

# COLLEGE OF THE CANYONS ASSOCIATED STUDENT GOVERNMENT BYLAWS

## ARTICLE I.

### Names and Colors

- Section 1. The name of this organization shall be the Associated Student Government of College of the Canyons, hereinafter called the Association.
- Section 2. The mascot of the Association shall be the “Cougar”.
- Section 3. The official colors of the Association shall be navy blue, old gold, and white.

## ARTICLE II.

### Membership

- Section 1. Active members shall be defined in accordance with the Association’s Constitution as those students enrolled at College of the Canyons.
- Section 2. Any infraction of the Constitution, Bylaws, Association Code of Conduct, and/or Standing Rules of the Association may constitute grounds for membership refusal or termination of active membership benefits by the Student Senate, defined as an Executive and Activities Board, subject to judicial review.

## ARTICLE III.

### Officers of the Student Senate

### Meetings and Duties

- Section 1. One college year shall be interpreted as being from the first Monday following Commencement to the following academic year’s Commencement Day. The Student Senate terms shall run accordingly.
- Section 2. Special Student Senate meetings may be called during the summer and winter intersession.
- Clause A. The summer intersession shall be defined as the period between the end of the spring semester and the beginning of the fall semester. The winter intersession shall be defined as the period between the end of the fall semester and the beginning of the spring semester.

Clause B. Special meetings of the Student Senate shall be in accordance with Article II, Section X, Clause A, of the Association's Constitution.

Clause C. Any member of the association may submit an item for consideration to either the Senate or Activities Board, but all items must be approved by the respective chair.

Clause D. A chair may only reject an item if the item does not follow proper format, or does not have all necessary information.

Section 3. Each officer of the Association must be enrolled in at least five units of coursework and maintain a cumulative 2.0 grade point average throughout the officer's term. If an individual becomes an officer during the student's first term at College of the Canyons, the student must have achieved a minimum 2.0 grade point average at the most recent institution attended. Failure to comply with any of the above will result in removal from office.

Clause A. In the case of extenuating circumstances affecting the qualifications of a candidate for an Officer or Director position, the Senate shall make the final decision. Under no circumstances may an officer be enrolled in less than five units.

Clause B. If an ASG officer would also like to hold an ASG chartered club officer position, they must discuss it with their one on one ASG advisor. ASG chartered club officers may not hold the following ASG officer positions:

1. President
2. Student Trustee
3. Vice President of Inter Club Council

Section 4. In the event of a vacancy occurring in any Senate elected or appointed position, the seat shall be filled by appointment. A two-thirds (2/3) vote is needed from the respective board to fill the vacant seat. If all of the Student Senate offices listed in Article II, Section I of the Association's Constitution, or the Student Trustee become vacant, the advisors shall be empowered to call a special election to fill all vacant offices.

Clause A. Should only one application be received to fill a vacant seat the appropriate board is authorized to interview and appoint the applicant. However, this may only be used when a single application has been filed with Campus Life and Student Engagement and no other have been received after two weeks of the first application filed.

Clause B. All positions, whether they are officers or directors, shall be deemed probationary for a period of four weeks. This probationary period shall commence when the appointed position officially begins, during the

regular academic school year. Within this probationary period, all newly appointed members must complete the following:

- 1) Attended scheduled and/or arranged mandatory orientation/training with ASG advisors
  - a. A member unable to attend mandatory orientation/training must provide sufficient reason. Failure to attend a mandatory orientation will reduce the ASG Service Award amount.
  - b. If members are appointed after the mandatory orientation/training have been conducted, it is their responsibility to schedule a training session with an ASG Advisor.
- 2) Submit office hours
  - a. All officers must fulfill a minimum of 16 office hours at the Canyon Country Campus per semester.
    - i. **An officer finding difficulty in fulfilling this requirement must discuss an alternative with the supervising advisor.**
- 3) Attended scheduled Senate meetings (if applicable) or if unable to attend, provide a proxy or sufficient reason
- 4) Establish 1:1 advisor meeting times  
Meet expectations by fulfilling job duties as outlined in the ASG Bylaws.
  - a. After the probationary period is completed and if at that time an appointed member has failed to complete any of the above requirements, their appointment will be revoked upon a two-thirds vote of the Senate. A member will be unable to reapply for an officer or director position until the following academic year if the appointment has been revoked. For example, if a member is removed from office in September 2023, the member would not be able to reapply for an ASG position until applications open for the 2024-2025 year.

Section 5. If for any reason the Student Trustee is unable to fulfill the expected job duty of representing students at the Board of Trustees meetings, temporary replacement may be made by the ASG President. The reason and predicted duration of the temporary replacement. The Student Trustee still must complete all other job duties. Failure to do so will remove the Student Trustee from office, subject to two-thirds (2/3) approval by the Senate.

Section 6. Any elected or appointed member who has not been present in either the Fall or Spring semester for more than 2 ASG Senate meetings and 1 ASG Activities Board meeting (if they have a seat), is subject to expulsion by two-thirds (2/3) vote of the ~~respective board~~ **Senate**, subject to judicial review. In the event of expulsion, the office shall be considered vacant.

Section 7. The duties of the President shall be:

- Clause A. To serve as the chief executive officer, official representative and official spokesperson of the Association.
- Clause B. To appoint such ad hoc committees, boards, and commissions as may be necessary from time to time.
- Clause C. Represent the Association in all judicial proceedings involving the Student Senate and to serve as the Association's parliamentarian as defined below:
- a) To review the approved Student Senate minutes weekly for the purpose of updating operating policies, code of conduct, standing rules, and/or bylaws of the Association.
  - b) Any approved changes to operating policies, code of conduct, standing rules, and/or bylaws must be e-mailed to advisors within two weeks of the approved changes.
- Clause D. To recommend such measures as deemed necessary for the welfare of the Association.
- Clause E. To serve as a voting member of the Association's Finance Committee.
- Clause F. To appoint an Administrative Assistant (s) upon ratification by a two-thirds (2/3) vote of the Student Senate, to supervise the nonvoting powers and activities so delegated.
- Clause G. To make the agenda and minutes for the Senate meetings available as soon as possible with assistance from the Student Services Technician of the Campus Life and Student Engagement Office in accordance with the Brown Act.
- Clause H. To be empowered to recognize a proxy, upon correspondence from any member, for the Senate meeting.
- Clause I. To serve on the President's Advisory Council, President's Advisory Council, Budget, College Planning Team, and the Advocacy Team.
- Clause J. To be responsible for advocacy and legislative issues at various levels of government (federal and state). The President will attend meetings and conferences of statewide national organizations which the Association is a member of. Furthermore, the President will co-coordinate with the Student Trustee and Vice President of Advocacy surveys, lobbying days, and all other legislative activities. Moreover, the President will work with the Student Trustee and Vice President of Advocacy to put forth resolutions to the Association regarding legislation for approval.

Clause K. To co-coordinate with the Student Trustee a voter registration event at least once per semester.

Section 8. The duties of the Executive Vice-President shall be:

Clause A. To serve as a voting member of the Senate.

Clause B. To assume the duties of the President during the President's absence, if the office is vacated, or at the direction of the President.

Clause C. To chair the Finance Committee and work with advisors to present operating budget for the next year, no later than the first Student Senate meeting in May of each year.

Clause D. To make an oral and written report to the Executive and Activities Board on the financial standing of the Association, i.e., income, expenditures, and balance on hand every other week. Furthermore, he/she must have the appropriate documentation with them at all meetings of the Association.

Clause E. To serve on the President's Advisory Council-Budget Committee.

Clause F. To chair and serve as a voting member of the Finance Committee.

Clause G. To serve on the Academic Senate Committee.

Clause H. To appoint an Administrative Assistant(s), upon ratification by a two-thirds (2/3) vote of the Senate, to supervise the nonvoting powers and activities so delegated.

Clause I. To present needs for District Committee representatives and recruit members of the Association to represent students in the District Committees. The Executive Vice President will also be responsible for keeping members accountable in attending assigned committees and making reports on what was discussed in the committees.

Clause J. To oversee the ASG grant process outlined in Section 10 of the Finance Code.

Clause K. To execute team building activities – at least once per semester.

Section 9. The duties of the Vice President of Activities:

Clause A. To serve as a voting member of the Senate.

Clause B. To serve as the Chair of the Activities Board in a nonvoting capacity.

- Clause C. To attend all meetings of the Senate and Activities Boards
- Clause D. To serve as a voting member of the Association's Finance Committee.
- Clause E. To make the agenda and minutes for the Activities Board available as soon as possible with assistance from the Student Services Technician of the Campus Life and Student Engagement Office in accordance with the Brown Act.
- Clause F. To spearhead the annual Multicultural Day by involving other departments, student groups, and ASG officers.
- Clause G. To report to the Senate on all actions taken by the Activities Board.
- Clause H. To report to the Activities Board on all actions taken by the Senate
- Clause I. To coordinate and create a monthly activities schedule.
- Clause J. To ensure appropriate activities are held to promote cultural diversity, educational enrichment, awareness of legislative issues, and social functions.
- Clause K. To appoint an Administrative Assistant upon ratification by two-thirds (2/3) vote of the Senate.
- Clause L. To appoint members of the Activities Board on both Valencia Campus and Canyon Country Campus (up to 4 members per campus) upon ratification by two-thirds (2/3) vote of the Senate.

Section 10. The duties of the Vice President of the Inter Club Council shall be:

- Clause A. To serve as a voting member of the Senate
- Clause B. To serve as a voting member of the Association's Finance Committee.
- Clause C. To attend all meetings of the Activities Board as a nonvoting member ~~or~~ read the meeting minutes to be informed on all ASG Activities.
- Clause D. To chair the Inter Club Council meetings as a nonvoting member.
- Clause E. To make the agenda and minutes for the Inter Club Council available as soon as possible with assistance from the Student Services Technician of the Campus Life and Student Engagement Office in accordance with the Brown Act.

- Clause F. To appoint a Director of Clubs and Organizations, upon ratification by two-thirds (2/3) vote of the Senate-
- Clause G. To assist the Office of Campus Life and Student Engagement Office with the chartering and re-chartering of the clubs on campus.
- Clause H. To serve as official representative of the clubs at all of the Association's meetings.
- Clause I. To work with the Campus Life and Student Engagement office to send out monthly updates on club matters.
- Clause J. To attend at least one club meeting for all clubs per semester.**

Section 11. The duties of the Vice President of Equity shall be:

- Clause A. Attend committees that have to do with equity, diversity and inclusion that their schedule allows.
- Clause B. Host a focus group at least once a semester to get student feedback on how we can improve equity and inclusion in the campus environment.
- Clause C. Represent students in the development of a vision and effective strategy that champions the importance and value of a diverse and inclusive campus environment.
- Clause D. Engage faculty, staff and students to build a welcoming and inclusive culture at COC.
- Clause E. Assess potential barriers and develop strategies focused on recruiting and retaining a diverse environment. The Vice President of Equity shall provide a report every semester addressing how the ASG may pursue diversity, equity, and inclusion initiatives most effectively.
- Clause F. Design at least two workshop initiatives a semester on topics such as cultural competency, gender differences, disability, sexual harassment, and other topics designed to increase awareness and support of equity and inclusion values, and maintaining compliance with applicable laws. These workshops are to be held in respect of, in collaboration with, and with great sensitivity to the cultural groups they wish to highlight.
- Clause G. To appoint a Director of Equity, upon ratification by two-thirds (2/3) vote of the Senate.

- Clause H. Works closely with the Vice President of Advocacy, Vice President of Activities and student alliances on equity-minded projects and events.
- Clause I. Serves as a voting member of the Senate
- Clause J. To serve as a voting member of the Association's Finance Committee.

Section 13. The duties of the Executive Vice President of Communications shall be:

- Clause A. To serve as a voting member of the Senate.
- Clause B. To serve as a voting member of the Association's Finance Committee.
- Clause C. To serve as a voting member of the Activities Board.
- Clause D. To serve as Editor in Chief of The Paw Print of any ASG publication.
- Clause E. To appoint members of the Publication Team and upon ratification by two-thirds (2/3) vote of the Senate.
- Clause F. To appoint members of the Social Media Team and upon ratification by two-thirds (2/3) vote of the Senate.
- Clause G. To be responsible for the promotion of activities held by the Association with assistance from appointed Social Media Team members.
- Clause H. To make and publish social media posts on ASG Social Media platforms for the purposes of publicizing events on and off campus that is to the benefit of the COC community.

Section 14. The duties of the Student Trustee shall be:

- Clause A. To represent the college student body and the interests of the Association at all meetings of the Santa Clarita Community College Board of Trustees.
- Clause B. To provide essential updates on actions made by the Board of Trustees to the Senate.
- Clause C. To serve as a voting member of the Senate ~~and Finance Committee.~~
- Clause D. To maintain the qualifications established in the Santa Clarita Community College District Board Policy.
  - a) To maintain the qualifications applying to all other voting members of the Student Senate.



- b) Have completed at least twenty (20) semester units at College of the Canyons.
  - c) Must be a resident of the State of California.
- Clause E. To appoint an Administrative Assistant and upon ratification by a two thirds (2/3) vote of the Student Senate.
- Clause F. To serve as student representative to the Academic Senate of the College and provide a report to the Senate following each Academic Senate meeting.
- Clause G. In the event of vacancy or inability of the Student Trustee to attend a Board of Trustees meeting, the ASG President will act as a replacement. More details on fulfilling this job duty is outlined in Article III, Section 5.
- Clause H. To be responsible for advocacy and legislative issues at various levels of government (federal and state). The Student Trustee will attend meetings and conferences of statewide national organizations which the Association is a member of. Furthermore, the Student Trustee will co-ordinate with the President and Vice President of Advocacy surveys, lobbying days, and all other legislative activities. Moreover, the Student Trustee will work with the President and Vice President of Advocacy to put forth resolutions to the Association regarding legislation for approval.
- Clause I. To serve as the student representative on the College's Advocacy Team and the College Planning Team.
- Clause J. To co-coordinate with the President a voter registration event at least once per semester.
- Clause K. To comply and complete any and all duties and regulations set forth by California State Law (Education Code Sections 72023.5) and District policy regarding the Student Trustee i.e.)
- Clause L. To serve as a voting member of the Association's Finance Committee.

“Santa Clarita Community College District Board Policy 2015. STUDENT MEMBER

Reference:

Education Code Section 72023.5

The Board shall include one non-voting student member. The term of office shall be one year commencing June 1.

The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service.

The student member must have completed at least 20 semester units within the District prior to taking office. The student shall maintain a 2.00 cumulative GPA and 2.00 semester GPA. The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

On or before April 1st of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions except motions underling personnel and labor relations;
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to receive compensation for meeting attendance at a level set annually by the Board, along with mileage to events where the Student Trustee serves in the capacity of representative of the Board of Trustees to be reimbursed at the current rate paid to District employees. If the Student Trustee does not attend all regular meetings held by the Board in any month, s/he may receive an amount not greater than a pro rata share of the number of meetings actually attended based upon the maximum compensation.
- The receipt and amount of a book and materials stipend per AP 2015. 2
- The ability to travel on district funds to events for Student Trustee.
- The Student Trustee will be encouraged to attend community events as a part of the District's representation of the College in the community.”

#### ADMINISTRATIVE PROCEDURES FOR IMPLEMENTING BOARD POLICY #2015 STUDENT MEMBER

Reference:

Education Code Section 72023.5,

1. In accordance with the provisions and limitations of the Education Code, the Board of Trustees designates that the nonvoting student member of the Board of Trustees be elected by members of the Association of College of the Canyons to serve a term commencing June 1st of each year (Ed. Code #72023.5).
2. The remuneration for the Student Trustee shall be set annually along with mileage to Board related meetings; and mileage to events where the Student Trustee serves in the capacity of representative of the Board of Trustees to be reimbursed at the current rate paid to District employees. The compensation shall be reviewed annually on or before April 1st.
3. The Student Trustee shall receive a book and materials stipend, in an amount to be established annually by the Board of Trustees. With prior approval from the Chief Executive Officer of the District, or his/her designee, the stipend may be adjusted to reflect the actual cost of books and supplies. The stipend is to be used by the Student Trustee to acquire the textbooks and course materials required by his/her course of study at College of the Canyons, for each semester while s/he officially holds the office of Student Trustee. Verification of the Student Trustee's semester schedule and required books and supplies must be submitted to the Campus Life & Student Engagement no later than one week after the add deadline. Whenever possible the stipend will be expended in the College of the Canyons Bookstore.
4. Annually, the Board will consider the feasibility of establishing a fund for Student Trustee Travel. After agreement on a final plan, the Board may authorize a fund for Student Trustee travel to fully or partially fund agreed-upon conferences. To assist the Board in determining an amount to be set aside for Student Trustee travel:
  - a) The Student Trustee, upon election, will prepare a travel plan of conferences s/he wishes to attend for the upcoming fiscal year (July 1st through June 30th). The Chief Executive Officer of the District will assist the Student Trustee in developing his/her travel plan by providing information regarding known scheduled conferences.
  - b) The Student Trustee will indicate the degree to which the Association will provide funding for travel.
  - c) The Board will consider the proposed plan and may recommend revisions to the proposed plan.
  - d) The Board may also authorize the Student Trustee to represent the Board at meetings that are not funded by the District.

Section 17. The duties of the Vice President of Advocacy shall be:

Clause A. To serve as a voting member of the Senate.

Clause B. To serve as a voting member of the Association's Finance Committee.

- Clause C. To attend all Activities Board meetings in a nonvoting capacity or read the meeting minutes to be informed on all ASG activities.
- Clause D. To appoint an Administrative Assistant(s) and upon ratification by two-thirds (2/3) vote of the Student Senate.
- Clause E. To attend any workshops or conferences hosted by professional organizations, such as SSCCC, that focus on professional development and that further COC's advocacy efforts at the state level.
- Clause F. To provide reports to the Senate to raise awareness on statewide level issues that may affect COC.
- Clause G. To host one event per semester on each campus surrounding advocacy on both campuses.
- Clause H. The Vice President of Advocacy would serve as the delegate for the Student Senate for California Community Colleges if the Association approves its involvement for the term. The Vice President of Advocacy is responsible for finding an alternate delegate in the case of an absence.
- Clause I. To be responsible for advocacy and legislative issues at various levels of government (federal and state). The Vice President of Advocacy will attend meetings and conferences of statewide national organizations which the Association is a member of. Furthermore, the Vice President of Advocacy will co-coordinate with the President and Student Trustee surveys, lobbying days, and all other legislative activities. Moreover, the Vice President of Advocacy will work with the President and Student Trustee to put forth resolutions to the Association regarding legislation for approval.
- Clause J. To serve on the District's Advocacy Team

## ARTICLE IV.

### Directors and Assistants of the Student Senate

#### Section 1. Qualifications

Directors and Assistants of the Student Senate must be enrolled in a minimum of 5 units and carry at least a 2.0 cumulative GPA. The GPA may be from high school or other colleges as long as the units represented are the applicant's most recent experience.

#### Section 2. Selection Procedure

Interested candidates for director and assistant positions shall submit an application through the Campus Life and Student Engagement office. After eligibility is confirmed, ASG Advisors will assign the appropriate Senate member(s) to interview the eligible candidate. Recommendation for appointment will be made by the Senate officer subject to two-thirds (2/3) vote of the Senate.

Section 3. Probationary Period

All appointments, whether they are officers or directors, shall be deemed probationary for a period of four weeks. This probationary period shall commence when the appointed position officially begins, during the regular academic school year. At the end of the probationary period, the Senate officers may dismiss the individual for failure of job duties or responsibilities of their position. Approval will come with a two-thirds (2/3) vote of the Senate.

Section 5. The Director and Assistant positions and duties shall be:

Clause A. Administrative Assistants

- 1) An Administrative Assistant shall be appointed by any ASG Officer. The ASG Officer is the supervisor of the appointed assistant.
- 2) Administrative Assistant's duties shall be determined by the officer with whom they work with.
- 3) Administrative Assistants may propose projects to accomplish in the field of academic affairs, legislative affairs, shared governance, health issues, environmental affairs, cultural affairs, athletic affairs, and other areas of interest that would benefit COC students.
  - a. These projects must be discussed fully with the supervising officer and an ASG advisor. Specific plans and strategies must be pre-approved prior to execution and implementation.

Clause B. Director of Clubs and Organizations

The Director of Clubs and Organizations shall be appointed by the Vice President of the Inter Club Council and shall:

- 1) Serve as the alternate chair of the Inter Club Council
- 2) Assist in attending different club meetings
- 3) Attend ICC meetings, if schedule permits
- 4) Assists the Vice President of Inter Club Council

Clause C. Publication Team

- 1) Members of the Publication Team will be appointed by the Executive Vice President of Communications.

- 2) The Executive Vice President of Communications will appoint eligible candidates to one of the following positions as seen best fit:
    - a. Assistant Editor (maximum 1)
    - b. Staff Writer (maximum 3)
  - 3) The Executive Vice President of Communications and Publication Team will determine each semester which publication(s) to complete (e.g., The Paw Print and/or ASG Podcast)
- Clause D. Social Media Team
- 1) Members of the Publication Team will be appointed by the Executive Vice President of Communications.
  - 2) The Executive Vice President of Communications will appoint eligible candidates to one of the following positions as seen best fit:
    - a. Social Media Editor (maximum 1)
    - b. Social Media Spotlight Manager (maximum 1)
- Clause E. Graphic Artist (maximum 1)
- 1) Graphic Artist will be appointed by the Executive Vice President of Communications.
    - a. Graphic Artist will be responsible for working closely with both Publication and Social Media teams to create needed materials to promote the Association's work.
    - b. Graphic Artist will make suggestions for social media posts.
- Clause F. Activities Board
- 1) Members of the Activities Board shall be appointed by the Vice President of Activities.
  - 2) The Activities Board will be comprised of up to 4 members for the Valencia Campus and 4 members for the Canyon Country Campus.
    - a. Each Activities Board member is required to host two events per semester on their respective campuses.
    - b. Activities Board members are required to attend all Activities Board meetings.
    - e. After the completion of an event, the member hosting the event must submit an Event Evaluation Form.
- Clause R. Director of Equity
- 1) The Director of Equity shall be appointed by the Vice President of Equity with two-thirds (2/3) vote of the Senate and shall:
    - a) Work closely with the Vice President of Equity to design two workshop initiatives a semester on topics related to diversity, equity, and inclusion.
    - b) Assist the Vice President of Equity through attending committee meetings and hosting focus groups.
    - c) Work closely with Activities Board members on Multicultural Day.

Section 5. Term of office is the day of appointment through Commencement Day.

Section 6. Replacement

Members holding appointive assistant or director position may be replaced at any time at the discretion of the supervising officer. Should any member believe that the appointment was revoked without good reason, the member may appeal to the Senate. A decision will be made with a two thirds (2/3) majority vote.