



**BY-LAWS**

**of the**

**ASSOCIATED STUDENT BODY GOVERNMENT**

**of**

**ALLAN HANCOCK COLLEGE**

## **BY-LAW NUMBER I - Duties of ASBG Officers**

### **Article I - GENERAL DUTIES OF ALL OFFICERS:**

- Section 1. Attend all Associated Student Body Government (ASBG) meetings and governance meetings as required by his/her particular office.
- Section 2. All members of the ASBG board must enroll in Leadership 111 or 112 at Allan Hancock College (AHC). Enrollment in Leadership 111 or 112 may be waived only if the officer has enrolled in and completed the class the maximum amount of times, as permitted by the college, and upon petition to and approval of the ASBG board and at the discretion of the college Vice President, Student Services. A waiver of enrollment in the class does not waive attendance at class meetings. Any member who is granted a waiver is expected to attend all ASBG/Leadership class meetings.
- Section 3. Assume individual commitments for projects, activities, special events, and other work necessary to fulfill the goals and objectives set by the Allan Hancock College Executive Council for the current year.
- Section 4. The dropping of the Leadership 111 or 112 class without prior approval of the Vice President, Student Services and/or the ASBG President will constitute an immediate resignation from his/her office.
- Section 5. Must maintain a minimum course load of eight (8) units and a minimum cumulative grade point average of 2.0. Any officer falling below eight (8) units and a 2.0 grade point average at any time will automatically become ineligible to hold office.
- Section 6. Are expected to become familiar with the ASBG Constitution and By-laws.
- Section 7. Shall assume the duties of the office he/she has been elected or appointed to as described in these By-laws.
- Section 8. Shall supervise, maintain, care for and track usage of ASBG communication devices such as fax machines, copy machines, computers, telephones and other related technology and supplies.
- Section 9. Shall give reports to the ASBG Executive Council at the weekly board meetings under Student Council Member Reports on the agenda.
- Section 10. Shall be familiar with the Brown Act and Robert's Rules of Order

### **Article II - THE PRESIDENT:**

- Section 1. Shall act as chairperson of the ASBG Executive Council, and assume responsibility for starting all meetings of the Executive Council not later than ten (10) minutes after the appointed time. In the event meetings start later than ten (10) minutes after the appointed time because the President is not present and is not excused 3 times in a semester, the President will lose his/her eligibility to hold office.

- Section 2. Shall execute the provisions of the ASBG Constitution, these By-laws, and all current legislation.
- Section 3. Shall appoint and dissolve all ad hoc committees.
- Section 4. Shall appoint all necessary persons to office as provided for by the Constitution and/or By-laws.
- Section 5. Shall call all meetings and special meetings of the Executive Council, and be responsible for the publication and the posting of the agenda for said meetings, in accordance with the Brown Act and the ASBG Constitution.
- Section 6. Shall have the power to veto any measures, legislation, or actions of the Executive Council (except as noted). In the event of a presidential veto, the issue shall be brought up for discussion at the next regular meeting of the Executive Council. At the discretion of the Executive Council a vote to override the presidential veto may be taken. A two-thirds majority vote will be required to override the veto. At the time of the presidential veto, the president must give a verbal explanation of the veto with a complete written explanation at the next regularly scheduled Executive Council business meeting.
- Section 7. Shall vote only in case of a tie.
- Section 8. Shall act as official representative of the ASBG of AHC.
- Section 9. Shall be an ex-officio member of all committees and councils.
- Section 10. Shall prepare for the AHC student body an appropriate message, which may summarize student activities during his/her tenure, to be delivered at the commencement ceremonies.
- Section 11. Shall exercise such other powers as have been granted him/her by the Constitution and By-laws or shall be granted him/her by the Executive Council in accordance with the Constitution and By-laws.
- Section 12. Shall be a member of, or delegate a proxy to, AHC Auxiliary Corporation Board of Directors and the College Council.
- Section 13. Shall see that the will of the ASBG and AHC student body is administered satisfactorily.
- Section 14. Shall attend or delegate a proxy to attend all regularly scheduled Board of Trustees meetings and provide an accurate report on ASBG activities.

### **Article III - THE EXECUTIVE VICE-PRESIDENT:**

- Section 1. Shall assume all duties of the President during his/her absence and succeed to that office upon the resignation or disqualification of the President.
- Section 2. Shall keep an up-to-date record of all existing, standing, and ad hoc committees.

Section 3. Shall be a member of, or delegate a proxy to attend the AHC Institutional Effectiveness Council.

#### **Article IV - THE STUDENT TRUSTEE:**

Section 1. Shall act as the official representative of the ASBG at the regularly scheduled and special meetings of the AHC Board of Trustees.

Section 2. Shall report (written or oral) on all Board of Trustees meetings and matters pertaining to students no later than the second ASBG meeting following the Board of Trustees meeting.

Section 3. Shall request that the President call special meetings that pertain to matters concerning students that need immediate discussion and vote.

Section 4. Shall become familiar with the Trustee Handbook by October of their term of office.

#### **Article V - THE EXECUTIVE DIRECTOR:**

Section 1. Shall act as coordinator of the activities of Directors.

Section 2. Shall be in charge of the interview process for vacant and appointive offices and shall serve as the chairperson of the Interview Committee. In the event that this position remains open, the President or designee will be in charge of this process.

Section 3. Shall act as the Prosecuting Attorney on behalf of the ASBG. In the event charges are brought against the Executive Director, the ASBG Executive Vice President shall act as Prosecuting Attorney on behalf of the ASBG.

Section 4. Shall act as Parliamentarian and timekeeper.

Section 5. Shall be a member of the AHC Equal Employment Opportunity Subcommittee.

#### **Article VI - THE EXECUTIVE SECRETARY:**

Section 1. Shall keep accurate written minutes of all business transacted during ASBG Executive Council regular and special meetings, and maintain a complete and accurate binder of such minutes in the ASBG office throughout each semester.

Section 2. Shall post copies of minutes in the ASBG glass information case in the Student Center, the ASBG office window, and on the ASBG website, as well as make all necessary postings to be in compliance with the Brown Act. The secretary shall do this a minimum of three (3) days before the next regular meeting.

Section 3. Shall keep an up-to-date account of all measures passed on the Constitution and By-laws.

Section 4. Shall file the Executive Secretary's minute book at the end of each semester with the Coordinator, Student Activities.

**Article VII - THE VICE PRESIDENT OF FINANCE:**

- Section 1. Shall give an up to date weekly financial report of the ASBG budgets to the board and have it available upon request to the public.
- Section 2. Shall act as Chairperson of the ASBG Budget & Finance Committee.
- Section 3. Shall be responsible for the transfer of all ASBG funds, with approval by the Coordinator, Student Activities/ASBG Advisor.
- Section 4. Shall be responsible for depositing funds for activities into the Auxiliary Accounts office/district cashier.
- Section 5. Shall be a nonvoting member of the AHC Auxiliary Corporation Board of Directors
- Section 6. Shall be a member of the AHC Budget Council.

**Article VIII - THE DIRECTOR OF STUDENT ORGANIZATIONS:**

- Section 1. Shall act as advocate for all on-campus clubs.
- Section 3. Shall act as the liaison between ASBG, AHC Boosters, Athletic Programs, and be responsible for the promotion of school spirit.
- Section 4. Shall act as the chairman for all monthly Inter Club Council (ICC) meetings.

**Article IX - THE DIRECTOR OF ACADEMIC AFFAIRS:**

- Section 1. Shall be an active member, or delegate a proxy to attend the AHC Academic Policy and Planning Committee (AP&P).
- Section 2. Shall be a liaison, or delegate a proxy to attend the Academic Policy and Planning Committee (AP&P) and students.

**Article X - THE DIRECTOR OF PUBLIC RELATIONS:**

- Section 1. Shall supervise all ASBG publicity, including materials to be posted on designated bulletin boards according to AHC District regulations.
- Section 2. Shall serve as historian for ASBG and be responsible for documenting ASBG events and governance activities in written, pictorial and/or video formats as appropriate.
- Section 3. Shall serve as chairperson of the ASBG Scholarship Committee.
- Section 4. Shall maintain an ASBG contact list to include phone numbers and email addresses.
- Section 5. Shall assist in maintaining the ASBG bulletin board, website, and social networking accounts.

#### **Article XI - THE DIRECTOR OF STUDENT ADVOCACY:**

- Section 1. Shall inform students of their rights within the campus community as necessary.
- Section 2. Shall inform students of new college laws and codes pertaining to students.
- Section 3. Shall bring to the attention of the Executive Council any suggestion, criticism and/or violation of student rights on behalf of all members of the AHC student body.
- Section 4. Shall be a member of, or delegate a proxy to attend the AHC Equal Employment Opportunity (EEO) Subcommittee.
- Section 5. Shall be a member of the AHC Student Complaint Committee.
- Section 6. Shall serve on any committees pertaining to Learning Assistance Programs (LAP).
- Section 7. Shall be an active member, or delegate a proxy to attend the committees pertaining to student development such as the Matriculation Committee and the Basic Skills Committee.

#### **Article XII - THE DIRECTOR OF CAMPUS ENVIRONMENT:**

- Section 1. Shall oversee ecological processes on campus.
- Section 2. Shall promote campus environmental and recycling projects.
- Section 3. Shall be a member of, or delegate a proxy to attend the AHC Safety Committee and Facilities Council.

#### **Article XIII - THE DIRECTOR OF EXTERNAL AFFAIRS:**

- Section 1. Shall maintain communications between the day and evening students.
- Section 2. Shall maintain communications with satellite campuses.
- Section 3. Shall be reimbursed for mileage from the Santa Maria campus round trip, at the district-approved rate for mileage if they do not live in the Lompoc Valley.
- Section 4. Shall represent the interests of reentry students.

#### **Article XIV - THE DIRECTOR OF LEGISLATIVE AFFAIRS:**

- Section 1. Shall review new club constitutions and make recommendations for revision where deemed necessary to ensure compliance with district regulations, and recommend approval/denial of club charters to the Student Council.
- Section 2. Shall act as chairperson of the Legislative Affairs Committee and vote only in case of a tie in the committee. In the event that this position is not filled, the chair shall be the ASBG President or designee.
- Section 3. Shall call meetings, as needed, of the Legislative Affairs Committee which shall:

- a. Consist of the chair and no fewer than three members appointed from within the Leadership Class, two of whom shall be Executive Council officers.
- b. Have the power to review, interpret and propose changes to the Constitution, By-laws, and all laws, regulations, ordinances and rulings of the Executive Council of the ASBG of AHC, though does not have sole authority.
- c. Shall be appointed from among Executive Council members and enrolled members of the Leadership Class by the fourth meeting of the fall semester and shall be confirmed by a two-third (2/3) vote of the Student Council.
- d. Shall have a quorum consisting of two-thirds (2/3) of the committee, including the committee chair.

Section 4. The Director of Legislative Affairs shall have the right to replace any member who fails to attend two (2) regularly scheduled meetings of the Legislative Affairs committee without prior approval.

**Article XV - DIRECTOR OF STUDENT OUTREACH:**

Section 1. Shall develop and implement strategies to attract students to join ASBG and/or run for Executive Council positions.

Section 2. Shall develop and implement strategies to attract students to fill vacant Executive Council positions when they occur.

Section 3. Shall develop and implement strategies, activities, events and similar functions to promote a sense of belonging as well as achievement for members of ASBG.

Section 4. Shall organize and coordinate an annual culminating function to recognize and acknowledge the achievements of ASBG; the Executive Council and its individual members.

Section 5. Shall develop and implement strategies for the successful transition of ASBG functions from the current Executive Council members to the incoming Executive Council members each academic year.

Section 6. Shall be a member of, or delegate a proxy to attend the AHC Outreach Committee meeting.

**Article XVI - ASBG DELEGATE:**

Section 1. Shall be a student selected to represent our local ASBG in a voting capacity at the Region VI meetings and SSCCC General Assemblies.

Section 2. Shall be appointed by the ASBG President from among the members of the ASBG Student Council and be confirmed by a 2/3<sup>rd</sup> majority vote.

Section 3. Must be a member of the ASBG Student Council.

- Section 4. Shall be the ASBG President when there is no officially appointed delegate or when the elected delegate cannot fulfill his or her duties at a particular time.
- Section 5. If deemed unable to fulfill his or her role for an extended amount of time, the ASBG President shall appoint a new delegate, after consulting with the AHC Coordinator, Student Activities, and be confirmed by the ASBG Council by a 2/3<sup>rd</sup> majority vote.

#### **Article XVII - ASBG DELEGATE ROLE & RESPONSIBILITIES:**

- Section 1. Shall attend Region VI meetings and represent our local ASBG positions regarding student issues.
- Section 2. Shall attend the SSCCC General Assemblies to represent the ASBG Executive Council's positions at the state level.
- Section 3. Shall sponsor and carry resolutions from the local student government to the SSCCC General Assemblies.
- Section 4. Shall report information gathered at the Region VI meetings and SSCCC General Assemblies to our local ASBG Executive Council.
- Section 5. Shall become familiar with the SSCCC and Region VI Governing Documents;

#### **Article XVIII - AHC REPRESENTATIVES TO REGION VI & SSCCC:**

- Section 1. It is recommended that any student from AHC should be a member of the ASBG Council in order to be a part of Region VI or the SSCCC for accountability purposes.
- Section 2. Shall follow all established guidelines regarding eligibility in the ASBG By-Laws and Constitution and Title V Ed. Code 76061.

#### **BY-LAW NUMBER II - IMPEACHMENT**

- Article I. A statement of the charges shall be drawn up by the ASBG Executive Director, and presented to the Director of Legislative Affairs.
- Article II. Upon receipt by the Director of Legislative Affairs of charges against an Executive Council member, the Director of Legislative Affairs shall notify, in writing, the accused Executive Council member of the charges being brought against him/her.
- Article III. The Legislative Affairs committee will review and consider the charges in closed session.
- Article IV. The Legislative Affairs committee will arrange a hearing where the accused member shall state his/her defense to the committee. At this hearing, the Executive Director, or if none, the ASBG Executive President or designee, will present evidence on behalf of the ASBG. The accused Executive Council member will be given prior written notice in writing of the time and place of the hearing by the Director of Legislative Affairs or designee.
- Article V. Upon upholding the charges by a two-thirds (2/3) vote of the Legislative Affairs



Committee, the Director of Legislative Affairs shall recommend the impeachment of the member to the Executive Council.

- Article VI. Upon an affirmative vote of two-thirds (2/3) of all seated Executive Council members, the accused member shall be removed from office.
- Article VII. Upon the recommendation of the Legislative Affairs Committee that the charges are not substantial enough to recommend impeachment, the member shall immediately be exonerated of all charges at the next Executive Council meeting.
- Article VIII. Should an Executive Council member be impeached for disciplinary reasons, that member has the right to appeal before a special session of the Executive Council. A two-thirds (2/3) vote of the entire Executive Council will be necessary to reinstate the member.
- Article IX. Should the impeached member's appeal to the Executive Council fail, the member has the right to file a Student Complaint with the Vice President, Student Services.
- Article X. The President of the Student Council does not have the right of presidential veto on impeachment matters.

### **BY-LAW NUMBER III - CLUBS AND ORGANIZATIONS**

- Article I. Any club seeking official status must submit a written Constitution containing its purpose and function(s) on campus, a club charter form, and a list with the names of a minimum of eight members, the officers, and their Advisor to the Coordinator, Student Activities/ASBG Advisor, who will determine the status of the applicant. Once this is reviewed and approved by the Coordinator, Student Activities/ASBG Advisor the said documentation will be submitted to the Director of Legislative Affairs. If the Director of Legislative Affairs position is vacant, it shall be submitted to the ASBG President or designee.
- Article II. After review of the club documentation and recommendation of the Director of Legislative Affairs, the Executive Council will vote to accept or deny a club's active status for the current year. Club charters are approved for one year excluding the summer session, and must be renewed annually.
- Article III. Approved clubs and organizations shall be issued authorized charters, signed by the ASBG President or designee and the Coordinator, Student Activities/ASBG Advisor.
- Article IV. At the beginning of each school year, all clubs must submit a new club membership list, club charter form and a copy of the club constitution in order to be an officially recognized club at AHC. No club charters will be approved after the end of the sixth (6<sup>th</sup>) week of the spring semester.
- Article V. All clubs and organizations shall be bound by their respective constitutions which must be approved by and on file with the Coordinator, Student Activities/ASBG Advisor and the Executive Council. Any club which revises its constitution must provide a copy, along with minutes approving such changes, to the Coordinator, Student Activities/ASBG Advisor.

- Article VI. In order to retain active status, each club must have an official student representative who meets on a regular basis with the Coordinator, Student Activities/ASBG Advisor or designee at Inter Club Council (ICC). Failure to attend two consecutive or three non-consecutive ICC meetings for the semester will automatically place the club on inactive status for the remainder of the school year.
- Article VII. Scheduling of club activities shall be approved and placed on the college calendar by the Coordinator, Student Activities/ASBG Advisor. In the case of a dispute over approval of activities, the case shall be presented to the Executive Council by the Director of Student Organizations. The college will assume no liability for clubs or activities other than those that are officially approved and recorded on the school calendar.
- Article VIII. All clubs and organizations on the AHC campus must be recognized by, and be in good standing with the Executive Council and the college in order to engage in campus activities, use campus facilities and conveniences, and to associate themselves with AHC.
- Article IX. Any club charged with violating ASBG or district regulations is subject to revocation of the club charter. In such instances, the Legislative Affairs Committee will review the charges and make a recommendation to the Executive Council as to the continued standing of the club. An inactive club will have accounts frozen and college privileges revoked. Upon reactivation by any club whose charter has been revoked, the club will be placed on probationary status for one semester.

#### **BY-LAW NUMBER IV - COMMUNICATION MATERIALS**

- Article I. Since the Student Council and all approved clubs and organizations are a part of Allan Hancock College, it is understood that the sponsoring entity will be responsible for its own form of censorship. Further, be it understood that language shall be scholarly, in academic taste and form as is fitting for an institution of higher learning.
- Article II. All communication materials initiated by clubs, organizations, and individuals shall include the following clause if deemed necessary by the Coordinator, Student Activities and by the Director of Public Affairs.  
"The contents of this document and the ideas expressed are the sole responsibility of (the)\_\_\_\_\_. This does not represent the official position of the Associated Students, the Board of Trustees, the Administration, the Faculty or Staff of Allan Hancock College."
- Article III. All club materials should readily identify the name of the organization and contain the AHC approved logo.
- Article IV. All publicity materials must adhere to the procedures defined in the College Publicity Policy.

#### **BY-LAW NUMBER V - AFFILIATIONS**

- Article I. Affiliations with any organization or entity by the student body through the ASBG shall be reviewed each spring semester by the Executive Council with written recommendations being made to the ASBG President and the ASBG Advisor(s)

for the following academic year.

Article II. Payment of dues or fees to an organization or entity by the ASBG shall require a simple majority vote by the Executive Council.

Article III. All motions to withdraw from an organization or entity shall be introduced one week prior to their being passed.

#### **BY-LAW NUMBER VI - JOE WHITE SCHOLARSHIP**

Article I. In recognition of Mr. Joe White, who gave twenty-seven years of service to Allan Hancock College Associated Student Body, we, the ASBG of AHC establish the Joe White Leadership Scholarship.

Article II. To qualify for the scholarship, a student must:

- a. Be currently enrolled in the Leadership class.
- b. Enroll in and complete at least eight (8) units at Allan Hancock College for each of the following two semesters (excluding summer session), including Leadership.
- c. Have a cumulative GPA at Allan Hancock College of at least 2.75, on a four-point system, and cannot currently be on Progress or Academic Probation.

Article III. The scholarship will be given in two (2) \$375.00 increments, one at the end of the fall semester and one at the end of the spring semester. The spring increment is dependent on the recipient meeting all requirements outlined in Article II above.

Article IV. The recipient of this scholarship will be selected by a secret ballot and requires a majority vote of the students enrolled in the Leadership class each spring semester.

#### **BY-LAW NUMBER VII - TERM LIMITS**

Article I. No person shall be appointed or elected either by the student body or the Executive Council to an ASBG Executive Cabinet or Director position for more than a total of six semesters or three terms, as explained below (except as provided for below under Article II).

Clause 1. An officer is allowed to serve in different offices as long as the total time served does not exceed six semesters consecutively or non-consecutively.

Clause 2. Any portion of a semester served is considered a semester of eligibility used.

Clause 3. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Article II. The offices of the President, Executive Vice President, and Student Trustee shall

be excluded from the two-term rule and shall be limited to one term or two semesters for each office except as outlined in bylaw VII, Article II, Clause 2.

Clause 1. Upon completion of the term of President, the President is not allowed to run for the office of Executive Vice President.

Clause 2. A person who becomes President, Executive Vice President or Student Trustee for a partial term retains eligibility for a succeeding full term (August to May).

### **BY-LAW NUMBER VIII - ELECTIONS**

Article I. Elections will be held each spring semester a minimum of two weeks prior to the end of the semester.

Article II. All candidates for office must comply with the approved ASBG Student Elections Code appended to these by-laws.

### **BY-LAW NUMBER IX - CHANGES TO THE BY-LAWS**

Article I. These by-laws may be amended, changed, or revised at any time if deemed necessary, by a majority vote of the ASBG Student Council of AHC.

Article II. Amendments to the By-Laws of the Constitution of the Associated Student Body of Allan Hancock College shall take effect the semester following the passage of the changes by the ASBG Executive Council.

Article III. An amendment shall be ruled an emergency only if an existing regulation is causing actual harm to an individual or organization. Such amendments shall take effect immediately. Inconvenience shall not be construed as harmful.

### **ASBG POLICIES AND PROCEDURES POLICY I - GENERAL**

Article I. All students enrolled in the Leadership Class at AHC are members of the ASBG. As such, they are expected to comply with the same rules and regulations as Executive Council members.

Article II. Any member of the ASBG not serving on the Executive Council, found to be in violation of any rule or regulation will be subject to withdrawal of privileges including withdrawal of the right to chair an ASBG committee, withdrawal of the right to participate in any ASBG committee activity or event outside of the classroom, and withdrawal of the right to serve on a campus wide committee. This may also result in a reduced grade in the Leadership class at the discretion of the instructor and as spelled out in the course syllabus.

Article III. Any officer may resign at any time by giving written notice of resignation to the President, Executive Vice-President, or Coordinator, Student Activities/ASBG Advisor. Any such resignation shall take effect upon receipt of such notice or any later time specified therein. The formal acceptance by the Executive Council of such a resignation shall not be necessary to be made effective. A letter of resignation is a legal contract and may not be rescinded by its maker.

Article IV. Any Executive Council member who resigns, due to extenuating circumstances which prevent them from fulfilling the duties required of their position, retains eligibility to apply for an open office at a future date. Extenuating circumstances

must be spelled out in the letter of resignation.

Article V. Any student who is removed from office for excessive tardies or absences loses eligibility for the remainder of that term of office, and is precluded from applying for any open position for the next academic year. Any student removed from office for violation of any rule or regulation, or who is removed from office more than once for excessive tardies/absences, will lose their eligibility to hold a position on the Student Council permanently.

## **POLICY II - VACANCIES IN OFFICE**

Article I. Guidelines for filling vacancies:

- a. Following the ASBG elections, the Executive Assistant or the Coordinator, Student Activities/ASBG Advisor will post all open offices. All vacancies shall be posted for ten school days.
- b. Applicants shall submit a written statement of intent indicating the position for which they are applying along with a personal resume to the Coordinator, Student Activities/ASBG Advisor, who will verify the candidate's eligibility according to the Constitution. Such applications must be received not later than 3:00 p.m. on the tenth (10<sup>th</sup>) school day following the posting of the vacant offices.
- c. Any student who is College Now! or dual enrolled is ineligible to hold a board position until that student has completed a minimum of one semester of Leadership 111. At no time may a dual enrolled student be eligible to apply for the vacant position of ASBG President, Executive Vice President or Student Trustee.
- d. Each applicant will be contacted by the chair of the interview committee to set a time for an interview. Interviews must be conducted within two weeks following the closing date. It is anticipated that applicants selected to fill positions be identified not later than the fifth week of the semester.
- e. The interview committee, as established by the Executive Director, the ASBG President, or designee as outlined in By-Law Number 1, Article V, Section 2, will receive a list of standard questions to be asked of all candidates. Each applicant will respond to the same basic set of questions. Other questions may only be asked for clarification purposes.
- f. Interview committee members are required to review the application and resume prior to each interview.
- g. A schedule of interviews and questions will be given to the Coordinator, Student Activities/ASBG Advisor and the Instructor, Leadership 111.
- h. Any position not filled during this initial ten-day period will remain open no longer than the end of the fourth week of the spring semester at which time all vacant positions are closed. Any eligible student may submit a letter of intent and resume until the end of the fourth week of spring semester. These students may be appointed at the discretion of the ASBG President, with a two-thirds vote of the seated council members. Interviews may be held at the

discretion of the ASBG President.

i. Positions that become open after the fourth week of the spring semester may be filled by Presidential appointment at the discretion of the President and with a two-thirds vote of the seated council members. Prior to the identification of a student to be appointed, interviews may be held according to the guidelines above at the discretion of the President.

Article II. Interview Committee

- a. The Interview Committee shall consist of the ASBG President, the Executive Director and no fewer than three (3) members appointed from within the Executive Council. If the Executive Director position is vacant, the chair shall be the President or designee.
- b. The Interview Committee, after interviewing all candidates, shall submit its recommendation(s) to the Executive Council at the next meeting.
- c. The Interview Committee may recommend that, in its opinion, no candidate(s) is/are qualified to fill a vacancy.
- d. The members of the Interview Committee are not always required to be the same Executive Council members unless there is more than one candidate for a single office. In this case, the same members must interview all candidates for that particular office.

**POLICY III - AWARDS**

Article I. Student Council Awards

- a. A suitable recognition will be awarded at the end of the spring semester to each Executive Council member who has served at least one semester.

Article II. Club of Distinction

- a. A "Club of Distinction" award shall be given by the Executive Council to the most outstanding club on campus at the end of spring semester.
- b. The name of the most outstanding club shall be engraved on the "Club of Distinction" perpetual trophy.
- c. An award of fifty (\$50.00) will be given to that club's treasury.

Article III. Student Councilperson of the Year

- a. To be eligible, a councilperson shall have served two semesters.
- b. The ASBG President shall not be eligible for this award.
- c. The "Student Councilperson of the Year" shall be judged on:
  1. Extra-curricular activities
  2. Achievement in his/her office.

3. Service to Allan Hancock College.
  4. Academic achievement.
  5. Leadership.
- d. "Student Councilperson of the Year" shall be selected by Student Council. Method of selection shall be by ballot. A simple majority shall be necessary for selection of a "Student Councilperson of the Year."
  - e. In case of a tie vote, the Student Council Advisor shall submit to Student Council the names of the top nominees for a run-off vote.
  - f. "Student Councilperson of the Year" shall be announced and a plaque presented at the end of spring semester.

Article IV. Perpetual Plaques

- a. There shall be a perpetual plaque, listing the name of each ASBG President, the year, and the term that he/she served in office.

**POLICY IV - VOTING ON FINANCIAL MATTERS**

Article I. All activities must be approved, in principle, by the ASBG Executive Council prior to submission of a funding request.

Article II. All requests for funding must be submitted, in writing, for review by the ASBG budget and finance committee prior to the item being included on the agenda for board approval.

Article III. As a general rule, financial matters should require a voice vote.

Article IV. Donation requests from other organizations: ASBG cannot donate funds directly to an outside organization. However, ASBG can fundraise and designate the proceeds to the organization making the request.

Article V. It is recommended that all Budget and Finance requests be followed up with the appropriate documentation, submission of receipts, and a thank you note to the ASBG Student Council.

**POLICY V - ACTIVITY REQUEST**

Article I. A Request for Activity Form must be filed with the Coordinator, Student Activities/ASBG Advisor for each Student Council or Club Activity.

Article II. The request for an activity must be approved at least fourteen (14) calendar days prior to the activity.

Addendum: (1) Code of Ethics  
 (2) ASBG Elections Code  
 REVISED: May 16, 2001  
 REVISED: May 8, 2002  
 REVISED: May 21, 2003  
 REVISED: December 10, 2004

REVISED: May 15, 2006  
 REVISED: May 18, 2007  
 REVISED: April 13, 2012  
 REVISED: April 1, 2016