

**Constitution and Bylaws of the
Associated Student Government
(ASG) of Barstow Community College**



Board Approved: 02.19.25

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PREAMBLE

We, the associated students of Barstow Community College (BCC), hereby recognize the Barstow Community College Associated Student Government (ASG) as the official body protecting the rights and interests of all students. We have established this Constitution to foster justice and a better understanding between the BCC Associated Student Government and the general College community. The BCC Associated Student Government will uphold a spirit of democracy, unity, and the promotion of open communication with the Governing Board, Administration, Faculty, Staff, and the Students of Barstow Community College.

ARTICLE I: GENERAL INFORMATION

Section I: Name

The organization established herein shall be known as the Barstow Community College Associated Student Government, hereafter referred to as BCC ASG or ASG.

Section II: Purpose

The Associated Student Government is recognized as the official voice for the students in district and college decision-making processes (Education Code, Section 76060, BP 5400), the purpose of the organization shall exist to:

- Represent the Student Body in the participatory governance process and effectively participate in College and District policy decision-making processes.
- Serve the collective needs of the students at BCC; identify, research, and collaborate with BCC leadership to solve campus issues.
- Protect, promote, and advocate for student rights and responsibilities.
- Build and maintain a positive multicultural student experience and atmosphere on campus; create programming and host events that foster student life and engagement, mental health and wellness, and scholastic and professional development.
- Build collaborative relationships with campus and community stakeholders for the purpose of promoting student success.
- Provide mentorship to the student body.

ARTICLE II: MEMBERSHIP AND ELIGIBILITY

Section I: Membership

All students enrolled in the current semester at BCC are members of this organization and are eligible to become an officer based on outlined eligibility criteria in **Article II, Section 2.B**. ASG leadership shall be comprised of eleven (11) appointed executive board members and officers, including five (5) on the Executive Board and six (6) senators.

- A.** All positions on the Executive Board, as well as the Senators, shall be elected by the BCC student body. Upon the start of their new term, all ASG Executive board members and officers shall complete an ASG orientation and training.
 - 1.** If positions are run unopposed, eligible students may be appointed to the desired position by the Director of Student Life (ASG Advisor).
 - 2.** Vacant positions within BCC ASG shall be filled by Article VIII in the ASG Bylaws.
 - 3.** Appointments to positions within ASG shall follow the procedures outlined in the ASG Bylaws.
- B.** No student shall be barred from participation in ASG on the basis of any of the following, but not limited to: Race; Color; Sex; Gender identity; Gender expression; Religion; Age; National origin; Ancestry; Sexual orientation; Marital status; Medical condition; Physical or mental disability; Military or veteran status; or Genetic information.

Section II: Eligibility

- A.** To be eligible for a position within BCC ASG, a student must:
 - 1.** Have paid the Student Activities Fee.
 - 2.** Be registered in at least five (5) semester units during their active term in the fall and spring semester (CA Ed Code 76061 (a)); OR per Assembly Bill 1736, students are eligible at the time of the election and throughout the student's term if they:
 - i.** are enrolled in an adult education program at BCC OR
 - ii.** have a documented disability through BCC's ACCESS program
 - 3.** Maintain a minimum cumulative grade point average (GPA) of 2.0; and
 - 4.** Be in good academic and disciplinary standing with the District.
- B.** Units and GPAs of ASG members will be verified by the Office of Student Life.
- C.** All positions within ASG shall be qualified and perform duties as stipulated in the ASG Bylaws.

Section III: Administrative Support

- A. ASG Advisor** – the Director of Student Life shall serve as the ASG Advisor and shall fulfill the duties of a Parliamentarian and work with ASG in following the most current edition of Robert’s Rules of Order, parliamentary procedure, and the ASG Constitution and Bylaws.
 - 1. The ASG Advisor shall attend all ASG Legislature Board meetings to provide advisory and administrative support.
- B. Vice President of Student Services** – The Vice President of Student Services shall provide leadership and direction to BCC ASG and the President/Student Trustee.
 - 1. The Vice President of Student Services may attend any ASG meetings as deemed necessary or upon request of the President/Student Trustee or the ASG Advisor.
 - 2. The Vice President of Student Services shall, as deemed necessary or upon request, render a final decision regarding an interpretation of any provision within the ASG Constitution and Bylaws.

ARTICLE III: ASG MEETINGS

Section I: ASG Meetings

- A.** The exact days, times, and locations of all ASG meetings shall be determined by the Executive Board with assistance from the ASG Advisor.
 - 1. Once the days, times, and locations have been determined, they will be published by the ASG Bylaws.
 - 2. ASG meetings may not be held during the first week of classes, holidays, weekends, or the week of finals.
- B.** Minutes will be recorded at all ASG meetings and made public.

Section II: Rules of Order

- A.** All ASG meetings shall be governed by the Rules of Parliamentary Procedures as written in the most current edition of Robert’s Rules of Order.
 - 1. Should any extenuating circumstances arise during an ASG meeting, the presiding Chair, with the support of the ASG Advisor, may suspend Robert’s Rules of Order.

Section III: The Brown Act

- A.** All ASG meetings must comply with the Brown Act, which guarantees the public’s right to attend and participate in meetings of local legislative bodies.
 - 1. **Agendas** – the agenda for every official scheduled ASG meeting shall be made public at least seventy-two (72) hours before the meeting.
 - a. Special Meeting Agendas** – the agenda for every special ASG meeting shall be made public at least twenty-four (24) hours before said special meeting.

Section IV: Attendance

- A.** Attendance is required and recorded at all ASG meetings per the ASG bylaws.

Section V: Quorum

- A. For all ASG meetings, the presence of half of the total voting members plus one (50% +1) shall be referred to as a quorum.
- B. Quorum is required to conduct any business in an official ASG meeting.

ARTICLE IV: CONSTITUTION AND BYLAW AMENDMENTS

Section I: Amendments

- A. Proposed amendments to the ASG Constitution shall be made by recommendation to the BCC ASG or the ASG Advisor.
 - a. These proposed amendments must be endorsed by a two-thirds (2/3) majority vote of the ASG Legislature.

Section II: Enactment of Constitution and Bylaws

- A. This ASG Constitution and Bylaws supersede all previously existing Constitutions and Bylaws and shall become effective immediately upon ratification.

ARTICLE V: INTERPRETATION

Section I: Interpretation of Constitution and Bylaws

- A. If the ASG requires interpretation regarding the intention of any provision of the Constitution and/or Bylaws, the question shall be submitted to the ASG Advisor and the ASG President/Student Trustee who will come up with solutions/suggestions. If they are unable to answer the question, the Vice President of Student Services shall render a decision.
 - 1. Interpretations rendered under the provisions of this article shall be binding.

BYLAWS OF THE CONSTITUTION OF BARSTOW COMMUNITY COLLEGE ASSOCIATED STUDENT GOVERNMENT (ASG)

ARTICLE I: ASSOCIATED STUDENT GOVERNMENT BRANDING

Section I: The name of this governing organization under the BCC ASG Constitution shall be the Barstow Community College Associated Student Government, herein referred to as BCC ASG, ASG, and/or Student Government.

Section II: BCC ASG will adhere to the BCC colors, blue and yellow, as well as the official BCC mascot; Vikings.

ARTICLE II: EXECUTIVE BOARD OF BCC ASG

Section I: Elected or appointed executive board members and executive board members and officers of this organization shall be in good standing, as certified by the college registrar, and have other qualifications as stipulated in Article II, Section II of the ASG Constitution at the time of assuming office. Members must maintain the requirements of the ASG Constitution and Bylaws throughout the academic year.

Section II: Elected executive board members and executive board members and officers of the ASG shall follow the procedures during the electoral process outlined in Article VI and all procedures set forth by the Office of Student Life.

Section III: All members of BCC ASG upon their election or appointment shall be required to affirm the following oath:

"I (state name) do solemnly swear that I will execute the duties of the office of (name of office) to the best of my abilities, by the ASG Constitution, Bylaws, policies, and procedures, in the best interest of the Associated Students of Barstow Community College."

Section IV: All executive board members and officers shall be elected or appointed for a term of one year.

Section V: Each officer shall serve for no more than three (3) years in an Executive Board position or three (3) years lifetime maximum.

ARTICLE III: OFFICIAL DECORUM AND CODE OF ETHICS

Section I: Decorum

All ASG members are campus leaders and shall conduct themselves with the utmost integrity and respect always. They represent the students of Barstow Community College and will not allow their personal views to be confused with that of BCC ASG. They should treat all students, staff, faculty, ~~and~~ administration, and community members with courtesy and respect always. Racist, sexist, malicious remarks or behavior will not be tolerated. If any member is found to be responsible for such, they will be removed from ASG.

Section II: Code of Ethics

- A. All ASG members will strive to adhere to the following:
 - 1. Uphold the fundamentals of morality and ethics;
 - 2. Demonstrate honesty and reliability;
 - 3. Show courtesy, concern, and respect for all others;
 - 4. Take feedback willingly and accept recommendations graciously;
 - 5. Exemplify desired qualities of behavior such as positive attitude, poise, stability, etc.
 - 6. Realize that their appearance and manner of dress reflect upon the organization and their respective constituencies.
- B. All ASG members are held to the same standards as the general body as outlined in the Student Code of Conduct in the Student Handbook.
- C. All ASG members will comply in good faith with all the requirements contained within the ASG Constitution, Bylaws, and any other referenced documents.

ARTICLE IV: OFFICER DUTIES AND RESPONSIBILITIES

Section I: ASG Legislature Members' Responsibilities

- A. Have a well understanding of the BCC ASG Constitution, Bylaws, the most current edition of Robert's Rules of Order, the Brown Act, and parliamentary procedure.
- B. Serve as a student representative on at least one shared governance committee.
- C. Serve at least thirty (30) hours conduct ASG business, by the end of each semester and 1.6 hours per week.
- D. Chair at least two (2) events each year to be determined through the consensus of the Executive Board.
- E. Represent and serve the students of Barstow Community College to the best of their ability by the ASG Constitution and Bylaws.

Section II: President

- A. Serve as the official representative and spokesperson of the student body.
- B. Establish priorities and goals for BCC ASG for the academic year in cooperation with the ASG members.
- C. Present a report at each ASG Board Meeting.
 - 1. Reports must be submitted online to the ASG Secretary no later than two business days (48 hours) before the scheduled time of the meeting.
- D. Exercise the following rights:
 - 1. Appoint ASG members to serve on ASG committees;
 - 2. Recommend appointments of ASG members and/or students-at-large to shared governance or special committees.
- E. Represent ASG and the student body at the Board of Trustees meetings and report on behalf of ASG and BCC students.
- F. Works collaboratively with ASG Advisor on ASG operations.
- G. Presenting to the Board of Trustees
 - 1. Office report should be presented to the ASG Advisor 72 hours prior to presenting to The Board of Trustees.
 - 2. Reports are not required to be sent digitally or physically to the Administrative Assistant to the President of the college unless the ASG President/Student Trustee is absent.
- H. Delegate projects and initiatives to the Vice President
- I. Collaborate and meet every two weeks separately with the Director of Student Life and Conduct to plan and execute ASG operations and goals
- J. Make available the monthly reports to the Student Body Association of the BCC ASG financial status. Meets with ASG Advisor or BCC Business Office along with Student Trustee as necessary, to provide an accurate monthly financial report.

Section III: Vice President

- A. Serve as the acting President/Student Trustee in the absence of the President/Student Trustee.
- B. Attend, convene, and chair the Inter-Club Council (ICC). Serves as liaison between ASG and campus clubs.
 - In the event the Vice President is unable to attend, convene, and chair the Inter-Club Council (ICC), the alternative representative will be appointed to Senator of Student Club and Organizations.
- C. Monitor and track attendance at all ASG-sponsored or co-sponsored events. (form will be created and add to teams to track attendance)
- D. Submit a semester report at the ASG Legislature bi-monthly meeting as it relates to ICC
- E. Assume such other duties as assigned by the ASG President/Student Trustee or Advisor.
- F. The Vice President works alongside the Student Trustee to collaborate and conduct surveys, gathering student feedback on ASG decisions, campus events, policy revisions, and committee reports. This ensures the student voice is accurately represented by ASG. It is pertinent for surveys to be conducted at least once a semester per academic calendar.

Section IV: Secretary

- A. Attend and record all ASG Board meetings.
 - 1. Monitor and track attendance for all ASG meetings.

- B.** Prepare the meeting minutes and agendas.
 - 1. Post approved minutes and agendas on the ASG web page.
 - 2. Draft Agendas that are ADA Compliant and check in with Advisor and President before posting the finalized agenda in a publicly accessible location.
 - 3. Post the meeting agenda at least 72 hours in advance of the ASG Board Meeting by the Brown Act.
 - 4. Prepare meeting minutes no later than 72 hours. It is recommended for the secretary to record using Apps, AI tools, and personal notes. After each meeting the secretary must distribute a copy of the Minutes to ASG board members and ASG Advisor.
 - 5. In the event the secretary will not be in attendance of a meeting, they must notify advisors and President within 24-48 hours before the meeting.
 - 6. Actively participate in discussions and votes during meetings. The secretary may utilize tools, such as AI-based note-taking applications, to assist in capturing meeting details and contribute to the conversation.
 - 7. Have knowledge of all forms associated with ASG
- C.** Reports to the legislature any incoming correspondence.
- D.** Maintain a current directory of the ASG Legislature.
- E.** Shall keep and store files of the agendas and minutes appropriately; Responsible for maintaining all records of the ASG in the ASG office and online.
- F.** Shall ensure all official ASG documents, including agendas and minutes, are accessible and are compliant with the Americans with Disabilities Act.

Section V: Treasurer

- A.** Work with the Director of Student Life and Conduct regarding all purchases and expenditures.
- B.** Works with the Senator of Student Activities & Event Coordination to set purchasing deadlines in accordance with the Master Events Calendar. All purchases and POs must be submitted 30 business days (about 4 and a half weeks) prior to the event to ensure proper processing and timely execution.
- C.** Assist in the planning of ASG events by tracking the budget, providing updates to the event coordinator(s), and presenting a monthly report to the ASG board. The report will include a brief recap of expenditures, tracking of receipts, and an updated spreadsheet. This ensures transparency and accuracy, keeping the board knowledgeable about available funds and open purchase orders (POs).

Section VI: Commissioner of Equity & Diversity

- A.** Serves as a liaison between ASG and BCC equity initiatives, including regular communication with SEA Committee, EEO Committee, and other initiatives as applicable.
- B.** Meet with equity officer to plan out the semester (Fall & Spring)
- C.** Shall support the coordination and implementation of equity-based initiatives at BCC.
- D.** Meet with ALL the clubs to figure out their Equity & Diversity plan
- E.** Shall review all ASG publications to ensure compliance with the Americans with Disabilities Act.
- F.** Suggests programming and events for all DEI awareness months and works with membership to facilitate events.

- G.** Required to hold/collaborate at minimum TWO Equity & Diversity events per semester (Fall & Spring)
- H.** Sits on hiring committees to represent the student voice.

Section VII: Senator of Student Activities and Event Coordination

- A.** Ensure that activities on campus represent the students' needs.
- B.** Proposes the Master Calendar of Events for ASG to assist with the proper planning of events/activities.
- C.** Assist the ASG member leading the event/activity with all necessary documents; works with Advisor to submit internal facilities requests, floorplans, and supporting documentation.
- D.** Help coordinate with other departments on campus to ensure overlap of events/activities does not occur.
- E.** Works with Senator of Treasurer to set purchasing deadlines in accordance with Master Events Calendar.
- F.** Collaborates with Senator of Marketing & Public Relations to create and schedule posts to promote events.
- G.** Meet and coordinate with Presidents in Inter Club Council (ICC) to see what events are going on.
- H.** Get approval for location, date, time, flyer, and publicity for events in a timely manner. (Master Calendar)
- I.** Seek sponsorships/ partnerships for ASG.
- J.** Collect feedback after events to see what worked and what did not work.
- K.** Partner with the Student Trustee and Region 9 Delegate to design and administer surveys for the student body.

Section VIII: Senator of Marketing & Public Relations

- A.** Maintain the Barstow Community College ASG Instagram page and the BCC App with scheduled updates at least 2-3 times per week.
- B.** Assist with the promotion of ASG events on campus in conjunction with the Public Information Office.
- C.** Assist in the creation and development of promotional materials for scheduled events and initiatives, ensuring they are submitted to the Advisor/PIO for approval before being posted on ASG social media platforms. This process includes completing ADA compliance training through the Public Information Office and the Online Office.
- D.** Assists with or creates presentations for events and workshops.
- E.** Attend campus events to document ASG representation and student activities.
- F.** Creates all promotional and informational materials to be distributed college wide (i.e. items for bulletin boards, brochures, emails to students, social media posts, etc.). Collaborates with Senator of Distance Learning to create electronic materials for distance learners.
- G.** Schedules Canvas announcements to promote events and update students on campus resources, deadlines, etc.
- H.** Ensures all promotional, marketing, and outreach materials are aligned with BCC branding standards.
- I.** Creates a monthly newsletter to distribute among students with ASG updates and upcoming events.

Section IX: Senator of Academic & Community Relations

- A.** Reach out to community organizations for discount availability in conjunction with the ASG stickers for BCC students.
- B.** Follow local groups to determine if any volunteer opportunities arise for BCC ASG students or students at large.
- C.** Promotes civic engagement by organizing and working with community organizations on events centering around: voter education, volunteer management, strengthening community development and engagement.
- D.** Performs regular outreach to promote ASG to Barstow community.
 - a.** Pulls ASG Interest Report on ARGOS regularly to recruit potential members.

Section X: Senator of Student Relations

- A.** Reach out to students to determine what their needs from ASG are.
- B.** Regularly survey student body to identify pain points and obstacles on campus, works with Senator of Community relations to draft topics and recruits' interviewees for ASG podcast.
- C.** Conduct a semesterly survey to determine if the needs of the students are being met by ASG.
- D.** Address any suggestions/questions/complaints from students directly.
- E.** Works with Advisor to promote ASG and recruits for membership throughout the year.

Section XI: Senator of Distance Learning & Satellite Campuses

- A.** Serves as a liaison between ASG and the Online and Distance Learning Department, and other entities as applicable.

- B. Advocates for the unique needs of distance learning students in the coordination and implementation of programming and initiative.
- C. Ensure event offerings, when able, are offered via online or hybrid format.

Section XII: Senator of Student Clubs & Organizations

- A. Facilitates activities to promote club engagement
- B. Collaborates with clubs on hosting events on campus
- C. Works with ASG Vice President to provide onboarding orientations for new clubs
- D. Works with ASG Vice President to provide exit interviews for clubs who are disbanding
 - 1. Provide training in areas such as how to fill out forms and submit them (E.g. Orientation, exit interviews, purchase orders, Advisor booklet, etc.)
- E. Monitor and track the attendance of all ASG members at their assigned Participatory Governance Committee meetings.
 - 1. Ensure members submit their report out forms and prepare a report for the bi-monthly ASG Legislature Board meeting.
 - 2. Assign substitutes on an as-needed basis.
- F. Shall step in as alternative Inter-Club Council (ICC) President for any case that the president cannot be present (reword)
- G. Have an onboarding meeting with all potential new club advisors.
- H. Schedule meetings with students wanting to acquire new clubs.
- I. Review and update forms alongside student clubs and ASG Advisor to ensure forms are compliant with new regulations and standards.
- J. Keep track of all clubs and collaborate with the director of student life.
- K. Being able to properly format constitutions for clubs.
- L. Sign off on club constitution/activation forms.

Section XIII: Region IX Delegate

- A. Attending all monthly regional meetings and conferences.
- B. Submit a monthly report at the ASG Legislature bi-monthly meeting.
- C. Serve as the Student Senate for California Community Colleges (SSCCC) Region IX representative for BCC.
- D. Monitor state and national legislation that affects community college students.
- E. Coordinate lobbying efforts with college, local, state, and national representatives.
- F. Author and support resolutions as needed.
- G. Delegate must participate in an assigned committee of caucus through SSSCC to ensure compliance with the Student Senate.

Section XIII: Student Trustee

- A. Advocate for student needs and concerns at board meetings.
- B. Serve as the liaison between ASG and the Board of Trustees.
- C. Represent the student voice in policy discussions and college planning.
- D. Communicate regularly with student leadership and administration.
- E. Attend all required board meetings, trainings, and student leadership conferences
- F. Participate in statewide student advocacy events when possible.
- G. Present a report at each ASG/ICC Board Meeting in regards to Student Concerns, SSSCC Initiatives, Professional Development, Report Outs, State wide and Campus Initiatives.

- a. Reports must be submitted online to the ASG Secretary no later than two business days (48 hours) before the scheduled time of the meeting.
- H. Include a follow up report in regards to progress and status of all report out initiatives.

ARTICLE IV: MEETINGS

Section I: ASG Legislature Board Meetings

- A. ASG Board Meetings shall:
 - 1. be held on the 2nd and 4th Thursdays of every month;
 - 2. have all ASG Legislature members in attendance unless 24-hour notice was given.

Section II: Voting

- A. Voting during all ASG meetings will follow the guideline outlined in the most current edition of Robert's Rules of Order.
- B. Attending any ASG meeting via teleconference or video conference is allowed under special circumstances with the prior consent of the ASG Advisor two business days (48 hours) before the meeting.
- C. Proxy voting is not allowed for any ASG meetings.

Section III: Quorum

- A. For all ASG meetings, the presence of half of the voting members plus one (50% + 1) shall be referred to as a quorum.
- B. Quorum is required to conduct any business in an official ASG meeting.

Section IV: Attendance Requirements

- A. All ASG Legislature members must attend:
 - 1. All assigned or appointed Participatory Governance meetings.
 - 2. All assigned or required ASG sponsored and/or co-sponsored events.
- B. The Vice President shall maintain a record of attendance for all ASG-sponsored and co-sponsored events.
- C. The Secretary shall maintain a record of attendance for all ASG-legislative meetings.
- D. The Senator of Participatory Governance Committees shall maintain a record of attendance for all attendance at assigned or appointed meetings.

- E. All records of attendance for ASG meetings shall be public.

Section V: ASG Legislature Board Meetings and Participatory Governance Committee Absences

- A. For ASG Legislature Board Meetings and Participatory Governance Committee meetings and events there shall be two types of absences for ASG members:
 - 1. **Excused:** For an absence to be officially excused, the absent member must notify the Senator of Participatory Governance Committees and the Chair of the respective Participatory Governance Committee at least 24 hours before the meeting they will be missing, stating their absence and giving a valid reason.
 - a. If less than 24 hours before the meeting, please include the ASG Advisor in the email asking to be excused.
 - 2. **Unexcused:** An absence is considered officially unexcused if it is not officially excused.
- B. If the absence is unexcused, the absent member may appeal to the Executive Board for reconsideration.
- C. All other absences shall be considered unexcused unless extenuating circumstances are noted.
- D. If any ASG member acquires three (3) consecutive or four (4) total unexcused absences from any scheduled ASG meeting and/or required sponsored and/or co-sponsored events during the member's term of office, the policies outlined in Article XV, Section IV shall be followed.

Section VI: Participatory Governance Meetings

- A. ASG Legislature members that are newly appointed shall be assigned a Shared Governance Committee no later than the following regular ASG legislative meeting.
- B. A report-out form must be filled out and filed with the Senator of Participatory Governance no more than three (3) days after the conclusion of the committee meeting. This report is required to determine participation; if the meeting was canceled the report must still be submitted for tracking purposes.

Section VII: Special/Ad Hoc Meetings

- A. A special/ad hoc meeting shall be defined as any meeting outside the regular ASG Legislature meeting schedule to deal with any of the following:
 - 1. Unforeseen and unexpected budgetary/financial matters.
 - 2. Items that require the attention and/or action of the ASG Legislature during the summer intersession and whenever the ASG Legislature is not in session.
 - 3. Items that are time-sensitive and cannot be resolved within the ASG Legislature meeting schedule.
- B. A special/ad hoc meeting will perform a specific task and will automatically cease to exist upon completion of its assigned mission.
- C. The ASG President/Student Trustee or a two-thirds (2/3) majority vote of the ASG Legislature can call for a special meeting at any time and by The Brown Act.

ARTICLE V: TERM OF OFFICE

Section I: Term of Office

- A.** The term of office for all BCC ASG members is one (1) academic year.
 - 1.** Term of office for all elected ASG members shall commence on July 1st after the spring semester of the academic year that they are elected and their term will conclude on June 30th of the following year.
- B.** A term of office for an appointed ASG member shall commence on the day the President/Student Trustee has sworn them in and shall conclude on June 30th, unless otherwise determined.

ARTICLE VI: ELECTIONS

Section I: Election Administration

- A.** ASG elections shall be coordinated and conducted by the ASG Ad Hoc Elections Committee, hereafter referred to as the Elections Committee, under the direction of the Office of Student Life.
- B.** The Election Committee shall consist of a minimum of three (3) ASG members appointed by the President/Student Trustee, with approval from the Office of Student Life.
 - 1.** Members of the Elections Committee cannot campaign for an ASG position.
- C.** ASG shall comply with the Elections Committee Bylaws.

Section II: Candidate Eligibility

- A.** Any currently enrolled Barstow Community College student is eligible to run for a position in ASG elections given that they meet the minimum unit and cumulative GPA requirements by the Elections Committee Bylaws.
- B.** Eligible candidates must also be in good academic and disciplinary standing with the District.
- C.** In the event the ASG President/Student Trustee is a classified staff employee who is a current student that meets the criteria for running for a position, the role of Student Trustee will be separated from the ASG President position due to the conflict of interest of an employee serving in this capacity. After a request for nominations or self-nominations, the Vice President of Student Services will appoint the Student Trustee position from the ASG Executive Board or an elected Senator position.

Section III: Campaign Regulations

- A.** All candidates must follow the Campaign Regulations by the Elections Committee Bylaws.
- B.** Failure to follow campaign regulations may result in disqualification of the candidate.

ARTICLE VII: RESIGNATION, REMOVALS, & RECALLS

Section I: Resignations

- A.** Any ASG member who wishes to resign from their position shall submit a written letter or email of resignation to the President/Student Trustee and/or ASG Advisor.
- B.** All resignations shall take effect immediately following the submission of a written letter or email of resignation.
 - 1.** The ASG member who has resigned shall remove all their personal belongings from the ASG Office, and return all ASG equipment within two (2) business days from submission of resignation.
- C.** The President/Student Trustee shall announce the resignation at the next ASG Legislature Board Meeting and the relevant ASG position is immediately declared vacant.
 - 1.** The Senator of Participatory Governance Committees shall notify the appropriate Chair of the committee of the member's resignation.

Section II: General Recalls

- A.** Any ASG member who violates the ASG Constitution or Bylaws or who fails to meet the responsibilities of their position (neglect of duty) may be recalled.
- B.** Any ASG member can propose to recall any ASG member for non-academic or non-attendance reasons by submitting an Articles of Recall to the ASG Secretary as an agenda item for the next ASG Legislature Meeting.
 - 1.** To be considered, the Articles of Recall must include the following:
 - a.** No less than two thirds (2/3) ASG members as authors or sponsors.
 - b.** The name and title of the member that is being submitted for recall.
 - c.** A statement, not over 200 words in length, of the reasons for the recall.
The ASG Constitution and Bylaws must be referenced in the statement.
 - 2.** The Executive Board and ASG Advisor will thoroughly investigate the bases for recall promptly and they may present their findings to the ASG member in question.
 - a.** Neither the ASG member in question nor any ASG member who is listed as an author or sponsor of the Articles of Recall may participate in the investigation.
 - b.** If it is determined that there is just cause to proceed with the recall, the ASG member in question will be allowed to resign or proceed with the recall.
 - c.** If it is determined that there is not just cause to proceed with the recall, then the President/Student Trustee will send the ASG member in question an email outlining the findings of the investigation. The email shall notify the ASG member in question of the following:
 - 1.** The findings of the investigation;
 - 2.** Possible steps to correct reported actions or behaviors;
 - 3.** Possible consequences for failure to comply with corrective steps.
- C.** The Articles of Recall shall be introduced and voted upon at the same ASG Legislature Board meeting during a "closed session."

1. If the ASG member being recalled cannot attend the meeting during which the recall vote will take place and the ASG member shall give notice to the Vice President, the vote shall be postponed for one week. If the ASG member does not give notice, the vote may proceed without the individual. The vote may not be postponed by more than one week.
- D. The ASG Legislature shall hold a vote to remove the ASG member from office.
 1. For that individual to be removed from office, at least two-thirds (2/3) of votes must be in favor of removal.
 2. The ASG member in question may not vote on this motion.
- E. The ASG member in question shall be removed from office immediately upon the adjournment of the meeting at which the Articles of Recall are approved.

Section III: Academic-Based Recalls

- A. Any ASG member who does not meet the minimum unit and/or GPA requirements by the ASG Constitution or Bylaws shall be recalled.

Section IV: Attendance-Based Recalls

- A. ASG members shall have a maximum of three (3) consecutive or four (4) total unexcused absences from any scheduled ASG meetings and/or required sponsored and/or co-sponsored events during the member's term of office.

Section V: Executive Board Member Recalls/Removals

- A. If any member of the ASG Executive Board is up for recall the Director of Student Life must notify the Vice President of Student Services immediately of the possibility of recall.
- B. If the President/Student Trustee is recalled, the ASG Vice President will immediately be sworn in as the acting President/Student Trustee for the remainder of their term.
 1. They will need to appoint a new Vice President to ensure continuity of management within ASG.

Section VI: Procedures for Removal

- A. When any ASG member is removed from ASG, the ASG Vice President is responsible for notifying that individual, via email, of their removal from the ASG at least forty-eight (48) hours before the next ASG Legislature Board Meeting.
 1. If the ASG Vice President is removed from office, then the President/Student Trustee shall be responsible for sending the notification email.
- B. Upon notification, the relevant ASG position is immediately declared vacant.
- C. The ASG member who has been removed from ASG shall remove their personal belongings from the ASG office and return all ASG equipment within two (2) business days from notification of removal.
- D. In the case of an Attendance-Based Recall, if the removed ASG member requests, their recall shall be added to the agenda of the next ASG Legislature Board meeting following

their notification of removal. A vote shall be taken, without the presence of the ASG member in question, to determine if they can be reinstated.

1. For the ASG member to be reinstated, at least two-thirds (2/3) of votes must be in favor of reinstatement.
 - a. If the vote is in favor of reinstatement, the ASG member will be immediately reinstated into their position within ASG.
 - b. If the vote is not in favor of reinstatement, the Procedures for Removal will be followed, if not already completed.
 2. The ASG member in question may not vote on this motion.
 3. If the ASG member cannot attend the meeting during which the vote to reinstate will take place and the ASG member gives notice to the ASG Vice President, the vote shall be postponed for one (1) week. If the ASG member does not give notice, the vote to reinstate shall not take place. The vote may not be postponed by more than one (1) week.
- E. An ASG Legislative member removed from office shall be ineligible to run for, hold, or be appointed to any ASG office until one (1) complete year has elapsed since the ratification of the removal.

ARTICLE VIII: VACANCIES

Section I: Eligibility to Fill Vacant Positions

- A. Students interested in filling a vacant position may apply online through the ASG online application. The application will be received by the ASG Advisor and submitted to the ASG President/Trustee for review.
- B. All students who wish to apply for a position within the ASG Legislature shall meet the minimum unit and cumulative GPA requirements by the ASG Constitution Article I, Section III, Subsection B. The Office of Student Life will assist ASG in verifying the minimum units and GPA requirements for each applicant.
- C. All verified applicants will be reviewed by the Executive Board and will be interviewed and voted on for or against by the ASG Legislature during a “closed session.”
 - 1. For the applicant to be appointed, at least two-thirds (2/3) of votes must be in favor of the appointment.
- D. No vacancies shall be filled after March 1 for the current academic year (July 1-June 30), *unless under special circumstances.*

Section II: Special Circumstances for Vacant Positions

- A. Special circumstances are deemed by a two-thirds (2/3) agreement between the President/Student Trustee, and the ASG Advisor. Special circumstances may include but are not limited to if there are positions not filled during the spring semester election for the following academic year.
- B. Under special circumstances, the minimum unit and GPA requirements may be waived.
 - 1. If an applicant does not meet minimum unit and/or GPA requirements, they still may be recommended for appointment for one (1) semester on a probationary status.
 - a. If after one (1) semester, they meet the minimum unit and/or GPA requirements the probationary status will be lifted.
 - b. If after one (1) semester, they do not meet the minimum unit and/or GPA requirements they will be removed from the ASG.
- C. The President/Student Trustee will appoint two (2) current ASG members to assist them in screening the completed applicants of all eligible applicants.
 - 1. Together they will choose which applicants will be invited for an interview, they will interview on behalf of ASG, and they will select which applicants to recommend for appointment to the ASG Legislature.
- D. The President/Student Trustee will recommend the appointment(s) under special circumstances to ASG for a vote.
 - 1. For the applicant to be appointed, at least two-thirds (2/3) of votes must be in favor of the appointment.

Section III: Executive Board Vacancies

The President/Student Trustee may appoint a current senator to assume the duties of a vacant Executive Board position throughout the year if a situation as such exists. Within a three (3) week period, with the recommendation of the Executive Board, the appointed member may be appointed as a permanent fulfillment to the position with a majority vote.

ARTICLE IX: AMENDMENTS

Section I: Amending Updates to the ASG Constitution and Bylaws

- A. Committees, positions, or titles may be amended by the ASG Legislature.
- B. Committees, positions, or title changes that are ratified by a two-thirds (2/3) vote will be automatically enacted.

Section II: Amending Grammatical Errors to the ASG Constitution and Bylaws

- A. Grammatical errors may be amended by the ASG Legislature.
- B. Grammatical errors that are ratified by a two-thirds (2/3) vote will be automatically enacted.

ARTICLE X: INTER-CLUB COUNCIL (ICC)

Section I: The Inter-Club Council (ICC) shall be chaired by the ASG Vice President and co-chaired by the Senator of Student Clubs & Organizations.

Section II: The ICC shall be comprised of the Vice Presidents of each BCC College club/organization, who shall attend the ICC meetings at the designated time and place each month.

Section III: The ICC shall coordinate all College club/organization activities in cooperation with the Director of Student Life at the beginning of every semester. Activities shall then be submitted to the ASG Legislature to be approved.

ARTICLE XI: RELATIONSHIP OF COLLEGE CLUBS/ORGANIZATIONS TO ASG

Section I: BCC ASG is the parent organization of all student College clubs/organizations operating on campus. College clubs/organizations will be recognized by the ASG if they conform to the following criteria:

- A. Advisors shall be approved by the Director of Student Life and governed by the procedures outlined in the ASG Club & Advisor Handbook.
- B. All College clubs/organizations shall comply with the ASG Constitution, Bylaws, and ASG Club & Advisor Handbook.
- C. The Vice President of each club must attend the monthly ICC meeting and provide a report-out for the club to receive funding.
 - 1. If the Vice President, or their designee, is unable to attend a club can be excused from the meeting by sending a report via email to the ASG Vice President at least two hours in advance of the ICC meeting.

2. Each club has a maximum of two unexcused absences in a semester before losing funding privileges for the remainder of the semester. Refer to Article IV, Section V for excused and unexcused absence definitions.

ARTICLE XII: RESTRICTIONS

Section I: BCC ASG members may not hold a student worker position for any ASG Advisor due to a conflict of interest.

Section II: In the case of any vacancy within the ASG Executive Board, ASG Executive members may not hold another executive position within another College club/organization except the ASG Vice President with their position as President of ICC.

ARTICLE XIII: FINANCES

Section I: ASG Finance Code

- A. It is the purpose of the ASG to fund campus-wide events that will benefit the student body and/or the community.
- B. The ASG, through the ICC, provides a comprehensive budget of \$500 upon the establishment of a new club/organization as determined by the Director of Student Life.
- C. All officially chartered College clubs/organizations may request funding from ASG/ICC accounts for student-related activities on and off campus.
 1. The request must be sent to the ASG Secretary to be added as an action item on the next available ASG agenda.
 2. The club submitting the request must attend the ASG Legislature meeting.
- D. ASG funds are limited, therefore financial sponsorship and/or additional funding could be denied based on the availability of funds for the fiscal year.
- E. The ASG fiscal year shall be from July 1st through June 30th.

Section II: Expenditures

- A. In the case of a prolonged absence by the Director of Student Life (ASG Advisor), the Director of Enrollment Management and Services is authorized to approve and sign the ASG purchase orders with the appropriate attached documents.
- B. Expenditures from ASG accounts, transfers from one-line item to another, or from one fund to another, or non-budgeted expenditure requests require ASG Legislature review and subsequent action. A copy of the minutes of the meeting in which the expenditure was approved must be attached to the purchase order.

Section III: Reimbursements

- A. Reimbursements are not guaranteed without prior approval by the Director of Student Life. All reimbursements require proper documentation, including receipts, invoices, or any other proof of payment.

1. The reimbursement must be placed on the ASG Legislature Board meeting agenda as an action item.
2. An ASG purchase order must be signed and submitted to the Business Office for reimbursement to occur.

Section IV: Deposits

- A. All deposits must be submitted to the Business Office.