an Executive Officer, as assigned by the President at the time of the meeting.
- c. Public comment is limited to the first 20 comments received, prioritizing current students and in-person/remote speakers first. Each topic will be limited to 20 minutes in total. All unread online submissions for public comments shall be recorded in the Meeting Minutes.

### **Section 6: Meeting Minutes**

- A. Meeting minutes must be a record of all action taken.
- B. The vote of every ASG officer must be documented.
- C. Any emergency items or deviations must be noted.

## **Article XIII: Committees**

### **Section 1: Standing Committees**

Standing committees are subject to the Brown Act. Ad hoc committees composed of less than a quorum of the ASG and formed for a limited purpose and duration are exempt, consistent with state law.

The Standing Committees of the ASG shall be:

- A. Finance Committee, chaired by the ASG Treasurer;
- B. Bylaws Committee, chaired by the ASG Vice President;
- C. Election Committee, chaired by the Public Relations Commissioner or designee (during the Spring semester); and
- D. Other committees which may be established, as set forth in the Standing Rules, as amended from time to time.

## **Article XIV: Finances**

### **Section 1: ASG Budget Approval Process**

## ASG BYLAWS

The ASG Finance Committee, in coordination with the Advisor, shall establish an annual budget during the spring semester each year prior to the installation of new officers.

- A. A draft of the budget must be presented to ASG at a regular or special meeting. If there are changes to be made, the item is tabled and the ASG Finance Committee will update the annual budget at their next meeting and re-submit it for approval by ASG at the soonest possible regular meeting.
- B. This process continues until the annual budget is passed with a two thirds majority vote by ASG.
- C. Following ASG approval by a two-thirds ( $\frac{2}{3}$ ) vote, the budget shall then be presented to the Vice President of Student Services, the Director of Business Services, and the College President.
- D. The proposed ASG budget shall be submitted to the Board of Trustees by June 1st with the Board Presentation taking place during the June meeting (AP 3600).
- E. The ASG Treasurer, or ASG Officer designee, shall present the approved budget to the Board of Trustees at the June meeting (AP 3600).

### **Section 2: Budget Development**

- A. The ASG Finance Committee shall develop the budget based on funds collected from the voluntary College Service Fee and other funding sources as stated by College and District policies.
- B. The ASG Treasurer and ASG Advisor shall work with the Coastline Business Office to ensure fiduciary responsibility.

### **Section 3: ASG Fundraising**

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: Expenditure of Funds**

An affirmative majority (more than half) 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.

### **Section 5: Deposits**

- A. All ASG monies will be deposited with Coastline's Business Office.

## ASG BYLAWS

- B. All monies collected from ASG affairs must be substantiated by pre-numbered receipts, or other auditable records.
- C. All ASG, student club, and trust funds collected from any sources whatsoever shall be deposited immediately with the Business Office.
- D. If the Business Office is not open, all monies must be deposited by 5:00 p.m. on the first business day following the event.
- E. No part of the expense of any event may be paid from the money collected without the funds first being deposited into the ASG account.
- F. The Business Office shall issue receipts for all monies received.

### **Section 6: Inactive Club Funds**

In the event that a club remains inactive for two consecutive semesters (equivalent to one academic year), all of its funds shall be transferred to the Associated Student Government (ASG) Club Funding account.

## **Article XV: Due Process and Disciplinary Action**

### **Section 1: Disciplinary Action**

Every officer, delegate or representative of the Coastline College Associated Student Government (ASG) who fails to execute the duties of their position fully and faithfully may be subject to disciplinary action or removal from office by the Associated Student Government. Due process must be followed (as outlined in section 2 - Due Process) prior to any formal disciplinary action that can be considered by ASG, unless under special circumstances (listed in section 3, Item F.)

Any ASG officer who believes that a fellow officer, delegate, or representative has not fulfilled their duties fully and faithfully, (As detailed in section 2 of this Article - Full Execution of Duties,) may formally request disciplinary action by following proper procedure, (as outlined in Section 3 - Procedure for Disciplinary Action). Majority vote is required in order to consider probation or censure, two-thirds ( $\frac{2}{3}$ ) vote is required for removal from office.

### **Section 2: Due Process**

Due process must be followed in order for formal disciplinary action to be taken. The following are grounds for disciplinary action.

- A. Full Execution of Duties

Disciplinary action may be taken against any officer if the following conduct is exhibited.

## ASG BYLAWS

- a. Having an unexcused absence for three (3) consecutive meetings without notice to the ASG Advisor and/or the ASG President,
    - i. It is considered an excused absence if an ASG member has provided notice to ASG and the Advisor 30 minutes prior to missing a meeting.
    - ii. It is considered an unexcused absence if no notice is given within 30 minutes of the meeting.
  - b. Missing more than five (5) meetings in one semester.
  - c. Failure to complete assigned responsibilities,
  - d. Violation of ASG or Coast Community College District Policies,
  - e. Misuse of ASG or Coastline College property,
  - f. Harmful conduct towards a fellow ASG officer, Coastline Student, Faculty or Employee.
  - g. Conduct that misrepresents the views of Coast Community College District, Coastline College, or the ASG.
  - h. Failure to respond to three (3) urgent communication attempts in a two-week period, including, but not limited to meeting absences or assigned ASG responsibilities,
  - i. No ASG member may miss more than four (4) meetings in one semester without ASG or the ASG Advisor's approval.
- B. Informal efforts to confront conduct must be taken before formal disciplinary actions can be considered. Informal efforts includes, but are not limited to the following actions:
- a. An ASG Officer may request that the ASG Advisor meet with the officer of concern to discuss solutions to conduct issues.
  - b. One-Third ( $\frac{1}{3}$ ) ASG Officer requests to the ASG Advisor would require an improvement plan to be implemented by the ASG Advisor and the ASG Officer in question.
  - c. Fellow ASG Officers communicate their concerns to the ASG Officer in question,
  - d. Others, as deemed appropriate by the majority of ASG Members.

### **Section 3: Procedure for Disciplinary Actions**

- A. In order for disciplinary action to be taken, an ASG officer must move to request that Disciplinary Action Consideration for the officer under review be added to the agenda. The request must be seconded. No other action shall be taken, and no further discussion shall take place in the presence of quorum until the following meeting.
- B. If the officer under review is absent, best efforts to alert them of the action must be made by the ASG President and/or the ASG Advisor at least three (3) days prior to the next scheduled meeting.
- C. No special meeting may be called without posting the agenda 72 hours prior to a special meeting concerning disciplinary action.
- D. Disciplinary action items will be placed at the end of the agenda of the following meeting, before officer reports.
- E. When the “Disciplinary Action” Agenda Item is called, the following procedure must be followed.
  - a. The charging Officer must motion to seek disciplinary action against the officer under review.
  - b. The motion must be seconded.
  - c. The charging officer is given ten (10) minutes to present charges against the officer under review. They must provide evidence that the officer under review failed to execute their duties fully and/or faithfully. Evidence of informal efforts to address conduct may also be provided.
  - d. The officer under review is given ten (10) minutes to respond to the charges and present evidence.
  - e. The Meeting Chair must call for discussion, alternating between two (2) officers for the motion and two (2) officers against the motion. Once one side of the issue has no more speakers, the discussion ends.
  - f. Time for public comment must be permitted.
  - g. A vote is then called for dismissal of the officer under review.
  - h. Two-thirds ( $\frac{2}{3}$ ) vote of the ASG Officers present is required in order to dismiss the officer under review from their role.

## ASG BYLAWS

- i. A dismissed officer loses all benefits of an ASG officer, including a parking pass for which they were compensated.
- i. If the action to dismiss the officer fails, a vote is then called to censure the officer under review. A majority vote of the officers' present at the meeting is required to censure an officer, delegate, or representative.
  - i. A censured officer, delegate, or representative must:
    - 1. Step down from any committee or taskforce chair role,
    - 2. Lose speaking and voting privilege for four (4) meetings,
    - 3. Probation is required if an officer is placed under censure.
- j. If action to censure the officer fails, a vote is called to put the officer on probation. A majority vote is required to put an officer under probation.
  - i. An officer under probation is required to do the following:
    - 1. Create a Conduct Improvement Plan with the ASG Advisor.
    - 2. Meet with the ASG Advisor once a week to discuss progress.
    - 3. Failure to improve may result in further disciplinary action.
  - ii. An officer is placed under probation for four (4) regular meetings.
- k. If none of the motions pass, the officer in question resumes their role in good standing.
- l. If the ASG President is the officer in question, the ASG Vice President will be responsible for placing the item on the next regularly scheduled agenda and act as Chair of the meeting in its entirety.
- m. Action may be reconsidered by the Student Government at any future meeting of the ASG following properly placing the item on the agenda.
- n. Letters of resignation may be accepted prior to a disciplinary action taken by ASG.
- o. Disciplinary action may be requested at public comment by any student, faculty, or staff member of Coast Community College, including the ASG Advisor.

### F. Immediate Removal from Office

## ASG BYLAWS

- a. Special circumstances, where an immediate vote may be called to dismiss an officer include harmful behaviors towards another person, including harassment, discrimination, sexism, racism, intimidation, threats, violence, or violations of College policies or applicable law.
- b. A unanimous vote is required to immediately remove a member of ASG from office without prior notice.

### G. Returning After Dismissal

- a. ASG reserves the right to allow an officer to return to service as an ASG member one (1) year after dismissal.

## Article XVI: Resignation

- A. If for any reason an officer chooses to resign from their position, they shall submit a resignation letter to the executive board and the ASG Advisor at least twenty-four (24) hours prior to their resignation date.
- B. Resignation is accepted by majority vote.
- C. If a President is resigning, they shall notify the ASG Vice President and ASG Advisor.
- D. Parking permits may be revoked by a majority vote of ASG officers if students are no longer a participating officer or delegate in ASG before the end of their term.

## Article XVII: Amendments

### Section 1: Proposed Bylaws Changes

Amendments to these Bylaws may be proposed when seconded, upon the motion of any ASG officer. Further, an affirmative two-thirds ( $\frac{2}{3}$ ) vote of the ASG officers present and voting at a regular or special meeting called for the purpose of consideration of such amendment(s) must be received for passage.

### Section 2: Participatory Governance Presentation

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

### **Section 3: Participatory Governance Input**

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 XVIII: Enacting Clause**

Upon completion of the review, consideration, and adoption of any proposed amendment(s) to the Bylaws, and following consideration of any comments or recommendations submitted by the College President or designee, the Bylaws, as amended, shall become effective immediately upon adjournment of the Associated Student Government meeting at which final action is taken.

The President of the Associated Student Government shall include the enactment of the amended Bylaws on the agenda as an informational item under the heading “Enactment of Amended Bylaws.”

### **Article XIX: Assessments**

There shall be no assessments levied against members of the Associated Student Government.

Ratified and approved on May 20, 2026.