

Associated Students of Cerro Coso Constitution

I. Name and Mission:

- a. **Name:** The name of this organization shall be Associated Students of Cerro Coso, hereinafter referred to as ASCC.
- b. **Mission:** The mission of the ASCC is to promote diversity along with the social and academic welfare of all students at Cerro Coso Community College, and represent the students in our community college at the Region IX Student Senate of California Community Colleges.

II. Officers:

- a. **Positions:** The Officers of the ASCC Executive Board shall be, in order of Precedence, President, Vice President, Secretary, Finance Manager, Communications Officer, Region IX Representative, and Student Trustee/Student Trustee Liaison.
- b. **Terms:** All officers shall serve a term of one year ending on the last day of the spring semester of Cerro Coso Community College. No officer shall be allowed to serve more than two consecutive terms in the same office. Partial terms shall be counted as complete terms if they start before the end of the Fall semester.
- c. **Enrollment Requirement:** All officers shall be enrolled in no fewer than six (6) units, and be academically in good standing with a grade point average of at least 2.5 in the last semester of attendance and during the semesters they hold office. Exceptions may be granted at the discretion of the executive board in consultation with the Advisor.
- d. **Basic Standards:** All officers must abide by the current Cerro Coso Student Conduct Policy, Sexual Harassment Policy, and sign the Cerro Coso Confidentiality form.
- e. **Time Commitment:** Officers will be expected to be available and commit ten (10) to fifteen (15) hours per week in service to the ASCC.
- f. **Removal From Office:** Any officer may be removed by following the procedures set out in the current edition of Robert's Rules of Order.
- g. **Vacancies:** An office may be declared vacant if the officer fails to show for three consecutive meetings, or if an officer submits a resignation, either verbal or written, or if an officer is removed as stated above or by recall. The vacant office may be filled by the executive board appointment, if a quorum still exists, or by special election.
- h. **Appointed Positions & Committees:** The Executive Board has the right to create and appoint positions that serve specific roles in order to assist the Executive Board in its duties. The Executive Board and/or the ASCC Senate may

establish committees as needed and provided for in the bylaws.

III. Senate:

- a. **Composition:** The ASCC Executive Board, Senators, and Club Representatives make up the voting members ASCC Student Senate.
- b. **Senators** are comprised of students from the general populations as voted on in the ASCC General Election each Spring. Senators shall number no more than 1 for every 250 students and no less than 1 for every 500 students.
 - i. **Vacancies:** Vacancies shall be filled by recommendation of the Executive Board with approval by the ASCC Senate.
 - ii. **Special Minimum:** Kern River Valley, Bishop, Mammoth, and Southern Kern campuses shall have at least one Senator.
- c. **Club Representatives** shall consist of one representative from each club, or two if that club has twenty or more members.
- d. **Enrollment Requirement:** All Senators shall be enrolled in no fewer than six (6) units, and be academically in good standing with a grade point average of at least 2.0 in the last semester of attendance and during the semesters they hold office. Exceptions may be granted at the discretion of the executive board in consultation with the Advisor.
- e. **Basic Standards:** All Senators must abide by the current Cerro Coso Student Conduct Policy, Sexual Harassment Policy, and sign the Cerro Coso Confidentiality form.

IV. Members

- a. **Membership:** All students currently enrolled at Cerro Coso Community College are members of the ASCC.
- b. **Non-Discrimination:** Membership in the ASCC shall not be denied to any student at Cerro Coso on the basis of race, creed, religion, gender, age, political affiliation, sexual orientation or physical handicap.
- c. Members have the right to vote in General and Special Elections.

V. Elections

- a. **General Election:** The ASCC will hold a General Election every Spring Semester to elect its Officers and Senators.
- b. **Special Election:** The ASCC will hold a Special Election at the recommendation of the Executive Board and with the approval of the ASCC Student Senate.
- c. The ASCC will hold a minimum of two (2) and no more than five (5) full day open election for its officers with ballots to be counted on the school day after the election.
- d. **Nominations** shall be open to all students meeting the minimum requirements and shall be open for no less than one week and no more than three weeks.
- e. **Recall Election:** A recall election will be started by a petition of one-third ($\frac{1}{3}$) of the total number of members. The offending officer(s) has(have) the right to a forty-eight (48) hour notice of a hearing. An affirmative vote to recall of two-thirds ($\frac{2}{3}$) of the votes cast shall be required at the hearing to remove the officer(s). Whereupon the office(s) will be declared vacant.

VI. Meetings

- a. The ASCC Executive Board and The ASCC Student Senate shall meet at least once a month with the Summer Session excluded.
- b. Quorum is defined as a majority of the elected officers for executive meetings and a majority of the club representatives and senators for the senatorial meetings.
- c. The ASCC shall hold other meetings (special topic, emergency meetings, etc) as necessary.
- d. **Teleconferencing:**
 - i. Attendance and voting via teleconference shall be permitted.
 - ii. The ASCC shall establish and maintain standing rules to govern and provide guidance for teleconference meetings.
 - iii. Teleconference is defined as a meeting where the members are in different locations, connected by electronic means, through either audio, video, or both.

VII. Finances

- a. The budget shall be established by the ASCC during the Spring semester for the following year.
 - i. Once established, the budget shall be administered by the ASCC with the approval of the Vice-President of Student Services or an appropriate administrator
 - ii. The ASCC shall be responsible for the Student Activity Program, utilizing funds provided in the budget for various programs. Clubs are encouraged to raise additional funds for their own individual club activities and events.

VIII. Advisor

- a. The position of Advisor is appointed by the Vice-President of Student Services. The Advisor facilitates all ASCC Senate meetings, as well as Executive Board meetings, attends leadership conferences as appropriate, and oversees all ASCC Activities.

IX. Clubs

- a. **General Provisions**
 - i. All Clubs and organizations shall have a constitution approved by a majority vote of the ASCC Student Senate and must have a valid charter to operate.
 - ii. All clubs and organizations shall serve their members irrespective of race, color, national origin, sex, disability, or age in any of its policies, procedures or practices.
 - iii. All club officers shall be enrolled in at least six (6) units and be academically in good standing, with a 2.0 G.P.A. or better during the semesters they hold office.
- b. **Establishing a Club**
 - i. Any group wishing to be recognized as an active club by the college shall submit a constitution, a list of at least six (6) members to the ASCC, and have a full time faculty advisor. A charter will be issued on a majority vote

of the ASCC upon approval of a constitution.

c. Club Membership

- i. All active clubs shall maintain a minimum membership of six (6) members.
- ii. All active clubs shall notify the ASCC of their membership strength and elected officers within thirty days of the start of each semester.
- iii. The members of all clubs and organizations shall be encouraged to hold a valid ASB card.
- iv. All clubs shall provide the Student Activities Office with minutes and agendas of meetings, due within a week following the club's meeting. Failure to comply will result in the suspension of club funds. Reinstatement will be at the discretion of the ASCC Executive Board.
- v. All clubs are required to attend the ASCC Student Senate meetings. Failure to Attend two ASCC Student Senate meetings will result in the suspension of club funds at the discretion of the ASCC Executive Board. Failure to attend four ASCC Student Senate Meetings will result in the club receiving 'inactive' status at the discretion of ASCC Executive Board.

d. Disciplinary Procedures

- i. Clubs may have their funds suspended for failure to comply with the general rules, bylaws, and traditions of the ASCC.
- ii. Clubs may be declared inactive for failure to comply with the general rules, bylaws, and traditions of the ASCC.
- iii. Upon being declared inactive the funds and property of the club shall be absorbed by the ASCC.

X. Parliamentary Authority:

- a. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the ASCC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ASCC may adopt.

XI. Changes and Review:

- a. This constitution may be amended by a two-thirds vote of the ASCC Student Senate, provided that the amendment has been submitted at a previous meeting of the ASCC Student Senate and given two full readings at two separate regular ASCC Student Senate meetings.
- b. The bylaws of the ASCC may be amended by a two-thirds vote of the ASCC Executive Board, provided that the amendment has been submitted in writing at the previous regular meeting of the Executive Board.
- c. The ASCC shall be automatically reviewed every two years, or as deemed necessary by the ASCC advisor after consultation with the ASCC President, and the Vice President of Student Services. This review shall be held to determine the viability of the student association and to make appropriate recommendations, if needed.
- d. From date of submission for review and recommendation, Administration will be given 30 days to respond to changes, or it will be assumed approved by acclamation.