

Glendale Community College
Associated Student Government

By-Laws

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Article I: Executive Officers

Section I:

ASG officers must meet the following qualifications:

- A. Satisfy requirements of a member under Article IV of the constitution
- B. Maintain a 2.50 GPA (4.0 = A)
- C. Be willing and able to commit to a full-year term. (Partial year commitments will deem the candidate ineligible for office).
- D. Must not be an officer in another club nor serve as the MSS Senator or MCCCDC Governing Board Student Member.

Section II:

Executive office positions are as follows:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary

Section III:

The duties of the Executive Officers are as follows:

The President shall:

1. Bear jurisdiction of retention or dismissal by majority vote of executive officers.
2. Facilitate the leadership and development within and around the ASG environment.
3. Coordinate and integrate all activities and duties of officers, members and volunteers.
4. Communicate regularly with ASG members and advisor for planning and updates.
5. Organize, administer, and direct ASG meetings in accordance with Parliamentary Procedures.
6. Resolve issues resulting from a tie.
7. Conduct business previously approved by vote of ASG.
8. Serve as official representative of ASG.
9. Facilitate campus tours.

The Vice President shall:

1. In the absence of the President, perform the duties of the President.

2. In the event the President office is vacated, the Vice President may assume the vacant office. The new President will then preside over the election of the new Vice President.
3. Supervise ASG Officers as directed by the President, to report back.
4. Coordinate ASG Committee Chairs.
5. Assign Senators to ASG committees.
6. Designate GCC students to ASG committees, upon their request.
7. Assist in spokesperson duties as requested.
8. Serve as the committee chair of the standing Rules committee.
9. Coordinate, prepare, and facilitate the creation of ASG publications, and social media for distribution and posting on campus and online in tangent with the ASG officers, board, and Student Leadership Center.
10. Facilitate campus tours.
11. Appoint, evaluate and remove, as necessary, an aide to assist in duties outlined above. The Vice President's Aide must meet the Member requirements as outlined under Article II, Section III of the constitution.

The Treasurer shall:

1. In the absence of the President and Vice-President, perform the duties of the President.
2. Operate in accordance with Maricopa County Community College District (MCCCD) fiscal rules and regulations.
3. Serve as the chair of the standing Finance Committee.
4. Prepare, present and keep records of money matters and report these at the ASG open business meetings.
5. Develop annual ASG Budget.
6. Prepare all financial documents and submit to Student Leadership Center.
7. Purchase ASG supplies.
8. Facilitate campus tours.
9. Appoint, evaluate and remove, as necessary, an aide to assist in duties outlined above. The Treasurer's Aide must meet the Member requirements as outlined under Article II, Section III of the constitution.

The Secretary Shall:

1. In the absence of the President, Vice-President, and Treasurer, perform the duties of the President.
2. Record, publish and distribute minutes of all regular and special business meetings by prescribed deadlines.
3. Prepare and post agendas by prescribed deadlines.
4. Maintain all archives and office files.
5. Take attendance and record minutes for ASG Board and senators.
6. Submit minutes to Student Leadership Center after each meeting
7. Record senator's attendance and communicate with the Treasurer.
8. Copy, file and share all incoming/outgoing correspondence with ASG board.
9. Facilitate campus tours.

10. Appoint, evaluate and remove, as necessary, an aide to assist in duties outlined above. The Secretary's Aide must meet the Member requirements as outlined under Article II, Section III of the constitution.

Section IV:

All executive officers shall

1. Be entitled to remuneration in accordance with the Maricopa County Community Colleges District Governing Board policy and Administrative Regulations.
2. Serve on College Committees as appointed by the ASG president as requested by the College President.
3. **Not be an officer in another club nor serve as the MSS Senator or MCCCCD Governing Board Student Member during their tenure as an officer of ASG.**

Article II: ASG Officer Aides

Section I:

ASG Officer Aides must meet the following qualifications:

1. Satisfy requirements of a member under Article IV of the constitution
2. Maintain a 2.50 GPA (4.0 = A)
3. Be willing and able to commit to a full-year term. (Partial year commitments will deem the candidate ineligible for office)

Section II:

Officer Aides positions are as follows:

1. Vice President
2. Treasurer
3. Secretary

Section III:

The duties of the Officer Aides are as follows:

The Vice President's Aide shall:

1. Shall support the Vice President in carrying out his/her duties as described within these Bylaws.
2. In addition to supporting the Vice President in performing his/her duties, in the absence of the President, the Vice President's Aide shall support the Vice President in performing the duties of the President.
3. Operate in accordance with Maricopa County Community College District (MCCCCD) fiscal rules and regulations.
4. Facilitate campus tours as assigned.

The Treasurer's Aide shall:

1. In the absence of the Treasurer perform the duties of the Treasurer.
2. Operate in accordance with Maricopa County Community College District (MCCCCD) fiscal rules and regulations.
3. Serve as the co-chair of the standing Finance Committee.

4. Assist the Treasurer in completing club's ASG funding request(s), and present in ASG Open Business Meetings when called upon.
5. Assist the Treasurer in the preparation and maintenance of records pertaining to all ASG money matters and to report these at the ASG open business meetings when called upon.
6. Assist the Treasurer in the development of the annual ASG Budget.
7. Assist the Treasurer in the preparation, to include making duplications of all financial documents for submission to the Student Leadership Center.
8. Assist the Treasurer in the acquisition of ASG supplies.
9. Facilitate campus tours as assigned.

The Secretary's Aide Shall:

1. In the absence of the Secretary perform the duties of the Secretary.
2. Assist the Secretary in recording, publishing and distributing minutes of all regular and special business meetings by proscribed deadlines.
3. Assist the Secretary in the preparation and posting of agendas by prescribed deadlines.
4. Assist the Secretary in maintaining all archives and office files.
5. Assist the Secretary in taking attendance and recording minutes for ASG Board and senators.
6. Assist the Secretary in the submission of minutes to Student Leadership Center after each meeting.
7. Assist the Secretary in recording the senator's attendance and communicate with the Treasurer.
8. Assist the Secretary in copying, filing and sharing all incoming/outgoing correspondence with ASG.
9. Facilitate campus tours as assigned.

Article III: ASG Board Members

Section I:

Associated Student Government Board Members Duties

- A. Attend all ASG meetings.
- B. Request student input regarding their concerns and/or issues as to the improvement of campus life.
- C. Active participation in ASG committees.
- D. Actively promote and participate in community service activities sanctioned by the Associated Student Government and approved by the Student Leadership Center.
- E. Assist the ASG Officers and Aides in the completion of his/her duties as requested.
- F. Establish and hold office hours.
- G. Facilitate campus tours as assigned.

Article IV: Provisional Membership

Section I:

Candidates for membership in the ASG must meet the requirements as outlined under Article IV, Section II under the Constitution.

Section II:

A completed application, provided by either the Student Leadership Center or the ASG, shall be submitted to the Student Leadership Center.

Section III:

Provisional membership may be extended to students who are interested in participating in the ASG officially with the intent of formally joining. Provisional members shall not be voting members on any issue, shall not attend ASG activities off-campus, and shall not be able to receive ASG branded items meant for board members or officers.

Article V: Election Process

Section I:

Candidates for membership in the ASG must meet the requirements as outlined under Article IV, Section II under the Constitution.

Section II:

A completed application, provided by either the Student Leadership Center or the ASG, shall be submitted to the Student Leadership Center.

Section III:

- A. So long as it is prior to Spring Break, a board member may be added at any time during the academic year. Voting will be held after the validation of all signatures provided by the candidates and after the required attendance of two (2) prior open meetings has been met.

Section IV:

The ASG Board is made up of 12 seats total to include the executive board and two seats for Glendale Community College North Students. Those candidates for board membership who have met minimum qualifications and have completed and submitted an approved application to the Leadership Center may then attend two consecutive Open Business Meetings. There, his/her membership will be put to a vote after the group at large has heard a presentation by the candidate as to the merits of his/her qualifications. A part of the formal presentation contains a predetermined set of standard questions, which the candidate is expected to answer.

Section V:

All irregularities or complaints about the membership process shall be reported in writing to the Dean of Student Life or Director of Student Life and Leadership for review.

Article VI: Elections of Executive Officers

Section I:

Executive officers will be elected during the last meeting of the spring semester. The newly elected executive officers will serve until the last meeting of the following spring. An election committee consisting of two (2) ASG members not running for executive office will run the election. One of these members will preside over the election to ensure fairness. The other member will hand out, collect, and count all ballots.

Section II:

The voting shall proceed as follows:

1. Only current ASG Officers, Aides or Board Members who have been active for one full semester are eligible to hold the president's office.
2. Only current ASG Board members are eligible to run for office and vote for executive officer positions.
3. Voting shall be by secret ballot.
4. There will be no "write in" candidates or "tickets".
5. The candidates must be elected in at least a 2/3 vote of the members.
6. Voting shall go in the order of President, Vice President, Treasurer, and Secretary.

Section III:

All irregularities or complaints about the election procedure shall be reported in writing to the Dean of Student Life or designee for review.

Section IV:

Executive positions are:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary

Section V:

Remuneration to officers may be made in accordance with Maricopa Governing Board policy and administrative regulations. Funds will be set-aside at the beginning of each fiscal year for this purpose.

Section VI:

Board Members, to include Aide positions (support positions for Vice President, Secretary and Treasurer) following the Officer Elections will serve until the last meeting of the following spring.

Article VII: Operations

Section I:

Associated Student Government shall:

1. Serve as the official representative of the Association.
2. Have the power to delegate duties, to elect officers, and appoint committees and their chairpersons.
3. Execute all other duties necessary for the successful administration of the Association.
4. Be in session during the summer session and fall and spring semesters as outlined in Article V of the constitution.
5. Govern student clubs in accordance with MCCCDC regulations and policies with the oversight of the Student Leadership Center.

Section II:

ASG business may be conducted at regularly scheduled or special meetings. The advisor or designee must be present to conduct business.

Section III:

1. Executive sessions of the ASG members (others by invitation of the ASG) may be called by President, ASG advisor, or other ASG members with a vote of 2/3 the members present.
2. No voting regarding general ASG policies shall occur during executive sessions.
3. Minutes shall be in accordance with the by-laws during the executive session.

Section IV: Publicity Process

1. The ASG Vice President or assigned designee (Aide) will work with ASG committees to oversee the creation, approval, and distribution of their event/activity-related publications and communiqué.
2. Committee representatives are to present their respective requests via an official written request with attached files to the ASG Vice President no later than one month from the scheduled and calendared event/activity.
3. The ASG Vice President or assigned designee (Aide) will then work with the Student Leadership Center for final edits, approval, printing and advertisement.

Article VIII: Voting Procedures

Section I:

All voting procedures outlined in this article shall be for the purpose of business meetings. It will apply neither to the election of ASG executive officers nor to the approval of ASG policies.

Section II:

A quorum is defined as 2/3 of the board members.

Section III:

All members in attendance shall be voting members. The ASG President may vote in the case of a tie.

Section IV:

All Students at large may vote in a GCC student vote.

Section V:

All voting shall be conducted by a show of hands unless a member requests a vote by secret ballot or the outcome of the vote is not clear.

Section VI:

All votes must pass by a simple majority of members present unless otherwise stated in this constitution.

Article IX: Funding**Section I:****Guidelines for club funding**

1. To be considered for funding, clubs must submit a formal proposed budget to the ASG Treasurer by the fortieth (40th) day of the fall semester for the entire academic year. Clubs wishing to request funding prior to the submission of their budgets may do so permitting the expense is included on their budget submission as their primary request—funding; however, is not guaranteed in either case.
2. When surplus funds are available or an unexpected club expenditure, or a club expenditure occurs prior to their budget submission (the expense must appear on their budget as their number one preference) is placed before ASG, as per the ASG Constitution clubs submitting requests beyond the submission of their approved budgets must have their club senator or designated alternate attend the two (2) prior ASG Open Business Meetings, with the exception of voting in August or September. The senator and/or club officer must be present at the ASG Open Business Meeting for the funds to be voted on and shall be prepared to answer any questions for the ASG Board prior to the allocation. A written proposal for funding stating the purpose of the request must be submitted a minimum of four (4) weeks prior to the date of the desired funding on the official ASG funding request form.
3. If for any reason club representation is not present when funding requests are discussed in ASG Open Business Meetings, said requests shall be tabled until the next regularly scheduled ASG Open Business Meeting. Should club representation not be present for that session the request shall be dismissed, necessitating resubmission. Should the need-by-date of the requested funds conflict with the club's resubmission, the request will not be considered valid.

4. ASG will not fund socially based activities. Funded activities include those that are educationally based and are directly related to the mission of the club/organization.

Future allocations are dependent upon the following requirement(s) being fulfilled:

- A. Clubs/organizations who have received ASG funds must present a brief report on the funded activity within one (1) month of said activity. Presentation style is optional, i.e., PowerPoint, written report, 8.5 x 14 collage.
- B. Clubs must adhere to the ASG Club Funding Guidelines listed herein:
 - **Fund Allocation Caps:**
Please note: clubs/organizations have the opportunity *to request* up to \$2,500 per academic year to include travel expenses contingent upon funding availability.
 - Funding Requests that are not included on approved budgets shall need prior executive board approval before going to an open business meeting and shall need a 2/3 majority vote to move the request forward to the next scheduled Open Business Meeting for consideration.

Section II:

ASG reserves the right to deny any request.

Section III:

Information about requesting funds may be obtained from the Treasurer or at the Student Leadership Center.

Article X: Referendum

Section I:

Any rule or regulation adopted by the ASG may be referred back to the ASG upon presentation of a referendum petition signed by at least ten (10) percent (%) of the Associated Students.

Section II:

Upon presentation of such a petition, a review of the measure in question shall occur among the ASG board and the Dean of Student Life or designee.

Section III:

If 2/3 of the votes of the ASG are cast in favor of the measures in question, such measures shall be declared adopted.

Article XI: Permanent Committees

Section I: Finance Committee

- A. Committee members must include;
 - a. President
 - b. Vice President
 - c. Treasurer, (Chair)
 - d. Treasurer's Aide if applicable, and Secretary
- B. The ASG Treasurer must be the committee chair as stated by his/her duties.
- C. Duties of this committee include but not limited to:
 - a. Review and propose any changes of the finance policy to the ASG Board.
 - b. Under extenuating circumstances propose one-time deviations to the ASG Board.

Section III: Club Presidents' Circle (CPC)

The purpose of this committee is to promote unity and communication between GCC clubs and to provide feedback to the ASG President on collective and individual needs of their respective clubs.

CPC Membership and Requirements:

- A. The Presidents' Circle shall be comprised of the ASG President and the membership of each officially recognized student club at GCC.
- B. A minimum of two (2) meetings per semester (said meetings shall not coincide with any regularly scheduled ASG meetings).

CPC Duties:

- A. The Presidents' Circle shall act as a roundtable advisory forum for club and campus issues.
- B. The Presidents' Circle shall pass no legislation or exert control over any other body.