



SAN DIEGO MIRAMAR COLLEGE

Constitution and ~~By Law~~Bylaws of the

ASSOCIATED STUDENT
GOVERNMENT



Amended May 202~~6~~5

Constitution and ~~By Law~~ Bylaws of the
**ASSOCIATED STUDENT
GOVERNMENT**

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**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 ([SDCCD](#)) 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

The name of this ~~organization-body~~ shall be the Associated Student Government of San Diego Miramar College. [This may be abbreviated as the Associated Student Government or as the ASG.](#)

Section II Colors

[Let it be known that](#) ~~the~~ the official school colors shall be teal and white.

Section III Team Name

[Let it be known that](#) ~~the~~ the official name of those teams representing the Associated Student Government of Miramar College shall be the Jets.

Section IV Emblem

[Let it be known that](#) ~~the~~ 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

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

Section II

Dues

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

ARTICLE III

Associated Student Government

Section I

Structure

The primary duty of the ~~Associated Student Government~~ASG Assembly is to execute the business of the ~~Associated Student Government~~ASG. The ~~Associated Student Government~~ASG Assembly has the responsibility to originate all actions of the ~~Associated Student Government~~ASG 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~~ASG consisting of the Senate ~~and Senate Representatives~~ors.
- **Executive Council:** Members of the ~~Associated Student Government~~ASG consisting of the President, Vice President, Secretary, Treasurer, ~~and~~ Senate Representative, ~~and Communications and Outreach Coordinator~~.
- **Student Council:** Members of the ~~Associated Student Government~~ASG consisting of the Executive Council and the Senate. There will be no more than 20 senators in the ~~Associated Student Government~~ASG at one time.
- **Assembly:** Members of the ~~Associated Student Government~~ASG 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~~ASG.

Section III

Student Senate

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

Of the elected ~~Student Senat~~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 Senat~~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

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~~ASG 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~~ASG 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~~ASG 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~~ASG through their designated Representative, **given that** this representative attends at least half of the ~~Associated Student Government~~ASG 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~~ASG meetings are considered Chartered; these organizations are eligible to receive funding from the ~~Associated Student Government~~ASG's general fund each semester (see Article VI of the ~~By-Law~~Bylaws 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~~ASG.

Subsection (b) Recognized Clubs

Student clubs that organize but do not send a representative to ~~Associated Student Government~~ASG meetings are considered Recognized; however, these organizations 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~~ASG.

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~~ASG and their representative club or organization.
2. Club Representatives must actively and collectively promote and participate in ~~Associated Student Government~~ASG 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~~ASG activities. The ~~Associated Student Government~~ASG 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~~ASG 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~~ASG Meetings. Club Representative attendance, participation, and active communication are critical for facilitating collaboration and engagement between their Clubs and the ~~Associated Student Government~~ASG.

ARTICLE IV

Qualifications for Office

Section I

Petitioning

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~~ASG 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

Subsection (a) Unit Requirement

~~Senators and Executives must be enrolled in a minimum of 3 units at Miramar during each semester of their term.~~

~~Furthermore, Senators and Executives must not be enrolled in more units at any one other college than at Miramar during their time in office.~~

~~Students must have completed at least 3 semester units within SDCCD prior to being elected to an Executive Position.~~

~~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, Treasurer, Senate Representative, and Communications and Outreach Coordinator) 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~~ASG **Executive Council** position must

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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~~ASG **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 Senat~~Senators must maintain a 2.0 GPA from San Diego Miramar College throughout the entirety of their term.

Subsection (c) Presidential Experience Requirement

The President must have completed at least 3 units at San Diego Miramar College prior to being elected.

The President must have served as a Member of the ASG for at least one semester prior to being elected.
~~To be eligible for presidential candidacy during an election, the student is required to have one (1) semester of ASG experience at Miramar College.~~

Section III

Impeachment

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~~ASG 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~~ASG 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~~ASG 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~~ASG 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~~ASG may form committees via a majority vote of all members present. The ~~Associated Student Government~~ASG shall have the right to name committees and assign responsibilities to the committees. Member of the ~~Associated Student Government~~ASG shall be appointed to committee assignments through a majority vote of the ~~Associated Student Government~~ASG Assembly. Any member of the ~~Associated Student Government~~ASG is eligible to serve on a committee, whether they are a member of the Executive Council, ~~Student Senat~~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 Senat~~Senators may act as a Committee Chair.

All Committees of the ~~Associated Student Government~~ASG 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~~ASG.

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~~ASG, and therefore must adhere to **Article V** of the ~~By-Law~~Bylaws of the Associated Student Government.
3. A Subcommittee may include any members of the ~~Associated Student Government~~ASG, 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

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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~~ASG, and therefore are exempt from **Article V** of the ~~By-Law~~Bylaws 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

Within the first four weeks of the academic semester, the ~~Associated Student Government~~ASG may combine and/or merge, but not divide, any of the four (4) standing committees, by $\frac{2}{3}$ majority vote of a Friendly Amendment (see **Article XI, Section II** of the Constitution of the Associated Student Government); 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~~ASG and their responsibilities shall be listed herein. Additional duties and responsibilities may be delegated to the standing committees by the ~~Associated Student Government~~ASG 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~~ASG if necessary.
2. If an administrative issue arises, the issue will be directed to this committee to delegate.
3. Ensure that the ~~Associated Student Government~~ASG ~~is abiding~~abides 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~~ASG 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~~ASG, 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~~ASG 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~~ASG 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

All Associated Student elections shall be coordinated by the San Diego Miramar College Student Affairs Office in concert with ~~San Diego Community College District~~SDCCD staff.

Section II

Spring General Election

The ~~Associated Student Government~~ASG President, Vice President, Secretary, Treasurer, and a minimum of five (5) ~~Associated Student Government~~ASG 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

Subsection (a) Dates

Special elections, including **In-House Elections**, shall be initiated by the ~~Associated Student Government~~ASG in coordination with the Student Affairs Office at the time and date the ~~Associated Student Government~~ASG deems necessary.

Scheduled In-House Elections will be scheduled at the beginning of every Fall and Spring semester to fill any vacancies. Refer to Article VIII, Section I.

Subsection (b) Simultaneous Runs

Candidates in a Special Election may run simultaneously for Executive Council and Senate. If such a candidate wins the Executive Council position, they are automatically removed from the Senate ballot. For this reason, the Executive Council election should occur, and any winners declared, before the election of the Senators.

Subsection (c) Election of the Senate Representative, SSCCC Delegate, and Alternate Delegate

The ~~Associated Student Government~~ASG 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 Senat~~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

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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.

Section V

Presidential Experience Requirement

To be eligible for presidential candidacy during an election, the student is required to have one (1) semester of ASG experience at Miramar College.

ARTICLE VII

Terms of Office

Section I

Term Limits

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

Only the ~~Associated Student Government~~ASG **President** shall be subject to a term limit of no more than one (1) term. The ~~Associated Student Government~~ASG President will ~~serve a term of one (1) calendar year beginning-begin their term as soon as~~ July 1st and ~~ending-may serve until~~ June 30th.

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~~ASG, excluding the President, will ~~serve a term of one (1) full academic year beginning-begin their terms as soon as~~ August 1st and ~~ending-may serve until~~ May 30th.

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 Senat~~Senate, and vice versa. ~~A term limit of four (4) terms in any Student Council office shall be observed. No person shall serve more than 4 terms total, regardless of office, within the~~ ASG.

ARTICLE VIII

Vacancies

Section I

Vacant Positions

In the event of a vacancy in the Office of ~~Associated Student Government~~ASG **President**, the ~~Associated~~

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~~Student Government~~ASG 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 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~~ASG Assembly. Each voting member of the Executive Council, ~~Student Senat~~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~~ASG has the right to resign and may do so by submitting their resignation in writing (print or digital) to the ~~Associated student Government~~ASG 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~~ASG will be publicly noted at the next scheduled ~~Associated Student Government~~ASG meeting and reflected in the minutes.

Section III

Automatic Removal from Office

If 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~~ASG 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

If a member of the ~~Associated Student Government~~ASG 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~~ASG 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

Constitution and ~~By-Law~~Bylaws of the
Associated Student Government of San Diego Miramar

All student clubs must submit an annual **Certification Packet** to the Student Affairs Office to be officially recognized by the ~~Associated Student Government~~ASG. The Packet must include the Club's Constitution, ~~By-law~~Bylaws, 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-law~~Bylaws. Associate Student Clubs and Organizations will be subject to approval based on Safety, liability, and general risk management.

Section II
~~Law~~Bylaws

Supplementary Charters and ~~By-~~

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

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

ARTICLE X

Financial Code

Section I

Establishment

A financial code shall be established in the ~~By-law~~Bylaws **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

Temporary Amendments to the Constitution and ~~By-Law~~Bylaws called “Friendly Amendments” may be adopted no later than the fourth (4th) week of each **academic semester** by the ~~Associated Student Government~~ASG 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~~ASG.

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.

Friendly Amendments may not make any amendment to Article XI of the ASG Constitution. Friendly Amendments may not amend or otherwise alter the ASG’s ability to Amend the Constitution in any way.

ARTICLE XII

Executive Officer and Senator Expectations

Section I

Ethical Leadership

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

Subsection (a) Accountability

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

Constitution and ~~By-Law~~Bylaws of the
Associated Student Government of San Diego Miramar

The elected ~~Associated Student Government~~ASG 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~~ASG business, and all ~~Associated Student Government~~ASG 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~~ASG 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~~ASG 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

Dues (alternatively, called the Associated Student Membership Fee or the AS Member Fee) to the ~~Associated Student Government~~ASG shall be 1) in compliance with Article II Section II of the Constitution of the ~~Associated Student Government~~ASG, and 2) Shall be set by the ~~Associated Student Government~~ASG 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~~ASG or any other student.

Section II

Membership Allowance

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

ARTICLE II

Duties of the Student Senate

Section I

Legislative Power

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

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

ARTICLE III

Duties of the Individual Offices

Section I

Responsibilities of ASG Members

Constitution and ~~By-Law~~Bylaws of the
Associated Student Government of San Diego Miramar

The following rules are applicable to all ASG offices; ~~and populations listed within Article III of the By-Laws.~~

- 1) Attend all ASG meetings on time and maintain scheduled office hours.
 - 2) Represent the ASG and the student body as required, including legislative and advocacy issues.
 - 3) Promote student participation, ASG membership, and healthy relationships within the ASG and campus community.
 - 4) Organize, attend, and support ASG events and activities, such as but not limited to Welcome Week, conferences, festivals, and Club Rush.
 - 5) Relay and address inquiries, requests, or concerns from students and clubs to the ASG.
 - 6) Attend campus shared governance meetings and report relevant issues to the ASG.
 - 7) Ensure ASG operates ethically, fairly, and effectively while remaining responsive to student needs.
 - 8) Maintain knowledge of ASG Constitution and By Laws, Robert's Rules, and the Brown Act.
- ~~Attend all Associated Student Government (ASG) meetings on time.~~

Section II

President

Subsection (a) Responsibilities

The ASG President serve as the chief executive officer and official representative of the Associated Student Government (ASG) and exercise the following powers and duties:

1. Preside over all meetings of the ASG
2. Ensure adherence to the Constitution, Bylaws, and Robert's Rules of Order.
3. Coordinate with the Executive Board in post-meeting Debriefs to plan future meetings and review the latest one.
4. Supervise, delegate, and monitor the responsibilities of officers and representatives to ensure effective organizational performance.
5. Maintain regular communication and coordination with members of the Executive Council and guide as necessary.
6. Serve as the official spokesperson of ASG and represent the collective position of the student government in all official capacities.
7. Act as the primary liaison between ASG and college administration, including but not limited to the Dean of Student Affairs and the College President.
8. Represent the student body in institutional shared governance processes and attend designated meetings or appoint an authorized proxy in their absence.
9. Serve as an ex officio, non-voting member of all ASG committees.
10. Have the authority to convene emergency sessions of the Executive Council and mediate disputes within ASG to preserve organizational integrity.

~~Chair all Associated Student Government (ASG) meetings and assemblies.~~

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 monthly. The stipend can be deducted from by the Dean of Student Affairs if hours are not worked.

Section III

Vice President

Subsection (a) Responsibilities

Constitution and ~~By-Law~~Bylaws of the
Associated Student Government of San Diego Miramar

- 1) Serve as Chair of ASG meetings in the absence of the President.
- 2) Assist the President in carrying out duties and overseeing ASG operations.
- 3) Maintain communication and coordination between ASG leadership and student clubs.
- 4) Serve as the official liaison to all Associated Student Clubs and Organizations.
- 5) Assist with club certification and participate in club training.
- 6) Attend special functions and district committees when requested.
- 7) Represent the official position of the ASG rather than personal opinions.
- 8) Serve as an ex-officio member of all ASG committees in the absence of the President.

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

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 monthly. The Stipend can be deducted by the Dean of Student Affairs if hours are not worked.

Section IV

Secretary

Subsection (a) Responsibilities

- 1) Issue meeting notices and post agendas at least 72 hours prior to meetings in accordance with the California Brown Act and on the ASG website.
- 2) Record and publish accurate minutes for all ASG meetings within 96 hours and ensure they are publicly accessible.
- 3) Maintain official records of ASG documents, including agendas, minutes, and other important materials, in both physical and electronic formats.
- 4) Distribute agendas and minutes to ASG members, college administration, club representatives, advisors, and other requesting individuals.
- 5) Maintain and organize ASG contact lists, sign-in sheets, and other administrative records.
- 6) Conduct routine correspondence related to the office and notify the Executive Council of relevant activities.
- 7) Document ad-hoc meetings and assist the President with agenda preparation and current issues when needed.
- 8) Arrange a replacement and notify the President at least 24 hours in advance if unable to attend a meeting.
- 9) Assist in reminding ASG members of deadlines and support planning or coordination of ASG events when requested.
- 10) Represent the official position of the ASG rather than personal opinions and ensure respectful communication in official records and correspondence.

~~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.~~

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 monthly. The Stipend can be deducted by the Dean of Student Affairs if hours are not worked.

Section V

Treasurer

Subsection (a) Responsibilities

- 1) Maintain knowledge of the ASG Financial Code and ensure all financial activities comply with established policies and procedures.
- 2) Prepare and oversee the ASG budget and maintain accurate records of all accounts, funds, expenditures, and revenues.
- 3) Present financial reports to the Executive Council at the first meeting of each month.
- 4) Process and approve financial documents, including invoices, reimbursements, and check requisitions, and ensure requests are completed in a timely manner.
- 5) Coordinate with the Student Accounting and Student Affairs offices on budget procedures, travel requests, and financial documentation.
- 6) Oversee and manage all ASG funds, including money raised through fundraising or events, and ensure proper deposits and recordkeeping.
- 7) Maintain current financial records and make the ASG's budget status available for review when requested.
- 8) Track AS Membership sales, office supply expenditures, and other relevant financial data.
- 9) Assist in the planning, organization, and financial review of ASG events, fundraisers, and activities, including providing cost analyses when requested.

- 10) Advise the President and ASG members on financial matters and report any budget discrepancies or concerns.

~~Be knowledgeable of Article VI — Associated Student Body Financial Code of the By-Laws of 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 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 monthly. The Stipend can be deducted by the Dean of Student Affairs if hours are not worked.

Section VI

Senate Representative

Subsection (a) Responsibilities

- 1) Perform all ~~Student Senat~~Senate or duties as stated in **Article II, Section VI** of the ~~By-law~~Bylaws of the Associated Student Government.
- 2) Represent the Associated ~~Student Senat~~Senate at all Executive Council meetings.
- 3) Attend and represent the ~~Associated Student Government~~ASG at College Council meetings.

Constitution and ~~By-Law~~Bylaws of the
Associated Student Government of San Diego Miramar

- 4) Chair all meetings of the Associated ~~Student Senat~~Senate.
- 5) Attend all Executive Council meetings as a full member.
- ~~6) Head the Associated Student Government Governance, Transparency, and Student Rights Committee.~~
- 8)7) Observe and learn about executive operations in the ~~Associated Student Government~~ASG.

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 monthly. The Stipend can be deducted by the Dean of Student Affairs if hours are not worked.

Section VIII

Senator

Subsection (a) Responsibilities

- 1) Represent the Associated Students, i.e., the general student body.
- 2) Assume the duties and responsibilities assigned by the ~~Associated Student Government (ASG)~~ President.
- 3) Participate in Associated Student Council meetings and all ASG-organized student activities.
- 4) Assist the Executive Council officers as needed throughout your term in office.
- 5) 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.
- 6) Assist in event planning and take on specific tasks and responsibilities according to what is needed to be done to complete the event.
- 7) Participate in student activities organized by the ASG and facilitate organization as needed.
- 8) Attend any committee meetings as assigned by the ASG and report back to the Executive Council at each meeting.
- 9) Advertise ASG events, distribute surveys, and hand out flyers, etc.
- 10) Research conferences and issues to be discussed prior to the actual conference.
- 11) Follow through with delegations and duties assigned by the ASG President in an effective and timely manner.
- 12) Recruit new student leaders of the ASG.

Subsection (b) Hour Requirements

~~Student Senat~~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 monthly.

Section IX

Conflict Resolution

Constitution and ~~By-Law~~Bylaws of the
Associated Student Government of San Diego Miramar

of another ASG Member / group of members, then the parties are in Conflict.

All ASG Members are expected to resolve Conflicts in a civil and respectful manner, as per SDCCD Board Policy 3050.

If the Conflict cannot be resolved in a civil and respectful manner, then it is an Unresolved Conflict and the following Conflict Resolution procedures shall apply:

Subsection (a) Senators and/or Club Representatives and/or Members of the Public

If the Unresolved Conflict is between Senators, Club Representatives, Members of the Public, or any such combination, then all parties are expected to consult the Executive Board and receive an Executive Consult.

Subsection (b) Executives and/or Senators and/or Club Representatives and/or Members of the Public

If the Unresolved Conflict is between Executives, Senators, Club Representatives, Members of the Public, or any such combination which involves an Executive, then all parties are expected to consult the Advisors and receive an Advisor Consult.

Subsection (c) Executive Consult

If the Executive Board cannot resolve an Unresolved Conflict which is brought before them, or if any party is unsatisfied with their Executive Consult, then all parties are expected to consult the Advisors and receive an Advisor Consult.

Executives must report all their Executive Consults to the Advisors regardless of outcome.

Subsection (d) Advisor Consult

Advisor Consults are effectively final. Only if the advice given is in violation of any higher policy (District Policy, CA Ed. Code, etc.) can the Conflict be escalated further.

Subsection (e) Post-Conflict Behavioral Expectations

If parties cannot function in a civil and respectful manner following the Conflict's resolution via Advisor Consult, then any observing ASG Members must notify an Advisor.

ARTICLE IV

Elections

Section I

Spring General Election

The annual **General Election** shall be held during the Spring semester, as determined by the current ~~Associated Student Government~~ASG in concert with the Student Affairs Office in abidance with District Election Policies. If the regular annual election fails to produce at least five (5) of the Senate and/or fails to

Constitution and ~~By-Law~~Bylaws of the
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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~~ASG President and in concert with the Dean of Student Affairs.

Section II Term of Office

Term of office for the ~~Associated Student Government~~ASG 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~~ASG 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

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

Section II Meeting Times

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

Section III Emergency Meetings

Emergency sessions 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

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

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

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

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

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

The [by-law/bylaws](#) 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

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~~ASG funds but may not place in the student budget any item without the approval of the ~~Associated Student Government~~ASG.

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~~ASG 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~~ASG are carried out in accordance with this Code and in accordance with the Constitution of the ~~Associated Student Government~~ASG and under the ~~advisement-counsel~~ of the Dean of Student Affairs.

Section III

Amendments

Initiations for amendment of the financial code may be made by the ~~Associated Student Government~~ASG. Initiation arising in the ~~Associated Student Government~~ASG and approved by simple majority vote of the members of the ~~Associated Student Government~~ASG 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

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~~ASG 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

Constitution and [By-Law/Bylaws](#) of the
Associated Student Government of San Diego Miramar

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

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~~ASG with the approval of the college President and the Board of Trustees (see **Article I** of the [By-Law/Bylaws](#) 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~~ASG 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~~ASG 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~~ASG 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

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~~ASG.

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

The Associated ~~Student Senat~~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~~ASG 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~~ASG Officers will be paid monthly at a rate that is consistent with the other ~~San Diego Community College District~~SDCCD campuses. The officers will be paid monthly equal to their term in office. If 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~~ASG during the Spring semester to adopt a final annual budget not later than the 12th week of the Spring semester. The college Vice-President of Student Services shall have final approval authority.

Section III

Adoption

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

Section IV

Alterations

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

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

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

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

The ~~Associated Student Government~~ASG 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

The ~~Associated Student Government~~ASG 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~~ASG shall allocate a ~~budget~~ maximum ~~budget~~ 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~~ASG 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 5000 funds must be disbursed equally amongst all eligible clubs. Vending funds must be disbursed prior to the end of the following semester.

Subsection (c) Eligibility, Application, and Deadline

Constitution and ~~By-Law~~Bylaws of the
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For a Club or Organization to be eligible for Vending 5000 in each semester:

1. A designated ASG Club Representative must represent the Club or Organization at the ASG meetings and may not be absent from more than 4 meetings per semester.
2. A Club or Organization must have an approved Club Certification on file.

~~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.~~

Subsection (d) Stipulation on Meeting Eligibility via Club Representation

~~Not more than 2 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 Vending 5000 funding. 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.~~

Section VII

Reserve Club Fund

A distinct funding account, known as the “**Reserve Club Fund,**” is established as an official fund administered by the ASG for the purpose of supporting both **Chartered and Recognized Clubs** and organizations. This fund is comprised of the reallocated funds of inactive clubs in addition to the club activity budget appropriated by the ASG.

Subsection (a) Eligibility

Only active **Chartered and Recognized Clubs** are eligible for funding from the **Reserve Club Fund**. To be deemed active, a club must submit a *Club Certification Packet* and have it approved by the Office of Student Affairs by the packet deadline posted every academic year. All clubs that fail to meet this requirement will be deemed inactive.

Subsection (b) Allocation

The **Reserve Club Fund** will appropriate funding reallocated from **Charted and Recognized Clubs** that have been deemed inactive for a minimum of 2 concurrent academic years. Additional funding for the account will be provided by the approved ASG budget. The approved ASG budget is required to dedicate a minimum of \$2,000 to club activities with a maximum of \$3,000. All funds committed to club activities in the ASG approved budget, in addition to the funds reclaimed by inactive clubs, will be directly deposited into the **Reserve Club Fund** after the Fall budget approval.

All related funds not disbursed by the ASG for club activities will remain in the **Reserve Club Fund** account for future use.

Subsection (c) Disbursement

To secure any amount of funding from the **Reserve Club Fund**, all **Chartered and Recognized Clubs** are required to schedule and present a formal budget proposal to the ASG body for funding approval. All active **Chartered and Recognized Clubs** are eligible to request a maximum of \$750 per academic year from the **Reserve Club Fund**. All **Chartered and Recognized Clubs** who receive funding from the **Reserve Club Fund** are required to submit relevant meeting minutes to the *ASG Treasurer*.

Subsection (d) Maintenance

The **Reserve Club Fund** account cannot be depleted of more than 50% of its standing value following the Fall semester budget approval per academic year. Once 50% of the **Reserve Club Fund** balance has been disbursed, the **Reserve Club Fund** will become an unavailable source of funding for club activities until the beginning of the next academic year.

The remaining 50% of the **Reserve Club Fund** will be preserved following the initial 50% disbursement to ensure the **Reserve Club Fund**'s standing balance remains a sizable sum to be distributed for club activities each academic year.

ARTICLE VIII

Deposits

Section I

Substantiation

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

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

All funds collected by the ~~Associated Student Government~~ASG, Clubs, Organizations and Trusts received from 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

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

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-Law~~Bylaws of the Associated Student Government.

Section VI Cashier Compliance

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

Section VII Defunct Student Organization Accounts

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

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

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

Section III Requisition Process

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~~ASG President or Treasurer, or
- Associated Student Club President or Treasurer, and

Constitution and ~~By-Law~~Bylaws of the
Associated Student Government of San Diego Miramar

- Dean of Student Affairs (if filed on behalf of the ~~Associated Student Government~~ASG), 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~~ASG 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

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

Only those agreements, which comply with **Article IX** of the ~~By-Law~~Bylaws 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

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

ARTICLE XI

Travel Claims

Section I **Consideration**

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~~ASG for approval or disapproval.

Section II **Approval**

The ~~Associated Student Government~~ASG 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~~ASG upon approval.

Section III **Mileage and Air Travel**

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~~ASG for approval.

Section IV **Meals**

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**

In no instances will the expenses claimed for food, transportation, and lodging be more than 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**

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

Section VII **Emergency Adjustments**

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

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

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

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 Senat~~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/ASG](#).

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

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/ASG](#).

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/ASG](#) President or Treasurer,
- Dean of Student Affairs, and
- Vice-President of Student Services.

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~~ASG (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.

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.

Section VII

Club Fund

The ~~Associated Student Government~~ASG 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~~ASG 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~~ASG to determine whether there is a prospect for the revival of the club in the following years. After the audit, the ~~Associated Student Government~~ASG has the option to transfer the club funds into the general club fund. After 5 years of club inactivity, the ~~Associated Student Government~~ASG 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-Law~~Bylaws

Section I

Amendments

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