

# **BARSTOW COLLEGE ASSOCIATED STUDENT BODY BYLAWS**

## **ARTICLE I- MEMBERSHIP AND PRIVILEGES**

Section 1- A student who is enrolled at Barstow College and is in good standing with Barstow College can become a member of the Student Body Association. All ASB members who hold office shall pay his/her student body ASB fees to hold office for the semester for which the fee is paid.

Section 2- Privileges

Clause 1- The right, if eligible, to hold an office as provided in the ASB Constitution.

Clause 2- Free or discounted admission to all ASB activities.

Clause 3- Reduced prices on bookstore merchandise.

Clause 4- Vote in all ASB Elections.

Clause 5- Be represented by the ASB Officers

Clause 6- Other rights, privileges and benefits established by the ASB Council of Barstow College.

## **ARTICLE II- SALARIES/EXPENSE ACCOUNTS-ASB OFFICERS**

Section 1- ASB Officers shall not be salaried except in the case of the ASB President when that person is holding the office of Student Trustee. The Student Trustee may accept compensation from the Board of Trustees of Barstow College.

Clause 1- The ASB President, or his/her designated represented, shall have an expense account available for official travel or entertainment of visiting officials.

## **ARTICLE III- TRAVEL EXPENSES**

Section 1- An organizational representative shall file with appropriate office a request for transportation form. If a District Vehicle is available, ASB will be responsible for all gasoline used by this vehicle. If no district vehicle is available, reimbursement for travel will be based on the following:

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- Clause 1- Twenty-five cents per mile not to exceed more than 100 miles above the travel distance. Official distance shall be that as provided by the Automobile club of Southern California.
- Clause 2- Twenty-one cents per mile when requested by the ASB Advisor or the Executive Senate to use his/her own vehicle to run errands for ASB in the local area.
- Clause 3- \$40.00 Per Diem will be allowed for approved trips to cover food and miscellaneous expenses. No receipts will be required however an informal written report will be submitted to council. NO REIMBURSEMENT SHALL BE MADE FOR ALCOHOLIC BEVERAGES.
- Clause 4- Lodging reimbursement shall not exceed \$100.00 plus tax or conference rate plus tax per night.
- Clause 5- All claims for reimbursement shall be submitted from the requestor to the Executive Board and the Dean of Student Services or his designed for authorization of payment(s). A purchase Order Request shall be submitted, with the minutes of the meeting during which authorization of payment was made. If this request is for expenditures made during the summer recess, the person must obtain approval from the Executive Senate and Dean of Student Services or his designee. A purchase order request shall be submitted, with the minutes of the meeting during which authorization of payment was made. Minutes for reimbursement or Per Diem expenditures made during the summer recess shall be that of the Executive Senate Meeting.

#### **ARTICLE IV-EXPENSE ACCOUNT**

- Section 1- Expense accounts advancements shall only be made with the concurrence of the Executive Board. Such requests shall be in writing and routed through the ASB President. Reimbursement will not be made for any expenses that are covered in registration fees or otherwise paid. ASB funds shall not be available for certificated personnel in advance for service(s) rendered.
- Section 2- Reimbursement request may be made using a requisition form. All invoices or receipts must accompany the request. With the approval of the Vice-President of Student Services, Club Advisor, or the Student Life and Development Supervisor, ASB emergency expenditures are allowable. An explanation of the expenditure shall be attached with the purchase order request form.
- Section 3- Check/PO Request Form Procedure
- Clause 1- In order to expedite purchases, if ASB decides to change the vendor after a request to special funds is recorded in the minutes

(providing the purchase has not been made and there is no change in the dollar amount,) the student advisor may request a vendor change by providing the Business Office Accounting Technician a memo/email indicating the change.

#### **ARTICLE IV- ASB CARD POLICY**

- Section 1- The Barstow College ASB Card shall cost \$5.00 per semester.
- Clause 1- The Barstow College ASB Card may be used for reduced or free admission to events sponsored by ASB, Campus Clubs, Barstow College District, and the Foothill Conference, when applicable.
- Clause 2- Each card holder shall be permitted one guest who shall be admitted at the same admission fee as the holder of the ASB Card at all ASB and club events. The holder of the ASB Card must be present and show his/her card to gain admittance. Any ASB Cards that are "loaned out" will be confiscated. This privilege is not binding on the Barstow College District or the Inland Valley Conference.
- Clause 3- Each card holder is responsible for the use, misuse and/or alteration of his/her ASB Card. Full-time staff members (classified, certificated and part-time certificated), not to include students or guests, shall be granted free admissions to all ASB events.
- Clause 4- In the event a student's ASB card needs to be replaced for any reason, the student must show a receipt of purchase showing that they have paid \$5.00 for a replacement card.
- Section 2- Student Representation Fee is used to support student who lobby for legislative issues that benefit community college students or participate in CalSACC activities.

#### **ARTICLE V-ASB SERVICE AWARDS:**

- Section 1- Each year a committee shall determine ASB Service Award recipients shall be formed by the Supervisor of Student Life and Development.
- Clause 1- Awards shall be for services rendered either to the community or Barstow College over a period of not more than four continuous semesters or less.
- Clause 2- The determination of the committee shall be based on the information provided on the ASB Service Award Application.
- Clause 3- The ASB Service Award Application shall be the only form accepted by the ASB Service Awards Committee.
- Section 2- The ASB Service Awards established are:

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- i. Club of the Year Award
  - ii. ASB President's Award
  - iii. Gold Viking Award
  - iv. Silver Viking Award
  - v. Bronze Viking Award

Section 3- Qualifications for awards are set forth as follows:

**Club of the Year-** Club having accumulated the greatest number of service hours (not total of individual members' service points) from service contributed to either Barstow College or the community. Each claim of points for service hours shall be only valid only if five or more club members participated in the project. All claims must be verified by the Supervisor of Student Life and Development. All claims must be verified by the Director of Student Life and Development. This is an annual award.

**ASB President's Award-** The President of the Associated Student Body and the ASB Advisors shall choose one individual who has accumulated more than 800 points, has served the ASB and/or other campus clubs for a period of not more than four continuous semesters, and who has helped contribute to Barstow College and/or the community.

**Gold Viking Award-** Individual students having accumulated more than 1000 points from services contributed to Barstow College over a period of not more than four continuous semesters.

**Silver Viking Award-** Individual students having accumulated more than 800 points from services contributed to Barstow College over a period of not more than four continuous semesters.

**Bronze Viking Award-** Individual students having accumulated more than 600 points from services contributed to Barstow College over a period of not more than four continuous semesters.

Clause-1 Barstow College Service Points Chart

<u>ASB</u>	
President	150
Vice-President	100
Executive Officer	75
Senators	50
Committee Head	20

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Committee Member	10
Student Trustee	125

Clubs

President	75
Vice-President	50
Executive Officer	25
Club Member	15
ASB Representative	25

Academics

Valedictorian	100
Salutatorian	100
Dean's List	50
President's List	75

Clause 2- Service points may be earned by Barstow College students who demonstrate participation in campus functions with the purpose of promoting academic achievement and encouraging school spirit. Service points may be earned as follows:

Section 4- **ACTIVITIES**  
Preparations for and participation in ASB club, sport or any other extra-curricular activities, fund raisers, is worth 2 points per hour.

Section 5- **MEETINGS**  
Preparation for and attendance to all regular and Executive ASB, conferences and club meetings are worth 3 points per hour.

Section 6- **REPRESENTATION**  
Serving as a representative to the ASB Senate, Inter Club Council meetings, faculty committees and attending club functions are worth 2 points per hour.

Section 7- **COMMUNITY/SCHOOL SERVICE**  
This includes assisting students with course scheduling, tutoring, share-a-ride, etc., as long as academic achievement is being promoted. The recipient who is receiving assistance must sign the service point record sheet. This is worth 2 points per hour.

Clause 1- Acceptable Community service shall be defined as promoting and enhancing the community, such as Community Clubs (Elks, Legion Hall, etc...) A

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complete list of acceptable community service is available in the ASB Office.

- Section 8- It is the responsibility of the individual students to keep record of their service points and report them to the ASB Vice-President no later than the 15<sup>th</sup> of the following month. All service points must be signed by the club advisor and then verified by the ASB Advisors. ANY SERVICE POINTS SUBMITTED AFTER THIS TIME WILL NOT BE COUNTED.

#### **ARTICLE VI-MAINTENANCE/PRESENTATION OF AWARDS**

- Section 1- All students must maintain an Activities Chart in his/her permanent file and must have the chart filed with Student Records each semester, after it is signed by the club(s) Advisor.
- Clause 1- Each club must record the names of people on each committee, list them in the minutes and submit a copy to the ASB Office.
- Section 2- ASB awards and others as approved by the ASB Senate shall be presented at ASB Honor's Day. The location of Honor's Day shall be determined by the ASB Senate.
- Clause 1- The ASB will provide a set number of tickets to award to scholarships recipients and presenters, twenty-five of which will be set aside for the special Award categories. The remaining tickets will be sold at a price determined by the ASB Senate not to exceed the actual cost of the event.

#### **ARTICLE VII- DISPOSTION OF FUNDS-DEFUNCT CAMPUS CLUBS**

- Section 1- The funds of any campus organization, not otherwise provided for in the Constitution or Bylaws of a defunct campus club shall first be held nontransferable by the ASB Bookkeeper for thirty days to allow for payment of assets and liabilities of said club and then transferred into the ASB general account.
- Section 2- ASB shall receive funds of a defunct club and shall be liable for payment of all debts of said club to the extent of the funds received.
- Section 3- Any campus organization that is inactive for a period of two years shall have their charter revoked as ASB deems necessary.

- Section 4- An annual review of club charters will be conducted by ASB. A questionnaire will be sent to all former club advisors and faculty concerning reactivation of organizations on campus.
- Section 5- An annual review of club charters will be conducted by ASB. A questionnaire will be sent to all former club advisors and faculty concerning reactivation of organizations on campus.
- Section 6- Students will be notified of this annual review by October 15<sup>th</sup> of the respective academic semester.

### **ARTICLE VIII- RELATIONSHIP OF CLUBS AND ORGANIZATIONS TO ASB**

- Section 1- The Associated Student Body is the parent organization of all student organizations operating on campus.
- Section 2- The following steps must be followed in order to become a recognized as an active campus club at Barstow Community College.
1. Fill out “Application for Recognition as a Barstow College Campus Club/Organization” signed by the following.
    - a. Faculty Advisor
    - b. Club President
  2. Submit application to Student Life & Development to be approved by the following people.
    - a. Student Life & Development Supervisor
    - b. Vice President of Student Services
    - c. Barstow College President
- Section 3- Steps to becoming a recognized Club on campus after the application for recognition has been approved by the Student Life & Development Supervisor, Vice President of Student Services and the Barstow College President:
- a. The Club Advisor will post flyers on campus bulletin boards and put flyers in campus mailboxes to inform everyone on campus about the new club, date, location, and time of first meeting.
  - b. The first club meeting will be chaired by the Club Advisor to inform potential members of what the club stands for. This will be an informational meeting only. Flyers will then be posted after the first meeting regarding election of officers and members, posted within a two week time frame for the next meeting.
  - c. The second meeting will be chaired by the Club Advisor and election of officers and members will be done at this time. The following will be elected.
    - President
    - 6 Members
  - d. After the election of officers and members, the officers will meet with the Club Advisor to make Bylaws/Constitutions. These

will comply with the ASB Constitution and Bylaws. Upon completion of the Bylaws/Constitution, the Club will submit them to the Associated Student Body for approval.

e. Upon Associated Student Body approval, the club will then receive the following from the ASB:

1. A mailbox in the reproduction room.
2. A bulletin board.
3. A start up donation of \$250

Clause 1- All clubs and organizations must submit a list of their planned activities for approval by ASB. This must be done in advance and during a scheduled ASB meeting. Failure to do this will result in a formal warning and the club or organization being put on probation for the rest of the year.

Clause 2- Any club not having the funds available to pay for an activity must present a request for a loan 15 days prior to the activity. If the request is not presented, ASB will be responsible for the costs incurred and events shall be led and the club will be put on immediate suspension.

Clause 3- All clubs and organizations must prepare and submit a budget for the year or each semester and receive ASB approval prior to expending monies.

Clause 4- Contracts with a third party (D.J., Security, etc...) will be submitted to ASB and to the ASB Advisors. ASB's approval must be obtained at least ten school days prior to the event. In the event that this policy is violated, the club or organization shall be immediately put on suspension.

Clause 5- Any club or organization wishing to withdraw funds from its own general account must first comply with all ASB regulations concerning clubs and organizations.

Section 2- Right to functions and concessions for all school, but not club, activities will be done on a rotation basis. The rotation will include all active clubs and ASB. The order shall be done alphabetically. Failure to perform will forfeit the turn in rotation. Violation of this will result in a formal warning and the club being put on probation for the rest of the semester. Two violations will result in the club being banned for the rest of the year.

Clause 1- 100% of the gate profits from all athletic events will be forwarded to ASB for reimbursement.

1. Of the profits received from athletic events, 50% will be deposited in the ASB general operating fund and 50% will be deposited in the College Intercollegiate Sports fund to be used as the Athletic Director deems fit. Any money remaining after the school year ends shall remain in the

Intercollegiate Sports fund to be used as needed in the sports program.

2. ASB will make allowances for athletic programs that require assistance. A presentation by the Athletic Director to ASB will be required before the funds will be approved for use. The final decision for additional funds will lie solely with the ASB Senate.
3. The Athletic Director shall provide ASB with a typed list of all persons to be allowed entrance into the game no later than one hour prior to the game time. This list shall include specific names for those desiring entrance into the game. The classified and certificated season passes shall be for the person listed on the pass and one guest. The person whose name appears on the pass must be present for the pass to be valid. Any season passes that are "loaned out" will be confiscated. The players shall be limited to three non-paying guests per game. The Athletic Director shall provide a master plan for all athletic patrons that will allow them free entrance into athletic games. All guests on the list must show positive identification. The list must be signed by the Athletic Director or his/her designee.

Clause 2- Activity Procedures

- ii. A property use form must be submitted seven or more school days prior to the date of the dance.
- iii. The club must use the cash box provided by the Business Office. The Business Office requires a set of minutes and a purchase order five or more school days prior to the activity.
- iv. A club must have two security guards on duty during the activity if applicable. Administrative Services requires a set of minutes and a purchase order four or more school days prior to the activity.
- v. A club must have at least four club members working the activity.
- vi. The club advisor must be present at all times at the activity.

Section 3- One club officer or a designated member of a club or organization shall attend the ASB meetings on the designated Tuesday's from noon to 1 p.m.

**ARTICLE IX-PROCEDURES FOR CANCELING EVENTS**

Section 1- As soon as an event is cancelled, the following people must be notified. This procedure should be followed whether the cancellation occurs a week or at the last minute prior to the event. Five working days is preferred:

1. Switchboard operator: Be clear and concise. Follow up your verbal communications with a written memo.

2. Maintenance Operations- To cancel security, cans, box, etc...
3. Custodial and Maintenance: To cancel building access and janitorial services.
4. The D.J., other workers and the Advisor.
5. The Vice President of Student Services by memo.
6. ASB. There may be other clubs willing to take your canceled event, thereby keeping the continuity of regularly scheduled activities going on.

Section 2- Clean up responsibilities

Clause 1- Club members are responsible for the cleanup of the area of the activity. This applies to any activity of any kind. A clean up crew should be as much a part of the planning as in the activity and must be diligently adhered to.

Section 2- All clubs are to submit a typewritten copy of the minutes for each meeting and such are due no later than 12:00 noon, seven days after a meeting is held. Minutes are to be submitted to the ASB mailbox.

#### **ARTICLE X- XEROX COPIES**

Section 1- All club presidents and secretaries shall make copies in the Instruction Office.

Section 2- No member shall be appointed to make copies by the club president if that member is already appointed by another club president.

#### **ARTICLE XI- POSTING LITERATURE, POSTERS, FLYERS, BANNERS**

Section 1- The posting of and/or distribution of any literature by campus clubs or organizations must be approved by the Student Life and Development Supervisor that signifies by initial and date of approval.

Section 2- No literature shall be placed on the windows of the Student Center, Library or any other office, excluding the ASB Office.

Section 3- The approval of locations for posting literature is:

1. Bulletin Boards.
2. Inside the glass display cases.
3. The center partition of the cafeteria.
4. ASB Office.

Section 4- Posters will not be permitted on any vending machines or on vehicles.

## **ARTICLE XII- ASB SCHOLARSHIPS**

Section 1- ASB scholarship recipients shall be selected by the scholarship committee.

Clause 1- ASB will provide scholarships.

1. A scholarship to current students in the military.
2. A scholarship to incoming high school students.
3. A scholarship to current ASB members who have served the full year.
4. A scholarship to Vocational students.
5. A scholarship to Transfer students.

## **ARTICLE XIII- RESTRICTIONS**

Section 1- ASB reserves the right to bar any person from any and all ASB functions. (Board Policy, see Barstow College Catalog on Student Conduct and Sexual Harassment)

Clause 1- Length of the restriction shall be decided by the ASB senate and shall depend on the severity of the offense.

Clause 2- A written report regarding the restrictions must be submitted to the Dean of Student Services.

Section 2- ASB reserves the right to remove that member from council with a majority vote and replace said member by appointment by the ASB President per the ASB Constitution.

## **ARTICLE XIV- INITIATIVES**

Section 1- Procedure:

1. Any member shall present a typed initiative to the ASB Senate at an official meeting.
2. ASB reserves the right to immediately reject the proposal in the best interest of the ASB.
3. ASB has up to 30 days to take a vote on said initiative.
4. Consultation with the Dean of Student Services and/or ASB Advisor is mandatory.
5. ASB reserves the right to re-word any and all parts of the initiative proposed.

## **ARTICLE XV- PARLIMENTARY AUTHORITY**

Section 1- The parliamentary authority for all meetings shall be the Robert's Rules of Order.

## **ARTICLE XVI- ELECTIONS**

- Section 1- The Election Committee shall be composed of the members of the ASB headed by the ASB Vice-President. The ASB Vice-President shall select 2 members to be on the committee.
- Clause 1- General elections shall be held the third week in April each year to fill the offices of President, Student Trustee and Senators.
- Clause 2- The Election Committee shall set dates, times and places no later than two weeks in advance, publicize all matters pertaining to the elections, and ensure a nominating period of not less than ten school days.
- Section 2- Candidates for ASB Elections.
- Clause 1- All candidates shall be in good standing in all areas of Barstow College. (Academic, Financial Aide, etc...)
- Clause 2- In order to be on the ballot, a candidate must have prior approval from the following people:
1. Current ASB President
  2. Current Student Trustee
  3. ASB Advisors
- Section 3- Campaign Procedures.
- Clause 1- There shall be no campaigning within twenty (50) feet of the polls.
- Clause 2- It shall be the responsibility of each candidate to remove any and all campaign materials from campus by midnight of the following day of elections.
- Clause 3- No posters or other propaganda will be allowed on painted surfaces, glass, or metallic surfaces and will follow posting procedures.
- Clause 4- Polls must be open at least on Wednesday and Thursday from 9 a.m. – 1 p.m. and 4 p.m. –6 p.m. the third week of April.
- Section 4- Mechanics of Elections.
- Clause 1- The election Committee members shall be responsible for preparations of ballots.
- Clause 2- Notify ASB of all candidates running for council positions.
- Clause 3- Set up the polls on election days.

- Clause 4- Post election results.
- Clause 5- The election committee is empowered to act on any complaint received or to act upon direct observation of any in fractures by any candidate. Candidates may be dismissed from the election or the election may be voided with just cause.
- Clause 6- Candidates may, within five school days after the election, protest the outcome; such protest must be submitted in writing to the election committee.

### **ARTICLE XVII- INTER CLUB COUNCIL**

- Section 1- The Inter Club Council shall be headed by the Associated Student Body Vice-President, who shall be the President of the Inter Club Council.
- Clause 1- The Inter Club Council will have the following officers:
- a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
- Section 2- The Inter Club Council shall be comprised of the Vice-Presidents of each club on campus, who shall attend the Inter Club Council meetings at the designated time and place each month.
- Section 3- Each active Inter Club Council member shall be a voting member.
- Section 4- The President of the Inter Club Council shall keep all active campus clubs informed of actions taken in the Associated Student Body.
- Section 5- The Inter Club Council shall coordinate all club activities in cooperation with the Inter Club Council members. Activities shall then be submitted to the Associated Student Body to be approved.

### **ARTICLE XVIII- CLUBS**

- Section 1- To be considered an active Club on campus, an organization must have the following requirements met:
- a. Full time faculty advisor who has been approved through the Vice-President of Student Services and then through the President of Barstow College.
  - b. The Club must be approved through the Associated Student Body.
  - c. The Club must submit a constitution and bylaws for the club to be approved by the Associated Student Body.

- d. The Club must show at least seven (7) active members who are in good standing in all areas of Barstow Community College.

**ARTICLE XIX- AMENDMENTS**

Section 1- Amendments to these bylaws may be initiated by the ASB by two-thirds majority vote.

- Clause 1- Any proposed amendment shall be made public at least seven (7) instructional days prior to the election.
- Clause 2- The Associated Student Body Executive Secretary shall record and publish all amendments in public view.
- Clause 3- Amendments will be in effect immediately after the vote.