

ASG Spring 2025 Local Election Schedule

Term of Office: July 1, 2025 - June 30, 2026

Local Application Deadline	Friday, March 21, 2025 4:00pm	Drop off completed packet to Office of Student Life 2nd floor - Student Union
Candidates Election Code Review (MANDATORY MEETING*)	Wednesday, March 26, 2024 12:30pm	Location: Student Union, 2 nd Floor Conference Room
IMPORTANT: Students are NOT allowed to publicize/campaign prior to April 8, 2024		
Campaigning	April 1 – May 4, 2025	Online and/or onsite
Candidates' Forum	Thursday, April 17 th at 12:30pm	Online (Zoom)
Elections	VOTE ONLINE Monday, April 28 to Sunday, May 4, 2025	Online Vote Net Platform

***Must attend Election Code Review meeting for campaigning guidelines. Failure to attend will make the applicant ineligible.**

AVAILABLE POSITIONS:

- President
- Vice-President
- Executive of Finance
- Executive of Clubs
- Executive of Student Life
- Executive of Outreach
- Executive of Administration
- Executive of Advocacy
- Senator of Finance (2)
- Senator of Clubs (2)
- Senator of Outreach (2)
- Senator of Student Life (2)
- Senator of Administration (2)
- Senator of Advocacy (2)

Eligibility Requirements per Administrative Procedure (AP) 5411:

- The candidate or officer must be a currently paid member of ASG, at LACC and have successfully completed no more than 80 degree-applicable units in the District.
- The candidate may seek only **one** campus officer within the District.
- The candidate or officer must not be on academic or progress probation, as defined by LACCD AP 4255. The candidate must have and maintain a cumulative and current GPA of at least 2.0 in the units completed at all the colleges in the District. Current means the most recently completed semester or session.
- At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in, and: A) must successfully complete a minimum of five (5) units per semester; OR B) be enrolled in an adult education program (noncredit program only); or C) is a disabled student (must be a verified disability by the Office of Special Programs and Services) and be enrolled in coursework as prescribed in their educational plan.

Guideline to Complete Online Application

Before submitting your application for LACC Associated Student Government, review this list.

- You have read the application packet and understand the **Required Qualifications for Student Government**.
- You have reviewed the **ASG Bylaws** which detail the responsibilities for each officer and senator.
- You have reviewed the **ASG Constitution** to familiarize yourself with LACC's Student Government.
- You understand the days and times that you must be available for the position you are applying for.
- Have a copy of your **unofficial transcript**, which will help you answer some of the questions on the application. To get your unofficial transcript, go to MyCollege.laccd.edu and click the **Academic Records** tab.
- Have the following items ready to submit. **(1)** Personal Statement, (Maximum 300-words), that addresses, A. Why you want to serve on the LACC student government board. B. What you expect to accomplish. C. States your qualifications. D. Indicates why students should vote for you. **(2)** Candidate Photo (headshot) which will be used during the campaign.

IMPORTANT NOTE:

Deadline to submit the local election application is

Friday, March 21, 2025 at 4:00pm.

**All candidates MUST be present for the MANDATORY
Election Code Meeting on March 26, 2024 at 12:30pm.**

**CONSTITUTION
OF THE
LOS ANGELES CITY COLLEGE
ASSOCIATED STUDENT GOVERNMENT**

PREAMBLE

We, the students of Los Angeles City College, in order to better define the powers and responsibilities of our student government; to promote an effective system of government for the students; to promote, initiate and coordinate educational and social activities for the students at Los Angeles City College; to supplement and complement formal education on campus; to fairly represent student interest, needs, and welfare within the College community; to recognize, represent, and support the diversity of needs and views of students at the College; to provide for the expression of student opinion and interests to the community at large on issues affecting student life; to provide a physical and social environment in which to achieve the above objectives in accordance with the educational and cultural standards of the College; to promote the general educational welfare and to enhance the Academic benefits offered by the State of California do hereby affirm this Constitution of the Associated Student Government of Los Angeles City College.

ARTICLE I. THE ASSOCIATED STUDENT GOVERNMENT

SECTION A. Name: The name of this organization shall be the Associated Student Government of Los Angeles City College, hereafter referred to as the ASG.

SECTION B. Purpose: The purpose of the ASG shall be to:

1. Promote and advocate for students' rights;
2. Promote and conduct student activities and services that support the diverse cultural, social, and educational needs of the students attending LACC;
3. Promote educational advancement;
4. Encourage greater student involvement on campus;
5. Provide resources and guidelines for student organizations;
6. Promote and protect the student Bill of Rights, amendment to the LACC ASG Constitution;
7. Promote a positive public image and enhance the campus environment.

SECTION C. Membership: The membership of the ASG shall consist of all registered students at LACC who have paid the ASG membership fee for the term.

SECTION D. Term: The term shall be identified as the current semester, such as Fall or Spring, or intersession, such as Winter or Summer.

SECTION E. **Membership Fee:** The membership fee shall be \$10 for the Fall and Spring semesters, and \$4 for intersessions, such as Winter and Summer.

ARTICLE II. ORGANIZATIONAL STRUCTURE

SECTION A. **Purpose:** The ASG Senate Board, Finance Committee, Club Council, and Ad Hoc Committees are established as the bodies to which the powers and responsibilities of self-government are delegated by the students, in accordance with the established policies of applicable governing boards or authorities.

SECTION B. **Function:** The ASG Senate Board's legislative function shall include: receiving and acting, if required, upon all requests and reports from committees, officers and campus representatives; planning and sponsoring activities on campus for the welfare of the students and the college community; advocating for the general welfare of the student body at Los Angeles City College; and the Executives shall perform and carry out all executive and administrative functions for the organization.

SECTION C. **Organizational structure:** The ASG Senate Board shall be composed of eight (8) Executives and twelve (12) Senators for a total of twenty (20) ASG members, and one (1) Advisor.

1. Executives (Executive Board):

- a. President
- b. Vice President
- c. Executive of Finance
- d. Executive of Clubs
- e. Executive of Administration
- f. Executive of Student Life
- g. Executive of Outreach
- h. Executive of Advocacy

2. Student Senators:

There shall be a maximum of twelve (12) ASG Senators.

The Senator positions will be as follows:

Two (2) Senators of Finance

Two (2) Senators of Clubs

Two (2) Senators of Administration

Two (2) Senators of Student Life

Two (2) Senators of Outreach

Two (2) Senators of Advocacy

3. Advisor:

- a. The advisor will be the ASG Advisor/Chief Student Services Officer, or designee.

SECTION D.

Voting: The President shall only vote in case of a tie. All other ASG board members shall have the power to vote on all questions. Quorum for the ASG Senate Board shall consist of a majority of the ASG board; neither attendance by proxy nor vote by proxy shall be recognized. The only exemption would be the chair of the Finance Committee and the ASG Advisor.

SECTION E.

Finance Committee:

1. **Purpose:** The purpose of the Finance Committee is to prepare and implement the ASG budget, as required by the Los Angeles Community College District, hereafter abbreviated as LACCD, Administrative Regulations.
2. **Composition:** Pursuant to LACCD Administrative Regulations, the Finance Committee shall consist of:
 - a. The ASG Executive of Finance, who shall act as the Chair of the Committee.
 - b. The ASG President
 - c. Both Senators of Finance
 - d. The Executive of Administration
 - e. The ASG Advisor or designee
 - f. One faculty member appointed by the President of the College each year
 - g. The College Fiscal Administrator or a designee from the Business Office serving as a non-voting member.

SECTION G.

Club Council:

1. **Purpose:** The purpose of the Club Council (CC) is to plan events for clubs, to provide support for club activities, and to provide approved clubs a voice within the ASG. The CC is chaired by and represented in the ASG Senate Board by the ASG Executive of Clubs.
2. **Composition:**
 - a. The ASG Executive of Clubs shall serve as the Chairperson of the CC.
 - b. The CC shall consist of one (1) authorized representative from each chartered club on campus.
 - c. The College's Chief Student Services Officer or ASG Advisor or designee shall serve as the committee's advisor.
 - d. Every semester the CC shall elect its executive board from its members to help the ASG Executive of Clubs:
 - i. The CC Vice-Chairperson. They shall carry the duties of the chairperson in the event the chairperson is absent or vacant. They shall carry the duties of the Secretary in

- the event the Secretary is absent or vacant.
- ii. The CC Secretary. They shall keep all CC meetings minutes and shall maintain records of all approved items so that members of the public may have easy access to such records.
 - iii. The CC Chairperson shall also serve as the CC Treasurer. They shall keep track of all expenses approved by the CC. They shall work with the ASG Executive of Finances to maintain updated records of the CC line item and to provide clubs with information in regards to funding request procedures.

ARTICLE III. EXECUTIVE BOARD MEMBERS OF THE ASSOCIATED STUDENT GOVERNMENT

SECTION A. Responsibilities and Duties:

1. Executive Officers

a. President. The ASG President shall:

- i. Preside at all meetings of the ASG Senate.
- ii. Act as the official representative of the students of LACC.
- iii. Serve as the first authorized student signatory of check request forms for expenditure of student funds.
- iv. Serve on the ASG Finance Committee and on the LACCD Student Affairs Committee.
- v. Attend all assigned participatory governance meetings.
- vi. Fulfill specific responsibilities as delineated in the LACC ASG Bylaws and other functions as delegated by the ASG Senate Board.
- vii. Leave a report about ASG at the end of their term.
- viii. Assist with the transition phase of the new elected board officers if needed.

b. Vice President. The ASG Executive Vice President shall:

- i. Succeed to the office of ASG President in the event of a vacancy, pursuant to Article III, Section C, before the expiration of the term.
- ii. Act as the ASG President in the event of a temporary absence of the ASG President. At such times, the ASG Vice President can exercise powers delegated to the ASG President.
- iii. Serve at the request of the ASG President as the official representative on any commission, committee,

College/District related committee or organization.

- iv. Serve as the second authorized student signatory of check request forms for expenditure of student funds.
- v. Attend all assigned participatory governance meetings.
- vi. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.

c. Executive of Finance. The Executive of Finance shall:

- i. Preside at all meetings of the ASG Finance Committee
- ii. Provide current records of LACC ASG expenditures and accounts.
- iii. Manage ASG funding requests and provide all required documents to the Business Office designee.
- iv. Ensure that all financial transactions are in accordance with all applicable regulations.
- v. Serve at the request of the ASG President as the official representative on any commission, committee, College/District related committee or organization.
- vi. Attend all assigned participatory governance meetings.
- vii. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the Student Senate Board.

d. Executive of Clubs. The ASG Executive of Clubs shall:

- i. Preside at all meetings of the Club Council.
- ii. Promote the establishment of clubs and encourage campus life.
- iii. Assist the ASG President and ASG Senate Board in coordinating advocacy efforts on behalf of student interests while ensuring that the ASG Senate Board members understand the issues being advocated by ASG sponsored clubs.
- iv. Serve at the request of the ASG President as the official representative on any commission, committee, College/District related committee or organization.
- v. Attend all assigned participatory governance meetings.
- vi. Fulfill specific duties as delineated in the LACC ASG Bylaws and other functions as delegated by the ASG Senate Board.

e. Executive of Administration. The ASG Executive of Administration shall:

- i. Produce all of the minutes of the ASG Senate Board meetings and the ASG Finance Committee meetings.
- ii. Maintain records of all minutes as approved by the ASG

Senate and the ASG Finance Committee.

- iii. Attend all assigned participatory governance meetings.
- iv. Post the agendas for both the ASG Senate and ASG Finance meetings with input from the chair(s).
- v. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.
- vi. Study and learn parliamentary procedure as described by Robert's Rules of Order, ASG Constitution, ASG Bylaws, and LACCD regulations.
- vii. Participate in all ASG Senate and Finance Committee meetings functioning as the Parliamentarian.
- viii. Facilitate a parliamentarian procedure training for the ASG Board at least once a semester.

f. **Executive of Student Life.** The ASG Executive of Student Life shall:

- i. Create, organize, and participate in events.
- ii. Keep an updated calendar of events
- iii. Coordinate volunteers to help ASG initiatives
- iv. Promote a positive image of ASG
- v. Attend all assigned participatory governance meetings.
- vi. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.

g. **Executive of Outreach.** The ASG Executive of Outreach shall:

- i. Be responsible for the ASG Help Desk operations.
 - a. Distribute and maintain ASG membership benefits.
 - b. Conduct hiring of ASG Student Ambassadors.
 - c. Responsible for the supervision of the Student Ambassador Program.
- ii. Provide the Collegian information about events and pertinent actions taken by the ASG Senate Board.
- iii. Keep current with issues and activities of local, regional, and state student organizations.
- iv. Promote and facilitate all ASG social media.
- v. Maintain the ASG webpage.
- vi. Manage and maintain Resource Center.
- vii. Attend all assigned participatory governance meetings.
- viii. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.

h. **Executive of Advocacy.** The ASG Executive of Advocacy shall:

- i. Collect data on issues faced by the student body.
- ii. Propose and implement actionable solutions to address issues faced by the student body.

- iii. Keep current with issues and activities of local, regional, and state student organizations.
- iv. Advocate for student interests at all levels of the college administration and in external forums.
- v. Attend all assigned participatory governance meetings.
- vi. Fulfill specific duties as delineated in the LACC ASG Bylaws and other functions as delegated by the ASG Senate Board.

2. **Senators**, as listed in Article II, Section C, shall:

- a. Be accountable to the students they represent.
- b. Attend all scheduled ASG Senate Board meetings.
- c. Attend all assigned participatory governance meetings.
- d. Present student issues and concerns to the ASG Senate Board.
- e. Fulfill specific duties as delineated in the ASG Bylaws and other functions as delegated by the ASG Senate Board.

SECTION B.

Accountability: All Executives and Senators of the ASG must swear by taking oath to respect and follow the ASG code of conduct. Executives and Senators of the ASG infringing such vow may be impeached and eventually removed from office as described on Article VIII.

SECTION C.

Vacancies:

1. A vacancy shall occur when any Executive or Senator of the ASG resigns, has been removed from office, has lost membership in the ASG, or become otherwise ineligible for office as provided in this Constitution and Bylaws, in accordance with LACCD regulations.

2. In the event a vacancy occurs in the ASG Senate Board, excluding the Presidency, the ASG Executive Board will interview applicants and forward their recommendations to the ASG Senate Board for appointment with a majority vote of the ASG Senate Board.

3. In the event that a vacancy occurs in the Presidency, the order of succession shall be the following:

- a. Vice President
- b. Executive of Finance
- c. Executive of Clubs
- d. Executive of Administration
- e. Executive of Advocacy
- f. Executive of Student Life
- g. Executive of Outreach
- h. A Senator by nomination of the ASG Senate Board.

4. The new ASG President shall call an ASG Senate Board meeting. During this meeting, her/his position as President shall be approved by the ASG Senate Board with a majority vote. In the event the new President is not approved by the ASG Senate Board, during the same meeting the order of succession will continue until the new President is appointed by a majority vote of the ASG Senate Board. If the ASG Senate Board is unable to agree on a new president during the meeting, a special election will be held. The chair of the ASG Senate Board meetings during this process shall be the next person in the order of succession.

ARTICLE IV. EXECUTIVE AND SENATOR ELIGIBILITY

SECTION A. All ASG Executives and Senators are required to meet and maintain LACCD eligibility requirements, as mandated in LACCD Administrative Regulations.

SECTION B. Club representatives in the Club Council are not required to meet LACCD Administrative Regulations eligibility requirements.

SECTION C. No member of the ASG Senate Board shall run for or be appointed to an office which s/he is ineligible to hold for its full term as described in LACCD Administrative Procedure (AP) 5411 Section 1 and 2.

ARTICLE V. RULES OF ORDER

The ASG is governed by:

1. The California Education Code, Sections 76060-76067
2. The Ralph M. Brown Act
3. LACCD Board Rules
4. LACCD Administrative Regulations
5. LACC Rules and Regulations
6. LACC ASG Constitution and Bylaws
7. Robert's Rules of Order

ARTICLE VI. ELECTIONS

SECTION A. All Executives and Senators of the ASG, listed in Article II, Section C, shall be filled by fair and open elections.

SECTION B. Student elections shall be held in accordance with LACCD Administrative Regulations and the Bylaws in the spring semester of each year.

SECTION C. All elected Executives and Senators of the ASG shall be installed at the beginning of the term in which they were elected, pursuant to LACCD regulations, and shall serve one year, or until they resign or are removed from office.

SECTION D.

Election Committee: The function of the Election Committee shall be to execute all ASG elections and to ensure that the student body is as informed as reasonably possible about the election, to design the means of holding the election and report its plan to the ASG Senate Board, and to conduct a free and fair election.

1. The ASG Election Committee shall consist of at least three non-candidates LACC ASG students.
2. The ASG Advisor shall serve as the committee's advisor.

ARTICLE VII. COMPENSATION

SECTION A.

Stipends: LACC ASG officers who have fulfilled the responsibilities of their offices may be eligible to receive stipends during their term in office.

1. Standards of Compensation:

- a. The ASG Executives may request a \$400 stipend every 4 to 5 semester weeks upon proof of participation during those same 4 to 5 semester weeks to at least five (5) LACC ASG Senate or committee meetings and at least one (1) campus/shared governance committee. The maximum number of stipends per person per semester is three (3).
- b. The ASG Senators may request a \$200 stipend every 4 to 5 semester weeks upon proof of participation during those same 4 to 5 semester weeks to at least three(3) LACC ASG Senator committee meetings and at least one (1) campus/shared governance committee. The maximum number of stipends per person per semester is three (3).

2. Determination of Eligibility:

Officers and senators who have verified committee attendance and documentation confirming the fulfillment of their responsibilities may request and receive the period stipend automatically by requesting a check in the standard check request form procedure currently in place. The minimum documentation required is:

- a. Proof of Senate and Committee(s) attendance
- b. Officer's and senator's office hours as posted
- c. Stipend Payment Limitations:
 - i. The payment of stipends will be waived for the fall semester if by November 1 less than 20% of the students' population paid for the LACC ASG membership fee. Also, the payment of stipends will be waived for the spring semester if by April 1 less than 20% of the

students' population paid for the LACC ASG membership fee.

- ii. ASG members must present their requests before the last day of the semester.

ARTICLE VIII. IMPEACHMENT

SECTION A. All ASG Executives and Senators are subject to impeachment and removal from office after having three (3) unexcused absences from ASG Senate Board or committee meetings within one semester. Senators and Executives are automatically impeached, removed from office and posted on the next available ASG Senate Board meeting agenda for reappointment. At that time the Executive or Senator may explain the reasons as to why they could not attend those meetings. It will require a majority vote of the ASG Senate Board to reappoint the impeached Senator or Executive.

SECTION B. Any ASG member may request that the, ASG President, the ASG Executive of Administration, or the LACC Disciplinarian investigate an Executive or Senator's breach of the ASG governing documents. The ASG President or Executive of Administration may request an investigation, but not conduct the investigation they are requesting. The accused party must be notified of the investigation by the investigator. If the individual charged with the investigation (ASG President, the ASG Executive of Administration or Disciplinarian) concludes that the accusations are a clear violation based on the preponderance of evidence, the Executive or Senator charged with such alleged improper conduct must be posted as an agenda item on the following ASG Senate Board meeting, stating the Executive or Senator's name and the words "impeachment hearing." The ASG Senate Board may charge the impeached Executive or Senator with violations of the ASG governing documents through a majority vote. The Senate vote is final and the Executive or Senator is immediately removed from office.

SECTION C. Impeachment guidelines:

1. Presumption of Innocence. It is presumed that an Executive or Senators charged with a violation of the ASG governing documents is not guilty of said violations until a majority of the Senate votes otherwise, as described in Article VIII Section B.
2. The conduct process works best when students and staff collaboratively come to an informal resolution of cases. A student may choose not to participate in the resolution of their case. When the impeachment hearing is held in an Executive or Senator's absence, the decisions of the Senate will have the same force and effect as if the Executive or Senator had been present. The impeached Executive or Senator may also choose to remain silent during any portion of the conduct process and

no inference will be drawn from their silence.

3. There is no appeal of the ASG Senate Board's decision to remove an Executive or Senator; however, the Executive or Senator charged with infringements of the ASG governing documents can ask the ASG President or Dean of Student Services or his/her designee to be reappointed. The ASG Senate Board has the ultimate power to re-appoint an Executive or Senator previously impeached, following the procedure of appointment.

ARTICLE IX. BYLAWS

SECTION A. The ASG Senate Board shall propose and adopt amendments to the Bylaws of the ASG as it shall deem necessary, by concurrence of two-thirds (2/3) of the voting members of the ASG Senate Board.

ARTICLE X. CONSTITUTIONAL AMENDMENTS

SECTION A. Proposal:

Amendments to the ASG Constitution must be presented by one of the two following methods:

1. Proposed amendments that receive two-thirds (2/3) approval in the ASG Senate meeting shall be placed on the ballot for election of the student body.
2. A petition for a proposed amendment, signed by fifty percent (50%) of the total number of voters in the most recent ASG general election, may be presented to the ASG President and the proposed amendment shall be placed on the ballot during the next general election.

SECTION B. **Enactment:** Once a proposed amendment is placed on the general ballot, a two-thirds (2/3) approval of actual votes cast, excluding abstentions, is required for enactment. Amendments, if passed, shall go into effect during the following year.

Approved by ASBG Board 3/27/03
Approved at General Election 4/8-9/03
Approved by the ASO Student Senate: 4/18/07
Approved at General Election 4/24-25/07
Approved at General Election 4/27-28/10
Approved at General Election 2012
Approved at General Election 2017
Approved at Special Election on 5/31/18
Approved at General Election 2024

BYLAWS
Of the
Associated Students
Government Of
Los Angeles City College

“We, the students of Los Angeles City College, in order to better define the powers and responsibilities of our student government, to promote an effective system of government for the students, and to promote educational and social activities for the students at Los Angeles City College, do establish these Bylaws in support of the Constitution of the Associated Students of Los Angeles City College, hereinafter referred to as LACC.”

ARTICLE I. ELIGIBILITY TO PARTICIPATE IN THE
ASSOCIATED STUDENTS GOVERNMENT SENATE

SECTION A. Definition:

In the context of these Bylaws, the term Officer means both Associated Students Government, henceforth abbreviated as ASG, Executive Officers and Student Senators.

SECTION B. Eligibility:

In order to hold an elective office, or an appointive office which requires confirmation by the Student Senate shall be dependent upon:

1. Eligibility to participate in activities of the ASG.
2. A registered and enrolled student at Los Angeles City College. A registered and enrolled student shall be defined by the Los Angeles Community College District, henceforth abbreviated as LACCD, Administrative Regulations.
3. It is the responsibility of each and every ASG Officer to maintain eligibility to hold office as required by LACCD Administrative Regulations and maintain awareness of his/her own eligibility.
4. If a student is enrolled in, maintains or completes less than the units approved by the LACCD Administrative Regulations, then (S)he is ineligible to hold elective or appointive office and the student shall immediately notify in writing the Office of Student Services, ASG Advisor, and ASG President

SECTION C. Eligibility Verification:

1. The Office of Student Services shall have responsibility for verification of the eligibility of elected and appointed student government officials in accordance with the requirements of Bylaws' Article I, Section B.
2. The ASG Advisor shall regularly verify officers' eligibility, at a minimum of three times per semester.
3. An Officer shall be notified by the ASG Advisor and/or ASG President of their ineligibility, and their rights as an officer shall be terminated immediately. The ASG Advisor shall notify the ASG President of the loss of eligibility.

4. Any student found ineligible according to the requirements in Article I of the Bylaws shall be automatically removed from office if the ASG Advisor is not provided with adequate documentation to demonstrate compliance with the criteria stipulated within five (5) school days of notification to the Student Senate. The office shall be filled according to the Constitution and Bylaws, as soon as possible

SECTION D. Information on Appointments:

1. The ASG office shall maintain a complete list of positions to which students are elected and/or appointed.
2. The list shall include a short descriptive paragraph of the responsibilities of each position and its duration.
3. Elected or Appointed Senators titles are given to them by the President, and must be approved by the board.

SECTION E. Search:

1. Before the end of each school year, all positions for which it is anticipated appointments may be advertised, by the ASG President and/or with his/her approval, in a manner readily accessible to all students.
2. Applications may also be solicited through other means, including direct contact, notices in departmental offices, and by seeking recommendations from knowledgeable persons, including but not limited to the Student Senate.
3. All positions not posted by the end of the school year must be posted once again, on or after the first day of the following school year

SECTION F. Approval:

1. The Student Senate shall question and review all applicants nominated by the ASG elections committee for Student Senate confirmation.
2. Each applicant shall be questioned individually. Following the questioning of the

applicant (s) there shall be a general discussion and a vote.

3. The ASG election committee shall obtain a written application from each applicant.
4. The ASG Advisor shall ensure that applicants meet all eligibility requirements outlined in the Constitution and Bylaws

SECTION G. Forfeiture of Positions:

1. Any ASG Officer who is absent, unexcused from three meetings in a semester will be impeached, and placed on the next Student Senate's agenda for reappointment.

Excused absences include, but are not limited to:

- a. Illness accompanied by a letter from physician.
 - b. Other commitment related to the Student Senate which requires the attendance of the officer for formal operations of business.
 - c. Extenuating personal circumstances.
 - d. The ASG President has the authority and discretion to determine whether or not other Officers' absences may be excused or not.
2. Any ASG Officer who is absent five unexcused or excused absences in a year shall be automatically impeached, and their Student Senate position forfeited.
 - a. If reappointed after being impeached, the board member will be automatically impeached again upon a single additional absence.

SECTION H. Resignation:

1. Resignations of officers must be in writing or emailed. Resignations shall become effective immediately upon receipt by the ASG President.
2. The ASG Advisor and Student Senate shall be notified of all resignations and provided with a copy of the written resignation.

SECTION I. Oath of Office:

Each newly elected or appointed Student Senate officer shall take the following oath immediately after installation:

“I, (“Officer’s name”), do hereby affirm that I will support the Constitution and Bylaws of the Associated Students Government of Los Angeles City College, and that I will, to the best of my ability, promote, maintain, and enhance the Associated Students Government and campus community and environment of Los Angeles City College.”

SECTION J. Discrimination:

The Student Senate shall not support or affiliate with any organization which legally discriminates on the basis of: ethnicity, color, national origin, ancestry, religion, creed, gender, sex (except as exempt from Title IX), pregnancy, marital status, medical condition (cancer related), sexual orientation, age, disability, socio-economic status, or veteran’s status.

**ARTICLE II. OFFICERS OF THE ASSOCIATED STUDENT
GOVERNMENT**

SECTION A. Executive Officers:

Executives, at Large

1. Responsible for reviewing Roberts Rules handbooks, provided by ASG, and adhering to its contents
2. Responsible for delegating tasks to their respective senators
3. Shall serve on the Executive Board to interview and appoint additional board members
 - a. Must fill out recommendation form that includes reasons for recommendation to specified position with attached copy of candidate application
 - i. Forms must be circulated to all voting members of the senate 48 hours before the appointments
 - b. The present interviewing executive board holds the right to reject applicants by majority vote

President

1. Shall be responsible for all executive functions of the student government, shall oversee ASG office, and shall be responsible for carrying out all orders, sanctions, and resolutions as effectively as possible.
2. Shall act as the official representative of the students of LACC, and shall represent them, to all college-wide committees within his/her respective capacity.
 - a. If the president is unable to attend such meetings, the vice president will assume their role. Subsequently, the order of succession will be followed in accordance with the established hierarchy.
3. Shall preside at all meetings of the Student Senate; and shall prepare the agenda for the Student Senate meetings, in association with the ASG Executive of Administration per Article III Section E subsection IV of the ASG Constitution and in accordance with Brown Act requirements and in consultation with the ASG Advisor; have the authority to call Special meetings of the Student Senate, in accordance with the Brown Act regulations.

4. Shall act as the official representative of the Student Senate, serve as the liaison between the college administration, faculty, students and all affiliated student services on campus; and shall plan and present annual goals to the Student Senate.
5. Shall be the authorized student signatory for expenditure of student funds.
6. Shall have the power to make appointments to fill vacant Executive Officer and Student Senate positions, with recommendations from the executive board and confirmation by a two-thirds (2/3) vote of the Student Senate.
7. Shall serve on the ASG Finance Committee.
8. Shall serve on the LACCD Student Affairs Committee; and is recommended to serve on the following LACC committees if applicable: Bond Oversight Committees, Student Services Council, Shared Governance and Shared Governance Budget Committees.
9. Shall cast the deciding vote in the case of a tie, or where his/her vote will affect the result of a two-thirds (2/3) vote.
10. Shall have the power of veto of any vote taken by the Student Senate. Presidential vetoes must be made in writing and notification emailed to every Student Senate officer, and to the ASG Advisor, within seventy-two (72) hours of the initial Student Senate action.
 - a. The president is permitted up to three (3) vetoes per year
11. Shall maintain good communication between officers, and foster input from officers, students and ASG Advisor.
12. Shall perform other duties as assigned by the Student Senate.
13. Is required to attend a minimum of 3 (three) town hall events per semester

Vice President

1. Shall succeed to the position of ASG President if the office becomes vacant before the expiration of the term.
2. Shall, in the absence of the ASG President, assume all the responsibilities and powers of the President's office. When acting as Chair of the Student Senate, the Vice President shall retain his/her vote.

3. Shall assist the Executive of Student Life in implementing ASG events.
4. Is required to attend a minimum of 3 (three) town hall events per semester
5. Shall assume the duties of the Executive of Finance or Executive of Clubs in the absence of said Executives.
6. Shall serve on the LACC Shared Governance and Shared Governance Planning Committees
7. Be on the committee to interview and appoint ASG applicant(s).
8. Shall perform other duties as assigned by the ASG President or Student Senate

Executive of Finance

1. Shall address areas of financial concern to the Student Senate. The Executive of Finance shall be responsible to investigate and/or research any appropriate area of financial concern to the students. This responsibility is also applicable to Senators of Finance.
2. Shall preside at all meetings of the ASG Finance committee; and prepare the agenda for the ASG Finance meetings in association with the ASG Executive of Administration per Article III Section E subsection IV of the ASG Constitution, and in consultation with the ASG Advisor and the ASG President; have the authority to call Special meetings of the ASG Finance Committee in accordance with Brown Act requirements. Attendance is also mandatory for Senators of Finance.
3. Shall make recommendations to the ASG Finance committee and Student Senate on investing funds and expanding miscellaneous income. This responsibility is also applicable to Senators of Finance.
4. Shall maintain accurate and current records of ASG expenditures and accounts.
5. Shall assist in the process of organize funding requests, including finding quotes for relevant purchases. This responsibility is also applicable to Senators of Finance.
6. Shall prepare the proposed budget for the upcoming year, in consultation with the ASG Advisor, ASG President, and Business Enterprise within the time frame set by LACCD regulations.
7. Shall prepare and present a report detailing the most current funds in each

account of the budget at all Finance Committee meetings, utilizing the most recent profit/loss report provided by the Business Office.

8. Is strongly encouraged to serve as the designee for the "Budget Committee".

9. Shall delegate responsibilities to Senator(s) of Finance.

Executive of Clubs

1. Shall coordinate the ASG Club Council, and preside at all meetings. Attendance is mandatory for Senators of Clubs.

2. Shall coordinate the club chartering process each semester.

3. Shall promote the establishment of clubs and encourage campus life. This responsibility is also applicable to Senators of Clubs.

4. Shall coordinate and implement at least one (1) Club Rush activities each semester.

5. Shall facilitate club funding requests to the Student Senate and finance committee.

6. Shall represent the Student Senate, within his/her respective capacity, to all ASG sponsored organizations; and shall serve as the liaison for the student clubs with the college administration, faculty and staff. This responsibility is also applicable to Senators of Clubs.

7. Shall be responsible for informing changes in legislation that would pertain to such groups as informed by Exec of Advocacy. Further, it shall be the responsibility of the Executive of Clubs, with Executive of Advocacy, to maintain general awareness of the ideologies and concerns of such student advocacy groups.

8. Shall oversee the planning of club events that take place on college grounds with college approval. This responsibility is also applicable to Senators of Clubs.

9. Shall, in association with the Executive of Outreach, design posts on behalf of clubs on the ASG Instagram account and all other relevant ASG social media pages. This responsibility is also applicable to Senators of Clubs.

10. Shall sign the approved minutes of all Club Council meetings.

11. Shall delegate responsibilities to Senator(s) of Clubs.

Executive of Outreach

1. Shall promote, facilitate all social media for the ASG, including but not limited to the ASG Facebook, YouTube, X, and Instagram page. This responsibility is also applicable to Senators of Outreach.
2. Shall design and maintain the LACC ASG website to promote a positive image of ASG.
3. Shall supervise and design the printing of posters, flyers and other promotional materials for ASG. Senators of Outreach shall assist in the creation and design of the aforementioned promotional material.
4. Shall ensure all recorded events are promoted through social media. This responsibility is also applicable to Senators of Outreach
5. Shall foster relationships with organizations, including but not limited to community service non-profits and local businesses, in tandem with Executive of Advocacy and Executive of Student Life, while fulfilling the following duties:
 - a. Identify and source potential vendors for ASG initiatives and build a vendor database.
6. Shall serve as the point of contact with the LACC Collegian.
7. Shall meet with Collegian at least once a month to convey and receive information.
8. Strongly recommend they attend the Technology steering committee meetings.
9. Shall promote a positive image of ASG. This responsibility is also applicable to Senators of Outreach.
10. Shall delegate responsibilities to Senator(s) of Outreach.
11. Shall promote LACC's Cubby Closet while maintaining and fostering relationships, to keep a steady flow of incoming resources

Executive of Administration

1. Shall take minutes of all Student Senate meetings, and maintain accurate permanent records of all meetings. Unless stated otherwise by the Executive of Administration, Senators of Administration are required to assist during the process of taking, creating, and maintaining minutes.
2. Shall maintain monthly timecards for all ASG board members.
 - a) With approval of advisors, make changes to documented hours in order to reflect validity of office hours
3. Shall be informed of the validity of absences as decided by the concluded vote of the Vice President, President, and Advisor in order for the absences to reflect accurately in records.
4. Shall prepare agendas for all formal ASG meetings 72 hours before the set meeting date and time, including but not limited to the Senate, Finance, and other outstanding committee meetings.
5. Shall in conjunction with the ASG President prepare the agendas for ASG special meetings 24 hours before the set meeting date and time.
6. Shall, in conjunction with the Executive of Clubs, prepare the agendas for any Club Council meetings 72 hours before the set meeting date and time
7. Shall keep track of general office inventory and ASG benefit supplies. This responsibility is also applicable to Senators of Administration.
8. Shall be well-versed in parliamentary procedure and debate in order to serve as the ASG Parliamentarian:
 - This officer will interpret Robert's Rules of Order, guide their application during meetings, and educate board members on parliamentary procedure.
 - In the event that the Executive of Administration position is vacant, the Chair will interpret Robert's Rules of Order.
 - The Chair holds the authority to overrule bylaw rules to favor Robert's Rules.
9. Shall be responsible for distributing ASG benefits held inside the ASG, including but not limited to green/blue books. This responsibility is also applicable to Senators of Administration in tandem with Executive and senators of Student Life.

10. Shall delegate responsibilities to Senator(s) of Administration.

Executive of Student Life

1. Shall coordinate and plan events for the student body in collaboration with other ASG executives, LACC departments, outside vendors, and facilities to plan and execute events
 - a. Shall, in collaboration with their senators, gather feedback on events to identify areas for improvement and recognize successful aspects
2. Shall coordinate and plan, in conjunction with ASG Advisor(s) and Executive and Advocacy, the annual health fair and wellness workshops in Spring.
3. Shall coordinate and plan, in conjunction with dietetics department, a Season of Sharing event in the Fall
4. Shall serve as a liaison with other departments to facilitate ASG involvement in campus events
5. Shall keep track of upcoming events and propose actionable steps to facilitate ASG involvement for that event during Senate meetings. This responsibility is also applicable to Senators of Student Life.
6. Strongly recommended that the Executive of Student Life serves as the designee for the Facilities Planning Committee.
7. Shall serve as the Student Senate liaison to Student Resources including but not limited to: EOPS, TRIO, OSS, Transfer Center, Guardians Scholar, Veterans Office, Health & Wellness Center, Office of Student Life, City Cares Network, UMOJA, RESJ, DRC, FYE, and RBS. This responsibility is also applicable to Senators of Student Life.
8. Shall create and promote a calendar of events (digital & hard copy), in conjunction with the Executive of Outreach. This responsibility is also applicable to Senators of Student Life.
 - a. Must have a list of all semesters' events finalized by the first 3 weeks of that pertaining semester

9. Shall delegate responsibilities to Senator(s) of Student Life.

Executive of Advocacy

1. Shall serve as the delegate for LACC in Region 7 and at SSCCC or appoint a Senator of Advocacy in their place. In the event of a vacancy, the delegate position will follow the same succession order as a vacancy in the Presidency would, with priority given to the Executive of Advocacy and Senators of Advocacy.
2. Shall keep the Student Senate informed of current and proposed legislation that will have an impact on community college students. This responsibility is also applicable to Senators of Advocacy.
3. Shall be responsible for coordinating advocacy efforts for the Student Senate. This responsibility is also applicable to Senators of Advocacy.
4. Shall host at least three public forums (town halls) per semester, intended to gather feedback, address concerns, and explore additional avenues of advocacy from students. Senators of Advocacy are required to attend these public forums unless excused by the Executive of Advocacy.
5. Shall work in association with the Executive of Student Life to facilitate events in the promotion of social justice and equity on campus, including but not limited to, Denim Day and health fair and wellness workshops. This responsibility is also applicable to Senators of Advocacy.
6. Shall create workshops and activities to enhance a sense of community and inclusion in collaboration with Executive of Student Life
7. Shall delegate responsibilities to Senator(s) of Advocacy.
8. Strongly recommended that the Executive of Advocacy serves as the designee for the Academic Accommodations Committee.
9. Shall assist the ASG President in facilitating good relations between Student Senate officers and student organizations.
10. Shall inform Executive of Outreach of inventory deficit in LACC Cubby's Closet

SECTION B. Senators:

Each Executive position is accompanied by two dedicated Senator positions. The Executive of Administration has two Senators of Administration.

The Executive of Finance has two Senators of Finance. The Executive of Clubs has two Senators of Clubs

The Executive of Outreach has two Senators of Outreach

The Executive of Student Life has two Senators of Student Life The Executive of Advocacy has two Senators of Advocacy

Each concentration within the Senator role has distinct responsibilities. However, all Senators, irrespective of their concentration, primarily bear responsibilities aimed at benefiting the ASG as a whole.

Senators, At Large

1. Shall assist in the facilitation of events organized or sponsored by ASG.
2. Shall assist in the maintenance of Cubby's Closet as directed by the Executive of Advocacy or as needed in tandem with ambassadors.
3. Shall refer to the duties and responsibilities of their respective Executive Officer (Article II Section A) for additional duties assigned to the Senator position, or as delegated by their respective Executive.
4. Strongly recommended that senators be stationed at the information desk when not otherwise engaged in other duties or responsibilities, primarily in the absence of ambassadors.

Business Enterprise Office Position

This is a paid student worker position funded by ASG

- a. Shall complete purchase orders on behalf of ASG
- b. Shall keep track of purchases and funds in individual ASG accounts.
- c. Shall serve as a Liaison between ASG and the Business Office
- d. Shall attend all Finance committee meetings.
- e. Shall complete other duties assigned by the Executive of Finance and ASG Advisor.

Ambassadors

1. Shall be an ASG student member
2. Attend at least four (4) Senate board meetings per semester.
3. May apply for up to a \$300 stipend and receive a certificate every semester upon proof of at least 50 working hours during that same semester.
 - a. Working hours must be documented by clocking in and out by means designated by Executive of Administration
 - b. Required to come in at least for 3 (three) hours per week
5. Shall not be an officer or voting member of the Student Senate.
6. Shall be supervised by the Executive Team.
7. Distribute food during Food for Thought in conjunction with LACC Cares and Office of Student Life.
8. Designated to service desk, responsible for its upkeep, and relaying proper information to students while present at service desk
9. In the absence of a student worker, they must assist in the maintenance and function of Cubby's Closet
10. Failure to comply with outlined duties will result in removal from office

SECTION D. Executive Officers and Senators:

1. Shall be accountable to the students they represent.
2. Shall attend all scheduled meetings of the Student Senate.
3. Shall read the ASG Constitution and Bylaws in their entirety.
4. Shall fulfill the specific duties of their office as detailed in the ASG Constitution and Bylaws.
5. Shall serve on a minimum of one (1) campus wide committee meeting.
6. Shall have posted office hours, being a minimum of eight (8) hours per week.
7. ASG sponsored events count towards office hours.

ARTICLE III. OPERATING RULES AND PROCEDURES

SECTION A. Meetings Schedule:

1. The Student Senate shall meet regularly at least every two (2) weeks,
2. The Student Senate shall adopt a schedule of regular meetings no later than the first meeting of each term.
3. The Student Senate must schedule at least one (1) meeting during winter session and summer session.
4. No meetings may be scheduled during finals.
5. In accordance with LACCD Administrative Regulations, an ASG Advisor or designee must be present at all ASG meetings for it to be considered legal and for legitimate action to be taken.
6. A simple majority of the currently filled ASG officer positions shall constitute a quorum.
7. The ASG President has the authority to call Special meetings of the Student Senate, in accordance with the Brown Act.
 - a. In the case where the student senate would like to call a special meeting, a two-thirds (2/3) written petition must be signed by the board.
8. If the position of ASG President is vacant, the Vice President has the authority to call for a Special meeting of the Student Senate, for the sole purpose of assuming the position of ASG President.

SECTION B. Notifications:

Agendas must be posted in accordance with the Brown Act. It is the responsibility of the ASG President and Executive of Administration to prepare the agenda and to provide a copy of the agenda to the ASG Advisor, Student Senate, and the public. It is the responsibility of the Executive of Administration to ensure that all officers of the Student Senate receive a copy of the agenda seventy-two (72) hours in advance of a meeting. Student Senate officers and the ASG Advisor must be notified twenty-four (24) hours in advance of any Special meeting.

SECTION C. Operating Procedures for Presentation of Business

1. Agenda Format

a. The Student Senate Agenda shall have the following sections:

- I. Call to Order;
- II. Roll Call;
- III. Approval of the Minutes;
- IV. Public Forum
- V. Reports
 - A. President's Report
 - B. Advisor's Report
 - C. Officer's Reports
 - D. Committee Reports
- VI. Discussion
- VII. Action Items;
- VIII. New Business
- IX. Progress Report
- X. End of Year Report
- XI. Announcements
- XII. Adjournment

b. The Finance Committee Agenda shall have the following sections:

- I. Call to Order;
- II. Roll Call;
- III. Approval of the Minutes;
- IV. Public Forum
- V. Reports
 - A. Business Office
 - B. Business Enterprise Office
 - C. Faculty Advisor's Report
 - D. Advisor's Report
 - E. Executive of Finance Report
- VI. Discussion Items
- VII. Action Items
- VIII. New Business
- IX. Progress Reports
- X. Announcements
- Adjournment

c. The Orders of the Agenda may be arranged at the discretion of the ASG President (Senate) and Executive of Finance (Finance), so long as all sections outlined for respective meetings are still on the agenda

2. Discussion and Action Items shall include both Old and New Business. This section shall also cover Appointments; name of the appointee and the title of the positions are to be listed on the agenda in this section.

SECTION D. Meeting Format and Guidelines

1. Meetings shall be convened by the ASG President, or Vice President in the absence of the ASG President, within ten (10) minutes of the time of the meeting as listed on the agenda.
2. In the absence of a quorum at the convening of the meeting, those present shall meet as a "Committee of the Whole" for no more than ten (10) additional minutes.
3. If quorum is not reached within twenty (20) minutes of the announced meeting time, the meeting shall be considered to be automatically adjourned for that date.

SECTION E. Attendance

1. All Officers must attend all of the Student Senate meetings scheduled per semester.
2. Student Senate officers are required to notify the ASG President in writing or by phone, at least two (2) hours prior to the scheduled start time of the meeting, if they are unable to attend. Absences without prior notification are considered unexcused.
3. Student Senate officers are considered tardy if they arrive, without prior notification to the ASG President, later than fifteen (15) minutes after the meeting is called to order.
4. Arriving tardy three times shall be equivalent to one (1) absence.
5. Failure to not complete a minimum of 32 office hours per month would result in one (1) absence.

SECTION E. Rules of Order:

1. Student Senate and ASG Finance committee meetings will be held in accordance with all pertinent state, district, college and ASG regulations, as specified in the ASG Constitution.
2. The latest edition of Robert's Rules of Order will guide the procedures of ASG meetings.

SECTION F. Voting Procedures:

1. All actions taken to approve the expenditure of ASG funds require a roll call vote.
2. Other actions may utilize a consensus vote, at the determination of the ASG President or presiding officer.

SECTION G. Conflict of Interest:

1. An ASG officer may not simultaneously serve as the President of a club, or as executive or managing editor of the LACC Collegian. Club membership is not affected by this provision.
2. No ASG officer may simultaneously serve as an LACCD employee (exceptions are student workers)
3. No officer will propose or vote on any item in which they or any member of their family have a financial interest.
4. An ASG Officer shall not have a vote in club matters in which they are affiliated with

ARTICLE IV. SPONSORSHIP

Section A. Goals of Sponsorship:

In recognition of the diverse views of the campus, the goals of the Student Senate as they relate to sponsorship are to promote the empowerment and recognition of all students from different ethnicity, color, national origin, ancestry, religion, creed, gender, sex (except as exempt from Title IX), pregnancy, marital status, medical condition (cancer related), sexual orientation, age, disability, socio-economic status, or veteran's status. This commitment is manifested in striving toward the recruitment, retention, and success of all students, faculty, staff, and administration. Moreover, through the sponsorship of student organizations, the support of the ASG toward student organizations will be reflected in providing chartering and the necessary resources, where funding is available, to ensure quality programs on campus. Most importantly, the Student Senate strongly advocates for the existence and empowerment of student groups that have the following concerns:

1. Providing avenues for the student body to serve and assist the community in addressing societal problems including, but not limited to, educational and socioeconomic disadvantages.
2. Providing services that address the general health, well-being, and overall development of students.
3. Providing programming and academic opportunities that supplement the general curriculum of the College, thus enhancing and enriching the educational experience of the campus community.
4. Supporting the academic success, retention, and recruitment of students, staff, faculty, and administrators.
5. Helping to create a campus environment that will increase the interaction and dialogue among culturally diverse communities.

Additionally, this section will guide the Student Senate in determining which groups it will financially sponsor. The Student Senate would ideally like to sponsor all student groups that reflect the diversity within LACC; however, due to limited resources, the Student Senate is forced to limit sponsorship to those student groups whose existence and operations are in accordance with the goals of the Student Senate and are, therefore, vital to the overall governance of the ASG.

ARTICLE V. ADVERTISING

SECTION A. LOGOTYPE POLICY

1. All programs which are sponsored by the ASG, and all organizations which sponsor programs and/or events that receive funding from the ASG, must include all of the following information on the face of all printed materials, including print media advertising, posters, flyers, and any other printed item, which promote their programs:
 - a. "Sponsored by the ASG"
 - b. "Paid for by the ASG", pursuant to the Student Senate.
 - c. The officially recognized logo (graphic symbol) of the ASG.
2. For print media advertising, the phrase, "Paid for by the ASG" must appear within confines of the ad space. The logo and the lettering must be no smaller than 10-point type.
 - a. For club flyers, a small white box should be designated for OSL approval stamp
3. If an advertisement or printed item is smaller than 3" x 5", the ASG logo may be omitted, but the phrase "Paid for by the ASG" must still be included.

ARTICLE VI. ELECTIONS

SECTION A.

1. The ASG Elections will be held in accordance with the California Education Code, the LACCD Board Rules and Administrative Regulations, the ASG Constitution and Election Codes; and all student body elections shall be decided by a majority vote, unless specified otherwise.

SECTION B. Election Committee:

1. The ASG Election Committee shall consist of at least three (3) non-candidate ASG students. The ASG Advisor will serve as the committee's advisor. The ASG Advisor will handle all complaints regarding an infraction of the rules and regulations governing student body elections in accordance with the applicable LACCD Administrative Regulations and the ASG Constitution.

SECTION C. Initiatives:

1. Five (5) percent of the student body may petition for the passage of legislation submitted to the Student Senate. In the event such a petition is verified, it shall be submitted to the student body for a vote at the next general election.
2. Should such legislation or provision be passed by two-thirds (2/3) vote of the Student Senate; it shall become effective immediately and not submitted to the electorate

SECTION D. Referendums:

Any action of the Student Senate may be challenged by the following procedure:

1. Five (5) percent of the student body may petition for revocation of such an action. The ASG Vice President will present such a petition to the Student Senate.
2. The Student Senate will reconsider its original decision. A two-thirds (2/3) roll call vote will be necessary to sustain the original action. If such a vote is not obtained, the action is rescinded without further action.
3. If such a vote is obtained, it shall be submitted to the electorate within thirty (30) regular instructional days.

ARTICLE VII. IMPEACHMENT

SECTION A.

The ASG President and the Student Senate have the authority to remove through impeachment, for just cause, any officer of the Student Senate.

SECTION B. Grounds for Impeachment:

1. Any one of the following may constitute grounds for impeachment of an ASG Officer:
 - a. Having five or more excused or unexcused absences from official Student Senate meetings.
 - b. Having three successive unexcused absences from official Student Senate meetings.
 - c. Failure to actively fulfill one's duties as a position holder on the Student Senate.
 - d. Gross misconduct while carrying out ASG related activities.
 - e. Acting in a manner which contradicts the spirit of the ASG Constitution and Bylaws.

SECTION C. Procedure:

1. See Constitution

ARTICLE VIII. BYLAWS **AMENDMENTS**

Section A:

ASG shall form a bylaws committee in order to review the ASG bylaws annually. If necessary proposed changes that receive two-thirds ($\frac{2}{3}$) approval in the ASG Senate meeting.

ARTICLE IX: AWARDS and
INSIGNIA

Section 1: Upon completion of an office term, each member shall receive a certificate of completion, notation on their transcript, commemorative photo, and ASG Lapel pin

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Revised 7/77

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Revised 8/80

Revised 11/91

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