



San Diego Mesa College Associated Student Government

BY- LAWS

Article I Dues

- Section I. Dues to the Associated Students shall be \$8.00 per semester.
- Section II. Dues shall allow students to use all facilities of and attend events sponsored and financed by the Associated Students free of charge, unless otherwise levied by the Associated Student Senate.

Article II Duties of the Executive Council

- Section I. The executive powers of the Associated Students shall be vested in the Associated Students Executive Council.
- a. The actual expenditures of funds and promotion of activities.
 - b. Act as liaison between student, faculty, administrators, and community.
 - c. Carry out all other wishes of the Associated Student Senate.
- Section II. The Executive Council shall have the final approval of all contracts, corporate or individual, between the Associated Students and other persons as explained in the Financial Code of the By-laws.
- Section III. Each Executive Council member is responsible for knowledge of the business and workings of the Associated Student Senate. Therefore, each Council member is expected to keep current on Senate activities.

Article III Duties of the Associated Student Senate

- Section I. The Associated Student Senate shall have the sole power to originate legislation for the appropriation of all Associated Student funds.

- Section II. The Associated Student Senate shall be responsible for initiating legislation dealing with the general activities of the Associated Students. However, execution of legislation lies solely with the Executive Council.
- Section III. The Associated Student Senate shall hold public meetings a minimum of twice a month. The time for the next meeting shall be determined by the adjournment of the meeting in progress. However, the Associated Student Senate may hold closed meetings at any other time if it is deemed necessary by a simple majority of the Senate.
- Section IV. Each Associated Student Senate member is an ex-officio member of the Executive Council and is advised to attend Executive Council meetings regularly.
- Section V. The Associated Student Senate shall, by a simple majority of its membership, elect any Senator to act as Associated Student Senate Representative to represent the Senate at the Executive Council.
- Section VI. The Associated Student shall, by a simple majority of its membership, elect any Senator to serve as the Associated Student Assistant Senate Representative to assist the Senate Representative. This senator shall be a non-voting member of the Executive, unless as a substitute for the Senate Representative.
- Section VII. Each Senator is responsible to their constituency to see that they understand the actions the Senate has taken and to get from them their concerns about the student government.
- Section VIII. Each Senator will work a minimum of three (3) hours in the Associated Student Office each week.

Article IV **Duties of Executive Council Officers**

- Section I. The duties of the Associated Student President shall be:
- a. To chair all meetings of the Executive Council.
 - b. To represent the San Diego Mesa Associated Students at times and places where representation is required.
 - c. To serve as ex-officio member on all committees of the Associated Students.
 - d. To call the Executive Council into emergency session if needed to perform the duties of the Executive Council.
 - e. To call the Executive Council into emergency session concerning legislative matters only if the Associated Student Senate is unable to carry out its function because of extenuating circumstances, lack of

- time, or emergency matters.
- f. The President must inform the Senate of the use of these powers at the Senate's next meeting and show proper cause for using these emergency powers.
 - g. The President shall choose all representatives who shall serve on committees, functions, conferences or conventions involving the Associated Students unless otherwise stipulated in the Constitution or By-laws.
 - h. The President shall appoint a cabinet of five [5] Associated Students to assist the Council and President in carrying out the duties assigned them.
 - i. To attend the Executive Council meetings as a voting member.
 - j. The President shall also appoint the following Executive Council Positions:
 1. Associated Student Historian
 2. Associated Student Newsletter Editor
 3. Associated Student Environmental Affairs Officer
 - k. All appointments to the Executive Council require at least a majority vote of the voting Associated Student Senate members present to be considered official unless otherwise stipulated in the Associated Students Constitution and/or By-laws.
 1. The President may not hold more than one student government office at the same time. This includes A.S. President, A.S. Vice President, A.S. Treasurer, A.S. Senate Representative, A.S. Senator, Inter-Club Council President, Inter-Club Council Vice President, A.S. Historian, A.S. Newsletter Editor, A.S. Environmental Affairs Officer, A.S. Secretary, A.S. Parliamentarian and the President's cabinet members. This does not include positions in clubs.

- Section II. The duties of the Associated Student Vice-President shall be:
- a. To assume the office of the Presidency in the absence of the President.
 - b. To advise and aid the President.
 - c. To serve as ex-officio member on all committees of the Associated Students.
 - d. To be responsible for notifying Associated Student Senate and Executive Council members of emergency sessions.
 - e. To serve as chairperson of the committee on committees and to coordinate all committee business.
 - f. To attend all Associated Student Senate meetings and chair the Associated Student Senate Business Meetings.
 - g. To attend the Executive Council meetings as a voting member.
 - h. The Vice President may not hold more than one student government office at the same time. This includes A.S. President, A.S. Vice President, A.S. Treasurer, A.S. Senate Representative, A.S. Senator, Inter-Club Council President, Inter-Club Council Vice President, A.S. Historian, A.S. Newsletter Editor, A.S. Environmental Affairs Officer,

A.S. Secretary, A.S. Parliamentarian and the President's cabinet members. This does not include positions in clubs.

- Section III. The duties of the Associated Student Treasurer shall be:
- a. To prepare a budget in compliance with the Financial Code and act as Controller for student funds.
 - b. To chair the Budget Committee.
 - c. To report to the Associated Student Senate at the first meeting of every month or upon request.
 - d. To report to the members Executive Council at each Executive Council meeting or as deemed necessary by the President.
 - e. To act as liaison between the bonded financial secretary and Executive Council.
 - f. To attend the Executive Council meetings as a voting member.
 - g. The Treasurer may not hold more than one student government office at the same time. This includes A.S. President, A.S. Vice President, A.S. Treasurer, A.S. Senate Representative, A.S. Senator, Inter-Club Council President, Inter-Club Council Vice President, A.S. Historian, A.S. Newsletter Editor, A.S. Environmental Affairs Officer, A.S. Secretary, A.S. Parliamentarian and the President's cabinet members. This does not include positions in clubs.

- Section IV. The duties of the Associated Student Senate Representative shall be:
- a. To represent the Associated Student Senate on the Executive Council.
 - b. To aid the Associated Student President with the execution of legislative matters dealt with by the Associated Student Senate.
 - c. To act as liaison between the Executive Council and the Associated Student Senate and report activities of these bodies upon request.
 - d. To chair any meeting of the Associated Student Senate unless otherwise stipulated in the Constitution or By-laws.
 - e. To attend the Executive Council meetings as a voting member.
 - f. To vote only once on any matter when the Associated Student Senate and Executive Council meet in joint session.
 - g. The Senate Representative may not hold more than one student government office at the same time. This includes A.S. President, A.S. Vice President, A.S. Treasurer, A.S. Senate Representative, A.S. Senator, Inter-Club Council President, Inter-Club Council Vice President, A.S. Historian, A.S. Newsletter Editor, A.S. Environmental Affairs Officer, A.S. Secretary, A.S. Parliamentarian and the President's cabinet members. This does not include positions in clubs.

- Section V. The duties of the Assistant Senate Representative shall be:
- a. To schedule and coordinate office hours.
 - b. To aid and advise the Senate Representative.
 - c. To assume the office of the Senate Representative in case of a vacancy, to be approved by a simple majority vote of the A.S. Senate.

- d. The Assistant Senate Representative may not hold more than one student government office at the same time. This includes A.S. President, A.S. Vice President, A.S. Treasurer, A.S. Senate Representative, A.S. Senator, President, Inter-Club Council Vice President, A.S. Historian, A.S. Newsletter Editor, A.S. Environmental Affairs Officer, A.S. Secretary, A.S. Parliamentarian and the President's cabinet members. This does not include positions in clubs.

Section VI. The duties of the Inter-Club Council President shall be:

- a. To chair the Inter-Club Council meetings and assist the club Presidents in their functions.
- b. To attend the Executive Council meetings as a voting member.
- c. To be aware of Associated Students Senate business at all times.
- d. The Inter-Club Council President may not hold more than one student government office at the same time. This includes A.S. President, A.S. Vice President, A.S. Treasurer, A.S. Senate Representative, A.S. Senator, Inter-Club Council President, Inter-Club Council Vice President, A.S. Historian, A.S. Newsletter Editor, A.S. Environmental Affairs Officer, A.S. Secretary, A.S. Parliamentarian and the President's cabinet members. This does not include positions in clubs.

Section VII. It shall be the duty of the President's five [5] cabinet members to assume the duties and responsibilities assigned them by the Associated Student President.

- a. The President's cabinet members may not hold more than one student government office at the same time. This includes A.S. President, A.S. Vice President, A.S. Treasurer, A.S. Senate Representative, A.S. Senator, Inter-Club Council President, Inter-Club Council Vice President, A.S. Historian, A.S. Newsletter Editor, A.S. Environmental Affairs Officer, A.S. Secretary, A.S. Parliamentarian and the President's cabinet members. This does not include positions in clubs.

Section VIII. The Budget Committee shall consist of the following:

- a. The Associated Student Treasurer, who shall serve as chairperson.
- b. Associated Student President.
- c. Dean of Student Affairs or alternate (advisory only), College Business Manager (advisory only).
- d. Two [2] voting Associated Student Senate Members appointed by the Associated Student Senate.
- e. The Associated Student Account Clerk (advisory status only).

Section IX. The duties of the Budget Committee shall be:

- a. Supervises the preparation of the budget and reviews and balances the budget.
- b. Regular Budget Committee meetings shall be open to all members of the Associated Students. Notification of such meetings shall be posted at least [72] hours in advance.

- c. Special Budget meetings may be called as deemed necessary by the Associated Student Treasurer.

Section X. The duties of the Associated Student Historian shall be:

- a. To attend all Executive Council meetings as a non-voting member.
- b. To report to the Associated Student Senate at the first meeting of every month or upon request.
- c. To prepare and submit to the Associated Student President an accurate record of the semesters functions and/or activities of the Associated Student Government by the close of each semester.
- d. To request prior approval for all purchases or reimbursements for equipment or supplies used while performing the stated duties and responsibilities of Historian from the Associated Student President.
- e. To maintain an accurate record by way of binder of each and every campus publication.
- f. To attend as requested, events and activities sponsored or attended by the Associated Students.
- g. The Historian may not hold more than one student government office at the same time. This includes A.S. President, A.S. Vice President, A.S. Treasurer, A.S. Senate Representative, A.S. Senator, Inter-Club Council President, Inter-Club Council Vice President, A.S. Historian, A.S. Newsletter Editor, A.S. Environmental Affairs Officer, A.S. Secretary, A.S. Parliamentarian and the President's cabinet members. This does not include positions in clubs.

Section XI. The duties of the Associated Student Newsletter Editor shall be:

- a. To attend all Executive Council meetings as a non-voting member.
- b. To report to the Associated Student Senate at the first meeting of every month or upon request.
- c. To be responsible for the production and publication of an Associated Students Newsletter at least once a month, and no later than the second Wednesday of every month.
- d. To submit a draft copy of the newsletter to the Associated Student President, Associated Student Senate Representative, and Dean of Student Affairs (advisory only) for approval no later than one [1] week prior to final publication date.
- e. To make available in number of copies and locations deemed necessary by the Associated Student Senate.
- f. To request prior approval for all purchases or reimbursements for equipment or supplies used while performing the stated duties of the Newsletter Editor from the Associated Student President.
- g. The President may not hold more than one student government office at the same time. This includes A.S. President, A.S. Vice President, A.S. Treasurer, A.S. Senate Representative, A.S. Senator, Inter-Club Council President, Inter-Club Council Vice President, A.S. Historian, A.S. Newsletter Editor, A.S. Environmental Affairs Officer, A.S.

Secretary, A.S. Parliamentarian and the President's cabinet members.
This does not include positions in clubs.

- Section XII. The duties of the Associated Student Environmental Affairs Officer shall be:
- a. To attend the Executive Council as a non-voting member.
 - b. To report to the Associated Student Senate at the first meeting of every month or upon request.
 - c. To work with the Executive Council to develop an Environmental Affairs budget during the first four weeks of the semester.
 - d. To serve as the liaison between the Executive Council and the recycling company.
 - e. To coordinate the Recycling Program: development, implementation, recruitment, and maintenance.
 - f. The President may not hold more than one student government office at the same time. This includes A.S. President, A.S. Vice President, A.S. Treasurer, A.S. Senate Representative, A.S. Senator, Inter-Club Council President, Inter-Club Council Vice President, A.S. Historian, A.S. Newsletter Editor, A.S. Environmental Affairs Officer, A.S. Secretary, A.S. Parliamentarian and the President's cabinet members. This does not include positions in clubs.

Article V

Duties of Associated Student Senate Officers

Section I. It shall be the duty of each non-voting Senator to perform the duties required by the organization they are representing.

Section II. It shall be the duty of the voting Senators elected by the Associated Students to represent the Associated Student membership. Although each Senator may represent a specific constituency, it is their duty to remain responsive to the needs of ALL of the Associated Students at San Diego Mesa College.

Article VI

Optional Members

Section I. The Executive Council and Associated Student Senate may hire a student secretary to serve their respective bodies as a non-voting member. The secretary shall record minutes and assume other secretarial duties that may be needed by student officers relating to secretaries and must have the authorization of the Associated Student President.

Section II. Each body should also seek to appoint or hire a parliamentarian that would serve in a non-voting capacity.

Article VII
Standing Rules for Executive Council and Associated Student Senate

- Section I. All meetings shall operate under Robert's Rules of Order, newly revised.
- Section II. Regular meeting times shall be set before the adjournment of the preceding meeting and may not convene prior to the announced date.
- Section III. Emergency sessions of the Associated Student Senate and Executive Council may be called only if all members of the respective bodies have been notified, unless otherwise stipulated in the Associated Student Constitution and/or By-laws.
- Section IV. A quorum will exist when a simple majority of voting members of the respective bodies desiring to hold the meeting are present. Vacant positions will not be used to constitute a quorum.
- Section V. Executive Council and Senate Chairpersons must post an agenda at least [72] hours prior to meeting time pursuant of the Ralph A. Brown Act.
- Section VI. Each body may adopt standing rules by majority vote of their voting members as they find them necessary. All standing rules not covered in the preceding articles and not found in Robert's Rules of Order are valid only for the semester in which they are adopted.
- Section VII. Standing Rules may be changed by a majority vote by the voting members of the specific groups concerned. At least one regular business meeting shall intervene between the proposal and the implementation or deletion of the new rule.

Article VIII
Student Judicial Review Board

- Section I. All appointments to the Student Judicial Review Board shall be made for two [2] semesters (one year) and no justice shall serve more than two [2] years or four semesters, and occurring vacancies shall be filled by the agency which made the appointment that becomes vacant.
- Section II. All student appointments to the Student Judicial Review Board must be approved by a two-thirds [2/3] vote of the Associated Student Senate.
- Section III. The Student Judicial Review Board shall elect a Chief Justice from among their student members, and the Chief Justice shall hold the office for one [1] semester and no more than two [2] semesters.

- Section IV. The Student Judicial Review Board shall be:
- a. An Appellate Court
 1. To give written opinions upon the constitutionality of all contested acts of the Student Government and the Officers of the Associated Students while executing their duties, and members and/or member organizations of the Associated Students.
 - b. A Court of Original Jurisdiction
 1. To review infringements of campus rules, codes, by-laws within the control of Associated Students or delegated to the Associated Students by the administration of the college.
 2. Penalties within the jurisdiction of the Associated Students, shall be stipulated by the Student Judicial Review Board.
 3. Upon request by the Executive Council, the Student Judicial Review Board shall review Club constitutions for their opinion. A majority vote of the Student Judicial Review Board shall constitute a recommendation.
 - c. The opinion of the Student Judicial Review Board shall be submitted in writing to the Associated Student President, the Associated Student Vice-President, the Dean of Student Affairs, each member of the Associated Student Senate, and the originator of the request within ten [10] school days after the close of the hearing on the question.
 - d. All opinions of the Student Judicial Review Board shall be subject to the administration of Mesa College.

Section V. The Student Judicial Review Board shall see that elections are run in accordance with the Constitution and shall validate the results of the election.

Section VI. Any elected officer may represent any member of the Associated Students appearing before the Student Judicial Review Board.

Section VII. A quorum shall consist of a minimum of two [2] student justices and a minimum of one [1] certified justice.

Section VIII. No member of the Student Judicial Review Board may hold an office in any club, organization, or association on this campus.

Section IX. Student Judicial Review Board members who wish to be a candidate for any office must resign the Student Judicial Review Board position prior to becoming a candidate.

Section X. A student SJRB member can be removed from office due to one of the following infractions:

- a. Does not fulfill duties as listed in Article VIII, Sections IV, V, VIII and IX.

Does not proceed with Judicial Reviews in a manner which is impartial and unbiased towards all parties involved.

- b. Is influenced* in their decision on a case by any entity outside the SJRB.
(* Includes, but is not restricted to; bribery, threat, blackmail, special interests, etc.
- c. Procedure for Student SJRB Removal is as follows:
 - 1. Before any vote on the removal of a student SJRB member can be made, a review committee made up of five (5) students, in which no less than three (3) of the committee members must be A.S. Senators, will be appointed by the A.S. President. The committee members must have no direct involvement with the case at hand and must conduct an investigation that is impartial and unbiased. Failure of a committee member to meet the above requirements may result in removal of office or disciplinary action. This committee must then review the infringements of SJRB rules and present it's finding, in writing, to the A.S. Senate, The Executive Council, and the Student Advisor before a vote on the said removal can be called.
 - 2. For a student member of the SJRB to be removed from office, a two-thirds [2/3] majority vote of the Executive Council members in attendance, and a [2/3] majority vote of the Associated Student Senate in attendance, must vote in favor for the removal of the student SJRB member.

Article IX **Amendments**

- Section I. Amendments to the by-laws may be made by a two-thirds [2/3] vote of the majority of members of the Executive Council in attendance and a two-thirds [2/3] majority of the members of the Associated Student Senate in attendance. Amendments to the by-laws may not be considered in the same meeting that it is brought up.

Article X **Veto Powers**

- Section I. The Associated Student President shall possess sole veto power over Senate legislation which in his opinion does not serve the best interests of Mesa College.
- Section II. The Associated Student Senate shall possess sole override power. A two-thirds [2/3] majority of those members voting is required to obtain an override.

- Section III. The Associated Student President must notify the Associated Student Senate of any veto action by the next Senate Business Meeting.
- Section IV. All matters regarding hiring of employees, ratifying appointments, Presidential and Vice Presidential Scholarships and In-House Elections are non-veto eligible.

Article XI **Scholarships**

- Section I. The Associated Student President and Vice President shall be awarded monthly scholarships for the adequate performance of their constitutional duties, or any other legitimately assigned duty so long as it is in compliance with the existing rules and regulations that the Associated Students currently operate under.
- Section II. The scholarships may be repealed on an individual basis anytime a two-thirds [2/3] vote of both the Senate and Executive Council. Scholarships may be suspended for a period of one [1] month.
- Section III. Scholarships may be repealed on the sole basis of nonperformance.
- Section IV. All suspensions of scholarships shall be subject to review by the Student Judicial Review Board upon request by the penalized official.
- Section V. All scholarships suspension legislation is non-veto eligible.
- Section VI. The actual monthly amount of the Associated Student President and Vice Presidential scholarships shall be as follows:
- a. The Associated Student President shall be awarded a monthly scholarship of two hundred [\$200.00] dollars unless otherwise stipulated by legislation.
 - b. The Associated Student Vice-President shall be awarded a monthly scholarship of one hundred fifty [\$150.00] dollars unless otherwise stipulated by legislation.
- Section VII. The actual amount of the monthly scholarships should be reviewed in the Spring Semester during the budget preparation by the Associated Student Budget Committee which shall forward its recommendation of any proposed changes to the current policy to the Associated Student Senate.

Article XII **Officer Limitations and Responsibilities**

- Section I. Executive Council shall serve no more than two [2] terms or four [4] semesters in any one position.
- a. President shall serve no more than two [2] terms or four [4] semesters.
 - b. Vice President shall serve no more than two [2] terms or four [4] semesters.
 - c. Treasurer shall serve no more than two [2] terms or four [4] semesters.
 - d. Inter-Club Council President shall serve no more than four [4] terms or four [4] semesters.

Section II. No A.S. Officer shall hold more than one of the following offices: A.S. President, A.S. Vice President, A.S. Treasurer, A.S. Senate Representative, A.S. Senator, Inter-Club Council President, Inter-Club Council Vice President, A.S. Historian, A.S. Newsletter Editor, A.S. Environmental Affairs Officer, A.S. Secretary, A.S. Parliamentarian and the President's cabinet members.

Article XIII **Conventions - Conferences**

Section I. The selection of delegates that attend conventions/conferences shall be made by the Associated Student President based on compliance with the Student Representation Fee Guidelines and/or Travel Funding Requests.

Article XIV **Associated Student Body Financial Code**

Section I. Objectives - The by-laws of finance shall be known as the Financial Code and are established to define policies and procedures for the financial transactions of the Associated Students of Mesa College and its associated clubs and organizations.

Section II. Authority - The source of authority for carrying on student body activities at Mesa College is the people of the State of California. Their will is expressed by their elected representatives in the California legislature through the Education Code. Principal code sections affecting student body activities are 10701 to 10705. Some important provisions read as follows:

"Any group of students may organize a student body association within the public schools with the approval of and subject to the control and regulation of the governing board of the school district. Any such organization shall have as its purpose the conduct of activities on behalf of the students approved by the school authorities and not in conflict with the authority and responsibility of the public school officials."

"The funds shall be expended subject to such procedure as may be established by the student body organization subject to the approval of each of the following three persons, which shall be obtained each time before any such funds may be expended: an employee who is the designated advisor of the particular student body organization, and a representative of the particular student body organization."

The Board of Trustees of the San Diego Community College District is elected by the people of the San Diego Community College District. They exercise their authority under the Education Code and the Government Code.

The following college officials exercise authority delegated by the Board of Trustees in matters of Associated Student finance.

The Dean of Student Affairs - In addition to other duties, is responsible for the administration, development, supervision and coordination of the student activities program. The Dean of Student Affairs supervises Associated Students finances. The Dean reports to the Vice President of Student Services.

The Associated Student Government of Mesa College is the officially recognized student representative of Mesa College and under the guidance of the Dean of Student Affairs, is responsible for establishing the fiscal budget in accordance with the principles and procedures laid down in this Financial Code.

The Associated Student Treasurer shall be responsible for seeing that all financial matters and transactions of the Associated Students are carried out in accordance with the constitution of the Associated Students, and shall report any recommendation or irregularities to the Student Senate and the Dean of Student Affairs.

Section III. Amendment of Financial Code

Initiations for amendment of the Financial Code may be made in the Associated Student Senate. Initiations arising in the Associated Student Senate, and approved by a two-thirds vote of the members of the Associated Student Senate present (but no less than a majority of the total membership), shall be submitted to the President of the college for final approval.

Section IV. Principles

- a. Student Body funds shall be expended primarily and directly for the benefit of students through the purchase of equipment, materials, projects or services that the majority of the Associated Student Senate considers clearly the responsibility of the student body.

- b. Students who purchase Associated Student Membership cards shall have priority to participate in or derive other benefit from the programs, projects, services, or activities financed from such student body funds.
- c. In general, student body money should be expended as earned and should not be accumulated except for planned capital outlay.
- d. Funds should only be spent as specifically authorized and approved under conditions outlined in the Associated Student Constitution and under procedures laid down in this Financial Code.
- e. Since some of the Student Affairs Programs are subsidized by the district, the district portion of support expenditures are administered in accord with district provisions.
- f. Justification for financial support of a student activity should be in terms of its educational value.
- g. Where possible, there should be no co-mingling of student and district funds.
- h. Associated Student funds may not be used to support activities of individual students or groups of students who do not meet the college requirements for participation in student activities.
- i. Associated Student funds may not be used to support activities of individual students or groups of students unless the activities are for the general benefit of the student body.
- j. Although there may be occasions when a student group may want to raise funds on its own, the primary purpose of student activities is not money raising.

Section V. Source of Funds

- a. Student Body Memberships (Student Activity Cards) The cost of membership in the Associated Students of Mesa College shall be determined by the Student Senate with the approval of the college President and the Board of Trustees. (See Article I of the By-laws)
- b. Lost or stolen activity cards may be replaced at a charge designated by the Associated Student Senate. (Refer to San Diego Community College District Procedure c-8407.)
- c. Associated Student fund raising events including drives, collections, dues, assessments, or special sales are to be approved by the Student Senate and the Dean of Student Affairs in advance of any ticket sales or publicity.
- d. All school functions sponsored by a club or organization may be backed by a loan or grant from the Associated Student Senate upon request submitted through the Associated Student Treasurer and if the income from co-sponsored events is to be divided, the percentage shall be determined by the Associated Student Senate and the sponsoring organization.
- e. Gifts, contributions and other revenues. Gifts of money, equipment or materials may be accepted by the Associated Students by submitting a

statement including [1] recipient, [2] purpose of gift, equipment or collection of funds which shall be submitted to the Budget Committee for approval. Checks of cash gifts shall be made payable to the Associated Students. (College Policies and Procedures, C-7090).

- f. Concession sales of merchandise on the college premises may be negotiated by the Associated Student Senate and the Student Affairs Director. Profits from such sales in connection with general student activities shall be deposited to the Associated Students General Fund.

Article XV

Budget

Section I. All Associated Student Finances shall be apportioned and executed under an annual budget system.

Section II. All Budget requests for the following fiscal year must be submitted in the itemized form to the Associated Student Treasurer, who will compile a preliminary budget for submission to the Budget Committee.

- a. The Associated Student Treasurer, in cooperation with the Budget Committee, shall present a preliminary budget to the Student Senate early in the Spring semester each year.
- b. The Associated Student Executive Council shall review the preliminary budget and advise such changes as it deems necessary. The proposed budget shall then be presented to the Student Senate for their preliminary approval and adoption not later than the last week in May of the Spring term. In the event circumstances prevent a preliminary adoption of a new annual budget, accounts may operate with the previous year's budget, but they are not to expend more than 40% of their previous year's total.

It shall be the duty of the Fall semester Executive Council and the Associated Student Senate to adopt a final annual budget not later than the sixth week of the fall semester. If by the sixth week of the fall semester an annual budget has not been adopted--The Dean of Student Affairs will submit a budget to President of Mesa College for implementation.

Section III. The annual budget requires an affirmative vote of two-thirds majority of the Associated Student Senate and approval by the President of Mesa College.

Section IV. Once the budget has been formally approved, a two-thirds vote of the Associated Student Senate members present is needed for budgetary alteration.

- a. Requests for non-budget items and funds in excess of approved budgeted amounts must be submitted well in advance of need, at least two weeks, to the Associated Student Treasurer who will present the

request to the Budget Committee for a recommendation to the Student Senate.

- b. All budgetary changes approved will be recorded in the official minutes of the Associated Student Senate.
- c. The annual budget shall keep in the un-appropriated account a minimum of [10%] of the total approved budget and this account will remain [10%] of the approved budget for a minimum of four weeks into the Spring semester.

Article XVI **Deposits**

Section I. All monies collected from any Associated Student event must be substantiated by pre-numbered receipts, pre-numbered tickets, and other auditable records.

Section II. Banking of all funds and maintenance of all official accounting records shall be the responsibility of the Mesa College Accounting Office.

Section III. All Associated Student Organization, clubs, and trust funds collected from any sources what-so-ever shall be deposited no later than the first school day following the collection of the funds in the Accounting Office. These must be accompanied by proper forms detailing the source of funds.

Section IV. All monies shall be deposited in the Associated Student General Fund or the appropriate account. Any expenses incurred must be paid by check issued according to requisition procedures.

Section V. In the case of a club sponsored activity underwritten by the Associated Student Senate, any division of funds will be made in accordance with Section V. d.

Section VI. The Accounting Office, shall issue a receipt for all monies received.

Section VII. Accounts from clubs defunct for two semesters will be closed and the funds transferred to the inactive club reserve account M28100.

Article XVII **Expenditures**

Section I. All purchases, services, contracts, or projects must follow the guidelines and policies adopted by the Board of Trustees of San Diego District pursuant to pertinent sections of the Education Code.

Section II. Purchases of supplies and equipment involving Associated Students funds and expenditures shall follow the same procedures as the San Diego Mesa College Business Office.

- Section III. An individual or group requesting funds for any purpose must complete and return an Associated Student Requisition in Duplicate.
- a. The following signatures must be on the requisition form:
 1. Associated Student President or Vice-President.
 2. Dean of Student Affairs or Business Manager.
 3. If a club is involved, the Treasurer and Faculty Advisor must sign the requisition.
 - b. The Associated Student Senate of Mesa College authorizes the Dean of Student Affairs, to act in the best interest of the Associated Students of Mesa College in administering this Financial Code in emergencies. Any action taken under this paragraph by the Dean of Student Affairs shall be reported to the Associated Student Senate for their action at their next regular meeting.
 - c. All payments must be justified by itemized invoices, or receipted bills accompanied by the receiving copy of the purchase order.
 - d. For all activities where the cost of the function is uncertain, a requisition may be drawn for part or for the full amount anticipated. A complete and fully detailed report signed by the advisor or director, together verifying receipts and the unused cash balance must be returned to the Associated Students, through the Accounting Office to complete the record, subject to the auditor's inspection and approval. Promptness in returning the receipts is essential. Failure to make such a report shall forfeit the right of any further drawing of funds by the violating organization or person.
 - e. The Associated Students will assume no responsibility for expenditures made without proper authorization SECURED IN ADVANCE. Individuals who make purchases or expend funds without advance authorization do so at their own risk.

Article XVIII **Maintenance of Records**

Section I. Each organization or club shall maintain accurate records of all income and expenditures and shall open their books to audit by the Associated Student Treasurer or District Business Office at any time on request of the Associated Student President, Associated Student Vice-President and any Associated Student Senate voting member. This shall be done in the presence of the Associated Student Treasurer and/or the District Business Office.

Article XIX

Contracts

- Section I. Contracts for services, rental of facilities, etc., for Associated Student events including functions sponsored by clubs and organizations are to be negotiated with the aid of the Faculty Advisor and must be signed by the Dean of Student Affairs, and the Associated Student President.
- Section II. Only those agreements which comply with Article VI, Section I, and which bear the signature of the Dean of Student Affairs and the Associated Student President should be considered valid.
- Section III. Payment on contracts will be under regular requisition procedure.

Article XX Travel Claims

- Section I. All requests for consideration and approval of overnight and out-of-state trips to be financed from Associated Student funds must be presented in writing to the Associated Student Senate for approval or disapproval.
- Section II. The request should include dates, itinerary, methods of travel, proposed housing, number of persons involved, approximate costs, names of faculty personnel who will sponsor and accompany the group, and a statement of purpose or value to be achieved.
- Section III. The Associated Students will pay for meals, transportation, and lodging only on approved trips.
- Section IV. Field transportation for clubs and organizations may be financed by the Associated Students upon approval of the Associated Student Senate. If it is not possible to secure a school vehicle, drivers may be reimbursed for mileage using their personal car at the current district rate. When distances involved are so great as to hinder efficiency or cause students to miss too many classes, air travel utilizing the least expensive, convenient facilities may be authorized by a request to the Associated Student Senate for approval.
- Section V. The cost of meals for one day should ordinarily be in accordance with district policy.
- a. When a group travels and arrangements are made for them to eat as a group, the advisor or person in charge will have the charges billed to the Associated Students of Mesa College whenever possible.
- Section VI. In no instance shall the expenses claimed for food, transportation and lodging be in excess of the amount authorized.

Section VII. All expenses for hotels, motels, and transportation must be verified by receipts.

Section VIII. In the event of an emergency or unusual circumstances, the Budget Committee may make an adjustment in the expense limits.

Article XXI

Student Representation Fee Policy

Section I. Collection

- a. The Student Representation Fee is collected by San Diego Mesa College at the time of registration and deposited in a separate fund established per the California Community College's Budget and Accounting Manual. Students may opt to waive this fee. The business manager of San Diego Mesa College shall have custody of the money collected. The SDCCD may obtain up to seven [7] percent of the fees collected for administering the fees. See Education Code Section 76060.5.

Section II. Purpose

- a. The Student Representation Fee shall be expended to provide for the support of governmental affair representatives who may be stating their positions and viewpoints before city, county, district, federal governments, and before offices and agencies of the state government. See Education Code Section 76060.5.

Section III Expenditures

- a. All expenditures will be approved or denied based on the existing Associated Students Constitution and Bylaws.
- b. The following have been selected and approved as annual expenses.
- c. The Associated Students will select appropriate student representation fee expenditures for lobbying, conferences, and activities from the following items annually:
 1. Off-Campus Activities
 - a. CalSACC / CSBG meetings and conferences.
 - b. USSA meetings and conferences.
 - c. ASACC meetings and conferences.
 - d. Lobby Day delegates in Sacramento.
 - e. Meetings of other local, state, and federal governing agencies (CPEC, CCBOG, etc..).
 - f. Lobbying orientation / Training sessions.
 2. On-Campus Activities
 - a. Legislative tracking databases.
 - b. Surveys of the college student body to develop positions on legislation.

- c. Dissemination of information to student bodies via newspaper advertisements, fliers, etc.. Stipulate Student Voice being heard/returned.
 - d. Lobbying orientations / Training sessions.
 - e. Dues for state and local student associations.
 - f. Postcard Writing Drives.
 - g. Legislative Forums.
 - h. Voter Registration
 - i. Other informational services deemed necessary and proper by the Student Representation Fee Committee and within the guidelines of Education Code Section 76060.5.
3. Technical Support
- a. Direct Access to Internet and E-mail Addresses of Legislators.
 - b. Portable access to Legislators while at conferences or off-campus activities.
 - c. Communication (i.e. phone, fax, etc.)
4. Other
- a. The fee may be used to support the California Student Association of Community Colleges at the region and state level.
 - b. Any amount designated to provide representation at this level must be approved by the Associated Student Senate and should not exceed fifty [50] percent of the annual amount of the funds collected.
 - c. Each disbursement will need documentation from CalSACC regarding the amount of funds and the purpose of the funding request i.e. dues, lobby day, special project, etc..
 - d. The Associated Students, if necessary will submit additional materials to the President of the college and Dean of Student Affairs for the purpose of approval when needed.

Section IV. Appointment of Representatives

- a. The Associated Student President shall appoint students to represent San Diego Mesa College for the purposes authorized by Education Code 76060.5.
- b. All appointments of individuals to use Student Representation Fees made by the Associated Students President, based on a statement of intent submitted by the set deadline, must be approved by a majority vote of the Senate.
- c. All other items submitted by the Student Representation Fee Committee must be approved by a majority vote of the Senate.
- d. Per the Student Representation Fee Board Docket of 1993, the expenditure of student representation fee funds require the authorization of the Dean of Student Affairs and/or the Business Manager of San Diego Mesa College.

Section V. Representative Responsibilities

- a. In coordination with the Dean of Student Affairs, students using representation fees will:
 1. Submit a written report on the results of their meeting to the Associated Student Government (copy to the Dean of Student Affairs) within one [1] week after their return. An oral report may also be required if requested by the Associated Student President.
 2. Reimbursement will be based on the District rate regarding meals, travel, and lodging. All reimbursement will be made when receipts verifying expenditures of the approved event/activity are submitted.

Section VI. Accountability

- a. Records on trips, visits, etc. by individuals using the Student Representation monies will be kept on file by the Dean of Student Affairs. These will include, at a minimum, letters to officials, expenditures of funds, and a copy of the report on the results of the meetings/conferences.

Section XIV.
Activities for Associated Student Senators

Upon the beginning of their term, each senator within (4) four weeks, shall develop, research, and propose a student-related activity. If after submitting this proposal the senate rejects the proposed activity, then, the senator shall have (2) two weeks from the day that the original proposed was submitted to research, developed, and proposal another activity. If the second proposed activity is defeated, then that individual shall be subject to a point system, based on their participation in other activities. The point system shall be decided by the senate at the beginning of the each semester and be stated in the standing rules.