



The Associated Students of Grossmont College

(A Nonprofit Organization)

Bylaws

8800 Grossmont College Drive

El Cajon, CA 92020

Adopted 8/17/17 - President: S. Delacruz, Vice President: J. Gross, Vice President of Finance: A. Bianchi

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Updated 10/15/18 - President: A. Bianchi, Vice President: C. Espinoza, Vice President of Finance: M. Bojorquez

Updated 2/14/19 - President: A. Bianchi, Vice President: C. Espinoza, Vice President of Finance: M. Bojorquez

Updated 08/29/19 - President: L. Rubio, Vice President: B. Valdez, Vice President of Finance: N. Nguyen

Updated 02/27/26 - President: Lu Tri Vi Huynh, Secretary: Nathaniel Harris



BYLAWS OF THE ASSOCIATED STUDENTS OF GROSSMONT COLLEGE

ARTICLE I. TITLE OF ORGANIZATION AND FRAMEWORK

SECTION A. PURPOSE

- These bylaws contain the operating procedures and rules of the ASGC.
- These bylaws serve as the procedures and regulations for the members of ASGC.
- These bylaws serve as the official interpretation and implementation of the ASGC Constitution.
- Where these bylaws are silent, the ASGC Constitution and applicable law shall govern.

SECTION B. AUTHORITY AND COMPLIANCE

The ASGC shall operate in compliance with applicable federal and state law, the California Education Code and Title 5 (as applicable), District policies and administrative procedures, and the Ralph M. Brown Act.

SECTION C. TRANSITIONAL GOVERNANCE AND SELF-EXECUTING PROVISIONS

For purposes of implementing, training, and evaluating governance structures authorized by the ASGC Constitution, these Bylaws may include temporary or transitional provisions that reassign functional responsibilities among existing officers, directors, or committees.

Any bylaw provision expressly identified as transitional, temporary, or self-executing shall automatically expire, repeal, or substitute itself upon the occurrence of the condition stated therein, without requiring further action of the Board of Directors.

Unless otherwise specified, transitional provisions adopted pursuant to this Section shall expire no later than the conclusion of the academic term for which they are adopted.



ARTICLE II. BOARD DUTIES & EXPECTATIONS

SECTION A. COMMITTEE SERVICE

All voting members of the ASGC Board of Directors shall be assigned to at least one (1) standing committee and shall actively participate in committee work.

- Regular attendance at assigned committee meetings;
- Preparation and review of materials;
- Active contribution to committee work;
- Submission of reports or recommendations as required; and
- Completion of committee assignments within required timelines.

Failure to meet committee obligations constitutes a violation of Board duties and may result in disciplinary action pursuant to these bylaws.

SECTION B. SEPARATIONS OF POWERS

To ensure clear lines of authority, accountability, and equitable workload distribution, no member of the ASGC Board of Directors shall simultaneously hold more than one leadership or chair position.

The President, Vice President, Secretary, and any other Executive Officer shall not serve as a Chair or Co-Chair of any standing, ad hoc, or internal ASGC committee.

Committee Chair positions shall be held only by non-executive Board members, unless expressly authorized as a temporary exception by these Bylaws.

This provision shall apply to all committee chairs, including but not limited to internal governance committees, standing committees, ad hoc committees, and any committee granted authority by the Board.

No person shall hold multiple positions or perform duties that create overlapping authority between executive offices and committee leadership.

For the Spring 2026 semester only, the individual duly elected and seated as Student Trustee may continue to serve in that capacity notwithstanding the multiple-position and separation-of-powers restrictions set forth in this Section, provided that no additional positions are assumed during the transitional period.

This temporary exception is adopted solely to ensure continuity of representation and governance during the transitional committee-centered governance period and shall not be construed as precedent or authorization for future dual service.



This exception shall automatically expire at the conclusion of the Spring 2026 semester. Upon expiration, the Student Trustee shall comply fully with all separation-of-powers provisions of these Bylaws and shall not simultaneously hold or perform the duties of any other ASGC position.

For the Spring 2026 semester only, the Vice President of Finance shall be permitted to serve concurrently as Chair of the Finance Committee for purposes of continuity, fiscal oversight, and training under the transitional governance model.

This exception shall automatically expire upon the seating of the duly elected Board of Directors for the Fall 2026 term. Upon expiration, the Vice President of Finance shall no longer serve as a committee chair, and the Finance Committee Chair shall be selected in accordance with the standard committee structure established by these Bylaws.

SECTION C. BOARD DUTIES

President's Responsibilities:

- Chair and determine the manner in which all Board meetings are conducted and ensure compliance with recognized parliamentary procedures.
- Stay informed of national, state, regional and local legislation which may be of concern to students.
- Communicate college policies and mission to ASGC members.
- Work with the Board to establish, plan, and implement ASGC goals for each semester.
- Attend, and be on time, for all regular and special meetings of the Board.
- Appoint membership to all campus and district-wide committees, and off-campus conference representatives.
- Oversee all ASGC committees in the absence of the designated chair.
- Chair the ASGC Constitution Review Committee.
- Meet with the following once (1) a month.
 - Grossmont College President
 - ASGC Advisor
 - ASGC Internal Committee Chairs
 - ASGC Vice President and Secretary
- Meet with the GCCCD Chancellor as necessary.
- Collaborate with Academic and Classified Senate leadership as necessary.
- Serve as an authorized signer on ASGC financial accounts.
- In conjunction with the ASGC Vice President, facilitate the smooth transition of outgoing and incoming officers, including expectations, goals and duties.
- Serve as a member or delegate membership to the following college and district-wide committees:
 - Grossmont College College Council
 - Grossmont College Student Success and Equity Committee



- GCCCD District Executive Council
- GCCCD District Budget Council
- Board Discipline In coordination with the Legislation & Governance Committee.
- Work a minimum of ten (10) hours a week on behalf of the Associated Students of Grossmont College.

Vice-President's Responsibilities

- Stay informed of national, state, regional and local legislation which may be of concern to students.
- Assume the duties and responsibilities of the President in their absence.
- Serve as an authorized signer on ASGC financial accounts when the president is absent.
- Attend, and be on time for all regular and special meetings of the Board.
- In collaboration with the Secretary, facilitate office orientation and required trainings for new members as provided in Article II, Section G of the ASGC Bylaws.
- Serve as a member of at least one (1) college and district-wide committee.
- Meet with the following once (1) a month.
 - ASGC Advisor
 - ASGC Internal Committee Chairs
 - ASGC President and Secretary
- The Vice President must work a minimum of ten (10) hours a week on behalf of the Associated Students of Grossmont College.
- In conjunction with the ASGC President, facilitate the smooth transition of outgoing and incoming officers, including expectations, goals and duties.

Secretary's Responsibilities:

- Stay informed of national, state, regional and local legislation which may be of concern to students.
- Prepare, in collaboration with the Board of Directors, the President, and the Vice President, agendas for all regular and internal Board meetings at least seventy-two (72) hours in advance and for all special Board meetings at least twenty-four (24) hours in advance, in compliance with the Ralph M. Brown Act and the timelines established by these Bylaws.
- Facilitate the preparation for all Board meetings, including room reservations, copies, technology requests, etc.
- Capture and prepare ASGC minutes for all regular, internal, and special Board meetings eighty-four (84) hours prior to the next regular, internal, and special Board meetings.
- Develop and provide an attendance report of all ASGC members to the Board once (1) a month.
- Meet with the following once (1) a month.
 - ASGC Internal Committee Chairs
 - ASGC President and Vice President



- Maintain an active roster of the Board.
- Attend, and be on time, for all regular and special meetings of the Board.
- In collaboration with the ASGC Vice President, facilitate office orientation and required trainings for new members as provided in Article II, Section G of the ASGC Bylaws.
- The option to serve as a member of standing participatory governance committees.
- Work a minimum of ten (10) hours a week on behalf of the Associated Students of Grossmont College.

Board Member's Responsibilities:

- The Board shall consist of one (1) member representing the interests of every one thousand (1,000) students officially enrolled as of the most recent census week prior to the ASGC election and one (1) additional member of any remaining number of students over five-hundred (500).
- Stay informed of national, state, regional and local legislation which may be of concern to students.
- Maintain, revise, and comply with the ASGC Constitution, Bylaws and Policies.
- Attend, and be on time, for all regular and special meetings of the Board.
- In collaboration with the ASGC President, establish, plan, and implement ASGC goals for each semester.
- Establish and implement programs which support the basic objectives and policies of the ASGC.
- Approve all ASGC financial transactions.
- Attend at least two (2) District Governing Board meetings within the term of office, one (1) per semester.
- Serve as a member of at least two (2) standing or ad hoc internal ASGC committees.
- Serve as a member of at least one (1) campus and district-wide committee.
- Serve a minimum of six (6) hours per week on behalf of the Associated Students of Grossmont College, with four (4) hours minimum in the Associated Students of Grossmont College Office, and up to two (2) hours to serve weekly hours on a campus and district-wide committee.

ASGC Volunteer's Responsibilities:

- Serve at least (3) hours a week in the ASGC office.
- Help out with benefit sticker items.
- Assist Board Members when needed.
- Help keep the office clean.
- Help answer the phone when needed.
- Complete the ASGC Volunteer training.
- Attend ASGC professional development as needed or as determined by leadership.
- If appointed and if available the volunteer can serve as an ASGC Ambassador when needed.



SECTION D. OFFICE USAGE

It shall be the Bylaw of ASGC that all computers and desks within the confines of the ASGC office will operate under the following:

- Only members of the Board, current employees of ASGC and volunteers shall have access to computers.
- One desk shall be assigned to the following personnel and is not to be shared unless agreed upon by the members:
 - Student Trustee
 - Secretary
 - ICC President
- All desk holders will be required to sign a desk contract. The desk contract can be found on page 47 of the ASGC bylaws.
- Offices will be assigned to the following personnel:
 - President
 - Vice President
- All office holders will be required to sign an office contract. This contract can be found on page 48 of the ASGC Bylaws.

SECTION E. PHONE AND EQUIPMENT USE

Office desks, computers, telephones, and equipment are provided for use by ASGC Board Members, employees, and volunteers in pursuit of ASGC business. Any other use must be approved by ASGC President and/or Advisor. Official club members are allowed to use the ASGC phones for business only.

Abuse of this privilege will result in denial of phone privileges. Students may use phones for emergencies and any GCCCD extension.

SECTION F. USE OF ASGC PROPERTY

Selected ASGC property shall be available for use by chartered campus clubs. No charge for use of such property shall be made. Charges shall be levied for all supplies related to damage of such equipment. The ASGC requires instruction/supervision of said equipment by a member of the student Board.

SECTION G. TERMS OF SERVICE

Comprehensive Office Training:



- Within the first week of a member being seated, the ASGC President and Vice President shall schedule a comprehensive office training for all appointed members.
- Attendance at the scheduled training is mandatory. A member who fails to attend the scheduled training without adequate notification shall receive one (1) unexcused absence (treated as a required ASGC activity under Article VI).
- No member shall be penalized if the training is not scheduled within the first week. In that case, the President and/or Advisor shall schedule the training as soon as practicable.
- For newly elected positions, onboarding shall occur during the month of May of the Spring Term in which the election is held, as scheduled by the ASGC President and Advisor.

Upon the inauguration of the newly seated Board of Directors, the title “Executive Vice President” used in this Section shall automatically revert to “Vice President,” and this Section shall be interpreted accordingly.

Office Hours:

- Office-hour expectations are established in Article II, Section C of these bylaws.
- Failure to attend office hours without adequate notification will be counted as one (1) unexcused office hour absence.
- Up to four (4) office hour calendar weeks might be excused per semester.
- The Board may, by a simple majority vote, designate certain calendar weeks as office-hour exemption weeks, as reflected in the officially adopted Board schedule, when academic, instructional, or institutional conditions make the standard office-hour requirement impracticable.
- Office hours shall be logged using the official ASGC office-hour tracking system, as designated by the President or designee.
- The ASGC Vice President shall be responsible for:
 - (a) recording and tallying office hours;
 - (b) tracking compliance; and
 - (c) reporting office hour status to the Legislative & Governance Committee as required.

The President may issue administrative guidance regarding the method of logging office hours, including technological requirements, verification measures, and operational rules, provided that:

- (a) such guidance applies only during office-hour eligible weeks;
- (b) such guidance does not alter the number of required hours; and
- (c) such guidance does not override exemptions adopted by the Board pursuant to this Article IV.

Campus and District-wide Committees:



- Each member shall serve on at least one (1) campus or district wide committees.
- The ASGC President may appoint any member to a committee that will accommodate the member’s schedule.
- Any members must present proof of attendance for that specific committee in the officer report section of every board meeting. Proof of attendance must include two (2) of the followings:
 - Meeting agenda.
 - Meeting minutes showing the member’s name on the official attendance list as attended.
 - Meeting notes with summary and official decisions made tied to each agenda items submitted to the ASGC Secretary and Advisor within forty-eight (48) hours of the meeting time.
 - Written confirmation from the chair stating the member attended the meeting.
- Proof of attendance might not be accepted if both the ASGC President and Advisor reject the proof. If so, the committee attendance will be classified as absence.
- Failure to attend any assigned committees without adequate notification will be counted as one (1) unexcused college and district-wide absence.
- Up to two (2) college and district-wide committee meetings might be excused per semester.

SECTION H. SECRETARY ABSORPTION OF DIRECTOR OF BOARD AFFAIRS

For the Spring 2026 semester only, the position of Director of Board Affairs shall be suspended. All duties, responsibilities, and functions previously assigned to the Director of Board Affairs shall be transferred and performed by the Secretary during the transitional period.

This subsection shall automatically expire at the conclusion of the Spring 2026 semester, and the position of Director of Board Affairs will be eliminated in accordance with the ASGC Constitution and Bylaws.

SECTION I. TITLE CONVERTABILITIES

For the Spring 2026 semester only, existing ASGC officer and director titles shall be functionally aligned to a committee-driven governance structure for training and implementation purposes. This alignment does not alter constitutional titles, voting rights, or authority, and is adopted solely for operational clarity during the transitional period.

Existing Title	Transitional Functional Role	Primary Committee / Function
President	Presiding Officer & Board	Board meetings; agenda flow;

	<i>Chair</i>	<i>appointments; veto authority</i>
<i>Executive Vice President</i>	<i>Executive Oversight & Internal Representation</i>	<i>Internal operations; onboarding; procedural compliance; coordination with committee chairs</i>
<i>Vice President of Finance</i>	<i>Committee Chair</i>	<i>Finance Committee</i>
<i>Director of Campus Activities</i>	<i>Committee Chair</i>	<i>Campus Activities Committee</i>
<i>Director of Student Legislation</i>	<i>Committee Chair</i>	<i>Legislation & Governance Committee</i>
<i>Director of Publicity</i>	<i>Committee Chair</i>	<i>Communications & Outreach Committee</i>
<i>Director of Board Affairs</i>	<i>Duties absorbed by the Secretary</i>	<i>Board coordination, agenda intake, and records management</i>

The functional alignments listed above shall not be construed as permanent offices, title changes, or delegation of authority beyond that provided in the ASGC Constitution and Bylaws.

This Section shall automatically expire at the conclusion of the Spring 2026 semester and shall be of no further force or effect.

Nothing in Sections H or I shall be interpreted to create precedent beyond the Spring 2026 semester.

SECTION J. TRANSITIONAL GOVERNANCE PERIOD

For the Spring 2026 semester only, the Board of Directors shall operate under a transitional, committee-driven governance structure for training and implementation purposes.

During this period:

(a) All existing constitutional and bylaw titles shall be retained;

(b) Functional responsibilities may be coordinated through standing committees and their chairs to implement Board work;



(c) The Secretary shall serve as the central point of coordination for committee agenda intake and Board agenda preparation; and

(d) No authority or power granted by the ASGC Constitution is expanded or diminished.

Section I and Section H shall automatically expire at the conclusion of the Spring 2026 semester and shall be of no further force or effect.

ARTICLE III. EXECUTIVE OFFICER POWERS

SECTION A. PRESIDENT

- Ensure compliance with the Constitution, these bylaws, Robert’s Rules of Order, and the Brown Act;
- Preside over Board meetings as the neutral procedural chair;
- Administer vacancy announcements and application intake for appointments;
- Appoint and seek board of director confirmation for officers to Internal Committee leadership positions.
- Represent ASGC consistent with Board-adopted positions;
- Exercise veto authority as provided in the Constitution;
- Support smooth transitions between outgoing and incoming officers.

SECTION B. VICE PRESIDENT

- Assume the duties of the President in the President’s absence;
- Vote only to break a tie as provided in the Constitution;
- In the absence of the President, the Vice President may preside over Board meetings as a neutral procedural chair;
- Coordinate onboarding and required trainings for new members;
- Support committee operations and inter-committee coordination.

SECTION C. SECRETARY

- Prepare agendas in collaboration with committee chairs and the Advisor;
- Maintain minutes and official records;
- Track attendance and publish an attendance report as required;
- Ensure public posting of agendas and minutes consistent with law and policy;
- Distribute written disciplinary notices as stated in the ASGC Constitution and Bylaws.



SECTION D. PRESIDENTIAL VETO

The President shall have the authority to veto actions of the Board of Directors, as permitted by the ASGC Constitution and implemented by these Bylaws.

The President may veto only actions of the Board that are substantive and actionable, including but not limited to:

- Adoption of resolutions;
- Approval of budget items, appropriations, transfers, or financial authorizations;
- Appointments, confirmations, or removals subject to Board approval;
- Authorization of events, programs, or initiatives;
- Adoption of policies, directives, or formal Board actions.

The following shall not be subject to presidential veto:

- Non-actionable items, including but not limited to:
 - Announcements
 - Presentations
 - Reports
 - Discussion-only agenda items
- Procedural or ministerial actions, including:
 - Approval of meeting agendas
 - Approval of meeting minutes
 - Agenda posting or notice compliance actions
 - Actions required by law, District policy, or the ASGC Constitution, where the Board lacks discretion.

A presidential veto shall be exercised in writing and shall:

- Identify the specific action being vetoed;
- State that the action is vetoed pursuant to this Section;
- Be signed and dated by the President.
- The written veto must be submitted no later than eighty-four (84) hours prior to the next regular Board meeting at which the veto may be considered.

The veto shall be submitted to:

- The Vice President, for notice and coordination purposes;
- The Secretary, for purposes of agenda preparation and minutes posting;
- The Advisor;



A veto not submitted in compliance with this Section shall be invalid.

Upon a valid veto, the vetoed action shall be suspended and shall not take effect unless overridden. The vetoed action shall be placed on the agenda of the next regular Board meeting, or a duly noticed special meeting if necessary, for consideration of an override.

A presidential veto may be overridden by a two-thirds (2/3) vote of the active voting members of the Board at a duly noticed meeting.

Upon successful override, the original Board action shall take effect immediately unless otherwise specified.

The presidential veto shall not be used to:

- Amend Board actions;
- Substitute presidential judgment for Board authority;
- Delay action beyond the timelines required by law, District policy, or the ASGC Constitution.

ARTICLE IV. SCHEDULES

SECTION A. COMMITTEE-CENTERED GOVERNANCE

The ASGC Board of Directors shall operate under a committee-centered governance model. Committees shall serve as the primary bodies for policy development, program planning, and issue review, with the Board acting primarily as a deliberative and decision-making body on committee recommendations.

No regular meeting schedule shall require the full Board of Directors to meet weekly. Committee review shall be required prior to Board consideration of substantive matters, except in cases of urgency or special meetings.

SECTION B. COMMITTEE MEETING FREQUENCY AND ALTERNATING SCHEDULE

Each standing committee shall meet at least once per month and may meet more frequently as needed.

Standing committees shall meet on a biweekly basis using an alternating schedule, such that approximately half of the committees meet during the first two (2) weeks of a month and the remaining committees meet during the second two (2) weeks of a month.

Committees may meet more than once per month provided that at least one (1) meeting occurs within the regular biweekly structure.



SECTION C. GENERAL BOARD MEETINGS

The Board of Directors shall hold two (2) regular General Board meetings per Month.

The first regular Board meeting of the month shall focus on reports, recommendations, and actions arising from committee meetings held during the first half of the month.

The second regular Board meeting of the month shall focus on reports, recommendations, and actions arising from committee meetings held during the second half of the month.

Nothing in this Section shall prohibit the calling of special Board meetings in accordance with these Bylaws.

SECTION D. SEMESTER SCHEDULING AND CALENDAR PLANNING

At the first regular Board meeting of each semester, the Board of Directors shall adopt a comprehensive meeting calendar for the remainder of the Semester.

The calendar shall establish dates for:

- (a) Regular Board meetings;
- (b) Standing committee meetings;
- (c) Office-hour eligible weeks; and
- (d) Anticipated special meetings, if known.

In establishing the calendar, the Board shall make reasonable efforts to avoid federal holidays, finals weeks, major campus events, and non-instructional days.

SECTION E. ASGC BOARD MEETINGS

The Board of Directors shall primarily function as a decision-making and voting body acting upon recommendations submitted by its committees. Board members are expected to review committee reports in advance, participate in deliberation, and vote on final actions.

The Board of Directors shall hold at least two (2) regular Board meeting per month, which shall occur on alternating weeks throughout the month when practicable. Standing committees shall meet at least once per month on dates established in the semesterly schedule.

SECTION F. SEMESTERLY SCHEDULE

At the first regular Board meeting of each academic year, the Board of Directors shall adopt a semesterly schedule establishing:



- (a) the dates of regular Board meetings;
- (b) the monthly meeting dates of standing committees; and
- (c) any additional governance meetings required for the academic semester.

Once adopted, the semesterly schedule shall govern regular meeting dates unless amended by a majority vote of the Board in accordance with applicable notice requirements.

SECTION G. OFFICE HOURS SCHEDULE

Office hours shall only be required during office-hour eligible weeks, as designated in the official semesterly calendar adopted pursuant to Section F of this Article.

No office hours shall be required:

- (a) outside the academic semester;
- (b) during weeks designated as office-hour exemption weeks; or
- (c) outside the dates established in the officially adopted Board calendar.

At the first regular Board meeting of each semester, the Board of Directors shall, by majority vote, designate:

- (a) the weeks during which office hours are required;
- (b) up to four (4) calendar weeks per semester that shall be designated as office-hour exemption weeks due to academic, instructional, institutional, or operational constraints.

Such designations shall be incorporated into the semesterly calendar and distributed to all Board members in an accessible format.

ARTICLE V. REGULAR BOARD MEETINGS, STANDING AND AD HOC COMMITTEES

SECTION A. PURPOSE AND SCOPE OF REGULAR BOARD MEETINGS

Regular meetings of the ASGC Board of Directors shall be decision-focused meetings and shall not function as primary deliberative bodies for matters properly within committee jurisdiction.

The primary purposes of regular Board meetings shall be limited to the following:

- Voting on Committee Recommendations

The Board shall vote to:



- (a) approve committee recommendations;
- (b) return items to committee for revision or further review; or
- (c) remove items from further consideration.

- Appointments and Confirmations

The Board shall consider and vote on appointments, confirmations, and removals requiring Board approval under the Constitution or these Bylaws.

- Emergency and Time-Sensitive Actions

The Board may consider emergency or time-sensitive matters that cannot reasonably await committee review, provided such actions comply with the Brown Act and applicable notice requirements.

- Committee Docket Direction

The Board may refer issues, priorities, or policy questions to appropriate committees for future review and recommendation, without substantive deliberation on the merits of the issue.

- Consent and Informational Items

The Board may receive reports, consent calendar items, and informational updates as placed on the agenda.

Except as provided above, substantive policy development, extended deliberation, and drafting work shall occur at the committee level.

SECTION B. MEETING CONDUCT AND AGENDA DISCIPLINE

Regular Board meetings shall prioritize efficient action and adherence to the committee-centered governance model.

Accordingly:

- Debate at Board meetings shall be limited to clarification, amendment, and final consideration of committee-submitted items.
- Informal discussion, brainstorming, or open commentary not tied to an agenda item shall occur only at the conclusion of the meeting, after all action items have been addressed.



- Matters not properly noticed or not submitted through committee shall not be deliberated, except as permitted for emergency action under Section A.

Any violation of the conduct requirements set forth in this Section may be referred by the Vice President to the Legislation & Governance Committee for review and recommendation of corrective action, including guidance, procedural training, or disciplinary measures as authorized by these Bylaws.

SECTION C. SCHEDULING AUTHORITY

The scheduling of regular Board meetings, standing committee meetings, and governance calendars shall occur only at the first regular Board meeting of the semester, consistent with Article IV.

Once adopted, the schedule shall govern unless amended by majority vote of the Board at a duly noticed meeting.

SECTION D. STANDING COMMITTEES

The following standing committees are established to implement the committee-driven governance model:

- Legislation & Governance Committee
- Finance Committee
- Communications & Outreach Committee
- Campus Activities Committee

Additional standing committees may be created or dissolved by Board action as permitted by the Constitution.

SECTION E. COMMITTEE STRUCTURE

Each standing committee shall consist of at least three (3) Board members and one (1) Advisor (non-voting).

The President shall nominate a Chair for each committee established by the Board. Each nomination shall be presented for confirmation at a regular meeting of the Board of Directors and shall become effective upon approval by a simple majority vote. After confirmation, a committee chair may be removed by the Board through a two-thirds (2/3) vote at a duly noticed meeting. The President may place a removal recommendation on the agenda and temporarily suspend chair duties pending Board action, but suspension shall not exceed the next regular Board meeting. The President shall nominate a replacement Chair for Board confirmation in the same manner.



SECTION F. DUTIES AND RESPONSIBILITIES OF COMMITTEE CHAIRS

Each standing and ad hoc committee shall be chaired by a confirmed Committee Chair, who shall be responsible for coordinating committee work and serving as the formal liaison between the committee and the Board of Directors.

Committee Chairs shall have the following mandatory duties:

- Committee Coordination

The Committee Chair shall:

- preside over committee meetings;
- ensure meetings are conducted in accordance with these Bylaws and applicable law; and
- coordinate committee work to advance matters within the committee's jurisdiction.

- Committee Reporting

Within twenty-four (24) hours following the conclusion of any committee meeting, the Committee Chair shall submit a written committee report to the Secretary.

Each committee report shall include, at minimum:

- (a) the date, time, and attendance of the committee meeting;
- (b) a concise summary of deliberations;
- (c) a clearly identified list of recommendations, motions, or actions requiring Board consideration;
- (d) designation of each item as informational, discussion-only, or action-requested; and
- (e) the official committee meeting minutes prepared or verified by the Secretary.

Any committee recommendation, motion, appointment, or policy proposal requiring Board action shall be transmitted to the Secretary by the Committee Chair within the twenty-four (24) hour reporting window in order to be eligible for placement on the next regular Board agenda, subject to Brown Act posting requirements and internal agenda deadlines.



Failure by a Committee Chair to submit a timely report or required materials may result in:

- deferral of the item to a subsequent meeting; and
- a finding of failure to perform committee duties under Article VI of these Bylaws, when applicable.

Committees operate in an advisory capacity only and shall not take final binding action unless expressly authorized by law or the ASGC Constitution.

SECTION G. COMMITTEE JURISDICTION

Legislation & Governance Committee

- Interpretation and enforcement of the ASGC Constitution and Bylaws;
- Attendance review and compliance monitoring (Board, committee, and required activities);
- Recommendation of disciplinary actions, including referral for impeachment when warranted;
- Review of vacancies, appointments and recommendation of candidates for Board confirmation;
- Drafting and recommending resolutions, bylaw amendments, and constitutional amendments;
- Support for parliamentary procedure resources and governance training.

Finance Committee

- Review and recommendation of all funding requests and financial motions prior to Board consideration;
- Development and recommendation of the annual budget;
- Recommendation of financial policies, spending controls, and documentation standards;
- Oversight recommendations for grants, incentives, and honoraria;
- Monitoring compliance with District requirements and Southworth principles as applicable.

Communications & Outreach Committee

- Management recommendations for ASGC communications, announcements, and outreach strategy;
- Oversight recommendations for ASGC website and official social media;
- Club chartering review and recommendations (in coordination with ICC as applicable);
- Public information support for Board actions, agendas, and postings.

Campus Activities Committee



- Planning and coordination recommendations for ASGC events and programming;
- Oversight recommendations for awards and recognition efforts;
- Event compliance and scheduling coordination with campus offices;
- Collaboration support for clubs and organizations on co-sponsored events.

SECTION H. AD HOC COMMITTEES

The Board may establish ad hoc committees for temporary, specific tasks. Ad hoc committees shall report recommendations to the Board and dissolve upon completion of their assigned purpose.

Ad hoc committees can be formed and disbanded through a simple majority Board vote.

SECTION I. COMMITTEE RECORDS AND MINUTE-TAKING

The Secretary shall attend all regular Board meetings and special Board meetings and shall not be required to attend standing or ad hoc committee meetings except when requested by the Board, the President, or the Advisor.

For each standing or ad hoc committee meeting, the Committee Chair shall designate a member of the committee to serve as the minute-taker for that meeting.

Committee minutes recorded by the Committee Chair's designated minute-taker shall constitute the official record of committee proceedings and shall be transmitted to the Committee Chair for inclusion with the committee report submitted to the Secretary pursuant to Article V, Section F of these Bylaws.

ARTICLE VI. ATTENDANCE & ACCOUNTABILITY

SECTION A. ATTENDANCE REQUIREMENTS

Attendance is a part of the duties of office. Failure to meet attendance requirements can be served as ground for impeachment in Article VII, Section B of the ASGC Constitution.

Board members shall attend the following, as applicable to their role:

- All regular and special Board meetings;
- All meetings of internal committees, and campus and district-wide committees to which the member is assigned;
- Required ASGC activities noticed to members in advance; and
- Any additional obligations established by these bylaws.



SECTION B. ATTENDANCE CLASSIFICATIONS

Present: Member is present for at least seventy-five percent (75%) of the noticed meeting/activity.

Tardy/Early Departure: Member misses more than zero (0) minutes and up to twenty-five percent (25%) of the noticed meeting/activity.

Absence: Member is present for less than seventy-five percent (75%) of the noticed meeting/activity.

SECTION C. EXCUSED VS. UNEXCUSED

An absence, tardy, or early departure may be excused when a member provides adequate notice and documentation when available, consistent with these bylaws.

Adequate Notice

- The member notifies the ASGC Advisor as soon as practicable and, when practicable, at least eighty-four (84) hours before the noticed start time; or
- If the member is unable to provide notice within the timeframes above due to documented or reasonably verifiable incapacity or emergency circumstances, the member shall provide notice as soon as practicable within eighty-four (84) hours after the noticed start time.

Providing Adequate Notice makes the absence/tardy eligible to be excused; it does not automatically excuse the absence.

Commonly Excusable Reasons (documentation when available)

- Illness or medical appointment
- Family emergency
- Personal emergency
- Academic obligation
- Religious observance
- Jury duty, military duty, or legal obligation
- Approved college event or committee duty that conflicts with the meeting time

SECTION D. EQUIVALENCIES

- Two (2) unexcused tardies/early departures equal one (1) unexcused absence.



- Two (2) unexcused internal committee, or campus and district-wide committee absences equal one (1) unexcused absence.
- Two (2) unexcused office-hour absences equal one (1) unexcused absence.

SECTION E. PROGRESSIVE DISCIPLINE

Upon the first (1st) unexcused absence in a semester, the Secretary shall issue a written warning identifying:

- (a) the meeting/activity missed,
- (b) the attendance classification, and
- (c) the member's current unexcused absence count (including equivalencies).

Upon the second (2nd) unexcused absence in a semester, the member shall be scheduled to appear before the Legislation & Governance Committee for corrective review. The Committee shall:

- (a) provide the member written notice at least eighty-four (84) hours before the review,
- (b) allow the member to submit a written statement and/or appear to provide information, and
- (c) recommend corrective action to the Board when appropriate (e.g., attendance improvement plan, reassignment of obligations when feasible, mentoring, deadlines, or resignation).

When a member reaches either threshold below, the matter shall be referred for Board consideration under Article VII and might serve as ground for impeachment:

- (a) three (3) unexcused absences in a single semester; or
- (b) five (5) unexcused absences in an academic year.

Reaching a threshold does not remove a member automatically. Removal occurs only by Board action consistent with the ASGC Constitution.

If a member submits a timely request for an absence/tardy to be excused under Section C, escalation under this Section shall be deferred until the excuse determination is made by the Legislation & Governance Committee.

ARTICLE VII. BOARD DISCIPLINE, IMPEACHMENT & RECALL



SECTION A. SCOPE OF AUTHORITY

This Article governs Board discipline and impeachment procedures, consistent with ASGC Constitution Article VII. Nothing in this Article limits removals required by the ASGC Constitution Article II, Section C (Ineligibility), which are administrative eligibility removals.

SECTION B . BOARD DISCIPLINE

The Board may discipline an individual member for violation of the ASGC Constitution, these bylaws, Board-adopted obligations, Grossmont College student code of conduct, or applicable District policy.

Discipline should be progressive when feasible. The Board may impose one or more of the following non-removal actions by majority vote at a duly noticed meeting, based on a recommendation from the Legislation & Governance Committee or the Board of Directors:

- (a) Written warning or censure
- (b) Performance or attendance improvement plan with specific expectations and deadlines
- (c) Temporary suspension of ASGC office privileges for a defined period not to exceed two (2) weeks
- (d) Removal from appointed or delegated assignments (committee assignment, liaison role, or similar), when such removal does not remove the member from the Board seat

Attendance enforcement is governed by Article V of these bylaws. When Article V triggers Board consideration, the Legislation & Governance Committee or the Board of Directors may recommend action under this Article, including referral for impeachment when warranted.

SECTION C. IMPEACHMENT

The Board may impeach and remove an elected or appointed member only as authorized by ASGC Constitution Article VII, Section B. Impeachment requires a two-thirds (2/3) vote at a duly noticed meeting.

Grounds for impeachment are those listed in the ASGC Constitution and include:

- (a) failure to meet eligibility or qualification requirements
- (b) failure, neglect, or inability to perform duties of office
- (c) violation of the Oath of Office
- (d) repeated or serious violations of governing documents, Grossmont College student code of conduct, or District policy, as determined through the disciplinary process



Impeachment shall be initiated by:

- (a) a written recommendation of the Legislation & Governance Committee or the ASGC Board of Directors, or
- (b) a written motion signed by any two (2) voting Board members submitted to the President and Advisor

The Secretary shall provide the member a written Notice of Charges at least eighty-four (84) hours before the impeachment vote. The Notice of Charges shall include:

- (a) the specific grounds alleged and the factual basis
- (b) the date, time, and location of the hearing and vote
- (c) the member's opportunity to respond in writing and in person

The Board shall conduct an impeachment hearing in open session consistent with the Brown Act and District policy:

- (a) The Legislation & Governance Committee Chair (or designee) presents the record and recommendation
- (b) The member is given an opportunity to respond
- (c) Board members may ask questions
- (d) The Board deliberates and votes

If the presiding officer is the subject of impeachment, the Vice President shall preside. If the Vice President is the subject, the President shall preside. If both are subject, the Board shall select an acting presiding officer for that item through a simple majority vote.

If the member does not appear after proper notice, the Board may proceed and vote based on the record.

SECTION D. RECALL

The procedures for recall may be found in the ASGC Constitution under ARTICLE VIII. BOARD DISCIPLINE, IMPEACHMENT & RECALL.

ARTICLE VIII. THE BOARD OF DIRECTORS



SECTION A. APPOINTMENTS

A vacancy in the office of President shall be filled as provided in the ASGC Constitution, Article V, Section A. For vacancies other than President, the Board may fill positions by appointment as provided in the ASGC Constitution and these bylaws.

- Upon a vacancy, the President (or presiding officer) shall cause a vacancy announcement to be distributed campus-wide. The application period shall remain open for at least five (5) instructional days, when practicable.
- Completed applications shall be submitted to the Advisor and/or Student Affairs for verification of eligibility consistent with the ASGC Constitution.
- Eligible applicants shall be invited to appear at a Board meeting for questions and a brief statement. Appointment shall be by simple majority vote of the voting members present and voting at a duly noticed meeting, unless a higher threshold is required by the ASGC Constitution for the specific action.
- An appointed member shall not exercise the powers of office until eligibility is verified and the Oath of Office is administered.
- Appointed or elected members may be removed only through the disciplinary/impeachment processes in Article VI and the ASGC Constitution, or through administrative ineligibility removal as provided in the ASGC Constitution.

SECTION B. BUSINESS OPERATIONS AND RECORDS PROTOCOL

Board meetings shall be conducted under Robert's Rules of Order, Newly Revised, to the extent not in conflict with the Brown Act, District policy, or the ASGC Constitution.

Regular and special meetings may be held as established by the Board and as permitted by the Brown Act.

Agendas shall be posted in compliance with the Brown Act:

- (a) Regular meetings: posted at least seventy-two (72) hours in advance.
- (b) Special meetings: posted at least twenty-four (24) hours in advance.

The Secretary shall prepare regular board meeting agendas in collaboration with the presiding officer, committee chairs, and the Advisor. To be eligible for consideration at a regular meeting, proposed action items should be submitted in writing to the Secretary by the internal deadline of eighty-four (84) hours before the meeting start time, when practicable. Submissions should include:

- (a) item title, author name, and requested Board action,
- (b) brief summary and rationale,
- (c) fiscal impact (if any),



- (d) supporting documents (if any).

Items not meeting the internal deadline may be deferred to a future agenda unless the Brown Act permits consideration or the Board calls a duly noticed special meeting.

The Board shall provide public comment consistent with the Brown Act and Board procedures.

The agenda must include Pledge of Allegiance item under Preliminary Items. Participation is voluntary; any person may refrain without penalty.

The Secretary shall prepare and maintain minutes and official records of Board actions. Draft minutes should be distributed to the Board for review prior to approval at a subsequent meeting when practicable. Approved minutes and agendas shall be made publicly available consistent with the Brown Act, District policy, and ASGC records practices. Official records shall be retained under the custody of the Secretary; original records shall not be removed from official storage except as authorized by the Advisor for administrative purposes.

All standing and ad hoc committees shall submit proposed agenda items, reports, and recommendations to the Secretary no later than eighty-four (84) hours prior to the start time of the regular Board meeting at which such items are to be considered.

ARTICLE IX. SEATING SUCCESSION AND RESIGNATIONS

SECTION A. PRESIDENTIAL AND OFFICER SUCCESSION

In the event the office of President becomes vacant for any reason, the Vice President shall immediately assume and hold the office of President.

If the Vice President does not wish to serve in the office of President on a permanent basis, the Vice President may submit a written petition to the Board requesting a special election before any action is taken to fill the resulting vacancy in the office of Vice President.

Upon conclusion of the special election, the Vice President may resume the office of Vice President.

SECTION B. VICE PRESIDENT VACANCY

If the office of Vice President becomes vacant for any reason, including resignation or succession to the office of President, the Secretary shall immediately assume and hold the office of Vice President.



If the Secretary declines or refuses to assume the office of Vice President, the Board shall conduct a special election to fill the vacancy in the office of Vice President.

SECTION C. SECRETARY VACANCY

If the office of Secretary becomes vacant for any reason, including resignation or succession to the office of Vice President, the Chair of the Legislation and Governance Committee shall immediately assume and hold the office of Secretary.

If the Chair of the Legislation and Governance Committee declines or refuses to assume the office of Secretary, the Board shall conduct a special election to fill the vacancy in the office of Secretary.

SECTION D. RESIGNATIONS

Pursuant to the ASGC Constitution, all resignations shall be submitted to the ASGC President, Vice President, and Advisor.

A resignation may be submitted by any of the following methods:

- Verbally at a duly noticed public Board meeting at which minutes are recorded;
- By electronic mail; or
- By a signed written statement.

All resignations shall be effective immediately upon submission, regardless of the method of submission. All resignations shall be formally announced at the next ASGC Board meeting.

A resignation shall not relieve the individual of any fiscal or financial obligations owed to the ASGC.

ARTICLE X. ELECTIONS

SECTION A. GENERAL PROVISIONS

No candidate shall run for more than one (1) Executive office during a single ASGC election cycle.

All successful candidates shall assume office no earlier than the day after commencement.

A swearing-in ceremony shall occur no later than the day before commencement, unless a different date is approved by the ASGC Advisor in coordination with the outgoing Board and the incoming Board.

Pursuant to GCCCD Administrative Procedure 2015, special elections shall be held as needed upon vacancy of the Student Trustee position.



SECTION B. ELECTION COMMITTEE

The administration and oversight of ASGC elections shall be conducted by the Election Committee.

The Election Committee shall consist of:

- (a) One (1) member of the ASGC Board of Directors, appointed by the President and confirmed by a two-thirds (2/3) vote of the Board, who shall serve in an ex officio, non-voting capacity for the sole purpose of coordinating election-related logistics, funding, and scheduling with the Board;
- (b) Three (3) student workers or students appointed by the Dean of Student Affairs or designee, one of whom shall serve as a non-voting Chairperson; and
- (c) The ASGC Advisor, who shall serve as the final compliance authority.

The ASGC Advisor shall serve as a voting member of the Election Committee for the limited purpose of resolving ties, disputes, or compliance questions and shall have tie-breaking authority when consensus cannot be reached.

No member of the Election Committee may be a candidate for any ASGC elected office, including executive offices, Board Member positions, or the Student Trustee position, during the election cycle in which they serve.

Members of the Election Committee shall serve in a neutral, administrative capacity and shall not publicly endorse, oppose, or campaign for any candidate, nor use their role to influence election outcomes.

The ASGC Advisor shall serve as a voting member of the Election Committee for the limited purpose of resolving ties, disputes, or compliance questions and shall have tie-breaking authority when consensus cannot be reached.

Student workers or students appointed to the Election Committee shall perform clerical, logistical, and administrative functions only and shall not participate in candidate eligibility determinations, enforcement decisions, vote tabulation, or appeals.

SECTION C. ELECTION COMMITTEE RESPONSIBILITIES:

The Election Committee shall be responsible for:



- (a) Verifying candidate eligibility in coordination with Student Affairs;
- (b) Coordinating ballot preparation, voting access, and election logistics;
- (c) Enforcing election timelines and procedural requirements;
- (d) Certifying election results;
- (e) Ensuring compliance with applicable District policies and these Bylaws.

The purpose of the Election Committee includes promoting student awareness of ASGC elections and encouraging broad student participation in the electoral process. It is the goal of the Committee to work toward achieving voter participation equal to at least thirty percent (30%) of the most recent official student census, recognizing that voter engagement levels may vary from year to year.

The Election Committee shall not exercise discretion over vote totals, alter rankings, or invalidate votes except as required to enforce eligibility or address verified violations in accordance with these Bylaws.

Any member of the Election Committee, other than the ASGC Advisor, who is the subject of a complaint or appeal shall be recused from deliberation and decision-making on that matter. Such member may be removed from the Committee by the ASGC Advisor or by a majority vote of the Board of Directors.

The ASGC Advisor shall serve as the final authority on all election-related complaints, appeals, compliance determinations, and procedural disputes. The Advisor's decision shall be final and not subject to further appeal.

SECTION D. ELECTION COMMITTEE POWERS

The Election Committee shall:

- Enforce all election and election publicity regulations;
- Maintain a current list of violations;
- Record and impose penalties for violations.

Election Committee shall oversee the legality of campaign materials

- All campaign signs, handbills, and badges are subject to Election Committee approval.
- Unapproved materials may be removed and held at the Student Affairs Office for 48 hours or two class days.
- Candidates shall be notified within 24 hours of removal and may retrieve, remove, or modify materials for approval.
- Posting shall comply with Grossmont College Posting Guidelines.



The Election Committee Chairperson shall maintain at least one (1) hour of office hours per day, between 8:00 a.m. and 5:00 p.m., during the campaigning period, in an announced location.

SECTION E. ALL CANDIDATES

To run for any offices, candidates must submit a complete petition, including a personal statement. Incomplete applications shall not be accepted.

Candidates must meet all qualifications at the time of filing. Faculty, classified staff, and administrators may not be candidates or officeholders.

Prior to the campaign period and voting date, candidates are required to attend mandatory candidate meetings. Failure to attend renders the candidate ineligible, unless excused by Student Affairs.

Candidates must abide by all election deadlines. All deadlines are strictly enforced. Failure to meet any deadline results in revocation of eligibility.

SECTION F. CANDIDATE ELIGIBILITY

To be eligible to run for or be appointed to ASGC Offices, candidates must meet:

- All requirements of the ASGC Constitution;
- Applicable provisions of the California Education Code.

Candidates shall submit a complete application to the Office of Student Affairs by the posted deadline. Student Affairs shall verify eligibility.

To be able to run for Office of President, candidates for President must:

- Be enrolled during the election and term of office;
- Maintain non-probationary academic status;
- Be a California resident;
- Be enrolled in at least five (5) units;
- Maintain a 2.0 GPA within the District.

Term limits will be governed by Article VI, Section C of the ASGC Constitution



- The maximum term of service to the Board by any member shall not exceed two (2) terms.
- No person may serve as President for more than one (1) term.
- Service to fill a vacancy in any position shall not count toward the term limit for that position if the service constitutes less than half of the term. If the service exceeds half the term, it shall count as one full term for limit purposes.
- No person shall hold more than one Board position simultaneously.

SECTION G. STUDENT TRUSTEE

Student Trustee elections shall be conducted in accordance with the ASGC Election Code. The Trustee shall be elected by plurality vote of the student body.

In order to run for Grossmont College Student Trustee, candidates must:

- Be enrolled during the election and term of office;
- Maintain non-probationary academic status;
- Be a California resident;
- Be enrolled in at least five (5) units;
- Maintain a 2.0 GPA within the District.

Terms and Roles

- Two non-voting student members shall serve (one from each college).
- Terms commence June 1 and last one year.
- Trustees may participate in discussion and cast advisory votes only.

SECTION H. BALLOT ACCESS

Ballots shall be prepared by Student Affairs. Candidate names shall appear in alphabetical order by last name, and titles shall not be used. Voting shall be conducted electronically in accordance with applicable District and college policies.

In order to promote voter participation and accessibility, the Election Committee shall seek to provide a baseline level of ballot access throughout the campus during the election period, subject to available resources, staffing, and applicable college policies.

Ballot access efforts may include, but are not limited to, the placement of manned or unmanned ballot access points in approved campus locations, the use of QR codes directing



students to the official electronic ballot, and visible election signage designed to increase awareness of voting opportunities.

Unmanned ballot access points utilizing QR codes shall be clearly marked, shall not collect physical ballots, and shall provide instructions for accessing the official electronic voting system only.

The number, location, and staffing of ballot access points shall be determined by the Election Committee in coordination with Student Affairs and shall comply with Grossmont College policies regarding space usage, posting, and student activity oversight.

Balloting stations shall be established and staffed by the Election Committee as staffing allows. The number, location, size, hours of operation, and staffing of ballot access points and balloting stations shall be determined by the Election Committee in coordination with Student Affairs and shall comply with Grossmont College policies regarding space usage, posting, and student activity oversight.

Balloting stations shall not exceed twenty (20) square feet. No campaigning shall be permitted within twenty-five (25) feet of any balloting station or ballot access point.

Campaigning is prohibited within twenty-five (25) feet of any balloting station or ballot access point.

SECTION I. FUNDING AND OVERSIGHT

The Associated Students of Grossmont College may fund ballot access materials, including signage, QR code displays, and ballot access equipment, subject to budget availability and approval through established ASGC financial procedures.

The Associated Students of Grossmont College may fund ballot access materials, including signage, QR code displays, and ballot access equipment, subject to budget availability and approval through established ASGC financial procedures.

SECTION J. PUBLICITY AND CAMPAIGNING

Campaigning shall be permitted for one (1) full week preceding the election.

Student Affairs shall distribute a campaign calendar to candidates and campus media. Only materials provided by Student Affairs may be displayed on campus televisions.



Candidates shall not violate any of these campaign restrictions:

- No interference with classes or campus safety.
- No chalking or painting.
- No classroom campaigning without instructor permission.
- No campaigning within ASGC offices.
- No tampering with campaign materials.

SECTION K. AT-LARGE BOARD SEAT ALLOCATION AND TABULATION

Board Member seats shall be elected at large by plurality vote of the student body. The number of Board Member seats to be filled in any election shall be determined by the student enrollment formula established in the ASGC Constitution and these Bylaws.

Candidates for Board Member positions shall be ranked based on the total number of votes received. The top-ranked candidates, up to the number of available Board Member seats shall be declared elected.

Candidates for the offices of President, Vice President, and Secretary, may also appear on the ballot for Board Member positions, provided that no candidate appears on the ballot for more than one (1) executive office.

An executive office candidate who is not elected to their respective executive position but who receives sufficient votes to rank among the top eligible vote-getters for Board Member seats shall be elected as a Board Member.

Any candidate elected to an executive office position who also ranks among the top vote-getters for Board Member seats shall be removed from the Board Member count and shall not occupy a Board Member seat.

In such cases, the next highest-ranking eligible Board Member candidate who is not elected to an executive office or the Student Trustee position shall be declared elected to fill the vacated Board Member seat.

No individual may hold more than one elected ASGC position simultaneously. Acceptance of an executive office position shall constitute automatic withdrawal from eligibility for a Board Member seat in the same election cycle.

The Election Committee shall apply this Section mechanically based on certified vote totals and shall have no discretion to alter rankings except as required to enforce this Section.

SECTION L. TABULATION AND RESULTS



- Tabulation shall occur within 48 hours of ballot closing.
- Only enrolled Grossmont students may vote.
- Results shall be certified and posted by 10:00 a.m. the next instructional day.
- A candidate is elected by plurality of two (2) or more votes.

For tie elections, if it is a tie in:

- Executive offices, runoff election shall occur within two weeks.
- Board member positions, decision will be made by newly seated Board.

Write-in candidates require two (2) votes and eligibility verification.

SECTION M. VIOLATIONS, PENALTIES, AND APPEALS

- Complaints must be filed by 12:00 noon the day after the election.
- Hearings shall occur within 24 hours (one class day).
- Due process shall be afforded.
- Penalties may include cessation of campaigning or disqualification.
- Appeals must be submitted within 24 hours of posted results.

ARTICLE XI. ASGC FINANCIAL BYLAWS

SECTION A. AUTHORITY

The Board of Directors retains final authority over all ASGC financial matters, consistent with the ASGC Constitution. All ASGC financial actions shall comply with District policies/administrative procedures, applicable law, and the Board of Regents v. Southworth ruling, 529 U.S. 217 (2000) as referenced in the ASGC Constitution.

The fiscal year shall be July 1 through June 30, consistent with the ASGC Constitution.

The Finance Committee reviews, develops, and recommends financial items to the Board. The Finance Committee does not authorize spending unless expressly permitted by law/District policy; final authorization remains with the Board.

It shall be the Bylaws of ASGC that the Finance Committee Chair presents a status report on the condition of the ASGC Budget on a quarterly basis (3 months). The quarterly reports will contain initial allocations, expenditures to date, and account balances.

All complete access to ASGC financial matters, reports, and statements, including all account balances will be given to any and all Board Members and Executive Officers.



SECTION B. BUDGET DEVELOPMENT AND AMENDMENTS

The Finance Committee shall develop and recommend an annual budget for Board adoption prior to the start of the fiscal year when practicable.

The recommended budget should include, as applicable: beginning balances, projected revenue, planned allocations, reserves/contingency, and expected operating expenses.

The Board shall adopt the annual budget by Board action at a duly noticed meeting. Transfers, mid-year amendments, or reallocations shall be recommended by the Finance Committee and approved by the Board at a duly noticed meeting, unless a different process is required by District policy.

SECTION C. EXPENDITURES, FUNDING REQUESTS, AND APPROVAL STANDARDS

No ASGC funds shall be expended without Board approval at a duly noticed meeting, except where District policy permits a more limited approval process.

All funding requests shall be reviewed by the Finance Committee prior to Board consideration when practicable. Funding requests should be submitted by an internal deadline established by the Finance Committee Chair (or designee) to allow review and placement on a duly noticed agenda.

Requests must include:

- (a) requesting entity and responsible contact,
- (b) event/program description and date(s),
- (c) itemized budget and total amount requested,
- (d) other funding sources (if any),
- (e) justification tied to student benefit.

The Board shall approve, deny, or modify funding requests at a duly noticed meeting. Approved funds not used by the spending deadline stated in the approval action shall revert back to ASGC/ICC accounts as applicable. ASGC shall not fund requests prohibited by District rules.

Expenditure items presented for approval shall include, when practicable:

- (a) purpose and benefit to students,
- (b) amount requested and line-item breakdown,
- (c) funding source/account,
- (d) supporting documents (if any),
- (e) compliance notes (if any).

Routine/low-risk expenditures may be placed on a consent calendar when recommended by the Finance Committee, provided Board members retain the right to pull items for separate



consideration. ASGC shall not fund items prohibited by law, District policy, or Southworth standards. Any restrictions imposed by District policy or program rules shall control.

SECTION D. ASGC GRANT PROGRAM

ASGC may administer grant program to support student benefit activities consistent with District policy and ASGC purposes.

Eligible applicants may include chartered clubs, campus programs, and other campus-affiliated entities as permitted by District policy. The Board may establish additional eligibility limits by policy by a simple majority vote.

Each grant program shall have a specific grant cycle with the following:

- (a) The Finance Committee shall propose grant cycle parameters, including application windows, maximum award amounts, evaluation criteria, and any ineligible categories.
- (b) Each grant cycle must be approved by the Board at a duly noticed meeting before applications are accepted.
- (c) The Board may modify, suspend, or cancel a grant cycle by Board action.
- (d) The Board shall adopt an official Grant Application Form by Board action.
- (e) The Finance Committee may recommend revisions to the Grant Application Form at any time.
- (f) Substantive revisions to the Grant Application Form (eligibility, criteria, required documentation, deadlines, award conditions) require Board approval.
- (g) Non-substantive revisions (formatting, typos, clarifications that do not change meaning) may be made by the Finance Committee Chair in coordination with the Advisor, provided the updated form is reported to the Board at the next regular meeting.

Grant application review process includes the following:

- (a) Applications shall be reviewed by the Finance Committee using the Board-approved criteria.
- (b) The Finance Committee shall recommend approval, denial, or modification to the Board.
- (c) The Board shall make final grant award decisions at a duly noticed meeting.

Approved grants may include conditions (spending deadline, allowable costs, publicity requirements, post-event report). Unused funds after the stated deadline shall revert to the originating ASGC account unless the Board approves an extension consistent with District policy.

SECTION E. FINANCE REPORTING AND RECORDS

The Finance Committee Chair (or designee) shall present a financial status report to the Board at least once per quarter (or more frequently if required by District policy). Reports should include allocations, expenditures-to-date, and current balances by account.



ASGC shall maintain accurate and complete financial records, consistent with the ASGC Constitution. Financial records shall be available for inspection by Board members consistent with District procedures and lawful access rules.

Financial information shall be made publicly available to the extent required by the Brown Act/Public Records Act and District policy.

SECTION F. SIGNATORY AND PURCHASING

Authorized signers and purchasing processes shall be established and maintained consistent with District policy. The President and Vice President shall serve as authorized signers where permitted by District policy; additional signers may be designated as permitted.

To reduce risk, requests should be reviewed by the Finance Committee, approved by the Board, and processed by the Advisor/College/District through separate steps when practicable.

Any contract or commitment must follow District contracting rules. No Board action authorizes a member to sign contracts unless District policy explicitly permits it.

SECTION G. EXECUTIVE OFFICER STIPENDS

If funded in the adopted budget and permitted by District policy, the President, Vice President, and Secretary shall be eligible for a stipend of five hundred dollars (\$500.00) per month, prorated for partial months of service. No stipend shall be given during Summer and Winter Intersession.

Any absences or failure to perform duties as established in Article II, Section C and G of these bylaws, shall result in reduction or cancellation of the stipend.

For each week of a calendar month, if an Executive Officer is unable to complete one of the following, their stipend will be reduced by twenty-five (25%) percent. Multiple violations in the same week do not increase forfeiture beyond that single twenty-five (25%) percent reduction. Four (4) reductions in a month results in \$0 earned in stipend for that month. Exceptions apply for Summer and Winter Intersession.

- (a) Complete 100% of the weekly office-hour requirement stated in Article II for that office unless the office hour that week is excused or exempted.
- (b) No unexcused absence, tardy, or early departure from any regular or special Board meeting occurring that week, as classified under Article V.
- (c) No unexcused absence from any assigned internal committee and any assigned campus/district committee occurring that week, and timely submission of required proof of attendance where required by these bylaws.
- (d) Complete all other duties of that office as established in Article II, Section C of these bylaws.



If a category is not applicable during a given week (e.g., no Board meeting), that category is deemed satisfied for that week.

The Advisor shall work in coordination with the Vice President and Secretary to review office hour logs, committee proofs, attendance records and other applicable records to decide the final stipend amount. Unless the violation has been excused with proper records showing so, the Advisor shall not revert the stipend reduction.

The Advisor shall send out a monthly stipend report for each executive officer of that month. There shall be no appeal or revert after the monthly stipend report has been released.

Stipend earning/forfeiture is separate from discipline. Forfeiture does not replace or prevent action under Article V (Attendance) or Article VI (Discipline/Impeachment).

SECTION H. STIPEND TRANSITION AND DELAYED IMPLEMENTATION

Notwithstanding Section G of this Article, the executive officer stipend structure in effect immediately prior to the adoption of these Bylaws shall remain in full force and effect through the conclusion of the Spring 2026 semester.

The stipend provisions set forth in Section G shall not take effect until the seating of the duly elected Board of Directors for the Fall 2026 term.

Upon the seating of the Fall 2026 Board, Section G shall automatically take effect in its entirety without further action of the Board, and any prior stipend provisions shall be deemed repealed and of no further force or effect.

SECTION I. TEMPORARY PRIOR GOVERNANCE STRUCTURE

The provisions of this Section reflect the executive stipend structure in effect immediately prior to the adoption of these Bylaws and are preserved for transitional purposes only, consistent with Section H of this Article.

It shall be the Bylaw of the ASGC to pay an Executive fee to the President of the ASGC at the rate of \$350 per month, the Vice President of the ASGC at the rate of \$275 per month, and the Vice President of Finance of the ASGC at the rate of \$275 per month.

This Executive's fee shall be prorated following the swearing in of the above referenced Executives and shall continue until the term of office expires.



This fee is paid dependent upon the completion of the following hours: President- 10 hr/wk, Vice President – 8 hr/wk, Vice President of Finance – 8 hr/wk

As such, the fees may be suspended or revoked upon decision of the Board that such action is deemed as proper disciplinary action. Verification of completed hours will be made by the ASGC Administrative Advisor. This will require a 2/3 vote. During the summer intersession, Executive fees of \$200 per month will be paid to the President, Vice President, and Vice President of Finance upon the completion of the following required hours:

- a. President – 10 hours/week.*
- b. Vice President – 8 hours/week.*
- c. Vice President of Finance – 8 hour/week.*

These hours are composed of the following:

- a. Board meetings*
- b. Committee meetings*
- c. Logged in office hours, including any hours spent on campus in the pursuit of ASGC business.*
- d. And other ASGC business including ASGC sponsored events and up to two (2) hours spent representing ASGC at SSCCC Region X meetings.*
- e. Exceptions may be accepted by the decision by a simple majority vote of the ASGC Board.*

This Section shall automatically expire upon the effective date of Section I as provided in Section H of this Article.

SECTION J. KEYS TO ASGC FACILITIES AND DEPOSITS

Office keys/keycards and access privileges shall be issued consistent with District rules and ASGC operational needs.

The ASGC President, Vice President, and Secretary shall have the opportunity to have key card to ASGC and keys to relevant ASGC facilities.

A \$20.00 deposit shall be required from each executive when a key set is issued. The deposit will be refunded when the key is returned at the end of the term or when resigned.

SECTION K. DONATIONS AND FUNDRAISING

Donations and fundraising proceeds shall be accepted, recorded, and expended consistent with District policy and the adopted budget.



Charitable donations made by ASGC must be approved by the Board at a duly noticed meeting and must comply with District rules.

SECTION L. CONFLICTS AND CONTROL

If any portion of this Article conflicts with the ASGC Constitution, District policy, or law, the higher authority controls. Where this Article is silent, the ASGC Constitution, District policy, and applicable law govern.

ARTICLE XII. INTERCLUB COUNCIL

SECTION A. CLUB CHARTERING AND ICC MEETINGS

The chartering or re-chartering of any student club or organization shall be approved or denied by the ASGC Board of Directors in accordance with ASGC Bylaws and applicable college policies.

Clubs shall be re-chartered at the beginning of each Fall semester. The deadline for re-chartering shall be established by the Office of Student Affairs in coordination with the ASGC Board of Directors.

Any club or organization that fails to re-charter for two (2) consecutive academic years shall have its financial account frozen, and any remaining funds shall revert to the ICC budget.

Each chartered club or organization shall designate at least one (1) representative to attend ICC meetings. ICC meetings shall be held at least once per month.

SECTION B. OFFICE OF THE ICC PRESIDENT

There shall be an Office of the Inter Club Council (ICC) President.

The ICC President shall be elected by a majority vote of the designated ICC representatives of the actively registered clubs and organizations.

SECTION C. ELIGIBILITY

To be eligible for nomination and election, a candidate must:

- Be nominated by one (1) ICC Representative and seconded by another ICC Representative;
- Maintain a minimum cumulative grade point average (GPA) of 2.0;
- Be enrolled in and maintain a minimum of five (5) units at the College.

SECTION D. DUTIES AND AUTHORITY



The ICC President shall:

- Preside over and chair all ICC meetings;
- Draft and publish the ICC meeting agenda in accordance with applicable open meeting requirements;
- Record and maintain official ICC meeting minutes;
- Send regular communications to chartered clubs and organizations regarding ICC business, deadlines, and institutional information;
- Represent and advocate for ICC interests at ASGC Board of Directors meetings;
- Serve as a non-voting participant at ASGC Board meetings unless otherwise provided by the ASGC Constitution;
- Be permitted to attend and participate in ASGC internal standing committees, ad hoc committees, and College participatory governance committees;
- Work to ensure quorum is achieved at ICC meetings through outreach and coordination with chartered clubs;
- Draft, propose, and advocate for resolutions, structural reforms, and governing documents intended to strengthen and formalize ICC governance, including but not limited to the development of an ICC Constitution and ICC Bylaws.

SECTION E. TERM

The ICC President shall serve for the remainder of the academic year in which elected.

The ICC President may be removed from office by a majority vote of the designated ICC representatives of the actively registered clubs and organizations, provided that removal is placed on a duly noticed ICC agenda.

SECTION F. ATTENDANCE AND ABSENCES

A club shall be deemed absent if its representative is not present when the meeting is called to order.

- One (1) absence: Written notice to the Club President and Advisor.
- Two (2) absences: Temporary suspension of ICC privileges and exclusion from quorum counts.
- Three (3) absences: Charter revocation may be recommended to the ASGC Board of Directors.

ARTICLE XIII. EVENTS

SECTION A. ON CAMPUS EVENTS



This section applies to all events sponsored by a recognized/chartered club or organization on the Grossmont College campus occurring after 6:00 p.m., and all weekends and holidays, in accordance with the Grossmont College Code of Conduct.

All club or organization events subject to this Bylaw must be scheduled at least four (4) weeks or twenty (20) college working days in advance with the Student Affairs Office (SAO) and the GCCCD Department of Public Safety (DPS). All facility requests will be forwarded to DPS. Upon recommendation of the ASGC Administrative Advisor or DPS, additional security may be required beyond the minimum staffing standards set by DPS. Determination of the costs of the additional security will be made by DPS. Check-off or sign-off for security must be attached to the request. In addition, a minimum of one club/organization advisor must be present throughout the event.

Upon approval of the Administrative Advisor and the Chief of DPS, clubs/organizations may provide additional security. Any additional security force shall be under the direction of DPS staff on duty. All club/organization events must conclude no later than 1:00 a.m.

General exceptions to this Bylaw may be granted by the Administrative Advisor or the Vice President of Student Services. Exceptions regarding the timing of events shall be made by the Vice President of Student Services or their designee.

All events sponsored by a club/organization on the Grossmont College campus are restricted to the following individuals:

- Students presenting a valid identification card from Grossmont College or Cuyamaca College;
- A maximum of four (4) guests per Grossmont College or Cuyamaca College attendee, who must be over the age of 18 and present a legal form of photo identification displaying date of birth;
- Individuals whose behavior is in accordance with the Grossmont College Code of Conduct.

The number of attendees may not exceed the posted safety limit.

Clubs/organizations shall be held fully responsible for the actions of attendees.

Grossmont College reserves the right to:

- Refuse admission to or eject from the event any individual who is disruptive, intoxicated, disorderly, or who jeopardizes public safety;
- Terminate the event and/or restrict use of the facility.

ARTICLE XIV. ASGC MASCOT



SECTION A. MASCOT RESPONSIBILITY

- The ASGC/Grossmont mascot costume shall not be taken off campus unless the event has been approved the ASGC board during a Board of Directors meeting.
- The ASGC/Grossmont mascot shall always be escorted by at least one member of the ASGC Board, ASGC Volunteer or ASGC Ambassador.
- Mascot volunteers may be given an honorarium in an amount to be determined by two thirds (2/3) vote of the board at the end of each semester.
- The ASGC/Grossmont mascot shall be able to go anywhere within campus proximities upon the approval from the ASGC Advisor and/or the Dean of Student Affairs.

SECTION B. MASCOT COSTUME MAINTENANCE

After each event the exterior of the costume shall be cleaned. All stains shall be cleaned with the supplied cleaner and allowed to dry. Once the costume is dry, the synthetic fur shall be brushed in order to maintain a fresh appearance.

In the event that the Mascot's appearance is in need of professional cleaning or repair, the ASGC President shall request funds to pay for the services rendered.

SECTION C. MASCOT CONTRACT

1. The wearer of the mascot costume shall sign a contract accepting responsibility of the costume while in their possession.
2. The mascot contract will be found on page 35 of the ASGC bylaws.

Attached documents below



ASGC MASCOT CONTRACT

I, _____, promise to represent the ASGC and Grossmont College in a respectable manner while wearing the ASGC mascot costume, and I will not act in a vulgar manner at any time while in costume.

I will properly maintain the mascot costume and clean the costume whenever the costume is worn for more than a half hour.

I will arrive a half hour prior to the start of an event to get in the mascot costume. I understand that the honorarium does not cover the time it takes to get in and out of the costume.

I will give one business days' notice if I cannot attend a scheduled event.

I will only consume water while in costume.

Any violations of the above will be discussed at an ASGC Board meeting, and if the ASGC determines that I have violated any of the above by 2/3 vote, I will no longer be the ASGC mascot and will receive an honorarium for only those events prior to the incident.

Mascot _____ Date _____

ASGC President _____ Date _____



ASGC Office Desk Contract

I _____ acknowledge that having an assigned desk in the ASGC office is a privilege. I am aware that when using the desk, I am bound to the Grossmont College Student Code of Conduct and the ASGC Constitution and Bylaws. I know that the desk is completely owned by ASGC and is subject to search at any time by the ASGC President and/or Adviser. I am responsible for any personal belongings kept in the desk and ASGC is not responsible if they are lost or stolen. Also, I will follow the ASGC desk procedures as followed:

1. Maintain and keep the desk presentable at all times
2. Only persons I designate may use the computer
3. All computer usage shall be productive to the tasks at hand
4. Computers must be shut down during Thursday closing
5. Follow the Grossmont College Student Code of Conduct at ALL times
6. No vandalism of ASGC Property

*Disciplinary measures will be taken if failure to follow the desk procedures or contract

Desk Holder Signature

Date

President Signature

Advisor Signature



ASGC Office Contract

I _____ acknowledge that having an assigned office in the ASGC office is a privilege. I am aware that when using the office, I am bound to the Grossmont College Student Code of Conduct and the ASGC Constitution and Bylaws. I know that the office is completely owned by ASGC and is subject to search at any time by the ASGC President and/or Adviser. I am responsible for any personal belongings kept in the office and ASGC is not responsible if they are lost or stolen. Also, I will follow the ASGC office procedures as followed:

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*Disciplinary measures will be taken if failure to follow the desk procedures or contract

Office Holder Signature

Date

President Signature

Advisor Signature



GROSSMONT COLLEGE CAMPUS POSTING GUIDELINES

Your compliance to the posting regulations is appreciated. Please make quality promotional material for the campus appearance.

POSTING TERM DEFINITIONS

A “flyer” is material with a size of 8½ x 11 or smaller. A “poster” is material larger than the size 8½ x 11, but not more than 3 feet by 5 feet.

IMPORTANT NOTICE

Students are required to conform to District and College rules and regulations. When posting materials the following Student Code of Conduct regulations will be enforced:

- Obstruction or disruption of instructional, counseling, administrative, public service or other authorized District or College functions or activities is not permitted.
- Willful failure to comply with directions of District or College officials, including faculty and staff acting in the performance of their duties, is not permitted.

Students in violation of the rules may receive administrative action including not being permitted to post materials on campus. Non-students in violation of the rules will not be permitted to post materials on campus.

CAMPUS POSTING GUIDELINES

- Promotional materials must be approved by the Dean of Student Affairs or his designee(s) prior to being posted.
- Staff and faculty may post unlimited flyers to the day of the event if the promotional material is associated with the college classes and department activities.
- Students may post up to 15 flyers to the day of the event if the promotional material is associated with the college classes and department activities.
- Non-students may post 10 flyers for up to 10 instructional days.
- Requestors are responsible for the removal of their expired materials on campus. Associated Students of Grossmont College. (ASGC) has a paper-recycling program and discarded materials can be placed in the “mixed paper” recycling bin located in the ASGC office.
- Materials are not allowed on vehicles parked on college property.
- Posting is also prohibited in the following areas:
 - Front and all sides of vending machines and pay telephones
 - Light posts
 - Trees and plants
 - Indoor and outdoor seating and table furniture
 - Walkway and staircase railing and surfaces
- Non-Grossmont College classes and college sports promotional materials required the approval of the Dean of Student Affairs, prior to posting.
- Employment related materials must be approved by the Career/Job Placement Center staff.
- Materials may be taped on brick surfaces only and must be taped with **blue painters tape only**. Materials may not be posted on painted surfaces, unpainted concrete surfaces, glass surfaces, benches and tables.
- Only small tacks or pushpins are allowed on bulletin boards and kiosks. STAPLES ARE NOT ALLOWED.
- **Materials must contain information including name of individual or organization, email, website and phone number.**
- Staff and student leaders are assigned to remove outdated materials for recycling purposes and deliver to the ASGC office.

Content NOT permitted:



*Lewd, indecent, or obscene expressions or language on material includes but is not limited to language or graphics designed to shock, incitement to violence, slurs or denigration, or any cultural group or individuals, sexually suggestive language or graphics.

*One poster is allowed per side of building with a maximum of two sides per building with the following exceptions:

GRIFFIN CENTER

No posters are allowed on the Griffin Center.

FACULTY AND DEPARTMENT BULLETIN BOARDS

Bulletin boards and enclosed display cases outside faculty offices, department offices and college and college program offices are for the exclusive use of the faculty, departments and programs. No permission is needed from the Student Affairs Office for materials posted in those areas. No other flyers or posters are permitted. Faculty and staff are encouraged to remove unauthorized materials from those bulletin boards and display cases.

LEARNING AND TECHNOLOGY RESOURCE CENTER (LTRC)

No posting of materials on either side of the LTRC entrance areas including the interior areas.

For additional information please contact the Dean of Student Affairs 619-644-7600