



BY-LAWS

of the

ASSOCIATED STUDENT BODY GOVERNMENT

of

ALLAN HANCOCK COLLEGE

BY-LAW NUMBER 1 - Duties of ASBG Officers

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Article 1 - GENERAL DUTIES OF ALL OFFICERS

- Section 1. Attend all Associated Student Body Government (ASBG) meetings and governance meetings as required by his/her particular office.
- Section 2. All members of the ASBG Student Council must enroll in Leadership 111 or 112 at Allan Hancock College (AHC). Enrollment in Leadership 111 or 112 may be waived only if the officer has enrolled in and completed the class the maximum amount of times, as permitted by the college, and upon petition to and approval of the ASBG Student Council and at the discretion of the college Vice President, Student Services. A waiver of enrollment in the class does not waive attendance at class meetings. Any member who is granted a waiver is expected to attend all ASBG/Leadership class meetings.
- Section 3. Assume individual commitments for projects, activities, special events, and other work necessary to fulfill the goals and objectives set by the Allan Hancock College Student Council for the current year.
- Section 4. The dropping of the Leadership 111 or 112 class without prior approval of the Vice President, Student Services and/or the ASBG Student Council by a Student Council member will constitute an immediate resignation from his/her office.
- Section 5. All officers must maintain a minimum course load of eight (8) units. Any officer falling below eight (8) units at any time will automatically become ineligible to hold office.
- Section 6. All officers are expected to become familiar with the ASBG Constitution and By-laws.
- Section 7. All ASBG officers shall assume the duties of the office he/she has been elected or appointed to as described in these By-laws.

Article II - THE PRESIDENT:

- Section 1. Shall act as chairperson of the Student Council, and assume responsibility for starting all meetings of the Student Council not later than five (5) minutes after the appointed time. In the event meetings start later than five (5) minutes after the appointed time because the President is not present and is not excused 3 times in a semester, the President will lose his/her eligibility to hold office.
- Section 2. Shall execute the provisions of the ASBG Constitution, these By-laws, and all current legislation.
- Section 3. Shall appoint and dissolve all committees for specific purposes.
- Section 4. Shall appoint all necessary persons to office as provided for by the Constitution and/or By-laws.

- Section 5. Shall call all meetings and special meetings of the Student Council, and be responsible for the publication and the posting of the agenda for said meetings, in accordance with the Brown Act and the ASBG Constitution .
- Section 6. Shall have the power to veto any measures, legislation, or actions of the Student Council (except as noted). In the event of a presidential veto, the issue shall be brought up for discussion at the next regular meeting of the Student Council. At the discretion of the Student Council a vote to override the presidential veto may be taken. A two-thirds majority vote will be required to override the veto. At the time of the presidential veto, the president must give a verbal explanation of the veto with a complete written explanation at the next regularly scheduled Student Council business meeting.
- Section 7. Shall vote only in case of a tie.
- Section 8. Shall act as official representative of the ASBG of AHC.
- Section 9. Shall be an ex-officio member of all committees.
- Section 10. Shall prepare for the AHC student body an appropriate message, which may summarize student activities during his/her tenure, to be delivered at the Commencement ceremonies.
- Section 11. Shall exercise such other powers as have been granted him/her by the Constitution and By-laws or shall be granted him/her by the Student Council in accordance with the Constitution and By-laws.
- Section 12. Shall be a member of the AHC Bookstore Commission.
- Section 13. Shall see that the will of the ASBG and AHC student body is administered satisfactorily.
- Section 14. Shall attend all regularly scheduled Board of Trustees meetings and provide an accurate report on ASBG activities.
- Section 15. Shall be familiar with the Brown Act and Robert's Rules of Order.

Article III - THE VICE-PRESIDENT:

- Section 1. Shall assume all duties of the President during his/her absence and succeed to that office upon the resignation or disqualification of the President
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Section 2. Shall keep an up-to-date record of all existing, standing and special committees.

Section 4. Shall be a member of the AHC Planning Committee.

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

Article IV - THE STUDENT TRUSTEE:

Section 1. Shall act as the official representative of the ASBG at the regularly scheduled and special meetings of the Allan Hancock College Board of Trustees.

Section 2. Shall report (written or oral) on all Board of Trustees meetings and matters pertaining to students no later than the second ASBG meeting following the Board of Trustees meeting.

Section 3. Shall request that the President call special meetings that pertain to matters concerning students that need immediate discussion and vote.

Section 4. Shall become familiar with the Trustee Handbook by October of their term of office.

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

Article V - THE EXECUTIVE ASSISTANT:

Section 1. Shall act as coordinator of the activities of Commissioners.

Section 2. Shall be in charge of the interview process for vacant and appointive offices, and shall serve as the chairperson of the Interview Committee. In the event that this position remains open, the President or designee will be in charge of this process.

Section 3. Shall act as the Prosecuting Attorney on behalf of the ASBG. In the event charges are brought against the Executive Assistant, the ASBG Vice President shall act as Prosecuting Attorney on behalf of the ASBG.

Section 4. Shall act as Parliamentarian and timekeeper.

Section 5. Shall be a member of the AHC Equal Employment Opportunity Committee.

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

Article VI - THE SECRETARY:

Section 1. Shall keep accurate written minutes of all business transacted during Student Council regular and special meetings, and maintain a complete and accurate binder of such minutes in the ASBG office throughout each semester.

Section 2. Shall post copies of minutes in the ASBG glass information case in the Student Center, the ASBG office window, and on the ASBG website, as well as make all necessary postings to be in compliance with the Brown Act. The secretary shall do this a minimum of three (3) days before the next regular meeting. .

Section 3. Shall keep an up-to-date account of all measures passed on the Constitution and By-laws.

Section 4. Shall file the Secretary's minute book at the end of each semester with the Coordinator, Student Activities.

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

Article VII – THE TREASURER:

Section 1. Shall post a monthly financial statement of the ASBG on the ASBG website.

Section 2. Shall act as Chairperson of the ASBG Budget & Finance Committee.

Section 3. Shall be responsible for the transfer of all ASBG funds, with approval by the Coordinator, Student Activities/ASBG Advisor.

Section 4. Shall be responsible for depositing funds for activities into the Auxiliary Accounts office/district cashier.

Section 5. Shall be a member of the AHC Bookstore Commission.

Section 6. Shall be a member of the AHC Budget Advisory Committee.

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

Article VIII - THE COMMISSIONER OF STUDENT ACTIVITIES:

Section 1. Shall act as advocate for all on-campus clubs.

Section 2. Shall chair the ASBG Activities Committee, which will be responsible for the coordination and operation of special events or activities in which Student Council is involved.

Section 3. Shall act as chairperson of the Athletic Committee and act as the liaison between ASBG, AHC Boosters and Athletic Programs, and be responsible for the promotion of school spirit.

Section 4. Shall act as the ASBG representative at all Inter Club Council (ICC) meetings.

Article IX- THE COMMISSIONER OF CURRICULUM:

Section 1. Shall be an active member of the AHC Academic Policy and Planning Committee (AP&P).

Section 2. Shall be a liaison between the Academic Policy and Planning Committee (AP&P) and students.

Article X - THE COMMISSIONER OF COMMUNICATIONS:

Section 1. Shall supervise all ASBG publicity, including materials to be posted on designated bulletin boards according to AHC District regulations.

Section 2. Shall act as chairperson of all ASBG committees concerned with campus publications.

Section 3. Shall serve as chairperson of the ASBG Scholarship Committee.

Section 4. Section 4. Shall supervise, maintain, care for and track usage of ASBG communication devices such as fax machines, copy machines, scanners, computers, telephones and other related technology that may arise in the future.

Section 5. Shall maintain an ASBG contact list to include phone numbers and email addresses.

Section 6. Shall maintain the ASBG dedicated email addresses by position as established by the college's Instructional Technology Department. Provide instruction to the members of ASBG as to the usage of said email addresses.

Article XI - THE COMMISSIONER OF STUDENT RIGHTS AND DEVELOPMENT:

Section 1. Shall inform students of their rights within the campus community as necessary.

Section 2. Shall inform students of new college laws and codes pertaining to students.

Section 3. Shall bring to the attention of the Student Council any suggestion, criticism and/or violation of Student Rights on behalf of all members of the AHC student body.

Section 4. Shall be a member of the AHC Equal Employment Opportunity (EEO) Committee.

Section 5. Shall be a member of the AHC Student Complaint Committee.

Section 6. Shall serve on any committees pertaining to Learning Assistance Programs (LAP).

Section 7. Shall be an active member of the committees pertaining to student development such as the Matriculation Committee and the Basic Skills Committee.

Article XII THE COMMISSIONER OF CAMPUS ENVIRONMENT:

Section 1. Shall oversee ecological processes on campus.

Section 2. Shall promote campus environmental and recycling projects.

Section 3. Shall be a member of the AHC Safety Committee.

Section 5. Shall be a member of the AHC Facilities Committee.

Article XIII - COMMISSIONER OF EXTENDED OPPORTUNITIES:

Section 1. Shall maintain communications between the day and evening students.

Section 2. Shall maintain communications with satellite campuses.

Section 3. a. Shall hold an office hour at both the Lompoc and VAFB Centers a minimum of once per month.
b. Shall be reimbursed for mileage from the Santa Maria campus round trip, at the district-approved rate for mileage if they do not live in the Lompoc Valley.

Section 4. Shall represent the interests of Reentry Students.

Article XIV- THE COMMISSIONER OF LEGISLATIVE AFFAIRS:

Section 1. Shall act as chairperson of the Legislative Affairs Committee and vote only in case of a tie in the committee. In the event that this position is not filled, the chair shall be the ASBG President or designee.

Section 2. Shall review new club constitutions and make recommendations for revision where deemed necessary to ensure compliance with district regulations, and recommend approval/denial of club charters to the Student Council.

Section 3. Shall call meetings, as needed, of the Legislative Affairs Committee which shall:

a. Consist of the chair and no fewer than three members appointed from within the Leadership Class, two of whom shall be Student Council officers.

- b. Have the power to review, interpret and propose changes to the Constitution, by-laws, and all laws, regulations, ordinances and rulings of the Student Council of the Associated Student Body of Allan Hancock College, though does not have sole authority.
- c. Shall be appointed from among Student Council members and enrolled members of the Leadership Class by the fourth meeting of the fall semester and shall be confirmed by a two-third (2/3) vote of the Student Council.
- d. Shall have a quorum consisting of two thirds of the committee, including the committee chair.

Section 4. The Commissioner of Legislative Affairs shall have the right to replace any member who fails to attend two (2) regularly scheduled meetings of the Legislative Affairs committee without prior approval.

Article XV - COMMISSIONER OF RECRUITMENT AND RETENTION:

Section 1. Shall develop and implement strategies to attract students to join ASBG and/or run for Student Council positions.

Section 2. Shall develop and implement strategies to attract students to fill vacant Student Council positions when they occur.

Section 3. Shall serve as historian for ASBG and be responsible for documenting ASBG events and governance activities in written, pictorial and video formats as appropriate.

Section 4. Shall develop and implement strategies, activities, events and similar functions to promote a sense of belonging and achievement for members of ASBG.

Section 5. Shall organize and coordinate an annual culminating function to recognize and acknowledge the achievements of ASBG, the Student Council and its individual members.

Section 6. Shall develop and implement strategies for the successful transition of ASBG functions from the current Student Council members to the incumbent Student Council members each academic year.

BY-LAW NUMBER II - EXPULSION PROCEDURES

Article I. A statement of the charges shall be drawn up by the Executive Assistant, and presented to the Commissioner of Legislative Affairs.

Article II. Upon receipt by the Commissioner of Legislative Affairs of charges against a Student Council member, the Commissioner of Legislative Affairs shall notify, in writing, the accused Student Council member of the charges being brought against them.

Article III. The Legislative Affairs committee will review and consider the charges in closed session.

Article IV. The Legislative Affairs committee will arrange a hearing where the accused member shall state his/her defense to the committee. At this hearing, the Executive Assistant, if none the ASBG Vice President or designee, will present evidence on behalf of the ASB. The accused Student Council member will be given via registered mail, prior written notice of the time and place of the hearing by the Commissioner of Legislative Affairs or designee.

Article V. Upon upholding the charges by a two-thirds (2/3) vote of the Legislative Affairs Committee, the Commissioner of Legislative Affairs shall recommend the expulsion of the member to the Student Council.

Article VI. Upon an affirmative vote of two-thirds (2/3) of all seated Student Council members, the accused member shall be removed from office.

Article VII. Upon the recommendation of the Legislative Affairs Committee that the charges are not substantial enough to recommend expulsion, the member shall immediately be exonerated of all charges at the next Student Council meeting.

Article VIII. Should a Student Council member be expelled for disciplinary reasons, that member has the right to appeal before a special session of the Student Council. A two-thirds (2/3) vote of the entire Student Council will be necessary to reinstate the member.

Article IX. Should the expelled member's appeal to the Student Council fail, the member has the right to file a Student Complaint with the Vice President, Student Services.

Article X. The President of the Student Council does not have the right of presidential veto on expulsion matters.

BY-LAW NUMBER III - CLUBS AND ORGANIZATIONS

Article I. Any club seeking official status must submit a written Constitution containing its purpose and function(s) on campus, a club charter form and a list with the names of a minimum of eight members, the officers, and their Advisor to the Coordinator, Student Activities/ASBG Advisor, who will determine the status of the applicant. Once this is reviewed and approved by the Coordinator, Student Activities/ASBG Advisor the said documentation will be submitted to the Commissioner of Legislative Affairs. If the Commissioner of Legislative Affairs position is vacant, it shall be submitted to the ASBG President or designee.

Article II. After review of the club documentation and recommendation of the Commissioner of Legislative Affairs, the Student Council will vote to accept or deny a clubs active status for the current year. Club charters are approved for one year excluding the summer session, and must be renewed annually.

Article III. Approved clubs and organizations shall be issued authorized charters, signed by the ASBG President or designee and the Coordinator, Student Activities/ASBG Advisor.

Article IV. At the beginning of each school year, all clubs must submit a new club membership list, club charter form and a copy of the club constitution in order to be an officially recognized club at AHC. No club charters will be approved after the end of the sixth (6th) week of the spring semester.

Article V. All clubs and organizations shall be bound by their respective constitutions, which must be approved by and on file with the Coordinator, Student Activities/ASBG Advisor and the Student Council. Any club which revises its constitution must provide a copy, along with minutes approving such changes, to the Coordinator, Student Activities/ASBG Advisor

Article VI. In order to retain active status, each club must have an official student representative who meets on a regular basis with the Coordinator, Student Activities/ASBG Advisor or designee at Inter Club Council (ICC). Failure to attend two consecutive or three non-consecutive ICC meetings for the semester will automatically place the club on inactive status for the remainder of the school year.

Article VII. Scheduling of club activities shall be approved and placed on the college calendar by the Coordinator, Student Activities/ASBG Advisor. In the case of a dispute over approval of activities, the case shall be presented to the Student Council by the Commissioner of Activities. The college will assume no liability for clubs or activities other than those that are officially approved and recorded on the school calendar.

Article VIII. All clubs and organizations on the Allan Hancock College campus must be recognized by, and be in good standing with the Student Council and the College in order to engage in campus activities, use campus facilities and conveniences, and to associate themselves with Allan Hancock College.

Article IX. Any club charged with violating ASB or district regulations is subject to revocation of the club charter. In such instances, the Legislative Affairs Committee will review the charges and make a recommendation to the Student Council as to the continued standing of the club. An inactive club will have accounts frozen and college privileges revoked. Upon reactivation by any club whose charter has been revoked, the club will be placed on probationary status for one semester.

BY-LAW NUMBER IV - COMMUNICATION MATERIALS

Article I. Since the Student Council and all approved clubs and organizations are a part of Allan Hancock College, it is understood that the sponsoring entity will be responsible for its own form of censorship. Further, be it understood that language shall be scholarly, in academic taste and form as is fitting for an institution of higher learning.

Article II. All communication materials initiated by clubs, organizations, and individuals shall include the following clause if deemed necessary by the Coordinator, Student Activities and by the Commissioner of Communications.

"The contents of this document and the ideas expressed are the sole responsibility of (the) _____. This does not represent the official position of the Associated Students, the Board of Trustees, the Administration, the Faculty or Staff of Allan Hancock College."

Article III. All club materials should readily identify the name of the organization and contain the AHC approved logo.

Article IV. All publicity materials must adhere to the procedures defined in the College Publicity Policy.

BY-LAW NUMBER V - AFFILIATIONS

Article I. Affiliations with any organization or entity by the student body, through the ASBG shall be reviewed each spring semester by the Student Council with written recommendations being made to the ASBG President and the ASBG Advisor(s) for the following academic year.

Article II. Payment of dues or fees to an organization or entity by the Associated Student Body shall require a simple majority vote by the Student Council.

Article III. All motions to withdraw from an organization or entity shall be introduced one week prior to their being passed.

BY-LAW NUMBER VI - JOE WHITE SCHOLARSHIP

Article I. In recognition of Mr. Joe White, who gave twenty-seven years of service to Allan Hancock College Associated Student Body, we, the Associated Student Body of Allan Hancock College establish the Joe White Leadership Scholarship.

Article II. To qualify for the scholarship, a student must:

- a. Be currently enrolled in the Leadership class.
- b. Enroll in and complete at least eight (8) units at Allan Hancock College for each of the following two semesters (excluding summer session), including Leadership 111. The requirement to enroll in Leadership 111 may be waived if a student has completed the class the maximum allowable number of times.
- c. Have a cumulative GPA at Allan Hancock College of at least 2.75, on a four-point system, and cannot currently be on Progress or Academic Probation.

Article III. The scholarship will be given in two (2) \$375.00 increments, one at the end of the fall semester and one at the end of the spring semester. The spring increment is dependent on the recipient meeting all requirements outlined in Article II above.

Article IV. The recipient of this scholarship will be selected by secret ballot and requires a majority vote of the students enrolled in the Leadership class each spring semester.

BY-LAW NUMBER VII - TERM LIMITS

Article I. No person shall be appointed or elected either by the student body or the student council to an Associated Student Body Government Executive Board or Commissioner position for more than a total of six semesters or three terms, as explained below (except as provided for below under Article II).

Clause 1. An officer is allowed to serve in different offices as long as the total time served does not exceed six semesters consecutively or non-consecutively.

Clause 2. Any portion of a semester served is considered a semester of eligibility used.

Clause 3. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Article II. The offices of the President and Vice President shall be excluded from the two-term rule and shall be limited to one term or two semesters for each office except as outlined in bylaw VII, Article II, Clause 2.

Clause 1. Upon completion of the term of President, the President is not allowed to run for the office of Vice President.

Clause 2. A person who becomes President, Vice President or Student Trustee for a partial term retains eligibility for a succeeding full term (August to May).

BY-LAW NUMBER VIII – ELECTIONS

Article I. Elections will be held each spring semester, a minimum of two weeks prior to the end of the semester.

Article II. All candidates for office must comply with the approved ASB Student Elections Code, appended to these by-laws.

BY-LAW NUMBER IX-CHANGES TO THE BY-LAWS

Article 1. These by-laws may be amended, changed, or revised, if at any time deemed necessary, by a majority vote of the ASB Student Council of Allan Hancock College.

Article 2. Amendments to the By-laws of the Constitution of the Associated Student Body of Allan Hancock College shall take effect the semester following the passage of the change(s) by the ASBG Student Council.

Article 3. An Amendment shall be ruled an emergency only if an existing regulation is causing actual harm to an individual or organization. Such amendments shall take effect immediately. Inconvenience shall not be construed as harmful.

ASBG POLICIES AND PROCEDURES

POLICY I – GENERAL

Article I. All students enrolled in the Leadership Class at Allan Hancock College are members of the Associated Student Body Government. As such, they are expected to comply with the same rules and regulations as Student Council members.

Article II. Any member of the ASBG not serving on the Student Council, found to be in violation of any rule or regulation will be subject to withdrawal of privileges, to include withdrawal of the right to chair an ASBG committee, withdrawal of the right to participate in any ASBG committee activity or event outside of the classroom, and withdrawal of the right to serve on a campuswide committee. This may also result in a reduced grade in the Leadership class, at the discretion of the instructor and as spelled out in the course syllabus.

Article III. Any officer may resign at any time by giving written notice of resignation to the President, Vice-President, or Coordinator, Student Activities/ASBG Advisor. Any such resignation shall take effect upon receipt of such notice or any later time specified therein. The formal acceptance by Student Council of such a resignation shall not be necessary to be made effective. A letter of resignation is a legal contract and may not be rescinded by its maker.

Article IV. Any Student Council member who resigns, due to extenuating circumstances which prevent them from fulfilling the duties required of their position, retains eligibility to apply for an open office at a future date. Extenuating circumstances must be spelled out in the letter of resignation.

Article V. Any student who is removed from office for excessive tardies or absences loses eligibility for the remainder of that term of office, and is precluded from applying for any open position for the next academic year. Any student removed from office for violation of any rule or regulation, or who is removed from office more than once for excessive tardies/absences, will lose their eligibility to hold a position on the Student Council permanently.

POLICY II - VACANCIES IN OFFICE

Article I. Guidelines for filling vacancies.

- a. Following the ASBG elections, the Executive Assistant or the Coordinator, Student Activities/ASBG Advisor will post all open offices. All vacancies shall be posted for ten school days.
- b. Applicants shall submit an Application for Associated Student Body Government to the Coordinator, Student Activities/ASBG Advisor, who will verify the candidate's eligibility according to the Constitution. Such applications must be received not later than 3:00 p.m. on the tenth (10th) school day following the posting of the vacant offices.
- c. Any student who is dual enrolled is ineligible to hold a board position until that student has completed a minimum of one semester of Leadership 111. At no time may a dual enrolled student be eligible to apply for the vacant position of ASBG President, Vice President or Student Trustee.
- d. Each applicant will be contacted by the chair of the interview committee to set a time for an interview. Interviews must be conducted within two weeks following the closing date. It is anticipated that applicants selected to fill positions be identified not later than the fifth week of the semester.
- e. The interview committee, as established by the Executive Assistant, the ASBG President or designee as outlined in By-Law Number 1, Article V, Section 2 will receive a list of standard questions to be asked of all candidates. Each applicant will respond to the same basic set of questions. Other questions may only be asked for clarification purposes.
- f. Interview committee members are required to review the application prior to each interview.
- g. A schedule of interviews and questions will be given to the Coordinator, Student Activities/ASBG Advisor and the Instructor, Leadership 111.
- h. Any position not filled during this initial ten-day period will remain open no longer than the end of the fourth week of the spring semester at which time all vacant positions are closed. Any eligible student may submit an Application for Associated Student Government Open Position until the end of the fourth week of spring semester. These students may be appointed at the discretion of the ASBG President, with a two-thirds vote of the seated council members. Interviews may be held at the discretion of the ASBG President.
- i. Positions that become open after the fourth week of the spring semester may be filled by Presidential appointment at the discretion of the President and with a two-thirds vote of the seated council members. Prior to the identification of a student to be appointed, interviews may be held according to the guidelines above at the discretion of the President.

Article II. Interview Committee

- a. The Interview Committee shall consist of the ASBG President, the Executive Assistant and no fewer than three (3) members appointed from within the Student Council. If the Executive Assistant position is vacant, the chair shall be the President or designee.
- b. The Interview Committee, after interviewing all candidates, shall submit its recommendation(s) to the Student Council at the next meeting.
- c. The Interview Committee may recommend that, in its opinion, no candidate(s) is/are qualified to fill a vacancy.
- d. The members of the Interview Committee are not always required to be the same Student Council members unless there is more than one candidate for a single office. In this case, the same members must interview all candidates for that particular office.

POLICY III - AWARDS

Article I. STUDENT COUNCIL AWARDS

- a. A suitable recognition will be awarded at the end of the spring semester to each Student Council member who has served at least one semester.

Article II. CLUB OF DISTINCTION

- a. A "Club of Distinction" award shall be given by the Student Council to the most outstanding club on campus at the end of spring semester.
- b. The name of the most outstanding club shall be engraved on the "Club of Distinction" perpetual trophy.
- c. An award of fifty (\$50.00) will be given to the club treasury.

Article III. STUDENT COUNCILPERSON OF THE YEAR

- a. To be eligible, a councilperson shall have served two semesters.
- b. The ASBG President shall not be eligible for this award.
- c. The "Student Councilperson of the Year" shall be judged on:
 1. Extra-curricular activities
 2. Achievement in his/her office.
 3. Service to Allan Hancock College.
 4. Academic achievement.

5. Leadership.

- d. "Student Councilperson of the Year" shall be selected by Student Council. Method of selection shall be by ballot. A simple majority shall be necessary for selection of a "Student Councilperson of the Year."
- d. In case of a tie vote, the Student Council Advisor shall submit to Student Council the names of the top nominees for a run-off vote.
- e. "Student Councilperson of the Year" shall be announced and a plaque presented at the end of spring semester.

Article 4. **PERPETUAL PLAQUES**

- a. There shall be a perpetual plaque, listing the name of each ASBG President, the year, and the term that he/she served in office.
- b. There shall be a perpetual plaque, listing the name of each Homecoming King and Queen and the year of reign.

POLICY IV - VOTING ON FINANCIAL MATTERS

Article 1. All activities must be approved, in principle, by the ASBG board prior to submission of a funding request.

Article II. All requests for funding must be submitted, in writing, for review by the ASBG budget and finance committee prior to the item being included on the agenda for board approval.

Article III. All matters pertaining to the disbursement of Associated Student Body funds shall be introduced a minimum of one week prior to its being passed. The seven-day (7) rule shall be waived only when absolutely necessary.

Article IV. As a general rule, financial matters should require a voice vote.

POLICY V - ACTIVITY REQUEST

Article 1. A Request for Activity Form must be filed with the Coordinator, Student Activities/ASBG Advisor for each Student Council or Club Activity.

Article 2. The request for an activity must be approved at least fourteen (14) calendar days prior to the activity.

POLICY VI- ANNUAL EVENTS

Article 1. **STUDENT GOVERNMENT DAY**

In recognition of all persons who have contributed to Allan Hancock College Student Government, we the Associated Student Body of Allan Hancock College declare that one day within the two weeks prior to the ASBG elections each year is "Student Government Day." Annual events to celebrate Student Government Day will be scheduled by the Associated Student Body Government at its discretion.

Article 2. HOMECOMING

Annual Homecoming events will be scheduled by the Student Council at it's discretion.

Article 3. DIVERSITY/UNITY MONTH

The month of March shall be designated as Diversity/Unity Month. Events will be scheduled at the discretion of the Student Council.

Addendum: (1) Code of Ethics
 (2) ASBG Elections Code

REVISED: May 16, 2001
REVISED: May 8, 2002
REVISED: May 21, 2003
REVISED: December 10. 2004
REVISED: May 15, 2006
REVISED: May 18, 2007
REVISED: May 12, 2008



ALLAN HANCOCK COLLEGE

ASSOCIATED STUDENT BODY GOVERNMENT

CODE OF ETHICS

PART I

We, the Associated Student Body Government of AHC, respect the dignity and rights of all people. We recognize that all people deserve respect regardless of their cultural background, ethnicity, race, religious beliefs, political ideologies, disabilities, sexual orientation, age, or socioeconomic status.

We will avoid using any personal power we may possess (such as physical, intellectual, academic, sexual, racial, or social) to exploit or intimidate others. We will refrain from giving others our unwarranted personal attention if it is not welcome.

If it is necessary to publicly challenge the beliefs or actions of any individual, we will strive to do so with respect and sensitivity, and will attempt to preserve the dignity of that person. We will accept the challenge of attempting at all times to build people up rather than tear them down. This applies to our treatment of each other and of those around us

We recognize that being a member of this organization involves participating in an environment by which freedom of expression is of paramount importance to ensure total student input on the policy depictions and the free exchange of ideas. We also realize the need to demonstrate respect for our fellow Board members, students and staff of our college when making public comments about colleagues and students.

While it is recognized that dual relationships may exist among board members, i.e. husband/wife, sibling, boy/girlfriend, it is expected that individuals will not attempt to influence any decision made by the other party to said relationship. It is further expected that individuals involved in such relationships would abstain on any issue involving any proceedings regarding each other, in order to avoid any possible conflict of interest or illusion of impropriety. Although we may have a variety of relationships with colleagues or others, individual members will not demonstrate favoritism or deferential treatment to the aforementioned in meetings. We shall not exploit colleagues or others for any reason.

We will not make false statements that may have a negative impact on the Associated Student Body, nor will we knowingly make false statements regarding fellow class members, the student body, and the faculty/staff of Allan Hancock College, which may directly or indirectly cause harm to those individuals.

PART II

We, the Associated Student Body Government, strive for honesty in representing all students in our college. We value a process that includes motivation, representation through honest and open debate, and through the total documentation of all actions, positions, and decisions that the board may take. We will facilitate the representation process by providing for a comprehensive system of making information available to all students within Allan Hancock College.

We will strive to maintain proper dissemination of our minutes and agendas to all members of the Allan Hancock College community, thus ensuring compliance with the Ralph M. Brown Act.

Further, we will strive to remain open-minded, intellectually resilient, and willing to entertain and evaluate positions other than our own. By maintaining this posture, we ensure that our personal beliefs are not imposed upon other people, and we encourage debate without penalty.

PART III

As members of the Associated Student Body Government we will always consider carefully the consequences of our actions; in order to protect the integrity of the process by which actions are taken and to protect the overall mission of our organization.

We recognize that sometimes constituents will offer gifts and/or favors to gain our support. We shall decline such gifts whether or not they involve substantive material gain, labor or energy, or when colleagues or others could construe the gift as an attempt to curry favor.

We will give due regard to our role as students by maintaining our educational goals and promoting the idea of high academic achievement and success.

We will always guard against anything that might compromise our ability to complete the tasks which we were elected to accomplish.

When we speak or act on behalf of the ASBG, we will ensure that anything we say or do accurately reflects the opinions of the ASBG. Further, any ASBG member or board member making false statements may be subject to disciplinary action, including removal from the board.

When we speak or act as private individuals, we will avoid creating the impression that we speak or act for the Associated Student Body, unless otherwise directed by the Associated Student Body Government board or as stated in the governing documents.

We will refrain from any illegal activities while participating in any school function or while acting as a representative of Allan Hancock College. Furthermore, we will refrain from alcohol consumption while participating in any school function or while acting as a representative of Allan Hancock College.

Anyone found to be in violation of the Code of Ethics will be subject to disciplinary action, in accordance with the By-Laws of the Associated Student Body Government of Allan Hancock College, and the guidelines for Student Conduct.

This document can be amended by a 2/3 vote by the board.

ADOPTED: May 16, 2001
REVISED: May 8, 2002
REVISED: December 10, 2004
REVISED: May 15, 2006



ALLAN HANCOCK COLLEGE

ASSOCIATED STUDENT BODY GOVERNMENT STUDENT ELECTION CODE

This Student Election Code (hereafter referred to as the Code) will govern all students who choose to run for an elected position on the Associated Student Body Government Student Council. All successful candidates will assume office on the opening day of the fall semester for which they are elected, and their term shall end the day after Commencement ceremonies. The only exception to this rule shall be the term of office for the Student Trustee, whose term shall be specified by the Board of Trustees Policy and Procedure Manual (normally July 1 through June 30.) It is the responsibility of all candidates to comply with this Code. If a candidate has an individual or individuals assisting with their campaign, it is the candidate's responsibility to inform such individuals of the requirements in this Code.

I. ELECTION COMMITTEE

- a. The Election Committee shall be chaired by the Commissioner of Legislative Affairs, and shall be comprised of the chair plus four members from the ASBG. In the event that four members of the class are not available to serve, a lesser number may serve, with the approval of the Coordinator, Student Activities/ASBG Advisor. The chair will vote only in the event of a tie. No member of the Election Committee shall be a candidate for an ASBG position the same year(s) that they serve on the committee. In the event the office of the Commissioner of Legislative Affairs is vacant, or if that person is a candidate in the current election, the chair shall be the ASBG President or designee. The Coordinator, Student Activities/ASBG Advisor and Vice President, Student Services shall be ex-officio members of the Election committee.
- b. The Election Committee and the Coordinator, Student Activities/ASBG Advisor shall be responsible for establishing all dates relative to ASBG elections and for conducting the nomination assembly to be held the day immediately prior to the first day of elections.
- c. The Election Committee shall have the power to interpret and enforce this election Code. Appeals to decisions made by the Election Committee may be brought before the ASBG Board as outlined under Article X.e. of this code.
- d. Discussion during Election Committee meetings may be limited to members of the committee, (including ex-officio members), at the discretion of the chair or at the direction of the Coordinator, Student Activities/ASBG Advisor.
- e. The Election committee may meet in closed session only when discussing alleged violations of the Elections Code.

II. GENERAL REQUIREMENTS FOR CANDIDACY

All candidates for ASBG Student Council positions must meet the eligibility requirements outlined in the ASBG Constitution, Article V, Section 1.

III. ELECTION PACKET

- a. The ASBG elections will be held in April or May each year, at least two weeks before the end of the semester (when the current officer's terms expire). The following materials will be included in the election packet, which will be made available at least ten working days prior to the deadline for filing.
 - i. Candidate Rules and Regulations
 - ii. Elections Timeline
 - iii. Nomination Petition
 - iv. Notice to Candidates
 - v. Candidate Platform Statement
 - vi. Campaign Financial Report Form
 - vii. Publicity Release Form
 - viii. ASBG Student Election Code
 - ix. Article II, Article V and Article VI of the ASBG Constitution
 - x. Publicity Policy
- b. All candidates must meet the specific requirements laid out in the packet prior to being approved for candidacy. By signing the candidacy petition, the candidate agrees to abide by the ASBG Election Code and the Constitution and By-law's of the Associated Student Body.

IV. PRE-ELECTION MEETING

- a. A mandatory pre-election meeting for all candidates shall be held after the deadline for filing and before the beginning of campaigning. The chair of the Election Committee shall conduct this meeting.
- b. At this meeting, all campaign guidelines shall be reviewed and candidates will have the opportunity to ask questions concerning all applicable rules and regulations, including this Code.
- c. Any candidate who fails to attend this mandatory meeting shall be immediately disqualified from running in the election.
- d. To accommodate the schedules of candidates, a second meeting may be scheduled at an alternative time, if needed, at the discretion of the Coordinator, Student Activities/ASBG Advisor. All candidates must attend one of the two scheduled meetings.

V. CAMPAIGNING

- a. Campaigning may take place only during the two-week period immediately prior to the first day of elections. Candidates may conduct **limited** campaigning on election days. Campaigning shall be restricted to designated areas on campus and will be regulated as to time, place and manner in accordance with the campus publicity policy, and as approved by the Election Committee and the Coordinator, Student Activities/ASBG Advisor.
- b. All candidates must comply with this Code and the campus publicity policy when posting or distributing campaign materials. Failure to comply may be sufficient cause for the disqualification of a candidate. Such a decision is subject to the discretion of the Elections Committee. When distributing campaign materials,

candidates are urged to advise students not to leave campaign materials such as handouts, fliers, etc. in either the elections booths once they have cast their vote, or within 100 feet of the booths on election days. (See Removal of Campaign Materials, article VII a. of this Code.)

- c. Campaign materials may only be posted on designated public bulletin boards on campus (at all campus locations). Under no circumstances may campaign materials be posted in any restrooms on campus. **At no time** may campaign materials be distributed person to person inside the Learning Resources Center (LRC which includes the Library) or the Lompoc Valley Center Library, nor may individuals go into the LRC/Library to campaign. Any candidate who has other persons assisting in the posting and distribution of their campaign materials is held accountable for the behaviors and actions of those persons. It is the candidate's responsibility to ensure these persons are aware of all pertinent regulations. For the exclusive purpose of ASBG election campaigning, specific posting requirements and regulations contained in this Code supersede requirements and regulations in the AHC publicity policy.
- d. Candidates may not campaign during a class or in a classroom at any time (with or without instructor permission). The wearing or displaying of buttons, t-shirts, badges, or any other item that advertises an individual's candidacy is considered to be a form of campaigning and cannot be visibly displayed or worn in a classroom. With the permission of an instructor, candidates may make a general announcement in class stating that the ASBG elections will be held on certain days at specific times and locations, in order to promote student participation in the elections. The mention of any individual's candidacy in such an announcement is prohibited.
- e. Some candidates may choose to hand out candy, cookies, coffee, etc. while campaigning. This is acceptable during the two-week campaign period, and these expenses must be included on the Candidate Financial Report Form. Such items are considered "incentives to vote" and as such may not be distributed on election days. It is the responsibility of each candidate to ask the Election committee if there is any question as to whether or not a particular item is considered an "incentive."
- f. No ASBG supplies or equipment may be used for campaign purposes. Further, no copies may be made on the copy machine in the Student Activities Office or at campus graphics. No facilities under the jurisdiction of the ASBG (G102, 103 & 104) may be used for campaign purposes. Tables for individual candidates or "social" activities will only be permitted in the designated free speech area west of the Student Center.
- g. Staff and faculty shall not campaign in any way for any candidate.

VI. CAMPAIGN EXPENDITURES

- a. The total value of all materials used in a candidate's campaign may not exceed \$50.00. Items used for campaigning which a candidate already owns (such as poster board, paint, paper) must be included in the financial report. While receipts may not be available, candidates must estimate the fair retail value of materials used (for example, if a ream of paper is purchased but only 50 sheets are used, a candidate should estimate the value for the 50 sheets.). Two items specifically excluded from the requirement of estimated retail value are markers and ink for computer printers. It is reasonable to expect that most candidates already possess

such supplies. In addition, any service provided by others to support an individual's candidacy (such as a DJ service for a candidate) must have a fair retail value established for that service. Donations of any kind will not be exempt from assessment of fair retail value. Even if a candidate has zero campaign expenditures, they must still submit the Campaign Financial Report Form indicating that no money (\$0) was spent.

- b. Two or more candidates may run together on a ticket. Their total expenditures may not exceed the number of candidates times the amount per individual candidate. Candidates are defined as running together if they share any advertising media.
- c. All candidates must present an itemized account of their campaign expenses to the Election Committee chair or Coordinator, Student Activities/ASBG Advisor no later than 12 p.m. the day prior to the nominations assembly, **regardless of campaign costs**. All candidates will use the Candidate Financial Report Form included as part of the elections packet to report their campaign expenses. Failure by any candidate to provide this information may result in disqualification.

VII. REMOVAL OF CAMPAIGN MATERIALS

- a. The Election Committee shall have the right to remove any campaign material not meeting the requirements as listed in this Code under Article V, Campaigning, c. and will inform the Chair of the Elections Committee if required to do so.
- b. On election days, no campaign materials or campaigning is permitted within **100 feet** of the polling place. It is each individual candidate's responsibility to ensure all campaign materials are removed prior to the opening of the polls, if such materials are located within the 100 feet boundary. Failure of candidates to remove materials may be cause for disqualification.
- c. The candidate or his/her designee must remove all campaign materials by 4:00 p.m. on the day following the last day of voting.

VIII. BALLOTS

- a. The position of the names on the ballots shall be presented in the following manner:
 - i. Offices will be listed in the same order as in the ASBG Constitution and By-laws: i.e. President, Vice President, Student Trustee, Executive Assistant, Secretary, Treasurer, and Commissioners of: Student Activities, Curriculum, Communications, Student Rights & Development, Campus Environment, Legislative Affairs, and Extended Opportunities.
 - ii. In the event that more than one candidate runs for an office, a random drawing will take place to determine the order in which the candidate's names will be listed on the ballot. The chair of the Election Committee will draw the names in the presence of the Coordinator, Student Activities/ASBG Advisor.

IX. VOTING

- a. All students enrolled in at least one unit of credit classes at Allan Hancock College are eligible to vote in the ASBG elections.

- b. In order to vote, all voters must show either a valid AHC student photo ID card (option 1) or a valid AHC non-photo ID card AND one form of photo ID such as a driver's license or military ID (option 2). A valid student ID card is defined as having a current semester sticker on it. Failure to produce proper ID will exclude an individual from voting.
- c. Voting shall be by secret ballot. Votes will be cast by filling out a computer Scantron form.
- d. Write-in candidates are not permitted. All voters have the option to vote for "None of the Above."
- e. There shall be no active campaigning or soliciting of votes within 100 feet of the general polling areas on all campuses. Candidates who fail to comply will be disqualified.
- f. The polls will be open for two days and two evenings at all campus locations. The person(s) working the polls during the elections shall not campaign for any candidate.
- g. After closing the polls both days, the election worker(s) at the Santa Maria Campus will return the ballot box to the campus police department, where all materials will be secured. Materials at all other campus locations will be locked in a secure area. The day following the last day of voting all materials will be returned, by courier, to the Coordinator, Student Activities/ASBG Advisor at the Santa Maria Campus. The forms will be hand counted by the Coordinator, Student Activities/ASBG Advisor and the Election Committee chairperson (or his/her designee) and the number will be matched with the number of sign-ins. Once the numbers have been tallied and verified for accuracy, the Coordinator, Student Activities/ASBG Advisor will hand carry the Scantron forms to the computer center where they will be machine scanned.
- h. A majority vote shall be necessary for election except in the case of three or more candidates for a position, when a plurality shall be required.
- i. In the event that any race results in a tie, a run-off election will be conducted. The winner of the run-off election will be determined by a majority vote.

X. ALLEGATIONS OF MISCONDUCT/DISQUALIFICATION

- a. A candidate's failure to comply with any portion of this Code may result in their disqualification.
- b. Any allegation against any candidate running for office of violating this Code must be submitted in writing to the chair of the Election Committee or the Coordinator, Student Activities/ASBG Advisor, within five (5) days (Monday through Friday excluding college holidays) of the alleged violation. The chair is then required to bring the item to the attention of the committee. Any ruling made by the committee may only be made public or expressed to the candidate or complainant by the chair or his/her designee. If any allegation of violation of this Code is made against any candidate, that candidate has a right to due process as outlined below.
- c. Upon receipt of such a complaint the Election committee chair will immediately inform the candidate against whom allegations have been made

of the allegations. Such notification shall be communicated in writing by one of the following methods:

- (1) the letter may be mailed by priority or certified mail, return receipt requested; OR
- (2) the letter may be hand delivered by the chair or his/her designee to the candidate against whom the allegation(s) have been made. If this method is used, the person delivering the letter must sign a receipt of delivery and have the accused candidate and an independent witness sign it, such receipt to be maintained by the Coordinator, Student Activities/ASBG Advisor.

The candidate against whom allegations have been made has eight days from the date of the letter (Monday through Friday excluding college holidays) to respond, in writing, to the allegations. Failure by the candidate to respond will result in their automatic disqualification of the candidate.

- d. If the committee agrees that an infraction has occurred, penalties may be issued in proportion to the infraction committed, and as determined by the Elections Committee. These penalties may include, but are not limited to, written censure, loss of eligibility to run for office in the current election, or loss of eligibility to run or apply for an open office for a maximum of 2 years. Immediate notification shall be made, in writing, delivered by either method outlined in (c) above, to the candidate against whom charges have been made. Such notification will indicate that the committee upholds the charges made and will specify any action proposed by the committee.
- e. An appeal of the Election Committee decision may be made in writing to the ASBG President and must be received within seventy-two hours (Monday through Friday excluding college holidays) of the decision being rendered and the findings mailed or hand delivered to the candidate. Upon receipt of an appeal, the ASBG President shall include discussion on the appeal on the agenda for the next regularly scheduled ASBG Board meeting. The only material which will be reviewed will be the written complaint(s) and the written response to the complainant, as submitted to the Election Committee. The person filing the complaint and the individual against whom the allegation(s) was/were made will each be given 5 minutes maximum to state their case. No other witnesses will be permitted to speak for either party. The ASBG Board will review the allegation(s) and response to them, and may vote to uphold or overturn the penalty issued by the Elections Committee. A two-third majority vote will be required to uphold or overturn the decision. Any board member who has a direct personal interest not common to other members of the ASBG board should remove himself or herself from voting prior to any discussion.
- f. The decision of the ASBG board is final.
- g. In the event that the elections have taken place prior to a final decision being rendered in regards to the allegation(s), election results for all positions will be posted as soon as available, except as indicated here. Should the candidate against whom the charges have been made lose the election, the chair of the election committee may permit the results for the position to be posted immediately. The candidate against whom charges were made may still file an appeal to attempt to clear their name within the appropriate time frame spelled out in this Code. In the event that the said candidate wins the election, the chair of the Election Committee may choose to delay posting

the results for that position until a decision has been rendered concerning the allegation(s).

- h. If no appeal is received, or if an appeal is made and the charges are upheld by the ASBG board, the infraction will be recorded and all documentation saved for future reference by the Coordinator, Student Activities/ASBG Advisor. Should the candidate against whom the charge(s) was/were brought attempt to run for office at a future time, the results of these findings will be considered in determining an individual's eligibility to run for office.

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