

## **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 Executive Council 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 Executive Council 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. All officers 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. All officers are expected to become familiar with the ASBG Constitution and By-laws.
- Section 7. All ASBG officers shall assume the duties of the office he/she has been elected or appointed to as described in these By-laws.
- Section 8. All officers 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. All officers shall give reports to the ASBG Executive Council at the weekly board meetings under Student Council Member Reports on the agenda.

### **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 the 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 all regularly scheduled Board of Trustees meetings and provide an accurate report on ASBG activities.
- Section 15. Shall be familiar with the Brown Act and Robert's Rules of Order.

### **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 the AHC Institutional Effectiveness Council.

Section 4 . Shall be familiar with the Brown Act and Robert's Rules of Order.

#### **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 Allan Hancock College 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.

Section 5. Shall be familiar with the Brown Act and Robert's Rules of Order.

#### **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.

Section 6. Shall be familiar with the Brown Act and Robert's Rules of Order.

#### **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.

Section 5. Shall be familiar with the Brown Act and Robert's Rules of Order.

#### **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.

Section 7. Shall be familiar with the Brown Act and Robert's Rules of Order.

#### **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 and 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 of the AHC Academic Policy and Planning Committee (AP&P).

Section 2. Shall be a liaison between 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 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 of 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 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 Associated Student Body of Allan Hancock College, 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 of the committee, including the committee chair.

Section 4. The Director 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 and 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 incumbent Executive Council members each academic year.

**Article XVI - ASBG DELEGATE:**

- Section 1. A delegate is a student selected to represent our local ASBG in a voting capacity at the Region VI meetings and SSSCC General Assemblies.
- Section 2. The ASBG President shall appoint a Delegate from among the members of the ASBG Student Council and be confirmed by a 2/3<sup>rd</sup> majority vote.
- Section 3. The ASBG Delegate must be a member of the ASBG Student Council.
- Section 4. The ASBG President shall be delegate 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 the delegate is 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. The Delegate shall attend Region VI meetings and represent our local ASBG positions regarding student issues.
- Section 2. Shall attend the SSSCC General Assemblies to represent the ASBG Executive Council's positions at the state level.
- Section 3. Sponsor and carry resolutions from the local student government to the SSSCC General Assemblies.
- Section 4. Report information gathered at the Region VI meetings and SSSCC General Assemblies to our local ASBG Executive Council.
- Section 5. Become familiar with the SSSCC and Region VI Governing Documents.

**Article XVIII - AHC REPRESENTATIVES TO REGION VI & SSSCC:**

- 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 SSSCC for accountability purposes.
- Section 2. They shall follow all established guidelines regarding eligibility in the ASBG By-Laws and Constitution and Title V Ed. Code 76061.