

## **BY-LAW NUMBER 1 - Duties of ASBG Officers**

### **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 utilize the college's independent study option or workshops 179 or 379 option 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 .

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.

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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 re-entry 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.