

Madera / Oakhurst Centers
Associated Student Government Bylaws

All ASG Officers and Senate members:

- I. Must be enrolled in a minimum of three (3) units in the current semester.
- II. Shall have an equal vote on all Student Senate action(s) with the exception of the President, who will vote only to break a tie vote.
- III. Senators and ASG Officers shall be entitled to request funds during a Student Senate meeting necessary to represent the ASG of Madera/Oakhurst Centers for off campus activities when approved by a majority vote of the ASG Executive Board and Student Senate.
 - A. In the case of an emergency request outside the student senate meeting, a combination of 5 ASG officers or senators, with a minimum of 1 Executive Board member and the presence of a faculty member may vote with simple majority to pass an expense request of emergency need that does not exceed \$150.
 - B. The emergency request shall be defined as a request for reimbursement for expenditure of funds within 24 hours prior to the end of the event and outside the window of a Student Senate meeting.
 - C. Funds can only be requested if it pertains to the Student Body.
 - D. Emergency need shall be defined as expenses needed to benefit the student body as a whole during an event as deemed appropriate by the Student Government.
- IV. All members of the Executive Board may exercise any other powers as have been granted him/her by the ASG in accordance with the constitution and bylaws.
 1. Any ASG officer with membership in a club will be required to abstain from any vote that pertains to said club.

Student Government Officers

A. PRESIDENT:

The President of this organization shall:

1. Preside over all meetings.

2. Be vested with the power to appoint and dissolve all committees assigned to the President's office.
3. Post and keep at least two (2) office hours weekly outside of class time performing ASG related duties during regular Activities Office hours.
4. Shall be a student involved in ASG for at least 1 semester prior to running for office.
5. Shall be required to attend at least one meeting of each active club during the Fall Semester.
6. Sign all final check requests which must be previously approved by the ASG.

B. VICE PRESIDENT:

The Vice President of this organization shall:

1. Act as President pro-tem in the absence of the President.
2. Succeed the President in the event of the President's resignation, removal from office, or inability to complete his/her term.
3. Chair a standing committee to review with the President all active committees.
4. Post and keep at least two (2) office hours weekly outside of class time performing ASG related duties during regular Activities Office hours.

C. SECRETARY

The Secretary of this organization shall:

1. Keep an accurate account of the proceedings of the general and Executive Board meetings, and bring to each a copy of the minutes, the day's agenda, and role of members.
2. Post in a public place, a copy of the minutes of the Senate meetings and submit a copy to the Business Office.
3. Conduct all official correspondence in the name of the associated student body when so directed by the ASG and shall keep accurate files of said correspondence, and all other records necessary for the functioning of the ASG.
4. Submit a copy of the minutes no later than 48 hours prior to the meeting.

5. Post and keep at least two (2) office hours weekly outside of class time performing ASG related duties during regular Activities Office hours.

D. TREASURER

The Treasurer of this organization shall:

1. Have access to all financial transactions.
2. Obtain requests for funding from all organizations and departments requesting ASG funds for the following semester at a time designated by the ASG.
3. Maintain a monthly record of all financial transaction of the ASG and submit a monthly report to the ASG.
4. Sign all final check requests which must be previously approved by the ASG.
5. Post and keep at least two (2) office hours weekly outside of class time performing ASG related duties during regular Activities Office hours.
6. Shall keep the ASG office well equipped with supplies and necessities.
 1. An allotment of \$50 per month is granted pending approval of all expenditures by the majority of the executive board and an ASG advisor.

E. Inter-Club Council (ICC) Rep

The Inter-Club Council Representative of this organization shall:

1. Oversee all official clubs and receive any documentation needing the approval of ASG for fundraising and club activity approvals for their club.
2. See that all official clubs send an Inter-Club Council Representative to all ASG general meetings.
3. Shall have the option to lead a weekly meeting with club's Inter-Club Council Representatives.
4. Be informed on all activities/fundraisers planned by all clubs and present them weekly to ASG
5. Assist clubs with any information needed to be an official club.
6. Post and keep at least two (2) office hours weekly outside of class time performing ASG related duties during regular Activities Office hours.

F. ACTIVITIES COMMISSIONER

The Activities Commissioner of this organization shall:

1. Organize a monthly activities calendar and post it.
2. Serve as chair of the activities committee.
3. Co-chair a committee for ASG elections with the Merit Commissioner and the Elections Commissioner to serve on the committee upon confirmation of ASG Executive Board.
4. Set deadlines for events to be placed on the activities calendar and announce said deadlines to students at weekly meetings.
5. Post and keep at least two (2) office hours weekly outside of class time performing ASG related duties during regular Activities Office hours.

G. MERIT COMMISSIONER

The Merit Commissioner of this organization shall:

1. Be responsible for all awards and the presentation of such awards.
2. Serve for one year upon appointment.
3. Chair a committee to select the outstanding club and leader.
4. Serve as Sentinel at all general and Executive Board meetings to keep order and maintain that proper parliamentary procedures are being followed.
5. Be responsible for all elections as a co-chair with the Elections Commissioner held by the ASG. This shall include the following:
 - i. Select tellers and set up election polls
 - ii. Supervise polls and election areas
 - iii. Submit final results
 - iv. Receive and arbitrate for all complaints. In the event that the Merit Commissioner is running for office, the President will appoint an arbitrator.
6. Post and keep at least two (2) office hours weekly outside of class time performing ASG related duties during regular Activities Office hours.

H. ELECTIONS COMMISSIONER

1. Shall be appointed by the ASG Senate at the start of the Spring semester.
2. Shall be expected to serve for only one semester at a time.
3. Be responsible for all elections as a co-chair with the Elections Commissioner held by the ASG. This shall include the following:
 - i. Select tellers and set up election polls
 - ii. Supervise polls and election areas
 - iii. Submit final results
 - iv. Receive and arbitrate for all complaints. In the event that the Merit Commissioner is running for office, the President will appoint an arbitrator.
- 4 Post and keep at least two (2) office hours weekly during the nominations and elections period outside of class time performing ASG related duties during regular Activities Office hours.
5. Shall be responsible to attend all Executive Board meetings.

I. PUBLIC RELATIONS DIRECTOR

The Public Relations Director of this organization shall:

1. Carry out all intra-college publicity concerning the Associated Student Government of Madera/Oakhurst Centers.
2. Have the ability to approve, reject and chair a committee to decide poster regulations and their placing of publicity on campus.
3. Regulate (host in person) any special student activity that may occur as directed by the ASG.
4. Maintain student activity board/display case in the student services area on a bi-weekly basis.
5. Notify clubs of upcoming ASG events in conjunction with the Inter-Club Council Representative of other clubs.
6. Serve for one year upon appointment.
7. Post and keep at least two (2) office hours weekly outside of class time performing ASG related duties during regular Activities Office hours.

8. Shall be responsible to attend all Executive Board meetings.

J. STUDENT SENATOR

All Senators of this organization have the responsibility to:

1. Represent the students and act on their behalf.
2. Serve on College and Senate Committees.
3. Serve a total five (5) hours per month; at least 1.5 hours in the participation of activities and the remainder being towards participation on committees, and/or office hours.
4. Act on committee recommendations.
5. To attend ASG sponsored functions and ASG meetings unless previously excused by the ASG President or Student Senate Advisor.
6. Are responsible to attend a minimum of 70% of ASG Senate meetings.
7. Are reappointed by the E-Board for the Spring semester based on the fulfillment of the above requirements during the Fall semester.

Section 1 Committees

1. All ASG Committee Chairs shall be directly responsible to the ASG President.
2. If a chair is not appointed, it shall be filled by appointment by the ASG President with the majority vote of the ASG members.
3. All Committee Chairs shall have met the requirements in the Madera/Oakhurst Centers ASG Constitution Article 2, Section 2.02
4. All members of the committee shall be appointed by the ASG President.
5. All members of ASG as defined by Article II, Section 2.02 shall have the ability to be appointed to a committee but will be unable to be a chair.
6. The ASG Standing Committee shall be: Publicity Committee, Entertainment Committee, Fundraising Committee, and Donations Committee.
 - Publicity Committee should be headed by the Public Relations Commissioner.
 - Entertainment Committee should be headed by the Activities Commissioner.

- Fundraising Committee should be headed by the Activities Commissioner.
 - Donations Committee should be headed by the Treasurer.
 - A committee is defined as a minimum of three people, a chair and two (2) other members
7. Ad hoc Committees may be created when necessary by a majority vote of the ASG General Students and/or ASG President.

Section 2 Number of Eligible Seats

1. The number of Senators eligible to run in any one election and hold office shall total 16.
2. The number of senators can be increased at the beginning of each semester by a majority vote of the Executive board. The number shall not exceed 35.

Section 3 Officers

- A. The ASG President shall receive an ASG pin with gavel guard, a President's gavel plaque and a lifetime membership ASG card at the conclusion of his/her term of office.
- B. The ASG Vice President, Secretary, Treasurer, Senators, Inter-Club Council Representative, Activities Commissioner, Merit Commissioner, Public Relations Commissioner and Elections Commissioner shall receive an ASG pin with appropriate guard marked V.P., Secretary, Senator, Treasurer, Merit Commissioner, Public Relations Commissioner or Elections Commissioner and a lifetime membership ASG card at the conclusion of his/her term of office.
- C. Other ASG members shall receive ASG pins at the end of their terms of office.
- D. Any member who has served 3 consecutive semesters as a senator &/or E-Board member shall receive a plaque for Outstanding Dedication to Leadership.
- E. An inauguration and awards ceremony shall be held at the end of the spring semester, it shall be called the ASG Spring Banquet.

Section 4 Outstanding Leadership Award

- A. Each year an outstanding leader from any active club will be selected by the Executive Board and announced at the end of the semester banquet.

- B. The student selected shall have a 3.0 minimum GPA, be enrolled in at least 12.0 units, be a current ASG card holder, have shown outstanding leadership qualities and participation in activities and have rendered outstanding service to Madera/Oakhurst Centers.
- C. Awarded student will receive a plaque of recognition and any award deemed appropriate by the student government.

Section 5 Outstanding Club Presence Award

- A. Each year an outstanding club will be selected by the Student Senate Advisor and announced at the ASG Spring Banquet.
- B. The club selected should have participated in ASG events, created and participated in their own events, and been active in community involvement.
- C. Awarded club will receive a plaque of recognition and any award deemed appropriate by the student government.