

ASSOCIATED STUDENT GOVERNMENT OF SANTA BARBARA CITY COLLEGE
STANDING RULES

I. COMMITTEES

I. The President shall create such committees as may be necessary. (Bylaws; Article V, Section 1)

II. After a committee has been created, the Executive Committee shall determine the following, to be adopted in the form of a Committee Charter:

- a. The name of the committee.
- b. The type of committee. (standing or *ad hoc*)
- c. The purpose of the committee.
- d. The Chair of the committee. (If not already chosen by the President.)
- e. The number of members on the committee.

III. Standing rules of a committee may be adopted by a simple majority vote of the committee.

IV. All standing committees shall be compliant with the Brown Act.

V. The Chair of a committee will determine its meeting schedule, create its agenda, and designate one of its members to act as the committee's Secretary. The Chair may also designate a member of the committee to be the Vice Chair, who will assume the Chair's duties in the case of the Chair's absence, and assist the Chair in their duties.

VI. The Vice President of Internal Affairs, through consultation with the President, shall make all appointments to standing committees. (Bylaws; Article V, Section 2)

VII. The Chair of an ad hoc committee, with approval of the Vice President of Internal Affairs, shall make all appointments to their committee.

VIII. Committees may choose to invite a college staff or faculty member to serve as an advisor to their committee.

II. ACCOUNTABILITY

I. Any unexcused absence from 4 regular meetings of the Student Senate will constitute an account of a neglect of duty, applicable to all active members of the ASG. (Missing 30 minutes or more of a regular meeting of the Student Senate shall constitute an absence.)

II. The following will hold the equivalency of 1 absence from a regular meeting of the Student Senate:

a. Any unexcused absence from **3 meetings** of the **Executive Committee**. (This section pertains only to ASG Officers.)

b. **4 failures** to submit an **Officer Report**.

i. Officer reports are due no later than 9:00am on the Friday morning of a regular meeting of the Student Senate.

ii. Reports may be turned in by 11:59pm Sunday and be considered "Late." 2 late Officer Reports will be equivalent to 1 failure to submit an Officer Report.

c. **7 failures to respond** to the Vice President of Internal Affairs within 48 hours (school days only) of a request for response.

i. A request for response shall constitute any email sent to an ASG member's Pipeline email address from the Vice President of Internal Affairs with a subject line that includes "Request for Response."

ii. This section (d) shall not apply to an ASG member who is on a leave of absence.

iii. If an ASG member plans to take a leave of absence, an email notification shall be sent to the Vice President of Internal Affairs beforehand stating the member's intention to take such a leave, which shall include a start and end date of the leave and a subject line that includes "Leave of Absence."

III. The above items shall be logged by the Vice President of Internal Affairs into a public document accessible online (the "Accountability Log.")

IV. The Accountability Log shall be reset at the beginning of each Fall and Spring semester.

V. If a member of the ASG is found to be in neglect of their duty, they may be removed from the ASG.

VI. If an ASG member is removed due to a neglect of duty, an appeal may be made to the Student Senate no later than two weeks after their removal. The appeal shall be considered and voted on during the next regular meeting after the appeal has been made.

**III. TABLING
(Suspended
for the
remainder of
2020)**

I. Below will delineate the outreach responsibilities for all ASG members, excluding the president:

a. Officers in elected positions shall hold a minimum of two office hours a week. These offices shall be posted on the ASG website.

b. Officers in appointed positions shall work toward student outreach by either; tabling one hour or making one classroom announcement each full school week at minimum.

II. ASG members with the student outreach duties listed above are responsible for keeping record of their fulfillment of their duties by either logging the hours they tabled or the time which they did a classroom announcement on a sheet that shall be kept in the Google Drive.

III. Those with student outreach duties shall be responsible for organizing their own student outreach activities and acquiring the necessary materials and/or refreshments.

IV. The Vice President of Internal Affairs shall regulate and monitor ASG members with tabling duties and their tabling schedules.

V. The weeks before and of Final Exams shall not be included in the required student outreach schedule

IV. CLUBS

I. To form a club, a Club Charter must be submitted to the ASG for approval. Club Charters shall include the following information:

a. A club name.

b. A club advisor who is a member of SBCC faculty or staff.

c. A regularly scheduled meeting date, time, and location.

d. A list of Club Officers, as well as a description of their roles and responsibilities.
All Club Officers must be members of the Associated Students of SBCC.

II. Club charters that are older than 3 years or more must be resubmitted to the ASG for approval.

III. Clubs must maintain a minimum active membership of fifteen SBCC students, with reasonable exception.

IV. Every semester, copies of the club's constitution will be sent out to the club's advisor and president.

V. Membership and leadership of all clubs is open to all SBCC students; clubs are

prohibited from discriminating against race, ethnicity, religious affiliation, gender, age, dietary orientation, and sexual orientation.

VI. Attendance of all Inter-Club Council (“ICC”) meetings is required for a club to be in good standing. Clubs must send at least one club representative (preferably a Club Officer) to all ICC meetings throughout the school year.

- a. In the case that a club fails to send a representative to an ICC meeting, the club may restore its status to good standing. To do so, the Club President must report to the Commissioner of Clubs & Organizations, and will be assigned to attend two meetings of other clubs on campus.

VII. Club grants shall be offered to clubs by the ASG. The application for club grants shall be prepared by the Commissioner of Clubs & Organizations. The application shall include a portion for clubs to detail the project, activity, and/or initiative that grant funds will be spent on, and explain how students, the College, and the community will benefit.

VIII. To be eligible for club grants, clubs must fulfill the following requirements:

- a. Clubs must be active and in good standing with a valid Club Charter and Club Roster on file.
- b. Clubs must be in compliance with all Inter-Club Council standing rules.
- c. Completed applications for club grants must be submitted directly to the Commissioner of Clubs & Organizations.
- d. Proof of fulfilment of the above requirements shall be provided to the Student Senate by the Commissioner of Clubs & Organizations before approval of a club grant.

V. EXPENDITURES

I. All expenditures of the ASG must fall under one or more categories in the ASG Annual Budget. The Student Senate may amend its Annual Budget during any one of its meetings.

II. For all expenditures of the ASG, regardless of the fund being used, an ASG Expenditure Form shall be completed. The Form must be signed by the ASG President, the ASG Vice President of Operations & Finance, and an ASG Advisor before the funds are disbursed.

III. The ASG Expenditure Form itself shall be created and revised by the ASG President and ASG Vice President of Operations & Finance, and shall be approved by the Student Senate.

IV. If payment is needed for a third-party contractor, an invoice from the contractor (including the contractor’s name, phone number, shipping address, and payment amount) must be included with the respective ASG Expenditure Form.

VI. STIPEND

POLICY

I. Officers who receive the California College Promise Grant (formerly the Board Of Governors Fee Waiver) or the equivalent as well as international students under the condition that they get verified by the international office that they are low income are eligible to receive a stipend while serving on the Associated Student Government.

II. Stipends shall be paid, from the Student Representation Fee budget, to eligible officers of the Associated Student Government. Officers in elected positions shall receive up to \$1,125 per Semester while officers in appointed positions shall receive up to \$750.

III. Officers are only eligible to receive disbursements from the month they take office, if the month they take office is eligible, and eligible months after.

IV. Disbursement may only be made upon completion of the Stipend Form which will require the signatures from the Associated Student Government President, the Associated Student Government Vice President of Operations and Finance, and an Associated Student Government Advisor.

V. The eligible months shall be outlined for each semester below:

- a. The months of September, October & November shall be the eligible months in the Fall.
- b. The months of February, March & April shall be the eligible months in the Spring.

VII. STUDENT SENATE MEETINGS

I. Supplemental materials for regular Student Senate meetings must be received by the Chair 72 hours in advance to guarantee that the accompanying discussion or action item is placed on the meeting agenda. If materials are received less than 72 hours in advance, the placement of the item will be at the Chair's discretion.

VIII. EXECUTIVE COMMITTEE MEETINGS

I. Supplemental materials for regular Executive Committee meetings must be received by the Chair 72 hours in advance to guarantee that the accompanying discussion or action item is placed on the meeting agenda. If materials are received less than 72 hours in advance, the placement of the item will be at the Chair's discretion.