

ARTICLE V.

Advisors

Section 1. Advisors

Clause A. Director, Campus Life and Student Engagement

- 1) The Director of Campus Life and Student Engagement shall represent the President of College of the Canyons at Student Senate meetings and all subordinate organizations of the Student Senate, as well as the Association, as the lead advisor.

Clause B. Student Services Coordinator

- 1) Serves as the main advisor of Activities Board and Inter Club Council.
 - 1) Serve as co-advisors of the Activities Board.
 - 2) The Inter Club Council will be advised by the Student Services Coordinator at the Valencia Campus.
 - 3) Student Services Coordinators on each campus will discuss who the supervising advisor will be for each specific officer position every term.

~~Clause C. Student Services Coordinator Canyon Country~~

- ~~1) Serves as the main advisor for the Canyon Country Officers/directors and other officer positions as needed.~~

Clause D. Proxy

- 1) In the event that any advisor is able to attend meetings or conferences, the advisors will arrange for a proxy.
In the event that any advisor is unable to attend meetings or conferences, the advisors will arrange for a proxy.

ARTICLE VI.

Student Senate

Section 1. Powers

Clause A. The Student Senate shall have the power of fixing and collecting membership fees, paying debts, providing for the general welfare of the Association and making laws, which are necessary and proper for the execution of the powers vested in the Association or in any of its

departments or offices by the Constitution and the Bylaws of this Association.

Section 2. Impeachment

Clause A. Impeachment proceedings may be brought against any elected or appointed officer of this Association who has been grossly negligent, incompetent, has had a minimum of four (4) infractions, or has committed a serious crime against the Association. The method of impeachment shall be by indictment by a three-fourths (3/4) majority of all in-office voting members of the Student Senate, subject to judicial review.

Section 3. Meetings

Clause A. Uniform calculation of quorum requirements will be as follows:

The President is counted as a voting member. The voting members are added together, and the result is multiplied by two-thirds (2/3). This answer is the number of persons required for a quorum. In the event that the number of persons is a fractional number, less than one-half (1/2) it will be rounded down to the new lower number. If it is one-half (1/2) or more, it will be rounded up to the next larger whole number.

Clause B. ~~If an officer is going to be absent from a Senate meeting, he/she may designate a proxy to take his/her place. The proxy authorization must be written and signed by the officer. The individual selected as a proxy must present the written proxy authorization to the President prior to the meeting, in order that the proxy may be considered for recognition. Oral authorization for a proxy may be accepted during a meeting by consent of all parties. A proxy statement may be given to the proxy by the absent senator to bind him or her to the stated positions. The President shall also receive a copy of the proxy statement and shall disregard any vote by the proxy contrary to the statement, except in unforeseen circumstances. If for any reason the Student Trustee is unable to execute his/her duties, a temporary replacement of the Student Trustee may be made by the President, subject to two-thirds (2/3) approval of the Student Senate, pending the outcome of a special election, if held.~~

Clause C. Only items appearing on the written agenda will be considered for action at Senate meetings. ~~Items not appearing on the printed agenda may be considered at a Senate meeting by a two-thirds (2/3) vote of the Senate.~~

Clause D. Voting for both the ~~Executive~~ and Activities Board **Senate**

- 1) ~~The President or the presiding officer is entitled to vote on all motions, but is not required to do so.~~
- 2) In the case of a tie vote, the motion is defeated.
- 3) If a motion required a majority vote, it must have more than half the votes cast to pass.
- 4) If a motion requires a two-thirds (2/3) vote to pass, it must have two-thirds (2/3) of the votes cast, ignoring abstentions. The calculation of votes required for two-thirds (2/3) passage shall be as follows:
 - a) Determine the number of votes cast.
 - b) Multiply by two-thirds (2/3).
 - c) The result, if not fractional, shall be the number required for passage.
 - i) If result is fractional, less than one-half (1/2) it will be rounded down to next lowest whole number; if one-half (1/2) or more, it will be rounded to the next largest whole number.

Clause E. Closed Session(s)

- 1) All student government bodies, including, but not limited to the Student Senate (~~Executive and Activities Board~~) shall be permitted to go into closed session to discuss issues that comply with the Brown Act.
- 2) All closed sessions shall be in compliance with the current reading of the Brown Act.
- 3) All actions deemed appropriate in accordance with the Brown Act may be taken in closed session providing the action and the vote is reported for recording immediately upon reconvening in open session.

ARTICLE VII.

Section 1. Elections

Clause A. ~~All duly registered students of COC in good standing may exercise the right to vote.~~

Clause B. ~~A plurality of votes cast for a specific office shall be necessary to elect Student Senate officers.~~

Section 2. Candidates

Clause A. Qualifications
~~All candidates for student government offices must meet the following qualifications:~~

- 1) Possession of a current Association's card.
- 2) Enrolled in at least six units of COC college work. (An officer must be enrolled in at least 10 COC units during his/her term of office). In addition, candidates for Student Trustee must be enrolled in or have completed 20 units of study at COC.
- 3) A 2.0 cumulative grade point average for all college work taken at COC; or for students who have not attended college, a 2.0 grade point average in the last year of school.
- 4) No student shall serve more than three (3) consecutive terms on the Student Senate (both the Executive and Activities Board).

Clause B. Procedures

All candidates for student government offices must complete the following procedures:

- 1) Provide the Election Committee with the following materials:
 - a) A signed statement from the COC Admissions Office including the following information:
 - i) Units this term.
 - ii) College units to date.
 - iii) Grade point average (GPA) in last year of high school (needed only if student has not previously attended college).

Clause C. Exclusions

- 1) Candidates shall not be active members of the Election Committee.
- 2) Campaign managers and canvassers shall not be active members of the Election Committee. Each candidate shall declare the name(s) of campaign manager(s) when declaring candidacy.

Section 3. Campaigns

Clause A. Campaigns shall be conducted according to the Student Senate approved Election Code for the specific election.

- 1) Posting instructions as stated in the Campus Life and Student Engagement's Posting Policy, will be given to the candidates at the orientation meeting.
- 2) No Santa Clarita Community College District property or facilities may be used in preparing campaign materials nor will any candidate use any A.S.G. equipment in preparing the materials.

3) Campaign materials must be taken down at the end of the campaign period.

Clause B. The election campaign may not interfere in any way with the conduct classroom instruction.

Clause C. All faculty and staff members may not campaign in any way for any candidate. However, college assistants may advocate for a candidate while they are not on college time (working).

Clause D. Violation of any of these regulation or those that will be distributed at the Candidate Orientation meeting will result in disqualification of the candidate. However, appeals of this ruling will be accepted up to 72 school hours following the committee's announcement of disqualification.

Section 4. General Elections

General Elections shall be held in accordance with the Association's Constitution. The elections will be directed and supervised by the Election Committee and the Association's Advisor (s).

Clause A. Polls

1) The election polls shall be staffed by two (2) poll workers. They shall be designated as Registrar and Assistant.

2) There shall be an orientation for all poll workers prior to the election.

3) Polling places shall be set up and publicized.

4) Polling hours shall be publicized.

5) There shall be no campaigning within the area designated by the Election Committee chairperson(s) as a polling place. This includes passing out material, posting signs or attempting to convince people to vote for a particular candidate.

Clause B. Write-in and unopposed candidates are subject to the same requirements that apply to duly nominated candidates, but must obtain at least 20% of the votes for that office to be declared the winner.

Clause C. Candidates running unopposed must receive at one third (1/3) of the votes cast in the election to be declared the winner.

Clause D. Ballots cast will be counted by the Election Committee under the supervision of the Association's Advisor(s).

Clause E. Run-off Elections

- 1) ~~When no candidate has achieved a plurality, a run-off election shall be conducted for the office in question. The two candidates in the run-off election shall be the ones polling the highest number of votes in the regular election.~~

ARTICLE VIII.

Standing Committees and Boards

Section 1. Meetings

Clause A. All committees and boards shall meet at least every other week beginning the second week of instruction.

All committees and boards shall meet regularly as scheduled.

Clause B. The committee or board chairperson may call meetings at his/her discretion or if directed to do so by a simple majority of the members of the committee or board.

A committee or board meeting may be called by the discretion of the chairperson or if directed to do so by a simple majority of the members of the committee or board.

Clause C. Committees and boards may not meet on authorized college holidays for the purpose of official business except in case of undue hardship as certified by the Director of Campus Life and Student Engagement.

Clause D. Any member of the Association may participate in any committee, but voting powers may be limited by the chair or by the Bylaws.

Section 2. Election Committee

Clause A. The chairperson of Election Committee shall be appointed by the A.S.G. President.

Clause B. Members of the committee shall be appointed by the chairperson from active members of the Association.

Clause C. No candidates, their manager(s), or ~~their canvasser(s)~~ may serve on the Election Committee.

Clause D. The committee shall in accordance with the bylaws establish, conduct, and enforce all election procedures.

Clause E. The committee shall make public the results of the election on the first college day following the close of balloting.

~~Clause F. The Election Committee has the right to withhold the results of the election if publicity is not removed.~~

Clause G. Whenever possible, the Election Committee shall revise and approve the Election Code before final Senate approval.

Section 3. Finance Committee

Clause A. The chairperson of the Finance Committee shall be the Executive Vice President.

Clause B. Voting members of the committee shall be: the A.S.G. President, Executive Vice President, Executive Vice President of Activities, Executive Liaison Officer, Vice President of the Inter Club Council, Officer of Marketing and Information, Public Affairs Officer and the Student Trustee.

The ASG President, Executive Vice President, Vice President of Activities, Vice President of Advocacy, Vice President on the Inter Club Council, Executive Vice President of Communications, and the Student Trustee, Vice President of Equity.

Clause C. The committee shall propose the financial procedure, formulate the budget, suggest membership fees, and assist the Executive Vice President of the Association.

Recommend student support fee modifications

Clause D. Estimated yearly budget are to be turned in to the Executive Vice President ~~by the second Student Senate meeting in April~~ by all officers of this Association and other persons so designated by the Executive Vice President.

Clause E. An annual budget shall be drawn up each May for the following year to show estimated income and expenditures and, after approval by the Student Senate, be forwarded to the College President. The outgoing Senate must, as part of its job, prepare a proposed budget for the following year. New student officers of the Senate (those elected at the end of the college year) shall be authorized to spend up to 20% of the total proposed budget for necessary summer and fall activities (until the budget is formally approved).

Clause F. All budgets must be approved by two-thirds (2/3) majority of all in office voting members of the Student Senate.

Clause G. Financial appropriations outside the approved Association budget must be approved by two-thirds (2/3) majority vote of all in-office voting members of the Student Senate.

Section 4. The ASG President may form and appoint other committees as needed from time to time.

Section 5. Any Senate officer may form and appoint committees as needed with the approval of the Student Senate.

~~Section 6. — Committees Chairpersons~~

~~Clause A. — Committee chairpersons are not to be considered as Student Senate officers.~~

ARTICLE IX.

Finances

Section 1. Financial Code

Clause A. The Financial Code is the official guidelines for the A.S.G. Finances.

Section 2. Student Representation Fee

Clause A. Collection

- 1) The Student Representation Fee is collected by College of the Canyons at the time of registration and deposited in a separate fiduciary fund established per the California Community Budget and Accounting Manual. Students may opt to waive this fee. The Chief Fiscal Officer of College of the Canyons shall have custody of the money collected. The district may retain up to seven (7) percent of the fees collected for administering the fees. See Education Code Section 76060.5.

Clause B. Purpose

- 1) The Student Representation Fee shall be expended to provide for the support of governmental affairs representatives (A.S.G Officers) who may be stating their positions and viewpoints before city, county, and district governments and before offices and agencies of the state and federal government and materials to help them do so See Education Code Section 76060.5.

Clause C. Assigning Representatives

- 1) All assignments/appointments of individuals to use Student Rep. Fees will be made by the ASG President, Student Trustee and the Executive Vice President and approved by a majority vote of the Senate.

Clause D. Representatives Responsibilities

- 1) In coordination with the Director of Campus Life and Student Engagement, students using Representative Fees will:
 - a) Make appointments to visit with officials prior to going on a trip. Normally, the appointment will be confirmed in writing.
 - b) Submit a written report on the results of their meeting to the A.S.G. Advisor(s) within one (1) week after their return. An oral report may also be required if requested by the A.S.G. President.

Clause E. Accountability

- 1) Records on trips, visits, etc., by individuals using Student Rep. Fee monies will be kept by the ASG Advisor(s). These will include, at a minimum, letters to officials, expenditures of funds and a copy of the report on the results of the meetings/conferences. If a written report is not turned in one week after use of Student Representative Fee monies, the offender will be excluded from the next regularly scheduled conference (e.g. CCCSAA or CalSACC Spring Conference).

ARTICLE X.

Amendments or Revocations of Bylaws

Section 1. The bylaws cannot be amended or revoked without at least one meeting's previous notice. Amendments must be submitted at the previous meeting in writing to both the Executive and Activities Board. Changes should be made by the Bylaws Committee with a 2/3 vote. Section 2. Every effort should be made to present all Officers with a copy of the "Notice of Proposed Amendment to Bylaws", prior to the actual meeting wherein the Bylaws may be changed.

Section 3. The most updated version of the Bylaws shall be submitted to the ASG Advisors.

ARTICLE XI.

Parliamentary Authority

Section 1. Parliamentary authority shall be in accord with the Association's Constitution, Article VII, Section 2. The latest issue of Robert's Rules of Order, Revised by General Henry M. Robert, shall be used for areas not covered by the ASG Bylaws or the AS Constitution.

ARTICLE XII.

Recognition of Successful Terms of Office

Section 1. Upon the satisfaction of at least 90% of defined criteria for a successful term of office under the reasoned judgement of the ASG Advisors, officers shall receive a service scholarship at the end of each semester (fall and spring).
Officers shall receive a service scholarship during the Fall and Spring semesters upon the satisfaction of at least 90% of defined criteria for a successful term of office. Officers will be reviewed by the ASG Advisors by the end of Week 5, Week 9, and Week 13 of the semester.

Clause A. The criteria for receipt of the scholarship are as follows:

1. Has not been Student Trustee during the term in question.
2. Has been elected/appointed into their position by the 7th week of each semester.
3. Has not missed more than 12 weekly office hours per semester
Has not missed more than 4 weekly office hours since the time of the last review.
4. Has satisfied all of their duties as outlined in the ASG Bylaws & Constitution.
5. Has attended a minimum of 2 district committees per semester (pending committee meeting scheduling).
Has been assigned to a minimum of 2 district committees for the semester and submitted reports for the district committees meetings attended thus far (pending committee meeting scheduling).
- ~~6. Has participated on at least one standing/AdHoc committee per semester.~~
7. Has missed no more than 2 ASG Senate meetings, 1 ASG Activities Board meeting (if they have a seat), and 1 ASG Executive Board meeting (if they have a seat).
Has missed no more than 2 ASG Senate meetings and 1 ASG Activities Board meeting (if they have a seat). This criteria will be reviewed during Week 13 only.

8. Has completed a report that is on file with the advisors for every trip funded by the Student Representation Fee.

Clause B. The Student Trustee is not eligible to receive the ASG Service Award as they receive a monthly stipend through the Board of Trustees. However, the following measures will be taken to ensure accountability of carrying out a successful term. Failing to meet the following requirements will result in discussion to replace the Student Trustee position.

1. An agenda item will be added to the weekly Senate meeting the week after every Board of Trustees meeting. The Student Trustee will report on important topics discussed during the Board of Trustees meeting, specifically topics that would affect the student experience at College of the Canyons.
2. Has not missed more than 4 weekly office hours since the time of the last review.
3. Has missed no more than 2 ASG Senate meetings. This criteria will be reviewed at the end of Week 13 only.
4. Has satisfied all of their duties as outlined in the ASG Bylaws & Constitution.

Clause C. The criteria for receipt of the ASG Director Service Award are as follows: Directors will be reviewed by the supervising officer and an advisor by the end of Week 5, Week 9, and Week 13. The criteria for receipt of the ASG Director Service Award are as follows:

1. Has been elected/appointed into their position by the 7th week of each semester.
2. Has satisfied all of their duties as outlined in the ASG Bylaws & Constitution.
3. Has not missed more than 6 weekly office hours per semester
Has not missed more than 2 weekly office hours since the time of the last review.

ARTICLE XIII

Authority

Section 1. These bylaws are governing rules of the Association and subordinate to the A.S. Constitution. The ASG Bylaws is the parent document to all other ASG documents, including, but not limited to, the Election Code, ~~code of conduct~~, the ICC Constitution and the Financial Code. The Inter Club Council Constitution, and the Finance Code.

Clause A. In the case of a contradiction between the bylaws and any subordinate document, the letter of the bylaws will be followed. Appropriate changes in subordinate documents may be made by the appropriate committee, the ASG President, or a simple majority of the Senate.

ARTICLE XIV.

The Paw Print

Section 1. The official publication of the College of the Canyons Associated Student Government shall be known as "The Paw Print" and will be the primary method for the ASG to communicate with the Association and the College.

Clause A. The production and execution of The Paw Print is the responsibility of the Officer of Marketing and Information.

Clause B. Promotion, distribution, and printing of The Paw Print is the responsibility of the Officer of Marketing and Information and his/her staff.

Clause C. Whenever possible, The Paw Print will be used to promote and advertise ASG elections, events, or activities. Paid advertisements in outside publications should be placed only when The Paw Print would be an impractical vehicle for promotion.

Clause D. Contribution

1) Officers of the Association are expected to submit at least one article per semester.

2) Directors are expected to submit at least one article per semester.

3) Writers for The Paw Print are expected to submit at least one article each issue published.

Clause E. The Officer of Marketing and Information of The Paw Print Reserves the right to refuse or edit any article submitted as necessary. Any edits must be approved by the respective writer prior to being published. Writers reserve the right to revoke an article if he/she refuses to accept the edits made by the Officer of Marketing and Information.

Adopted: 2/16/22