

San Diego Miramar College

**Constitution
Of the
Associated Student Government**

10440 Black Mountain Road
San Diego, CA 92126

Passed in Spring General Election 2016



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San Diego Miramar College
Associated Student Government (ASG) Constitution

Preamble

The highest intellectual, social and moral life is achieved by the orderly pursuit of learning and scholarship. Aspiring to this noble ideal, we, the academic community of students at Miramar College, do hereby establish this Constitution as the governing document under which our elected student leaders shall promote the interests of our college community and students. We the students of San Diego Miramar College as an autonomous constituency of the San Diego Community College District do provide by this constitution a student government committed to effective student participation in all areas of student concern. Through independent actions, shared governance, and in concert with other constituencies of the community college family, participate in the formation and improvement of educational programs, protect full freedom of assembly and expression in the community college, articulate and represent student interests in the governance of the college, provide services and coordinate activities for students, and advance our common interests and concerns as students and as citizens.

Article I

Name, Colors, Team Name, and Emblem

Section I **Name**

The name of this organization shall be the Associated Student Government of Miramar College.

Section II **Colors**

The official school colors shall be Teal and White.

Section III **Team Name**

The official name for those teams representing the Associated Student Government of Miramar College shall be the Jets.

Section IV **Emblem**

The official emblem of the Associated Student Government of Miramar College shall be determined by an open contest amongst the Associated Students organized at the discretion of the Associated Student Government.

Article II

Membership

Section I

Membership in Associated Student Government of Miramar College shall be open to any enrolled student of San Diego Miramar College. Any member therefore may pay set dues to be an active, card-holding participant as established in the Bylaws.

Section II

Dues shall allow students to use all facilities of and attend all events sponsored and financed by the Associated Student Government free of surcharge, unless otherwise levied by the Associated Student Government.

Section III

Dues of the Associated Student membership shall be determined by a two-thirds (2/3) vote of the Associated Student Government, subject to approval of the College President and the Board of Trustees.

Article III Student Government

Section I

The affairs and properties of the Associated Student Government of San Diego Miramar College shall be administered by the Associated Student Government which is composed of the Associated Student Executive Council, Senate and Campus Club Representatives.

The primary duty of the Associated Student Government is to execute the business of the Associated Student Government. The Associated Student Government has the responsibility to originate all actions of the Student Government dealing with expenditures of and allocation of funds to various student accounts. It is their duty to see that such items as budgeted funds, allocated funds or other legislative actions be fulfilled.

Section II

Executive Council

The Executive Council shall consist of the Associated Student President, Vice President, Secretary, Treasurer, and Senate Representative.

Each member of the Executive Council shall have equal voting rights on all matters brought before the Executive Council.

Section III

Student Senate

- A. . The Student Senate shall consist of a minimum of five (5) elected Associated Student Senators, one of which shall become the Senate Representative by in-house senatorial election.
- B. Each Senator shall be allowed to nominate exactly one person from the current group of Senators.
- C. Each Senator, including those who are nominated, have exactly one vote.
- D. If a Senatorial Tie occurs, the Senate may ask the Associated Student Vice President to cast a tie breaking vote.

Section IV Affiliated Organization Representatives

- A. Each individual officially-recognized College Club or Organization must elect or appoint one (1) Student Representative to serve in the Associated Student Government.
- B. Representatives must be officially named in the Club Application package, and may not be an Associated Student Government Executive Officer, or Senator. No member of the Associated Student Executive Council or Senate shall serve as an Associated Student Club or Organization Representative at the same time.
- C. Each officially Recognized Club or Organization of the Associated Student Government will hold one (1) vote per body regardless of membership size.
- D. It is the representative's sole responsibility to cast the vote of the Club or Organization and to act as a liaison and exchange of information between the Associated Student Government and their respective Club or Organization.
- E. Each individual officially-recognized College Club or Organization Representative may vote on all issues brought before the Associated Student Government.
- F. The responsibilities of the Club or Organization Representative shall include actively and collectively promoting and participating in the activities, advocacy projects and student life promotions of the Associated Student Government.



- G. Any Club or Organization seeking special funding or stipends must actively participate in the activities, advocacy projects, and student life promotions of the Associated Student Government. Participation Requirements for receipt of stipends must be established by the Associated Student Government at the beginning of each Semester and shall require involvement in a minimum of 50% of Associated Student Government activities.
- H. A list of acceptable activities, advocacy projects, and student life promotions of the Associated Student Government for each semester, must be provided to each Club or Organization at the time of Club Orientation. From said issued list; dates, times and locations will be discussed and established on an ongoing basis at weekly Associated Student Government Meetings making attendance, participation and active communication of representatives between their Club or Organization and the Associated Student Government critical.

**Article IV
Qualifications for Office**

Section I Petitioning

- A. . Presidential and Vice Presidential Candidates shall be eligible to run for office after filing a nominating petition containing a minimum of fifty (50) signatures of registered San Diego Miramar College students, in addition to meeting any application requirements set forth by the Associated Student Government in concert with the Student Affairs office and in accordance with District policies and procedures.
- B. Other Executive Officer and Senate Candidates shall be eligible to run for office after filing a nominating petition containing a minimum of twenty-five (25) signatures of registered San Diego Miramar College students, in addition to meeting any application requirements set forth by the Associated Student Government in concert with The Student Affairs office and in accordance with District policies and procedures.

Section II Qualifications and Requirements

- A. Unit Requirements
All students seeking or holding an Associated Student Government Executive Office or Senate Office at San Diego Miramar College must carry and complete a minimum of three (3) semester units in the San

Diego Community College District of which a majority of these units must be carried at San Diego Miramar College.

B. Grade Point Average Requirement

1. All students seeking or holding the office of Associated Student Government President must have a cumulative 2.5 grade point average at the beginning of the term of office and maintain a 2.5 grade point average throughout the term.
2. All students seeking or holding other offices of the Associated Student Executive Council and Student Senate must have a cumulative 2.0 grade point average at the beginning of the term of office and maintain a 2.0 grade point average throughout the term.

Article V

Student Judicial Review Board

Section I

A Student Judicial Review Board shall be established. This Board shall perform duties described in Article XIV of the Bylaws.

Section II

The Student Judicial Review Board of the Associated Student Government of San Diego Miramar College shall consist of five (5) members appointed by the following :

- A. One (1) Justice (a student) shall be appointed by the President of the Associated Student Government of San Diego Miramar College early in the fall semester.
- B. One (1) Justice (a student) shall be appointed by the Associated Student Government Vice President early in the fall semester.
- C. One (1) Justice (a student) shall be appointed by a majority vote of the Associated Student Government Senate and Representatives early in the fall semester .
- D. One (1) Justice shall be either an Administrator or Staff member appointed by the Classified Senate of San Diego Miramar College early in the fall semester.

- E. One (1) Justice (a faculty member) shall be appointed by the Academic Senate of San Diego Miramar College early in the fall semester.

Section III Appointment of Chief Justice

- A. Chief Justice shall be appointed by the Dean of Student Affairs among the Justices appointed.
- B. The Chief Justice's sole responsibilities are to chair all Board meetings and report all findings of the Judicial Review Board to the Dean of Student Affairs or acting administrator and the President of the Associated Student Government. The remainder of the ASG will be notified if deemed appropriate by the Dean of Student Affairs and the President of the ASG.

Section IV Inactive Student Judicial Review Board

In the event that the Student Judicial Review Board is inactive or not convening for any reason, its responsibilities stipulated shall be given to the Associated Student Executive Council. In events that could result in conflict of interest, such as Associated Student Executive Council elections, the Vice President of Student Services shall assume Student Judicial Review Board responsibilities.

Article VI
Committees

Section I Formation of Committees

If they are deemed necessary, the Associated Student Government may form committees via a majority vote of all members present. ~~The ASG shall have the right to name committees and assign responsibilities to the committees.~~

~~Members of the AS shall be appointed to committee assignments through a majority vote of the AS.~~ Any member of AS is eligible to serve on a committee, whether they are a member of the Executive Council, Student Senate, a Club Representative, or hold no office. There must be a minimum of three members on a committee. Once the members have been selected, they shall elect amongst themselves a Committee Chair. ~~enamrs-m ct as~~
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Section II Standing Committees

The Standing Committees of the Associated Student Government and their responsibilities shall be:

- A. Governance and Transparency Committee
 - a. Reviewing the Associated Student Government Constitution and Bylaws annually and submitting proposed Amendments to the ASG if necessary.
 - b. Ensuring that the ASG is abiding by the Constitution and Bylaws.
 - c. Formulating policy to ensure ASG transparency with the college student body.
- B. Student Activism Committee
 - a. Creating and implementing strategies to register students to vote.
 - b. Planning and executing events to get students more involved in their community and government.
 - c. Helping student representatives prepare and be effective when advocating on behalf of the student body.
- C. Future Events Committee
 - a. Planning and executing the seasonal festivals and club rushes every semester.
 - b. Planning and executing other events on campus to engage the student body.
 - c. Planning and executing fundraisers for the ASG in cooperation with the ASG Treasurer.
- D. Student Rights Committee
 - a. Advocating for underrepresented student demographics on campus.
 - b. Ensuring the ASG is not discriminating against any student based on their ethnicity, religion, gender, sexual orientation, disability, culture, or any other reason.
 - c. Creating a gateway for safety, support, and acceptance for all demographics on campus.

Additional duties and responsibilities may be delegated to the standing committees by the Associated Student Government.

Section III **Working Committees**

Working Committees are temporary committees established to complete a specific project or task and then disband once the project or task has been completed. The Associated Student Government may establish Working Committees under the same rules under Article VI Section I of this Constitution, however a disbanding condition must be added when establishing the Working Committee.

Article VII
Elections

Section I Election Responsibilities

All Associated Student elections shall be coordinated by the Student Affairs Office in concert with District Staff.

Section II Execution of Elections

- A. The Associated Student Government President, Vice President, Secretary, Treasurer, and a minimum of five (5) Associated Student Government Senators shall be elected by a simple majority of total registered Miramar students voting in the election. In the case that a simple majority is not met for the executive positions; the candidate(s) who receives the majority vote will be elected into office.
- B. In the event of a tie for any position on the Executive Council, the Student Affairs office will set the time and date for a special runoff election.

Section III Special Elections

Special elections shall be initiated by the Associated Student Government in coordination with the Student Affairs Office.

Section IV Reelection

All members of the Executive Council and Student Senate shall be eligible for reelection .

Executive Council Officers may not serve for more than two (2) terms cumulative or consecutive in any Executive Council Officer position.

Article VIII
Terms of Office

Section I

All members of the Associated Student Government will serve a term on one (1) full academic year beginning July 1st and ending June 30th. Regardless of election or appointment date, all elected officer terms will expire June 30th of the academic year in which the office was acquired.

Article IX
Vacancies

Section I

In the event of a vacancy in any office of an elected at large member of the Executive Council, and Senate, except for the Associated Student Government President, the office shall be declared vacant by the body in which the vacancy occurs.

The vacancy shall be filled by an in-house election of the Associated Student Government. Each voting member of the Executive Council, Student Senate, and Organization Representatives shall have (1) vote, and a simply majority shall approve the appointment.

In the event of a vacancy in the Office of Associated Student President, the Associated Student Vice President shall assume the office.

Section II

In the event that a member of the Associated Student Government believes that a fellow Council member has not performed the reasonable execution of duties, said student carries the right to request that said council member be removed from office.

Such decision shall be made by a 2/3 majority vote of the Associated Student Government. The Associated Student Government must act upon the student's request, unless the request is withdrawn by the student.

In the event that a member of the Associated Student Executive Council or Senate is exhibiting severe dereliction of duties, or abuse of authority, has missed 3 or more Associated Student Government meetings and or events in one semester, failure to maintain the minimum office hours per week (as outlined in the Associated Student Government Bylaws), or has provided false or negative representation of the Associated Student Government as an organization, the Associated Student Government President may ask for said members immediate resignation, may call for a vote of removal from office, or may initiate a Student Judicial review Board (SJR).

The Student Judicial Review Board shall not act five (5) academic school days before, or later than ten (10) academic school days after the request has been filed in writing.

The Student Judicial Review Board shall meet in a closed session hearing first with the student and then with the involved Associated Student Government member. A written opinion shall be forwarded by the Chief Justice to the Dean of Student Affairs or acting administrator, the Associated Student Government President, and the Associated Student Government Vice President.

Section III Resignations

Each elected member of the ASG has the right to resign and may do so by submitting their resignation in writing (including email) to the Executive body in which they serve. The word "resign" must appear in the resignation.

The Resignation of an elected member of the ASG will be publically noted at the next scheduled Associated Student Government meeting, and reflected in the minutes.

Article X
Affiliated Organizations

Section I Supplementary Charters and Bylaws

All student clubs must submit an annual recertification packet to the Associated Student Government through the Student Affairs Office in order to be officially recognized by the ASG. The packet must include the club's Constitution, Bylaws, and list of officers with phone numbers, name of advisor, and an annual budget proposal. Only currently enrolled students at Miramar College may be elected to club positions or serve as club members. Upon completion of this procedure, the packet, except the budget proposal, will be forwarded to the Office of the Dean of Student Affairs for final certification processing.

In addition, all club documentation must be in alignment with and in compliance with all District Policy 3200 and Associated Student Government Constitution and Bylaws. Associate Student affiliated Clubs and organizations will be subject to approval based on safety, liability and general risk management.

Section II

All supplementary charters and by-laws must have a two-thirds (2/3) vote of approval by the Associated Student Government.

Section III

All supplementary charters and bylaws may be reviewed by the Student Judicial Review Board if requested by the Executive Council.

Article XI
Financial Code

Section I

A financial code shall be established in the Bylaws of this Constitution.

Article XII
Amendments

Section I

Amendments to the Constitution shall be made by a simple majority vote of registered Miramar students voting in a regular election or under a special election as per Article VI, Section III. In the case that a simple majority is not met, a majority of all votes cast is acceptable .

Temporary Amendments to the Constitution and Bylaws called "Friendly Amendments" may be adopted no later than the fourth week of each Academic Semester by the Associated Student Government ,and will be active for a period of one academic year ,or the end of the Academic year in which amendment is adopted, if Amendment is established during the spring semester .

Friendly amendments must be attained by a 2/3 Majority vote of the Associated Student Government.

In the event there are more than two (2) alternative measures (propositions) on the ballot, the measure receiving the highest number of votes has a majority.

Article XIII
Associated Student Government Officer and Senator Expectations

Section I **Professionalism and Ethical Responsibility**

- A. Elected members of the ASG are expected to act professionally and respectfully in all public dealings, shared governance meetings, and conferences .ASG should at all times have transparent processes, and communications. In addition, each member must maintain ethical ,fair, unbiased and non-discriminatory stances for all students and their concerns.
- B. District Email accounts are to be used strictly for Associated Student Government Business. Emails are required to be screened by the Dean of Student Affairs prior to being sent over the College District List **(DL)**.
- C. The elected ASG members are required to represent the consensus opinion of the Associated Student Government.
- D. Associated Student Government members are subject to disciplinary action by the Dean of Student Affairs, and removal from office if found to

be intentionally misrepresenting the Associated Student Government at anytime.

E. All forms including but not limited to: assault, harassment, personal defamation of character and identity, and discrimination are grounds for removal from office and will be dealt with according to Section II of the Constitution under Responsible Execution of duties.

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Bylaws Of the Associated Student Government

Article I Dues

Section I Dues to the Associated Student Government shall be:

- A. In compliance with Article II Section I of the Associated Student Government Constitution .
- B. Shall be set by the Associated Student Government during the Spring Semester for the Academic Year.

Section II

Dues shall allow students to use the facilities of and attend all events sponsored and financed by the ASG free of surcharge , unless otherwise levied by the Associated Student Government.

Article II **Duties of the Executive Council**

Section I

The executive powers of the Associated Student Government shall be vested in the Associated Student Government Executive Council.

The Executive Council shall be responsible for the actual expenditures of funds and promotion of activities and act as liaison between student, faculty, administrators, and community.

Article III

Duties of the Student Senate

Section I

The legislative powers of the Associated Student Government shall be vested in the Associated Student Government Student Senate.

The Student Senate shall be responsible for originating legislation for the appropriation of all ASG funds and initiate legislation dealing with the general activities of the ASG.

Article IV

Duties of the Individual Offices

Section IA

Duties of the Associated Student Government President

- a. Attend and Chair all Associated Student meetings.
- b. Be the lead facilitator/organizer during meetings and events.
- c. Delegation of duties and follow ups.
- d. Oversee other Student Government member's duties and assist when needed.
- e. Serve as a mediator for inter-government disagreements/discrepancies.
- f. Help originate, organize, and plan activities.
- g. Be knowledgeable on past and present practices with the AS, Administrators, and campus as a whole.
- h. Always represent the AS and the campus student body in a professional manner.
- i. Represent the student body on legislative issues and advocacy.
- j. Always represent the entire Student Government's stance, not personal opinions.
- k. Promote student activism and participation.
- l. Promote ASG memberships and ASG recruitments.
- m. Promote healthy relationships and communication within and outside of the Student Government.
- n. Serve as the liaison between the ASG and the Dean of Student Affairs and/or the Vice President of Student Services.

- o. Represent the ASG/student body to the College Executive Committee and attend meetings or delegate a Student representative to attend in your absence.
- p. Attend and/or present when called upon by the President for, special activities (ground breakings, board site visits, opening week etc.).
- q. Keep close working relationships with the other Executive Council members, practice open communication and assign duties when needed.
- r. Oversee Student Government functionality.
- s. Serve as Student Representative for all United Student Government Meetings, Miramar College Foundation Board meetings, and Miramar College Executive Council meetings.
- t. Represent the San Diego Miramar College ASG at times and places where representation is required.
- u. Serve as ex-officio member on all committees of the ASG, without voting rights.
- v. Call the Executive Council into emergency session if needed to perform duties of the Executive Council.
- w. Inform all officers and representatives of their role in the shared governance structure adopted by the College.
- x. Delegate responsibilities to the other officers.
- y. Remain responsive to the needs of the students of San Diego Miramar College.
- z. Encourage, and help promote student participation in the ASG.
- aa. Always ensure that ASG is performing at its best while practicing good ethics, fairness, flexibility and equity.
- bb. To attend as many AS events (ie: welcome week, conferences, book exchange, etcetera) as much as possible and to help out during these events.

(Changes were made to the President's function concerning Committees to match Article VI of the Constitution.)

Section 18 Associated Student President Stipend

- a. The maximum stipend for Presidential duties shall not exceed 40 hours a month at a rate of \$10 an hour.
- b. The President must work a minimum 10 hours a week.
- c. The Dean of Student Affairs will have the authority to hold the President accountable for hours worked on a monthly basis.
- d. The stipend can be deducted by the Dean of Student Affairs if hours are not worked.

Section IIA Duties of the Associated Student Government Vice President

- a. Serve as Chair of AS meetings in the absence of the President of the ASG.
- b. Attend special functions as needed with the President.
- c. Assist the President with any duties or projects when needed.
- d. Develop and maintain a close working relationship with the President.
- e. Help the President oversee government functionality and making sure things get done.
- f. Help organize/plan activities.
- g. Always represent the AS and the campus student body in a professional manner.
- h. Always represent the entire Student Government's stance and not personal opinions.
- i. Promote and practice open communication with the Student Government.
- j. . Promote and practice teamwork and unity within the Student Government.
- k. Maintain relationships with all campus clubs and keep track of current board members and advisors.
- l. Relay inquires requests or concerns of clubs to the AS and help address/solve issues.
- m. Assist in club certification process and attend club trainings with President.
- n. Attend every AS meeting on time.
- o. Promote student participation in clubs and AS.
- p. Promote/organize club participation in AS events.
- q. Sit on district committees if asked and when possible.
- r. Assist the President in keeping open communication and teamwork in the Student Government.
- s. Be knowledgeable in Roberts Rules and the Brown Act.
- t. Assist students with AS memberships (planners, scantrons, and benefits.
- u. Be dependable and work scheduled office hours.
- v. Be the official liaison to and for all campus clubs.
- w. Serve as ex-officio member on all committees of the ASG in the absence of the President.
- x. Remain responsive to the needs of the students of San Diego Miramar College.
- y. . Actively promote greater participation in campus events and activities.
- z. To attend campus committee meetings and report committee issues to the Student Government.
- aa. To attend as many AS events (ie: welcome week, . conferences, book exchange, etcetera) as much as possible and to help out during these events.

(Parliamentarian roles were added to the Vice President in order to assist the President in chairing AS Meetings.)

Section II B Associated Student Vice President Stipend

- a. The maximum stipend for Vice Presidential Duties shall not exceed 20 hours per month at a rate of \$10 an hour.
- b. The Vice President shall work a minimum of 5 hours a week.
- c. The Dean of Student Affairs will have the authority to hold the Vice President accountable for hours worked on a monthly basis.
- d. The Stipend can be deducted by the Dean of Student Affairs if hours are not worked.

Section III A Duties of the Associated Student Secretary

- a. Issue calls to meetings as directed by the Associated Student Government President. Create and post agendas in a place of clear view to the Public a minimum of 72 hours prior to the meeting in accordance with Brown Act as well as on the AS webpage.
- b. Keep appropriate records accessible to Students and the public.
- c. Take proper minutes at all AS meetings.
- d. Oversee the AS webpage and make sure it is current.
- e. Make copies of Agendas and Minutes for all meeting attendees.
- f. Record and publish minutes of all meetings of the Associated Student Council within 96 hours of each meeting in a place of clear view to the public as well as on the AS webpage.
- g. To issue copies of the minutes to the Vice President of Student Services, the College President, the Dean of Student Affairs, all Club Representatives and their Advisers, The Associated Student Government members and any requesting individuals.
- h. Keep a master binder of Agendas and Minutes (final copies) with signatures. In addition make sure there are electronic copies of all Agendas and Minutes available on the AS webpage.
- i. Conduct routine correspondence pertaining to this office, including notification of the Executive Council in advance of all activities additional to business meetings.
- j. Take "notes" or documentation for unofficial meetings.
- k. Attend every AS meeting on time.
- l. Find a replacement to fill in if unable to attend an Associated Student meeting.
- m. Must notify the Associated Student President no less than 24 hours in advance if unable to attend an Associated Student Government meeting.
- n. Work closely with the Associated Student President on current issues and agenda items and assist as needed.
- o. Handle and organize, contact and sign in sheets and file or put in database.

- p. Keep an updated master list of all Student Government members' contact information.
- q. Be knowledgeable in Robert's Rules of Order and the Brown Act.
- r. Keep, organize and file any other documents important to the AS and/or campus .
- s. Assist the ASG with creating advertisements/flyers for Associated Student events or special activities .
- t. Always represent the AS and the campus student body in a professional manner.
- u. Always represent the entire Student Government's stance, not personal opinions.
- v. Promote and practice open communication within the Student Government as well as teamwork and unity within the Student Government.
- w. Help to remind Student Government members of deadlines and plans as reflected in minutes.
- x. Assist students with AS memberships (planners, scantrons, benefits, and be knowledgeable of process.
- y. Help plan, organize and coordinate events at the Associated Student President's request.
- z. Be dependable and work scheduled office hours.
 - aa. Remain responsive to the needs of the students of Miramar College.
 - bb. To attend as many AS events (ie: welcome week, . conferences , book exchange, etcetera) as much as possible and to help out during these events .
 - cc. Any speaker during an ASG meeting may give their pronouns for the Secretary to record in the official minutes for use in any correspondence with the individual.

(Responsibility of the AS Website was transferred to the Secretary for them to be able to post the Agendas and Minutes online as well.)

Section IIiB Associated Student Secretary Stipend

- a. The maximum stipend for Secretary Duties shall not exceed 15 hours per month at a rate of \$10 an hour.
- b. The Secretary shall work a minimum of 5 hours a week .
- c. The Dean of Student Affairs will have the authority to hold the Secretary accountable for hours worked on a monthly basis.
- d. The Stipend can be deducted by the Dean of Student Affairs if hours are not worked.

Section IVA Duties of the Associated Student Treasurer

- a. Be knowledgeable of Article VII (Financial code) of the Bylaws.
- b. Prepare a budget in compliance with the Financial Code and act as Controller for student funds.
- c. Report the ASG financial statements to the Executive Council at the first meeting of every month.
- d. Help originate and organize all student events and fundraisers.
- e. Help promote Associated Student membership and distribution of the AS card.
- f. Remain responsive to the needs of the students of San Diego Miramar College.
- g. Assume the duties and responsibilities assigned by the Associated Student President.
- h. Keep and maintain a current and running balance of all Associated Student Government Accounts , funds, expenditures and profits.
- i. Pay associated Student Council Invoices and bills in a timely manner .
- j. Assist the Student Affairs office with all travel and major expenditure proposals over \$1000.
- k. Assist Club officers in preparation of check requisitions upon request.
- l. Attend every Associated Student meeting on time.
- m. Oversee all Associated Student budgets.
- n. Oversee and handle all monies raised and/or collected by the ASG.
- o. Be knowledgeable in all budget processes and procedures .
- p. Request/Receive information from the Accounting department on changes in budget procedures , create and maintain a binder on budget procedures and process forms.
- q. Work closely with the campus Accounting department upon request.
- r. Properly fill out and submit all Check Requisitions and any and all monetary requests.
- s. Always have the most current budget standing available for review by the Student Government.
- t. Responsible for seeing all monetary requests from start to finish and make sure they are completed or "closed" in a timely manner.
- u. Give monetary approval for reimbursements and Check Requisitions before they are submitted.
- v. . Work closely with the President and advise/discuss if there are discrepancies or issues concerning the budget.
- w. Prepare the following year's budget before deadline and work with the Accounting Department and the Associated Student President in the process.
- x. Responsible for all monies coming in, complete proper forms and deposit monies from fundraising.
- y. . Oversee cash transactions at events and maintain change if needed at events.

- z. Advise entire Student Government of all budget issues.
- aa. Keep track of AS membership sales (keep data or spreadsheet with values).
- bb. Keep track of totals of office supplies orders.
- cc. Help organize/plan activities when asked.
- dd. Research and provide a detailed a detailed cost analysis for every event and/or trip for the Associated Student Government upon request by the Associated Student President.
- ee. To attend as many AS events (ie: welcome week, . conferences, book exchange , etcetera) as much as possible and to help out during these events .

(Specific duties pertaining to Vendors have been removed in favor of Committee directly working with the Vendors.)

Section IVB Associated Student Treasurer Stipend

- a. The maximum stipend for Treasurer Duties shall not exceed 15 hours per month at a rate of \$10 an hour.
- b. The Treasurer shall work a minimum of 5 hours a week.
- c. The Dean of Student Affairs will have the authority to hold the Treasurer accountable for hours worked on a monthly basis.
- d. The Stipend can be deducted by the Dean of Student Affairs if hours are not worked.

Section VA Duties of the Senate Representative

- a. Perform all Student Senator duties as stated in Article II, Section VIA.
- b. Represent the Associated Student Senate at all Executive Council meetings .
- c. Be responsible for communicating updates to Senator Binders.
- d. Chair all meetings of the Associated Student Senate.
- e. Attend all Executive Council meetings as a full member.

Section VB Senate Representative Stipend

- a. The maximum stipend for Senate Representative duties shall not exceed \.... - 10 hours per month at a rate of \$10 an hour.
- b. The Senate Representative shall work a minimum of 5 hours a week .
- c. The Dean of Student Affairs will have the authority to hold the Senate Representative accountable for hours worked on a monthly basis.
- d. The Stipend can be deducted by the Dean of Student Affairs if hours are not worked .

Section VIA Associated Student Senator Duties

- a. Represent the general Associated Student membership.
- b. Remain responsive to the needs of the students of San Diego Miramar College.
- c. Assume the duties and responsibilities assigned by the Associated Student President.
- d. Participate in Associated Student council meetings, and all student activities organized by the ASG.
- e. Assist the Executive Council officers as needed during the term of office.
- f. Engage the general Student Body to obtain concerns, issues, and opinions related to College or District policy and or District or College Governance providing a vehicle for students to participate in and appropriately respond to issues and allowing for direct representation of the needs of the Students.
- g. Attend all ASC Meetings on time.
- h. Assist in event planning and take specific tasks and responsibilities according to what is needed to be done to complete the event.
- i. Remain responsive to the needs of the students of Miramar College.
- j. Participate in student activities organized by the AS and facilitate in their organization as needed.
- k. To attend any committee meetings as assigned by the ASG and report to the council every meeting.
- l. To attend as many AS events (ie: welcome week, conferences, book exchange, etcetera) as much as possible and to help out during these events.
- m. To advertise Associated Student events, distribute surveys, hand out flyers etc.
- n. To research conferences and issues to be discussed prior to the actual conferences.
- o. Always represent the AS, and the campus student body in a professional manner.
- p. Always represent the entire Student Government's stance, not personal opinions.
- q. Promote and practice open communication within the Student Government.
- r. Promote and practice teamwork and unity within the Student Government.
- s. Assist students with Associated Student memberships (planners, scantrons, benefits, and be knowledgeable of process.
- t. Follow through with delegations and duties assigned by the President in an effective and timely manner.
- u. Be dependable and work all scheduled office hours.
- v. Recruit new student leaders for the ASG.

Section VIB Associated Student Senator Stipend

- a. The ASG may adopt a Senator Stipend of no more than \$50.00 a month with a 2/3 vote and if the ASC Adviser agrees it is financially feasible .
- b. Student Senators shall work a minimum of three hours a week .
- c. The Dean of Student Affairs will have the authority to hold the Senators accountable for hours worked on a monthly basis.
- d. The stipend can be deducted by the Dean of Student Affairs if hours are not worked.

Section VII Duties of the Associated Student Government Advisor

- a. Attend all ASG meetings. If unable to attend, find a substitute advisor who is knowledgeable with the ASG and pertinent issues.
- b. The ASG is a priority not an obligation.
- c. During ASG meetings advise only when necessary, keep comments to a minimum, and allow the council to formulate its own opinions without the opinions of the Advisor.
- d. Understand that the Student Government is in perpetual change and what worked for one Student Government may not work for another. Advise but allow every Student Government to be creative and find out what works best for them.
- e. Serve as the mediator when conflict arises between Student Government members that cannot be resolved within.
- f. ASG Chair is by the Brown Act and Parliamentary procedures the overall authority of meetings, treat as so.
- g. Serve as the Advisor for travel and events or find a replacement in case of absence.
- h. Follow through on duties promised or volunteered for.
- i. Stay in the loop on AS activities and issues and be engaged.
- j. Advise on Budget procedures/ guidelines and be knowledgeable on district policies.
- k. Advise and if necessary train council on Brown Act and Roberts Rules, and catch/help correct when they are not being followed.
- l. Support student ideas/opinions and activities with an open mind and unbiased stance.
- m. Be organized and pay attention to details concerning AS issues, events, practices, procedures, etc.
- n. Be creative and work with the AS to be innovators and ever changing.
- o. Treat the ASG as adults and give the ASG direct, concise and accurate information.

- p. Work with the Student Government to plan semester retreats, and training agendas based on the needs of the Student Government.
- q. Be knowledgeable on all AS related policies and limitations, campus and district wide, so that AS inquires can be correctly addressed.
- r. Support the students and the AS on administrative, campus and district levels.
- s. Help, advise and guide the Associated Student Government members on their positions and help them understand their obligations, commitments, and the responsibility of their roles.
- t. Always represent the entire Student Government's stance, not personal opinions.
- u. Promote and practice open communication within the Student Government.
- v. Promote and practice teamwork and unity within the Student Government.
- w. Assist students with AS memberships (planners, scantrons, benefits, and be knowledgeable of process).
- x. Remain responsive to the needs of the students of Miramar College.
- y. . Advise and make recommendations to the ASG on issues but only when necessary.
- z. Promote and practice open communication within the Student Government and between Administrators and students.
- aa. Promote and practice teamwork and unity within the Student Government.
- bb.To approve monetary distributions appropriate to planned activities and events that has been approved by the Student Government.
- cc. Encourage and promote diversity and effective leadership skills among ASG members.
- dd.Allow the ASG to run and mediate as a self governing body and to advise where needed.
- ee.To find prompt, accurate and complete answers to student questions in regard to event planning, governance etc.
- ff. To recognize the students ability to plan, initiate, and originate activities, events, advocacy opportunities and to be present when needed.
- gg.To-conduct mediation when requested by the ASG member.
- hh. To maintain relations with and to notify the VPSS of upcoming events and activities on a regular basis.
- ii. To maintain open communication with the ASG President and ASG in regard to all campus issues relating to students.

(The Public Affairs Director, Government Affairs Director, and Budget Committee have been removed.)

Article V
Elections

Section I

Annual elections shall be held during the Spring semester , as determined by the current Associated Student Government in concert with the Student Affairs Office in abidance with District Election Policies, In the event that the regular annual election fails to produce at least fifty percent (5) of the Senate positions and/or fails to elect a President and/or Vice President, a special election shall be held within the 1st 2 months of the Fall Semester. A simple majority of the votes will be required to be elected into office. This will enable the newly-elected Student Government to attend the annual Spring Conferences, training, activities and engage in job shadowing as deemed appropriate by the Associated Student Government President and in concert with the Dean of Student Affairs.

Section II

Terms of elected offices shall coincide with the budget year July 1st through June 30th.

Article VI

Standing Rules for the Associated Student Government

Section I

All meetings shall operate under Robert's Rules of Order, newly revised.

Section II

Regular meeting times shall be set before the adjournment of the preceding meeting and may not convene prior to the announced date.

Section III

Emergency session of the Associated Student Executive Council may be called only if all members have been notified. Conscientious effort must be made to notify all members.

Section IV

A quorum will exist when a simple majority of members and at least one {1} faculty advisor are present. Vacant office positions are not reflected in the total number of members and therefore will not be used to constitute a quorum. Only Executive Officers and Senators count for Quorum.

Section V

The Executive Council and Senate must prepare, post and make available to the public and all interested persons an agenda 72 hours prior to scheduled meeting times in accordance with the Ralph M. Brown Act.

Section VI

Each Executive Council and Senate may adopt standing rules by majority vote as they find necessary. All standing rules not covering the preceding articles and not found in Robert's Rules of Order are valid only for the semester in which they were adopted.

Section VII

Standing rules may be changed by a majority vote of the specific groups concerned. At least one regular business meeting shall intervene between the proposal and the implementation of the new rule.

Section VIII

At any meeting of the ASG, including Executive Council and Senate meetings, speakers may give their pronouns during roll call and shall be addressed as such during the meeting. Members may change their pronouns at any time during the meeting and at the roll call of the next meeting for the official minutes.

Article VII

Associated Student Body Financial Code

Section I

The Bylaws of finance shall be known as the Financial Code and are established to define policies and procedures for the financial transactions of the Associated Student Government of San Diego Miramar College and its associated clubs and organizations .

Section II

The source of authority for carrying on student body activities at San Diego Miramar College is the people of the State of California. Their will is expressed by their elected representatives in the California legislature through the Education Code. Principal code sections affecting student body activities are 10701 and 10705. Some important provisions read as follows :

"Any group of students may organize a student body association within the public schools with the approval of and subject to the control and regulation of the governing board of the school district. Any such organization shall have as its purpose the conduct of activities on behalf of the students approved by the school authorities and not in conflict with the authority and responsibility of the public school officials."

"The funds shall be expended subject to such procedure as may be established by the student body organization subject to the approval of each of the following three persons, which shall be obtained each time before any such funds may be

expended:an employee who is designated Advisor of the particular student body organization."

The Board of Trustees of the San Diego Community College District is elected by the people of the San Diego Community College District. They exercise their authority under the Education Code and the Government Code .

The following officials exercise authority delegated by the Board of Trustees in matters of Associated Student finance .

The Dean of Student Affairs is generally responsible for the conduct of ASG of San Diego Miramar College financial activities. The Student Services/Dean of Student Affairs is governed in the exercise thereof by the Education Code, and by rules and regulations of the Board of Trustees. The Vice President of Student Services has the right to veto any expenditure of the Associated Student funds, but may not place in the student budget any item without the approval of the Student Government.

The Dean of Student Affairs, under the Vice President of Student Services, is responsible for the administration, development, supervision, and coordination of the student activity program. Among other duties, the Dean of Student Affairs supervises Associated Student's finances, and serves in an Advisory capacity to the Associated Student Government and Senate.

The Associated Student's Treasurer shall be responsible for seeing that all financial matter and transaction of the ASG are carried out in accordance with this Code and in accordance with the Constitution of the Associated Student Government and the Dean of Student Affairs .

Section III

Initiations for amendment of the financial code may be made by the Associated Student Government. Initiations arising in the Associated Student Government and approved by simple majority vote of the members of the Student Government present (but no less than a majority of total membership), shall be submitted to the Vice President of Administrative Services of the site for final approval.

Section IV

- A. Student Body funds shall be expended primarily and directly for the benefit of students through purchase of equipment, materials, projects or services that the majority of the Associated Student Government consider clearly the responsibility of the Student Body.

- B. Students who purchase Student Body cards shall have priority to participate in or derive other benefits from the programs, projects, services, or activities financed from such Student Body funds.
- C. In general, Student Body money should be expended as earned and should not be accumulated except for planned capital outlay, or in years of anticipated financial restraints.
- D. Funds should only be spent as specifically authorized and approved under conditions outlined in the Associated Student Government Constitution and under procedures laid down in this Financial Code.
- E. Since some of the Student Affairs programs are subsidized by the district, the district portion of support expenditures are administered in accord with district provisions.
- F. Justification for financial support of a student activity should be in terms of its educational value.
- G. Where possible, there should be no commingling of student and district funds.
- H. Associated Student funds may not be used to support activities of individual students or groups of students who do not meet the requirements for participation in student activities.
- I. Associated Student funds may not be used to support activities of individual students or groups of students unless the activities are for the general benefit of the student body.
- J. Although there may be occasions when a student group may want to raise funds on its own, the primary purpose of student activities is not money raising.

Section V

The source of funds shall be:

Student Body Membership Fees (Student Activity Cards)

- A. The cost of membership in the ASG of San Diego Miramar College shall be determined by the Associated Student Government with the approval of the site President and the Board of Trustees (see Article I of the Bylaws).
- B. Lost or stolen activity cards may be replaced at a charge designated by the Associated Student Executive Council (refer to San Diego Community College District Procedure C-8470).
- C. Associated Student fund raising events, including drives, collections, dues, assessments or special sales, are to be approved by the Associated Student Government and the Dean of Student Affairs in advance of any ticket sales or publicity.

D. All school function sponsored by a club or organization may be backed by a loan or grant from the Associated Student Executive Council, if funds are available, and upon request submitted through ASG Executive Council in writing at least 30 days prior to planned activity. If the income from co-sponsored events is to be divided, the percentage shall be determined by the Associated Student Executive Council and the sponsoring organization.

Gifts, contributions and other revenues.

- E. Gifts of money, equipment, or materials may be accepted by the ASG by submitting a statement including 1) recipient, 2) purpose of gift, equipment, or materials, 3) donor and the method of collection of funds which shall be submitted to the Budget Committee for approval. Checks of cash gifts shall be made payable to the ASG (San Diego Community College District Policies and Procedures C-7090).
- F. Concession sales of merchandise on the site premises may be negotiated by the Associated Student Executive Council and the Vice President of Student Services. Profits from such sales in connection with the general student activities shall be deposited in the ASG General Fund.

Article VIII Budget

Section I

All Associated Student finances shall be apportioned and executed under an annual budget system.

Section II

All budget requests for the following fiscal year must be submitted in the itemized form to the Associated Student Treasurer, who will compile a preliminary budget for submission to the Associated Student Government.

- A. The Associated Student President, in cooperation with the Executive Council, shall present a preliminary budget to the Associated Student Senate early in the Spring semester each year.
- B. The Associated Student Senate shall review the preliminary budget and advise such changes as it deems necessary. The proposed budget shall then be presented to the Associated Student Government for their preliminary approval and adoption not later than the last week in May of the Spring term. In the event circumstances prevent preliminary adoption of a new annual budget, accounts may operate with the previous year's

budget, but they are not to expend more than 40% of their previous year's total.

- C. All Associated Student Government officers will be paid on a monthly basis at a rate that is consistent with the other San Diego Community College District campuses. The officers will be paid on a twelve (12) month basis for the entire term of office. In the event that an Executive Council member feels that another Council member is not reasonably fulfilling their duties, said Council member carries the right to request that a stipend be withheld. Such decision shall be made by a majority vote of the Executive Council, pending approval by the acting advisor .
- D. It shall be the duty of the Spring semester Associated Student Government to adopt a final annual budget not later than the 12th week of the Spring semester. The site Vice President of Student Services shall have final approval authority.

Section III

The annual budget requires an affirmative vote of two-thirds (2/3) majority of the Associated Student Government and approval by the Vice President of Student Services of the site.

Section IV

Once the budget has been formally approved, a two-thirds (2/3) vote of the Associated Student Government members present is needed for budgetary alterations .

- A Requests for non-budgeted items and funds in excess of approved budgeted amounts must be submitted well in advance of need, at least two weeks, to the Associated Student Government.
- B. All budgetary changes approved will be recorded in the official minutes of the Associated Student Government.
- C. The annual budget shall keep in the unappropriated account a minimum 10% of the total approved budget and this account will remain at 10% of the approved budget for a minimum of four weeks in the Spring semester.

Section V

The Associated Student Government shall annually revise the amount and payment schedule of stipend during the budget development period (early in the Fall semester only).

Section VI

The Associated Student Government may disburse vending funds for the support of club activities.

- A. Club funding may be distributed as follows: \$100 for the first semester of active participation in Associated Student Government Meetings and activities, (as defined in the Constitution) and \$150 for each subsequent consecutive semester of active participation, excluding summer semesters and intersessions .
- B. The ASG shall allocate the budget maximum of \$2,000 not to exceed 40% of each annual vending allocation from the District vending Funds for all club activities and or stipends per academic year . If the budget maximum is available without fiscal restraint and is not disbursed, clubs may be allocated or receive additional funding through the Associated Student Government depending on availability .
- C. The deadline for club applications for funding shall be the end of the semester and in order to be eligible clubs must be in good standing with Associated Student Government by being in attendance at all meetings. Up to 2 meetings may be excused per semester .
- D. Pending club application approval and formal written request submitted to the Associated Student Government) and the balance disbursed three weeks before the end of the semester.
- E. All but two (2) each student representative may represent only one (1) club. Failure to attend required meetings and or Activities shall be handled on a case-by-case basis, and may include revocation of stipend funding.

Article IX **Deposits**

Section I

All monies collected from any Associated Student event must be substantiated by pre-numbered receipts, pre-numbered tickets, and other auditable records.

Section II

Banking of all funds and maintenance of all official accounting records shall be the responsibility of the cashier, Student Affairs office.

Section III

All Associated Student organizations, clubs and trust funds collected from any sources whatsoever shall be deposited no later than the first school day following the collection of the funds with the cashier, Student Affairs office. These must be accompanied by proper forms detailing the source of the funds.

Section IV

All monies shall be deposited in the Associated Student General Fund or the appropriate account. Any expenses incurred must be paid from this account. All expenses must be paid by check issued according to requisition procedures.

Section V

In the case of a club-sponsored activity underwritten by Associated Student Executive Council, any division of funds will be made in accordance with Article VII, Section VD of these Bylaws.

Section VI

The cashier, Student Affairs office, shall issue a receipt for all monies received.

Section VII

Accounts from clubs defunct for two semesters will be closed and the funds transferred to the Inactive Club Reserve Account.

Article X
Expenditures

Section I

All purchases, services, contracts, or projects must follow the guidelines and policies adopted by the Board of Trustees of San Diego Community College District pursuant to pertinent sections of the Education Code.

Section II

Purchases of supplies and equipment involving ASG funds and expenditures shall follow the same procedures as the San Diego Miramar College Business Office.

Section III

An individual or group requesting funds for any purpose must complete and return an Associated Student requisition in duplicate.

A. The following signatures must be on the requisition:

a. Associated Student Government President or Treasurer.

- b. Dean of Student Affairs, or faculty Advisor .
 - c. Vice President of Student Services .
 - d. If a club is involved, the club Treasurer and Faculty Advisor must sign the requisition.
- B.** All payments must be justified by itemized invoices, or receipted bill accompanied by the receiving copy of the purchase order.
- C.** For all activities , where the cost of the function is uncertain, a requisition may be drawn for part or for the full amount anticipated. A complete and fully detailed report signed by the Advisor or director , together with verifying receipts and any unused cash balance, must be returned to the Associated Student Account Clerk to complete the record, subject to the auditor's inspection and approval. Promptness in returning the receipts is essential. Failure to make such a report shall forfeit the right of any further drawing of funds by the violating organization or person.
- D.** The ASG will assume no responsibility for expenditures made without proper authorization SECURED IN ADVANCE. Individuals who make purchases or expend funds without advance authorization does so at their own risk.

Article XI

Maintenance of Records

Section I

Each organization or club shall maintain accurate records of all income and expenditures and shall open their books to audit by the Associated Student Treasurer or District Business Office at any time on request of the Associated Student President, Associated Student Vice President. This shall be done in the presence of the Associated Student Treasurer and/or District Business office.

Article XII

Contracts

Section I

Contracts for services, rental of facilities, etc., for Associated Student events, including functions sponsored by clubs and organizations, are to be negotiated with the aid of the Faculty Advisor and must be signed by the Dean of Student Affairs and the Associated Student President.

Section II

Only those agreements . which comply with Article IX, Section I, and which bear the signature of the Dean of Student Affairs and the Associated Student President, should be considered valid.

Section III

Payment on contracts will be under regular requisition procedure.

Article XIII
Travel Claims

Section I

All requests for consideration and approval of overnight and out-of-state trips to be financed from Associates Student funds must be presented in writing to the Associated Student Treasurer at least five school days prior to requested consideration . The request will be presented to the Associated Student Government for approval or disapproval.

Section II

The ASG will pay for meals, transportation, and lodging only on approved trips .

Section III

Field transportation for clubs and organizations may be financed by the ASG upon approval of the Associated Student Government. If it is not possible to secure a school vehicle , drivers may be reimbursed for mileage using their personal car at current district approved mileage rates for reimbursement. When distances involved are so great as to hinder efficiency or cause students to miss too many classes, air travel utilizing the least expensive, convenient facilities may be authorized by a request to the Associated Student Government for approval.

Section IV

The cost of meals for one day should ordinarily be in accordance with District policy.

When a group travels and arrangements are made for them to eat as a group, the advisor or person in charge will have the charges billed to the ASG of San Diego Miramar College whenever possible.

Section V

In no instance will the expenses claimed for food, transportation , and lbdging be in excess of the amount authorized; With exception of purchase of water or other necessary beverages for hydration or medically necessary purposes (ie.Orange Juice for hypo-glycemic student etc.), or an individual's personal diet choices

prevent them from eating the original options (i.e. Vegetarians , Vegans , religious purposes , etc.).

Section VI

All expenses for hotels, motels, and transportation must be verified by receipts .

Section VII

In the event of any emergency or unusual circumstances ,the Executive Council may make an adjustment in the expense limits.

Article XIV

Student Judicial Review Board

Section I

All appointments to the Student Judicial Review Board shall be for two (2) semesters (one year) and no justice shall serve more than two (2) years or four (4) semesters, and occurring vacancies shall be filled by the agency which made the appointment that becomes vacant.

Section II

All student appointments to the Student Judicial Review Board must be approved by a two-thirds (2/3) vote of the Student Senate.

Section III

The Student Judicial Review Board shall elect a Chief Justice from among their student members, and the Chief Justice shall hold the office for one (1) semester and no more than one (1) year or two (2) semesters .

Section IV

The Student Judicial Review Board shall be:

A. An Appellate Court

- a. To give written opinions upon the constitutionality of all contested acts of the student government and the officers of the ASG while executing their duties, and members and/or member organizations of the ASG .

B. A Court of Original Jurisdiction

- a. To review infringements of campus rules, codes and bylaws within the control of the ASG or delegated to the Associated Students by the administration of the College.

- b. Penalties within the jurisdiction of the ASG shall be stipulated by the Student Judicial Review Board.
 - c. Upon request by the Executive Council the Student Judicial Review Board shall review proposed club constitutions for their opinion .A majority vote of the Student Judicial Review Board shall constitute recommendation .
- C. The opinion of the Student Judicial Review Board shall be submitted in writing to the Associated Student President, the Associated Student Vice President, the Dean of Student Affairs, and the originator of the request within ten (10) school days after the close of the hearing on the question.
- D. All opinions of the Student Judicial Review Board shall be subject to the administration of the College.

Section V

The Student Judicial Review Board shall see that the elections are run in accordance with the Constitution and shall validate the results of the election.

Section VI

Any elected officer may represent any member of the Associated Students appearing before the Student Judicial Review Board.

Section VII

A quorum shall consist of a minimum of two (2) student justices and a minimum of one (1) certificated justice.

Section VIII

No member of the Student Judicial Review Board may hold office in any club, organization or association on this campus.

Article XV

Student Representation Fee Expenditures

Section I Collection

The Student Representation Fee is collected by San Diego San Diego Miramar College at the time of registration and deposited in a separate fund established in accordance with the California Community Colleges Budget and Accounting Manual. Students may opt to waive this fee. The Business Manager of San Diego San Diego Miramar College shall have custody of the money collected . The

SDCCD may obtain up to seven {7%} percent of the fees collected for administering the fees {see Education Code Section 76060.5}.

Section II Purpose

The Student Representation Fee shall be expended to provide for the support of student government representatives who may be stating their positions and viewpoints before District, City, County, State and Federal Governments.

Section III Expenditures

- A. The Executive Council and Associated Student Advisor shall be responsible for setting criteria for any times proposed for the expenditure of the funds and select legitimate uses for the Student Representation Fee.
- B. The Associated Student President or designee will be responsible for bringing these selections before the Student Senate to be approved or denied .
- C. In the case that a decision needs to be made in an emergency situation and the proper channels for the Associated Student Executive Council and Senate to meet properly and reach a consensus cannot be met legally {i.e. through a business meeting}, the President shall have the sole power of Authority to entertain an executive order to permit usage of the Student Representation Fee funds .When the Associated Student Executive Council and Senate can reconvene at a proper time, it will be their duty to endorse the executive order and provide supported documentation of that endorsement.
- D. The Student Representation Fee Committee will select appropriate Student Representation Fee expenditures for lobbying conferences and activities, which may include, but are not limited to:
 - a. ASACC meetings and conferences .
 - b. Lobby Day delegates in Sacramento .
 - c. SSSCC meetings and conferences .
 - d. Regional meetings ,conferences ,and training .
 - e. Meeting of other State and Federal governing agencies .
 - f. ASGA conferences .
 - g. March in March .
 - h. Other advocacy activities and training retreats and conferences as approved by the Associated Student Government .
- E. The Executive Council, if necessary, will submit suggested materials to the Associated Student President for purpose of disseminating information throughout the general student body when needed. These items may include, but are not limited to:

- a. Legislative tracking databases.
- b. Surveys of the college student body to develop positions on legislation.
- c. Dissemination of information to student bodies via newspaper advertisements ,fliers, etc.
- d. Lobbying orientations/training sessions.
- e. Dues for state and local student associations.
- f. Postcard/letter writing drives.
- g. Legislative forums.
- h. Voter Registration Activities.
- i. Other informational services deemed necessary and proper by the Associated Student Government and within the guidelines of Education Code Section 76060.5.

Section IV Appointment of Representatives

- A. The Associated Student Government shall appoint students to represent San Diego San Diego Miramar College for purposes authorized by Education Code Section 76060.5.
- B. All other items submitted for use of Student Representation Fee funds must be approved by a majority vote of the Associated Student Government.
- C. Per the Student Representation Fee Board Docket of 1993,the expenditure of Student Representation Fee funds require the authorization of the Vice President of Student Services/Dean of Student Affairs and/or the Business Manager of San Diego San Diego Miramar College.
 - a. The following signatures are required on requisitions:
 - i. Associated Student President or Treasurer.
 - ii. Faculty Advisor.
 - iii. Administrator of Student Affairs.

Section V Responsibilities of Representatives

In coordination with the Vice President Student Services/Dean of Student Affairs, students using Student Representation Fees will:

- A. Make appointments to visit with official prior to going on a trip. Normally, the appointment will be confirmed in writing.
- B. Submit a written report on the results of their meeting to the Associated Student Government (copy to Vice President of Student Services) within one week after their return. An oral report may also be required if requested by the Associated Student President.

Section VI Accountability

Records of trips, visits, etc., by individuals using Student Representation Fee monies will be kept on file by the Vice President of Student Services. These will include a minimum of the following documents: letters to officials, expenditures of funds, and a copy of the report of the results of the meeting/conferences.

Article XVI
Amendments

Section I

Amendments to the Bylaws may be made by a two-thirds (2/3) vote of the majority of members of the Associated Student Government in attendance. Amendments to the Bylaws may not be considered in the same meeting they are brought up.

