

SAN DIEGO  
MIRAMAR  
COLLEGE



# Preamble

The highest intellectual, social, and moral life is achieved by the orderly pursuit of learning and scholarship. Aspiring to this noble ideal, we, the Associated Student Government body of San Diego Miramar College, do hereby establish this constitution as the governing document under which our elected student leaders shall promote the interests of our college community and students. Through independent actions, shared governance, and in collaboration with members of fellow community colleges, we dedicate ourselves to participating in the formation and improvement of educational programs, protect full freedom of assembly and expression in the community college system, articulate and represent student interests in the governance of the college, and provide services and coordinate activities for students.

## Article I Establishment

The Associated Student Government of San Diego Miramar College is a publicly funded, autonomous constituency group of Miramar College's participatory governance structure and recognized as the official voice for the students of Miramar College by the San Diego Community College District as outlined in the Board of Trustees Policy, Chapter 5 - Student Services, BP 3200 - Associated Student Organizations and authorized to act as such by law under **California Education Code, ARTICLE 4 - Student Organizations [76060-76067]**

### **Section I: Name**

The name of this organization shall be the Associated Student Government of San Diego Miramar College

### **Section II: Colors**

The official school colors shall be teal and white

### **Section III: Team Name**

The official name for those teams representing the Associated Student Government of Miramar College shall be the Miramar College Jets

## Article II Associated Students

### **Section I: Membership**

Membership in the Associated Students of San Diego Miramar College shall be open to any enrolled student of San Diego Miramar College. Any member, therefore, may have an annual set

due, also known as the Associated Student Membership fee or AS Card fee, to be an active participant as established in the By-laws

## **Section II: Dues**

Dues shall allow students to use all facilities and attend all events sponsored and financed by the Associated Student Government free of surcharge unless otherwise levied by the Associated Student Government. Associated Student Membership dues shall be determined by a two-thirds vote of the Associated Student Government voting body, subject to approval by the College President and the Board of Trustees.

# Article III

## **Associated Student Government**

### **Section I: Structure**

**The primary duty of the Associated Student Government Assembly is to execute the business of the Associated Student Government. The Associated Student Government Assembly has the responsibility to originate all actions of the Associated Student Government dealing with expenditures of and allocation of funds to various student accounts. It is their duty to see that such items as budgeted funds, allocated funds, and other legislative actions be fulfilled.**

The Associated Students shall be comprised of the students of the Student Body who have paid dues in full. This also includes the below-listed groups who have paid in full for an ASG membership:

- **Senate:** Members of the Associated Student Government consisting of the Senate and Senate Representatives
- **Executive Council:** Members of the Associated Student Government consisting of the President, Vice President, Secretary, Treasurer, and Senate Representative.
- **Student Council:** Members of the Associated Student Government consisting of the Executive Council and the Senate. There will be no more than 20 senators in the Associated Student Government at one time.
- **Assembly:** Members of the Associated Student Government consisting of the Student Council and Student Club and Organization Representative

### **Section II: Executive Council**

The Executive Council shall consist of the members listed in the above Section I (Structure), Article III (Associated Student Government). Each member of the Executive Council shall have equal voting rights on all matters brought before the Associated Student Government

### **Section III: Student Senate**

The Student Senate consists of a **minimum of five** elected Associated Student Senators. Each member of the Student Senate shall have equal voting rights on all members brought before the

Associated Student Government. There will be no more than 20 senators in the Associated Student Government at one time.

Of the elected Student Senators, one shall be elected to the position of the **Senate Representative** by in-house senatorial election. At the beginning of each academic year or upon vacancy of said position, each Senator shall be allowed to nominate exactly one person from the current group of Senators. Each Senator, including those who are nominated, has exactly one vote. If a Senatorial tie occurs, the Senate may ask the Associated Student Vice President to cast a tie-breaking vote.

Of the elected Student Senators, one shall be elected to the position of the **SSCCC Delegate** by in-house senatorial election, and one also as an alternate delegate. At the beginning of each academic year or upon vacancy of said position, each Senator shall be allowed to nominate exactly one person from the current group of Senators. Each Senator, including those who are nominated, has exactly one vote. If a Senatorial tie occurs, the Senate may ask the Associated Student Vice President to cast a tie-breaking vote.

#### **Section IV: Student Club Representation**

All student clubs, organizations, and groups must be Officially Registered with Miramar College by submitting a Club Certification Packet to the Student Affairs office each academic year before any posted deadlines.

Representatives must be officially named officers or members of their respective organizations as listed in the Club Certification Packet and may not concurrently serve as Associated Student Government Executive Officers or Senators. No Associated Student Executive Council or Senate member shall simultaneously serve as an Associated Student Club or Organization Representative; however, an Associated Student Government Executive Officer or Senator can maintain membership in a Student Club or Organization during their term.

Each Officially Registered Student Club or Organization of the Associated Student Government shall hold one (1) vote per body, regardless of membership size. Each Officially Registered Student Club or Organization may vote on **all** matters brought before the Associated Student Government through their designated Representative, **given that** this representative attends at least half of the Associated Student Government official meetings.

#### ***Subsection (b).....Chartered Clubs:***

Student organizations that actively participate in student governance by electing or appointing a Student Club Representative to attend all Associated Student Government meetings are considered Chartered; these organizations are eligible to receive funding from the Associated Student Government's general fund each semester (see Article VI of the By-Laws of the Associated Student Government).

Each Chartered Student Club or Organization must elect or appoint one (1) Student Representative to serve in the Associated Student Government.

**Subsection (c) .....Recognized Clubs:**

Student clubs that organize but do not send a representative to Associated Student Government meetings are considered Recognized; however, these organizations are generally ineligible for funding. Any recognized student club or organization can apply to become chartered at the beginning of the next semester by submitting a new Club Certification Packet before any posted deadlines.

Each Recognized Student Club or Organization may elect or appoint one (1) Student Representative to serve in the Associated Student Government.

**Subsection (d).....Club Representatives:**

Old:

1. It is the Club Representative's responsibility to ~~actively~~ [consistently] represent the interests of their organization and its members, to cast any votes on their behalf ~~of their organization and its members~~, and to act as a liaison and conduit for the exchange of information between the Associated Student Government and their respective club or organization.
2. ~~The responsibilities of the Club or Organization Representative shall include~~ [must] actively and collectively ~~promoting~~ [promote] and ~~participating~~ [participate] in the [Associated Student Government] activities, advocacy projects, and student life promotions ~~of the Associated Student Government.~~
3. ~~Any Club or Organization~~ [Clubs] seeking special funding or stipends must actively participate in the activities, advocacy projects, and student life promotions of the [a minimum of 50%] of the Associated Student Government [activities]. [The Associated Student Government must establish] Participation Requirements for receipt of stipends ~~must be established by the Associated Student Government~~ [at the beginning of each Semester.] ~~and shall require involvement in a minimum of 50% of Associated Student Government activities.~~
4. A list of acceptable activities, advocacy projects, and student life promotions of the Associated Student Government for each semester, ~~must be provided to each Club or Organization~~ at the time of Club Orientation. ~~From said issued list,~~[Specific] dates, times, and locations will be discussed and established on an ongoing basis at weekly Associated Student Government Meetings[. Club Representative] ~~making attendance, participation, and active communication of Representatives between their Club or Organization and the Associated Student Government critical.~~ [are critical for facilitating collaboration and engagement between their Clubs and the Associated Student Government.”

New:

1. It is the Club Representative's responsibility to consistently represent the interests of their organization and its members, to cast any votes on their behalf, and to act as a liaison and conduit for the exchange of information between the Associated Student Government and their respective club or organization.
2. Club Representatives must actively and collectively promote and participate in Associated Student Government activities, advocacy projects, and student life promotions.
3. Clubs seeking special funding or stipends must actively participate in a minimum of 50% of Associated Student Government activities. The Associated Student Government must

establish Participation Requirements for receipt of stipends at the beginning of each Semester.

4. A list of acceptable activities, advocacy projects, and student life promotions of the Associated Student Government for each semester must be provided at the time of Club Orientation. Specific dates, times, and locations will be discussed and established on an ongoing basis at weekly Associated Student Government Meetings. Club Representative attendance, participation, and active communication are critical for facilitating collaboration and engagement between their Clubs and the Associated Student Government.

## Article IV Qualification for Office

### **Section I: Petitioning**

Candidates shall be eligible to run for office after filing a nominating petition containing a **required** number of signatures of registered San Diego Miramar College students, in addition to meeting any application requirements set forth by the Associated Student Government in concert with the Student Affairs office and in accordance with District policies and procedures.

#### **Required Signature Amount**

**Presidential and Vice-Presidential Candidates** need to contain a minimum of fifty (50) signatures on their petition.

**Secretary, Treasurer, and Senate Candidates** need to contain a minimum of twenty-five (25) signatures on their petition.

### **Section II: Qualification and Requirement**

#### ***Subsection (a) - Unit Requirement***

All students seeking or holding an Associated Student Government position at San Diego Miramar College must carry and have completed a minimum of three (3) semester units at San Diego Community College District.

**Executive Council (President, Vice-President, Secretary, and Treasurer** majority credits must be carried at San Diego Miramar College throughout the entirety of their term in office.

**Senators'** total units need to have half or more to be carried at San Diego Miramar College throughout the entirety of their term in office.

#### ***Subsection (b) - Grade Point Average (GPA) Requirement***

All students seeking or holding an Associated Student Government **Executive Council** position must have a cumulative 2.0 grade point average (GPA) from San Diego Miramar College at the beginning of their term in office and maintain a 2.0 GPA throughout the entirety of their term.

All students seeking or holding an Associated Student Government **Senate** position do not need a pre-existing GPA on record with San Diego Miramar College to run for office. Failure to obtain a 2.0 GPA after their first semester in office will result in **automatic removal from their position**. After their first semester enrolled at San Diego Miramar College, all Student Senators must maintain a 2.0 GPA from San Diego Miramar College throughout the entirety of their term.

### **Section III: Impeachment**

In the event of a vacancy in the Office of Associated Student President, the Associated Student Vice President shall fully assume the office.

In the event that a member of the Associated Student Government believes that a fellow Council member has not performed the reasonable execution of duties—exhibiting severe dereliction of duties or abuse of authority, has missed 3 or more Associated Student Government meetings and/or events in one semester, failure to maintain the minimum office hours per week (as outlined in the Associated Student Government Bylaws), or has provided false or negative representation of the Associated Student Government as an organization—said student holds the right to request that the council member be removed from office. Which then the required process is as follows:

1. The request is called to motion and presented by the student in a discussion mediated by the Dean of Student Affairs.
2. The impeachment vote must be on the public agenda.  
\*Once this item goes on the agenda, it becomes vulnerable to violations of the Brown Act.
3. The vote will be done through a roll call of senators and executives (exception of the President).
4. Removal from office shall be made by a 2/3 majority vote of the quorum. The Associated Student Government must act upon the student's request unless the request is withdrawn by the student.
5. The member accused does not have to be physically present to be impeached, only notified.

## **Article V Committees**

### **Section I: Formation of Committees**

The Associated Student Government may form committees via a majority vote of all members present. The Associated Student Government shall have the right to name committees and assign responsibilities to the committees. Members of the Associated Student Government shall be appointed to committee assignments through a majority vote of the Associated Student Government Assembly. Any member of the Associated Student Government is eligible to serve on a committee, whether they are a member of the Executive Council, Student Senate, a Club Representative, or hold no office. There **must** be a minimum of three members on a committee.

Once the members have been selected, they shall elect amongst themselves two **Committee Co-Chairs**. Only Student Senators may act as a Committee Chair.

All Committees of the Associated Student Government shall have the power to establish **Subcommittees** and **Work Groups**.

***Subsection (a) Co-Chair Responsibilities***

1. Plan and share an agenda to communicate with the rest of the committee each meeting
2. Facilitate discussion within the committee
3. Provide materials needed to engage in meaningful discussion
4. Communicate with other chairs when necessary
5. Use and share a working document/drive to keep minutes and report each meeting
6. Implement weekly deadlines for projects and tasks, if necessary
7. Summarize the content of each meeting in a brief committee report for the rest of the Associated Student Government

***Subsection (b) Subcommittees***

1. A Subcommittee is to be formed by a majority vote of the Committee to which it is ancillary and shall be charged with duties not exceeding the charges of its parent Committee.
2. Subcommittee meetings are to be considered meetings of the Associated Student Government, and therefore must adhere to **Article V** of the By-Laws of the Associated Student Government.
3. A Subcommittee may include any members of the Associated Student Government, whether or not said members are affiliated with its parent Committee, and the Subcommittee Chair shall be decided by a majority vote of the Committee.
4. A Subcommittee is automatically dissolved at the end of the academic year, or actively dissolved by a 2/3 majority of its parent Committee.

***Subsection (c) Work Groups***

1. A Work Group is to be formed by majority vote of the Committee to which it is ancillary, or by the decision of the Committee Chair, and shall be charged with a single, specific task within the charge of its parent Committee
2. Work Group meetings are not to be considered meetings of the Associated Student Government, and therefore are exempt from **Article V** of the By-Laws of the Associated Student Government.
3. A Work Group's membership is to be limited to members of its parent Committee and shall not have a Chair of its own.
4. A Work Group shall be dissolved upon the completion of its appointed task, by a majority vote of its parent Committee, or at the end of the academic year; whichever comes first.

**Section II: Standing Committees**

***Subsection (a) Standing Committee Responsibilities***

1. Establish co-chairs who will share the responsibilities of a committee chair
2. Co-chairs should be inaugurated by the second meeting of the Standing Committees
3. Maintain active communication between co-chairs

***Standing Committee (i): Governance, Transparency, and Student Rights' Committee***



1. Review the Associated Student Government Constitution and Bylaws annually and submit proposed Amendments to the Associated Student Government if necessary.
2. In the event that an administrative issue arises, the issue will be directed to this committee to delegate.
3. Ensure that the Associate student Government is abiding by the Constitution/Bylaws and formulate policies to guarantee transparency.
4. Inform students such that they are well versed in issues facing Colleges and encourage them to vote
5. Ensure that the Associated Student Government Assembly and the Committees thereto are incorporating the student body's voice in its endeavors.

***Standing Committee (ii): Life and Wellness***

Definition of Wellness: Supporting student needs and sense of belonging to promote persistence

1. Facilitate partnership between Associated Student Government, academic departments, and student service programs (e.g. EOPS, ) on campus.
2. Encourage active student participation on campus through club partnerships.
3. Facilitate and support events that involve student wellness, and education.
4. Inform students about support services on campus to equip them in overcoming barriers that inhibit student success.
5. Collectively elect a special project involving student wellness in the first 3 weeks of each semester.

***Committee (iii): Future Events***

1. Handle the planning and execution (?) of Associated Student Government social events, including but not limited to, Fall Fest, Spring Fest, Martin Luther King parade.
2. Marketing and advertising each event (e.g. flyers, posters, social media)
3. Gathering volunteers to execute events
4. Support the college foundation in fundraising efforts

**Section III: Working Committees**

Working Committees are temporary committees established to complete a specific project or task and then disband once the project or task has been completed. The Associated Student Government may establish Working Committees under the same rules under **Article V Section I** of the Constitution of the Associated Student Government; however, a disbanding condition must be added when establishing the Working Committee.

## Article VI

### Elections

**Section I: Election Administration**

All Associated Student elections shall be coordinated by the San Diego Miramar College Student Affairs Office in concert with San Diego Community College District staff.

**Section II: Spring General Election**

The Associated Student Government President, Vice President, Secretary, Treasurer, and a minimum of five Associated Student Government Senators shall be elected by a simple majority of total registered Miramar College students voting in the **Spring General Election**.

In the case that a simple majority is not met for the executive positions, the candidate who receives the plurality vote will be elected into office.

In the event of a tie for any position on the Executive Council, the Student Affairs Office will set the time and date for a **Special Runoff Election**.

### **Section III: Special Elections**

Special elections, including **In-House Elections**, shall be initiated by the Associated Student Government in coordination with the Student Affairs Office at the time and date the Associated Student Government deems necessary. The Associated Student Government Senate Representative is elected among the senators in an exclusive election held 2 weeks into each semester. The SSCCC Delegate and an alternate delegate will be elected 2 weeks into the fall semester, but will stay for two semesters, without being reelected unless impeached.

### **Section IV: Suspension and Reelection**

All members of the Executive Council and Student Senate shall be eligible for reelection, on condition of meeting the minimum qualifications for the relevant office and having not exceeded the term limit for the relevant office.

Students having been procedurally removed once from any office of the Student Council, shall be subject to a **Suspension Period** of one calendar year, during which they shall not be eligible for reelection to the Student Council. Students having been subject to such suspension shall become eligible for reelection after the period has expired. Students having been procedurally removed from office two times shall never be eligible for reelection to the Student Council.

## **Article VII Terms of Office**

### **Section I: Term Limits**

Regardless of election or appointment date, all elected officer terms will expire on June 30th of the academic year in which the office was acquired.

Only the Associated Student Government **President** shall be subject to a term limit of no more than one (1) term. The Associated Student Government President will serve a term of one **calendar** year beginning July 1st and ending June 30th.

All the other members of the **Executive Council**, excluding the President, shall be subject to a term limit of no more than two terms, cumulative or consecutive, serving in any office of the Executive Council.

All **Senators** shall be subject to a term limit of no more than three terms, cumulative or consecutive.

All members of the Associated Student Government, excluding the President, will serve a term of one full **academic year** beginning August 1st and ending May 30th.

**Club Representatives** shall not be subject to term limits.

Students having exceeded the term limit for office on only the Executive Council shall be eligible for election to the Student Senate, and vice versa. A term limit of four terms in any Student Council office shall be observed.

## Article VIII

### Vacancies

#### **Section I: Vacant Positions**

In the event of a vacancy in the Office of Associated Student Government **President**, the Associated Student Government Vice President shall assume the office for the remainder of their term of office.

In the event of a vacancy in the Office of Associated Student Government **President**, the Associated Student Government Vice President shall assume the office for the remainder of their term of office.

In the event of a vacancy in any office of an elected at-large member of the **Executive Council** or **Senate**, except for the Associated Student Government President, the office shall be declared vacant by the body in which the vacancy occurs.

The vacancy shall be filled by an **In-House Election** of the Associated Student Government Assembly. Each voting member of the Executive Council, Student Senate, and Associated Club Representatives shall have one vote, and a simple majority shall approve the appointment.

#### **Section II:**

Each elected member of the Associated Student Government has the right to resign and may do so by submitting their resignation in writing (print or digital) to the Associated Student Government Executive Council and the Office of Student Affairs. The word “resign” must appear in the resignation.

The Resignation of an elected member of the Associated Student Government will be publicly noted at the next scheduled Associated Student Government meeting and reflected in the minutes.

#### **Section III: Automatic Removal from Office**

In the event that an officer of the Student Council fails to meet the minimum qualifications for office, as described in **Article IV** of the Constitution of the Associated Student Government, said officer shall be automatically removed from office and disallowed to serve the remaining period of their term.

Student who have been automatically removed from an office of the Associated Student Government due to a failure to maintain the minimum qualifications for holding said office shall be eligible for reelection to the Student Council on condition that said student has met the minimum qualifications for the sought office by that time.

#### **Section IV: Procedural Removal from Office**

In the event that a member of the Associated Student Government believes that a Council member has not performed the reasonable execution of duties, said student carries the right to request that said Council Member be procedurally removed from office. The request must be submitted in writing (print or digital) to the Office of Student Affairs.

The procedural removal from office of an Associated Student Government Council Member shall be carried out in accordance with the Associated Student Government By-laws.

## Article IX

### **Associated Student Clubs and Organizations**

#### **Section I: Certification Process**

All student clubs must submit an annual **Certification Packet** to the Associated Student Government through the Student Affairs Office in order to be officially recognized by the Associated Student Government. The Packet must include the Club's Constitution, By-laws, and list of officers' names, student ID numbers, and phone numbers; name of the Club Advisor; and an annual budget proposal. Only currently enrolled students at Miramar College may be elected to Club positions or serve as Club Members. Upon completion of this procedure, the Packet, except the budget proposal, will be forwarded to the Office of the Dean of Student Affairs for final certification processing. In addition all Club documentation must be in alignment with and in compliance with all District Policy 5400 and Associated Student Government Constitution and By-laws. Associate Student Clubs and Organizations will be subject to approval based on safety liability and general risk management.

#### **Section II: Supplementary Charters and Bylaws**

All supplementary charters and bylaws must have a two thirds vote of approval by the Associated Student Government.

All supplementary charters and bylaws may be reviewed by the Associated Student Government Executive Council if the Executive Council decides it is necessary.

## Article X

### **Financial Code**

#### **Section I: Establishment**

A financial code shall be established in the **Bylaws of the Constitution**.

## Article XI

### **Constitutional Amendments**

#### **Section I: General Amendments**

Amendments to the Constitutions shall be made by a simple majority vote of registered Miramar students voting in the Spring General Election or under a special election as per **Article VI**

**Section III** of the Constitution of the Associated Student Government. In the case that a simple majority is not met, a majority of all votes cast is acceptable.

In the event there are more than two alternative measures (propositions) on the ballot, the measure receiving the highest number of votes has a majority.

### **Section II: Temporary Amendments**

Temporary Amendments to the Constitution and By-laws called “Friendly Amendments” may be adopted no later than the fourth week of each **academic semester** by the Associated Student Government and will be active for a period of one academic year, or the end of the academic year in which amendment is adopted if the amendment is established during the spring semester.

Friendly amendment must be attained by a 2/3 Majority vote of the Associated Student Government.

In the event there are more than two alternative measures (propositions) on the ballot, the measure receiving the highest number of votes has a majority.

## Article XII

### Executive Officer and Senator Expectations

#### **Section I: Ethical Leadership**

Elected members of the Associated Student Government are expected to act professionally and respectfully in all public dealings, shared governance meetings, and conferences.

##### ***Subsection (a) Accountability***

The Associated Student Government should at all times have transparent processes, and communications. In addition, each member must maintain ethical, fair, unbiased and nondiscriminatory stances for all students and their concerns.

The elected Associated Student Government members are required to represent the consensus opinion of the Associated Students.

##### ***Subsection (b) Correspondence***

**San Diego Community College District (SDCCD) email accounts** are to be used strictly for Associated Student Government business, and all Associated Student Government business should only be transmitted electronically using District email. Emails are required to be screened by the Dean of Student Affairs prior to being sent over the **District and College Distribution Lists (DL)**

##### ***Subsection (c) Disciplinary Action***

Associated Student Government members are subject to disciplinary action by the Dean of Student Affairs, and removal from office if found to be intentionally misrepresenting the Associated Student Government at any time.

All forms including but not limited to assault, harassment, personal defamation of character and

identity, and discrimination are grounds for removal from office in alignment with **Article VIII, Section IV** of the Constitution of the Associated Student Government.