

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

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.
- 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
 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 the 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 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 ID Cards, or the advisor, are as follows:
- 1. First Offense: written warning via e-mail.
 - 2. Second Offense: Written statement (letter) at the 2:30pm regular meeting.
 - 3. Third Offense: After a third offense has been committed, and ASBG officer can proceed to impeach the violating officer.
- Section 11.** The ASBG Office may be closed during any ASBG hosted even.
- 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 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 III., Section 1., 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 officer will be held to the penalties in the 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 the ASBG facilities immediately.
 - C. The violating officer will have all codes to all ASBG omni codes 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 the ABG reinstate those privileges removed by the execution of

Article I, 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 violation 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., Section2.

REVISION HISTORY

June 2011

***Article I., Section 1., amended removing requirements for serving evening office hours.
Article I., Section 10., amended to reduce level of offenses from five to three.***