



**The Associated  
Students of  
Grossmont College**  
(A Nonprofit Organization)

# **Bylaws**

**8800 Grossmont College Drive  
El Cajon, CA 92020**

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

Updated 3/1/18 - President: S. Delacruz, Vice President: D. Powell, Vice President Finance: A. Bianchi

Updated 4/12/18 - President: S. Delacruz, Vice President: D. Powell, Vice President Finance: A. Bianchi

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

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

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

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



## **BYLAWS OF THE ASSOCIATED STUDENTS OF GROSSMONT COLLEGE**

### **ARTICLE I. TITLE OF ORGANIZATION AND FRAMEWORK**

#### **SECTION A. Purpose**

These bylaws contain the operating procedures and rules of the ASGC. Their purpose shall be:

1. To serve as the procedures and regulations for all members of the ASGC.
2. They serve as the official interpretation of the *ASGC Constitution*.

### **ARTICLE II. MEMBERSHIP & ELIGIBILITY**

#### **SECTION A. Members**

##### President's Responsibilities

- a. Stay informed of national, state, regional and local legislation which may be of concern to students.
- b. Communicate college policies and mission to ASGC members.
- c. Work with the Board to establish, plan, and implement ASGC goals for each semester.
- d. Chair and determine the manner in which all Board meetings are conducted and ensure compliance with recognized parliamentary procedures.
- e. Attend, and be on time, for all regular and special meetings of the Board.
- f. Appoint membership to all ASGC committees, off-campus conference representatives, and student representatives on institutional committees.
- g. Oversee all ASGC committees in the absence of the designated chair.
- h. Chair the ASGC Constitution Review Committee.
- i. Meet with the ASGC Advisor at least once (1) a week.
- j. Meet with the following once (1) a month: Executive Board, ASGC Directors, Student Trustee, and Grossmont College President.
- k. Meet with the GCCCD Chancellor as necessary.
- l. Collaborate with Academic and Classified Senate leadership as necessary.
- m. Serve as an authorized signer on ASGC financial accounts.
- n. Delegate any other responsibilities to Executive Officers, Directors, Board of Directors, Volunteers and ASGC Ambassadors.
- o. In conjunction with the ASGC Executive Vice President, facilitate the smooth transition of outgoing and incoming officers, including expectations, goals and duties.
- p. Board Discipline in coordination with the Director of Student Legislation.



- q. Presidential Veto: Exercise veto authority over substantive Board actions as provided in these Bylaws.
- r. The President must work a minimum of ten (10) hours a week on behalf of the Associated Students of Grossmont College.

#### Executive Vice-President's Responsibilities

- 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 (ICC) and serve as the ICC President.
- 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, facilitate office orientation and required trainings for new members.
- i. Serve as a liaison between all registered student organizations and the Board.
- j. Serve as a member of at least one (1) standing participatory governance committee.
- k. Meet with Advisor, ASGC President and Executive Board at least once (1) a month.
- l. The Executive Vice President must work a minimum of eight (8) 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.

#### Vice-President of Finance's Responsibilities

- a. Provide general supervision of all ASGC fiscal matters in cooperation with the Advisor.
- b. Attend, and be on time for all regular and special meetings of the Board.
- c. Provide liaison between the ASGC and all entities relative to fiscal matters.
- 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 Finance Committee if formed.
- g. Oversee the ASGC grant process.
- h. Present an annual proposed budget for the next fiscal year by April 15<sup>th</sup> of the current term.
- i. Meet with Advisor, 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 Vice President Finance 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, an agenda for all regular 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 Board meetings by the next Board meeting.
- 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.
- 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 Executive Vice President, facilitate office orientation and required trainings for new members.
- i. Meet with the ASGC President at least once (1) a month.
- j. Serve as a member of at least one (1) standing participatory governance 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 ASGC Office, and up to two (2) hours to serve weekly hours on a standing participatory governance committee.

#### Director of Student Legislation's Responsibilities

- a. Research national, state, regional, and local legislation which may be of concern to students and educate students regarding said matters, including providing presentations and documentation.
- b. Research national, state, regional, and local programs, initiatives, and organizations that may be of benefits to students and educate students regarding said matters, including providing presentations and documentation.
- c. Chair the Legislation and Governance Committee if formed.
- d. Attend, and be on time, for all regular and special meetings of the Board.
- e. Develop and implement a student advocacy plan for the academic year.
- f. Serve as a regional, state and/or national representative for Grossmont College.
- g. Serve as Parliamentarian to all meetings of the Student Board.
- h. Provide instruction on parliamentary procedure.
- i. Meet with the ASGC President at least once (1) a month.



- j. Serve as a member of at least one (1) standing participatory governance committee.
- k. Board Discipline in coordination with the ASGC President.
- l. Maintain and develop the Benefits Sticker benefits.
- m. Serve a minimum of six (6) hours per week on behalf of the Associated Students of Grossmont College.

#### 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 if formed.
- 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.

#### 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. Supervise and maintain the ASGC poster making supplies and room.
- h. Chair the Publicity Committee if formed.
- i. Meet with the ASGC President at least once (1) a month.
- j. Serve as a member of at least one (1) standing participatory governance committee.
- k. Oversee ASGC Mascot.
- l. Serve a minimum of six (6) hours per week on behalf of the Associated Students of Grossmont College.

#### Board Member's Responsibilities

- a. The Board shall not exceed a ratio of one (1) Board Member per every one-thousand (1,000) students enrolled by the first census date of each fall semester and one (1) additional member of any remaining number of students over five-hundred (500).
- b. Stay informed of national, state, regional and local matters 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. Serve as a member of at least two (2) standing participatory governance committees.
- i. Serve a minimum of six (6) hours per week on behalf of the Associated Students of Grossmont College.

#### ASGC Volunteer's / Ambassador's Responsibilities

- a. Serve at least (3) hours a week in the ASGC office.
- b. Help out with Benefits Sticker items.
- c. Assist Board Members and Directors when needed.
- d. Help keep the office clean and answer the phone when needed.
- e. Complete the ASGC Volunteer training.
- f. If appointed as an Ambassador, attend committees appointed to by the ASGC President and ASGC Advisor as a proxy or representative when needed, and deliver a report.

#### **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:
    - Director of Student Legislation
    - Director of Campus Activities
    - Director of Board Affairs
    - Director of Publicity
2. All desk holders will be required to sign a desk contract. The desk contract can be found in the Attached Documents section at the end of these Bylaws.
3. Offices will be assigned to the following personnel:
  - i. President
  - ii. Executive Vice President
  - iii. Vice President of Finance
4. All office holders will be required to sign an office contract. This contract can be found in the Attached Documents section at the end of these 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 the 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 (3) 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. 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.
4. 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 automatic resignation.
5. Unexcused absences accumulated in a single semester will result in the following escalating consequences:



- a. One (1) Unexcused Absence: The Executive Vice President shall first issue a warning letter to the office.
  - b. Two (2) Unexcused Absence; The Executive Vice President shall s=issue a second warning letter directing the officer to appear before the Board to provide an explanation for the unexcused absences.
    - I. The Board shall determine whether the reasons for the absences are acceptable. If valid, the Board will give advice and support to help the office attend meetings and activities.
    - II. If the Board determines the reasons are not valid, the Board shall recommend a course of action, up to and including a vote for Impeachment
    - III. Failure to appear at a mutually agreed time and place to explain the absences shall result in an automatic vote for impeachment, unless an accepted reason is given in advance.
  - c. Three (3) Unexcused Absences: Accumulating three (3) unexcused absences in a single semester shall result in an automatic vote for impeachment.
6. If the board is struggling to reach quorum due to consistent absences by the Board, the Executive Board and the Advisor/Dean of Student Affairs may meet and decide to either issue warning or vote out members to ensure the ASGC can continue to operate.

## **SECTION F. TERMS OF SERVICE**

### Comprehensive Office Training:

A training shall be scheduled between the ASGC Executive Vice President, ASGC Board Members, and Executives for proper office training. The training shall be scheduled within the first three weeks of being seated to the board. If a training is not scheduled within the above stated time, one (1) unexcused absence will be given. Exclusions apply to newly elected positions for the start of the Fall semester.

### 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, and Director of Publicity 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.



### Committees:

Each Board Member and Executive Officer shall serve on 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 to a committee that will accommodate the 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.

### 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 (AD HOC / OPTIONAL STATUS)**

The ASGC rejects the committee-centered governance model and returns all deliberative and decision-making power to the General Board Meetings.

1. The Board may establish optional, ad hoc committees to assist Directors with their realms of responsibility (e.g., Legislation & Governance, Finance, Campus Activities, Communications & Outreach).
2. These committees are entirely optional and temporary. Directors may choose to form them if extra work is needed in those specific realms.
3. If formed, committees operate purely in an advisory and research capacity. All final action, deliberation, and voting shall take place at General Board Meetings.

## **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.

### **ARTICLE III. THE BOARD OF DIRECTORS**

#### **SECTION A. APPOINTMENTS**

1. Individuals will be appointed by the Board for any open officer position, with the exception of the President.
  - a. As vacancies arise, the President will advertise the vacancy to campus and allow at least five (days) for interested parties to complete an application to join the Board, if not already seated on the Board.
  - 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.
2. Vacancies of the office of the President shall be filled according to the ASGC Constitution (Article IV, Section 1)

#### **SECTION B. PRESIDENTIAL VETO**

1. The President shall have the authority to veto substantive actions of the Board of Directors, including but not limited to the adoption of resolutions, approval of budget items, appropriations, and formal policy directives.
2. A presidential veto shall be exercised in writing, signed and dated by the President, and submitted to the Executive Vice President, Director of Board Affairs, and Advisor.
3. 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.
4. Upon a valid veto, the vetoed action shall be suspended and shall not take effect unless overridden.



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

### **SECTION C. 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. Participation is voluntary.

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 to the board seventy-two (72) hours prior to the next regular meeting and twenty-four (24) hours prior to special meetings.

Draft minutes of all meetings shall be available prior to the next board meeting.

## **ARTICLE IV. SEATING SUCCESSION AND RESIGNATIONS**

### **SECTION A. VACANCIES/ SEATING**

1. The Executive Vice President shall assume office and stay in office if the office of the President is vacant for any reason. If the Executive Vice President 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 Executive Vice President position.
2. Upon conclusion of the special election, the Executive Vice President may resume their position.

### **SECTION B. SUCCESSIONS**

1. Successions for the position of President will be as follow:
  - a. Executive Vice President
  - b. Vice President Finance
  - c. Director of Campus Activities
  - d. Director of Student Legislation
  - e. Director of Publicity
  - f. Director of Board Affairs



- g. Board of Directors

### **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:
  - a. at a public board meeting where minutes are being recorded,
  - b. via email
  - c. via a signed statement
2. All resignations are effective immediately.
3. All resignations shall be announced at the following ASGC Board meeting.
4. Such resignation shall not relieve the individual 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 two (2) positions including one (1) Executive or Director position, and one (1) Board Member position on the ballot for one election period.
2. The ASGC Board of Directors shall determine the overall timeline and dates of the elections. The Office of Student Affairs shall assist the Board in hosting, administering, and facilitating the elections.
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. An Election Committee shall be established to oversee election integrity, enforce election regulations, and impose penalties on violators.
2. Total Separation Clause: To ensure complete impartiality, the Election Committee shall remain completely separate from the ASGC. Current or past ASGC members, and any candidates for election, are strictly prohibited from serving on the Election Committee.
3. The Committee shall be composed of student workers or impartial students appointed by the Dean of Student Affairs or designee. The ASGC Advisor shall serve as the final compliance authority for the committee.
4. All election signs, handbills, and badges shall be subject to approval by the Election Committee. Unapproved materials may be removed and held at the Student Affairs Office.



## **SECTION C. CANDIDATE ELIGIBILITY**

1. Applicants must submit a complete candidate application to the office of Student Affairs by the specified deadline. The office of Student Affairs shall process all applications to verify candidate criteria.
2. Educational Code Compliance: Eligibility to run for or be appointed to ASGC Offices must comply with all provisions of the California Education Code and GCCCD Board Policies. California residency is strictly prohibited from being used as a requirement or barrier to hold ASGC office.

## **SECTION D. CANDIDATE FOR STUDENT TRUSTEE**

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.
2. Any candidate for Student Trustee shall meet all requirements set forth by the California Education Code and GCCCD Board Policies.

## **SECTION E. ALL CANDIDATES**

1. Students wishing their names to be placed on the ballot must file a complete petition, including a personal statement, to the Student Affairs Office by the posted deadline.
2. 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.
3. All candidates will be required to be present at a mandatory special candidates meeting called by Student Affairs.

## **SECTION F. PUBLICITY**

1. There will be allowed one full week of campaigning preceding each election.
2. Candidates must follow Grossmont College posting guidelines. Campaigning which creates interference with classes or endangers people on campus is illegal.
3. Painting or chalking of sidewalks and campus structures is forbidden.
4. No campaigning within the ASGC offices. Tampering with authorized campaign literature is prohibited and may result in disqualification.

## **SECTION G. BALLOT & BALLOT ACCESS**

1. The Dean of Student Affairs or designee will prepare ballots with candidates' names appearing in last name alphabetical order, excluding the use of titles.
2. Voting shall be conducted electronically in accordance with applicable District and college policies.
3. Modernized Ballot Access: In order to promote voter participation and accessibility, Student Affairs and the Election Committee shall seek to provide



a baseline level of ballot access throughout the campus. This may include the placement of manned or unmanned ballot access points utilizing QR codes directing students to the official electronic ballot.

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

## **SECTION H. BALLOTING STATION(S)**

1. Balloting stations and access points shall be established by the Elections Committee and/or Student Affairs.
2. Balloting stations shall not exceed twenty (20) square feet.
3. On the days of the election no campaigning shall be allowed within twenty-five (25) feet of any designated balloting station or ballot access point.

## **SECTION I. TABULATION**

1. Tabulation of votes shall take place within 48 hours after the closing of the balloting station(s).
2. Official notice of the tabulations shall be posted in the Student Affairs office, the ASGC office and the Student Center.
3. A person shall be elected if they receive a plurality of 2 or more bona fide votes cast for that office.
4. In the event of a tie election for an executive position, there shall be a runoff election within two weeks. 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.

## **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 evidence of an infraction, a hearing shall be called within 24 hours. Due process shall be afforded. Penalties may include ordering the candidate to cease all campaigning or eliminating a candidate from the election.
3. Appeals must be submitted within 24 hours after tabulations are first posted.

# **ARTICLE VI. BOARD DISCIPLINE, IMPEACHMENT & RECALL**

## **SECTION A. 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 22 of the ASGC Bylaws.

2. The consequences shall be as follows:
  - a. 1st – Written warning
  - b. 2nd – Suspended from the ASGC Office for one week
  - c. 3rd – Automatic removal from ASGC Executive, Board Member, Director, Volunteer or ASGC Ambassador.

## **SECTION B. IMPEACHMENT**

1. The procedures for impeachment 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 25 of the ASGC Bylaws.

## **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 25 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. The ASGC/Grossmont mascot shall be able to go anywhere within campus proximity 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. ASGC FINANCIAL BYLAWS**

### **SECTION A. FINANCIAL STATUS REPORTS**

1. It shall be the Bylaw of ASGC that the VP of Finance 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 and Executive Officers.

### **SECTION B. EXECUTIVE FEES**

1. It shall be the Bylaw of the ASGC to pay an Executive fee to the ASGC Officers dependent upon the completion of their required hours and duties.
2. The monthly stipend rates shall be established as follows:
  - a. President: \$400 per month (Requirement: 10 hours/week)
  - b. Executive Vice President: \$300 per month (Requirement: 8 hours/week)
  - c. Vice President of Finance: \$300 per month (Requirement: 8 hours/week)

1.

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

1. It shall be the Bylaw of ASGC that the ASGC President, Executive Vice President and the Vice President Finance will have the opportunity to have keys to their respective offices, key card to the ASGC office, fire door key, and club room key.
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. 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.

## **SECTION E. CHARITABLE DONATIONS**

1. The ASGC Vice President Finance will schedule the ASGC Grant Cycles to be presented and discussed by the ASGC Board of Directors. All applications must be completed by the deadline date(s) established by the ASGC Vice President Finance.
2. ASGC will not accept funding requests for 299 courses. Any remaining money that was awarded unused will return back to ASGC.

## **ARTICLE IX. INTERCLUB COUNCIL**

### **SECTION A. CLUB CHARTERING AND ICC MEETINGS**

1. The request for the chartering or re-chartering of any club and organization on campus, be approved or not approved at the discretion of the Board of Directors of the ASGC.
2. Clubs shall be re-charted at the beginning of each Fall semester. The deadline for re-chartering shall be established by the office of Student Affairs and the ASGC Executive Vice President/ICC President. Should a club or organization fail to re-register for two or more years consecutively, the club's financial account shall be frozen and all remaining account monies shall revert back to the ICC budget.
3. The ASGC will require all newly chartered and all re-chartered clubs and/or organizations on campus to select at least one member from the club and/or organization to attend the Inter-Club Council (ICC) meetings which are required to be held at least once a month.
4. The ASGC Executive Vice President shall serve as the ICC President and shall set the time and place of meetings of the Inter-Club Council.
5. Inter-Club Council meetings are mandatory. A club or organization is deemed absent if their representative is not present when the meeting is called to order. If a club or organization is absent from one (1) meeting, a letter will be sent to the Club President and Adviser. If a club is absent for two (2) meetings, their charter may be temporarily suspended. Three (3) absences may result in charter revocation, pending approval of 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 Executive Vice President. 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, Executive Vice President or President.



## ARTICLE X. EVENTS

### SECTION A. ON CAMPUS EVENTS

#### Bylaw Application:

This Bylaw 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 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 Chief of DPS clubs/organizations may provide additional security. Additional security forces will be under the direction of DPS staff on duty. All clubs/organization events must conclude no later than 1:00 a.m.

General exceptions to this Bylaw may be granted by the Administrative Advisor or Vice President of Student Services. Exceptions regarding timing of events will 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:

**A.** A maximum of four (4) guests who must be over the age of 18 per Grossmont College or Cuyamaca College attendees with a legal form of photo identification displaying date of birth.

**B.** Behavior in accordance with the Grossmont College Code of Conduct.

Number of attendees cannot exceed the posted safety limit.

Clubs/organizations will be held fully responsible for the actions of attendees. Grossmont College reserves the right to:



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

**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 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

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Mascot

Date

---

ASGC President

Date



## ASGC Office Desk Contract

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

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

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

\_\_\_\_\_  
Desk Holder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Advisor Signature



## ASGC Office Contract

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

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\_\_\_\_\_  
Office Holder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Advisor Signature



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

Name \_\_\_\_\_

Student \_\_\_\_\_

ID \_\_\_\_\_ Position \_\_\_\_\_

Infraction	
Date	Time
Location	
Description	
Disciplinary Action Taken	

ASGC  
 Executive  
 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 Executive Vice President, ASGC President and/or the ASGC Advisor.

The consequences shall be as follows:

**1<sup>st</sup>** – Written warning.

**2<sup>nd</sup>** – Suspended from the ASGC Office for one week.



3<sup>rd</sup>– 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.

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#### **POSTING TERM DEFINITIONS**

A “flyer” is material with a size of 8½ x 11 or smaller. A “poster” is material larger than the size 8 1/2 x 11, but not more than 3 feet by 5 feet.

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#### **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.

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#### **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 them 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.

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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 number 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 Executive Vice President 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.