ASSOCIATED STUDENT BODY GOVERNMENT
SAN JOAQUIN DELTA COLLEGE
BYLAWS
ASBG GOVERNING BOARD COMPOSITION, OFFICER RESPONSIBILITIES, AND ELIGIBILITY REQUIREMENTS

ARTICLE I: ASBG GOVERNING BOARD COMPOSITION

Section 1. Members of the ASBG shall include:

As voting members:

1. President (only to make or break a tie)
2. Vice President of Student Affairs
3. Treasurer
4. Secretary
5. Senator of Public Relations
6. Senator of Activities
7. Senator of Legislative Affairs
8. Senator of College and Community Relations
9. Senator-at-Large (maximum 2)
10. 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 shall hear all business.
B. The ASBG shall be responsible for approving, by means of voting, all matters concerning; appointments, ASBG events, policies, and issues, ICC events, policies, and issues, and all disciplinary actions that may arise regarding the ASBG or its members.
C. The ASBG shall also be responsible for determining the agenda for each school year.
D. The ASBG shall 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.
    a. The ASBG meeting agenda shall be prepared 72 hours prior to the corresponding meeting.
    b. The ASBG members shall have a voice.

Section 3. **The Duties and Responsibilities of ASBG Officers.** 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 and Executive Board meetings.
    2. Oversee ASBG activities and programs.
    3. Work with the Executive Board to develop the ASBG meeting agenda and address organizational issues.
    4. Hold weekly Executive Board meetings.
    5. Ensure the agenda is posted and distributed in accordance with the Brown Act.
    6. Represent the ASBG at official college and community events or appoint a designee from the ASBG board.
    7. Serve on the President's Council.
    8. Meet with the appropriate constituent groups (i.e., Academic Senate, Classified Senate, and Management Senate), faculty, staff, administrators, or students as directed by the ASBG to address, resolve, and clarify ASBG concerns and/or needs.
    9. Establish Ad Hoc committees as needed in accordance with the Committees Bylaw Article III: Ad Hoc Committees.
    10. Sign payment requests in the absence of the Treasurer.
    11. Appoint Interim Officers as per Article V, Section 7 of the ASBG Constitution.

B. The Vice President of Student Affairs shall:
    1. Serve as the ASBG Parliamentarian
    2. Host meetings at Mountain House at least once a semester during the fall and spring term.
    3. Coordinate the ASBG faculty and staff, meet and greet event in the fall semester.
    4. Preside over meetings and functions of the ASBG when the President is absent.
    5. Follow-up on student requests for assistance with the grievance and complaint process.
    6. Maintain a list of student representatives serving on shared governance committees.
    7. Serve on the LEAD selection committee

8. Receive and maintain a record of all official committee reports from students serving on shared governance committees.

C. The Treasurer shall:

1. Keep records of payments, withdrawals, and transactions
2. Provide information to ASBG officers and the Advisor on the ASBG budget when requested.
3. Respond to all inquires by the public regarding the ASGB budget
4. Chair the Finance budget committee
5. Submit payment requests for approved expenses
6. Sign payment requests for approved expenses
7. Provide monthly budget reports to the ASBG
8. Oversee and pursue ASBG fundraising activities (donations, events, grants, etc.)
9. Work with the ASBG executive board and Advisor to develop the ASBG fiscal budget.

D. 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.

E. 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.

F. The Senator of Activities shall:

1. Coordinate at least one college hour event a month.

2. Coordinate at least one mustang night event a semester for the fall and spring term.
3. Chair the campus life committee.
4. Recruit and maintain a record of volunteers assisting with ASBG activities and events.
5. Assist with ASBG special events and projects

G. 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 SSCCC Region V meeting;
4. Voice the stance of the ASBG on legislation after approval of the ASBG;
5. Attend all SSCCC conferences.

H. The Senator of College and Community Relations shall:

1. Coordinate ASBG Food Pantry activities
2. Organize the Blood Drive
3. Serve on at least one shared governance committee
4. Oversee programs and events that benefit the relationship of the ASBG and the San Joaquin Delta College District

I. 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.

J. 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 shall 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 shall 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.
    a. 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.
    b. Once the vacant office is filled, the Interim Officer shall no longer fulfill the duties of their Interim Office. Officers failing to comply may warrant impeachment or recall.

Revision History

May 2013 *Position description for President, Vice*

Last updated March 18, 2014

November 2013	*President of Student Affairs, Treasurer, Senator of Activities, and Senator of College and Community Relations updated* *Senator of Advocacy, Communications officer, Senator of ID Cards and Vice President of Flea Market Affairs eliminated.*

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