

# By-Laws Of the Associated Students Of Oxnard College



## **Article I**

### **Members**

#### Section 1: Honorary membership

- A. Honorary membership may be conferred by a majority vote of the executive committee.
- B. Honorary Membership shall not be granted to students that qualify as active members as defined in Article 3, Section 1, in the Constitution
- C. Honorary members shall have the rights to attend ASG sponsored activities free of charge.
- D. Honorary members shall have the right to attend and participate in ASG meetings in a non-voting capacity.

## **Article II**

### **Meetings**

#### Section 1: Meetings

Special meetings may be called by the ASG President or Vice-President; or by a majority of Senate Members; or may be called by petition of at least 10% of the total ASOC. Special meetings may only act on such business as indicated in the notice of the meeting.

#### Section 2: Notice of meetings

- A. Notice of regular meetings shall be publicized and posted no later than 72 hours prior to said meeting. Notice shall include time and place of the meeting. Verbal notice may be given to ASG members at least 72 hours prior to said meeting.
- B. ASG members will receive written notification of special meetings at least 24 hours in advance to said meeting.

## **Article III**

### **Associated Student Government (ASG)**

#### Section 1: Attendance

- A. Any ASG member who is absent from 5 meetings shall be issued, after the third absence, a written warning by the executive committee. Two additional absences (for a total of five absences) shall result in declaration of a vacancy in office.
- B. Such meetings include regular ASG meetings, Participatory Governance Committee Meetings, ASG standing and ad hoc committee meetings.
- C. No excuses will be accepted
- D. This same ruling shall apply to ASG executive committee members concerning their attendance at the executive committee meetings and ASG senate members to their respective committees.
- E. The ASG Secretary shall be responsible for maintenance of attendance records.

## **Article IV**

### Duties and Responsibilities of ASG Officers and Members

#### Section 1: Limits of legislative powers

- A. No proxy voting shall be permitted in enacting ASG business.
- B. The ASG is not authorized to make ex-post-facto regulations.
- C. The ASOC is organized with the approval and subject to the control and regulations of the governing body of the Ventura County Community College District, as specified in the California Educational Code, SEC. 76060

#### Section 2: Expulsion from office

- A. The ASG shall have the power to expel from office any of its members for the following reasons.
  - 1. Excessive absence – such removal to be accomplished as defined in Article 3, Section 1, in the By-laws
  - 2. Misconduct – Any violation of the student conduct code as set forth in the policy governing of the Ventura County Community College District.
  - 3. Neglect of duties and responsibilities of office.
  - 4. Failure to execute responsible leadership.
  - 5. Unethical behavior.
  - 6. Conduct prejudicial to the ASOC while acting as a representative of Oxnard College.
- B. The statement of charges specifically related to one or more of the above charges shall be drawn up and presented to the ASG Executive Committee, who then shall present the statement as soon as circumstance permit, but no later than 3 days after presentation of charges, to the person being charged. That person shall have one week to respond in writing to the Executive Committee concerning those charges. The Executive Committee shall present the statement of charges and the counter statement to the ASG at the next regular meeting. After hearing both sides the ASG shall then schedule a meeting (no earlier than one week and no later than two weeks) for the purpose of voting to determine the outcome of the matter.
- C. An expulsion vote requires a 2/3 vote of the ASG.

## **Article V**

### Duties and powers of individual offices of ASG

#### Section 1: The ASG President shall:

- A. Serve as the representative of Oxnard College for the Student Senate for California Community Colleges (SSCCC), attend and report on all meetings and conferences of this organization or appoint a qualified delegate to this position.
- B. Report to the ASG, as necessary, items for their consideration and make committee reports.
- C. Represent the ASOC at meetings, functions, and other events as necessary.

- D. Prepare agendas for ASG meetings and distribute the agenda 72 hours in advance of meeting.
- E. Act as policy initiator and make recommendations to Senators on programs that will enrich or otherwise benefit the members of the ASOC.
- F. Sign requisition forms as designated in the Financial Code.
- G. Fulfill other duties and responsibilities defined elsewhere in this Constitution, or defined by the parliamentary authority governing this organization.
- H. Review ASG attendance records maintained by the secretary no less than twice a month.
- I. Have the right to appoint members to special and standing committees.

Section 2: The ASG Vice-President shall:

- A. Serve on at least one Participatory Governance committee.

Section 3: The ASG Secretary shall:

- A. Maintain attendance records of all ASG members
- B. Maintain inventory records of all major ASG equipment and property.
- C. Serve on the ASG Publicity Committee. The composition and duties of this committee are defined in Article 9, Section 3 of the constitution.
- D. The Secretary should maintain the ASG Office, its files and office hours; any other duties as delegated by the ASG President.
- E. Serve on at least one Participatory Governance Committee.

Section 4: The ASG Treasurer shall:

- A. Serve as chairperson of the Finance Committee. The composition and duties of this committee are defined in Article 13, section 2 of the Constitution.
- B. Collect, count and deposit monies in the ASG account accrued from video games & vending machines.
- C. Maintain records of financial transactions, revenues and expenditures.
- D. Maintain fundraising activities, and/or enterprises for ASG.
- E. Serve on at least one Participatory Governance Committee.

Section 5: The ASG Public Relations Officer shall:

- A. Serve on at least one Participatory Governance Committee.

Section 6: The ASG Senate Chairperson shall:

- A. Conduct Senate bimonthly Senate Meetings.
- B. Serve on at least one Participatory Governance Committee.

Section 7: The Senate Members shall:

- A. Serve on at least one ASG Standing Committee.
- B. Serve on at least one Participatory Governance Committee.

**Article VI**

Inter-Organizational Council (I.O.C)

Section 1: Rules of Oxnard College clubs

- A. Clubs shall have on file in the Student Activities Office or designee a constitution ratified by the ASG. Prior to ratification, constitutions shall be approved first by the club, then by the IOC council.
- B. The clubs shall be solely comprised of students currently registered at Oxnard College. A minimum of five students is required to form a club. Non-students may participate in club activities as guests, but may not vote, hold office, or pay dues.
- C. Each year clubs must submit to the Student Activities Office a completed club application by the first week of October each year.
- D. All financial transactions shall be handled through an account maintained in the Student Business Office.
- E. Clubs must have an advisor who shall be present at meetings, events, and club sponsored activities whether on or off campus. The advisor may be any regular employee of the college, either certified or classified.
- F. All monies are controlled by the college code number under the VCCCD

Section 2:

- A. A registered club or organization shall not use the name of Oxnard College or the Ventura County Community College District (VCCCD) or abbreviations thereof as part of its name except in accordance with the campus and district regulations. The geographical designation "at Oxnard College" may be used by any club or organization as part of its name without obtaining special approval.
- B. The name, logo, seal, or address of Oxnard College or the Ventura County Community College District may not be used in any manner, political, or otherwise, which implies that the College supports or agrees with any of the activities, positions, purposes, ideals, or goals of any individuals, groups or organizations acting within these regulations.
- C. The right to request funds from Inter Organizational Council and ASG.
- D. The right to use college facilities free of charge.

Section 3:

The Inter Organizational Council shall maintain an identity separate from ASG, and shall function as a permanent standing committee of ASG.

Section 4:

Inter Organizational Council representatives shall vote only in Inter Organizational Council meetings. The Inter Organizational Council chairperson shall vote only to break a tie.

Section 5:

To retain official status as a chartered club, each club shall have a representative present at the regularly scheduled meetings of Inter Organizational Council. A club shall lose its chartered status if a representative fails to attend three consecutive meetings per semester.

**Section 6:**

Inter Organizational Council shall have regular meetings twice a month. Written notification must be given to each club on campus at least 72 hours prior to said meeting.

**Section 7:**

If a club has no representative able to attend I.O.C. meetings, a club may send an associate member with a written statement from the advisor.

**Section 8:**

Clubs shall have the privilege of appealing Inter Organizational Council decisions to the ASG shall exercise final jurisdiction in matters under dispute.

**Section 9:**

Clubs shall be bound by all sections of the ASG Constitution.

**Section 10:**

Any club not meeting the above requirements in the chartered or associate status will be put on probationary status and per the IOC Policy Manual, Article III, Section 5 and will follow the procedure for inactive status per the IOC Policy Manual, Article VII, Section 1.

**Article VII**

**Election Code**

**Section 1: Election committee**

The elections committee will be organized and supervised by the elections committee chairperson, who shall be the ASG Vice-President.

The elections committee shall:

- A. Administer general and special elections
- B. Count ballots and make returns official, in conjunction with the student activities specialist, so that election results can be posted no later than 24 hours following an election
- C. Assist candidates in completing their applications for office and advising candidates of their rights and responsibilities during the campaign and election.
- D. Staff polls or recruit a third party to staff polls as needed.
- E. Maintain order at the polls; no campaigning will be allowed within 50 feet of the polls.
- F. Be responsible for all publicity regarding the elections. This shall include:
  - 1. Notification of election to be held.
  - 2. Notification of application deadline
  - 3. Notification of voting hours and location of polls.
  - 4. Notification of results of election.

Items 1-3 shall be publicized for at least 7 days prior to the deadlines established by the elections committee. Item 4 shall be posted within 24 hours of the closing of the polls.

G. No person running for office may serve on the Election Committee.

#### Section 2: General and special elections

- A. General elections shall be held in April and in the second half of September each year.
- B. Special elections shall be held as specified within these By-Laws.
- C. Write-in candidates must be an ASOC member and meet the eligibility requirements as set forth in Article XI of the constitution. In order to be considered a legitimate candidate, the write in candidate must be written in by 1% of the ASOC student body.

#### Section 3: Voting procedures

- A. Voting should be on two consecutive days beginning on the date specified in Article V, Section 8, in the constitution. Voting polls must be open during the day and night sessions. The election committee shall determine exact times, excepted?
- B. Ballot boxes must remain locked from the beginning of the election until they are opened for counting. Failure to do this will disqualify all ballots in that box and will necessitate a special voting to take place. Keys to the ballot boxes will be deposited with the student activities specialist at the beginning of each election.
- C. Two people will staff the polling places at all times they are not open. Polls will close if only one person is available. Poll tenders must not be running for election.
- D. Voters will present their validated registration card for the current semester or sign their ballot and the registration list, receive a ballot marked at the time of distribution with a special stamp to indicate its validity, vote in a private booth, and deposit the ballot in the ballot box. Ballots will be regulated by a comparison of the number of ballots voted, and the number of blank ballots.
- E. Each poll will get a designated number of ballots. Those left over after the polls close will be counted and the total of these plus the number of voters registered should equal the original number of ballots issued.
- F. Ballot boxes will be secured in an office near the polling place at any time the poll must close temporarily. Secure places will be designated by the election committee.
- G. At the end of the election period, all locked ballot boxes will be returned to the student activities office for counting.

#### Section 4: Counting and election results

- A. Candidates will win by simple majority, or plurality in the case of more than two candidates running for the same office.
- B. In the case of a tie vote that affects the results of the election between two candidates, a run-off election will be held no later than two weeks after the election in which the tie occurred. The same rules apply to a run-off election as to the general election.
- C. The election committee shall count the votes.
- D. The Student Activities Specialist shall be present at the vote counting.

- E. Candidates may observe the count or send a delegate to observe. The press shall have the right to observe.
- F. Candidate's names will be listed in a master tally sheet.
- G. One committee member will call out the vote from the ballot to another committee member who will correctly mark the master tally.
- H. Both counters will be observed by a third member of the Election committee.
- I. The committee shall divide the ballots in half and each sub-group of three may count one-half of the ballots expediency.
- J. In order to insure the accuracy when all ballots are counted they are to be recounted. If there are two or more counting groups, they shall count the ballots previously counted by a different group. A second master tally should be used for the second count. Results should be compared for accuracy. If discrepancies exist, the Student Activities Specialist should indicate whether another recount should be made. If the discrepancies affect the outcome, or change the results of the election, a recount must be made.
- K. An official result will be posted when counting is completed. Official results will be posted no later than 24 hours after the election takes place.
- L. The counters and the student activities specialist will turn in a certification of accuracy to the best of their abilities to the Vice President, along with the ballots. The master tally sheet of students will be turned over to the student activities specialist to be used in posting the official results of the election.
- M. Ballots will be destroyed after 30 days if there is no challenge filed with the Vice President of Student Services on the election accuracy.

#### Section 5: Campaigning procedures

- A. Campaigning may begin starting on the date determined by the Elections Committee. The campaign ends when the polls close.
- B. Candidates may use posters, leaflets, speeches, and any other campaign technique which is legal and in compliance with the college policy and the student publicity guidelines. Violations of law or policy when campaigning will leave the candidate open to disciplinary action as defined in the college catalog.
- C. Campaign literature is to be removed by each candidate within 48 hours after the election.
- D. No student may remove, cover, and deface another candidate's material.
- E. Candidates will be given the opportunity to address the student body in a candidate's forum during the campaigning period.
- F. Campaigning is defined as:
  1. Handing out fliers
  2. Talking to students about the candidate
  3. Making a speech
  4. Presenting a recorded message
  5. Posting signs and posters
  6. Having signs, posters, flyers, buttons, or cards made available to students.
  7. Leaving campaign material in a location visible to students
  8. All forms of paid publicity not exceeding \$50



#### Section 6: Challenges to elections

- A. Any challenge, complaint, charge, etc. About election procedures or results must be submitted in writing and include verification of charges to the Vice President of Student Services 48 hours after the election (before the swearing in of the ASG officers).
- B. Evidence and any witnesses must be documented in the charge.
- C. Evidence of misconduct in an election discovered after the searing in will be considered by the Vice President of Student Services, but must be proved before it effects any elected officers as written in the College Catalog, Student Due Process App. III.
- D. Proven charges will result in disciplinary action by the Vice President of Student Services according to the code set forth by the policy of the Ventura County Community College Districts as written in the college catalog.
- E. Charges of election misconduct proven through college due process procedures will also cause the person so charged to be automatically removed from office.
- F. Election misconduct is defined as:
  - 1. Voting twice
  - 2. Voting illegally (not being an active ASOC member)
  - 3. Ballot box stuffing
  - 4. Tampering with ballots
  - 5. Forgery of signatures
  - 6. Violations of these by-laws, college policy, and state and local laws related to elections. Penalty of the above shall be referred to appendix 1-5 of the college catalog.

#### Section 7: Invalidation of ballots

- A. The following will cause the invalidation of a total ballot:
  - 1. Blank ballot
  - 2. Votes for everyone on the ballot
  - 3. Multiple votes for fictitious person.
- B. The following items will cause partial invalidation of the ballot:
  - 1. Voting for more candidates then you are instructed to vote for
  - 2. Blank section.

#### Section 8: Suspension of elections

When in the course of the election process, the ASG Advisor or designee determines that there are fewer candidates, or the number of candidates is equal to the number of positions available no election shall be held. The candidates who have filed for office shall automatically be declared winners of the position for which they ran. Any vacancies remaining shall be filled by appointment of the ASG president.

### Article VIII

Section 1: Financial code

The ASG vote required for allocation of monies shall be simple majority of those present and voting. The approval of funds shall be made a part of the minutes of the meeting.

Section 2:

The Executive Committee may allocate monies as defined in the constitution; a minimum of three executive members shall be present. A majority vote of those present shall be required to allocate emergency funds. This must be presented to the regular ASG meeting, so the information can be put into the minutes.

Section 3:

Groups or clubs seeking ASG funds shall complete and submit a Finance Request Form for ASG funds, a written report detailing the following:

- A. The activities for how they are going to receive the funds
- B. The amount of money requested
- C. The budget detailing how this money will be spent

Section 4:

ASG shall consider each activity for which funds are requested. Factors to be considered shall be the benefit of the activity to the college and community it serves, and the status of the current ASG budget.

Section 5:

No ASG funds shall, be spent in a manner detrimental to Oxnard College.

Section 6:

The ASG funds shall be in a Trust & Agency account maintained in the Oxnard College Student Business Office. Collections in the disbursements of ASG funds are subject to the legal requirements and standard procedures governing Trust & Agency funds. Authorized expenditures shall carry signature approval of the ASG President, Treasurer and the ASG Advisor

Section 7:

Checks issued from ASG Trust & Agency account shall whenever possible, be made payable to a business firm or independent contractor, rather than to an individual student. A receipt from the firm shall be turned in to verify the amount of money spent.

Section 8:

When it is necessary to make checks payable to an individual student, the student bears the responsibility of

- A. Submitting receipt(s)
- B. Documenting monies spent
- C. Return with unspent monies within 72 hours of the time check was issued to the Student Business Offices with original receipt to ASG Treasurer.

Section 9:

Students who fail to submit receipts and/or return unspent monies within 72 hours, shall be responsible liable for any monies unaccounted for. The student business office shall then institute procedures used to collect bad debts. **The Dean of Student Services may take disciplinary action that may include and is not limited to:**

- A. A hold on the student's transcript and registration.
- B. Probation
- C. Expulsion from Oxnard College
- D. The student may not serve as an ASG member.

Section 10:

Authorized expenses incurred by an ASG member or members or while attending SSCCC meeting(s) or conference(s) off-campus, as official delegate of Oxnard College, may be paid out of the ASG budget.