

## Bylaws

Associated Students of Evergreen Valley College



### Article I: Purpose and Authority

The Purpose of these bylaws shall be to execute the provisions of the ASEVC Constitution, and establish the regulations and operating procedures necessary for the proper operation of the Associated Student of Evergreen Valley College, as provided in Article XII of the ASEVC Constitution. When appropriate, these bylaws may set forth delegations of authority to ASEVC officers, ASEVC Standing Boards, ASEVC Committees, and other subsidiaries of the ASEVC as deemed necessary to carry out the ASEVC Constitution and these ASEVC Bylaws.

### Article II: Eligibility Requirements

#### ~Section I: Statement of Intent

It is the intent of the Associated Student Government that students serving in an elected or appointed capacity meet reasonable standards for academic progress and extracurricular involvement in student leadership activities.

Furthermore, it is the intent of the Associated Student Government that whenever a conflict arises between a student's academic progress and their extra-curricular involvement in the ASEVC, that academic progress takes precedence.

#### ~Section II: Minimum Qualifications:

1. All persons seeking an elected or appointed position within the ASEVC shall meet the following requirements to assume and maintain office.
  - a) Maintain at least a 2.0 grade point average.
  - b) Be continuously enrolled in five (5) units at the time of election or appointment and maintain enrollment through the duration of the term of office.
2. In addition to the above qualifications, an ASEVC Officer shall be deemed ineligible to hold office if any of the following provisions apply:
  - a) They serve concurrently as an executive officer of a chartered club at Evergreen Valley College.
  - b) They are placed on academic probation and/or disciplinary probation during their term.
  - c) They have been convicted of a felony.

~Section III: Eligibility Check

1. The ASEVC Advisor shall have the responsibility for the verification of the eligibility of elected and appointed officers of the ASEVC in accordance with the minimum qualifications set forth in Section II of this Article.
2. Eligibility check shall be completed within thirty days of assuming office, or at any such time as may be necessary throughout the semester upon notification that an eligibility issue may exist.

Article III: ASEVC Officers

~Section I: Definition of ASEVC Officers

The ASEVC President, ASEVC Internal Vice President, ASEVC External Vice President, ASEVC Secretary, ASEVC Vice President of Finance, ASEVC Public Relations Director, ASEVC Activities Director, ASEVC Historian and All nine ASEVC Representatives At-Large constitute the officers of the ASEVC.

>Subsection A: Duties, Powers and Responsibilities

1. Represent and promote the general welfare of all students of Evergreen Valley College to whomever appropriate.
2. Perform all duties and responsibilities as prescribed in the ASEVC Constitution and ASEVC bylaws and all other functions as may be delegated by a majority vote of the ASEVC.
3. Interpret and Review the ASEVC Constitution and Bylaws, Policies and Procedures as the need arises.
4. Introduce, enact and/or support all legislation deemed necessary and proper to secure the welfare of students of Evergreen Valley College.
5. Hold meetings as specified in the ASEVC constitution and ensure that the documents of those meetings are posted for public viewing as required by the Brown Act.
6. Maintain properties and equipment of ASEVC in clean and functional order.
7. Approve by two-thirds (2/3) majority vote the allocation of the ASEVC annual budget for the following financial year.
8. Work with the ASEVC Advisor to make decisions in accordance with all policies and procedures applicable to that decision.
9. Serve as volunteers for the Event Advisory Committee
10. Shall disseminate all crucial information to AS clubs and be charged with facilitating all club trainings in conjunction with EVC Student Life Specialist
11. Serve on at least one (1) Shared-Governance committee and hiring committees **per academic semester as stated in the ASEVC Participatory Governance Code (4000 Series).**

12. Attend at least one San Jose/Evergreen Valley College District, hereinafter referred to as the SJECCD Board Meeting per semester.

>Subsection B: The Oath of Office

1. The oath of office shall be administered to all officers prior to them taking office.
2. The oath of office shall be administered to the ASEVC President by the Student Trustees.
3. The oath of office shall state: "I, [state your name], do solemnly swear to uphold and defend the Constitution of the United States of America, the Constitution of the State of California, District Policy of the San Jose/Evergreen Valley Community College district, and the Constitution and Bylaws of the Associated Students of Evergreen Valley College".

~Section II: ASEVC President

>Subsection A: Duties and Powers

1. Shall act as Chief Executive Officer of ASEVC.
2. Shall serve as the primary official representative of the ASEVC.
3. Shall serve as the official representative of the ASG.
4. Shall serve as an ASEVC representative on the College Council.
5. Shall serve as the ASEVC representative to the Board of Trustees, and shall attend all meetings
6. Shall meet regularly with ASEVC Advisor and President of Evergreen Valley College to discuss the issues and concerns of the ASEVC.
7. Shall act as the ASG Office/Club room facilitator in consultation with the ASEVC Advisor
8. Shall preside as Chairperson at all ASEVC meetings.
9. Shall have the power to call ASEVC into special and/or emergency meetings.
10. Shall call for veto action from Executive Council on any motion passed by the ASEVC that the President feels that is not appropriate.
11. Shall meet with the Presidential Cabinet and ASEVC Archive Commission in regards to the duties outlined in Article IV, Section III of these Bylaws
12. Shall instruct the respective Internal Vice President on the duties of the office to be performed in their absence.
13. Shall appoint officers not filled by the general election, will be subjected to a 2/3 majority vote from ASEVC Board.
14. Shall delegate work-related duties, ASG initiatives/goals, and special projects to the officers of ASEVC, as appropriate, in accordance with the mission and purpose of the ASEVC.
15. Shall work collaboratively with Secretary to maintain and update ASEVC current website.
16. Shall maintain a minimum of three (3) office or field hours per academic week.
17. Shall maintain a minimum of three (3) hours for appointments per academic week.
18. Shall be an authorized signer for the expenditures of the ASEVC.
19. Shall perform all duties as prescribed in the Constitution, Bylaws and all other functions as may be delegated by the ASEVC.

### ~Section III: Internal Vice President

#### >Subsection A: Duties and Powers

1. Shall act as an Executive Officer of ASEVC
2. Shall serve as the secondary official representative of ASEVC.
3. Shall serve as an ASEVC representative on the College Council.
4. Shall assume the position of the ASEVC President upon their removal or resignation from office.
5. Shall have the authority to exercise all the duties and powers of the President in the event that the president is unable to fulfill their responsibilities. During such time, the Internal Vice President shall be subject to the same standards of accountability as assigned to the president.
6. Shall serve as the Chairperson of all ASEVC meetings when the President is unable to preside.
7. Shall serve as the Chairperson of the Finance Board when the Vice President of Finance is unable to preside.
8. Shall serve as the Chairperson of the Governing-Documents Board
9. Shall serve as the Chairperson of the Elections Board Committee.
10. Shall appoint an ASEVC officer to serve as the Chairperson of Election Board Committee in the event that they do not meet the requirements stated in the Election code.
11. Shall suggest recommendations of Committees to be formed by ASEVC.
12. Shall meet regularly with the ASEVC President and the ASEVC Advisor.
13. Shall advise the ASEVC President in assigning work-related duties and special projects to the elected/appointed members of the ASEVC, as they deem appropriate.
14. Shall develop a monthly legislative agenda delineating internal legislation on the EVC campus that affects the students of Evergreen Valley College.
15. Shall be charged as the official holder of ASEVC Governing Documents
16. Shall work with the External Vice President on issues relating to the Monthly Legislative Agenda.
17. Shall work collaboratively with Secretary to maintain and update ASEVC current website.
18. Shall have the power to vote on all ASEVC matters.
19. Shall maintain a minimum of three (3) office or field hours per academic week.
20. Shall maintain a minimum of three (3) hours for appointments per week.
21. Shall be an authorized signer for the expenditures of ASEVC.
22. Shall perform all duties as prescribed by the Constitution, Bylaws and all other functions as may be delegated by the ASEVC.

~Section IV: ASEVC Vice President of External Affairs

>Subsection A: Duties and Powers

1. Shall act as an Executive Officer of ASEVC.
2. Shall serve on the College Council unless excused from this particular committee by the ASEVC President.
3. Serve as the official ASEVC Representative to all local, state and national legislative organizations unless the ASEVC President exercises their right to serve as the primary representative.
4. Serve as ASEVC representative to the respective Student Senate of California Community Colleges (SSCCC) Region Board.
5. May serve as office of the respective Student Senate of California Community Colleges (SSCCC) Region Board or State Board.
6. Shall act as a parliamentarian for ASEVC.
7. Shall assume the position of the ASEVC Internal Vice President upon their removal or resignation from office.
8. Shall report on all local, state and national legislative matters to ASEVC.
9. Shall be responsible for the dissemination of pertinent legislative information to the ASEVC.
10. Develop a monthly legislative agenda delineating external legislation district wide, regionally, and statewide that affects the students of Evergreen Valley College.
11. Shall have the power to vote on all ASEVC matters.
12. Shall maintain a minimum of three (3) office or field hours per academic week.
13. Shall maintain a minimum of three (3) hours for appointments per academic week
14. Shall be an authorized signer for the expenditures of the ASEVC.
15. Shall perform all duties as prescribed in the Constitution, Bylaws and all other functions as may be delegated by the ASEVC.

~Section V: ASEVC Secretary

>Subsection A: Duties and Powers

1. Shall act as an Executive Officer of ASEVC.
2. Prepare the Agendas and Record the minutes of all ASEVC Meetings.
3. Prepare the Agendas and Record the minutes of all ASEVC Executive Council Meetings.
4. Prepare the Agendas and Record the minutes of all ASEVC Finance Board Meetings.
5. Shall post and distribute ASEVC agendas and minutes according to Brown Act.
6. Work closely with the Student Accounts Clerk on all matters related to ASEVC Agendas and Minutes.
7. Shall carry on official correspondence for ASEVC.
8. Shall have primary responsibility for recommending and implementing plans and programs that promote communication between ASEVC officers.
9. Shall establish and maintain a new ASEVC website for one academic school year via any online platform that they see fit or maintain and update the current ASEVC website if inherited from the previous ASG administration.

10. Shall oversee the research and implementation of new/innovative technologies for ASEVC
11. Shall serve as a member of the ASEVC Archive Commission
12. Shall have secondary responsibility of keeping account of ASEVC equipment
13. Shall have the power to vote on all ASEVC matters.
14. Shall maintain a minimum of three (3) office or field hours per academic week.
15. Shall maintain a minimum of three (3) hours for appointments per academic week
16. Shall be an authorized signer for the expenditures of ASEVC.
17. Perform all duties as prescribed in the Constitution, Bylaws and all other functions as may be delegated by ASEVC.

~Section VI: ASEVC Vice President of Finance

>Subsection A: Duties and Powers

1. Shall act as an Executive Officer of ASEVC
2. Shall serve on the College Council unless excused from this particular committee by the ASEVC President.
3. Shall serve on Evergreen Valley College Budget Committee.
4. Manage and oversee all ASEVC Funds both budgets and reserves.
5. Report all outstanding debts to ASEVC.
6. Shall keep an account of all income and expenditure by the ASEVC available for public viewing at all ASEVC Meetings.
7. Shall serve as Chairperson of the ASEVC Finance Board.
8. Shall serve as Chairperson of the ASEVC Budget Committee.
9. Shall ensure that all necessary documents for any funding request are reviewed and attached to any funding request prior to approval of the Finance Board.
10. Shall serve as primary contact person for alerting all groups/individuals of their funding request status.
11. Shall collaborate with Secretary to request and record all minutes of ASEVC and ASEVC Finance Board meetings, along with any other materials deemed necessary to maintaining the good financial standing of the ASEVC to the Student Accounts Clerk.
12. Work closely with the Student Accounts Clerk on all matters related to ASEVC Budget.
13. Shall prepare a detailed budget for the following fiscal year in conjunction with the Finance Board, ASEVC Advisor and the Student Accounts clerk.
14. Shall have the power to vote on all ASEVC matters.
15. Shall maintain a minimum of three (3) office or field hours per academic week.
16. Shall maintain a minimum of three (3) hours for appointments per academic week
17. Shall be an authorized signer for the expenditures of the ASEVC.
18. Shall perform all duties as prescribed by the Constitution, Bylaws and all other functions as may be delegated by the ASEVC.

~Section VII: ASEVC Public Relations Director

>Subsection A: Duties and Powers

1. Shall act as an Executive Officer of ASEVC
2. Shall oversee all aspects of publicity for the ASEVC.
3. Report on all pertinent matters of public relations and public image to ASEVC.
4. Shall create a Monthly AS Newsletter
5. Shall write an AS column for the campus newspaper and/or AS Newsletter.
6. Shall work collaboratively with Secretary to maintain and update ASEVC current website
7. Shall have responsibility of developing and implementing a Recruitment Plan for the ASEVC.
8. Shall serve on the ASEVC Event Advisory Committee.
9. Shall have the power to vote on all ASEVC matters.
10. Shall maintain a minimum of three (3) office or field hours per academic week.
11. Shall maintain a minimum of three (3) hours for appointments per academic week
12. Shall be an authorized signer for the expenditures of the ASEVC.
13. Shall perform all duties as prescribed in the Constitution, Bylaws and all other functions as may be delegated by the ASEVC.

~Section VIII: ASEVC Activities Director

>Subsection A: Duties and Powers

1. Shall act as an Executive Officer of ASEVC
2. Shall be the primary manager of all ASEVC Events unless otherwise specified in an ASEVC meeting for a particular event.
3. Shall collaborate with the Vice President of Finance on issues relating to the AS Events and Activities Budget.
4. Organize and oversee all ASEVC Events and Activities in conjunction with the ASEVC Event Advisory Committee.
5. Shall act as Chairperson of the ASEVC Event Advisory Committee.
6. Shall recruit student volunteers to assist the facilitation of ASEVC events.
7. Shall collaborate with chartered clubs and EVC departments to develop partnered events.
8. Shall work collaboratively with Secretary to maintain and update ASEVC current website.
9. Shall organize and publicize an Annual Game to be played between Faculty/Staff and Students.
10. Shall have primary responsibility of keeping account of ASEVC equipment
11. Shall have sole responsibility of keeping track of chartered clubs' attendance of all ASG Board meetings in regards to the ASEVC club recognition code
12. Shall have the power to vote on all ASEVC matters.
13. Shall maintain a minimum of three (3) office or field hours per academic week.
14. Shall maintain a minimum of three (3) hours for appointments per academic week
15. Shall be an authorized signer for the expenditures of the ASEVC.

16. Shall perform all duties as prescribed in the Constitution, Bylaws and all other functions as may be delegated by the ASEVC.

~Section IX: Historian

>Subsection A: Duties and Powers

1. Shall act as an Executive Officer of ASEVC
2. Shall be responsible for the photographic documentation of every ASG event
3. Shall store all photographs on a computer in the ASG office, or a removable flash drive/external memory that is stored in the ASG office
4. Shall be responsible for liaising with any campus or community publications regarding photographs of ASG events.
5. Shall serve on the ASEVC Event Advisory Committee in order to be fully informed on all events.
6. Shall assist the Public Relations Director in developing a Recruitment Plan for the ASEVC.
7. Shall provide photos for the AS Newsletter.
8. Shall collaborate with Secretary to provide AS photos for the ASEVC website
9. Shall serve as a member of the ASEVC Archive Commission
10. Shall be responsible for documenting all ASG initiatives and accomplishment for the year
11. Shall have tertiary responsibility of keeping account of ASEVC equipment
12. Shall have the power to vote on all ASEVC matters.
13. Shall maintain a minimum of three (3) office or field hours per academic week.
14. Shall be an authorized signer for the expenditures of ASEVC.
15. Shall perform all duties as prescribed in the Constitution, Bylaws and all other functions as may be delegated by the ASEVC.

~Section X: ASEVC Representatives At-Large

>Subsection A: Numbers and Titles of Representatives At-Large

1. There shall be nine (9) Representatives At-Large positions within the ASEVC. The nine (9) Representatives At-Large positions shall serve as a liaison to one of the following:
  - a). International Students
  - b). Veteran Students
  - c). Student Clubs and Organizations
  - d). Campus Events and Activities
  - e). Special Student Populations



>Subsection B: Duties and Powers

1. Represent the student population in all matters of legislation within the ASEVC.
2. Shall serve as volunteer for ASEVC events organized through the Event Advisory Committee.
3. Shall serve as finance board liaison with EVC students, EVC chartered Clubs, and/or EVC faculty/staff/administrators.
4. Shall vote on ASEVC regular matters.
5. Shall vote on ASEVC Finance Board matters.
6. Shall maintain a minimum of three (3) office, field and/or appointment hours.
7. Shall perform all duties as prescribed in the Constitution, Bylaws and all other functions as may be delegated by the ASEVC.

~Section XI: Student Trustee

>Subsection A: Description of the Position

The Student Trustee is a position filled by a student of the San Jose/Evergreen Community College District, hereinafter referred to as SJECCD, who are recognized as a member of the Board of Trustees of the San Jose/Evergreen Community College District hereinafter referred to as the BOT.

Any reference to the Student Trustee should be checked against their Governing Documents of the SJECCD and where applicable the California Student Education Codes, both of which take precedence over all that follows. Furthermore, while not an elected position within ASEVC, the Student Trustee is afforded certain duties and powers, which are listed below.

>Subsection B: Duties and Powers

1. Any Student Trustee of the SJECCD may report on any pertinent issues during an ASEVC meeting, and shall be given an item on the ASEVC agenda in which to report.
2. The Student Trustee may serve on ASEVC Committees based on the discretion of the ASEVC President and ASEVC Advisor.
3. The Student Trustee shall serve as a student representative for ASEVC on SJECCD District Council in conjunction with the AS Participatory-Governance Code (4000 series)
4. The Student Trustee shall have the power to make recommendations of all ASEVC matters at their discretion.
5. The Student Trustee shall not have the power to vote on any ASEVC matter, unless otherwise stipulated by the governing documents of the SJECCD.
6. The Student Trustee shall administer the oath of office to the ASEVC President and all ASEVC Officers.
7. Shall attend all ASG Board Meetings to inform the AS of SJECCD affairs
8. All other duties and powers of the Student Trustee shall be defined in the governing documents of the SJECCD.

>Subsection B: Term Limits

1. The Student Trustees term limits are based on SJECCD policies and shall be defined in governing documents of the SJECCD.

Article IV: Standing Boards/Committees and Commissions

~Section I: The Standing Boards of the ASEVC are as follows:

- (a) Finance Board, shall be comprised of, the Vice President of Finance as chair, the Internal Vice President as vice-chair, and at least six(6) ASEVC officers (deemed finance board liaisons) as voting members, and shall allocate the funds of the ASEVC in accordance with the mission and purpose of the ASEVC, and the bylaws of the ASEVC.  
In addition, the Finance Board shall develop a detailed budget for the following year in accordance with the process set out in the ASEVC Bylaws.
- (b) Governing Documents Board, comprised of the Internal Vice President as the chair, alongside three designated members of the ASEVC, shall review and revise documents including but not limited to the ASEVC Constitution and the ASEVC bylaws.
- (c) Programming Board/ Event Advisory Committee, comprised of Activities Director as the Chairperson, and ASEVC Officers and student volunteers as members shall, in conjunction with the Office of Student Life and other college departments' create, develop and promote events and activities both on campus and in the community-at-large.
- (d) Elections Board, comprised of the Internal Vice President as Chair, and all of the members of the ASEVC not certified as candidates for an ASEVC or district position shall develop a timeline for the concurrent ASEVC general election and oversee all elections proceedings.

~Section II: Established Bylaws of ASEVC Standing Boards/Committees

1. The ASG shall draft and set forth Bylaws for any ASEVC Standing Boards/ Committees as deemed necessary.
  - (a) Programing Board/ Event Advisory Committee Bylaws: “The Purpose of these bylaws shall be to establish the regulations and operating procedures necessary for the proper operation of the Event Advisory Committee. When appropriate, these bylaws may set forth delegations of authority to EAC Officers.” [Adopted by Associated Student Government 09/11/18]

~Section III: Presidential Cabinet, and ASEVC Commissions

1. The Presidential Cabinet shall be composed of the ASEVC President, ASEVC Internal Vice President, ASEVC External Vice President, and The ASEVC Vice President of Finance
  - (a) The Presidential Cabinet shall advise the ASEVC President on work related duties of the ASG Board
  - (b) The Presidential Cabinet shall oversee the ASG Goals/Initiatives Timeline for the year of Office; in conjunction with the ASG Board
  - (c) The Presidential Cabinet shall seek out and recommend potential candidates to serve as Student Representatives for EVC's various Shared-Governance Committees in conjunction with the ASEVC Participatory-Governance Code (4000 Series)
2. The ASEVC Archive Commission shall be composed of the ASEVC President, ASEVC Secretary, and ASEVC Historian and shall have the responsibility of digitally archiving ASG records; shall be led by the ASEVC President
  - a. The commission shall establish a schedule in which to digitally scan all ASEVC Documents including Agendas and Minutes, Initiatives/Goals, Partnerships, and so forth... with technologies found within the ASG Office
  - b. The ASEVC Secretary shall upload all non-confidential files from the commission to the ASEVC Website for public viewing

Article V: Meetings

~Section I: Regular Meetings

- (a) The ASEVC shall hold regularly scheduled meetings at least once per week. The ASEVC President in consultation with the Executive Council and the ASEVC Advisor shall set a day, time and location of these meetings.
- (b) Agendas for all regularly scheduled meetings must be posted outside of the ASG Boardroom and online at least 72 hours prior to the set time the meeting is to commence.

~Section II: Special Meetings

- (a) The ASEVC President or a majority of the officers (i.e. 50% voting members +1 member) of the ASEVC may call a special meeting.
- (b) Adequate written notice of any special meeting must be sent to all ASEVC officers as well as any individuals or groups that have requested such notice.
- (c) Agendas for special meetings must be posted outside of the meeting location and online at least 24 hours prior to the set time the meeting is to commence.

~Section III: Emergency Meetings

- (a) An emergency meeting may be called by the ASEVC President if an "emergency situation" exists as outlined in the Ralph M. Brown Act.

~Section IV: Brown Act Authority

- (a) All regular meetings, special meetings, emergency meetings, and Finance Board meetings shall be held in accordance with the applicable provisions of the Ralph M. Brown Act (California Government Code 54950 through 54962).

~Section V: Absences and Discipline

- (a) All ASEVC officers and members must attend each regular meeting
- (b) The Secretary or appropriate designee shall perform Roll Call at all Regular meetings
- (c) Roll shall be taken at the beginning of each meeting to establish quorum.
- (d) Executive members shall attend all regular meetings excluding committees they are not a member of.
- (e) Any member who is not present in person or via teleconference shall be considered absent.
- (f) Members who are absent for one (1) meeting without excusal shall obtain warning status.
- (g) Members who receive warning status shall be contacted by the Advisor (Office of Student Life) about their status.
- (h) ASEVC Officers that accumulate (3) unexcused absences shall automatically be put on the next agenda for removal proceedings.
- (i) Executive Officers that accumulate two (2) unexcused absences obtain inactive status and shall automatically be put on the next agenda for removal proceedings.
- (j) ASEVC Officers lose inactive status immediately upon attending a regular meeting but may still be removed from their position by the Board with a two-thirds (2/3rds) vote.
- (k) An excusal (defined as leave due to emergency or unforeseen circumstance) shall be communicated at least thirty (30) minutes before each regular or special meeting to the chair of that meeting.
- (l) Prior to an absence, an individual is responsible for informing the Chair at least twelve (12) hours before the meeting to be considered excused.
- (m) Prior to leaving a meeting early, an individual is responsible for informing the chair.
- (n) All ASEVC Officers must abide by all contracts and agreements set forth by ASEVC

~Section VI: Recall and Removal of Office

>Subsection A: Recall from Office

- (a) All elected officers of the ASEVC are subjected to a recall.
- (b) Once a recall petition is signed by a number of students equal to two-thirds ( $\frac{2}{3}$ ) of the votes cast on the last general election is presented to the ASEVC, the Elections Board shall set an election date for the proposed recall special election.
- (c) Voting on the referendum petition must be held within ten (10) school days following the first regular ASEVC meeting subsequent to the presentation of the petition.
- (d) The recall shall be successful if the two-thirds ( $\frac{2}{3}$ ) majority of the votes cast are in favor of the measure.

- (e) If recall is successful, an election must be held to fill the vacated office. Any officer, if recalled may again become a candidate for the same office in accordance with the provisions of the Constitution.

>Subsection B: Removal of Office

- (a) All elected officers of the ASEVC are subject to a removal of office
- (b) Officers can be subjected to removal of office for the following reasons:
  - 1) Failure to uphold the SJECCD Student Code of Conduct.
  - 2) Failure to uphold regulations within the ASEVC Bylaws, ASEVC Constitution, ASEVC Finance Code, ASEVC Student Club Recognition Code, ASEVC Election Code, ASEVC Participatory Governance Code.
  - 3) More than three (3) consecutive unexcused absences.
  - 4) Failure to remain registered in at least five (5) credit units.
  - 5) Failure to maintain a minimum of 2.0 GPA.
  - 6) Failure to effectively perform job duties as described in ASEVC Bylaws and ASEVC Constitution.
- (c) A removal of office petition due to:
  - 1. Failure to uphold regulations within the ASEVC Bylaws, ASEVC Constitution, ASEVC Finance Code, ASEVC Student Club Recognition Code, ASEVC Election Code.
  - 2. More than three (3) consecutive unexcused absences.
  - 3. Failure to effectively perform job duties as described in ASEVC Bylaws and ASEVC ASEVC Executive Board.~ must be signed by a number of students equal to two-thirds (2/3) of the ASEVC Executive Board.
- (d) A removal of office petition due to:
  - 1. Failure to uphold the SJECCD Student Code of Conduct.
  - 2. Failure to remain registered in at least five (5) credit units.
  - 3. Failure to maintain a minimum of 2.0 GPA. will be at the discretion of the advisor of ASEVC. Such removal will result in ASEVC notification following the action. ASEVC members~ will be at the discretion of the advisor of ASEVC. Such removal will result in ASEVC notification following the action.

Article VI: Finance

~Section I: Statement of Intent

Respecting the fact that ASEVC funds are derived from Evergreen Valley College students in support of their representation as well as their student life, the ASEVC endeavors in all things are to follow all legal and ethical guidelines in all of its financial dealings and above all else, to conduct themselves with the utmost integrity and representation.

~Section II: Establishment of Finance Codes

- (a) The ASEVC shall develop policies and procedures to govern all of the financial dealings of the ASEVC, which shall be delineated within the ASEVC Finance Codes.
- (b) All Provisions of the ASEVC Finance Codes shall apply to the ASEVC and all Evergreen Valley College Student Organizations including their members and advisors respectively.
- (c) All policies contained within the ASEVC Finance Codes shall conform to the California State Education Codes, the policies and procedures of the Governing Board of the San Jose/Evergreen Community College District, policies of Evergreen Valley College, and the ASEVC Constitution and Bylaws. Whenever a conflict arises between the ASEVC Finance Codes and any of the listed policies, those policies take precedence over the ASEVC Finance Codes and the respective code is considered null and void.

Article VII: Term Limitations and Vacancies

~Section I: Term length

- (a) The term of office shall commence on June 1 of the election year and end May 30 of the following year.

~Section II: Term Limits

- (a) No officer shall hold more than once office at a time. (b) No officer shall serve more than two terms of the same office.

Section III: Vacancies

- (a) Offices that are not filled at an election, or subsequently become vacant, shall be filled by appointment of the President, subject to majority vote confirmation of the ASEVC.
- (b) If the office of President becomes vacant, the Internal Vice President will assume the position. If both positions are vacant, the External Vice President shall assume the position of President.
- (c) If the office of President becomes vacant, and the Internal Vice President and External Vice President are unable to assume the position of President then the ASG Board shall have the right to nominate and appoint an ASEVC Officer to assume the position
- (d) A special election shall be held if all situations stated in subsection.(b-c) of this section do not occur

## Article VIII: Elections

### ~Section I: Establishment of Election Codes

- (a) The ASEVC shall develop policies and procedures to govern all election proceedings of the ASEVC, which shall be delineated within the ASEVC Election Codes.
- (b) All provisions of the ASEVC Election Codes shall apply to all election matters.
- (c) All policies contained within the ASEVC Elections Codes shall conform to the California State Education Codes, the policies and procedures of the Governing Board of the San Jose/Evergreen Community College District, policies of Evergreen Valley College, and the ASEVC Constitution and Bylaws. Whenever a conflict arises between the ASEVC Election Codes and any of the listed policies, those policies take precedence over the ASEVC Election Codes and the respective code is considered null and void.

### ~Section II: Elections Proceedings

- (a) Elections are required to be held by the ASEVC, at their expense, in accordance with the election code stated in the bylaws.

## Article IX: ASEVC Stipends

### ~Section I: All elected and appointed ASEVC officers who seek to collect a stipend at the end of each semester shall meet the minimum qualifying criteria listed below.

- (a) Shall maintain a good standing as stated in Article I-Section 6 of these bylaws.
- (b) Shall successfully complete the duties and responsibilities of their position as delineated in the constitution and bylaws.
- (c) Shall complete all duties delegated through the process outlined in Article III of these bylaws.
- (d) Shall meet to report on their portfolio of completed responsibilities and duties as stated in these Bylaws to the ASEVC for a stipend and final approval by a two-thirds (2/3) majority vote of the ASEVC during a regularly scheduled ASEVC meeting.

## Article X: Parliamentary Authority

### ~Section I: Parliamentary Procedure

1. All meetings of the ASEVC, ASEVC Standing Boards, and Internal Committees shall use the most current version of Robert's Rules of Order as a guide.
2. All motions that don't receive a Second within the timespan of (5) seconds shall be seen as failure to carry.

### Article XI: Amendment of Bylaws

These Bylaws may be amended at any regularly scheduled ASEVC meeting by two-thirds (2/3) majority vote of the ASEVC provided that the amendment has been submitted in writing or digital text at the previously regularly scheduled ASEVC meeting.

### Article XII: Right to Act

No elected officer with ASEVC shall have the right to incur any doubt, get involved in any business, or speak on any issue under the title or implying the title of ASEVC, the ASEVC or any of its constituent entities in any way unless given full authority to do so by ASEVC.

### Article XIII: Enabling Clause

These ASEVC bylaws outlined, shall be adopted and become effective upon approval in accordance with Article XIII of the ASEVC bylaws and shall supersede all conflicts with ASEVC policies except for those outlined in the ASEVC Constitution which supersede these bylaws.

Adopted 10/2004

Amended 03/2005

\*Revised 04/2015

Amended 09/2018

Amended 12/2018

Amended 04/2019

Amended 05/2019