

MISSION COLLEGE

ASSOCIATED STUDENT GOVERNMENT SENATE

BYLAWS

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ARTICLE I – SENATE BYLAWS, DUTIES AND PARLIAMENTARY AUTHORITY

Section 1. BYLAWS

- A. Definition of bylaws: These bylaws shall be the legal and regulatory power under which the Associated Student Government Senate of Mission College shall abide.
- B. Creation of bylaws: Bylaws shall be created when the Student Senate approves legislation by a two-thirds vote.
- C. Revision of bylaws: Revisions of these bylaws may not take place more than once every four (4) years. Revisions and amendments shall be ratified by the Student Senate by a two-thirds vote, provided they were submitted in writing a minimum of two (2) Senate meetings prior to ratification and will take effect the following academic year.
- D. Amendment of bylaws: These bylaws may be amended as per the procedures described in Article XII.
- E. The rules contained in "Robert's Rules of Order, Revised", or its current edition, shall govern this association in all cases to which they are applicable, and in which they are not inconsistent with the bylaws and Constitution of this association.

Section 2. VALIDITY

- A. The validity of these bylaws and all actions taken by the committees and officials established herein shall depend upon conformity with relevant sections of the Educational Codes of the State of California and policies adopted by the West Valley-Mission Community College District Board of Trustees.

Section 3. ENABLING CLAUSE

- A. These bylaws and Codes as outlined shall be adopted and become effective upon approval by the Student Senate as provided in Article I, Section 1, Paragraphs B and C.
- B. These bylaws supersede any bylaws previously passed by the Student Senate prior to the ratification date.
- C. District policy shall supersede ASB bylaws.

Section 4. DUTIES AND POWERS OF THE SENATE

- A. Shall be the deliberative governing body that represents the students of Mission College.
- B. Shall inform the Associated Student Government on matters of importance to said body.

- C. Shall adopt a budget which allocates money to promote activities to serve the interest of the Associated Student Government of Mission College, as recommended by the Budget Committee.
- D. Shall obtain necessary supplies and facilities that are required to perform its functions effectively.
- E. Shall be responsible for recruiting new ASG members.

Section 5. DEFINITIONS

A. Purpose

- 1. This section exists to provide definitions for terms used throughout the document.
- 2. Where use of a term in this document is ambiguous in context, the definition in this Article should be applied.

B. Definitions

- 1. Academic Week – A calendar week (a Sunday through the following Saturday) during an academic year that includes at least two days of active classes on campus. Days when only finals are given are not considered.
- 2. Academic Year – A Fall semester and the Spring semester immediately following. Summer and Winter sessions are not considered part of an academic year for the purposes of this document.
- 3. Declared (candidate) – For elections, any candidate who meets the requirements of Article VI, Sections 3 and 4 and is listed on the ballot is considered to be declared.
- 4. Renewed (motion) – Any motion whose Executive Board veto is overturned shall be considered “renewed” and shall be considered to be in effect under all the provisions and conditions of the original vote to pass it.
- 5. SSSCC – Student Senate for California Community Colleges.

ARTICLE II – MEMBERSHIP ELIGIBILITY

Section 1. MEMBERSHIP

- A. Student Senate membership will include all elected officers as well as all appointed officers.
- B. Confirmed senators shall also be members of the Student Senate.

- C. All persons currently enrolled in Mission College shall be members-at-large of the Associated Student Government.
- D. A Senate member cannot be an elected officer or senate member of any other student government (excluding clubs) at any other college.
- E. A Senate member cannot represent any other college student government (excluding clubs) at any outside functions in an official capacity.

Section 2. APPLICATION PROCESS

- A. Executive Officers shall be elected as per the procedures described in Article VI or appointed as per the procedures described in Article IX.
- B. Senators shall be appointed as per the procedures described in Article IV, Section 5, Paragraphs A and B.
- C. Other non-elected members of the Senate shall be appointed as per the procedures detailed in the description of their specific position.

ARTICLE III – MEETINGS

Section 1. MEETINGS

- A. Meetings of the Student Senate shall be held at regularly scheduled times at least once each month during the Fall and Spring semesters and shall be established in the previous spring semester for each new Senate in agreement with the Advisor of ASG.
- B. The ASG President will call an Executive Board meeting at least once each month during the Fall and Spring semesters. The presiding officer shall ensure minutes are taken.
- C. Committees shall meet on a regular basis as designated by each committee chairperson in agreement with the committee members.
- D. Special meetings shall be called within ten (10) days of receipt of a petition signed by 100 members of the Associated Student Government in agreement with the majority of the Executive Board.
- E. Special meetings of the Senate may be called with the agreement of the majority of the Executive Board provided written notification, including electronic, is given to each Senate member at least 24 hours in advance.
- F. Open Meetings:
 - 1. All meetings of the Student Senate shall be open to the public unless posted as otherwise in accordance with Article III, Section 1, Paragraph G.

2. Those present may voice their opinions during discussions but only members of the Student Senate may vote.
- G. Closed Meetings: Notification of a closed meeting for purposes of Senate business shall be posted at least 72 hours in advance.

Section 2. ATTAINMENT OF ORDER

- A. A quorum must be declared before an official Senate meeting can be held and Senate business can be acted upon. A quorum shall consist of 50% plus 1 of the total Senate membership, including officers and senators. The presiding officer shall not be included in determining a quorum.
- B. A call to order shall be attained by one tap of the gavel by the chairperson to start meetings of the Student Senate.

Section 3. SPECIAL RULES OF ORDER

- A. The Acting President shall be defined as the person carrying out all the duties and responsibilities of the ASG President in the absence or vacancy of the office of President.
- B. In the event the ASG President cannot chair the Senate meeting the Vice-President shall chair the meeting.
- C. The order of succession is as follows: President, Vice-President, Student Trustee, Director of Finance, Director of Activities, and Director of Recruitment.
- D. The chairperson, if a full member of the assembly, can, but is not obligated to, vote whenever his or her vote would affect the result.
- E. Any student may be chosen to chair the senate meeting at the discretion of the presiding officer.
- F. No proxy votes will be accepted.
- G. Any person may be expelled from the Student Senate meeting by majority consent of the Senate for continual disruptions.

ARTICLE IV – DUTIES OF THE OFFICERS, SENATORS AND THE EXECUTIVE BOARD

Section 1. ELECTED OFFICES

- A. The elected offices of the Associated Student Government of Mission College shall be the following:

1. President
2. Vice-President
3. Director of Finance
4. Director of Activities
5. Director of Recruitment
6. Student Trustee

B. The following is a summary of the duties of each elected officer:

1. President shall preside over all Student Senate meetings and shall be the official spokesperson for the Associated Student Government.
2. Vice-President shall assist the President in his or her duties as deemed necessary by the President. This office will also serve as liaison to all clubs on campus.
3. Director of Finance shall keep an accurate record of all financial data, and will be authorized to sign all check requests.
4. Director of Activities shall be responsible for the oversight of ASG activities and any other duties designated under the bylaws.
5. Director of Recruitment shall be responsible for ASG advertising and focus his or her efforts on recruiting new members of the ASG senate.
6. Student Trustee shall represent the whole of the Associated Student Government and students of Mission College at Trustee meetings for the West Valley-Mission Community College District.
7. Officer terms shall begin on the day after graduation for all but the Student Trustee. The Student Trustee term begins on the date the Student Trustee is officially sworn into the Board of Trustees.

C. Officers shall be elected by a plurality vote of the Associated Student Government of Mission College in the General Election each academic year in accordance with the election procedures described in Article VI.

D. No person may serve in an elected office for more than four (4) semesters in total, excluding the appointment of less than half a semester to an elected office.

Section 2. SPECIFIC DUTIES OF ELECTED OFFICERS

A. President

1. Shall be the presiding officer of the Student Senate meetings.

2. Shall call the Senate into special or emergency meetings when necessary following guidelines provided under Article III, Section I.
3. Shall serve as a Senate Representative to the Board of Trustees.
4. Shall represent the ASG and the Student Senate on appropriate ceremonial, social, and political occasions.
5. Can, but is not obligated to, vote whenever his or her vote would affect the result.
6. Shall be authorized to sign check requests.
7. Shall be an ex-officio member of all committees.
8. Shall be responsible for ensuring all officers are fulfilling their duties.
9. Shall perform any and all duties defined for all officers.

B. Vice-President

1. In case of absence or vacancy in the office of President, the Vice-President shall assume the office of the President.
2. Shall serve as Senate liaison to all clubs
3. Shall assist the President with any other duties applicable to this office.
4. Shall either attend Board of Trustee meetings, or read minutes from those meetings to keep up on the issues.
5. Shall chair a Club Committee, which shall interface and coordinate between clubs for the purposes of events and information delivery.
6. In the event of the creation of an Inter-club Council or equivalent organization for club self-governance, the Vice-President shall serve as chair of said organization.
7. Shall perform any and all duties defined for all officers.

C. Director of Finance

1. Shall submit all budgets to the Student Senate for approval.
2. Shall prepare and be authorized to sign check requests. Should the positions of President and Director of Finance both be vacant, the authorization to sign check requests will transfer as per the order of succession.
3. Shall submit a written comprehensive report of income, expenses, state of reserves, and the financial condition of ASG at least once a month at an ASG meeting.

4. Shall keep an accounting of all ASG money received and disbursed.
5. Shall give a report twice a month to the Senate on ASG financial status.
6. Must maintain a balanced budget and advise the ASG Senate accordingly.
7. Shall have all budgets and check requests signed by the ASG Advisor.
8. Shall chair a Budget Committee, which shall be responsible for preparing the ASG budget to be presented for Senate approval.
9. Shall perform any and all duties defined for all officers.

D. Director of Activities

1. Shall, at the beginning of the fall semester, develop an agenda of activities for the academic year. This plan shall be presented to the senate for approval.
2. Shall inform the Senate of any activities, either within the college or outside, that are pertinent to Mission College students.
3. Shall chair a committee charged with developing and generating activities for the enjoyment and enrichment of the Associated Student Government and students.
4. Shall be responsible for the planning and execution of scheduled events.
5. Shall perform any and all duties defined for all officers.

E. Director of Recruitment

1. Shall coordinate all advertising efforts targeted towards recruiting new members.
2. Shall develop a recruitment strategy and present it to the student senate for approval.
3. Shall periodically report to ASG the success or failure of all efforts being conducted to recruit new members.
4. Shall chair a committee charged with developing and implementing strategies to increase student participation in college governance.
5. Shall perform any and all duties defined for all officers.

F. Student Trustee

1. Shall be a member of the West Valley-Mission Community College District Board of Trustees and must attend every meeting, as well as special meetings, as permitted in the California Educational Code.
2. Shall place on the Board of Trustees Agenda, items requested by the ASG Senate.

3. Shall make regular reports to the Student Senate, either orally or a written statement, of pertinent information.
4. Shall be a full member of the Mission College Student Senate.
5. Shall adhere to all Mission College Student Senate rules and regulations.
6. Shall serve a term of one (1) year from the day they are sworn in to the Board until the day another person is sworn in as Student Trustee.
7. Shall be familiar with Board of Trustees Agenda items prior to Board meetings and make recommendations to the Board from the viewpoint of the Mission College students.
8. Shall perform any and all duties defined for all officers.

G. All Elected Officers

1. Shall serve a minimum of three (3) hours per week in the ASG office or designated outreach station to maintain and increase student affiliation.

Section 3. EXECUTIVE BOARD

- A. The members of the Executive Board of the Student Senate shall be the President, Vice-President, Director of Finance, Director of Activities, Director of Recruitment, and the Student Trustee.
- B. The ASG President will call an Executive Board meeting at least once each month during the Fall and Spring semesters. The presiding officer shall ensure minutes are taken.
- C. During the Summer, the Executive Board will meet with the ASG Advisor at least once to plan for the coming academic year.
- D. All members of the Executive Board have a full vote at Executive Board meetings.
- E. The Executive Board shall delegate responsibilities as well as duties to all Senate members as necessary.
- F. Each member of the Executive Board shall carry out the duties of his or her own position, as well as the duties required of all officers, as described in Article IV, Section 2, Paragraph G.

Section 4. POWERS OF THE EXECUTIVE BOARD

- A. The powers of the Executive Board shall be as defined herein. The Executive Board shall not possess any powers not so described.
 1. All votes involving the expenditure or allocation of money by the Executive Board require a two-thirds vote.

2. The Executive Board shall not authorize in one meeting expenditures exceeding 5% of the annual ASG operations budget.
 3. The Executive Board shall review all violations of policy and take appropriate action.
 4. The Executive Board shall review all applications for vacant Executive Officer and Special Senate positions and make recommendations thereupon to the Senate.
 5. The Executive Board shall, as it deems necessary, create new Special Senate positions with a two-thirds vote.
 6. No action taken by the Executive Board may conflict with Senate decisions, save for the exercising of a veto.
 7. The Executive Board may veto any motion passed by the Senate.
 - a. This veto requires a two-thirds vote of the Executive Board with all current members present. If the veto succeeds, the Senate motion in question shall be considered to have failed to pass.
 - b. This veto may be overturned by the Senate within two Senate meetings after the veto was issued. Overturning the veto requires a two-thirds vote of the Senate. If the Senate successfully overturns the veto, the Senate motion that was vetoed shall be considered “renewed” and shall be considered to be in effect under all the provisions and conditions of the original vote to pass it.
 - c. In the event that a veto is overturned, any action taken by the Executive Board that is in conflict with the renewed motion shall be considered to be nullified and shall be reversed where feasible.
- B. Any decision made by the Executive Board in an Executive Board Meeting may be overturned by a two-thirds vote of the full Senate in regular or emergency session.
1. Decisions made during Summer are subject to review by the Senate until the end of the sixth academic week of the subsequent Fall semester.
 2. Decisions made during an academic year or Winter session are subject to review by the Senate for four weeks of instruction after the decision is rendered.

Section 5. SENATORS

- A. Prospective Senators must meet qualifications as stated on the most recent version of the Petition for Senator and present this completed form at a regular meeting of the Senate. Where information on the Petition conflicts with the bylaws, the bylaws have precedence. These qualifications include, but are not limited to, the codes for Elected Officers in Article VI, Section 3, with the following modifications:

1. With regards to Paragraph B, the required cumulative GPA is 2.0.
 2. Paragraph C does not apply.
 3. With regards to Paragraph E, while there is no ballot, the requested information is still required.
 4. Paragraph F does not apply.
 5. With regards to Paragraph G, Senator terms run the same span as Elected Officer terms.
 6. Paragraph H does not apply.
- B. Prospective Senators are subject to confirmation by a two-thirds vote of the Student Senate.
- C. Senators active during the Fall semester who intend to return for the Spring semester must fill out an Intent to Return form before the last day of the Fall semester to remain active.
- D. Duties of Senators:
1. Shall be voting members of the ASG Senate and attend all Senate meetings.
 2. Shall serve as student representatives to the ASG Senate and provide student input on issues and matters before the Senate.
 3. Shall be members of a minimum of one active district or college-level committee.
 4. Senators are not required to spend time in the ASG office as Officers are.

Section 6. SPECIAL SENATE POSITIONS

- A. Special Senate positions are areas of additional responsibility for Senators. They may be filled only by current Student Senators, not by Officers or other members of the Student Senate.
- B. Each Special Senate position has its own set of responsibilities and requirements that must be met in addition to those imposed by being a Senator, except where explicitly stated otherwise.
- C. Holders of Special Senate positions retain their positions as Senators, with all attendant rights and privileges.
- D. Vacant Special Senate positions shall be filled by appointment by the Executive Board, subject to a two-thirds vote of confirmation by the Senate.
- E. The Special Senate positions are as described below:

1. Parliamentarian

- a. Shall assist the Senate in interpreting Bylaws, ASG Constitution, Robert's Rules of Order, and other matters pertaining to the conduct of Student Senate meetings in accordance with California Educational Code.
- b. Shall chair a Rules Committee, the main purpose of which will be to resolve any disputes that may arise in regards to interpretation of rules and procedures.
- c. Shall either attend Board of Trustees meetings or read minutes from those meetings.

2. Region Representative

- a. Shall attend all SSCCC meetings for Mission College's Region, or all meetings of any equivalent body.
- b. Shall abide by the attendance policies of the Region as well as those of Mission College ASG.
- c. Shall receive appropriate reimbursement for travel expenses.
- d. Shall be exempt from the Senator requirement to serve on a school- or district-wide committee.

3. Evening Students Advocate

- a. Shall represent the evening students of Mission College at the Student Senate meetings.
- b. Shall devise and implement methods of gathering information from and disseminating information to the evening students.

F. Additional Special Senate positions may be created by a two-thirds vote of the Executive Board as that body deems necessary. The description of the position must include all duties, responsibilities and exemptions.

G. Any Senator who resigns, is removed from the Senate, or vacates his or her position for any other reason including assumption of an Executive Office is simultaneously removed from any Special Senate position he or she may have held.

Section 7. SENATE SECRETARY

- A. Secretary shall be a salaried, appointed position.
- B. The position of Secretary shall be a non-voting member.
- C. The Secretary shall be appointed by a two-thirds vote of the Senate with the recommendation of the Executive Board, subject to District hiring policy.

- D. In the event of vacancy of the Secretary position, the presiding officer shall ensure minutes are taken.
- E. Duties of the Secretary:
 - 1. Shall be responsible for preparation of items for the Agenda and materials pertinent to the full understanding of agenda issues for the Student Senate.
 - 2. Shall take minutes at Senate meetings and publish them after each meeting.
 - 3. Shall report to and take direction from the ASG President and the ASG Advisor.
 - 4. Shall perform any other duties applicable to this office

ARTICLE V – STANDING COMMITTEES

Section 1. ALL COMMITTEES

- A. All committees must operate within the structures of these bylaws, District policy, California law, and the procedures described by the parliamentary authority currently subscribed to by the Senate.
- B. At the first meeting of any standing committee during each new session, quorum shall be defined as “members present”. Each committee shall establish its own quorum policy during its first meeting in each new session.

Section 2. CAMPUS CENTER COORDINATION COMMITTEE

- A. The Campus Center Coordination Committee shall be chaired by the Advisor.
- B. The President, Student Trustee and Director of Finance shall be members of the Campus Center Coordination Committee. Additional members shall be appointed by the chair.
- C. This committee shall act on behalf of the Senate with regards to Campus Center funding decisions, including decisions regarding modification and use of the Campus Center facilities.

Section 3. FINANCE COMMITTEE

- A. The Finance Committee shall be chaired by the Director of Finance.
- B. Additional members shall be appointed by the chair.
- C. This committee shall prepare the ASG budget for Senate approval and shall bring budget updates before the Senate for approval.

- D. A subcommittee called the Revenue Subcommittee shall be tasked with investigating options and opportunities to increase the amount of revenue generated for the Senate without applying undue negative financial impact on the students and the college.

Section 4. ELECTION COMMITTEE

- A. The Election Committee shall function as described in Article VI.

Section 5. ACTIVITIES COMMITTEE

- A. The Activities Committee shall be chaired by the Director of Activities.
- B. Additional members shall be appointed by the chair.
- C. This committee shall develop and generate activities for the enjoyment and enrichment of the Associated Student Government and students.

Section 6. RECRUITMENT COMMITTEE

- A. The Recruitment Committee shall be chaired by the Director of Recruitment.
- B. Additional members shall be appointed by the chair.
- C. This committee shall develop and implement strategies to increase student participation in the ASG Senate, clubs and college governance.

Section 7. CLUB COMMITTEE

- A. The Club Committee shall be chaired by the Vice-President.
- B. Additional members shall be appointed by the chair.
- C. This committee shall interface and coordinate between clubs for the purposes of events and information delivery.

Section 8. SCHOLARSHIP COMMITTEE

- A. The Scholarship Committee shall be chaired by the President.
- B. The Director of Finance shall be a member of the Scholarship Committee. Additional members shall be appointed by the chair.
- C. This committee shall assist the Financial Aid Office in the disbursement of Senate-funded scholarships. This assistance shall include, as appropriate:
 - 1. Defining scholarship categories and the values of associated scholarships.
 - 2. Determining qualifying criteria for each category.
 - 3. Assisting with the determination of awards.

4. Any other duty deemed appropriate by both the Senate and the Financial Aid Office.

Section 9. OTHER COMMITTEES

- A. New standing committees not described in these bylaws shall be created and disbanded at will by the Senate.
- B. Creation or disbanding of a standing committee not described in these bylaws shall follow parliamentary procedure as described in the parliamentary authority currently subscribed to by the Senate.
- C. The President shall be an ex-officio member of all committees.

ARTICLE VI – ELECTION CODES

Section 1. ELECTION CODES

- A. The General Election as well as any special election shall be conducted in accordance with these codes.

Section 2. ELECTION COMMITTEE

- A. Purpose:
 1. The purpose of the Election Committee is to enforce the ASG election code and to conduct regularly scheduled ASG elections and any special election as necessary.
- B. Membership:
 1. The Executive Board shall appoint an Election Committee Chair with a two-thirds vote of the Student Senate. The Election Committee Chair will be a non-voting member of the Election Committee. The Chair shall vote only for the purpose of breaking a tie. In the event the chair resigns, the ASG president shall be responsible for appointing a new chair.
 2. The Election Committee shall consist of the Election Committee Chair as well as a minimum of two (2) and a maximum of five (5) registered Mission College students, the ASG Advisor as a non-voting ex-officio member, and, at most, two (2) student alternates.
 3. Quorum shall consist of 50% plus 1 of the number of registered Mission College students serving as per Item 2 above. The Advisor, Election Chair and alternates shall not be considered for determination of quorum.
 4. At least one member of the Election Committee shall be designated as a poll monitor who will ensure there is no campaigning or campaign material in the poll area.

5. In the event that a member of the Election Committee runs for an office; acts as a campaign manager, worker, or representative of a candidate; or endorses a candidate, said member is no longer qualified to serve on the Election Committee.
6. If the entire Election Committee resigns the ASG President shall appoint a new Election Committee Chair with a two third majority vote of the Student Senate.
7. If for any reason appointment of an Election Committee Chair is not possible, if not running for office, the President shall assume the responsibilities of the Chair. If the President is unable to fulfill the duties, it shall follow the order of succession.
8. Any member of the Election Committee may be removed for cause by a majority vote of the Student Senate. Cause includes, but is not limited to: accumulation of student complaints about a committee member; failure of a committee member to perform required duties as outlined in Paragraph C below; or violation of the ASB Bylaws or election procedures by a committee member.

C. Duties:

1. The Election Committee will arrange and run ASG elections in accordance with the following procedures and in consultation with the Advisor:
 - a. Strictly comply with the content of this election code, and seek advice as necessary from an appropriate source.
 - b. Hold a meeting of the Election Committee to discuss the election code, committee duties and timelines.
 - c. Advertise petitions and make them available to interested students.
 - d. Confirm the qualifications of the candidates. This is solely the responsibility of the Advisor.
 - e. Compile and make available a ballot pamphlet that includes the ballot statements of all declared candidates.
 - f. Secure the official ASG ballot. This is solely the responsibility of the Advisor.
 - g. Publish the official ASG ballot prior to the election.
 - h. Ensure all candidates campaign in accordance with the election code.
 - i. Hold a general election for at least two (2) consecutive school days within a single calendar week (excluding weekends).
 - j. Run the polls in conjunction with the Student Services Office.

- k. Receive all grievances and election code violation charges and render reasonable, written judgments in a timely fashion.
- l. Provide timely, written communication to candidates on information including imposed campaign spending limits, grievances, election code violations, disqualification, and election results as per Article VI, Sections 5 and 6.
- m. Assist the Advisor in counting ballots following the election.
- n. Report the election results within three business days of the close of voting, barring any pending grievances.
- o. Declare the beginning of the official campaign period.

Section 3. GENERAL CANDIDATE QUALIFICATIONS

- A. All candidates must demonstrate current Mission College ASG membership to the Election Committee.
- B. All candidates must be enrolled in six (6) or more units at Mission College with a cumulative GPA as specified in Article VI, Section 4, Paragraphs B-G, and must not be on academic probation, dismissal, or disqualification. An elected officer must maintain the required GPA and not drop below the required units throughout his or her term.
- C. No candidate may run for more than one (1) elected Student Senate office concurrently.
- D. All candidates must attend a minimum of four (4) Student Senate meetings before submitting their election packets.
- E. Each candidate must complete and submit an election packet to the Election Committee for approval prior to that candidate's name being placed on the ballot. The election packet will consist of the following:
 - 1. A completed Petition with at least 20 signatures of current Mission College students. This Petition must include a statement whereby the candidate agrees to abide by all the election guidelines that are in the ASB election codes and which are found on the petition.
 - 2. The candidate's full name, address and phone numbers.
 - 3. Proof of current Mission College ASG membership.
- F. No candidate may hold an elected office in any other student government at any other college.
- G. All elected officer tenures will be from the day after graduation through graduation day of the following year, with the exception of the Student Trustee, who shall serve from the day they are sworn in to the Board until the day another person is sworn in as Student Trustee.

- H. Any candidate who meets the above requirements and is listed on the ballot will be considered to be “declared” for the position for which they are running. Candidates who do not meet the above requirements are not eligible to be listed on the ballot.

Section 4. ELECTED OFFICER QUALIFICATIONS

- A. The specific requirements for candidacy for each ASG Elected Office shall be as defined in this Section.
- B. President:
1. Shall possess and maintain a 2.5 cumulative grade point average.
 2. Shall have been a member of the Student Senate at Mission College for at least two-thirds of a semester as of the first day of the election.
 3. If no qualified candidates apply for the position of President, Article VI, Section 4, Paragraph B, Item 2 shall not apply.
- C. Vice President:
1. Shall possess and maintain a 2.5 cumulative grade point average.
- D. Director of Finance:
1. Shall possess a 2.0 cumulative grade point average.
 2. Must qualify for Pre-Algebra level mathematics.
 3. Shall have been a member of the Student Senate at Mission College for at least two-thirds of a semester as of the first day of the election.
 4. If no qualified candidates apply for the position of Director of Finance, Article VI, Section 4, Paragraph D, Item 3 shall not apply.
- E. Director of Activities:
1. Shall possess a 2.0 cumulative grade point average.
- F. Director of Recruitment:
1. Shall possess a 2.0 cumulative grade point average.
- G. Student Trustee:
1. Shall possess a 2.5 cumulative grade point average.
 2. Shall have been a member of the Student Senate at Mission College for at least one semester as of the first day of the election.

3. If no qualified candidates apply for the position of Student Trustee, Article VI, Section 4, Paragraph G, Item 2 shall not apply.

Section 5. ELECTION GUIDELINES

- A. The General Election is to be held during the Spring Semester no later than the fourth week of April unless through a majority vote of the Student Senate the election has to be delayed for a reasonable circumstance.
- B. At all times during the campaigning period candidates must remain within the limits of the California Educational Code, West Valley-Mission Community College District Policies, and the Associated Student Body Constitution and Bylaws.
 1. The Election Committee shall set the deadline for the submission of all petitions to run for an elected office. This deadline shall be no later than the day before the first day of the campaign period.
 2. The Election Committee shall establish a campaign period beginning seven (7) calendar days before the general or special election. Outside the campaign period, candidates may neither distribute nor post campaign materials, nor may they participate in nor endorse on their behalf public or classroom speaking events.
- C. At no time shall a candidate's posters, flyers, or other campaign material be torn down or defaced in any way during the campaign period by any other candidate or representative of any other candidate. The only individuals authorized to remove or relocate campaign materials are members of the Election Committee and the candidate responsible for said materials.
- D. Candidates must follow these special provisions regarding campaign materials.
 1. All campaigning material must be approved by the Advisor or Election Committee Chair before it is utilized by a campaign. One (1) copy of each different flyer a campaign intends to utilize must be left with the Election Committee before utilization.
 2. Candidates may not remove other flyers or posters of any kind (school, club, authorized organization, and election type) in order to post their own materials.
 3. Candidates may not post over any other posted materials.
 4. "Flyers" are defined as any posted or distributed campaign materials up to 11"x17" in size. Distributed campaign materials may not exceed this size limit.
 5. "Posters" are defined as any posted campaign material larger than a flyer and up to 36"x72" in size. Posted campaign material may not exceed this size limit.

- E. At no time during the voting period will physical campaigning or posted campaign materials be allowed within the polling area. Election Committee members will remove any campaign materials found in this area while the polling area is open. No candidates will be allowed to walk through the election poll area, while the poll area is open except to vote and walk to and from work. The Election Committee will use their discretion on location of polling and boundaries.
 - 1. A candidate whose campaign material is inadvertently left in the polling area will not be found in violation of this guideline, e.g., a campaign flyer is dropped or left in the poll area by a voter.
- F. No candidate may serve on the Election Committee or work as a poll worker once his or her petition to run has been filed.
- G. There shall be no campaign-spending limit imposed on any of the candidates of a special or general election except a spending limit determined by the Election Committee. Any spending limit imposed by the Election Committee must apply to all the candidates of a general or special election and require, in the following order:
 - 1. A two-thirds approval by the Student Senate of the written reason for the spending limit and written method for enforcement.
 - 2. Written notification to all candidates of the spending limit, the reason for the spending limit, and an explanation of the method for enforcing the spending limit before the start of the campaigning period.
 - 3. The failure of the Election Committee to meet both of the above requirements will result in there being no campaign-spending limit imposed on the candidates of a general or special election.
- H. No candidate may use any opportunity to publicize that is not generally available to all candidates. (For example, a relative is a pilot and flies over the college with a banner.) The Election Committee shall use its discretion in these matters.
- I. Any campaign materials posted without prior required approval will result in the removal of the unapproved posted materials and be considered a violation.
- J. All campaigning in a class that is in session requires the prior approval of the instructor(s).

Section 6. DISQUALIFICATION, CODE VIOLATIONS, GRIEVANCES

- A. The Election Committee has the exclusive power to declare a candidate in violation. A candidate receiving two (2) or more violations of Article VI, Section 5; Paragraphs B-J will be disqualified from the general or special election. The Election Committee shall immediately give written notification to the candidate of his or her disqualification. The Election Committee will give one (1) warning within 24 hours of violation confirmation, excluding weekends, in writing, to a candidate who has been found in violation of any of the guidelines of Article VI, Section 5; Paragraphs B-J. For any additional violation(s), including the guideline that was violated the first time, the candidate will be immediately notified in writing of his or her disqualification from the election.

- B. All election code violation charges must be submitted individually in writing to the Election Committee between the time that an accused candidate begins to campaign and up to 24 hours (excluding weekends) after election results have been announced by the Election Committee. The Election Committee shall determine whether a grievance submitted outside the stated timeframe is allowable. Furthermore, all code violation charges must be submitted in writing to the Election Committee within 24 hours (excluding weekends), if within reason, of the alleged violation(s) and include the section(s), paragraph number(s) of the violated code(s), and the name of the accuser. The Election Committee must provide the accused candidate a written ruling concerning the code violation charge(s) within 24 hours (excluding weekends) of receiving the accusation. Election results may not be announced until any pending grievances are settled. Grievances submitted after election results are announced may change the election results. Only registered Mission College students, faculty, administration and staff may submit notifications of violations.
- C. If a candidate believes the action(s) or inaction(s) of the Election Committee are in violation of this election code he or she can submit a grievance to the Vice President of Student Services. Only candidates may submit grievances to the Vice President of Student Services. All grievances must be submitted in writing to the Vice President of Student Services within 24 hours (excluding weekends), if within reason, of the occurrence of the alleged violation and include the section(s), paragraph number(s) of the violated code (s) and the name of the person submitting the grievance.
- D. If a candidate is found to be non-compliant or in violation by the Election Committee, as per Article VI, Section 6, Paragraph A, before the election and is disqualified, the candidate's name will not appear on the ballot.
- E. If the candidate is found to be non-compliant or in violation during or after the election, as per Article VI, Section 6, Paragraph A, and disqualified, the candidate receiving the second highest number of votes will become the victor of the election. If the top vote recipient is disqualified and received two thirds of all votes, a special election will be held under the procedures described in Article VI, Section 8; Paragraph B. In the event the top two vote recipients are disqualified and they received the majority of all votes combined, there will be a special election held under the procedures described in Article VI, Section 8; Paragraph B.
- F. A disqualification of a candidate in a general election, given the case of the preceding sentence, and the disqualification of the same candidate in a special election will result in said candidate's ineligibility to run for an elected office for the specific academic year of the election.

Section 7: VOTING, ELECTION RESULTS, SOLE AND WRITE-IN CANDIDATES, APPEALS

- A. Voting shall be by secret ballot.

- B. Candidates shall be elected by a plurality vote of the student body of Mission College in the general election or any special election. This includes the Student Trustee. In the event of a tie between two or more candidates, a special runoff election will be held no more than one (1) week following initial date(s) of the election. If forfeiture occurs of all candidates listed on the ballot, in all positions, a special election will be held no more than three (3) weeks following the initial date(s) of the election. Should this not be practical, the election committee in conjunction with the advisor shall determine the date of the election.
- C. Sole Candidates, Write-in Candidates
 - 1. If a candidate is the only candidate for a particular office (sole candidate), he or she must obtain a majority of the total votes cast.
 - 2. A write-in candidate for an office in which there is no declared candidate must obtain at least fifteen percent (15%) of the total votes among the total number of ballots of the entire election. A write-in candidate may not assume an office he or she was written-in for if he or she was declared a candidate for another office in the election. Victorious write-in candidates must meet the qualifications for elected officers given in Article VI, Sections 3 and 4.
 - 3. In the event that an elected officer chooses not to assume a position and there were ballots cast for other candidates for that office a special election will be held under the procedures described in Article VI, Section 8, Paragraph B.
- D. In the event that a candidate desires to appeal a ruling of the Election Committee, the candidate may appeal the ruling to the Vice President of Student Services. Any appeal beyond the Vice President of Student Services must be made through the proper college or district channels and be according to college or district policy.

SECTION 8. RECALL AND SPECIAL ELECTIONS

- A. Any elected member of the Student Senate, including the Student Trustee, may be recalled by a petition started by any registered member of the Associated Student Government. The petition must be signed by five percent (5%) of the Associated Student Government. This fulfillment of the petition will initiate a special recall election. A special recall election will be run under the procedures described in Article VI, Section 8; Paragraph B.
- B. In the event that a Special Election is called for, it shall be run following the guidelines and directives in Article VI with the exception that the requirement for when the election must be held as described in Article VI, Section 5, Paragraph A shall not apply.
- C. Any election held to fill a vacant position that is not the General Election shall be run according to the guidelines for Special Elections as per Article VI, Section 8; Paragraph B.

ARTICLE VII – ATTENDANCE POLICY

Section 1: ATTENDANCE

- A. Unexcused Absences:
1. Any member of the Executive Board who misses more than two Student Senate meetings per semester without being excused will be automatically expelled from the Senate. After the first missed meeting, notification may be sent to the Executive Board member in question.
 2. Any Senator who misses more than four Student Senate meetings during their term of service without being excused will be automatically expelled from the Senate. After the first missed meeting, notification may be sent to the Senate member in question.
 3. Holders of appointed positions who do not meet all their inherent attendance requirements will be automatically removed from their positions.
 4. Accumulated absences apply only to a person's current term in the Senate. Should an individual leave or be expelled from the Senate and later be elected or appointed to the same or a different position, previous absences shall not be counted against them.
- B. Excused Absences:
1. Notification of the absence must be given to the advisor prior to the meeting.
 2. No more than three excused absences per academic year shall be permitted.
 3. An absence should be excused due to family death, accident, hospitalization, and senate business.
 4. The Executive Board will have the authority to excuse any individual from being penalized if they find the absence valid and acceptable.
- C. The Advisor, or an authorized designee, is required to attend all meetings of the Student Senate and the Executive Board.

Section 2: EXPULSION

- A. The Student Senate may expel any Senator or holder of an appointed office by a two-thirds vote in accordance with expulsion procedures.
- B. Expulsion of a Senator or holder of an appointed office will be effective immediately after a motion has been adopted by the Student Senate. This motion must be made with just cause and requires a two-thirds vote to pass. Prior to such a motion, written communication containing all pertinent details must be sent to the individual in question.

- C. In the event the holder of an elected office fails to maintain the required scholastic average or drops below the required academic units, he or she will be automatically removed from the Senate.

ARTICLE VIII – FINANCIAL REGULATIONS

Section 1: AUTHORITY TO RAISE REVENUE

- A. The agencies and officers of the Associated Student Government herein shall have the authority to raise revenues from whatever sources are deemed most beneficial, in accordance with relevant sections of The Education Code of the State of California and policies adopted by the Board of Trustees of the West Valley-Mission Community College District.
- B. No individual, clubs, or any other organization of the ASG or any other organization sponsored by it shall solicit funds from any other source without the approval of the Student Senate, the Vice President of Student Services, or any official designee of the Vice President of Student Services.
- C. Deeds, licenses, contracts, and engagements on behalf of the ASG shall be signed by the President and be approved by a majority vote of the Student Senate. The Director of Finance shall be given written notice of any fund removal, addition, or corrections so that accurate records can be kept.
- D. All ASG check requests and transfers shall require the signature of the ASG Advisor along with that of either the ASG President or Director of Finance. Should the positions of President and Director of Finance both be vacant, this responsibility will transfer as per the order of succession.
- E. ASG shall allocate at least 30% of its annual budget for ASG sponsored scholarships for students of Mission College.

ARTICLE IX - VACANCIES

Section 1: VACANCY OF OFFICE

- A. A vacancy of office may be declared when an Executive Office has no current holder. This includes when any elected officer or any appointed officer is determined to be in violation of the attendance policy and is subsequently removed from the position.
- B. A vacancy in an ASG office, other than the offices of President and Student Trustee, shall be filled by two-thirds approval of the Student Senate.

- C. In the event the office of President becomes vacant, the Vice-President shall become the Acting President. After one academic week, the Senate shall vote to appoint the Vice-President to the office of President by a two-thirds vote, if the Vice-President meets the requirements for the office of President. In the event the Vice-President is not confirmed, the Senate may appoint or nominate a candidate from among the Senate Members. This candidate must be confirmed by a two-thirds vote and must also meet the requirements for the office of President.
- D. Should the office of Student Trustee become vacant, the following shall apply:
 - 1. A Special Election for the position of Student Trustee will be formulated and completed by the Election Committee within four (4) academic weeks from the date of vacancy. This election shall be run under the procedures described in Article VI, Section 8; Paragraph B.
 - 2. The ASG President shall serve as Acting Student Trustee until a replacement is elected.
 - a. If there is less than one-sixth of the Student Trustee's term left, the ASG President shall remain as acting Trustee.
 - b. If for any reason the President cannot perform the duties of Student Trustee, the order of succession stated in Article III, Section 3; Paragraph C would apply.

ARTICLE X – CLUBS

Section 1: APPROVAL OF CLUBS

- A. All clubs must file a Petition of Intent to Organize and present the completed form and constitution with signatures at a Student Senate meeting.
- B. The ASG Senate shall approve all clubs and organizations by a majority vote.
- C. All clubs shall be required to follow current protocol for obtaining use of school space or facilities for any of their functions or fund-raisers. All activities, excluding regular meetings or activities within a club meeting; need prior approval either directly by the Senate or through any other approval policy the Senate may have in place.

Section 2: CONSTITUTION OF CLUBS

- A. All clubs and organizations shall write and be bound by a constitution.
- B. The constitution shall be approved by the Director of Student Activities. Any changes to existing club constitutions or bylaws must be approved by a majority vote of the Senate.
- C. A copy of all club and organization constitutions shall be kept on file with the office of Student Services.

Section 3: CLUB ORGANIZATION STATUS

- A. All clubs and organizations must complete the Club Renewal form in the Fall Semester of every year to maintain Active Status. After four consecutive semesters of inactivity of a club, all of its funds shall be returned to the ASG accounts.
- B. Each club and organization recognized by ASG must have a representative attend a Senate meeting twice each month throughout the academic year. If fewer than two Senate meetings are held within a calendar month, said representative must attend all meetings held that month.
- C. Failure to meet the obligations as defined in Paragraphs A and B above can result in the loss of Active Status and a transfer of funds from that particular club or organization to ASG accounts.
- D. Any club that is inactive for four consecutive semesters may be subject to having their funds transferred as described in Article X, Section 3; Paragraph C.

Section 4: PROVISION FOR CLUB SELF-GOVERNANCE

- A. The Student Senate may create an Inter-club Council or equivalent organization for club self-governance (hereafter ICC) with a two-thirds vote and requiring either a full senate or one week prior notice.
- B. In the event of the creation of an ICC, the Student Senate Vice-President shall serve as the chair of said organization.
- C. In the event of the creation of an ICC, Article X of these Bylaws shall no longer apply, save for Article X, Section 4. Article V, Section 7 shall also no longer apply.

ARTICLE XI – GRIEVANCES AND REDRESS

Section 1: GRIEVANCES AND REDRESS

- A. In the event of a possible violation of the Bylaws by a Senate or club member, written notification shall be sent to the involved member stating alleged violation and requesting a written response from this member by a required date as determined by the Student Senate.
- B. Grievances during an election shall be mitigated by the Election Committee, as described in Article VI, Section 6. If reparation is in question for such a grievance, the grievance may be presented to the Student Senate for a final determination.

Section 2: REVIEW BOARD

- A. If at any time, any member of the Student Senate or a member-at-large feels that a certain Senate decision was unwarranted or improperly conducted for any reason, said person may submit a written request to the Vice President of Student Services for the establishment of a Review Board. This process shall also apply to intra- and inter-club disputes.
- B. The Review Board shall consist of three members of the faculty and staff and a student representative, all appointed by the Vice President of Student Services. The Review Board shall conduct an investigation of the allegations made and render a decision on how the conflict shall be resolved. The decision must be made within one calendar month of the date that the written request was made.
- C. The decision of the Review Board is final.

ARTICLE XII – AMENDMENTS TO THE BYLAWS

Section 1: PURPOSE

- A. This Article provides for the implementation of minor changes to these Bylaws outside the normal revision period.
- B. In the event of dissent over whether a change is minor, the Executive Board shall be the final arbiter of that dissention.

Section 2. PROCEDURE AND SCOPE

- A. Amendments to these Bylaws shall be presented for a first reading and a second reading at separate meetings before being agendized for approval at a third meeting.
- B. Passage of an amendment requires a two-thirds vote of the Senate with also either a full Senate or one week prior notice.
- C. Amendments are limited in scope to a single Article and the specific items of other Articles that refer specifically to the Article being amended.
- D. Approved amendments take effect at the beginning of the academic year that follows their approval.