

SAN DIEGO CITY COLLEGE

ASSOCIATED STUDENTS

CONSTITUTION, BYLAWS AND
AMENDING ARTICLES OF THE
2026-2027 SCHOOL YEAR



San Diego City College
1313 Park Blvd.
San Diego, CA 92101

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SAN DIEGO CITY COLLEGE ASSOCIATED STUDENTS
CONSTITUTION OF 2026-2027

PREAMBLE

We, the students of San Diego City College, acting as an independent body within the Community College District, establish this Constitution to form a student government committed to meaningful participation in all matters affecting students. Through student-led initiatives, shared governance, and collaboration across the community college system, we aim to shape and enhance educational programs, protect freedom of assembly and expression, advocate for student interests in college decision-making, provide services and activities for students, and advance our shared interests as both students and citizens. With these goals in mind, we hereby ordain and establish this Constitution.

ARTICLE I

NAME, COLORS, TEAM NAME AND EMBLEM

Section I **NAME**

The name of this organization shall be the Associated Students Government of San Diego City College, hereafter to be commonly referred to as “ASG”.

Section II **COLORS**

The official school colors shall be cardinal red and white.

Section III **TEAM NAME**

The official name for those teams, representing the Associated Students of San Diego City College shall be the “Knights”.

Section IV **EMBLEM**

The official emblem of the Associated Students of San Diego City College shall be a Knight and/or a pictorial that includes “ASG”.

ARTICLE II

MEMBERSHIP: RESPONSIBILITIES AND PRIVILEGES

Section I Associated Students membership is granted to any City College student upon purchase of an Associated Students sticker to be placed on the back of their current year student ID.

Section II All currently enrolled City College students have the right to vote in all City College student elections.

Section III Dues of Associated Student membership shall be determined by a two-thirds (2/3) vote of the College President and the Board of Trustees.

Section IV Additional privileges for members of the Associated Students shall be enumerated in the bylaws.

ARTICLE III

ORGANIZATIONAL STRUCTURE

Section I The affairs and properties of the Associated Students shall be administered by the Associated Students of San Diego City College. The Associated Students Government is composed of the Associated Students Government (ASG) Executive Board, the ASG Senate, the Inter-Club Council (ICC) and the Student Clubs & Organizations Representatives.

Section II **The Board Powers**

- Clause 1** ASG Board is defined as the Executive Board, Senate, and other positions delineated in the Constitution and Bylaws, up to three ICC Representatives (Hereinafter referred as the ASG Board).
- Clause 2** Conduct the affairs of the Associated Students in a manner consistent with parliamentary procedures and Robert's Rules of Order.
- Clause 3** Initiate appropriations of funds through the ASG Executive Council.
- Clause 4** Approve an annual budget and assist in establishing a calendar of campus events.
- Clause 5** Shall have additional powers to implement this Constitution as enumerated in the Bylaws.

Section III **The ASG Executive Council Powers**

- Clause 1** ASG Executive Council is defined as the Associated Students President/Trustee, Vice President, Secretary, Treasurer, Senate President, ICC President, and Government Affairs Officer.
- Clause 2** Establish an agenda for all meetings of the ASG Board of the Associated Students.
- Clause 3** Create committees for action, chaired by members selected by the Executive Council.
- Clause 4** Manage the administrative duties of its officers, committees, and Board.
- Clause 5** And, shall have those additional executive powers as enumerated in the Bylaws.

Section IV **The Senate Powers**

- Clause 1** Review the operations of student government by inquiry and audit.
- Clause 2** Refer matters to Dean of Student Affairs and Student Affairs Coordinator.
- Clause 3** Upon the acceptance of the findings of the Student Affairs Dean and Student Affairs Coordinator by the ASG Board, take appropriate action up to expelling an officer or any other member from the Associated Students for failing to uphold this Constitution, Bylaws or funding criteria.

Section V **Review Board**

- Clause 1** A Review Board. shall be established.

Clause 2 The Review Board shall perform duties described in the Bylaws. The Review Board of the Associated Students of City College shall consist of three (3) to five (5) members appointed by the Dean of Student Affairs to consist of students not affiliated with ASG, and various constituency groups of employees, such as faculty, counselors, supervisors and classified professionals.

Section VI **Veto Power**

The Executive Council may veto an action by the ASG Board with a 50% + 1 vote. The Senate may override any such veto with a 50% + 1 vote.

ARTICLE IV

NOMINATIONS AND QUALIFICATIONS FOR OFFICE

Section I **Nominating Process**

Clause 1 Candidates shall be eligible to run for an elected position in the Associated Students after submitting an online Election Form, completion of candidate orientation and upon verification of eligibility, which is determined by the Student Affairs Office.

- a) The nomination petition for the elected executive positions of Associated Students Executive positions requires one hundred (100) nominating signatures from the general student body.
- b) The nomination petition for all other ASG Board positions requires fifty (50) nominating signatures from the general student body.

Sub Clause I *Each prospective candidate is responsible for gathering signatures for their personal packet only. No signatures by proxy are permitted under any circumstances. Violations of this clause may result in disqualification under review by the Dean of Student Affairs Student Affairs Coordinator.*

- c) A first semester student shall not be required to have units earned in the candidates' first election but must submit a letter of recommendation by a counselor or faculty member.
- d) No Executive candidate shall hold an executive seat in any club or organization under the administration of the San Diego Community College District.
- e) The majority of units in a candidate's course load must be attended at City College, with a minimum of five (5) units.
- f) The Dean of Student Affairs, under due process of District Policy 5500, shall determine the fitness of a candidate for office based on any previous disciplinary action.

Clause 2 Nominations criteria must meet all qualifications as enumerated in the Constitution, as well as the Bylaws.

Clause 3 Should vacant positions exist, the Dean of Student Affairs and/or the Student Affairs Coordinator may accept nominations from faculty, counselors, program leads, and the like, for direct appointment by the

Dean of Student Affairs so that the work of the ASG may not be hindered by such vacancies. A letter of recommendation by the nominator shall accompany the nomination.

- Clause 4** Should vacant positions exist, and/or there be no nominations provided to the Dean of Student Affairs, the Dean of Student Affairs and/or the Student Affairs Coordinator may seek out students to fill vacant position so that the work of the ASG may not be hindered by such vacancies. A brief summary as to the how students were selected will be completed and kept in the Office of the Student Affairs Coordinator.

ARTICLE V

ELECTIONS AND IMPEACHMENT

Section I

An election code shall be established in both the Constitution and Bylaws of the Associated Students.

Section II Vacancies and Line of Succession

- Clause 1** In the event that the President is unable to fulfill the responsibilities of office or that there is a vacancy in the office; the Vice President shall assume the office of the President.
- Clause 2** The newly appointed President in consultation with Dean of Student Affairs and/or Student Affairs Coordinator shall make appointments to fill vacancies on the Executive Council.
- Clause 3** The newly appointed President shall make appointments for the Senate and other officer positions by following the process of marketing positions(s), panel interview with other ASG Executives, and make a selection of candidate(s). The Dean of Student Affairs and/or Student Affairs Coordinator may provide guidance during this process.
- Clause 4** The President of the Senate shall be third in line for succession of Vice President. The Senate President shall be a Senator in good standing academically and be voted into office *or* appointed by the newly appointed President. The Dean of Student Affairs and/or Student Affairs Coordinator may provide guidance during this process.

Section III Appointments

- Clause 1** All appointees must attend two (2) consecutive ASG meetings and their approval will be submitted to the ASG Board and voted upon *after* a 14-day probationary period, which will begin on the following day of the first meeting they attend and are introduced to the Board.
- Clause 2** During the 14-day probationary period, the candidate for the appointment shall fulfill all duties according to the position's job requirements as enumerated in the Bylaws and Constitution. *Additionally, no Executive Council members may collect their hourly pay, if applicable, while on probation.*
- Clause 3** An appointee failing to execute the position's job requirements or has an unexcused absence during the 14-day probationary period shall be disqualified from the 14-day probation period.

The candidate may reapply after a 30-day period has lapsed, providing there is a position open. The candidate may only apply twice (2) for the 14-day probation status in the ASG Board, within a semester period.

Section IV **Removal from Office**

Clause 1 Reasons for removal from office are enumerated in the Bylaws.

Clause 2 **Removal from Office**

- a.) In the event that a member of the Associated Students believes that a Senator, Officer, or Executive Council Member has not performed the responsible execution of duties as directed by the Constitution and Bylaws, the complainant carries the right to request that the Senator, Officer or Executive Council Member being accused, be removed from office. Removal from office must be approved by a simple majority 50% + One (1) vote of the ASG Board present.
- b.) The removed Senator, Officer or Executive Council Member may appeal to the Dean of Student Affairs and/or Student Affairs Coordinator, who shall act upon the student's request, unless the request is withdrawn by the student making the accusation. The Dean of Student Affairs and/or Student Affairs Coordinator shall convene over the matter and may seek consultation with a faculty member and a student panel; none of which have any affiliation with the current ASG Board, if deemed necessary.
- c.) The Dean of Student Affairs, faculty and student panel will meet in closed session, first with the Executive Council Member, Officer or Senator whom the complaint is against, and then with the Complainant who brought forth the complaint against the Senator, Officer or Executive Council Member.
- d.) The Dean of Student Affairs, will review, make a determination and report to the Associated Students President, ASG Executive Council and Complainant.

Section V **Resignations**

Clause 1 Each Associated Students Board Member has the right to resign and may do so by submitting their resignation in writing via email to the Executive Council, Dean of Student Affairs and/or the Student Affairs Coordinator. The word "resign" or "resignation" must appear in the resignation.

Clause 2 The resignation of an Associated Students Board officer shall be publicly noted at the next scheduled ASG meeting.

Clause 3 The student should submit their resignation in a timely manner.

ARTICLE VI

TERMS IN OFFICE

Section I **Term Limits**

Clause 1 All the members of the ASG Board will serve terms of one (1) Academic School Year (Beginning of the Fall semester through the end of the Spring semester.

Clause 2 All the members of the ASG Board will serve no more than two (2) consecutive terms in the same position (within a three (3) year span).

ARTICLE VII

AFFILIATED ORGANIZATIONS

The ASG Board shall have the power to grant charters and approve the bylaws of campus clubs on their presentation by the Office of Student Affairs. Clubs/Orgs seeking a charter should apply in the Office of Student Affairs.

ARTICLE VIII

FINANCIAL CODE

A financial code shall be established by this Associated Students Constitution and Bylaws.

ARTICLE IX

AMENDMENTS, REVISIONS AND RATIFICATIONS

Section I **Constitutional Implementation and Amendment**

The Constitution shall be publicly accessible on the ASG website and the ASG/ICC Canvas shell. The Constitution, Bylaws, rules, and policies of the Associated Students shall be filed with the Dean of Student Affairs. Nothing in this Constitution shall be interpreted as limiting a student's right to examine the Constitution, Bylaws, rules, or policies established to implement the will of the Associated Students.

Section II **Constitution and Bylaws Amendments**

Clause 1 Bylaws may be adopted or amended by a simple majority (50% plus one) of the Board after two readings, with a vote taken at the subsequent meeting.

Clause 2 The Constitution may be amended by a simple majority (50% plus one vote) of the Assembled Board after two readings. The proposal may be discussed at the voting meeting for clarification.

Section III **Constitution and Bylaws Ratification**

Clause 1 The Constitution should be reviewed and ratified at least every five (5) years of the previously ratified date.

a.) The review process should begin at the start of the current semester.

Clause 2 The Bylaws should be reviewed and ratified at least every three (3) years.

a.) The review process should begin at the start of the current semester.

Clause 3 Any revisions or amendments to the Constitution or Bylaws must be approved by San Diego City College students through a regular or special election.

ARTICLE X

MISCELLANEOUS

Section I Meeting of the Associated Students

- Clause 1** The Board shall meet every week, except during legal holidays observed by the District, throughout the academic year. The quorum for meeting shall be simple majority or 50% +1.
- Clause 2** The Executive Council and the Senate shall meet separately not more than once a week after a meeting of the Board, except during a holiday. The quorum for meetings of the Executive Council shall be simple majority or 50% +1 and the Associated Student President and/or Associated Student Vice President must be present.
- Clause 3** The quorum for the Senate shall be as the Bylaws direct and not less than three senators.
- Clause 4** The ICC shall meet as often as the Bylaws direct and not less than four times per semester.

Section II Quorums of the Inter-Club Council (ICC)

- Clause 1** The quorum for meetings of the ICC shall be as the Bylaws may require, but not less than three (3) representatives of chartered or registered student organizations.
- Clause 2** The chartered and/or registered student organizations have power to designate members as representatives to ICC and provide the ICC with their names and email addresses.

Section III Representational Bill of Rights

- Clause 1** The ASG Board shall have power to receive, budget and spend funds as provided by law, from a voluntary representation fee collected at the time of student enrollment.
- Clause 2** The ASG Board shall not deny the right of students to present and express views, opinions, and proposals to local, regional, and state legislative bodies either through Public Comment OR by submitting an Agenda Item Request (AIR) Form to be placed on the ASG Board Meeting Agenda.
- Clause 3** Chartered student clubs or organizations shall not be denied the right to present a request for funds to the Board for the purposes of representation defined in this Article.
- Clause 4** A special election shall occur and once passed by a two-third (2/3) affirmative vote of the voting student body, students must pay a (\$1) representation fee as provided under this Article, as a condition of membership of the Associated Students.

However, the election shall not be sufficient to establish the fee unless the number of students who vote in the election equals or exceeds the average of the number of students who voted in the previous three student body association elections. Students may opt out of representation fees by simply informing the college. (Per Education Code Section 76060-76067)

Section IV **Statement of Student Ethics**

We, the Associated Students of San Diego City College, commit to respecting the dignity and rights of all individuals, including students, faculty, staff, administrators, and the public.

We affirm that all individuals deserve respect, regardless of background or identity, and we are committed to addressing concerns early and resolving conflicts constructively to prevent escalation.

We recognize that membership in this organization requires an environment that protects freedom of expression to ensure meaningful student input and the open exchange of ideas.

We acknowledge our responsibility to respect fellow ASG officers and all students when making public comments, in accordance with BP 5500, BP 7150, and BP 2355.

- Clause 1** San Diego City College trusts its students to act with integrity, respect, and good judgment under an honor system, supporting a quality education and the college's excellence.
- Clause 2** Students using campus facilities are expected to treat them responsibly and help prevent violations of regulations by others.
- Clause 3** While respecting due process, the group is responsible for setting and enforcing member standards. Students hosting guests must inform them of expected conduct.
- Clause 4** This code follows the State Education Code, and every student is entitled to the rights guaranteed by the U.S. Constitution.
- Clause 5** San Diego City College recognizes the maturity and rights of each student and expects them to uphold conduct standards on and off campus, including respect, integrity, and care for the college's reputation, as outlined in the City Catalog and BP 5500.
- Clause 6** **Our Values Are:**
- Advocacy:** Dedicated to prioritizing student needs in campus initiatives, programs, and activities that support student success.
- Diplomacy:** Committed to addressing issues with respect, integrity, and thoughtful consideration.
- Accountability:** Accepting responsibility for our actions, honoring our commitment to represent students, and upholding the same high standard of transparency for others.

Camaraderie: Committed to fostering a welcoming and supportive campus community that enhances student life and strengthens the educational experience.

Equity: Committed to fostering a culture of equity, diversity, and inclusion where all students feel welcomed, valued, and empowered, while cultivating transformational leaders who thrive academically, personally, and professionally

Section V **Oath of Office**

I, _____, do hereby swear or affirm to serve and represent the interest of the entire Associated Students of San Diego City College and to uphold the Constitution and the Bylaws and Student Code of Ethics to the best of my ability.

Replace with Ratification Page

(ASG Board Members, Titles and Signatures Below Here)

President and Student Trustee	Celina Martinez	_____
Vice President	Alexandra Gutierrez	_____
Secretary	Carolina Prado	_____
Treasurer	Armando Cuevas	_____
Senate President	Esteban Duban	_____
Inter-Club Council President	Sergio Montiel	_____
Public Relations Officer	Aivany Zazueta	_____
Public Events Coordinator	Jason Seunbane	_____
Government Affairs Officer & Delegate	Jesse Lopez	_____
Webmaster-Designer	Elvis Tello	_____
Senate Vice President	Ricardo Martinez	_____
Senate Secretary	America Uribe	_____
Senator	Adrian Mendoza	_____
Senator	Rosemary Archer	_____
Inter-Club Council Vice President	Daniah Weny	_____
Inter-Club Council Secretary	Anthony Diaz-Arroyo	_____
Chief Administrator	Amitosh Kumar	_____
Administrator	Brian Diaz	_____

SAN DIEGO CITY COLLEGE
ASSOCIATED STUDENTS BYLAWS

2026-2027 Academic Year

San Diego City College
1313 Park Blvd
San Diego, CA 92101

ARTICLE I

DUES

Section 1 Amount

Dues to the Associated Students shall be \$8 per academic year, in addition to any representation, student services or other fees imposed by City College students.

Section 2 Privileges after Payment

Payment of dues entitles members to participate in programs and attend all Associated Students events at a reduced rate set by the Board of Directors.

Section 3 In order to be part of the A.S.G. or in the I.C.C., all members of such Organizations must have 1) Current A.S.G. membership sticker, 2) maintain a G.P.A. of at least 2.0) and be enrolled in a minimum of five (5) units through San Diego City College.

ARTICLE II:

DUTIES OF THE BOARD OF DIRECTORS

Section 1 Associated Students Government – ALL ASG Board Members

Clause 1

- Shall be a member of at least one (1), club, or organization. (not to include an executive position for the ASG Executive Board; conflict of interest)
- Shall attend all meetings of the Associated Students Government Weekly Board Meetings
- Shall log in and maintain no less than five office hours per week, which may include the Board meeting.
- Shall be assigned to one or more college, district, regional, or state committee.
- Shall have one vote per issue on the ASG Board.
- Shall give a report at Senate and Board meetings on progress of ASG projects, committees and/or departments in which the ASG officer is assigned to.

Section 2 President – Executive Board

Clause I

- Shall be the Chief Executive Officer of the ASG
- Shall represent City College on the Board of Trustees while sharing the role of Student Trustee with the Associated Student Presidents from Mesa College, Miramar College, and College of Continuing Education.
- Shall serve on the United Student Council Committee.
- Shall serve as the chair and preside over the ASG Board meetings, voting only in the event of a tie.
- Shall serve as the official representative of the ASG
- Shall serve as the President of the Board.
- Shall serve on any committee of the Board.
- Shall represent the Associated Students at times and places that such representation is required or appoint an ASG Representative to represent in his or her absence.

- Shall work with the ASG Treasurer to formulate and submit an annual operating budget, subject to Council approval, recommended for the operation of ASG.
- Shall have the power to require in writing, progress and duty reports from all organizations receiving stipends or funding from the ASG and all council members, whether paid or not.
- Shall have the power to call to order the Review Board at such time special review is deemed necessary concerning the actions of the ASG, its members or affiliates, subject to council approval.
- Shall call the Executive Board into emergency session when required to perform the executive duties of the Associated Students.
- Shall call the Executive Board into emergency session for the consideration of legislative matters only if the Senate is unable to attend a full meeting of the Board due to lack of time, extenuating or extraordinary circumstances, or conditions of emergency, subject to council approval.
- Shall sign requisitions for funds in the absence of the ASG Treasurer except those pertaining to his/her/them self.
- Shall report all emergency legislative sessions of the Executive Board to the Senate, showing cause why such action was taken.
- Shall appoint any and all representatives required to serve on committees, functions, conferences, or conventions involving the Associated Students locally, statewide or nationally representing the interest of community college students, which is subject to council approval.
- Shall make other executive appointments as required.
- shall appoint qualified candidates to vacant offices within the ASG, after the candidate attends two (2) consecutive ASG meetings and successfully completes a 14-day probationary period and with ASG Council approval.
- Shall include in the President's report at the Board meeting, the officers who have not complied with office hours or meeting requirements.
- Shall administer the oath of office to all other ASG Board members.
- Shall solicit and have the power to appoint all student representatives to campus wide committees, unless otherwise stated.

Section 3 Vice President – Executive Board

Clause 1

- Shall act as President of the ASG in the event of the President's absence or removal from office.
- Shall solicit and have the power to appoint all student representatives to campus wide committees, unless otherwise stated.
- Shall preside over meetings of the Board in the absence of the President.
- Shall have the power to convene the Review Board for review of administrative Board matters.
- Shall sign requisitions for funds in the absence of the ASG Treasurer.
- Shall, serve on any committee of the Board.
- Shall coordinate the actions and inquiries of the committees, in the absence of a Senate President.

Section 4 Treasurer – Executive Board

Clause 1

- Shall advise the ASG President and ASG on all budgetary matters.
- Shall oversee the enforcement of all ASG policies and procedures concerning expenditures of ASG monies.
- Shall prepare a budget in compliance with the Financial Code and act as the controller of Associated Students funds.
- Shall chair the Budget Committee.
- Shall sign all requisitions for funds.
- Shall have the authority to review expenditures and begin Review Board proceedings for misuse of student funds.
- Shall report the Associated Students financial status to the Board at least once a month in writing.
- Shall have completed, at a minimum, one or more semesters of accounting or math courses with a grade of at least a “C” or better OR has previous experience with budgets.
- Shall work with the Student Affairs Coordinator and Student Accounting Clerk to oversee and monitor all ASG spending and auditing all accounts at the end of the month.
- Shall act as the liaison between the Associated Students and the Student Accounting Clerk.
- Will work with administrators to audit and report office hours, attendance and meeting attendance due at the end of each week and report it to ASG President.

Section 5 Secretary – Executive Board

Clause 1

- Shall keep a complete and accurate up-to-date file of written agendas and minutes of proceedings transacted during ASG meetings and other ASG Business in the ASG office and/or online located on the ASG Website.
- Shall assist the ASG President with correspondence.
- Shall prepare the weekly agenda and minutes and distribute official copies to the Board, the Dean of Student Affairs, Student Affairs Coordinator.
- Shall be responsible for posting minutes and agendas 72 hours prior to the ASG meeting in compliance with the Brown Act.
- Shall record the minutes of the meetings of the Executive Council and the Board.
- Shall distribute the approved minutes and agendas to the Board, the Dean of Student Affairs, Student Affairs Coordinator, and keep a copy in the ASG Office and online located on the ASG Website to keep in line with CA Public Records Act, and the Brown Act.
- Shall work with the Senators and Administrators to gather information and publish the Associated Students Newsletter monthly.
- May request from the ASG President to fill an administrator position and provide a written document outlining the job functions for their administrator.
- Shall keep the official reports up-to-date on file, of office hours and the meeting attendance of officers.

- Shall record minutes/notes of important meetings of the President or Vice President as needed.

Section 6 Senate President – Executive Board

Clause 1

- Shall be elected by the student body during the annual ASG Election cycle.
- Must have served at least one full semester in ASG **or** be vetted or selected by the Dean of Student Affairs or Student Affairs Coordinator, **or** be nominated by a faculty member or counselor based on suitability and experience.
- Shall distribute the approved Senate minutes and agendas to the Board, the Dean of Student Affairs, Student Affairs Coordinator, and keep an accessible copy in the ASG Office and/or online located on the ASG Website to keep in line with CA Public Records Act, and the Brown Act.
- Shall update the Board on all Senate events and projects on a weekly basis.

Clause 2 Senate Vice President

- Shall be appointed by the Senate President.
- Shall have one (1) vote per issue on the ASG Board.
- Shall update the Board on all Senate events and projects on a weekly basis in absence of the Senate President.

Clause 3 Senate Secretary

- Shall be appointed by the Senate President.
- Shall have one (1) vote per issue on the ASG Board.
- Shall keep a complete and accurate up-to-date file of written agendas and minutes of proceedings during Senate meetings.

Section 7 Associated Students Senate

Clause 1 Senator Powers and Duties:

- Each Senator is responsible for informing the student constituency that he or she represents, through public relations channels of the Board and student publications or other means of information dissemination.
- Shall represent the interests and needs of all the students at San Diego City College.
- Shall act as a liaison between the Associated Students Government (A.S.G.) and all students.
- Shall take care to consult with a cross section of students to obtain their thoughts and opinions.

Clause 2 Inquiry and Audit of Community College Governance

The members of the Associated Students Senate shall inquire into and may audit the policies, procedures, and activities of College, District, and State governance within the California Community College system.

Clause 3 Public Consultation

As voting officials elected at large by the students, and/or appointed to the Associated Students Senators are responsible for representing all students of San Diego City College.

Clause 4 Review Board

The Associated Students Senate can refer matters concerning the commission or omission of negligent acts or misconduct by Associated Students members, or as otherwise requested by the President of the College or the College's administration, to the Dean of Student Affairs, violations of the Student Code of Conduct; and can be processed via District Policy 5500 and any other applicable laws.

Section 8 Inter-Club Council President – Executive Board

Clause 1

- Shall serve as the chair and preside over the ICC meetings, voting only in the event of a tie.
- Shall have one vote per issue on the ASG Board
- Shall have the power to recommend ICC Representative to the ASG Board; appointments subject to Board approval.
- Shall distribute the approved ICC minutes and agendas to all clubs, the Board, the Dean of Student Affairs, Student Affairs Coordinator, and keep an accessible copy in the ASG Office to keep in line with CA Public Records Act and the Brown Act.
- Shall oversee the maintenance and upkeep of the Club room; this includes all property of the ASG and all furniture.
- Shall work with the Office of Student Affairs to oversee the scheduling of the space and allow the space to be used by everyone equally.
- Shall maintain the Club room as a neutral space so that no one claims it as their own; this includes creating a policy about use and signage.
- Shall liaison between the ASG Board and the Clubs by updating the Board on all club events and projects on a weekly basis and providing clubs with proper information from the ASG Constitution and Bylaws.

Clause 2 Inter-Club Council Vice President

- Shall serve on ICC and is an ASG Executive position.
- Shall serve as the chair and preside over the ICC meetings, voting only in the event of a tie in the absence of the Inter Club Council President.
- Shall maintain the Club room as a neutral space so that no one claims it as their own; this includes creating a policy about use and signage.
- Shall liaison between the ASG Board and the Clubs by updating the Board on all club events and projects on a weekly basis and providing clubs with proper information from the ASG Constitution and Bylaws.
- Shall attend all assigned meetings of the ICC Board, and committees.
- Shall give a report at the Board meeting of progress of ICC projects, committees and/or departments in which the officer is assigned.

Clause 3 Inter-Club Council Treasurer:

- Shall serve on ICC
- Shall maintain an accurate record of all funds relating to the Inter Club Council.
- Shall maintain the Club room as a neutral space so that no one claims it as their own; this includes creating a policy about use and signage.
- Shall attend all assigned meetings of the ICC Board, and committees.

Clause 4 Inter-Club Council Secretary:

- Shall serve on ICC
- Shall keep a complete and accurate up-to-date file of written agendas and minutes of proceedings during Inter Club Council meetings.
- Shall maintain the Club room as a neutral space so that no one claims it as their own; this includes creating a policy about use and signage.
- Shall liaison between the ASG Board and the Clubs by updating the Board on all club events and projects on a weekly basis and providing clubs with proper information from the ASG Constitution and Bylaws.
- Shall attend all assigned meetings of the ICC Board, and committees.

Section 9 Government Affairs Officer – Executive Board

Clause 1

- Shall be elected during ASG Elections or appointed by the ASG President.
- Shall serve as the liaison between the Student Senate for California Community Colleges (SSCCC) and San Diego City College ASG
- Shall research and report to the ASG active legislation in progress, regarding education, and matters directly effecting students of San Diego City College at the state and national levels
- Shall report SSCCC's and other relevant local, state and national conferences dates to the Dean of Student Affairs and the ASG President.
- Shall serve as the San Diego City College ASG Region X (Ten) representative and attend scheduled meetings, if a conflict in schedule exists and with the ASG President's approval, shall appoint a replacement to ensure San Diego City College at the Region X meetings.
- Shall chair the Advocacy Committee.
- Shall report activities from the Region X meetings to the ASG Board.
- Shall assist the Office of Student Affairs to coordinate travel and lodging when San Diego City College ASG participates in state and national conferences to ensure travel is completed in a timely manner.
- Shall request, if deemed necessary, from the ASG President and appointee to fill an administrator position and provide a written document outlining the job functions for their administrator.

Section 10 Public Events Coordinator

Clause 1

- Shall be responsible for active advertising of all events that the ASG is associated with (i.e., any sponsored, donated, collaborated).
- Shall oversee and negotiate with vendors who seek to sell merchandise on San Diego City College campus in consultation with the Student Affairs Coordinator and/or Dean of Student Affairs.
- Shall help to coordinate all ASG events including Club Rush and all other events with the Associated Students Senate and ICC
- Shall assist all clubs and organizations in planning and developing campus events.
- May request the ASG President's approval to appoint an administrator, providing a written document outlining the position's duties along with the request for consideration.

Section 11 Graphic Design & Social Media Officer

Clause 1 In consultation with the Student Affairs Coordinator, shall oversee and actively update the San Diego City College ASG website and other online and electronic media.

- Shall be responsible for designing ASG flyers, banners and postings.
- Serve as the ASG liaison to the San Diego Community College District and update the ASG website by submitting changes to the Student Affairs Coordinator.
- Shall collaborate with the Public Relations Officer and Public Events Coordinator to share timely information through the ASG website, social media, and other electronic channels, with all content approved by the Student Affairs Coordinator.
- Shall have completed one or more Graphic Design courses with a grade of at least a “C” or better or equivalent as determined by the Dean of Student Affairs.
- The Social Media and Graphic Designer Officer shall comply with School and District regulations on web content and, at the end of their term, transfer all intellectual property, passwords, and related responsibilities to the incoming officer.

Clause 2 The ASG website and all related social media accounts are the property of the San Diego Community College District, San Diego City College’s Associated Student Government, and the Office of Student Affairs.

Section 12 Health, Safety, and Environmental Officer

Clause 1

- Shall represent the Associated Students on the City College Health and Safety Committee, or, with the ASG President’s approval in case of a scheduling conflict, appoint a replacement to maintain student representation.
- Shall serve as a liaison between the San Diego Community College District and the Associated Student Body involving all issues surrounding Health, Safety and Environmental affairs.
- Shall oversee City College Health and Safety Expo each semester, while working in conjunction with the Public Events Coordinator.
- Shall serve as a liaison between San Diego City College Campus Police and the ASG Board.
- Shall serve as a liaison between San Diego City College Facilities and the A.S.G, informing Facilities of grounds and facilities needing attention and campus wide needs.
- Shall liaison with student and mental health services on behalf of student issues and information.
- Shall solicit students’ input and seek information regarding student needs related to health and safety issues.

Section 13 Public Relations Officer

Clause 1

- Shall organize and oversee ASG media relations, advertisements, posters, banners in consultation with the Student Affairs Coordinator and ASG President or designee.
- Shall draft and submit press releases as needed to all area newspapers in consultation with the Student Affairs Coordinator and ASG President or designee.
- Shall inform, and advise San Diego City College ASG on media matters after conferring with ASG President or designee.
- Be the spokesperson in the public eye for the ASG councils when the President or Vice President is absent.
- Shall coordinate and meet with the City Times newspaper to ensure accurate information is being reported after consulting with the ASG President or Vice President.
- Shall provide periodic polls and information surveys to senators to assess students concerns.
- Shall inform the ASG Board on matters of academic policy changes.
- Shall have one vote per issue on the ASG Board.
- Shall work to inform Associated Students and the local San Diego community of all actions and activities that involve San Diego City College Students.
- Shall work with appropriate on and off campus media to help facilitate the placement of advertisement within established district guidelines after approval from the ASG President or designee.
- May request, if deemed necessary, from the ASG President to select an appointee to fill an administrator position and must provide a written document outlining the job functions for their administrator along with request for reconsideration.

Section 14 **Scholarship Officer**

Clause 1 Shall coordinate with the San Diego City College Scholarship Office and Social Media and Graphic Design Officer to keep the student body updated with the latest scholarship information in consultation with the Student Affairs Coordinator.

- Shall advertise Scholarship Deadlines to the student body.
- Shall chair the ASG Scholarship Committee.
- Shall serve as a liaison between the Scholarship Office, Financial Aid, Transfer Center, and all other scholarship opportunities for the San Diego City College Student Body.

Section 15 **Administrators**

Clause 1 There shall be no more than seven Administrator offices to be filled, by appointment of the ASG President or Vice President.

- Chief Administrator to the ASG President to be Appointed by ASG President.
- Five (5) Administrators to be shared by all ASG positions.
- One (1) Administrator to be appointed as necessary.

Clause 2 **Administrator Appointments**

- Shall be appointed by the ASG President.
- Shall have his or her job duties defined, in writing, by ASG Officer requesting to have an Administrator and approved by the ASG President.
- Shall be a member of at least one (1) club, or organization.
- Shall attend all meetings of the Board, and committees assigned to.

- Shall log in and maintain no less than five office hours per week, which may include the Board meeting.
- Shall be assigned to one or more college, district, regional, or state committees.
- Shall have one vote per issue on the ASG Board.
- Shall give a report at the Board meeting of progress of ASG projects, committees, and/or department in which the officer is assigned to.

Clause 3 The Chief Administrator shall oversee all ASG property, including tables, chairs, and pop-ups, ensuring items are returned promptly and properly maintained.

Section 16 East Village High School Associated Student Body Liaison

Clause 1

- Shall act as the primary contact for all collaboration between the San Diego City College ASG and the East Village High School ASB.
- Shall be a member of at least one (1) club or organization at EVHS.
- Shall attend all meetings of the Associated Students Government Weekly Board Meetings.
- Shall log in and maintain no less than five office hours per week, which may include the ASG and ASB Board meetings.
- Shall be assigned to one or more college or high school committees.
- Shall have one vote per issue on the ASG Board.
- Shall give a report at Board meetings on progress of ASB projects, committees and/or departments in which they are assigned to.
- Shall spend total of 5 hours on ASB and ASG business per week.

Section 17 Miscellaneous

Clause 1 Write-in Candidates

Sub clause 1 There are no write in candidates permitted.

Clause 2 Sessions

Sub clause 1 Newly elected ASG members from the Spring semester or Special Elections shall assume their positions at the start of the Fall Semester, following training by the Dean of Student Affairs and/or Student Affairs Coordinator.

Sub clause 2 The ASG President shall provide the new Board with an electronic copy of the Constitution and Bylaws and review the House Rules at the first meeting of the academic year.

Sub clause 3 All newly elected or appointed ASG Board members must read the Constitution, Bylaws, and House Rules within the 14-day probationary period and take the oath of office at their acceptance meeting.

Sub clause 4 Swearing in must be performed during Special Orders within the ASG Agenda; but not limited to meetings, special events, etc.

Sub clause 5 The probation period may be waived for new ASG Board members with prior ASG experience or executive skills, allowing them to have voting privileges immediately upon being sworn in.

Clause 3 **NANCE Employee Status for ASG Executives**

- Sub clause 1** The Associated Students Executive positions; President, Vice President, Senate President, ICC President, Treasurer, Secretary, and Government Affairs Officer may be eligible to receive monthly pay based on the fulfillment of their constitutional duties as outlined in their respective job descriptions in the Constitution and Bylaws.
- Sub clause 2** Monthly pay may be suspended for any ASG Executive Board member found non-compliant with their duties and responsibilities for that month.
- Sub clause 3** The monthly stipend may be repealed on the sole basis of non-performance.
- Sub clause 4** Any suspension of pay may be reviewed by the Dean of Student Affairs and the Student Affairs Coordinator at the request of the affected official, with the Dean's decision being final.
- Sub clause 5** ASG Executive Board members who do not complete the Business Services Department's new hire packets will forfeit their stipend until all forms, applications, and onboarding requirements are completed and cleared by the DOJ.
- Sub clause 6** The District Policies and Guidelines do not permit any backpay. Students may begin to earn their stipend once the DOJ clears them through the New Hire process.
- Sub clause 7** Students in these executive positions will hold Volunteer status until they complete all new hire applications, forms, and onboarding materials and are cleared by the DOJ. They may also choose to remain in Volunteer status for the duration of their ASG tenure if they wish.
- Sub clause 8** The hourly wage, set annually by the District Human Resources Department, applies equally to all seven (7) ASG Executive Officer positions.

ARTICLE III
STANDING COMMITTEES

Section 1 **Budget and Finance Committee**

- Clause 1** The Budget and Finance Committee shall be a standing committee of the ASG Treasurer.
- The committee shall assist the Treasurer in the preparation of an annual budget and shall ensure the current budget's use by the Board.
 - This committee will be chaired by the ASG Treasurer and others as available.
 - The committee shall review planned and actual expenditures for conferences and travel by the Board and any other representatives of the Associated Students.
 - The committee shall make recommendations to allow, alter or deny requests regarding any expenditure.
 - The committee shall submit to the Dean of Student Affairs and Student Affairs Coordinator any issues concerning misuse of finances.

- Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Section 2 Survey Committee

Clause 1 The Survey Committee shall be a standing committee of the Senate President, ASG Vice President, Public Relations Officer and Webmaster or others as available.

Clause 2 This committee shall be responsible for developing surveys that will assist the ASG in understanding the needs of the student body.

Clause 3 This committee shall be responsible for providing a method of distributing the surveys to the student body.

Clause 4 Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Section 3 Outreach and Awareness Committee

Clause 1 This committee shall be a standing committee of the Public Relations Officer, Public Events Coordinator, and Webmaster or others as available.

Clause 2 This committee shall be responsible for planning, coordinating, and executing of ASG events.

Clause 3 This committee shall be responsible for providing input to the ASG Secretary and disseminating the Monthly Associated Students Newsletter on City College Campus and San Diego Community College District.

Clause 4 This committee will work with the Webmaster Officer to distribute the monthly Associated Students Newsletter through email, the City/ASG websites, and other electronic media. The committee may define the roles of the Public Relations Chair and Public Events Officer after the first meeting.

Section 4 Constitution and Bylaws Committee

Clause 1 The Constitution and Bylaws Committee is a standing committee made up of the ASG President and/or Vice President, ICC President, Parliamentarian (if appointed), Senate President, Government Affairs Officer, and two (2) Senators or others as available in consultation with the Student Affairs Coordinator.

- AS President chairs this committee and delegates duties, as needed.
- Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Section 5 AS Scholarship Committee

Clause 1 The AS Scholarship Committee shall be a standing committee of the Scholarship Officer, two (2) senators, and/or others as available in consultation with the Student Affairs Coordinator.

Clause 2 This committee is responsible for researching all scholarship opportunities for San Diego City College students.

Clause 3 This committee will be responsible for selecting qualified recipients of the Associated Students Government Scholarship. All selections must receive approval from the Board, the Student Affairs Coordinator, and the Scholarship Coordinator.

- Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Clause 4 Annual Scholarships

- Annual AS Scholarships shall be awarded regardless of prior meeting of the AS Scholarship Committee.
- In the case that the AS Scholarship Committee did not meet and create specific scholarship questions, a blanket question shall be posted that states: “Provide an autobiography that speaks to who you are as an individual.” Be sure to touch on any struggles you faced during your college career.
- Specific awarding of the AS Scholarships shall be determined after submissions in the case that the blanket question was utilized.

Section 6 Advocacy Committee

Clause 1 The Advocacy Committee shall be a standing committee of the, Government Affairs Officer, and two (2) Senators or others as available.

Clause 2 This committee is chaired by the Government Affairs Officer.

Clause 3 This committee shall be responsible for coordinating all education related protests and legislative visits.

- Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Section 7 Associated Students Newsletter and Social Media Committee

Clause 1 The Newsletter and Website Committee shall be a standing committee of the Public Relations Officer, Secretary, Graphic Design & Social Media Officer, and one ICC representative or others as available.

Clause 2 This committee is chaired by the Public Relations Officer.

Clause 3 This committee shall be responsible for coordinating all monthly newsletters.

- Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

Section 8 Food for The Holidays Committee

Clause 1 The Food for The Holidays Committee shall be a standing committee of the ICC and Public Events Coordinator or others as available in consultation with the Student Affairs Coordinator.

Clause 2 This committee is chaired by the ICC President.

Clause 3 This committee shall be responsible for coordinating the “Food for the Holidays” event and ensuring students have food accessible to them throughout campus year-round.

- Position responsibilities on this committee can be decided at the discretion of the committee after the initial meeting.

ARTICLE IV

PARLIAMENTARY LAW

Section 1 Parliamentary

Clause 1 The Associated Students President or Associated Students Vice President may appoint a Parliamentary.

Clause 2 The Parliamentary:

- Shall have a cumulative 2.0 GPA.
- Shall have completed 12 units and currently enrolled in 5 units through San Diego City College.

- Shall be confirmed by the majority of the ASG Council after attending 2 consecutive meetings and successfully completing a 14-day probationary period.
- Shall be a non-voting member of the Board, and shall be limited to discussion on matters of parliamentary procedure.
- Shall have a working knowledge of the latest edition of Robert's Rules of Order and the Brown Act and San Diego City College ASG class as required.
- Must not be affiliated with the ASG

Section 2 Appeals to the Review Board

Members may appeal a Board decision on constitutional grounds by submitting a written appeal to the Associated Students President, who may convene the Review Board in consultation with the Dean of Student Affairs or Student Affairs Coordinator.

Section 3 Parliamentary Authority

All meetings shall be conducted according to Robert's Rules of Order newly revised in keeping with the Brown Act, and all other governing rules and policies.

Section 4 Quorum

A quorum is required to conduct business and consists of a simple majority plus one of voting ASG members. If membership falls below a majority, only officer reports may be conducted. The A.S. President counts quorum, and the Secretary verifies it before business proceeds.

ARTICLE V **REVIEW BOARD**

Section 1 Members of the Review Board

Clause 1 The Review Board of the Associated Students of San Diego City College shall consist of five (5) members appointed by the Dean of Student Affairs:

Section 3 Original Jurisdiction

Clause 1 The Review Board has original jurisdiction to review violations of campus rules, codes, and Bylaws under the authority of the Associated Students or as delegated by the Dean of Student Affairs, another College administrator, or the Student Affairs Coordinator;

Sub clause 1 The Dean of Student Affairs or Conduct Officer that are criminal or beyond student's scope of authority. This shall be carried out in a confidential manner.

Sub clause 2 The Review Board in consultation with the Dean of Student Affairs, shall examine the evidence presented, including statements, applicable precedents, rules, codes, Bylaws, and oral testimony requested by the Review Board.

Clause 2 The Review Board's decision, made in consultation with the Dean of Student Affairs, another administrator, or the Student Affairs Coordinator, will be delivered in writing to the Associated Students President, the Dean, and all parties within ten (10) business days of the hearing. The decision is final.

Section 4 **Appellate Jurisdiction**

The Review Board, in consultation with the Dean of Student Affairs, has appellate jurisdiction over the constitutionality of contested actions by the student government, recognized student organizations and clubs, officers in the performance of their duties, and members of the Associated Students. The Review Board will issue a written ruling to the Board and the Dean of Student Affairs within ten (10) business days after the hearing, and the decision is final.

Section 5 **Conflicts of Interest**

No Review Board member may simultaneously hold an executive position in any organization, club, or association recognized by the San Diego Community College District, nor have any other affiliation with the ASG or ICC under this Article's jurisdiction.

Section 6 Students appointed to the Review Board serve for one academic year. A student Review Board member may be removed by a vote of a simple majority plus one of the Board present. A removal vote may not occur until a qualified replacement has been vetted and approved. Review Board members may resign with thirty (30) days' notice to allow time to find a replacement.

Section 7 In the event of a vacant position, the Dean of Student Affairs may appoint a candidate temporarily to fill the position while a new candidate is being sought.

ARTICLE VI **FINANCIAL CODE**

Section 1 **Purpose**

The Financial Code shall define the policies and procedures for the formulation of budgets and financial transactions of Associate Students Government and its affiliated clubs and organizations.

(See EC 76068; SDCCD Manual 3200, 2.2.5; ASC II, 6; ASC V, I & 2)

Section 2 **Authority**

Under the Education Code and Government Code of the sovereign state of California, the principle financial authority for San Diego City College is vested in the San Diego Community College District and its Board of Trustees. College officials exercising authority delegated by the Board of Trustees in matters of ASG finances are:

- The President of San Diego City College, being responsible for the conduct of Associated Students financial activities. The President of San Diego City College may veto an expenditure of the Board but may not alter the annual budget without the vote of the Board.
- The Vice President of Student Services, being responsible for the overall student program.
- The Dean of Student Affairs and Student Affairs Coordinator, being the immediate advisors to the Board and responsible for the administration, training, development, supervision, and coordination of the ASG.
- The Board, being the official representatives of the San Diego City College student body.
- The ASG Treasurer, being the elected student official to report the state of the treasury and sign requisitions for funds.

Section 3 Amendments

The Financial Code may be amended by a vote of majority +1 of the Board as the Constitution provides, with final approval resting in the President of San Diego City College.

Section 4 Principles

Clause 1 ASG funds shall be expended primarily and directly for the benefit of students through the purchase of equipment, materials, projects, or services that the Board has adopted through the budget or at its discretion.

Clause 2 ASG funds may not be used to support activities failing to meet the college requirement for participation in student activities and must have educational component.

Section 5 Sources of Funds

Clause 1 **Sources of ASG Funds shall consist of:**

- Revenues from ASG memberships.
- Student representation fees.
- ASG and ICC fundraisers, state or any other contributions.
- Interest earnings from investments.

Clause 2 All revenues shall be deposited into the Associated Students Government General Fund. (See SDCCD Manual 5400, 2.2.1-6)

Section 6 The Annual Budget

Clause 1 All ASG finances shall be apportioned and executed under an annual budget system.

Clause 2 Preparation of the Annual Budget

Sub clause 1 All budget requests shall be submitted in itemized form to the ASG Treasurer.

Sub clause 2 The ASG Treasurer shall prepare a proposed annual budget, during the Spring semester, with the assistance of the Executive Council and the ASG Budget and Finance Committee and Student Affairs Coordinator to guide the Board for the following year.

Sub clause 3 With the approval of the Executive Council and the ASG Budget and Finance Committee, the proposal shall be submitted to the Board. (See SDCCD Manual 5400)

Section 7 Budget Approval by the Board

The ASG shall adopt a budget for the following year no later than the last week of May by a simple majority vote. Failure to adopt an annual budget before June shall require the use of the previous year's budget in its place, or of a proposed budget by the Dean of Student Affairs and/or Student Affairs Coordinator. Final approval of the budget shall be by the Dean of Student Affairs and Vice President of Administrative Services of San Diego City College.

Section 8 Amendments to the Annual Budget

The annual budget may be amended by a simple majority and implemented by Board, under the following conditions;

- Requests for unbudgeted items and funds in excess of approved amounts must be submitted at least two (2) weeks in advance of need by the ASG Treasurer, unless otherwise stated in the Bylaws..-
- All budgetary amendments shall be recorded in the minutes. (See ASB VII, 12)

Section 9 Deposits

Banking of all funds and maintenance of all official accounting records shall be the responsibility of the San Diego City College Student Accounting Office:

- All monies collected from ASG event must be substantiated by pre-numbered receipts or some other auditable record.
- All ASG and recognized student organization's funds collected from any source shall be deposited with the San Diego City College Student Accounting Office on the first business day following the collection of funds or no later than the third (3rd) business day barring holidays and breaks.
- Expenses incurred in relation to an event shall be paid by check issued by the San Diego City College Student Accounting Office and/or reimbursed with receipts + vendor Proofs
- (See EC 76062, SDCCD Manual 5400, 4.1.4, 4.4, 4.4.1b, 5.1-2, 5.5, & 6.1-2)

Section 10 Funds of Inactive Student Organizations

Any registered student organization declared inactive by competent authority shall have its funds placed into the un-appropriated surplus fund and shall not be allowed access to those funds until the Dean of Student Affairs and the ASG deem the terms to be constitutionally active₂ under the terms of that club or ASG charter.

Constitutionally active is hereby defined Club or ASG Constitution and /or/Bylaws.
(See SDCCD Manual 5400, 5.2, 5.7, & 6.1)

Clause 1 Any club that is dormant for five years that has existing funds in a custodial account shall forfeit all monies to the ASG Club Allocation fund.

Section 11 Expenditures

All purchases, services contracts, or projects shall adhere to the guidelines and policies adopted by the Board of Trustees under the Education Code:

- Purchases of supplies and equipment shall be made in a manner consistent with the procedures of the San Diego City College Business Office.
- All groups or individuals requesting Associated Students funds must submit a standard requisition form in duplicate, signed by an Executive Council Officer and either the Dean or the Student Affairs Coordinator. For requests from a recognized student organization for its own funds, the form must be signed by the organization's authorized officer and faculty advisor.
- Receipts shall be required to substantiate the appropriate use of all expenditures by the Associated Students and all recognized student organizations.
- Failure to submit receipts will result in the account being inactivated. The San Diego City College Student Accounting Offices will reactivate the account once all required receipts are submitted. Repeated failure to provide receipts is considered a negligent omission of responsibility.
- (See SDCCD Manual 5400, 5.1)

Section 12 Issuance of Checks

Clause 1 All checks issued for expenditures within or beyond the Annual Budget of the Associated Students must be signed by either the ASG President or ASG Treasurer. The President and Treasurer should make arrangements to ensure that at least one of them is available to sign checks at all times.

Clause 2 Checks issued for funds not under the direct administrative control of the Board shall not require the signature of the ASG President or the ASG Treasurer.

Clause 3 Nothing in this section shall prohibit such officers or the Senate from auditing the procedures used to issue such checks.

Clause 4 All student campus organizations must provide a signature card listing officers authorized to submit requisitions or sign financial documents for the organization. These cards shall be kept on file with the Office of Student Affairs and the Student Accounting Office.
(See SDCCD Manual 5400, 3.3.2 & 4.4.1c)

Section 13 Minutes Required for Requests for Funds

Requests for funds, in addition to the signatures of officers and advisors, shall be accomplished by the minutes of the organization before the release of funds by the San Diego City College Student Accounting Office. Two sets of meeting minutes are required: 1) the original minutes containing the motion to allocate funds and 2) the minutes containing the approval of the minutes of the meeting that approved the original minutes. Please see section for San Diego City College ASG funding criteria for clubs and organizations. Organizations must adhere to and complete the funding criteria before the ASG can process the request.

Section 14 Maintenance of Records

The ASG Treasurer shall make the Financial Code available to all campus organizations through the Secretary and the Office of Student Affairs. Each club or student organization shall maintain accurate records of all income, expenditures, and copies of requisitions and shall open their books to audit by the ASG Treasurer or District Business Office at any time by the request of the ASG President or by a resolution of the Senate.

Such an audit shall be performed before the presence of the ASG Treasurer and/or the District Business Office. All clubs and organizations must keep up to date books of records on file in the ASG Office with the ICC President or Student Affairs Office at all times. (See SDCCD Manual 5400, 3.3.4, 4.4, 4.4.1C, & 5.2;)

Section 15 Contracts

Contracts in which the Associated Students is defined as a party, including any San Diego City College recognized student organizations, shall be negotiated with the aid of the Faculty Advisor, signed by the organization's presiding officers, and signed by the Dean of Student Affairs and the ASG President. Only contractual agreements signed by the Dean of Student Affairs and the ASG President shall be considered valid.
(See SDCCD Manual 5400, 3.2, 4.4.1H & 8.0)

Section 16 Travel Claims

Clause 1 All requests for travel expenditures shall be presented to the ASG Treasurer at least six (6) weeks in advance of consideration by the Board:

- The request shall include dates, itinerary, methods of travel, proposed housing, a roster of students and accompanying faculty members, approximate cost, and a statement of purpose or value to be achieved.
- Out of State travel requires Board of Trustee approval one month prior to travel.
- The Associated Students will pay for meals, travel, and registration fees for conferences, and lodging only on approved trips.

- If a College vehicle is unavailable, drivers may be reimbursed at the current mileage rate per mile at the time of travel OR be advanced funds to rent a vehicle. Air travel may be approved at the lowest reasonable cost for long-distance trips that would otherwise interfere with class schedules.
- The cost of meals shall be made in accordance with District policy..
- In no instance shall expenses claimed be more than authorized amount for the trip.
- All expenses must be verified by receipts, except food not provided by the conference.
- Daily Stipend may be used per the discretion of the student/individual receiving it provided it doesn't break any laws and or policies.

Clause 2 In the event of an emergency, the ASG Treasurer and/or Budget Committee may make an adjustment in the expense limit in consultation with the Dean of Student Affairs.

Section 17 Unused Funds

All ending balances remaining in Associated Students budgeted accounts at the end of the academic year shall be returned to the un-appropriated surplus fund.

Section 18 Refund of Dues

No refund of dues₁ shall be made without the approval of the Dean of Student Affairs. Refunds shall be made in accordance with District procedures. Dues are defined as ASG membership Stickers.

ARTICLE VII **DEFINITIONS**

Clause 1 Chair: an individual delegated the authority to set an agenda, as well as direct, debate and maintain order.

Clause 2 Majority: Shall consist of 50 percent plus 1 (50% ± 1) of total voting members (and or simple majority).

Clause 3 Office hours: hours logged in by ASG members and perspective ASG members to work on ASG related business. ASG related business includes but is not limited to:

1. Participatory governance committees.
2. Projects authorized by the ASG.
3. Projects authorized by the Dean of Student Affairs and/or Student Affairs Coordinator.
4. Projects authorized by the Office of Student Affairs.

- *Projects include ASG sponsored events; District sponsored events, SSCCC, Region X, Sate and/or National conferences, ASG meetings, Club meetings.*
- *Office hours do not include performing homework, meals or personal business, counseling/financial aid/ tutoring/ admissions appointments, scheduling classes or in your class, or during another execution of a paid job of any kind including other campus positions.*
- *Office of Students Affairs SHOULD MONITOR and OBSERVE ASG MEMBERS WHO ARE SIGNED IN.*

Clause 4 Semester: is defined as a full 16-week academic period, as scheduled by the district.

Clause 5 Charter Organization is an organization recognized by the Office of Student Affairs, consisting of at least ten (10) registered members with an Associated Students Membership. Chartered organizations must participate in all ICC scheduled meetings and only chartered organizations are eligible to request funding from ICC

Clause 6 Registered Organization is an organization recognized by the Office of Student Affairs, consisting of at least six (6) registered members. Registered organizations are encouraged to participate in all ICC scheduled meetings and may only obtain funds from their own Fund Raising efforts. They are not eligible to request funding from ASG as only chartered clubs are eligible.

Clause 7 Ralph M. Brown Act is the governing document for open and transparent meetings that requires posting the agenda seventy-two (72) hours in advance for a regularly scheduled meeting and forty-eight (48) hours in advance for a special meeting and twenty-four (24) hours for an emergency meeting. No item may be acted upon that is added after the agenda has been posted; only discussion and put to action in a future meeting. (See California Government Code Sections 54950 through 54962)

Clause 8 Conflicts of interest is when an ASG officer, contrary to the obligation and absolute duty to act for the benefit of the student body or ASG, exploits the relationship for personal benefit, typically pecuniary (relating to money), is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other. There shall not be more than three (3) members of same group(s), club(s), and organization(s) sitting on the Executive Board at any time, with the exception of recognized honor societies.

Clause 9 Simple Majority plus one (50%+1) Vote of those who voted motions require: Amend (Annul, Repeal, or Rescind) any part of the Constitution, By-laws, or Rules of Order, previously adopted; it also requires previous notice, Amend or Rescind a Standing Rule, a Program or Order of Business, or a Resolution, previously adopted, without notice being given at a previous meeting or in the call for the meeting, Discharge an Order of the Day before it is pending, Limit, or Extend the Limits, of Debate, Extend the Time, the Names to be Voted for Expel from Membership: it also requires previous notice and trial, Depose from Office: it also requires previous notice, discharge a committee when previous notice has not been given.

ARTICLE VIII

ELECTION CODE

Section 1 Authority

The Associated Students, as a representative student government organization under the California Education Code for the student body of San Diego City College, shall have power to codify its election processes within this Election Code.

Section 2 Elections

Clause 1 The Office of Student Affairs will oversee elections.

Section 3 Eligibility of Elected Positions

Clause 1 All candidates of the positions must meet the qualifications established by the ASG Constitution and Bylaws by petition deadline.

Clause 2 All students must be in good standing, with a grade point average of at least 2.0 and at least twelve units completed, and at least five units in progress at San Diego City College.

Clause 3 No members or candidates shall be in a probationary status as determined by the College regulation for disciplinary reasons.

Clause 4 Running for any Executive position requires at least one semester or sixteen (16) weeks of previous experience in the San Diego City College ASG.

Sub clause 1 In the event of one's lack of experience within the ASG Board, a student must submit a letter of recommendation from a faculty member, counselor, and/or advisor demonstrating leadership capability relevant to the ASG. This must be approved by the advisor(s) of the ASG

Clause 5 Candidates must meet the prescribed requirements as noted in the Constitution and Bylaws for eligibility.

Clause 6 No candidate will serve in the same position for more than two (2) consecutive terms in a three (3) year span.

Clause 7 All candidates must have a current A.S. membership at the point of submission of their election application and throughout their term.

Clause 8 Executive ASG members may not hold executive roles in other student organizations or participate in acts of nepotism; favoring relatives or associates for positions is prohibited.

Clause 9 No candidate may assume office without thoroughly reporting all clubs and organization affiliation and must keep current or it is a violation.

Section 4 Nominations

Clause 1 Executive Board candidates need 100 student signatures; all others need 50. Each petition must include: "I am signing in good faith that I am a currently registered student at San Diego City College."

Sub clause 1 Each prospective candidate is responsible for gathering signatures for their personal packet only. No signatures by proxy are permitted under any circumstances. Violations of this clause may result in disqualification under review by the Dean of Student Affairs and/or Student Affairs Coordinator.

Clause 2 Each petition must include the following compliance statement: "By signing, I confirm that I meet all qualifications for a San Diego City College ASG position, understand and agree to follow the Election Code, the San Diego City College ASG Constitution and Bylaws, and the Student Code of Conduct, and acknowledge that violations of these rules may lead to sanctions under college policies and procedures."

Clause 3 Petitions must be submitted to the Office of Student Affairs, by the registration deadline.

Clause 4 Petitions must be reviewed and verified for legitimacy by the Student Affairs Coordinator, in conjunction with the Dean of Student Affairs, no later than ten (10) instructional days prior to the first election date. All petitions and related election documents shall be maintained on file with the Office of the Dean of Student Affairs and the Student Affairs Coordinator

Clause 5 If at any time during the campaign period or after the election and before swearing-in the candidate no longer meets eligibility requirements, the candidate is immediately disqualified.

Clause 6 If a candidate cheats at any stage—from registration to serving on the ASG Board—they will be disqualified, removed from their position, and barred from serving in ASG.

Section 5 Campaigning and Publicity Regulations

Clause 1 All campaigning and publicity on behalf of a candidate or slate must comply with San Diego City College’s official student policies as well as the provisions of this Election Code.

Clause 2 All campaign and promotional materials must be approved and initialed by the Office of Student Affairs and must include the statement: “This advertisement is endorsed by [insert candidate’s name].

Clause 3 Candidate is responsible for all publicity and/or campaigning performed on their behalf.

Clause 4 Elections

Sub clause 1 Candidates may not campaign in rooms with computers used for election voting or within fifty (50) feet of the Cafeteria, City College Library, English and Math Tutorial Centers, or the TRIO and MESA Centers. Simply being present in these areas constitutes campaigning.

Sub clause 2 No campaign or promotional materials may be displayed within marked polling areas. These materials include anything that shows the name, position, or affiliation of any candidate or group involved in the election.

Sub clause 3 Any student who comes to the polls while visibly displaying or wearing campaign materials may be sanctioned by the Review Board.

Clause 5 Posting of Campaign Materials

Sub clause 1 All campaign materials shall meet campus posting regulations.

Sub clause 2 All campaign, publicity or advertising materials must be affixed with blue painter’s tape.

Sub clause 3 Must meet banner size specifications of 3 foot by 6 foot or less.

Sub clause 4 Each candidate shall be responsible for the removal of their campaign, publicity or advertising materials no later than seventy-two hours following the closing of the polls.

Sub clause 5 Campaign materials shall not be made using City College and District materials or use of mechanism therefore, besides the butcher paper.

Sub clause 6 Campaign material that is one 5 inch by 3.5-inch quarter sheet may be utilized and posted in classroom and in elevators.

Section 6 Voting Procedures

Clause 1 Online Polls

The Office of Student Affairs will determine the dates of all San Diego City College ASG elections. Any campus computer with access to online voting will be treated as a polling place. No candidates or campaign materials are allowed in polling areas.

Sub clause 1 Candidates are prohibited from using personal computers, smartphones, or other internet-ready devices on campus to solicit votes or provide alternative voting locations.

Sub clause 2 No electronic device may be in possession of the candidates or staff on elections day

Clause 2 Candidate's legal name will appear on the ballot with nicknames in parenthesis if requested.

Clause 3 **Technology Issues**

In the event of a technical issue, the Office of Student Affairs will delay the election until said technical issue is resolved.

Section 7 **Determination of Election Results**

Clause 1 Election of the Executive Board will be decided by majority vote, meaning the candidate(s) receiving the most votes. Any tie among top candidates will be resolved by a runoff election.

Clause 2 Senate positions shall be filled by the candidates with the highest vote totals until all seats are filled. Any remaining vacancies shall be filled by presidential appointments.

Clause 3 If the newly seated President resigns, the Vice President shall assume the presidency. If the newly elected Vice President resigns, the Vice Presidential candidate with the second-highest vote total shall assume the position. If no Vice Presidential candidate is available, the ASG President may appoint a Vice President in consultation with the Dean of Student Affairs and/or Student Affairs Coordinator or a search for a vice president will be completed.

Clause 4 If the ASG Board has no current members, ASG positions may be appointed by the Dean of Student Affairs and/or Student Affairs Coordinator to ensure continuity of ASG operations. Interviews will be conducted prior to appointment.

Section 8 **Propositions, and Amendments to the Constitution & Bylaws**

Clause 1 **Qualifying Propositions**

To qualify for placement on the ballot, a petition for a non-binding initiative must include signatures from at least two percent (2%) of the student body. Each proposition shall be written as a "yes" or "no" question and assigned a unique, consecutive number. For example, a student body of 18,000 requires 360 signatures

Clause 2 **Amendments to the Bylaws**

In the event the Board does not approve a proposed Bylaws amendment, the amendment may be placed on the ballot upon submission of a petition signed by at least five percent (5%) of the student body. The Board may not block any qualifying amendment and must place it on the next general election ballot for approval by simple majority. A special election may be called if more than five (5) matters require a vote.

Clause 3 Amendments to the Constitution

After approval by the Board, all constitutional amendments shall be ratified by the students as provided in the Constitution. Petitions to amend the Constitution shall be submitted to the Student Senate, except petitions calling for a constitutional convention, which shall be submitted to the full Board.

Section 9 Special Election

Elections held outside the general election for Executive Council officers or Student Senate members shall be considered special elections.

Section 10 Violations

Clause 1 Any violation of the Election Code shall be identified and addressed by the Review Board in consultation with the Dean of Student Affairs/Advisor and/or Student Affairs Coordinator/Advisor.

Clause 2 If the Review Board has not resolved the violation, any individual may present the violation in writing to the Review Board within twenty-four (24) hours of the violation.

Clause 3 When a violation is reported, the Review Board, in consultation with the Dean of Student Affairs and/or Student Affairs Coordinator/Advisor, shall meet within seventy-two (72) hours to review the complaint. The complainant and the candidate involved must appear before the Review Board with any witnesses. The Review Board will assess the complaint, determine its validity, and decide on necessary actions. All witness names and evidence must be submitted to the opposing party and the Review Board at least twenty-four (24) hours before the meeting.

Clause 4 Any infraction of the Election Code by a candidate or their campaign staff will cause all votes to be temporarily suspended until the Review Board decides on the appropriate response.

Clause 5 In consultation with the Dean of Student Affairs, the Review Board may impose sanctions on candidates for Election Code violations, including written warnings, citations, restitution, or disqualification.

Clause 6 Three (3) or more violations of Election Code by a candidate, staff, or running mate(s) is immediate disqualification of candidate and any and all running mate(s). Candidates may appeal decision of Election Code violations.

Section 11 Review Board Duties and Responsibilities

Clause 1 The Review Board holds overall responsibility and authority for all ASG-sponsored elections at San Diego City College. It interprets the Election Code but must adhere to the ASG Constitution and Bylaws.

Clause 2 The Review Board oversees campaign activity and serves as a hearing body when required by the Dean of Student Affairs.

Clause 3 The Review Board oversees candidates' adherence to the Election Code. Any member may provide written notice of a violation and require compliance. Uncorrected violations shall be referred to the Review Board for sanction.

Clause 4 The Review Board may decide on issues not covered by the Election Code within its authority and shall consult the Dean of Student Affairs and/or Student Affairs Coordinator when needed.

Clause 5 The Review Board will abide by Robert's Rules of Order.

Section 12 Responsibility of the Review Board Chair of Elections

Clause 1 The Dean of Student Affairs, in consultation with the ASG President, shall appoint the Review Board Chair. The Chair is responsible for the fair conduct of Review Board meetings and the behavior of its members during the election.

Clause 2 The safe keeping of the online ballots and marking devices will be the sole responsibility of the District Dean of Student Affairs executing the secured online elections.

Clause 3 Anyone who believes the Review Board has not followed the Election Code may bring the matter to the Dean of Student Affairs and/or Student Affairs Coordinator for review and direction.

Clause 4 Candidates must obtain approval from the Review Board Chair of Elections for any actions not covered in the Election Code. Noncompliance may lead to disqualification and sanctions.

Clause 5 Matters not covered by the San Diego City College Election Code are subject to federal, state, and local election laws and policies. The Review Board, in consultation with the Dean of Student Affairs and Student Affairs Coordinator, shall have final authority on their interpretation.

Section 13 Student Code of Conduct and Ethics

Students who violate these provisions may face Election Code penalties as well as violations under SDCCD Policy 5500 (Student Code of Conduct). Consequences may include written reprimand, restitution, suspension from the district, loss of current office, and ineligibility for future ASG positions.

Section 14 Definitions

Clause 1 The Associated Students Government (ASG) is the student governing body of San Diego City College, established under California Education Code §70902(b)(7), which mandates that the Board of Governors adopt regulations guaranteeing effective participation of faculty, staff, and students in district and college governance. These regulations are found in Title 5, §§53200 et seq., 51023.5, and 51023.7. This body is hereinafter referred to as the San Diego City College ASG

Clause 2 The Associated Students Government Board consists of the A.S. Senate, A.S. Executive Council, other Board positions, and up to three (3) ICC representatives, and is hereinafter referred to as the "Board."

Clause 3 The ASG Senate consists of the Student Senators and the ASG Student Senate President, Vice President, and Secretary, and is hereinafter referred to as the "Senate."

Sub clause 1 The Senate seats that will be declared open for the spring elections at set at no more than ten (10).

- Clause 4** ASG Executive Council is defined as the A.S. President/Student Trustee, Vice President and other Executive officers as defined by the Constitution and Bylaws. (Hereinafter referred to as the Executive Council)
- Clause 5** The Review Board is defined as the body of appointees by the Dean of Student Affairs. (Hereinafter referred to as the Review Board.)
- Clause 6** The ICC consists of representatives from student organizations or clubs. Three (3) ICC representatives serve as liaisons to the ASG, sit on the ASG Board, and each holds one (1) vote, along with all other rights and responsibilities defined in the ASG and ICC Constitutions and Bylaws. Hereinafter, it shall be referred to as the “Inter-Club Council” or “ICC.”)
- Clause 7** An Active ASG member meets office hour and duty requirements, maintains good standing, attends meetings, and holds a current ASG sticker.
- Clause 8** Semester: is defined as a full 16 weeks of academic period, as scheduled by the district.

ARTICLE IX

FUNDS ALLOCATION REQUIREMENTS

Section 1 Funding Criteria/Allocation of Funds

- Clause 1** The ASG of San Diego City College has developed the following guidelines to equitably and efficiently provide financial support. All chartered or registered clubs, organizations, and individuals must comply with these guidelines to be eligible for funding for events, excursions, or other activities.
- Clause 2** Any chartered club/or Student organization wishing to receive financial assistance from ICC for events, excursions, or other activities must provide the following, per the ASG of San Diego City College:
- The representative requesting the funds from ICC for chartered club/academic organization must be the advisor/President or a designated representative not holding an office in ASG.
 - Complete the requesting funds form and return it to the ICC Secretary at minimum, 30 days prior to the event.
 - Be an active and chartered club sponsoring a student event, as determined by the Office of Student Affairs, ASG, and/or ICC.
 - Provide a complete description of the event on the space provided on the requesting funds form. Any material regarding the event must be attached to the form.
 - A cost breakdown of attending the event and invoices must be included with your request for funding, or if requesting for funding to host an event (speaker fees, etc.), provide an invoice or a typed/written estimate.
 - Provide information demonstrating that your chartered club/academic organization is actively trying to raise funds.
 - If chartered club is requesting funds, a copy of their budget must be attached to the request form.
 - Chartered club/Student organization must attempt to submit a draft copy of their master calendar for the semester (obtained through the Office of Student Affairs).
 - Chartered clubs are required to attend a minimum of three (3) ICC meetings per month or no less than (90%) meetings per semester, as scheduled by the ICC.

- A chartered club must provide proof of at least ten (10) active members who have Associated Students membership. Names of those students and their Associated Students membership number must be submitted along with the request for funds.
- Provide a description of how the event, excursion and/or activity will benefit, promote, and/or advance the educational goals of students at San Diego City College.
- Chartered club/student organization shall provide any additional documents not listed or mentioned to their funds request that will help the ASG in its decision-making process.
- Club/organization must provide at least fifty percent (50%) of the cost of their event of purpose requested.

Clause 3 Academic Organization

Any academic organization wishing to receive financial assistance from ASG for events, excursions, or other activities must provide the following, per the ASG of San Diego City College:

- Complete the requesting funds form and return it to the ASG Secretary at minimum, 30 days prior to the event.
- Provide a complete description of the event on the space provided on the requesting funds form. Any material regarding the event must be attached to the form.
- A cost breakdown of attending the event and invoices must be included with your request for funding, or if requesting for funding to host an event (speaker fees, etc.), provide an invoice or a typed/written estimate.
- Provide information demonstrating that your chartered club/academic organization is actively trying to raise funds.
- If an academic organization is requesting funds, a copy of their budget must be attached to the request form.
- Provide a description of how the event, excursion and/or activity will benefit, promote, and/or advance the educational goals of students at San Diego City College.
- Academic organizations shall provide any additional documents not listed or mentioned to their funds request that will help the ASG in its decision-making process.

Clause 4 **Upon being granted allocation of monies by ASG, Chartered Club/Academic Organization must:**

- Submit a written report or prepare a power point presentation to the ASG within two weeks after the event, excursion or activity.
- Reports must be typed and submitted to the ASG Secretary, including a summary of the event, attendees, and total participation. Noncompliance will prevent the club or organization from requesting funds for the rest of the semester.
- The President, advisor or designated executive, or club member who is not holding a position in ASG must prepare and give a five (5) minute.

Addendum: presentation to the ASG Council during Public Forum on what they and/or their representatives learned from attending/hosting the conference/event/activity and how attending/hosting the conference/event/activity benefits San Diego City College. The A.S.G of San Diego City College reserves the right to use their discretion in regards to allocating monies to any club/organization/program/individual. Please keep in mind, the allocation of funds to clubs/programs/organizations/individuals is a privilege, not a right. Through a Democratic process, the ASG will assess your need, review the provided documentation, and vote on your request for funding. This process can take a long time. Please adhere to the fund allocation requirements and submit your request within the recommended time frame to prevent delays in your request.

ARTICLE X

TRAVEL REQUIREMENTS

Section 1 **Selection**

The ASG President, Dean of Student Affairs and/or Student Affairs Coordinator shall determine the selection criteria for all ASG sponsored travel to conferences.

Section 2 **Guidelines for the Selection Criteria**

The following guidelines shall be adhered to during the selection process:

- ASG member must be in good standing academically
- ASG members should meet the selection criteria as directed by the ASG President to include at least a one paragraph written request of why they should go.
- ASG members must have completed all office hours and job responsibilities.
- ASG members attending ASG-sponsored conferences must provide a one-page report or 3–5 minute presentation within one week. Failure to do so will make the member ineligible for ASG travel for the rest of the academic year.
- Prospective ASG members may attend ASG-sponsored retreats but must complete the 14-day probationary period before attending conferences.
- ASG members who cancel conference attendance within two weeks of the event will forfeit all ASG travel for the rest of the academic year, unless due to a medical emergency like hospitalization.
- ASG members with active student conduct cases are ineligible for travel. The Dean of Student Affairs may consider closed cases when approving travel.

ARTICLE XI

IMPEACHMENT AND PRESIDENTIAL PROCLAMATION

Section 1 **Impeachment**

Clause 1 An elected or appointed officer will be removed if he/she/they violate the Constitution and or Bylaws.

Clause 2 Reasons for removal from office:

- Not fulfilling the job requirements of the office per the Constitution and Bylaws, i.e., missing hours and reports, and the like.
- Conflicts of interest and forwarding personal agendas that is contrary to the popular consensus of the student body or to the detriment of the ASG.

Section 2 Presidential Proclamation

Clause 1 A Presidential Proclamation is an official statement that establishes a condition, declares a law, and requires compliance. For instance, an officer who misses three consecutive meetings may be removed by the ASG President, with at least a simple majority of the Board present. The President breaks any tie with a deciding vote.

Clause 2 Acts that are deemed an officer be removed from office through Presidential Proclamation are:

- More than four (4) excused absences and/or three (3) unexcused absences in a semester. For extenuating circumstances, please see refer to the ASG President, Student Affairs Dean and Coordinator.
- More than four (4) tardies in a semester. Def: Tardy is anything 1-10 minutes past the meeting start time.
- More than three (3) lates in a semester. Def: Late is anything 11 minutes or more past the meeting start time.
- More than three (3) weeks of not meeting the weekly hour requirement in a semester.
- If an officer has verbally stated that he/she will resign from office but has not formally done so in writing in the next scheduled meeting.
- Excusable absences or authorized early release from meetings include:
 - A. Missing meeting because of a class commitment outside of their normal class schedule.
 - B. An official College Shared Governance Committee meeting.
 - C. An official ASG recognized meetings or conferences.
 - D. A verifiable emergency such as medical appointments, mental health crisis, or extenuating circumstances communicated with the ASG President and/or Advisor.
 - E. Giving the ASG prior notification for excusable absence or early leave; not to exceed three absences or early leaves for prior notification.

Clause 3 Anyone disciplined for breaches of Oath, the ASG Constitution and/or Bylaws, SDCCD Policy 5500, City College Code of Conduct breaches will be immediately impeached and not eligible to rejoin the ASG at any time thereafter.

- Any officer that has been removed will have their removal and reasons for removal posted publicly, for a minimum of one (1) week and recorded in the ASG official Permanent Records, in accordance with the CA Brown Act, and the CA Public Records Act.
- All breeches must be fully documented and handed over to the Review Board and Dean of Student Affairs and/or Student Affairs Coordinator within 72 hours.

Clause 4 Any officer removed through Presidential Proclamation may submit an appeal to the Review Board and Dean of Student Affairs and/or Student Affairs Coordinator.

Section 3 Impeachment Process

Clause 1 An Associated Students member may request the removal of a senator or executive council member for failing to fulfill their duties, with documented proof of three or more minor infractions or one serious offense (e.g., misuse of ASG property). Removal requires a 50% +1 majority vote of the council present.

Clause 2 Removed senators or executive council members may appeal to the Dean of Student Affairs and/or Student Affairs Coordinator. Appeals will be considered unless the removal involves serious documented violations or the student withdraws the appeal.

Clause 3 The Dean of Student Affairs and/or Student Affairs Coordinator will hold closed sessions, meeting first with the accused senator or executive council member, then with the complainant.

Clause 4 The Review Board will evaluate the case under applicable rules, issue a written decision to relevant parties, and present it at a council meeting within 72 hours. The decision is final and will be publicly posted and recorded in accordance with the California Brown Act and Public Records Act.