

# SAN DIEGO MIRAMAR COLLEGE

Constitution and By-Laws of the  
**ASSOCIATED STUDENT GOVERNMENT**



Amended May 2024

# Constitution and By-Laws of the ASSOCIATED STUDENT GOVERNMENT



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# Constitution and By-Laws of the ASSOCIATED STUDENT GOVERNMENT



## PREAMBLE

The highest intellectual, social, and moral life is achieved by the orderly pursuit of learning and scholarship. Aspiring to this noble ideal, we, the Associated Student Government body of San Diego Miramar College, do hereby establish this constitution as the governing document under which our elected student leaders shall promote the interests of our college community and students. Through independent actions, shared governance, and in collaboration with members of fellow community colleges, we dedicate ourselves to participating in the formation and improvement of educational programs, protect full freedom of assembly and expression in the community college system, articulate and represent student interests in the governance of the college, and provide services and coordinate activities for students.



# CONSTITUTION

## ARTICLE I

### Establishment

The Associated Student Government of San Diego Miramar College is a publicly funded, autonomous constituency group of Miramar College's participatory governance structure and recognized as the official voice for the students of Miramar College by the San Diego Community College District as outlined in the Board of Trustees Policy, Chapter 5 - Student Services, BP 5400 - Associated Student Organizations and authorized to act as such by law under **California Education Code, Article 4 - Student Organizations [76060-76067]**.

#### Section I

#### Name

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The name of this organization shall be the Associated Student Government of San Diego Miramar College.

#### Section II

#### Colors

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The official school colors shall be teal and white.

#### Section III

#### Team Name

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The official name of those teams representing the Associated Student Government of Miramar College shall be the Jets.

#### Section IV

#### Emblem

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The official emblem of the Associated Student Government of Miramar College shall be determined by an open contest amongst the Associated Students organized at the discretion of the Associated Student Government.

## ARTICLE II

### Associated Students

#### Section I

#### Membership

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Membership in the Associated Students of San Diego Miramar College shall be open to any enrolled student of San Diego Miramar College. Any member, therefore, may pay

an annual set due, also known as the Associated Student Membership fee or AS Card fee, to be an active participant as established in the By-laws.

## **Section II**

## **Dues**

---

Dues shall allow students to use all facilities and attend all events sponsored and financed by the Associated Student Government free of surcharge unless otherwise levied by the Associated Student Government. Associated Student Membership dues shall be determined by a two-thirds vote of the Associated Student Government voting body, subject to approval by the College President and the Board of Trustees.

# **ARTICLE III**

## **Associated Student Government**

## **Section I**

## **Structure**

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The primary duty of the Associated Student Government Assembly is to execute the business of the Associated Student Government. The Associated Student Government Assembly has the responsibility to originate all actions of the Associated Student Government dealing with expenditures of and allocation of funds to various student accounts. It is their duty to see such items as budgeted funds, allocated funds, or other legislative actions be fulfilled.

The Associated Student shall be comprised of the students of the Student Body who have paid dues in full. This also includes the below-listed groups who have paid in full for an ASG membership:

- **Senate:** Members of the Associated Student Government consisting of the Senate and Senate Representatives.
- **Executive Council:** Members of the Associated Student Government consisting of the President, Vice President, Secretary, Treasurer, and Senate Representative.
- **Student Council:** Members of the Associated Student Government consisting of the Executive Council and the Senate. There will be no more than 20 senators in the Associated Student Government at one time.
- **Assembly:** Members of the Associated Student Government consisting of the Student Council and Student Club and Organization Representative.

## **Section II**

## **Executive Council**

---

The Executive Council shall consist of the members listed in the above Section I (Structure), Article III (Associated Student Government). Each member of the Executive Council shall have equal voting rights on all matters brought before the Associated Student Government.

### **Section III**

### **Student Senate**

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The Student Senate consists of a **minimum of five** elected Associated Student Senators. Each member of the Student Senate shall have equal voting rights on all matters brought before the Associated Student Government. There will be no more than 20 senators in the Associated Student Government at one time.

Of the elected Student Senators, one shall be elected to the position of the **Senate Representative** by in-house senatorial election. At the beginning of each academic year or upon vacancy group of Senators. Each Senator, including those who are nominated, has exactly one vote. If a Senatorial tie occurs, the Senate may ask the Associated Student Vice President to cast a tie-breaking vote.

Of the elected Student Senators, one shall be elected to the position of the **SSCCC Delegate** by in-house senatorial election, and one also as an alternate delegate. At the beginning of each academic year or upon vacancy of said position, each Senator shall be allowed to nominate exactly one person from the current group of Senators. Each Senator, including those who are nominated, has exactly one vote. If a Senatorial tie occurs, the Senate may ask the Associated Student Vice President to cast a tie-breaking vote.

### **Section IV**

### **Student Club Representative**

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All student clubs, organizations, and groups must be Officially Registered with Miramar College by submitting a Club Certification Packet to the Student Affairs office each academic year before any posted deadlines.

Representatives must be officially named officers or members of their respective organizations as listed in the Club Certification Packet and may not concurrently serve as Associated Student Government Executive Officers or Senators. No Associated Student Executive Council or Senate member shall simultaneously serve as an Associated Student Club or Organization Representative; however, an Associated Student Government Executive Officer or Senator can maintain membership in a Student Club or Organization during their term.

Each Officially Registered Student Club or Organization of the Associated Student Government shall hold one (1) vote per body, regardless of membership size. Each Officially Registered Student Club or Organization may vote on **all** matters brought before the Associated Student Government through their designated Representative, **given that** this representative attends at least half of the Associated Student Government official meetings.

***Subsection (a) Chartered Clubs***

Student organizations that actively participated in student governance by electing or appointing a Student Club Representative to attend all Associated Student Government meetings are considered Chartered; these organizations are eligible to receive funding from the Associated Student Government's general fund each semester (see Article VI of the By-Laws of the Associated Student Government)

Each Chartered Student Club or Organization must elect or appoint one (1) Student Representative to serve in the Associated Student Government.

***Subsection (b) Recognized Clubs***

Student clubs that organize but do not send a representative to Associated Student Government meetings are considered Recognized; however, these organization are generally ineligible for funding. Any recognized student club or organization can apply to become chartered at the beginning of the next semester by submitting a new Club Certification Packet before any posted deadlines.

Each Recognized Student Club or Organization may elect or appoint one (1) Student Representative to serve in the Associated Student Government.

***Subsection (c) Club Representatives***

1. It is the Club Representative's responsibility to consistently represent the interests of their organization and its members, to cast any votes on their behalf, and to act as a liaison and conduit for the exchange of information between the Associated Student Government and their representative club or organization.
2. Club Representatives must actively and collectively promote and participate in Associated Student Government activities, advocacy projects, and student life promotions.
3. Clubs seeking special funding or stipends must actively participate in a minimum of 50% of Associated Student Government activities. The Associated Student Government must establish Participation Requirements for receipt of stipends at the beginning of each Semester.
4. A list of acceptable activities, advocacy projects, and student life promotions of the Associated Student Government for each semester must be provided at the time of Club Orientation. Specific dates, times and locations will be discussed and established on an ongoing basis at weekly Associated Student Government Meetings. Club Representative attendance, participation, and active communication are critical for facilitating collaboration and engagement between their Clubs and the Associated Student Government.

## ARTICLE IV

### Qualifications for Office

#### Section I

#### Petitioning

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Candidates shall be eligible to run for office after filing a nominating petition containing a **required** number of signatures of registered San Diego Miramar College students, in addition to meeting any application requirements set forth by the Associated Student Government in concert with the Student Affairs Office and in accordance with District policies and procedures.

#### Required Signature Amount:

**Presidential and Vice-Presidential Candidates** need to obtain a minimum of fifty (50) signatures on their petition.

**Secretary, Treasurer, and Senator Candidates** need to obtain a minimum of twenty-five (25) signatures on their petition.

#### Section II

#### Qualification and Requirement

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##### **Subsection (a) Unit Requirement**

All students seeking or holding an Associated Student Government Executive Council position at San Diego Miramar College must carry and have completed a minimum of three (3) semester units at San Diego Community College District.

**Executive Council (President, Vice-President, Secretary, and Treasurer)** majority credits must be carried at San Diego Miramar College throughout the entirety of their term in office.

**Senators'** total units need to have half or more to be carried at San Diego Miramar College throughout the entirety of their term in office.

##### **Subsection (b) Grade Point Average (GPA) Requirement**

All students seeking or holding an Associated Student Government **Executive Council** position must have a cumulative 2.0 grade point average (GPA) from San Diego Miramar College at the beginning of their term in office and maintain a 2.0 GPA throughout the entirety of their term.

All students seeking or holding an Associated Student Government **Senate** position do not need a pre-existing GPA on record with San Diego Miramar College to run for office.

Failure to obtain a 2.0 GPA after their first semester in office will result in **automatic removal from their position**. After their first semester enrolled at San Diego Miramar College, all Student Senators must maintain a 2.0 GPA from San Diego Miramar College throughout the entirety of their term.

### **Section III**

### **Impeachment**

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In the event of a vacancy in the Office of Associated Student President, the Associated Student Vice President shall fully assume the office.

In the event that a member of the Associated Student Government believes that a fellow Council member has not performed the reasonable execution of duties – exhibiting severe dereliction of duties or abuse of authority, has missed 3 or more Associated Student Government meetings and/or events in one semester, failure to maintain the minimum office hours per week (as outlined in the Associated Student Government By-laws), or has provided false or negative representation of the Associated Student Government as an organization – said student holds the right to request that the council member be removed from office. The required process is as follows:

1. The request is called to motion and presented by the student in a discussion mediated by the Dean of Student Affairs.
2. The impeachment vote must be on the public agenda\*
3. The vote will be done through a roll call of senators and executives (exception of the President)
4. Removal from office shall be made by a 2/3 majority vote of the quorum. The Associated Student Government must act upon the student's request unless the request is withdrawn by the student.
5. The member accused does not have to be physically present to be impeached, only notified.

\*Once this item goes on the agenda, it becomes vulnerable to violation of the Brown Act.

## **ARTICLE V**

### **Committees**

#### **Section I**

#### **Formation of Committees**

---

The Associated Student Government may form committees via a majority vote of all members present. The Associated Student Government shall have the right to name committees and assign responsibilities to the committees. Member of the Associated Student Government shall be appointed to committee assignments through a majority vote of the Associated Student Government Assembly. Any member of the Associated Student Government is eligible to serve on a committee, whether they are a member of the Executive Council, Student Senate, a Club Representative, or hold no office. There

**must** be a minimum of three members on a committee.

Once the members have been selected, they shall elect amongst themselves two **Committee Co-Chairs**. **Only Student Senators** may act as a Committee Chair.

All Committees of the Associated Student Government shall have the power to establish **Subcommittees** and **Work Groups**.

***Subsection (a) Co-Chair Responsibilities***

1. Plan and share an agenda to communicate with the rest of the committee each meeting.
2. Facilitate discussion within the committee.
3. Provide materials needed to engage in meaningful discussion.
4. Communicate with other chairs when necessary.
5. Use and share a working document/drive to keep minutes and report each meeting.
6. Implement weekly deadlines for projects and tasks, if necessary.
7. Summarize the content of each meeting in a brief committee report for the rest of the Associated Student Government.

***Subsection (b) Subcommittees***

1. A Subcommittee is to be formed by a majority vote of the Committee to which it is ancillary and shall be charged with duties not exceeding the charges of its parent Committee.
2. Subcommittee meetings are to be considered meetings of the Associated Student Government, and therefore must adhere to **Article V** of the By-Laws of the Associated Student Government.
3. A Subcommittee may include any members of the Associated Student Government, whether or not said members are affiliated with its parent Committee, and the Subcommittee Chair shall be decided by a majority vote of the Committee.
4. A Subcommittee is automatically dissolved at the end of the academic year, or actively dissolved by a 2/3 majority of its parent Committee.

***Subsection (c) Work Groups***

1. A Work Group is to be formed by majority vote of the Committee to which it is ancillary, or by the decision of the Committee Chair, and shall be charged with a single, specific task within the charge of its parent Committee.
2. Work Group meetings are not to be considered meetings of the Associated Student Government, and therefore are exempt from **Article V** of the By-Laws of the Associated Student Government.
3. A Work Group's membership is to be limited to members of its parent Committee and shall not have a Chair of its own.

4. A Work Group shall be dissolved upon the completion of its appointed task, by a majority vote of its parent Committee, or at the end of the academic year; whichever comes first.

## **Section II**

## **Standing Committees**

---

The Associated Student Government may combine and/or merge, but not divide, any of the three (3) standing committees, up to three (3) standing committees per combination and/or merge, within the first four (4) weeks of the academic year by a Friendly Amendment (see **Article XI, Section II** of the Constitution of the Associated Student Government) with a 2/3 majority vote. At the end of the academic year the combination and/or merger was enacted, all combined and/or merged standing committees shall be dissolved and returned to their original structures.

The combination and/or merger **must** be for the purpose of attaining the minimum membership requirement outlined by this Constitution and/or to facilitate effective governance. The combination and/or merger **must** make sense to a reasonable person regarding the content and charge of the individual standing committees. The combination and/or merger **must not** be for the purpose of excluding participatory governance nor for creating barriers to access.

The Standing Committees of the Associated Student Government and their responsibilities shall be listed herein. Additional duties and responsibilities may be delegated to the standing committees by the Associated Student Government as needed.

### **Subsection (a) Standing Committee Responsibilities**

1. Establish co-chairs who will share the responsibilities of a committee chair.
2. Co-chairs should be inaugurated by the second meeting of the Standing Committees.
3. Maintain active communication between co-chairs.

### **Standing Committee Responsibilities (I): Governance, Transparency, and Student Rights' Committee**

1. Review the Associated Student Government Constitution and Bylaws annually and submit proposed Amendments to the Associated Student Government if necessary.
2. In the event that an administrative issue arises, the issue will be directed to this committee to delegate.
3. Ensure that the Associated Student Government is abiding by the Constitution/Bylaws and formulate policies to guarantee transparency.
4. Inform students such that they are well versed in issues facing Colleges and encourage them to vote.



5. Ensure that the Associated Student Government Assembly and the Committees thereto are incorporating the student body's voice in its endeavors.

### **Standing Committee Responsibilities (II): Life and Wellness**

Definition of Wellness: Supporting student needs and sense of belonging to promote persistence.

1. Facilitate partnership between Associated Student Government, academic departments, and student services programs (e.g. EOPS,) on campus.
2. Encourage active student participation on campus through club partnerships.
3. Facilitate and support events that involve student wellness, and education.
4. Inform students about support services on campus to equip them in overcoming barriers that inhibit student success.
5. Collectively elect a special project involving student wellness in the first 3 weeks of each semester.

### **Standing Committee Responsibilities (III): Future Events**

1. Handle the planning and execution of Associated Student Government social events, including but not limited to, Fall Fest, Spring Fest, Martin Luther King parade.
2. Marketing and advertising each event (e.g. flyers, posters, social media).
3. Gathering volunteers to execute events.
4. Support the college foundation in fundraising efforts.

## **Section III**

## **Working Committees**

---

Working Committees are temporary committees established to complete a specific project or task and then disband once the project or task has been completed. The Associated Student Government may establish Working Committees under the same rules under **Article V Section I** of the Constitution of the Associated Student Government; however, a disbanding condition must be added when establishing the Working Committee.

## **ARTICLE VI**

### **Elections**

## **Section I**

## **Election Administration**

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All Associated Student elections shall be coordinated by the San Diego Miramar College

Student Affairs Office in concert with San Diego Community College District staff.

## **Section II**

## **Spring General Election**

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The Associated Student Government President, Vice President, Secretary, Treasurer, and a minimum of five (5) Associated Student Government Senators shall be elected by a simple majority of total registered Miramar College students voting in the **Spring General Election**.

In the case that a simple majority is not met for the executive positions, the candidate who receives the plurality vote will be elected into office.

In the event of a tie for any position on the Executive Council, the Student Affairs Office will set the time and date for a **Special Runoff Election**.

## **Section III**

## **Special Election**

---

Special elections, including **In-House Elections**, shall be initiated by the Associated Student Government in coordination with the Student Affairs Office at the time and date the Associated Student Government deems necessary. The Associated Student Government Senate Representative is elected among the senators in an executive election held 2 weeks into each semester. The SSCCC Delegate and an alternate delegate will be elected 2 weeks into the Fall semester, but will stay for two (2) semesters, without being reelected unless impeached.

## **Section IV**

## **Suspension and Reelection**

---

All members of the Executive Council and Student Senate shall be eligible for reelection, on condition of meeting the minimum qualifications of the relevant office and having not exceeded the term limit for the relevant office.

Students having been procedurally removed once from any office of the Student Council, shall be subjected to a **Suspension Period** of one (1) calendar year, during which they shall not be eligible for reelection to the Student Council. Students having been subjected to such suspension shall become eligible for reelection after the period has expired. Students having been procedurally removed from office two (2) times shall never be eligible for reelection to the Student Council.

## ARTICLE VII

### Terms of Office

#### Section I

#### Term Limits

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Regardless of election or appointment date, all elected officer terms will be expired on June 30<sup>th</sup> of the academic year in which the office was acquired.

Only the Associated Student Government **President** shall be subject to a term limit of no more than one (1) term. The Associated Student Government President will serve a term of one (1) **calendar** year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

All the other members of the **Executive Council**, excluding the President, shall be subject to a term limit of no more than two (2) terms, cumulative or consecutive, serving in any office of the Executive Council.

All **Senators** shall be subject to a term limit of no more than three (3) terms, cumulative or consecutive.

All members of the Associated Student Government, excluding the President, will serve a term of one (1) full **academic year** beginning August 1<sup>st</sup> and ending May 30<sup>th</sup>.

**Club Representatives** shall not be subject to term limits.

Students having exceeded the term limit for office on only the Executive Council shall be eligible for election to the Student Senate, and vice versa. A term limit of four (4) terms in any Student Council office shall be observed.

## ARTICLE VIII

### Vacancies

#### Section I

#### Vacant Positions

---

In the event of a vacancy in the Office of Associated Student Government **President**, the Associated Student Government Vice President shall assume the office for the remainder of their term of office.

In the event of a vacancy in any office of an elected at-large member of the **Executive Council** or **Senate**, except for the Associated Student Government President, the office shall be declared vacant by the body in which the vacancy occurs.

The vacancy shall be filled by an **In-House Election** of the Associated Student

Government Assembly. Each voting member of the Executive Council, Student Senate, and Associated Club Representatives shall have one vote, and a simple majority shall approve the appointment.

## **Section II**

## **Resignation**

---

Each elected member of the Associated Student Government has the right to resign and may do so by submitting their resignation in writing (print or digital) to the Associated student Government Executive Council and the Office of Student Affairs. The word “resign” must be appear in the resignation.

The Resignation of an elected member of the Associated Student Government will be publicly noted at the next scheduled Associated Student Government meeting and reflected in the minutes.

## **Section III**

## **Automatic Removal from Office**

---

In the event that an officer of the Student Council fails to meet the minimum qualifications for office, as described in **Article IV** of the Constitution of the Associated Student Government, said officer shall be automatically removed from office and disallowed to serve the remaining period of their term.

Students who have been automatically removed from an office of the Associated Student Government due to a failure to maintain the minimum qualifications for holding said office shall be eligible for reelection to the Student Council on condition that said student has met the minimum qualifications for the sought office by the deadline.

## **Section IV**

## **Procedural Removal from Office**

---

In the event that a member of the Associated Student Government believes that a Council member has not performed the reasonable execution of duties, said student carries the right to request that said Council Member be procedurally removed from office. The request must be submitted in writing (print or digital) to the Office of Student Affairs.

The procedural removal from office of an Associated Student Government Council Member shall be carried out in accordance with the Associated Student Government By-laws.

## ARTICLE IX

### **Associated Student Clubs and Organizations**

#### **Section I**

#### **Certification Process**

---

All student clubs must submit an annual **Certification Packet** to the Student Affairs Office in order to be officially recognized by the Associated Student Government. The Packet must include the Club's Constitution, By-laws, and list of officers' names, student ID numbers, and phone numbers; name of the Club Advisor; and an annual budget proposal. Only currently enrolled students at Miramar College may be elected to Club officer positions. Any student of SDCCD may serve as Club Members. Upon completion of this procedure, the Packet, except the budget proposal. Only currently enrolled students at Miramar College may be elected to Club officer positions. Any student of SDCCD may serve as a Club Member. Upon completion of this procedure, the Packet, except the budget proposal, will be forwarded to the Office of the Dean of Student Affairs for final certification processing. In addition, all Club documentation must be in alignment with and in compliance with all **District Policy 5400** and Associated Student Government Constitution and By-laws. Associate Student Clubs and Organizations will be subject to approval based on Safety, liability, and general risk management.

#### **Section II**

#### **Supplementary Charters and By-Laws**

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All supplementary charters and bylaws must have two thirds (2/3) votes of approval by the Associated Student Government.

All supplementary charters and bylaws may be reviewed by the Associated Student Government Executive Council if the Executive Council decides it is necessary.

## ARTICLE X

### **Financial Code**

#### **Section I**

#### **Establishment**

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A financial code shall be established in the **By-laws of the Constitution**.

## ARTICLE XI

### Constitutional Amendments

#### Section I

#### General Amendments

---

Amendments to the Constitution shall be made by a simple majority vote of registered Miramar students voting in the Spring General Election or under a special election as per **Article VI, Section III** of the Constitution of the Associated Student Government. In the case that a simple majority is not met, a plurality of all votes cast is acceptable.

In the event there are more than two (2) alternative measures (propositions) on the ballot, the measure receiving the highest number of votes has a majority.

#### Section II

#### Temporary Amendments

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Temporary Amendments to the Constitution and By-laws called “Friendly Amendments” may be adopted no later than the fourth (4<sup>th</sup>) week of each **academic semester** by the Associated Student Government and will be active for a period of one (1) academic year, or the end of the academic year in which the amendment is adopted if the amendment is established during the Spring semester.

Friendly amendments must be attained by a 2/3 majority vote of the Associated Student Government.

In the event there are more than two (2) alternative measures (propositions) on the ballot, the measure receiving the highest number of votes has a majority.

## ARTICLE XII

### Executive Officer and Senator Expectations

#### Section I

#### Ethical Leadership

---

Elected members of the Associated Student Government are expected to act professionally and respectfully in all public dealings, shared governance meetings, and conferences.

##### *Subsection (a) Accountability*

The Associated Student Government should at all times have transparent processes and communications. In addition, each member must maintain ethical, fair, unbiased and nondiscriminatory stances for all students and their concerns.

The elected Associated Student Government members are required to represent the consensus opinion of the Associated Students.

***Subsection (b) Correspondence***

**San Diego Community College District (SDCCD) email accounts** are to be used strictly for Associated Student Government business, and all Associated Student Government business should only be transmitted electronically using District email. Emails are required to be screened by the Dean of Student Affairs prior to being sent over the **District and College Distribution Lists (DL)**.

***Subsection (c) Disciplinary Action***

Associated Student Government members are subject to disciplinary action by the Dean of Student Affairs, and removal from office if found to be intentionally misrepresenting the Associated Student Government at any time.

All forms including but not limited to assault, harassment, personal defamation of character and indemnity, and discrimination are grounds for removal from office in alignment with **Article VIII, Section IV** of the Constitution of the Associated Student Government.

# BY-LAWS

## ARTICLE I

### Dues

#### **Section I**

#### **Associated Student Membership Fee**

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Dues (alternatively, called the Associated Student Membership Fee or the AS Member Fee) to the Associated Student Government shall be 1) in compliance with Article II Section II of the Constitution of the Associated Student Government, and 2) Shall be set by the Associated Student Government during the Spring Semester for the Academic Year.

Membership shall be noted by a dated sticker affixed to a student's college-issued identification card. Stickers shall be administered by the Office of Student Affairs and **not** by the Associated Student Government or any other student.

**Section II**

**Membership Allowance**

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Dues shall 1) allow students to use the facilities of the Associated Student Government and 2) allow students to attend all events sponsored and financed by the Associated Student Government free of surcharge, unless otherwise levied by the Associated Student Government.

**ARTICLE II**

**Duties of the Student Senate**

**Section I**

**Legislative Power**

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The legislative powers of the Associated Student Government shall be vested in the Associated Student Senate.

The Student Senate shall be responsible for originating legislation for the appropriation of the Associated Student Government funds and initiate legislation dealing with the general activities of the Associated Students.

**ARTICLE III**

**Duties of the Individual Offices**

**Section I**

**President**

---

***Subsection (a) Responsibilities***

- 1) Attend and Chair all Associated Student Government (ASG) meetings and assemblies.
- 2) Be the lead facilitator and organizer during meetings, assemblies, and events.
- 3) Delegate duties and follow-up.
- 4) Oversee other ASG members in their duties and assist when needed.
- 5) Serve as a mediator for intergovernmental disagreements and discrepancies.
- 6) Help originate, organize, and plan activities.
- 7) Be knowledgeable on past and present practices with the ASG, administrators, and campus as a whole.
- 8) Always represent the ASG and the campus student body in a professional manner.
- 9) Represent the student body on legislative issues and in advocacy.
- 10) Always represent the entire ASG's stance, not personal opinion.
- 11) Promote student activism and participation.



- 12) Promote ASG memberships and ASG recruitments.
- 13) Promote healthy relationships and communication within and outside of the ASG.
- 14) Serve as the liaison between the ASG and the Dean of Student Affairs and the Vice-President of Student Services.
- 15) Represent the ASG and student body to the Miramar College leadership and constituency bodies and attend meetings or delegate a Student Representative or Proxy to attend in your absence.
- 16) Attend and/or present when called upon by the College President for special activities (e.g., ground breakings, board site visits, opening week etc.).
- 17) Keep close working relationships with the other Executive Council Members, practice open communication, and assign duties as necessary.
- 18) Oversee ASG's functionality.
- 19) Serve as Student Representative for all United Student Council meetings, Miramar College Foundation Board meetings, and Miramar College Executive Council (College Council) meetings.
- 20) Represent the San Diego Miramar College ASG at times and places where representation is required.
- 21) Serve as ex-officio member on all committees of the ASG, without voting rights.
- 22) Call the Executive Council into an emergency session if needed to perform duties of the Executive Council.
- 23) Inform all officers and representatives of their role in the shared governance structure adopted by Miramar College.
- 24) Delegate responsibilities to other officers.
- 25) Remain responsive to the needs of the students of San Diego Miramar College.
- 26) Encourage and help promote student participation in the ASG.
- 27) Always ensure that the ASG is performing at its best while practicing good ethics, fairness, flexibility and equity.
- 28) Attend as many ASG events (e.g., Welcome Week, conference, book exchanges, Club Rush events, etc.) as often as possible and help during these events.

### **Subsection (b) Stipend and Hour Requirements**

The maximum stipend for Presidential duties shall not exceed 40 hours a month at a rate of current California minimum wage. The President must work a minimum 10 hours a week. The Dean of Student Affairs will have the authority to hold the President accountable for hours worked on a monthly basis. The stipend can be deducted from by the Dean of Student Affairs if hours are not worked.

## **Section II**

## **Vice President**

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### **Subsection (a) Responsibilities**

- 1) Serve as Chair of Associated Student Government (ASG) meetings in the absence of the President of the ASG.

- 2) Attend special functions as needed with the President.
- 3) Assist the President with any duties or projects when needed.
- 4) Develop and maintain a close working relationship with the President.
- 5) Help the President oversee government functionality and make sure things get done.
- 6) Help organize and plan activities.
- 7) Always represent the ASG and the campus student body in a professional manner.
- 8) Always represent the entire ASG's stance and not personal opinions.
- 9) Promote and practice open communication with the ASG.
- 10) Promote and practice teamwork and unity within the ASG.
- 11) Maintain relationships with all Associated Student Clubs and Organizations and keep track of current board members and advisors.
- 12) Relay inquiries and requests or concerns of clubs to the ASG and help address and solve issues.
- 13) Assist with the Club Certification process and attend club trainings with the President.
- 14) Attend every ASG meeting on time.
- 15) Promote student participation in clubs and ASG.
- 16) Promote and organize club participation in ASG events.
- 17) Sit on District committees if asked and when possible.
- 18) Assist the President in keep open communication and teamwork in the ASG.
- 19) Be knowledgeable in Robert's Rules and the Brown Act.
- 20) Assist students with and inform students about AS Membership and benefits.
- 21) Be dependable and work scheduled office hours.
- 22) Be the official liaison to and for all Associated Student Clubs and organizations.
- 23) Serve as ex-officio member on all committees of the ASG in the absence of the President.
- 24) Remain responsive to the needs of the students of San Diego Miramar College.
- 25) Actively promote greater participation in campus events and activities.
- 26) Attend campus committee meetings and report committee issues to the ASG.
- 27) Attend as many ASG events (e.g., Welcome Week, conferences, book exchanges, Club Rush events, etc.) as often as possible and help during these events.

***Subsection (b) Stipend and Hour Requirements***

The maximum stipend for Vice President Duties shall not exceed 20 hours per month at a rate of the current California minimum wage. The Vice President shall work a minimum of 5 hours a week. The Dean of Student Affairs will have the authority to hold the Vice President accountable for hours worked on a monthly basis. The Stipend can be deducted by the Dean of Student Affairs if hours are not worked.

## **Section III**

## **Secretary**

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### ***Subsection (a) Responsibilities***

- 1) Issue calls to meetings as directed by the Associated Student Government President. Create and post agendas in a place of clear view to the public a minimum of 72 hours prior to the meeting in accordance with the CA Brown Act and on the ASG website.
- 2) Keep appropriate records accessible to students and the public.
- 3) Take proper minutes at all ASG meetings.
- 4) Oversee ASG website and make sure it is current.
- 5) Make copies of agendas and minutes for all meeting attendees.
- 6) Record and publish minutes of all meetings of the ASG within 96 hours of each meeting in a place of clear view to the public as well as on the AS website.
- 7) Issue copies of the minutes to the Vice President of Student Services, the College President, the Dean of Student Affairs, all Club Representatives, Club Advisors, the ASG members and any requesting individuals.
- 8) Keep a master binder of agendas and minutes (final copies) with signatures. In addition, make sure there are electronic copies of all agendas and minutes available on the ASG website.
- 9) Conduct routine correspondence pertaining to this office, including notification of the Executive Council in advance of all activities additional to regular meetings.
- 10) Take "notes" or documentation at all ad-hoc meetings.
- 11) Attend every ASG meeting on time.
- 12) Find a replacement to fill in if unable to attend an ASG meeting.
- 13) Must notify the ASG President no less than 24 hours in advance if unable to attend an ASG meeting.
- 14) Work closely with the ASG President on current issues and agenda items and assist as needed.
- 15) Handle and organize contact lists and sign-in sheets and file appropriately.
- 16) Keep an updated master list of all ASG and AS members' contact information.
- 17) Be knowledgeable in Robert's Rules of Order and the CA Brown Act.
- 18) Keep, organize, and file any other documents important to the ASG and/or College.
- 19) Assist the ASG with creating advertisements and flyers for ASG events and activities.
- 20) Always represent the ASG and the campus student body in a professional manner.
- 21) Always represent the entire ASG's stance, not personal opinions.
- 22) Promote and practice open communication within the ASG as well as teamwork and unity within the ASG.
- 23) Help to remind ASG members of deadlines and plans as reflected in minutes
- 24) Assist students with and inform students about AS Membership and benefits.
- 25) Help plan, organize, and coordinate events at the ASG President's request.
- 26) Be dependable and work scheduled office hours.
- 27) Remain responsive to the needs of the students of Miramar College.

- 28) Attend as many ASG events (e.g. Welcome Week, conferences, book exchanges, Club Rush events, etc.) as often as possible and help during these events.
- 29) Respect requested pronoun usage in agendas, minutes, and other correspondence.

#### **Subsection (b) Stipend and Hour Requirements**

The maximum stipend for Secretarial Duties shall not exceed 15 hours per month at a rate of the current California minimum wage. The Secretary shall work a minimum of 3 hours a week. The Dean of Student Affairs will have the authority to hold the Secretary accountable for hours worked on a monthly basis. The Stipend can be deducted by the Dean of Student Affairs if hours are not worked.

### **Section IV**

### **Treasurer**

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#### **Subsection (a) Responsibilities**

- 1) Be knowledgeable of **Article VI – Associated Student Body Financial Code** of the By-Laws of the Associated Student Government.
- 2) Prepare a budget in compliance with the Financial Code and act as Controller for student funds.
- 3) Report the Associated Student Government (ASG) financial statements to the Executive Council at the first meeting of every month.
- 4) Help originate and organize all student events and fundraisers.
- 5) Help promote Associated Student Membership and distribution of the AS Membership benefits.
- 6) Remain responsive to the needs of the students of San Diego Miramar College.
- 7) Assume the duties and responsibilities assigned by the ASG President.
- 8) Keep and maintain a current and running balance of all ASG accounts, funds, expenditures, and profits.
- 9) Pay ASG invoices and bills in a timely manner.
- 10) Assist the Student Affairs Office with all travel and expenditure proposals.
- 11) Assist Associated Student Club Officers in preparation of check requisitions upon request.
- 12) Attend every ASG meeting on time.
- 13) Oversee all ASG budgets.
- 14) Oversee and handle all monies raised and/or collected by the ASG.
- 15) Be knowledgeable in all budget processes and procedures.
- 16) Request and receive information from the Student Accounting Department on changes in budget procedures; create and maintain a binder on budget procedures and process forms.
- 17) Work closely with the Student Accounting Department upon request.
- 18) Properly fill out and submit all Check Requisitions and any and all monetary requests.
- 19) Always have the most current budget standing available for review by the ASG.

- 20) Be responsible for seeing all monetary requests from start to finish and making sure they are completed or “closed” in timely manner.
- 21) Give monetary approval for reimbursements and Check Requisitions before they are submitted.
- 22) Work closely with the President and advise and discuss if there are discrepancies or issues concerning the budget.
- 23) Prepare the following year’s budget before the deadline and work with the Student Accounting Department and the Associated Student President in this process.
- 24) Be responsible for all monies coming in, complete proper forms and deposit monies from approved fundraising.
- 25) Oversee cash transactions at events and maintain change if needed at events.
- 26) Advise entire ASG of all budget issues.
- 27) Keep track of AS Membership sales (keep data or spreadsheet with values).
- 28) Keep track of totals of office supplies orders.
- 29) Help organize and plan activities when asked.
- 30) Research and provide a detailed cost analysis for every event and/or trip for the ASG upon request by the ASG President.
- 31) Attend as many ASG events (e.g. Welcome Week, conferences, book exchanges, Club Rush events, etc.) as often as possible and help during these events.

#### ***Subsection (b) Stipend and Hour Requirements***

The maximum stipend for Treasurer Duties shall not exceed 15 hours per month at a rate of the current California minimum wage. The Treasurer shall work a minimum of 3 hours a week. The Dean of Student Affairs will have the authority to hold the Treasurer accountable for hours worked on a monthly basis. The Stipend can be deducted by the Dean of Student Affairs if hours are not worked.

### **Section V**

### **Senate Representative**

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#### ***Subsection (a) Responsibilities***

- 1) Perform all Student Senator duties as stated in **Article II, Section VI** of the By-laws of the Associated Student Government.
- 2) Represent the Associated Student Senate at all Executive Council meetings.
- 3) Attend and represent the Associated Student Government at College Council meetings.
- 4) Chair all meetings of the Associated Student Senate.
- 5) Attend all Executive Council meetings as a full member.
- 6) Head the Associated Student Government Governance, Transparency, and Student Rights Committee.
- 7) Hold 10 minutes debriefings with ASG senators following Friday Associated Student Government meetings.
- 8) Observe and learn about executive operations in the Associated Student

Government.

***Subsection (b) Stipend and Hour Requirements***

The maximum stipend for Treasurer Duties shall not exceed 15 hours per month at a rate of the current California minimum wage. The Senate Representative shall work a minimum of 3 hours a week. The Dean of Student Affairs will have the authority to hold the Senate Representative accountable for hours worked on a monthly basis. The Stipend can be deducted by the Dean of Student Affairs if hours are not worked.

**Section VI**

**Senator**

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***Subsection (a) Responsibilities***

- 1) Represent the Associated Students, i.e., the general student body.
- 2) Remain responsive to the needs of the students of San Diego Miramar College.
- 3) Assume the duties and responsibilities assigned by the Associated Student Government (ASG) President.
- 4) Participate in Associated Student Council meetings and all ASG-organized student activities.
- 5) Assist the Executive Council officers as needed throughout your term in office.
- 6) Engage the general student body to obtain concerns, issues, and opinions related to District or College policies and governance providing a vehicle for students to participate in – and appropriately respond to – issues allowing for direct representation of the needs of the students.
- 7) Attend all ASG meetings on time.
- 8) Assist in event planning and take on specific tasks and responsibilities according to what is needed to be done to complete the event.
- 9) Remain responsive to the needs of the students of Miramar College.
- 10) Participate in student activities organized by the ASG and facilitate organization as needed.
- 11) Attend any committee meetings as assigned by the ASG and report back to the Executive Council at each meeting.
- 12) Attend as many ASG events (e.g. Welcome Week, conferences, book exchanges, Club Rush events, etc.) as often as possible and help during these events.
- 13) Advertise ASG events, distribute surveys, and hand out flyers, etc.
- 14) Research conferences and issues to be discussed prior to the actual conference.
- 15) Always represent the ASG and the campus student body in a professional manner.
- 16) Always represent the entire ASG's stance, not personal opinions.
- 17) Promote and practice open communication within the ASG.
- 18) Promote and practice teamwork and unity within the ASG.
- 19) Assist students with and inform students about AS Membership and benefits.
- 20) Follow through with delegations and duties assigned by the ASG President in an effective and timely manner.
- 21) Be dependable and work all scheduled office hours.

22) Recruit new student leaders of the ASG.

***Subsection (b) Hour Requirements***

Student Senators shall work a minimum of three (3) hours a week. The weekly meetings do not count toward these hours. The Dean of Student Affairs will have the authority to hold the Senators accountable for hours worked on a monthly basis.

**Section VII**

**Advisor**

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***Subsection (a) Responsibilities***

- 1) Attend all Associated Student Government (ASG) meetings. If unable to attend, find a substitute advisor who is knowledgeable with the ASG and pertinent issues.
- 2) The ASG is a priority not an obligation.
- 3) During ASG meetings advise only when necessary, keep comments to a minimum, and allow the council to formulate its own opinions without the opinions of the Advisor.
- 4) Understand that the ASG is in perpetual change and what worked for one administration may not work for another. Advise but allow every ASG to be creative and find out what works best for them.
- 5) Serve as the mediator when conflict arises between ASG members that cannot be resolved within.
- 6) ASG Chair is bound by the CA Brown Act and parliamentary procedures having overall authority of meetings, treat as so.
- 7) Serve as the Advisor for travel and events or find a replacement in case of absence.
- 8) Follow through on duties promised or volunteered for.
- 9) Stay in the loop on ASG activity and issues and be engaged.
- 10) Advise on budget procedures and guidelines and be knowledgeable on District policies.
- 11) Advise and, if necessary, train council on CA Brown Act and Robert's Rules of Order, and catch and help correct when the ASG is not following these processes.
- 12) Support students' ideas, opinions, and activities with an open mind and unbiased stance.
- 13) Be organized and pay attention to details concerning ASG issues, events, practices, procedures, etc.
- 14) Be creative and work with the ASG to be innovators and ever changing.
- 15) Treat the ASG as adults and give the ASG direct, concise, and accurate information.
- 16) Work with the ASG to plan semester retreats, and training agendas based on the needs of the current ASG administration.
- 17) Be knowledgeable of all ASG related policies and limitations, campus and District-wide, so that ASG inquiries can be correctly addressed.
- 18) Support the student and the ASG on administrative, campus and District level.

- 19) Help, advise, and guide the ASG members on their positions and help them understand their obligations, commitments, and the responsibility of their roles.
- 20) Always represent the entire ASG's stance, not personal opinions.
- 21) Promote and practice open communication within the ASG.
- 22) Assist students with and inform students about AS Membership and benefits.
- 23) Remain responsive to the needs of the students of Miramar College.
- 24) Advise and make recommendations to the ASG on issues but only when necessary.
- 25) Promote and practice open communication between the ASG and college administrators and students alike.
- 26) Approve monetary distribution appropriate to planned activities and events that have been approved by the ASG.
- 27) Encourage and promote diversity and effective leadership skills among ASG members.
- 28) Allow the ASG to run and mediate as a self-governing body and to advise where needed.
- 29) Find prompt, accurate, and complete answers to students' questions in regard to event planning, governance, etc.
- 30) Recognize the students' abilities to plan, initiate, and originate activities, events, advocacy opportunities, and to be present when needed.
- 31) Conduct mediation when requested by an ASG member.
- 32) Maintain relations with and notify the Vice-President of Student Services of upcoming events and activities on a regular basis.
- 33) Maintain open communication with the ASG President and ASG as a whole in regard to all campus issues relating to students.

## ARTICLE IV

### Elections

#### Section I

#### Spring General Election

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The annual **General Election** shall be held during the Spring semester, as determined by the current Associated Student Government in concert with the Student Affairs Office in abidance with District Election Policies. In the event that the regular annual election fails to produce at least five (5) of the Senate and/or fails to elect a President and/or Vice-President, a **Special Election** must be held within the first two (2) months of the following Fall Semester. A simple majority of the votes will be required to be elected to office. This will enable the newly elected Student Government to attend the annual Spring Conferences, training, activities and engage in job shadowing as deemed appropriate by the Associated Student Government President and in concert with the Dean of Student Affairs.



**Section II**

**Term of Office**

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Term of office for the Associated Student Government President shall coincide with the budget year, beginning on July 1 and ending on June 30 of the following calendar year.

Terms of office for all other Associated Student Government elected offices shall coincide with the beginning and end of the academic year, beginning on August 1 and ending on June 30 of the following calendar year.

**ARTICLE V**

**Standing Rules for the Associated Student Government**

**Section I**

**Robert's Rules of Order**

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All meetings shall operate under Robert's Rules of Order, newly revised.

**Section II**

**Meeting Times**

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Regular meeting times shall be set before the adjournment of the preceeding meeting and may not convene prior to the announced date.

**Section III**

**Emergency Meetings**

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Emergency session of the Associated Student Executive Council may be called only if all members have been notified. Conscientious effort must be made to notify all members.

**Section IV**

**Quorum**

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A Quorum will exist when a simple majority of members and at least one (1) faculty advisor are present. Vacant office positions are not reflected in the total number of members and therefore will not be used to constitute a Quorum. Only Executive Officers and Senators count for Quorum.

**Section V**

**Advanced Notice**

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The Executive Council and Senate must prepare, post, and make available to the public and all interested persons an agenda 72 hours prior to scheduled meeting times in accordance with the Ralph M. Brown Act.

**Section VI**

**Adding Standing Rules**

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Each Executive Council and Senate may adopt standing rules by majority vote as they find necessary. All standing rules not covering the preceding articles and not found in Robert's Rules of Order are valid only for the semester in which they were adopted.

**Section VII**

**Amending Standing Rules**

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Standing rules may be changed by a majority vote of the specific groups concerned. At least one (1) regular business meeting shall intervene between the proposal and the implementation of the new rule.

**Section VIII**

**Pronoun Usage**

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At any meeting of the ASG, including Executive Council and Senate meetings, speakers may give their pronouns during roll call and shall be addressed as such during the meeting. Members may change their pronouns at any time during the meeting and at the roll call of the next meeting for the official minutes.

**ARTICLE VI**

**Associated Student Body Financial Code**

**Section I**

**Establishment**

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The by-laws of finance shall be known as the **Associated Student Body Financial Code** and are established to define policies and procedures for the financial transactions of the Associated Student Government of San Diego Miramar College and its Associated Student Clubs and Organizations.

**Section II**

**Authority**

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***Subsection (a) State Authority***

The source of authority for carrying on student body activities at San Diego Miramar College is the **People of the State of California**. Their will is expressed by their elected representatives in the California legislature through the Education Code. Principal code sections affecting student body activities are Section 10701 and Section 10705. Two important provisions read as follows:

“Any group of students may organize a student body association within the public schools with the approval of and subject to the control and regulation of the governing board of the school district. Any such organization shall have as its purpose the

conduct of activities on behalf of the students approved by the school authorities and not in conflict with the authority and responsibility of the public-school officials.”

“The funds shall be expended subject to such procedure as may be established by the student body organization subject to the approval of each of the following three (3) persons, which shall be obtained each time before any such funds may be expended: an employee who is designated Advisor of the particular student body organization.”

***Subsection (b) Local Authority***

The **Board of Trustees of the San Diego Community College District** is elected by the **People of the San Diego Community College District service area**. They exercise their authority under the Education Code and the Government Code.

***Subsection (c) Institutional Authority***

The following officials exercise authority delegated by the Board of Trustees in matters of Associated Student finance.

The **Student Services Dean of Student Affairs** is generally responsible for the conduct of the Associated Student Government of San Diego Miramar College and all financial activities. The Dean of Student Affairs is governed in the exercise thereof by the Education Code and by rules and regulations of the Board of Trustees. The **Vice President of Student Services** has the right to veto any expenditure of Associated Student Government funds but may not place in the student budget any item without the approval of the Associated Student Government.

The Dean of Student Affairs, under the Vice President of Student Services, is responsible for the administration, development, supervision, and coordination of Associated Student activities and programs. Among other duties, the Dean of Student Affairs supervises Associated Student finances and serves in an advisory capacity to the Associated Student Government and Senate.

***Subsection (d) Programmatic Authority***

The **Associated Student Treasurer** is elected by the **Students of San Diego Miramar College** and shall be responsible for seeing that all financial matters and transactions of the Associated Student Government are carried out in accordance with this Code and in accordance with the Constitution of the Associated Student Government and under the advisement of the Dean of Student Affairs.

**Section III**

**Amendments**

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Initiations for amendment of the financial code may be made by the Associated Student

Government. Initiation arising in the Associated Student Government and approved by simple majority vote of the members of the Associated Student Government present (but not less than a majority of total membership), shall be submitted to the **Vice President of Administrative Services** of the college for final approval.

#### **Section IV**

#### **Public Benefit**

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1. Student Body funds shall be expended primarily and directly for the benefit of students through purchase of equipment, materials, projects, or services that the majority of the Associated Student Government clearly consider to be the responsibility of the Associated Student Body.
2. Students who purchase Associated Student Membership shall have priority to participate in or derive other benefits from the programs, projects, services, or activities financed from such Associated Student funds.
3. In general, Associated Student money should be expended as earned and should not be accumulated except for planned capital outlay, or in years of anticipated financial restraints.
4. Funds should only be spent as specifically authorized and approved under conditions outlined in the Associated Student Government Constitution and under procedures laid down in this Financial Code.
5. Since some of the Student Affairs programs are subsidized by the District, the District portion of support expenditures are administered in accord with District provision.
6. Justification for financial support of a student activity should be in terms of its educational value.
7. Where possible, there should be no co-mingling of Associated Student and District funds.
8. Associated Student funds may not be used to support activities of individual students or groups of students who do not meet the requirements for participation in student activities.
9. Associated Student funds may not be used to support activities of individual students or groups of students unless the activities are for the general benefit of the student body.
10. Although there may be occasions when a student group may want to raise funds on its own, the primary purpose of student activities is not money raising.

#### **Section V**

#### **Income Generation**

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The source of funds shall be:

##### ***Subsection (a) Associated Student Membership Fees***

The cost of membership in the Associated Student of San Diego Miramar College shall be determined by the Associated Student Government with the approval of the college President and the Board of Trustees (see **Article I** of the By-Laws of the Associated

Student Government).

***Subsection (b) Associated Student Fundraising Events***

Associated Student fundraising events - including drives, collections, dues, assessments, or special sales - are to be approved by the Associated Student Government and the Dean of Student Affairs in advance of any ticket sales or publicity.

All school functions sponsored by an Associated Student Club or Organization may be backed by a loan or grant from the Associated Student Executive Council, if funds are available, and upon request submitted through the Associated Student Government Executive Council in writing at least 30 days prior to the planned activity. If the income from co-sponsored events is to be divided, the percentage shall be determined by the Associated Student Executive Council and the sponsoring organization.

***Subsection (c) Gift and Contribution***

Gift of money, equipment, or materials may be accepted by the Associated Student Government by submitting a statement including **1)** the recipient, **2)** the purpose of the gift, equipment, or materials, **3)** the donor, and **4)** the method of collection of funds which shall be submitted to the **Budget Committee** for approval. Checks or cash gifts shall be made payable to the Miramar College Associated Student Government (San Diego Community College District Policies and Procedures C7090).

***Subsection (d) Sale of Goods***

Concession sales of merchandise on college premises may be negotiated by the Associated Student Executive Council and the Vice President of Student Services. Profits from such sales in connection with general student activities shall be deposited in the **Associated Student General Fund** and be used for the benefit of all students.

## ARTICLE VII

### Budget

**Section I**

**Establishment**

---

All Associated Student finances shall be apportioned and executed under an annual budget system.

**Section II**

**Proposal Process**

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All budget requests for the following fiscal year must be submitted in itemized form to

the Associated Student Treasurer, who will compile a preliminary budget for submission to the Associated Student Government.

The Associated Student President, in cooperation with the Executive Council, shall present a preliminary budget to the Associated Student Senate early in the Spring semester each year.

The Associated Student Senate shall review the preliminary budget and advise such changes as it deems necessary. The proposed budget shall then be presented to the Associated Student Government for the preliminary approval and adoption not later than the last week in May of the Spring term. In the event circumstances prevent preliminary adoption of a new annual budget, accounts may operate with the previous year's budget, but they are not to expend more than 40% of the previous year's total.

All Associated Student Government Officers will be paid on a monthly basis at a rate that is consistent with the other San Diego Community College District campuses. The officers will be paid on a monthly basis equal to their term in office. In the event that an Executive Council Member feels that another Council Member is not reasonably fulfilling their duties, said Council Member carries the right to request that a stipend be withheld. Such a decision shall be made by a majority vote of the Executive Council, pending approval by the acting advisor. It shall be the duty of the Associated Student Government during the Spring semester to adopt a final annual budget not later than the 12<sup>th</sup> week of the Spring semester. The college Vice-President of Student Services shall have final approval authority.

### **Section III**

### **Adoption**

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The annual budget requires an affirmative vote of two-thirds (2/3) majority of the Associated Student Government and approval by the Vice-President of Student Services of the college.

### **Section IV**

### **Alterations**

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Once the budget has been formally approved and adopted, a two-thirds (2/3) vote of the Associated Student Government members present is needed for budgetary alteration.

Requests for non-budgeted items and funds in excess of approved budgeted amounts must be submitted well in advance of need – at least two (2) weeks – to the Associated Student Government.

All budgetary changes approved will be recorded in the **official minutes** of the Associated Student Government.

The annual budget shall keep in the unappropriated account a **minimum 10%** of the

total approved budget and this account will remain at 10% of the approved budget for a minimum of four (4) weeks in the Spring semester.

## **Section V**

## **Stipend Adjustments**

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The Associated Student Government shall annually revise the amount and payment schedule of stipend during the budget development period – **early in the Fall semester only.**

## **Section VI**

## **Vending 5000**

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The Associated Student Government may disburse vending funds for the support of club activities. **Chartered Clubs and Organizations** are given priority consideration for fund distributions in an equitable manner to other such Chartered Clubs and Organizations. The ASG may distribute funds to **Recognized Clubs and Organizations** based on the level of involvement and participation by that Recognized Club or Organization.

### ***Subsection (a) Allocation***

The Associated Student Government shall allocate a budget maximum of \$3,000 for all club activities per academic year. If the budget maximum is available without fiscal restraint and is not disbursed, the remaining amount will be transferred over to the Club Fund.

### ***Subsection (b) Disbursement***

Club funding may be distributed as follows: \$150 for the first semester of active participation in Associated Student Government Meetings and other approved activities as defined in the **Constitution of the Associated Student Government** and \$150 for each subsequent consecutive semester of active participation, excluding summer semesters and intersessions. Vending funds must be disbursed prior to the end of the semester.

### ***Subsection (c) Eligibility, Application, and Deadline***

To be eligible, **1)** Associated Student Clubs and Organization must be in good standing with the Associated Student Government and be represented by a designated agent or representative at all meetings. Up to two (2) meetings may be excused per semester. **2)** An Associated Student Club or Organization must have a completed and accepted Club Certification on file. **3)** An Associated Student Club or Organization must file and submit to the Associated Student Government an application or formal written request for vending funds, **or** the Associated Student Government may solicit applications by decree only if the same criteria is applied in a fair and equitable manner to all eligible Associated Student Clubs and Organizations.

The deadline for club applications for funding shall be the end of the semester.

***Subsection (d) Stipulation on Meeting Eligibility via Club Representation***

No student may represent more than two (2) student clubs or organizations. Not more than two (2) student clubs or organizations may be represented by the same student at any time. Failure to attend required meetings and or activities shall be handled on a case-by-case basis and may include revocation of stipend or vending funding.

## ARTICLE VIII

### Deposits

#### **Section I**

#### **Substantiation**

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All monies collected from any Associated Student event must be substantiated by pre-numbered receipts, pre-numbered tickets, and other auditable records.

#### **Section II**

#### **Banking**

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Banking of all funds and maintenance of all official accounting records shall be the responsibility of the cashier who shall be the Student Affairs Office.

#### **Section III**

#### **Timeliness of Deposit**

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All funds collected by the Associated Student Government, Clubs, Organizations and Trusts received from any and all sources, whatsoever, shall be deposited no later than the first school day following the collection of the funds with the cashier, the Student Affairs Office. These must be accompanied by proper forms detailing the source of the funds.

#### **Section IV**

#### **Account Compliance**

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All monies shall be deposited in the Associated Student General Fund or the appropriate account. Any expenses incurred must be paid from this account. All expenses must be paid by check issued according to requisition procedures.

#### **Section V**

#### **Income-Generation**

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In the case of an Associated Student Club-sponsored activity underwritten by the Associated Student Executive Council, any division of funds will be made in accordance



with **Article VI, Section V** of the By-Laws of the Associated Student Government.

**Section VI**

**Cashier Compliance**

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The cashier, the Student Affairs office, shall issue a receipt for all monies received.

**Section VII**

**Defunct Student Organization Accounts**

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Accounts from Associated Student Club and Organization defunct for two (2) semesters will be closed and the funds transferred to the **Inactive Club Reserve Account**.

**ARTICLE IX**

**Expenditures**

**Section I**

**District Policy Compliance**

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All purchases, services, contracts, or projects must follow the guidelines and policies adopted by the Board of Trustees of San Diego Community College District pursuant to pertinent sections of the Education Code.

**Section II**

**College Policy Compliance**

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Purchases of supplies and equipment involving Associated Student Government funds and expenditures shall follow the same procedures as the San Diego Miramar College Business Office.

**Section III**

**Requisition Process**

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All individuals or groups requesting funds for any purpose must complete and return an Associated Student requisition. The following signatures must be on the requisition:

- Associated Student Government President or Treasurer, or
- Associated Student Club President or Treasurer, and
- Dean of Student Affairs (if filed on behalf of the Associated Student Government),  
or
- Faculty Advisor (if filed on behalf of an Associated Student Club), and
- Vice-President of Student Services, or their designated agent in the Student Accounting Office.

All payments must be justified by itemized invoices or receipted bill accompanied by the

receiving copy of the purchase order.

For all activities, where the cost of the function is uncertain, a requisition may be drawn for part or for the full amount anticipated. A complete and fully detailed report signed by the advisor or director, together with verifying receipts and any unused cash balance, must be returned to the Associated Student Account Clerk to complete the record, subject to the auditor's inspection and approval. Promptness in returning the receipts is essential. Failure to make such a report shall forfeit the right of any further drawing of funds by the violating organization or person.

The Associated Student Government will assume no responsibility for expenditures made without proper authorization secured in advance. Individuals who make purchases or expend funds without advance authorization do so at their own risk.

## ARTICLE X

### Maintenance of Records

#### Section I

#### Contracting

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Contracting for services, rental of facilities, etc., for Associated Student events, including functions sponsored by Associated Student Clubs and Organizations, are to be negotiated with the aid of the Faculty Advisor and must be signed by the Dean of Student Affairs and the Associated Student President.

#### Section II

#### Validity of Agreements

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Only those agreements, which comply with **Article IX** of the By-Laws of the Associated Student Government, and which bear the signature of the Dean of Student Affairs and the Associated Student President, should be considered valid.

#### Section III

#### Payment of Contracts

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Payment of contracts will be under regular requisition procedure, see **Article IX, Section III** of the By-Laws of the Associated Student Government.

## ARTICLE 41

### Travel Claims

#### Section I

#### Consideration

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All requests for consideration and approval of overnight and out-of-state trips to be financed from Associates Student funds must be presented in writing to the Associated Student Treasurer at least five (5) school days prior to requested consideration. The request will be presented to the Associated Student Government for approval or disapproval.

#### Section II

#### Approval

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The Associated Student Government will pay for meals, transportation, and lodging only on approved trips. Field transportation for Associated Student Clubs and Organizations may be financed by the Associated Student Government upon approval.

#### Section III

#### Mileage and Air Travel

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If it is not possible to secure a school vehicle, drivers may be reimbursed for mileage using their personal car at current District approved mileage rates or reimbursement. When distances involved are so great as to hinder efficiency or cause students to miss too many classes, air travel utilizing the least expensive, convenient facilities may be authorized by a request to the Associated Student Government for approval.

#### Section IV

#### Meals

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The cost of meals for one day should ordinarily be in accordance with District policy.

When a group travels and arrangements are made for them to eat as a group, the advisor or person in charge will have the charges billed to the Associated Student Government of San Diego Miramar College whenever possible.

#### Section V

#### Overages

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In no instances will the expenses claimed for food, transportation, and lodging be in excess of the amount authorized with exception of purchase of water or other necessary beverages for hydration or medically necessary purposes (e.g., orange juice for hypoglycemic students, etc.), or if an individual's personal diet choices prevent them from eating the original options (e.g., vegetarians, vegans, or religious observances, etc.).

**Section VI**

**Validity of Charges**

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All expenses for hotels, motels, meals, and transportation must be verified by receipts.

**Section VII**

**Emergency Adjustments**

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In the event of any emergency or unusual circumstances, the Executive Council may make an adjustment in the expense limits.

**ARTICLE XII**

**Student Representation Fee Expenses**

**Section I**

**Collection**

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The Student Representation Fee is collected by San Diego Miramar College at the time of registration and deposited in a separate fund established in accordance with the **California Community College Budget and Accounting Manual**. Students may opt to waive this fee. The **Business Manager of San Diego San Diego Miramar College** shall have custody of the money collected. The SDCCD may obtain up to seven (7%) percent of the fees collected for administering the fees (see Education Code Section 76060.5).

**Section II**

**Purpose**

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The Student Representation Fee shall be expended to provide for the support of student government representatives who may be stating their positions and viewpoints before the District, City, County, State, and Federal Government.

**Section III**

**Expenditures**

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The Executive Council and Associated Student Advisor shall be responsible for setting criteria for any times proposed for the expenditure of the funds and select legitimate uses for the Student Representation Fee.

The Associated Student President or designee will be responsible for bringing these selections before the Student Senate to be approved or denied.

**Subsection (a) Regular Process**

The Executive Council, if necessary, will submit suggested materials to the Associated Student President for the purpose of disseminating information throughout the general

student body when needed. These items may include, but are not limited to:

- Dissemination of information to student bodies via newspaper advertisements, fliers, newsletters, e-newsletters, approved social media, blog or vlog, etc.,
- Legislative tracking databases,
- Survey of the college student body to develop positions on legislation,
- Lobbying orientations/training sessions,
- Dues for state and local student associations,
- Postcards/letter writing drives,
- Legislative forums,
- Voter registration activities, or
- Other informational services deemed necessary and proper by the Associated Student Government and within the guidelines of **Education Code Section 76060.5**.

The Student Representation Fee Committee, or its equal, will select appropriate Student Representation Fee expenditures for lobbying conferences and activities, which may include, but are not limited to:

- ASACC meetings and conferences,
- Lobby Day delegates in Sacramento,
- SSCCC meetings and conferences
- Regional meetings, conferences, and training
- Meeting of other State and Federal governing agencies,
- ASGA conferences,
- March in March, or
- Other advocacy activities and training retreats and conferences as approved by the Associated Student Government.

#### ***Subsection (b) Emergency Process***

In the case that a decision needs to be made in an emergency and the proper channels for the Associated Student Executive Council and Senate to meet properly and reach a consensus cannot be met legally (i.e., through a regular business meeting or otherwise in compliance with the CA Brown Act), the President shall have the sole power of authority to entertain an **Executive Order** to permit usage of the Student Representation Fee funds. When the Associated Student Executive Council and Senate can reconvene at a proper time, it will be their duty to endorse the executive order and provide supported documentation of that endorsement.

### **Section IV**

### **Appointment of Representatives**

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The Associated Student Government shall appoint students to represent San Diego Miramar College for purposes authorized by **Education Code Section 76060.5**.

All other items submitted for use of Student Representation Fee funds must be approved by a majority vote of the Associated Student Government.

Per the **Student Representation Fee Board Docket of 1993**, the expenditure of Student Representation Fee funds requires the authorization of the Vice-President of Student Services or Dean of Student Affairs and/or the Business Manager of San Diego San Diego Miramar College. The following signatures are required on requisitions:

- Associated Student Government President or Treasurer,
- Dean of Student Affairs, and
- Vice-President of Student Services.

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## **Section V** **Responsibilities of Representatives**

In coordination with the Vice-President of Student Services or Dean of Student Affairs, students using Student Representation Fee funds will:

- 1) Make appointments to visit with officials prior to going on a trip. Normally, the appointment will be confirmed in writing.
- 2) Submit a written report on the results of their meeting to the Associated Student Government (copy to Vice-President of Student Services) within one week after their return. An oral report may also be required if requested by the Associated Student President.

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## **Section VI** **Accountability**

Records of trips, visits, etc., by individuals using Student Representation Fee monies will be kept on file by the Vice-President of Student Services. These will include a minimum of the following documents: letters to officials, expenditures of funds, and a copy of the report of the results of the meetings/conferences.

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## **Section VII** **Club Fund**

The Associated Student Government may disburse vending funds for the support of club activities. Chartered Clubs and Organizations are given priority consideration for fund distributions in an equitable manner to other such Chartered Clubs and Organizations. The ASG may distribute funds to Recognized Clubs and Organizations based on the level of involvement and participation by that Recognized Club or Organization. The Associated Student Government will institute an additional funding source which will be known as the "CLUB FUND." This fund shall be used to support the activities of recognized student clubs and organizations. These activities need to be sanctioned by the club through notation in club minutes and may include club activities, campus-wide activities, or support for travel to conferences. These activities should not be for

“individual gain” for such things as food and/or clothing or apparel.

***Subsection (a) Creation of the Fund***

This Club Fund will be created by taking previous funding of Clubs and Organizations which have been inactive for five (5) years since becoming recognized and/or active. The ASG President will work in conjunction with the Dean of Student Affairs and the Accounting Supervisor in May of each year to determine which club accounts are considered inactive and this funding will be deposited into the “Club Fund.” Every 2 years each club fund will be audited by the Associated Student Government to determine whether there is a prospect for the revival of the club in the following years. After the audit, the Associated Student Government has the option to transfer the club funds into the general club fund. After 5 years of club inactivity, the Associated Student Government will transfer the funds to the general club fund automatically.

***Subsection (b) Eligibility***

Chartered Clubs and Organizations are given priority consideration for fund distributions in an equitable manner to other Recognized Clubs and Organizations. The ASG may distribute funds to Recognized Clubs and Organizations based on the level of involvement and participation by that Recognized Club or Organization.

***Subsection (c) Disbursement***

A club may submit a request for these funds one time per year with a maximum of \$500 per club. The club must present its request at an ASG Assembly meeting and the entire ASG Assembly will determine whether to support the request. Appropriate documentation for any expenditures must also be part of this presentation.

## ARTICLE XIII

### **Amendments to the By-Laws**

#### **Section I**

#### **Amendments**

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Amendments to the By-laws may be made by a two-thirds (2/3) vote of the majority of members of the Associated Student Government in attendance. Amendments to the By-laws may not be considered in the same meeting where they are brought up.