

# **Constitution of the Associated Students**

*As Revised by Associated Students, Spring 2014*

## **Statement of Purpose**

It shall be the purpose of the student body of Peninsula College to provide and maintain a unity and harmony among students, to establish a favorable relationship between the student body and the community, and to bring about an active student participation in college affairs.

### **Article I — Name**

The name of this organization shall be the Associated Students of Peninsula College.

### **Article II — Membership**

**Section 1** All students formally enrolled as full-time students (minimum of 6 credits) at Peninsula College shall be entitled to membership in this association.

**Section 2** Any student suspended by college officials shall automatically forfeit all student body privileges.

### **Article III — Associated Student Council**

#### **Section 1**

The executive body of the Associated Students of Peninsula College shall be the Associated Student Council.

#### **Section 2 Voting members:**

- A. Voting members of the Associated Student Council shall be: All members, although the chair only votes to break ties or when needed to constitute a quorum.
- B. Two-thirds (2/3) of the members of the Associated Student Council shall constitute a quorum.

#### **Section 3**

The Director of Student Programs shall be the advisor of the Associated Student Council at its request.

#### **Section 4**

Any member of the Associated Student Council absent from three meetings in one quarter will relinquish his or her position on the council, pending an appeal from the ASC Appeals Committee. Further, should that resignation be upheld, that officer will be required to re-pay the remaining portion of their scholarship, per Article IV, Section 5C. Two tardies will constitute one absence.

- A. Absence is defined as follows: A failure to attend the meeting; an attendance that is 15 or more minutes after the roll call, or an attendance when a member leaves more than 15 minutes prior to the official end time of the meeting.
- B. Tardy is defined as follows: An attendance that occurs between roll call and 15 minutes into the meeting; and an attendance where a member leaves prior to the official end time of the meeting, but less than 15 minutes from that time.

#### **Section 5**

The Associated Student Council shall meet at least twice monthly.

- A. The President may call a meeting of the Associated Student Council, provided notice of said meeting is posted at least seventy-two (72) hours prior.
- B. A majority of its voting members may call a meeting of the Associated Student Council, provided notice of said meeting is posted at least seventy-two (72) hours prior.

#### **Section 6**

All Powers not otherwise designated shall be vested in the Associated Student Council.

## **Section 7**

The instrumentation of legislation shall be by a majority vote of the members of the Associated Student Council voting.

## **Section 8**

The Director of Student Programs shall have the right to overrule proposals of the Associated Student Council only if they violate written school policies and regulations.

## **Section 9**

The Director's decision may be overridden by a two-thirds (2/3) vote of the Associated Student Council, and further decision of the President of Peninsula College may be appealed to the College Board of Trustees by unanimous vote of the Associated Student Council.

## **Section 10**

Should the ASC hold a special election to increase student fees or make revisions to the Constitution of Associated Students, all students who are members of the Associated Students shall be entitled to vote in that special election.

## **Article IV —Executive Officers**

### **Section 1**

Members of the Association eligible to hold elective office shall be those students currently enrolled in the in a minimum of 6 credits.

### **Section 2**

The executive officers of the Associated Student Council shall be: President, Vice President, Vice President Programming.

### **Section 3**

All terms of office shall begin the first day of Summer Quarter and end on the last day of Spring Quarter.

### **Section 4**

Duties:

- A. The President shall preside at all meetings of the Associated Students and the Associated Student Council unless pre-arranged with the Vice President; shall be responsible for the executive and administrative work of the student body; shall make all committee appointments; shall be responsible for the effective operation of all student body committees; shall serve as official representative to institutional and statewide governing bodies, unless he or she delegates his/her role to another council member; and shall at all times uphold the Constitution of the Associated Students of Peninsula College.
- B. The Vice President shall perform the President's duties in the latter's absence; shall be responsible for the supervision of the selection process of executive officers; shall assist the Instruction Division of the college with its annual tenure review process; shall represent the student council at monthly College Council meetings; shall assist in the organization and active maintenance of school-sponsored organizations; and ~~additionally~~ shall perform other duties as assigned.
- C. The Vice President of Programming shall chair the Programming Board and provide oversight of ASC-sponsored activities.

### **Section 5**

Maintaining Officers:

- A. Officers must maintain a cumulative grade-point average of 2.50. Officers must also have demonstrated, within one week following the scheduled end of any quarter, completion of a minimum of 6 credits.

- B. An office shall be considered vacant if the officer does not meet the above requirements, pending extraordinary circumstances that could result in a reprieve from the ASC Appeals Committee.
- C. Should a member of the ASC vacate his or her position prior to completing the current quarter, that member is required to re-pay a prorated portion of their scholarship corresponding to the number of days remaining in the quarter.

### **Section 6**

In the event a vacancy occurs, the President shall be authorized to nominate, and the Associated Student Council to appoint by majority approval, an officer to fill the vacated office for the unexpired remainder of that term.

### **Section 7**

In the event a vacancy occurs in the office of President, the Vice President shall act as President until the vacancy is filled. The Vice President may either become President or remain Vice President after the vacancy is filled.

### **Section 8**

Simultaneous offices: A student may not hold simultaneous offices in Associated Student Council authorized organizations.

### **Section 9**

Application materials for ASC executive office shall be available by the first week of Spring Quarter.

### **Section 10**

A candidate for President or Vice President must be a member of this association who has both maintained a 2.5 cumulative grade-point average and has earned 24 units of credit prior to applying. Further, a candidate transferring from another college must have maintained a 2.5 cumulative GPA.

### **Section 11**

Associated Student selections shall be conducted by a selection committee consisting of a majority of students, as outlined in Article II, Section 1 of the By-Laws. Selection of the president and two vice presidents shall be completed by the end of April, unless extenuating circumstances exist.

### **Section 12**

All Associated Student members are eligible to participate in the Executive Officers Candidate Forum for selection of the President, Vice President, and Vice President of Programming.

### **Section 13**

Selection of all Associated Student Executive Officers shall be by the selection committee, who evaluate the merits and achievements of each candidate's application packet, in addition to feedback solicited from members of the Associated Students after the candidate forum.

### **Section 14**

The selection committee shall preside over the selection process and shall publicize selection procedures and results.

## **Article V —Director and Program Officers**

### **Section 1**

- A. In addition to three executive officers, the Associated Student Council shall consist of nine directorial and programming officers. Those nine members shall be selected no later than the last week of May.

**B.** An applicant for these positions must be a member of this association with a 2.5 cumulative GPA or an incoming student planning to enroll fall quarter.

**C.** A candidate transferring from another college must have maintained a 2.5 cumulative GPA.

## **Section 2**

Applications for these nine positions will be available at the ASC Office and the Office of Student Programs at the start of spring quarter and must be submitted by the second Friday in May. A selection committee, as outlined in Article II of the By-laws on committees, will interview candidates and make the final selection. Should the committee choose not to fill all of the positions, or should a position remain vacant following that process, the ASC President shall nominate a student to fill the vacant position, per Article IV, Section 6 and 7.

## **Article VI — Removal From Office**

### **Section 1**

The ASC will conduct an evaluation of its members at the end of each quarter. Should this process identify a member who has not been successful upholding the mission and purpose of the council, or the responsibilities associated with their duties as a member, the Executive Council, with approval from the ASC advisor, may recommend that position be vacated. In the event a member of the Executive Council is the subject of a negative evaluation, they would not participate in the decision. Should a member chose to appeal the decision, they may do so in writing to the Vice President of Student Services. The vacancy will be filled as outlined in Article IV, Sections 6 and 7.

### **Section 2**

Removal from office of any Associated Student Council officer may be initiated by a two-thirds majority of the voting members of the Associated Student Council, or by petition signed by 20 percent of the Associated Student members. The petition must be submitted to the Associated Student Council to establish its authenticity.

### **Section 3**

An election to determine removal from office shall be held no later than 10 school days after the proceedings have been initiated.

### **Section 4**

Approval by two-thirds of all Associated Student members voting shall constitute removal from office.

## **Article VII — Amendments**

### **Section 1**

Amendments to this Constitution may be proposed in writing by twenty percent (20%) of the members of this Association or by a majority of voting members of the Associated Student Council, provided that proposed amendments be made public at least two (2) weeks prior to being voted upon.

### **Section 2**

Amendments may be passed by a majority of the student body members voting.

## **Article IX — Ratification Clause**

### **Section 1**

This Constitution shall be in full force and in effect upon its adoption in 1961 and the ratification of the revised Constitution by a majority vote of the ballots cast in an election held April, 2014..

### **Section 2**

This Constitution shall supersede all other Constitutions of this organization.

# **By-Laws**

*Revised May, 2005*

## **Article I — School Colors and Titles**

### **Section 1**

The official nickname of this Student Body shall be Peninsula Pirates.

### **Section 2**

The official colors of this Student Body shall be black and gold.

### **Section 3**

The official mascot shall be Pirate Pete.

### **Section 4**

The Peninsula College publications recognized by the Associated Students shall be: Buccaneer (newspaper) and Tidepools (literary magazine).

## **Article II — Committees and Delegates**

### **Section 1**

The standing committees of the Associated Students shall be: Programming Board, ASC Selection Committee, Discipline Committee, Election Committee, Tenure Review Committee.

- A. The Programming Board shall be headed by the Vice President of Programming and shall consist of an assistant to the Vice President of Programming and other programmers. The board's function is to approve, coordinate, hold and evaluate activities.
- B. The ASC Executive Officer Selection Committee shall consist of the outgoing ASC president and vice president, 2 members of the Peninsula College Student Ambassadors or two students at large, the Director of Student Programs, the Activities Coordinator and the Outreach Coordinator. Committee members may be substituted as needed at the discretion of the committee chair.
- C. The ASC Director and Program Officer Selection Committee shall be chaired by the President elect and consist of two students who are not connected with the incoming ASC, the Director of Student Programs and the Activities Coordinator. Committee members may be substituted as needed at the discretion of the committee chair.
- D. The Discipline Committee, which is part of the Student Affairs Committee, shall consist of 1 ASC member and 2 students at large. Members shall attend disciplinary hearings, when called.
- E. The Election Committee, which is chaired by the Vice President, provides oversight of the election and is typically formed to respond to questions or complaints. It may include ASC members and students at large who are not connected to the election.
- F. The Tenure Review process calls for the ASC President to appoint 1 student to each faculty evaluation committee.

## **Article III — Organizations**

### **Section 1**

Student organizations wishing to be eligible for use of Associated Student funds, or to use college facilities or the college name, must first be recognized by the Associated Student Council.

### **Section 2**

To be eligible for recognition, an organization must present to the Associated Student Council an acceptable constitution, a designated advisor, a list of officers, and a membership list identifying at least eight (8) members of the Associated Students of Peninsula College. Recognition of a club

shall be by a majority vote of the Associated Student Council. Recognition by itself does not imply or guarantee that Associated Student funds will be assigned for the organizations use.

### **Section 3**

Constitutions and activities of all organizations must be in harmony with this Constitution and subject to Associated Student Council veto. The Associated Student Council reserves the right to withdraw recognition of a campus organization when an absolute majority of the voting members of the Associated Student Council determine that recognition is not among the best interests of the Associated Students.

### **Section 4**

All organizations which generate revenue under the auspices of the Associated Students must deposit their funds in Associated Student accounts subject to normal college audits, rules of expenditure, and record keeping.

### **Section 5**

To maintain active status, an organization must hold an open and publicized meeting at least once each month or three (3) times a quarter, and must file, on a monthly basis with the ASC, a copy of its minutes and must provide a report (written or in person) at the first ASC meeting of every month. Fifty percent of all identified members must attend each meeting. If an organization exceeds 20 or more identified members, 10 identified members will be considered acceptable for attendance requirements. In addition, each year during the fall quarter an organization must re-affirm its charter. During the year, organizations that discontinue meeting, do not submit minutes or fail to attend the required monthly ASC meeting may have its funds frozen or have its recognition suspended by a vote of the council.

### **Section 6**

Organizations whose recognition has been suspended may be reinstated to recognized status by an absolute majority of the voting members of the Associated Student Council. Such organizations shall be on probation for one quarter, during which they may spend Associated Student funds only by receiving a majority vote of the Associated Student Council for each expenditure. Organizations which satisfactorily complete the probation period will be given full recognition.

### **Section 7**

Recognized organizations are required to be represented at the first Associated Student Council meeting of each month.

### **Section 8**

All organizations must submit a statement of purpose with their budget request, stating their goals for the coming year and their contribution(s) to their campus and/or community. They must also state what their organization will do for their contribution(s), with some kind of action visually confirmed by an advisor or the Associated Student Council.

## **Article IV — Activities**

### **Section 1**

Any club within the Student Body desiring sponsorship of an activity must arrange for the activity through the ASC.

### **Section 2**

All profits accruing to the separate activities shall go into their individual accounts.

## **Article V — Finances**

### **Section 1**

Membership fees, to be transferred to Associated Students at the time of registration, shall be determined by the Administration of Peninsula College.

### **Section 2**

The Finance Committee (also called the Services and Activities Fees Committee) shall consist of the President of the College and the incoming and outgoing Presidents and Vice Presidents, and the Secretary-Treasurer of the Associated Students acting as Chair. The College Business Manager and the Director of Student Programs shall serve as ex-officio members.

### **Section 3**

It shall be the duty of the S & A Committee to prepare the budget from which the ASC funds will be apportioned, subject to approval by the voting members of the Associated Student Council.

### **Section 4**

The Associated Student Council maintains a reserve account for the purpose of balancing over-expended budgets and as a contingency, should revenue collection fall short of projections. The business office is authorized to transfer funds from the reserve account to other ASC accounts only under the following conditions. 1) there is a majority vote of the ASC in favor of the transfer, 2) a transfer of funds exceeding \$5,000 would require a written and publicized plan on how they will be expended, and 3) the reserve account not be allowed to fall below 15 percent of the overall ASC budget with the exception of the year-end balance process.

### **Section 5**

Student-funded organizations must not expend more than the amount appropriated without prior approval from the ASC. Any budget manager who does over-spend his or her budget may be asked to raise funds to balance that budget or face a reduction in their allocation the following year.

## **Article VI — Elections**

*Also see Elections Policy, Section 2, ASC Policies*

Elections conducted under the supervision of the Associated Students shall be in keeping with the specific requirements of Article VI of the Associated Student Constitution. In addition:

### **Section 1**

Absentee ballots shall be permitted, provided the absentee voter meets the same voter qualifications required of all other voters; and provided the absentee voter casts his/her ballot in person prior to the day of elections.

### **Section 2**

Proxy ballots shall not be permitted in Associated Student elections.

### **Section 3**

No campaigning shall be allowed within the area designated by the election chair (approximately fifty feet from the voting place) on election day. Election posters are not permitted in sight of the polling area. Any violations may result in the removal of the candidate's name from the ballot, and he/she may be deemed ineligible for election to any Associated Student Council position for one quarter.

### **Section 4**

- A. Polls shall open no later than 9:00 a.m. and shall remain open until 3:00 p.m. on election days.
- B. Election days, polling times, and the polling location shall be publicized at least two weeks prior to an election.

## **Article VII — Council Scholarships**

### **Section 1**

The Associated Student Council president and two vice presidents shall receive a scholarship equal to 15 credits of in-state tuition, to be awarded prior to the start of fall, winter and spring quarters.

### **Section 2**

The Associated Student Council's other nine officers shall receive a scholarship equal to 50 percent of 15 credits of in-state tuition, to be awarded prior to the start of fall, winter and spring quarters.

### **Section 3**

ASC members who do not complete 6 credits, maintain a 2.5 GPA, or who fail to complete minimum office hours or meeting requirements are considered resigned of their position (see Article III, Section 4; Article VIII, Section 4) and will not continue to receive scholarships, pending extraordinary circumstances that could result in a reprieve from the Associated Student Council.

## **Article VIII — Council Duties**

### **Section 1**

ASC officers are required to serve office hours, defined as serving time from the beginning of the hour to the fiftieth minute of the hour, on official ASC business. Office hours shall be served in the ASC Office, unless otherwise authorized by the ASC president or advisor. It shall be the responsibility of the ASC officers to sign in for those hours and to track those hours, with the aid of the ASC Secretary-Treasurer.

### **Section 2**

- A. Executive officers shall serve a minimum of three office hours per week, per quarter.
- B. B. Representatives shall serve a minimum of two office hours per week, per quarter.
- C. C. Publicity agent shall serve a minimum of three office hours per week, per quarter.

### **Section 3**

- A. In the event an officer cannot serve his or her specified office hour, he or she should arrange in advance for that hour to be covered by another ASC officer and to make up that hour at a later date.
- B. B. Officers shall be limited to making up one office hour per day during the hours of 8:00 a.m.-5:00 p.m. on weekdays.

### **Section 4**

An ASC officer who fails to complete 100 percent of his or her office hours by the final day of the quarter shall be considered resigned from office, pending extraordinary circumstances that could result in a reprieve from the executive council.

## **Article IX — Amendments and Additions**

### **Section 1**

Amendments and additions to these By-Laws may be made by a two-thirds (2/3) vote of the voting members of the Associated Student Council.

### **Section 2**

All amendments to these By-Laws shall be presented in writing for the Associated Student Council at least two (2) weeks prior to being voted upon. Proposed amendments must be posted prominently for student perusal for at least ten (10) days prior to being effected; and the Council must, at a regular meeting, accept public testimony prior to a vote being taken.

### **Section 3**

In all matters not covered by its Constitution, By-Laws, and Associated Student Council standing rules, this organization shall be governed by Robert's Rules of Order.