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OF
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OF
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1. 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 following abbreviations shall be used within these bylaws:
      1.2.1. The South Orange County Community College District shall hereafter be referred to as the SOCCCD.
      1.2.2. Saddleback College shall hereafter be referred to as SC.
      1.2.3. The Inter-Club Council shall hereafter be referred to as ICC.
      1.2.4. The Publicity Committee shall hereafter be referred to as PC.
      1.2.5. The Events Committee shall hereafter be referred to as EC.
      1.2.6. The Budget Committee shall hereafter be referred to as the BC.
      1.2.7. The Veterans Student Council shall hereafter be referred to as the VSC.
      1.2.8. The Honors Student Council shall hereafter be referred to as the HSC.
      1.2.9. The Judiciary Committee shall hereafter be referred to as the JC.
      1.2.10. The International and Diversity Student Council shall hereafter be referred to as IDSC.
      The general student population of SC shall be known as the Associated Students of Saddleback College, hereafter referred to as the ASSC.
      1.2.11. The ASG Board of Directors Shall hereafter be referred to as BOD.
   1.3. Any reference to the President, Vice President or any other officer position shall refer to a position within ASG unless otherwise stated.
   1.4. Amendments to these Bylaws shall be passed by the procedures stated in the ASG constitution.
   1.5. Each Committee and Council 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 their committee and council 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 BOD members must serve on at least one college-wide committee.
   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 process of approving changes to the ASG Bylaws and the ASG Constitution shall be as follows:
      1.9.1. All changes must be presented to the JC before being submitted to the BOD.
      1.9.1.1. The Judiciary Committee must ensure that the Bylaws changes are fair, non-discriminatory, and comply with the constitution.
      1.9.1.2. The JC must present their comments and concerns during the review and action process of the bylaws by the BOD.
      1.9.2. A three-fourths vote of the BOD is required for all changes to the ASG Bylaws and ASG Constitution.
   1.10. All ASG meetings must be official and the schedule is set prior to the start of each academic year. Minutes and attendance must be taken at all meetings without exception.
      1.10.1. The chair of each respective standing body in the ASG Bylaws shall draft and distribute an agenda to their members 3 days prior to the following meeting.
      1.10.2. All BOD and Council meetings must be official and comply with Ralph M. Brown Act.
      1.10.2.1. The chair of the BOD and the chairs of each of the committees and councils shall be held responsible to create, post, and distribute meeting agendas in accordance with the California State Legislature, Ralph M. Brown Act. In compliance with as modeled after the South Orange County Community College District committees.
   1.11. 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 the BOD. (Pursuant to Board Policy 104, section G.)
1.11.1. 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.

2. Membership Code

2.1. All members of ASG must follow the rules of the ASG Bylaws

2.2. The members of ASG are as follows:
   
   2.2.1. President
   2.2.2. Vice President
   2.2.3. Director of Human Resources and Volunteering
   2.2.4. Director of Academic Affairs
   2.2.5. Director of Learning Resources and Tutoring
   2.2.6. Director of Student Support Services
   2.2.7. Director of Events
   2.2.8. Director of Budget and Finance
   2.2.9. Director of Student Clubs and Organizations
   2.2.10. Director of Publicity and Public Relations
   2.2.11. Director of Veterans Affairs and Resources
   2.2.12. Director of International Students and Diversity
   2.2.13. Director of Honors, Transfer, and Career Technical Education
   2.2.14. The Administrative Coordinator for Judiciary and Budget Committee
   2.2.15. The Administrative Coordinator for Events Committee
   2.2.16. The Administrative Coordinator for Publicity Committee
   2.2.17. The Administrative Coordinator for Inter-Club Council
   2.2.18. The Administrative Coordinator for Veterans Student Council
   2.2.19. The Administrative Coordinator for International and Diversity Student Council
   2.2.20. The Administrative Coordinator for Honors Student Council
   2.2.21. The Officer of Finance for Budget and Judiciary Committee
   2.2.22. The Officer of Finance for Events Cabinet
   2.2.23. The Officer of Finance for Publicity Committee
   2.2.24. The Officer of Finance for Inter-Club Council
   2.2.25. The Officer of Finance for Veterans Student Council
   2.2.26. The Officer of Finance for International and Diversity Student Council
   2.2.27. The Officer of Finance for Honors Student Council
   2.2.28. The Officer of Events Publicity
   2.2.29. The Officer of Community Service

2.3. Every member of ASG is required to volunteer a minimum of fifteen hours per semester.
   
   2.3.1. The Director in charge of each event and the Director of Human Resources and Volunteering are responsible for verifying the number of hours each member has volunteered at the event.

   2.3.2. All members of ASG are responsible for logging their service hours at each event.

2.4. All members not running for a position on ASG for the following year are expected to be a part of the election committee as needed by the Chair of Election Committee.

2.5. Must currently be enrolled at Saddleback College with a minimum of five units of credit.

2.6. Saddleback College must be the student member’s college of record;

2.7. Must currently have and maintain a minimum Grade Point Average (GPA) of 2.0 throughout the entire term of office for all positions;

2.8. Must maintain a minimum course load of five units of credit (summer excluded) throughout the term of office for all positions.

2.9. Must attend all position-required meetings. All candidates must be ready and able to commit a minimum of 2.25 hours a week to meetings.

2.10. All ASG members are expected to commit a minimum of 1 hour a week to complete their tasks on their own time. (This does not include the hours spent volunteering for ASG Events or the mandatory meetings.)

2.11. All ASG members must sign a contract of membership devised by the BOD before the commencement of the fall semester. If an individual is appointed to a position on ASG during the
fall and/or spring semesters then he/she must sign the contract of membership as soon as s/he is appointed.

3. Board of Directors Code
   3.1. The following rules and policies shall apply to all members of the Board of Directors.
   3.1.1. The following positions within ASG shall be considered the ASG Board of Directors:
      3.1.1.1. President
      3.1.1.2. Vice President
      3.1.1.3. Director of Human Resources and Volunteering
      3.1.1.4. Director of Academic Affairs
      3.1.1.5. Director of Learning Resources and Tutoring
      3.1.1.6. Director of Student Support Services
      3.1.1.7. Director of Events
      3.1.1.8. Director of Budget and Finance
      3.1.1.9. Director of Student Clubs and Organizations
      3.1.1.10. Director of Publicity and Public Relations
      3.1.1.11. Director of Veterans Affairs and Resources
      3.1.1.12. Director of International Students and Diversity
      3.1.1.13. Director of Honors, Transfer, and Career Technical Education
   3.1.2. Must attend the ASG BOD meetings, chaired by the ASG president.
   3.1.3. Shall create any taskforce that he or she deems necessary and/or beneficial to carry out the business of ASG.
   3.1.4. Must receive training in chairing and leading committee, council, and taskforce meetings by the ASG Advisor prior to the commencement of the committee, council, and/or taskforce.
   3.1.5. The members of the BOD must meet individually with the president once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
   3.1.6. Must sign off on all items to be placed on the agendas and may delay an item from being placed on the agenda for no more than two weeks.
   3.1.7. The members of the BOD must meet individually with Director of Student Development once a month and also once before the first meeting of their committee/council/taskforce in order to clarify and discuss the duties and business of the committee/council/taskforce.
   3.1.1. May create committee positions as needed, for an allotted time. This position will be a non-voting member of the committee.
   3.1.2. The members of the BOD are responsible to attend college wide committee meetings that pertain to their position that may otherwise not be specified in the Bylaws.
   3.1.3. In the case a student representative has been asked to serve on a college wide committee, the president shall attend the committee meeting. If the president is unavailable to attend the meetings then he/she shall ask for a member of the BOD to volunteer. If there is no volunteer then the president reserves the right to assign any member of the BOD to the committee.
   3.1.4. May survey the student body in order to gather data on the needs and concerns of the students.
   3.2. President
      3.2.1. 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.
      3.2.2. Shall serve as an ex-officio member of all ASG committees and taskforces.
      3.2.3. Shall serve on the following college/district-wide committees: SOCCCD Board of Trustees, Consultation Council, College Advancement, Accreditation, and Board Policy and Administrative Regulation Advisory Council.
      3.2.4. The President has the right to temporarily appoint an eligible applicant who is a current member of the ASG to a vacant position, but the BOD must approve the appointment to make it permanent.
      3.2.5. The President or Vice President will be responsible for attending all campus/district-wide committee meetings that no other ASG representative has been assigned to.
3.2.6. May veto within ten business days after the vote, any legislation, or act of any ASG Committee, Council, or the BOD that he or she feels might be detrimental to the ASSC or to any individual student.

3.2.6.1. If the president vetoes a legislation or act of any ASG Committee or Council, the case may be presented to the BOD for a final vote to approve the legislation or act.

3.2.6.2. If the president vetoes a legislation or act of the BOD, the case may be re-presented to the BOD for final vote and must be approved by a three-fourths vote.

3.2.6.3. To veto an action that is taking place within the last three meetings of any semester, a majority vote of the BOD must approve the presidential veto.

3.2.7. 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.

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

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

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

3.2.10.1. Vice President
3.2.10.2. Director of Academic Affairs
3.2.10.3. Director of Student Support Services
3.2.10.4. Director of Human Resources and Volunteering
3.2.10.5. Director of Learning Resources and Tutoring
3.2.10.6. Director of Events
3.2.10.7. Director of Publicity and Public Relations
3.2.10.8. Director of Budget and Finance
3.2.10.9. Director of Student Clubs and Organizations
3.2.10.10. Director of Veterans Affairs and Resources
3.2.10.11. Director of International Students and Diversity
3.2.10.12. Director of Honors, Transfer, and Career Technical Education

3.2.11. 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.

3.2.12. 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.

3.2.13. 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.

3.2.14. Shall maintain contact with and communicate regularly with the Vice President. A regular schedule may be set if necessary.

3.2.15. Shall serve on College and District committees, grievance panels, judicial hearing panels, and hiring committees, as requested.

3.2.16. Reserves the right to fairly assign members of their committee with tasks and responsibilities that may not be specified in the ASG Bylaws.

3.2.17. Shall serve as the chair of ASG BOD meetings, with the right to vote in order to break a tie.

3.3. Vice President

3.3.1. Shall be responsible for the taking of minutes during meetings of the ASG BOD.
3.3.2. Shall serve as the Chair of the Judiciary, with the right to vote in order to break a tie.
3.3.3. Shall serve on the following college/district-wide committees: Foundation Board, and Operational Support and Resources.
3.3.4. Shall serve as an ex-officio member of all committees of ASG.
3.3.5. May sign requisitions before forwarding them to the Student Development Office if the President and the Treasurer are unavailable.
3.3.6. He or she will also be encouraged to attend E-Cab and ICC meetings.
3.3.7. Shall serve on College and District committees, grievance panels, judicial hearing panels, and hiring committees, in instances in which the President is unavailable.
3.3.8. Will be responsible to gather and post approved minutes and agendas on to the ASG webpage.
3.3.9. Shall collect bylaws changes.
3.3.10. If the VP position becomes vacant or the VP follows the succession line to become president, then the President cannot absorb the role of the chair of the Judiciary Committee.
3.3.11. Shall be responsible for making sure the Agendas and Approved Minutes of BOD and all ASG Committee’s are posted to the ASG webpage regularly.
3.3.12. Shall be responsible for making sure the Agendas and Approved Minutes of BOD and all ASG Committee’s are stored in a binder accessible to the public.

3.4. Director of Academic Affairs
3.4.1. Responsible for academic divisions, working with academic counseling, serving on grade grievance panels and working on course access issues.
3.4.2. Must serve on the following college/district-wide committees: Academic Senate, Academic Appeals, Academic Calendar Committee, Academic Standards and Ethics, and Curriculum.
3.4.3. Responsible for keeping regular contact with the deans of academic divisions. If the deans are not available then, he/she must reach out to another member of the division.
3.4.4. Responsible for representing the students in academic divisions and voicing their opinions and concerns through ASG.
3.4.5. Shall create panels within academic divisions where students can directly voice their opinions, concerns, and ideas.
3.4.6. Shall attend club meetings that directly correspond to academic divisions.

3.5. Director of Student Support Services
3.5.1. Shall be responsible for interfacing and strategizing student access and utilization of services of Financial Aid, EOPS, DSPS, Cafeteria and Health Center.
3.5.2. Shall serve on the following college/district-wide committees: Bookstore and food & Beverage Committee, DSPS Advisory, EOPS/Care Advisory, Matriculation, Student Affairs.
3.5.3. Responsible for keeping regular contact with the heads of the following divisions: Financial Aid, EOPS, DSPS, Cafeteria and Health Center. If the heads of the divisions are not available then, he/she must reach out to another member of the division.
3.5.4. Responsible for representing the student voice in matters regarding Financial Aid, EOPS, DSPS, Cafeteria and Health Center.

3.6. Director of Human Resources, and Volunteering
3.6.1. Shall formulate and maintain the ASG roster and contact list, and distribute these to all members of the ASG.
3.6.2. Must focus on actively searching and recruiting volunteers for ASG through webpage publications, paper advertisements, publicity requests, and campus events.
3.6.3. Must keep regular contact with ASG Volunteers, updating them on current and future ASG events.
3.6.4. Shall be charged with the responsibility of keeping a physical record of all written officer reports for each committee and the attendance records.
3.6.5. Will be responsible for maintaining and collecting member and volunteer member service hours.
3.6.6. Shall keep volunteers organized and focus on motivation.
3.6.7. Shall serve on the following college/district-wide committees: Classified Senate.
3.6.8. 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.
3.6.9. Shall serve as the chair of the Election Committee and any jury meetings, unless recusal is deemed necessary.

3.7. Director of Learning Resources and Tutoring
3.7.1. Shall be responsible for interfacing with the LRC, strategizing student access and utilization of services.
3.7.2. Shall serve on the following college/district-wide committees: Writing Center Steering, Distance Education.
3.7.3. Responsible for keeping regular contact with the dean of Online Education and Learning Resources. If the dean is not available then, he/she must reach out to another member of the division.
3.7.4. Responsible for representing the students in Online Education and Learning Resources and voicing their opinions and concerns through ASG.

3.7.5. Shall create panels for Online Education and Learning Resources students, where students can directly voice their opinions, concerns, and ideas.

3.8. Director of Events

3.8.1. Shall serve as the chair of the EC with the right to vote in order to break a tie.

3.8.2. Responsible for creating and organizing ASG events for the student body.

3.8.3. Shall serve as an ex-officio member of all EC committees and taskforces.

3.8.4. Must serve on the following college/district-wide committees: Commencement.

3.9. Director of Budget and Finance

3.9.1. Shall serve as the chair of the Budget Committee with the right to vote in order to break a tie.

3.9.2. Shall serve on the following college/district-wide committees: Equipment, Planning and Budget Steering.

3.9.3. Shall respectively request the guidance of the Student Development staff regarding fiscal matters as needed.

3.9.4. Shall be the campus-wide representative of the ASG budget.

3.9.5. Shall maintain accurate records of the ASG Budget including all revenues, expenditures, and transfers.

3.9.6. Shall verify the legitimacy of expenditures and sign requisitions before forwarding them to the Student Development Office.

3.9.7. Shall attend any ASG meeting in an advisory role on fiscal matters as needed.

3.10. Director of Publicity and Public Relations

3.10.1. Shall serve as the Chair of the Publicity Committee, with the right to vote in order to break a tie.

3.10.2. Will be responsible for publicizing ASG as a whole, and regularly update the ASG webpage and all other forms of media.

3.10.3. Shall compile and update a calendar of all ASG events, which he/she will then enter into a calendar available on the ASG webpage.

3.10.4. Will be responsible for managing and undertaking publicity requests put forth by ASG members.

3.10.5. Shall serve on the following college/district-wide committees: Marketing and Communications.

3.11. Director of Student Clubs and Organizations

3.11.1. Shall serve as the chair of the ICC, with the right to vote in order to break a tie.

3.11.2. The Director of Student Clubs and Organizations must not be affiliated with student clubs.

3.11.3. Must hold regular campus events publicizing club activities on campus.

3.11.4. Shall serve as an ex-officio member of all ICC committees and taskforces.

3.11.5. Chair shall send weekly emails to members and club representatives.

3.11.6. Shall serve on the following college/district-wide committees: Outreach.

3.12. Director of Veterans Affairs and Resources

3.12.1. Shall serve as the Chair of the Veterans Student Council, with the right to vote in order to break a tie.

3.12.2. Responsible for keeping regular contact with the Director of Veterans Services. If the director is not available then, he/she must reach out to another member of the division.

3.12.3. Responsible for representing veteran students and voicing their opinions and concerns through ASG.

3.12.4. Shall create panels within the Veterans Center, where veteran students can directly voice their opinions, concerns and ideas.

3.12.4. Shall attend club meetings that directly correspond to veteran students.

3.13. Director of International Students and Diversity

3.13.1. Shall serve as the chair of International and Diversity Student Council.

3.13.2. Shall be Responsible for interfacing, strategizing student access and utilization of services of Financial Aid, EOPS, DSPS, Cafeteria and Health Center.
3.13.3. The individual holding the position of Director of International Students and Diversity must be an international student.

3.13.4. Shall serve on the following college/district-wide committees: Cross-cultural Studies Advisory, and Women and Gender Studies Advisory.

3.13.5. Responsible for keeping regular contact with the Director of International Students. If the director is not available then, he/she must reach out to another member of the division.

3.13.6. Responsible for representing international and diverse students and voicing their opinions, concerns, and ideas.

3.13.7. Shall create panels within international students center where international and diverse students can directly voice their opinions and concerns.

3.13.8. Shall attend club meetings that directly correspond to international and diverse students.

3.14. Director of Honors, Transfer, and Career Technical Education

3.14.1. Shall serve as the Chair of the Honors Student Council, with the right to vote in order to break a tie.

3.14.2. Shall serve on the following college/district-wide committees: Transfer, Honors Board, and VTEA Advisory.

3.14.3. The Director of Honors, Transfer, and Career Technical Education must be an honors student.

3.14.4. Responsible for keeping regular contact with the heads of Honors, Transfer, and Career Technical Education divisions. If the heads of the divisions are not available then, he/she must reach out to another member of the division.

3.14.5. Responsible for representing Honors, Transfer, and Career Technical Education students and voicing their opinions, concerns, and ideas through ASG.

3.14.6. Shall create panels within Honors, Transfer, and Career Technical Education where students can directly voice their opinions, concerns, and ideas.

3.14.7. Shall attend club meetings that directly correspond to Honors, Transfer, and Career Technical Education.

4. Committees and Council Code

4.1. General Committees and Council Code

4.1.1. The Committees of ASG shall be as follows:

   4.1.1.1. Events Committee
   4.1.1.2. Publicity Committee
   4.1.1.3. Judiciary Committee
   4.1.1.4. Budget Committee
   4.1.1.5. Taskforce Committees

4.1.2. The Councils of ASG shall be as follows:

   4.1.2.1. Inter-Club Council
   4.1.2.2. Veterans Student Council
   4.1.2.3. International and Diversity Student Council
   4.1.2.4. Honors Student Council

4.1.3. All members of a committee and council must meet with the chair of the committee or council before the second meeting of the committee to clarify the duties and business of the individual.

4.1.4. The addition or removal of any position on a committee or council will require a two-thirds vote by the BOD. If approved, the position will exist, or cease to exist, for only the current academic year, unless it is added to, or removed from the ASG Bylaws by processes outlined in the Constitution.

4.1.5. The committees and the councils shall assemble for their 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. If the position of the chair for a committee or council is vacant, the president of ASG may initiate the committee or council if he/she chooses. If the position of chair has been filled after the start of the semester then the new chair is responsible to assemble the committee or council for its first meeting no later than 14 days after the date of appointment as chair.
4.1.6. The meeting time for committees and councils shall be set by the chair and announced to committee and council applicants prior to their interview process. If the position of the chair for a committee is vacant, the president of ASG may decide on a time if he/she chooses to initiate the committee or council and must announce to committee and council applicants prior to their interview process. In order for the time of the committee or council meeting to change there must be a 2/3 vote by the members to establish the time of meetings.

4.1.1. The frequency of committee and council meetings may be altered if a new schedule is approved by a two-thirds vote of the committee or council.

4.1.2. All members of a committee and council must attend meetings specified in their position descriptions in the Bylaws.

4.1.3. Only members of a committee or council have the right to participate in discussions during meetings. All other persons wishing to speak must have the floor yielded to them by the chair of the meeting.

4.1.4. All members of ASG are welcome and encouraged to join any committee or council on ASG that are not part of their position. Although their vote will not be counted.

4.1.5. In the event that the chair of a committee or council is unable to chair a meeting then the Administrative Coordinator for committee/council shall chair the meeting. If both the Administrative Coordinator for the committee and the chair are unavailable then the Officer of Finances for Committee or council shall chair the meeting. If the chair, Administrative Coordinator, and officer of finances, of the committee are unavailable then the meeting shall be canceled.

4.1.6. The councils of ASG may create their own Bylaws, such that these Bylaws do not supersede the ASG Bylaws or replace them.

4.1.7. All Council’s Bylaws changes must be submitted to the JC and then approved by a two-thirds vote of the BOD.

4.1.8. On every council the only members of the council that are considered members of the ASG are the Director of the council (chair of the council), the Administrative Coordinator for the Council, and the Officer of Finances for the council. All other members of the council are only considered member of that council and not ASG.

4.1.9. The Council’s shall specify in their Bylaws how their non-ASG council members are recruited, appointed and/or elected.

4.1.10. Administrative Coordinator Code:

4.1.10.1. The Administrative Coordinators of the committees and council are as follows:

4.1.10.1.1. The Administrative Coordinator for Judiciary and Budget Committee
4.1.10.1.2. The Administrative Coordinator for Events Committee
4.1.10.1.3. The Administrative Coordinator for Publicity Committee
4.1.10.1.4. The Administrative Coordinator for Inter-Club Council
4.1.10.1.5. The Administrative Coordinator for Veterans Student Council
4.1.10.1.6. The Administrative Coordinator for International and Diversity Student Council
4.1.10.1.7. The Administrative Coordinator for Honors Student Council

4.1.10.2. The Administrative Coordinator for each committee and council is responsible for the taking of minutes and will be held responsible for forwarding all approved minutes and agendas to the Vice President, to be posted on the ASG webpage.

4.1.10.3. Responsible for making sure the Agendas and Approved Minutes of their committee or council is brought to the judiciary committee meeting and stored in a binder accessible to the public.

4.1.10.4. The Administrative Coordinator for each committee or council shall be the parliamentarian during meetings, and must receive proper training from the Student Development Director before the first meeting of the committee.

4.1.10.5. The Administrative Coordinator for every committee and council shall be responsible for maintaining information during meetings that are required for completing event-planning forms. The event planning forms must be turned in to the Student Development Office no later than 3 weeks prior to all events dates.
4.1.10.6. Must receive training from the Student Development Office in regards to handling paperwork pertaining to event planning forms. They must receive training no later than the second meeting of the committee.

4.1.10.7. The Administrative Coordinator for each Committee or council shall be responsible for sending the minutes of every meeting to chair of the meetings, and the president, no later than the day after the meeting.

4.1.10.8. The Administrative Coordinators must attend all Judiciary Committee meetings.

4.1.10.9. Responsible for keeping track of absences in their committee/council meeting.

4.1.11. Officer of Finances Code

4.1.11.1. The Officers of Finances for committees and council are as follows.

4.1.11.1.1. The Officer of Finance for Budget and Judiciary Committee

4.1.11.1.2. The Officer of Finance for Events Cabinet

4.1.11.1.3. The Officer of Finance for Publicity Committee

4.1.11.1.4. The Officer of Finance for Inter-Club Council

4.1.11.1.5. The Officer of Finance for Veterans Student Council

4.1.11.1.6. The Officer of Finance for International and Diversity Student Council

4.1.11.1.7. The Officer of Finance for Honors Student Council

4.1.11.2. The Officer of Finances for each committee and council is responsible for maintaining the committee budget and finances and updating the committee chair with the current upon request.

4.1.11.3. The Officer of Finances for each committee and finance must bring the finance and budget records of their committee to the Budget Committee meeting, to reassure the proper recording process has been taken.

4.1.11.4. Shall oversee E-Cab sales, purchases, and will strategize, implement, and oversee Gaucho Stamp sales in ASG events.

4.1.11.5. Is a voting member of the Budget committee and must attend all Budget committee meetings.

4.1.11.6. Responsible for maintaining information during meetings that are required for completing budget forms. The budget forms must be turned in to the Student Development Office no later than three weeks prior to all events dates.

4.1.11.7. Must receive training from the Student Development Office in regards to handling paperwork pertaining to budget forms. They must receive training no later than the second meeting of the committee.

4.1.11.8. If the Administrative Coordinator for a committee or council is unavailable to attend a meeting or is absent from the meeting, the Officer of Finance shall take minutes of the meeting in his/her place.

4.1.11.9. Must attend all BC meetings.

4.2. Committee Code

4.2.1. Events Committee

4.2.1.1. 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.

4.2.1.2. Events Committee shall be comprised of the following voting members:

4.2.1.2.1. Director of Events

4.2.1.2.2. The Administrative Coordinator for Events Cabinet

4.2.1.2.3. The Officer of Finances for Events Cabinet

4.2.1.2.4. The Officer of Events Publicity

4.2.1.2.5. The Officer of Community Service

4.2.1.3. 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.

4.2.1.4. Administrative Coordinator for Events Committee

4.2.1.4.1. Shall schedule, coordinate, and oversee any events sponsored or held by EC.

4.2.1.4.2. Must comply with the entire Administrative Coordinator Code.

4.2.1.5. Officer of Finances for Events Cabinet
4.2.1.5.1. Shall oversee E-Cab sales, purchases, and will strategize, implement, and oversee Gaucho Stamp sales in ASG events.

4.2.1.5.2. Must comply with the entire Officer of Finance Code.

4.2.1.6. Officer of Events Publicity

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

4.2.1.6.2. Shall create publicly available evaluation records of all ASG events, provided to the E-Cab branch chair. 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.

4.2.1.6.3. Is a voting member of the Publicity committee and must attend all Publicity committee meetings.

4.2.1.7. Officer of Community Service

4.2.1.7.1. Will serve as liaison to the community as needed in gathering donations and other necessary items and/or funds from the community.

4.2.1.7.2. 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.

4.2.1.7.3. Must gather information on community service opportunities and make available this information to the student body on the ASG webpage.

4.2.1.7.4. Must work with the Director of Human Resources and Volunteering to gather volunteers for community service.

4.2.2. Publicity Committee

4.2.2.1. The Publicity Committee shall be comprised of members responsible for assisting the Chair of Publicity Committee with publicizing the activities and events that ASG participates in.

4.2.2.2. The Publicity Committee shall be comprised of the following voting members:

4.2.2.2.1. The Administrative Coordinator for Publicity Committee

4.2.2.2.2. The Officer of Finances for Publicity Committee

4.2.2.2.3. The Officer of Events Publicity

4.2.2.3. All Publicity Committee members will be expected to assist on publicizing all events as well as assist fellow members when necessary. Disciplinary action will be taken as outlined in the Disciplinary Code.

4.2.2.4. Shall be responsible for publicizing all ASG events.

4.2.2.5. Shall write and turn in press releases to the Lariat, Channel 39, KSBR and any other necessary media outlets according to specific deadlines.

4.2.2.6. Shall submit publicity and marquee requests to the Student Development Office according to specific deadlines.

4.2.2.7. Must assist the Director of Publicity and Public Relations on gathering all information regarding all ASG events, which are then to be entered into a calendar available on the ASG webpage.

4.2.2.8. The Administrative Coordinator for Publicity Committee

4.2.2.8.1. Must comply with the entire Administrative Coordinator Code.

4.2.2.8.2. Shall schedule, coordinate, and oversee any events sponsored or held by PC.

4.2.2.9. The Officer of Finances for Publicity Committee

4.2.2.9.1. Must comply with the entire Officer of Finance Code.

4.2.2.10. The Officer of Events Publicity

4.2.2.10.1. Responsible for relaying information between the EC and PC to publicize all EC events.

4.2.3. Judiciary Committee

4.2.3.1. The JC shall be comprised of members dedicated to unbiased oversight of the committees of ASG, their members and events, and maintaining the records of such.

4.2.3.2. The JC shall be comprised of the following members, including the Administrative Coordinator for any newly formed committee:

4.2.3.2.1. The Vice President
4.2.3.2.2. The Administrative Coordinator for Judiciary and Budget Committee
4.2.3.2.3. The Administrative Coordinator for Events Committee
4.2.3.2.4. The Administrative Coordinator for Publicity Committee
4.2.3.2.5. The Administrative Coordinator for Inter-Club Council
4.2.3.2.6. The Administrative Coordinator for Veterans Student Council
4.2.3.2.7. The Administrative Coordinator for International and Diversity Student Council
4.2.3.2.8. The Administrative Coordinator for Honors Student Council
4.2.3.3. Shall maintain the Attendance Records, Officer Reports, and Evaluation Records in binders easily accessible by any ASG member, advisor, or student.
4.2.3.4. Shall notify the chair if members of their committees 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.
4.2.3.5. 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.
4.2.3.6. Shall oversee the bylaws and accumulate the suggested changes to the bylaws as put forth by the committees. Suggested changes to the bylaws shall be presented to Board of Directors.
4.2.3.7. The JC must review the Bylaws and Constitution at least once per semester.
4.2.3.8. The Judiciary Council must review any requested Bylaws changes before submitting the request to the Board of Directors.
4.2.3.9. The JC will follow guidelines outlined in the Disciplinary Code to properly evaluate ASG members and issue an appropriate action.
4.2.3.10. The Administrative Coordinator for Judiciary and Budget Committee
  4.2.3.10.1. Must comply with the entire Administrative Coordinator Code,
  4.2.3.10.2. Shall act as the Administrative Coordinator for both the JC and the BC.
4.2.4. Budget Committee
4.2.4.1. The BC shall be comprised of members dedicated to maintaining the budget and finances of the committees of ASG.
4.2.4.2. The BC shall be comprised of the following members, including the Officer of Finances of any newly formed committee:
  4.2.4.2.1. Director of Budget and Finance
  4.2.4.2.2. The Officer of Finance for Budget and Judiciary Committee
  4.2.4.2.3. The Officer of Finance for Events Cabinet
  4.2.4.2.4. The Officer of Finance for Publicity Committee
  4.2.4.2.5. The Officer of Finance for Inter-Club Council
  4.2.4.2.6. The Officer of Finance for Veterans Student Council
  4.2.4.2.7. The Officer of Finance for International and Diversity Student Council
  4.2.4.2.8. The Officer of Finance for Honors Student Council
4.2.4.3. Shall maintain the Budget and Finance Records of ASG.
4.2.4.4. The BC shall review ASG allocation to ensure they comply with the ASG finance code.
4.2.4.5. Officer of Finances for Budget and Judiciary Committee
  4.2.4.5.1. Must comply with the entire Officer of Finance Code.
  4.2.4.5.2. Shall act as the Officer of Finance of both the JC and the BC.
4.2.5. Taskforce Committees
4.2.5.1. 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.
4.2.5.2. Any member of ASG can create a taskforce.
4.2.5.3. Taskforces must have a mission statement and purpose, and must be approved by the president before initiation.
4.2.5.4. Taskforce committees are temporary, and may only stand for as long as necessary to complete their purpose.

4.3. Council Code

4.3.1. Inter-Club Council

4.3.1.1. The chair of the ICC is the Director of Student Clubs and Organizations.

4.3.1.2. The Inter-Club Council (ICC) shall be comprised of Voting Member Clubs, Nonvoting Affiliate Clubs, and the Executive Board. ICC is concerned with matters directly affecting the welfare and interests of campus club organizations.

4.3.1.2.1. A Voting Member Club Shall be any group of SC students who want to have a campus club, work with funds and have off-campus meetings or events.

4.3.1.2.1.1. Voting Member Clubs shall have the right to request funding from ICC and ASG.

4.3.1.2.1.2. Voting Member Clubs shall receive an allocation from the ICC budget for completing the Fund Use Workshop.

4.3.1.2.1.3. Voting Member Clubs shall be permitted to raise funds.

4.3.1.2.1.4. Voting Member Clubs may have college-sanctioned events or meetings off-campus with a present advisor.

4.3.1.2.1.5. Any on campus event outside of a regularly scheduled club meeting is considered an official event, and requires an Event Planning form, which has to be turned in to the Student Development Office two weeks in advance.

4.3.1.2.1.6. If a club event is to be held off-campus, it will require a meeting between the club’s advisor and the Student Development Office. The advisor must be present in all the off-campus activities of his/her club.

4.3.1.3. Responsibilities of Voting Member Clubs of ICC:

4.3.1.3.1. Voting Member Clubs must send one representative from their club to every ICC meeting to fulfill their role of a Member Club and to vote on items on the ICC agenda. These representatives shall hereafter be referred to as ICC Reps.

4.3.1.3.1.1. Voting Member Clubs are allowed one two ICC meeting absences. The third absence will result in change of status.

4.3.1.3.1.1.1. An ICC absence can be excused only in extreme situations. Such as medical emergencies, vehicle accidents, incarceration, etc. Such absences must be excused with proper legal written documentation.

4.3.1.3.1.2. ICC representatives will be allowed a five-minute tardiness during ICC meetings. If the ICC representative shows up five minutes after the meeting has began, the club and its ICC rep will be considered absent.

4.3.1.3.1.3. Unless an ICC representative has been granted a formal excuse to leave an ICC meeting early, ICC representatives cannot leave from an ICC meeting no more than five minutes before the scheduled end time. Failure to do so will result in the ICC rep/its club to be marked absent.

4.3.1.3.1.4. The Club’s status will be changed from a Voting Member Club to a Nonvoting Affiliate Club.

4.3.1.3.1.5. Voting status may be reinstated at the beginning of the next regular semester.

4.3.1.4. A Nonvoting Affiliate Club shall be any group of SC students who want to have a campus club but do not want to attend ICC meetings.

4.3.1.4.1. Nonvoting Affiliate Clubs shall not be given any funding from the ICC budget.

4.3.1.4.2. Nonvoting Affiliate Clubs shall not be permitted to raise funds.

4.3.1.4.3. Nonvoting Affiliate Clubs may not have college-sanctioned events or meetings off-campus.

4.3.1.5. Club Activation

4.3.1.5.1. Prior to the first ICC meeting, a Voting Member club shall be any group of five or more SC students who have submitted an activation form and a club constitution to the Student Development Office. 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 active status revoked by the Student Development Office.

4.3.1.6. Charter Clubs
   4.3.1.6.1. A Charter Club is a club that has been previously approved by the Student Development Office and the Inter-Club Council.
   4.3.1.6.2. After the second ICC meeting, any Chartering Club that successfully submits its forms to the Student Development Office must be approved by either a majority vote of the ICC Executive Board or a majority vote of the ICC in order to be chartered and should be announced in the following ICC meeting.

4.3.1.7. Executive Board of ICC
   4.3.1.7.1. The Executive Board shall see to the overall operations of the ICC as well as its events and activities and shall be comprised of the following members:
      4.3.1.7.1.1. Director of Student Clubs and Organizations
      4.3.1.7.1.2. Administrative Coordinator for Inter-Club Council
      4.3.1.7.1.3. Officer of Finance for Inter-Club Council
   4.3.1.7.2. Executive Board members shall give verbal reports during the ICC meetings.
   4.3.1.7.3. Executive Board members shall determine the funds granted to Clubs no later than two weeks after all three members have been fully appointed.

4.3.1.8. The job descriptions of the Executive Board shall be as follows:
   4.3.1.8.1. Director of Student Clubs and Organizations
      4.3.1.8.1.1. See Board of Directors Code
   4.3.1.8.2. Administrative Coordinator for Inter-Club Council
      4.3.1.8.2.1. Must comply with the entire Administrative Coordinator Code.
      4.3.1.8.2.2. Shall maintain accurate and up-to-date attendance records for the ICC Executive Board and ICC clubs.
      4.3.1.8.2.3. Shall be encouraged to attend at least one club meeting each week; preferably for different clubs.
      4.3.1.8.2.4. Shall assist clubs with filling out event planning forms, publicity request forms, and all related and necessary materials.
      4.3.1.8.2.5. Shall be encouraged to attend events planned by the various ICC clubs.
      4.3.1.8.2.6. Shall notify the Events Cabinet of upcoming ICC or club events in order to encourage co-programming and collaboration.
   4.3.1.8.3. Officer of Finance for Inter-Club Council
      4.3.1.8.3.1. Must comply with the entire Officer of Finance Code.
      4.3.1.8.3.2. Shall be encouraged to attend at least one club meeting each week; preferably for different clubs.
      4.3.1.8.3.3. Shall notify the Office of Student Development any time that funds are allocated from the ICC budget.
      4.3.1.8.3.4. Shall assist clubs in the allocation and spending of funds.
      4.3.1.8.3.5. Shall maintain up-to-date records of all ICC funds, and shall be prepared to answer any general or specific funding-related questions during all ICC and ICC Executive Board meetings.
      4.3.1.8.3.6. Shall work with the ICC Executive Board to create innovative, campus-wide, events.
      4.3.1.8.3.7. Shall plan ICC events that encourage camaraderie and teamwork between the ICC clubs and the ICC Executive Board.
   4.3.1.8.4. ICC Executive Board members, with the exception of the Chair of ICC, may serve as ICC Reps.

4.3.1.9. The Powers and Duties of the ICC
   4.3.1.9.1. The powers and duties of the ICC shall be as follows:
      4.3.1.9.1.1. Shall have control over the ICC budget as allocated in the current ASG budget.
4.3.1.9.1.2. 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.

4.3.1.9.1.3. Shall elect club members to serve as the Director of Student Clubs and Organizations, Administrative Coordinator for Inter-Club Council, and the Officer of Finance for Inter-Club Council.

4.3.1.9.1.3.1. Any club member may run for the position of Director of Student Clubs and Organization, but if elected, they must not be affiliated with any clubs in any way.

4.3.1.9.1.3.2. Any member of any active club will be eligible to run for the two ICC Executive Board positions, only if he or she fulfills the requirements to serve on ASG. (See Membership Code.)

4.3.1.9.1.3.3. The Chair of ICC will distribute information regarding positions, the nomination process, and the selection process no later than two weeks prior to the second ICC meeting of the academic year.

4.3.1.9.1.3.4. Nominations will be accepted beginning at the point of information distribution and continue until the close of the second ICC meeting of the academic year.

4.3.1.9.1.3.4.1. If two individuals are not nominated, the nomination process may be extended through the second ICC meeting.

4.3.1.9.1.3.4.2. The ICC will hold an election for the two ICC Executive Board positions during the second ICC meeting of the academic year.

4.3.1.9.1.3.5. If by the end of the second ICC meeting of the academic year does not choose two individuals, the ASG Leadership Council may appoint any ICC Executive Board vacancies using processes outlined in the Member Recruitment Code.

4.3.1.9.1.3.6. The ICC Executive Board positions are yearlong. Terms will only be shorter than one full academic year in the case of a resignation or removal.

4.3.1.10. ICC Meetings

4.3.1.10.1. The meeting time and frequency for the ICC shall be set by the Chair 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 voted cast of the ICC.

4.3.1.10.2. Only the ASG BOD, ASG advisor(s), 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.

4.3.1.10.3. Only ICC Reps shall be allowed to vote on items on the ICC agenda.

4.3.1.10.3.1. An ICC Rep may only serve as the representative for one club during an ICC meeting.

4.3.1.11. Items to be placed on the ICC agenda must be signed off by the Chair of ICC.

4.3.1.12. The Chair of ICC may delay an item from being placed on the ICC agenda for no more than one meeting.

4.3.1.13. ICC Finance Code

4.3.1.13.1. Clubs will be granted funds through a variety of on-campus activities. Granted amounts will be determined by the ICC executive board prior to the beginning of each semester. Such on-campus activities that will provide the opportunity to receive funds will include: ASG sponsored events, Welcome Week, monthly Club-Rushes, a calendar of scheduled events that must be submitted within two weeks of the beginning of each semester, club workshops, and other activities/events that will be determined by the ICC Executive Board.

4.3.1.13.2. If clubs are using funds out of their ICC club account then they must obey the following:
4.3.1.13.2.1. Food budget forms are due two weeks in advance. Official meeting minutes that include club roll call, vote outcome and agreed fund allocation amount has to be turned in with the form.  
4.3.1.13.2.2. Reimbursement for all expenses must be submitted no later than five days after the expense. The club has to include the original receipt, the advisor’s approval, official meeting minutes that include club roll call, vote outcome and agreed fund allocation amount and any other necessary documentation has to be turned in with the form.  
4.3.1.13.3. If clubs are raising money then they must obey the following:  
4.3.1.13.3.1. Depositing all money collected on behalf of a campus club and/or organization must be submitted to the Student Development Office no later than five days after the collection.  
4.3.1.13.3.2. District Receipt books must be used in the collection of funds and must be obtained prior to the day before an event via appointment with the Student Development Office.  

4.3.2. Veterans Student Council  
4.3.2.1. The Director of Veteran Affairs and Resources shall chair the VSC.  
4.3.2.2. Any college staff may be recommended and approved by the Director of Student Development to act as the advisor of the VSC.  
4.3.2.3. The VSC shall be comprised of members dedicated to improve campus life for veteran students by planning events and programs that directly benefit veteran students and promote student success and involvement.  
4.3.2.4. The VSC shall be comprised of the following ASG members:  
4.3.2.4.1. Director of Budget and Finance  
4.3.2.4.2. Administrative Coordinator for Veterans Student Council  
4.3.2.4.3. The Officer of Finance for Veterans Student Council  
4.3.2.5. The VSC shall represent Veterans student body on campus and give voice to their opinions, concerns, and ideas.  
4.3.2.6. The Administrative Coordinator for Veterans Student Council  
4.3.2.6.1. Must comply with the entire Administrative Coordinator Code.  
4.3.2.6.2. Shall schedule, coordinate, and oversee any events sponsored or held by VSC.  
4.3.2.7. The Officer of Finances for Veterans Student Council  
4.3.2.7.1. Must comply with the entire Officer of Finance Code.  

4.3.3. International and Diversity Student Council  
4.3.3.1. The Director of International Students and Diversity shall chair the IDSC.  
4.3.3.2. Any college staff may be recommended and approved by the Director of Student Development to act as the advisor of the IDSC.  
4.3.3.3. The IDSC shall be comprised of members dedicated to improve campus life for International and Diverse students by planning events and programs that directly benefit international and diversity students and promote student success and involvement.  
4.3.3.4. The IDSC shall represent the International and Diverse student body on campus and give voice to their opinions, concerns, and ideas.  
4.3.3.5. The VSC shall be comprised of the following ASG members:  
4.3.3.5.1. Director of International Students and Diversity  
4.3.3.5.2. Administrative Coordinator for International and Diversity Student Council  
4.3.3.5.3. The Officer of Finance for International and Diversity Student Council  
4.3.3.6. The Administrative Coordinator for International and Diversity Student Council  
4.3.3.6.1. Must comply with the entire Administrative Coordinator Code.  
4.3.3.6.2. Shall schedule, coordinate, and oversee any events sponsored or held by IDSC.  
4.3.3.7. The Officer of Finances for International and Diversity Student Council  
4.3.3.7.1. Must comply with the entire Officer of Finance Code.  

4.3.4. Honors Student Council  
4.3.4.1. The Director of Honors, Transfer, and Career Technical Education shall chair the HSC.
4.3.4.2. Any college staff may be recommended and approved by the Director of Student Development to act as the advisor of the HSC.

4.3.4.3. The HSC shall be comprised of members dedicated to improve campus life for Honors students by planning events and programs that directly benefit honors students and promote student success and involvement.

4.3.4.4. The HSC shall represent Honors student body on campus and give voice to their opinions, concerns, and ideas.

4.3.4.5. The HSC shall be comprised of the following ASG members:

4.3.4.5.1. Director of Honors, Transfer, and Career Technical Education

4.3.4.5.2. Administrative Coordinator for Honors Student Council

4.3.4.5.3. The Officer of Finance for Honors Student Council

4.3.4.6. The Administrative Coordinator for Honors Student Council

4.3.4.6.1. Must comply with the entire Administrative Coordinator Code.

4.3.4.6.2. Shall schedule, coordinate, and oversee any events sponsored or held by HSC.

4.3.4.7. The Officer of Finances for Honors Student Council

4.3.4.7.1. Must comply with the entire Officer of Finance Code.

5. Disciplinary Code

5.1. Attendance

5.1.1. Each member of ASG is allowed a total of four committee or council absences per semester. Absences shall be used for the following meetings: Committee, Council, and All-ASG meetings. Note: Absences shall not be used for Fall/Spring Retreats because they are mandatory. A fifth committee absence shall result in removal from ASG.

5.1.2. Excusing Absences: Absences will be excused by the chair only in the case of medical emergencies, documented family emergencies, or documented legal obligations. Acceptable documents will come in the form of a medical or legal note. If a member has the needed paperwork to clear an absence, they must present it to the chair of his/her branch or committee no later than two weeks after the absence. ASG members’ three absences shall be used for any undocumented personal time. It is the member’s responsibility to notify their chair of an absence ahead of time.

5.1.3. Any ASG member who violates the Attendance Code shall be automatically removed from his or her position on ASG.

5.1.4. Any ICC Voting Club that violates the Attendance Code shall automatically have its voting status revoked for the remaining portion of the current semester.

5.1.5. If an ICC Club violates the Attendance Code and has its voting status revoked, they will automatically be changed to a Non-Voting Affiliate Club and must be approved by a two-thirds majority vote of the ICC in order to regain its voting status for the following semester.

5.1.6. The Administrative Coordinator for each committee and council shall be responsible for ensuring that accurate records are kept for the number of absences of each member within his or her committee or council. If a member exceeds the allowable absences, then the Administrative Coordinator for the committee or council must inform the chair and the Vice President.

5.1.7. If any ASG member violates the Attendance Code and is removed from office, he or she must be approved by a two-thirds vote of the BOD in order to rejoin ASG.

5.1.7.1. This rule shall only apply if the former member is attempting to rejoin within the same semester or during the next regular semester.

5.1.8. If a member fails to complete the mandatory fifteen hours of volunteering per semester, every three hours lacking is equivalent to an absence. The number of incomplete service hours shall be accounted for as follows:

5.1.8.1. The number of hours incomplete shall be rounded up to the next multiple of three (Ex: Four incomplete service hours will be rounded to six hours, which is equivalent to two absences).

5.2. Dismissal

5.2.1. If the Judiciary Committee or The Board of Directors believes that a member of ASG is performing below expected standards, does not fulfill participation requirements set by the Board of Directors and/or is engaging in disorderly conduct or inappropriate behavior, the
chair of that member’s committee or council is required take the following steps before the said member is brought before the Judiciary Council for evaluation: (Inappropriate behavior is behavior that inhibits the effectiveness or functionality of ASG as a whole, or of a specific committee, taskforce, or individual.)

5.2.1.1. The chair of the member’s committee or council is required to give a warning via email clearly explaining the following: the lack of participation and/or inappropriate behavior, the behavior that is expected from now on, and a deadline for when these changes must be seen.

5.2.1.2. If the member does not improve by the stated deadline, the chair of that member’s committee or council must send a message via email notifying the member that he/she has failed to fulfill their duties in the given time frame and that they will be brought forth to the Judiciary Committee for evaluation.

5.2.1.3. The member must be given the chance to state his or her case, before the Judiciary Committee takes action. His or her case can be presented in person at the JC meeting, or via email.

5.2.1.4. If the JC 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 the said member.

5.3. Appeal Process

5.3.1. If any member of ASG disagrees with any official action taken by the JC, he or she may call for an appeal.

5.3.2. An appeal must be called for no later than two weeks from the date of the Judiciary Committee’s decision.

5.3.3. A statement of desire for appeal must be submitted in a formal letter, either through email or written documentation, to the ASG President, the Vice President, and the Chair of the committee or council on which the member in question serves or served.

5.3.4. 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.

5.3.4.1. Members of the JC, the member(s) making the appeal, and the member(s) in question are ineligible to serve on this jury.

5.3.4.2. The Vice President of ASG will serve as the chair of any and all jury meetings.

5.3.4.3. If the Vice President is unable to chair said meetings, then the president shall chair the meeting.

5.3.4.4. A maximum of three members from each committee may be chosen.

5.3.4.5. This jury will hold a hearing in which the Vice President and the member(s) in question will each have a chance to plead his or her case.

5.3.4.6. This will take place in the form of organized debate, lasting no longer than two hours.

5.3.4.7. After each side pleads its case, the jury members must vote prior to adjourning the meeting.

5.3.4.8. The jury voting process and deliberation will last no longer than two hours.

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

5.4. Reward Code

5.4.1. The JC may reward any member whose behavior or work ethic is deemed deserving of acknowledgement.

5.4.2. The JC may not give out cash rewards, or any reward with a cost exceeding fifty dollars. This excludes plaques and trophies.

5.4.3. The JC 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.

5.4.4. The same member cannot be the recipient of more than two awards or rewards each semester.

5.4.5. For every member of the month/year of ASG, the JC must submit a report on the said member explaining his or her exemplary work to the ASG advisor.

5.5. Impeachment Code
5.5.1. Any member of the ASSC may call for the impeachment of any member of ASG by submitting a formal letter, either in an email or a written document, to the ASG President, the Vice President, and the ASG advisor(s).
5.5.2. The member calling and the member being called for impeachment will then present his or her case to the Board of Directors.
5.5.3. A two-thirds vote by the Board of Directors will impeach any member of ASG.

5.6. Supplementary Disciplinary Code
5.6.1. If the JC believes, for any reasons, that a member is deserving of disciplinary action, the cases will be dealt with in an unbiased fashion on a case-by-case basis.
5.6.2. Committee chairs reserve the right to implement required hours reports, officer reports, or any other related documentation or verbal reports to ensure proper conduct.

6. Advisor Code
6.1. The ASG Advisors, within District and College policies, may be referred to as the Chancellor’s designee, the President’s designee and/or the Vice President’s designee.
6.2. The college Vice President of Student Services and/or designee shall be responsible for the conduct and activities of the Associated Students’ organization, affiliated groups, and organizations in accordance with state laws and regulations and Board Policies and Administrative Regulations established by the district.
6.3. The ASG Advisors are assigned by Saddleback College to act as the appropriate designee(s) overseeing the operations of the Associated Students’ Organizations and clubs.
6.4. The ASG Advisors are charged with the duties of providing oversight regarding the administration of ASG funds, development of the yearly ASG budget, Saddleback College and SOCCD regulations and legal matters pertaining to ASG proposals and decisions.
6.5. The ASG Advisors are responsible for general advisement, trainings, leadership development, team building opportunities, delivering constructive feedback and event planning assistance.
6.6. The Associated Students’ organization is recognized as the official voice for the students in the College consultation process. It may conduct other activities as approved by the Chancellor or designee. The Associated Students’ activities shall not conflict with the authority or responsibility of the Board or its officers or employees.
6.7. Students may develop additional co-curricular activities under the direction of the appropriate college administrator, which includes the Director of Student Life and Student Development staff, when there is a need.
6.8. All student clubs and organizations shall operate under the auspices of the college’s Associated Students’ organization.

7. Finance Code
7.1. The rules and guidelines for the financial operations of ASG shall be known as the Finance Code.
7.1.1. 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.
7.1.2. Mission of the ASG Budget:
7.1.2.1. The Associated Student Government shall fund programs that directly benefit students. ASG believes that students who participate in the life of a college excel academically, personally and professionally. ASG shall fund college divisions that directly provide a comprehensive regime of programs that extend the learning experience outside of the classrooms, promoting personal growth and development of the students. ASG supports student success by providing special topic grants (such as mentorship programs), funding club organizations, and other extra curricular activities.
7.2. Associated Students’ funds shall be deposited and disbursed under the supervision and approval of college official(s) designated by the College President and approved by the Chancellor.
7.3. The Chancellor or an appointed designee shall participate in the preparation, modification, and interpretation of policies, regulations, and procedures affecting Associated Students’ finances.
7.4. Approved Associated Students’ Activities. Subject to regulations regarding collection and expenditure of Associated Students’ funds, Associated Students’ activities may be operated.
Before undertaking any activity, however, approval for these activities must be obtained from the Chancellor or an appointed designee.

7.5. The supervision of the fiscal administration of all Associated Students’ activities shall be delegated to the Chancellor or an appointed designee.

7.6. Approval for Obligations. No individual shall financially obligate the Associated Students’ organization of any college in any way without first having secured the proper authority to do so in writing. This authority will be established by action of the College Associated Student Government along with administrative approval.

7.7. The BOD ratifies the ASG budget structure for the upcoming year in spring, this happens no later than the last BOD meeting of the spring. The summer members of BOD shall have the right to fine-tune, modify, and refine allocations within the structure set forth by the previous BOD.

7.8. The BOD can make emergency structural changes to the budget during the current academic year.

7.9. The financial operations of ASG shall be administered under the guidelines of a budget established by the Budget Committee.

7.9.1. The budget shall only become final after approval by the BOD, and the SOCCCD Board of Trustees.

7.9.2. Non-allocated funds shall not be expended from the ASG Emergency Contingency and Reserve for Mid-Year Allocations without the majority approval of the BOD and the consent of the President and the Director of Budget and Finance through signature.

7.9.3. If, for any reason, the Inter-Club Council cannot provide funding for one of its member organizations, the organization can then go to the BOD for the approval of additional funds 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 the Senate prior to voting. In order for the funding request to be approved, it must gain the majority vote of Senate, as well as the approval of the Treasurer through signature.

7.10. If the BOD decides to approve the request of funds by a club organization, they must also cosponsor the event.

7.11. All Scholarships funded by the ASG may only be given to students with Gaucho Stamps (ASB Stamp.)

7.12. 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 and during the event/occasion that received funding from ASG.

7.13. Budget Committee and BOD shall be responsible for creating/implementing all ASG fundraising and revenue generating endeavors.

7.14. All ASG budgeted expenses shall be approved through a requisition process.

7.14.1. All requisitions require the signatures of the Director of Budget and Finance.

7.15. All groups receiving funding from ASG for travel must meet the following requirements:

7.15.1. Travel, for the purpose of funding requests, is defined to be any event outside of a 60-mile radius of Saddleback College.

7.15.2. ASG will sponsor up to, but no more, than 75 percent of any travel program.

7.15.3. All participants must be directly associated with the approved group.

7.15.4. All participants must purchase an SC Gaucho Stamp.

7.15.5. All participants must be currently enrolled in a minimum of five units at Saddleback College as active students.

7.15.6. All participants must list Saddleback College as their college of record.

7.15.7. All participants must have a minimum 2.0 cumulative G.P.A.

7.15.8. All participants must follow SOCCCD and Student Development processes and timeline or accessing ASG funds.

7.15.9. All participants must adhere to Board Policy 6125 referring to the Saddleback College Code of Conduct.

7.15.10. All groups and/or individuals planning to use ASG funds must complete a travel application through Student Development Office.

7.15.11. 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.

7.15.12. Upon return, the participants that received funding shall present a summary of their travel experience to the ASG BOD within 2-3 weeks following the date of return.

7.16. The President, the Director of Budget and Finance, 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.

7.17. Each year a percentage of the total projected revenue will go towards the following:

7.17.1. 10% to Scholarships
7.17.2. 7.5% to the Emergency Reserves
7.17.3. 5% to the Reserve for Mid-Year Allocations

8. Volunteer code

8.1. Membership

8.1.1. The Director of Human Resources and Volunteering shall create an application form to recruit volunteers for ASG.

8.1.2. The Volunteers shall apply to the Volunteer Corps of ASG and specify the events they are interested to volunteer for.

8.1.3. SC students that apply as Volunteers to the Volunteer Corps shall be approved on to the Volunteers Corps by the Student Development Office and the Director of Human Resources and Volunteering.

8.1.4. The Director of Human Resources and Volunteers shall keep a database of volunteers and maintain regular contact with the Volunteer Corps by updating them on ASG events.

8.1.5. The members of Volunteer Corps are not considered members of the ASG and shall not serve on ASG Committees as voting members.

8.1.6. The Director of Human Resources and Volunteering shall find volunteer opportunities for the Volunteers corps on and off campus. This information is to be posted on the ASG webpage to be available to the SC students.

8.2. Utilization

8.2.1. The Volunteers shall be utilized to assist with ASG Events.

8.2.2. The Director of Human Resources and Volunteering must log the volunteer hours of volunteer corps members.

8.3. Recognition

8.3.1. The members of the Volunteer Corps shall be recognized for their volunteering and contributions to ASG.

8.3.2. The Director of Human Resources and Volunteering shall decide upon the form of recognition.

9. Election Code

9.1. The rules and regulations governing all ASG elections shall be known as the Election Code.

9.2. 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.

9.2.1. 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.

9.2.2. Write-in candidates shall not be permitted to submit information to be placed in the Candidate Information Packet.

9.3. A meeting shall be scheduled no less then 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.

9.3.1. 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.
9.3.2. 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 then 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.

9.4. 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.

9.4.1. The Election Committee may disqualify a candidate for violations of the Constitution, Bylaws or Election Guidelines by a majority vote of the committee.

9.5. 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.

9.6. Candidates in ASG Elections must provide the Election Committee with a list of all persons who will be assisting them in their campaign.

9.6.1. Candidates shall be directly responsible for all actions taken by persons working on their campaign.

9.7. Candidates in ASG Elections are prohibited from providing gifts to students in exchange for votes.

9.8. 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.

9.9. The elected positions of ASG shall be as follows:

9.9.1. President
9.9.2. Director of Human Resources and Volunteering
9.9.3. Director of Academic Affairs
9.9.4. Director of Learning Resources and Tutoring
9.9.5. Director of Student Support Services
9.9.6. Director of Events
9.9.7. Director of Student Clubs and Organizations
9.9.8. Director of Publicity and Public Relations
9.9.9. Director of Veterans Affairs and Resources
9.9.10. Director of International Students and Diversity
9.9.11. Director of Honors, Transfer, and Career Technical Education

9.10. All Candidates are required to submit a brief statement explaining their reasons for running in the election.

9.11. 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.

9.12. All candidates in the election may submit a list of endorsements from on campus clubs or organizations including endorsements from other ASG members.

9.13. The Election Committee may request such documentation as they see fit to verify all information that the candidates submit for the Candidates Information Packet.

9.14. If any of these positions are not filled during an election, vacant positions will be filled using provisions stated in the Member Recruitment Code.

9.15. You must have completed at least 12 units of credit at Saddleback College prior to taking office for the President and Vice-President position.

9.16. The Councils of ASG must hold their elections at the same time as the ASG elections.

9.16.1. The Director of Veterans Affairs and Resources will be elected by the votes of Veterans.
9.16.2. The Director of Honors, Transfer, and Career Technical Education will be elected by the votes of honors students.
9.16.3. The Director of International Students and Diversity will be elected by the votes of International students.
9.16.4. The Director of Student Clubs and Organizations will be elected by the voted of club members.

10. Member Recruitment Code
10.1. Application
10.1.1. The ASG application for any year will be published on the ASG website no later than four weeks prior to the conclusion of the spring semester preceding it. The application for any year will be written and published by the BOD of the preceding year.

10.1.1.1. 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.

10.2. Interview Process

10.2.1. If a position is available, a candidate who meets the basic requirements for membership as stated in the membership code, shall submit an application to join ASG.

10.2.2. If eligible, the chair of the committee or council will interview a candidate no later than three weeks from the date the application was submitted.

10.2.3. If approved by the chair, the applicant will be interviewed by a majority of the BOD within one week of the initial interview.

10.2.3.1. A member of the BOD 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.

10.2.4. If deemed necessary, the BOD reserves the right to schedule additional interviews.

10.3. Approval

10.3.1. To attain membership to ASG, the respective branch chair, as well as a majority vote of the BOD members, which were present during any interview of the applicant, must approve the applicant.

10.3.2. The applicant must be notified of the decision by the respective chair within one week of the final interview.

10.3.2.1. The applicant may be notified by email. It is optional to call, or inform the applicant in person.