

SAN JOAQUIN DELTA COLLEGE

CONSTITUTION

Associated Student Body Government

Last updated Spring 2012

SAN JOAQUIN DELTA COLLEGE ASSOCIATED STUDENT BODY GOVERNMENT CONSTITUTION

PREAMBLE

We, the Associated Student Body Government of San Joaquin Delta College, in order to form the Student Association that provides for and guarantees equal representation to all students and which extends the intellectual, social and physical welfare and advances the spirit and the traditions of San Joaquin Delta College, do ordain and establish this constitution for the San Joaquin Delta College Associated Student Body Government.

ARTICLE I: NAME AND INSIGNIA

Section 1. Recognition. The San Joaquin Delta College Associated Student Body Government shall be officially known and recognized as the governing body, representing the general students of San Joaquin Delta College.

Section 2. Name. The San Joaquin Delta College (SJDC) Associated Student Body Government shall be referred to in short form for official purposes as the ASBG.

- A. The San Joaquin Delta College (SJDC) Associated Student Body shall be referred to in short form for official purposes as the ASB.
- B. The San Joaquin Delta College (SJDC) InterClub Council shall be referred to in short form for official purposes as the ICC.

Section 3. Insignia. The official colors of the ASBG shall be gold, black, and white. The official mascot of the ASBG shall be the Mustang.

ARTICLE II: MEMBERSHIP AND PRIVILEGES

Section 1. Membership. All students currently enrolled at San Joaquin Delta College shall be recognized as members of the ASB.

Section 2. Privileges. All members shall have the right to suffrage for all propositions and positions and to run for office and apply for appointment to all ASBG offices.

- A. A member wishing to be elected or appointed to any ASBG position shall be in compliance with all aspects of both the ASBG Constitution and By-laws.
- B. All members shall be entitled to equal representation through their elected and appointed officials.

C. All members shall be entitled to one (1) ballot per election held.

ARTICLE III: REPRESENTATIVE OFFICIALS

Section 1. Officers. The following positions shall be elected in accordance with the Election Code: President, Vice President of Student Affairs, Vice President of Flea Market Affairs, Communications Officer, Treasurer, Secretary, Senator of Public Relations, Senator of Activities, Senator of Legislative Affairs, Senator of Student Advocacy, Senator of Student Body ID Cards, Senator of Community and College Relations, Senator of Committees, Sergeant-at-Arms, and two Senators-at-Large.

A. Student Representative to the Board of Trustees. The Student Representative to the Board of Trustees shall be appointed by the ASBG in accordance with Article XI of the ASBG Constitution

B. Vacancies. If there are any vacant positions following the mandatory spring elections the board may hold a special fall election. If a vacancy occurs after the Special Fall Elections the board may choose to appoint a student to the vacant position according to the appointment process.

C. Voting Allocation. The following officers shall have voting privileges: Vice President of Student Affairs, Vice President of Flea Market Affairs, Communications Officer, Treasurer, Secretary, Senator of Public Relations, Senator of Activities, Senator of Legislative Affairs, Senator of Student Advocacy, Senator of Student Body ID Cards, Senator of Community and College Relations, Senator of Committees, Sergeant-at-Arms, Student Representative to the Board of Trustees, and two Senators-at-Large.

1. The president can vote to make or break a tie.

D. Removal of Officers. Any officer violating any section of the ASBG Constitution or the ASBG Bylaws, Protocols, Policies and Procedures may be impeached via Article XII of the ASBG Constitution.

Section 2. Term of Office

A. ASBG Officers. All elected and appointed officers (not including the Student Representative to the Board of Trustees) shall serve a one-year term beginning June 1 and ending May 31 of the following year.

B. The Student Representative to the Board of Trustees shall serve a term of one year from May 15 to May 14 as stated in Board Procedure 1070.

C. Term Limits. All elected and appointed officers can serve a maximum of two cumulative terms. Students that have served two terms shall be considered ineligible to serve on the ASBG

Section 3. Prerequisites for Potential Officers

A. Eligibility. Any student elected or appointed as an officer on the ASBG shall meet the scholastic requirements stated in Board Procedures 4220 and 5203.

B. GPA Requirements. Students elected or appointed to office shall have a cumulative GPA of 2.0.

C. Enrollment Requirements. The student shall be enrolled in the District at the time of election and/or appointment and throughout his/her term of office with a minimum of five semester units or the equivalent

Section 4. Requirements of Officers. All officers shall:

A. Attend all ASBG meetings during their term of office. If more than four meetings are missed, the absentee officer shall be brought up for review via Article XII of the ASBG Constitution;

B. Fulfill all minimum requirements of their respective office. See Article V, Section 3;

C. Conduct themselves, at all times, in a professional manner;

D. Be in accordance with the ASBG Constitution and all ASBG Bylaws

E. Make a bi-monthly report to the ASBG President and Advisor of progress towards their respective duties and goals.

F. Visit the San Joaquin Delta College ASBG Flea Market at least once every three months.

ARTICLE IV: ELECTIONS

Section 1. General Spring Election. The General Spring Election shall be held in the Spring semester of every academic year and follow the rules and regulations of the ASBG Election Code Bylaw and the ASBG Constitution.

A. The General Spring Election shall be held within the last eight (8) weeks of the Spring Semester of the academic year.

B. All ASBG offices, except the Student Representative to the Board of Trustees of the San Joaquin Delta College District, shall be placed on the ballot for election by the San Joaquin Delta College ASB membership.

C. All eligible Initiative(s) and Referendum(s) shall be placed on the ballot for voting by the ASB membership.

Section 2. Special Fall Election. The ASBG may approve to hold a special fall election to fill vacant positions (excluding the Student Representative to the Board of Trustees) following the general spring election. Special elections shall be conducted in accordance with the ASBG Election Code Bylaw and ASBG Constitution.

A. The Special Fall Election may be held within the first ten (10) weeks of the Fall Semester of the academic year.

B. If a Special Fall Election is held, any eligible Initiative(s) and Referendum(s) shall be placed on the ballot for voting by the San Joaquin Delta College ASB membership.

Section 3. Constitutional Special Election.

A. All Constitutional Amendments and Revisions will follow Article XIII of the ASBG Constitution.

B. A Constitutional Special Election may be held at any time during the Fall or Spring Semester of the academic year.

C. Only the Constitutional Amendment and/or Revision may be placed on the ballot for election, and shall be voted on by the San Joaquin Delta College ASB.

D. The Constitutional Amendment and/or Revision shall attain a simple majority of the ballots casted by eligible members of the San Joaquin Delta College ASB to pass.

Section 4. Special Election

A. All Special Elections will follow the rules and regulations of the ASBG Election Code Bylaw and the ASBG Constitution.

B. A Special Election may be held at any time during the Fall or Spring Semester of the academic year.

C. Only eligible Initiative(s), Referendum(s), and Recall(s) may be placed on the ballot for voting for election, and shall be voted on by the San Joaquin Delta College ASB.

D. The Initiative(s), Referendum(s), and/or Recall(s) shall attain a simple majority of the ballots casted by eligible members of the San Joaquin Delta College ASB to pass.

**ARTICLE V:
ASBG GOVERNING BOARD COMPOSITION, THE INDIVIDUAL
RESPONSIBILITIES OF THOSE OFFICERS, INELIGIBILITY AND
INABILITY**

Section 1. Members of the ASBG are to include:

A. As voting members:

1. President (only to make or break a tie)
2. Vice President of Student Affairs;
3. Vice President of Flea Market Affairs;
4. Communications Officer;
5. Treasurer;
6. Secretary;
7. Senator of Public Relations;
8. Senator of Activities;
9. Senator of Legislative Affairs
10. Senator of Student Advocacy;
11. Senator of Student Body ID Cards;
12. Senator of College and Community Relations;
13. Senator of Committees;
14. Sergeant-at-Arms;
15. Senator-at-Large (maximum 2)
16. Student Representative to the Board of Trustees of the San Joaquin Delta College District

Section 2. Duties, Jurisdiction, and Meetings of the ASBG.

A. The ASBG will hear all business.

B. The ASBG will be responsible for approving, by means of voting, all matters concerning; appointments, ASBG events, policies, and issues, Flea Market issues, ICC events, policies, and issues, and all disciplinary actions that may arise regarding the ASBG or its members.

C. The ASBG will also be responsible for determining the agenda for each school year.

D. The ASBG will meet every Monday, except those Mondays which fall on a legal school holiday and those which conflict with any ASBG approved activity during the regular school year.

1. The ASBG meeting agenda will be prepared 72 hours prior to the corresponding meeting.
2. The ASBG members will have a voice.

Section 3. The Duties and Responsibilities of the ASBG Members. Along with their respected duties and responsibilities all ASBG members shall contribute to the overall function and mission of the ASBG.

A. The President shall:

1. Chair ASBG meetings;
2. Oversee events and functions of the ASBG;
3. Recommend students to vacant positions, according to Article X or Article XI of the ASBG Constitution;
4. Be responsible for making sure that issues are dealt with through appointments or meetings with administration, faculty, management, Board of Trustees, and other constituents;
5. The right to create ASBG Ad-hoc committees, to select the Chair of those committees, as well as the members of that committee, and require a resolution of the committees purpose by a particular date;
6. The right to empower committees to take action on matters after consultation with the ASBG Board as to the intentions of that committee. If the ASBG Board approves a budget for that committee/project, those funds can be expended at the will of the committee if the President has thus empowered that committee to do so;
7. The right to expend funds for the purpose of continuing ASBG programs, operations, or services, as previously approved through the ratification of the ASBG budget, or as
8. approved through the formation or continuance of individual programs as those programs are approved;
9. The right to appoint a designee for specific programs in regards to the expenditures;
10. The right to appoint Interim Officers as per Article V, Section 7 of the ASBG Constitution;

11. The right to remove Interim Officers as per Article V, Section 7 of the ASBG Constitution;
12. Attend all President's Council meetings.

B. The Vice President of Student Affairs shall:

1. Chair all InterClub Council meetings as the InterClub Council Chairperson and report to the ASBG following every meeting;
2. Be knowledgeable of the InterClub Council Constitution and Bylaws;
3. Preside over meetings and functions of the ASBG when the President is absent;
4. Be knowledgeable of the San Joaquin Delta College Board Policies and Procedures pertaining to student's rights and responsibilities;
5. Inform the student body on issues and events pertinent to their welfare;
6. The right to appoint students they feel are competent to sit on any Shared Governance Committee, without consent of the ASBG Board (excluding the President's Council and the Board of Trustees);
7. The right to remove any student from a Shared Governance committee they feel are not dutifully executing their duties responsibilities or are misrepresenting the views of the ASBG Board, without the consent of the ASBG Board (excluding the President's Council and the Board of Trustees).
8. the President's Council and the Board of Trustees).

C. The Vice President of Flea Market Affairs shall:

1. Oversee the operations and management of the Flea Market;
2. Meet with the Flea Market Coordinator every week;
3. Visit the San Joaquin Delta College Associated Student Body Government Flea Market at least twice a month;
4. Preside over meetings and functions of the ASBG when the President and Vice President of Student Affairs are absent.

D. The Communications Officer shall:

1. Communicate via media to all correspondent bodies of upcoming ASBG meetings and their agendas, and ASBG committee meetings and their agendas;
2. Maintain all ASBG media sources, including but not limited to the ASBG website and any social networking sites.

E. The Treasurer shall:

1. Keep records of payments, withdrawals, and transactions;
2. Be accessible to the President, Vice President of Student Affairs, Vice President of Flea Market affairs, and Advisor for budgeting and financial inquiries and transactions.

F. The Secretary shall:

1. Prepare and post the ASBG meeting agenda, with the advice of the President, at least 72 hours prior to the corresponding meeting;
2. Record the minutes of all ASBG meetings;
3. Perform Secretarial duties as directed by the ASBG President.

G. The Senator of Public Relations shall:

1. Publicize issues, programs, and events of the ASBG to the students of San Joaquin Delta College through posters and flyers;
2. Communicate and act as a spokesperson for the ASBG with the media regarding issues, programs, and events of the ASBG after discussion and approval of the ASBG;
3. Promote campus spirit among the ASB, including having the presence of the ASBG Mascot – Fierce Stallion – at SJDC events.

H. The Senator of Activities shall:

1. Coordinate ASBG student activities on campus;
2. Organize a college hour and mustang night event at least once a month;
3. Assist the Vice President of Student Affairs as needed.

I. The Senator of Legislative Affairs shall:

1. Monitor legislation and regulations that pertain to the interests of the students of San Joaquin Delta College and inform the ASB;
2. Coordinate legislative appointments and lobbying events;
3. Attend Student Senate for California Community Colleges (SSCCC) Region V meetings and give a report to the ASBG following every SSSCC Region V meeting;
4. Voice the stance of the ASBG on legislation after approval of the ASBG;
5. Attend all SSSCC conferences.

J. The Senator of Student Advocacy shall:

1. Be knowledgeable of the San Joaquin Delta College Board Policies and Procedures pertaining to student's rights and responsibilities;
2. Meet with the Grievance Committee Chair at the beginning of each semester;
3. Be in accordance with the San Joaquin Delta College *AP 5520 Student Discipline and 5530 Student Rights and Grievances*;
4. Assist all students of the San Joaquin Delta College Associated Student Body with their grievances as requested and permissible.

K. The Senator of Student Body Identification (ID) Cards shall:

1. Be responsible for all ID and ID Discount Programs on campus;
2. Be responsible for the proper maintenance and use of the ID system;
3. Be responsible for all ID related files and supplies.

L. The Senator of College and Community Relations shall:

1. Oversee the CARE Dinner;
2. Oversee the programs and events that benefit the relationship of the ASBG and the San Joaquin Delta College District;
3. Maintain communication with the San Joaquin Delta College Information Office.

M. The Senator of Committees shall:

1. Recruit ASB members to represent the ASBG in Shared Governance Committees on campus;
2. File minutes and agendas of committee meetings;
3. Maintain communication with the student representatives and the committee secretaries.

N. Sergeant-at-Arms shall:

1. Be knowledgeable of Parliamentary Procedures, and act as the Parliamentarian of the ASBG;
2. Be knowledgeable of the San Joaquin Delta College Board Policies and Procedures;
3. Enforce orderliness at ASBG meetings, at the general discretion of the Sergeant-at-Arms or by the order of the ASBG President.

O. The Senator(s)-at-Large shall:

1. Assist other ASBG members with projects and events;
2. Serve on a minimum of two (2) SJDC Shared Governance Committees;
3. Ensure the ASBG meeting room and office is orderly at all times.

P. The Student Representative to the Board of Trustees shall:

1. Attend all Board of Trustees meetings and give a report to the ASBG following every meeting;
2. Convey the views and concerns of the ASB of San Joaquin Delta College to the Board of Trustees;
3. Be in accordance with the San Joaquin Delta College *Board Policy 2015 Student Representative to the Board of Trustees*.

Section 4. In the event of permanent inability, ineligibility, impeachment, or recall of the President, the Vice President of Student Affairs shall ascend to the office of President.

Section 5. In the event of permanent inability, ineligibility, impeachment, or recall of the Vice President of Student Affairs, the respected office will be filled by the following board member as stated in Article V, Section 1, A.

Section 6. The guidelines for the removal of the Student Representative to the Board of Trustees are outlined in the San Joaquin Delta College *Board Policy 2015 Student Representative to the Board of Trustees*.

Section 7: Interim Officers

- A. The sole purpose of Interim Officers is to complete tasks and responsibilities not being completed due to the office being vacant.
- B. An Interim Officer may only be appointed to vacant offices.
- C. The President may appoint any student who meets the qualifications as an interim officer. The appointment shall be approved by a two-thirds majority of the voting members. This officer will be referred to as an Interim Officer for that office. The Interim Officer is still expected to perform their original duties along with that of the Interim Office.
- D. Interim Officers do not attain an additional vote in the ASBG.
- E. No Interim Officer may be seated in any particular office for more than six (6) months straight.
- F. In the event that the Interim Officer fails to fulfill their original duties and/or their Interim duties, the President may remove that officer from their Interim Office without ASBG consent.
- G. Once the vacant office is filled, the Interim Officer will no longer fulfill the duties of their Interim Office. Officers failing to comply may warrant impeachment or recall.

ARTICLE VI: RULES OF ORDER

Section 1. Order. The meetings of the ASBG shall be conducted under a modified version of Robert's Rules of Order (latest edition) and Parliamentary Procedure, except in cases that are in conflict with the ASBG Constitution, in which the ASBG Constitution shall prevail. In the event of a parliamentary inquiry, the Sergeant-at-Arms shall be the primary officiating individual on Robert's Rules of Order (latest edition) and Parliamentary Procedure, and hold the final verdict of the inquiry.

Section 2. California Brown Act. The meetings of the ASBG shall adhere to the California Brown Act at all times.

ARTICLE VII: SPECIAL MEETINGS

Section 1. Procedures for Special Meetings

A. Any current member of the ASBG may call for a special meeting under the following procedure:

1. The member calling for the special meeting shall provide 24-hour public notice with a stated purpose of the meeting and notify all current ASBG officers at least 24 hours in advance.
2. The member calling for the special meeting shall provide the agenda for that meeting, which shall be publicly posted at least 24 hours prior to the meeting.

ARTICLE VIII: STUDENT REPRESENTATION FEE

Section 1. Collection. The Student Representation Fee is collected by San Joaquin Delta College at the time of registration and deposited in a separated fiduciary fund established per the California Community College's Budget and Accounting Manual. Students may opt to waive this fee. The chief fiscal officer of San Joaquin Delta College shall have custody of the money collected. The district may retain up to seven percent of the fees collected for administering the fees. See Education Code 76060.5.

Section 2. Purpose. The Student Representation Fee shall be expended to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints before city, county, district, state, or national governments, and before offices and agencies of the state government. See Education Code Section 76060.5.

Section 3. Assigning Representatives

- A. The ASBG President shall assign students to represent San Joaquin Delta College for purposes authorized by Education Code Section 76060.5.

- B. All assignments/appointments of individuals to use Student Representation Fees will be made by the ASBG President and approved by a simple majority vote of the ASBG.

Section 4. Representative Responsibilities

- A. In coordination with the Director of Student Activities, students using the Student Representation Fees will:
 - 1. Make appointments to visit with officials prior to going on a trip. Normally, the appointment will be confirmed in writing;
 - 2. Submit a written report of the results of their meetings to the ASBG (copy to the Director of Student Activities) within 48 hours after their return. An oral report may also be required by the ASBG.

Section 5. Accountability. Record of trips, visits, etc., by individuals using the Student Representation Fee moneys will be kept by the Director of Student Activities. These will include, at a minimum, letters to officials, expenditures of funds and a copy of the report on the results of meetings/conferences.

Section 6. Travel by individuals using the Student Representation Fee will follow the same guidelines used for all ASBG travel, as outlined in the San Joaquin Delta College *BP 4300 Field Trips and Excursions*, *AP 4300 Field Trip Procedures*, *BP 6530 Transportation*, *College Vehicles*, and *BP 2735 Board of Trustees Travel*.

Section 7. Travel Expenses. All expenses for travel, meals, lodging, etc., by individuals using the Student Representation Fee shall be covered by the rates as outlined in San Joaquin Delta College *BP 6530 Transportation*, *College Vehicles* and *BP 2735 Board of Trustees Travel*.

- A. Per Diem shall be provided for all conferences that the ASBG attends.

ARTICLE IX: INITIATIVE, REFERENDUM, AND RECALL

Section 1. ASB Right. The students of San Joaquin Delta College shall have the power of initiative, referendum, and recall.

Section 2. Petitions for Initiative and Referendums. Petitions for initiatives and referendums shall be placed in writing and then signed by 50% of the equivalent number of verified registered students who voted in previous General Spring Election. The petition shall be presented to the ASBG, and if found to be signed by the proscribed number of registered students, shall execute an election on the initiative or referendum at the General Spring Election, the Fall Special Election, or a Special Election.

Section 3. Recalls

A. All ASBG officers shall have 100 days after the beginning of their term, during which no petitions for recall shall be honored.

B. Petitions for Recalls shall be place in writing and then signed by 50% of the equivalent number of verified registered students who voted in said previous General Spring Election.

C. The petition shall then be presented to the ASBG, and if found to be signed by the proscribed number of registered students, shall execute an election on the recall within one month of receipt of the petition.

D. All Recalls shall follow and adhere to the ASBG Recall Standards and Procedures Bylaw.

Section 4: Votes Required for Passage. A simple majority of ballots cast shall be necessary for the passage of any initiative, referendum, or recall through a special election.

ARTICLE X: APPOINTMENT PROCEDURE OF ASBG OFFICES

Section 1. Filling Vacancies. A vacant office shall be filled within six (6) weeks of it becoming vacant. The vacant office may be filled via ascension by the next lower ranked office of the ASBG, if any. See Article V. Section 1. Members of the ASBG. Part. A of the ASBG Constitution.

Section 2. Procedure.

1. An application deadline will be set for two (2) weeks after an office is vacant. The application deadline shall be announced in an ASBG meeting by the ASBG President or the presiding officer in the event that the President is not chairing that meeting.

2. Applicants shall still be eligible per the standards set in the ASBG Constitution and Bylaws.
3. If a vacant office has more than five (5) applicants for it, a preliminary interview may be held with the ASBG Advisor, ASBG President, ASBG Vice President of Student Affairs, ASBG Vice President of Flea Market Affairs, and Secretary to interview candidates. After the preliminary interview, no more and no less than five (5) candidates will proceed in the Appoint Procedure of ASBG Offices.
4. All applicants (no more than five (5) per office) will then be interviewed by the ASBG at an ASBG meeting. The applicant interview by the ASBG may not take place no later than two (2) weeks from the application deadline set for that respective vacant office.
5. Seven (7) questions will be asked by officers of the ASBG chosen by the ASBG President. Each candidate for any particular office shall answer each question asked. A candidate not present at the applicant interview meeting with the ASBG is disqualified from being an eligible candidate for this particular round of applicants.
6. After all applicants have been asked all seven (7) questions, and they have answered the questions, the ASBG shall vote via written ballot, on the vacant position with only eligible candidates as options. The ballots shall then be counted by the sitting ASBG Advisor.
7. If a candidate receives two-thirds majority, they are elected to the vacant office.
8. If there are more than two (2) candidates being balloted on, and a simple majority, or two-thirds majority, is not attained, the candidate with the least amount of votes will be dropped from election. This process shall be done until there are only two (2) candidates.
9. If no candidate receives a two-thirds majority via ballots, but receives a simple majority of ballots, an ASBG officer may motion for the candidate receiving the simple majority to be appointed to the vacant office. The motion shall receive a two-thirds majority vote to pass.
10. Any candidate elected to a vacant office shall receive their Oath of Office the following stated meeting after being elected by the ASBG.

ARTICLE XI: APPOINTMENT PROCEDURE OF STUDENT REPRESENTATIVES

Section 1. Only the Student Representative position may be filled by this process.

Section 2. The Appointment Procedure of the Student Representative to the Board of Trustees of the San Joaquin Delta College District will adhere to the *San Joaquin Delta College BP 2015 Student Representative to the Board of Trustees*.

- A. A vacant Student Representative office will be filled per the following method:
1. An application deadline will be set for two (2) weeks after a Student Representative office is vacant, or whose term is up for re-election. The application deadline shall be announced in an ASBG meeting by the ASBG President or the presiding officer in the event that the President is not chairing that meeting.
 2. Applicants shall still be eligible per the standards set in the ASBG Constitution and Bylaws, as well as *San Joaquin Delta College BP 2015*.
 3. All applicants will then be interviewed by the ASBG at an ASBG meeting. The applicant interview by the ASBG may not take place no later than two (2) weeks from the application deadline set for that respective vacant office.
 4. Five (5) questions will be asked by officers of the ASBG chosen by the ASBG President. Each candidate for any particular office shall answer each question asked. A candidate not present at the applicant interview meeting with the ASBG is disqualified from being an eligible candidate for that particular round of applications.
 5. Questions from the public may be asked. If a question is asked from the general public, all candidates shall answer each question asked. Question and answer from this period shall not exceed fifteen (15) minutes.
 6. After all questions have been asked, the ASBG President, or presiding officer, shall take an honorary roll call vote of the general public present at the meeting.
 7. The ASBG shall then vote via written ballot on the Student Representative candidates. The ballots shall be counted by the sitting ASBG Advisor.
 8. If a candidate receives two-thirds majority, they are elected to the vacant office.
 9. If there are more than two (2) candidates being balloted on, and a simple majority, or two-thirds majority, is not attained, the candidate with the least amount of votes will be dropped from election. This process can only be done until there are only two (2) candidates.
 10. If no candidate receives a two-thirds majority via ballots, but receives a simple majority of ballots, an ASBG officer may motion for the candidate receiving the

simple majority to be appointed to the vacant office. The motion shall require a two-thirds majority vote to pass.

11. Any candidate elected to a vacant office shall receive their Oath of Office the following stated meeting after being elected by the ASBG.

ARTICLE XII: IMPEACHMENT

Section 1. Any officer of the ASBG may move to have another ASBG Officer removed from office (impeached). In order for impeachment proceedings to commence, the motion would need a two-third affirmative vote from the ASBG Board.

Section 2. The impeached ASBG officer shall be given no less than two weeks from the date of the motion to impeach to prepare for the impeachment proceedings. However, the impeachment will be scheduled for no later than three weeks from the approval of the motion to impeach.

Section 3. The charged ASBG officer shall be notified within one (1) week, after the motion to impeach is passed, of the charges leveled against them and the date of the proceedings via electronic mail (e-mail), first class mail, and certified mail.

Section 4. Upon the approval of the motion for impeachment, the charged ASBG officer shall lose all access to all ASBG facilities until said officer is cleared of all charges leveled against them. However, the charged officer may enter ASBG facilities for the purpose of organizing a defense against the charges leveled against them if escorted by the one of the following: ASBG Advisor, President, Vice President of Student Affairs, Vice President of Flea Market Affairs, Communications Officer, Treasurer, or Secretary.

Section 5. The officer whom moved for impeachment has to provide the evidence and argument against the charged officer; he/she may not designate an alternate.

Section 6. The charged officer shall present their defense themselves; he/she may not designate an advocate.

Section 7. If the President is either the accusing or accused officer, then the Vice President of Student Affairs shall chair the proceedings.

Section 8. Impeachment is to proceed in the following manner, with the time allocated for each section strictly enforced by a designated timekeeper:

A. Statement of the charges (to be presented by neither the accusing nor the accused officer).

B. Presentation of the Evidence

1. The evidence shall be presented by the accusing officer.
2. The presentation of the evidence shall proceed for no more than ten minutes.

C. Rebuttal of the Evidence

1. The rebuttal of the evidence shall be presented by the charged officer.
2. The rebuttal of the evidence shall proceed for no more than ten minutes.

D. Further Arguments in Favor of Impeachment

1. Further arguments in favor of impeachment shall be presented by the accusing officer.
2. Further arguments in favor of impeachment shall proceed for no more than ten minutes.

E. Further Rebuttal Against Impeachment

1. Further rebuttal against impeachment shall be presented by the charged officer.
2. Further rebuttal by the charged officer shall proceed for no more than ten minutes.

F. Final Argument In Favor Of Impeachment

1. The final argument in favor of impeachment shall be presented by the accusing officer.
2. The final argument in favor of impeachment shall proceed for no more than ten minutes.

G. Final Argument Against Impeachment

1. The final argument against impeachment shall be presented by the charged officer.
2. The final argument against impeachment shall proceed for no more than ten minutes.

H. ASBG Officer Comments

1. Each officer will be provided up to five minutes to state their opinion on the arguments presented.

I. Presiding Officer's Comments

1. The Presiding Officer will be provided up to fifteen minutes to state their opinion on the arguments presented.

J. Advisor's Comments

1. The ASBG Advisor will be provided up to fifteen minutes to make any comments germane to the impeachment process.

K. Roll Call Vote

1. At this time the Presiding Officer will commence a roll call vote.
 - a. Votes of voting members shall be cast, followed with the vote of the Presiding Officer.
 - b. The charged officer shall be removed of suffrage rights during these proceedings.

Section 9. If the impeached officer is removed from office then a time shall be established when that officer can remove their items from ASBG facilities under the supervision of either, the ASBG Advisor, President, Vice President of Student Affairs, or Vice President of Flea Market Affairs.

Section 10. If the charged officer is not removed from office then that officer shall have full rights to ASBG facilities re-established.

Section 11. If an officer is impeached that officer shall relinquish all ASBG property including those awarded to ASBG officers for a full years worth of service.

ARTICLE XIII: CONSTITUTIONAL AMENDMENTS AND REVISIONS

Section 1. Process of Amendment and Revision

A. This constitution may be amended or revised in any election or a special constitutional election providing:

1. That the constitutional amendment or revision was adopted by two-thirds majority vote of the attending membership of the ASBG. It will then be put to a simple majority vote of the verified ASB members voting in any election; or
2. That the requirements of an initiative or referendum have been fulfilled.

Section 2. Publicity

A. The ASBG shall present any proposed constitutional amendments and revisions pro and con, to the ASB membership during a two week interval before it is voted upon.

ARTICLE XIV: AUTHORIZATION OF BYLAWS

Section 1: Authorization

- A. Bylaws may be established via the following process:
1. Introduction and discussion of the bylaw(s) during an ASBG board meeting;
 2. Approval of the previously introduced bylaw(s) at the next regularly scheduled ASBG meeting to be presented to the ASB during a two-week comment interval;
 3. After the two-week comment interval the ASBG board shall hear all public opinion regarding the proposed bylaw during regularly scheduled meetings and take into account that opinion during any revision proposed for the bylaw;
 4. The board will take action regarding adoption or dismissal of the bylaw at the following meeting.

REVISION HISTORY

- October 2011* **Article III. Section 5. Requirements of All Officers. Part A.** amended to comply with California Education code 76061 and BP 4220 and 5203. Required minimum units reduced from 9 units to 5 units; GPA reduced from 2.5 to 2.0; and BP 4220 and 5203 included in section. Approved by the ASB membership in a Special Constitution Election, Thursday October 20, 2011.
- October 2011* **Article III. Section 3. Prerequisites for Potential Officers. Parts A. and B.** amended to remove all prerequisites and requirements that are not stated in California Education code 76061 or District Board policy. Approved by the ASB membership in a Special Constitution Election, Thursday October 20, 2011.
- October 2011* **Article III. Section 2. Terms of Service.** was amended to correctly state the dates of service for the Student Representative to the Board of Trustees; grammatical errors addressed; and the section was separated into three parts: **A. ASBG Officers, B. The Student Representative to the Board of Trustees, and C. Term Limits.** Approved by the ASB membership in a Special Constitution Election, Thursday October 20, 2011.
- October 2011* **Article III. Section 4. Officers. Subpart 1.** Amended no longer requiring the ASBG to hold elections in the fall to fill vacant positions. **Subpart 2.** was redundant and therefore removed from the section. **Section 4.** was amended to make it optional for the board to appoint a student to a vacant position following a fall election. **Article IV. Section 2. Special Fall Elections. Part A.** also amended to reflect the optional nature of Fall Elections. Approved by the ASB membership in a Special Constitution Election, Thursday October 20, 2011.
- October 2011* **Article V. Section 7. Interim Officers. Part C.** was amended to allow the president to appoint any student who meets the qualifications and requires a two-

third majority vote of the ASBG to approve the appointment. Approved by the ASB membership in a Special Constitution Election, Thursday October 20, 2011.

October 2011

***Article III. Section 1. Voting Allocation. Part B.** amended to state, “the following officers shall have voting privileges...” and subpart (1.) was inserted to state, “The president can vote to make or break a tie.” Approved by the ASB membership in a Special Constitution Election, Thursday October 20, 2011.*

October 2011

*Constitution was amended removing **Section 4. Officers** from **Article III** and inserting **Section 1. Officers. Section 7. Student Representative to the Board of Trustees** inserted into **Section 1. Officers as part A.**; **Section 1. Voting Allocation** inserted into **Section 1. Officers. as part C.**; and **Section 6. Removal of Officers.** inserted into **Section 1. Officers as part D.** Approved by the ASB membership in a Special Constitution Election, Thursday October 20, 2011.*

January 2012

Document reformatted and grammatical errors corrected; cover page, footer and page numbers added.

January 2012

Article X. Section 1. Filling Vacancies.** amended to reflect changes to ASBG requirements for filling vacancies, approved in the fall 2011 Special Constitution Election. See **Article III. Section 1. Officers. Part B. Vacancies.

January 2012

***Article VIII. Section 6. Travel. and Section 7. Travel Expenses** updated with correct Board Policy numbers and titles.*