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**BYLAWS OF THE ASSOCIATED STUDENT GOVERNMENT OF MIRACOSTA COLLEGE**

**ARTICLE I: Framework**

**SECTION A: Purpose**
These By-Laws contain the operating procedures and rules of the ASG. Their purpose shall be:
1. To serve as the procedures and regulations for all members of the ASG.
2. To serve as the official interpretation of the **ASG Constitution**.

**ARTICLE II: The Senate**

**SECTION A: Specific Duties**

1. **President:**
   a. **Duties:**
      i. Help to establish overall objectives and plans of the ASG; initiate and participate in overall program planning.
         1) Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of ASG goals.
      ii. Prepare, in collaboration with ASG members, an agenda for the Senate meeting.
      iii. Fill vacant ASG Standing Committees.
      iv. Communicate college policies and mission to ASG members.
      v. Recommend for the consideration of the ASG such actions as felt necessary, and may convene special meetings of the ASG when deemed necessary.
      vi. Meet with the Student Trustee at least once (1) a month.
      vii. Meet with the ASG Advisor at least once (1) a week.
      viii. Meet with the MCC President as necessary.
      ix. Fill vacant Shared Governance and MCC Ad-Hoc committees.
      x. Regularly attend or ensure adequate representation to the MCC Governance Organization Committee, Budget & Planning Committee, and Steering Committee.
      xi. Stay informed with state, region, and local legislation which may be of concern to students.
      xii. In conjunction with the Executive Vice President, meet with the out-going and in-coming officers to discuss expectations and goals and review the previous term of office to facilitate a smooth transition.

2. **Executive Vice-President:**
   a. **Duties:**
      i. **Uphold and implement Article IV. of the ASG Bylaws.**
      ii. **Review, update, and provide the Senate budget reports at least once (1) a month.**
      iii. **Provide financial assistance and direction to the individual officers, the Senate and ASG committees.**
      iv. **Prepare purchase requisitions as necessary.**
      v. **Maintain full and accurate accounts of all receipts and disbursements.**
vi. Identify any additional financial risks facing the organization and recommend appropriate action.

vii. Present an annual proposed budget for the next fiscal year by April 15th of the current term.

viii.-ix. Meet with the President and Advisor at least once (1) a month.

ix.-x. In conjunction with the President meet with the out-going and incoming officers to discuss expectations and goals and review the previous term of office to facilitate a smooth transition.

x.-xi. Serve as a liaison and regularly attend or ensure representation at MCC Academic Senate meetings.

3. Vice President of Finance
   a. Duties:
      i. Uphold and implement Article IV. of the ASG Bylaws.
      ii. Review, update, and provide the Senate budget reports at least once (1) a month.
      iii. Provide financial assistance and direction to the individual officers, the Senate and ASG committees.
      iv. Prepare purchase requisitions as necessary.
      v. Maintain full and accurate accounts of all receipts and disbursements.
      vi. Identify any additional financial risks facing the organization and recommend appropriate action.
      vii. Present an annual proposed budget for the next fiscal year by April 15th of the current term.
      viii. Meet with the President and Advisor at least once (1) a month.

4. Vice President of Legislative Affairs
   a. Duties:
      i. Research federal, state and local legislative issues and educate students regarding said issues.
      ii. Develop and implement a student advocacy plan for the academic year.
      iii. Coordinate advocacy efforts on behalf of student interests. Efforts include; forums, letter writing and email campaigns, in-person lobbying, rallies, etc.
      iv. Meet with the ASG President at least once (1) a month.
      v. Inform the ASG of any local, state or federal legislation and Board of Trustees actions which may be of concern to students.
      vi. Ensure that the Senate understands the issues being advocated by the ASG, and provide all necessary documentation and presentations to that end.
      vii. Attend and participate in professional advocacy conferences, workshops, as well as local, state, regional and national activities on behalf of the ASG.
      viii. Regularly attend or ensure adequate representation at all of Statewide Student Senate of California Community Colleges (SSSCC) Region X meetings and functions.
      ix. Serve as the voting delegate at all of the SSSCCC Region X meetings and functions.
      x. Provide written status report after the General Assembly regarding all actions taken and resolutions voted on at the General Assembly to the Senate.
xi. In the event that the Vice President of Legislative Affairs is unable to be present at a General Assembly, there will be an alternate selected and approved by the Senate by a simple majority.

xii. Stay abreast of the SSCCC issues, resolutions, & activities.

xiii. Present monthly reports to the Senate that reflects statewide issues, in addition to local and regional issues, and any actions that occurred over the month.

5. Vice President of San Elijo (SEC):
   a. Duties:
      i. Prepare the agenda and Chair SEC meetings.
      ii. Maintain attendance records of SEC meetings and provide such records to the Executive Vice President.
      iii. Assist the President in identifying and recruiting students to fill vacant ASG positions at SEC.
      iv. Fulfill all tasks and responsibilities related as the vice-chair of the Inter Club Council as stated in Article III. Sec. C.1.b.

6. Vice President of the Community Learning Center:
   a. Duties:
      i. Prepare the agenda and Chair CLC meetings.
      ii. Maintain attendance records of CLC meetings and provide such records to the Executive Vice President.
      iii. Provide a social outlet for both day and evening students at the CLC at least once (1) per month.
      iv. Advertise all ASG CLC events.
      v. Assist the President in identifying and recruiting students to fill vacant ASG positions at the CLC.

7. Vice President of Programming – Oceanside:
   a. Duties
      i. Provide a social outlet for both day and evening students on the Oceanside Campus free of charge at least twice (2) per month.
      ii. Provide college wide volunteer projects at least once (1) per fall and spring semester.
      iii. Advertise all ASG Oceanside Campus events.

8. Vice President of Programming – San Elijo:
   a. Duties
      i. Provide a social outlet for both day and evening students on the San Elijo Campus free of charge at least twice (2) per month.
      ii. Provide campus wide volunteer projects at least once (1) per fall and spring semester.
      iii. Advertise all ASG San Elijo Campus events.

9. Vice President of Public Relations:
   a. Duties:
      i. Create, evaluate and update the ASG Marketing Plan as needed.
      ii. Market and promote all ASG programs and services.
      iii. Assist ASG members with the publicity and promotion of ASG sponsored activities through the use of flyers, posters, banners, marquee, etc.
      iv. Maintain and update ASG brochures and flyers.
      v. Maintain and update the ASG website.
vi. Post ASG flyers on campus bulletin boards and distribute brochures to MCC departments.

vii. Oversee the preparation and distribution of press releases and on-air promotions.

viii. Photograph activities and events sponsored by ASG and integrate into appropriate publicity mechanisms.

ix. Participate and coordinate outreach and recruitment activities.

x. Meet with the MCC Public Information Officer as needed.

xi. Maintain a list of local newspapers, television and radio stations for use in publicizing activities of ASG.

xii. Act as the communications link between campus and community media (ex. The Chariot, The MiraCostan) and social networks to promote ASG and its sponsored events.

xiii. Maintain contacts within and outside the MCC community, especially with non-profit organizations.

10. Chair of the Inter-Club Council
   a. Duties are delineated in the Article III. of the ASGMCC Bylaws

11. Senators
   a. Assist with at least three (3) ASG events per semester.
   b. Serve as a member of either a standing, ad hoc or shared governance committee.

SECTION B: Committees

1. Public Relations Committee: the purpose of the committee is to support all events of ASG and improve communication between the students, community, faculty and ASG.
   a. The Public Relations Board shall have up to four (4) Senators.
   b. Responsibilities:
      i. Advertise events happening on the Oceanside Campus, San Elijo Campus, and the Community Learning Center. This shall be done by working with the chairs of all ASG standing committees, on a regular basis.
      ii. Write a press release for all major events and send it through the proper channels at least four (4) weeks in advance.
      iii. Create an ASG newsletter or article submitted to the Chariot, at least once per month that includes, but is not limited to, Student Senate business and the happenings of the ASG’s standing committees.
      iv. Create an ASG brochure at least once per semester to be used as a recruitment tool and to provide general information.
      v. Update the ASG website at least once (1) per week.
      vi. Promote ASG Elections and the Outstanding Faculty and Classified Staff Awards.

SECTION C: Appointments

1. Any open officer position, with the exception of the Student Trustee and Chair of the ICC, may be filled by appointment at the Executive Council’s discretion.
   a. The President will identify an application committee to be comprised of one (1) executive officer and no more than two (2) other ASG officers, as
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vacancies arise. The chair of the application committee will be designated by the President.

b. Completed applications will be submitted to the ASG Advisor for verification of eligibility and forwarded to the chair of the interview committee.

c. The chair of the application committee will arrange interviews with officer applicants no later than ten (10) working days after the application deadline and will respond to student-at-large applicants no later than ten (10) working days upon receipt of the application.

d. The application committee will interview officer candidates and select a candidate to recommend to the Executive Council for appointment.

e. Applications will be returned to the ASG Advisor for security purposes.

2. The chair of the Inter-Club Council shall be elected to office according to Article III. of the ASG Bylaws, and shall be recognized as an executive officer of ASG.

3. The senators of the Inter-Club Council shall be elected to office according to Article III. of the ASG Bylaws.

SECTION D: Ex-Officio Members

1. ASG/ICC Secretary: shall be a paid student employee of MCCCD and shall be selected by the Student Activities Office.
   a. Duties and Responsibilities:
      i. Record and provide weekly minutes of all ASG Senate and ICC meetings.
      ii. Keep agendas and minutes updated on website.
      iii. Collect monthly reports from all ASG members and representatives.
      iv. Develop and provide an attendance report of all ASG/ICC members and representatives to the Senate/ICC once a month.
      v. Maintain an active roster of all ASG/ICC officers.
   a. The ASG/ICC Secretary shall not have voting rights in ASG or ICC meetings.

SECTION D: Attendance

1. Senate officers shall attend, and be on time, for all regular and special meetings of the Student Senate and be subject to disciplinary action upon the accumulation - or the equivalency of - three unexcused absences during a fall or spring semester.

2. The ASG executive officers shall attend all Executive Council meetings, Senate meetings, special meetings, specified standing committee meetings, and office hours.

3. Officers of the Senate shall attend all regular and special meetings of the Senate, all regular meetings of their respective standing committees, and posted office hours.

4. 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 Executive Vice President 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.
5. Upon two (2) unexcused absences, the Executive Vice President shall issue a warning letter to the officer.

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 Executive Council to provide an explanation for the excessive absences. The Executive Council shall determine whether the reasons for the absences are acceptable or unacceptable. The Executive Council will then do the following:
   a. If the Executive Council believes the reasons are valid, the Executive Council will give advice to the officer to help him/her make meetings and activities.
   b. If the Executive Council determines the reasons are not valid, the Executive Council shall forward the matter to the full Senate and recommend a course of action.

7. Upon four (4) 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 Senate and will be given an opportunity to explain his/her unexcused absences.
   b. After the officer has had an opportunity to make a presentation to the Senate, the Senate shall vote to determine if the officer shall be impeached.
   c. Failure to appear at the mutually agreed time and place shall result in an automatic vote for impeachment unless an acceptable reason is given in advance.

8. Five (5) unexcused absences accumulated in a single semester shall result in an automatic vote for impeachment.

9. If an officer receives an unexcused absence that he/she feels is unwarranted, he/she may exercise the option to appear before the Executive Council to explain the reason for the absence. The Executive Council shall decide whether the absence will remain unexcused or if it will be altered to an excused absence.

Section E: Senate Discipline

1. If a Senate officer fails to perform his/her duties, a Probation Resolution may be approved and must contain the following elements: the charge, the expected behavioral change, the duration of the probation, the manner of assessing compliance, and the consequences.
   a. The charge must be within the scope of the ASG’s authority as outlined in this Constitution.
   b. The expected behavioral change must be within the scope of the ASG’s authority as outlined in this Constitution.
   c. The duration of the probation shall be no less than thirty (30) days.
   d. The manner of assessing compliance will be by debate in closed session and, after all members have been given adequate time to present their views, a simple vote will be cast.
      i. The question before the Senate will be as follows: “Has the Student Senate member complied with the terms of the Probation Resolution?”
      ii. A majority vote in the affirmative will end the probation, and the charge will be cleared.
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iii. A majority vote in the negative will cause the Senate member in question to receive consequences including but not limited to removing his/her stipend or impeachment.

ARTICLE III: Inter-Club Council (ICC)

Section A: Club Recognition
The ASG shall be the authorizing body for granting or denying official recognition status to clubs, and shall consult with the ICC prior to vote for recognition as needed.

1. In order to be granted recognition as an official student organization, a group must submit to the Student Activities Office a club recognition form with the following:
   a. A draft constitution.
   b. An identified campus.
   c. A membership list of currently enrolled students including names, phone number of elected officers
   d. An ICC representative to attend ICC meetings
   e. A minimum of ten (10) active members. Club members must be enrolled MiraCosta College students.
   f. Clubs with the same name and purpose, claiming separate home campuses, may not appoint the same officers and the same active members.
   g. The name of a full-time faculty or staff member who has agreed to serve as the advisor-of-record to the group and who will attend group meetings and functions.

2. The ICC Chair will recommend all newly recognized clubs to the ASG for final approval.

3. Clubs must apply for official recognition by the ASG and ICC once per academic year (Fall or Spring, whichever occurs first).

Section B: Club Representatives

1. All recognized clubs are required to have one representative at each bi-monthly meeting.

2. Club representatives must be currently enrolled at MCC and be free of all academic and disciplinary restrictions.

3. Club representation may be provided by any member of a recognized club including a club officer.

4. The term of office for any club representative shall begin the date he/she is officially appointed by his/her respective club, and shall end at the conclusion of the academic year.

5. Duties and responsibilities of club representatives shall include the following:
   a. Diligently attend all full-council meetings. In the event a club representative cannot attend a meeting, they shall notify the Chair requesting an excused absence, and send another member of their club to serve in their place for the duration of the meeting.
   b. Serve as official liaison between their respective clubs and the ICC, and reporting their club’s activities and upcoming events to the ICC.
   c. Disseminate information from the ICC to their respective clubs.
   d. Vote on all matters raised within the ICC, on behalf of, and in the best interest of, their respective clubs.
      i. Each club shall have a single vote within the ICC.
Section C: Leadership Council

1. The purpose of the Leadership Council shall be to effectively coordinate and execute all decisions made by the ICC and its committees.
2. The Leadership Council shall be comprised of all elected and appointed officers of the ICC.
   a. Chair: The presiding officer of the ICC and highest authority.
      i. Duties and responsibilities:
         1) Represent the ICC in Senate meetings.
         2) Preside over ICC Leadership and Full Council meetings.
         3) Facilitate the drafting and posting of the Leadership and Full Council agendas in accordance with the Brown Act.
         4) Vote on ICC matters that result in a tie.
   a. Vice-Chair: The ASG Vice-President of the San Elijo Campus.
      i. Duties and responsibilities:
         1) Maintain order in the assembly and provide assistance to the Chair during meetings.
         2) Shall, in the temporary absence of the Chair, assume all the responsibilities and powers of the Chair’s office.
   a. Treasurer: Shall be an ICC Senator assigned to this role.
      i. Duties and responsibilities:
         1) Serve as the principal financial officer of the ICC.
         2) Review, update, and provide the ICC budget reports at least once (1) a month.
         3) Provide financial assistance and direction to the individual officers, the ICC and its committees.
         4) Disburse allocations and seed money to clubs.
         5) Prepare purchase requisitions as necessary.
         6) Maintain full and accurate accounts of all receipts and disbursements.
         7) Identify any additional financial risks facing the ICC and recommend appropriate action.
         8) Present an annual proposed budget for the next fiscal year by April 15th of the current term.
         9) Meet with the Chair and Advisor at least once (1) a month.
   b. Senators: Serve as representatives of the ICC to the Senate.
      i. Duties and responsibilities:
         1) As assigned by the Chair.

1. Officers shall have the following responsibilities in addition to those pertaining to their specific positions:
   a. Provide reports at all Leadership and Full Council meetings.
   b. Record and maintain minutes of any standing or ad hoc committees which they chair.
   c. Know and uphold all proper operational procedures and regulations pertaining to club and ICC activity as outlined in Article III of the ASG Bylaws and MCCCD Policies and Administrative Procedures.
2. Leadership Council officers shall hold no other position within the ICC.
3. The Chair shall be elected by the last ICC meeting of the previous academic year and in accordance with Article III.E. of the ASG Bylaws.
4. In the absence of the Chair, the ICC shall abide by the following order of succession: the Vice-Chair, Treasurer, and Senators by seniority.

Section D: Committees
Standing Committees shall be formed for specific purposes in order to best represent the interests of the student body.

a. Standing committees shall consist of at least three (3) members, including an ICC officer as the chair and two other members (club representative and/or ICC officer).

b. Standing committees shall be active as long as deemed necessary, but no less than the fall and spring semesters.

c. Standing committees shall be formed or disbanded by a majority vote of the ICC.

d. The chair of a standing committee will determine the final meeting dates and times of his/her respective committee.

2. Ad Hoc Committees may be formed when necessary to perform the majority of ICC business, as well as for activity planning and coordination.

a. Ad hoc committees shall be formed by a majority vote of the ICC.

b. Ad hoc committees shall consist of at least three (3) members, including an ICC officer as the chair and two other members (club representative and/or ICC officer).

c. Ad hoc committees shall be formed with a specific purpose or task in mind and will be temporary in nature.

d. Ad hoc committees will be given tasks within, but not limited to, the areas of programming, activities, the Constitution and Bylaws.

e. Ad hoc committees shall provide a report to the ICC after carrying out committee work.

Section E: Elections

1. Qualified individuals may be nominated or self-nominated for an elected position.

2. Nominees must submit an application to the ICC advisor for verification of compliance with the position’s minimum qualifications prior to the scheduled election.

3. General and special elections shall be held at regular meetings of the ICC.

4. At least two weeks’ notice will be provided to ICC members of an upcoming election.

5. Votes shall be cast by secret ballot.

6. If an officer is unable to fulfill a term of office, a special election will be held to fill the vacancy.

7. Any eligible member, including those already holding office, may be nominated for the vacated position(s).

8. If no applications are received to fill a vacancy, the Executive Council of the Senate may appoint a student to fill the position.

Section F: ICC Discipline

1. If a club representative or club itself fails to perform his/her duties, a Probation Resolution may be approved and must contain the following elements: the charge, the expected behavioral change, the duration of the probation, the manner of assessing compliance, and the consequences.

   a. The charge must be within the scope of the ICC’s authority as outlined in this Constitution.

   b. The expected behavioral change must be within the scope of the ICC’s authority as outlined in this Constitution.
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c. The duration of the probation shall be no less than thirty (30) days.
d. The manner of assessing compliance will be by debate in closed session and, after all members have been given adequate time to present their views; a simple vote will be cast.
i. The question before the ICC will be as follows: "Has the club or representative complied with the terms of the Probation Resolution?"
ii. A majority vote in the affirmative will end the probation, and the charge will be cleared.
iii. A majority vote in the negative will cause the club or representative in question to receive consequences including but not limited to:
1) Club activities may be limited.
2) A revocation of club recognition or fund allocation.
3) Club account frozen.
4) An individual may be removed from the ICC.
5) An individual may be censured.

Section G: Amendments to the ICC Bylaws

1. A two-thirds (2/3) majority vote of the ICC is required to approve recommended amendments to the ICC Bylaws. Proposed amendments will be presented in writing to the ICC one meeting prior to a vote to approve the recommendations.
2. Final ratification of the amendments to the ICC Bylaws shall be voted on by the Senate.

Section H: Parliamentary Authority / Rules

1. Meetings: The ICC shall meet bi-monthly during the fall and spring semesters for approximately one hour and one half-hour at a reasonable time and date during the college’s hours of operation. The Leadership Council shall determine the final calendar of meetings for the ICC.
   a. Leadership Council will meet on alternate weeks to the ICC.
   b. Official meetings of the ICC will only be held on MCCCD property.
   c. The ICC retains the right to meet in closed session, limiting its discussion to personnel matters only. The Chair may vote in closed session. Closed session shall be limited to voting members and advisors.
      i. All decisions taken in closed session will be recorded in writing.
   d. Special and emergency meetings can only be called by the Chair or a majority vote of the ICC.
   e. Attendance
      i. Recognized clubs may have no more than three (3) unexcused absences at ICC meetings per semester.
      ii. The ICC Chair may place clubs on probation with a simple majority vote from the ICC.
      iii. Probation may result from a club’s failure to meet the attendance policy and/or failure to follow club rules and regulations.
      iv. A registered club may be excused from ICC attendance when mandatory class attendance of a nature that would affect program or enrollment status, conflicts with regularly scheduled ICC meetings in such a way that all members of a club are affected, whereby no other suitable representative can be found.
         1) An excused absence for educational purpose shall be granted upon receipt of notification, from the Division Dean to the Student Activities Office, stating that the program’s structure
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*does not afford a club representative the opportunity to be present at ICC meetings.*

2) Such notice shall be provided at the time of registration and each subsequent semester.

3) ICC quorum shall not include those members excused for educational purpose.

v. The definition of absences, tardies and early departures shall be defined as follows:

1) 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 ICC Chair three hours prior to a meeting or activity, the absence is excused; otherwise, the absence is unexcused.

2) Tardies and early departures shall be defined as being present for more than seventy-five percent (75%) but less than one-hundred percent (100%) of any meeting or activity and shall equal one-third (1/3) of an absence. (i.e., three (3) tardies/early departures equal one (1) absence)

2. Parliamentary Authority: All business shall be conducted according to Parliamentary Procedure as outlined in Robert’s Rules of Order, Newly Revised Edition and according to the procedures established by this Constitution. The regulations of the Brown Act shall apply to the ASG.

3. Quorum: All meetings must include a quorum of the members accompanied by an advisor to qualify as an official meeting. Quorum shall be defined as fifty percent (50%) plus one (1) of the ICC membership.

4. Rules: All other rules and policies shall be contained in the Bylaws of this organization and, if not otherwise specified in this document, shall be amendable by a two-thirds (2/3) majority vote of the ICC.

**Section I: Finances**

1. The ICC shall receive revenue from the ASG and other sources of income.

2. The ICC shall manage its financial affairs through a budget which shall be proposed by the Treasurer and approved by majority vote during a regularly scheduled meeting no later than 4 weeks after the first day of the academic year, or the second full council meeting.

3. All newly recognized clubs will receive $100 seed money to be deposited in their club accounts provided the recognized clubs are present at and occupy a seat at the next ICC regular meeting that is scheduled no sooner than 72 hours after the clubs’ recognition within the same semester.

4. Club Allocation Process:
   a. The total club allocation amount in the annual ICC operational budget shall be determined with the approval of the ICC.
   i. The total amount determined within the budget for annual allocations shall be divided into two parts; half will be equally distributed and disbursed to all eligible clubs fall semester, and the other half, spring semester.
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b. Final allocation to each club will be determined by the number of recognized clubs in good standing with the ASG and ICC as stated in Article III.A. of the ICC Bylaws.

c. Funds will be transferred to each club account immediately after the allocation is approved at the regular ICC meeting.

5. All eligible clubs will receive an annual allocation, which will be disbursed in the following manner:

a. Continuing clubs in good standing will be eligible for an allocation contingent upon submitting all necessary documents required for official recognition status by the ASG to the Student Activities Office by the fourth (4th) Friday of the semester and subsequent attendance at ICC meetings.

b. Clubs becoming recognized after the allocation deadline but during fall semester will receive spring allocation only.

c. Newly organized clubs are not eligible for an ICC club allocation during their first active semester in the ICC.

i. New clubs in good standing will be eligible for an ICC club allocation beginning with their second (2nd) semester of membership in the ICC provided they have complied with the attendance requirements as set for in Article III.H.1.e. of the ICC Bylaws.

d. All clubs recognized spring semester will not be eligible to receive allocations until the next academic year.

e. Clubs may receive ICC funds only during semesters in which they are active members in good standing with the ICC.

6. Any additional requests for funds by recognized clubs must be presented to the Leadership Council for review prior to approval by the ICC.

7. Clubs shall fundraise for any amount needed beyond the club allocation. If a club hosts an event that benefits the larger student body, and they are unable to cover the total costs, the club may apply for additional funds from the ICC reserves. Requests must be approved by ICC leadership before being brought to full ICC council.

8. The ICC shall plan events during College Hours in coordination with the ASG, via the Student Activities Office, allocating funds to such events based upon review and approval of the ICC.

9. Club Inactivity:

a. Clubs in good standing that are seasonal or desire to become inactive may take a one (1) semester hiatus and still be eligible for a club allocation upon their return to active ICC status within the next academic (fiscal) year.

b. Clubs that are inactive for at least one (1) full academic (fiscal) year, will receive one-hundred dollars ($100) from the Club Seed Money account upon their active return to the ICC.

i. Such clubs will not be eligible for an ICC club allocation until their second semester of membership in ICC.

c. Funds held in accounts of clubs that have been defunct two or more years will revert to the ICC Reserves Account, unless said club had made other provisions as stated in Article III.I.9.a and Article III.I.9.b of the ICC Bylaws.
ARTICLE IV: Senate Finance Bylaws

Section A: Funding Principles and Considerations

1. Expenditures of FC funds must conform with constitutional requirements, including the decision of the United States Supreme Court in Board of Regents v. Southworth, 529 U.S. 217, 120 S. Ct. 1346 (2000), existing California Statutes, Attorney General's opinions, MCCCD Board policies, administrative regulations, policies and procedures.

2. How the request enhances cultural, educational, social and recreational opportunities for MCC students.

3. The demonstrated need and/or benefits of the programs or services being planned.

4. The number of students being served.

5. The thoroughness of the application.

6. When making decisions the Senate will take into consideration the amount of money available.

Section B: Expenditure Approval

1. All expenditures incurred with student funds (Fund 71) must be provided in a written report to the Senate by the Vice President of Finance at least once (1) per month.

2. All expenditures incurred with student center funds (Fund 73) must be provided in a written report to the Senate by the Vice President of Finance at least once (1) per semester.

3. Any internal funding request over five-hundred ($500) dollars must be submitted in the form of a spending bill by the requestor, and shall be subject to approval by a majority vote of the Senate.

4. Any departmental, club or community funding request must be submitted in the form of a spending bill by the requestor, and shall be subject to approval by a majority vote of the Senate.

a. For departmental, club or community requests, a current ASG officer must sponsor the request by bringing it forth to the Senate.

5. The requestor must provide the spending bill to the President at least seventy-two (72) hours in advance of the scheduled meeting in which it is to be put before the Senate.

a. The spending bill must include:

   i. A title.

   ii. A list of all items included in the expenditure.

   iii. An explanation as to why the expenditure is necessary.

   iv. Indication if a spending bill of the same or similar nature will be presented for consideration to the Inter Club Council.

   v. The name of the person who is authorized to execute the expenditure.

   vi. The account(s) in the budget that will be utilized to pay for the expenditure.

6. The request may be placed on the Senate agenda for consideration and approval.

7. A presentation is required by the requestor at the meeting in which the bill will be put before the Senate.
Section C: Signatory Duties (Ed Code Section 76063)
1. All ASG funds shall be expended subject to the approval of each of the following before any of the funds may be expended:
   a. The certificated employee who is the designated advisor of the ASG.
   b. A representative of the ASG.
   c. The Vice President of Finance or designee shall have the sole signatory authority as representative of the ASGMCC for all expenses.
2. During regular breaks between semesters (summer and winter breaks), the Vice President of Finance must designate, with the ASG advisor, a specific weekly time block to be on campus to fulfill signatory duties; or must be available via email to approve expenditures.
3. In the absence of the Vice President of Finance, only the President shall assume the signatory authority for all expenses.

Section D: Executive Discretionary Spending
1. Notwithstanding Section A, executive officers of the ASG, who have funds designated for their use, may spend up to five hundred ($500) dollars per month on expenses directly related to their positions without the approval of the Senate.
   a. At any point in time, the executive officer may request to exceed this dollar amount, provided that a written budgetary proposal is presented and approved by the Executive Council.
2. The following executive officers shall have discretionary spending:
   a. Vice President of Programming, Oceanside: 71-10016
   b. Vice President of Community Learning Center: 71-10028
   c. Vice President of Programming, San Elijo: 71-10015
   d. Vice President of Public Relations: 71-10032

Section E: Budgets
1. Types of accounts
   a. ASG Accounts (Fund 71): All income and expenditures designated in the annual budget.
   b. General Reserves Account (Fund 71):
      i. General Reserves: The ASG shall maintain an amount equal to 8% of its previous fiscal year operating budget in the general reserves account.
      ii. General Reserves can be accessed for emergency purposes only. Any spending drawn from the General Reserves Account must be approved by a two-thirds (2/3) majority vote of the Senate.
   c. Retained Earnings Account (Fund 71):
      i. Retained Earnings are unspent funds from the previous fiscal year’s budget.
      ii. The following guidelines will be applied to all spending from the Retained Earnings Account:
         1) Must be one-time expenditures used to purchase capital only.
         2) A two, three or four year spending plan must be presented to the Senate and the Planning and Budgeting Committee for approval.
d. Student Center Fee Account (Fund 73)
   i. Annual building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center.

2. Only voting officers of the ASG can make requests for funds.

3. Spending requests are not to exceed 75% of the available balance in the account.

Section F: Receipts
1. Internal Expenditures
   a. Original receipts of expenditures and/or purchase requisitions shall be returned to the appropriate ASG advisor or designee no later than (5) working days after the event or travel.

ARTICLE V: Operational

Section A: Office Hours
1. Senate officers shall let the Senate and the Student Activities Office staff know when they will keep their office hours.
2. All Senate officers shall be obligated to fulfill the hours arranged.
3. Senate officers shall only keep their office hours during the normal business hours of the Student Activities Office.
4. Officers shall keep office hours in either four half-hour time periods, two one-hour time periods or one two-hour time period per week, or any combination thereof, totaling two hours.

Section B: Computer Usage
1. The ASG shall have computers in the Student Activities Office on both the Oceanside Campus and the San Elijo Campus.
2. The computers in both offices shall be reserved for Senate business.
3. The priority for usage of any computer in the ASG offices shall be as follows:
   a. Executive officers
   b. Senators
   c. Student Activities Office personnel
   d. Others that are admitted at the discretion of the Director of Student Activities or his/her designee
4. Computers at both the Oceanside Campus and the San Elijo Campus shall be used during normal business hours of the Student Activities Office only.

Section C: Student Senate Incentives
1. The President shall receive the following incentives for completing a term of office while meeting all requirements and responsibilities held in common:
blue highlights are substantive changes for consideration in a Special Election in the Spring of 2013. Upon approval of the constitutional amendments, the associated bylaws shall be in effect immediately.

2.  
   a.  Staff parking permit for each semester in office.
   b.  Receive the same amount of pay from the ASG Budget as the Student Trustee receives from the MCCC Budget.

3.  All executive officers shall receive the following incentives for completing a terms of office while meeting all requirements and responsibilities held in common:
   a.  Staff parking permit for each semester in office.
   b.  Up to one (1) five hundred dollar ($500) scholarship. If an executive officer has not been in office for a full term, the scholarship shall be prorated by the President in consultation with the Advisor.

4.  All Senators shall receive the following incentives for completing a terms of office while meeting all requirements and responsibilities held in common:
   a.  Student parking permit reimbursement for each semester in office.
   b.  Up to one (1) two hundred and fifty dollar ($250) scholarship. If a Senator has not been in office for a full term, the scholarship shall be prorated by the President in consultation with the Advisor.

5.  The Executive Council shall also maintain a Senator of the Month Award during the fall and spring semesters. The Executive Council shall collectively choose up to two (2) senators per month for the Senator of the Month Award.
   a.  The Executive Vice President will be responsible for facilitating a fair and equitable process.
   b.  The Senator of the Month Award shall be based on, but not limited to, attendance, completion of responsibilities and demonstrated leadership. The Executive Council retains the right not to give the award.
   c.  The Senator(s) of the Month shall receive the following:
      i.  A Certificate of Recognition signed by the President, the senator’s standing committee chair, and the Advisor.
      ii.  Name and/or picture submitted to the Chariot.

ARTICLE VI: Elections

Section A: General Statements for the ASGMCC Elections
1.  Candidates may run for only one position on the ballot for one election period.
2.  All successful candidates will assume office no later than the day after commencement (Article I, Section XVII).
3.  Pursuant to MCCC Administrative Procedure 2105, special elections shall be held as needed, upon the vacancy of the Student Trustee position.

Section B: Election Commission
The Student Senate shall establish an Election Commission with the responsibility of carrying out the duties required by the ASG Constitution and Election Bylaws. The Election Commission must be identified, organized, and composed of members as determined by this code.

1.  Membership
   a.  The Election Commission shall consist of at least three (3) currently enrolled MiraCosta College students. In addition, one ex-officio member from the ASG Public Relations Committee may be appointed to the Commission by the Student Senate. Composition of the Commission should reflect a broad
selection of the student population. Members of the Student Senate are ineligible to serve on the Election Commission, with the exception of the ex-officio appointment. All student members must be in good standing with the college. Members of the Election Commission shall be referred to as commissioners. The ASG Advisor shall also be the Election Commission Advisor.

b. Election Commission membership shall be approved by a majority vote of the Student Senate.

c. The Election Commission shall appoint one member to be the commission chair and one member to be the vice chair.

d. The chair shall conduct meetings of the Election Commission, facilitate communication between the Election Commission and the ASG advisor, and be responsible for other duties as assigned by the Student Senate. The vice chair shall fulfill the duties of the chair in his/her absence.

e. Commissioners shall plan, coordinate and execute the decisions and duties of the Election Commission.

f. The ex-officio member from the ASG Public Relations Committee shall plan, coordinate and execute the publicity needs of the Election Commission. Resources of the ASG Public Relations Committee shall be made available to the Election Commission.

g. The Election Commission should be identified a minimum of three (2) months prior to the first day of voting.

h. Election Commission members shall submit to the ASG Advisor a contact sheet with name, contact information and sign a statement that he/she shall not engage in any campaign activities for candidates running in the election.

2. General Duties

a. It is the responsibility of the Election Commission to enforce this code.

b. The Election Commission or the ASG Advisor shall determine the dates, times and polling locations for students to vote.

c. The Election Commission or the ASG Advisor shall publicly announce election dates, times, and locations a minimum of two (2) weeks prior to the first day of voting.

d. The Election Commission or the ASG Advisor shall establish the dates, times and locations of all Candidate Orientation meetings.

e. The Election Commission or the ASG Advisor shall prepare and distribute the candidate application and orientation packet entitled, Candidate Packet.

f. The Election Commission or the ASG Advisor shall post candidate biographies and pictures, if received, prior to the first day of voting.

g. The Election Commission may host a candidates forum prior to an election.

h. The Election Commission or the ASG Advisor shall arrange for staffing of polling places. Poll staff may not be candidates or members of a campaign staff and will be required to sign an ASG document swearing that this is the case.

i. The Election Commission shall be responsible for making decisions with regard to election questions and concerns not otherwise addressed by this code.

Section C: Candidate Eligibility
To become an eligible candidate for office, applicants must meet the minimum requirements to hold office as stated in the ASG Constitution and the California Education Code.

1. Application Process
Section D: Applicant Due Process
Applicants who do not meet all the minimum requirements to hold office as stated in the ASG Constitution and the California Education Code are ineligible to run for office, and may appeal in the following manner:

1. Applicant shall have two (2) business days after receipt of official notification of ineligibility to appeal the decision.
2. If ineligibility corresponds to Article V, Section II, Clause I, III or IV; applicant may file an appeal with the Dean of Counseling and Student Development.
3. If ineligibility corresponds to Article V, Section II, Clause II; applicant may appeal to the Student Senate.

Section E: Candidate Orientation
The Election Commission will give each candidate an orientation on the details of running for elected office and will do so according to the following guidelines:

1. All candidates will be required to attend at least one Candidate Orientation meeting prior to campaigning (Flint v. Price, et al., No. 05-35441, U.S. Court of Appeals for the Ninth Circuit, 2007).
2. These meetings will be conducted by the ASG Advisor who will review the information in the Candidate Packet and other information specific to the current election.
3. All candidates must sign and return the Election Bylaws Acknowledgment Statement to the ASG Advisor before campaigning may commence.
4. Should any otherwise qualified candidate fail to attend a Candidate Orientation meeting, he or she is still required to receive an orientation from the ASG Advisor before engaging in any kind of publicity or campaigning.
5. All candidates are responsible for knowing and adhering to the provisions of the ASG Constitution, the ASG Election Bylaws, Standards of Student Conduct (MCCCD BP 5500 and AP 5500), Student Discipline Procedures (MCCCD AP 5520), Students Rights and Grievances (MCCCD AP 5530).
6. Lack of knowledge as to the content of these documents is not a defense against Election Commission enforcement of the ASG Elections Bylaws.

Section F: Campaigning
The ASG election process is considered to be a limited public forum; therefore, candidates shall comply with campaigning guidelines outlined in this code (Flint v. Price, et al., No. 05-35441, U.S. Court of Appeals for the Ninth Circuit, 2007).

1. Campaigning must be free of elements that interfere with the education process, endanger persons, or damage property on campus; campaigning must comply with the Standards of Student Conduct (MCCCD BP 5500 and AP 5500). Campaigning involving tabling, gatherings, meetings, rallies, and/or special stunts shall require prior approval from the ASG Advisor. Candidates shall submit an Activity Request for such an activity two (2) days prior to the event.
   a. Misuse of district property or equipment may result in sanctions by the Elections Commission, including but not limited to disqualification of candidacy.
2. The use of supplies and electronic equipment purchased or paid for by the ASG is strictly prohibited.
3. The use of supplies purchased by MCCCD is strictly prohibited.
4. Limited use of MCCCD property and equipment is permissible including, tables, chairs, sound equipment and space.
   a. Candidates must submit an Activity Request within two (2) business days of the event.
5. The use of the ASG and MCCCD logos is strictly prohibited.
6. All election materials for posting and distribution must conform to the Standards of Student Conduct (MCCCD BP 5500 and AP 5500) and meet the following standards:
   a. Be neat in appearance,
   b. Be removed if they become weather worn,
   c. Be maintained by candidates.
7. All forms of campaigning are prohibited within 50 feet of all polling places.
8. Candidates are responsible for the removal and disposal of all election materials after the election and may be billed for related cleanup costs if incurred by the District.

Section G: Ballot
The ASG Advisor shall prepare ballots with candidates names appearing in randomly chosen sequence, and shall exclude the use of titles including "Incumbent".

Section H: Voting
Voting in the general election shall be conducted in the following manner:

1. Every currently enrolled MiraCosta College student is entitled to one ballot and one vote.
2. No student, or non-student, can vote in place of a currently enrolled student.
3. Proxy voting is prohibited.
4. The ASG Advisor shall order an alpha list of all currently enrolled MiraCosta College students prior to the first day of voting. The alpha list shall be titled "Voter's Register".
5. Voting shall be conducted by electronic ballot. This may be changed to hard-copy ballots by a majority vote of the Election Commission.
6. If the election is conducted using electronic ballots, the Election Commission shall prepare voting material and obtain voting booths according to the following procedure:
   a. Students shall input electronically or manually provide identification information using Surf Registration credentials
   b. Voters shall mark their ballots according to directions and submit their vote by clicking the "Cast My Vote" button.
7. If the election is conducted using hard-copy ballots, the Election Commission shall be responsible for obtaining voting booths. Voting shall be administered according to the following procedure:
   a. Voter shall produce one of the following forms of valid picture identification in order to authenticate their identity:
      i. Current MiraCosta College Student ID;
      ii. Valid driver’s license containing a photograph;
      iii. Temporary California drivers license containing a photograph;
      iv. Valid state issued identification card containing a photograph;
      v. Valid United States Military I.D. card (active duty or dependent);
      vi. Valid driver’s license issued by a Canadian government authority;
Section I: Tabulation
The Election Commission shall tabulate the election ballots according to this code.

1. Tabulation Procedure
   a. Electronic: the Elections Commission will tabulate the votes online via a third party provider.
   b. Paper Ballots
      i. All properly marked ballots shall be tabulated.
      ii. The ASG Advisor and the Election Commission chair shall supervise the tabulation process.
      iii. Two (2) or more members of the Election Commission shall tabulate all valid ballots.
      iv. Tabulation shall be conducted in public. For security purposes, the ASG Advisor may limit access to the tabulation area.
      v. Tabulation shall be officially endorsed by all of the following: the ASG Advisor, the Election Commission chair, and all others tabulating ballots.

2. The candidate receiving the majority votes cast (plurality) for each office will be the winner.

3. Ties and Run-offs: In case of a tie, a run-off election may be held within one (1) week of the official tabulation. Run-off elections shall be subject to the same regulations, when reasonable, that govern general elections.

4. Public Notice: Public notice of election results shall be given by way of signs on campus and a press release to the official college newspaper within four (4) business days of the last day of voting.

5. Recount: Candidates shall have two (2) business days, after official notice of results, to request a recount. The signature of the candidate and thirty (30) currently enrolled students shall be necessary to engage a recount process of all valid ballots.

6. Securing of Ballots: The Election Commission advisor shall maintain valid online and/or hard copy ballots in a locked container for a minimum of seven (7) business days after certification of the election.
*blue highlights are substantive changes for consideration in a Special Election in the Spring of 2013. Upon approval of the constitutional amendments, the associated bylaws shall be in effect immediately.

The Election Commission shall certify the election, after all ballots are tabulated, all recount requests have been addressed and all pending candidate complaints have been accorded due process. Certification shall be achieved by a 2/3 vote of the Election Commission.

Section K: Candidate Due Process
Candidate who feel that they have been the victim of severe and/or repeated violations of any part of the *ASG Election Bylaws* will have their complaint reviewed by the Election Commission and the ASG Advisor in a timely manner (within one business day on election days).

1. Process
   a. All complaints must be filed in writing and must be signed by the candidate. The burden of proof is on the complainant.
      i. Complaints must be submitted no later than 9:00 am the day after polls close, regardless of the need for any runoff election.
   b. Accused individuals must be notified of a complaint prior to any ruling; he/she has the right to appear before the Election Commission to defend him/herself prior to a decision.
      i. Notification will be provided by email using the email address indicated on the candidate’s application. Included in this notification will be the date, time and location of the Elections Commission meeting.
   c. If either party disagrees with the decision of the Election Commission, he/she may appeal the decision to the Dean, Counseling and Student Development in writing no later than one (1) business day after receipt of the Elections Commission decision.
      i. The Dean of Counseling and Student Development shall have two (2) business days to rule in writing on the appeal and notify the complainant of their decision on the matter.

2. Bylaws with a Challenged Candidate:
   a. If a candidate is disqualified and the appeal process is exhausted prior to the start of the voting, the disqualified candidate’s name will not be placed on the ballot. Any allegations of additional violations of the *ASG Election Bylaws* shall be treated as set forth in herein.
   b. If the challenged candidate has not exhausted the appeal process prior to the start of the voting, the challenged candidate’s name will appear on the ballot and voting will proceed as set forth on the Elections Calendar.
   c. If a candidate is challenged, or if a challenged candidate’s appeal is completed after the voting, resulting in both a final decision against the challenged candidate, and the disqualification of the challenged candidate, all votes cast for the disqualified candidate will be voided. If the disqualified candidate would have won the election, the candidate with the next highest vote total shall be declared the winner.
   d. If all candidates for an ASG position are successfully challenged for violations of the *ASG Elections Bylaws*, a new election will be held.

Section L: Other allegations of violations
1. If a violation is alleged that does not involve inappropriate activity by a specific candidate, but rather alleges a violation by other students or parties attempting to disrupt the election, the allegation must be made in writing, signed by the complainant and delivered to the Elections Commission, as set forth in Section K.1.
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a. The complaint will be reviewed in a manner consistent with this section of the Bylaws.

b. If the complaint is found to be valid, the final body involved in the appeal of the matter in an ASG position election, may:
   i. Determine that the violation was de minimus (minimal) and the election stands; or
   ii. Determine that the violation was significant and invalidate all results of any position in the election affected thereby, resulting in a new election being scheduled pursuant to the rules set forth herein.

c. The final body involved in the appeal of the matter in an ASG position election may recommend that any party involved in the violation, whether ruled de minimus or significant, be disciplined pursuant to MCCCD Board Policy and Administrative Procedure 5500 – Standards of Student Conduct and all appropriate Disciplinary Action portions of the ASGMCC Constitution and Bylaws.

2. If a violation is alleged that does not involve inappropriate activity by a specific candidate, but rather alleges a violation of procedure by the Elections Commission, the allegation must be made in writing, signed by the complainant and delivered to the Dean of Counseling and Student Development no later than 9:00 am the day after polls close, regardless of the need for any runoff election.

a. The complaint will be reviewed in a manner consistent with this section of the Bylaws.

b. If the complaint is found to be valid, the Dean of Counseling and Student Development may:
   i. Determine that the violation was de minimus (minimal) and the election stands; or
   ii. Determine that the violation was significant and invalidate all results of any position in the election affected thereby, resulting in a new election being scheduled pursuant to the rules set forth herein.

c. The final body involved in the appeal of the matter in an ASG position election may recommend that any party involved in the violation, whether ruled de minimus or significant, be disciplined pursuant to MCCCD Board Policy and Administrative Procedure 5500 – Standards of Student Conduct and all appropriate Disciplinary Action portions of the ASGMCC Constitution and Bylaws.

Section M: Enforcement of Elections Bylaws
The Election Commission and the ASG Advisor may impose any one, or a combination of, the following penalties to individuals or groups found guilty of violations:

1. Suspension of campaigning for a duration to be determined by the Election Commission and ASG Advisor.
2. Disqualification as a candidate for an elected ASG position.
3. Recommendation to the vice president of student services for disciplinary action as per MCCCD Board Policy and Administrative Procedure 5500 – Standards of Student Conduct.

Section N: Amendment of the Elections Bylaws
To amend the ASG Election Bylaws, a two-thirds (2/3) vote of the Student Senate is required. These bylaws were amended on March 4, 2005, March 12, 2008, February 4, 2011, April 15, 2011 and April 6, 2012.