



**COAST COMMUNITY COLLEGE DISTRICT  
ASSOCIATED STUDENTS OF GOLDEN WEST  
COLLEGE**

## **STANDING RULES**

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## **Section 1. GENERAL STANDING RULES**

### **I. Quorum**

A quorum shall be defined as a majority of all members in good standing.

#### **A. Absences/Tardies**

1. Absences shall be defined as not being present during official Student Government meetings, appointed participatory governance meetings, any mandatory event, or failure to show after a commitment of attendance.
2. Tardiness shall be defined as not being present ten (10) minutes after roll call, leaving prior to adjournment, or missing an office hour during any given week.
  - (a) Two (2) instances of tardiness shall be equal to one (1) absence.
3. Any absence due to intercollegiate athletics, death in the immediate family, illness, school-related conventions, and/or competition in the interest of school may be excused.
  - (a) Excused absences and tardies shall be determined by the Advisor(s).
4. Any member of the Student Government who has been absent from three (3) consecutive or any five (5) non-consecutive regular meetings in one (1) semester without being excused shall have his/her rights and responsibilities as a Student Government member suspended immediately.
  - (a) The member may then be removed from the organization from which the absences occur with ratification by that organization.
5. A formal request shall be sent by the ASGWC Advisor(s) to the Executive Student Council member in question to appear before the Council and give valid reasons for his/her absence at the next regular meeting.
6. Failure to respond to the formal request for appearance or failure to appear before the Executive Student Council on the date requested shall be grounds for removal from Council membership.
7. The Executive Student Council member in question may, in writing, request a delay in appearing before the Executive Student Council. Such a delay shall be granted only if it is approved by a majority vote of the Executive Student Council.

## **II. Disciplinary Measures and Removal from Office**

### **A. Disciplinary Measures**

1. Any member of ASGWC may be subject to disciplinary measures for academic probation, improper conduct, neglect of duty, or failing to comply with ASGWC governing documents.
2. Disciplinary measures may range in severity from "verbal warning" to "withdrawal of privileges," "suspension," and/or "removal" from Student Government.
3. Anyone removed from office is ineligible to hold any office in Student Government for a period of time, decided by the Senate, that shall be no less than one (1) year from the date of the hearing.

### **B. Disciplinary Procedure**

1. If a disciplinary question arises, it shall be handled in the following manner:
  - (a) A full report of the incident(s) in question shall be presented in writing to the Student Senate during its regularly scheduled meeting.
  - (b) All persons subject to disciplinary measure shall be notified of the proceeding and asked to appear before the Senate to defend themselves and/or their actions.
  - (c) Formal notification shall be provided by the ASGWC advisor(s) at least seven (7) working days prior to appearing in the next Senate meeting.
  - (d) Individuals subject to disciplinary measures may bring any witnesses or materials they feel necessary to explain their position.
  - (e) The Chair of the Student Senate shall preside unless they are the accused. In this case, the Vice Chair of the Senate shall preside.
  - (f) After presentation of both sides of the issue, the Student Senate shall decide as a group the interpretation of the Standing Rules in question and what, if any, disciplinary action is necessary. Any action on the matter shall require a motion and second be made. Decision shall be determined by roll call vote.
  - (g) A simple majority is required for passage, except in the case of removal from office, which requires a two-thirds (2/3) majority vote.

- (h) The identity of all parties concerned and any accusations against them shall be kept confidential until a decision is reached.
2. An appeal to the decision may be submitted once only if new evidence or relevant information is presented.

### **III. Code of Ethics**

#### **A. Respect**

1. All Executive Student Council members must work effectively with colleagues, students, and the campus community by:
  - a. Sharing ideas in a constructive and positive manner
  - b. Listening to and objectively considering ideas and suggestions from others
  - c. Keeping commitments
  - d. Keeping others informed of problems and issues
  - e. Constructively find mutually acceptable and practical solutions
  - f. Addressing others by name, title or other respectful identifier
  - g. Acknowledge officers' contributions
  - h. Provide constructive criticism when appropriate
  - i. Responding to related emails in a timely manner
  - j. Respecting the diversity of our work in actions, words and deeds
2. Executive Student Council members must be able to work effectively within a complex organizational setting and a multicultural campus environment.
3. Executive Student Council members must be able to establish and maintain effective, cooperative, and harmonious relationships with colleagues, students, staff, faculty, administrators, alumni and the general public.
4. No Executive Student Council member shall engage in practices which contribute to a learning environment that is hostile, intimidating, or offensive.

#### **B. Unethical Influence**

1. No Executive Student Council member shall knowingly use their position in the ASGWC to solicit any gift or normally unattainable advantage from any individual.

- a. Nor shall any Executive Student Council member receive anything with the intention or perception that said advantage would influence that or any Official to use their vote, legislative efforts, programming, actions, or any of their elected or appointed capacities in ways which they would not normally or routinely be used.
2. No Executive Student Council member shall use their situational or constitutionally provided power or influence to force or coerce other officers to act against their will, by engaging in such Extortion or Blackmail.

#### **IV. Conflict of Interest**

##### **A. Disclosure**

1. Members in decision-making roles should make known their connections with groups doing business with the organization. This information should be provided annually.

##### **B. Covered Person**

1. This rule applies to ASGWC Executive Student Council, officers and professional staff. Each Covered Person shall be required to acknowledge, not less than annually, that he or she has read and is in compliance with this policy.

##### **C. Covered Transaction**

1. This rule applies to transactions between the ASGWC, and a Covered Person, or between ASGWC and another party with which a Covered Person has a relationship.
  - (a) A Covered Person is considered to have a relationship with another party if:
    - i. The other party is a family member, including a spouse, parent, sibling, child, stepchild, grandparent, grandchild, great-grandchild, in-law, or domestic partner;
    - ii. The other party is an entity in which the Covered Person has a material financial interest.
  - (b) This includes entities in which the Covered Person and all individuals or entities having significant relationships with the Covered Person own, in the aggregate more than 10 percent; or
  - (c) The Covered Person is an officer, director, trustee, partner, member, or employee of the other party.
2. A Covered Transaction also includes any other transaction in which there may be an actual or perceived conflict of interest, including any transaction in which the interests of a Covered Person may be seen as competing or at odds with the interests of

ASGWC.

**D. Abstention from Discussing and Voting**

1. Members who have an actual, potential, or perceived conflict of interest shall not vote on matters affecting ASG transactions.

**E. Time Disclosure**

1. All potential conflicts must be disclosed when they occur so that members who are voting on a decision are aware that another member's interests are being affected.

**F. Compliance**

1. Members who fail to comply with the conflict of interest policy shall be charged with an allegation of conflict of interest and be subjected to Student Code of Conduct proceedings.
2. Consequence may include removal from office.
3. This Conflict of Interest policy was developed based on a review of conflict of interest policies for student governing bodies and in alignment with CCCD AP 2710 Conflict of Interest Board Members.

**G. Elections and other Political Activity**

1. During any election period, no officer can be able to:
  - (a) Solicit votes
  - (b) Form coalitions
  - (c) Obtain donations
  - (d) Manipulate the elections and/or election outcomes

**V. Code of Ethics and Conflict of Interest Acknowledgement Form**

I hereby acknowledge that I have read and understand all of my obligations, duties, and responsibilities outlined in Code of Ethics and Conflict of Interest and will read and understand all of my obligations, duties, and responsibilities under all future amendments and modifications thereto.

I understand that violations of Code of Ethics and Conflict of Interest may result in disciplinary action including being removed from my student government position.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



## **VI. Executive Student Council**

### **A. Vacancies**

1. Should an Executive Student Council Office aside from the President become vacant, the ASGWC President shall have the option to hold a special election.
  - a. The ASGWC President may also appoint a candidate to be approved by the ASGWC Executive Student Council for any vacant position except for the Executive Vice President.
2. Should the ASGWC President decide to appoint a candidate, the nomination must come before the Executive Student Council within 30 (thirty) days of the vacancy.
3. Should the ASGWC President decide to hold a special election, the election shall be held within thirty (30) days of the vacancy.

### **B. Executive Student Council Position Appointments**

1. Candidates under consideration for an appointment to an Executive Student Council position shall be given a specific time during a Council meeting in which to appear before the Council.
2. All candidates shall be asked the same standardized questions. Such questions will be finalized before the designated meeting date.
3. After all candidates have been interviewed, the Council shall then discuss and approve a Presidential appointment to fill the vacancy.
4. The appointed individual shall assume all duties of the position immediately, unless otherwise specified by the Council.
5. Any Council member with a personal bias should withdraw from the selection process.
  - (a) Should more than two (2) Council members withdraw from the selection process, a special election shall be declared to fill the Council vacancy. This is not subject to approval by the ASGWC President.
6. Individuals who currently serve on an ASGWC Commission who accept an Executive Student Council position will retain Commission membership until a replacement for the Commission is approved by the Executive Council.

## **C. Appeal Process for Executive Student Council Decisions**

1. Any student wishing to challenge a decision of the Executive Student Council shall have the option of bringing this challenge before an Appeal Committee within two (2) school days of notification of a decision.
2. The Appeal Committee shall be formed by the ASGWC Advisor(s) by obtaining the names of five (5) randomly selected students from the Student Life and Leadership Office.
  - (a) One of the selected students shall chair the Appeal Committee. The chair shall be selected from the members of the Appeal Committee.
  - (b) All five (5) members, including the chair, shall have full voting rights.
3. The goal of this process shall be to evaluate the fairness of the issue being addressed.
4. The Appeal Committee shall have up to seven (7) school days to deliberate and vote on the issue.
5. Should the original decision be deemed unjust, then the issue shall return to Council for reconsideration.

## **VII. Shared Governance**

### **A. Student Representatives**

1. A Student Representative is a student who has been ratified by Executive Student Council to serve on a committee to represent the ASGWC.

### **B. Responsibilities**

1. Each Representative is expected to report on his/her area of responsibility on a Committee Report Form.
2. Representatives shall report information deemed appropriate for Council business within one (1) week of the meeting they attended via a written report and, if so desired, a verbal report at the next Executive Student Council meeting.

## **Section 2. LEGISLATION**

### **I. Definition**

There are three (3) types of legislation that may be considered by Student Government:

motions, recommendations, and amendments.

#### **A. Motions**

1. Motions deal with legislation for the general welfare of the Associated Students.
2. No motion shall be entertained if it conflicts with the Charter or Constitution of the ASGWC or any of its governing documents, or conflicts with College and/or District policy or regulation.

#### **B. Recommendations**

1. Recommendations deal with powers not vested within the specific organization, but are a means of bringing to attention of certain desired actions.
2. Such recommendations shall be agreed upon by a consensus of the organization.
3. The advisor or liaison to the organization shall be responsible for informing the organization as to the status of recommendation.

#### **C. Amendments**

1. Amendments deal with the governing documents of the ASGWC.

### **Section 3. ELECTION CODE**

#### **I. Definition**

##### **A. General Election**

1. Shall be an election held to poll the student body to amend the Constitution of the Associated Students and/or to elect Executive Student Council members.
2. A General Election may be held no later than the fourteenth week of the Fall and/or Spring semesters with a minimum of four (4) weeks' notice.

##### **B. Special Election**

1. Shall be an election which is held to poll the student body to elect Executive Student Council Members when positions become vacant during a term of office and/or to address issues such as ballot measures and referendums that require a vote of the student body.

2. A Special Election may be held at any time throughout the Fall and/or Spring semesters with a minimum of two (2) weeks' notice.

## **II. Elections**

### **A. Duties of the Elections Commission**

1. Create and disseminate electronic applications for all candidates.
2. Inform candidates of all Election Code rules and criteria.
3. Work collaboratively with Golden West College's Office of Research, Planning, and Institutional Effectiveness to design and implement an electronic election ballot, and to tabulate election results and data.
4. Publicize general and/or special elections.
5. Ensure all rules, processes, and procedures are adhered to throughout the voting process.
6. Determine the validity of the election.
  - (a) Only ratified members of the Election Commission, ASGWC Advisors, employees in the Office of Research, Planning, and Institutional Effectiveness, and/or other designee(s) shall obtain election results.
7. Oversee all candidate withdrawals from the election process.
  - (a) All candidate withdrawals must be submitted in writing and sent via e-mail from the candidate's Coast student email account to the Election Commission Chairperson and the ASGWC Advisors.
  - (b) A candidate may not reenter the election process after withdrawing.

### **B. Official Ballot**

1. The official electronic ballot for each election process shall be designated by the Election Commission.
2. The position of names on the electronic ballot of candidates seeking the same office shall be determined by random drawing by the Elections Commission.
3. Voting by proxy is not allowed.
4. Only currently enrolled GWC students may vote in a general and/or special election. The validity of any student's enrollment status may be

questioned by any Election Commission member and brought to the attention of the Election Commission Chairperson and ASGWC Advisors for verification.

5. The Election Commission members shall determine the validity of challenged ballots and submit the total of voided ballots in a final summary.
6. The Election Commission Chairperson and ASGWC Advisors shall preside over the retrieval of online election results from the designated personnel in the Office of Research, Planning, and Institutional Effectiveness.
7. Only members of the Election Commission and ASGWC Advisors, or their Designee, shall verify the electronic election results.
8. Designated observers may be appointed by the Election Commission.

### **C. Election**

1. The election shall take place at a date, and time designated by the Election Commission.
2. Elections must be announced at least two (2) weeks in advance via email to all currently enrolled students at Golden West College.
3. Special elections shall be called by the ratified Election Commission Chairperson.
4. Special election regulations shall comply with those of a general election.
5. Elections shall be conducted by secret balloting.

### **D. Election Results**

1. Any candidate that is running opposed and receives the most votes in an election will be declared the winner of that election.
  - (a) In the event of a tie, the Election Commission will immediately schedule a run-off election between the top two (2) candidates for the position.
2. The election results shall be posted within twenty-four (24) hours, not including weekends or holidays, after the closing of balloting.
3. The official results of the election shall be posted in prominent places on-campus and online.
4. All printed copies of the official election results shall bear the signatures of the Election Commission members, the Election

Commission Chairperson, and the ASGWC Advisors.

5. A copy of the election results shall be kept on file in the Campus Life office along with a copy of the election ballot.

### **E. Appeals**

1. All appeals must be submitted in writing via e-mail to the Election Commission Chairperson and ASGWC Advisors by 4:00 p.m. three (3) school days following the posting of official election results.
2. The Election Commission must review and respond to appeals within one (1) week from the appeal submission date.
3. Second appeal of the Election Commission may be brought to the Executive Student Council for final decision.
4. Any disqualified candidates on the ballot will not affect the validity of the election.

## **III. Eligibility/Guidelines for Candidates and Respective Campaigns**

### **A. Eligibility**

1. Applicant may not be on probationary status (Academic, Progress, or Discipline), before, during, or before taking office.
2. Applicant may not have been removed from office or voluntarily resigned within the last academic year.
3. Applications must be completed and submitted online before the established submission deadline.
4. The final completion date for applications shall be at least ten (10) school days prior to the election.
5. No person shall run for more than one (1) ASGWC office in one (1) election.
6. Candidates must be enrolled in a minimum of five (5) units at Golden West College.
7. Candidates must have a minimum semester and cumulative GPA of 2.0.
  - (a) Candidates for the office of the President and Executive Vice President must have completed twelve units of work at GWC and must have served as a delegate or Executive Student Council member for at least one (1) semester.
8. Candidate eligibility will be determined by college personnel only.

### **B. Guidelines for Candidates and Respective Campaigns**

1. Candidates shall be required to attend a mandatory orientation on the

position for which they apply.

2. To promote student voter turnout, all candidates shall be required to engage with the larger student body in a creative and inclusive method. Candidates must submit their plans to the Elections Commission for their review and approval.
3. No person shall, with the intent of dissuading another person from voting do any of the following:
  - (a) Solicit a vote or speak to a voter on the subject of marking their ballot.
  - (b) Speak to a voter or provide them with written materials on the subject of their qualifications as a candidate.
4. All campaign and election materials must be approved by the Election Commission.
5. All campaign materials must be removed before the election results are posted.
6. The Election Commission shall have the power to remove non-approved campaign materials. If the Election Commission determines that a candidate has violated the Election Code related to non-approved campaign materials may face disciplinary action, including disqualification from the election.
7. Total cost of a candidate's campaign shall not exceed \$50.00 (including donations).
8. An itemized invoice of expenses shall be submitted to the Election Commission chairperson by 4:00 p.m. on the first Monday following the elections, even if no money expenses were incurred.
9. If a candidate violates the Election Code, Campaign Policy, and/or College Policy, the said candidate shall be required to appear before the Election Commission who shall then determine the validity of the violation.
  - (a) If it is determined that a violation has occurred, the candidate shall be disqualified from the current election.
  - (b) The candidate may submit an appeal to the Executive Student Council for final decision.
10. Administrators, faculty, or and classified staff may not campaign for or on behalf of candidates.

(a) Student assistants must not campaign while working.

11. All candidates running for ASGWC Executive Student Council positions shall be expected to uphold the dignity of the office for which they are running.

12. Any candidate running unopposed must receive a simple majority vote cast.

## **Section 4. STUDENT CLUBS AND ORGANIZATIONS**

### **I. Club Categories**

#### **A. New Clubs**

1. The following are steps to form a new club:

(a) Submit a new club petition form with the signatures of five (5) students enrolled at GWC.

(b) Identify an advisor from the GWC faculty, staff, or administration.

(c) A representative (student or advisor) must present on behalf of the club at ICC to obtain club approval.

2. A written constitution must be submitted to the ICC Advisor(s) within thirty (30) days of club approval.

3. All new clubs and organizations will be granted \$100.00 from ICC funds to start up their account.

4. All new clubs and organizations will appear as an information item on the next regular ASGWC Executive Student Council meeting agenda.

#### **B. Active Clubs**

1. Clubs and organizations have the right to begin organizing at any time during the semester.

2. All clubs must have a constitution on file and an approved advisor. It is the responsibility of the advisor and the club president to ensure that the ASGWC Advisor(s) is currently informed of the names of the officers and members of the clubs.

3. All club events (on- or off-campus) must be approved by the Office of Student Life and Leadership. On-campus events on school nights should



be disbanded by 10:00 p.m.

4. A faculty/staff advisor must be present at every club activity.
5. Students are authorized to bring one (1) guest with them to any on-campus event. This limit does not apply to events that are open to the public.
6. Public initiation rights are not permitted by the California Education Code. GWC clubs may not participate in these kinds of actions.
7. An Active Club Form must be submitted within the first two (2) meetings of the ICC at the beginning of each semester.

### **C. Inactive Clubs**

1. A Club shall be placed on inactive status if any of the following criteria are met:
  - (a) Two (2) consecutive absences from ICC meetings.
  - (b) More than half of the ICC meetings are missed in a given semester.
  - (c) Fewer than five (5) active members after the third week of the new semester.
  - (d) A club loses their advisor.
2. An inactive club shall be denied:
  - (a) Privileges to funding from ICC/ASGWC.
  - (b) Right to vote in ICC meetings.
3. Procedure for an inactive club to become active:
  - (a) A club officer must fill out a Club Reactivation Form.
  - (b) A representative must come to the ICC meetings.
  - (c) Right to vote will be reestablished at the end of the first ICC meeting wherein a club representative is present.

### **D. Dormant Clubs**

1. A club that is inactive for a period exceeding two (2) academic years shall be considered dormant.

2. After the second academic year, a dormant club shall have all funds transferred to the account titled Inter-Club Council.
3. A dormant club may become active again after following the procedures to creating a new club.
4. A reactivated dormant club will be considered and treated as a new club.

## **II. Club Member and Officer Eligibility**

It is the responsibility of the club advisor to verify these requirements for club members each semester. (Exemptions granted by the ASGWC Advisor(s).)

### **A. Club Membership**

1. In order to be eligible for membership a student must be enrolled at Golden West College.

### **B. Club Officers**

1. Club officers must be enrolled in five (5) units or more and must have a GPA of 2.0 for the previous semester or a cumulative GPA of 2.0.
2. New freshman officers shall have either a 2.0 GPA for the last semester of high school work completed or a minimum cumulative high school GPA of 2.0.
3. Executive Student Council members, with the exception of the Vice President of Club Affairs, may also serve as club representatives in the Inter-Club Council with full voting rights and privileges.

## **III. Co-Sponsorship Requests**

### **A. Limitation on Requested Funds**

1. All requests must adhere to the ASGWC Finance Code.
2. A club must have voting rights to receive ICC Co-Sponsorship
3. No club may receive more than \$500.00 per semester for any type of activity funded by ICC (i.e. Club Rush, College Preview Day, special events, etc.).
4. Within certain circumstances, clubs may ask for additional ICC Co-Sponsorship beyond the \$500 semester cap. These circumstances are:
  - (a) Starting on March 1st, if more than 30% of the ICC budget is

intact, clubs may request an additional \$250 of Co-Sponsorship.

- (b) Once the ICC budget is under 10% of its original allocation, clubs may not exceed the original \$500 Co-Sponsorship semester cap.

## **B. Requesting Co-Sponsorship from ICC**

1. Requests for ICC funding must be accompanied by a co-sponsorship form. The following information must be included on the form:
  - (a) The purpose of the funding (description of activity, date, and proposed use of funds).
  - (b) The amounts of any other funding the club will use for the proposed Co-Sponsored activity (individual club funds, ASGWC Student Clubs & Organization funding, etc.)
  - (c) Any other additional funding the club will use for the proposed Co-Sponsored activity.
2. A written follow-up report of expenses, attendance or participation is required to be turned in to the ICC after the event.
3. Events that involve collaboration with other clubs or that are being partially funded by a club account will be granted priority in co-sponsorship consideration.

## **Section 5. FINANCE CODE**

### **A. Budget Announcement**

1. The Student Life and Leadership staff shall distribute budget request forms to all departments of the ASGWC and other organizations and individuals seeking allocations from the budgets approved and recommended by the Finance Commission.
2. These forms must be turned in to the ASGWC Advisor(s) or designee within the announced time.
3. The period covered by the budget requests will be the following fiscal year.
4. All budget requests must be made on forms provided by the Office of Student Life and Leadership and must show, in detail, itemization of proposed Expenditures which are to be funded by student funds.
5. Groups not receiving budget requests through the mail may secure them from the Office of Student Life and Leadership.
6. Notice that budget allocation requests are being accepted should be given adequate

publicity.

## **B. Budget Process**

1. Annually, the Vice President of Financial Affairs will establish a budget calendar and allow sufficient time to meet the October submittal date.
2. By the last Friday October, proposals are due to the Office of Student Life & Leadership from campus programs.
3. During the month of November, the Vice President of Financial Affairs, with assistance from the ASGWC Advisor(s), develops a draft for the Finance Commission.
4. During the month of November, the Finance Commission will meet to review proposals and recommend a budget for approval by the Executive Student Council. These meetings must be in accordance with the Brown Act.
5. The Executive Student Council will approve the ASGWC Budget for review and feedback by the Planning and Budget Committee twice during the month of February.
6. By the fourth week of February, the Planning and Budget Committee will review and provide feedback to the Executive Student Council.
7. After the Planning and Budget Committee's second review, Executive Student Council will do a final review and approval of the ASGWC budget.
8. By the fourth week of March, a final ASGWC budget will be submitted to the Planning and Budget Committee for information and to the College President for approval.

## **C. Budget Approval**

1. Approval by the College President of the Budget as submitted ends the allocation process.
2. If the College President disagrees with the budget as submitted, a period of negotiation between the College President and the Finance Commission begins.
3. The College President has the authority to veto the budget of the ASGWC.
4. Executive Student Council has the right to petition the veto with the Coast Community College Board of Trustees.

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