

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 ASG officers, ASG Standing Boards, ASG Committees, and other subsidiaries of the ASG as deemed necessary to carry out the ASEVC Constitution and these ASEVC Bylaws.

Article II: Eligibility Requirements

Section I: 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 extra-curricular 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 ASG, that academic progress takes precedence.

Section II: Minimum Qualifications:

1. All persons seeking an elected or appointed position within the ASG 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 six (6) 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, a 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 ASG 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: Officers  
Section I: ASEVC President

Subsection A: Duties and Powers

1. Shall serve as the official representative of the ASEVC.
2. Shall serve as the official representative of the ASG.
3. Shall preside as chairperson at all ASG meetings.
4. Shall be an authorized signer for the expenditures of the ASG.
5. Shall instruct the respective Internal Vice President on the duties of the office to be performed in their absence.
6. Shall appoint officers not filled by the general election.
7. Shall maintain a minimum of three (3) office or field hours.
8. Shall maintain a minimum of three (3) hours for appointments.
9. Shall delegate work-related duties and special projects to the officers of ASG, as appropriate, in accordance with the mission and purpose of the ASEVC.
10. Shall meet regularly with ASG Advisor and President of Evergreen Valley College to discuss the issues and concerns of the ASG.
11. Shall have the power to call ASG into special and/or emergency meetings.
12. Shall call for veto action from Executive Council on any motion passed by the ASG that the President feels that is not appropriate.
13. Shall serve as an ASEVC representative on the College Council.
14. Shall serve as the ASEVC representative to the Board of Trustees, and shall attend all meetings as necessary and proper to fulfill this duty.
15. Shall act as Chief Executive Officer of ASEVC.
16. Shall perform all duties as prescribed in the Constitution, Bylaws and all other functions as may be delegated by the ASG.

Section II: ASEVC Internal Vice President

Subsection A: Duties and Powers

1. Shall serve as an official representative of ASG.
2. Shall serve as Chairperson of the ASG and/or Executive Board meetings when the President is unable to preside.
3. Shall assume the position of the ASG President upon their removal or resignation from office.
4. 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.
5. Shall be an authorized signer for the expenditures of ASG.
6. Shall serve as the Chair of the Finance Board when the Vice President of Finance is unable to preside.
7. Shall have the power to vote on all ASG matters.
8. Shall maintain a minimum of three (3) office or field hours.
9. Shall maintain a minimum of three (3) hours for appointments.
10. Shall meet regularly with the ASEVC President and the ASEVC Advisor.

11. Shall advise the ASEVC President in assigning work-related duties and special projects to the elected/appointed members of the ASG, as he/she deems appropriate.
12. Shall serve as an ASEVC representative on the College Council.
13. Shall recommend all Committees formed by ASG.
14. Shall Chair the Shared Governance Board.
15. Shall Chair the Elections Board Committee.
16. Shall develop a monthly legislative agenda delineating internal legislation on the EVC campus that affects the students of Evergreen Valley College.
17. Shall work with the External Vice President on issues relating to the Monthly Legislative Agenda.
18. Shall perform all duties as prescribed by the Constitution, Bylaws and all other functions as may be delegated by the ASG.

### Section III: ASEVC External Vice President

#### Subsection A: Duties and Powers

1. Shall act as a parliamentarian for ASG.
2. Shall have the power to vote on all ASG matters.
3. Shall assume the position of the ASG Internal Vice President upon their removal or resignation from office.
4. Shall be an authorized signer for the expenditures of the ASG.
5. Shall maintain a minimum of three (3) office or field hours.
6. Shall maintain a minimum of three (3) hours for appointments.
7. Shall have the power to waive any rules and regulations of quorum, as they deemed necessary to carry out the business of the ASG.
8. Serve as ASEVC representative to the respective California Student Association of Community Colleges (CalSACC) Region Board.
9. 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 representative.
10. Shall report on all legislative matters to ASG.
11. Shall be responsible for the dissemination of pertinent legislative information to the ASG.
12. Develop a monthly legislative agenda delineating external legislation district wide, regionally, and state wide that affects the students of Evergreen Valley College.
13. May serve as office of the respective Cal SACC Region Board or State Board.
14. Shall serve on the College Council unless excused from this particular committee by the ASG President.
15. Shall work with the Internal Vice President on issues relating to the Monthly Legislative Agenda.
16. Shall perform all duties as prescribed in the Constitution, Bylaws and all other functions as may be delegated by the ASG.

### Section IV: ASEVC Secretary

#### Subsection A: Duties and Powers

1. Prepare the Agendas and Record the minutes of all ASG Regular, Special and Emergency Meetings.
2. Prepare the Agendas and Record the minutes of all ASG Executive Council Meetings.
3. Prepare the Agendas and Record the minutes of all ASG Finance Board Meetings.
4. Vote on all ASG Executive Board and Senate matters.
5. Shall maintain a minimum of three (3) office or field hours.
6. Shall maintain a minimum of three (3) hours for appointments.
7. Shall be an authorized signer for the expenditures of ASG.
8. Shall carry on official correspondence for ASG.
9. Shall have primary responsibility for recommending and implementing plans and programs that promote communication between ASG officers.
10. Perform all duties as prescribed in the Constitution, Bylaws and all other functions as may be delegated by ASG.

#### Section V: ASEVC Vice President of Finance

##### Subsection A: Duties and Powers

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

#### Section VI: ASEVC Public Relations Director

##### Subsection A: Duties and Powers

1. Shall oversee all aspects of marketing for the ASEVC.
2. Shall be responsible for the ASEVC Merchant Discount Program.
3. Report on all pertinent matters of public relations and public image to AS.
4. Develop a marketing plan for the ASG, which shall include separate marketing plans for upcoming events and activities.
5. Shall maintain a minimum of three (3) office, field and/or appointment hours.
6. Shall develop a Recruitment Plan for the ASG.
7. Shall have the power to vote on all ASG matters.
8. Shall write an AS column for the campus newspaper and/or AS Newsletter.
9. Shall maintain the ASG website.
10. Shall serve on the EVC Events Advisory Committee.
11. Shall perform all duties as prescribed in the Constitution, Bylaws and all other functions as may be delegated by the ASG.

#### Section VII: ASEVC Activities Director

##### Subsection A: Duties and Powers

1. Shall act as Chair of the Programming Board.
2. Organize and oversee all ASG Events and Activities in conjunction with the Programming Board.
3. Shall be the primary manager of all ASG Events unless otherwise specified in an ASG meeting for a particular event.
4. Shall have the power to vote on all ASG matters.
5. Shall maintain a minimum of three (3) office, field and/or appointment hours.
6. Shall recruit student volunteers to assist the facilitation of on campus events.
7. Work with other chartered clubs and departments on collaborative events.
8. Work with the Vice President of Finance on issues relating to the programming Budget.
9. Organize and advertise all Intramural Sports Program on campus in conjunction with the office of student life.
10. Act as contact person for the Intramural Sports Program on campus.
11. Recruit student volunteers to assist in the facilitation of on campus sporting events and tournaments.
12. Inform all eligible, interested parties of the schedules for their respective sports and the team on which they will play.
13. Oversee the respective sports throughout their team.
14. Organize and advertise an Annual Game to be played between Staff and Students.
15. Shall perform all duties as prescribed in the Constitution, Bylaws and all other functions as may be delegated by the ASG.

#### Section VIII: ASEVC Representatives At-Large

##### Subsection A: Numbers of Representatives At-Large

1. There shall be nine (9) Representatives At-Large positions within the ASG.

##### Subsection B: Duties and Powers

1. Vote on all ASG matters.

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

## Section IX: ASEVC Officers

### Subsection A: Definition of ASEVC Officers

1. 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, and All nine ASEVC Representatives At-Large constitute the officers of the ASEVC.

### Subsection B: 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 ASG.
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 ASG in clean and functional order.
7. Approve by two-thirds (2/3) majority vote the allocation of the ASG annual budget for the following financial year.
8. Work with the ASG Advisor to make decisions in accordance with all policies and procedures applicable to that decision.
9. Serve as volunteers for the Programming Board.
10. Serve on at least one (1) college-wide standing or screening committees.
11. Attend at least one San Jose/Evergreen Valley College District, hereinafter referred to as the SJECCD Board Meeting per semester.

### Subsection C: 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”.

#### Article X: Student Trustee

##### Section I: 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 ASG, the Student Trustee is afforded certain duties and powers, which are listed below.

##### Subsection A: Duties and Powers

1. Any Student Trustee of the SJECCD may report on any pertinent issues during an ASG meeting, and shall be given an item on the ASG 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 have the power to make recommendations of all ASG matters at their discretion.
4. The Student Trustee shall not have the power to vote on any ASG matter, unless otherwise stipulated by the governing documents of the SJECCD.
5. The Student Trustee shall administer the oath of office to the ASEVC President.
6. 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

##### Section I: The Standing Boards of the ASG 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) ASG 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 ASG Bylaws.
- (b) Shared Governance Board, comprised of the Internal Vice President as chair, ASG officers shall find student volunteers in which shall be Evergreen Valley College committees comprised with student representatives.

- (c) Governing Documents Board, comprised of the Internal Vice President as the chair, alongside three designated members of the ASG, shall review and revise documents including but not limited to the ASG Constitution and the ASG bylaws.
- (d) Programming Board, comprised of Programming Board Director as chair, ASG 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.
- (e) Strategic Planning Board, comprised of the President as chair, shall develop and implant long term planning initiatives for the ASG, and shall ensure the longevity of any programs or initiatives developed by the ASG.
- (f) Elections Board, comprised of the Internal Vice President as Chair, and all of the members of the ASG not certified as candidates for an ASG or district position shall develop a timeline for and oversee all elections proceedings.

## Article V: Meetings

### Section I: Regular Meetings

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

### Section II: Special Meetings

- (a) The ASG President or a majority of the officers (i.e. 50% voting members +1 member) of the ASG may call a special meeting.
- (b) Adequate written notice of any special meeting must be sent to all ASG 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 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 ASG 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).

## Article VI: Finance

### Section I: Statement of Intent

- (a) Respecting the fact that ASG funds are derived from Evergreen Valley College, students in support of their representation as well as their student life, the ASG

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 ASG shall develop policies and procedures to govern all of the financial dealings of the ASG, which shall be delineated within the ASG Finance Codes.
- (b) All Provisions of the ASG Finance Codes shall apply to the ASG and all Evergreen Valley College Student Organizations including their members and advisors respectively.
- (c) All policies contained within the ASG 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 ASG Finance Codes and any of the listed policies, those policies take precedence over the ASG Finance Codes and the respective code is considered null and void.

#### Article VII: Term Limits 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 ASG.
- (b) If the office of President becomes vacant, the Internal Vice President will assume the position. If both positions are vacant, then a special election will be held.

#### Article VI: Elections

##### Section I: Establishment of Election Codes

- (a) The ASG shall develop policies and procedures to govern all election proceedings of the ASG, 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 ASG 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 ASG Election Codes and any of the listed policies,

those policies take precedence over the ASG Election Codes and the respective code is considered null and void.

## Section II: Elections Proceedings

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

## Articles VII: ASG Stipends

Section I: All elected and appointed ASG 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 submit a petition for a stipend and final approval by a two-thirds (2/3) majority vote of the ASG provided that the amendment has been submitted in writing at the previously regularly scheduled ASG meeting.

## Article VIII: Parliamentary Authority

### Section I: Parliamentary Procedure

1. All meetings of the ASG, ASG Standing Boards, and Internal Committees shall use the most current version of Roberts Rules of Order as a guide.

## Article IX: Amendment of Bylaws

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

## Article X: Right to Act

No elected officer with ASG 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 ASG or any of its constituent entities in any way unless given full authority to do so by ASG.

## Article XI: Enabling Clause

These ASEVC bylaws outlined, shall be adopted and become effective upon approval in accordance with Article XI 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 10/04

Amended 3/05