

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

GRANT FUNDING REQUEST

Section 1: Conditions of Funding

The A.S.B.G. may offer up to three (3) grant funding requests per academic calendar year in the amount of \$5,000.00 each to any campus division, specifically, the Business Services Division, Student Services Division and Instructional Division. Grant Funding Requests may be submitted for new and/or existing program(s)/project(s) that are well structured, well managed and which promotes the intellectual, social and/or physical growth of the Associated Student Body. The Grant Funding Request Packet may be submitted by any employee on campus without restriction or prior approval from Division Supervisor(s), Division Chairperson(s) and/or Vice President(s). Grant petitioners must have clearly stated objectives and present them at the time of the Grant Funding Request.

Section 2: Method of Request

- A. Grant petitioners from any campus division, including classified, faculty, adjunct faculty and management, may request grant funding from the A.S.B.G. by completing a Grant Funding Request Packet (see Attachment #1) found in the Student Activities Office and/or the A.S.B.G. Office.
- B. A completed, original Grant Funding Request Packet and five (5) copies must be submitted to the Student Activities Office or the A.S.B.G. Office on or before December 1st of each year. The original Grant Funding Request Packet and copies will not be returned to grant petitioners. Incomplete packets may result in the delay or decline of the Grant Funding Request due to insufficient information.
- C. All completed Grant Funding Request Packets shall be reviewed by the InterClub Council Grant Review Committee. The committee shall be comprised of four (4) members of the InterClub Council and Chaired by the InterClub Council Chairperson. The members of the review committee shall be appointed during a regularly scheduled InterClub Council meeting and ratified by a majority vote of the InterClub Council representatives that are present during the meeting.
- D. All Grant Funding Request Packets shall be given to the InterClub Council Grant Review Committee on or before February 1st for review. All Grant Funding Request Packets shall be returned to the

A.S.B.G. on or before February 15th. The review committee may recommend to the A.S.B.G. Board a maximum of three (3) Grant Funding Requests from each division for further funding consideration. The review committee shall rank the recommended Grant Funding Request(s) in each division from one (1) to three (3), one (1) being the most highly recommended. A minimum number of recommendations are not required.

- E. The A.S.B.G. Board shall establish the A.S.B.G. Grant Review Committee. This is a standing committee and shall be comprised of the following A.S.B.G. officers: Vice President; who will act as chairperson, the Student Representative to the Board of Trustees and the President's Council Representative. In the event of an officer vacancy, the A.S.B.G. President shall appoint an officer to serve on the committee.
- F. The A.S.B.G. Grant Review Committee shall review the Grant Funding Request Packet(s) recommended by the InterClub Council Grant Review Committee on or before March 1st. The A.S.B.G. Grant Review Committee may recommend to the A.S.B.G. Board a maximum of three Grant Funding Requests from each division for final funding consideration. The A.S.B.G. Grant Review Committee shall rank the recommended Grant Funding Request(s) in each division from one (1) to three (3), one (1) being the most highly recommended. A minimum number of recommendations are not required.
- G. In the event that the InterClub Council Grant Review Committee has forwarded any Grant Funding Request Packet(s) with a recommendation for funding approval and the A.S.B.G. Grant Review Committee disagrees with their recommendation, the A.S.B.G. Grant Review Committee shall submit an explanation, either written or orally, to the A.S.B.G. Board at the regularly scheduled meeting. The A.S.B.G. Board shall make the final determination of approval or decline of all Grant Funding Request Packets.
- H. In the event that the number one (1) recommendations from the Interclub Council Grant Review Committee and the A.S.B.G. Grant Review Committee are conflicting, the A.S.B.G. Board shall review for funding consideration all number one (1) recommendations from each committee to determine the finalists.
- I. The A.S.B.G. Board shall review all Grant Funding Request finalists at a regularly scheduled meeting on or before March 15th. However, the A.S.B.G. Board may convene a special meeting for further deliberations if necessary. When a special meeting is deemed necessary, the A.S.B.G. shall complete the review process by the March 15th deadline. It is recommended that the grant

petitioner(s) be present at the time of discussion in order to answer any questions and/or clarify any issues regarding the request. Based on the information provided by the grant petitioner, the A.S.B.G. shall determine whether the Grant Funding Request will be approved or declined. If an appeal is requested by the grant petitioner upon decline of a Grant Funding Request, the A.S.B.G. reserves the right to further review the Grant Funding Request or deny the appeal. Grant petitioner(s) agree that all decisions made by the A.S.B.G. shall be final.

- J. All Grant Funding Requests that have been approved by the A.S.B.G. Board shall be submitted to the appropriate Division Vice President(s) and Division Chairperson(s) for supporting signatures on or before March 20th. Acceptance or rejection of each Grant Funding Request must be submitted in writing to the A.S.B.G. Board on or before March 31st by both the Division Vice President(s) and Division Chairperson(s).
- K. If any Grant Funding Request approval is rejected by the Division Vice President(s) and/or Division Chairperson(s), it must be fully explained in writing and submitted to the A.S.B.G. Board on or before March 31st.
- L. Failure by the Division Vice President(s) or Division Chairperson(s) to return, sign or explain rejections of Grant Funding Requests by March 31st shall disqualify the entire division from the A.S.B.G. Grant Funding Request process for the current funding period as well as the upcoming December 1st Grant Funding Request deadline.
- M. All participants in the Grant Funding Request process agree that the A.S.B.G. Board will be the final arbitrators of all petitions, disputes and judgments.

Section 3: Limitations of Requested Grant Funds

- A. If approved, the requested grant funds may only be expended for the program/project that was stated in the Grant Funding Request Packet.
- B. If approved, the requested grant funds may not be expended for the following:
 - 1. Campus Personnel salaries and/or benefits
 - 2. On-going maintenance
 - 3. Office equipment and/or supplies, unless these items would be directly available and accessible to students for use on an on-going basis, without restriction
 - 4. District vehicles, unless they would be directly available and accessible for use by student organizations and clubs on an on-going basis

- C. If the requested funds are used for anything other than the program/project that was stated in the Grant Funding Request Packet, the A.S.B.G. reserves the right to require a written report on how the funds were utilized, to demand a reimbursement and/or take further action.

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

RECALL STANDARDS AND PROCEDURES

- 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
BYLAWA**

DEFINITION OF THE WORK "DAY"

- Section 1: This article and all other references to the term "day" in the ASBG Constitution, Bylaws, and all written documents pertaining to the ASBG, ASBG officers, or ASBG-sponsored activities shall be defined herein this article, solely.
- Section 2: 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 3: All interpretation of this definition, and/or related passages, as well as the intent and application thereof, shall be decided by a 2/3 vote of the ASBG Board in attendance, with all officers, appointed and elected, having voting rights.

**SAN JOAQUIN DELTA COLLEGE
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BYLAWS**

Section 1: 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 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.
- G. All ASBG officers, elected and appointed, are eligible to vote on the definition, application, or interpretation of this bylaw.

Authored By:

Jovan Paunovic, Elise Sanchez, Elliot Castro

**SAN JOAQUIN DELTA COLLEGE
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FAILURE TO MEET ACADEMIC REQUIREMENTS

- 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 Trustee."
- 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 not run for office in any special elections up to and including the next Spring elections.
- Section 6: 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. The violating officer must be recommended by the President and may only assume such position with a 2/3 affirmation vote by the ASBG Board. All officers elected and appointed may vote.
- Section 7: 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.

Authored By:
Carmen Avitia, Elliot Castro

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EXPENSE AND INCOME PROCEDURES

- 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: Single 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 or executive privilege bylaw and must be accompanied by an original receipt. Any multiple item purchases do not apply.
- 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: 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.

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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: Senator of Activities, Senator of College and Community Relations, Interclub Council Representative.
- 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, 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 ASSBG 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 of the ASBG.
- Section 5: This bylaw does not apply to the Executive of the ASBG, with the exception of Section 4, due to the Executive Privilege bylaw Article IV; Section 1: E.