

# COASTLINE COLLEGE Associated Student Government Bylaws

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## **Preamble**

We, the students of Coastline Community College (also referred to as Coastline College), in order to promote and support the intellectual, social, educational, and cultural welfare of the students of Coastline Community College hereby establish these Bylaws for the Associated Student Government (ASG) of Coastline College. ASG is recognized as the official Student Governing Body within Coastline College and serves as the student voice within the participatory governance process.

## **Article I: Name**

The name of this co-curricular organization shall be the Associated Student Government of Coastline College, commonly referred to as ASG. The group may, from time to time, be referred to by other names such as, but not limited to: ASGCCC or Student Government. References in these bylaws to “Student Government” or “ASG” refer to the Associated Student Government of Coastline College as a whole.

## **Article II: Purpose**

The purpose of this student government organization shall be to:

- A. Effectively represent the Student Body in the participatory governance process;
- B. To serve as a communication link between students and Coastline College (California Education Code Sections 70901 (1)(E), 70902 (b)(7), 76060-76067 and Title V of the California Administrative Code 51023.7);
- C. To advocate for the best interests of Coastline students;
- D. Protect and promote student rights and responsibilities;
- E. Research issues of concern affecting Coastline students;
- F. Identify and provide ASG-sponsored events and services;
- G. Build and maintain a vital and thriving student life at Coastline;
- H. Effectively participate in College and District policy decision-making processes (CCCD BP #5400);
- I. Serve in a consultative capacity on College-proposed programs, procedures, processes, and services to further multicultural, social, and educational growth of Coastline Students;
- J. Encourage student engagement and development of leadership and transferable skills;

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- K. Foster collaborative relationships with Coastline administration, faculty, and staff for the purpose of promoting CCC students' success;
- L. Pursue and promote justice, equity, diversity, and inclusion; and
- M. Enhance a positive cultural and educational environment for students to stimulate intellectual, physical, and social morale, and prevent the discrimination of students.

### **Article III: Membership and Eligibility**

#### **Section 1—Membership**

All students enrolled in Coastline during any given semester are members of this organization and are eligible to become an officer based on criteria in Article III, Section 2 of these bylaws. All members representing ASG are subject to the Bylaws.

#### **Section 2—Officers**

Coastline students may serve as an ASG officer provided they meet the following criteria:

- A. 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)); 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
- B. Meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district;
- C. Be of good standing in the District and at Coastline, and have good standing in the community;
- D. Be able to commit hours per: ASG general and sub-committee meetings, ASG position duties, ASG Committee duties, ASG events, College/District Committees, and College Events each semester;
- E. Have a strong interest in student advocacy and a willingness to serve fellow students of Coastline; and
- F. No student will have voting rights in ASG during any term in which that student's relative—either by blood or marriage, including legally adopted or domestic partnership—is serving on ASG and holding voting rights. ASG expressly incorporates the Coast Community College District's Board Policy # 7310, Nepotism, into these Bylaws by reference.

#### **Section 3—Participation Protections**

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

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Race; Color; Sex; Gender identity; Gender expression; Religion; Age; National origin; Ancestry; Sexual orientation; Marital status; Medical condition; Physical or mental disability; Military or veteran status; or Genetic information.

### Section 4—Member Removal

The ASG Board may place an ASG officer or delegate on probation or seek removal of the officer or delegate 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—Forfeiture and Probation

Forfeiture will be defined as any position relinquished by the ASG officer or delegate verbally or in writing or if the officer misses 3 consecutive ASG meetings or mandatory events without notification or the inability to do one's job requirements as listed in these bylaws. Alternatively, if the ASG, advisors or officers, are unable to reach an officer or delegate after 3 attempts over a 2-week period, or if the board majority votes that the ASG officer or delegate is not meeting their job requirements listed, the advisor may place the ASG officer or delegate on probation immediately. At the next ASG meeting, the ASG officers may hold a vote. The committee may hold a vote to remove that officer or delegate with a 2/3 vote.

Probation status remains in effect for the four regular ASG meetings following the meeting wherein a given officer or delegate was placed on probation. Probation requires said ASG officer or delegate meet with the ASG advisor and develop an improvement plan by the ASG meeting immediately following their placement on probation. If an officer or delegate is found to be in violation of their probation, then formal disciplinary action may be taken in accordance with Article XV.

### Section 6—Resignation and Notification of Vacancy

When a position is made available, ASG will notify the general student population of the vacancy and will not fill the position until at least 2 weeks post notification. Agenda will include items to fill the vacant position.

If for any reason an officer chooses to resign from their position, they must provide notification in writing or submit a resignation letter. Notification will go to the ASG executive board and advisor at least twenty four hours prior to their resignation date. If a President is resigning, they shall notify the ASG Vice President and ASG advisor.

## **Article IV: 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 Executive Board, in consultation with existing officers, as applicable.

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### Section 2—Reactivation Process

While the ASG is inactive and the ASG Advisor is acting on behalf of the ASG Executive Board, 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 III, Section 2 of these bylaws. 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 VI of these bylaws. 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.

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. The ASG may choose to have the ASG Advisor continue to chair the remainder of the previously mentioned special meeting, or any of the officers may volunteer to chair it.

## Article V: Benefits

### Section 1—Parking Permits

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

### Section 2—Stipends and Reimbursements

ASG members do not receive stipends from the ASG. However, reimbursements shall be permitted for pre-approved ASG purchases, in coordination with the ASG advisor, for the amount they paid.

### Section 3—ASG Shirts

ASG officers and Committee Delegates are eligible to receive official ASG shirts.

## Article VI: Organization

### Section 1—Executive Board

There are five (5) ASG Executive Board positions: President, Vice President, Secretary, Treasurer, and Public Relations Commissioner. The Executive Board is responsible for the orderly conduct of all ASG meetings and ASG activities.

### Section 2—Officer Positions

Executive Board positions and Student Senators (for Newport Beach Campus, Garden Grove Campus, Westminster/Le Jao Campus locations, Distance Learning, Military, Legislative Affairs,

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Campus Clubs, Equity, and any other as deemed necessary by the organization), shall be known as Officers of ASG.

### Section 3—Officer Elections

ASG Officers (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 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 4—Officer Terms

All officers shall be elected or appointed for a term of one year. A year is defined as commencing at the last meeting of spring semester to the last meeting of the following spring semester. Time of service begins after the last meeting of the spring semester (or upon appointment) and ends at the last meeting of the following spring semester.

Each officer shall serve for no more than two (2) years in an Executive Board position or three (3) years lifetime maximum as part of the ASG in any officer position or five (5) years lifetime maximum as part of the ASG in any position (i.e. Committee Delegate). In no event shall any student serve more than five (5) years total of service or portion thereof (i.e. any portion of service longer than one semester, 16 weeks, within an academic year, shall be considered as a full year).

### Section 5— Committee Delegate

Committee Delegates serve as non-voting members of ASG and provide the student voice to the campus decision-making process by serving on specific campus or district-wide committees on behalf of ASG. Committee Delegates do not count toward ASG quorum.

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### Section 6—ASG Advisor

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

### Section 7—ASG Secretarial Support

The ASG may establish a budget to cover costs of secretarial services/support for the ASG.

### Section 8—Participatory Governance

The ASG officers will participate openly in the Coastline College's participatory governance process (CA AB1725 of 1988) by understanding its role 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 2/3 vote, are incorporated as part of these Bylaws by reference herein.

## **Article VII: Executive Board of ASG Duties and Description**

### Section 1—President

Duties and responsibilities for 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 membership;
- C. Inspects and approves all Associated Student Government meeting agendas and assures posting in compliance with College policies and State law and distribution among ASG membership;
- D. Shall be responsible to chair ASG meetings;
- E. Serve as a permanent member of the District Student Council (DSC; BP 2900), or appoints a designee, and guarantee that no less than two ASG officers attend each DSC meeting;
- F. Shall attend or send a delegate to the first 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. Shall serve on a minimum of one (1) College governance committee. Submits a report for updates from such committee;
- H. Works collaboratively with the Advisor on ASG operations.

If the position of President is vacant see Article XI, Section I.

### Section 2—Vice President

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

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- 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 may be asked to represent the ASG President at College and/or District committees and/or meetings;
- C. In coordination with the Advisor, conducts application and review process for representatives to serve on committees, task forces, or groups;
- D. Shall serve on a minimum of one (1) College governance committee. Submits a report for updates from such committee;
- E. Serves as chair for Bylaws Committee which shall meet at least once a month; and
- F. Other duties as assigned by the ASG President or Advisor.

### Section 3—Secretary

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

- A. Prepares the ASG Agenda per direction and approval of ASG President. Posts and emails agenda to all current ASG Board members; Works with the ASG Advisor to ensure agenda is posted within 72 hours prior to meetings, in accordance with the Brown Act
- B. Records and types the ASG meeting minutes of all regular, special/emergency, and Executive Board meetings. Prepares the meeting minutes no later than three (3) business days following each meeting, and distributes them to ASG and the ASG Advisor;
- C. In collaboration with the ASG President, assures that all ASG meeting agendas are distributed and posted at a designated College location in accordance to State law, District and College policy;
- D. Is responsible for official correspondence requested from the ASG President;
- E. Shall keep and store files of the agendas and minutes appropriately; Is responsible for maintaining all records of the ASG in the ASG office and online;
- F. Shall ensure all official ASG documents, including agendas and minutes, are accessible and are compliant with the Americans with Disabilities Act;
- G. Shall complete the Coastline College Committee Report Form within 24 hours after every ASG meeting;
- H. Shall serve on a minimum of one (1) College governance committee. Submits a report for update from such committee; and
- I. Other duties as assigned by the ASG President or Advisor.

### Section 4—Treasurer

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

- A. Oversees finances, process allocations, and money approved by the ASG;
- B. Maintains ASG Budget tracking document;
- C. Is responsible for making 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 monthly financial report;
- E. Reviews ASG fund requisitions;

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- F. Works with ASG advisor and finance committee in the Spring semester to create the budget and board presentation for upcoming academic year;
- G. Shall serve on a minimum of one (1) College governance committee. Submits a report for updates from such committee; and
- H. Other duties as assigned by the ASG President or Advisor.

### Section 5—Public Relations Commissioner

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

- A. Promotes ASG and recruits for membership;
- B. Serves as Chair of Public Relations Committee;
- C. Serves as the Elections Committee Chair; Prepares all election materials under the guidelines of the Elections Code. 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.
- D. 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 students, social media posts, etc.);
- E. Ensures ASG promotional material and correspondences are accessible and are compliant with the Americans with Disabilities Act;
- F. Serves as chair for any fundraising events;
- G. Meets as needed with Coastline Marketing Office to promote ASG events and elections;
- H. Shall serve on a minimum of one (1) College governance committee. Submits a report for update from such committee; and
- I. Other duties as assigned by the ASG President or Advisor.

## Article VIII: ASG Senator Officer Duties and Descriptions

### Section 1—Senators

Senators are the primary representatives and advocates for assigned areas and shall have an equal vote with other officers within ASG, except as noted in Article III, Section 2, Clause F. However, the Executive Board may, by majority vote of executives, amend, limit, or modify the issues raised by Senators.

### Section 2—Area Senators

Coastline College is comprised of several decentralized campuses and Distance Learning. To ensure student representation, ASG Area Senators represent and oversee the areas of Garden Grove Campus, Newport Beach Campus, and Westminster/Le-Jao Campus.

Duties and responsibilities for Area Senators include the following:

- A. Serves as a liaison between ASG and the Coastline learning campus staff, students, and community of their designated area;



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- B. Communicates on a regular basis with the area facilitator and/or learning campus dean;
- C. Distributes information on ASG events, initiatives, advocacy, and recruitment to designated area; and
- D. Shall serve on a minimum of one (1) College governance committee. Submit a report for updates from assigned committee.

### Section 3—Distance Learning Senator

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

- A. Serves as a liaison between ASG and the Online and Distance Learning Department, and other entities as applicable;
- B. Shall advocate for the unique needs of distance learning students in the coordination and implementation of programming and initiatives;
- C. Shall serve on a minimum of one (1) College governance committee. Submits a report for update from such committee.

### Section 4—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 Programs and Services, and other entities as applicable;
- B. Shall advocate for the unique needs of active duty service members, veterans, and their family members;
- C. Shall serve on a minimum of one (1) College governance committee. Submits a report for update from such committee.

### Section 5—Campus Club Senator

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

- A. Serves as a liaison between ASG and campus clubs;
- B. Will review and make recommendations for changes to the Club Handbook;
- C. Will attend the monthly Club/Advisor meetings during the Fall and Spring semesters;
- D. Assist in the coordination and implementation of the Join-a-Club event held during Fall and Spring semesters;
- E. Attend and provide training opportunities for campus clubs on club processes, ASG practices, and as topics as requested;
- F. May serve on a minimum of one (1) College governance committee. Submits a report for update from such committee.

### Section 6—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 Title IX and Equity, the Student Equity &

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Achievement Work Group, Diversity Equity and Inclusion (DEI) Committee, and other initiatives as applicable;

- B. Shall support the coordination and implementation of equity-based initiatives in the college.
- C. Shall review all ASG publications to ensure compliance with the Americans with Disabilities Act.
- D. Shall serve on a minimum of one (1) College governance committee. Submits a report for update from such committee. Schedule permitting, the Equity Senator shall attend a committee with an equity focus, such as Diversity Equity and Inclusion (DEI).

### Section 7—Legislative Affairs Senator

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

- A. Attends and reports back to ASG on Student Senate of California Community College (SSCCC) Region VIII meetings and functions;
- B. Serves as liaison between Coastline ASG and Region VIII on legislative advocacy and interests of Coastline’s Student Body;
- C. Serves as Coastline’s default Delegate for Region VIII’s Delegate Assembly meetings and attends the SSCCC General Assembly (GA). In the event ASG does not have a Legislative Affairs Senator, the ASG President or designee, then followed by the Executive Board, will be given priority to attend Region VIII’s Delegate Assembly meetings and SSCCC General Assembly;
- D. In the case of the Legislative Affairs Senator 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.
- E. Reviews Resolution Package from SSCCC before GA and make recommendations for ASG to approve;
- F. Collaborates with the ASG Advisor and staff to raise student civic participation and increase voter registration through events such as Constitution Day and other relevant events;
- G. May serve on a minimum of one (1) College governance committee. Submits a report for update from such committee.

## **Article IX: Student Representatives on Participatory Governance Committees**

### Section 1—Serving on Campus/District Committee

Once all 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, with a 2.0 GPA, at Coastline College to apply and serve as a representative on College/District committees. Student Representatives on College and/or District Committees will complete an application. All student representatives on College and/or District Committees will be appointed and approved by a majority vote of ASG officers. Committee Delegates may serve for a maximum of three years. Time serving as a

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Committee Delegate does not count toward the officer term limits. Committee Delegates do not count toward ASG quorum.

### Section 2—Duties of Campus/District Committee Delegate

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

- A. Serve as ASG’s liaison to the assigned College and/or District committee;
- B. Attend all assigned committee meetings, type up meeting notes, and submit them within 3 business days to the ASG officers and Advisor or by the following ASG meeting;
- C. Read and provide feedback on ASG minutes to accurately relay information about ASG to their assigned committee;
- D. Committee Delegates are required to attend one ASG general meeting a month (either in-person or online);
- E. Delegates must immediately contact the ASG Secretary and ASG Advisor should an item need to be added to an upcoming ASG agenda.
- F. Be available to ASG members to receive input and feedback; 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)

ASG is responsible for providing three student representatives (ASG Officers) to the District Student Council (DSC). Participation on DSC counts as the officer’s college committee participation.

Duties and responsibilities for position of ASG District Student Council Representative (ASG President and two ASG officers) include the following:

- A. Attend District Student Council meetings and functions;
- B. Serve as liaison between Coastline ASG and 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 find a suitable substitute, 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.

## Article X: The Role of ASG Advisor

### Section 1—Duties and Responsibilities

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

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- A. Works directly with student officers and Committee Delegates on a day-to-day basis;
- B. Provides guidance to ASG by offering historical context, navigating college procedures, and honing student advocacy;
- C. Supervise the activities of the student government;
- D. Serve as logistical support for the ASG especially in regard to college communications, technical difficulties, officer and Committee Delegate applications, and budget management;
- E. Manage ASG and club forms;
- F. Take action on behalf of ASG when the organization is inactive in accordance with Article IV, Section 2;
- G. Works collaboratively with the Executive Board on ASG operations.

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

### Section 1—Vacancies in ASG

Vacancies for any position in the Associated Student Government organization will be filled by a candidate that submits an application and meets the requirements articulated in Article III of these Bylaws.

The ASG may appoint an existing ASG officer or delegate who has submitted an application to a vacant position. An ASG officer or delegate wishing to commit to the position may offer a short presentation prior to the vote. If two-thirds (2/3) of the vote is affirmative in favor, the ASG officer will relinquish their current title and assume the new position immediately.

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. 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. 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. 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. If all Executive Officer positions are vacant, then any ASG Officer may volunteer to be Acting President until one of the Executive Officer positions is filled.

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

At the beginning of each semester, the ASG Public Relations Commissioner shall diligently use all available resources (including, but not limited to, online, social media, print, video- movie, and telephone resources), to publicize the specific positions and the number of vacancies that exist, in

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

### Section 3—Applicants to fill a Vacancy

Students who have completed the application for a vacant position and are determined to be eligible to serve are invited to attend an ASG meeting, where they will be asked to introduce themselves to the currently serving officers and delegates of ASG.

### Section 4—Candidate Appointment

During a regularly scheduled or special meeting of the ASG (if called for the purpose of ratifying appointments), the agenda will include an item to fill the vacant position(s); positions will be listed on agenda in order of their appearance within these bylaws. ASG Officers will vote to approve the appointment of the candidate(s). A candidate wishing to commit to the position may provide a short presentation prior to the vote. Such appointments shall be approved if the candidate(s) receives a two-thirds (2/3) vote in favor. Candidates may choose to remain in the room or step out while the voting takes place.

The appointed ASG officer shall assume their position immediately upon receiving a majority vote in favor of such appointments.

## Article XII: Meetings

### Section 1—ASG Meeting Schedule

Meetings shall be scheduled by the ASG President after consultation with ASG officers and delegates, 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. ASG shall ensure that the ASG meeting schedule does not conflict with existing College/District governance meetings.

The ASG President, in coordination with the ASG Advisor, has authority to change the meeting time as deemed appropriate in consultation with the Advisor and ASG officers. 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 District and College policy and State law.

The ASG Advisor, or designee, must be present for all ASG meetings.

### Section 2—Presiding Officer and Chair Pro Tempore

The ASG President will preside over all ASG meetings. Per the President's discretion, they may designate another executive officer. If no executive officer is available to chair the meeting, then ASG Senators can be requested to chair. If the ASG is not active, the Advisor shall chair the meeting in accordance with Article IV, Section 2.

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### Section 3—Quorum

Quorum is defined as the minimum number of voting members who must be present to conduct substantive business. The required quorum for conducting official meetings shall be the majority (or more than half) of currently serving ASG Officers (Executive Board and Senators).

### 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.

### Section 5—Public Comment

Members of the public have the opportunity to address the Associated Student Government (ASG) on any item within the jurisdiction of ASG. Individuals wishing to make comments are allowed a maximum of 5 minutes to address the ASG. Each topic will be limited to 20 minutes in total.

## **Article XIII: Committees**

### Section 1—Standing Committees

The Standing Committees of the ASG shall be:

- A. Finance Committee, chaired by the ASG Treasurer;
- B. Public Relations Committee, chaired by the ASG Public Relations Commissioner;
- C. Bylaws Committee, chaired by the ASG Vice President;
- D. Election Committee, chaired by the Public Relations Commissioner or designee (during the Spring semester); and
- E. 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 a work group, task force or advisory committee may be created, as deemed appropriate, by action of the ASG or by the ASG President, in coordination with the ASG Advisor.

### Section 3—Procedures

All ASG committees must operate in accordance with the Brown Act.

## **Article XIV: Finances**

### Section 1—ASG Budget Approval Process

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

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Following ASG approval by a two-third (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. 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). 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

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. 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 the 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—Student Travel

Student travel meal expenses are set in accordance with current district travel policy (AP 7400). Meal limitations depend on departure time.

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

Any officer or delegate 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 officers of the ASG. No formal action shall be entertained or undertaken without full consideration of due process guarantees, and all alternative means must be considered prior to proposing or considering formal disciplinary proceedings.

- A. Any officer or delegate who believes that another officer or delegate has failed to execute the duties of their position fully and faithfully, and following informal attempts to correct the inappropriate behavior, may ask the President of the ASG to place “disciplinary action” on the agenda of the next regular meeting of the ASG. Said request must be seconded by another officer. As mentioned in the Article III, Section 4, ASG officer or delegate will need to meet with the ASG advisor to develop an improvement plan. No discussion or debate on the issue shall be considered or allowed, and no vote is necessary.
- B. The President of the ASG shall place the “disciplinary action” item on the agenda of the next regularly scheduled meeting, and provide written notice to the person facing disciplinary action, no fewer than three (3) days prior to the meeting. The officer or

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delegate who requested the agenda item will move the item to action. The motion must receive a second to be considered. Following a second, the officer or delegate 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 measures that were attempted in an effort to correct the inappropriate actions or behavior as referenced in the Student Code of Conduct.

- C. The officer or delegate in question may address the allegations 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 measures or opportunity to correct any deficiencies or inappropriate behavior and/or actions.
- D. Following the comments of the maker of the motion and the accused, other members of the ASG will be given the opportunity to speak to the issue. The President must alternate between those in favor of disciplinary action and those opposed. No more than two speeches, 3-5 minutes each, 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 end debate and execute a roll-call vote.
- E. The officers may either vote in favor or against to dismiss the officer in question or officer or delegate, or they may vote to censure. A majority of the officers voting in the affirmative is required to take disciplinary action. First consideration will be given to dismissal of the officer or delegate. 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 officer in question to do all of the following:
  - a. Forfeit the role of Chair of any committee he or she may hold;
  - b. Refrain from speaking or voting on any item before the ASG for four meetings but will be allowed to participate as a member of the public; and
  - c. Be ineligible to hold any Executive position in the ASG for a period of one full year following the term in which they faced disciplinary action. The person may participate as a member of the public.
- F. If the President of Student Government is the officer in question, the Vice President will be responsible for placing the item on the next regularly scheduled agenda and act as Chair of the meeting.
- G. 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 XVI: 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 (2/3) vote of the ASG officers present and voting at a



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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 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 XVII: Enacting Clause

Upon completion of consideration, review, and adoption of proposed amendment(s), 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 XVIII: Assessments

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

Ratified and approved on May 24, 2023.