



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

BYLAWS

THE ASSOCIATED STUDENTS OF GOLDEN WEST COLLEGE

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Purview

The following Bylaws expand and elaborate on the framework set forth in the Constitution of the Associated Students of Golden West College, hereby referred to as the Constitution.

Section 1. GENERAL BYLAWS

I. Meetings and Rules of Order

1. All ASGWC Student Government meetings shall be in accordance with the Ralph M. Brown Act.
2. ASGWC Student Government shall conduct its affairs with the most recent edition of Robert's Rules of Order, Newly Revised. Robert's Rules of Order shall be observed where the Constitution, Bylaws, the Ralph M. Brown Act, or other legislation does not explicitly set forth procedure.

II. Membership

A. Definition

1. "Members" in this document shall refer to elected and appointed students serving in Associated Students of Golden West College Executive Student Council, Committees, and Commissions, collectively hereby referred to as "Student Government."

B. Qualifications

1. All students holding an ASGWC student government position must be enrolled in a minimum of five (5) units at GWC and maintain a semester and cumulative GPA of 2.0.
 - a. Grades in summer classes and courses from District colleges may be used to meet GPA requirements.
2. Candidates for the office of the President and Executive Vice President must have completed twelve (12) units of work at GWC and must have served as a delegate or Executive Student Council member for at least one (1) semester.

III. Term Limits

1. Students holding a position on Executive Student Council, excluding the office of President or Executive Vice President, are limited to five (5) semesters, excluding summer sessions.
 - a. Appointments occurring after the ninth week of a semester shall not be included in the total.

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2. No person may hold the office of ASGWC President or Executive Vice President for more than two (2) terms.

Section 2. ORGANIZATIONAL BYLAWS

I. Executive Student Council

A. Composition and Membership

1. The Executive Student Council of ASGWC shall consist of the President of the Associated Students, hereby referred to as President, the Executive Vice President of the Associated Students, hereby referred to as Executive Vice President, Vice President of Club Affairs, Vice President of Financial Affairs, Vice President of Student Advocacy, Vice President of Activities, Vice President of Sustainability, Vice President of Public Relations, and Executive Secretary.

B. Term of Office

1. Executive Student Council terms shall be for one (1) year starting the first Monday after the spring semester through the last day of the following spring semester.

C. Meetings

1. Meetings of the Executive Student Council are to be held on a weekly basis during the fall and spring semesters on Fridays at 10:30 a.m.
2. The newly elected Executive Student Council shall meet no later than the second week of the fall and spring semesters.
3. Council may waive an individual regular meeting in advance by a two-thirds (2/3) majority vote.

D. Powers, Duties, and Responsibilities

1. All members of the Executive Student Council have full rights and privileges, with the exception of the Executive Secretary, who is a non-voting member, and the President and/or Chair, who may vote only in case of a tie.
2. No individual Executive Student Council member shall have the power to interpret or enforce the Constitution, Bylaws, Standing Rules, or other governing documents of ASGWC.
3. No member may concurrently hold more than one (1) Executive Student Council position, with the exception of the Executive Vice President as defined in these bylaws.

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4. Each officer of the Council serves as an advisor to the President and shall recommend to the President programs and business to be initiated by the Executive Student Council.
5. Council members may not serve as Senators or Delegates with the exception of the Executive Vice President as defined in these bylaws.
6. All Council members are required to participate in a minimum of ten (10) hours of Council work per week, including at least one (1) assigned office hour per week during their term of office.
7. All Council members are required to attend a minimum of three (3) College/District events per year to represent ASGWC.
8. The Executive Student Council is the final authority on all actions taken by the ASGWC.

E. Position Descriptions

1. Student Body President

- a. Shall be the Chief Executive Officer of the Executive Student Council
- b. Shall be responsible for the administrative operations of ASGWC, in accordance with the will of the Executive Student Council and in keeping with the established system of governance of the college.
- c. Shall be responsible for coordinating, chairing, preparing, and posting agendas for Executive Student Council meetings in collaboration with the Executive Secretary.
- d. Attends and provides a report at the Coast Community College District (CCCD) Board of Trustees meetings or shall designate a Council member to fulfill this role.
- e. Serves as the ASGWC student representative on the District Consultation Council meetings or appoints a student designee to attend on their behalf.
- f. Serves as the ASGWC student representative on the Golden West College Foundation Board of Directors meetings or appoints a student designee to attend on their behalf.
- g. Serves as a Member of the Finance Commission.
- h. May sign purchase documents drawn on the ASGWC budgets in case of an emergency.

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- i. Shall bring nominees for ASGWC appointments to District and College committees/councils, as well as any other group seeking ASGWC representation, for Executive Student Council ratification.
- j. Fulfills other duties as needed.

2. Executive Vice President

- a. Assume the duties of the President in case of absence.
- b. Shall be responsible of the oversight of the participatory governance committee representatives.
- c. Shall ensure that ASGWC student representatives appointed to participatory governance committees, are fulfilling their duties.
- d. Shall ensure that the ASGWC Executive Student Council is apprised of the business before the aforementioned committees and shall be the liaison between these committees and the ASGWC Executive Student Council.
- e. Serves as a liaison for any vacant Executive Student Council position(s) until filled by an elected and/or appointed candidate.
- f. Chairs the Student Senate and serves as a liaison between the Council and the Senate.
- g. Coordinates ASGWC Student Government Orientations and oversees all student government recruitment.
- h. Serves as the primary ASGWC representative to the District Student Council or appoints an Executive Council member to attend on their behalf.
- i. Fulfills other duties as needed.

3. Executive Secretary

- a. Is appointed by the President and ratified by the Executive Student Council.
- b. Prepares the Executive Student Council Agenda per direction and approval of the President.
- c. Ensures the Executive Student Council meeting agenda is posted at designated location in accordance with State law and College policy.
- d. Records and distributes the Executive Student Council meeting minutes in accordance with State law and College policy.
- e. Prepares official correspondence requests from the Executive Student Council President.

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- f. Maintains all ASGWC governing documents so that they are more accessible to the public.
- g. Fulfills other duties as needed.

4. Vice President of College Life

- a. Chairs the College Life Committee and serves as a liaison between the Council and the Committee.
- b. Shall collaborate with ASGWC, the Office of Campus Life, and other entities involved with the planning and implementation of College Life events, programs, and social functions during the fall and spring semesters that will enhance the college experience of students during their enrollment at GWC.
- c. Maintain a master calendar for all ASGWC sponsored events.
- d. Collaborates with the Vice President of Public Relations to prepare and distribute publicity for ASGWC activities and events.
- e. Collaborates with the Vice President of Sustainability to create zero waste practices for all ASGWC events when possible.
- f. Fulfills other duties as needed.

5. Vice President of Club Affairs

- a. Chairs the Inter-Club Council and serves as a liaison between the Council and the Committee.
- b. Shall not be an officer of any club.
- c. Assists with the formation of new clubs.
- d. With the Advisor to the Inter-Club Council, presides over coordination of and communication to campus clubs, including club recruitment and club procedures.
- e. Fulfills other duties as needed.

6. Vice President of Financial Affairs

- a. Chairs the ASGWC Finance Committee and serves as a liaison between the Council and the Committee.
- b. Chairs the ASGWC Finance Commission serves as a liaison between the Council and the Commission.

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- c. Serves as the ASGWC student representative to the Planning and Budget Committee or shall designate an Executive Student Council member to fulfill this role.
- d. Fills out and signs purchase documents for budgeted funds of ASGWC.
- e. Monitors ASGWC disbursements and provides monthly reports to the Student Government on status of the current ASGWC budget.
- f. Assists ASGWC with self-evaluation concerning the proper and appropriate use of student funds.
- g. Investigates ways to market and promote the benefits of the College Services Fee.
- h. Oversees Rustler Rewards vendor program.
- i. Responsible for following up on council expenditures.
- j. Explores opportunities to increase revenue.
- k. Fulfills other duties as needed.

7. Vice President of Public Relations

- a. Chairs the Publicity Committee and serves as a liaison between the Council and the Committee.
- b. Collaborates with the Vice President of Activities to prepare and distribute publicity for ASGWC activities and events.
- c. Prepares and distributes any ASGWC publications (newsletters, press releases, social media, etc.).
- d. Serves as Council liaison with campus newspaper and College marketing department(s).
- e. Arranges for contacts with faculty in order to coordinate student government presentations.
- f. Fulfills other duties as needed.

8. Vice President of Student Advocacy

- a. Chairs the Student Interest Committee and serves as a liaison between the Council and the Committee.
- b. Peer to peer advocate for student rights serving as the official voice through which student's opinions may be expressed.

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- c. Provides current local, state, and federal legislative information affecting community college students to ASGWC.
- d. Serves as a proactive voice for students in light of current events and campus discourse.
- e. Shall be the designated student representative when attending any statewide community college student organization recognized by the California Board of Governors (e.g., Student Senate for California Community Colleges).
- f. Shall be the student representative attending the monthly off-campus Student Senate of California Community Colleges Region 8 meetings
- g. Serves as a non-voting member of the Academic Senate.
 - i. In conjunction with the Office of Campus Life, ensures Teacher of the Year nomination forms are widely disseminated to students by November 1, with a deadline submission of the last day of the Fall semester and forwarding all submissions to the Academic Senate office by January 10 of each year.
- h. Fulfills other duties as needed.

9. Vice President of Sustainability

- a. Chairs the Sustainability Committee and serves as a liaison between the Council and the Committee.
- b. Co-Chairs the College's Sustainability Advisory Committee.
- c. Collaborates with the Vice President of Activities to create zero waste practices for all ASGWC events when possible.
- d. Serves as the voice of the students when it comes to spreading awareness of issues pertaining to sustainability on campus.
- e. Assists the campus with self-evaluation concerning the efforts to become more sustainable.
- f. Educates the campus on environmental issues that impact the campus community.
- g. Assists the campus in maintaining and expanding recycling efforts.
- h. Fulfills other duties as needed.

F. Systems of Succession and Vacancies

1. If the office of President should be vacated, the Executive Vice President shall assume the office of President.
2. If the office of Executive Vice President should be vacated, the Executive Student Council shall elect a new Executive Vice President from the Executive Student

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Council by a majority vote.

- a. If a member of the Executive Student Council is not elected within a timely manner, the ASGWC President shall have the option to hold a Special Election.
3. If both the President and Executive Vice President offices are vacant in the fall semester, an acting President shall be elected pro-term from the Executive Student Council by a majority vote and a special election shall be declared immediately.
4. If both the President and Executive Vice President positions are vacant in the spring semester, a President shall be elected from the membership of the Student Council by a majority vote to fill the remainder of the term. The new President shall appoint an Executive Vice President to fill the remainder of the term.
5. Should any Council position aside from the President become vacant, the President shall, per the Standing Rules, have the option to hold a special election or to appoint a candidate to be ratified by the Council.

II. Student Senate

A. Purpose

1. The Student Senate supports and assists the ASGWC Council, ASGWC Mission, Vision, and Goals.
2. Senate regularly reviews, maintains, and updates ASGWC governing documents.

B. Membership and Organization

1. Student Senate shall consist of two (2) elected Senators per ASGWC Standing Committee. In addition, one (1) alternate may be elected per ASGWC Standing Committee.
2. Senators may only be elected from one (1) ASGWC Standing Committee at a time.
 - a. Vacant positions may be filled by students-at-large appointment by the Executive Vice President and ratified by the Student Senate.
3. The ASGWC Executive Vice President is the ex-officio Chair of the Student Senate.
4. A Vice Chair and Secretary shall be elected from the Senate by a simple majority vote at the Senate's first meeting.

C. Meetings

1. Student Senate meetings are to be held on a weekly basis during the fall and

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spring semesters.

2. The regular meeting time of the Student Senate will be determined by the ASGWC Executive Vice President.

D. Powers, Duties, and Responsibilities

1. Chair

- a. Is the presiding officer of the Student Senate and may only vote in case of a tie.
- b. Prepares the Student Senate meeting agendas and ensures agendas are posted at a designated location in accordance with State law and College policy.

2. Vice Chair/Secretary

- a. Assumes Chair responsibilities in the event of absence.
- b. Records, publishes, and distributes Student Senate meeting minutes in accordance with State law and College policy.
- c. Maintains attendance records.

3. Senators

- a. Have full rights and privileges in all Student Senate meetings.
- b. Must participate in a minimum of one (1) College or District committee, as appointed by the Executive Student Council.

III. Standing Committees

A. Membership and Organization

1. Standing Committees shall be comprised of Delegates appointed by the Committee Chair and ratified by Executive Student Council.
2. All Standing Committees shall consist of at least three (3) Delegates.
3. Delegates may be members of up to two (2) Standing Committees during any given time.
4. ASGWC Executive Council members are ex-officio Chairs of Standing Committees as established in their position descriptions.
5. A Vice Chair shall be elected from the Standing Committee by a simple majority vote at the Committee's first meeting.

B. Meetings

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1. Standing Committee meetings are to be held on a weekly basis during the fall and spring semesters.

C. Powers, Duties, and Responsibilities

1. Chair

- a. Is the presiding officer of the Standing Committee and may only vote in case of a tie.
- b. Prepares the Standing Committee meeting agendas and ensures agendas are posted at a designated location in accordance with State law and College policy.

2. Vice Chair/Secretary

- a. Assumes Chair responsibilities in the event of absence.
- b. Records, publishes, and distributes Committee meeting minutes in accordance with State law and College policy.
- c. Maintains attendance records.

3. Delegates

- a. Have full rights and privileges in any Standing Committee to which they have been appointed.
- b. Shall participate in a minimum of four (4) hours per week related to Student Government.
 - i. Hours may include Student Government meetings, College/District meetings, work done for committees, and helping prepare for and staff ASGWC activities.

D. Standing Committee Descriptions

1. College Life Committee

- a. Under the direction of the Vice President of College Life, helps plan, organize, prepare, and host events and activities designed to help students enrich their academic and social experiences.
- b. Works on special projects assigned by the ASGWC Executive Student Council.

2. Publicity Committee

- a. Prepares and distributes publicity for ASGWC events and initiatives.

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- b. Fills out publicity request forms on behalf of ASGWC as needed.
- c. Coordinates ASGWC outreach efforts for College events (i.e. Senior Day, LatinX Day, GWC Orientations, Club Expos, Counselors' Breakfast, etc.).
- d. Works on special projects assigned by the ASGWC Executive Student Council.

3. Student Interest Committee

- a. Investigates issues and policy decisions regarding students, and works with ASGWC, faculty, staff, and administrators to establish and implement policy in the common interest of GWC students.
- b. Researches and advocates for local, state, and federal legislative issues in the interest of the GWC student body and educates students about such issues.
- c. Promotes civic engagement activities including Voter Registration Drives and Voter Resource information.
- d. Participates in the formation and improvement of educational programs.
- e. Works on special projects assigned by the ASGWC Executive Student Council.

4. Sustainability Committee

- a. Advocates for sustainable practices at GWC and cultivates a sense of stewardship on campus.
- b. Spearheads the current recycling efforts on campus.
- c. Works with the College's Sustainability Advisory Committee as well as any interested campus groups to further a culture of sustainability.
- d. Works on special projects assigned by the ASGWC Executive Student Council.

IV. Student Commissions

A. Purpose

1. The Executive Student Council shall have standing Commissions for the following purposes:
 - a. The Election Commission shall publish, monitor, and supervise all elections for the ASGWC.
 - b. The Finance Commission shall be responsible for approving and recommending the incoming ASGWC budget to the Executive Student Council.
 - c. A special session of the Finance Commission shall be called in order to

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recommend to Executive Student Council any request over \$5,000.00 from the Designated Fund Balance.

2. The Executive Student Council may create special Commissions by majority approval as needed.
3. Commissions may deal only with matters prescribed at the time of their establishment.

B. Election Commission

1. The Election Chair shall be designated by the ASGWC President with majority approval from the Council.
2. The ASGWC Advisor(s) is/are an ex-officio member of the Election Commission.
3. In addition to the Election Chair and ASGWC Advisor(s), the Election Commission shall consist of no more than four (4) student representatives.
4. Student representatives for the Election Commission are nominated by the Election Chair and approved by the ASGWC Executive Council.
5. No person serving on the Election Commission may be a candidate or may endorse a candidate for election.

C. Finance Commission

1. The Finance Commission shall be chaired by the ASGWC Vice President of Financial Affairs and co-chaired by the Director of Fiscal Services.
2. The ASGWC President and the Director of Campus Life are ex-officio members of the Finance Commission.
3. The GWC Academic Senate will appoint one (1) member to the Finance Commission to serve the current fiscal year; this member may not be an account advisor.
4. The GWC Classified Senate will appoint one (1) member to the Finance Commission to serve the current fiscal year.
5. In addition to the above, there will be one (1) student representative nominated by the ASGWC President and one (1) student representative nominated by the ASGWC Vice President of Financial Affairs. Both shall serve for the current fiscal year. Both nominations are subject to ASGWC Executive Student Council approval.
6. The ASGWC Vice President of Financial Affairs may designate alternate student representatives. Alternates may attend all meetings, but may only vote in the absence of primary student representatives.

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V. Inter-Club Council

A. Purpose

1. Student clubs and organizations are governed by the Inter-Club Council (ICC), which oversees club business, provides training for club officers, and promotes inter-club collaboration.

B. Membership and Organization

1. Each student club or organization shall designate one (1) representative as a member of ICC.
2. No individual shall represent more than one (1) club.
3. ASGWC Executive Student Council members may not serve as ICC representatives.
4. The ASGWC Vice President of Club Affairs is the ex-officio Chair of the ICC.
5. A Vice Chair/Secretary and Treasurer shall be elected from the ICC by a simple majority vote no later than the third meeting.

C. Meetings

1. ICC will meet twice a month during the fall and spring semesters.
2. The regular meeting time and location of ICC will be determined by the Vice President of Club Affairs and the ICC Advisor(s).

D. Powers, Duties, and Responsibilities

1. Chair
 - a. Is the presiding officer of the ICC and may only vote in case of a tie.
 - b. Prepares the ICC meeting agendas and ensures agendas are posted at a designated location in accordance with State law and College policy.
2. Vice Chair/Secretary
 - a. Assumes Chair responsibilities in the event of absence.
 - b. Records, publishes, and distributes Committee meeting minutes in accordance with State law and College policy.
 - c. Maintains attendance records.

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3. Treasurer

- a. Maintains accounting records of all ICC funding.

4. ICC Representatives

- a. Have full rights and privileges in ICC meetings; each club shall have one (1) vote in ICC.

Section 3. FINANCE CODE

I. Purpose

1. This Finance Code is established to define those policies and procedures for developing, approving, and expending of all monies under the control of the ASGWC and its related organizations.
2. This code shall comply with all applicable District, County, and State regulations and requirements.

II. Allowable and Prohibited Expenses

A. Allowable expenditures

1. Allowable expenditures of ASGWC funds shall be directly linked to the students' benefit and must be outside of what has been provided by the Districts general funding sources in the past. ASGWC funds may be used for the following expenses:
 - a. Events
 - Speaker/performance fees
 - Travel and meal expenses for club and/or contracted speakers and performers
 - Food and non-alcoholic beverages
 - Rental equipment
 - Rental fees
 - Marketing materials
 - Promotional items
 - Supplies
 - Decorations
 - T-shirts
 - Novelty acts
 - Door prizes, contest awards, etc. (not to exceed \$100.00 per item)
 - b. Student Attendance at District Approved Off-Campus Events
 - Registration fees for conferences, trainings, retreats, field trips, etc.
 - Lodging

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- Transportation (air, rental car, charter bus, etc.)
 - Mileage reimbursement for field trip supervisors
 - Meals
 - Parking fees
 - Entry fees (museum, exhibit, amusement park admission, etc.)
 - Expenses for chaperone(s) (registration, transportation, lodging, meals, etc.)
 - Approved overtime for chaperones (pre-approval from the area manager and club is required prior to the trip)
 - Team building activities (ropes course, bowling, dinners, etc.)
- c. Dinners and Awards Banquets
- Awards for Golden West College students and/or employees (plaques, trophies, paperweights, pen sets, etc.) not to exceed \$100.00 per item
 - Certificates
 - Programs
 - Food and non-alcoholic beverages
 - Rental fees
 - Rental equipment
 - Speaker/performance fees
 - Supplies
 - Decorations
 - Transportation
- d. Club Supplies
- Apparel
 - Promotional items (lanyards, water bottles, etc.)
 - Office supplies (pens, paper, tape, stapler, calculator, etc.)
 - Marketing materials (brochures, postcards, fliers, etc.)
 - Software
 - Display cases
 - Bulletin Boards
 - Picture Boards
 - Picture frames
 - DVDs and CDs
 - File cabinets
 - Materials and resources (books, pamphlets, kits, manuals, etc.)
 - Games (chess, scrabble, dominoes, etc.)
- e. Equipment
- Recreational equipment (ping-pong table, video games, basketballs, etc.)
 - Digital displays
 - Laptops
 - Computers
 - Electronics (digital cameras, camcorders, iPods, etc.)
 - Televisions
 - DVD players

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- LCD projector
- Sound system
- Printers
- Office furniture
- Copy machine
- Fax machine
- Scanner
- f. Academic Scholarships for Current and Transferring Students
- g. Membership Fees and Dues for National Associations
- i. This excludes personal members fees.
- h. Contracts
- i. Consultant/Independent Contractor
- j. Legal Council
- k. Web Design and Maintenance
- l. Advertising
 - Newspaper
 - Social networking sites
 - Magazines

B. Usage of ASGWC Funds for Student and Staff Awards

1. The ASGWC, ICC, and clubs/organizations may use ASGWC funds to provide service and leadership awards for Golden West College students and employees whose actions exhibit superior accomplishment or merit an award in accordance with Education Code 44015. These awards are subject to administrative approval. Examples include:
 - Plaques
 - Trophies
 - Certificates
 - Medals
 - Pins
 - Pen sets
 - Scholarships
 - Gift certificates
 - Flowers
 - Candy
- a. Individuals shall not receive cash awards.
2. Awards for Golden West College students
 - a. A sub-committee or selection committee may be formed for the purpose of

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selecting award recipients.

- b. The club/organization shall establish criteria for determining the selection processes for distributing awards.
- c. The criteria shall be approved by the club/organization and stated in the meeting minutes.
- d. The budget for the cost of the award shall be approved by the club/organization and stated in the meeting minutes.
- e. Award recipients shall be selected using the pre-approved criteria and process.
- f. The stated criteria and selection procedures shall be filed in the Student Life and Leadership Office prior to the granting of the award.
 - i. The statement shall include: the name of the club/organization, name of the award, number of recipients, description award type (plaque, key chain, pen set, etc.), eligibility requirements, and the selection process.
- g. Awards shall not exceed \$100.00 in cost or value per person per item.

3. Awards for Golden West College employees

- a. Clubs may choose to provide the club advisor(s) and/or a college employee with an award for their service and leadership in supporting the efforts of the club.
- b. Awards shall not exceed \$100.00 in cost or value per person per item.
- c. The granting of the award shall be approved by the club/organization and stated in the meeting minutes.
- d. The budget for the cost of the award shall be approved by the club/organization and stated in the meeting minutes.

4. Contest Awards

- a. Student clubs/organizations may use ASGWC funds to purchase awards for contest winners of games, competitions, etc. open to the student body. Participation in contest shall be limited to currently enrolled Golden West College students. Examples include:
 - Trophy
 - Plaque
 - Gift certificate
 - Medal
 - Certificates
 - Privileges
 - Scholarship

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– T-shirt

- b. The award shall not exceed \$100.00 in cost per item per person.
- c. Contest winners shall not receive cash prizes.
- d. The criteria for receiving the award shall be approved by the club/organization and stated in the club minutes.

5. Door Prizes

- a. A door prize is defined as a prize awarded to the holder of a winning ticket passed out at the entrance to an event.
- b. Event organizers may choose to distribute tickets at no-cost events and events where an entrance fee is charged.
- c. All event attendees shall receive no more than one (1) ticket. Attendees shall not receive more tickets if they elect to pay additional fees.
- d. If an entrance fee is charged, the cost of the entrance fee shall not include the cost of the prize.
- e. The cost of the door prize purchased using ASGWC funds shall not exceed \$100.00 per person.

C. Prohibited Expenses

1. ASGWC funds may not be used on the following expenses:

- a. Donations
 - i. ASGWC Funds are raised to benefit the club and/or for activities in the students' interest. Providing donations to a nonprofit organization, student, or family in need is considered a gift of public funds and is not allowed.
 - ii. However, a club/organization may collaborate with a nonprofit organization to raise funds to support a charity and/or cause.
 - iii. All promotional materials shall clearly state the purpose of the fundraiser and list the name of the organization(s) that will benefit from the fundraiser.
 - iv. All donations shall be received directly by the other organization.
 - v. Funds shall not be deposited in ASGWC accounts.
- b. Salaries or supplies that are the responsibility of the College or District

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- c. Repair and maintenance of district-owned facilities and equipment
- d. Articles for the personal use of college employees
- e. Expenses for faculty meetings
- f. Large awards
- g. Gifts of any kind
 - i. ASGWC funds may not be used to purchase items recognizing life transition events (birthdays, weddings, bridal showers, graduation, funerals, etc.).
 - ii. ASGWC funds may not be used to purchase items that will be donated to an individual or organization and “gifts of hospitality.” This includes but is not limited to:
 - Flowers/plants
 - Toys
 - Greeting cards
 - Meals
 - Birthday cakes
 - Gift baskets
 - Apparel (clothes, shoes, coats, etc.)
 - Vouchers (meals, books, graduation gowns, etc.)
 - Bus passes
 - iii. Promotional items (lanyards, wrist bands, water bottles, T-shirts, etc.) provided to promote a club/organization or event shall not be considered gifts.
- h. Employee Appreciation Meals
- i. Employee Clothing/Attire
- j. Cash Awards
- k. Tobacco
- l. Alcohol
- m. Narcotics
- n. Firearms or Weapons
- i. Knives, guns, etc.

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- o. Explosive or Hazardous Materials

III. Budgets

A. Operation and Purpose

1. The financial operation of the ASGWC shall be administered under a budget system.
2. The purpose of the annual budget is to provide a guideline for financing the ASGWC program of activities and services.

B. Limitation on Budgeted Funds

1. Funds shall not be expended for an activity or items not specifically provided for in the itemized budget of that activity.
2. Exception to this rule can be made only with the approval of the Executive Student Council.
3. Clubs and organizations may ask the ASGWC to co-sponsor a proposed activity.
 - a. If the ASGWC contributes total funding, then all profits would be realized by the ASGWC going back into the account from which funds were disbursed.
 - b. If the funding is shared then profits would be distributed proportionally.
4. The advisor of each budget account shall be charged with the supervision and adherence to the rules and regulations governing the approved budget.
5. Any portion of a budget account remaining unexpended at the end of the fiscal year shall not carry over to the next fiscal year, but be transferred to the Council Projects Account. This does not apply to non-budgeted accounts.
6. For any calendared or non-calendared event sponsored by the ASGWC, a set amount shall be determined by the Executive Student Council.

IV. Accounts

A. Enterprise Accounts

1. Enterprise accounts are the income accounts from which the ASGWC derives the funds to support their activities.

B. Budget Accounts

1. Budget accounts are the expense accounts to fund the annual activity program

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sponsored by the ASGWC.

C. Club Accounts

1. A club account is an account carried for a school organization and its use is limited to the activities of that organization.
2. The ASGWC shall carry a balance in cash or in liquid assets to cover all club accounts.

D. Reserve/Surplus Accounts

1. The reserve account shall be established in the budget by setting aside no less than one (1) percent of the total estimated income for the next fiscal year.
2. The funds shall be used only for unexpected emergencies as may be deemed by the Executive Student Council as valid contingent expenditures.

E. Designated Fund Balance

1. An account will be established for the deposit of any portion of a budget allocation remaining unexpended at the end of the fiscal year, as well as income in excess of the established estimate.

F. Contingency Account

1. When organizations or teams qualify for extended competition as a result of excellence in their planned season performance, additional funds will be available to them to pay necessary expenses.

G. Dormant Club Accounts

1. Any club or organization account remaining inactive for two (2) full calendar years shall be transferred to the account titled Inter-Club Council.

H. Student Representation Fee Account

1. As stated in Ed. Code 76060.5 (b), funds in this account, “shall be expended to provide support for governmental affairs representatives of local [ASDC officers] or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government.”
2. The account may also be used for “any purpose related to representing the views of students with governmental bodies, including: traveling to and from conferences sponsored by student organization where legislative matters will be discussed, to purchase computer equipment needed to conduct legislative research, to subscribe to legislative publication, and/or to pay for any other

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expense reasonably necessary to effectuate student representation activities.”

I. College Service Fee Account

1. Funds from the College Service Fee shall be used to support student life programs and services including Associated Students of Golden West College expenses, student clubs and organizations, and activities coordinated through the Student Life and Leadership Office. Fiscal services shall make quarterly account transfers from the Student Activity Fee into the Operating Budget.

V. Accounting

All accounting shall be done by the campus Fiscal Services Office

A. Designated Fund Balance

1. The ASGWC fund balance represents the amount of cash the ASGWC has in reserves.
2. The Executive Student Council may approve to use a portion of the fund balance To support special projects, investments, loans, etc. in accordance with Education Code 76064 and CCCD Fiscal-Board Policies and Procedures.
3. The ASGWC shall maintain a minimum of \$300,000.00 in cash reserve funds for emergency operating funds.

B. Deposits

1. All ASGWC monies will be deposited with the campus Fiscal Services Office.
2. All monies collected from ASGWC affairs must be substantiated by prenumbered receipts, or other audible records.
3. No part of the expense of any event may be paid from the money collected, but must be paid for in the manner described under Purchase Order.
4. All ASGWC, student club, and trust funds collected from any sources whatsoever shall be deposited immediately with the Fiscal Services Office.
5. If the Fiscal Services Office is not open, all monies must be deposited by 5:00 p.m. the first business day following the event.
6. The Fiscal Services Office shall issue receipts for all monies received.

C. Expenditures

1. The ASGWC President, the Vice President of Financial Affairs or designee shall exercise supervision over all expenditures of the ASGWC and student organizations.

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2. Before any movement of ASGWC funds can occur, the ASGWC President or designee must sign off on the appropriate purchase order or transaction in addition to what is written to Education Code Section 76063.
3. All checks shall be signed according to campus fiscal policies.
4. Budget funds of the ASGWC shall only be withdrawn by check, Purchase Order, or transfer of funds. This is done by fully completing a purchase order request, signed by the advisor, and approved by the designated Executive Student Council Officer or designee. In the absence of the Advisor, emergency requisitions may be executed according to campus fiscal procedures.
5. No order obligating the ASGWC may be placed with any firm or individual without a Purchase Order, secured in advance, by a properly executed Purchase Order Request.
6. Persons advancing personal funds for ASGWC purposes do so at their own risk and may not be reimbursed.
7. Any proposal requiring the spending of monies over \$5,000.00 out of the Designated Fund Balance shall be held for a minimum of one (1) week for review and consideration by the Council. In addition, the ASGWC Vice President of Financial Affairs shall call a special session of the Finance Commission in order to present the proposal for the Commission's review. The recommendation of the Finance Commission shall be presented to the Executive Student Council before any action is taken on a proposal.
8. In case of an emergency where the designated Executive Student Council Officer or designee is unable to sign the purchase orders, any ASGWC Council member can sign with approval from the ASGWC Advisor(s).

D. Co-Sponsorship

1. The Executive Student Council should set a maximum amount each year that may be allocated for ASGWC co-sponsored events.
2. All clubs/organizations/departments interested in co-sponsorship shall fill out a co-sponsorship request at least two (2) weeks in advance to be placed on the Executive Student Council agenda.
3. ASGWC co-sponsored events must be open and accessible to ALL students.22
4. If the event is in another language, such as Vietnamese or Spanish, a translation must be provided in English. In addition, a Sign Language Interpreter must be provided if appropriate for the event.
5. No event may receive funding from both Inter-Club Council and ASGWC.

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6. Once co-sponsorship is approved, all event planning and coordination must include the ASGWC Vice President of Activities or designee.
7. Proper acknowledgements must be given to all parties co-sponsoring the event and must appear on all forms of publicity.
8. All receipts must be turned in within five (5) days of the event.
9. All nonperishable items purchased with ASGWC monies must be returned to ASGWC.
10. Individual clubs shall not be eligible for pre-budgeted funds from the ASGWC budget.

E. Fundraising and Related Events

1. Student fundraising events are to be approved by the College in advance.
2. Fundraising drives sponsored by organizations not affiliated with the college must be approved in advance by the College.

F. ASGWC College Service Charge

1. The cost and duration of the College Service Fee shall be recommended by the Executive Student Council for approval by the Board of Trustees.

VI. Records

A. Monthly Reporting

1. The Vice President of Financial Affairs shall be responsible for presenting a monthly report to the Student Government.
2. Each calendar month, the current financial data of the ASGWC shall be compiled in a Finance Report by the campus Fiscal Services Office and presented to the Vice President of Financial Affairs.

B. Annual Reporting

1. An annual audit of all ASGWC accounts, club accounts, and trust accounts shall be made by a certified public accounting firm employed by the Coast Community College District.

VII. Contracts and Concessions

A. Contracts

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1. Contracts for entertainers, facilities, speakers, etc., must be signed by the ASGWC Advisor(s) or designee.
2. All contracts must be made out in triplicate; one (1) copy shall remain with the Advisor, one (1) copy shall remain in the Office of Student Life and Leadership, and one (1) copy shall be filed with the campus Fiscal Services Office.
3. Payments on contracts must be initiated by the regular purchase order procedure through the office of the ASGWC Advisor(s).

B. Concessions

1. No concessions shall be granted or contracted by ASGWC for the sale of merchandise on school premises without the approval of the College.

C. Tickets

1. In advance of any function involving the sale of tickets, tags, cards, etc., the advisor responsible shall obtain, from Administrative Services, instructions as to the ordering, printing, numbering, issuing, and accounting for all such tickets, tags, cards, and etc.

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