

1 **ASSOCIATED STUDENTS of CUYAMACA COLLEGE**
2 *“Before all else, speak your truth and strive for high ideals.”*

3 **900 Rancho San Diego Parkway**

4 **El Cajon, California 92019**

5
6 **CONSTITUTION**

7
8 **PREAMBLE**

9
10 We, the students of Cuyamaca College, in order to promote intellectual and social growth,
11 personal and academic freedom, student interests and general welfare, and foster a spirit of
12 campus unity, do ordain and establish this Constitution and assume the responsibilities of self-
13 governance.

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15 **ARTICLE I - NAME**

16 **Section 1**

17 The name of this organization shall be the Associated Students of Cuyamaca College, hereafter
18 referred to as the ASCC.

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20 **ARTICLE II – MEMBERSHIP**

21 **Section 1**

22 All students registered at Cuyamaca College are members of the Associated Students of
23 Cuyamaca College and shall be accorded the right to vote in college-wide elections of the
24 Associated Student Government.

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3 **ARTICLE III – STRUCTURE**
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5 **Section 1**

6 The presiding body of the Associated Students of Cuyamaca College shall be the Associated
7 Student Government, hereafter referred to as the Associated Student Government.
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9 **Section 2**

10 The selected executive officers of the Associated Student Government shall consist of a
11 President, Vice-President, Evening Vice President, Treasurer, Student Trustee and Senators.
12 Non-voting members may be appointed to the Associated Student Government as outlined in the
13 Bylaws. The duties and voting rights of the Associated Student Government members are
14 described in the Bylaws.
15

16 **Section 3**

17 All voting Associated Student Government members in good standing shall have an equal vote
18 on all business presented to the Associated Student Government. The President will vote only to
19 break ties.
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21 **Section 4**

22 The manner of selection of all Associated Student Government members is described in the
23 Bylaws of this Constitution.
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1 **ARTICLE IV – QUALIFICATIONS**

2 **Section 1**

3 Each Associated Student Government member must be a member of the Associated Students of
4 Cuyamaca College and must maintain a course load of at least six (6) units with a cumulative
5 Grade Point Average (GPA) of at least 2.0.
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8 **Section 2**

9 Associated Student Government members must maintain office hours, attend meetings, serve on
10 committees and carry out the duties of their office as prescribed in the Bylaws.
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12 **Section 3**

13 If an Associated Student Government member fails to comply with the requirements of this
14 article, the President will declare the office held by that member vacant subject to confirmation
15 by a majority vote of the Associated Student Government. A quorum must be present.
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18 **ARTICLE V – BYLAWS, INITIATIVE, REFERENDUM AND RECALL**

19 **Section 1**

20 Bylaws must be adopted or rescinded by a two-thirds (2/3) vote of the Associated Student
21 Government. A quorum must be present. Bylaws become effective five (5) school days after
22 adoption unless a different date is stated in the Bylaws.
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1 Section 2

2 The procedures for Initiative, Referendum, Recall and Impeachment will be included in the
3 Bylaws.

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5 **ARTICLE VI – MEETINGS**

6 Section 1

7 The ASG shall establish and publish a schedule of regular weekly meetings. Special meetings
8 may be called by the President or by a majority of the Associated Student Government in
9 accordance with procedures established in the Bylaws.

10 Section 2

11 The Associated Student Government will adhere to Robert’s Rules of Order, newly revised,
12 unless otherwise specified in the Constitution. No official business may be conducted without
13 the presence of a quorum. The number of Associated Student Government members needed to
14 establish a quorum will be stated in the Bylaws, but shall be no fewer than eight (8).

15 Section 3

16 Meetings may be closed to discuss personnel and litigation issues by a two-thirds (2/3) vote of
17 the Associated Student Government. A quorum must be present. Only voting members and the
18 Advisor to the Associated Student Government may attend closed meetings. The reason for a
19 closed meeting shall be stated in the motion calling for the meeting. No action may be taken in
20 closed meetings.
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1 **ARTICLE VII – APPOINTMENTS, VACANCIES,**
2 **ELECTIONS AND SUCCESSION**

3 **Section 1**

4 Appointments to committees of the Associated Student Government shall be made by the
5 President subject to confirmation by a majority vote of the Associated Student Government,
6 unless otherwise stated in the Bylaws. A quorum must be present.

7 **Section 2**

8 All vacant offices of the Associated Student Government shall be filled in accordance with the
9 Bylaws.

10 **Section 3**

11 Elections shall be held in accordance with the Election Code as described in the Bylaws.

12 **Section 4**

13 In the event of the death, disqualification, resignation, recall or impeachment of the President the
14 Executive Vice-President shall ascend to the office of the Presidency. The order of succession of
15 the Vice- President shall be determined in the Bylaws.
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18 **ARTICLE VIII – BUDGET AND FINANCE**

19 **Section 1**

20 The budget and financial procedures of the Associated Student Government will be in
21 accordance with Grossmont/Cuyamaca Community College District policies as described by the
22 Bylaws.
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1 **ARTICLE IX – STUDENT RIGHTS**

2 **Section 1**

3 The Associated Student Government, or any other agency on its behalf, may not take action
4 restricting an individual’s right to freedom of speech, expression, press, assembly and privacy,
5 provided that those exercising their rights are not violating the same equal rights of others.

6 **Section 2**

7 No rights or powers bestowed by this organization’s Constitution or Bylaws shall be exercised so
8 as to abridge the constitutional rights of others.

9 **Section 3**

10 All persons shall be considered equal before the Associated Student Government’s Constitution
11 and Bylaws. No rights or privileges may be denied to any individual on the basis of, but not
12 limited to, race, color, sex, ethnicity, marital, parental status, disabilities, age, religion, political
13 affiliation or persuasion, status as a veteran or sexual orientation. In addition, the Associated
14 Student Government shall not take any action to favor or disfavor any of the aforementioned
15 groups.
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17 **Section 4**

18 All documents of the Associated Student Government shall be available to the public. The
19 Associated Student Government shall not keep any documentation secret or unavailable to any
20 individual. All documents must be available for viewing at any reasonable time by any
21 individual. All minutes and agendas will be posted in the Cuyamaca College Club Room, I-124,
22 on the first floor of the Student Center.
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2 **ARTICLE X – AMENDMENTS AND RATIFICATION**

3 **Section 1**

4 Amendments to this Constitution may be proposed by a resolution adopted by a two-thirds (2/3),
5 vote of the Associated Student Government or by a petition signed by a number of students equal
6 to at least three percent (3%) of the Cuyamaca College campus total Fall semester enrollment. A
7 proposal shall be submitted to the voters as provided for by the Election Code and stands
8 approved if a two-thirds (2/3) majority of the votes cast stand in favor of the proposed
9 amendments.
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11 **Section 2**

12 The Constitution takes effect upon ratification by a two-thirds (2/3) vote of the ballots cast in an
13 election on the question of its approval. All officers elected to or holding office on the effective
14 date of ratification will continue to hold office until the expiration of the term for which they
15 were elected or appointed. All Bylaws in effect at the time of ratification remain in effect until
16 amended or repealed. All previous Constitutions are repealed upon ratification of this
17 Constitution.
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1 **BYLAWS**

2 **ARTICLE I – GENERAL DUTIES AND RESPONSIBILITIES OF**
3 **ASSOCIATED STUDENT GOVERNMENT OFFICERS**

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5 **Section 1 – General Duties**

6 In addition to the specific responsibilities of the individual offices, all members of the Associated
7 Student Government shall maintain and uphold the Associated Student Government
8 Constitution, Bylaws, and the Associated Student Government’s Policies and Procedures. All
9 members of the Associated Student Government shall participate in the following duties:

- 10
- 11 a. Attend all scheduled meetings as required by their particular office and committee
12 assignments;
 - 13 b. To earn a monthly stipend all Associated Student Government members must accumulate
14 five (5) points per month. Four (4) points can be accumulated by attending all weekly
15 meetings and the final point could be met by participation in an area of high circulation
16 and visibility outside the Associated Student Government office, such as monthly theme-
17 based College Hours.
 - 18 c. Represent the interests of all students officially enrolled at Cuyamaca College;
 - 19 d. Maintain the privilege to vote on all Associated Student Government matters, excluding
20 the President. The President shall vote only in the case of a tie or when a supermajority
21 is required;
 - 22 e. Review and approve the Associated Student Government’s annual budget.

23 Failure to fulfill these minimum requirements shall result in the position being declared
24 vacant by Presidential Proclamation subject to confirmation by a majority vote of the
25 Associated Student Government.

1 **Section 2 – Voting Members and Specific Duties of Officers**

2 The voting membership of the Associated Student Government shall consist of the President, the
3 Executive Vice-President, the Evening Vice-President, the Treasurer, Student Trustee, and
4 fifteen (15) Senators. The duties inherent to the above offices shall be the following:

5 ***President***

- 6 a. Call and chair all meetings of the Associated Student Government;
- 7 b. Attend committee meetings;
- 8 c. Appoint student representatives to Associated Student Government committees and
9 to college committees;
- 10 d. Take appropriate actions as President of the entire Associated Students of Cuyamaca
11 College, but accountable to the Associated Student Government for said actions;
- 12 e. Retain the power to veto actions and resolutions passed by the Associated Student
13 Government,
- 14 f. Appoint Associated Student Government Senators as Interim Executive Officers as
15 positions become vacant and until filled by standard procedures. Senators appointed to
16 Interim Executive positions shall remain Senators.

17 ***Executive Vice-President***

- 18 a. Assume the duties of the President in the President's absence, resignation,
19 impeachment, recall, disqualification, or death;
- 20 b. Monitor Associated Student Government officers in compliance with Section 1-
21 General Duties and assume any additional duties as assigned by the President;
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1 ***Treasurer***

2 Oversee all duties connected with the disbursement of funds of the Associated Students and
3 make recommendations on fiscal matters to the Associated Student Government;

- 4 a. Oversee the implementation of the financial policy;
- 5 b. Maintain an updated copy of the Associated Student Government's financial records
6 which is not to leave the Associated Student Government office;
- 7 c. Chair all Inter-Club Council meetings;
- 8 d. Assume additional duties as assigned by the President.
- 9

10 ***Evening Vice-President***

- 11 a. Assume the duties of the President in the absence of the President and Executive-
12 Vice President;
- 13 b. Communicate the needs of the evening students;
- 14 c. Assume additional duties as assigned by the President;
- 15

16 ***Student Trustee***

- 17 a. Attend one (1) Governing Board Meeting per month;
- 18 b. Meet with President's Cabinet monthly for Governing Board preparatory;
- 19 c. Meet with Chancellor monthly for Governing Board preparatory;
- 20 d. Maintain the option of remaining an Associated Student Government Senator.

21 ***Senators***

- 22 a. Attend and actively participate in Associated Student Government meetings and
23 Cuyamaca College Committees;
- 24 b. Be responsive to the wishes of the students of Cuyamaca College;
- 25

- 1 c. Initiate legislation, draft resolutions, formulate policies, develop codes and Bylaws,
2 and create ad hoc committees as deemed necessary;
- 3 d. Confirm all Presidential appointments by a majority vote unless otherwise noted in
4 the Bylaws that pertain to the appointment;
- 5 e. Keep informed on state, local, and college policies that relate to the general welfare
6 of all the Associated Students of Cuyamaca College.
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8 **Section 3 – Non-voting members**

9 The non-voting members of the Associated Student Government shall include the following
10 officers and any other member appointed by the Associated Student Government President and
11 approved by a majority vote of the Associated Student Government:

12 ***ICC Representative***

- 13 a. Represent the Inter-Club Council at the Associated Student Government meetings and
14 report on the activities of the Cuyamaca College clubs and organizations;
- 15 b. Give recommendations on any actions taken by the Associated Student Government that
16 might affect clubs and organizations of the Inter-Club Council.
17

18 ***Secretary***

19 Funds shall be appropriated to employ a secretary to perform official clerical duties of the
20 Associated Student Government. The duties of the secretary shall be as follows:

- 21 a. Keep accurate written minutes of proceedings transacted during Associated Student
22 Government meetings and maintain complete and accurate files of all such meetings;
- 23 b. Prepare Executive and General Agendas for weekly meetings;
- 24 c. Be responsible for maintaining the records of the Associated Student Government's
25 events, committees, and programs;

- 1 d. Perform any other functions deemed necessary by the President or a majority vote of the
2 Associated Student Government;
3

4 **ARTICLE II – DISTRICT AND COLLEGE MEETINGS**

5 Section 1 – Types

- 6
- 7 a. All Associated Student Government members shall abide by the schedule agreed
8 upon for all Associated Student Government meetings and Committee meetings. It is
9 the responsibility of the member to find a suitable replacement if unable to attend.
- 10 b. Special meetings of the Associated Student Government may be called by the
11 President or by a two-thirds (2/3) majority vote of the Associated Student
12 Government when it is deemed necessary. Minutes of special meetings will be made
13 available upon request.
- 14 c. The Associated Student Government shall be allowed to conduct business in
15 accordance with the guidelines set forth in the Constitution and the Bylaws during the
16 summer and winter intercession semesters.
17

18 Section 2 – Parliamentary Authority, Quorum and Absences

- 19
- 20 a. The parliamentarian shall be decided by a majority vote of the Associated Student
21 Government. This position will be open to all members of the Associated Student
22 Government, not excluding the advisor.
- 23 b. All meetings shall be conducted according to Robert's Rules of Order, newly revised.
- 24 c. A quorum must be established before any business can be acted upon which shall
25 consist of eight (8) voting members of the Associated Student Government. Should

1 Associated Student Government membership fall below eight (8) voting members,
2 the only business that can take place is filling vacant seats.

- 3 d. Any officer of the Associated Student Government with three (3) consecutive or (5)
4 five total unexcused absences from the General Session in any one (1) semester shall
5 be disqualified by Presidential Proclamation subject to confirmation by a majority
6 vote of the Associated Student Government.
7

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9 **Section 3 – Agendas**

- 10 a. An agenda shall be prepared and publicly posted and copies made available seventy-
11 two (72) hours in advance of the General Session.
12 b. Special Meeting agendas must be posted publicly at least twenty-four (24) hours in
13 advance of the meeting.
14

15 **ARTICLE III – ASSOCIATED STUDENT GOVERNMENT COMMITTEES**

16 **Section 1 – General**

- 17 a. Committee members shall be subject to approval by a majority vote of the Associated
18 Student Government.
19 b. All committee chairs shall appoint a vice-chair to run the committee in their absence.
20 c. Ad hoc committees may be created as needed to address any special events or
21 problems by majority vote.
22 d. Any member serving on a committee who is absent without excuse from two (2)
23 consecutive or four (4) cumulative of the committee’s meetings in any one (1)
24 semester shall be subject to the Associated Student Government’s disciplinary policy.
25

1 Section 2 – Associated Student Government Policies and Procedures Committee

- 2 a. The Policies and Procedures Committee shall be chaired by the Executive Vice-President.
- 3 b. Voting membership shall consist of the Executive Vice-President and a minimum of three
- 4 (3) additional members of the Associated Student Government.
- 5 c. The Policies and Procedures Committee shall meet as needed.

6 Their duties are:

- 7
- 8 1. Review the Associated Student Government Bylaws, policies, and recommend
- 9 changes if deemed necessary;
- 10 2. Monitor the Associated Student Government officers' attendance at all
- 11 meetings and ensure that committee members turn in written reports on
- 12 committees' business;
- 13 3. Address student concerns with regard to campus security, parking problems,
- 14 and related issues;
- 15 4. Assume additional duties as deemed necessary by the Associated Student
- 16 Government.
- 17

18 **ARTICLE IV – INITIATIVE, REFERENDUM,**

19 **RECALL AND IMPEACHMENT**

20

21 Section 1 – Initiative

22 Any member of the Associated Students of Cuyamaca College wishing to submit proposals for

23 specific legislation shall adhere to the following procedures:

24

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- 1 a. Obtain signatures and birthdates from two percent (2%) of the Cuyamaca College Fall
- 2 semester enrollment of the Associated Students of Cuyamaca College in support of the
- 3 proposed legislation;
- 4 b. Submit the proposals for the initiative to the Associated Student Government for
- 5 constitutionality review within a time period not to exceed twenty (20) regularly
- 6 scheduled school days.
- 7 c. Review of the proposal and verification of signatures and birthdates by the Associated
- 8 Student Government Advisor;
- 9 d. Present the measure to the student body for vote by the Associated Student
- 10 Government ;*
- 11 e. Validate that the measure shall be represented by a majority of the votes cast in favor of
- 12 said proposal. A minimum of two percent (2%) of the Fall semester of the Associated
- 13 Students of Cuyamaca College must vote by for the election to be declared valid.
- 14

15 *An election committee shall be formed and a special election will be held within twenty (20)

16 regularly scheduled school days, unless a regular Associated Student Government election is

17 held during this period, in which case the initiative will be put to the students at the regular

18 election.

19

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21 **Section 2 – Referendum**

22 The Associated Student Government may submit a measure passed or proposed by the

23 Associated Student Government to the Associated Students of Cuyamaca College so that they

24 may vote on the measure by adhering to the following:

25

- 1 a. The measure or proposal must be on the agenda for information for at least one (1) week
2 before the Associated Student Government can vote to submit the measure or proposal to
3 the Associated Students of Cuyamaca College for voting.
- 4 b. The Policies and Procedures Committee must determine whether the proposed
5 referendum is constitutional.
- 6 c. The Associated Student Government must refer the proposal to the students by a majority
7 of members present.
- 8 d. The measure will pass if a majority of the votes cast are in favor of said proposal. A
9 minimum of four hundred (400) votes is necessary for ratification.
10

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12 **Section 3 – Recall**

13 Any person holding an elected or non-paid appointed position of the Associated Student
14 Government can be subject to recall in the case of extreme violation of the Associated Student
15 Government’s Bylaws, violation of the Cuyamaca College Code of Conduct, or conduct deemed
16 unbecoming of an Associated Student Government member according to the following
17 procedure:

- 18 a. Recall petition circulators must submit their names and birthdates to the Associated
19 Student Government Advisor for verification of enrollment. The petitioners must be
20 currently enrolled in classes at Cuyamaca College and be free from Cuyamaca College
21 disciplinary restrictions.
- 22 b. Individuals wishing to circulate recall petitions must present their reasons to the
23 Associated Student Government in a regular or special meeting.
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- 1 c. Before the petition is circulated, it must be verified by the Associated Student
2 Government Advisor and must contain the following:
- 3 1. The names and positions of the officer to be recalled;
 - 4 2. A statement, not less than fifty (50) nor more than two-hundred fifty (250)
5 words in length, explaining the reasons for the recall;
 - 6 3. A written rebuttal of no more than two-hundred fifty (250) words be written
7 and submitted not more than five (5) regularly scheduled school days or this
8 option is forfeited by the officer being recalled.
 - 9 4. A number assigned by the Associated Student Government Advisor and
10 signed in order to insure authenticity.
- 11
- 12 d. The six digit birth date and signatures of five percent (5%) of the total number of students
13 registered at Cuyamaca College based on the first census of the semester shall be required
14 to have the recall placed on a ballot.
- 15 e. Recall petition circulators shall have fifteen (15) regularly scheduled school days from
16 the time of petition verification to submit the completed petition with the required
17 amount of signatures for the election to be declared valid.
- 18
- 19 f. The Associated Student Government shall hold a recall election within fifteen (15)
20 regularly scheduled school days after verification of the signed petition by the Associated
21 Student Government Advisor, unless a regular Associated Student Government election
22 will be held in no fewer than five (5) and no more than twenty (20) such days, in which
23 case the recall election shall coincide with the regular election.
- 24 g. The recall election shall be held in accordance with Article V (Election Code) of the
25 Associated Student Government Bylaws when appropriate. Decisions relating to

1 applicability of individual provisions of the Election Code to a recall election, except
2 sections relating specifically to recalls, shall be made by the Election Committee subject
3 to reversal by a supermajority of the Associated Student Government.
4

5 **Section 4 – Impeachment**

- 6
- 7 a. Any elected or non-paid appointed ASG Associated Student Government officer shall be
8 subject to impeachment by fellow officers.
- 9 b. Impeachment shall only be used to remove officers from their positions in extreme cases,
10 including the following:
- 11 1. Proven violations of the Student Conduct Code;
 - 12 2. Flagrant and/or continuous abuse of the power of one's position;
 - 13 3. Serious and recurring disregard for the inherent duties of one's office;
 - 14 4. Conduct deemed by a two-thirds (2/3) majority vote of the Associated Student
15 Government to be unbecoming of an Associated Student Government officer.
- 16 c. The Associated Student Government may impeach any member for infraction(s) outlined
17 in Section 4-B and must adhere to the following procedure:
- 18 1. A written notice prepared by the impeacher(s) stating the reason(s) for the
19 impeachment will be given to the officer(s) in question before any
20 impeachment action may begin.
 - 21 2. A resolution is to be submitted to the Secretary stating the reasons for
22 impeachment so that it may be placed on the agenda for the next regularly
23 scheduled weekly meeting, in which it will be considered as information only
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1 when it is first placed on the agenda. Five (5) school days must pass before
2 the impeachment can be considered for action.

- 3 3. The officer being accused of an impeachable offense must be present at both
4 the information and the action meeting.
- 5 4. No resolution for impeachment shall apply to more than one Associated
6 Student Government officer at one time.
- 7 5. The Associated Student Government will vote on the resolution. If a two-
8 thirds (2/3) majority of the votes cast in favor of impeachment, the officer's
9 seat is immediately declared vacant.
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12 **ARTICLE V – ELECTION CODES**

13 **Section 1 – Regular Election Code**

14 ***Election Committee***

15 The Associated Student Government shall appoint an Election Committee by majority
16 vote, to form at least three (3) months prior the Associated Student Government
17 election date consisting of at least three (3) members and will designate a
18 Chairperson. The Election Committee shall be responsible for setting up the balloting
19 station, counting the ballots, and carrying out the general duties required at election
20 time.
21

- 22 a. No student running for election or assisting in the election campaign of a
23 candidate can serve on the Election Committee.
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1 ***Eligibility***

2 All prospective candidates for an Associated Student Government office shall file an
3 Election application, so eligibility can be ascertained, no later than noon (12:00) five
4 (5) school days prior to the election. Saturday instructional days shall not be counted
5 for the purposes of determining the deadline for application submission. The election
6 application can be picked up twenty-four (24) school days prior to the election at the
7 Associated Student Government Advisor and the Associated Student Government
8 office. To be eligible to run for office, the candidate must be enrolled in six (6) units
9 at Cuyamaca College with a cumulative GPA of at least 2.0. Campaigning will not
10 be allowed prior to the approval and verification of the candidate’s election
11 application by the Election Committee.
12

13 ***Election Information Packet***

14 The Election Committee Chairperson will make available to all candidates an
15 Election Information Packet. The packet shall include the following:

- 16 a. An election calendar detailing the times and dates of the campaigning period, the
17 Candidates’ Meetings or any debates, as well as the dates of the election;
18 b. A copy of Article V of the Associated Student Government Bylaws (election Code);
19 c. A copy of the Cuyamaca College Publicity Regulations;
20 d. A description of the duties and responsibilities inherent to the office that the candidate is
21 seeking;
22 e. A description of the location of the balloting station(s) and their exact physical
23 boundaries;
24 f. Other pertinent election information.
25

1
2 ***Publicity***

3 All campaign publicity will be governed by the Cuyamaca College Publicity
4 Regulation available in the Associated Student Government Advisor and the
5 Associated Student Government Office. In addition, the following regulations apply
6 to election campaigns:
7

- 8 a. Any questions as to the legality of campaign literature, speeches, or events shall be
9 referred to the Election Committee for review.
- 10 b. All campaign publicity must meet generally accepted standards of what is construed to be
11 fair and in good taste. Each candidate will be held responsible by the Election
12 Committee for any misconduct of campaign publicity.
- 13 c. Tampering with authorized campaign literature is prohibited and may result in the
14 disqualification of parties from the election.
- 15 d. Each candidate shall be limited to a total campaign expenditure of two hundred dollars
16 (\$200). Candidates will be required to submit all campaign expenditure receipts.
17 Candidates found to have exceeded their limit or falsified their campaign expenditures
18 shall be disqualified.
- 19 e. All campaign items must be removed by the candidates from the entire campus by
20 4:00 p.m. the day after voting ceases.
21

22 ***Candidates' Publicity Conference***

23 The Election Committee may organize a Press Conference called "Meet the
24 Candidates Day" within a five (5) days before voting begins. The Election
25

1 Committee will decide the exact time and date of the Press Conference. This
2 conference will consist of the following:

- 3 a. A public reading of the election calendar;
4 b. An introduction of the candidates and time for the candidates to announce their platforms,
5 goals, and objectives; and
6 c. Time for questions and answers to be held between the candidates and the public.
7

8 ***Ballot***

9 The Election Committee will draft a ballot. The names of the candidates will appear
10 in alphabetical order with no preference to anyone currently holding an Associated
11 Student Government office.

12 ***Balloting Station(s)***

13 The balloting station(s) shall be established by the Election Committee and will be
14 staffed only by persons specifically selected and approved by the Election
15 Committee. The following stipulations shall be applied to the balloting stations:

- 16 a. The balloting station(s) will be designed to prevent voting students from leaving the
17 station with their ballots and shall be staffed by at least two (2) members at all times.
18 b. The balloting station(s) shall be an area no larger than twenty (20) square feet.
19 c. All balloting station(s) shall remain open during the hours of 9:00 a.m. to 7:00 p.m. for at
20 least three (3) consecutive days.
21 d. On the election days no campaigning shall be allowed within twenty-five (25) feet of the
22 designated balloting station.
23

24 ***Terms of Office and Election Dates***

- 1 a. The exact dates for elections shall be established by the Associated Student
2 Government during the time frame indicated in this section.
- 3 b. The election for the President, Executive Vice-president, Evening Vice-President,
4 Treasurer, Student Trustee, and Senators will be held during the third or fourth week
5 of April.

6 ***Terms of Office and Assuming Office***

7 Those elected by simple majority for the position of President, Executive Vice-President,
8 Evening Vice-President, Treasurer, Student Trustee, and Senators shall assume their
9 office as the last item of business on the agenda at the first regularly scheduled meeting
10 of the Associated Student Government during the month of June.

- 11
- 12 a. In the case of two (2) or more candidates running for a position, the candidate with
13 the most votes will assume the office.
- 14 b. In the case of a tie of a position, a run-off election will be held during the first week
15 of May.

16 ***Tabulation of Votes***

- 17 Tabulation of all ballots by the Election Committee shall be completed as quickly as
18 possible, but no later than two (2) school days after the closing of the balloting.
- 19
- 20 a. Official notice of the tabulations shall be certified by the Election Committee
21 Chairperson and the Associated Student Government Advisor. Results shall be
22 posted in the “F” building display case, the Student Center, the Student Affairs
23 Office, and the Associated Student Government office by 8:00 a.m. on the first day
24 following tabulation and remain posted for five (5) school days.
- 25

- 1 b. Requests for a recount must be filed with the Election Committee within twenty-four
2 (24) hours after election results are posted.
3

4 ***Enforcement of Code***

5 The Election Committee will be responsible for upholding and enforcing all articles
6 of the Election Code. Any candidate accused of a violation of the Election Code will
7 appear before the Election Committee at an open hearing and will declare if the
8 charges filed are of significant magnitude to warrant disqualification.
9

10 **Section 2 – Recall Election Code**

11 ***Recall Election Committee***

12 The Recall Election Committee shall consist of three (3) members of the Associated
13 Student Government and two (2) members of Inter-Club Council. These members
14 cannot be named in the recall or be actively supporting or opposing the recall effort.
15 . The Recall Election Committee must be approved by a majority vote of the
16 Associated Student Government. The Recall Election Committee shall elect a
17 chairperson from their membership. The Recall Election Committee shall be
18 responsible for setting up the balloting station, counting ballots, and carrying out the
19 general duties required at election time.
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- 22 a. In order to enact a recall, a petition must be gathered containing a minimum of two
23 hundred (200) signatures of verified Cuyamaca College students.

24 ***Recall Election Procedure Meeting***

1 The Recall Election Committee shall meet twice (2) within five (5) days of the recall
2 petition's verification to discuss election procedures and publicity regulations. All
3 members being recalled and any students actively campaigning for the removal of
4 the officers must attend one (1) of these meetings. The exact date and time of the
5 meetings shall be set by the Recall Election Committee. Copies of the Recall
6 Election Code shall be made available at these meetings.
7

8 ***Election Information***

9 The Recall Election Committee shall supply all participants in the recall with a list
10 of the dates and times of the campaigning period, the recall election procedure
11 meetings and the recall forum, and the location of the balloting station with its exact
12 physical boundaries.

13 ***Publicity***

14 All campaign publicity will be governed by the Cuyamaca College Publicity
15 Regulations available in the Student Affairs Office. In addition, the following
16 regulations apply to election campaigns:

- 17 a. Any questions as to the legality of campaign literature, speeches, or events shall be
18 referred to the Recall Election Committee for review.
- 19 b. All campaign publicity will meet generally accepted standards of what is construed to
20 be fair and in good taste. Each candidate will be held responsible by the Recall
21 Election Committee for any misconduct of campaign publicity.
- 22 c. Tampering with authorized campaign literature is prohibited.
- 23 d. All campaign items must be removed from the entire campus by 4:00 p.m. the day
24 after voting ceases.
25

1 **Recall**

2 The Recall Election Committee will organize a Recall Forum called “Recall: Yes or
3 No?” within five (5) days before voting commences. This forum will be one (1)
4 hour where all the candidates will meet to present, debate, or answer questions from
5 the student body.

- 6
- 7 a. The Recall Election Committee will decide the Forum’s exact time and date, as well
8 as the rules and procedures.

9 **Publicity Expenditures**

- 10 a. The costs of publicity or any recall material will be assumed by the students
11 campaigning and is not to exceed two hundred dollars (\$200) to recall Associated
12 Student Government officers.
- 13 b. Associated Student Government funds shall not be used to purchase, copy, or pay for
14 any materials or other activities used to discuss the recall.

15 **Ballot**

16 The Recall Election Committee will draft a ballot. The names of the candidates will
17 appear on the ballot in alphabetical order.

18 **Balloting Station(s)**

19 The balloting station(s) shall be established by the Recall Election Committee and
20 will be staffed only by persons specifically selected and approved by the Recall
21 Election Committee.

- 22
- 23 a. The balloting station(s) will be designated to prevent voting students from leaving the
24 station with their ballots and shall be staffed by a least two (2) members at all times.
- 25 b. The balloting station(s) shall be an area no larger than twenty (20) square feet.

- 1 c. The balloting station(s) shall remain open during the hours of 9:00 a.m. to 7:00 p.m.
2 for at least two (2) consecutive days.
3
4 d. On the days of the election no campaigning shall be allowed within twenty-five (25)
5 feet of the designated balloting station(s).

6 ***Tabulating of Votes***

7 Tabulation of all ballots by the Recall Election Committee shall be completed as
8 quickly as possible, but not later than two (2) school days after the closing of the
9 balloting.

- 10 a. Official notice of the tabulations shall be posted in the display case at the “F”
11 building, the Student Center, the Student Affairs Office, and the Associated Student
12 Government office by 8:00 a.m. on the day following tabulation and remain posted
13 for five (5) school days.
14 b. Requests for a recount must be filed with the Recall Election Committee within
15 twenty-four (24) hours after tabulations are posted.

16 ***Enforcement of Code***

17 The Recall Election Committee will be responsible for upholding and enforcing all
18 articles of the Recall Election Code. Any officer identified by the recall or any
19 participant campaigning for the removal of an officer who is accused of a violation
20 of the Recall Election Code will appear before the Recall Election Committee at an
21 Open Hearing. The Election Committee will decide if the charges filed are of a
22 significance to warrant nullification of the recall effort or the immediate removal of
23 the offending Associated Student Government member from office.
24
25

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4 **ARTICLE VI – VACANCIES**

5 **Section 1 – Circumstances**

6 Vacancies created in the Associated Student Government as a result of death, disqualification,
7 recall, impeachment, resignation, or other circumstances shall be announced by the Associated
8 Student Government Advisor at the next scheduled meeting.

9
10 **Section 2 – Nominations – General Sessions**

11 Applications for vacancies in the Associated Student Government shall be open to all members
12 of the Associated Students of Cuyamaca College. To apply for a position, interested students
13 must complete an application.

- 14
- 15 a. The application shall include a completed Declaration of Candidacy with the
 - 16 signatures of thirty (30) students officially enrolled in Cuyamaca College.
 - 17 b. Applications must be submitted to the Student Affairs Office no later than Monday at
 - 18 4:00 p.m. in the week before the Associated Student Government votes to fill the
 - 19 vacancy.
 - 20 c. The Associated Student Government President shall announce the names of all
 - 21 applicants at the regular weekly meeting of the Associated Student Government the
 - 22 week prior to the elections.

23
24 **Section 3 – Quorum**

25 A quorum need not be present to fill vacancies if membership is below eight (8) members.

1
2
3 **Section 4 – Verbal Statement**

4 The Associated Student Government Advisor shall notify the Associated Student Government
5 regarding each applicant’s eligibility no later than five (5) regularly scheduled school days after
6 the closing of nomination(s).
7

8
9 **Section 5 – Voting**

10 All applicants shall be approved by a majority vote of the Associated Student Government.
11

12 **Section 6 – Term**

13 Students elected by the Associated Student Government to fill vacant positions shall hold their
14 positions until the next regularly scheduled campus-wide election. See Bylaw Article V
15 (election Codes) for term of offices and election dates.
16

17 **ARTICLE VII – OFFICE HOURS**

18
19 **Section 1 – Purpose**

20 The ASG office shall be open for as many hours as possible during each school day so that
21 Associated Student Government officers may respond to the concerns or questions of students.
22

23 **Section 2 – Monitoring**

24 The Policies and Procedures Committee shall monitor the office hours served by all members of
25 the Associated Student Government.

1
2
3 **Section 3 – Office Conduct**

4 Associated Student Government officers will conduct themselves in an appropriate manner,
5 which brings credit and respect to the Associated Student Government. Unprofessional
6 demeanor while in the ASG office is not acceptable and will result in having the offending
7 officer(s) position(s) declared vacant by the President in accordance with Section 5 of this
8 Bylaw.
9

10
11 **Section 4 – Sign up**

12 All Associated Student Government officers are requested to serve three (3) office hours per
13 week.
14

15 **Section 5 – Enforcement**

16 ASG officers must serve their office hours in a responsible manner. The Policies and Procedures
17 Committee shall report on any officer that fails to comply with the Bylaw to the Executive Vice-
18 President. If an infraction occurs, the Executive Vice-President shall recommend to the
19 President that the offending officer(s) seat(s) on the Associated Student Government be declared
20 vacant. Vacancies declared by the President are subject to confirmation by a majority vote of the
21 Associated Student Government. A quorum must be present. If the declaration by the
22 Associated Student Government President is upheld, the position is considered vacant
23 immediately.
24
25

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3 **Section 6 – Office Keys**

4 The Associated Student Government President, Executive Vice-President, Evening Vice-
5 President, Treasurer, Student Trustee, and Secretary shall be issued a set of keys to the
6 Associated Student Government office at the beginning of the officer’s term. These keys will be
7 returned to the Associated Student Government Advisor at the end of the officer’s term. The
8 final paycheck will be held until the Associated Student Government Officer complies with this
9 policy.
10

11
12 **ARTICLE VIII – DISCIPLINARY ACTION**

13 If an Associated Student Government member(s) has been negligent in performing duties, or
14 behaved in a manner that violates the Associated Student Government’s Constitution, Bylaws or
15 adopted Policies, the Associated Student Government member shall be subject to disciplinary
16 action. If the action involves the President, then two (2) members of the Associated Student
17 Government must present documentation to the Executive Vice-President.
18

19
20 **Section 1 – Warning**

21 A verbal notice warning from the Executive Vice-President will be given to the officer(s) in
22 question. The warning will include specific explanation of the duty(s), which the officer has
23 failed to comply with in relation to the duties and/or responsibilities of the office. A copy of the
24 warning shall be given to the Associated Student Government President, the Associated Student
25 Government Advisor, and the Secretary.

- 1 a. In the case of the any wrongdoing(s) or failure to comply with or uphold the
2 Constitution and Bylaws on the part of the Executive Vice-President, the President
3 will assume the responsibility of Disciplinary Action.

4 *Section 2 – Probationary Period*

5 If the verbal notice of the warning from the Executive Vice-president fails to improve the
6 officer(s) behavior, the Executive Vice-President shall call the officer before the Policies and
7 Procedures Committee for review. At that review the Executive Vice-President place the
8 officer(s) on probationary status which shall last for five (5) regular school days and shall consist
9 of the following measures:
10

- 11 a. The offer(s) will lose the following privileges:
12 1. the right to vote;
13 2. the right to move and to second a motion;
14 3. the right to travel.
15 b. The offer(s) will submit a written plan to the Executive Vice-President clearly stating
16 how that officer will correct the unsatisfactory behavior.
17 c. The officer(s) shall serve a minimum of six (6) office hours per week.
18 d. The officer(s) shall file a detailed weekly report to the Executive Vice-President of
19 completed activities which detailing the activities of the officer(s) during the six (6)
20 office hours.
21 e. The other members of the Associated Student Government will be notified of the
22 officer’s probationary status.
23
24
25

1 Section 3 – Second Review

2 In order to determine compliance with the demands of the executive review and this Bylaw, the
3 officer will be given a second review by the Policies and Procedures Committee at the
4 conclusion of their probationary period.

5
6 If the officer(s) fails to fully comply with Article VIII, Section 2, the Executive Vice-President
7 will recommend that the President declare the officer’s seat(s) vacant. This recommendation
8 shall be submitted in writing and will include a detailed list of infractions and summarize the
9 disciplinary action taken.
10

11
12 **ARTICLE IX – TRAVEL POLICY**

13 Section 1 – Purpose

- 14
- 15 a. Travel by Associated Student Government officers or other students using Associated
16 Student Government funds should be for the benefit of the student body of Cuyamaca
17 College and to increase the knowledge and skills of the individual student to enhance
18 leadership abilities.
 - 19 b. Students will attend conferences to learn how to lobby, keep current on legislation
20 and other issues, learn leadership skills, and represent Cuyamaca College at state,
21 federal, and local agencies.
- 22
23
24
25

1 **Section 2 – Number Attending Conferences**

2 The maximum number of Associated Student Government officers that will attend and
3 the date of the travel shall be officially approved at the Associated Student Government
4 meetings by a majority vote.

5
6 **ARTICLE X – MONETARY REQUEST**
7

8
9 **Section 1 – Request Funds from Outside Sources**

10 It shall be the policy of Associated Student Government to hear monetary requests from clubs,
11 organizations, and individuals only after they have exhausted all opportunities for funding from:

- 12
13 a. **Fund Raising:** (e.g., bake sales, car wash, etc.)
14 b. **Club Dues:** (if applicable)
15 c. **Other organization(s) deemed appropriate:** (e.g., patrons, foundations, diversity
16 programs, local business, etc.)
17

18
19 **Section 2 – Amount of Monetary Assistance**

20 It shall be the policy of the Associated Student Government to match club, organization, or
21 individual fund-raising activities with a grant up to a maximum of two hundred dollars (\$200).

22 Only one (1) grant per club organization or individual is allowed per semester.
23
24
25

1 *Section 3 – When to Submit Request*

2 In order to have the requested funds available for use the clubs, organizations, or individuals
3 must submit requests to the Associated Student Government at least six (6) weeks prior to the
4 planned event. Failure to start the process at least six (6) weeks before the planned activity may
5 jeopardize the request.

6
7
8 *Section 4 – Monetary Request Application*

9 The club, organization, or individual must complete and submit their request in writing to the
10 Associated Student Government to be placed on the meeting agenda. The following information
11 must be supplied:

- 12 a. Current balance of club account;
- 13 b. Itemized budgetary breakdown;
- 14 c. All fundraising for this event or item;
- 15 d. Projected cost of event or item;
- 16 e. Project attendance of event/projected use of item;
- 17 f. Number of members of club or group;

18
19
20 *Section 5 – Appearance Before the Associated Student Government Budget and Finance*

21 *Committee*

22 The club or organization or individual requesting funding from the Associated Student
23 Government must send an advisor/director and an Inter-Club Club Representative. One of the
24 following representatives shall appear before the Associated Student Government:

- 25 a. **Club**

1. President
2. Treasurer
3. Inter-Club Council Representative for the club

b. Other Organizations

4. An organization leader (other than faculty or staff members)

c. Individual

5. Not required

Note: For clubs or organizations, it is highly recommended that everyone in Section 5-A and the advisor/director attend all meetings pertaining to the club, organization or individual monetary requests.

Section 6 – Monetary Request Appearance on Associated Student Government Agenda

A monetary request by a club, organization, or individual must appear on the Associated Student Government General Session Agenda for at least one (1) meeting as an information item and the following meeting as an action item.

Section 7 – Appearance Before the Associated Student Government General Session

Once the club, organization, or individual has received notification from the Associated Student Government; the club, organization, or individual requesting monetary support will be placed on the agenda and heard as an information item at a regularly scheduled meeting of the Associated Student Government. The club, organization, or individual requesting funding must also send those stated in Section 5 A-C to both the information item meeting and the action item meeting. These representatives will then answer any questions regarding the request.

1 **Section 8 – Disbursement of the Requested Funding**

- 2 a. The amount of the funding will be disbursed by the Associated Student Government
3 via the Associated Student Government Treasurer upon verification of all receipts no
4 later than thirty (30) days after the close of the event. Contracts or requested
5 purchase orders will be disbursed through the Associated Student Government
6 Advisor. It shall be the duties and responsibilities of the Associated Student
7 Government Advisor to inform the Associated Student Government President,
8 Advisor, and Treasurer should there be any discrepancies.
- 9 b. Funds will not be disbursed to the club, organization, or individual for items not
10 specifically listed in the original request once it has been approved by the Associated
11 Student Government.
12

13
14 **ARTICLE XI – PAID ASSOCIATED STUDENT GOVERNMENT**
15 **EMPLOYEES**
16

17 **Section 1 – Secretary Duties**

18 A non-voting secretary will be hired by the Associated Student Government to perform the
19 following duties:

- 20 a. Type the agenda;
21 b. Record and type the minutes;
22 c. Prepare and maintain files, records, and historical documents;
23 d. Answer the telephone and take messages;
24 e. Answer questions and represent the Associated Student Government during office
25 hours in the absence of the Associated Student Government members;

- 1 f. Perform other secretarial duties as requested by the Associated Student Government.
2

3 **Section 2 – Hiring the Associated Student Government Secretary**

4 The following steps will be followed when hiring the Associated Student Government Secretary:

- 5 a. Advertising and initial screening will be conducted by the Associated Student
6 Government Advisor.
7
8 b. The finalists will be interviewed by the Associated Student Government President
9 and two (2) other Associated Student Government members appointed by the
10 President and approved by a majority of Associated Student Government members.
11
12 c. The finalist will be approved by a majority vote of the Associated Student
13 Government.

14 **Section 3 Hiring Other Associated Student Government Employees**

15 The following sequence will be followed by the Associated Student Government when hiring
16 other employees:

- 17 a. Advertising and initial screening will be conducted by the Associated Student
18 Government Advisor.
19
20 b. The final selections will be made by the Associated Student Government Advisor and
21 the Associated Student Government President.
22

23 **Section 4 – Associated Student Government Employees' Conduct**

24 All Associated Student Government employees working at Cuyamaca College will follow the
25 employee guidelines set by Cuyamaca College.