

**BYLAWS** Associated Students of Santa Barbara  
City College

**ARTICLE I – ASSOCIATED STUDENT  
GOVERNMENT**

SECTION 1 – Vesting

All legislative, executive, and judicial authority of the ASG shall be vested in the Student Senate, hereinafter called the “Senate.” Internal administrative authority shall be vested in the Executive Committee.

**ARTICLE II – STUDENT SENATE**

SECTION 1 – Membership

All Officers of this Association shall serve as voting members of the Senate.

SECTION 2 –  
Quorum

A simple majority of the voting members of the Senate shall constitute a quorum.

SECTION 3 – Powers

A. The Senate shall have the power to provide for the general welfare of the Association, making laws which are necessary and proper for the execution of the foregoing powers vested in the ASG, or in any of its departments or offices by the Constitution and Bylaws of this Association.

B. The Senate shall have the final power of approving the annual budget of the Association by a 2/3 vote.

C. The Senate shall be responsible for dealing with collegewide, local, and statewide matters that are of concern to the Association.

SECTION 4 – Limitations

Neither a Bill of Attainder nor an ex post facto law can be passed. No money can be drawn from Association funds except as a result of appropriation made in accordance with these Bylaws. No member of the Senate shall take action on any matter that they have a direct personal or pecuniary interest not common to other members of the Senate.

SECTION 5 – Chairperson

The Chairperson of the Senate shall be the President.

## **ARTICLE III – EXECUTIVE COMMITTEE**

### **SECTION 1 – Membership**

All elected Officers - President, all Vice Presidents, Student Trustee, and Student Advocate - shall serve as voting members of the Executive Committee.

### **SECTION 2 – Quorum**

A simple majority of the voting members of the Executive Committee shall constitute a quorum.

### **SECTION 3 – Powers**

A. The Executive Committee shall handle questions regarding the day to day functioning of the ASG. It shall make recommendations to the Senate on allocation of ASG resources, investigate budgetary discrepancies, and help coordinate the general planning of the ASG.

B. The Executive Committee shall oversee, direct, and manage all internal ASG committees, having the power to approve the budgets, resource requests, event proposals, and project proposals of internal committees.

### **SECTION 4 – Chairperson**

The Chairperson of the Executive Committee shall be the President.

## **ARTICLE IV – OFFICERS**

### **SECTION 1 – Officers**

A. The elected Officers of this Association shall be the President, Vice Presidents, Student Trustee, and Student Advocate. The appointed Officers of this Association shall be all Commissioners, as well as the Isla Vista Community Representative, and Secretary.

B. Officers may be either elected according to Article VII or appointed according to Section 4 of this Article.

### **SECTION 2 – Term Lengths**

All Officers' terms of office shall be one year, from July 1 through June 30, unless

they resign, are impeached, are recalled, or until the inauguration of their successor. The Student Trustee's one-year term shall be from June 1 through May 31.

### SECTION 3 – Appointments

A. Positions not filled by an election, including all appointed Officer positions, will be considered vacant at the beginning of the new term on July 1, or June 1 in the case of the Student Trustee.

B. The Senate shall fill all vacancies in Officer positions by appointment. Students eligible for consideration must fulfill the requirements outlined in Appendix A, which is to be reaffirmed by a majority vote of the Senate each year.

### SECTION 4 – Academic Requirements

Each prospective Officer of the Association must be enrolled in at least five units at Santa Barbara City College (“SBCC”). If a prospective Officer has completed one semester or more of coursework at SBCC, they must have a minimum cumulative grade point average of at least 2.5 and be in “Academic” and “Progress” Good Standing at SBCC. Officers must maintain these standards throughout their time serving the Associated Student Government. If these standards are at any time not met by an Officer, they may be removed from their position.

### SECTION 5 – Line of Succession

In the case of a vacancy or absence occurring in the Presidential seat, the line of succession shall be in the following order: the Vice President of Internal Affairs, the Vice President of External Affairs, the Vice President of Operations & Finance, the Student Trustee, and the Student Advocate. In the event of all these seats being vacated, a President pro tempore shall be chosen from the remaining Senate by a simple majority vote. The President pro tempore shall then act as President until the new President and Vice Presidents are elected by the students of the Association in a special election (Article VII, Section 3). This election shall be conducted within one month of the vacancies.

### SECTION 7 – Impeachment

Impeachment may be brought against any ASG Officer of the Association who has been warned - by the President or by vote of the majority of the senate - a minimum of two times regarding neglect of their duties. The method of impeachment shall be by indictment of a 3/4 majority of the entire membership of the Senate. Such indictment can be brought to the Senate only after the Officer charged has been notified of the charges against them in the presence of the accuser(s). Any Officer found by the Senate to have been neglectful of their duties may be removed from office, and shall have the right to appeal at the next regular meeting of the Senate. It shall take a 2/3 vote of the entire

membership of the Senate for reinstatement of a Officer.

#### SECTION 8 – Participation

All Officers are expected to actively participate in all ASG activities and conferences, unless excused by the President or the Vice President of Internal Affairs.

#### SECTION 9 – Delegation of Additional Duties

Any Officer may be delegated additional duties not specified in Article V of these Bylaws, as deemed appropriate by the Senate.

### **ARTICLE V – POWERS, DUTIES, & RESPONSIBILITIES**

#### SECTION 1 – President

- A. To serve as the Chief Executive Officer and official student representative of the Association, as well as ensure the execution of the provisions in its Constitution and Bylaws.
- B. To serve on campus committees and attend various college functions and events the college President indicates are important.
- C. To be empowered to veto financial appropriations of Association funds, which may be overridden only by a 2/3 vote of the entire membership of the Senate.
- D. To recommend to the Senate such measures as they deem necessary for the welfare of the Association.
- E. To create such committees, boards, and commissions as may be necessary.
- F. To serve as an ex officio, non-voting member of all subordinate organizations of this Association, unless otherwise stated.
- G. To inform the Senate at least once each year of the State of the Association.
- H. To verbally report monthly at the Board of Trustees meetings.
- I. To meet monthly with the College President and the Academic Senate President.

#### SECTION 2 – Vice President of Internal Affairs

- A. To make all student appointments to College and Standing Committees through consultation with the President, as well as collect and monitor reports of any meetings submitted by those appointees and ensure these reports are submitted in a timely fashion.
- B. To keep and organize all submitted reports in an online database that is accessible to all members of the ASG, as well as to the public.
- C. To hold the various committees of the ASG responsible for their own efficient conduct.
- D. To provide an orientation for all new Officers within 30 days of those Officers'

appointment.

E. To arrive early before regular Senate meetings to set up meeting locations as deemed necessary by the Senate, and to remain after regular Senate meetings are adjourned to clean up meeting locations, if meetings end by 11am.

### SECTION 3 – Vice President of External Affairs

A. To represent the Association at the Student Senate for California Community Colleges, at monthly Region VI meetings, at all conferences, and at all other groups not directly associated with the College through consultation with the President and Senate.

B. To submit a written report to the Senate within one week of any meetings, conferences, or other events attended as an official representative of the Association.

C. To assist the Senate advisors with conference attendance planning and organizing.

### SECTION 4 – Vice President of Operations & Finance

A. To be responsible for the supervision of all financial activities of the Association.

B. To draft the annual budget, in conjunction with the Executive Committee, which shall be submitted to the Senate for approval.

C. To make recommendations to the Senate regarding all financial appropriations.

D. To make biweekly reports to the Senate on the financial standing of the Association.

E. To keep the Association's financial records in accordance with laws prescribed for such maintenance, including the California Education Code

F. To ensure the effective and efficient functioning of all operations and possessions of the Association.

G. To keep and organize all submitted receipts in an online database that is accessible to all members of the ASG, as well as to the public.

H. To submit a weekly written report listing that week's Purchase Orders and Invoices, their approval status, and a summary of all financial transactions and receipts.

I. To work with the Commissioner of Fundraising in developing short-term and long-term fundraising goals, to be presented to the Senate at the beginning of each semester.

### SECTION 5 – Student Trustee

A. To serve as a member of the SBCC Board of Trustees.

B. To give a verbal report and submit a written report to the ASG on each Board of Trustees meeting.

C. To serve on the subcommittees of the Board of Trustees deemed appropriate by the ASG President or Board of Trustees President.

D. To act as a liaison between the ASG and the Board of Trustees.

E. To be well-versed in Board Policies and Administrative Procedures, and aid the

Senate in understanding and complying with these policies and procedures.

#### SECTION 6 – Student Advocate

- A. To unequivocally argue for the interests of the Student Body and individual students.
- B. To actively reach out and make themselves accessible to the student body in order to receive feedback, including students' concerns, critiques, and ideas for improvement.
- C. To challenge all policies, procedures, and persons that disrupt the needs of the students.
- D. To assist and serve all students who desire information and/or guidance in solving their campus-oriented problems.
- E. To meet bi-weekly with the Commissioner of Accessibility and the Commissioner of International Student Affairs to discuss the advocacy needs of various constituent groups.

#### SECTION 7 – Commissioner of Academics

- A. To serve as the primary ASG liaison to all SBCC faculty.
- B. To serve as the ASG representative on the Academic Senate, as well as on any other Academic Senate subcommittees recommended by the Academic Senate President or ASG President.
- C. To work with SBCC faculty to organize and develop academic and scholarly activities, events, programs, and initiatives.
- D. To develop, manage, and make recommendations regarding ASG Academic Grants and ASG Scholarships.
- E. To highlight and honor extraordinary SBCC students from all disciplines and their exceptional academic achievements.

#### SECTION 8 – Commissioner of Clubs & Organizations

- A. To ensure the general welfare of all student clubs and organizations.
- B. To make recommendations to the Senate on the status of clubs and organizations.
- C. To serve as a liaison between the ASG and the clubs.
- D. To maintain accurate records of all student clubs and organizations.
- E. To schedule, post an agenda and chair Inter-Club Council ("ICC") meetings, which will take place once a month on regular school days.
- F. To advise the Vice President of Operations & Finance regarding the financial needs of the ICC.
- G. To keep and organize all ICC records in an online database that is accessible to all

members of the ASG, as well as to the public.

H. To organize and assist in the promotion of Club Day once a semester.

I. To make all applications for Outstanding Club of the Year available to the Senate, and to recommend the three best applications to the Senate.

#### SECTION 9 – Commissioner of Events

A. To lead the development, organization, and management of all ASG events that do not fall under the scope of other positions in these Bylaws, including a minimum of one event each semester.

B. To aid other ASG Officers in organizing and managing events that fall under the scope of those Officers' positions.

C. To work with the Commissioner of Marketing in promoting all ASG events.

D. To work with the Commissioner of Fundraising in organizing fundraisers.

E. To work with the Office of Student Life in organizing any other student events.

#### SECTION 10 – Commissioner of Fundraising

A. To actively develop and execute fundraising strategies for the ASG that are time-efficient and cost-effective, to plan a minimum of one such fundraiser each semester, and to work to achieve fundraising goals.

B. To work with the Vice President of Operations & Finance in developing short-term and long-term fundraising goals, to be presented to the Senate at the beginning of each semester.

C. To work with the Commissioner of Marketing in promoting all ASG fundraisers.

D. To work with the Commissioner of Events in organizing fundraisers.

#### SECTION 11 – Commissioner of Marketing

A. To actively promote the ASG, and to develop and execute marketing strategies for all ASG activities, programs, and initiatives, especially through the ASG website and social media, as well as regular newsletters, signage around SBCC campus, word of mouth, and any other creative methods.

B. To work with the Commissioner of Events in promoting all ASG events.

C. To work with the Commissioner of Fundraising in promoting all ASG fundraisers.

D. To work with the Office of Student Life in promoting any other student events.

E. To regularly brief the ASG on upcoming campus events and activities that may be of interest.

F. To represent the ASG concerning public relations through consultation with the President.

G. To act as the ASG press secretary for local news organizations, including The

Channels school newspaper through consultation with the President.

H. To actively manage and organize ASG tabling on a weekly basis, and to work with the Vice President of Internal Affairs regarding tabling accountability.

#### SECTION 12 – Commissioner of Sustainability

A. To actively organize and develop ASG environmental and sustainability events, activities, programs, and initiatives.

B. To work with the Vice President of Operations and Finance to make allocations of the sustainability fund as deemed appropriate through consultation with the President and Senate.

C. To work closely with and provide support for all environmental and sustainability SBCC clubs.

D. To serve on college-wide committees concerned with environmental or sustainability issues, and to serve as the ASG liaison to the SBCC maintenance and facilities departments.

E. To serve as the ASG liaison to local environmental and sustainability organizations.

F. To make recommendations to the ASG regarding relevant environmental legislation and regulations.

#### SECTION 13 – Commissioner of International Student Affairs

A. To serve as an advocate for all international students.

B. To represent and vote on behalf of the College's international student population.

C. To serve as a liaison between International Student Office, Associated Student Government, and international students.

D. To advise ASG on any matters sensitive to international students.

E. To take on additional responsibilities as deemed necessary by the President and/or Executive Committee.

F. To meet bi-weekly with the Commissioner of Accessibility and the Student Advocate to discuss the advocacy needs of various constituent groups.

#### SECTION 14 - Commissioner of Accessibility

A. To guide and educate the ASG board on accessibility, which in turn will provide accessibility education for all students and clubs on campus.

B. To bridge the academic and student life for disabled and neurodivergent students based upon their needs. .

C. To make sure ASG works with students to ensure ASG events are accessible and inclusive to all.



- D. To be involved in and work along with our DSPS Department, as well as other Student Disability Committees.
- E. To be active and aware of the current disability needs/climate.
- F. To meet bi-weekly with the Commissioner of International Student Affairs and the Student Advocate to discuss the advocacy needs of various constituent groups.
- G. To be knowledgeable and ensure ASG compliance with state and federal legislation, including but not limited to: ADA, HIPAA, FERPA, Brown Act, and all other pieces of legislation deemed appropriate by the Senate.

#### **SECTION 15 – Isla Vista Community Representative**

- A. To represent SBCC at Isla Vista community meetings.
- B. To make recommendations to the Senate regarding matters related to Isla Vista.
- C. To attend all Isla Vista Community meetings as deemed appropriate by the President and the Senate. Other ASG Officers may attend these meetings in their absence. Attending any meetings or events not in the approved schedule will not be acceptable excuses for being absent from regular meetings of the Senate, unless granted special permission by the Senate.
- D. To act as a liaison between the ASG of SBCC and the Associated Student Senate of UC Santa Barbara.
- E. To submit a brief weekly report to the Vice President of Internal Affairs summarizing each meeting that was attended.

#### **SECTION 16 – Secretary**

- A. To prepare and certify the correctness of the minutes for all regular meetings of the Executive Committee and Student Senate.
- B. To preserve all records, official documents, policies and standing rules of the Senate in an online database that is accessible to all members of the ASG, as well as to the public.
- C. To educate a given committee's designated Secretary on the correct methods of recording meeting minutes, in the case of the incorporation of a new standing committee.

### **ARTICLE VI – CLUBS & ORGANIZATIONS**

#### **SECTION 1 – Chartering a Club or Organization**

To charter a club or organization, the following requirements must be met:

1. A Faculty member or member of the Classified Staff of SBCC agrees to be the club or organization's advisor and provides their signature to this effect.

2. A Constitution for the club or organization is submitted to the Senate for approval, which shall include a statement of primary purposes that does not duplicate that of any other recognized club or organization. A list of active club or organization members, with a minimum of fifteen, shall also be included with reasonable exception.
3. The club or organization plans to meet on campus at least once each month during the remainder of the semester.

#### SECTION 2 – Re-registration of Clubs and Organizations

Clubs and organizations must submit copies of the items listed in Section 1 each semester to continue to continue to be recognized as an active club or organization.

#### SECTION 3 – Additional Provisions

- A. Clubs or organizations must comply with all SBCC policies and any provisions in the Education Code governing such clubs or organizations.
- B. The Senate shall retain the power to charter or disband any club or organization.

### **ARTICLE VII – ELECTIONS**

#### SECTION 1 – General

##### Elections

All Officer positions shall open for election at the end of each Spring semester. Elections shall be held no less than two weeks preceding Spring semester final exams.

#### SECTION 2 – General Election

##### Rules

- A. Annual Election Rules shall be established by the existing Election Committee and approved by a 2/3 majority vote of the Senate., The rules shall be made publicly available no later than one week after they have been established by the Election Committee. If no election committee exists, the entire Student Senate will take over the duties and responsibilities listed in Article VII, Section 2, A.
- B. Any established rules shall be in accordance with California State Education Code and SBCC Policies.
- C. A candidate that allegedly breaks one of the established rules will be brought before the existing election committee for review of the allegation. If no election committee exists, the entire Student Senate will review the allegation. The validity of allegations will be voted on with a majority vote, excluding the chair, required for a candidate to be disqualified.
- D. The decision may be appealed by the candidate. No member of the Senate shall

participate in an appeal when they have direct personal interest to the candidate not common to other members of the Senate.

#### SECTION 3 – Special Elections

Special elections shall be provided as deemed appropriate and necessary, with the same provisions as for General Elections described in Section 2 of this Article.

#### SECTION 4 – Voting

- A. All ex-officio officers of this Association shall be eligible to vote.
- B. A simple majority of the votes cast shall be sufficient to win any election.

### **ARTICLE VIII – COMMITTEES**

#### SECTION 1 – Internal Committees

- A. Committees may be created and their Chairperson selected by the President or by a simple majority vote of the Senate.
- B. All standing committees and ad hoc committees shall meet as needed, the determination of which shall be made by the committee's Chairperson.
- C. Standing committees may only meet on SBCC campus on school days, and must comply with the Brown Act, which includes posting an agenda 72 hours in advance.

#### SECTION 2 – External Committees

- A. All Officers shall serve on at least one external, college-wide committee and at least one internal ASG committee. Honorary members and general members of the Association (Liaisons) may also be appointed to serve on committees.
- B. The College Superintendent/President and the President of the Academic Senate are to be contacted within the first three weeks of the Fall semester so that the number of students needed for each committee and the requirements they must meet can be determined.
- C. Committee assignments shall be determined by the President, and be approved by the Senate. If contested, appointments may be confirmed by a simple majority vote of the Senate.
- D. All appointees shall conscientiously attend the meetings of the committee to which they have been appointed. Failure to attend a committee assignment shall be left to the discretion of the Student Senate.

#### SECTION 3 – Committee Reports

- A. Appointees to external college-wide committees will submit a written report to the

Vice President of Internal Affairs for each committee meeting they attend.

B. Appointees to external college-wide committees will present an oral report to the Student Senate at the regular meeting following each external committee meeting attended.

B. The Chairpersons of internal ASG standing committees or ad hoc committees are required to submit a written report to the Vice President of Internal Affairs for each meeting that takes place. Chairpersons should include the minutes for each meeting with their reports.

C. All reports must be submitted to the Vice President of Internal Affairs within two weeks of their respective meeting.

## **ARTICLE IX – COMMUNICATION**

### **SECTION 1 – Teleconference**

Teleconference shall be authorized for all meetings and all committees of the Board. Teleconference shall be authorized for all special meetings of the Board.

## **ARTICLE X – PURCHASING**

### **SECTION 1 - Paper Restrictions**

A. All paper purchased by ASG on the SBCC campus must be made from recycled paper.

## **ARTICLE XI – TRADITIONS**

### **SECTION 1 – Mascot**

The mascot of Santa Barbara City College shall be a “Vaquero.”

### **SECTION 2 – School Colors**

The Santa Barbara City College colors shall be red and white.

## **ARTICLE XII – AMENDMENTS**

### **SECTION 1 – Voting Requirements**

A 2/3 majority vote of the entire membership of the Senate shall be required to

amend these Bylaws.

## SECTION 2 – Advanced Notice for Amendments

Amendments to these Bylaws must be presented to the Senate in writing one week prior to being voted on by the Senate.

## **APPENDIX A - (Suspended for the remainder of 2020)**

A. As stated in Article IV, Section 3 of these Bylaws, students eligible for consideration for appointment by the Senate must fulfill the following requirements, to be reaffirmed by a majority vote of the Senate each year:

1. Be verified for eligibility by acquiring a signature from an ASG advisor.
2. Obtain the endorsement of 100 students in petition form.
3. Submit a written application addressing questions determined by the Senate.

B. The appointment process shall be conducted as follows. Additional procedures that do not conflict with these procedures may be adopted.

1. All candidates shall have the option to be presented to and interviewed by the Senate.
2. A regular session shall then be held to review and select candidates. Selection of a candidate requires a 2/3 vote of the entire membership of the Senate.

### **Bylaws:**

Adopted by Associated Student Council, January 12, 1962

Revised – May 1965

July 1966

October 1967

June 1968

May 1969

May 1971

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September 1973

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