

**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 June 1 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 Executive 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 course work. In addition, it is highly recommended that the Executive Liaison Officer must have been, or must be currently be, enrolled in at least one course at the Canyon Country Campus during their time at COC. Also, Canyon Country Officers must have a minimum of four (4) office hours at Canyon Country per week, Monday thru Friday. Each officer of the Association must have at least a 2.0 cumulative grade point average in the term preceding his/her taking office and maintain an overall 2.0 grade point average for all terms in office. Each student who assumes an office in his/her first term at College of the Canyons must have achieved a minimum 2.0 grade point average in the last year of last 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 Executive Board shall make the final decision. Under no circumstances may an officer be enrolled in less than five units.

Clause B. If an ASG Board 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 Board 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. To fill a vacant officer position, the respective board will interview all qualified applicants. 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 Senate 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 Senate members must complete the following:
- 1) Attended scheduled and/or arranged mandatory orientation with an advisors
  - 2) Submit office hours
  - 3) Attended scheduled Senate meetings or if unable to attend, provide a proxy or sufficient reason
  - 4) Establish 1:1 advisor meeting times
  - 5) Meet set Senate expectations and job duties
    - 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. They will be unable to reapply for an officer position until 16 weeks following their removal.
- Section 5. If for any reason the Student Trustee is unable to execute his/her duties, temporary replacement may be made by the ASG President, subject to two-thirds (2/3) approval by the Activities and Executive Boards, pending the outcome of a special election, if held, to fill the position(s).
- Section 6. Any elected or appointed member of the Student Senate who has not been present in either the Fall or Spring semester for 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) is subject to expulsion by two-thirds (2/3) vote of the respective board, 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 serve as a voting member and preside over the weekly Executive Board meetings.

- Clause C. To appoint such ad hoc committees, boards, and commissions as may be necessary from time to time.
- Clause D. Represent the Association in all judicial proceedings involving the Student Senate and to serve as the Association's parliamentarian as defined below:
- a) To hold in his/her possession copies of all Association laws, policies, and standing rules.
  - b) 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.
  - c) 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 E. To hold the representatives of the Executive and Activities Boards, and committees responsible for the efficient conduct of their respective organizations and to require a written report or opinion of the principal officers of each of the organizations in accordance with the policies of the Association. Furthermore, he/she will manage the personnel of the Association. However, when issues arise involving the Activities Board the President will act upon the recommendations of the Executive Vice President of Activities.
- Clause F. To inform the Senate, both the Executive and Activities Board, in a joint session at least once in his/her term of the state of the Association, either at the last meeting of the fall or the first in spring semester.
- Clause G. To recommend such measures as he/she deems necessary for the welfare of the Association.
- Clause I. To serve as a voting member of the Association's Finance Committee.
- Clause J. To appoint an Administrative Assistant (s), and Director of Recruitment, upon ratification by a two-thirds (2/3) vote of the Student Senate, to supervise the nonvoting powers and activities so delegated.
- Clause K. To make the agenda and minutes for the Executive Board available as soon as possible prior to each Executive Board meeting in accordance with all governing laws and documents.
- Clause L. To be empowered to recognize a proxy, upon correspondence from any Executive Board member, for the Executive Board meeting.

- Clause M. To serve on the President’s Advisory Council, President’s Advisory Council, Budget, College Planning Team, and the Advocacy Team.
- Clause N. To serve as the liaison between the Association and Campus Life and Student Engagement service programs.
- Clause O. To be responsible for all advocacy and legislative issues at various level of government. He/she will attend meetings and conferences of statewide or national organizations which the Association is a member of. Furthermore, the President will co-coordinate with the Student Trustee surveys, lobbying days and all other legislative activities. Moreover, the President will work with the Student Trustee to put forth resolutions to the Association’s Executive Board regarding legislation for approval.
- Clause P. To co-coordinate with the Student Trustee a voter registration event at least once per semester.
- Clause Q. To receive all forwarded applications for open ASG positions from Campus Life and Student Engagement and to redirect them to the appropriate officer position.
- Clause R. To approve the appointments of student representatives to Santa Clarita Community College District shared governance committees.

Section 8. The duties of the Executive Vice-President (with Clauses E, F, and H accomplished through work with the Association’s advisors) shall be:

- Clause A. To serve as a voting member of the Executive Board.
- 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 coordinate the Scholarship Program of the Association.
- Clause H. To appoint an Administrative Assistant(s), Director of Academic Affairs, and a Shared Governance Coordinator upon ratification by a two-thirds (2/3) vote of the Senate, to supervise the nonvoting powers and activities so delegated.
- Clause I. To appoint the Director of Equity upon ratification by a two-thirds (2/3) vote of the Senate, to supervise the nonvoting powers and activities so delegated.
- Clause J. To coordinate all district committee meetings.
- Clause K. To oversee the ASG grant process outlined in Section 10 of the Finance Code.

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

- Clause A. To serve as a voting member of the Executive Board.
- Clause B. To serve as the Chair of the Activities Board in a nonvoting capacity.
- Clause C. To attend all meetings of the Executive and Activities Boards
- Clause D. To serve as a voting member of the Finance Committee of the Association.
- Clause E. To make the agenda and minutes available for the Activities Board as soon as possible prior to each Activities Board meeting, in accordance with all governing laws and documents.
- Clause F. To spearhead the annual Multicultural Day by involving other departments, student groups, and ASG officers.
- Clause G. To report to the Executive Board on all actions taken by the Activities Board.
- Clause H. To report to the Activities Board on all actions taken by the Executive Board.
- 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 coordinate the annual Student Involvement campaign with the cooperation of both boards.
- Clause L. To appoint an Administrative Assistant (s) and Cougar Mascot upon ratification by two-thirds (2/3) vote of the Senate, to supervise the nonvoting powers and activities so delegated.

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 Executive Board.
- Clause B. 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 C. To chair the Inter Club Council meetings as a nonvoting member.
- Clause D. To make the agenda and minutes available for the Inter Club Council as soon as possible prior to each Inter Club Council meeting in accordance with all governing laws and documents.
- Clause E. To appoint a Director of Clubs and Organizations, upon ratification by two-thirds (2/3) vote of the Senate, to supervise the nonvoting powers and activities so delegated.
- Clause F. To assist the Office of Campus Life and Student Engagement Office with the chartering and re-chartering of the clubs on campus.
- Clause G. To serve as official representative of the clubs at all of the Association's meetings.
- Clause H. To send a weekly update to all club advisors and officers to inform them of their clubs status and all Inter Club Council business as needed.
- Clause I. To provide updates on the list of clubs and descriptions as well as add new clubs to related forms and webpages.
- Clause J. To work with the Campus Life and Student Engagement office to send out monthly updates on club matters.
- Clause K. To coordinate the Back to School Bash and/or CougarFest at the beginning of each academic semester with the cooperation of the Inter Club Council and the Activities Board.
- Clause L. To attend at least one club meeting for all clubs per semester.

Section 11. The Duties of the Officer of Marketing and Information shall be:

- Clause A. To serve as a voting member of the Executive Board.
- Clause B. 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 C. To assist with the community newspaper(s) representative to the College and to serve as liaison to community.
- Clause D. To serve as Editor in Chief of The Paw Print or any ASG publication.
- Clause E. To appoint an Assistant Editor, Staff Writer (s), Graphic Artist(s), Historian, and Photographer (s) and upon ratification by two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.
- Clause F. To contact the appropriate persons to keep the marquee updated with Association and club events.
- Clause G. To contact the appropriate persons to keep the Association website updated.
- Clause H. To be responsible for creating the ad-hoc committee of the Paw Print

Section 12. The Duties of the Public Affairs Officer shall be:

- Clause A. To serve as a voting a member of the Association’s Activities Board. And to attend all of the Executive Board meetings as a non-voting member.
- Clause B. To serve as the liaison between the Office of Campus Life and Student Engagement in the management of the poster room (STCN -107)
- Clause C. To be responsible for the promotion of activities held by the Association (i.e. making posters, maintaining Association social media accounts, sending emails, etc.)
- Clause D: To make and publish social media posts on ASG social media platforms for the purposes of publicizing events on and off campus.
- Clause E. To work with the Officer of Marketing and Information in promoting the endeavors of the Association.
- Clause F. To work with outside college departments with for the promotion of their events upon request.



- Clause G. To maintain and update the Association's bulletin boards while coordinating with Activity Board Officers.
- Clause H. To appoint a Director(s) of Publicity and, following by a two-thirds ( $\frac{2}{3}$ ) vote of approval by the Student Senate, to supervise the non-voting powers and activities so delegated.

Section 13. 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 report following SCCCD Board meeting on the actions of the Board.
- Clause C. To serve as a voting member of the Executive Board and Finance Committees.
- 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) To be enrolled in or have completed at least twenty (20) semester units at College of the Canyons.
- Clause E. To appoint an Administrative Assistant and upon ratification by a two thirds ( $\frac{2}{3}$ ) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.
- Clause F. To serve as student representative to the Academic Senate of the College and provide a report to the Executive Board 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 and in the absence of an alternate, the representative duty of the Student Trustee will be carried out by the ASG President, if unable, then the ASG Executive Vice President in the event of vacancy or inability of the Student Trustee to attend a Board of Trustees meeting.
- Clause H. To be responsible for all advocacy and legislative issues at various level of government. He/she will attend meetings and conferences of statewide or national organizations, which the Association is a member of. Furthermore, the Student Trustee will co-coordinate with the Association's President surveys, lobbying days and all other legislative

activities. Moreover, the President will work with the Student Trustee to put forth resolutions to the Association's Executive Board 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.)

"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 14. The duties of the Cultural Student Involvement Coordinators shall be:

- Clause A. To represent cultural and educational interests of the Association members of their respective campus.
- Clause B. To organize films and educational speakers for their respective campus.
- Clause C. To work with the Executive Vice President of Activities and their respective Campus Vice President of Activities in providing events to promote cultural awareness (i.e. Black History Month, Cinco De Mayo, etc.) and educational enrichment.
- Clause D. To appoint an Administrative Assistant (s) and upon ratification by two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.
- Clause E. To promote and encourage student involvement among all students of the College.
- Clause F. To plan and execute at least one night student event per semester, which must be held after 4:00 p.m. to constitute as a night student event for their respective campus.
- Clause G. To serve as a voting a member of the Association's Activities Board and to attend all of the Executive Board meetings as a nonvoting member.
- Clause H. For the Canyon Country Coordinators to appoint and share a Director of Canyon Country Affairs upon ratification by a two-thirds (2/3) vote of the Senate.

Section 15. The duties of the Social Student Involvement Coordinators shall be:

- Clause A. To represent the social interests of their respective campus.
- Clause B. To organize films and other activities deemed to be social in nature at their respective campus.
- Clause C. To organize monthly cardholder benefit activities (i.e. Spring Fling, concerts, barbecues, etc.) and various social activities of the Association under the direction of the Executive Vice President of Activities and their respective campus Vice President of Activities.
- Clause D. To appoint an Administrative Assistant(s), Director of Athletic Affairs, Cultural Affairs, Director of Environmental Affairs, and Director of Health Issues upon ratification by two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.
- Clause E. To promote and encourage student involvement.
- Clause F. To plan and execute at least one night student event per semester, which must be held after 4:00 p.m. to constitute as a night student event for their respective campus.
- Clause G. To serve as voting a member of the Association's Activities Board and to attend all of the Executive Board meetings as a nonvoting member.
- Clause H. For the Canyon Country Coordinators to appoint and share a Director of Canyon Country Affairs upon ratification by a two-thirds (2/3) vote of the Senate.

Section 16. The duties of the Executive Liaison officer shall be:

- Clause A. To serve as a voting member of the Executive Board and Finance Committee and to attend all Activities Board meetings in a nonvoting capacity.
- Clause B. To serve as the liaison between the main campus and all satellite campuses of the college.
- Clause C. To coordinate at least one event per semester and each satellite campus with the cooperation of the Activities Board.
- Clause D. To serve on all district committees pertaining to the planning/coordination of all off campus sites.

- Clause E To coordinate at least one meeting a month with a California Community College Student Government to discuss events, California Community College legislature, and college policies.
- Clause F To appoint an Administrative Assistant(s) and upon ratification by two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.

Section 17. The duties of the Campus Vice Presidents of Activities shall be:

- Clause A. To serve as a voting member of the Activities Board.
- Clause B. To coordinate and supervise all of the activities sponsored by the Association at their respective campus.
- Clause C. To monitor all expenditures of the Activities executed on their respective campus.
- Clause D. To coordinate and create a monthly activities schedule with the assistance of the Executive Vice President of Activities for their respective campus.
- Clause E. To work closely with the Officer of Marketing and Information to ensure that their campus activities are advertised in the Paw Print and press releases are developed and distributed.
- Clause F. To ensure appropriate activities are held to promote cultural diversity, educational enrichment, awareness of legislative issues, and social functions (i.e. Spring Fling and Fall Fest at their respective campus.)
- Clause G. To coordinate the annual Student Involvement campaign on their respective campus.
- Clause H. To coordinate and execute a minimum of two events per semester.
- Clause I. To appoint an Administrative Assistant (s) and upon ratification by two-thirds (2/3) vote of the Senate, to supervise the nonvoting powers and activities so delegated.

## **ARTICLE IV.**

### **Non-Voting Members of Student Senate**

Section 1. Qualifications

Appointed Student Senate non-voting members must be enrolled in a minimum five (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

Candidates for non-voting appointments shall apply to Campus Life and Student Engagement. The appropriate Senate officer will interview all candidates completing formal application (i.e., A.S.G. Officer Declaration of Candidacy) and submitting same. Recommendation for appointment will be made by the Senate officer and subject to approval by 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 4. Exceptions

Clause A. Staff writers for The Paw Print are appointed and removed by the Officer Of Marketing and Information, or may be removed by the Senate.

Section 5. The non-voting members of the Student Senate and their duties shall be:

Clause A. Historian

The Historian shall be appointed by the Officer of Marketing and Information with the approval of the Student Senate.

- 1) To keep written record and descriptions of all ASG events
- 2) To provide a written update/record to Campus Life and Student Engagement staff with ASG accomplishments for the year.

Clause B. Administrative Assistants

- 1) An Administrative Assistant shall be appointed by the Associated Students' President, Executive Vice President, Executive Vice President of Activities, Student Trustee, Student Involvement Coordinators, and the Canyon Country Campus Representative with the approval of the Student Senate, and shall work closely with the Senate through the office for which they are appointed.

- 2) Administrative Assistant's duties shall be determined by the officer with whom they work with.

Clause C. Director of Clubs and Organizations

The Director of Clubs and Organizations shall be appointed by the Vice-President of the Inter Club Council with the approval of the Student Senate and shall work closely with the Senate through the office of Vice-President Inter Club Council.

- 1) The Director of Clubs and Organizations shall be the recognized official representative of all duly organized on-campus student clubs, organizations, and societies.
  - a) As such he/she will serve as the alternate chair of the Interclub Council.
  - b) Create agendas for ICC meetings.
  - c) Type minutes for ICC meetings.
  - d) Assists in attending club meetings.
  - e) Attend ICC meetings.

Clause D. Assistant Editor

- 1) The Assistant Editor shall be appointed by the Officer of Marketing and Information with the approval of the Student Senate and shall work closely with the Senate.
- 2) The duties of the Assistant Editor shall include:
  - a) To assist the Officer of Marketing and Information in the publishing of the Paw Print.
  - b) To assist the Officer of Marketing and Information in supervising the Staff Writers, and the Graphic Artist.
  - c) To promote student involvement and assist in all of the Association's sponsored events.

Clause E. Photographer

The Photographer shall be appointed by the Officer of Marketing and Information with the approval of the Student Senate and shall work closely with the Senate through that office.

- 1) The duties of the Photographer are:
  - a) To make a continuous photographic record of campus activities and events especially those pertaining to students and the A.S.G.
  - b) To post photos and to maintain a physical or digital record of photographs in conjunction with the Historian.
  - c) To work with the Historian with the development of photos for the scrapbook.



Clause F. Director(s) of Publicity

- 1) The Director(s) of Publicity shall be appointed by the Public Affairs Officer with the approval of the Student Senate and shall work closely with the Senate through that office.
  - a) To make and distribute posters and signs to publicize events on and off campus, and to dispose of outdated posters and signs.
  - b). To make and publish social media posts on ASG social media platforms for the purposes of publicizing events on and off campus.
  - c) To keep the Canyon Call ASG-sponsored publications informed of events.
  - d) To assist in accepting and fulfilling requests from campus departments and clubs/organizations wanting to publicize their events on campus.
  - e) To attend Senate, Activities Board and committee meetings as proxy for Public Affairs Officer under the following conditions:
    1. The Public Affairs Officer cannot attend a meeting.
    2. The necessary proxy forms have been filled out and submitted.
  - f) To attend Activities Board meetings.

Clause G. The Paw Print, Staff Writer(s)

- 1) Staff writers for The Paw Print shall be appointed by the Officer of Marketing and Information and will work closely with the Officer of Marketing and Information and the senate in that office and as a contributing writer for The Paw Print. He/she is required to submit at least one article per month.

Clause H. Graphic Artist(s)

- 1) The Graphic Artist shall be appointed by the Officer of Marketing and Information and will work closely with the Senate through that office.
  - a) To provide graphics for the Paw Print.
  - b) To assist the Public Affairs Officer in the creation of publicity.

Clause I. Director of Cultural Affairs

- 1) The Director of Cultural Affairs shall be appointed by the Student

Involvement Coordinators and will work closely with the Senate through that office.

- a) To represent the cultural interest of the associated members.
- b) To help organize films and educational speakers.
- c) To be the student coordinator for college cultural events.
- d) To act as ASG liaison for arts and culture.
- e) To assist the Student Involvement Coordinators in attending committees relevant to cultural affairs.

Clause J. Director of Academic Affairs

- 1) The Director of Academic Affairs shall be appointed by the Executive Vice President and will work closely with the Senate through that office.
  - a) To assist the Executive Vice President in designing and publicizing scholarships and drafting, distributing, collecting and processing applications.
  - b) To assist the Executive Vice President in attending committees relevant to Academic Affairs.

Clause K. Director of Environmental Affairs

- 1) The Director of Environmental Affairs shall be appointed by the Student Involvement Coordinators and will work closely with the Senate through that office.
  - a) To organize the annual ASG Earth Day.
  - b) To coordinate the recycling program.
  - c) To assist the Student Involvement Coordinators in attending committees relevant to Environmental Affairs.

Clause L. Director of Legislative Affairs

- 1) The Director of Legislative Affairs shall be appointed by the Student Trustee and will work closely with the Senate through that office.
  - a) To prepare and distribute information on legislation seen as related to students.
  - b) To assist the Student Trustee in attending conferences and committees related to legislative affairs.

Clause M. Director of Health Issues

- 1) The Director of Health Issues shall be appointed by the Student Involvement Coordinators and will work closely with the Senate through that office.
  - a) To coordinate health related activities on campus in conjunction with the Student Health Center.
  - b) To assist the Student Involvement Coordinators in attending committees relevant to health issues.

Clause N. Director of Athletic Affairs

- 1) The Director of Athletic Affairs shall be appointed by the Student Involvement Coordinators and work closely with the Senate through that office.
  - a) To meet with the Athletic Director on a consistent basis and to report back to the Student Senate.
  - b) To assist the Student Involvement Coordinators attending committees of a nature relevant to athletic affairs.
  - c) To promote all intercollegiate sports teams of College of the Canyons through the Paw Print.
  - d) To organize no less than 3 intramural athletic programs per year representing the students' interest.

Clause O. Director of Recruitment

- 1) The Director of Recruitment shall be appointed by the President and work closely with the Executive Board officers of the organization through the office of the President.
  - a) To advertise open positions in various ways, including, but not limited to: an open position directory posted on ASG bulletins, classroom presentations, and ASG publications.
  - b) To work with the President in receiving forwarded applications from Campus Life and Student Engagement and redirecting them to the appropriate office.
  - c) To assist the President in contacting applicants that have applied for officer positions to set up an interview with the Executive Board and keeping them informed of their application status.
  - d) To inform applicants if they are ineligible for an ASG position.

Clause P. Shared Governance Coordinator

- 1) The Shared Governance Coordinator shall be appointed by the Executive Vice President and work closely with the Executive Board officers of the organization through the office of the Executive Vice President.

- a) To keep track of all shared governance meetings of the Santa Clarita Community College District by creating and maintaining a shared governance meeting directory that is easily accessible to all members of the ASG.
- b) To assist the Executive Vice President in finding students to sit on these shared governance committees.
- c) To coordinate with the Executive Vice President to seek out and hold accountable individuals to attend shared governance committee meetings and have them report back to the Executive Board.

Clause Q. Director of Canyon Country Affairs

- 1) The Director of Canyon Country Affairs shall be appointed by the Canyon Country Student and Cultural Involvement Coordinators and will work closely with the Senate through that office.
  - a) To represent the cultural interest of the associated members for Canyon Country.
  - b) To help organize films and educational speakers for Canyon Country.
  - c) To be the student coordinator for college cultural events for Canyon Country.
  - d) To act as ASG liaison for arts and culture for Canyon Country.
  - e) To assist the Canyon Country Student and Cultural Involvement Coordinators in attending committees relevant to cultural and social affairs for Canyon Country.

Clause R. Director of Equity

- 1) The Director of Equity will represent students in the development of a vision and effective strategy that champions the importance and value of a diverse and inclusive College environment; the Director of Equity will be appointed by the Executive Vice President and approved by a 2/3 vote of the Senate.
  - a) Attends committees such as the Institutional Effectiveness and Inclusive Excellence Committee, Equity Minded Practitioners Group, The Multicultural Center Advisory Committee, the Advocacy Committee as well as any other committees involving equity, diversity and inclusion that align with the Director's schedule based on their availability and capacity.
  - b) Engage faculty, staff and students to build a welcoming and inclusive culture at COC by hosting a focus group at least once a semester to acquire student feedback on how equity and inclusion can be improved within the college community.

- c) The Director will assess potential barriers to equity and inclusion and develop strategies focused on recruiting and retaining a diverse environment.
- d) The Director will take part in designing at least two workshop initiatives a semester with the Multicultural Center on topics such as cultural competency, gender identity, disability, sexual harassment, and other topics involved in increasing awareness and support of equity and inclusion values.

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

Section 6. Replacement

Holders of appointive assistant and director positions may be replaced at any time by the appropriate Student Senate officer with a two-thirds (2/3) majority approval of either the Executive or Activities Board depending on the officer of which the director serves. If the officer serves on the Executive Board and the officer wishes to replace or remove their director a two-thirds (2/3) vote is required for removal only in the Executive Board. If the Officer is a member of the Activities Board his/her directors require a two-thirds (2/3) vote from that board of removal. Upon the approval for remove the position shall be considered vacant.

## **ARTICLE V.**

### **Advisors**

Section 1. Advisors

Clause A. Director of Student Development

- 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 main advisor of Activities Board and ICC.

Clause C. Student Services Coordinator – Canyon Country

- 1) Serves as the main advisor for the Canyon Country officers/directors

Clause D. Proxy

- 1) In the event that any advisor is able 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

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

- 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 7<sup>th</sup> week of each semester.
  3. Has not missed more than 12 weekly office hours per semester
  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).
  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).
  8. Has completed a report that is on file with the advisors for every trip funded by the Student Representation Fee.

- Clause B. The criteria for receipt of the ASG Director Service Award are as follows:
1. Has been elected/appointed into their position by the 7<sup>th</sup> 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

## **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.

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: 9/22/21*