

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:

1.3.1 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 Inter-Club Council shall hereafter be referred to as ICC.

1.3.4 The Publicity Committee shall hereafter be referred to as PC.

1.3.5 The Events Committee shall hereafter be referred to as EC.

1.3.6 The Budget Committee shall hereafter be referred to as the BC. On

1.3.7 The Veterans Student Council shall hereafter be referred to as the VSC.

1.3.8 The Honors Student Council shall hereafter be referred to as the HSC.

1.3.9 The Judiciary Committee shall hereafter be referred to as the JC.

1.3.10 The International and Diversity Student Council shall hereafter be referred to as IDSC.

1.3.11 The general student population of SC shall be known as the Associated Students of Saddleback College, hereafter referred to as the ASSC.

1.3.12 The ASG Board of Directors Shall hereafter be referred to as BOD.

1.4 Any reference to the President, Vice President or any other officer position shall refer to a position within ASG unless otherwise stated.

1.5 Amendments to these Bylaws shall be passed by the procedures stated in the ASG constitution.

1.6 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 his or her committee and council code.

1.7 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.

1.8 All ASG BOD members must serve on at least one college-wide committee.

1.9 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.

1.10 The process of approving changes to the ASG Bylaws and the ASG Constitution shall be as follows:

1.10.1 All changes must be presented to the JC before being submitted to the BOD.

1.10.1.1 The Judiciary Committee must ensure that the Bylaws changes are fair, nondiscriminatory, and comply with the constitution.

1.10.1.2 The JC must present their comments and concerns during the review and action process of the bylaws by the BOD.

1.10.2 A three-fourths vote of the BOD is required for all changes to the ASG Bylaws and ASG Constitution.

1.11 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 **official** meetings without exception.

1.11.1 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.

1.11.2 All BOD and Council meetings must be official and comply with Ralph M. Brown Act.

1.11.2.1 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.

1.12 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.)

1.12.1 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.

1.12.2 The President of ASG shall maintain regular contact with the Student Trustee. The President shall send out weekly emails regarding ASG's activities as well as invite the Student Trustee to the BOD meetings.

2 Membership Code

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

2.2 All members of ASG are as follows:

2.2.1 President

2.2.2 Vice President

2.2.3 Chief Justice

2.2.4 Director of Human Resources and Volunteering

2.2.5 Director of Academic Affairs

2.2.6 Director of Learning Resources and Tutoring

2.2.7 Director of Student Support Services

2.2.8 Director of Events

2.2.9 Director of Budget and Finance

2.2.10 Director of Student Clubs and Organizations

2.2.11 Director of Publicity and Public Relations

2.2.12 Director of Veterans Affairs and Resources

2.2.13 Director of International Students and Diversity

2.2.14 Director of Honors, Transfer, and Career Technical Education

2.2.15 The Administrative Coordinator for Judiciary and Budget Committee

2.2.16 The Administrative Coordinator for Events Committee

2.2.17 The Administrative Coordinator for Publicity Committee

2.2.18 The Administrative Coordinator for Inter-Club Council

2.2.19 The Administrative Coordinator for Veterans Student Council

2.2.20 The Administrative Coordinator for International and Diversity Student

Council

2.2.21 The Administrative Coordinator for Honors Student Council

2.2.22 The Officer of Finance for Budget and Judiciary Committee Judiciary
Recommends Removal

2.2.23 The Officer of Finance for Events Cabinet

2.2.24 The Officer of Finance for Publicity Committee

2.2.25 The Officer of Finance for Inter-Club Council

2.2.26 The Officer of Finance for Veterans Student Council

2.2.27 The Officer of Finance for International and Diversity Student Council

2.2.28 The Officer of Finance for Honors Student Council

2.2.29 The Event Coordinator for Judiciary Committee

2.2.30 The Event Coordinator for Budget Committee

2.2.31 The Event Coordinator for Events Committee

2.2.32 The Event Coordinator for Publicity Committee

2.2.33 The Event Coordinator for Inter-Club Council

2.2.34 The Event Coordinator for Veterans Student Council

2.2.35 The Event Coordinator for International and Diversity Student Council

- 2.2.36 The Event Coordinator for Honors Student Council
- 2.2.37 The Officer of Graphic Design
- 2.2.38 The Officer of Art Design
- 2.2.39 The Officer of Social Media
- 2.2.40 Historian
- 2.3 All members of ASG are responsible for logging their service hours at each event.
- 2.4 All members of ASG are responsible for recording their service hours at each event.
- 2.5 Every member of ASG is required to volunteer a minimum of fifteen hours per semester.
- 2.6 Volunteer hours are obtained through member participation in any committee or council event. Volunteer hours may also be obtained by participating in any college wide activity requesting a student representative.
- 2.7 All members of ASG are responsible for logging their service hours at each event. Failure to do so will cause no recognition for their participation.
- 2.8 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.
- 2.9 Must currently be enrolled at Saddleback College with a minimum of five units of credit.
- 2.10 Saddleback College must be the student member's college of record.
- 2.11 Must currently have and maintain a minimum Grade Point Average (GPA) of 2.0 throughout the entire term of office for all positions.

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

2.13 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.

2.14 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.)

2.15 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 Chief Justice

3.1.1.4 Director of Human Resources and Volunteering

3.1.1.5 Director of Academic Affairs

3.1.1.6 Director of Learning Resources and Tutoring

3.1.1.7 Director of Student Support Services

- 3.1.1.8 Director of Events
- 3.1.1.9 Director of Budget and Finance
- 3.1.1.10 Director of Student Clubs and Organizations
- 3.1.1.11 Director of Publicity and Public Relations
- 3.1.1.12 Director of Veterans Affairs and Resources
- 3.1.1.13 Director of International Students and Diversity
- 3.1.1.14 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.

3.1.8 May create committee positions as needed, for an allotted time. This position will be a nonvoting member of the committee.

3.1.9 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.

3.1.10 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.

3.1.11 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.

3.2.7 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.

3.2.8 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.

3.2.9 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.

3.2.10 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 Chief Justice

3.2.10.3 Director of Human Resources and Volunteering

3.2.10.4 Director of Academic Affairs

3.2.10.5 Director of Student Support Services

- 3.2.10.6* Director of Learning Resources and Tutoring
- 3.2.10.7* Director of Events
- 3.2.10.8* Director of Publicity and Public Relations
- 3.2.10.9* Director of Budget and Finance
- 3.2.10.10* Director of Student Clubs and Organizations
- 3.2.10.11* Director of Veterans Affairs and Resources
- 3.2.10.12* Director of International Students and Diversity
- 3.2.10.13* 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 serve as an ex-officio member of all ASG committees and taskforces.

3.3.2 The Vice 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.

3.3.3 Shall serve on the following college/district-wide committees: Foundation Board, and Operational Support and Resources.

3.3.4 May sign requisitions before forwarding them to the Student Development Office if the President and the Treasurer are unavailable.

3.3.5 He or she will also be encouraged to attend Events Committee and ICC meetings.

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

3.3.7 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.

3.3.8 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.

- 3.3.9 May sign requisitions before forwarding them to the Student Development Office.
 - 3.3.10 Shall create guidelines for the use of the ASG office including all office equipment.
 - 3.3.11 Shall maintain contact with and communicate regularly with the President. A regular schedule may be set if necessary.
 - 3.3.12 Must maintain regular contact with all directors in the Board of Directors to ensure there is proper and efficient communication.
 - 3.3.13 Shall act as secretary and parliamentarian for the Board of Directors with proper training from the Chief Justice.
- 3.4 The Vice President and the Director of Human Resources and Volunteering are responsible for verifying the number of hours each member has volunteered at the event.
- Chief Justice
- 3.4.1 Shall serve as the Chair of the Judiciary Committee, with the right to vote in order to break a tie.
 - 3.4.2 Will be responsible to gather and post approved minutes and agendas on to the current ASG website.
 - 3.4.3 Shall collect bylaws changes.
 - 3.4.4 In the absence of a Chief Justice, the President may not assume the position of Chief Justice.
 - 3.4.5 Shall be responsible for making sure the Agendas and Approved Minutes of BOD and all ASG Committees and Councils are posted to the ASG website regularly and accordingly.

3.4.6 Shall be responsible for making sure the Agendas and Approved Minutes of BOD and all ASG Committees and Councils are stored in a binder accessible to the public.

3.4.7 Must attend BOD meetings.

3.4.8 Shall preside over all internal hearings and disciplinary proceedings.

3.4.9 Shall be responsible for training the Vice President and Administrative Coordinators in parliamentary procedure and the taking of minutes.

3.4.10 In the event that a Chief Justice has been removed from office by resignation or by provisions set forth in the Dismissal Code, the office of the Chief Justice shall be filled by a willing member of the Judiciary Committee of ASG.

3.4.11 This member shall be selected and recommended by the Vice President to the Board of Directors for approval by a two-thirds vote.

3.4.12 Upon approval by the Board of Directors, the recommended member will be instated as Chief Justice and take charge of the duties and responsibilities of the office of Chief Justice immediately.

3.4.13 Should no member of the Judiciary Committee step forward, the Vice President shall select and recommend a willing member of ASG.

3.4.14 Should the Vice President be unable to select and recommend a successor for Chief Justice, any member of the Board of Directors, including the President, may make a recommendation. This recommendation must be approved by a three-fourths vote of BOD.

- 3.6.2 Shall serve on the following college/district-wide committees: Bookstore and food & Beverage Committee, DSPS Advisory, EOPS/Care Advisory, Matriculation, Student Affairs.
- 3.6.3 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.
- 3.6.4 Responsible for representing the student voice in matters regarding Financial Aid, EOPS, DSPS, Cafeteria and Health Center.
- 3.7 Director of Human Resources, and Volunteering
- 3.7.1 Shall formulate and maintain the ASG roster and contact list, and distribute these to all members of the ASG.
- 3.7.2 Must focus on actively searching and recruiting volunteers for ASG through webpage publications, paper advertisements, publicity requests, and campus events.
- 3.7.3 Must keep regular contact with ASG Volunteers, updating them on current and future ASG events.
- 3.7.4 Shall be charged with the responsibility of keeping a physical record of all written officer reports for each committee and the attendance records.
- 3.7.5 Will be responsible for maintaining and collecting member and volunteer member service hours.
- 3.7.6 Shall serve on the following college/district-wide committees: Classified Senate.

- 3.7.7 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.
- 3.7.8 Shall serve as the chair of the Election Committee and any jury meetings, unless recusal is deemed necessary.
- 3.7.9 Shall serve on the Outreach Board of Saddleback College as a student representative.
- 3.8 Director of Learning Resources and Tutoring
- 3.8.1 Shall be Responsible for interfacing with the LRC, strategizing student access and utilization of services.
- 3.8.2 Shall serve on the following college/district-wide committees: Writing Center Steering, Distance Education.
- 3.8.3 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.
- 3.8.4 Responsible for representing the students in Online Education and Learning Resources and voicing their opinions and concerns through ASG.
- 3.8.5 Shall create panels for Online Education and Learning Resources students, where students can directly voice their opinions, concerns, and ideas.
- 3.9 Director of Events
- 3.9.1 Shall serve as the Chair of the Events Committee with the right to vote in order to break a tie.
- 3.9.2 Responsible for creating and organizing ASG events for the student body.

3.9.3 Shall serve as an ex-officio member of all Events Committees and task forces.

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

3.10 Director of Budget and Finance

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

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

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

3.10.4 Shall be the campus-wide representative of the ASG Budget Committee.

3.10.5 Shall maintain accurate records of the ASG budget including all revenues, expenditures, and transfers.

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

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

3.10.8 Shall have either one-year practical experience on ASG or be actively pursuing an accounting major.

3.10.9 Shall be appointed by a committee comprised of the current President and Vice President.

3.11 Director of Publicity and Public Relations

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

3.15 Director of Honors, Transfer, and Career Technical Education

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

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

3.15.3 The Director of Honors, Transfer, and Career Education must be an Honors student.

3.15.4 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.

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

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

3.15.7 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 follow:

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 two-thirds vote by the members to establish the time of meetings.

4.1.7 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.

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

4.1.9 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.

4.1.10 All members of ASG are welcome and encouraged to join any committee or council on ASG that are not part of their position. They may give feedback, suggestions, and critiques. Although their vote will not be counted.

4.1.11 In the event that the Chair of a Committee or Council is unable to chair a meeting then the Administrative Coordinator for the Committee/Council shall chair the meeting. If both the Administrative Coordinator for the Committee/Council and the chair are unavailable then the Officer of Finances for the Committee/ or Council shall chair the meeting. If the Chair, Administrative

Coordinator, and Officer of Finances, for of the Committee/Council are unavailable, then the meeting shall be canceled.

4.1.11.1 In the event that a Director has been removed from office by resignation or by provisions set forth in the Dismissal Code, their duties and responsibilities shall be assumed by the Council or Committee's Administrative Coordinator.

4.1.11.2 The Board of Directors, at the next available meeting, shall vote to approve the Administrative Coordinator's permanent instatement as Director of their Council or Committee.

4.1.11.3 Should the Administrative Coordinator be unwilling or unable to fulfill the duties and responsibilities of the Director, or if the Director does not have an Administrative Coordinator, any member of the Board of Directors may recommend any willing member of ASG for the vacant position.

4.1.11.4 This member shall then be approved by the Board of Directors by a two-thirds vote.

4.1.11.5 In the Event of a Vacant, non-Director position, the Council or Committee to which the vacant position belongs shall vote to recommend a willing student, who meets the membership requirements for ASG, to the Board of Directors for approval.

4.1.12 This student shall be approved to fill the vacant position by a vote of two-thirds of the Board of Directors.

4.1.13 The councils of ASG may create their own Bylaws, such that these Bylaws do not supersede the ASG Bylaws.

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

4.1.15 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.

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

4.1.17 Administrative Coordinator Code:

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

4.1.17.1.1 The Administrative Coordinator for Judiciary and Budget Committee

4.1.17.1.2 The Administrative Coordinator for Events Committee

4.1.17.1.3 The Administrative Coordinator for Inter-Club Council

4.1.17.1.4 The Administrative Coordinator for Veterans Student

Council

4.1.17.1.5 The Administrative Coordinator for International and Diversity Student Council

4.1.17.1.6 The Administrative Coordinator for Honors Student Council

4.1.17.2 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.

4.1.17.3 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.

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

4.1.17.5 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 twenty-four (24) hours after the meeting.

4.1.17.6 The Administrative Coordinators must attend all Judiciary Committee meetings.

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

4.1.18 Officer of Finance Code

4.1.18.1 The Officers of Finance for committees and council are as follows.

4.1.18.1.1 The Officer of Finance for Budget and Judiciary Committee

4.1.18.1.2 The Officer of Finance for Events Committee

4.1.18.1.3 The Officer of Finance for Publicity Committee

4.1.18.1.4 The Officer of Finance for Inter-Club Council

4.1.18.1.5 The Officer of Finance for Veterans Student Council

4.1.18.1.6 The Officer of Finance for International and Diversity Student Council

4.1.18.1.7 The Officer of Finance for Honors Student Council

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

4.1.18.3 The Officer of Finance 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.

4.1.18.4 Shall oversee Events Committee sales, purchases, and will strategize, implement, and oversee Gaucho Stamp sales in ASG events.

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

4.1.18.6 Shall be 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.

4.1.18.7 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.

4.1.18.8 If a member joins ASG after the term has begun, they must receive training from their counselor or committee on their position within two weeks of their approval by the BOD.

4.1.18.9 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.

4.1.19 Event Officer Code

4.1.19.1 The Event Officer 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.

4.1.19.2 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.

- 4.1.19.3 Coordinate with the Director of Human Resources and Volunteering to recruit volunteers for events.
- 4.1.19.4 Must coordinate with chair to execute event.
- 4.1.19.5 Must coordinate with officer of budget and finance to ensure money is spent correctly.
- 4.1.19.6 Write event summary in a timely matter to be presented to the next committee/or council meeting for reflection.
- 4.1.19.7 Is a voting member of the Events committee and must attend all Events committee meetings.
- 4.1.19.8 Must aid in overseeing the event.

4.2 Committee Code

4.2.1 Events Committee

4.2.1.1 The Events Committee shall be comprised of members responsible for assisting the Chair of Events Committee 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 Committee
- 4.2.1.2.3 The Officer of Finance for Events Committee
- 4.2.1.2.4 The Event Officer for Judiciary Committee
- 4.2.1.2.5 The Event Officer for Budget Committee
- 4.2.1.2.6 The Event Officer for Events Committee

- 4.2.1.2.7 The Event Officer for Publicity Committee
- 4.2.1.2.8 The Event Officer for Inter-Club Council
- 4.2.1.2.9 The Event Officer for the Veterans Student Council
- 4.2.1.2.10 The Event Officer for International and Diversity Student

Council

4.2.1.3 All Events Committee members will be expected to attend all Events Committee 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 Finance for Events Committee

- 4.2.1.5.1 Shall oversee Events Committee 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.

4.2.2 Publicity Committee

- 4.2.2.1 Committee Code

- 4.2.2.1.1 Events Committee

- 4.2.2.1.1.1 The Events Committee shall be comprised of members responsible for assisting the Chair of Events Committee with the activities and events that ASG participates in.

4.2.2.1.1.2 Events Committee shall be comprised of the following voting members:

4.2.2.1.1.2.1 Director of Events

4.2.2.1.1.2.2 The Administrative Coordinator for Events Committee

4.2.2.1.1.2.3 The Officer of Finance for Events Committee

4.2.2.1.1.2.4 The Event Officer for Judiciary Committee

4.2.2.1.1.2.5 The Event Officer for Budget Committee

4.2.2.1.1.2.6 The Event Officer for Events Committee

4.2.2.1.1.2.7 The Event Officer for Publicity Committee

4.2.2.1.1.2.8 The Event Officer for Inter-Club Council

4.2.2.1.1.2.9 The Event Officer for the Veterans Student Council

4.2.2.1.1.2.10 The Event Officer for International and Diversity Student

Council

4.2.2.1.1.3 All Events Committee members will be expected to attend all Events Committee events as well as assist fellow members when necessary.

Disciplinary action will be taken as outlined in the Disciplinary Code.

4.2.2.1.1.4 Administrative Coordinator for Events Committee

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

4.2.2.1.1.4.2 Must comply with the entire Administrative Coordinator

Code.

4.2.2.1.1.5 Officer of Finance for Events Committee

4.2.2.1.1.5.1 Shall oversee Events Committee sales, purchases, and will strategize, implement, and oversee Gaucho Stamp sales in ASG events.

4.2.2.1.1.5.2 Must comply with the entire Officer of Finance Code.

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

4.2.2.3 The Publicity Committee shall be a subset of the Events Committee that primarily advertises on behalf of the Events Committee.

4.2.2.4 Other divisions of ASG may request the Publicity Committee services through proper request form procedure or the Director of Publicity.

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

4.2.2.5.1 Officer of Social Media

4.2.2.5.1.1 Shall be responsible for updating all social media platforms held by ASG.

4.2.2.5.1.2 Shall work with the Chair of Events Committee to publicize activities and events in which ASG participates.

4.2.2.5.1.3 Must distribute information about major events no later than a week after having been asked by an ASG council or committee.

4.2.2.5.1.4 Is required to attend major events in which ASG participates and post pictures no later than 48 hours after the event.

- 4.2.2.5.1.5 Is expected to form task forces to complete additional projects with the purpose of improving the community and student life at Saddleback.
- 4.2.2.5.1.6 Must revise all the social media platforms no less than every other week.
- 4.2.2.5.1.7 Shall be responsible for creating new social media accounts when deemed necessary by the BOD.
- 4.2.2.5.1.8 Must update and revise the ASG website once a month.
- 1.1.1.1.9 Shall be responsible for any and all upkeep of the Student Success Project.
- 1.1.1.1.10 Officer of Graphic Design
- 4.2.2.5.1.9 The Graphic Designer position is responsible for handling any computer design tasks for ASG and any of its related events and functions.
- 4.2.2.5.1.10 The Officer of Graphic Design shall be proficient in current computerized design programs.
- 4.2.2.5.1.11 The Officer of Graphic Design must receive approval from the Publicity Committee before any designs are finalized.
- 4.2.2.5.2 Officer of Art Design
- 4.2.2.5.2.1 The Officer of Art Design shall be responsible for providing artwork and designs for every ASG event.
- 4.2.2.5.2.2 The Officer of Art Design will provide poster guidelines to all ASG members so that all ASG posters are cohesive throughout campus.
- 4.2.2.5.2.3 The Officer of Art Design must maintain communication with the Art department at Saddleback College and campus/ community publications.
- 4.2.2.5.2.4 Ideally the Officer of Art Design should be pursuing a degree in some form of art or have artistry experience.

4.2.2.5.2.5 Both the Officer of Art Design and the Officer of Graphic Design should communicate weekly and agree on the ASG posters and art before posting it.

4.2.2.5.2.6 The Officer of Art Design will work on designs and flyers with the Officer of Social Media for posting on social media sites and phone apps applications.

4.2.2.5.2.7 The Officer of Art Design will be responsible for reaching out to art students on the Saddleback College campus and use their artwork when applicable.

4.2.2.5.3 Historian

4.2.2.5.3.1 The Historian shall be responsible for the photographic documentation of every ASG event.

4.2.2.5.3.2 The Historian shall distribute all ASG event photographs to the Officer of Social Media and be able to provide them to any officer in ASG upon request.

4.2.2.5.3.3 All photographs must be stored on a computer in the ASG office, or a removable flash drive/external memory that is stored in the ASG office.

4.2.2.5.3.4 The Historian will be responsible for liaising with any campus or community publications regarding photographs of ASG events.

4.2.2.5.3.5 The Historian shall ideally be a photography major or have experience with photography.

4.2.2.5.4 All Publicity Members must have a meeting biweekly at a time of their choosing to complete requested tasks.

4.2.2.5.5 All Publicity Committee members must also attend the meetings of the Events Committee on the weeks in which there are no official Publicity Committee meetings.

4.2.2.5.6 The Director of Publicity shall be required to attend all Events committee meetings in order to be fully informed on all events

4.2.2.5.7 Publicity Committee Members will be expected to form task forces to complete additional projects outside of their meeting time.

4.2.2.5.8 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.

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

4.2.2.6.1 The Officer of Social Media

4.2.2.6.2 The Officer of Art Design

4.2.2.6.3 The Officer of Graphic Design

4.2.2.6.4 Historian

4.2.2.7 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.

4.2.2.8 All Publicity Members must have a biweekly meeting at a time of their choosing to complete requested tasks.

4.2.2.9 All Publicity Committee members must also attend the meetings of the Events Committee on the weeks in which there are no official Publicity Committee meetings.

4.2.2.10 The Director of Publicity shall be required to attend all Events Committee meetings in order to be fully informed on all events.

4.2.2.11 Publicity Committee Members will be expected to form task forces to complete additional projects outside of their meeting time.

4.2.2.12 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.

4.2.2.13 Shall be responsible for publicizing all ASG events.

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

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

4.2.2.16 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.

4.2.3 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 Chief Justice

4.2.3.2.2 The Officer of Finance for Judiciary and Budget Committee (remove?)

4.2.3.2.3 The Administrative Coordinator for Judiciary and Budget Committee

4.2.3.2.4 The Administrative Coordinator for Events 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 identify potential members who have not fulfilled their job requirements to Board of Directors 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 for voting.

4.2.3.7 The JC must review the Bylaws and Constitution at least once per semester.

4.2.3.8 The Judiciary Council JC 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.

4.2.4 The Administrative Coordinator for Judiciary and Budget Committee

4.2.4.1.1 Must comply with the entire Administrative Coordinator Code.

4.2.5 Budget Committee

4.2.5.1 The BC shall be comprised of members dedicated to maintaining the budget and finances of the committees of ASG.

4.2.5.2 The BC shall be comprised of the following members, including the Officer of Finances of any newly formed committee:

4.2.5.2.1 Director of Budget and Finance

4.2.5.2.2 The Officer of Finance for Budget and Judiciary Committee

1.1.1.1.1 The Officer of Finance for Events Committee

4.2.5.2.3 The Officer of Finance for Inter-Club Council

4.2.5.2.4 The Officer of Finance for Veterans Student Council

4.2.5.2.5 The Officer of Finance for International and Diversity Student Council

4.2.5.2.6 The Officer of Finance for Honors Student Council

4.2.5.3 Shall maintain the Budget and Finance Records of ASG.

4.2.5.4 Shall work in conjunction with other members of ASG in order to raise funds for their respective Committees or Councils.

4.2.5.5 The BC shall review ASG allocation to ensure they comply with the ASG finance code.

4.2.5.6 Officer of Finance for Budget and Judiciary Committee

4.2.5.6.1 Must comply with the entire Officer of Finance Code.

4.2.5.6.2 Shall act as the Officer of Finance of both the JC and the BC.

4.2.6 Task Force Committees

4.2.6.1 A “Task Force committee” 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.

4.2.6.2 Any member of ASG can create a Task Force.

4.2.6.3 Task Forces must have a mission statement and purpose, and must be approved by the President of ASG before initiation.

4.2.6.4 Task Force 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 Certified Clubs, Non-Certified 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 The President from each club, certified and non-certified, shall either attend ICC meetings him or herself or must appoint either the Vice President, Treasurer, or Certified Representative to attend ICC meetings in the President's absence.

4.3.1.2.2 The club's president is ultimately responsible for understanding and disseminating the information provided at the ICC meetings to the rest of the club's members.

4.3.1.2.3 Certified Clubs shall be any group of eligible SC students who want to have a campus club, work with funds, and have off-campus meetings or events, and have completed the workshops that are offered by the Student Development Office.

4.3.1.2.3.1 Certified Clubs shall have the right to request funding from ICC and ASG.

4.3.1.2.3.2 Certified Clubs shall receive an allocation from the ICC budget for completing Orientation, Budget 101, Event Planning 101, and Kognito workshops.

4.3.1.2.3.3 Certified Clubs shall be permitted to raise funds.

4.3.1.2.3.4 Certified Clubs may have college-sanctioned events or meetings off-campus with a present advisor.

4.3.1.2.3.5 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.

4.3.1.2.3.6 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 Certified Clubs of ICC:

4.3.1.3.1 Certified Clubs must send one representative from their club to every ICC meeting in order to vote on items on the ICC agenda and to attend workshops. These representatives shall hereafter be referred to as ICC Reps.

4.3.1.3.1.1 Certified Clubs are allowed two ICC meeting absences per semester. The third absence will result in the club being deactivated for the remainder of the semester. Absences do not carry over to the next semester.

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 ten-minute tardiness during ICC meetings. If the ICC representative shows up ten minutes after the meeting has begun, 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 ten 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 Voting status may be reinstated at the beginning of the next regular semester.

4.3.1.4 A Non-Certified Club shall be any group of eligible SC students who want to have a campus club but do not want to attend ICC meetings and have not completed the workshops offered by the Student Development Office.

4.3.1.4.1 Non-Certified Clubs shall not be given any funding from the ICC budget.

4.3.1.4.2 Non-Certified Clubs shall not be permitted to raise funds.

4.3.1.4.3 Non-Certified 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 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.

4.3.1.6.3 The Student Development advisor of Clubs reserves the right to not permit the chartering of a club whose purpose and interests are similar to an already existing club. Must comply with the entire Officer of Communications and Public Relations Code.

4.3.1.6.3.1 Shall promote ICC and its events publicly whether it may be on social media or on the campus.

4.3.1.6.4 Event Officer Code

4.3.1.6.4.1 Must comply with the entire Event Officer Code

4.3.1.6.4.2 Shall be encouraged to attend at least one club meeting each week; preferably for clubs other than ones they are directly associated with in order to help them plan events and run meetings efficiently.

4.3.1.6.4.3 Shall accrue supplies for ICC Events such as Club Rush

4.3.1.6.4.4 Shall plan ICC events that encourage camaraderie and teamwork between the ICC clubs and the ICC Executive Board.

4.3.1.6.4.4.1 Shall work with the ICC Executive Board to create iHigh risk sports and activities will not be certified by ICC or ASG due to the implications for student insurance rates under the health fee and additional liability of full-contact, high-risk student clubs and organizations.

4.3.1.6.5 High risk sports and activities will not be certified by ICC or ASG due to the implications for student insurance rates under the health fee and additional liability of full-contact, high-risk student clubs and organizations.

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

4.3.1.7.1.4 Officer of Communications and Public Relations for Inter-Club Council

4.3.1.7.1.5 Event Officer 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 month.

- 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 Committee of upcoming ICC or club events in order to encourage co-programming and collaboration.
- 4.3.1.8.2.7 Shall have knowledge on the General Bylaws as well as the ICC bylaws in order to aid ICC clubs on any concerns they have.
- 4.3.1.8.2.8 Shall direct discussions during ICC meetings in an orderly manner.
- 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.

4.3.1.8.5 Officer of Communications and Public Relations Code

4.3.1.8.5.1 Shall innovative, campus-wide, events.

4.3.1.8.5.2 Shall notify the Events Committee of upcoming ICC or club events in order to encourage co-programming and collaboration.

4.3.1.8.5.3 Shall assist clubs with filling out event planning forms, publicity request forms, and all related and necessary materials.

4.3.1.8.5.4 Shall be encouraged to attend events planned by the various ICC clubs.

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, Officer of Finance for Inter-Club Council, the Event Officer for Inter-Club Council, and the Officer of Communications and Public Relations .

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 the spring prior to the fall in which they will start their service with ASG.

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 the ICC Executive positions are not filled, the ASG Board of Directors 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.

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

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

4.3.1.11 Clubs' Code of Conduct

4.3.1.11.1 Complaints against a Club

4.3.1.11.1.1 If Student Development or ICC executive members receive two formal, written complaints from departments whose classrooms they are using or from other students concerning a club's misbehavior or inappropriate conduct, the club must attend a conduct workshop given by the Student Development Club Advisor and/or ICC chair in order for the club to remain a club on campus.

4.3.1.11.1.2 If Student Development or ICC executive members receive three or more formal, written complaints from departments whose classrooms they are using or from other students concerning a club's misbehavior or inappropriate conduct, the executive board of ICC reserves the right to terminate the clubs activation with a majority vote of ICC executive members. Upon termination, clubs will not be allowed to convene on

campus as either a certified or Non-certified club with the exception that the club can be reinstated the following semester if the following stipulations are met:

4.3.1.11.1.2.1 The club completes a conduct workshop given by Student Development Club Advisor and/or ICC chair

4.3.1.11.1.2.2 The club is reinstated by the ICC executive council via a majority vote.

4.3.1.11.1.3 After being reinstated as a club, the club is placed on probation. If the club receives any further formal, written complaints, then the process listed above will re-occur.

4.3.1.11.2 Clubs' Appropriate Behavior

4.3.1.11.2.1 Clubs shall refer to the Student Code of Conduct and the Code of Conduct workshop given by Student Development and the Chair of ICC.

4.3.1.12 ICC Finance Code

4.3.1.12.1 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.

4.3.1.12.2 If clubs are using funds out of their ICC club account then they must obey the following:

4.3.1.12.2.1 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.

4.3.1.12.2.2 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.

4.3.1.12.3 If clubs are raising money then they must obey the following:

4.3.1.12.3.1 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.

4.3.1.12.3.2 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.

4.3.1.13 Club Posting and Flyer Posting on SC Campus

4.3.1.13.1 Clubs are allowed to advertise (post flyers, banners, posters, etc.) in authorized locations around the SC campus to promote club-sponsored events.

4.3.1.13.1.1 Clubs can ask Student Development for more information on authorized areas to post.

4.3.1.13.2 After an advertised event has taken place all posters, banners, etc. must be taken down by the club itself (and/or people who have agreed to help).

4.3.1.13.2.1 For single events there is a 24-hour grace period for removal of all advertising.

4.3.1.13.2.2 For series events (multiple events in a period of one week or longer) all advertising must be removed by the end of the week following the last event.

4.3.1.13.3 If all advertising is not removed within the allotted amount of time by the club members (or people affiliated with them) the club will have the equivalent of one formal written complaint held against them.

4.3.1.13.4 Posting over existing flyers/posters etc. is prohibited. Doing so will result in one formal written complaint.

4.3.1.13.5 For any additional advertising (recognition on SB marquees) an event planning form must be filled out.

4.3.1.13.6 Requirements to become a Certified Club

4.3.1.13.7 Only once the below requirements have been met by perspective leadership members of a club can the club be considered for Certification.

4.3.1.13.7.1.1 Authorized Members

4.3.1.13.7.1.1.1 In order to serve in a leadership position on a club looking to become certified (i.e. Treasurer, Secretary, ICC Rep, President, Vice President) perspective leadership members of the club must all be “Authorized members” by completing the following workshops given by Student Development and/or ICC executive members:

4.3.1.13.7.1.1.2 Orientation

4.3.1.13.7.1.1.3 Budget 101

4.3.1.13.7.1.1.4 Event Planning 101

4.3.1.13.7.1.1.5 Parliamentary Procedure Workshop

4.3.1.13.7.1.1.6 Code of Conduct Workshop

4.3.1.13.7.1.1.7 Kognito

4.3.1.13.7.1.2 Authorized leadership members must also complete workshops that pertain to his/her role in order to obtain full-certification.

4.3.1.13.7.1.2.1 Treasurer must complete Budget 102

4.3.1.13.7.1.2.2 Secretary must complete Event Planning 102

4.3.1.13.7.1.2.3 Vice President must complete Team Building 101

4.3.1.13.7.1.2.4 President must complete Team Building 101

4.3.1.13.8 Veterans Student Council

4.3.1.13.8.1 The Director of Veteran Affairs and Resources shall chair the VSC.

4.3.1.13.8.2 Any college staff may be recommended and approved by the Director of Student Development to act as the advisor of the VSC.

4.3.1.13.8.3 The VSC shall represent the veteran student body on campus and give voice to their opinions, concerns, and ideas.

4.3.1.13.8.4 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.

4.3.1.13.8.5 The VSC shall be comprised of the Executive Board and the Auxiliary Board.

4.3.1.13.8.6 Executive Board of VSC

4.3.1.13.8.6.1 The Executive Board shall see to the overall operations of the VSC, its events and activities and shall be comprised of the following members:

4.3.1.13.8.6.1.1 Director of Veterans Affairs and Resources

4.3.1.13.8.6.1.2 Administrative Coordinator for Veterans Student Council

4.3.1.13.8.6.1.3 The Officer of Finance for Veterans Student Council

4.3.1.13.8.6.2 Executive Board members shall give verbal reports during VSC meetings.

4.3.1.13.8.7 Auxiliary Board of VSC

4.3.1.13.8.7.1 The Auxiliary Board shall support the operations of the VSC, contribute to the successful execution of its events and activities and shall be comprised of the following members:

4.3.1.13.8.7.1.1 Veterans Student Council Officer of Communications and Public Relations

4.3.1.13.8.7.1.2 Veterans Student Council Events Officer

4.3.1.13.8.7.2 The job descriptions of the Executive Board shall be as follows:

4.3.1.13.8.7.3 The Director of Veterans Affairs and Resources

4.3.1.13.8.7.3.1 See Board of Directors Code.

4.3.1.13.8.7.4 The Administrative Coordinator for Veterans Student Council

4.3.1.13.8.7.4.1 Must comply with the entire Administrative Coordinator Code.

4.3.1.13.8.7.5 The Officer of Finance for Veterans Student Council

4.3.1.13.9 Must comply with the entire Officer of Finance Code.

4.3.1.14 The job descriptions of the Auxiliary Board shall be as follows:

4.3.1.14.1 VSC Officer of Communications and Public Relations

4.3.1.14.1.1 Shall develop and execute methods designed to raise awareness of the VSC, veterans' services, and all other veteran's activities and resources available to veteran students at Saddleback College.

4.3.1.14.1.2 Must comply with the Officer of Communications and Public Relations Code.

4.3.1.14.2 VSC Event Officer

4.3.1.14.2.1 Shall schedule, coordinate, and oversee any events sponsored or held by the VSC.

4.3.1.14.2.2 Shall act as a liaison to community veterans' organizations.

4.3.1.14.2.3 Shall act as a liaison to the Veterans Club at Saddleback College.

4.3.1.14.2.4 Must comply with the Event Officer Code.

4.3.1.15 The VSC shall select and appoint its members based on the criteria provided in the Election Code (section 9) of the ASG Bylaws. The council may, at its own discretion and by a method determined by the council, create additional, non-ASG positions within the council.

4.3.1.16 The Members of the Executive Board must be veterans of the United States Armed Forces.

4.3.1.17 The Administrative Coordinator shall chair any meeting at which the Director is not present. If the AC is not present, the Officer of Finance shall chair the VSC. If no member of the Executive Board is present, no official meeting shall take place.

4.3.2 International and Diversity Student Council

4.3.2.1 The Director of International Students and Diversity shall chair the IDSC.

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 IDSC.

4.3.2.3 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.

4.3.2.4 The IDSC shall represent the International and Diverse student body on campus and give voice to their opinions, concerns, and ideas.

4.3.2.5 The IDSC shall be comprised of the following ASG members:

4.3.2.5.1 Director of International Students and Diversity

4.3.2.5.2 Administrative Coordinator for International and Diversity Student Council

4.3.2.5.3 The Officer of Finance for International and Diversity Student Council

4.3.2.5.4 The Officer of Communications and Public Relations for International and Diversity Student Council

4.3.2.5.5 The Event Officer for International and Diversity Student Council

4.3.2.6 The Administrative Coordinator for International and Diversity Student Council

4.3.2.6.1 Must comply with the entire Administrative Coordinator Code.

4.3.2.7 The Officer of Finance for International and Diversity Student Council

4.3.2.7.1 Must comply with the entire Officer of Finance Code.

4.3.2.8 The Officer of Communications and Public Relations for International and Diversity Student Council

4.3.2.8.1 Must comply with the entire Officer of Communications and Public Relations Code.

4.3.2.9 The Event Officer for International and Diversity Student Council

4.3.2.9.1 Must comply with the entire Events Officer Code.

4.3.2.9.2 Shall schedule, coordinate, and oversee any events sponsored or held by IDSC.

4.3.3 Honors Student Council

4.3.3.1 The Director of Honors, Transfer, and Career Technical Education shall chair the HSC.

4.3.3.2 Any college Honors staff may be recommended and approved by the Director of Student Development to act as the advisor of the HSC.

4.3.3.3 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. HSC will offer opportunities to honors students to benefit their community.

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

4.3.3.5 Non-ASG HSC members are required to log a minimum of 10 volunteer hours per semester. Volunteer hours are defined as hours earned from any official HSC/ASG event or activity.

4.3.3.6 The HSC shall be comprised of the following ASG members:

4.3.3.6.1 Director of Honors, Transfer, and Career Technical Education

4.3.3.6.2 Administrative Coordinator for Honors Student Council

4.3.3.6.3 The Officer of Finance for Honors Student Council

4.3.3.6.4 The Officer of Communications and Public Relations for Honors Student Council

4.3.3.6.5 The Event Officer for Honors Student Council

4.3.3.7 The Administrative Coordinator for Honors Student Council

4.3.3.7.1 Must comply with the entire Administrative Coordinator Code.

4.3.3.8 The Officer of Finances for Honors Student Council

4.3.3.8.1 Must comply with the entire Officer of Finance Code.

4.3.3.9 The Event Officer for Honors Student Council

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

4.3.3.9.2 Must comply with the entire Officer of Events 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: 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 Each member of ASG shall be granted a total of four (4) absences from any official ASG activity per semester. No member may accrue more than one absence per day.

5.1.3 To be counted present the member must be physically present for the entire meeting.

5.1.4 Each member of ASG shall be counted as present or absent during roll call at the beginning of each official ASG meeting and retreat to which the member belongs.

5.1.5 Each member shall be granted a total grace period of ten (10) minutes throughout the meeting. This grace period may be used at the beginning or end of the meeting.

5.1.6 A member shall not be marked absent from an ASG meeting if he or she is attending an ASG event, school-wide committee, council, or hearing.

5.1.7 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' four (4) absences shall be used for any undocumented personal time. It is the member's responsibility to notify their chair of an absence twenty-four (24) hours ahead of time.

5.1.8 Under any circumstance not noted in the attendance code, if any ASG member is believed to be absent, the statement of the committee/council members and the chair shall be noted in the minutes and forwarded to the Judiciary Committee to decide whether the member shall be counted present or absent from the respective meeting.

5.1.9 Any ASG member who violates the Attendance Code shall be immediately suspended from his or her position on ASG.

5.1.9.1 If the ASG member appeals the decision, their case shall be forwarded to Judiciary Committee for appeal of their removal.

5.1.9.2 If the appeal is approved, then the judiciary committee shall create guidelines for the member to follow for the remainder of the semester.

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

5.1.11 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.

5.1.12 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 Chief Justice.

5.1.13 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.

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

5.1.14 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:

5.1.14.1 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. Disciplinary Code

5.1 Attendance

5.1.1 Each committee and council member of ASG is allowed 3 absences per committee/council, per semester. Absences shall be used for the following: Committee, Council, and all-ASG meetings. Up to 3 absences may be used per council/committee meeting the member is assigned to.. Note: Absences shall not be used for Fall/Spring Retreats because they are mandatory. A fourth absence in a specific council/committee shall result in removal from ASG.

5.1.2 If a member is to miss more than one ASG meeting in a day, they shall receive one (1) absence per missed meeting they are assigned to.

5.1.2.1 A meeting is considered official once the director posts the agenda on time.

Anyone that does not attend an official meeting shall be marked absent.

5.1.2.1 Each director of ASG that chairs a committee/council is allowed four (4) total absences that may be used in either BOD or their own committee/council . Using an absence for a committee/council meeting entails having an Administrative Coordinator chair the meeting, failing to post the agenda on time, or canceling the meeting.

5.1.2.2 Each director of ASG without a committee/council shall be allowed two (2) BOD absences.

5.1.3 To be counted present, a member must be physically present for the entire meeting. Each member shall be granted a total grace period of ten (10) minutes throughout the meeting. This grace period may be used at either the beginning, middle or end of the meeting.

5.1.4 Each member of ASG shall be counted as present or absent during roll call at the beginning of each official ASG meeting and the ASG retreat.

5.1.5 A member shall not be marked absent from an ASG meeting if he or she is attending an ASG event, school-wide committee, council, or hearing.

5.1.6 On 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 other council or committee no later than two weeks after the absence. ASG members' six absences shall be used for any undocumented personal time It is the member's responsibility to notify their chair of an absence twenty-four (24) hours ahead of time.

5.1.7 Any unused absences may be redeemed at the end of the semester for volunteer hours. Each unused absence is equivalent to two (2) volunteer/community service hours. It is the member's responsibility to notify their chair of an absence twenty-four (24) hours ahead of time.

5.1.8 Under any circumstance not noted in the attendance code, if any ASG member is believed to be absent, the statement of the committee/council members and the

chair shall be noted in the minutes and forwarded to the Judiciary Committee to decide whether the member shall be counted present or absent from the respective meeting.

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

5.1.9.1 If the ASG member appeals the decision, their case shall be forwarded to Judiciary Committee for appeal of their removal.

5.1.9.2 If the appeal is approved, then the judiciary committee shall create guidelines for the member to follow for the remainder of the semester.

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

5.1.11 If an ICC Club violates the Attendance Code and has its active status revoked, they must wait until the following fall or spring semester to reactivate.

5.1.12 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.

5.1.13 If a member exceeds the allowable absences, then the Administrative Coordinator for the committee or council must inform the chair and the Chief Justice.

5.1.14 If any ASG member violates the Attendance Code and is removed from office, he or she may appeal the decision to JC (see trial process outlined in section five) in order to rejoin ASG.

5.1.14.1 This rule shall only apply if the former member is attempting to rejoin within the same semester.

6 Reward Code

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

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

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

6.2 Counseling and Member Dismissal

6.2.1 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 to take the following steps before the said member can be removed from ASG. Inappropriate behavior is behavior that inhibits the effectiveness or functionality of ASG as a whole, or of a specific committee, taskforce, or individual.

6.2.1.1 The chair of the member's committee or council is required to give a warning via email and in person 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.

6.2.1.2 After a complaint, the President and/or the Vice president of ASG is required to give a warning in person 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. The President and the Vice President must meet with the said member and record the guidelines set at the meeting.

6.2.1.3 The said member of ASG is given 7 days from the meeting date to fix the misbehavior they were conducting. During this time, the member must immediately stop any behaviors outlined in the meeting.

6.2.1.4 If the member does not improve by the end of the 7 days, 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. A follow up meeting must then be scheduled with

the member in question, the President, the Vice President, and the ASG advisor.

6.2.1.5 The member in question is then given seven days from the second meeting to improve their misbehavior.

6.2.1.6 If the member in question still does not improve after seven days, the President and Vice President may remove the member from his or her position.

6.3 Appeal Process

6.3.1 If any current or former member of ASG disagrees with any official action taken by the JC or a dismissal made by the President or Vice President, he or she may call for an appeal.

6.3.2 An appeal must be called for no later than two weeks from the date of the Judiciary Committee's or President and Vice President's decision.

6.3.3 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, the Chief Justice, and the Chair of the committee or council on which the member in question serves or served.

6.3.4 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.

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

6.3.4.2 The Chief Justice of ASG will serve as the chair of any and all jury meetings.

6.3.4.3 If the Chief Justice is unable to chair said meetings, then the Vice President shall chair the meeting.

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

6.3.4.5 This jury will hold a hearing in which the member(s) in question will have a chance to plead their case.

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

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

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

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

6.3.4.10 If a dismissal is repealed, the appealing member shall be reinstated to their position on ASG. They will be required to complete a probationary period, the terms of which will be presented by the Chief Justice to the Judiciary Committee no later than the next scheduled JC meeting, and approved with a two-thirds vote of the Judiciary Committee.

6.3.4.11 If the vote is against the terms presented by the Chief Justice, the Judiciary Committee shall be responsible for determining acceptable terms.

6.3.4.12 The terms of the probation shall define the member's requirements to reestablish good standing.

6.3.5 All ASG members must abide by the ASG Code of Ethics.

6.4 Impeachment Code

6.4.1 Any member of ASSC may call for the impeachment of another member of ASG by submitting a formal letter, either in an email or written document, to the ASG President, Vice President, or ASG advisor.

6.4.2 All directors are required to notify the ASG advisor(s) in any case of complaint or misconduct.

6.4.3 Upon first complaint, the member in question will be counseled by their committee director in efforts to alleviate the issues.

6.4.4 If the Director feels there is no improvement, the member will attend a meeting with the ASG President or Vice President.

6.4.5 If the member in question is a Director, he or she will meet directly with the ASG Advisor(s).

6.4.6 If all measures are taken and the member does still not improve, he or she will be invited, along with any other parties involved, to present a case to the Board of Directors.

6.4.7 A two-thirds vote by the Board of Directors will impeach any member of ASG.

- 6.4.8 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).
- 6.4.9 The member calling and the member being called for impeachment will then present his or her case to the Board of Directors.
- 6.4.10 A two-thirds vote by the Board of Directors will impeach any member of ASG.
- 6.5 Supplementary Disciplinary Code
- 6.5.1 If the JC believes, for any reason that a member is deserving of disciplinary action the case will be dealt with in an unbiased fashion on a case-by-case basis.
- 6.5.2 Committee and council chairs reserve the right to implement required hours reports, officer reports, or any other related documentation or verbal reports to ensure proper conduct.
- 6.5.3 Any ASG member not in good standing with the college shall be removed from ASG.
- 6.5.3.1 A member shall be in good standing that has not incurred disciplinary action at the College level. Each member shall refer to the ASG Code of Ethics for disciplinary standards and requirements.
- 6.6 Any ASG member that has been removed from his/her position on ASG will be ineligible to hold any position to which they may have been previously elected to. However, individuals would have been removed may resubmit an application to ASG beginning the next semester.

7 Advisor Code

7.1 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.

7.2 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.

7.3 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.

7.4 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.

7.5 The ASG Advisors are responsible for general advisement, trainings, leadership development, team building opportunities, delivering constructive feedback and event planning assistance.

7.6 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.

7.7 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.

7.8 All student clubs and organizations shall operate under the auspices of the college's Associated Students' organization.

8 Finance Code

8.1 Purpose

8.1.1 The Finance Code is established to define the policies and procedures for developing, approving, and expending funds under the control of the Saddleback College Associated Student Government and its related organizations.

8.1.1.1 Related organizations include all organizations and programs on campus that are funded with Associated Student Government funds.

8.1.2 Those who fall under the jurisdiction of the Finance Code include all student organizations, and division-run student program grant awardees who receive funding from the Associated Student Government of Saddleback College.

8.1.3 The Finance Code shall comply with all applicable State, County, and SOCCCD regulations and requirements as defined in SOCCCD Administrative Regulation and Board Policy 5402.

8.1.3.1 Reference: It is mandatory that purchases or expenses paid for by an Associated Students' organization fund be used for the general welfare of the students. Funds shall not be used for purchasing instructional supplies or for expenditures for capital outlay items that would normally be purchased by the board. Special funds may be accepted as earmarked

funds for designated purposes, but expenditures must be limited to the amount earmarked. Under no conditions shall student body funds be expended for any other purpose. Expenditures of Associated Students' organization or club funds shall be subject to the district's purchasing policy. It is recognized that Associated Students' activities should be as self-supporting as possible. Subsidies by the district should be made only to maintain a well-balanced program. The Chancellor is responsible for all funds raised by activities of the student body, in their origin and disbursement (Calif. Ed. Code, Section 76065).

8.2 Budget Mission Statement

8.2.1 The Associated Student Government shall fund programs that directly benefit currently enrolled, Saddleback College students through scholarships, student organizations and division-run student programming. ASG shall fund college divisions that directly provide comprehensive programs that extend the student learning experience outside of the classrooms, and promote personal growth and development of Saddleback students. ASG supports student success by providing scholarships, special topic grants (such as mentorship programs), funding club organizations, and other extra-curricular activities.

8.3 Budget Committee Mission Statement

8.3.1 It is the mission of the Associated Student Government Budget Committee to formulate and propose grants and scholarships to the BOD that directly benefit current Saddleback College students. Budget Committee shall keep an accurate account of all financial records of the Budget for the Associated Student

Government, and all related organizations that fall under the jurisdiction of the finance code.

8.4 Budget Committee

8.4.1 The Budget Committee shall be chaired by the Director of Budget & Finance and its membership shall include Officers of Finance from all ASG Committees and Councils and the Administrative Coordinator of Budget & Judiciary.

8.4.2 The Budget Committee proposes scholarship, special topic, and annual grants to the Board of Directors.

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

8.4.4 It is the responsibility of the Budget Committee to promote and sell the Gaucho Stamp in order to create the revenue that funds all Student Government operations.

8.5 The Director of Budget & Finance

8.5.1 Shall be responsible for understanding and upholding the finance code as well as committee and council financial transactions by keeping updated Financial Spreadsheets outside of the activity portal for the Board of Directors and provides oversight and support to all ASG budgets.

8.5.2 Shall be responsible for overseeing that all financial transactions of the ASG are in accordance with the Finance Code.

8.5.3 Responsible for attending training regarding the ASG Budget including, but not limited to, granting and disbursement policies.

- 8.5.4 Shall serve as the main resource of ASG Budget and budget use knowledge for all ASG members.
- 8.5.5 Shall train all Officers of Finance regarding the ASG Budget including, but not limited to, granting and disbursement policies.
- 8.5.6 Shall be responsible for obtaining documentation for and completing all required budget transaction forms and reconciliation of transactions.
- 8.5.7 Shall be responsible for attending training Gaucho Stamps and booklets by Student Development immediately after assuming Director of Budget and Finance Position.
- 8.5.8 The Director of Budget & Finance and the Budget Committee, in cooperation with the President, shall create the annual Budget and present it to the Board of Directors. Upon their approval, they shall present both Tentative and Adopted ASG Budgets to the SOCCCD Board of Trustees.
- 8.5.9 It is the responsibility of the Director of Budget and Finance to present both the Tentative and Adopted ASG Budgets to the SOCCCD Board of Trustees annually in June and August, respectively, at the SOCCCD board meetings.
- 8.5.10 In the event that the Director of Budget and Finance has yet to be appointed, it is the responsibility of the President of the Board of Directors to present the Budget to the Board of Trustees and/or appoint a fellow Board of Directors member to do so.
- 8.6 Officers of Finance
- 8.6.1 Shall be responsible for understanding and upholding the finance code and all committee or council financial transactions by keeping updated Financial

Spreadsheets separate from the activities portal for their respective Committees or Councils.

8.6.2 Shall give a financial report of the respective Committee or Council's budget during officer reports. This report shall include a comprehensive budget update, inclusive of allocations and actual spent funds.

8.6.3 Shall be responsible for selling a set amount of Gaucho Stamps per semester. The number of required stamps shall be determined by Director of Budget.

8.6.4 Shall be responsible for attending training and being issued Gaucho Stamps and booklet by Student Development immediately after assuming Officer of Finance Position.

8.6.5 Responsible for attending training regarding the ASG Budget including, but not limited to, granting and disbursement policies.

8.6.6 Shall serve as a resource of ASG Budget processing knowledge for all ASG members.

8.6.7 Shall be responsible for obtaining documentation for and completing all required budget transaction forms and reconciliation of transactions.

8.7 Budget

8.7.1 The purpose of the annual budget is to provide a guideline for the financing of all ASG business.

8.7.2 The budget shall become finalized after approval by the Budget Committee, Board of Directors, and the SOCCCD Board of Trustees.

8.7.2.1 It is the responsibility of the Director of Budget and Finance to present both the Tentative and Adopted ASG Budgets to the SOCCCD Board of Trustees annually in June and August, respectively, at the SOCCCD board meetings.

8.7.2.1.1 In the event that the Director of Budget and Finance has yet to be appointed, it is the responsibility of the President of the Board of Directors to present to the Budget to the Board of Trustees and/or appoint a fellow Board of Directors member to do so.

8.7.3 Non-allocated funds shall not be expended from the ASG Emergency Contingency without the majority approval of the BOD and the consent of the President and the Director of Budget and Finance through signature.

8.7.4 The BOD can make structural changes to the budget during the current academic year with a majority vote.

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

8.7.6 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.

8.8 Sources of Funds

8.8.1 The Saddleback College Associated Student Government receives its funding from various sources. These sources include revenue derived from the

sale of Gaucho stamps (Section 9.14), 40% of the auxiliary services contract revenue from the school cafeteria, coffee carts, bookstore, and food vending, and unspent funds from the previous year's budget, which make up the beginning balance each fiscal year.

8.9 Uses of Funds

8.9.1 Allocations to divisions and departments on campus may only be used to fund non-instructional, extra-curricular and out-of-class student learning opportunities. Funding for these programs come directly from contract revenue.

8.9.2 Associated Student Government Funds are not to be used for instruction or items that are normally covered by the general fund.

8.9.3 Allocations to the Associated Student Government's operational budget fund the various events and programs that are organized by ASG Councils and Committees, and extra-curricular organizations. Funding for the ASG operational budget come directly from the Gaucho stamp sale revenue.

8.9.4 The Associated Student Government is mandated by the Finance Code to fund Scholarships, Special Topic Grants, and Crunch Time. In addition the Saddleback College ASG is required set aside 10% of the total budget revenue for the Emergency Reserve fund.

8.10 Budget Limitations

8.10.1 Funds shall not be expended for any item not specifically provided for in the itemized budget of that activity and/or event, and no funds shall be expended for items not listed within the itemized annual budget created by the ASG Budget Committee.

8.10.2 Exception to this rule can be made only with a two thirds (2/3) majority approval by the Budget Committee and Board of Directors.

8.10.3 Any portion of a budget account remaining unexpended at the end of the fiscal year generally carries over to the next fiscal year, becoming the Beginning Fund Balance. Unexpended funds shall not carry over specifically for any program and event. The Funds must be re-allocated following the annual ASG budget development process.

8.10.4 ASG funds shall not be used for any purpose conflicting with SOCCCD Administrative Regulations, Board Policies, and/or the California Education Code.

8.10.4.1 Ref: BP/AR 5402 - It is mandatory that purchases or expenses paid for by an Associated Students' organization fund be used for the general welfare of the students. Funds shall not be used for purchasing instructional supplies or for expenditures for capital outlay items that would normally be purchased by the board.

8.10.5 Associated Student Government Funds are not to be used for instruction or items that are normally covered by the general fund.

8.11 District Policy (Board Policy 5402)

8.11.1 The supervision of the fiscal administration of all student body activities shall be delegated to the Chancellor or an appointed designee, generally the Director of Student Life (the ASG Advisor).

8.11.2 The Chancellor or an appointed designee shall participate in the preparation, modification, and interpretation of policies, regulations, and procedures affecting Associated Students' finances.

8.11.3 There shall be one general bank account for the student body funds at each college. Separate accounts shall be kept by the SOCCCD Office of Business Services for the different activities of each college.

8.11.4 All student body bills will be paid by the SOCCCD Office of Business Services using appropriate check disbursement procedures.

8.11.5 No sponsor shall pay any bill for the district. Exceptions shall be made when transportation, incidental or other expenses are authorized by the chancellor or an appointed designee as necessary when groups travel outside the district. In all such cases, however, an itemized statement of expenditures shall be required of the sponsor before being reimbursed by the district. Appropriate receipts shall accompany this itemized statement.

8.11.6 No savings account for investment shall be carried by any student body organization or club or college official without the approval of the Chancellor or an appointed designee.

8.11.7 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.

8.11.8 All ASG fund budgeted expenses shall be reviewed and approved through the district requisition process.

8.12 Fund Use Procedures (ASG and Extra-Curricular Organizations)

8.12.1 Meeting allocation minutes and a budgeted line item list submitted via the activity portal is required before every purchase of materials, articles, services, etc. All Budget Forms and supporting documentation must be submitted at least ten business days prior to the designated event date. However, if an advanced payment check to a vendor is needed, the Budget Form must be completed via activity portal a minimum of 20 business days prior advance of the payment date.

8.12.2 All Budget Forms & Requests must adhere to Student Development, College wide, SOCCCD Policies, and must be submitted via the activity portal.

8.12.3 No payment will be made for materials, articles, services, etc. for which a requisition has not been issued.

8.12.4 All Associated Students' and extra-curricular organization 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.

8.13 Disbursement Process (All Grant Awardees)

8.13.1 The Director of Budget & Finance and Budget Committee shall exercise supervision over all disbursements of the ASG and affiliate organizations.

8.13.2 Budgeted funds of the ASG shall only be withdrawn by check via requisition, in accordance with district financial processes.

8.13.3 Persons advancing personal funds without prior approval from the Student Development Office, Board of Directors, and/or Budget Committee do so at their own risk, and may not be reimbursed.

8.13.4 All ASG related groups must submit a Budget Transaction Form along with the minutes from their allocation meeting at least ten business days prior to the proposed transaction taking place.

8.13.5 All ASG related groups must submit a Budget Transaction Form, invoice and W-9 along with the Minutes from their allocation meeting at least twenty business days prior to the transaction taking place, before any advanced disbursement to a vendor can be expended.

8.13.6 Only current Saddleback College students (Saddleback stated as the student's college of record), with a minimum of a 2.0 GPA may benefit directly from ASG funds.

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

8.13.8 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.

8.13.9 Approved Associated Students' Activities are subject to district regulations regarding collection and expenditure of Associated Students' funds. Before undertaking any activity, however, approval for these activities must be obtained from the Chancellor or an appointed designee, generally the Director of Student Life.

8.13.10 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.

8.13.11 All requisitions must be submitted no later than May 1st of each Fiscal Year.

8.14 Fundraising & Gaucho Stamp

8.14.1 Allocations to the Associated Student Government’s operational budget fund the various events and programs that are organized by ASG Councils and Committees, and extra-curricular organizations. Funding for the ASG operational budget come directly from the Gaucho stamp sale revenue

8.14.2 The Gaucho Stamp is the primary revenue generator for the ASG. ASG Members shall be responsible for fundraising at all ASG sponsored activities and events at least twice per semester per member.

8.14.3 All ASG fundraising activities shall be sponsored and directed by the ASG Budget Committee.

8.14.4 All members of ASG are required to purchase a Gaucho Stamp each semester while serving on the ASG.

8.14.5 All Budget Committee Members are required to attend training to sell the Gaucho Stamp, and must sell Gaucho Stamps; number of stamps to be set by the Director of Budget & Finance.

8.14.6 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.

8.15 Grant Request Process- Grant Request Process

8.15.1 When seeking funding support from the Associated Student Government there are three key opportunities for grant consideration:

8.15.1.1 Initial Budget Development Process: Each spring semester the Associated Student Government considers and provides grants, based on previous history with ASG funds, to the academic and student services divisions of the college. The twelve academic divisions of the college plus all non-academic areas covered within the purview of the Vice President for Student Services, under the leadership of their respective administrators, have the opportunity to weigh in on and request funds through their respective division processes. Each area, under the leadership of their division's administrator, has the ability to outline the internal allocation process to work for the timing and individual needs of each division/area/program. The Associated Student Government is most interested to see divisions/areas working openly with their faculty, staff, administrators and students to develop relevant and prioritizes programs, initiatives, and events to directly benefit students.

8.15.1.2 Secondary Grant Allocation Process: Once the initial grant funds are allocated by ASG to the divisions in the first stage of their budget development process. The spring semester of 2014 will be the first time that the students are requesting an assessment of funds utilized in the previous academic year. The ASG Budget Committee will use the data collected to make informed decisions about how to allocate their "rollover" or beginning balance for the next year. Instead of allocating by percentage of the budget used by each respective division/area, the ASG Budget Committee will be targeting additional funding to outstanding student success oriented programs, initiatives, and activities.

8.15.1.3 Special Topic Grant Process: Each year the ASG Budget Committee allocates funds for their Special Topic Grant, according to a targeted interest for the year. Faculty, staff, students (with the guidance of faculty and supported by appropriate division or department) and administrators are welcome to apply.

8.15.2 If, for any reason, the Inter-Club Council cannot provide funding for one of its member organizations, the organization can go to Board of Directors to request funding, 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 Board of Directors during the time of consideration. In order for the funding request to be approved, it must gain the majority vote of the Board of Directors, as well as the approval of the President of ASG and Director of Budget and Finance through signature.

8.16 Scholarships

8.16.1 The ASG Budget Committee shall be responsible for allocating 10% of the Saddleback College Contract Revenue towards Saddleback College Foundation Scholarships and the Donor Matching Program.

8.16.2 A Minimum of sixty thousand dollars (\$60,000) shall be allocated towards the Saddleback College Foundation Donor Matching Scholarship Program annually.

8.16.3 A Minimum of \$10,000 Dollars shall be allocated towards ASG Scholarships. Each Scholarship shall be a minimum of \$500.00 and shall not exceed \$1,000.00.

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

8.17 Travel

8.17.1 Travel, for the purpose of funding requests, is defined to be any event held off-campus.

8.17.2 ASG will sponsor up to, but no more, than 75 percent of any travel program that takes place outside of a 60 mile radius of Saddleback College or that requires any mode of transportation other than by vehicular means (car, bus, train, truck, etc.) or an event that involves overnight stay.

8.17.2.1 Overnight accommodations will not be sponsored by ASG if event or lodging takes place within a 60 mile radius of Saddleback College.

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

8.17.4 All participants must purchase a Gaucho stamp.

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

8.17.6 All participants must have an active transcript/grading history on record at Saddleback College.

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

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

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

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

8.17.11 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 division's ASG grant account until the end of the fiscal year.

8.17.11.1 Meals accommodated by a conference or event will not be covered by a separate meal allocation.

8.17.11.2 Travel that begins before 9:00am is eligible for breakfast meal allocation coverage.

8.17.11.3 Travel that takes place between 11:00am and 1:00pm is eligible for lunch allocation coverage.

8.17.11.4 Travel that takes place between 4:00pm and 6:00pm is eligible for dinner allocation coverage

8.17.12 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 ICC Executive Board within 2-3 weeks following the date of return.

8.17.13 The President, 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-sponsored travel activities.

8.18 Budget Mandatory Minimums

8.18.1 10% to Scholarships

8.18.2 10% to the Emergency Reserves

8.19 Grant Audit Process:

8.19.1 The Associated Student Government Budget Committee shall be responsible for examining (auditing) all Grant Request Forms and related Requisitions in Escape to verify that all documents are completed correctly and that all allocated funds are used appropriately.

9 Volunteer code

9.1 Membership

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

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

9.1.3 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.

9.1.4 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.

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

9.1.6 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.

9.2 Utilization

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

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

9.3 Recognition

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

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

10 Election Code

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

10.2 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.

10.2.1 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.

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

10.3 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.

10.3.1 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.

10.3.2 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.

10.4 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.

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

10.5 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.

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

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

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

10.8 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.

10.9 The elected positions of ASG shall be as follows:

10.9.1 President

10.9.2 Vice President

10.9.3 Chief Justice

10.9.4 Director of Human Resources and Volunteering

10.9.5 Director of Academic Affairs

10.9.6 Director of Learning Resources and Tutoring

10.9.7 Director of Student Support Services

10.9.8 Director of Events

10.9.9 Director of Student Clubs and Organizations

10.9.10 Director of Publicity and Public Relations

10.9.11 Director of Veterans Affairs and Resources

10.9.12 Director of International Students and Diversity

10.9.13 Director of Honors, Transfer, and Career Technical Education

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

10.11 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.

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

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

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

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

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

10.16.1 The Director of Veterans Affairs and Resources will be elected by the votes of Veterans.

10.16.2 The Director of Honors, Transfer, and Career Technical Education will be elected by the votes of honors students.

10.16.3 The Director of International Students and Diversity will be elected by the votes of International students.

10.16.4 The Director of Student Clubs and Organizations will be elected by the voted of club members.

11 Member Recruitment Code

11.1 Application

11.1.1 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.

11.1.1.1 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.

11.2 Interview Process

11.2.1 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.

11.2.2 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.

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

11.2.3.1 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.

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

11.3 Approval

11.3.1 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.

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

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

11.3.2.2 In the event that an applicant was declined, they shall be given no more than one opportunity to reapply when a position is vacant. If declined again by BOD, they shall not be able to reapply until the next academic year.

11.3.2.3 Any non-Director officer of ASG may be appointed by a vote of their committee or council if more than half of the academic year has elapsed.

11.3.3 Unfinished code (potential for next year): Dedicated election committee, leadership council (President, Vice President, Chief Justice, Director of Budget)