

SAN JOAQUIN DELTA COLLEGE
ASSOCIATED STUDENT BODY GOVERNMENT BYLAWS

ARTICLE I
ELECTION CODE

1. There shall be one general election per year, to be held during the Spring Semester. The ASBG Board shall determine the date of the election.
2. An election committee, chaired by and comprised of a minimum of three (3) and not more than five (5) ASB members not seeking office in the ASBG, and approved by a majority of the ASBG Board, shall supervise the execution of the election. The election committee will enforce and abide by the Election Code, and will have the power to change the eligibility of candidates, assign variable dates for campaigning to candidates, restrict campaigning rights of candidates, and disqualify candidates. The election committee shall publicly meet as per the ASBG Committees Bylaw. All candidates involved in review proceedings must be able to state their case for the election committee. Candidates not present at the Election Committee Meeting in which they are due for review proceedings forfeit their right to state their case.
3. If not all positions have been filled, the President shall set an election for the Fall Semester, or appoint students to vacant positions as per ASBG Constitution, pending ratification by a two-thirds vote of the sitting ASBG board vote held within seven (7) days of the appointment.
4. The election shall be on two consecutive weekdays held from 9:00 a.m. to 8:00 p.m. Elections must be held for two (2) consecutive weekdays on all San Joaquin Delta College campuses, but not simultaneous in relation to all San Joaquin Delta College campuses.
5. If there is a 10% or less difference in the number of votes received by two candidates running for the same position, a single recount will be held.

6. Write-in candidates must garner at least fifteen percent (15%) of the votes cast to be eligible for election to their office.
7. Candidate election packets shall include, but not be limited to: applications and petitions for candidacy, current election rules and regulations, facility operations and maintenance guidelines for campaigning, expenditures form and the current procedures for election violations, a copy of the ASBG Constitution, and a calendar of dates for orientation meetings.
8. All candidates must attend at least one candidate orientation meeting. The dates, times, and locations of the meetings shall be decided by the Election Committee and the ASBG Advisor, and publicly posted. Not attending at least one (1) meeting shall be grounds for disqualification.
9. The campaign period shall begin no sooner than ten (10) days prior to the election. No time restrictions shall be placed on verbal campaigning. Violation of this section will be referred to the Election Committee for review.
10. Potential presidents and vice presidents must have one hundred (100) signatures of support from San Joaquin Delta College students by the application deadline.
11. Candidates shall not run for more than two elected ASBG positions. If elected to both positions the candidate shall choose one position. The runner up who received the majority of votes shall be offered the position not selected by the position elect.
12. At the time of election a candidate must meet the requirements specified in Education Code 70601, the San Joaquin Delta College Associated Student Body Government Constitution and the ASBG Candidate Election Packet. A qualified voter shall be any student described by Board Policy. Said student must provide one of the following forms of appropriate photo identification in order to vote: Student ID card, state driver's license, international passport, state ID card, or Military ID card.

13. Candidates may not solicit voters or distribute campaign materials within fifty (50) feet of the voting area during the election days. Candidates may campaign during election days outside the fifty (50) feet radius. Violation of this section will be referred to the Election Committee for review.
14. If candidates wish to campaign as a ticket/ party they must sign a form stating their partnership. Tickets or parties are two (2) or more candidates wishing to campaign together.
15. Candidates having aid in campaigning must have all aids sign a campaign work agreement, in which the aids understand the Election Code Bylaw and any regulations emplaced by the ASBG and/or the Election Committee, as well as all days and restrictions applying to the respective days during the progress of elections. Candidates are responsible for all individuals assisting them campaign in any manner.
16. Campaign materials, literature to be posted or handed out may include five (5) posters of a maximum size of three feet by two feet (3'x2') and unlimited flyers of any size up to a maximum size of eleven inches by seven inches (11"x7") per candidate. Any electronic/digital item(s) are considered campaign materials including but not limited to exchange of emails, mass emails, social networking sites, personal webpages, advertisements on webpages, compact discs (CDs), digital video discs (DVDs), short message service (SMS), and multimedia message service (MMS). Each candidate in a group may only use their campaign material to advertise for themselves or for the group. The Election Committee must approve all other campaign materials. No campaign material may contain false statements, slander, or an attack on another person's character, or anything else that would violate SJDC Student Handbook. Failure to abide by this section will result in the offending materials being removed. Violation of this section will be referred to the Election Committee for review.
17. If a current ASBG officer or a club officer decides to run for a subsequent term, no campaign activities or efforts should take place at the ASBG office,

student activities office on any campus of SJDC. No ASBG or club supplies, materials, or equipment may be used for campaigning purposes, unless voted on and approved by the club and minutes are provided to the Election Committee. ASBG supplies, materials, or equipment may not be used under any circumstances. No campaigning may take place on social networking sites or internet sources that are operated and maintained by the ASBG. ASBG emails may not be used to send or receive campaign materials. Violation of this section will be referred to the Election Committee for review.

Authored By: Election Code Committee 5/08. Approved April 7, 2008.

Edited by Josue Alvarez Mapp, Xavier Vasques, Navdeep Shergill 5/10

Amended March 16, 2011; By Chair Liliana Magana, Secretary Brian Ratto
Advisor Aja Butler; Members:, Waymond Hall III, Katelyn Mehring, Marlon
Stewart, Lily Warren.

Approved:

**SAN JOAQUIN DELTA COLLEGE
ASSOCIATED STUDENT BODY GOVERNMENT
BYLAWS**

RECALL STANDARDS AND PROCEDURES BYLAW

- Section 1: THE RECALL PROCESS AND ASBG SERVICE
- A. the service of an elected or appointed ASBG officer may be subject to errors of omission or commission. In light of the trust of the students their right to recall an ASBG officer and the need for justifiable and defensible reasons for said actions, the statutes of this bylaw shall be utilized to define and govern the process.
- Section 2: NUMBER OF RECALLS
- A. Only one ASBG officer may be recalled at a time.
- Section 3: ASBG RIGHT TO VOTE
- A. All interpretation and implementation pertaining to this bylaw section shall permit all ASBG elected and appointed officers to debate, motion, and vote on the issues under consideration.
- B. The ASBG officer subject of the petition is ineligible to vote on any issues pertaining to the recall.
- Section 4: VALID REASONS FOR RECALL
- A. The officer in question causes fiscal harm to the ASBG resulting in extreme and documentable loss.
- B. Documented and proven theft of ASBG or school property.
- C. Documented and proven deliberate public misconduct as an official ASBG representative while serving in office.
- Section 5: INVALID REASONS FOR RECALL
- A. A recall shall not be attempted or supported by this bylaw, the ASBG Constitution, or ASBG officers if it is advanced for the following reasons:
1. An election loss by insufficient tally.
 2. An election loss due to disqualification.
 3. Removal from the ASBG by impeachment shall result in the permanent loss of the right to recall an officer.
 4. An election loss by reason of electioneering (manipulating the election by unlawful means to achieve a desired result). Candidates will be disqualified from attempting recall for any reason for three years and may not hold offices nor serve as an ASBG appointee on committees for two years.

Section 6: THE RECALL

A. Request to Recall

1. This request shall be presented no sooner than day 101 of service of the officer's term.
2. The Request to Recall must be supported by Section 4 of this bylaw, and be presented to the ASBG at the next regularly scheduled ASBG meeting.
3. A vote of the ASBG must be taken to accept or reject the request based solely on the standards of recall of the petition being presented to the ASBG at the next regularly scheduled meeting.

B. Student Consent and Awareness Petition

1. This petition may begin circulation if and when the ASBG votes to accept the Request to Recall.
2. The Petition must be formatted by the Student Activities Office within two business days.
3. The petition must be copied by a College department under the supervision of the ASBG Advisor.
4. the original and copied petition sheets must be numbered for accountability.
5. The unsigned petition copies unsigned must be disbursed in one third increments to the recaller who must present proof of the need for another disbursement.
6. Unsigned petitions must be controlled and stored in a locked area in the Student Activities office.
7. Petitions begun prior to day 101 of the officer's term shall not be honored.

Section 7: REQUEST TO RECALL CONTENT STANDARDS

A. The Request to Recall must clearly state the following:

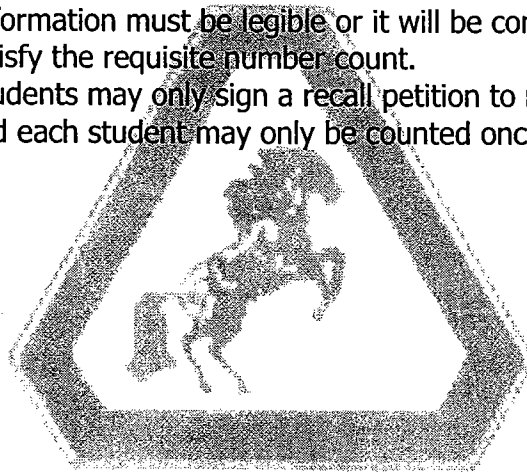
1. The complete reason for recall.
2. The evidence supporting the recall's premise as well as independent sources that may be obtained by the petition signer(s) to confirm, review, and research regarding the petition's assertions for recall.
3. Source documents and any evidence in the Request for Recall must accompany the petition's filing in hardcopy.
4. Missing source documents or evidence will constitute an incomplete and invalid Request to Recall.

Section 8: THE ASBG APPROVAL OF REQUEST FOR RECALL

- A. The Request for Recall must be presented to the ASBG for approval or rejection based solely on having met the standards set in Section 4 of this bylaw.

Section 9: STUDENT AWARENESS AND CONSENT PETITION

- A. The Student Awareness and Consent Petition must contain the following items to be valid:
 - 1. Statement information from Section 7 of this bylaw placed in the header position for students to read.
 - 2. A numbered registration line.
 - 3. Student's printed name.
 - 4. Student's printed signature.
 - 5. Last four digits of the student's enrollment number.
- B. Any missing information will invalidate that registration line and not be counted towards the total number of signatures.
- C. Information must be legible or it will be considered invalid to satisfy the requisite number count.
- D. Students may only sign a recall petition to represent themselves and each student may only be counted once.



**SAN JOAQUIN DELTA COLLEGE
ASSOCIATED STUDENT BODY GOVERNMENT
BYLAWS**

FAILURE TO MEET ACADEMIC REQUIREMENTS BYLAW

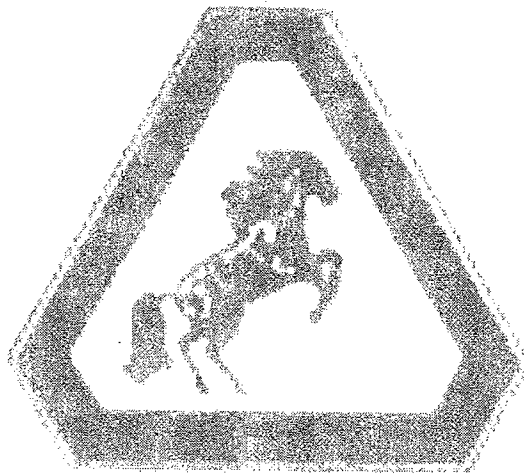
- Section 1: An ASBG officer will be seen as having not fulfilled the academic requirements of their position if their overall grade point average should diminish below a 2.5 (on the 4.0 scale), as pursuant to the "San Joaquin Delta College Associated Student Body Government Constitution," Section 4.
- Section 2: An ASBG officer will be seen as having not fulfilled the minimum unit requirements of their position should the number of enrolled/completed units per semester diminish below 6 semester units. This requirement shall also apply to the office of the "Student Representative to the Board of Trustees of the San Joaquin Delta College District."
- Section 3: When an ASBG officer is determined to have fallen below the "grade point average" or the "minimum unit" requirement, that officer shall be expected to resign at the next regularly scheduled ASBG meeting.
- Section 4: Should an officer not meet the "grade point average" or the "minimum unit" requirement, and fail to resign at the next regularly scheduled ASBG meeting, the ASBG must consider the member's resignation without the presence and/or consent of the violating officer.
- Section 5: If an ASBG officer is removed for having not met the "grade point average" or the "minimum unit" requirement, that officer may apply for a vacant position (either voting or advisory) on an already elected board per the ASBG Constitution.
- Section 6: If an officer is removed from office during the Summer or Fall semesters, that officer must return all ASBG property. If an officer is removed from office during the Spring semester, that officer must return all ASBG property ceded to them during the Spring semester, as listed on the ASBG application.

**SAN JOAQUIN DELTA COLLEGE
ASSOCIATED STUDENT BODY GOVERNMENT
BYLAWS**

EXPENSE AND INCOME PROCEDURES BYLAW

- Section 1: ASBG expenditures shall adhere to the established district and/or ASBG payment request procedures. The ASBG shall oversee the collection and use of funds received from the District, funds received through the student Representation Fee collection process, and funds received through its own fundraising efforts. Funds collected shall be managed and approved according to this bylaw and references therein to District policy and the State Education Code.
- Section 2: A District PO (Purchase Order) shall be obtained for single item purchases that exceeds \$5,000 and original documentation is required to establish purchase amount and purchase description; however, three quotes from vendors is not required. This procedure requires ASBG board approval.
- Section 3: Item purchases between \$2,500 and \$4,999.99 required ASBG board approval and an original receipt must be obtained. Single item purchases up to \$2,499.99 must conform to Authorized Spending Bylaw, the Executive Privilege Bylaw, and the SJDC Policies and Procedures, and must be accompanied by an original receipt.
- Section 4: For a reimbursement up to \$4,999.99 an original receipt is needed. If an original receipt is not available a memorandum and proper documentation from a seller is needed.
- Section 5: ASBG monetary donation expenditures shall be transacted by payment requests, and non-monetary donations will require executive approval. ASBG will primarily have concern and interest in programs that are student based and unfunded by the district and our secondary concern will be student organizations that may be funded by the District but have a need and non-campus organizations.
- Section 6: ASBG Flea market income shall be deposited according to district fundraising policy.
- Section 7: Student Body ID's income shall be deposited through the bookstore according to district policy, funds shall be registered in favor of the ASBG.

- Section 8: The Student Representation Fee shall be collected according to Education Code 76060.5.
- Section 9: Funds deposited by the district in favor of the ASBG shall be used for scholarship purposes, unless the ASBG board votes to direct the funds for other use.
- Section 10: Other income shall be deposited according to district fundraising policies and shall be expended according to district and/or ASBG payment processes.
- Section 11: Petty cash shall be expended according to district policies and procedures.



Authored By: Kristie Hess-Shipman, Lindsay Noriega
Edited By: Josue Alvarez Mapp

**SAN JOAQUIN DELTA COLLEGE
ASSOCIATED STUDENT BODY GOVERNMENT
BYLAWS**

DEFINITIONS BYLAW

- Section 1: This bylaw shall serve as the ruling source of terms used by the SJDC ASBG.
- Section 2: The ASBG is eligible to vote on the definition, application, or interpretation of this bylaw, as well as vote to have a different use of the word in a specific instance or event.
- Section 3: References to terms defined in this Bylaw in the ASBG Constitution, other ASBG Bylaws, ASBG Protocols, ASBG Policies and Procedures, and other publications by the ASBG shall be defined herein this article, solely.
- Section 4: **USE AND DEFINITIONS OF THE WORD "TERM"**
- A. The word "term" shall have two meanings in its use in the Associated Student Body Government Constitution Bylaws and ASBG literature.
 - B. Use #1: "Term" shall mean the length of time specified in the context of the ASBG Constitution, Bylaw, or literature (i.e. from June 1st – May 31st).
 - C. Use #2: When not specified, the use of the word "term" shall mean the beginning of an officer's service on the Board to the end of their service, uninterrupted by the acts or actions such as impeachment, disqualification, or failure to appear.
 - D. A "term" concluded by voluntary resignation or a constitutional date limit shall be considered the fulfillment of an officer's "term" as described in item "b" of this article.
 - E. Voluntary resignation is acquired when a letter is presented to the ASBG advisor justifying reason to apply for voluntary resignation. The officer must be put on the agenda to present an appeal on qualifying for voluntary resignation. The Board shall need a two-third (2/3) majority vote to grant whether or not the reason is justified.
 - F. A "term" concluded by impeachment, disqualification, or involuntary resignation or failure to appear shall be considered as not concluding a "term" for the purposes of eligibility for later ASBG officer committee service at a later date.

**SAN JOAQUIN DELTA COLLEGE
ASSOCIATED STUDENT BODY GOVERNMENT
BYLAWS**

AUTHORIZED SPENDING BYLAW

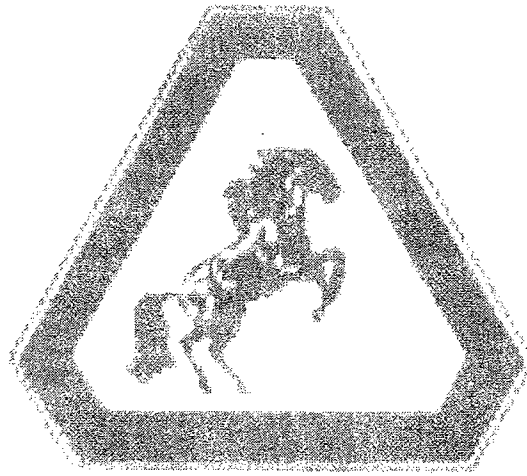
- Section 1: This bylaw authorizes that the following ASBG officers shall have full Authorized Spending pertaining to the functions of their respective budgeted duties as described in Article IV; Section 3 of the ASBG Constitution: Vice President of Student Affairs, Senator of Activities, Senator of College and Community Relations, Interclub Council Chairperson.
- Section 2: Authorized spending of the above officers must comply with the budget set by the ASBG.
- Section 3: The ~~Executive-Secretary~~, Senator of Student Body ID Cards, and Senator of Publicity Relations, will have Authorized Spending within their duties with the exception of a total that exceeds five hundred dollars. If a total does exceed the five hundred dollar amount, it must be presented to the ASBG Board for approval.
- Section 4: The remaining officers shall only be authorized to expend funds with the Authorized Spending limitations set forth by this bylaw, including the ~~Executive~~ President of the ASBG.

Section 5: USE AND DEFINITIONS OF THE WORD "DAY"

- A. A day shall be defined as a period of time from 8:00 a.m. to 5:00 p.m. in which College conducts both business and instruction, excluding holidays, half-days of any kind, dead week(s), internet only access classes, or final examination days.

Section 6: USE AND DEFINITIONS OF THE WORD "ACADEMIC"

- A. In reference to courses, the term "Academic" is defined as a course that is AA, CSU, or UC applicable, or applicable to certificates at SJDC, or Career Technical Education, or has established a Student Educational Plan (SEP) with a SJDC counselor and is following the established SEP.



**SAN JOAQUIN DELTA COLLEGE
ASSOCIATED STUDENT BODY GOVERNMENT
BYLAWS**

CELLPHONE BYLAW

Section 1: CELLULAR PHONE ENTITLEMENTS

- A. The ASBG President, Vice President, and Senator of Activities shall be entitled to a cellular phone for the duration of the ASBG term of office.
- B. The Flea Market Student Manager is entitled to a cellular phone for the duration of his or her employment.
- C. Additional cellular phones shall be distributed to other ASBG officers at the discretion of the ASBG President.
- D. Each entitled person shall sign a cellular phone policy contract before receiving his or her cellular phone. All contracts will specify each individual's allocated plan. Any person who does not sign the contract will fall under its rules by default.

Section 2: USE OF CELLULAR PHONES

- A. Each cellular phone shall be restricted to its allocated plan. Any entitled persons violating their allocated plan shall be charged a fee in the amount exceeding their allocated plan.
- B. If a cellular phone is damaged and needs to be replaced, the ASBG member or Flea Market Student Manager will be financially responsible for the insurance fee.
- C. If a cellular phone is lost or stolen, the ASBG member or Flea Market Student Manager will be financially responsible for the cost of the cellular phone.
- D. All cellular phones and phone equipment must be returned to the ASBG at the conclusion of the term of office.

Authored By: Daniel Luna
Approved 4/7/2008

**SAN JOAQUIN DELTA COLLEGE
ASSOCIATED STUDENT BODY GOVERNMENT
BYLAWS**

COMMITTEES BYLAW

**ARTICLE I
STANDING COMMITTEES**

- Section 1: Standing Committees are panels established by the ASBG in which would meet regularly to resolve actions and issues pertaining to that committee.
- A) Standing Committees do not dissolve at the end of any ASBG term, unless otherwise noted.
 - B) Standing Committees can only be dissolved by revision of this bylaw with the removal of that committee.
 - C) The ASBG President cannot establish Standing Committees.
- Section 2: Upon establishment of a standing committee, the ASBG President at the time must establish a chair of that committee. The ASBG President may also assign ASBG and/or ASB members to the committee as well.
- A) Chairs of Standing Committees can only be removed and/or changed by a simple majority vote of the ASBG.
 - B) Standing Committee members may submit a letter of resignation from the standing committee to the Committee Chair and ASBG President to voluntarily resign from a Committee.
 - C) Via a two-thirds majority vote of the Executive Board, members of standing committees may be removed or added.
 - D) Via a two-thirds majority vote of the ASBG, members of standing committees may be removed or added.
 - E) Via a simple majority vote of that respective standing committee, they may remove or add members from their standing committee, not exceeding a total of five (5) members including the chair.
- Section 3: Members of standing committees unable to attend a meeting of their committee may send a written proxy, in which their wishes and opinions are expressed to the committee pertaining to the agenda for that meeting, or send a physical proxy who will represent the committee member for that meeting.

- A) A standing committee member may only use a proxy three (3) times per each Fall and Spring semester. Violation of this may result in removal from the committee.
- B) Standing Committee members failing to attend meetings, or for over using proxies, merits removal from the standing committee as per Article I, Section 2 of the Committees Bylaw.

Section 4: The Standing Committees are as follows:

- 1) Executive Board
- 2) Election Committee
- 3) Marketing Committee
- 4) Campus Life Committee
- 5) Flea Market Committee
- 6) Financial Committee
- 7) Technologies Committee
- 8) Legislative Committee
- 9) Clubs Night Committee

ARTICLE II STANDING COMMITTEE DUTIES

Section 1: Duties of All Committees

- A) Standing committees must:
 - a. Meet at least once a month, except during Summer Semester;
 - b. Report to the ASBG at least once a month;
 - c. Meet publicly and allow for public comments present programs and/or events relative to that committees jurisdiction, or assist in promoting topics of discussion relating to the committee to the ASB;
 - d. Assist the ASBG as directed by the ASBG President;
 - e. Be no larger than five (5) members of the ASBG or ASB;
 - f. Plan one (1) activity per Fall and Spring Semester, except the Executive Board (i.e. Marketing committee serves table hours in the quad, Campus Life takes a survey and releases its findings to the ASB, etc.)

Section 2: Executive Board

- A) The Executive Board shall consist of the President, Vice President of Student Affairs, Vice President of Flea Market Affairs, Treasurer, and Executive-Secretary.
- B) At the start of every ASBG Term, the members of the committee will change to the newly inaugurated President, Vice President of

Student Affairs, Vice President of Flea Market Affairs, Treasurer, and Executive Secretary.

- C) The Executive Board will:
- a. prepare necessary information to be given to the board regarding upcoming agenda items (i.e. presentation, packets, etc.).
 - b. Review progress of ASBG Committees
 - c. Discuss possible future programs and events for the ASBG
 - d. Discuss and resolve issues currently within the ASBG
 - e. Plan the Fall and Spring Retreat and other leadership activities

Section 3: Election Committee

- A) The Election Committee will adhere to the Election Code Bylaw. The members of the committee shall also be qualified and adhere per the regulations of the Election Code Bylaw.
- B) The Election Committee will dissolve at the end of the Fall and Spring Semester of each Academic Year.
- C) The Election Committee may only convene within three (3) months before any election hosted by the ASBG or one (1) month after any held election.
- D) The Election Committee will oversee all elections, and uphold and enforce the Election Code Bylaw.

Section 4: Marketing Committee

- A) The Senator of Publicity Relations must chair the Marketing Committee.
- B) The Marketing Committee will create and promote marketing plans and programs that further promote the ASBG, ASBG events, and other items and issues relating to the ASBG.

Section 5: Campus Life Committee

- A) The Campus Life Committee must be chaired by the Vice President of Student Affairs;
- B) The Campus Life Committee shall consist of the:
- a. Vice President of Student Affairs;
 - b. Senator of Activities;
 - c. Senator of Student Advocacy;
 - d. One (1) Senator-at-Large;
 - e. One (1) two (2) other ASBG or ASB members.
- C) The Campus Life Committee shall assist in:
- a. The planning of activities with the Senator of Activities;
 - b. Assist the Senator of Student Advocacy in assisting students;
 - c. Promote better welfare and spirit among the ASB.

Section 6: Flea Market Committee

- A) The Vice President of Flea Market Affairs must chair the Flea Market Committee.
- B) The Flea Market Committee will:
 - a. Receive reports on the Flea Market;
 - b. Discuss current Flea Market affairs;
 - c. Create monthly reports to the ASBG pertaining to the Flea Market;
 - d. Meet with the Flea Market Coordinator and staff to discuss Flea Market matters.

Section 7: Financial Committee

- A) The Treasurer must chair the Financial Committee
- B) Financial Committee will:
 - a. Oversee and balance the budget of the ASBG;
 - b. Provide quarterly report to the ASBG on the financial status of the ASBG;
 - c. Make recommendations to the ASBG per possible transfers in line items, or the creation of new line items;
 - d. Oversee and review Funding Requests to the ASBG as per the ASBG Funding Request Protocol.

Section 8: Technologies Committee

- A) The Technologies Committee shall consist of:
 - a. Communications Officer
 - b. Senator of Student Body ID Cards;
 - c. One (1) Senator-at-Large;
 - d. ~~Webmaster.~~
- B) The Technologies Committee may consist of two (2) additional ASBG or ASB members.
- C) The Technologies Committee will:
 - a. Manage and oversee the ASBG Wi-Fi;
 - b. Promote future technological endeavors by the ASBG;
 - c. Maintain and oversee the Student Body ID Program under the direction of the Senator of Student Body ID Cards;
 - d. Maintain the ASBG Website under the direction of the Webmaster Communications Officer;
 - e. Maintain and promote other technological means to promote and foster communication for the ASBG and ASB.

Section 9: Legislative Committee

- A) The Senator of Legislative Affairs must chair the Legislative Committee.

- B) The Legislative Committee may meet quarterly.
- C) The Legislative Committee will:
 - a. Be well versed and knowledgeable in the ASBG Constitution, ASBG Bylaws, ASBG Policies and Procedures, and SJDC Policies and Procedures.
 - b. Make reports to the ASBG pertaining to the current standing of the ASBG Constitution, ASBG Bylaws, ASBG Policies and Procedures, SJDC Policies and Procedures, and possible Administrative and Board Policies from SJDC.
 - c. Recommend Bylaws, Bylaw revisions, Constitution revisions, Policies and Procedures, and other issues that the ASBG may wish to take a stance on.

Section 10: Clubs Night Committee

- A) The InterClub Council Vice President of Student Affairs or a member of the InterClub Council Board must chair the Clubs Night Committee.
- B) At least one ICC Board member and/or Club member must be in the committee.
- C) May meet three (3) months before and one (1) month after a regularly schedule Clubs Night.
- D) The Clubs Night Committee will:
 - a. Schedule and plan Clubs Night
 - b. Set the theme, activities, and prizes for Clubs Night
 - c. Report to the ASBG on all progress made towards Clubs Night.
 - d. Make a debrief after Clubs to the ASBG

**ARTICLE III
AD HOC COMMITTEES**

- Section 1: Ad Hoc Committees are panels established by the ASBG in which would meet regularly to resolve actions and issues pertaining to that committee.
- A) Ad Hoc Committees dissolve at the end of any ASBG term, or at a date falling with the term it is created.
 - B) The ASBG President establishes all Ad Hoc Committees with a dissolution date that falls within their term of office – the date in which the committee shall dissolve.
 - C) Viable dissolution dates can be:
 - a. A specific date of the year falling within the term of office.

- b. A date of an event or a meeting falling with the term of the office.
- c. An ambiguous date in which a certain task is completed or program is created, knowing that the committee's task must be completed before the end of the ASBG term.

- Section 2: Upon establishment of an ad hoc committee, the ASBG President must establish a chair of that committee. The ASBG President may also assign ASBG and/or ASB members to the committee as well.
- A) Chairs of Ad Hoc Committees can only be removed and/or changed by a simple majority vote of the ASBG.
 - B) Committee members may submit a letter of resignation from the committee to the Committee Chair and ASBG President to voluntarily resign from a Committee.
 - C) Via a two-thirds majority vote of the Executive Board, members of ad hoc committees may be removed or added.
 - D) Via a simple majority vote of the ASBG, members of ad hoc committees may be removed or added.
 - E) Via a simple majority vote of that respective ad hoc committee, they may remove or add members from their ad hoc committee, not exceeding a total of five (5) members including the chair.
- Section 3: Members of ad hoc committees unable to attend a meeting of their committee may send a written proxy, in whom their wishes and opinions are expressed to the committee pertaining to the agenda for that meeting, or send a physical proxy who will represent the committee member for that meeting.
- A) An ad hoc committee member may only use a proxy three (3) times per each Fall and Spring semester. Violation of this may result in removal from the committee.
 - B) Ad Hoc Committee members failing to attend meetings, or for over using proxies, merits removal from the committee as per Article III, Section 2 of the Committees Bylaw.
- Section 4: Ad Hoc Committees may be dissolved prior to the dissolution date set originally, or before the end of the term, by a two-thirds (2/3rds) majority vote by the ASBG.

Authored by Josue Alvarez Mapp

**SAN JOAQUIN DELTA COLLEGE
ASSOCIATED STUDENT BODY GOVERNMENT
BYLAWS**

**ASSOCIATED STUDENT BODY GOVERNMENT
RIGHT OF ASCENSION BYLAW**

**ARTICLE I
OFFICER RIGHTS**

- Section 1: All San Joaquin Delta College (SJDC) Associated Student Body Government (ASBG) Officers have the right to ascension – the right to ascend from a lower-ranking office to a vacant higher-ranking office.
- Section 2: At the moment an ASBG office becomes vacant, the next ranking officer, as outlined per the constitution, must be asked by the ASBG Advisor or the ASBG President, or presiding officer of the ASBG.
- A) If that officer agrees to ascend, they will take the oath of office for that respective office at the next stated meeting, and will no longer be seated in their previous office.
 - B) If that officer disagrees to ascend, the next ranked officer, as outlined per the ASBG Constitution, must be asked if they wish to ascend.
 - C) This process must be repeated until all lower ranking officers have been asked.
 - D) If no officer wishes to ascend, the office must be filled as outlined per the ASBG Constitution.
- Section 3: Any office of the ASBG that becomes vacant during a term may be filled by the Right of Ascension.

**SAN JOAQUIN DELTA COLLEGE
ASSOCIATED STUDENT BODY GOVERNMENT
BYLAWS**

**ASSOCIATED STUDENT BODY GOVERNMENT
OFFICE PROTOCOL**

**Article I
*Office Hours***

- Section 1: All members of the Associated Student Body Government (ASBG) Board are required to serve Four (4) hours a week in the ASBG Office.
- A) Each ASBG Officer must serve one (1) "night" hour after 5:00 PM every week.
 - B) The "night" hours must be staggered among the ASBG Officers as evenly as possible throughout the week and hours after 5:00 PM.
- Section 2: All office hours served by ASBG officers must be served in a minimum of one (1) hour intervals. More time can be added per office hour session by thirty (30) minute increments.
- Section 3: It is the duty of the Senator of Student Body ID Cards to create and maintain a schedule of office hours for the ASBG Office.
- Section 4: All members in the ASBG Office serving their office hour(s) are required to give priority to serving the students and San Joaquin Delta College (SJDC) in the following order by:
- 1) Making Student ID's for all students with
 - a. A receipt showing proof of purchase of the ID.
 - b. Schedule of the Student's Classes
 - c. A photo ID
 - 2) Assisting all persons who enter the office needing help
 - 3) Answering the ASBG phone
 - 4) Checking the ASBG phone for voice mails and informing officers of any and all messages in as complete of detail as possible
 - 5) Completing tasks relative the officer's position, or towards an event held or sponsored by ASBG.
 - 6) Keep the office organized and orderly
- Section 5: ASBG officer(s) must drop all lower duties when serving office hours for duties that rank higher as outlined in Article I, Section 4 of the Office Protocol Bylaw.
- A) A phone call related to ASBG business takes precedence over this rule.

- Section 6: ASBG Officers not serving office hours in the ASBG Office are students above being an ASBG Officer. If the officer is completing tasks related to SJDC courses they are enrolled in, and are not serving office hours, they may use ASBG Office and its resources towards completing their school work.
- Section 7: ASBG Officers not serving office hours in the ASBG Office, and are not completing college related task, may work on SJDC Club projects.
- Section 8: All ASBG officers must inform the Senator of Student Body ID Cards for all absences from serving office hour(s).
- Section 9: Disciplinary actions may be pursued against an ASBG Officer by any ASBG Officer if:
- A) The officer fails to serve their office hours without giving notice to the Senator of Student Body ID Cards.
 - B) The officer ignores students during office hours.
 - C) The officer repeatedly does not serve 4 hours a week.
 - D) The officer is late for serving office hours repeatedly.
- Section 10: Disciplinary actions, which will be enforced by the President, Senator of Student Body Cards, or the advisor, are as follows:
- First Offense: Verbal warning in the presence of two (2) other individuals.
 - Second Offense: Written Warning via e-mail.
 - Third Offense: Warning at the 1:30 PM Leadership Training Meeting
 - Fourth Offense: Warning at the 2:30 PM Stated Meeting
 - Fifth Offense: The Senator of Student Body ID Cards, or any other ASBG officer, will initiate the process for impeachment.
- Section 11: The ASBG Office may be closed during any ASBG hosted event.
- A) The ASBG Office cannot be closed during any ASBG sponsored event.

Article II

Authorized Personnel

- Section 1: Non-current ASBG officers must be accompanied by a current ASBG officer while in ASBG facilities.
- A) Each current ASBG officer may only accompany one (1) non-current ASBG officer.

- Section 2: The following areas shall not be accessible to non-current ASBG officers regardless of ASBG accompaniment:
- A) All computer workstations and counter top workstations.
 - B) ASBG filing cabinets.
 - C) ASBG storage cabinets
 - D) ASBG general storage area
- Section 3: All non-current ASBG officers who are not accompanied by a current ASBG officer may be asked to leave.
- A) A current ASBG officer may call Campus Police to escort any non-current ASBG officers refusing to comply with this bylaw.
- Section 4: If an ASBG officer is accused of violating this bylaw, a committee shall be appointed by the President to review the accusation. If the President is the accused, or the accusing officer, the next seated officer as outlined in the SJDC ASBG Constitution Article IV Section 1 A shall appoint the committee. This committee will only determine if the accused officer's actions are prosecutable by this bylaw (i.e. an interpretation of conditions and intent). If the accused officer is determined to be culpable, the office will be held to the penalties listed in this bylaw.
- Section 5: Upon the first ruling by the appointed committee that an officer has broken the intent of this bylaw, the violating officer will incur all of the following penalties which will be enacted by the ASBG President and/or advisor:
- A) Be given a written warning
 - B) The violating officer will be expected to relinquish all keys to ASBG facilities immediately.
 - C) The violating officer will have all codes to all ASBG omni-locks immediately removed.
- Section 6: Upon the execution of Article II, Section 4 of this bylaw, the violating officer will not be relieved of any expected requirements to participate in the ASBG (i.e. office hours).
- Section 7: After a period of sixty days, the violating officer may request that ASBG reinstate those privileges removed by the execution of Article II, Section 4 of this bylaw. Those privileges can be reinstated by a two-thirds majority vote of the ASBG.
- Section 8: If an officer is accused of violating this bylaw a second time, and is found to have broken this bylaw as stated in Article II, Section 3, impeachment proceedings will be immediately brought against the violating officer by the President, or any other officer of the ASBG.

Article III
Storage

- Section 1: Each ASBG Officer will have only one (1) cubby/cabinet in the office for storage purposes.
- Section 2: Anything may be stored in the ASBG Office as long as it complies with San Joaquin Delta College Policies and Procedures
- Section 3: No non-ASBG related items may be stored on the counters or general cabinets of the ASBG office.
- Section 4: The refrigerator in the ASBG office may only be used to store items for the ASBG officers, or for events that will be hosted or sponsored by the ASBG.
- Section 5: This bylaw does not apply to the personal office of the President/Vice President, except Article III, Section II of this bylaw, except for Article III, Section 2.

Authored 10/20/09 by:
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**SAN JOAQUIN DELTA COLLEGE
ASSOCIATED STUDENT BODY GOVERNMENT
BYLAWS**

**ASSOCIATED STUDENT BODY GOVERNMENT
MEETING PROTOCOL**

**Article I
*Quorum***

Section 1: A seated officer of the Associated Student Body Government (ASBG) is an officer in a voting and/or advisory office that is enrolled and maintains a minimum of 6 units, as well as maintains a cumulative minimum GPA of 2.5, and has:

- A) Been elected in the general elections of the San Joaquin Delta College (SJDC) ASBG elections, or
- B) Been appointed by, with two-thirds majority vote, the ASBG.

Section 2: An office that does not contain a seated officer is vacant.

Section 3: Quorum is fifty-one percent (51%) of the seated officers of the ASBG.

Section 4: When quorum is lost, either:

- A) The meeting must be recessed to attempt to regain quorum, or
- B) The meeting must be adjourned until the next stated or special meeting.

**Article II
*Majority***

Section 1: Simple majority is fifty-one percent (51%) of casted votes by voting officers.

Section 2: Two-thirds majority is sixty-six percent (66%) of casted votes by voting officers.

Section 3: Majority is rounded up to the nearest whole person.