

**THE BY-LAWS OF  
THE CONSTITUTION OF THE  
ASSOCIATED STUDENT GOVERNMENT OF PALO VERDE COLLEGE**

**AMENDED SEPTEMBER 21<sup>ST</sup>, 2010**

**ARTICLE I: MEMBERSHIP**

**Section 1:** Membership in the **ASG** shall be in accordance with Article III of the **ASG** Constitution and shall be divided into two (2) subgroups: Associate and Active.

**Section 2:** Associate Membership shall be in accordance with Article III, Section 1 of the **ASG** constitution and shall hold the following rights within this organization:

**Paragraph A:** Associate Members may attend any public **ASG** meeting and may speak during *Hearing of the Citizens*.

**Paragraph B:** Associate Members may serve as members on a committee as designated by the **ASG**.

**Paragraph C:** Associate Members may become Active Members with the purchase of a valid **ASG** Membership card

**Section 3:** Active Membership shall be in accordance with Article III, Section 1 of the **ASG** constitution and shall hold the following rights within this organization:

**Paragraph A:** Active Members may attend any public **ASG** meeting and may speak during *Hearing of the Citizens*.

**Paragraph B:** Active Members may vote on action items at **ASG** meetings.

**Paragraph C:** Active Members have the right to hold **ASG** Offices (must be enrolled in a minimum of six (5) units per semester, [Section 76061 of the Post Secondary Code]).

**Paragraph D:** Active Members may serve as a Chairperson on committees as designated by the **ASG**.

**Paragraph E:** Active Members may receive a discount on textbooks at the Palo Verde College Bookstore, with the presentation of a valid **ASG** Membership Card.

**Paragraph F:** Active Members may receive reduced rates or free admission to student activities, with the presentation of a valid **ASG** Membership Card.

**Paragraph G:** Active Members may receive a discount at participating merchants, with the presentation of a valid **ASG** Membership Card.

## **ARTICLE II: OFFICERS OF THE ASG**

**Section 1:** All officers listed in Article IV, Section 1 of the **ASG** Constitution shall be elected by majority vote from the student body of Palo Verde College, including its extension programs.

**Section 2:** All officers listed in Article IV, Section 2 of the **ASG** Constitution shall be appointed by the President and approved by a majority vote of the General Assembly, no later than the third (3<sup>rd</sup>) General Assembly meeting during the current academic year.

**Section 3:** In the case of a vacancy, refer to Article IV, Section 7 of these By-Laws.

**Section 4:** All candidates and/or current officers (excluding the Student Trustee) shall maintain the following standards:

**Paragraph A:** Shall maintain an accumulative GPA of 2.0 (on a 4.0 scale) or better at the time of their election or appointment and throughout their term of office.

**Paragraph B:** Shall be enrolled in a minimum of five (5) units at their time of election or appointment and throughout their term of office.

**Paragraph C:** Shall hold a valid **ASG** Membership Card at their time of election or appointment and throughout their term of office.

**Paragraph D:** Shall attend Oath of Office and Orientation.

**Section 5:** The Student Trustee shall maintain the following standards:

**Paragraph A:** Shall maintain an accumulative GPA of 2.75 (on a 4.0 scale) or better at the time of their election or appointment and throughout their term of office, in accordance with Palo Verde College Board Policy.

**Paragraph B:** Shall be enrolled in a minimum of six (6) units at their time of election or appointment and throughout their term of office, in accordance with Palo Verde College Board Policy.

**Paragraph C:** Shall hold a valid **ASG** Membership Card at their time of election or appointment and throughout their term of office.

**Section 6:** A term of office for all officers elected in a regular election (excluding the Student Trustee) shall be two (2) consecutive semesters ending upon the last day of the Spring Semester, at which the installation of the newly elected officers shall take place.

**Section 7:** A term office for all officers appointed by the President shall be two (2) consecutive semesters, ending upon the last day of the Spring Semester.

**Section 8:** The term of the Student Trustee shall be June 1<sup>st</sup> to May 30<sup>th</sup>, in accordance with Palo Verde College Board Policy.

**Section 9:** A limit of two terms for all elected officers shall be enforced.

**Section 10:** All Officers of the **ASG**, upon their election or appointment, shall take the following oath of office:

**ARTICLE III: DUTIES AND RESPONSIBILITIES OF THE ASG OFFICERS**

**Section 1:** The President shall have the following powers and duties:

**Paragraph A:** Shall preside over all **ASG** meetings, voting only in the case of a tie.

**Paragraph B:** Shall be an ex-officio member of all committees.

**Paragraph C:** Shall make appointments as necessary to fill vacant positions and ensure that all duties of vacant positions be fulfilled.

**Paragraph D:** Shall convene the General Assembly in special sessions when necessary.

**Paragraph E:** Shall represent **ASG** in all functions where representation is required: i.e.: Board Meetings and College Council.

**Paragraph F:** Shall prepare the agenda for the **ASG** meetings and submit them to the **ASB** Secretary.

**Paragraph G:** Shall oversee all **ASG** events.

**Paragraph H:** Shall appoint members to chair various committees.

**Paragraph I:** Shall have the power to veto legislation passed by the General Assembly within seven (7) days of its passage.

**Part i:** Vetoed legislation shall then return to the General Assembly, where a 2/3 majority vote may be obtained to override the veto.

**Section 2:** The Vice President shall have the following powers and duties:

**Paragraph A:** Shall assist the President in preparing the agenda for **ASG** meetings.

**Paragraph B:** Shall perform the duties of the Presidency in the President's absence.

**Paragraph C:** Shall work with the President in creating and maintaining **ASG** policies and/or committees pertaining to policies.

**Paragraph D:** Shall assist the President in overseeing **ASG** events.

**Paragraph E:** Shall coordinate and cooperate with the President to ensure the efficient and effective operation of **ASG**.

**Paragraph F:** Shall oversee all student clubs and organizations with the following duties:

**Part i:** Shall provide the General Assembly with recommendations regarding approval and revocation of Club Charters.

**Part ii:** Shall enforce proper student club and organization procedures with the consent of the Executive Board.

**Part iii:** Shall serve as an ex-officio, non-voting member of every student club and organization.

**Section 3:** The Secretary shall have the following duties:

**Paragraph A:** Shall record, publish, and distribute accurate minutes of all **ASG** meetings.

**Paragraph B:** Shall prepare and distribute copies of agendas in accordance with the Brown Act.

**Paragraph C:** Shall maintain accurate files of minutes and agendas for all **ASG** meetings.

**Paragraph D:** Shall process all official written memos and complaints as designated by the President.

**Paragraph E:** Shall keep a record of all absences of the **ASG** Executive Board.

**Section 4:** The Business Manager shall have the following powers and duties:

**Paragraph A:** Shall maintain and keep an accurate accounting system of the current operating budget.

**Paragraph B:** Shall submit a bi-monthly financial report to the General Assembly.

**Paragraph C:** Shall prepare and submit, in consultation with the Accountant and Advisor, a budget for the year for approval by the General Assembly.

**Paragraph D:** Shall maintain an inventory of **ASG** assets.

**Paragraph E:** Shall deposit funds generated by the **ASG** to the Administrative Services Office.

**Section 5:** The Student Trustee shall have the following powers and duties:

**Paragraph A:** Shall represent the **ASG** General Assembly at Board of Trustees meetings.

**Paragraph B:** Shall represent the **ASG** General Assembly at Foundation Board meetings.

**Paragraph C:** Shall consult with the **ASG** General Assembly prior to attending a Board of Trustees meeting.

**Paragraph D:** Shall report to the **ASG** General Assembly following each Board of Trustees meeting regarding the business conducted during the meeting.

**Section 6:** The Student Senate representative shall have the following powers and duties:

**Paragraph A:** Shall represent the **ASG** General Assembly as a voting member in all Region IX meetings.

**Paragraph B:** Shall consult with the **ASG** General Assembly prior to attending a Region IX meeting.

**Paragraph C:** Shall stay current on all regional and statewide issues in Student Senate

**Paragraph D:** Shall not serve as an Executive Officer on the Regional Board during their term.

**Section 7:** The Needles Center Representative shall have the following powers and duties:

**Paragraph A:** Shall serve as liaison between the **ASG** Executive Board and their extension program.

**Paragraph B:** Shall have the power to establish and chair an ‘**ASG Club**’ at their extension program, in accordance with Article XX of these By-Laws, for the express purpose of improving student life.

**Section 8:** The Spring Street Campus Representative shall have the following powers and duties:

**Paragraph A:** Shall serve as liaison between the **ASG** Executive Board and their extension program.

**Paragraph B:** Shall have the power to establish and chair an ‘**ASG Club**’ at their extension program, in accordance with Article XX of these By-Laws, for the express purpose of improving student life.

**Section 9:** The Commissioner of Publicity shall have the following duties:

**Paragraph A:** Shall keep the bulletin boards up to date.

**Paragraph B:** Shall formulate and present advertisements and announcements for all **ASB** activities.

**Section 10:** The Historian shall have the following duties:

**Paragraph A:** Shall keep historical facts and antecedents on record.

**Paragraph B:** Shall submit a scrapbook at the conclusion of the year.

**Paragraph C:** Shall serve as a Pirate’s Log committee member.

#### **ARTICLE IV: ELECTIONS AND APPOINTMENTS**

**Section 1:** The Election Committee shall be formed by the General Assembly to conduct all general, initiative, referendum, recall, run-off, and special elections of the **ASB**.

**Section 2:** Regular elections shall be conducted for the offices of the President, Vice President, Secretary, Business Manager, and Student Trustee.

**Section 3:** All elections shall be conducted as outlined in the Bylaws of this Constitution.

**Section 4:** The Election Committee with the approval of the **ASG** shall publish An Election Packet six (6) weeks prior to each election; to be completed and returned by all interested candidates for the offices up for election.

**Paragraph A:** Candidates must submit an Election Packet to the **ASG** Advisor no later than two (2) weeks prior to the election.

**Paragraph B:** The Election Committee will notify candidates of the acceptance or rejection within five (5) college days after the Election Packet deadline.

**Section 5:** Regular elections shall take place once each academic year and must be held after the third week of April and no later than the fourth week of May on dates to be determined by the General Assembly.

**Section 6:** The majority of legal votes cast for offices shall be required for a candidate to be elected to the office. In the case of a tie (no candidate receives a majority of the legal votes casts for that office) a run off election shall be held for the candidates no later than the following week of the original election.

**Section 7:** Appointment Guidelines:

**Paragraph A:** The offices of Student Senate Representative, Needles Campus Representative, Spring Street Campus Representative, Commissioner of Publicity, and Historian shall be appointed by a majority vote of the General Assembly no later than the third meeting of the incoming Fall Semester. The term of office shall be from the date of appointment until the end of the Spring Semester.

**Paragraph B:** In the case of a vacancy of an elected position (President, Vice-President, Secretary, Business Manager, Student Trustee), the President shall have the power to appoint an acceptable replacement that fulfills all requirements for the office, to be approved by a majority vote of the General Assembly.

**Paragraph C:** In the case of a vacancy office of the President, the next officer in line of accession shall take-up the duties and responsibilities of the President.

**Section 8:** Campaigning Guidelines:

**Paragraph A:** Campaign advertisements may be displayed on campus for one (1) week prior to the Election. Advertisements must be removed by the end of the next day following the election, or the candidate may face disqualification.

**Paragraph B:** A time designated for candidates to address their fellow students will be established by the Election Committee during the week prior to elections.

**Paragraph C:** Under no circumstances will the **ASG** condone negative advertisements aimed at candidates. If any candidate is found purposefully degrading another in his or her advertisements, speeches, et cetera the candidate will face disqualification from the elections.

**Section 9:** The Election Committee shall be responsible for all voting procedures.

**Paragraph A:** All votes shall be cast by secret ballot at designated voting stations on-campus.

**Paragraph B:** The Election Committee shall count all ballots submitted during the election on the final day of elections.

**Paragraph C:** Candidates for office will be listed in alphabetical order on numbered ballots.

**Paragraph D:** All currently enrolled students may vote in the **ASG** Elections.

**Paragraph E:** The Election Committee shall be responsible for certifying and posting the election results, which includes the names of all candidates, the total number of votes casts, and the number of ballots voided. This information shall be posted immediately in at least three (3) conspicuous places on campus and submitted with the General Assembly.

**Paragraph F:** All information regarding the elections shall be open to the public upon request.

**Paragraph G:** The election committee shall keep Ballots on file for two weeks after the election date for any recount deemed necessary.

**Section 10:** Write-in candidates will be accepted if they meet the qualifications listed in Article II of these Bylaws.

## **ARTICLE V: GENERAL ASSEMBLY**

**Section 1:** Shall operate in accordance with Article VI of the **ASG** Constitution.

**Section 2:** Shall meet at least three (3) times a month during the Fall and Spring Semesters while college is in session.

**Section 3:** Shall vote on action items of the **ASG**.

**Section 4:** Shall adjust and control **ASG** Membership Card rates.

**Section 5:** Shall adjust and control the **ASG** budget.

**Section 6:** Shall vote on amendments and revisions to the **ASG** Constitution and By-Laws, in accordance Article X and Article XI of the **ASG** Constitution.

**Section 7:** Shall be open to all students, staff, faculty, and administration.

**Section 8:** Shall achieve quorum to conduct business by the presence of four (4) elected or appointed officers and one (1) voting member.

**Section 9:** Shall have the authority to establish and dissolve ad-hoc committees.

**Section 10:** Shall hear proposals and petitions from its membership.

**Section 11:** Shall maintain general supervision of clubs, organizations, and **ASG** committees.

**Section 12:** May be convened in a special session with the following provisions:



**Paragraph A:** Twenty-four (24) hour notice of the special meeting shall be given to the student population at large.

**Paragraph B:** Shall obtain a quorum as described in Article IV, Section 8 of these By-Laws to conduct business.

**Paragraph C:** Shall only vote on one (1) action item during the course of the meeting.

**Section 13:** May be convened in an emergency session with the following provisions:

**Paragraph A:** Shall obtain the majority vote of all **ASG** Officers to hold the meeting.

**Paragraph B:** Shall only pertain to those situations deemed a dire emergency by the **ASG**.

**Paragraph C:** Shall obtain a quorum as described in Article IV, Section 8 of these By-Laws.

**Paragraph D:** Shall have at least thirty (30) minutes of prior notice.

**Paragraph E:** Shall only vote on one (1) action item during the course of the meeting.

## **ARTICLE VI: ADMINISTRATIVE BODY**

**Section 1:** The Administrative Body of the **ASG** shall be known as the Executive Board.

**Section 2:** The Executive Board shall include the following officers: President, Vice President, Secretary, Business Manager, Student Trustee, and the **ASG** Advisor.

**Section 3:** The Executive Board shall hold meetings on an as-needed basis to study the agenda and agenda items for up-coming General Assembly meetings.

## **ARTICLE VII: COMMITTEES**

**Section 1:** Committees shall be divided into two (2) sub-groups: standing and ad-hoc.

**Section 2:** Standing Committees shall abide by the following rules and regulations:

**Paragraph A:** Shall remain active and conduct meaningful business throughout the course of the academic year.

**Paragraph B:** Shall submit a report at each **ASG** General Assembly meeting.

**Paragraph C:** Shall fulfill the role that it was established to fulfill.

**Paragraph D:** Shall submit to the final decision of the **ASG** General Assembly in all applicable matters.

**Section 3:** Standing Committees are as follows:

**Paragraph A:** The Pirate's Log Committee. If applicable.

**Paragraph B:** Student Activities Committee. If applicable

**Paragraph C:** Please refer to the List Of College Organizations and Committees.

**Section 4:** Ad-hoc committees shall be formed and dissolved by the discretion of the General Assembly on an as-needed basis.

**Section 5:** Ad-hoc committees shall abide by the following rules and regulations:

**Paragraph A:** Shall remain active and conduct meaningful business throughout the course of its existence.

**Paragraph B:** Shall submit a report at each **ASG** General Assembly meeting.

**Paragraph C:** Shall fulfill the role that it was established to fulfill.

**Paragraph D:** Shall submit to the final decision of the **ASG** General Assembly in all applicable matters.

**Section 4:** All committees of the **ASG** shall hold all meetings in accordance with **Robert's Rules of Order, Newly Revised Edition.**

## **ARTICLE VIII: STUDENT CLUBS AND ORGANIZATIONS**

**Section 1:** All Student Clubs and Organizations shall obtain an Official Club Charter from the **ASG** in order to conduct legal business at Palo Verde College, including its extension programs.

**Section 2:** The Official Club Charter is issued upon the student club/organization's approval and shall expire on the last day of the following Summer Semester.

**Section 3:** The Official Club Charter may be obtained by fulfilling the following requirements:

**Paragraph A:** Shall obtain and fulfill the requirements stipulated in the Official Club Charter Application.

**Paragraph B:** Shall have the approval of the General Assembly for the student club/organization's constitution by a majority vote.

**Paragraph C:** Shall demonstrate that the student club/organization will serve its members regardless of race, color, national origin, gender, sexual orientation, disability, or age in all of its policies, procedures, or practices.

**Paragraph D:** Shall demonstrate compliance with all college policies and all provisions in the California Post Secondary Education codes, 76060 and 76062 governing such clubs and organizations.

**Paragraph E:** Shall demonstrate that all of the student club/organization's officers are currently enrolled in at least six (6) units with a 2.0 GPA or better and currently hold a valid **ASG** Membership card during their term of office.

**Paragraph F:** Shall demonstrate that there are at least ten (10) students interested in forming the student club/organization.

**Paragraph G:** Shall send at least one (1) representative to the General Assembly meeting in which the proposed student club/organization is being reviewed as New Business and again when the General Assembly votes on approving the student club/organization at the following meeting.

**Section 4:** The Official Club Charter shall remain valid by fulfilling the following requirements:

**Paragraph A:** Shall maintain a minimum membership of at least six (6) members throughout the current Academic Year.

**Paragraph B:** Shall have representation present at no less than two (2) General Assembly meetings per month.

**Paragraph C:** Shall participate in no less than two (2) events sponsored by the college or the **ASG** during the current semester and/or self-sponsor one (1) event for the college for the express purpose of improving student life during the current semester.

**Paragraph D:** Shall provide the Executive Board and the **ASG** Advisor with minutes of past meetings on a monthly basis.

**Section 5:** Student Clubs/Organizations shall conduct fundraising activities within the following rules and regulations:

**Paragraph A:** Shall hold only one (1) fundraiser each month on campus, in whole or in part, (except for special events sponsored by the college of the **ASG**.)

**Paragraph B:** Shall announce all fundraising activities in a General Assembly meeting at least one (1) week prior to the event.

**Paragraph C:** Shall submit to the ruling of the General Assembly should any conflict in fundraising events occur.

**Paragraph D:** Shall notify the Pirate's Den Manager should the specific on campus fundraiser include food or refreshments, specifying the types of food or refreshments that will be offered.

**Section 6:** The Official Club Charter shall be renewed with the completion of the Official Club Charter Renewal Form along with the majority vote approval of the General Assembly.

**Section 7:** Established student clubs/organizations that violate the **ASG** Constitution, By-Laws, or those requirements, which are stipulated in the Official Club Charter Application, shall result in immediate action by the **ASG**:

**Paragraph A:** Violations in Article VII, Sections 1 through 5 occurring for no less than four (4) weeks shall result in a warning issued to the student club/organization as recommended by the Vice President, along with a request to appear before the General Assembly.

**Paragraph B:** Violations in Article VII, Sections 1 through 5 occurring for no less than six (6) weeks shall result in being declared inactive and revoked the right to hold legal meetings or fundraisers that are in association with Palo Verde College, or the **ASG** as recommended by the Vice President, a notice issued to the student club/organization advising them of the situation, and a request to appear before the General Assembly.

**Paragraph C:** Violations in Article VII, Sections 1 through 5 occurring for no less than eight (8) weeks shall result in the student club/organization's financial account held in Administrative Services being frozen and all assets held within unavailable for use as recommended by the Vice President, a notice issued to the student club/organization advising them of the situation, and a request to appear before the General Assembly.

**Paragraph D:** Violations in Article VII, Sections 1 through 5 occurring for no less than ten (10) weeks may result in the student club/organization's Official Club Charter being revoked as recommended by the Vice President, and supported by a majority vote of the General Assembly, a notice issued to the student club/organization advising them of the situation, and a request to meet with the President, Vice President, and Advisor.

**Paragraph E:** Should no action be taken on the part of the violating student club/organization no less than two (2) weeks following the revocation of the Official Club Charter, the student club/organization shall be officially disbanded and all funds remaining in its financial accounts shall be absorbed in the **ASG**'s financial account.

**ARTICLE IX: DISPLAY OF CONSTITUTIONAL AMENDMENTS**

**Section 1:** All officially proposed constitutional amendments must be displayed in the following areas around the Palo Verde College campus:

**Paragraph A:** Counseling Services Building bulletin board next to the Bookstore.

**Paragraph B:** The Harry A. Faull Library.

**Paragraph C:** The Class Room and Laboratory Building bulletin board.

**ARTICLE IX: DISPLAY OF CHANGES TO THE BY-LAWS**

**Section 1:** All officially proposed changes to the by-laws must be displayed in the following areas around the Palo Verde College campus:

**Paragraph A:** Counseling Services Building bulletin board next to the Bookstore.

**Paragraph B:** The Harry A. Faull Library.

**Paragraph C:** The Class Room and Laboratory Building bulletin board.

Proposed: January 27,2009                      Adopted: February 10, 2009

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By **ASB** President, Ramiro Mendez

Reviewed: February 10,2009                      Amended: February 10,2009

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By **ASB** President, Ramiro Mendez

Reviewed: August 24<sup>th</sup>,2010                      Proposed: September 7<sup>th</sup>,2010

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Amended by **ASG** President Trilok Mehta

