

# Proposed Changes

## Approved by the Associated Students Senate (Mar. 12, 2012)

# 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, MEMBERSHIP

- SECTION 1** The name of this organization shall be the Associated Students of Santa Rosa Junior College.
- SECTION 2** The primary legislative body of the Associated Students of Santa Rosa Junior College shall be the Student Senate and no actions of student groups or organizations shall be in conflict with the rules, regulations, or policies of the Student Senate or the Sonoma County Junior College District.
- SECTION 3** All currently enrolled students of the Sonoma County Junior College District shall be Members of the Association.
- SECTION 4** All non-student employees, retired non-student employees, members of the Board of Trustees, former members of the Board of Trustees, and former officers of the association shall be recognized as Honorary Members of the Association.
- SECTION 5** The Purpose of this organization shall be the representation of its membership at the college, in the community, to the state of California and other governments. It shall establish the rules, regulations, and policies by which its members and the organizations they establish may coordinate their activities and participate in the shared governance process. It shall promote student life, activities, and advocacy at the college, in the community, and throughout the state of California.
- SECTION 6** The Associated Students of Santa Rosa Junior College shall be funded by the Student Representation Fee, which shall be used by the association as governed by the State Education Code and in the **Financial Code**.
- SECTION 7** The Associated Students of Santa Rosa Junior College may be funded by additional fees established in a ~~manner~~ manner approved by the Board of Trustees of the Sonoma County Junior College District. These fees shall be in compliance with the State Student Fee Handbook and shall be used by the association as governed by the State Education Code and in the **Financial Code**.
- SECTION 8** All student groups and organizations shall be governed by the Standard Code of Parliamentary Procedure by Alice Sturgis.
- SECTION 9** For the purpose of establishing quorum in any group empowered by this constitution, one-half (1/2) of the total voting membership rounded up to the next whole number, plus an Advisor appointed by the Director of Student Affairs and New Student Programs shall be required. 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 group to pass any motion.

**ARTICLE II  
RIGHTS AND BENEFITS**

- SECTION 1** All Members of the Association shall have the right to vote in any election of the Associated Students of Santa Rosa Junior College, the right to hold any elected office, and the right to propose legislation to the Student Senate.
- SECTION 2** All Members of the Association who shall choose not to pay the Student Representation Fee shall remain Members of the Association and retain all the rights of membership and the benefits provided.
- SECTION 3** All Members of the Association who shall choose not to pay additional fees established by the association shall remain Members of the Association and retain all the rights of membership; however, they shall no longer be eligible for the benefits provided to members.
- SECTION 4** All Honorary Members of the Association shall be eligible for the benefits provided Members of the Association.
- SECTION 5** All benefits established for Members of the Association shall be outlined in the **Association Benefits Code**.

**ARTICLE III  
ASSOCIATED STUDENTS STUDENT SENATE**

- SECTION 1** The Student Senate shall be comprised of the following senators: Associated Students President, Executive Vice President, Vice President of Programs, Vice President of Advocacy, Vice President of Organizations -Santa Rosa Campus, Vice President of Organizations Petaluma Campus, Vice President of Membership and Marketing, Vice President of Advocacy, Vice President of Santa Rosa Campus, and Vice President of Petaluma Campus and Vice President of Sustainability. Each is entitled to one vote.
- SECTION 2** All meetings of the Associated Students Senate shall be governed by the Standard Code of Parliamentary Procedure by Alice Sturgis.
- SECTION 3** All meetings of the Associated Students Senate shall fall under the provisions of the Ralph M. Brown Act.
- SECTION 4** Meetings of the Student Senate shall take place bi-weekly and the location of each meeting shall alternate between the Santa Rosa and Petaluma Campuses.
- SECTION 5** All members of the Student Senate shall participate in leadership training in the application of the Ralph M. Brown Act, the Standard Code of Parliamentary Procedure by Alice Sturgis, and the Associated Students Constitution and Codes as specified in the **Election Code**.
- SECTION 6** All members of the Student Senate shall take an Oath of Office as specified in the **Election Code**.
- SECTION 7** No student shall hold office for more than four (4) consecutive semesters in any one student senate position.
- SECTION 8** ~~7~~ The Order of Succession of the Student Senate shall be: Associated Student President, Executive Vice President, Vice President of Programs, Vice President of Advocacy, Vice President of Organizations - Santa Rosa Campus, Vice President of Organizations - Petaluma Campus, ~~Vice President of Committees~~, Vice President of Membership and Marketing, ~~Vice President of Advocacy~~ , Vice President of Santa Rosa Campus, Vice President of Petaluma Campus, and Vice President of Sustainability.

**ARTICLE IV  
ELECTED OFFICERS**

**SECTION 1** Associated Students President

- A. Preside as Chair of the Student Senate and vote only to make or break a tie.
- B. Preside as Chief Administrative Officer of the Association directing and coordinating all policies of the Associated Students.
- C. Set the agenda for the Student Senate, ensuring that the Advisor signs and dates the agenda.
- D. Attend and Report to the Board of Trustees on behalf of the Associated Students.
- E. ~~Attend meetings of,~~ May serve as an Ex-Officio member or send a designee to, to the Programs Committee and the Membership and Marketing Committee.
- F. Authorize and sign all expenditures of the Student Senate.
- G. Appoint or disappoint members, with the approval of the Student Senate, to vacant positions.
- H. Shall be appointed to College Council and the Institutional Planning Council.
- I. ~~H.~~ Perform other duties as pertains to the office, to include the making of policies not in conflict with the Constitution or Codes. Such duties and policies shall be reviewed by the Student Senate.
- ~~I.~~ Sit on College Council and IPC.
- J. Report to the Academic and Classified Senate as a representative of the Student Senate.

**SECTION 2** Executive Vice President

- A. Assume the duties of the President during their absence and succeed to the office upon the vacancy of the Presidency.
- B. Preside as Vice Chair of the Associated Students ~~Student~~ Senate.
- C. Serve as Assistant Administrative Officer of the Association as directed by the President.
- D. Ensure that the President has posted the agenda and that the Advisor has signed and dated it.
- E. Attend meetings of the Board of Trustees on behalf of the Student Senate.
- F. ~~G.~~ Monitor Track and report on all financial activities within the expenditures of the Associated Students Senate.
- H. ~~Carry out the provisions of the Financial Code.~~
- G. ~~H.~~ Authorize and sign all Associated Students Senate expenditures.
- H. ~~I.~~ Preside as Chair of the Budget Committee.
- J. ~~Preside as Chair of the Code and Constitution Committees, when convened.~~
- I. ~~K.~~ Ensure that the Officers of the Student Senate maintain clear channels of communication and work effectively toward their shared goals.
- J. Shall be appointed to the Budget Advisory Committee.
- ~~K.~~ C. Shall carry out the provisions of the Shared Governance Code; as well as recruit and maintain records of Shared Governance Committees.

**SECTION 3** Vice President of Programs

- A. Shall plan and coordinate events and activities on the Santa Rosa and Petaluma Campuses.
- B. Preside as Chair of the Programs Committee.
- C. ~~B.~~ Serve as Assistant Administrative Officer of the Association as directed by the President.
- D. ~~C.~~ Set the agenda for the Programs Committee, ensuring that the Advisor signs and dates the agenda.
- D. Carry out the provisions of the **Programs Committee Code.**
- E. Authorize and sign all Program expenditures.
- F. Confirm the appointment of Student Ambassadors selected by the Programs Committee to execute events and activities on both the Santa Rosa and the Petaluma campuses.

**SECTION 4** Vice President of Organizations - Santa Rosa Campus

- A. Be responsible for the coordination and operation of clubs and organizations.
- B. Carry out the provisions of the **Inter-Club Council Code.**
- C. Shall ~~Work collaboratively with the chair the of each~~ Santa Rosa Campus Inter-Club Council.
- D. Act as a liaison between clubs and the Student Senate.
- E. ~~Organize all records of club status to ensure continuity.~~ Shall manage club packets, procedures and applications.
- F. Shall assist clubs in the facilitation of campus-wide activities and events.

**SECTION 5** Vice President of Organizations - Petaluma Campus

- A. Be responsible for the coordination and operation of clubs and organizations.
- B. Carry out the provisions of the Inter-Club Council Code.

- C. Shall chair the Petaluma Inter -Club Council.
- D. Act as a liaison between clubs and the Student Senate.
- E. Shall manage club packets, procedures and applications.
- F. Shall assist clubs in the facilitation of campus-wide activities and events.

**SECTION 5 Vice President of Committees**

- ~~A. Appoint students to the College Wide Committee system, with the ratification of the Student Senate.~~
- ~~B. Maintain records of student involvement in the College Wide Committee system.~~
- ~~C. Carry out the provisions of the Shared Governance Code.~~
- ~~D. Report to the Academic and Classified Senate as a representative of the Student Senate.~~
- ~~E. Recruit and interview students wishing to sit on active College Wide Committees.~~

**SECTION 6 Vice President of Membership and Marketing**

- ~~A. Carry out the provisions of the Association Benefits Code.~~
- ~~A-B. Coordinate communication regarding media and outreach to members of the Association.~~
- ~~B-C. Promote the Associated Students Programs (ASP) Association Benefits Program package such that all students are aware of the program and membership criteria before the class registration cycle begins.~~
- ~~C-D. Maintain an ASP benefits package that includes both district and community discounts for the student body.~~
- D. Administrate the Association Benefits Program. Maintain an ASP benefits package that is at minimum 125% of membership cost and is presented to the Associated Students Senate for approval no later than four (4) weeks before the registration cycle begins.
- ~~F. G. Shall bBe~~ responsible for recruiting new membership in a timely fashion, ensuring that there is a stable membership base to fund each semester.
- ~~G. H. Shall~~ meet with the Student Affairs Account Specialist Student Affairs Accountant to review the financial standing of the benefits program;
- ~~H-I. Shall~~ sit on the Programs Committee.

**SECTION 7 Vice President of Advocacy**

- A. Shall serve, or their designee, as the delegate representative of Santa Rosa Junior College at regional meetings of the State Wide Statewide Student Senate;
- B. Be informed of and promote education and involvement of local and statewide legislation and issues affecting students and the Associated Students Senate student government.
- C. Be responsible for the coordination of statewide efforts involving the Associated Students Senate association.
- ~~D. Shall sit on the Associated Students Senate Budget Committee.~~
- E. Shall chair the Associated Students Advocacy Committee.

**SECTION 8 Vice President of Santa Rosa Campus**

- ~~A. Shall bBe~~ responsible for representation of student issues and concerns of the Santa Rosa Campus to all branches of the Associated Students Senate.
- B. Shall assist and work collaboratively with the Vice President of Programs in executing events and activities on the Santa Rosa Campus.
- C. Shall serve on the Associated Students Senate Budget Committee.
- ~~D. E. Shall~~ serve on the Associated Students Programs Committee.
- ~~D. Work collaboratively with the Chair of the Santa Rosa Inter Club Council.~~
- E. Shall work collaboratively with the Vice President of Organizations-Santa Rosa Campus to engage clubs in their campus events and activities.

**SECTION 9 Vice President of Petaluma Campus**

- A. Shall be responsible for representation of student issues and concerns of Petaluma Campus to all branches of the Associated Students Senate.
- B Shall assist and work collaboratively with the Vice President of Programs in executing events and activities on the Petaluma Campus.
- C. Shall serve on the Associated Students Senate Budget Committee.
- ~~D. E. Shall~~ serve on the Programs Committee.
- ~~D. Work collaboratively with the Chair of the Petaluma Inter Club Council.~~

E. Shall work collaboratively with their respective Vice President of Organizations - Petaluma Campus to engage clubs in their campus events and activities.

**SECTION 10** Vice President of Sustainability

- A. Shall promote the development of sustainable practices and policies throughout the college community.
- B. Shall assist the Vice President of Santa Rosa Campus and the Vice President of Petaluma Campus in the support of environmentally responsible events and activities.
- C. Shall serve on the following college-wide committees: Integrated Environmental Planning Committee (IEPC) and the Institute for Environmental Education (IEE).

**ARTICLE V  
PROGRAMS COMMITTEE**

**SECTION 1** The Associated Students Senate shall establish a Programs Committee that shall serve as an advisory body responsible for proposing and outlining implementation of events and activities for student learning, enrichment, and enjoyment.

**SECTION 2** The Programs Committee shall be comprised of the Vice President of Programs, Vice President of Santa Rosa Campus, Vice President of Petaluma Campus, Vice President of Membership and Marketing, two Student Members at Large, one representative of the Academic Senate, one representative of the Classified Senate, and one representative of the Management Team appointed by their constituent groups. Each is entitled to one vote. The Associated Students President, or designee, shall serve on the committee as an Ex Officio Member.

**SECTION 3** The Programs Committee shall abide by the **Programs Committee Code**.

**ARTICLE VI  
INTER-CLUB COUNCIL**

**SECTION 1** The Associated Students Senate shall establish one Inter-Club Council for the Santa Rosa Campus and one for the Petaluma Campus. These groups shall be responsible for the recognition, activation, and coordination of all clubs and organizations present at each respective campus.

**SECTION 2** Each Inter-Club Council shall be comprised of a representative from each club or organization recognized by that council. Each is entitled to one vote.

**SECTION 3** Each meeting shall be governed by the Standard Code of Parliamentary Procedure by Alice Sturgis.

**SECTION 4** Each meeting of an Inter-Club Council shall fall under the provisions of the Ralph M. Brown Act.

**SECTION 5** Each Inter-Club Council shall abide by the Inter-Club Council Code.

**SECTION 6** The Vice President of Organizations for each campus shall chair their respective Inter-Club Councils.

**ARTICLE VII  
BUDGET**

**SECTION 1** The Associated Students Senate shall establish a Budget Committee. That committee shall serve as an advisory body responsible for generating a budget proposal. This proposal shall be based on the previous year's expenditures and income, projected revenues in addition to recommendations and recommendations made by the College Community.

**SECTION 2** The Budget Committee shall be comprised of the Executive Vice President, Vice President of Programs, the Vice President of Santa Rosa Campus, ~~and the~~ the Vice President of Petaluma Campus and the Vice President of Sustainability. Each is entitled to one vote.

**SECTION 3** The Budget Committee shall abide by the **Budget Committee Code**.

### **ARTICLE VIII ELECTIONS**

**SECTION 1** ~~The Associated Students Senate shall approve a Student Election Coordinator in consultation with the Associated Students President, Executive Vice President, Vice President of Programs and the Elections Advisor. The Student Senate shall appoint a Student Election Coordinator who shall be responsible for the implementation of the Election Code.~~

**SECTION 2** The Student Election Coordinator shall implement the Associated Students' Election Code.

~~**SECTION 3** The Student Election Coordinator shall ensure that all polling places are open and fully staffed during the elections and that all electronic and/or paper the ballots are counted after the polling places close.~~

**SECTION 3-4** The Student Election Coordinator shall have an advisor designated ~~appointed~~ by the Director of Student Affairs and New Student Programs.

### **ARTICLE IX INITIATIVE, REFERENDUM AND RECALL MEASURES**

**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 Associated Students 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 Associated Students 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 students 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 fifteen (15) 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 X 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 IX, Section I.
- C. Ratification of an amendment shall require two-thirds of all votes cast at a special or general election.
- D. 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** All Codes 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 for action.

**ARTICLE XI  
ENABLING CLAUSE**

**SECTION 1** This Constitution shall become effective when approved by a simple majority of the Associated Students Constitution Committee, a simple majority of the Associated Students Senate, ~~and~~ two-thirds (2/3) of the votes cast by the Associated Students in the General Election and deemed operational not later than the first day of the Summer session, 2012 ~~2008~~.

**ARTICLE XII  
TRANSITION CLAUSE**

**SECTION 1**

The officers of the Student Senate as described in this constitution shall be those officers serving terms under the provisions of the constitution replacing this one and shall be assigned roles as follows: The Vice President of Committees shall become the Vice President of Sustainability.

**SECTION 2**

Article XII shall be deleted from this constitution upon the successful implementation of the transfer of officers from the former constitution to this document.

REVISED:			
May 1978	April 1993	April 1998	March 2005
October 1978	March 1994	April 1999	October 2005
July 1987	May 1995	April 2000	April 2008
August 1989	April 1997	April 2001	<u>March 2012</u>