

Bylaws of the Associated Student Government of MiraCosta College 2026 – 2027

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Associated Student Government Bylaws

BYLAW I: Framework

Section A. Purpose

These Bylaws contain the operating procedures and rules of the ASG. Their purpose shall be:

1. To serve as the procedures for all members of the ASG.
2. To serve as the official interpretation of the ASG Constitution.

BYLAW II: The Senate

Section A. Specific Duties

1. President:
 - a. Represent the entire MCC student body and ASG at college, district, and external functions.
 - b. Chair ASG Executive and Senate meetings and prepare Senate agendas.
 - c. Lead and oversee ASG operations, including implementation of legislation, resolutions, and sanctions.
 - d. Develop ASG goals, plans, and initiatives; identify issues and recommend actions to advance student interests.
 - e. Serve as the primary liaison between students, college administration, faculty, and governance bodies to ensure student participation.
 - f. Appoint and fill vacant ASG, shared governance, and district committee positions as outlined in the ASG Constitution.
 - g. Attend or ensure representation on college and district governance committees, including College Council and the MCC Foundation Board.
 - h. Communicate college policies, mission, and relevant legislation to ASG members.
 - i. Convene special ASG meetings when necessary.
 - j. Regularly participate in MCC governance committees or designate appropriate representatives, including serving on or appointing a designee to the College Council and MCC Foundation Board.
 - k. Remain knowledgeable about state, regional, and local legislation affecting students.
 - l. Collaborate with the Executive Vice President to meet with outgoing and incoming officers to review the previous term, clarify expectations, and support a smooth leadership transition.
 - m. Maintain regular meetings with the Student Trustee, ASG Advisor(s), and MCC President as needed.
 - a. Meet with the Student Trustee at least once (1) a month.
 - b. Meet with the ASG Advisor(s) at least once (1) a week.
 - n. Support leadership continuity through officer transitions, documentation, and reflection activities.
2. Student Trustee
 - a. Serve as a liaison to the MCCC Board of Trustees, representing the perspectives and interests of the entire student body, in accordance with MCCC Board Policy and Administrative Procedure 2015, and serve as an executive and ASG Student Senate member.
 - b. Meet regularly with the ASG President, ASG Advisor(s), and the MCC Vice President of Student Services, including meetings prior to each Board meeting.
 - i. Meet with the ASG President at least once (1) a month.
 - ii. Meet with the ASG Advisor(s) at least twice (2) a month.
 - c. Stay informed about state, regional, and local legislation affecting students.
 - d. Complete required reflection activities related to co-curricular learning outcomes.
 - e. Prepare a transition document by the end of the term to support incoming student leaders.
3. Executive Vice-President:
 - a. Coordinate with the President to support leadership transitions by meeting with outgoing and incoming officers to review the previous term, set expectations, and ensure continuity following elections or vacancies.
 - b. Attend MCC governance committees and serve as the liaison to the MCC Academic Senate, directly or through designated representation.
 - c. Enforce ASG Bylaws related to attendance and overall compliance, in consultation with the Executive Council.
 - d. Lead the ASG Appointments and Law Working Groups, collaborating with campus Vice Presidents to recruit and appoint members to ASG committees and ad-hoc working groups.
 - e. Develop, implement, and periodically reassess workgroup plans beginning within one month of the academic year.
 - f. Oversee ASG internal operations in accordance with the ASG Bylaws and preside over committees and working groups as designated, with advisor approval.
 - g. Assume the duties and authority of the President during temporary absences.
 - h. Meet with the Advisor at least twice per month.
 - i. Complete required co-curricular learning reflections and a year-end transition document to support incoming leaders.
 - j. The Executive Vice President represents the entire student body as their constituency.

4. Chair of the Inter-Club Council
 - a. Serve as the liaison between the Senate and all registered MCC student clubs and organizations, providing guidance and support.
 - b. Chair the Inter-Club Council (ICC) and lead initiatives that benefit all registered student organizations.
 - c. Assume primary responsibility for the development and preparation of the ICC fiscal year budget.
 - d. Act as an authorized signatory, or designate one, for all ICC-related financial processes and procedures.
 - e. Collaborate with the President, Executive Vice President, and Vice President of Inclusion, Diversity, Equity & Accessibility to ensure ICC representation on ASG committees, District committees, and ad-hoc or working groups as appropriate. The primary focus of ICC executives and senators remains support of the ICC.
 - f. Serve as the official representative of the ICC, advocating on behalf of MCC student clubs and organizations as the ICC constituency.
 - g. Develop and implement an ICC plan within one (1) month of the academic year and will be reassessed in the beginning of the spring semester and as needed.
 - h. Facilitate the drafting and posting of the Leadership and Full Council agendas in accordance with the Brown Act.
 - i. Vote on ICC matters that result in a tie.
 - j. ICC Executives are exempt from serving on an MCC governance committee due to ICC responsibilities.
 - k. Complete pre- and post-reflections on the identified co-curricular learning skill for the academic year.
 - l. Prepare a transition document by the final meeting of the year to support incoming leaders in understanding their roles and responsibilities.
 - m. Meet with the ASG Advisor(s) at least once (1) a week.

5. Director of Finance:
 - a. Uphold and implement ASG Bylaw IV.
 - b. Review, monitor, and manage the ASG budget on a monthly basis, identifying potential financial risks and recommending appropriate actions.
 - c. Serve as the primary authority for approving ASG expenditures and provide guidance on Student Representation Fee (SRF) requests.
 - d. Provide financial support and direction to ASG officers, the Senate, and ASG committees.
 - e. Develop, implement, and periodically reassess a Finance Committee workgroup plan beginning within one month of the academic year.
 - f. Present a mid-year revision of the current ASG operating budget by the second ASG meeting of the spring semester.
 - g. Present a proposed annual budget for the next fiscal year no later than May 1.
 - h. Regularly attend MCC governance committees, such as the Budget & Planning Committee.
 - i. Meet with the Advisor at least twice per month.
 - j. Complete required co-curricular learning reflections and a year-end transition document to support incoming leaders.

6. Director of Legislative Affairs
 - a. Research, monitor, and communicate federal, state, regional, and local legislative issues affecting students, keeping the Senate informed through regular reports, documentation, and presentations.
 - b. Coordinate and support student advocacy efforts on behalf of the ASG, including forums, campaigns, lobbying, rallies, and outreach to off-campus entities as directed by the President or Senate.
 - c. Chair the ASG Legislative Affairs Working Group and develop, implement, and periodically reassess a workgroup plan beginning within one month of the academic year.
 - d. Serve as the ASG's official representative and voting delegate to the Student Senate for California Community Colleges (SSCCC) at the statewide level and Region X, including attending monthly Region X meetings and SSSCC General Assemblies and overseeing General Assembly preparation.
 - e. Maintain awareness of SSSCC issues, resolutions, and activities, and submit written reports to the Senate following General Assemblies detailing actions taken and resolutions voted on.
 - f. Participate in advocacy conferences, workshops, and local, state, regional, and national events on behalf of the ASG.
 - g. Coordinate with the President to appoint and approve alternate delegates when unavailable or when the position is vacant, in accordance with Senate approval requirements.
 - h. Meet with the ASG President at least once per month and with the Advisor at least twice per month.
 - i. Complete required co-curricular learning reflections and a year-end transition document to support incoming leaders.
 - j. Due to SSSCC responsibilities, service on MCC governance committees is not required.
 - k. The Director of Legislative Affairs represents the entire student body as their constituency group.

7. Director of Public Relations:
 - a. Develop, implement, and periodically update a comprehensive ASG marketing and communications plan to promote ASG goals, programs, events, and services across all campuses.

- b. Coordinate and oversee the marketing and promotion of all ASG programs and activities, including social media, flyers, posters, banners, tabling, press releases, and campus or community media.
 - c. Maintain and update all ASG marketing materials, digital platforms, shared files, and visual documentation (including event photography).
 - d. Chair the ASG Public Relations Working Group and oversee committee meetings in accordance with ASG Bylaws.
 - e. Evaluate the effectiveness, reach, and demographic impact of ASG programs and events, and recommend improvements as needed.
 - f. Support ASG outreach and recruitment efforts and assist ASG members with publicity for sponsored activities.
 - g. Serve as a communications liaison with the MCC Public Information Officer and campus and community media outlets.
 - h. Regularly attend an MCC governance committee.
 - i. Meet with the Advisor at least twice per month.
 - j. Complete required co-curricular learning reflections and a year-end transition document to support incoming leaders.
8. Vice Chair of the Inter-Club Council
- a. Maintain order during meetings and assist the ICC Chair as needed.
 - b. Assume all responsibilities and powers of the ICC Chair during the Chair's temporary absence.
 - c. Track club attendance and official correspondence.
 - d. Meet with the Advisor at least twice per month.
 - e. Support the ICC Chair in carrying out duties as outlined in the ASG Bylaws.
 - f. Represent the Inter-Club Council and MCC student clubs as the Vice Chair's constituency group.
9. Vice President of Inclusion, Diversity, Equity & Accessibility
- a. The Inclusion, Diversity, Equity & Accessibility (IDEA) Committee is responsible for holding the ASG accountable in identifying and addressing student needs and interests through an inclusion, diversity, equity, and accessibility lens.
 - b. Ensure ASG goals align with inclusion, diversity, equity, and accessibility as outlined in the MCC Mission, Vision, Commitment, Institutional Values, and Institutional Goals.
 - c. Develop, implement, and periodically reassess an IDEA workgroup plan, beginning within one month of the academic year and reviewed as needed.
 - d. Collaborate with other ASG committees to ensure IDEA priorities are consistently integrated into ASG initiatives and goals.
 - e. Chair the ASG Inclusion, Diversity, Equity & Accessibility Working Group, which convenes each semester and meets at least once per month.
 - f. Serve as a liaison to the IDEA Advisory Committee and provide the student perspective.
 - g. Meet with the ASG Advisor at least twice per month.
 - h. Complete required co-curricular learning reflections and a year-end transition document to support incoming leaders.
 - i. The Vice President of Inclusion, Diversity, Equity & Accessibility represents the entire student body as their constituency.
10. Vice President of the Community Learning Center (CLC):
- a. Represent the Community Learning Center (CLC) and noncredit students to ensure their interests are reflected across the district and within the ASG.
 - b. Identify, advocate for, and serve as a liaison on CLC student, faculty, and program needs to the Student Senate and Executive Council.
 - c. Chair the CLC ASG Working Group and develop, implement, and review a yearly workgroup plan.
 - d. Mentor and oversee CLC senators, ensuring engagement and compliance with the ASG Constitution and Bylaws.
 - e. Assist the Executive Vice President in recruiting students to fill vacant ASG positions at the CLC.
 - f. Support Student Life & Leadership in coordinating and executing events on the CLC campus.
 - g. Regularly attend MCC governance committees and meet with the ASG Advisor at least twice monthly.
 - h. Complete required reflections and a year-end transition document to support leadership continuity.
11. Vice President of San Elijo (SAN):
- a. Represent the San Elijo Campus to ensure SAN students' needs and interests are reflected throughout the district and within the ASG.
 - b. Identify, advocate for, and serve as a liaison on SAN student, faculty, and program concerns to the Student Senate and Executive Council.
 - c. Chair the SAN ASG Working Group and develop, implement, and periodically reassess an annual workgroup plan.
 - d. Mentor and oversee SAN senators, ensuring engagement and compliance with the ASG Constitution and Bylaws.
 - e. Assist the Executive Vice President in recruiting students to fill vacant ASG positions at the San Elijo Campus.
 - f. Support Student Life & Leadership in coordinating and executing events on the San Elijo Campus.
 - g. Regularly attend MCC governance committees, such as the San Elijo Advisory Working Group, and meet with the Advisor at least twice per month.

- h. Complete required co-curricular learning reflections and a year-end transition document to support incoming leaders.
- i. The Vice President of the San Elijo Campus represents the San Elijo Campus as their constituency group.

12. Senators

- a. Serve as a member of the ASG Student Senate, designated ASG committees, working groups, ad-hoc working groups, and assigned district and shared governance committees.
- b. Serve on at least one ASG committee or workgroup and one shared governance or district committee, based on constituency and presidential assignment with advisor approval.
- c. Support at least one ASG event per month.
- d. Represent and actively engage with the student body, including a designated campus constituency (OCN, SAN, CLC, or ICC), addressing student needs and concerns as assigned by the President.
- e. Support the President, committee chairs, and workgroup leaders, fulfilling committee assignments and Senate-directed responsibilities as needed.
- f. Carry out ASG Student Senate actions and provide appropriate follow-up.
- g. Encourage faculty, staff, and student participation in ASG Student Senate activities.
- h. Complete pre- and post-reflections on the academic year's identified co-curricular learning skill.
- i. Senators represent the entire student body as their constituency group.

13. Students-at-Large

- a. Serve on at least one ASG committee, ASG working group, or MCC governance committee (for meetings that conflict with ASG Executive or Senate meetings), with advisor approval.
- b. Support a minimum of one ASG event per month.
- c. When serving on a shared governance assignment, submit a written report to the ASG President prior to the Senate meeting.
- d. Support campus constituent groups and initiatives as assigned by the President and approved by advisors.
- e. Attendance at ASG Executive Council or Senate meetings is not required.
- f. Hold no voting privileges in the ASG Student Senate or Executive Council, are not counted toward quorum, and may not make motions in either body.
- g. Vote and count toward quorum within ASG committees and working groups.
- h. Students-at-Large represent the entire student body as their constituency group.

Section B. Committees & Working Groups

1. Finance Committee: The Finance Committee shall be a committee of the ASG charged with assisting the Director of Finance in making recommendations to the Senate on all fiscal matters.
 - a. The Finance Committee shall preferably be composed of at least three (3) ASG leaders, representing students from each campus if possible.
 - b. Responsibilities, including, but not limited to:
 - i. Hear presentations on, investigate, deliberate over, and make recommendations to the Senate regarding all requests for ASG funding.
 - ii. Review all funding requests to ensure compliance with ASG Bylaw IV, Section B before forwarding requests to be presented to the Senate.
 - iii. Know and uphold Office of Student Life & Leadership policies and procedures pertaining to financial matters.
 - iv. Track and analyze data and spending trends to conduct a mid-year revision of the ASG Budget.
 - v. Develop and recommend to the Senate a data-driven budget for the following fiscal year.
2. Appointment Working Group: the purpose of this group is to interview candidates for appointed positions as defined in the ASG Constitution.
 - a. The Appointment Working Group shall preferably be composed of at least three (3) ASG leaders, representing students from each campus if possible.
 - b. Responsibilities, including, but not limited to:
 - i. Be trained in how to conduct interviews in accordance to the appropriate MiraCosta College Administrative Procedures
 - ii. Conduct interviews and provide written feedback to the ASG EVP. This includes a recommendation for appointment to ASG.
 - iii. Report to the ASG Senate your specific recommendations and rationale for each interview you participate in as a member of the working group.
3. Community Learning Center and San Elijo Working Groups
 - a. The Community Learning Center and San Elijo Working Groups shall be composed of their four (4) respective senators and other ASG members.
 - b. Responsibilities, including, but not limited to:
 - i. Identify and communicate the needs, concerns, and priorities of San Elijo or the Community Learning Center students to ASG and the Student Senate.
 - ii. Support efforts to recruit and engage students in ASG roles.

- iii. Assist in promoting ASG opportunities, leadership roles, and involvement at the San Elijo and Community Learning Center campuses.
- 4. IDEA Working Group
 - a. The IDEA Working Group shall preferably be composed of at least three (3) ASG leaders, representing students from each campus if possible.
 - b. Responsibilities, included, but not limited to:
 - i. Support ASG in identifying and addressing the needs and interests of the full student body related to inclusion, diversity, equity and accessibility.
 - ii. Ensure ASG goals and initiatives align with principles of inclusion, diversity, equity, and accessibility.
 - iii. Collaborate with other ASG committees to ensure IDEA values are integrated across all ASG activities and goals.
 - iv. Help hold ASG accountable for equitable and accessible practices.
- 5. Law Working Group: the purpose of the group is to update the ASG Constitution and Bylaws on a yearly basis or as needed.
 - a. The Law Working Group shall preferably be composed of at least three (3) ASG leaders, representing students from each campus if possible.
 - b. Responsibilities, including, but not limited to:
 - i. Propose amendments and recommend changes to the ASG Constitution and Bylaws. Research and provide sound rationale for each proposed amendment and change.
 - ii. Present to the ASG Senate the proposed amendments and recommended changes.
- 6. Legislative Affairs Working Group
 - a. The Legislative Affairs Working Group shall preferably be composed of at least three (3) ASG leaders, representing students from each campus if possible.
 - b. Responsibilities, including, but not limited to:
 - i. Monitor federal, state, and local legislation impacting students. Share timely information about legislation affecting students.
 - ii. Educate the student body and ASG on relevant policy issues.
 - iii. Plan and execute student advocacy efforts such as forums, campaigns, lobbying activities, and rallies.
 - iv. Prepare materials to ensure the ASG Senate understands key advocacy issues.
 - v. Support preparation for SSCCC General Assemblies, including delegate roles and reporting.
- 7. Public Relations Working Group: the purpose of the group is to support all events of the ASG and improve communication between the students, community, faculty and ASG.
 - a. The Public Relations Working Group shall preferably be composed of at least three (3) ASG leaders, representing students from each campus if possible.
 - b. Responsibilities, including, but not limited to:
 - i. Advertise events happening on the Oceanside Campus, San Elijo Campus, and the Community Learning Center. This shall be done by working with the chairs of all ASG committees and working groups, on a regular basis as needed.
 - ii. Support the promotion of ASG events, Senate business, ASG committee and working groups work through various avenues such as social media, TWiSS, and/ or working with Student Life & Leadership to ensure the promotions are included in the MiraCosta College Public Information Office avenues (Ex: district-wide newsletters).
 - iii. Monitor the ASG website at least once (1) per week and make requests for updates/edits as necessary.
 - iv. Promote ASG Elections and the Outstanding Faculty and Classified Staff Awards.
- 8. If an Executive leader is unable to fulfill assigned duty as chair of a standing committee or working group, the Executive Council may recommend and vote to appoint another Senate member to act as chair of the committee.
 - a. In the event the president or designated chair of a committee or work group is unable to chair a meeting, the designated committee or work group vice chair will chair the meeting in their place. Committees and working groups will appoint a designated vice chair at the start of each semester to assume chairing responsibilities when needed.
- 9. The Executive Council will recommend and vote to appoint an Executive leader, or other qualified individual, to chair any ad-hoc committee formed by the Senate.
- 10. The members of any standing or ad-hoc committee may vote to appoint one member of the committee as the vice-chair.

Section C. Appointments

- 1. Any open executive position, except for the Student Trustee and Chair of the ICC, may be filled by appointment at the Executive Council's discretion.
 - a. The President will identify an application committee to be composed of one (1) Executive leader and no more than two (2) other ASG leaders (executives or senators), as vacancies arise. The chair of the application committee will be designated by the President.

- b. Completed applications will be submitted to the ASG Advisor for verification of eligibility and forwarded to the chair of the interview committee (Please see Article III. Section B. Senator and Executive Eligibility).
 - i. The chair of the Appointment Working Group will arrange interviews with applicants no later than ten (10) working days after the application deadline, when school is in session.
 - c. If an application deadline has not been set, the chair of the Appointment Working Group will arrange interviews with applicants no later than ten (10) working days after receipt of the application.
 - i. Application deadlines that have been set by the chair of the Appointment Working group, must be abided by said deadline.
 - ii. The Appointment Working Group will interview applicants and select a candidate to recommend to the Executive Council for appointment.
2. All appointed ASG members must complete the oath of office in a Senate meeting, or related ASG meeting, following their appointment to officially assume their position.
 3. The chair of the Inter-Club Council shall be elected to office according to Bylaw III, and shall be recognized as an Executive leader of the ASG.
 4. The senators of the Inter-Club Council shall be appointed to office according to Bylaw III.

Section D. Ex-Officio Staff Members

1. The ASG Administrative Support Assistant shall be a paid employee of MCCCDC.
 - a. Duties and Responsibilities:
 - i. Record and provide weekly minutes of all ASG Executive and Senate meetings, ASG committee meetings, and ICC meetings.
 - ii. Keep agendas and minutes updated for public access.
 - iii. Provide an attendance report of all ASG/ICC members and representatives to the Senate/ICC once a month.
 - iv. Maintain an active roster of all ASG/ICC leaders.
 - v. Update the ASG website and other ASG platforms.
 - vi. Support administrative tasks related to the ASG and ICC within the scope of their role.
 - b. The ASG/ICC Administrative Support Assistant shall not have voting rights in ASG or ICC meetings.

Section E. Attendance

1. All Executives, Senators, and Student-at-Large members shall attend, and be on time, for all regular and special meetings required by their role, such as the Executive Council, Student Senate, ASG committees/ working groups, and shared governance committees. An ASG leader will be subject to disciplinary action upon two unexcused absences per semester.
 - a. If unable to attend an ASG meeting, send a written update to the President, Executive Vice President, and advisors of any shared governance assignments or related ASG tasks.
2. All ASG leaders will also be responsible for completing their required engagement hours.
3. The definition of absences, tardies and early departures shall be defined as follows:
 - a. Absences shall be defined as not being present for more than twenty-five percent (25%) of any meeting or activity. Notifying the President, Executive Vice President, and the ASG advisor twenty-four (24) hours in advance is recommended.
 - b. Tardies shall be defined as not being present for less than or equal to twenty-five percent (25%) of a meeting. Notifying the President, Executive Vice President, and the ASG advisor twenty-four (24) hours prior to a meeting or activity is recommended. Two (2) unexcused tardies equal one (1) absence.
 - c. Early departures shall be defined as not being present for less than or equal to twenty-five percent (25%) of the meeting. Early departures may be excused upon discretionary approval from the Executive Vice President and or an ASG advisor.
 - d. Excused absences include but are not limited to the following: personal emergency, illness/medical, religious holidays and/or mandated academic related activities. Unexcused absences include but are not limited to the following: unaware of the meeting schedule, work obligations and/or failure to inform the President, Executive Vice President, and the ASG Advisor of a planned absence.
4. If a Brown Act committee meeting is called into order and canceled due to a failure to meet quorum, absences and tardies/ early departures will still be counted towards a member's attendance record.
5. Upon one (1) absence, the Executive Vice President, or designee, shall issue a warning to the member.
6. Upon two (2) absences, the Executive Vice President shall issue a second warning directing the leader to attend a meeting between the leader, Executive Vice President and/or President, and Advisor(s) to discuss their absences/tardies. Failure to appear at the mutually agreed time and place or respond to the meeting request shall result in an automatic removal from office.
 - a. The advisors, President, and/or Executive Vice President will discuss the absences with the leader and formulate a set of resolutions that address the absences and define expectations moving forward. This can include (but is

- not limited to) allowing one more absence under an extenuating circumstance or agreeing on a change in position (e.g. from Senator to Student at Large). Former absences will remain on record.
 - b. Subsequent absences or failure to complete the agreed upon resolutions will result in removal from office.
7. Once a leader has accumulated a third (3rd) absence without being granted an exception for an extenuating circumstance by the Executive Vice President and/or President, they will be automatically removed from office.
 - a. Removal from office automatically results in a forfeiture of the leader's scholarship for the remainder of the term of office.
 - b. If removed from office, a former leader may reapply for their former position in the following academic year.

Section F. ASG Member Behavior and Conduct

1. If an ASG leader fails to perform their duties, as indicated in the ASG constitution and bylaws, the ASG leader in conjunction with advisors, ASG President and/or Executive Vice President will agree on a set of resolutions that address the behavior and conduct of the ASG leader to realign with the responsibilities and values of ASG.
2. The resolution(s) should be time bound, clear & concise. The resolution will also include specific detailed outcomes or resolutions consequences that will be imposed if the ASG leader does not complete the resolutions by the agreed upon time. Failure to complete the agreed upon resolutions will result in removal from office. If the ASG leader would like to appeal their removal from office, their case may be presented to the Senate for discussion and a motion to reinstate their position.
3. If the resolution cannot be reached, the matter may be referred to the impeachment or recall process as outlined in Article V, Sections F and G of the ASG Constitution.

BYLAW III: Inter-Club Council (ICC)

Section A. Club Recognition

The ASG shall set the requirements for official recognition status for student clubs. The Office of Student Life and Leadership and the ICC Chair will verify those requirements and will grant recognition.

1. In order to be granted recognition as an official student club, a group must submit to the Office of Student Life and Leadership a Petition for Recognition form with the following:
 - a. A draft constitution using the most updated template provided by Student Life & Leadership.
 - b. An identified campus.
 - c. Club leadership must maintain a 2.0 GPA and be enrolled in three credit units or its non-credit equivalent.
 - i. No student may serve as the same officer for more than one club.
 - d. A membership list of at least five (5) active members.
 - i. Club members must be enrolled as MiraCosta College students and must provide email addresses.
 - e. Clubs with the same name and purpose, claiming separate home campuses, may not have the same active members.
 - f. The name and signature of a permanent faculty or staff member who has agreed to serve as the advisor-of-record to the group and who will attend group meetings and functions.
2. Clubs are not guaranteed to receive the clubs allocations past the Thursday of the 5th week of each semester.
3. Clubs who are recognized in the fall semester, will remain recognized through the end of the summer semester.
4. Clubs must be open to all currently enrolled students.

Section B. Club Representatives

1. All recognized clubs must have one member at each Full Council meeting.
2. An ICC representative must only represent one recognized club at the Full Council meetings.
3. Club representatives must be currently enrolled at MCC and be free of all academic and disciplinary restrictions.
4. The term of office for any club representative shall begin the date the individual is officially appointed by the respective club and shall end at the conclusion of the academic year.
5. Duties and responsibilities of club representatives shall include the following:
 - a. Diligently attend all Full Council meetings. In the event a club representative cannot attend a meeting, they shall notify the Chair requesting an excused absence or send another member of their club to serve in their place for the duration of the meeting (Reference Section I.1.e for the attendance policy).
 - b. Serve as official liaison between their respective clubs and the ICC, and report their club's activities and upcoming events to the ICC.
 - c. Disseminate information from the ICC to their respective clubs.
 - d. Vote on all matters raised within the ICC, on behalf of, and in the best interest of their respective clubs.
 - i. Each club shall have a single vote within the ICC.

Section C. Leadership Council

1. The purpose of the Leadership Council shall be to effectively coordinate and execute all decisions made by the ICC and its committees.
2. The Leadership Council shall be composed of all elected and appointed officers of the ICC.
 - a. Chair: The presiding officer of the ICC and highest authority. Duties and responsibilities are listed in Bylaw II: The Senate, Section A. Specific Duties, 4. Chair of the Inter-Club Council.
 - b. Vice-Chair: Shall be an ASG Senator-ICC appointed to this role. Duties and responsibilities are listed in Bylaw II: The Senate, Section A. Specific Duties, 8. Vice Chair of the Inter-Club Council.
 - c. Finance Senator: Shall be an ASG Senator-ICC appointed to this role.
 - i. Duties and responsibilities:
 1. Serve as the principal financial Senator of the ICC.
 2. ICC expenses are not limited to, but include, club allocations, purchase requisitions, spend authorizations, and reimbursements.
 - a. During the service term, the Finance Senator must designate, with the ICC advisor, a time to periodically review the ICC budget to make informed fiscal decisions. Will create ICC Funding Request recommendation summaries to present to the Full Council.
 3. Review, update, and provide the ICC budget reports at least once (1) a month.
 4. Provide financial assistance and direction to the individual officers, the ICC and its committees.
 5. Identify any additional financial risks facing the ICC and recommend appropriate action.
 6. Present an annual proposed budget for the next fiscal year by the first ICC Full Council Meeting in April.
 7. Meet with the Chair and Advisor at least once (1) a month.
 - d. Senator: Shall be an ASG Senator-ICC appointed to this role.
 - i. Duties and responsibilities:
 1. Serve as the public relations officer of the ICC.
 2. Fulfill other duties as assigned by the Leadership Council.
3. Leadership members shall have the following responsibilities in addition to those pertaining to their specific positions:
 - a. Provide reports at all Leadership and Full Council meetings.
 - b. Record and maintain minutes of any standing or ad hoc committees which they chair, as needed.
 - c. Represent as ICC liaison for all MiraCosta Clubs amongst Oceanside, Community Learning Center, and San Elijo campuses, ensuring to advocate for clubs' needs and interest.
 - d. Know and uphold all proper operational procedures and regulations pertaining to club and ICC activity as outlined in Article III of the ASG Bylaws and MCCCC Policies and Administrative Procedures.
4. Leadership Council officers shall hold only one position within the ICC Leadership and shall not serve as the ICC representative of a club.
5. The Chair shall be elected by the last ICC meeting of the previous academic year and in accordance with Bylaw III.E.
6. In the absence of the Chair, the ICC shall abide by the following order of succession: The Vice-Chair, Finance Senator, and Senator.

Section D. Committees

The ICC may form standing or ad hoc committees as necessary to achieve its goals and objectives.

1. Standing Committees shall be formed for specific purposes in order to best represent the interests of the student body.
 - a. Standing committees shall consist of at least three (3) members, including an ICC officer as the chair and two other members (club representative and/or ICC officer).
 - b. Standing committees shall be active as long as deemed necessary, but no less than the fall and spring semesters.
 - c. Standing committees shall be formed or disbanded by a majority vote of the ICC Full Council.
 - d. The chair of a standing committee will determine the final meeting dates and times of their respective committee.
2. Ad Hoc Committees may be formed when necessary to perform the majority of ICC business, as well as for activity planning and coordination.
 - a. Ad hoc committees shall be formed by a majority vote of the ICC Full Council.
 - b. Ad hoc committees shall consist of at least three (3) representatives, including an ICC leadership member as the chair and two other members (club representative and/or ICC leadership member).
 - c. Ad hoc committees shall be formed with a specific purpose or task in mind and will be temporary in nature.

- d. Ad hoc committees will be given tasks within, but not limited to, the areas of programming, activities, the Constitution and Bylaws.
 - e. Ad hoc committees shall provide a report to the ICC after carrying out committee work.
3. The ICC may appoint members as representatives to serve on committees of the ASG. The process for appointing ICC representatives to serve on ASG committees is as follows:
 - a. An application shall be completed by interested members who meet the minimum qualifications. Qualified candidates must:
 - i. Be currently enrolled at MCC.
 - ii. Meet the minimum qualifications to serve on the Associated Student Government (ASG) as defined in Article II. Section B. of the *ASG Constitution*.
 - iii. Must be an active member of at least one (1) club recognized by the ICC.
 - b. All qualified candidates must present themselves to the ICC Full Council & be approved by a majority vote.

Section E. Elections

1. Qualified individuals may be nominated or self-nominated for an elected position.
2. Nominees must submit an application to the ICC Advisor for verification of compliance with the position's minimum qualifications prior to the scheduled election. For term limit information, please refer to Article VI. Section B. of the *ASG Constitution*.
3. General and special elections shall be held electronically for a period of no less than 48 hours.
4. At least two weeks' notice will be provided to ICC members of an upcoming election.
5. Votes shall be cast by secret ballot.
6. If the ICC Chair is unable to fulfill a term of office, a special election will be held to fill the vacancy.
7. Any eligible member, including those already holding office, may be nominated for the vacated position(s).
8. If no applications are received to fill a vacancy, the Executive Council of the Senate may appoint a student to fill the position.

Section F. ICC Guidelines & Resolutions

1. If a club representative or club itself is unable to perform its duties, as indicated in Sections A & B, or violates District policy, the ICC Leadership in conjunction with the club in question will work on a set of resolutions that outline the criteria needed for the club to remain active.
2. The resolution(s) should be time bound, clear & concise, and agreed upon with the club representative or club. The resolution will also include specific detailed outcomes or resolutions that will be imposed if the club does not complete the resolutions by the agreed upon time. The following consequences may occur: A majority vote by the ICC Leadership in the negative will cause the club or representative in question to receive the following outcomes or resolutions, including but not limited to:
 - a. Restriction of club activities.
 - b. A revocation of club recognition.
 - c. A revocation of fund allocation.
 - d. Club account frozen.
 - e. An individual may be removed from their leadership position within the club.
3. If the resolution cannot be agreed upon between ICC Leadership and the club representative or club, the ICC Leadership or Club can appeal to the ICC Advisor who will decide which resolution(s) to move forward. If the club representative or club in question does not complete the list of resolutions in the agreed upon time, the following outcomes or resolutions may occur: Club activities may be limited or not permitted.
 - a. Restriction of club activities.
 - b. A revocation of club recognition.
 - c. A revocation of fund allocation.
 - d. Club account frozen.
 - e. An individual may be removed from their leadership position within the club.

Section G. Amendments to the ICC Bylaws

1. A majority vote of attendees, in attendance, of the ICC full council is required to approve recommended amendments to Bylaw III. Proposed amendments will be presented in writing to the ICC full council one (1) meeting prior to a vote to approve the recommendations.
 - a. Final ratification of the amendments to Article III shall be voted on by the Student Senate.

Section H. Club Inactivity

1. Clubs in good standing that desire to become inactive must:
 - a. Contact the ICC Advisor and submit the club minutes that reflect the vote of the club members to have the club become inactive.
2. Clubs will be considered inactive if they have not registered for recognition for four consecutive semesters (not including the summer semester).

3. Finances: Refer to Bylaw III Section J.9.

Section I. Parliamentary Authority / Rules

1. Meetings: The ICC Full Council shall meet during the fall and spring semesters for approximately one hour at a reasonable time and date during the college's hours of operation. The Leadership Council shall determine the final calendar of meetings for the ICC.
 - a. The Leadership Council will meet on alternate weeks to the ICC.
 - b. Official meetings of the ICC will only be held on MCCCD property.
 - c. The ICC is not permitted to go into closed session for any reason, as the student leaders are not considered "employees" but rather members of a legislative body (Hofman Ranch v. Yuba County Local Agency Formation Com. (2009) 172 Cal.App.4th 805). Special and emergency meetings can only be called by the Chair or a majority vote of the ICC.
 - d. Attendance: Recognized clubs are expected to send a representative to each Full Council meeting if they have decided to be part of the full council by the 5th week of the semester.
 - i. The definition of absences, tardies, and early departures shall be defined as follows:
 1. Absences shall be defined as not being present for more than twenty- five percent (25%) of any full council meeting. Notifying the ICC advisor at least twenty-four (24) hours in advance is recommended.
 2. Tardies and early departures shall be defined as not being present for less than or equal to twenty-five percent (25%) of a meeting. Notifying the ICC advisor twenty-four (24) hours prior to meetings is recommended. Two tardies/early departures equal one (1) absence. The ICC advisor can excuse the representative.
 3. A registered club may be excused from ICC attendance when mandatory class attendance of a nature that would affect program or enrollment status, conflicts with regularly scheduled ICC meetings in such a way that all members of a club are affected, whereby no other suitable representative can be found. An absence for educational purposes shall be granted upon receipt of notification from the ICC advisor, stating that the program's structure does not afford a club representative the opportunity to be present at ICC meetings.
 4. Each club has a maximum of three (3) absences per semester.
 5. The ICC Leadership may place clubs through a resolution process (Reference Section F – ICC Guidelines & Resolutions).
 6. Probation may result from a club's failure to meet the attendance policy and/or failure to follow club rules and regulations.
2. Parliamentary Authority: All business shall be conducted according to Parliamentary Procedure as outlined in Robert's Rules of Order, Newly Revised Edition and according to the procedures established by this Constitution. The regulations of the Brown Act shall apply to the ICC.
3. Quorum: All Brown Act meetings must include a quorum of the members accompanied by an advisor to qualify as an official meeting. Quorum shall be defined as fifty percent (50%) plus one (1) of the ICC membership (ex. fifty (50%) plus one (1) of five (5) members is three and a half (3.5) or rounded down to three (3) members minimum).
4. Rules: All other rules and policies shall be contained in the Bylaws of Article III of the ASG Bylaws.

Section J. Finances

1. The ICC will use the following funding principles and considerations:
 - a. Expenditures of funds must conform with constitutional requirements, including the decision of the United States Supreme Court in Board of Regents v. Southworth, 529 U.S. 217, 120 S. Ct. 1346 (2000), existing California Statutes, Attorney General's opinions, MCCCD Board policies, administrative regulations, policies and procedures.
 - b. How the request enhances cultural, educational, social and recreational opportunities for MCC students.
 - c. The demonstrated need and/or benefits of the programs or services being planned.
 - d. The number of students being served.
 - e. The thoroughness of the request.
 - f. When making decisions the ICC will take into consideration the amount of money available.
 - g. If the requester is a club, the attendance of the club at the ICC full council meetings.
2. The ICC shall receive up to twenty percent (20%) of the ASG annual revenue and from other sources of income.
3. The ICC shall manage its financial affairs through a budget which shall be proposed by the ICC Leadership Council and approved by majority vote during a regularly scheduled meeting no later than second ICC Full Council meeting in April.
4. All new clubs, after being officially recognized by the ICC Full Council, will receive one-hundred (\$100.00) seed money to be deposited in their club accounts provided the recognized clubs are present and occupy a seat at the next ICC Full Council meeting after the clubs' recognition within the same semester.
5. Club Allocation Process:

- a. The total club allocation amount in the annual ICC operational budget shall be determined with the approval of the ICC.
 - i. The total amount determined within the budget for annual allocations shall be divided into two (2) parts; half will be equally distributed and disbursed to all eligible clubs fall semester, and the other half, spring semester.
 - b. Final allocation to each club will be determined by the number of recognized clubs in good standing with the ASG and ICC as stated in Bylaw III.
 - c. Funds will be transferred to each club account after the allocation is approved at the regular ICC Full Council meeting and clubs are approved by the ICC & ASG per the Club Recognition process.
6. All eligible clubs will receive an annual allocation, which will be disbursed in the following manner:
- a. Continuing clubs in good standing will be eligible for a fall allocation contingent upon submitting all necessary documents required for official recognition status by the ICC & Student Life and Leadership and subsequent attendance at ICC meetings. A spring allocation will be distributed to clubs determined to be in good standing after the deadline of the spring semester.
 - b. Continuing clubs are recognized after the allocation deadline but during fall semester will receive spring allocation only. All clubs recognized during spring semester will not be eligible to receive allocations until the next academic year.
 - c. New clubs are not eligible for an ICC club allocation during their first active semester in the ICC.
 - i. New clubs in good standing will be eligible for an ICC club allocation beginning with their second (2nd) semester of membership in the ICC provided they have complied with the attendance requirements as set forth in Bylaw III.H.1.e.
7. Any additional requests for funds by recognized clubs must be presented in the form of a funding request to the Leadership Council for review prior to approval by the ICC Full Council.
- a. The funding request must be formatted using the ICC funding request form and must include:
 - i. A title.
 - ii. A list of all items included in the expenditure.
 - iii. An itemized quote/invoice for the expenditure/expenses.
 - iv. An explanation as to why the expenditure is necessary.
 - v. Indication if a spending bill of the same or similar nature will be presented for consideration to the Associated Student Government.
 - vi. A list of other sources of income the requestor(s) will receive and use toward the expenditure.
 - vii. The name of the person who is authorized to execute the expenditure.
 - viii. The account(s) in the budget that will be utilized to pay for the expenditure.
 - b. Requesters may submit up to fifteen (15%) of the ICC Funding Request budget per academic year.
 - c. After the spending bill has been reviewed by the ICC Leadership, it may be placed on a Full Council agenda for consideration and approval.
8. All requests for funding must be presented in the form of a spending bill and are required to be presented in person to the Leadership Council for review prior to approval by the ICC. All spending bills must comply with the requirements specified in Bylaw III, Section J, 7a.
- a. If a Club representative is not present at the Leadership Council, their funding request will be tabled until a representative presents their request.
 - b. Upon review by Leadership the ICC Full Council may discuss and approve funding requests from departments, organizations, and community programs.
9. Inactive Clubs:
- a. Clubs in good standing that are seasonal or desire to become inactive may take a one (1) semester hiatus and still be eligible for a club allocation upon their return to active ICC status within the next academic (fiscal) year if the Club Petition for Recognition is submitted by the 5th week.
 - b. Clubs that are inactive for at least one (1) full academic (fiscal) year will receive one-hundred dollars (\$100) from the Club Seed Money account upon their active return to the ICC.
 - c. Funds held in accounts of clubs that have been defunct for four consecutive semesters (not including the summer semester) will revert to the ICC Account.
10. The ICC shall commit three to seven percent (3%-7%) of their yearly allocation from the ASG to the ICC Reserves Account and shall maintain an amount equal to ten (10%) of the previous fiscal year's operating budget in the ICC Reserves Account.
- a. The ICC Reserves can be accessed to fund important or emergency needs which are in the best interests of students as determined by the ICC.
 - b. Funds from the ICC Reserves may only be used for one-time expenditures.
 - c. Any spending drawn from the ICC Reserves Account must be approved by a two-thirds (2/3) majority vote of the ICC Full Council.
11. All club funds will be housed and managed in accordance with Article III of the ASG Bylaws and MCCCCD policies and procedures.

BYLAW IV: Senate Finance Bylaws

Section A. Funding Principles and Considerations

1. Expenditures of funds must conform with constitutional requirements, including the decision of the United States Supreme Court in *Board of Regents v. Southworth*, 529 U.S. 217, 120 S. Ct. 1346 (2000), existing California Statutes, Attorney General's opinions, MCCC Board policies, administrative regulations, policies and procedures.
2. How the request enhances cultural, educational, social and recreational opportunities for MCC students.
3. The demonstrated need and/or benefits of the programs or services being planned.
4. The number of students being served.
5. The thoroughness of the application.
6. When making decisions the Senate will take into consideration the amount of money available.

Section B. Expenditure Approval

1. All expenditures incurred with student funds (Fund 71) must be provided in a written report to the Senate by the Director of Finance at least once (1) per month.
2. Any departmental, club or community funding request must be submitted in the form of an ASG funding request by the requestor and shall be subject to approval by a majority vote of the Senate.
 - a. For departmental, club or community requests, the requestor must provide the funding request to the Finance Committee at least two weeks before the scheduled meeting in which it is to be put before the Senate.
 - b. The funding request must include:
 - i. A title.
 - ii. A list of all items included in the expenditure.
 - iii. An explanation as to why the expenditure is necessary.
 - iv. Indication if a funding request of the same or similar nature will be presented for consideration to the Inter Club Council.
 - v. The name of the person who is authorized to execute the expenditure.
 - vi. The account(s) in the budget that will be utilized to pay for the expenditure.
3. After reviewing the funding request, the Finance Committee will forward the funding request with their recommendation to the Senate for consideration and approval.
4. Requesters have the opportunity to present their funding request at the meeting in which the request will be put before the Senate.
5. In the event of urgent spending needs, special or emergency meetings may be called in accordance with the Brown Act.

Section C. Signatory Duties (Ed Code Section 76063)

1. All ASG funds shall be expended subject to the approval of each of the following before any of the funds may be expended:
 - a. The certificated employee who is the designated advisor of the ASG.
 - b. A representative of the ASG.
 - c. The Director of Finance or designee shall have the sole signatory authority as representative of the ASG for all expenses.
2. During regular breaks between semesters (summer and winter breaks), the Director of Finance must be available in-person or via email to approve expenditures.
3. In the absence of the Director of Finance, only the President shall assume the signatory authority for all expenses.

Section D. Public Relations and Engagement Budget

1. Annual Allocation
 - a. The Associated Student Government (ASG) shall allocate no less than four thousand dollars (\$4,000.00) per academic year toward a Public Relations and Engagement Budget.
2. Purpose of Funds
 - a. These funds shall be designated for the promotion of ASG initiatives, Student Life & Leadership events, and any other programming or campaigns that foster student engagement, awareness, and participation in campus life.
3. Use and Oversight
 - a. Expenditures from this budget shall be overseen by the ASG Director of Public Relations. All disbursements shall comply with MiraCosta College and ASG financial procedures.
4. Budget Expenditure Approval
 - a. All expenditures of ASG funds, regardless of the source of purpose, shall require prior approval by a majority vote of the ASG Senate at a duly noticed meeting. No funds shall be disbursed without Senate authorization.

5. Adjustments and Review
 - a. This allocation shall be subject to annual review during the ASG budget planning process. Adjustments to the funding level shall not reduce the allocation below the stated minimum without a two-thirds (2/3) majority vote of the seated ASG voting membership.

Section E. Budgets

1. Types of accounts
 - a. ASG Accounts (Fund 71): All income and expenditures designated in the annual budget.
 - b. General Reserves Account (Fund 71):
 - i. General Reserves: The ASG shall maintain an amount equal to 8% of its previous fiscal year operating budget in the general reserves account.
 - ii. General Reserves can be accessed for emergency purposes only. Any spending drawn from the General Reserves Account must be approved by a two-thirds (2/3) majority vote of the Senate.
 - c. Student Representation Fee (AB 1504) (Fund 72)
 - i. All income and expenditures designated in the annual budget related to advocacy.
 - d. The Finance Committee will assist the Director of Finance in developing and recommending to the Student Senate a data-driven budget for the next fiscal year.
 - e. The committee shall approve and release to the MiraCosta College community a form for funding requests.
 - i. The form will be available for at least three weeks.
 - f. The committee shall schedule a standing agenda item for funding requests and will invite requesters to attend and explain their requests.
 - g. After reviewing and deliberating over the requests submitted, the committee will analyze data from the past fiscal years and use the approved requests and past data to develop an operating budget for the next fiscal year.
 - h. The committee will deliver and present the proposed budget to the Senate two Senate meetings prior to voting to approve the draft.
 - i. The Senate shall vote to approve the ASG Budget for the next fiscal year no later than May 1st.
 - j. The budget approved by the Student Senate will be the operating budget for the next fiscal year.
 - i. The Student Senate shall conduct one (1) mid-year revision of the ASG Budget.
 - k. The Finance Committee shall propose recommendations for the Senate's mid-year revision no later than the 2nd meeting of the spring semester.
 - i. Programs and services included in the approved budget will be notified in writing of their approved allocation. Granted programs and services must confirm in writing their acceptance of their allocation by no later than fall census or the funds will be made available for redistribution.
 - ii. Funds allocated to programs and services that are not used by the date specified on the funding form will be returned to the funding request line of the ASG Operating Budget.

Section F. Receipts

1. Internal Expenditures
 - a. Original receipts of expenditures and/or purchase requisitions shall be returned to the appropriate ASG Advisor or designee no later than (5) working days after the event or travel.

BYLAW V: Operational

Section A. Engagement Hours

1. Engagement hours are defined as participating in an ASG event, meeting, shared governance meeting or other activities where members are actively engaging with the student body and/or the greater community.
2. Executives, senators and student-at-large shall keep a record of their Engagement Hours and/or Service Hours and report their hours in accordance with the reporting expectations of the Executive Vice President and ASG Advisor(s). Hours should be submitted within two (2) weeks of the event.
3. Engagement hours shall be logged in thirty (30) minute increments.

Section B. Computer Usage

1. The ASG shall have computers in the Office of Student Life & Leadership on both the Oceanside Campus and the San Elijo Campus.
2. The computers in both offices shall be reserved for Senate business and club business.
3. The priority for usage of any computer in the ASG offices shall be as follows:
 - a. Executive Officers
 - b. Senators
 - c. Student Life & Leadership staff
 - d. Others that are admitted at the discretion of the Director of Student Life & Leadership (Oceanside) or Director of Student Services (San Elijo) or designee.
4. Computers at both the Oceanside Campus and the San Elijo Campus shall be used during normal business hours of the Office of Student Life & Leadership only.

Section C. Student Senate Incentives

1. The President shall receive the following incentives for completing a term of office while meeting all requirements and responsibilities as stated in the Articles and Bylaws of the ASG Constitution:

- a. Staff parking permit for each semester in office. If an ASG member is appointed after the semester has begun and has already purchased a parking permit, they will not be eligible for reimbursement.
 - b. Receive the same amount of pay from the ASG Budget as the Student Trustee receives from the MCCC Budget.
2. All executive officers shall receive the following incentives for completing a term of office while meeting all requirements and responsibilities as stated in the Articles and Bylaws of the ASG Constitution:
 - a. Staff parking permit for each semester in office. If an ASG member is appointed after the semester has begun and has already purchased a parking permit, they will not be eligible for reimbursement.
 - b. With the exception of the President and the Student Trustee, up to one (1) one-thousand-dollar (\$1000) scholarship. If an executive officer has not been in office for a full term, the scholarship shall be prorated to the member's term of office based on a twelve (12) month calendar year. A full term is defined as taking the Oath of Office prior to the start of the academic year. If an elected executive officer has not been in office for a full term, the scholarship shall be prorated to the member's term of office based on a twelve (12) month calendar year. If an appointed executive officer has not served a full term, the scholarship amount will be prorated based on the length of their term, calculated by semester (from the first day of classes to the last day of finals).
 3. All Senators shall receive the following incentives for completing a term of office while meeting all requirements and responsibilities as stated in the Articles and Bylaws of the ASG Constitution:
 - a. Staff parking permit for each semester in office. If an ASG member is appointed after the semester has begun and has already purchased a parking permit, they will not be eligible for reimbursement.
 - b. Up to one (1) two-hundred and fifty-dollar (\$250) scholarship. If an appointed senator has not served a full term, the scholarship amount will be prorated based on the length of their term, calculated by semester (from the first day of classes to the last day of finals).
 4. The Executive Council may also maintain a Senator of the Month Award during the fall and spring semesters. The Executive Council shall collectively choose up to two (2) senators per month for the Senator of the Month Award.
 - a. The Executive Vice President will be responsible for facilitating a fair and equitable process.
 - b. The Senator of the Month Award shall be based on, but not limited to, attendance, completion of responsibilities and demonstrated leadership. The Executive Council retains the right not to give the award.
 - c. The Senator(s) of the Month shall receive the following:
 - i. A Certificate of Recognition signed by the President, the senator's standing committee chair, and the Advisor(s).
 - ii. Shall be submitted to TWISS (This Week in Student Success) and ASG's social media account.
 5. The Executive Council may also maintain a Student-at-Large of the Month Award during the fall and spring semesters. The Executive Council may collectively choose up to two (2) Students at Large per month for the Student-at-Large of the Month Award.
 - a. The Executive Vice President will be responsible for facilitating a fair and equitable process.
 - b. The Student-at-Large of the Month Award shall be based on, but not limited to, attendance, completion of responsibilities and demonstrated leadership. The Executive Council retains the right not to give the award.
 - c. The Student(s)-at-Large of the Month shall receive the following:
 - i. A Certificate of Recognition signed by the President, the Student at Large's standing committee chair, and the Advisor(s).
 - ii. Shall be submitted to TWISS (This Week in Student Success) and ASG's social media account.

BYLAW VI: Elections

Section A. General Statements for the ASG MCC Elections

1. Candidates may run for only one position on the ballot for one election period. This includes ICC Chair even though it is a separate election process.
2. All successful candidates will assume office no later than June 1 of the current year.
3. Pursuant to MCCC Administrative Procedure 2105, special elections shall be held as needed, upon the vacancy of the Student Trustee position.

Section B. Election Commission

The Student Senate shall establish an Election Commission with the responsibility of carrying out the duties required by the ASG Constitution and Election Bylaws. The Election Commission must be identified, organized, and composed of members as determined by this code.

1. Membership
 - a. The Election Commission shall consist of at least three (3) currently enrolled MiraCosta College students. In addition, one ex-officio member from the ASG Public Relations Committee may be appointed to the Commission by the Student Senate. Composition of the Commission should reflect a broad selection of the student population. Members of the Student Senate are ineligible to serve on the Election Commission, with the exception of the ex-officio appointment. All student members must be in good standing with the college.

Members of the Election Commission shall be referred to as commissioners. The ASG Advisor shall also be the Election Commission Advisor.

- b. Election Commission membership shall be approved by a majority vote of the Student Senate.
- c. The Election Commission shall appoint one member to be the commission chair and one member to be the Vice Chair.
- d. The chair shall conduct meetings of the Election Commission, facilitate communication between the Election Commission and the ASG advisor, and be responsible for other duties as assigned by the Student Senate. The Vice Chair shall fulfill the duties of the chair in their absence.
- e. Commissioners shall plan, coordinate and execute the decisions and duties of the Election Commission.
- f. The ex-officio member from the ASG Public Relations Committee shall plan, coordinate and execute the publicity needs of the Election Commission. Resources of the ASG Public Relations Committee shall be made available to the Election Commission.
- g. The Election Commission should be identified a minimum of two (2) months prior to the first day of voting.
- h. Election Commission members shall submit to the ASG Advisor a contact sheet with name, contact information and sign a statement that the individual shall not engage in any campaign activities for candidates running in the election.

2. General Duties

- a. It is the responsibility of the Election Commission to enforce this code.
- b. The Election Commission or the ASG Advisor shall determine the dates, times and electronic method for students to vote.
- c. The Election Commission or the ASG Advisor shall publicly announce election dates, times, and locations a minimum of two (2) weeks prior to the first day of voting.
- d. The Election Commission or the ASG Advisor shall establish the dates, times and locations of all Candidate Orientation meetings and include this information in the *Candidate Packet*.
 - i. Candidate Orientation dates will be announced at least two (2) weeks prior to the first orientation.
- e. The Election Commission or the ASG Advisor shall prepare and distribute the candidate application and orientation packet entitled, Candidate Packet at least one month prior to the established election dates.
- f. The Election Commission or the ASG Advisor shall post candidate biographies and pictures, if received, prior to the first day of voting.
- g. The Election Commission may host a candidates forum prior to an election.
- h. All Election Commission materials, publicity and information generated for public distribution shall be done equitably at all three (3) campuses of MiraCosta College.
- i. The Election Commission or the ASG Advisor shall arrange for staffing support of the electronic election. Poll staff may not be candidates or members of a campaign staff and will be required to sign an ASG document swearing that this is the case.
- j. The Election Commission shall be responsible for making decisions with regard to election questions and concerns not otherwise addressed by this code.

Section C. Candidate Eligibility

To become an eligible candidate for office, applicants must meet the minimum requirements to hold office as stated in the ASG Constitution and the California Education Code.

1. Application Process
 - a. Applicants must complete and submit a candidate application.
 - b. The ASG Advisor shall process all applications then forward them to the Election Commission for review.

Section D. Applicant Due Process

Applicants who do not meet all the minimum requirements to hold office as stated in the ASG Constitution and the California Education Code are ineligible to run for office, and may appeal in the following manner:

1. Applicants shall have two (2) business days after receipt of official notification of ineligibility to appeal the decision.
2. Applicants may file an appeal with the Dean of Student Affairs.

Section E. Candidate Orientation

The Election Commission will give each candidate an orientation on the details of running for elected office and will do so according to the following guidelines:

1. All candidates will be required to attend at least one Candidate Orientation meeting prior to campaigning (Flint v. Price, et al., No. 05-35441, U.S. Court of Appeals for the Ninth Circuit, 2007).
 - a. Candidate Orientation may be held in person at each campus of MiraCosta College or remotely.
2. These meetings will be conducted by the ASG Advisor who will review the information in the Candidate Packet and other information specific to the current election.
3. All candidates must sign and return the Election Bylaws Acknowledgment Statement to the ASG Advisor before campaigning may commence.
4. Should any otherwise qualified candidate fail to attend a Candidate Orientation meeting, he, she or they are still required to receive an orientation from the ASG Advisor before engaging in any kind of publicity or campaigning.

5. All candidates are responsible for knowing and adhering to the provisions of the ASG Constitution, the ASG Election Bylaws, Standards of Student Conduct (MCCCD BP 5500 and AP 5500), Student Discipline Procedures (MCCCD AP 5520), Students Rights and Grievances (MCCCD AP 5530).
6. Lack of knowledge as to the content of these documents is not a defense against Election Commission enforcement of the ASG Elections Bylaws.

Section F. Campaigning

The ASG election process is considered to be a limited public forum; therefore, candidates shall comply with campaigning guidelines outlined in this code (Flint v. Price, et al., No. 05-35441, U.S. Court of Appeals for the Ninth Circuit, 2007).

1. Campaigning must be free of elements that interfere with the education process, endanger persons, or damage property on campus; campaigning must comply with the Standards of Student Conduct (MCCCD BP 5500 and AP 5500). Campaigning involving tabling, gatherings, meetings, rallies, and/or special stunts shall require prior approval from the ASG Advisor. Candidates shall submit an Activity Request for such an activity seven (7) days prior to the event.
 - a. Misuse of district property or equipment may result in sanctions by the Elections Commission, including but not limited to disqualification of candidacy.
2. The use of supplies and electronic equipment purchased or paid for by the ASG is strictly prohibited with the exception of the following:
 - a. Each candidate may email one (1) graphic/ image/ design for a poster that they want to be printed and laminated by Student Life & Leadership. Student Life & Leadership will not alter the design in any way. They will only print up to three (3) posters per eligible candidate. The posters are 36" x 24" and can be printed horizontally or vertically.
 - b. Each candidate may email one (1) graphic/ image/ design for a flier that they want to be printed by Student Life & Leadership. Student Life & Leadership will not alter the design in any way. They will only print up to thirty (30) 8"x11" flyers per eligible candidate.
3. Limited use of MCCCD property and equipment is permissible including tables, chairs, sound equipment and space.
 - a. Candidates must submit an Activity Request within seven (7) business days of the event.
4. The use of the ASG and MCCCD logos is strictly prohibited.
5. All election materials for posting and distribution must conform to the Standards of Student Conduct (MCCCD BP 5500 and AP 5500) and meet the following standards:
 - a. Be neat in appearance,
 - b. Be removed if they become weatherworn,
 - c. Be maintained by candidates.
6. Candidates are responsible for the removal and disposal of all election materials after the election and may be billed for related cleanup costs if incurred by the District.
7. If photos include and/or feature people other than the candidate, the candidate should have permission of the individual(s) to use their image.
8. To ensure an equal and fair campaign between all candidates, the use of personal or outside funds during the campaigning process is prohibited. This includes, but is not limited to, bringing food to tabling events, printing fliers beyond those provided by ASG, and giving out personal swag items.

Section G. Ballot

The ASG Advisor shall prepare ballots with candidates' names appearing in alphabetical order by last name and shall exclude the use of titles including "Incumbent."

Section H. Voting

Voting in the general election shall be conducted in the following manner:

1. Every currently enrolled MiraCosta College student is entitled to one ballot and one vote.
2. No student, or non-student, can vote in place of a currently enrolled student.
3. Proxy voting is prohibited.
4. The ASG Advisor shall order an alpha list of all currently enrolled MiraCosta College students prior to the first day of voting. The alpha list shall be titled "Voters Register".
5. Voting shall be conducted by electronic ballot. This may be changed to hard-copy ballots by a majority vote of the Election Commission.
6. If the election is conducted using electronic ballots, the Election Commission shall prepare voting material and obtain voting booths according to the following procedure:
 - a. Students shall input electronically or manually provide identification information using Surf Registration credentials.

- b. Voters shall mark their ballots according to directions and submit their vote by clicking the "Cast My Vote" button.
7. If the election is conducted using hard-copy ballots, the Election Commission shall be responsible for obtaining voting booths. Voting shall be administered according to the following procedure:
 - a. Voter shall produce one of the following forms of valid picture identification in order to authenticate their identity:
 - i. Current MiraCosta College Student ID;
 - ii. Valid driver's license containing a photograph;
 - iii. Temporary California driver's license containing a photograph;
 - iv. Valid state issued identification card containing a photograph;
 - v. Valid United States Military I.D. card (active duty or dependent);
 - vi. Valid driver's license issued by a Canadian government authority;
 - vii. Valid driver's license issued by the District of Columbia, American Samoa, Guam, Puerto Rico or Virgin Islands
 - viii. Valid U.S. passport; a valid foreign passport;
 - ix. Valid alien registration card (Green Card);
 - x. California Department of Corrections Privilege card [CDC 130-A(7-88)];
 - xi. Matricula Consular.
 - b. The above-mentioned forms of identification are based on the standard used for the issuance of student identification cards at MiraCosta College.
 - c. Voters shall sign the Voter's Register to attest to their identity and obtain a ballot.
 - d. Voters shall mark ballots according to directions and deposit ballots into the designated ballot box.
8. The following statement must be endorsed prior to casting a ballot: "I attest that I am a currently enrolled MiraCosta College student, that this vote is cast of my own free will and is not a proxy vote, that I am voting only once and not for another student, and I understand that willful abuse of the election process may result in disciplinary action by an appropriate college authority as per the Standards of Student Conduct (MCCCD BP 5500 and AP 5500)."

Section I. Tabulation

The Election Commission shall tabulate the election ballots according to this code.

1. Tabulation Procedure
 - a. Electronic: The Elections Commission will tabulate the votes online via a third-party provider.
 - b. Paper Ballots
 - i. All properly marked ballots shall be tabulated.
 - ii. The ASG Advisor and the Election Commission chair shall supervise the tabulation process.
 - iii. Two (2) or more members of the Election Commission shall tabulate all valid ballots.
 - iv. Tabulation shall be conducted in public. For security purposes, the ASG Advisor may limit access to the tabulation area.
 - v. Tabulation shall be officially endorsed by all of the following: the ASG Advisor, the Election Commission chair, and all others tabulating ballots.
2. The candidate receiving the majority votes cast (plurality) for each office will be the winner.
3. Ties and Run-offs: In case of a tie, a run-off election may be held within one (1) week of the official tabulation. Run-off elections shall be subject to the same regulations, when reasonable, that govern general elections.
4. Public Notice: Public notice of election results shall be publicized electronically on the ASG website and other platforms within four (4) business days of the last day of voting.
5. Recount: Candidates shall have two (2) business days, after official notice of results, to request a recount. The signature of the candidate and thirty (30) currently enrolled students shall be necessary to engage a recount process of all valid ballots.
6. Securing of Ballots: The Election Commission advisor shall maintain valid online and/or hard copy ballots in a locked container for a minimum of seven (7) business days after certification of the election.

Section J. Certification

The Election Commission shall certify the election, after all ballots are tabulated, all recount requests have been addressed and all pending candidate complaints have been afforded due process. Certification shall be achieved by a two-thirds (2/3) vote of the Election Commission.

Section K. Candidate Due Process

Candidates who feel that they have been the victim of severe and/or repeated violations of any part of the ASG Election Bylaws will have their complaint reviewed by the Election Commission and the ASG Advisor in a timely manner. Once elections have started, complaints will be reviewed within one (1) business day.

1. Process for Addressing Complaints
 - a. All complaints must be filed in writing and must be signed by the candidate. The burden of proof is on the complainant.
 - b. Complaints must be submitted no later than 9:00 am the day after polls close, regardless of the need for any runoff election.
 - c. Accused individuals must be notified of a complaint prior to any ruling; they have the right to appear before the Election Commission to defend themselves prior to a decision. Notification will be provided by email using the

email address indicated on the candidate's application. Included in this notification will be the date, time and location of the Election Commission meeting.

- d. If either party disagrees with the decision of the Election Commission, they may appeal the decision to the Dean Student Affairs in writing no later than one (1) business day after receipt of the Elections Commission decision.
 - i. The Dean of Student Affairs shall have two (2) business days to rule in writing on the appeal and notify the complainant of their decision on the matter.
2. Bylaws with a Challenged Candidate:
 - a. If a candidate is disqualified and the appeal process is exhausted prior to the start of the voting, the disqualified candidate's name will not be placed on the ballot. Any allegations of additional violations of the ASG Election Bylaws shall be treated as set forth herein.
 - b. If the challenged candidate has not exhausted the appeal process prior to the start of the voting, the challenged candidate's name will appear on the ballot and voting will proceed as set forth on the Elections Calendar.
 - c. If a candidate is challenged, or if a challenged candidate's appeal is completed after the voting, resulting in both a final decision against the challenged candidate, and the disqualification of the challenged candidate, all votes cast for the disqualified candidate will be voided. If the disqualified candidate would have won the election, the candidate with the next highest vote total shall be declared the winner.
 - d. If all candidates for an ASG position are successfully challenged for violations of the ASG Elections Bylaws, a new election will be held.

Section L. Other allegations of violations

1. If a violation is alleged that does not involve inappropriate activity by a specific candidate, but rather alleges a violation by other students or parties attempting to disrupt the election, the allegation must be made in writing, signed by the complainant and delivered to the Election Commission, as set forth in Section K.1.
 - a. The complaint will be reviewed in a manner consistent with this section of the Bylaws.
 - b. If the complaint is found to be valid, the final body involved in the appeal of the matter in an ASG position election, may:
 - i. Determine that the violation was minor and the election stands; or
 - ii. Determine that the violation was significant and invalidate all results of any position in the election affected thereby, resulting in a new election being scheduled pursuant to the rules set forth herein.
 - c. The final body involved in the appeal of the matter in an ASG position election may recommend that any party involved in the violation, whether ruled minor or significant, be disciplined pursuant to MCCC Board Policy and Administrative Procedure 5500 – Standards of Student Conduct and all appropriate Disciplinary Action portions of the ASG MCC Constitution and Bylaws.
2. If a violation is alleged that does not involve inappropriate activity by a specific candidate, but rather alleges a violation of procedure by the Election Commission, the allegation must be made in writing, signed by the complainant and delivered to the Dean of Student Affairs no later than 9:00 am the day after polls close, regardless of the need for any runoff election.
 - a. The complaint will be reviewed in a manner consistent with this section of the Bylaws.
 - b. If the complaint is found to be valid, the Dean of Student Affairs may:
 - i. Determine that the violation was minor and the election stands; or
 - ii. Determine that the violation was significant and invalidate all results of any position in the election affected thereby, resulting in a new election being scheduled pursuant to the rules set forth herein.
 - c. The final body involved in the appeal of the matter in an ASG position election may recommend that any party involved in the violation, whether ruled minor or significant, be disciplined pursuant to MCCC Board Policy and Administrative Procedure 5500 – Standards of Student Conduct and all appropriate Disciplinary Action portions of the ASG MCC Constitution, Bylaws and Elections Bylaws.

Section M. Enforcement of Elections Bylaws

The Election Commission and the ASG Advisor may impose anyone, or a combination of, the following penalties to individuals or groups found guilty of violations:

1. Suspension of campaigning for a duration to be determined by the Election Commission and ASG Advisor.
2. Disqualification as a candidate for an elected ASG position.
3. Recommendation to the Vice President of Student Services for disciplinary action as per MCCC Board Policy and Administrative Procedure 5500 – Standards of Student Conduct.

Section N. Amendment of the Elections Bylaws

To amend the ASG Election Bylaws, a two-thirds (2/3) vote of the Student Senate is required. These Bylaws were amended on March 4, 2005; March 12, 2008; February 4, 2011; April 15, 2011; April 6, 2012; March 1, 2013; April 12, 2013, April 19, 2013; May 9, 2014; May 2, 2017; April 30, 2020; April 23, 2021; April 28, 2023; April 11, 2025; December 12, 2025, April 24, 2026