



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, ~~Chief Financial Officer~~Vice President of Finance: A. Bianchi

Updated 3/1/18 - President: S. Delacruz, Vice President: D. Powell, ~~Chief Financial Officer~~Vice President of Finance: A. Bianchi

Updated 4/12/18 - President: S. Delacruz, Vice President: D. Powell, ~~Chief Financial Officer~~Vice President of Finance: A. Bianchi

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

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

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



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. ~~Their purpose shall be:~~
- 1. ● ~~To~~ These bylaws serve as the procedures and regulations for ~~all~~the members of ~~the~~ ASGC.
- 2. ● ~~They~~ 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 committeees, provided that constitutional titles, eligibility requirements, and voting rights are not altered.

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. MEMBERSHIP & ELIGIBILITY BOARD DUTIES & EXPECTATIONS

SECTION A. Members 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 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 B. 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 one (1) regular Board meeting per month, which shall occur on the last Friday of the month when practicable. Standing committees shall meet at least once per month on dates established in the annual meeting schedule.

SECTION C. Board Duties

President's Responsibilities:

- 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.
each semester.
 - c. Chair and determine the manner in which all Board meetings are conducted and ensure compliance with recognized parliamentary procedures.
 - d. ● Attend, and be on time, for all regular and special meetings of the Board.
 - e. ● Appoint membership to all ASGC campus and district-wide committees, and off-campus conference representatives.
representatives, and student representatives on institutional committees.
 - f. ● Oversee all ASGC committees in the absence of the designated chair.
 - g. ● Chair the ASGC Constitution Review Committee.
h. Meet with the ASGC Advisor at least once (1) a week.
 - i. ● Meet with the following once (1) a month.
 - i. Executive Board
 - ii. ASGC Directors
 - iii. Student Trustee
 - iv. Grossmont College President
 - ASGC Advisor
 - ASGC Internal Committee Chairs
 - ASGC Vice President and Secretary
 - j. ● Meet with the GCCCD Chancellor as necessary.
 - k. ● Collaborate with Academic and Classified Senate leadership as necessary.
 - l. ● Serve as an authorized signer on ASGC financial accounts.
m. Delegate any other responsibilities to Executive Officers, Directors, Board of Directors, Volunteers and ASGC Ambassadors.
- In conjunction with the ASGC Chief of Operational OfficerVice 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

- n.● Board Discipline In coordination with the Director of Student Legislation & Governance Committee.
- The President must work Work a minimum of ten (10) hours a week on behalf of the Associated Students of Grossmont College.

Executive Vice-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.
 - a.● Assume the duties and responsibilities of the President in their absence.
 - b.● Serve as an authorized signer on ASGC financial accounts when the president is absent.
 - c.● Attend, and be on time for all regular and special meetings of the Board.
 - d.● Chair the Inter Club Council.
 - e.● Prepare, in collaboration with the Inter Club Council Board and members, an agenda for all regular and special Inter Club Council meetings.
 - f.● Facilitate the preparation for all Inter Club Council meetings, including room reservations, copies, technology requests, etc.
 - g.● Chair the Student Organization Constitution Review Committee.
 - h.● In collaboration with the Director of Board Affairs Secretary, facilitate office orientation and required trainings for new members.
 - i.● Serve as a liaison between all registered student organizations and the Board provided in Article II, Section G of the ASGC Bylaws.
 - j.● Serve as a member of at least one (1) standing participatory governance college and district-wide committee.
 - Meet with the following once (1) a month.
 - ASGC Advisor;
 - ASGC Internal Committee Chairs
 - k.● ASGC President and Executive Board at least once (1) a month.Secretary
 - l.● The Chief of Operational Officer Vice President must work a minimum of eight (8) ten (10) hours a week on behalf of the Associated Students of Grossmont College.
 - m.● In conjunction with the ASGC President, facilitate the smooth transition of outgoing and incoming officers, including expectations, goals and duties.

Secretary's Responsibilities:

- a.● Provide general supervision Stay informed of all ASGC fiscal matters in cooperation with the Advisor.

- b. Attend, national, state, regional and local legislation which may be on time for all regular and special meetings of the Board.
- c.● Provide liaison between the ASGC and all entities relative concern to fiscal matters students.
- d. Identify any additional financial risks facing the organization and recommend appropriate action.
- e. Review, update and provide the Board budget reports on a quarterly basis (3 months).
- f. Chair ASGC finance meetings.
- g. Oversee the ASGC grant process.
- h. Present an annual proposed budget for the next fiscal year by April 15th of the current term.
- i. Meet with Adviser, ASGC President and Executive Board at least once (1) a month.
- j. Serve as a member of at least one (1) standing participatory governance committee.
- k. The Chief Financial Officer must work a minimum of eight (8) hours a week on behalf of the Associated Students of Grossmont College.
- l. Serve as an authorized signer on ASGC financial accounts.

Director of Board Affairs' Responsibilities

- a.● Prepare, in collaboration with ASGC members Board of Directors, an agenda for all regular, Internal, and special Board meetings.
- b.● Facilitate the preparation for all Board meetings, including room reservations, copies, technology requests, etc.
- c.● Capture and prepare ASGC minutes for all regular, internal, and special Board meetings by eighty-four (84) hours prior to the next regular, internal, and special Board meetings.
- d. Keep agendas and minutes in hard copy in the office.
- e.● 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
- f.● Maintain an active roster of the Board.
- g.● Attend, and be on time, for all regular and special meetings of the Board.
- h.● In collaboration with the Chief of Operational Officer ASGC Vice President, facilitate office orientation and required trainings for new members as provided in Article II, Section G of the ASGC Bylaws.
 - i. Meet with the ASGC President at least once (1) a month.
- j.● Serve The option to serve as a member of at least one (1) standing participatory governance committee.
- Serve Work a minimum of six (6) ten (10) 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 standing participatory governance committee.~~

~~Director of Student Legislation's~~

~~Board Member's Responsibilities:~~

- ~~a. Research national, state, regional and local legislation which may be of concern to students and educate students regarding said issues, including providing presentations and documentation.~~
- ~~b. Chair the ASGC Bylaw Committee.~~
- ~~c. Attend, and be on time, for all regular and special meetings of the Board.~~
- ~~d. Develop and implement a student advocacy plan for the academic year.~~
- ~~e. Serve as a regional, state and/or national representative for Grossmont College.~~
- ~~f. Serve as Parliamentarian to all meetings of the Student Board.~~
- ~~g. Provide instruction on parliamentary procedure.~~
- ~~h. Meet with the ASGC President at least once (1) a month.~~
- ~~i. Serve as a member of at least one (1) standing participatory governance committee.~~
- ~~j. Board Discipline in coordination with the ASGC President.~~
- ~~k. 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 standing participatory governance committee.~~

~~Director of Campus Activities' Responsibilities~~

- ~~a. Attend, and be on time, for all regular and special meetings of the Board.~~
- ~~b. Chair the Campus Activities Committee.~~
- ~~c. Chair the Annual Awards Committee.~~
- ~~d. Develop and implement a campus activity plan for the academic year.~~
- ~~e. Coordinate all ASGC activities.~~
- ~~f. Meet with the ASGC President at least once (1) a month.~~
- ~~g. Serve as a member of at least one (1) standing participatory governance committee.~~
- ~~h. 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 standing participatory governance committee.~~

~~Director of Publicity's Responsibilities~~

- ~~a. Create, implement and evaluate the ASGC marketing plan as needed.~~
- ~~b. Coordinate publicity of all ASGC sponsored activities.~~
- ~~c. Attend, and be on time, for all regular and special meetings of the Board.~~

- d. Assist ASGC members with publicity and promotion of ASGC sponsored activities through the use of flyers, electronic screens, posters, banners, etc.
- e. Create, maintain and update ASGC brochures and flyers.
- f. Solicit partnerships, serve as a liaison to local business, and work with the GCCCD Foundation to strengthen and maintain the ASGC Benefit Card privileges.
- g. Chair the Publicity Committee.
- h. Supervise and maintain the ASGC poster making supplies and room.
- i. Chair the Benefits Package Committee.
- j. Meet with the ASGC President at least once (1) a month.
- k. Serve as a member of at least one (1) standing participatory governance committee.
- l. Oversee ASGC Mascot, refer to ARTICLE VIII in ASGC Bylaws.
- m. 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 standing participatory governance committee.

Director of Website Development's Responsibilities

- a. Supervise, regularly update and maintain the ASGC website.
- b. Supervise and maintain ASGC.ORG email accounts.
- c. Attend, and be on time, for all regular and special meetings of the Board.
- d. Maintain liaison with website hosting provider.
- e. In coordination with the Director of Student Outreach, update the ASGC website with events, activities and work of the Board.
- f. Meet with the ASGC President at least once (1) a month.
- g. Serve as a member of at least one (1) standing participatory governance committee.
- h. 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 standing participatory governance committee.

Board of Directors' Responsibilities

- a. The Board of Directors shall consist of one person, (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).
- b. Stay informed of national, state, regional and local legislation which may be of concern to students.
- c. Maintain, revise, and comply with the ASGC Constitution, Bylaws and Policies.



- d.● Attend, and be on time, for all regular and special meetings of the Board.
- e.● In collaboration with the ASGC President, establish, plan, and implement ASGC goals for each semester.
- f.● Establish and implement programs which support the basic objectives and policies of the ASGC.
- g.● Approve all ASGC financial transactions.
- h.● Attend at least two (2) District Governing Board meetings within the term of office, one (1) per semester.
- i.● Serve as a member of at least one (1)two (2) standing or ad hoc internal ASGC committeecommittees.
- j.● Serve as a member of at least two (2)standing participatory governance committeesone (1) campus and district-wide committee.
- k.● 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 standing participatory governancecampus and district-wide committee.

ASGC Volunteer's Responsibilities:

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

ASGC Ambassador's Responsibilities

- a.—— All responsibilities of the ASGC Volunteer section.
- b.—— Meet with the ASGC President once (1) a month.
- c.—— Attend committees appointed to by the ASGC President and ASGC Advisor as a proxy or representative when needed.
- d.—— If the ASGC Ambassador is serving as a proxy, they shall prepare accordingly.
- e.—— Attend the ASGC Board Meetings to deliver a report of the committee(s) that were attended.
- f.—— If the ASGC Ambassador is unable to attend the Board of Directors meeting, they shall deliver a written report about what the committee covered in each meeting attended to the ASGC President.



SECTION B. OFFICE USAGE

1. It shall be the Bylaw of ASGC that all computers and desks within the confines of the ASGC office will operate under the following:
 - a. Only members of the ~~student~~ Board, current employees of ASGC and volunteers shall have access to computers.
 - b. One desk shall be assigned to the following personnel and is not to be shared unless agreed upon by the ~~director or executive and board member~~ members:
 - Student Trustee
 - ~~Director of Student Legislation~~
 - ~~Director of Activities~~
 - ~~Director of Board Affairs~~
 - ~~Director of Publicity/ Director of Student Outreach~~
 - ~~Director of Website Development~~
 - Secretary
 - ICC President
2. All desk holders will be required to sign a desk contract. The desk contract can be found on page 2436 of the ASGC bylaws.
3. Offices will be assigned to the following personnel:
 - i. ~~President~~ ii. ~~Chief of Operational Officer~~ iii. ~~Chief Financial Officer~~
 - President
 - Vice President
4. All office holders will be required to sign an office contract. This contract can be found on page 2637 of the ASGC Bylaws.

SECTION C. 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 D. 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 E. ATTENDANCE

1. Members of the Board shall attend, and be on time, for all regular and special meetings of the Board and be subject to disciplinary action upon the accumulation or the equivalency of three unexcused absences during a fall or spring semester.
2. The definition of absences, tardies and early departures shall be defined as follows:
 - a. Absences shall be defined as being present for less than seventy five percent (75%) of any meeting or activity. If notification is given to the Director of Board Affairs three hours prior to a meeting or activity, the absence is excused; otherwise, the absence is unexcused.
 - b. Unexcused tardies or early departures shall be defined as being absent for up to twenty five percent (25%) of any meeting or activity. Three (3) unexcused tardies/early departures equal one (1) unexcused absence.
3. Upon one (1) unexcused absence, the Chief of Operational Officer shall issue a warning letter to the officer.
4. If there is any circumstance that a board member wishes to be considered for an absence excuse, they must email the Board of Directors within two weeks after the absence occurs.
5. A maximum of five (5) absences may be excused for the current academic year.
 - a. If in good standing and completing all parts of their job but exceeds 5 excused absences, they will then be demoted to volunteer.
 - b. If not good in standing then the board member's 5 absences will count as their resignation.
6. Once an officer has accumulated three (3) unexcused absences, the Executive Vice

President shall issue a warning letter directing the officer to appear before the Board to provide an explanation for the excessive absences. The Board shall determine whether the reasons for the absences are acceptable or unacceptable. The Board will then do the following:

- a. If the Board believes the reasons are valid, the Board will give advice to the officer to help them make meetings and activities.
- b. If the Board determines the reasons are not valid, the Board shall recommend a course of action, up to and including impeachment.

7. Upon two (2) unexcused absences, the Executive Vice President shall issue a third warning letter to the officer. The following will then happen:
 - a. The officer will be directed to appear before the Board and will be given an opportunity to explain their unexcused absences.
 - b. After the officer has had an opportunity to make a presentation to the Board, the Board shall vote to determine if the officer shall be impeached.

c. Failure to appear at a mutually agreed time and place shall result in an automatic vote for impeachment unless an acceptable reason is given in advance.

8. Three (3) unexcused absences accumulated in a single semester shall result in an automatic vote for impeachment.

9. If the board is struggling to reach quorum due to consistent absences by the board, the Executive board + Advisor/Dean of Student Affairs may meet and decide to either issue warnings or vote out members.

SECTION FG. TERMS OF SERVICE

Comprehensive Office Training:

~~A training shall be scheduled between~~

- ~~Within the first week of a member being seated, the ASGC President and Vice President, ASGC Board Members, and Executives for proper shall schedule a comprehensive office training. The training shall be for all appointed members.~~
- ~~Attendance at the scheduled training is mandatory. A member who fails to attend the scheduled within the first three weeks of being seated to the board. If a training without adequate notification shall receive one (1) unexcused absence (treated as a required ASGC activity under Section E).~~
- ~~No member shall be penalized if the training is not scheduled within the above stated time, one (1) unexcused absence will be given. Exclusions apply to first week. In that case, the President/Executive Vice President/Advisor shall schedule the training as soon as practicable.~~
- ~~For newly elected positions for the start, onboarding shall occur during the month of the Fall semester May of the Spring Term in which the election is held, as scheduled by the ASGC President and Advisor.~~

Office Hours:

~~For office hours, please refer to Article II. Membership & Responsibility, Section A. Members. If any member of the Board of Directors is unable to fulfill their scheduled office hours for any given reason, it will be the Board Member responsibility to have that time period covered during their absence, and clearly communicate the absence with an ASGC Executive and Advisor. As stated in Article II. Membership & Responsibility, Section A. Members, President, Director of Student Legislation, Director of Campus Activities, Director of Publicity, and Director of Student Outreach can serve hours on behalf of the ASGC. "On Behalf" is defined as the total required hours divided by 2 and subtract 1. This final number of hours can be served on behalf of the ASGC outside of the office. However a different amount can be agreed upon by the board of directors with a simple majority vote.~~



- Office-hour expectations are established in Article II, Membership & Responsibility, Section A (Members).
- Office hours shall be recorded and tallied by the ASGC Vice President.
- 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 might vote to exempt office hour of a certain week through a simple majority vote if that week contains one (1) of the following:
 - a. Federal Holidays on at least two (2) instructional days
 - b. Spring Break
 - c. Thanksgiving Break
 - d. Finals Week

Campus and District-wide Committees:

- Each Board Member and Executive Officer member shall serve on at least one (1) campus or district wide committees.
- The number of committees each Board Member and Executive Officer shall serve will be determined by the ASGC Advisor and ASGC President. The ASGC President may appoint a Board Member, Executive Officer and if needed ASGC Ambassador any member to a committee that will accommodate the Member's member's schedule. Failure to attend the meetings of the assigned committee may result in the removal from the Board of Directors of the ASGC.
- 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	Executive Oversight & External Representation	Overall Board oversight; appointments; veto authority
Executive Vice President	Presiding Officer & Board Chair	Board Meetings; onboarding; procedural compliance
Vice President of Finance	Committee Chair	Finance Committee
Director of Campus Activities	Committee Chair	Campus Activities Committee
Director of Student Legislation	Committee Chair	Legislation & Governance Committee
Director of Publicity	Committee Chair	Communications & Outreach Committee
Director of Board Affairs	Duties absorbed by the Secretary	Board coordination, agenda intake, and records management

Governing Board Attendance:

~~All ASGC Board Members and Executive Officers will be required to attend one (1) Governing Board meeting per fall and spring semesters and report content of the Governing Board meeting to the ASGC Board prior to the next Governing Board meeting. This requirement must be completed prior to the last ASGC Board meeting of each semester. Under extenuating circumstances, if there is a conflict with meeting the requirement, an alternative option will be provided pending approval of the ASGC President and ASGC Advisor.~~



SECTION G. COMMITTEES

1. ~~ASGC Constitution Review Committee, Chaired by President~~
2. ~~Bylaw Committee, Chaired by the Director of Student Legislation~~
3. ~~Student Organization Constitution Review Committee, Chaired by Vice President~~
4. ~~Campus Activities Committee, Chaired by the Director of Student Activities~~
5. ~~Annual Awards Committee, Chaired by the Director of Student Activities~~
6. ~~Publicity Committee, Chaired by Director of Publicity~~
7. ~~Benefits Package Committee, Chaired by Director of Publicity~~

SECTION H. IMPEACHMENT

1. ~~It is the right of the ASGC Board of Directors to remove for cause an Executive member, any member of the Board of Directors, ASGC Volunteers and ASGC Ambassadors in the event of one or more of the following situations are to occur:~~
 - a. ~~If the student is dismissed or no longer enrolled in Grossmont College.~~
 - b. ~~If the student engages in conduct that is in violation of Federal, State, or local laws or ordinances.~~
 - c. ~~If the student violates the GCCCD Student Code of Conduct.~~
 - d. ~~Or, if the individual in question receives two (2) or more ASGC, Disciplinary Action Forms.~~
2. ~~Students who are in violation of any of the above will go before the board to have the matter adjudicated and a decision rendered as to their future status as an ASGC Executive or Board Member. The member will be removed from office with a $\frac{2}{3}$ vote by the ASGC Board.~~
3. ~~Any student who receives three ASGC Disciplinary Action Forms will be automatically dismissed from being an ASGC Executive, Board Member, Director, ASGC Volunteer or ASGC Ambassador.~~
4. ~~Any student who has fallen below the standards listed in Article II of the ASGC constitution, may be dismissed from being an ASGC Executive, Board Member, Director, ASGC Volunteer and ASGC Ambassador.~~
5. ~~If an ASGC Volunteer and ASGC Ambassador fail to meet their responsibilities, it will be up to the ASGC President and ASGC Advisor to decide what actions should be taken.~~

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. THE BOARD OF DIRECTORS/EXECUTIVE OFFICER POWERS

SECTION A. APPOINTMENTS/President

~~Individuals will be appointed by the Board for any open officer position;~~

- ~~● Ensure compliance with the exception Constitution, these bylaws, Robert's Rules of Order, and the Brown Act;~~
- ~~1. In the President.~~
- ~~● As vacancies arise, absence of the Vice President will advertise the, the President may preside over Board meetings as a neutral procedural chair;~~
- ~~a. Administer vacancy to campus and allow at least five (days) for interested parties to complete an announcements and application to join the Board, if not already seated on the Board.intake for appointments;~~
- ~~b. Completed applications will be submitted to the Advisor for verification of eligibility.~~



- c. The President will invite applicants to a Board meeting no later than ten (10) working days after the application deadline.
- d. Applicants will have the opportunity to provide support to their candidacy before the Board and the Board will be allowed to ask questions of each candidate.
- e. The Board will provide a vote to select the candidate for appointment.

- Vacancies of the office 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

- 2. ● Assume the duties of the President shall be filled according to the ASGC Constitution (Article IV, Section 1) in the President's absence;

SECTION B. BUSINESS OPERATIONS AND RECORDS PROTOCOL

Parliamentary Procedures—Use and Intent:

All ASGC regular and special meetings shall act under the Robert's Rules of Parliamentary Procedure.

Student Board Meeting and Agenda Items:

It is required to set aside a separate and permanent agenda item to be recognized for the Pledge of Allegiance as ITEM-B under PRELIMINARY ITEMS. If for any reason, any persons feel it necessary to refrain from saying the Pledge of Allegiance, it shall be their right. The ASGC will only consider agenda items which have been submitted in writing and/or email to the ASGC Director of Board Affairs or ASGC President eighty-four (84) hours prior to the next Student Board of Directors meeting.

Minutes and Agendas of Meetings:

Agendas of all regular meetings shall be available the board seventy-two (72) hours prior to the next regular meeting and twenty-four (24) hours prior to special meetings. Agendas shall include a brief summary of all business.

Draft minutes of all meetings shall be available to the Advisor, Board Members, Directors and Executive members of ASGC for examination prior to the next board meeting. The approved minutes will be available to the public on the ASGC website and uploaded by the Director of Website Development. Master copies shall under no circumstances leave the ASGC offices.

ARTICLE IV. SEATING SUCCESSION AND RESIGNATIONS

SECTION A. VACANCIES/ SEATING

- ~~1. The Chief of Operational Officer shall assume office and stay in office if the office of the President is vacant for any reason. If the Chief of Operational Officer does not want the position permanently, they may petition in writing to the Board a special election before any action is taken to fill the newly vacant Chief of Operational Officer position.~~
- ~~2. Upon conclusion of the special election, the Chief of Operational Officer may resume their position.~~

SECTION B. SUCCESSIONS

- ~~1. Successions for the position of President will be as follow:~~

- ~~Chief of Operational Officer~~
- ~~Chief Financial Officer~~
- ~~Director of Campus Activities~~
- ~~Director of Student Legislation~~
- ~~Director of Publicity~~
- ~~Director of Outreach~~
- ~~Director of Board Affairs~~
- ~~Director of Website Development~~

- ~~Board of Directors Preside over Board meetings as the neutral procedural chair;~~
- ~~Vote only to break a tie as provided in the Constitution;~~
- ~~Coordinate onboarding and required trainings for new members;~~
- ~~Support committee operations and inter-committee coordination.~~

~~↳~~

SECTION C. RESIGNATIONS

- ~~1. Per ASGC constitution, all resignations must be submitted to the President, Executive Vice~~

~~President and Advisor. The ways in which a resignation may be submitted are the following:~~

~~at a public board meeting where~~

- ~~Prepare agendas in collaboration with committee chairs and the Advisor;~~
- ~~a. Maintain minutes are being recorded, and official records;~~
 - ~~via email~~
 - ~~via a signed statement~~
- ~~All resignations are effective immediately.~~
- ~~All resignations shall be announced at the following ASGC Board meeting.~~
- ~~Such resignation shall not relieve the individual Track attendance and publish an attendance report as required;~~
- ~~Ensure public posting of any fiscal obligation to the ASGC.~~

ARTICLE V. ELECTIONS

SECTION A. GENERAL STATEMENTS FOR THE ASGC ELECTIONS

1. Candidates may run for up to 3 positions on the ballot for one election period.
2. All successful candidates will assume office not later than the day after commencement unless a different day has been mutually agreed upon by incumbent and incoming official and advisor has been notified.
3. Pursuant to *GCCCD Administrative Procedure 2015*, special elections shall be held as needed, upon the vacancy of the Student Trustee position.

SECTION B. THE ELECTION COMMITTEE

1. The Election Committee shall be composed of four students with one of the students as a non-voting chairperson. This Committee shall be appointed by the Dean of Student Affairs or designee, agendas and minutes consistent with the Dean of Student Affairs or designee as a non-voting, ex officio member. An alternate shall be appointed and shall serve on the Election Committee should a vacancy occur. Current or past ASGC members are ineligible to serve on the committee.
2. It shall be the duty of the Election Committee to enforce the election law and election publicity regulations, to keep a current list of violators of these regulations, and to record and impose penalties on these violators. policy;
3. All election signs, handbills, and badges shall be subject to approval by the Election Committee which will authorize the removal of unapproved signs. Refer to Grossmont College Posting Guidelines for posting policies. Unapproved signs will not be destroyed but shall be taken to the Student Affairs office and held for 48 hours or two class days. The candidate or candidates whose signs are removed shall be notified within 24 hours by the Election Committee Chairperson. The candidates shall be given the option to either remove the sign or alter the sign to meet the approval of the Election Committee.
4. The Election Committee Chairperson shall maintain regularly scheduled office hours for at least one hour per day during the hours of 8:00AM to 5:00 PM in an announced room during the campaigning period.
5. All people on the Election Committee, including the Chairperson, are subject to removal for cause, from the Election Committee by the Dean of Student Affairs or designee.
6. Should a vacancy occur, the appointed alternate shall fill the vacant position. Should additional vacancies occur, the Dean of Student Affairs or designee may make additional appointments to fill the vacant positions if deemed necessary.
7. The Election Committee member shall convene no later than two weeks prior to the first date of ballot casting.
8. No Election Committee member, once approved by the Associate Dean of Student Affairs, may be a candidate in a general election while a member of the Committee.



9. If an Election Committee member becomes a candidate in any ASGC election, that person must resign their Election Committee position.
10. No person or persons who are members of the Election Committee or who are officials of the election shall publicly campaign for any candidate or candidates.

SECTION C. CANDIDATE ELIGIBILITY

1. To become an eligible candidate for office, applicants must meet the minimum requirements to hold office. Distribute written disciplinary notices as stated in the ASGC Constitution and the California Education Code Bylaws.
2. Applicants must complete and submit a candidate application to the office of Student Affairs by the time specified by the Associate Dean of Student Affairs or designee.
3. The office of Student Affairs shall process all application to verify the candidate has met the criteria to run for office.
4. Candidates for President shall have completed one (1) full semester at Grossmont College with a minimum of six (6) units at Grossmont College, be seated on the Board before the third week of the spring semester, and serve on the Board up to the time of elections to be eligible to run for office unless such candidate for President are unavailable.
5. The maximum term of service to the ASGC by any Board Member/Executive Officer shall not exceed two (2) terms (four semesters) of office on the ASGC Board. Being sworn onto the Board at any time during the semester, counts as one full semester of service. No person may serve in the same executive position for more than 2 term (four semesters). If a person fills a vacant executive position during a term, that service shall not count towards their one term of service for that executive position.

SECTION D. CANDIDATE FOR STUDENT TRUSTEE Presidential Veto

1. The Student Trustee elections will be held according to the procedures adopted by the ASGC Election Code. Student Trustees shall be elected by a plurality vote of those voting in a regular election of the student body at each college. All members of the student body may vote.
2. Any candidate for Student Trustee to the Governing Board of the Grossmont-Cuyamaca Community College District, shall be officially enrolled and attending classes during the semester of the election and during the period in office, and meet minimum academic standards, including non-probationary status as set by the college.
3. At the time of nomination and throughout the term of service, the student member shall be a resident of California, shall be enrolled in and maintain a minimum of five semester units in the District, and shall maintain a cumulative Grade Point Average of 2.0 based on coursework completed within the District.

4. ~~Terms of Service: The Board shall include two non-voting student member(s) - one from each college in the District. The term of office shall be one year commencing June 1 of each year.~~
5. ~~The student members shall be seated with the Board and shall be recognized as full members of the Board at meetings. The student members are entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session materials). The student members may cast advisory votes, although the votes shall not be included in determining the votes required to carry any measure before the Board.~~

SECTION E. ALL CANDIDATES

1. ~~Students wishing their names to be placed on the ballot for any office must file a complete petition, including a personal statement and any other required information, to the Student Affairs Office by the posted deadline. Incomplete applications will not be accepted.~~
2. ~~No person shall be a candidate for office if they do not meet the qualifications at the time they file for office.~~
3. ~~No person shall be a candidate for office or hold office if they are also a faculty member, classified member or administrator at Grossmont College.~~
4. ~~Applicants must complete and submit a candidate application to the office of Student Affairs by the time specified by the Associate Dean of Student Affairs or designee.~~
5. ~~All candidates will be required to be present at a special candidates meeting called by the Associate Dean of Student Affairs or designee. The meeting will serve as an explanation of the Election Code with a question and answer period. Those candidates not attending the meeting will be ineligible to run for office. Any exceptions to the above must be cleared through the Associate Dean of Student Affairs or designee.~~
6. ~~All deadlines regarding eligibility, photos, statements or any deadlines set forth by ASGC, Student Affairs or the Election Committee will be strictly enforced. If any deadline is not met by the candidate, then eligibility will be revoked. It is the responsibility of the petitioner to understand the process and deadlines thoroughly.~~

SECTION F. PUBLICITY

1. ~~There will be allowed one full week of campaigning preceding each election.~~
2. ~~The Associate Dean of Student Affairs shall distribute to each candidate and campus media a calendar including the dates and times of all deadlines, campaigning periods, candidates meetings, election forums, Election Committee meeting times, and balloting places.~~

3. The Associate Dean of Student Affairs or designee, will provide candidate information to be screened on our campus televisions. No single candidate campaign materials will be screened on campus televisions, only what is provided by the Associate Dean of Student Affairs or designee.

Candidates must follow Grossmont College. 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

4. Agenda posting guidelines available on page 28 of the ASGC Bylaws.

5. Campaigning which creates interference with classes or endangers person on campus is illegal. The Associate Dean of Student Affairs or designee, shall regulate all campaigning and determine whether or not a candidate's actions need to be brought to the attention of the Election Committee.

6. Painting or chalking of sidewalks and campus structures is forbidden.

7. Students may campaign in classrooms only with the expressed permission of the instructors.

8. No candidates' shirts or badges, etc, may be worn in the ASGC office. Campaign literature is not to be passed out or made available within the ASGC Offices.

9. Tampering with authorized campaign literature is prohibited and may result in the disqualification of parties from the election.

SECTION G. BALLOT

1. ~~The Dean of Student Affairs or designee will prepare ballots with candidates' names appearing in last name alphabetical order, and shall exclude the use of titles~~
2. ~~Voting shall be conducted by electronic ballot.~~

SECTION H. BALLOTTING STATION(S)

1. ~~The balloting station(s) shall be established by the Elections Committee and will be staffed only by persons specifically selected and approved by the Elections Committee.~~
2. ~~The Election Committee will determine the hours for the balloting station(s).~~
3. ~~The balloting station(s) shall be an area no larger than twenty (20) square feet.~~
4. ~~On the days of the election no campaigning shall be allowed within twenty-five (25) feet of the designated balloting station(s).~~

SECTION I. TABULATION

1. ~~Tabulation of votes shall take place within 48 hours after the closing of the balloting station(s) on the last day of elections.~~
2. ~~The election ballots shall be tallied by a computer form of tabulation. The casting of ballots by those not officially enrolled as Grossmont College students is prohibited.~~
3. ~~Official or notice of the tabulations shall be certified by the signatures of the Associate Dean of Student Affairs and the Election Committee Chairperson. Official notification shall be posted in the Student Affairs office, the ASGC office and the Student Center by 10:00 AM on the first day of classes following the tabulation of ballots and shall remain posted for five school days.~~compliance actions
 - ~~Actions required by law, District policy, or the ASGC Constitution, where the Board lacks discretion.~~

A personpresidential veto shall be elected if they receive a pluralityexercised 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, as Chair of 2 or more bona fide votes cast the regular board meeting;
- The Secretary, for that 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. STANDING AND AD HOC COMMITTEES

SECTION A. 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 B. Committee Structure

Each standing committee shall consist of three (3) to five (5) 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.

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

Committee Chairs shall submit written or oral reports and recommendations to the Board at regular Board meetings.

SECTION C. 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 D. 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.

ARTICLE V. ATTENDANCE & ACCOUNTABILITY

SECTION A. Attendance Requirements

4. 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.
5. In the event of a tie election for an executive position, there shall be a runoff election, and such election shall be held within two weeks of the official tabulations subject to the same rules and regulations governing regular elections.
6. In the event of a tie vote for a board position, the tie shall be broken by a vote of the newly seated board at their first regular meeting.
7. Write-in candidates are required to accumulate 2 or more votes to be considered for any candidacy. Eligibility for office will then be determined by the Student Affairs office prior to candidate's appointment to office.

SECTION J. PENALTIES FOR VIOLATION AND APPEAL PROCEDURES

1. Any complaint against a candidate must be filed with the Dean of Student Affairs prior to 12:00 noon on the day following the election.
2. Upon receiving any evidence of any infraction of the Election Code, allegedly committed by a candidate or candidates, the Dean of Student Affairs shall call the accused and any complainants and witnesses for a hearing within 24 hours (1 class days) of receiving the evidence. The accused shall be afforded due process. If the situation can be rectified, or if the accused is found to be not guilty, the candidate shall continue their campaign. If the candidate is found to be guilty and/or the situation cannot be rectified, the Election Committee shall order the candidate to cease all campaigning. Continued violations may eliminate a candidate from the election.



~~3. An election or the election of any ASGC officer may be appealed in writing to the Election Committee, stating the reason for the appeal within 24 hours after the tabulations are first posted.~~

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).

When a member reaches either threshold below, the matter shall be referred for Board consideration under Article VI 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 VI. 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

1. ~~It shall be the Bylaws of the ASGC that an ASGC Executive, a Board Member, Director, Volunteer or ASGC Ambassador may be written up on the ASGC Disciplinary Action Form for failing to comply with any of the following; Executive Orders, ASGC Constitution & Bylaws, Policies and Procedures set forth by the ASGC GCCCD Student Code of Conduct or behaving in a manner that negatively affects ASGC. The ASGC Disciplinary Action Form must be signed by two out of the three following people: ASGC Vice President, ASGC President, or the ASGC Advisor. The Disciplinary Action Form shall be found on page 27 of the ASGC Bylaws.~~

2. ~~The consequences shall be as follows:~~

1st—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.● (a) Written warning or censure
- 2nd—Suspended (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
 - b. (d) Removal from the ASGC Office for one week
- 3rd—Automatic appointed or delegated assignments (committee assignment, liaison role, or similar), when such removal does not remove the member from ASGC Executive, the Board Member, Director, Volunteer or ASGC Ambassador 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 B. IMPEACHMENT

1. The ~~procedures~~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 ~~may be found~~are those listed in the ASGC ~~Constitution under ARTICLE VIII. BOARD DISCIPLINE, IMPEACHMENT & RECALL~~.

Excerpt of ASGC Constitution of Article VIII. BOARD DISCIPLINE, IMPEACHMENT & RECALL can be found on page 30 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 ASGC Bylaws-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 C. RECALL

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

~~Excerpt of ASGC Constitution of Article VIII. BOARD DISCIPLINE, IMPEACHMENT & RECALL can be found on page 30 of the ASGC Bylaws.~~

ARTICLE VII. ASGC MASCOT

SECTION A. MASCOT RESPONSIBILITY

1. The ASGC/Grossmont mascot costume shall not be taken off campus unless the event has been approved by the ASGC board during a Board of Directors meeting.
2. The ASGC/Grossmont mascot shall always be escorted by at least one member of the ASGC Board, ASGC Volunteer or ASGC Ambassador.
3. 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.
4. 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

1. 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.
2. 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 24 of the ASGC bylaws.

ARTICLE VIII.

ARTICLE VII. 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 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.

SECTION C. Annual Meeting Schedule

At the first regular Board meeting of each academic year, the Board of Directors shall adopt an annual 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 year.

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

ARTICLE VIII. 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 C. 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 IX. ELECTIONS

SECTION A. General Provisions



A candidate shall appear on the ballot for no more than one (1) elected office during a single ASGC election cycle.

All successful candidates shall assume office no later than the day after commencement, unless a different date has been mutually agreed upon by the incumbent and incoming official and the Advisor has been notified.

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 Election Committee shall consist of four (4) students, one of whom shall serve as a non-voting Chairperson.
- The Committee shall be appointed by the Dean of Student Affairs or designee, who shall serve as a non-voting, ex officio member.
- One alternate shall be appointed to fill vacancies as they occur.
- Current or former ASGC members are ineligible to serve on the Election Committee.

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.

Any Election Committee member may be removed for cause by the Dean of Student Affairs or designee. Vacancies shall be filled by the appointed alternate. Additional appointments may be made if necessary.



The Election Committee shall convene no later than two (2) weeks prior to the first day of ballot casting. No Election Committee member may be a candidate while serving. Any member who becomes a candidate must resign immediately. Committee members and election officials shall not publicly campaign for any candidate.

SECTION C. 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 Preisident, candidates for President must:

- Have completed one (1) full semester at Grossmont College.
- Have completed a minimum of five (5) units at Grossmont College.
- Have served at least one (1) full semester as a member of the ASGC Board of Directors.

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

- The maximum term of service to the Board by any member shall not exceed three (3) 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 D. 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 Role

- 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 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 to all election deadlines. All deadlines are strictly enforced. Failure to meet any deadline results in revocation of eligibility.

SECTION F. 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 G. Ballots



- Ballots shall be prepared by Student Affairs.
- Candidate names shall appear in alphabetical order by last name.
- Titles shall not be used.
- Voting shall be conducted electronically.

SECTION H. Balloting Stations

- Stations shall be established and staffed by the Election Committee.
- Hours shall be determined by the Committee.
- Stations shall not exceed twenty (20) square feet.
- No campaigning within twenty-five (25) feet of stations.

SECTION I. 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 J. 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 X. ASGC FINANCIAL BYLAWS

SECTION A. FINANCIAL STATUS REPORTS 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.

1. It shall be the Bylaw of ASGC that the ~~VP of~~ 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.
2. All complete ~~and total~~ access to ASGC financial matters, reports, and statements, including all account balances will be given to any and all Board ~~of Directors~~ 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 AND DIRECTOR FEES 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.

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.

- (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.

1. 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 Chief Financial OfficerVice President of Finance of the ASGC at the rate of \$275 per month.
2. ~~Also and pay the ASGC Directors an honorarium of \$50 per semester if qualified.~~
3. ~~If qualified, a Director must have the following:~~
 - a. ~~attend one Governing Board meeting~~
 - b. ~~Have no standing absences.~~
 - c. ~~No disciplinary action forms.~~
4. 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, Chief Financial OfficerVice President of Finance – 8 hr/wk

5. ~~, and all Director positions – 6 hr/wk.~~
6. 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 Chief Financial OfficerVice President of Finance upon the completion of the following required hours:

- a. a. President – 10 hours/week.
- b. b. Vice President – 8 hours/week.
- c. ~~Chief Financial Officer~~c. Vice President of Finance – 8 hour/week.

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



8. In the case of a student being undocumented, any fees, owed to them for services to the

~~ASGC in the following position: the President, Vice President, Chief Financial Officer, Directors, and Board Members shall be awarded as a scholarship equal to the corresponding amounts.~~

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

SECTION C. KEYS TO ASGC FACILITIES/~~EXECUTIVE OFFICER~~ AND ~~KEY~~ DEPOSITS

~~#Office keys/keycards and access privileges shall be ~~the Bylaw of~~ issued consistent with District rules and ASGC operational needs.~~

~~The ASGC that the ASGC President, Vice President, and the Chief Financial Officer will Secretary shall have the opportunity to have keys to their respective offices, key card to the ASGC and keys to relevant ASGC office, fire door key, and clubs room key facilities.~~

1.

2. 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 D. BOARD INCENTIVE. DONATIONS AND FUNDRAISING

1. Any ASGC Board Member who meets the basic requirements shall receive, as an incentive for their participation and continued membership through the fall and/or spring semester(s). The amount received shall be determined based on the allocated funds set for the Board Incentive in the approved ASGC Budget. This incentive will be given only when the following criteria has been met and verified by the Office of the Advisor and the President of the ASGC.

2. The allocated funds set for the Board Incentive amount will be split in half for each semester. The semester amounts will be equally dispersed between all current members who qualify.

3. ASGC Board Members shall be eligible for the Incentive Program under the following system:

a. All student members must acquire a total semester GPA of 3.0 at Grossmont

College and be enrolled in and complete a minimum of six (6) units per semester.

b. The Board Member shall fulfill their obligation to the ASGC as prescribed and set forth by the ASGC Constitution and Bylaws. The President of the ASGC and

Advisor shall verify compliance with this section at the end of each semester.



- c. ~~Board Members that receive any written ASGC Disciplinary Action will not be eligible for the Incentive Program.~~
- d. ~~All Current Board Members seeking the Incentive Program will have to attend at least one (1) District Governing Board Meeting in a semester.~~

SECTION E. FUNDING REQUESTS

- 1. ~~All funding requests for amounts one hundred dollars (\$100) and over must be forwarded to the ASGC Board of Directors Meetings for consideration.~~
- 2. ~~All applications must have a detailed breakdown of requested funds and reviewed at ASGC Board of Director Meetings.~~
- 3. ~~All applications are required to be submitted to the ASGC Chief Financial Officer by the deadline date(s) set by the ASGC Chief Financial Officer, in consultation with the ASGC President. The application will then be taken up to the Board of Directors Meeting to be presented by the applicant.~~

SECTION F. CHARITABLE DONATIONS

- 1. ~~The ASGC Chief Financial Officer will schedule the ASGC Grant Cycles to be presented and discussed by the ASGC Board of Directors. If those submitting request(s) are unable to attend on the scheduled date, please contact ASGC Chief Financial Officer and be sent via email 24 hours in advance. All applications must be completed by the deadline date(s) established by the ASGC Chief Financial Officer.~~
- 2. ~~ASGC will not accept funding requests for 299 courses.~~
- 3. ~~Any remaining money that was awarded unused will return back to ASGC by the expended date set by the ASGC Chief Financial Officer yearly.~~
- 4. ~~ASGC Chief Financial Officer will inform in writing the requesting parties of approval or denial of funding within three (3) days of the ASGC Board's vote.~~

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 XXI. INTERCLUB COUNCIL

SECTION A. CLUB CHARTERING AND ICC MEETINGS

a. The ~~request for the chartering or re-chartering of any student club and/or organization on campus, shall~~ be approved or ~~not approved at denied by the discretion of the ASGC Board of Directors of the ASGC in accordance with ASGC Bylaws and applicable college policies.~~

b. Clubs shall be re-~~charted chartered~~ at the beginning of each Fall semester. The deadline for re-chartering shall be established by the ~~Office~~ of Student Affairs ~~and in coordination with the ASGC Vice President/ICC President Board of Directors.~~

~~Should a~~

c. ~~Any club or organization fail that fails to re-register charter for two or more (2) consecutive academic years consecutively, the club's shall have its financial account shall be frozen, and all any remaining account monies funds shall revert back to the ICC budget.~~

~~The ASGC will require all newly~~

d. ~~Each chartered and all re-chartered clubs and/club or organization on campus to select shall designate at least one member from the club and/or organization to (1) representative to attend the Inter Club Council (ICC) meetings which are required to. ICC meetings shall be held at least once a per month. Time and place of meetings of the Inter Club Council shall be at the discretion of the ASGC Vice President/ICC President of the ASGC.~~

SECTION B. TRANSITIONAL CHAIRING AUTHORITY

Until the adoption of an independent ICC Constitution and ICC Bylaws approved by the actively registered clubs and organizations, the Inter -Club Council (ICC) shall be chaired by the Executive Vice President or by a Temporary ICC Chair designated by the ASGC President in accordance with the ASGC Constitution.

The Temporary ICC Chair shall preside over ICC meetings are mandatory solely in a delegated capacity

and shall not be considered an Executive Vice President or exercise any authority of that office beyond ICC chairing duties.

SECTION C. AUTOMATIC SUBSTITUTION UPON RATIFICATION

Upon ratification of an ICC Constitution and ICC Bylaws by a majority of the actively registered clubs and organizations, the following language shall automatically take effect and replace Section B of this Article in its entirety, without further action of the ASGC Board of Directors:



"The Inter Club Council (ICC) shall be chaired by the ICC President, who shall be elected by the representatives of the actively registered clubs and organizations in accordance with the ICC Constitution and ICC Bylaws."

SECTION D. SELF-EXECUTING EFFECT

The substitution described in Section D shall occur immediately upon satisfaction of the ratification condition, and the provisions of Section C shall be deemed repealed and of no further force or effect.

SECTION E. Temporary ICC Chair

To ensure continuity, quorum, and effective operation of the Inter Club Council (ICC) during periods of transition, the Executive Vice President may designate a Temporary ICC Chair.

The Temporary ICC Chair shall:

- (a) Preside over and chair ICC meetings on behalf of the Executive Vice President;
- (b) Coordinate outreach to chartered clubs and organizations to improve attendance and quorum;
- (c) Serve as an ex officio, non-voting participant of the ASGC Board of Directors, unless otherwise authorized by the ASGC Constitution;
- (d) Exercise no authority of the Executive Vice President beyond ICC chairing duties.

The designation of a Temporary ICC Chair does not constitute the creation of a new constitutional office, nor does it transfer or duplicate the title of Executive Vice President.

This delegation shall be temporary, non-precedential, and shall automatically expire upon ratification of an independent ICC Constitution and ICC Bylaws or at the end of the academic term in which the designation is made, whichever occurs first.

SECTION F. ATTENDANCE AND ABSENCES

A club ~~or organization is~~shall be deemed absent if ~~their~~its representative is not present when the meeting is called to order. ~~If a club or organization is absent from one~~

- One (1) meeting, a letter will be sent to the Club President and Adviser citing notification of absence; simultaneously, an agenda item will be created for the next



immediate Inter-Club Council meeting allowing the club to state intent. At the next immediate gathering of the Inter-Club Council, any club or organization with a combined total of two (2) absences may have their charter temporarily suspended and may not be counted for quorum. A second letter will be sent: Written notice to the Club President and Adviser citing notification of Advisor.

- Two (2) absences: Temporary suspension; simultaneously, an agenda item will be created for the next immediate Inter-Club Council meeting allowing the club to state intent. At the next immediate gathering of the Inter-Club Council, any club or organization with a combined total of three of ICC privileges and exclusion from quorum counts.
- Three (3) absences may have their charter revoked, pending approval of: Charter revocation may be recommended to the ASGC Board of Directors.

SECTION B. CLUBS ROOM

The clubs room is available for use by chartered campus clubs. The ASGC requires club officers sign-up for clubs room use with the Advisor, ASGC President or Chief of Operational Officer. It shall be the Bylaw of the ASGC to offer the clubs room (when not in use by clubs) to other campus entities by reservation made through the Advisor, Chief of Operational Officer or President.

ARTICLE XXII. EVENTS

SECTION A. ON CAMPUS EVENTS

Bylaw Application:

This Bylaw 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.

Security Requirements:

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 the 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. Additional Any additional security force will shall be under the direction of DPS staff on duty. All clubs 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 will shall be made by the Vice President of Student Services or their designee.

Admittance Bylaw:

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

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

NumberThe number of attendees cannotmay not exceed the posted safety limit.

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

Grossmont College reserves the right to:

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

ARTICLE XII. 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



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Office Holder Signature

Date

President Signature

Advisor Signature



Associated Students of Grossmont College **Disciplinary Action Form**

Name _____

Student ID _____ Position _____

ASGC

Vice President _____ Date _____

ASGC

President _____ Date _____

ASGC

Advisor _____ Date _____

Bylaw Number: 1.06

Bylaw Title: ASGC Disciplinary Action Form

~~It shall be the Bylaw of the ASGC that an ASGC Executive or Board member may be written up on the ASGC Disciplinary Action Form for failing to comply with any of the following; Executive Orders, ASGC Constitution & Bylaws, Policies and Procedures set forth by the ASGC, GCCCD Student Code of Conduct or behaving in a manner that negatively affects ASGC. The ASGC Disciplinary Action Form must be signed by two out of the three following people: ASGC Vice President, ASGC President and/or the ASGC Advisor.~~

~~The consequences shall be as follows:~~

~~1st – Written warning. 2nd – Suspended from the ASGC Office for one week.~~

~~3rd – Automatic removal from ASGC Executive and/or Board member position.~~



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



ASGC Constitution excerpt:

ARTICLE VIII. BOARD DISCIPLINE, IMPEACHMENT & RECALL

SECTION A. Board Discipline

~~The Board may discipline an individual member of the Board for violation of the ASGC Constitution and Bylaws or District policy. The procedures for discipline may be found in the ASGC Bylaws.~~

SECTION B. Impeachment

~~The Board shall have the power to enact impeachment proceedings against any elected or appointed members of the ASGC with a two thirds (2/3) majority vote of the Board. The following actions shall be regarded as grounds for impeachment:~~

- ~~1. Failure to meet all qualifications, as dictated by the ASGC Constitution and Bylaws.~~
- ~~2. Failure and/or inability to perform duties as outlined in the ASGC Constitution and Bylaws.~~
- ~~3. Violation of the Oath of Office.~~

SECTION C. Recall

~~1. Any elected or appointed member may be the subject of a recall special election, and removed from office. This process requires a petition that has been signed by the number of signatures equal to the total amount of votes cast from the previous election plus one (1). The petitions must state specific charges and have signatures from currently enrolled students in Grossmont College and student identification numbers in order to be valid.~~

~~2. The following actions shall be regarded as grounds for a recall petition: a. Failure to meet all qualifications, as dictated by the Constitution. b. Failure and/or inability to perform duties as outlined in the ASGC Constitution and Bylaws. c. Violation of the oath of office.~~

~~3. The Advisor and the Chief of Operational Officer have the responsibility to verify and confirm the petitions and its charges. Only verifiable charges can be used as grounds to initiate a recall election. A recall election shall be organized by an election committee within thirty (30) instructional days. A majority of two thirds (2/3) votes cast in the affirmative shall be required to recall and remove any elected or appointed members.~~