

Associated Students of Cañada College

CONSTITUTION

PREAMBLE

We, the students of Cañada College, in order to promote the general welfare and equality of opportunity among the students, to offer an opportunity in the practice of American democratic government, and to encourage student participation in planning and directing student activities, do ordain and establish this constitution of the Associated Student of Cañada College.

ARTICLE I: NAME AND MEMBERSHIP

- Section 1.** The name of this student body organization shall be the Associated Students of Cañada College, hereafter referred to as ASCC.
- Section 2.** All registered students of Cañada College shall be deemed members of the ASCC.

ARTICLE II: GOVERNING BODIES

- Section 1.** The following governing bodies shall constitute the Student Senate:
- a. Executive Board
 - b. Student Senate
(Refer to ASCC Bylaws for Duties and Responsibilities)
- Section 2.** The following offices shall constitute the Executive Board:
- a. President
 - b. Vice-President
 - c. Secretary
 - d. Controller of Activities
 - e. Commissioner of Publicity
 - f. Treasurer
- Section 3.** The membership of the Student Senate shall consist of a maximum of 20 senators (not including President and Vice President). The term entire Student Senate, as used in the Constitution and Bylaws, shall mean the members in Senate positions currently filled. The President and Vice-President shall be elected for a term of one academic year or shall be appointed for a term of one semester.
(Refer to ASCC Bylaws for Duties and Responsibilities)
- Section 4.** Any member of the Executive Board or Student Senate who misses three consecutive regular meetings or a total of four regular meetings in one semester automatically shall forfeit his/her position unless-(1) the

absences are due to carrying out of designated Senate business, or (2) the absences are due to health and/or emergency situations. Excused absences shall be approved by the Senate Advisor. Excused absences must be ratified by a majority vote of Senators present.

A tardy is defined as arriving to a meeting 10 minutes after the meeting has officially started. Three late arrivals to a meeting are equal to one (1) absence. One hour of attendance is required to be considered present at a Student Senate meeting.

ARTICLE III: POLICY OF SUCCESSION

Section 1. The senate shall have the power to make nominations to fill Executive Officer vacancies. If the President leaves office the Vice President shall automatically become President for the remainder of the term. The senate shall make nominations for the position of President if the office of Vice President is vacant.

Section 3. Nominees shall be elected by a majority vote.

Section 4. The ASCC Vice-President shall be a voting member of the Student Senate.

ARTICLE IV: ACTION

Section 1. Quorum
A quorum to conduct business of the Student Senate shall consist of a majority (51%) of the voting members of the entire Student Senate. The following business may take place without a quorum: Call to Order, Roll Call, Public Comments, Business Reports, Discussion Items, Introduction of Prospective Senators, and Adjournment.

Section 2. Legislation
Members of the ASCC shall have the power to initiate legislation by means of a petition signed by one hundred fifty (150) or twenty percent (20%) of the members of the ASCC who voted in the last election, whichever number is greater.

A six-tenths (6/10) majority of the students voting in an election is required for passage of all initiatives.

Section 2. Referendum
All actions of the Student Senate are subject to a referendum vote by the ASCC. A petition qualifying the referendum vote must contain one hundred fifty (150) signatures or twenty percent (20%) of the members of the ASCC who voted in the last election, whichever number is greater. The petition must be submitted to the Office of Student Activities.

A six-tenths (6/10) majority of the students voting in an election is required to rescind an action.

ARTICLE V: RECALL, DISCIPLINE & EXPLUSION OF MEMBERS

Section 1. Recall

A member of the Student Senate shall be subject to recall by the membership of the ASCC if a petition signed by one-hundred fifty (150) students or twenty percent (20%) of the student who voted in the last election, whichever is greater, is submitted to the Office of Student Activities.

A six-tenths (6/10) majority of the students voting in an election is required for an elected official to be recalled.

Section 2. Discipline & Expulsion of Members

- (a) Any senator may invoke a disciplinary proceeding against another member by having the matter formally placed on the agenda as a discussion item at a regular meeting of the Student Senate.
- (b) Disciplinary Actions may only be taken for actions that are in conflict with the ASCC Constitution and Bylaws, College and/or District regulations, or violation of Federal, State, or local laws that occur on campus or at a College or ASCC sponsored event.
- (c) Disciplinary actions may include written or verbal reprimand, suspension from ASCC activities for a specified period of time, or expulsion from office.
- (d) Prior to the meeting at which the disciplinary action(s) is to be discussed, the member bringing charges will present them in writing to the defendant along with the discipline (i.e., reprimand, suspension or expulsion). At the meeting, the member making the charges will present them and the defendant will be allowed time to refute the charges. Senators may ask questions of either party.
- (e) The disciplinary action request shall be listed as an action item at a subsequent meeting. The defendant shall be allowed to vote on the disciplinary action. If the request for disciplinary action is approved by a two-thirds (2/3) vote of the Student Senate, the action will be effective immediately.
- (f) A disciplined member may appeal the action taken within two weeks by placing the appeal on an agenda as an action item. The Student Senate may then vote to sustain the disciplinary action or overturn it.

ARTICLE VI: STUDENT ORGANIZATIONS

Section 1. Definition

Student organizations are student interest groups that are made up of registered students at Cañada College which:

- (1) Have a purpose compatible with the policies and educational objectives of the College;
- (2) Operate under the guidance of a member of the College staff who serves as an advisor;
- (3) Maintains a constitution approved by the Student Activities Coordinator and a current list of members in the Student Activities Office;
- (4) Is composed entirely of students currently enrolled at Cañada College;
- (5) Holds meetings which are open to all students and publicly announced;
- (6) Deposits all funds in a college account as required by establish college procedures;

All student organizations at Cañada College shall come under the jurisdiction of the ASCC and shall be chartered as an interest group of the student body. Student organizations will automatically be chartered if they adhere to all College, ASCC and State guidelines concerning student organizations. The Student Activities Coordinator shall be responsible for supervising the recognition process.

ARTICLE VII: COMMITTEES

The Student Senate may create, with a simple majority vote, as many committees as necessary to assist in advising the Senate and in carrying out the goals and functions of ASCC. All committees are established to advise and carry out the wishes of the Student Senate. All recommendations, expenditures, and actions of the Committees are subject to prior review and approval of the Senate at a public meeting. The Senate may authorize the creation of three types of committees: Permanent Standing, Temporary/Ad Hoc, and Sub-Committees.

Section 1. Description of Committees

- (a) Permanent Standing Committees carry out the functions, programs, and services on a year-around basis.

Permanent Standing Committees of the Student shall include, but are not limited to the following:

- 1) Budget Committee
- 2) Inter-Organizational Council
- 3) Election Board

All permanent Standing Committees are required to establish goals and make progress during Senate meetings. By-laws shall specify frequency of the progress reports.

- (b) Temporary/Ad Hoc Committees carry out specific functions as defined by the Senate which are to be completed during a specific time period at the conclusion of which the committee will cease to exist.

Temporary/Ad Hoc Committees may also be formed by a simple majority vote of the Senate to accomplish specific tasks within a limited and specified time frame which are not assigned to one of the existing Permanent Committees.

- (c) Sub-Committees advise and assist Permanent Standing or Temporary/Ad Hoc Committees carry out their duties.

Section 2. Committee Appointments

The President with the advice and consent of the Senate shall appoint Senators as Chairpersons to manage the affairs of each Permanent or Temporary/Ad Hoc Committee.

Section 3. Responsibilities

- (a) The Chairperson shall call committee meetings on a regular basis, keep committee records, and report committee progress to the Senate on a regular basis.
- (b) Committee Vice Chairs shall be selected by the committee with the approval of the Committee Chair and the consent of the Student Senate. The Vice Chair of each committee shall assist the committee chairperson, perform the duties of chairperson in his or her absence, and carry out responsibilities as further outlined in the By-Laws.
- (c) Sub-committee chairs shall be appointed by the Committee Chair with the advice and consent of the Student Senate.
- (d) Continued service as a Committee Chair, Committee Vice-Chair, or Sub-Committee Chair is subject to ongoing reviews by the AS President.

ARTICLE VIII: PROCEDURES

Section 1. Ratification

The Constitution shall be in effect upon ratification by a two-third (2/3) vote of the Cañada College Students voting in a campus-wide election and upon subsequent approval by the Board of Trustees of the San Mateo County Community College District.

Section 2. Constitution Amendments

- (a) Amendments to this constitution may be proposed:
 - 1) By a two-thirds (2/3) vote of the Student Senate.
 - 2) By a petition signed by fifty (50) members of the ASCC.
- (b) Amendments to this constitution shall be ratified by six-tenths (6/10) vote of those cast in any general or special election and be effective immediately.

Section 3. Bylaws

Bylaws and amendments to bylaws will be authorized and approved by a two-thirds (2/3) vote of the Student Senate and shall be effective immediately.

ARTICLE IX: RULES OF PROCEDURE

Section 1. Parliamentary Authority

All meetings of ASCC shall be conducted according to the current edition of Robert's Rules of Order.

Section 2. Brown Act

All meetings of the ASCC shall abide by the provisions stated in the Brown Act.

Revision History

- Fall 1991 Student Senate Standing Rules updated and approved by the ASCC Student Senate*
- Fall 1992 Student Senate Standing Rules updated and approved by the ASCC Student Senate*
- Spring 2006 Revised and approved by the ASCC Student Senate and passed in the ASCC General Elections by ASCC Students*
- Fall 2006 Amendment to change ASCC organization structure overturned by ASCC Student Senate*
- Fall 2008 Article II section 3 amended to increase the membership of the student senate from 14 to 20. Article III sections 1-3 amended allowing senators to make nominations for executive officer vacancies and allowing the Vice President to automatically succeed the office of President if a vacancy should occur.*