

BYLAWS OF THE ASSOCIATED STUDENT GOVERNMENT OF SADDLEBACK COLLEGE



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Section I General Bylaws Code

- 1.1 The rules for the basic structure and organization of the Associated Student Government of Saddleback College (hereafter referred to as ASG) and its Bylaws shall be known as the General Bylaws Code.
- 1.2 The Bylaws of ASG shall be divided into the following sections:
 - I. General Bylaws Code
 - II. Leadership Code
 - III. Events Cabinet Code
 - IV. Senate Code
 - V. Inter-Club Council Code
 - VI. Judiciary Code
 - VII. Committee & Taskforce Code
 - VIII. Election Code
 - IX. Finance Code
 - X. Disciplinary Code
 - XI. Membership Code
- 1.3 The following abbreviations shall be used within these bylaws:
 - 1.3.1 The South Orange County Community College District shall hereafter be referred to as the SOCCCD.
 - 1.3.2 Saddleback College shall hereafter be referred to as SC.
 - 1.3.3 The Events Cabinet shall hereafter be referred to as E-Cab.
 - 1.3.4 The Inter-Club Council shall hereafter be referred to as ICC.
 - 1.3.5 The Diversity Student Council shall hereafter be referred to as DSC.
 - 1.3.6 Any reference to the President, Vice President or any other officer position shall refer to a position within ASG unless otherwise stated.
 - 1.3.7 The general student population of SC shall be known as the Associated Students of Saddleback College, hereafter referred to as the ASSC.

- 1.4 Amendments to these Bylaws shall be passed by the procedures stated in the ASG constitution.
- 1.5 Each branch of ASG shall assemble for its first meeting each semester no later than the second week of the semester, and shall meet on a regular basis as stated in the Events Cabinet Code, the Senate Code, and the ICC code.
- 1.6 All ASG members must fulfill their obligations as dictated by their officer positions listed in the Bylaws, their signed contracts, and all written and verbal responsibilities attested to throughout their time serving in their position.
- 1.7 All ASG members must serve on at least one college-wide committee or one ASG committee. Senators are required to serve on one college-wide committee, while E-Cab and ICC members may choose between the two.
- 1.8 ASG members can hold only one position on one branch of ASG. This excludes ICC members who are not serving on the executive board of ICC.
- 1.9 The chair of each respective standing body in the ASG Bylaws must draft and post an agenda 72 hours prior to the next meeting in a place accessible to all members of the public at all times during said 72 hours.
- 1.10 The designated secretary of each standing body is responsible for taking minutes during all meetings and sending a draft of the minutes to all members of the standing body no later than 48 hours after the end of the meeting.
 - 1.10.1 Members shall review and approve the draft minutes at the next meeting and make changes as necessary. Approved minutes shall be signed and dated by the chair of the meeting, and shall be filed in the Minute Binder for that standing body. The approved agenda must also be emailed to the SC Student Development Office and the Chief Justice of the Judiciary.

Section II
Leadership Code

2.1 The following positions within ASG shall be considered the ASG Leadership Council:

1. President
2. Vice President
3. Chair of Senate
4. Chair of E-Cab
5. Chair of ICC
6. Chief Justice of the Judiciary
7. Treasurer
8. Ambassador of DSC

2.2 President

2.2.1 Shall represent ASG and the ASSC at all necessary social, ceremonial, and political occasions, and shall serve as a liaison to the SC President and the Board of Trustees on matters of student affairs.

2.2.2 Shall serve as an ex-officio member of all ASG committees and taskforces excluding the Judiciary.

2.2.3 Shall attend all SOCCCD Board of Trustees and Consultation Council meetings. If possible, or if deemed necessary by a majority vote by the Leadership Council, he or she or the Vice President shall also attend Region 8 Meetings.

2.2.3.1 The President or Vice President will be responsible for attending all campus-wide committee meetings if no other ASG representative is attending.

2.2.4 May create any committee that he or she deems necessary to carry out the business of ASG.

2.2.5 May veto within ten business days after the vote, any legislation, or act of any ASG Branch that he or she feels might be detrimental to the ASSC or to any individual student. See Section 4.4.3 for additional veto processes.

2.2.5.1 To veto an action taking place within the last three meetings of any semester, a majority vote of the Leadership Council must approve the presidential veto.

2.2.6 May recommend the removal of any individual that has failed to uphold his or her responsibilities and duties of their position to the Judiciary Committee.

2.2.7 May sign requisitions before forwarding them to the Student Development Office.

2.2.8 Shall create guidelines for the use of the ASG office including all office equipment.

2.2.9 In the event of a vacancy in the office of the President, succession shall automatically occur in this order:

- Vice President
- Chief Justice of Judiciary
- Chair of Senate
- Chair of E-Cab
- Chair of ICC
- Ambassador of DSC
- Treasurer

- 2.2.9.1 An official cannot assume the office of the President unless he or she meets the requirements for serving as the President as stated in the Constitution.
- 2.2.9.2 Any ASG member who is called upon to serve as the President may choose not to become the President. In the event that this happens, the presidency shall pass on to the next eligible person in the line of succession.
- 2.2.9.3 In the event that the line of succession is unable to be followed, then a special election shall occur within ten business days to fill the vacancy.
- 2.2.10 Shall meet with the Vice President on a regular bi-weekly schedule.
- 2.2.11 Shall serve on College and District committees, grievance panels, judicial hearing panels, and hiring committees, as requested.
- 2.3 Vice President
 - 2.3.1 Shall be responsible for the taking of minutes during meetings of the Leadership Council.
 - 2.3.1.1 He or she shall email these minutes to the Student Development Office and place them in the Leadership Council minute binder and on the ASG website.
 - 2.3.2 Shall serve as the chair of the Election Committee and any jury meetings, unless recusal is deemed necessary.
 - 2.3.3 Shall formulate and maintain the ASG roster and contact list, and distribute these to all members of the ASG.
 - 2.3.4 Shall attend all campus-wide committees that the President nor any other member of ASG are able to attend.
 - 2.3.5 Shall compile and update a calendar of all ASG events.
 - 2.3.6 Shall serve as an ex-officio member of all branches and committees of ASG, excluding the Judiciary Council.
 - 2.3.7 Shall attend Foundation Board and Academic Senate meetings. He or she or the President must also attend SOCCCD Region 8 meetings when deemed necessary by a majority vote of the Leadership Council.
 - 2.3.8 Shall maintain the ASG website, ensuring that ASG is accurately represented.
 - 2.3.9 Shall submit a weekly report to the President, either in writing or verbally, including any necessary information gleaned from any meeting he or she attends.
 - 2.3.10 May sign requisitions before forwarding them to the Student Development Office if the President and the Treasurer are unavailable.
 - 2.3.11 Must meet with the President on a regular bi-weekly schedule.
 - 2.3.12 Must attend Senate meetings. He or she will also be encouraged to attend E-Cab and ICC meetings.
 - 2.3.13 Will be responsible for organizing the ASG application process. He or she will ensure that the membership code is followed in terms of application and interview processes.

2.3.14 Shall serve on College and District committees, grievance panels, judicial hearing panels, and hiring committees, in instances in which the President is unavailable.

2.3 Chair of Senate

2.3.1 Shall serve as the chair of the Senate.

2.3.1.1 In the event that the Chair is unable to attend a meeting of the Senate, the President shall be responsible for chairing the meeting. If the President is unavailable, the Vice President shall chair the meeting. If neither the Chair of Senate, the President, nor the Vice President is available to chair the meeting, then the senators who are present at the meeting shall select a senator to chair the meeting.

2.3.2 Shall create, post, and distribute Senate meeting agendas in accordance with all local, state, and federal laws.

2.3.2.1 A copy of each Senate agenda shall be kept in the branch agenda binder.

2.3.2.2 Must sign off on all items to be placed on the Senate agenda.

2.3.2.2.1 May delay an item from being placed on the Senate agenda for no more than one week.

2.3.4 Shall serve as an ex-officio member of all Senate committees and taskforces.

2.3.5 May create any Senate committee or taskforce that he or she deems necessary.

2.3.6 Shall attend weekly Leadership Meetings with the ASG advisor(s).

2.3.7 In the event that the President and Vice President are unable to attend meetings outlined in their respective job descriptions, the Chair of Senate shall attend.

2.4 Chair of Events Cabinet

2.4.1 Shall serve as the chair of the E-Cab.

2.4.1.1 In the event that the Chair is unable to attend a meeting of E-Cab, the President shall be responsible for chairing the meeting. If neither the Chair of E-Cab nor the President is available to chair the meeting, then the present E-Cab members shall select a member to chair the meeting.

2.4.2 Shall create, post, and distribute E-Cab meeting agendas in accordance with all local, state, and federal laws.

2.4.2.1 A copy of each E-Cab agenda shall be kept in the branch agenda binder.

2.4.2.2 Must sign off on all items to be placed on the E-Cab agenda.

2.4.2.2.1 May delay an item from being placed on the E-Cab agenda for no more than one week.

2.4.3 Shall serve as an ex-officio member of all E-Cab committees and taskforces.

2.4.4 May create any E-Cab committee or taskforce that he or she deems necessary.

- 2.4.5 Shall attend weekly Leadership Meetings with the ASG advisor(s).
 - 2.4.6 In the event that the President, the Vice President, and the Chair of Senate are unable to attend necessary meetings, the Chair of E-Cab shall attend.
- 2.5 Chair of ICC
- 2.5.1 Shall serve as the chair of the ICC.
 - 2.5.1.1 In the event that the Chair is unable to attend a meeting of ICC, the President shall be responsible for chairing the meeting. If neither the Chair of ICC nor the President is available to chair the meeting, then the Deputy Director of ICC shall chair in their stead.
 - 2.5.2 Shall create, post, and distribute ICC meeting agendas in accordance with all local, state, and federal laws.
 - 2.5.2.1 A copy of each ICC agenda shall be kept in the branch agenda binder.
 - 2.5.2.2 Must sign off on all items to be placed on the ICC agenda.
 - 2.5.2.2.1 May delay an item from being placed on the ICC agenda for no more than one week.
 - 2.5.3 Shall serve as an ex-officio member of all ICC committees and taskforces.
 - 2.5.4 May create any ICC committee or taskforce that he or she deems necessary.
 - 2.5.5 Shall attend weekly Leadership Meetings with the Director of Student Development.
 - 2.5.6 In the event that the President, Vice President, Chair of Senate, or Chair of E-Cab is unable to attend necessary meetings, the Chair of ICC shall attend.
- 2.6 Chief Justice of the Judiciary
- 2.6.1 Shall serve as the Chair of the Judiciary.
 - 2.6.1.1 In the event that the Chief Justice is unable to attend a meeting of the Judiciary, the meeting shall be rescheduled to a later date.
 - 2.6.2 Shall create, post, and distribute Judiciary meeting agendas in accordance with all local, state, and federal laws.
 - 2.6.2.1 A copy of each Judiciary agenda shall be kept in the Judiciary agenda binder.
 - 2.6.2.2 Must sign off on all items to be placed on the Judiciary agenda.
 - 2.6.2.2.1 May delay an item from being placed on the Judiciary agenda for no more than one week.
 - 2.6.3 Shall be charged with the responsibility of keeping a physical record of all written officer reports for each branch, attendance records, and hours reports, in the case that these documents exist.
 - 2.6.4 Shall attend weekly Leadership Meetings with the ASG advisor(s).
- 2.7 Treasurer

- 2.7.1 Shall serve as the chair of the Budget Committee with the right to vote in order to break a tie.
 - 2.7.1.1 In the event that the Treasurer is unable to attend a meeting of the Budget Committee, the meeting shall be rescheduled to a later date.
 - 2.7.2 Shall create, post, and distribute Budget Committee meeting agendas in accordance with all local, state, and federal laws.
 - 2.7.2.1 A copy of each Budget Committee agenda shall be kept in the committee agenda binder.
 - 2.7.2.2 Must sign off on all items to be placed on the Budget Committee agenda.
 - 2.7.2.3.1 May delay an item from being placed on the Budget Committee agenda for no more than one week.
 - 2.7.3 Shall participate in the creation of the ASG Budget.
 - 2.7.4 Shall maintain accurate records of the ASG Budget including all revenues, expenditures, and transfers.
 - 2.7.5 Shall verify the legitimacy of expenditures and sign requisitions before forwarding them to the Student Development Office.
 - 2.7.6 Shall attend E-Cab and Senate meetings in an advisory role on fiscal matters as needed.
 - 2.7.7 Shall attend weekly Leadership Meetings with the Director of Student Development.
- 2.8 Ambassador of DSC
- 2.8.1 Shall serve as the Chair of the Diversity Student Council.
 - 2.8.2 In the event that the Ambassador is unable to attend a meeting of the Diversity Student Council, the meeting shall be chaired by any other voting member of the committee to be decided within the committee when the meeting comes to order.
 - 2.8.3 Shall create, post, and distribute DSC meeting agendas in accordance with all local, state, and federal laws.
 - 2.8.3.1 A copy of each DSC agenda shall be kept in the committee agenda binder.
 - 2.8.3.2 Must sign off on all items to be placed on the DSC agenda.
 - 2.8.3.2.1 May delay an item from being placed on the DSC agenda for no more than one week.
 - 2.8.4 Shall serve as a non-voting member of the ICC.
 - 2.8.5 Shall attend weekly Leadership Meetings with the Director of Student Development.

Section III
Events Cabinet Code

- 3.1 The Events Cabinet shall be comprised of members responsible for assisting the Chair of E-Cab with the activities and events that ASG participates in.
- 3.2 E-Cab shall be comprised of the following members:
1. Secretary of the Events Cabinet
 2. Secretary of Events
 3. Secretary of Publicity for E-Cab
 4. Secretary of Publicity for ASG
 5. Secretary of Commerce
 6. Secretary of Community Service
 7. Historian
 8. E-Cab Liaison
 9. Chair of Volunteer Corps
- 3.2.1 The addition of any new position will require a two-thirds vote by the Leadership Council. If approved, the position will exist for only the current academic year, unless it is added to the ASG Bylaws by processes outlined in the Constitution.
- 3.3 The E-Cab shall assemble for its first meeting each semester no later than the second week of the semester and shall meet regularly once per week during the Fall and Spring semesters.
- 3.3.1 The meeting time for the E-Cab shall be set by the Chair of the E-Cab; however, if a change needs to be made to the meeting time after the registration period for a semester starts, the change must be approved by two-thirds majority of the votes cast of the E-Cab.
- 3.3.2 The frequency of E-Cab meetings may be altered if a new schedule is approved by a two-thirds vote of the E-Cab.
- 3.4 Powers and Duties of E-Cab members (Other duties as assigned and job descriptions are applicable):
- 3.4.1 Must attend regular and special meetings of E-Cab.
- 3.4.2 May create committees and taskforces as needed to carry out the business of E-Cab.
- 3.4.3 Only members of E-Cab, including the Secretary of E-Cab and the Chair of E-Cab, shall have the right to participate in discussion during E-Cab meetings. All other persons wishing to speak must have the floor yielded to them by an E-Cab member or by the chair of the meeting.
- 3.4.4 All E-Cab members will be expected to attend all E-Cab events as well as assist fellow members when necessary. Disciplinary action will be taken as outlined in the Disciplinary Code.
- 3.4.5 All E-Cab members are required to serve on one College-wide or ASG committee.
- 3.5 Job Descriptions for voting E-Cab members:
- 3.5.1 Secretary of the Events Cabinet
- 3.5.1.1 Shall be responsible for the minutes of all E-Cab meetings in the manner outlined in Section I: General Bylaws.
 - 3.5.1.2 Shall take the roll call at the beginning of all E-Cab meetings

- 3.5.1.2.1 E-mail or deliver a copy of E-Cab attendance records to the Chief Justice of the Judiciary and the Chair of E-Cab weekly.
- 3.5.2 Secretary of Events
 - 3.5.2.1 Shall schedule, coordinate, and oversee any events sponsored or held by ASG.
 - 3.5.2.2 Shall organize event taskforces as needed.
- 3.5.3 Secretary of Publicity for E-Cab
 - 3.5.3.1 Shall publicize ASG events throughout the SOCCCD.
 - 3.5.3.2 Shall distribute ASG event flyers throughout the campus in a timely manner.
 - 3.5.3.3 Shall write and turn in press releases to the Lariat, Channel 39, KSBR and any other necessary media outlets according to specific deadlines.
 - 3.5.3.4 Shall submit marquee requests to the Student Development Office according to specific deadlines.
 - 3.5.3.5 Shall attend meetings of the Publicity Committee.
- 3.5.4 Secretary of Publicity for ASG
 - 3.5.4.1 Shall serve as the chair of the Publicity Committee.
 - 3.5.4.2 Will be responsible for publicizing ASG as a whole.
 - 3.5.4.3 Shall assist the Secretary of Commerce in promoting the sale of ASB stamps, as well as assist in any other funding endeavors.
- 3.5.5 Secretary of Commerce
 - 3.5.5.1 Shall oversee E-Cab sales and purchases.
 - 3.5.5.2 Shall market the ASB Card to students and faculty on campus.
 - 3.5.5.3 Shall work with the Student Development Office to introduce new vendors to the ASB Card.
 - 3.5.5.4 Shall work with the Budget Committee to create the E-Cab Budget.
 - 3.5.5.5 Shall submit all budget-related paperwork to the Student Development office as needed to order items approved by E-Cab.
- 3.5.6 Secretary of Community Service
 - 3.5.6.1 Will be responsible for referencing past community service events, as well as encouraged to introduce new service projects for the ASG and the ASSC to participate in.
 - 3.5.6.2 Will serve as liaison to the community as needed in gathering donations and other necessary items and/or funds from the community.

3.5.6.3 Will attend meetings of the DSC.

3.5.7 Historian

3.5.7.1 Shall take photos at all ASG events and post them on existing ASG medias (i.e. Facebook.com, Saddleback.edu/asg, etc.).

3.5.7.2 Shall create publicly available evaluation records of all ASG events. Records shall include a brief description of the event, any publicity materials related to the event, a record of specific money surpluses and deficits, and a record of student opinions and attendance.

3.5.8 E-Cab Liaison

3.5.8.1 Will be responsible for attending meetings of the Senate and ICC as necessary.

3.5.8.2 Will be responsible for any communication between the Senate or ICC and the E-Cab.

3.5.8.2.1 Will seek volunteers from the Senate and ICC to assist in events planned by the E-Cab.

3.5.9 Chair of Volunteer Corps

3.5.9.1 Shall serve as the chair of the Volunteer Corps.

3.5.9.2 Shall be responsible for enlisting new members to join the Volunteer Corps and for assembling these members to assist with E-Cab or other ASG events.

Section IV
Senate Code

- 4.1 The Senate shall be comprised of Senators responsible for representing the students of SC. The Senate will also include a Secretary of the Senate. One Senator for each of the following divisions and areas will be included:
1. Advanced Technology & Applied Science
 2. At-Large Students & Emeritus Institute
 3. Business Science
 4. Counseling Service & Special Programs
 5. Fine Arts
 6. Health Sciences, Human Services
 7. International Students
 8. Kinesiology & Athletics
 9. Liberal Arts
 10. Library & Learning Resources
 11. Mathematics, Science, & Engineering
 12. Social and Behavioral Sciences
 13. Student Services
 14. Veterans
- 4.2 The Senator of At-Large Students & Emeritus Institute shall be responsible for representing all students, particularly those with an undeclared major, and is responsible for serving on the committees that oversee contracts held by ASG.
- 4.3 The Senate shall assemble for its first meeting each semester no later than the second week of the semester and shall meet regularly once per week during the fall and spring semesters.
- 4.3.1 The meeting time for the Senate shall be set by the Chair of Senate; however, if a change needs to be made to the meeting time after the registration period or a semester starts, the change must be approved by two-thirds majority vote of Senate members.
- 4.3.1.1 The frequency of Senate meetings may be altered if a new schedule is approved by a two-thirds vote of the Senate. The Secretary of the Senate will be a voting member in this decision.
- 4.4 The powers and duties of the Senate shall be as follows:
- 4.4.1 Shall review the proposed budget from the Spring or Summer Budget Committee and adopt the annual budget for ASG after making changes if necessary.
- 4.4.1.1 Once the annual budget has been finalized, any budget transfers outside of the original allocation must be approved by a majority vote of the Senate.
- 4.4.2 Shall create committees and taskforces as needed to carry out the business of the Senate.
- 4.4.3 Shall reserve the right to override a Presidential veto with a two-thirds majority of the votes cast within ten business days of the veto.
- 4.4.3.1 If there is no Senate meeting scheduled within the next ten business days, then the veto may be overridden at the next regular or special Senate meeting.
- 4.4.4 Shall give weekly verbal reports during Senate meetings and must submit weekly written reports to be turned into the mailbox of the Chief Justice of the Judiciary on the day of scheduled Senate meetings.

- 4.4.5 Each Senator shall meet with the Dean or head of his or her division on a regular basis as decided per the first meeting between Senator and Dean at the beginning of the semester. If the Dean or head of his or her division is unavailable, then the Director of Student Development shall work with the senator to find an appropriate person for the Senator to meet with.
- 4.4.6 The Senate will be responsible for approving all committee assignments.
- 4.4.7 The Senator of International Students is required to attend meetings of the DSC. He or she will therefore be exempt from the college-wide committee assignments
- 4.5 Only the ASG Leadership Council, Director of Student Development, Secretary of Senate, and Senators have the right to participate in the discussion during Senate meetings. All other persons wishing to speak must have the floor yielded to them by a Senator or by the chair of the meeting.
- 4.6 Senate shall be responsible for maintaining the following standing committees and shall assure that each committee assembles for its first meeting each semester no later than the third week of the semester and shall meet regularly once per week, or as needed, during the Fall and Spring semesters:
 - 4.6.1 Judiciary
 - 4.6.2 Budget Committee
 - 4.6.3 Diversity Student Council
- 4.7 Job Description for nonvoting Senate members shall be as follows:
 - 4.7.1 Secretary of the Senate
 - 4.7.1.1 Shall be responsible for the minutes of all Senate meetings in the manner outlined in Section I: General Bylaws.
 - 4.7.1.2 Shall take the roll call at the beginning of all Senate meetings.
 - 4.7.1.2.1 Email or deliver a copy of Senate attendance records to the Chief Justice of the Judiciary, President, and Chair of Senate after each meeting.
 - 4.7.2 Treasurer
 - 4.7.2.1 See Section 2: Leadership Code.
 - 4.7.2.2 Other duties as assigned and job descriptions are applicable.
 - 4.7.3 Chief Justice of the Judiciary
 - 4.7.3.1 See Section 2: Leadership Code.
 - 4.7.3.2 Other duties as assigned and job descriptions are applicable.
 - 4.7.4 E-Cab Liaison
 - 4.7.4.1 See Section 3: Events Cabinet Code.
 - 4.7.4.2 Other duties as assigned and job descriptions are applicable.
 - 4.7.5 DSC Liaison

- 4.7.5.1 See Section 7: Committee and Taskforce Code.
- 4.7.5.2 Other duties as assigned and job descriptions are applicable.

Section V
ICC Code

- 5.1 The Inter-Club Council shall be comprised of Voting Clubs, Nonvoting Clubs, and the Executive Board, and shall be concerned with matters directly affecting the welfare and interests of campus club organizations.
- 5.2 The Executive Board shall see to the overall operations of the ICC as well as its events & activities and shall be comprised of the following members:
 1. Chair of ICC
 2. ICC Deputy Director
 3. Director of Finances
 4. Director of Public Relations & Publicity
 5. Director of Events
 6. Secretary of ICC
- 5.3 Executive Board members shall give weekly verbal reports during ICC meetings.
- 5.4 A Voting Club shall be any group of five or more SC students who have submitted an “Intent to be Active” form and a club constitution to the Student Development Office before the second ICC meeting of a semester.
 - 5.4.1 Any club that submits its forms after the second meeting of the semester must be approved by a majority vote of the ICC in order to receive voting status.
- 5.5 Voting Clubs must send one representative from their club to every ICC meeting to vote on items on the ICC agenda. These representatives shall hereafter be referred to as ICC Reps.
- 5.6 An ICC Rep. may only serve as the representative for one club during an ICC meeting.
- 5.7 Voting Clubs shall receive an allocation from the ICC Budget during the fall semester.
 - 5.7.1 The allocation shall be based on the number of current voting clubs as well as the overall ICC Budget.
 - 5.7.2 Any club may activate at any time during the fall and receive the full allocation; however, if a club activates in the spring semester, the monetary allocation for that club shall be voted on by the ICC.
- 5.8 ICC Reps. must submit monthly written club reports during regular meetings of the ICC to the ICC Executive Board and must give weekly verbal reports during ICC meetings.
- 5.9 Any club that fails to follow the proper guidelines for holding an on campus event, as mandated by the Student Development Office, may have its voting status and funding revoked.
- 5.10 A Nonvoting Club shall be any group of SC students who want to have a campus club but do not want to attend ICC meetings.
 - 5.10.1 Nonvoting Clubs shall not be given any funding from the ICC Budget.
- 5.11 The ICC shall assemble for its first meeting each semester no later than the second week of the semester and shall meet regularly once per week during the fall and spring semesters.
- 5.12 The meeting time for the ICC shall be set by the Vice President of ICC; however, if a change needs to be made to the meeting time after the registration period starts for a semester, then the change must be approved by a two-thirds majority of the votes cast of the ICC.

- 5.13 Only the ASG Leadership Council, Director of Student Development, ICC Executive Board members, and ICC Reps have the right to participate in the discussion during ICC meetings. All other persons wishing to speak must have the floor yielded to them by a member of the ICC Executive Board.
- 5.14 Only ICC Reps. shall be allowed to vote on items on the ICC agenda.
- 5.15 Items to be placed on the ICC agenda must be signed off by an Executive Board member.
- 5.16 The Chair of ICC may delay an item from being placed on the ICC agenda for no more than one week.
- 5.17 The powers and duties of the ICC shall be as follows:
 - 5.17.1 Shall have control over the ICC Budget as allocated in the current ASG Budget.
 - 5.17.1.1 No funds may be used from the ICC Budget without a majority vote of the ICC Executive Board.
 - 5.17.2 Shall have the authority to approve a club as a voting club after the second meeting of the semester.
 - 5.17.2.1 Any club that wants to be approved after the second meeting of a semester must present its "Intent to be Active" form and Club Constitution to the ICC Director before it can be placed on the agenda for approval.
 - 5.17.3 Shall reserve the right to revoke the voting status of any ICC Club, if that club has failed to uphold the duties of a voting club as stated in the Bylaws, by a two-thirds majority of the votes cast.
- 5.18 The job descriptions of the Executive Board shall be as follows:
 - 5.18.1 Chair of ICC
 - 5.18.1.1 See Section 2: Leadership Code
 - 5.18.2 ICC Deputy Director
 - 5.18.2.1 Shall maintain a contact list of all active clubs.
 - 5.18.2.2 Shall maintain ICC office supplies and order more supplies as needed.
 - 5.18.2.3 Shall ensure that the ICC office is in good standing.
 - 5.18.2.4 Shall create and maintain a calendar of club meeting times, club events, and ICC committee meetings.
 - 5.18.2.5 Shall assist the ICC Director in overseeing members of the Executive Board.
 - 5.18.2.6 Shall chair ICC meetings in the event that the Vice President of ICC or the President is unable to.
 - 5.18.3 ICC Director of Finances
 - 5.18.3.1 Shall maintain accurate records of the ICC Budget including all revenues, expenditures, and transfers.

- 5.18.3.2 Shall verify the legitimacy of ICC expenditures and sign requisitions before forwarding them to the Student Development Office.
- 5.18.3.3 Shall work with the ICC Director to formulate the ICC Budget based on the allocation from the current ASG Budget.
- 5.18.3.4 Shall present the ICC Budget to the ICC for their approval by no later than the third meeting of the fall semester.
- 5.18.4 Director of Public Relations & Publicity
 - 5.18.4.1 Shall publicize on-campus through all outlets of media; this includes but is not limited to the marquee, the SOCCCD Saddleback website, the Lariat, KSB Radio, and mass emails.
 - 5.18.4.2 Shall maintain events and information on the SOCCCD Saddleback website and update biweekly.
 - 5.18.4.3 Shall create and distribute ICC event flyers and banners throughout the campus in a timely manner.
- 5.18.5 ICC Director of Events
 - 5.18.5.1 Shall assist clubs in the planning, organization, and the execution of activities and events.
 - 5.18.5.2 Shall serve as the chair of Clubs Fair and Clubs Rush.
 - 5.18.5.3 Shall organize any ICC event taskforce as needed.
 - 5.18.5.4 Shall create evaluation records of all ICC events. Records shall include: a brief description of the event, any publicity materials related to the event, a record of specific money surpluses and deficits, and a record of student opinions and attendance.
 - 5.18.5.4.1 Evaluation records shall be submitted to the Chief Justice of the Judiciary no later than five business days after an event has taken place.
- 5.18.6 Secretary of ICC
 - 5.18.6.1 Shall be responsible for the minutes of all ICC meetings in the manner outlined in Section I: General Bylaws.
 - 5.18.6.2 Shall take the roll call of the Executive Board at the beginning of all ICC meetings
 - 5.18.6.2.1 E-mail or deliver a copy of ICC attendance records to the Chief Justice of the Judiciary, President, and Vice President of ICC weekly.
 - 5.18.6.3 Shall give weekly verbal reports during ICC meetings and must submit weekly written reports to be turned into the mailbox of the Chief Justice of the Judiciary on the day of scheduled ICC meetings.
- 5.19 Job Description for nonvoting ICC members shall be as follows:
 - 5.19.1 Ambassador of DSC
 - 5.19.1.1 See Section 2: Leadership Code.

5.19.1.2 Other duties as assigned and job descriptions are applicable.

Section VI
Judiciary Code

- 6.1 The Judiciary shall be comprised of members dedicated to unbiased oversight of the branches of ASG, their members and events, and maintaining the records of such.
- 6.2 The Judiciary shall be comprised of the following members:
- The Chief Justice of the Judiciary
Two representatives from Senate
Two representatives from E-Cab
Two representatives from ICC
- 6.3 The Chief Justice of the Judiciary will have an established position prior to the first Senate meeting of the year.
- 6.4 The powers and duties of the Chief Justice of the Judiciary are outlined in the Leadership Code.
- 6.5 The two representatives from each branch--Senate, E-Cab, and ICC--shall be nominated by the Chief Justice of Judiciary no later than the second meeting of the year and be approved or denied by a two-thirds vote of the members of the respective branch and a two-thirds vote of the Leadership Council.
- 6.5.1 In the event that a vacancy occurs, the Chief Justice will use the same process to choose new representatives.
- 6.5.2 If the Chief Justice of Judiciary's nomination(s) are denied, he or she will choose a replacement nominee during the next branch meeting.
- 6.6 The Judiciary shall assemble for its first meeting each semester no later than the fourth week of the semester and shall meet regularly at least once every two weeks during the fall and spring semesters.
- 6.6.1 The meeting time for Judiciary shall be set by the Chief Justice.
- 6.6.1.1 The frequency of Judiciary Council meetings may be altered by a two-thirds vote of the Judiciary Council, or by a two-thirds vote of the Leadership Council in instances in which the Judiciary Council is not yet fully assembled.
- 6.7 The powers and duties of the Judiciary shall be as follows:
- 6.7.1 Shall maintain the Attendance Records, Officer Reports, and Evaluation Records in binders easily accessible by any ASG member.
- 6.7.2 Shall notify the chair if members of their branches have multiple absences, are not contributing a significant number of hours, or are not fulfilling their obligations. The aforementioned member shall also be notified of their sub par job as a method of warning.
- 6.7.3 It is the Judiciary's responsibility to put forward potential members who have not fulfilled their job requirements and should be removed from their position in student government.
- 6.7.4 Shall oversee the Bylaws and accumulate the suggested changes to the Bylaws as put forth by the branches. Suggested changes to the bylaws shall be presented in weekly Leadership Council meetings with the Director of Student Development. The Bylaws and Constitution must be reviewed by the Judiciary Council at least once per semester.
- 6.7.5 Shall report any relevant information acquired in meetings to the respective branches.

- 6.8 The Judiciary Council will follow guidelines outlined in Section 9: Disciplinary Code to properly evaluate ASG members and issue appropriate action.

Section VII
Committee & Taskforce Code

- 7.1 The rules for the basic structure and organization of the ASG Committees and Taskforces shall be known as the Committee & Taskforce Code.
- 7.2 A committee shall refer to a group of ASG members, and other members of the SC campus as necessary, who work together to make decisions regarding ASG or student life at SC.
- 7.2.1 Committees shall hold open public meetings in accordance with the Ralph M. Brown Act.
- 7.3 A taskforce shall refer to a group of ASG members, and other members of the SC campus as necessary, who work together on a specific project regarding ASG or student life at SC.
- 7.3.1 Taskforces do not need to hold open public meetings in accordance with the Ralph M. Brown Act.
- 7.4 The meeting times for all committees and taskforces shall be determined by the chairperson of the committee or taskforce.
- 7.5 The chairperson of each committee shall be responsible for ensuring that the agendas for their committee meetings are posted in accordance with all local, state and federal laws and shall be responsible for ensuring that minutes are taken of each meeting. Minutes and agendas shall follow the guidelines as outlined in Section 1.
- 7.6 The chairperson of each committee and taskforce shall be responsible for ensuring that attendance is taken for each meeting and shall report any member who has violated the Attendance Code to the President and the head of the member's branch.
- 7.7 The standing committees of ASG shall be as follows:
- 7.7.1 Budget Committee
- 7.7.1.1 The chairperson of this committee shall be the Treasurer.
- 7.7.1.2 Any member of ASG or of the ASSC may be a member of this committee.
- 7.7.1.3 The purpose of this committee shall be to assist the Treasurer with the supervision of the budget and with the requisition process as needed.
- 7.7.2 Election Committee
- 7.7.2.1 The chairperson of this committee shall be the Vice President.
- 7.7.2.1.1 If the Vice President is running in the election, then the President shall appoint another ASG member that is not running in the election to serve as the chairperson of the committee. The President is also eligible to chair this committee as long as he or she is not running in the election.
- 7.7.2.2 The members of this committee shall be selected by the committee chairperson.
- 7.7.2.2.1 No one running in the election may be on the committee; this includes anyone who is a write-in candidate.
- 7.7.2.2.2 Members of the Election Committee are prohibited from campaigning for any candidate who is running in the current election.

7.7.2.3 The purpose of this committee shall be to interpret rules and procedures as described by the Constitution, the Bylaws, the Election Code, and the Election Guidelines.

7.7.3 Diversity Student Council

7.7.3.1 The chairperson of this committee shall be the Ambassador of the Diversity Student Council whose responsibilities are outlined in Section 2: Leadership Code.

7.7.3.2 An advisory or leadership board may be established at the discretion of the Chair and the committee.

7.7.3.3 The committee shall meet on a regular schedule chosen by the Ambassador of DSC with the aim of diversifying the campus and informing the student body of multicultural events sponsored by the committee.

7.7.3.4 The committee is subject to changes as deemed necessary throughout the course of the semester.

7.7.3.5 One member of this committee will be responsible for attending Senate meetings as the DSC Liaison. If no one steps forward to fulfill this duty, the Ambassador of DSC will be responsible for attending Senate meetings.

7.7.4 Publicity Committee

7.7.4.1 The chairperson of this committee shall be the Secretary of Publicity for ASG whose responsibilities are outlined in Section 3: Events Cabinet Code.

7.7.4.2 The committee shall meet weekly with the aim of creating flyers and other publicity materials, distributing these throughout the campus, and also strategically planning the publicity of events and ASG as a whole.

7.7.4.2.1 The frequency of meetings may be altered by a two-thirds vote of the Publicity Committee.

7.7.4.2.1.1 In instances in which the Publicity Committee has not assembled with at least four members, the meeting schedule may be altered by a two-thirds vote of E-Cab.

7.7.4.3 The committee shall consist of the Secretary of Publicity for ASG, the Secretary of Publicity for E-Cab, up to 10 voluntary ASG members, and any number of other members of the ASSC.

7.7.4.4 The Secretary of Publicity for ASG will determine the meeting schedule for the Publicity Committee.

7.7.5 Volunteer Corps

7.7.5.1 The Chairperson of this committee shall be the Chair of the Volunteer Corps whose responsibilities are outlined in Section 3: Events Cabinet Code.

7.7.5.2 The committee shall meet when deemed necessary by the Chair of the Volunteer Corps or by a two-thirds vote of the Leadership Council.

7.7.5.3 The committee shall consist of any number of volunteers from the ASG or the ASSC.

7.7.5.4 The committee's purpose will be to assist ASG orchestrating events. The Volunteer Corps may also plan any event its members decide upon independently.

7.8 The standing taskforces of ASG shall be as follows:

7.8.1 Leadership Council

7.8.1.1 See Section 2: Leadership Code.

7.8.2 Judiciary Council

7.8.2.1 See Section 6: Judiciary Code.

SECTION VIII
Election Code

- 8.1 The rules and regulations governing all ASG elections shall be known as the Election Code.
- 8.2 The deadline for submitting applications to be placed on the ballot for an election shall be determined by the Election Committee in consultation with the Director of Student Development.
- 8.2.1 Any person who misses the application deadline may run as a write-in candidate so long as they meet with the Director of Student Development and the Chairperson of the Election Committee by noon the day before the election.
- 8.2.1.1 Write-in candidates shall not be permitted to submit information to be placed in the Candidate Information Packet.
- 8.3 A meeting shall be scheduled no less than two weeks before every regular ASG Election to review all necessary rules and regulations pertaining to ASG Elections. All candidates running in the election must attend this meeting along with the Director of Student Development and the Chairperson of the Election Committee.
- 8.3.1 Any candidate who misses this meeting without giving notice to the Director of Student Development before the beginning of the meeting shall be disqualified from running in the election.
- 8.3.2 Any candidate who is unable to attend the scheduled meeting must meet with the Director of Student Development and the Chairperson of the Election Committee no more than three days after the meeting was scheduled to review all necessary rules and regulations pertaining to ASG Elections or they shall be disqualified from running in the election.
- 8.4 Any violation of the Constitution, Bylaws or Election Guidelines by a candidate in an ASG Election shall be reported to the Director of Student Development who shall then confer with the Election Committee to determine if the violation is grounds for disqualification from the election.
- 8.4.1 The Election Committee may disqualify a candidate for violations of the Constitution, Bylaws or Election Guidelines by a majority vote of the committee.
- 8.5 All polling places shall be staffed by at least two members of the Election Committee for the purpose of answering questions related to student government; enforcing the Election Code and the Election Guidelines; and assisting the election moderators in ensuring that candidates are not campaigning within fifty feet of the polling places.
- 8.6 Candidates in ASG Elections must provide the Election Committee with a list of all persons who will be assisting them in their campaign.
- 8.6.1 Candidates shall be directly responsible for all actions taken by persons working on their campaign.
- 8.7 Candidates in ASG Elections are prohibited from providing gifts to students in exchange for votes.
- 8.8 The Election Committee shall be responsible for compiling a Candidate Information Packet as a reference guide for students to use at the polling places during regular ASG Elections.
- 8.8.1 Candidates for President, Vice President, Chair of Senate, Chair of E-Cab, and Chair of ICC are required to submit a brief statement explaining their reasons for running in the election.

- 8.8.2 All candidates in the election may submit a list of SC related activities and organizations they have been involved in, including any past or current positions they hold within ASG.
- 8.8.3 All candidates in the election may submit a list of endorsements from on campus clubs or organizations including endorsements from other ASG members.
- 8.8.4 The Election Committee may request such documentation as they see fit to verify all information that the candidates submit for the Candidates Information Packet.
- 8.9 The Election Committee may request that the Senate give each candidate in an election an allocation, not to exceed twenty five dollars, for the purpose of duplicating campaign materials.
 - 8.9.1 All duplicating done in this manner must be done in the SC duplication center.
- 8.10 The SOCCCD Student Trustee may be recalled by a majority vote of the ASSC in any regular or special ASG Election providing the recall has been approved by either two hundred registered students of SC or by a majority vote of two of the three branches of ASG.
 - 8.10.1 If the Student Trustee is recalled, they must also be recalled by the students of Irvine Valley College, as described in the Associated Students of Irvine Valley College governing documents, for them to be removed from office.
- 8.11 The elected positions of the ASG shall be the ASG President, the ASG Vice President, the Chair of the Senate, the Chair of E-Cab, and the Chair of ICC.
 - 8.11.1 If any of these positions are not filled during an election, vacant positions will be filled using provisions stated in Section XI: Membership Code.

Section IX
Finance Code

- 9.1 The rules and guidelines for the financial operations of ASG shall be known as the Finance Code.
- 9.1.1 Those who fall under the jurisdiction of the Finance Code include all non-instructional organizations, defined as active groups that do not require the enrollment of unit-based classes, as funded by the Associated Student Government of Saddleback College.
- 9.1.2 Any additional funding requests that are not allocated, either in full or partially by the college, may be presented to Senate for additional review and/or approval with proper documentation and the approval of the Chair of Senate and the Treasurer through signature.
- 9.2 The financial operations of ASG shall be administered under the guidelines of a budget established by the Budget Committee.
- 9.2.1 The budget shall only become final after approval by the Senate, and the SOCCCD Board of Trustees.
- 9.2.2 Non-allocated funds shall not be expended from the ASG Emergency Contingency and Reserve for Mid-Year Allocations without the majority approval of the Senate and the consent of the Vice President of Senate and/or the Chancellor of the Exchequer through signature.
- 9.2.3 If, for any reason, the Inter-Club Council cannot provide funding for one of its member organizations, the organization can then go to Senate for the approval of additional funds, provided that they obtain a written recommendation from the Inter-Club Council Executive Board supporting the request, along with a detailed, descriptive presentation in regards to why the amount has been requested, and detailed accountability for said funds, which is to be presented to Senate during the time of vote. In order for the funding request to be approved, it must gain the majority vote of Senate, as well as the approval of the Chair of Senate and the Treasurer through signature.
- 9.3 All organizations that receive funding through ASG are required to display the following: “Sponsored by the Associated Student Government of Saddleback College” on any advertising or promotional materials, during the event/occasion that received funding from ASG.
- 9.4 Budget Committee shall also be responsible for creating/ implementing all ASG fundraising and revenue generating endeavors, as directed by the Secretary of Commerce of the Events Cabinet.
- 9.5 All ASG budgeted expenses shall be approved through a requisition process.
- 9.5.1 All requisitions require the signatures of either the Treasurer, the Secretary of Commerce of the Events Cabinet, the ASG President, or the ASG Vice President.
- 9.6 All groups receiving funding from ASG for travel must meet the following requirements:
- 9.6.1 Travel, for the purpose of funding requests, is defined to be any event outside of a 60 mile radius of Saddleback College, that requires any mode of transportation other than by vehicular means (car, bus, train, truck, etc) or an event that involves overnight stay.
- 9.6.2 ASG will sponsor up to, but no more, than 75 percent of any travel program.
- 9.6.3 All participants must be directly associated with the approved group.
- 9.6.4 All participants must purchase an SC ASB stamp.

- 9.6.5 All participants must be currently enrolled in a minimum of five units at Saddleback College as active students.
 - 9.6.6 All participants must have an active transcript/grading history on record at Saddleback College.
 - 9.6.7 All participants must have a minimum 2.0 cumulative G.P.A.
 - 9.6.8 All participants must follow SOCCCD and Student Development processes and timeline or accessing ASG funds.
 - 9.6.9 All participants must adhere to Board Policy 6125 referring to the Saddleback College Code of Conduct.
 - 9.6.10 All groups and/or individuals planning to use ASG funds must complete a travel application through Student Development Office.
 - 9.6.11 Allocations for meals during travel shall not exceed \$10.00 for breakfast, \$10.00 for lunch and \$15.00 for dinner per person per day of travel. The coordinator/advisor of the event shall be responsible for funds not spent, which will then be returned to the ASG Reserve for Mid-Year Allocations.
 - 9.6.12 Upon return, the participants that received funding shall, as a whole, fill out the Travel Follow-Up Report Form with details regarding their travel, for strictly informative purposes, to be presented to the ASG Senate within 2-3 weeks following the date of return.
- 9.7 The President, the Treasurer, and the ASG advisor(s) will make the final selection of student participants for ASG-sponsored events and conference travel opportunities. The Office of Student Development will work to ensure that a variety of students are selected to participate in ASG travel activities. Criteria will be based on each applicant's previous commitment and involvement with ASG, as well as the role of the applicant's current ASG position.
- 9.8 Each year a percentage of the total projected revenue will go towards the following:
- 9.8.01 10% to Scholarships
 - 9.8.02 10% to the Emergency Reserves
 - 9.8.03 5% to the Reserve for Mid-Year Allocations

Section X
Disciplinary Code

10.1 Attendance

- 10.1.1 Absences for members of all branches of ASG shall be limited to three per semester.
- 10.1.1.1 Any ICC Voting Club that violates the Attendance Code shall automatically have its voting status revoked for the remaining portion of the current semester.
- 10.1.1.2 Any ASG member who violates the Attendance Code shall be automatically removed from his or her position on his or her respective branch.
- 10.1.2 Absences for members of all committees and taskforces of ASG shall be limited to three per semester.
- 10.1.2.1 Any committee or taskforce member who violates the Attendance Code shall be automatically removed from his or her position on the respective committee or taskforce.
- 10.1.3 The secretary of each branch shall be responsible for ensuring that accurate records are kept of the number of absences of each member of his or her branch. If a member exceeds the allowable absences, then the secretary of the branch must inform the branch chair and the Chief Justice of the Judiciary.
- 10.1.4 If a Senator or an E-Cab, ICC Executive Board, or Leadership Council member violates the Attendance Code and is removed from office, he or she must be approved by a two-thirds vote of his or her respective branch in order to rejoin ASG.
- 10.1.4.1 This rule shall only apply if the former member is attempting to rejoin within the same semester or during the next regular semester.
- 10.1.4.2 If the former member is attempting to rejoin, then he or she must first have his or her absences approved by a majority vote of his or her respective branch.
- 10.1.5 If an ICC Club violates the Attendance Code and has its voting status revoked, it must be approved by a two thirds majority vote of the ICC in order to regain its voting status.
- 10.1.5.1 This rule shall only apply if the former club is attempting to rejoin during the next regular semester.

10.2 Dismissal Unrelated to Attendance

- 10.2.1 If the Judiciary Council believes that a member of ASG is performing below expected standards, said member will be brought before the Judiciary Council for evaluation.
- 10.2.1.1 The member must be given the chance to state his or her case before action is taken by the Judiciary Council.
- 10.2.1.2 If the Judiciary Council still believes that the member in question should be removed from his or her office, a two-thirds vote of the Judiciary Council will remove said member.
- 10.2.2 If the Judiciary Council believes that a member of ASG is engaging in disorderly conduct or inappropriate behavior, said member will be brought before the Judiciary Council for evaluation.

- 10.2.2.1 Inappropriate behavior is behavior that inhibits the effectiveness or functionality of ASG as a whole, or of a specific branch, committee, taskforce, or individual.
- 10.2.2.2 The member must be given the chance to state his or her case before action is taken by the Judiciary Council.
- 10.2.2.3 If the Judiciary Council still believes that the member in question should be removed from his or her office, a two-thirds vote of the Judiciary Council will remove said member.

10.3 Actions Other Than Dismissal

- 10.3.1 If the Judiciary Council believes, for any reasons, that a member is deserving of disciplinary action, cases will be dealt with in an unbiased fashion on a case-by-case basis.
- 10.3.2 Appeal of any action will be outlined in section 10.4: Appeal Process.
- 10.3.3 Branch chairs reserve the right to implement required hours reports, officer reports, or any other related documentation or verbal reports.

10.4 Appeal Process

- 10.4.1 If any member of ASG disagrees with any official action taken by the Judiciary Council, he or she may call for an appeal.
 - 10.4.1.1 An appeal must be called for no later than two weeks from the date of the Judiciary Council's decision.
- 10.4.2 A statement of desire for appeal must be submitted in a formal letter, either through email or written documentation, to the ASG President, the Chief Justice of Judiciary, and the Chair of the branch on which the member in question serves or served.
- 10.4.3 After an appeal is submitted, a jury will be called by random drawing. This jury will consist of five members of the ASG, chosen completely at random.
 - 10.4.3.1 Members of the Judiciary Council, the member(s) making the appeal, and the member(s) in question are ineligible to serve on this jury.
 - 10.4.3.2 The Vice President of ASG will serve as the chair of any and all jury meetings.
 - 10.4.3.2.1 If the Vice President is unable to chair said meetings, the chain of command will be followed.
 - 10.4.3.3 A maximum of three members from each branch may be chosen.
 - 10.4.3.4 This jury will hold a hearing in which the Chief Justice of Judiciary and the member(s) in question will each have a chance to plead his or her case.
 - 10.4.3.4.1 This will take place in the form of organized debate, lasting no longer than two hours.
 - 10.4.3.5 After each side pleads its case, the jury members must vote prior to adjourning the meeting.
 - 10.4.3.5.1 The jury voting process and deliberation will last no longer than two hours.

- 10.4.3.5.2 A three-fifths vote of the jury will repeal or reinforce the decision made by the Judiciary Council, but will not produce any new actions.

10.5 Reward Code

- 10.5.1 The Judiciary Council may reward any member whose behavior or work ethic is deemed deserving of acknowledgement.
- 10.5.2 The Judiciary Council may not give out cash rewards, or any reward with a cost exceeding fifty dollars. This excludes plaques and trophies.
- 10.5.3 The Judiciary Council will be responsible for awarding one member with the title of ‘ASG Member of the Year’ as well as any other awards or rewards deemed appropriate.
 - 10.5.3.1 The same member can not be the recipient of more than two awards or rewards each semester.

10.6 Impeachment Processes

- 10.6.1 Any member of the ASSC may call for the impeachment of any member of the Leadership Council by submitting a formal letter, either in an email or a written document, to the ASG President, the Chief Justice of Judiciary, and the ASG advisor(s).
- 10.6.2 The member calling for impeachment will then present his or her case to the Senate.
- 10.6.3 A majority vote of the Senate will call for a vote by all of ASG.
- 10.6.4 A two-thirds vote of all of the voting members of ASG will impeach any member of the Leadership Council.

Section XI Membership Code

- 11.1 The system of application and membership of the ASG shall be referred to as the Membership Code. This process will apply to all vacant positions, including Leadership Council positions.
- 11.2 The Membership Code will consist of the following sections:
1. Application
 2. Interview
 3. Approval
 4. Membership
 5. Resignation
- 11.2.1 Application
- 11.2.1.1 The ASG application for any year will be published on the ASG website no later than two weeks prior to the conclusion of the spring semester preceding it.
 - 11.2.1.2 The application for any year will be written and published by the Leadership Council of the preceding year.
 - 11.2.1.2.1 The new Leadership Council may choose to create its own application, but this document must still be posted no later than two weeks prior to the conclusion of the spring semester preceding the year for which the application will be in use.
- 11.2.2 Interview
- 11.2.2.1 If a position is available, an interview shall be scheduled no later than two weeks after the submission of an application by a candidate who meets the basic requirements for membership as outlined in the ASG Constitution and Bylaws.
 - 11.2.2.2 If eligible, a candidate will be interviewed by the chair of the branch he or she is applying to no later than three weeks from the date the application was submitted.
 - 11.2.2.3 If approved by the branch chair, the applicant will be interviewed by a majority of the Leadership Council members within one week of the initial interview.
 - 11.2.2.3.1 A member of the Leadership Council may choose to waive his or her voting rights and choose to not attend an interview. These members will no longer be considered part of the majority necessary to interview an applicant.
 - 11.2.2.4 If deemed necessary, the leadership council reserves the right to schedule additional interviews.
- 11.2.3 Approval
- 11.2.3.1 To attain membership to ASG, the applicant must be approved by the respective branch chair, as well as a majority vote of the Leadership Council members which were present during any interview of the applicant.
 - 11.2.3.2 The applicant must be notified of the decision by the respective branch chair within one week of the final interview.

11.2.3.2.1 The applicant may be notified by email, telephone call, or in person.

11.2.4 Membership

11.2.4.1 Membership is valid for the entirety of the academic year for which a member is admitted.

11.2.4.2 All positions within ASG are granted on an individual basis and are non-transferable.

11.2.4.3 Removal will be executed as outline in Section X: Disciplinary Code.

11.2.5 Resignation

11.2.5.1 In order to resign from any ASG position, the member must send a letter of resignation to the ASG president, the Chief Justice of the Judiciary, his or her respective branch chair, the chair of any committee on which he or she serves, and the ASG advisor(s).