



**ASSOCIATED STUDENTS**  
GLENDALE COMMUNITY COLLEGE

## **By-Laws**

### **ARTICLE I MEMBERSHIP**

- Section 1 The membership fee shall be established for the coming year by the Spring Semester Legislature in connection with the presentation of the annual budget.
- Section 2 All student body fees are payable at the time of registration.

### **ARTICLE II DUTIES OF OFFICERS**

- Section 1 Newly elected ASGCC Executive Committee members will take office seven (7) days after the last day of finals of the spring semester. All titles, privileges, and responsibilities of office shall be assumed on that day. All other ASGCC officers shall assume office immediately upon appointment. All members must uphold the Associated Students policies and regulations as prescribed in the Constitution, By-Laws, Election Code, Finance Code, and IOC By-Laws.
- Section 2 The duties of ASGCC officers shall be fulfilled as specified in Article V of the Constitution.

### **ARTICLE III LEGISLATURE AND EXECUTIVE MEETING PROCEDURES**

- Section 1 Regular meetings of the Legislature shall be held once each week during the regular school year. These meetings shall be held every Monday afternoon at 1:00 p.m. Special Legislature meetings may be called by the ASGCC President at any time as long as the meeting notifications are in compliance with the Brown Act.
- Section 2 Meetings shall be conducted in accordance to the Brown Act and Sturgis' The Standard Code of Parliamentary Procedure.
- Section 3 Special meetings shall be called by the President, in accordance to the Brown Act and Sturgis' The Standard Code of Parliamentary Procedure.
- Section 4 During the Fall and Spring Semesters the Executive Committee shall hold its regular meeting on Friday from 12:30 p.m. to 2:30 p.m. During the Fall and Spring Semesters, the regularly scheduled meeting time for the Executive Committee can be rescheduled with the prior written permission of the Dean of Student Affairs before the beginning of the semester. During the Winter and Summer Intersessions the Executive Committee shall meet at a time available to all its members.

### **ARTICLE IV ATTENDANCE POLICY**

- Section 1 Legislature members shall attend and be on time for all Legislature meetings, standing committee meetings, special meetings, and governance committee meetings.
- Section 2 Legislature members shall be responsible for keeping track of their own attendance for all Legislature meetings, standing committee meetings, special meetings, and governance committee meetings.
- Section 2 Officers shall attend AS official events conducted by their committee or designated by the Executive Committee. Failure to attend may warrant a committee absence, if approved by the Executive Committee.
- Section 3 Executive officers shall attend all Executive Committee meetings.
- Section 4 The Dean of Student Affairs may only excuse an absence in the case of an emergency or unusual circumstance.
- Section 5 Legislature members that have three (3) absences in any one section of regular and special legislature meetings, standing committee meetings, ASGCC Leadership course and Governance committee meetings, will result in immediate dismissal.
- Section 6 Any officer that obtains a combined absence count of six (6) across all regular and special legislature meetings, standing committee meetings, ASGCC Leadership course and Governance committee meetings, will result in immediate dismissal.

### **ARTICLE V ATTENDANCE PROCEDURE - Regular and Special Legislature Meetings**

- Section 1 Regular and Special Meeting Absences:  
An absence shall be defined as not being present ten (10) minutes after the completion of roll call.

- a. A member who is absent cannot make, second, nor vote on a motion. The member may give a report and/or add to the discussion of a motion.
- b. A Legislature member will only be allowed two (2) absences per semester.

**Section 2 Regular and Special Meeting Tardies:**

**Tardies shall be defined as arriving within ten (10) minutes after the completion of roll call.**

- a. **Two** (2) tardies are equal to one (1) absence.

Section 3 Any member of the ASGCC who has two (2) regular and special legislature meeting absences will receive a written notice from the Vice President of Administration that they have two (2) absences. Any officer that has three (3) regular and special meeting absences will result in immediate dismissal, as specified in Article IV, Section 5 of the By-Laws.

Section 4 All regular meetings shall be held every Monday at 1:00 p.m. and shall be called to order no later than 1:01 p.m. by the President or successive officer.

**ARTICLE VI ATTENDANCE PROCEDURE - Standing Committee Meetings**

Section 1 Officers shall attend and be on time for all assigned ASGCC Standing Committee meetings.

Section 2 Absences:

Absences shall be defined as not being present ten (10) minutes after the scheduled start of the meeting.

- a. An officer will only be allowed two (2) absences per semester.

Section 3 Tardies:

Tardies shall be defined as not being present at the start of the meeting.

- a. Two (2) tardies are equal to one (1) absence.

Section 4 Any member of the ASGCC who has two (2) committee meeting absences will receive a written notice from the Vice President of Administration that they have two (2) absences. Any officer that has three (3) committee meeting absences will result in immediate dismissal, as specified in Article IV, Section 5 of the By-Laws.

**ARTICLE VII ATTENDANCE PROCEDURE – ASGCC Leadership Course**

Section 1 Officers shall **attend and** be on time for the ASGCC leadership course.

Section 2 Absences:

Absences shall be defined as not being present ten (10) minutes after the scheduled start of class.

- a. An officer will only be allowed two (2) absences per semester.

Section 3 Tardies:

Tardies shall be defined as not being present at the scheduled start of class.

- a. Two (2) tardies are equal to one (1) absence.

Section 4 Any member of the ASGCC who has two (2) absences from the leadership class will receive a written notice from the Vice President of Administration notifying that they have two (2) absences. Any officer that has three (3) absences from the leadership class will result in immediate dismissal, as specified in Article IV, Section 5 of the By-Laws.

**ARTICLE VIII ATTENDANCE PROCEDURE - Governance Committee Meetings**

Section 1 Officers shall be on time for all assigned ASGCC Governance Committee Meetings.

Section 2 Governance Meeting Logs Procedure

- a. Governance Meeting Logs must be submitted online by Friday at 11:59 p.m. of the week of the Governance Meeting.

- b. Tardies shall be defined as not being present at the start of the meeting.

c. Any logs submitted between 12:00 a.m. to 11:59 p.m. on the Saturday **of the week of the Governance meeting are considered tardy**

- c. Absences are defined as failure to submit logs online by Saturday at 11:59 p.m. of the week of the Governance Meeting.

- d. Absences are defined as obtaining two (2) tardies as specified in Article VIII, Section 3 of the By-Laws.

**Section 3**

- a. Any student representative who has two (2) absences in their assigned governance committee will receive a written notice from the Vice President of Administration notifying that they have two (2) absences. Any officer that has three (3) absences in their assigned governance committee will result in immediate dismissal, as specified in Article IV, Section 5 of the By-Laws.

## **ARTICLE IX GOVERNANCE COMMITTEE**

- Section 1
- a. The Vice President of Administration shall recommend names of two (2) or more student representatives, one of whom must be an officer of the ASGCC Legislature, to be appointed and serve on shared governance committees.
  - b. The majority of the Executive Committee shall approve the recommended appointments of each candidate.
  - c. The names of the candidates shall be submitted to the Legislature for consideration and approved no later than the third (3rd) week of each semester.
  - d. Any vacancies shall be filled through recommendations by the Vice President of Administration and approved by two-thirds (2/3) vote from the Legislature.

Section 2 Student Representative Qualifications:

- a. Member of the Associated Students.
- b. Currently registered at Glendale College in the semester for which they will serve.

Section 3 a. The responsibilities of Student Representatives shall include:

- b. Attending all assigned Governance Committee meetings and reporting activities of committees to the ASGCC Legislature.

Appointing a proxy to attend a governance committee meeting as needed.

- a. Written notice of the proxy shall be submitted to the Vice President of Administration and the governance committee chairperson in advance of the meeting.
- b. The written document shall include the name of the proxy.

## **ARTICLE X AD HOC COMMITTEES**

- Section 1
- a. An ad hoc committee performs a specific task and automatically ceases to exist when its final report is submitted.
  - b. The president shall oversee all ad hoc committees as specified by Article V Sec. 1 (k) of the ASGCC Constitution.
  - c. The president shall assign a chairperson and oversee the functions of the committee.
- The chairperson of an ad hoc committee shall be appointed by a 2/3 vote of the ASGCC Legislature.

## **ARTICLE XI REMOVAL OF OFFICER**

- Section 1
- Section 2
- a. An officer may be removed from office for any improper conduct or neglect of duty.
  - b. An officer removed from office will be ineligible to run for office or hold an office until one (1) complete semester has elapsed.
  - c. An officer who has been removed from office will be ineligible to run or be appointed to any ASGCC office for one (1) full semester.

The period of ineligibility shall include the next regularly scheduled ASGCC Election and any special elections that are scheduled during the ensuing fall or spring semester.

Section 3 Improper Conduct or Neglect of Duty Includes:

- a. An officer who violates the Constitution, By-Laws, Election Code, Finance Code and/or IOC By-Laws.
- b. An officer who violates GCC's Standards of Student Conduct.
- c. An officer who violates GCC's Board Policies or Administrative regulations.

Section 4 Procedure for Removal of Officer:

An officer charged with improper conduct or neglect of duty as defined by Article X, Section 3 (a), shall be subject to removal through the following procedure.

- a. The Officer shall receive written notification from the Vice President of Administration at least three (3) days prior to appearing before the Legislature meeting. The Legislature must vote on a proposed removal of the officer after the official notice has been received.
- b. Failure to appear at the mutually agreed time and place shall result in automatic removal from office.
- c. The Legislature shall vote by secret ballot to determine whether the member shall be expelled. A two-thirds (2/3) vote is needed to remove an officer.
- d. An officer charged with improper conduct or neglect of duty as defined by Article XI, Section 3, parts b and c, shall be subject to removal through the Glendale Community College District Administrative Regulation 5500.

## **ARTICLE XII QUALIFICATIONS FOR OFFICE**

- Section 1 Each member of the Legislature must have completed or be currently registered in the ASGCC Leadership Course, and adequately passed.
- a. Failure to comply with the above will result in ineligibility for future office until ASGCC leadership course has been adequately passed.
  - b. Exceptions may only be made for officers who are appointed after the deadline to add classes during the semester they are appointed.
- Section 2 Each member of the ASGCC Legislature is required to arrange their schedules to be available during the following times in order to fulfill their duties:
- a. All officers: All officers will be available 1:00 p.m. to 3:00 p.m. on Mondays for the ASGCC Legislature meetings.
  - b. All new officers: All new officers will be available 1:00 p.m. to 3:00 p.m. on Wednesdays for the ASGCC leadership course.
- Section 3 Members of the Activities Committee are required to arrange their schedules to be available during the following times, based on position, in order to fulfill their duties concerning the ASGCC sponsored events during the college hour.
- a. Vice President of Activities: One hour before, during, and one hour after college hour.
  - b. Senator of Activities: Half of the Senators will be available one hour before and during college hour and the other half of the Senators will be available during and one hour after college hour.
- Section 4 Members of the Organizations Committee are required to arrange their schedules to be available every Monday from 3:30 p.m. to 4:30 p.m., in order to fulfill their duties connected with the Inter-Organizational Council.
- Section 5 An executive officer who fails to complete the requirements set forth by the ASGCC Activity Model shall be ineligible for office the following semester.

### **ARTICLE XIII VACANCIES IN OFFICE**

- Section 1 Vacancies in office shall be filled as specified in Article IX, Section 6 of the Constitution.
- Section 2 Procedures for filling vacancies in office and making appointments of new Senators shall be as follows, prior to the start of each academic semesters and when there is a vacancy in office during the first three (3) weeks of the semester:
- a. One (1) full week will be allowed for publicity of vacant and available positions.
  - b. Applicants will be reviewed and interviewed by the Executive Committee for filling the vacant office consistent with Article IX of the ASGCC Constitution.
  - c. The Legislature shall approve such recommendations by a two-thirds (2/3) vote.

### **ARTICLE XIV AWARDS AND INSIGNIA**

- Section 1 Legislature:
- a. Upon completion of an office term, each member shall receive a certificate of completion.
- Section 2 Students of Distinction:
- a. Medallions and Scholarships are awarded to outstanding students each Spring who are selected for their academic achievements, leadership abilities, integrity of character, and social maturity.
  - b. The Dean of Student Affairs or designee shall form a panel made up of seven (7) panelists consisting of three (3) student representatives, three (3) faculty members, and the Dean of Student Affairs or designee.
  - c. The office of the Dean of Student Affairs shall promote and organize the compilation of nominations and prepare a list of qualified students.
  - d. Specific qualifications are:
    - i. Completion of a minimum of 30 units and enrolled in at least six (6) units at the time of nomination.
    - ii. Minimum grade point average of 2.50.
    - iii. Outstanding leadership ability in activities over at least two semesters.
    - iv. The honor of being the J. Walter Smith Student of the Year or Elsie Bishop Student of the Year shall be awarded to the same people only once. A person may be nominated and not win, but can be nominated again.

Revised on Tuesday, the 14<sup>th</sup> of May 1996 by the ASGCC Legislature  
Revised on Tuesday the 13<sup>th</sup> of May 1997 by the ASGCC Legislature  
Revised on Tuesday, the 31<sup>st</sup> of March 1998 by the ASGCC Legislature  
Revised on Tuesday, the 8<sup>th</sup> of September 1998 by the ASGCC Legislature  
Revised on Tuesday, the 27<sup>th</sup> of April 1999 by the ASGCC Legislature  
Revised on Tuesday, the 24<sup>th</sup> of April 2000 by the ASGCC Legislature  
Revised on Tuesday, the 6<sup>th</sup> of March 2001 by the ASGCC Legislature  
Revised on Tuesday, the 23<sup>rd</sup> of April 2002 by the ASGCC Legislature  
Revised on Tuesday, the 19<sup>th</sup> of November 2002 by the ASGCC Legislature  
Revised on Tuesday, the 25<sup>th</sup> of November 2003 by the ASGCC Legislature  
Revised on Tuesday the 26<sup>th</sup> of October 2004 by the ASGCC Legislature  
Revised on Tuesday the 3<sup>rd</sup> of May 2005 by the ASGCC Legislature  
Revised on Tuesday the 17<sup>th</sup> of May 2005 by the ASGCC Legislature  
Revised on Tuesday the 10<sup>th</sup> of October 2006 by the ASGCC Legislature  
Revised on Tuesday the 22<sup>nd</sup> of May 2007 by the ASGCC Legislature  
Revised on Tuesday the 1<sup>st</sup> of April 2008 by the ASGCC Legislature.  
Revised on Tuesday the 18<sup>th</sup> of May of 2010 by the ASGCC Legislature.  
Revised on Tuesday the 19<sup>th</sup> of April of 2016 by the ASGCC Legislature  
Revised on Tuesday the 5<sup>th</sup> of December of 2017 by the ASGCC Legislature  
Revised on Tuesday the 22<sup>nd</sup> of May of 2018 by the ASGCC Legislature  
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