



# ASG BYLAWS

Adopted:

Effective:

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## **Section A. Consent Calendar**

The executive board is tasked to create and adopt an annual calendar with times, dates, and locations of all meetings and programs upon requesting necessary information from all other branches. In addition, it is an obligation of the ASG to make this document accessible to students, staff, faculty, administration and members of the community.

## **Section B. Recordkeeping**

Great record keeping is vital to sustaining good leadership within the organization.

1. The executive vice president should work with student workers to create an ASG database accessible to anyone online that has all ASG compiled records, ensure that the ASG is following the CA Brown Act and communicate necessary information to other departments.

## **Section C. Student Advocacy**

ASG's main role is to represent students and in order to be good student advocates the ASG shall follow these practices:

1. Build a team (There's power in numbers!)

Establish effective communication, ensure cooperation not competition, have group consensus in decision making, create a mission statement, piece it all together

2. Strategize

Research: identify best approach, targets and partners, Set clear objectives, Utilize tactics (E.g. Meetings, personal communication, media, legislative visits, marches and etc.)

3. Develop Message

Identify a purpose. What are we saying? Will it help us reach our objective?, Identify and appeal to audiences (targets and supporters), identify the messengers

4. Develop Action Plan

Define organizing tactics, messaging and messengers. What are we saying? Who are we saying it to? Who is saying it? Select roles

## **Section D. Programming Planning**

The ASG is dedicated to building campus life through programs. These are suggested best practices for programs:

1. Host a brainstorm meeting (figure out who needs to be a part of the conversation)
2. Set logistics: who, what, when, where and how?
3. Set budget
4. Build a timeline
5. Divide up duties (e.g. flyer and marketing, booking speakers, and etc...)

## **Section E. Club development**

The ASG Executive board is responsible for interviewing and appointing ASG officers.  
The student senate is responsible for appointing ASG committee members.

### **Section I. Amendments**

Two hearings and a 2/3rds is required to make amendments to the bylaws. Amendments should be recorded as an insert or strike and citations should be included with the year (grammatical errors do not apply).