

# THE CONSTITUTION OF THE ASSOCIATED STUDENTS of SANTA ROSA JUNIOR COLLEGE

## PREAMBLE

*We, the students of Santa Rosa Junior College, in order to promote general welfare of the students, to guarantee the equality of opportunity among students, to offer experience in moral, aesthetic, social and economic values under an atmosphere of intellectual freedom, to encourage student participation, planning and direction of student activities as permitted under the rules, regulations and policies of the State of California and the Board of Trustees of the Sonoma County Junior College District do ordain and establish this Constitution of the Associated Students of Santa Rosa Junior College. Other rules, regulations and constitutions shall not be in conflict with this Constitution.*

## ARTICLE I NAME, PURPOSE AND MEMBERSHIP

- SECTION 1** The name of this organization shall be the Associated Students of Santa Rosa Junior College.
- SECTION 2** The purpose of this Association shall be to furnish rules, regulations, policies, and procedures under which students, student groups, clubs and organizations may be coordinated, harmonized and integrated. It shall promote student life and activities on campus and the promote student advocacy and activism on the college, local and state wide level.
- SECTION 3** All enrolled students for the current semester shall be members of the Association. Any currently enrolled Santa Rosa Junior College Student may cast a ballot to elect officers of this Association.
- SECTION 4** Honorary members of this Associations Benefits Program shall be all non-student employees of the Sonoma County Junior College District, non-student employees of the Associated Students of Santa Rosa Junior College, and such persons as may be appointed by the Associated Students Cabinet. All retired faculty, staff and past Associated Students Senate Presidents and Associated Students Cabinet Chairs of the Associated Students of Santa Rosa Junior College (who are no longer enrolled as full time students) shall be life members.

## ARTICLE II BENEFITS

- SECTION 1** The ability to vote and run for office.
- SECTION 2** In order that the Associated Students Cabinet be supported and its activities maintained, membership cards of the Associations Benefits Program will be sold for each semester at a price to be determined by the Associated Students Cabinet. The privileges of this card shall be determined by the Associated Students Cabinet.
- SECTION 3** All honorary life members shall be eligible for reduced rates to all Associated Students sponsored home athletic events, social events and cultural programs and all other benefits of the program.

**SECTION 4** The Associated Students Senate and the Legislative Committee will be funded through the Student Representation Fee per state, college and Associated Students Senate guidelines.

**ARTICLE III  
OFFICER'S DUTIES OF THE SENATE**

**SECTION 1** The Associated Students Senate shall be comprised of: President, Vice President, Senator of Legislation, Senator of Finance, Senator of Petaluma Campus, and six (6) Senators. The elected representatives of this Senate shall serve for a term of one (1) year. All officers shall be enrolled students with a minimum of five (5) units.

**SECTION 2**

- A. The Fall semester term shall begin the day classes start for the Fall semester and terminate on the last day of Fall final examinations.
- B. The Spring semester term shall begin the day after Fall semester final examinations and terminate at the end of Spring semester on graduation day.
- C. The Summer session shall start the day after spring commencement exercises and end the day before Fall class start.
- D. The term of office shall begin the day after the spring commencement and shall end the day of the following spring commencement.

**SECTION 3 THE PRESIDENT** of this Senate shall:

- A. Carry out the provisions of the Associated Students Constitution as pertain to the Associated Students Senate.
- B. Preside as the chairperson of the Associated Students Senate and vote only in case of a tie or to make a tie vote.
- C. Set the agenda and meet and consult with the Vice President and the advisor concerning the agenda.
- D. Ensure that the advisor signs and dates the posted agenda.
- E. Serve on College Council, Institutional Planning Council and attend the Board of Trustees meetings and committees as assigned by college policy and procedure.
- F. Perform as the Chief Administrative Officer of the Association in consultation with the Chair of the Associated Students Cabinet.
- G. Direct and coordinate all policies of the Associated Students Senate.
- H. Represent the Association and coordinate matters of mutual concern with the faculty, administration and community.
- I. Appoint a currently enrolled student as Parliamentarian, in a non-voting advisory role, to advise him/her in procedural matters, if desired.
- J. Appoint or terminate student members, with the approval of the Associated Students Senate, to the following:
  - 1) Administrative and/or Faculty College Committees
  - 2) College Wide Committees
  - 3) Internal Senate Committees
  - 4) Vacant Positions
- K. Perform other duties as pertain to the office to include the making of policies, not in conflict with the Constitution or Codes. Such duties may be reviewed by the Associated Students Senate.
- L. In conjunction with the Chair of the Associated Students Cabinet, schedule and create an agenda for a joint meeting of the Associated Students Senate and the Associated Students Cabinet for the beginning of each semester, and at the end of the spring semester for the purpose of certifying the general election and other business as deemed necessary, and other times as needed.

**SECTION 4 THE VICE PRESIDENT** of this Senate shall:

- A. Assume the duties of the President during his/her absence and succeed to the office upon the vacancy of the President.
- B. Serve as Vice Chairperson of the Associated Students Senate.
- C. Be the Assistant Administrative Officer of the Association.
- D. Serve as Chairperson of the Constitution Committee.
- E. Maintain and report on student involvement in the College Wide Committee system to the Associated Students Senate as needed.

- F. Meet with the President and the advisor concerning the agenda.
- G. Ensure that the advisor signs and dates the posted agenda.

**SECTION 5 THE SENATOR of LEGISLATION** of this Senate shall:

- A. Preside as Chairperson of the Legislative Committee.
- B. Be informed of state-wide and national legislation that affects community colleges.
- C. Be aware and informed of events, business and problems of other student governments.
- D. Make reports to the Associated Students Senate on Legislative Committee meetings as needed.
- E. Carry out the provisions of the Legislative Committee Code.

**SECTION 6 THE SENATOR of FINANCE** of this Senate shall:

- A. Authorize all payments of bills of the Associated Students Senate and Subcommittees.
- B. Verify, sign and authorize requisitions for the disbursement of funds of the Associated Students Senate and Subcommittees according to budgets established by the Associated Students Senate.
- C. Present to the Associated Students Senate, no later than the third to the last Associated Students Senate meetings of the Spring Semester, the proposed Associated Students Senate budget for the following year.
- D. Make reports as needed of all income and expenditures of the Associated Students Senate and subcommittees to the Associated Students Senate.
- E. Carry out the provisions in the Financial Code of this Association as pertain to the Associated Students Senate.
- F. Serve as Chair of the Associated Students Senate Budget Committee.
- G. Serve as Chair the Associated Students Senate budget committee if convened as a subcommittee.

**SECTION 7 THE SENATOR OF PETALUMA CAMPUS** of this Senate shall:

- A. Be enrolled in a minimum of three (3) units at the Petaluma Campus.
- B. Be knowledgeable of student issues within the Petaluma Campus to be able to represent and vote with in the Associated Students Senate.
- C. Make reports to the Associated Students Senate on the Petaluma Campus issues and activities.

**SECTION 8 THE DUTIES OF ALL SENATE MEMBERS** of this Senate shall:

- A. Be required to sit on at least 2 College -Wide Committees and follow the Committee Code.
- B. Be required for one (1) senator to serve on the Elections Committee.
- C. Be knowledgeable of student issues within the Santa Rosa Junior College District to be able to represent and vote within the Associated Students Senate.
- D. Serve on Associated Students committees and other committees as assigned by the Associated Students Senate.
- E. Recommend standing committees and ad-hoc committees as needed.

**SECTION 9 THE ORDER OF SUCCESSION** of the Senate shall be:

- A. In case of the vacancy of the Office of the President, the order of succession shall be Vice President, Senator of Legislation, Senator of Finance, a senator as elected by majority vote, and then a student elected by majority vote of the Associated Students Senate.
- B. In all other vacancies, the President shall appoint a successor, with the approval of the Associated Students Senate. If an office remains vacant for longer than four (4) weeks, due to the lack of a nomination by the President, then the Associated Students Senate may nominate and elect a successor.

**ARTICLE IV  
ASSOCIATED STUDENT SENATE**

- SECTION 1** The Associated Students Senate shall be the main legislative body of the Associated Students of Santa Rosa Junior College.

**SECTION 2** The Associated Students Senate shall consist of the following voting membership: President (only to make or break a tie), Vice President, Senator of Legislation, Senator of Finance, Senator of Petaluma Campus and six (6) Senators. Each is entitled to one vote.

**SECTION 3** A quorum shall consist of one-half (1/2) plus one (1) of the total voting membership, plus the Advisor to the Senate, or his/her designee:

- A. If less than two-thirds (2/3) of the total voting membership is present, it shall take a two-thirds (2/3) vote of the present members to pass any motion.
- B. A majority vote is necessary in all other cases except as stated elsewhere in this Constitution or in the Sturgis Standard Code of Parliamentary Procedure.

**SECTION 4** It shall be the duty of the Associated Students Senate to:

- A. Hold weekly meetings through the Fall and Spring semester and during the Summer session, except during district holidays. All meetings of the Associated Students Senate shall fall under the provisions of the Ralph M. Brown Act.
- B. Decide by two-thirds (2/3) majority vote of the voting membership present, the guilt of any elected officer charged with misconduct, incompetence or non-attendance. Three (3) unexcused absences in a semester shall constitute grounds for charges of non-attendance. Any officer found guilty on the above charges shall be removed from office and have the right to appeal to the next Associated Students Senate meeting. It shall take a two-thirds (2/3) vote of the voting membership present for reinstatement of the officer.
- C. Transact business relating to the Associated Students Senate as a whole.
- D. Approve the Associated Students budget prior to the last regularly scheduled meeting.
- E. Approve the appointments and disappointments of the student members to:
  - 1) Administrative and/or faculty college committees
  - 2) College wide committees
  - 3) Internal Senate Committees
  - 4) Vacant Positions
- F. If a position becomes or remains vacant for longer than four (4) consecutive weeks those appointments that have not been made by the President may be nominated and elected by the Associated Students Senate. A position will be considered vacant at the first meeting the position is not filled.
- G. Supervise all Associated Students Senate publications.
- H. Determine the dates of elections.
- I. Abide by the parliamentary procedures as set forth in Sturgis Standard Code of Parliamentary Procedures.
- J. Serve as the official representative of the Santa Rosa Junior College Students.
- K. Meet during the summer, and in times of emergency as deemed necessary by two-thirds (2/3) vote of the Associated Students Senate.
- L. Assume any and all other responsibilities as may be deemed necessary.

**SECTION 5** Should the Associated Students Senate dissolve itself and should all the officers in the order of succession resign, the Advisor of the Association or his/her designee is required to call for a special election within two (2) weeks, unless the end of the semester is less than forty-five (45) days away.

## **ARTICLE V THE ASSOCIATED STUDENTS CABINET**

### **NAME AND PURPOSE**

The Group's name shall be the Associated Students Cabinet. The Associated Students Cabinet shall perform all and every duty related to specific member benefits of the Associated Students, including but not limited to membership and marketing functions and campus activities

**SECTION 1** The Associated Students Cabinet shall consist of the following voting members the Chair (only to make or break a tie), the Vice Chair, the Treasurer, the ICC Chair, Cabinet Member of Petaluma and six (6) representatives who shall be elected by the student body in conjunction with the elections of the Student Senate.

**SECTION 2** A quorum shall consist of one-half (1/2) plus one (1) of the total voting membership, plus the Advisor to the Cabinet, or his/her designee.

- A. If less than two-thirds (2/3) of the total voting membership is present, it shall take a two-thirds (2/3) vote of the present members to pass any motion.
- B. A majority vote is necessary in all other cases except as stated elsewhere in this Constitution or in the Sturgis Standard Code of Parliamentary Procedure.

**SECTION 3** It shall be the duty of the Associated Students Cabinet to:

- A. Hold weekly meetings, open to the public through the fall and spring semester and during the summer session; except during district holidays. All meetings of the Associated Students Cabinet shall require an agenda to be posted at least seventy-two (72) hours prior to the meeting.
- B. Decide by two-thirds (2/3) majority vote of the voting membership present, the guilt of any elected officer charged with misconduct, incompetence or non-attendance. Three (3) unexcused absences in a semester shall constitute grounds for charges of non-attendance. Any officer found guilty on the above charges shall be removed from office and have the right to appeal to the next Associated Students Cabinet meeting. It shall take a two-thirds (2/3) vote of the voting membership present for reinstatement of the officer.
- C. Approve the Associated Students Cabinet budget prior to the last regularly scheduled meeting.
- D. If a position becomes or remains vacant for longer than four (4) consecutive weeks those appointments that have not been made by the Chair may be nominated and elected by the Associated Students Cabinet. A position will be considered vacant at the first meeting the position is not filled.
- E. Ensure that the term of office shall begin the day after the spring commencement and shall end the day of the following spring commencement.
- F. Ensure that the meeting will be governed by the Sturgis Standard Code of Parliamentary Procedure.

**SECTION 4** **THE CHAIR** of this Cabinet shall:

- A. Appoint or terminate members with the approval of the Associated Students Cabinet.
- B. Serve on the Associated Students Cabinet Budget Committee, or his/her designee.
- C. Carry out the provisions of the Associated Students Constitution as pertain to the Associated Students Cabinet.
- D. Preside as the chairperson of the Associated Students Cabinet and vote only to make or break a tie.
- E. Set the agenda and meet and consult with the advisor concerning the agenda.
- F. Ensure that the advisor signs and dates the posted agenda.
- G. Consult with the Associated Students Senate President concerning the Association as a whole.
- H. Direct and coordinate all policies of the Association concerning the Associated Students Cabinet.
- I. Represent the Association and coordinate matters of mutual concern with the campus community for matters of Campus Life for the Santa Rosa Junior College district.
- J. Appoint a currently enrolled student as Parliamentarian, in a non-voting advisory role, to advise him/her in procedural matters, if desired.
- K. Appoint or terminate student members, with the approval of the Associated Students Cabinet to the following:
  - 1) Internal Cabinet Committees
  - 2) Joint Committees with the Senate
  - 3) Vacant Positions
- L. Perform other duties as pertain to the office including the making of policies relating to the Associated Students Cabinet, not in conflict with the Constitution or Codes. Such duties may be reviewed by the Associated Students Cabinet.
- M. In conjunction with the Senate President, schedule and create an agenda for a joint meeting of the Associated Students Senate and the Associated Students Cabinet for the beginning of each semester, and at the end of the spring semester for the purpose of certifying the general election and other business as needed, and other times as needed.

**SECTION 5** **THE VICE CHAIR** of this Cabinet shall:

- A. Assume the duties of the Chair during his/her absence and succeed to the office upon the vacancy of the Chair.
- B. Serve as the Vice Chair of the Associated Students Cabinet.
- C. Be the Assistant Administrative Officer of the Associated Students Cabinet.

- D. Serve as the Vice Chair of the Constitution Committee.
- E. Serve as the Vice Chair of the Associated Students Cabinet Budget Committee, or his/her designee

**SECTION 6 THE TREASURER** of this Cabinet shall:

- A. Authorize all payment of bills of the Associated Students Cabinet.
- B. Make reports as needed of all income and expenditures of the Associated Students Cabinet to the Associated Students Cabinet.
- C. Correspond with the Senator of Finance of the Associated Students Senate.
- D. Serve as Chair of the Associated Students Cabinet Budget Committee.
- E. Verify, sign and authorize requisitions for the disbursement of funds of the Associated Student Cabinet according to budgets established by the Associated Students Cabinet Budget Committee and the Associated Students Cabinet.
- F. Present the proposed Associated Students Cabinet Budget for the following year, to the Associated Students Cabinet no later than the third to the last Associated Students Cabinet meeting of the Spring Semester.

**SECTION 7 THE ICC CHAIR** of this Cabinet shall:

- A. Preside as the chairperson of the Inter-Club Council.
- B. Be responsible for the coordination and operation of clubs, enforce the Inter-Club Council Code, and present revisions to the Inter Club Council Code to the Associated Students Cabinet as recommended by ICC.
- C. Make reports to the Associated Students Cabinet on Inter-Club Council Meetings as needed.
- D. Set the agenda and meet and consult with the advisor concerning the agenda.
- E. Ensure that the advisor signs and date the posted agenda.

**SECTION 8 THE CABINET MEMBER OF PETALUMA** of this Cabinet shall:

- A. Be enrolled in a minimum of three (3) units at the Petaluma Campus.
- B. Be knowledgeable of student issues within the Petaluma Campus and be able to represent and vote within the Associated Students Cabinet.
- C. Make reports to the Associated Students Cabinet on Petaluma Campus issues and activities.
- D. Be actively involved with PCLC and the student activities events on the Petaluma Campus.

**ARTICLE VI  
INTER-CLUB COUNCIL**

**SECTION 1** The Inter-Club Council shall be composed of the Associated Students Inter-Club Council Chair as chairperson and one representative from each official student club or organization recognized by Inter-Club Council.

**SECTION 2** It shall be the duty of the Inter-Club Council to comply with the Inter-Club Council Code.

**SECTION 3** No actions of the Inter-Club Council shall be in conflict with the rules, regulations or policies of the Associated Students or the Sonoma County Junior College District.

**ARTICLE VII  
COMMISSIONS AND COMMITTEES**

**SECTION 1**

- A. The Constitution Committee shall review club constitutions as requested by ICC and make recommendations to ICC.
- B. The Constitution Committee shall review the Associated Students Constitution, and make recommendations for changes to the Associated Students Senate.

- C. The constitution committee shall provide recommended changes to the Associated Students Cabinet at least two (2) weeks prior to the final Senate approval of said changes.
- D. The Constitution Committee shall ensure that constitutions are not in conflict with State and Board Trustees rules, regulations and policies.
- E. The Constitution Committee shall consist only of the following membership: Vice President as Chairperson, Vice Chair of the Associated Students Cabinet shall serve as Vice Chair, two (2) additional Senators, two (2) additional Associated Students Cabinet members and one additional member at large who is an enrolled student appointed by the constitution committee. The Advisor of the Association or his/her designee shall serve as a non-voting member of the committee.

**SECTION 2**            The Elections Committee shall enforce the Elections Code, count the ballots and insure that the polling places are open and staffed.

- A. The Elections Committee shall consist of a member of the Associated Students Senate or Associated Students Cabinet, or any enrolled student not running in the current elections as chairperson, and at least one (1) Senator appointed by the Senate President and approved by the Associated Students Senate, and at least one (1) Associated Students Cabinet Member appointed by the Cabinet Chair and approved by the Associated Students Cabinet and any other students deemed necessary appointed by the chairperson of the elections committee with the approval of the elections committee. All Elections Committee members cannot be candidates in the current elections.

**SECTION 3**            The President may appoint, with the approval of Associated Students Senate, any other such committees deemed necessary.

**SECTION 4**            The Associated Students Budget Process.

- A. The Associated Students Senate shall create a budget by established guidelines for the upcoming year and review all proposals to transfer funds during the year. If the budget process is delegated to a subcommittee the Senator of Finance shall serve as the Chair of the committee and any other senators deemed necessary shall be appointed by the Associated Students Senate President with the approval of the Associated Students Senate. The final budget shall be approved by the Associated Students Senate, after a one week postponement, by no less than a two thirds (2/3) majority vote.
- B. The Associated Students Cabinet shall create a budget by established guidelines for the upcoming year and review all proposals to transfer funds during the year. This shall be a subcommittee named the Associated Students Cabinet Budget Committee. The Treasurer of the Cabinet shall serve as the Chair, the Cabinet Vice Chair will serve As the Vice Chair, and any other members deemed necessary will be appointed by the Associated Students Cabinet Chair with the approval of the Associated Students Cabinet. The final budget shall be approved by the Associated Students Cabinet, after a one (1) week postponement by no less than a two-thirds (2/3) majority vote.

**ARTICLE VIII  
INITIATIVE, REFERENDUM AND RECALL**

**SECTION 1**            An initiative measure may be proposed by a petition signed by a number of members equal to one-third (1/3) of the votes cast in the last Associated Students election. The Student Senate shall schedule an election to be held during the semester of receipt of a valid petition. Approval of an initiative measure shall require a two-thirds (2/3) majority of the votes cast. Any initiative approved shall go into effect on the first day of the academic year following the elections.

**SECTION 2**            Any measure may be submitted to referendum by a two-thirds (2/3) vote of the Student Senate. The Associated Students Senate shall schedule an election to be held during the semester of submitting the measure to referendum. Approval of a referendum measure shall require a two-thirds (2/3) majority of the votes cast. Any referendum approved shall go into effect immediately following the election.

**SECTION 3**            A recall measure may be proposed by a petition signed by a number of members equal to one-half (1/2) of the votes cast on the last Associated Students election. The Associated Students Senate shall schedule an election to be held not more than fourteen (14) instructional days after receipt of a valid petition. Approval of the recall measure shall require a two-thirds (2/3) majority of the votes cast.

- A. Instructional days are Monday through Friday during the semester, as designated by the college according to state reporting guidelines.

**ARTICLE IX  
AMENDATORY SYSTEMS AND PROVISIONS**

**SECTION 1** Amendments shall be designated as those items which directly or indirectly affect either the intent or scope of those articles within the main body of the Constitution.

- A. No amendment to the Constitution may conflict with Federal Laws, the Education Code or laws of the State of California or the regulations of the Sonoma County Junior College District.
- B. Initiative proposals to amend this Constitution must meet the requirements as prescribed in Article VIII, Section 1.
- C. The Associated Students Senate and Associated Students Cabinet may propose amendments to the constitution committee upon approval by a simple majority of the voting membership present at each meeting.
- D. Ratification of an amendment shall require two-thirds of all votes cast at a special or general election. Amendments from general elections shall go into effect on the first day of the academic year following the elections.
- E. Copies of proposed amendment(s) must be made available to all registered students at least twenty (20) instructional days prior to being voted upon.

**SECTION 2** A Code shall be designated as an area of activity deemed necessary to perpetuate and comply with the purposes of this Constitution. It shall contain only ratified statutes.

- A. All Codes shall be separate from, but subordinate to, this Constitution.
- B. The establishment or amendment of a Code shall require at least a one week postponement and then a simple majority vote of the Associated Students Senate or Associated Students Cabinet for action.

**SECTION 3** A statute shall be that specific regulation or function deemed necessary to expedite and perpetuate the purposes and function contained within the Constitution and included within the scope of a Code title.

- A. No statute may be in conflict with an article or section of this Constitution.
- B. No statute may violate a superior regulation or Code.
- C. A statute may be enacted or amended by the approval of a simple majority of the total voting membership of the Associated Students Senate or Associated Students Cabinet, subject to at least a one (1) week postponement before action.
- D. All statutes shall be binding upon the students of Santa Rosa Junior College.
- E. Proposed statutes, policies, and procedures, not otherwise covered by the Constitution or Codes of this Association, shall be voided by petition if such petition is signed by a number of members equal to at least half (1/2) of the students voting in the last general election and submitted to the Associated Students Senate prior to the adoption.

**ARTICLE X  
ENABLING CLAUSE**

This Constitution shall become effective when approved by a simple majority of the Constitution Council, simple majority of the Executive Cabinet, two-thirds (2/3) of the total voting membership of the College Student Assembly and three-fourths (3/4) of the votes cast by the Associated Students and deemed operational not later than the first day of the Spring Semester, 1967.

REVISED:

May 1978	April 1993	April 1998	March 2005
October 1978	March 1994	April 1999	October 2005
July 1987	May 1995	April 2000	
August 1989	April 1997	April 2001	