

Constitution and Bylaws of the Associated Students of Gavilan College (ASGC)

Constitution

PREAMBLE

The students of Gavilan Community College in order to promote and organize programs, services and student activities which stimulate the intellectual growth and empowerment of students, do hereby establish this Constitution and assume the responsibility of democratic self-government within the jurisdiction of the California Education Code, the Gavilan College Joint District Board of Trustees, and the laws of the State of California and the United States of America.

ARTICLE I

Name

The organization shall be known as the Associated Students of Gavilan College, here and after referred to as the ASGC or Student Senate.

ARTICLE II

Membership

Section 1. General

The voting membership of the ASGC shall consist of the elected ASGC officers. Membership in the ASGC requires the Student Activities Fee to have been paid in the current semester.

Section 2. Eligibility

Membership in the ASGC is conferred upon all registered students who maintain the minimum eligibility requirements as determined by the ASGC and in compliance with California Education Code §76061.

ARTICLE III

Election

Section 1. General

ASGC membership shall be elected by a majority of the Gavilan College students voting in each spring election.

Section 2. Vacancies

Vacancies shall be filled by Special Elections for the ASGC President and Student Trustee or appointment by the ASGC President in accordance with ASGC Bylaws.

ARTICLE IV

Meetings

Section 1. Frequency

The ASGC shall meet weekly excluding holidays or other school closures

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Section 2. Board Meetings

Meeting dates and times shall be set by members based upon need, class schedule and work schedule. The minimum is at least one (1) meeting monthly.

Section 3. Quorum

Quorum for all ASGC meetings will consist of fifty percent (50%) plus one of the currently occupied positions. However, if there are not enough members to meet quorum in the Executive Board Meetings members may still be able to meet and discuss agenda items without voting as long as it's open to the public.

Section 4. Parliamentary Authority

All meetings of the Senate shall be conducted in accordance with the most recent edition of Robert's Rules of Order and in compliance with the Ralph M. Brown Act. Parliamentary authority shall only govern in the absence of any provision of the Constitution and Bylaws.

ARTICLE V Constitutional Amendments

Section 1. Proposal

Amendments to the Constitution may be proposed by a two-thirds ($\frac{2}{3}$) vote of the Student Senate or a petition signed by twenty-five (25) currently enrolled students. The proposed amendment must be submitted in writing to the ASGC President at an official Board meeting.

Section 2. Ratification

The proposed amendment may be adopted by a fifty percent (50%) plus one majority of the votes cast in the prior general election of the student body.

Section 3. Adoption

Amendments become effective immediately upon certification of the voting results.

Approved by the general student body, April 1992

Amended by the general student body election, April 1995

Amended by the general student body election, April 2025

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BYLAWS ARTICLE I PURPOSE

Section 1. Name

The name of this nonprofit organization shall be the Associated Students of Gavilan College. This organization shall be referred to throughout these Bylaws as ASGC.

Section 2. Purpose

ASGC is a nonprofit organization whose purpose is to valiantly advocate for students. The ASGC creates and maintains an environment in which integrity, character, courage, and scholarship are of the utmost importance. This organization informs students of campus and community resources, and their rights and responsibilities as students of Gavilan College. It consists of exemplary, academic, and diplomatic leaders who take initiative and strive to meet the educational, multicultural, and socioeconomic needs of students. The ASGC makes fair, ethical, and informed decisions at the college, district, and state levels utilizing principles of diversity, equity, inclusion, and anti-racism.

Section 3. Office Locations

The principal office of ASGC is located at 5055 Santa Teresa Blvd, SC 154N, Gilroy, CA, 95020, and a Branch office is located at 505 Fairview Rd, A123, Hollister, CA. The ASGC may establish additional branch or subordinate offices.

ARTICLE II THE ASGC

Section 1. Membership

The ASGC consists of fifteen (15) officers (President, Student Trustee, Region IV Representative, and Vice President positions) all of whom are elected by the Gavilan College student body, one (1) liaisons (GECA Liaison), seven (7) senators all of whom are elected by the student body or appointed by the ASGC Senate. General purpose senators are elected by the student body or appointed by the ASGC Senate there is a maximum of three (3) General Senators until all other positions are filled. Membership in the ASGC may be open to registered students of Gavilan Community College in accordance with Article 2, Section 2 (Membership Requirements). All new ASGC members will be required to attend a Robert's Rules of Order training provided by the ASGC advisor and/or ASGC Officers. Interested candidates complete a membership application found on the ASGC website.

1. President
2. Student Trustee
3. VP of Marketing
4. Senator of Marketing
5. VP Community & Civic Engagement
6. Hollister VP Community & Civic Engagement
7. VP of Records
8. Senator of Records
9. VP of Technology
10. Senator of Technology
11. VP of Activities
12. Senator of Activities
13. Hollister VP of Activities
14. VP of Finance

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15. Senator of Finance
16. Vice President of Clubs
17. Hollister Senator of Clubs
18. Vice President of Athletics
19. Senator of Athletics
20. VP Equity & Diversity
21. Hollister VP of Equity & Diversity
22. VP of Agriculture
23. Region IV Representative
24. GECA Liaison
25. General Senator
26. General Senator

Section 2. Membership Requirements

Candidates must be registered in a minimum of six (6) units or the non-credit equivalent or are an enrolled disabled student, hold a cumulative GPA of 2.5 or higher, be in good behavioral standing, and agree to uphold the ASGC constitution, bylaws, in accordance with Article I Section 2 (Purpose). All requirements must be first verified by the Coordinator of Student Life and Engagement or ASGC Advisor. ASGC members must meet with the Coordinator or Advisor a minimum of three (3) times per semester excluding intersessions. Candidates running for ASGC VP of Clubs must have been a club member, and ideally would have been a club officer, for at least one semester prior to seeking office. Candidates running or seeking appointment for the position of ASGC President or Student Trustee must have held an ASGC position for at-least one semester. Exemptions can be made by giving a vote of confidence to the interested candidate. A vote of confidence shall require a two-thirds vote. Each elected member is responsible to host or co host one school event per academic term

[Cal. Ed. Code § 76061](#)

Section 3. Dually Enrolled Students

In order to be eligible to run in ASGC elections or be appointed to ASGC post-elections, all dually enrolled high school students must be the requisite age determined by their high school. Dually enrolled students must be in good standing both behaviorally and academically at Gavilan as well as their high school in addition to meeting the same membership requirements as non-dually enrolled students. All dually enrolled ASGC officers must maintain good academic and behavioral standing and ability to meet time commitments to continue in their positions. Eligibility will be verified by their high school principal and Coordinator of Student Life and Engagement or ASGC Advisor.

Recommended pathway for dually enrolled students:

Junior: Scout or Senator

Senior: Senator or VP

Due to mandatory time commitments, dually enrolled students cannot be Student Trustee or ASGC President.

Section 4. Election of Officers

Members will be elected by the general student body to serve one (1) term commencing on the first day of June following the election. Member candidates seeking election must complete the ASGC Senate application including either a reference letter OR the signatures of 30 for VPs and 20 for senators of currently registered students. Student Trustee candidates seeking election must complete the ASGC Senate application including a reference letter OR the signatures of ten percent (10%) of the total enrollment from the most recent fall semester in accordance with the California Education Code. (Write-in candidates for the Student Trustee position are not allowed.) Elected members will serve from the time of appointment until May 31. All member positions are required to reapply for the spring elections should they choose to continue in ASGC the next academic year but do not need to provide a reference letter or signatures.

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Section 5. Appointment of Members

Appointed members will serve from the time of appointment until May 31. Officer and senator candidates may submit an application for vacant positions to the ASGC President for appointment by the ASGC Senate with a two-thirds favorable vote. Prior to appointment, ASGC candidates are required to attend one (1) ASGC Senate meeting on time. This rule may be waived if the ASGC Senate is trying to establish a quorum with vacant positions. Appointed officers and senators who wish to continue in ASGC the next academic year do not need to obtain new reference letters or signatures but must complete a new application form.

Section 6. Term Limits

ASGC Officers are elected for a one (1) year term. A term for membership is one (1) academic calendar year; beginning June 1 and ending May 31. An officer may only seek or hold one elected position at one time. Vice presidents may serve a maximum of four (4) terms. After the four terms are up, vice presidents may seek appointment to a senator position for a maximum of two (2) additional terms. An ASGC member can serve a maximum of two (2) terms total as President or Student Trustee, regardless if the terms are consecutive or not. After one (1) term, it is advised senators seek appointment to a different Senator position than the one currently held, or seek appointment to a vice president position. ASGC members who begin on or later than the eighth ASGC Senate meeting of the fall or spring semester will be considered as having served a semester in office.

Section 7. Stipends

Members of the ASGC Senate will receive a stipend as follows:

ASGC President: \$1000 per annual term

ASGC VPs and Student Trustee: \$700 per annual term

ASGC Senators and Liaisons: \$500 per annual term

One half of each stipend will be granted at the end of each semester. Officers who resign before the end of the semester or who have more than one unexcused absence and more than three total absences that semester will not receive a stipend. Stipends shall be drawn from ASGC funds.

ASGC members who begin on or later than the eighth (8) week of the fall or spring semester will only receive half pay for that semester.

Section 8. Vacancies During a Term

If a position in the ASGC becomes vacant, whether through resignation, removal, the position was never filled, or death, the President or any other ASGC member will recommend replacements for member vacancies. A fifty (50%) plus one favorable majority vote by the ASGC Senate is required to confirm recommendations. The president and the ASGC Advisor or Coordinator of Student Life can collaborate and appoint replacements to open positions if standard quorum numbers cannot be satisfied.

The position of ASGC President will be filled within twenty-one (21) calendar days of vacancy by the ASGC Senate, unless vacancy occurs during the last three (3) weeks of the fall or spring semester. (Only current ASGC Officers may be appointed by the ASGC Senate). If no student runs for ASGC President during the spring elections, the ASGC Senate may appoint an ASGC President from the ASGC Senate in accordance with Article 2, Section 5 (Appointment of Members) of these Bylaws. Should the ASGC Senate fail to appoint a president due to officers declining the appointment because they prefer to remain in their current position, Article 2, Section 6 (Term Limits) of these Bylaws may be waived and an Officer termed out of Presidency may become President. An ASGC officer may hold two positions (current and President) until an ASGC Senate member assumes the position of President.

Section 9. Removal of a Member

Members who fall under a 2.5 cumulative GPA, six (6) semester units, or have a semester GPA of less than a 2.0 GPA will be placed on probation. Probationary terms will be assigned by the Coordinator of Student Life and Engagement or ASGC Advisor in writing and signed by the Coordinator or Advisor and the member. Failure to comply with probationary terms will result in immediate removal from office.

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ASGC members may be removed from their office if the duties and responsibilities as described in the Roles and Responsibilities Policy are not fulfilled, members violate the Gavilan College Code of Conduct, four (4) unexcused absences, by recommendation from the ASGC advisor or Coordinator of Student Life with a majority vote of no confidence, or if the actions of the member reflect negatively on the ASGC and its mission and programs.

Excused absences require 24 hour notice and/or official documentation of absence to be provided to ASGC Advisor and ASGC President. ASGC members who arrive or leave more than fifteen (15) minutes late without prior notice to the ASGC Advisor and ASGC President will be considered a late arrival or early departure. Two late arrivals and early departures are equivalent to one (1) unexcused absence. ASGC members who have two unexcused (2) absences in a row or four unexcused (4) absences in a semester constitutes grounds for a vote of no-confidence which will result in loss of voting privileges. The president and ASGC Advisor must attempt to communicate with absent members prior to beginning a no-confidence action. Attempted communication with absent members must be documented.

Members who are absent will be required to produce a detailed, typed report for the next ASGC meeting. The report includes, but is not limited to, projects currently in progress, projected projects with start dates, and current visions and ideas moving forward and anything important mentioned in their committee meeting.

The process for recommending the removal of a member may be initiated by any member of the ASGC Senate. The action for removal will be brought to the president and Coordinator of Student Life and Engagement or Advisor, unless the recommendation for removal is for the President. In such cases, recommendations shall only be given to the Coordinator of Student Life and Engagement or Advisor. Documentation for removal must be submitted to the president or advisor delineating the reason(s) for the removal. The reason(s) for removal will be explained by the Coordinator or Advisor to the member to determine if a solution other than removal is possible. If a solution is not obtainable and accomplished a recommendation for removal will be brought to ASGC Senate for final approval. (Robert's Rules of Order will be followed for the process of removal.) A lesser decision may be made in the form of censorship and the loss of voting privileges for a specifically defined period of time.

Section 10. Resignation

An ASGC member planning to resign must schedule a meeting with the Coordinator of Student Life and Engagement or ASGC Advisor and the ASGC President and present a written notice outlining the reasons for resignation with two weeks of notice. Students who do not follow the formal resignation process as defined above, will have to wait one semester to reapply to ASGC.

ARTICLE III ASGC ELECTION PROCESS

Section 1. Election

ASGC elections will be governed by these procedures in conjunction with the ASGC Election Policy. All petitions for office must be received at least ten (10) open school days (not including weekends or holidays) prior to the first day of balloting. Elections shall be held no later than the last two (2) weeks of April, except for special elections and extenuating emergency circumstances. Elections shall be made available to all currently enrolled Gavilan students. Voting will be open 24/7 for five election days.

Section 2. Campaigning

No campaigning shall be conducted from the ASGC office at any time. Campaign posters and advertising will adhere to the Gavilan College and ASGC posting policies. An election forum or other means of announcing candidates and their views may be held at least five (5) election days (not including weekends or holidays) prior to the election to allow each candidate to express his/her views and opinions to the college community. All candidates who have followed established election procedure may share a brief

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candidate information and photo on the ASGC's election webpage. Election committee shall approve candidate information. Deadlines will be posted on the ASGC website and in the ASGC office prior to election.

Employees of Gavilan College and members of the Board of Trustees shall refrain from endorsing any candidate or campaigning in student elections.

Section 3. Election Results

Candidates must receive a majority of the votes cast in order to win. If no candidate receives a majority, the two students receiving the highest number of votes shall run in a runoff election. Write-in candidates will only be considered official candidates for a runoff election if they receive at least 25% of the total votes cast in the election, except for the Student Trustee position, in which a special election will then be enacted. An election may be protested by any student if an alleged violation of the election procedures occurs. Protests are to be submitted to the ASGC Senate within five (5) school days (not including weekends and holidays) of the alleged violation. The ASGC Senate will determine the outcome.

ARTICLE IV ASGC MEETINGS

Section 1. The Time and Place

Meeting dates and times shall be set by members based upon need, class schedule and work schedule. The minimum is at least two (2) meetings monthly during the academic year.

Section 2. The Agenda

All ASGC policy language being considered for ASGC approval shall be considered in public session. Attendees are provided the opportunity to address the ASGC in accordance with the California Brown Act on Open Meetings with Legislative Bodies. Agenda shall be created in coordination with ASGC President, ASGC Faculty Advisor, Coordinator of Student Life and Engagement, and ASGC VP of Records. Agenda shall be posted on ASGC's designated agenda board, namely the ASGC website, by the ASGC President, Vice President of Records, Senator or Records, or ASGC designee 72 hours prior to each meeting to meet the California Brown Act requirement.

Section 3. Minutes

The ASGC shall maintain minutes of all of its meetings in accordance with the California Brown Act. Clerical responsibility for minutes shall be assigned to the VP of Records or designee. Minutes shall be posted on ASGC's designated agenda board, namely the ASGC website, by the ASGC President, Vice President of Records, Senator or Records, or Designee prior to each meeting but no later than 10 days after each meeting.

Section 4. Operational Policies

From time to time, the ASGC may adopt, amend, or repeal policies that deal with the internal operation of the ASGC and its staff. Action on such policies may take place at any ASGC meeting, in open session.

Section 5. Quorum

Quorum for all ASGC meetings will consist of fifty percent (50%) plus one of the currently occupied positions.

ARTICLE V SPECIAL MEETINGS

Special meetings of the ASGC may be called by the ASGC President or by a majority of the ASGC Senate membership.

ARTICLE VI

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STANDING RULES

Robert's Rules of Order shall govern all meetings of the Board, the ASGC and committees, except in the case where ASGC has adopted standing rules. All standing rules of the ASGC shall take precedence over Robert's Rules of Order.

ARTICLE VII CLUBS

Section 1. Inter-Club Council (ICC) Overview

All clubs shall be governed under the auspices of the ASGC and ICC Bylaws. Club Constitutions and/or Bylaws shall be subject to the approval of ICC. Should ICC be unable to meet quorum to amend the ICC Bylaws, the ASGC Senate has the authority to amend ICC Bylaws. The President/Chair of ICC or endorsed designee shall serve as the ASGC VP of Clubs and serve as the liaison between the ASGC and campus clubs. Club requirements are outlined by the ICC Bylaws. Violations of ASGC, ICC or campus policies on behalf of any club shall void the ASGC's responsibility for, and sponsorship of, the club.

Section 2. Club Finances

The finances of all clubs shall be processed through the ASGC's fiscal agent (Gavilan College District). ICC finances shall be used at the discretion of ICC. ASGC shall make a donation of at least \$4000.00 to ICC general fund each academic year. Clubs may receive formation funds as denoted in the ICC Bylaws. Apart from ICC contributions, clubs are expected to manage their own fundraising per the ASGC Campus Club Fundraiser Policy. Additional funding may be rewarded to clubs who agree to assist, cooperate, or organize with sponsored ASGC activities. Clubs who wish to have a fundraising event must follow the fundraising steps as delineated in the Fundraising Approval Request form. The ASGC Campus Club Fundraiser Approval Request form can be found on the ASGC website.

Section 3. Club Requirements

Clubs must have a campus advisor (full-time or part-time faculty or staff) who will ensure active membership is restricted to currently registered students. Clubs must initially submit their constitution or bylaws to the ICC for review. Clubs must have a minimum of five (5) registered students in order to be recognized by the ICC. Clubs must provide the ICC with a current slate of contact information of officers and club members and name of advisor at the beginning of each semester or upon any change of the above. Active clubs must have a President, Vice President, and ICC representative, and must consistently have at least two (2) of the three (3) positions filled at all times. Clubs must attend ICC meetings to ensure active status within ICC.

ARTICLE VIII Activities Fee

Section 1. Overview

The price for the activities fee shall be established by the ASGC Senate. The Activities Fee will be valid for one semester. Fees may be based upon semester rates. Students have the ability to opt out of the Activities Fee.

Section 2. Benefits

The Activities Fee is the primary source of revenue for the ASGC. The benefits of paying the fee may include:

- a. Eligibility for the ASGC Textbook Scholarship
- b. Eligibility for the ASGC Scholarship.
- c. Funding to start a campus club
- d. The ability to participate in ASGC events and activities on campus
- e. And many more

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ARTICLE IX ASGC FACULTY ADVISOR

Section 1. Roles and Responsibilities of the ASGC Faculty Advisor

Be the designee of the administration of Gavilan College. Attend ASGC Senate meetings. Serve as consultant to the ASGC Senate. Work alongside the Coordinator of Student Life and Engagement to: Review all promotional materials developed by the ASGC Senate; Coordinate student representation on campus participatory governance and hiring committees; Oversee student elections and ASGC budget; Facilitate leadership development and day to day operation of the ASGC organization; Assist with ASGC sponsored events, activities and trainings and College Hour coordination; Chaperone ASGC leaders to attend state-wide leadership conferences; Collaborate with the ASGC VP of Technology to post meeting minutes and agendas on the ASGC website and keep the ASGC website up to date.

ARTICLE X OFFICE OF STUDENT LIFE

Section 1. Roles and Responsibilities of the Coordinator of Student Life and Engagement to ASGC Senate

Be the designee of the administration of Gavilan College. Attend ASGC Senate meetings. Serve as consultant to the ASGC Senate. Work alongside the ASGC Advisor to: Review all promotional materials developed by the ASGC Senate; Coordinate student representation on campus participatory governance and hiring committees; Oversee student elections and ASGC budget; Facilitate leadership development and day to day operation of the ASGC organization; Assist with ASGC sponsored events, activities and trainings and College Hour coordination; Chaperone ASGC leaders to attend state-wide leadership conferences; Collaborate with the ASGC VP of Technology to post meeting minutes and agendas on the ASGC website and keep the ASGC website up to date.

Section 2. Roles and Responsibilities of the Coordinator of Student Life and Engagement to ICC

Attend ICC meetings. Serve as a consultant to the ICC regarding ICC events and activities. Oversee campus clubs and ICC budget.

Section 3. Vacancy

Should the Coordinator of Student Life and Engagement position become vacant, the ASGC Advisor and ASGC VP of Finance will oversee the ASGC budget and the ASGC Advisor, ASGC VP of Finance, and ASGC VP of Clubs will oversee the ICC budget.

REVISION HISTORY

Revised and approved, Spring 2025
Revised and approved, April 19 2023, Board of Trustees approved May 9, 2023
Revised and approved, March 17, 2022
Revised and approved, March 22, 2019
Revised and approved, November 12, 2015, Board of Trustees approved December 8, 2015
Revised and approved, April 17, 2012, Board of Trustees approved June 12, 2012
Revised and approved, 2004
Revised and approved, 2002
Revised and approved, 1997
Revised and approved, 1995