

Associated Students of Woodland Community College

Constitution Adopted January 2010

Last Amended May 2016

PREAMBLE The objectives of this organization shall be to provide for an expanded educational and social program, which will stimulate the intellectual and social awareness of the student body in accordance with the power and responsibilities delegated to us by the President of Woodland Community College, the Board of Trustees of the Yuba Community College District, and the California Education Code.

ARTICLE I. ORGANIZATION INFORMATION

SECTION 1. The name of this organization shall be the Associated Students of Woodland Community College, Woodland California (ASWCC).

SECTION 2. The colors of the college shall be green, black and silver.

SECTION 3. The emblem of the college shall be the Eagle.

SECTION 4. This organization is a non-profit public benefit organization and is not organized for the private gain of any person.

SECTION 5. The organization shall not participate or intervene in any political campaign (including distribution of statements) on behalf of any candidate for public office.

SECTION 6. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or private person.

SECTION 7. Upon the dissolution of this organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under IRC Section 501(c)(3).

SECTION 8. The ASWCC is a legislative body as defined by California Government Code §§ 54952.(a). As such, the ASWCC abides by the open meeting practices outlined in the Ralph M. Brown Act (Government Code §§ 54950-54962). The ASWCC gives all members of the organization and members of the public opportunities to participate in the open meeting practices of the ASWCC.

ARTICLE II. MEMBERSHIP

SECTION 1. The following are the types of membership:

- A. Student Council elected officers
- B. Non-voting student body members

SECTION 2. The governing body of this organization shall be referred to as the Council.

ARTICLE III. MEMBERSHIP OF THE STUDENT COUNCIL

SECTION 1. Officers elected to the Council shall consist of:

- President
- Vice President
- Secretary
- Director of Finances
- Director of Student Affairs
- Director of Communications
- Director of Sustainability
- Senator for Career and Technical Education
- Senator for Humanities and Arts
- Senator for Math and Science
- Senator for Social Science
- Senator for Student Body at Large

SECTION 2. DUTIES OF THE ELECTED OFFICERS

2.1 THE PRESIDENT shall represent the student body in public settings; set the agenda for Council meetings 72 hours prior to the meeting; shall chair all Council meetings; shall facilitate communication between the Council and all Administration, College Committees, Faculty Senate, and student groups and report this information to the Council; appoint students to College Committees with the majority consent of the Council; vote only in the event of a tie; and shall have the power to call special and emergency meetings (as defined by the Brown Act), enforce the Constitution, and make decisions on their own initiative in an emergency situation provided that such decisions may not in any way amend or alter this Constitution.

2.2 THE VICE PRESIDENT shall be present at all meetings of the Council; shall train interested parties on Council procedures; and shall rule on all questions regarding this constitution; and carry out such duties as may be delegated by the President and/or Council. The Vice President shall assume the duties of the President in his or her absence.

2.3 THE SECRETARY shall keep complete and accurate minutes of all ASWCC meetings; post approved minutes in a public forum following each Council meeting; prepare information for elections; act as Corresponding Secretary for ASWCC; and carry out such duties as may be delegated by the President and/or Council.

2.4 THE DIRECTOR OF FINANCE shall be responsible for the completion and management of all business transactions for ASWCC; provisioning of ASWCC budget updates at every Council meeting as needed; maintaining end-of-year balances for chartered student organizations; raising funds for ASWCC, and shall carry out such duties as may be delegated by the President and/or Council.

2.5 THE DIRECTOR OF STUDENT AFFAIRS shall promote activities for ASWCC

and subsidiary organizations; make arrangements for such activities as may be decided upon by the Council; maintain a calendar of student activities and events; and carry out such duties as may be delegated by the President and/or Council.

2.7 THE DIRECTOR OF COMMUNICATIONS shall organize efforts to promote ASWCC and other student organizations through the use of multimedia and social media platforms; they shall facilitate outreach to other Associated Student Organizations.

2.8 THE DIRECTOR OF SUSTAINABILITY shall promote sustainable practices on the campus; shall engage staff, faculty, administration, and students to increase sustainable practices.

2.9 THE SENATORS shall represent the students in their respective constituencies; ascertain, by whatever means available to them, the desires of the students in their respective constituencies with respect to any legislation proposed by the Council; shall attend shared governance meetings on campus relevant to their positions, and carry out such duties as may be delegated by the President and/or Council.

SECTION 3. Officers shall preside for one year beginning at their installation and ending with the installation of a new team of Officers. Installations will be held at the end of the last meeting of the Spring semester.

SECTION 4. All Officers must have completed 10 college units and must be enrolled in 5 units to run for office and, in keeping with the Educational Code requirement, may not drop below 5 units during their term in office. Officers must have a GPA of at least 2.0 during their term in office.

SECTION 5. No Officer of the Council can be an Officer of any subsidiary organization on campus during their term in ASWCC, with the exception of officers or candidates approved by a $\frac{2}{3}$ vote of the Council who submit a personal statement on the merits of their dual positions, who under such approval may only hold two offices at any given time, for no more than 1 year, and who must vacate one office if challenged in a Council vote. Such officers must recuse themselves from any ASWCC Council vote that pertains to their subsidiary organization and cannot be the President of two organizations at once.

SECTION 6. Officers who miss more than three Council meetings without notifying the President, Vice President, or Faculty Advisor in advance may be dismissed from office.

SECTION 7. Officers who are no longer eligible or who are found to be negligent in their duties or engaging in misconduct may be impeached.

Clause 1. Impeachment procedures must be initiated by a written charge from any two Officers.

Clause 2. The charge must specifically state the reason for which the impeachment procedure is being called.

Clause 3. The charge must contain the name and position of only officer to be impeached.

Clause 4. The charge must be agendized and presented at a Council meeting.

Clause 5. At least $\frac{3}{4}$ vote of the Council shall be necessary to remove an ASWCC

Officer from office. Absent officers must vote by proxy.

Clause 6. An officer under impeachment procedures may not chair the meeting or vote on impeachment proceedings.

Clause 7. An officer who is impeached may not hold office in SSCCC Region II (or similar regional representation such as Student Senate) for one year after removal from office.

Clause 8. Information from ASWCC impeachment proceedings shall remain confidential and may not be disclosed by ASWCC to publicly or privately defame the character of the person who was the object of the proceedings.

SECTION 8. Vacancies in the Council may be filled by Presidential appointment with the majority consent of the Council. In the event of the President's resignation or removal, the Vice President shall assume the office of President until the next regular election.

ARTICLE IV. RESPONSIBILITIES OF STUDENT COUNCIL

SECTION 1. ASWCC shall protect the interests of the student body at large by representing students to Administration and campus committees.

SECTION 2. ASWCC shall ascertain the interests of the student body, and pass information from WCC to the student body, by creating and maintaining channels of communication including but not limited to the ASWCC website, listserv, office hours and voice mail, and social networking tools.

SECTION 3. ASWCC shall engage students in campus life by hosting and promoting informative and social events.

SECTION 4. ASWCC shall raise and maintain funds to be used for fulfilling their responsibilities and shall vote on the use of these funds.

SECTION 5. ASWCC shall investigate student complaints that are presented to the Council in writing, and shall recommend action to the Administration.

SECTION 6. ASWCC shall regulate the activities of chartered student organizations at WCC for the purpose of unifying those groups and stimulating student life on campus.

Clause 1. Any group composed of college students which uses the name, funds, materials, or services of the college is a campus organization and is subject to regulation by the Council.

Clause 2. Any club, group, or organization desiring the privileges of a campus organization is required to do the following:

1. Choose an Advisor from the Faculty or Management of WCC, subject to the approval of the Vice President of Academic and Student Services (or Designee).
2. Submit a Student Organization Charter Packet to the Vice President of Academic and Student Services (or Designee), for approval of the Council.
3. Designate a representative to meet with the ASWCC President a minimum of once per semester.
4. Submit a club budget and balance to the Director of Finance at the end of

each charter year.

5. Send a delegate to the first Council meeting of every month during Fall and Spring Semester to facilitate two way communication.

Clause 3. Failure to comply with any requirement listed in Section 6 of this Article gives the Council the authority to revoke an organization's charter.

Clause 4. ASWCC is not financially, legally, or morally responsible for any acts committed or debts contracted by any student club or organization.

SECTION 7. ASWCC shall run elections in April of each academic year to elect the Council for the following year, according to the procedures set out in the Constitution.

ARTICLE V. OFFICIAL PROCEDURES

SECTION 1. The council shall meet a minimum of three times per month to conduct the student body's business on a regular schedule to be determined each semester. At least one meeting a semester shall be held after 6:00PM.

SECTION 2. The standing authority shall be Robert's Rules of Order, except when in conflict with this Constitution, or when modified by this organization's Bylaws.

SECTION 3. All Officers listed in Article III of this document are considered members of the Council and as such will hold one vote on the Council. The President may only vote in the event of a tie, and may not abstain.

SECTION 4. Officers who must miss a Council meeting may vote by proxy by filling out a Proxy Vote Form and giving it to any Officer prior to the meeting where the vote will take place.

SECTION 5. Meeting agendas and minutes shall be posted in a public location by the Secretary or designee.

Clause 1. Agendas shall be posted at least 72 hours prior to each meeting.

Clause 2. Minutes shall be posted at least 72 hours after each meeting.

SECTION 6. The Council, upon its own initiative and advice of the Advisor, may amend this Constitution in specific and technical aspects without the amendment being brought to a campus-wide election of the student body at large.

Clause 1. The Constitution may be amended by a 2/3 majority vote of the Council.

Clause 2. Previous notice of proposed changes must be given one meeting prior to the vote being taken.

Clause 3. Amendment shall be posted publicly for at least one week after ratification.

SECTION 7. All measures passed by the Council may be subject to the vote of the student body at large.

SECTION 8. A written petition signed by at least 100 students, including their names and student identification numbers, shall be necessary to request a referendum vote or submit an initiative. The Council shall then hold an election within 20 school days after the

submission of the referendum/initiative to the Council

Clause 1. The election shall be conducted in the same manner as regular ASWCC elections as provided for in the Constitution.

Clause 2. A simple majority of those voting shall be necessary to pass a referendum.

SECTION 9. Bylaws may be adopted to clarify any council procedure or standing practice to ensure organizational knowledge is not lost.

Clause 1. Bylaws may be adopted by a 2/3 majority vote of the Council.

Clause 2. Bylaws may not modify this constitution.

Clause 3. Bylaws can be amended by a 2/3 majority vote of the Council.

Clause 4. Upon a petition of 100 student signatures and student identification numbers, specific Bylaws may be challenged by a campus wide vote, with a majority decision.

ARTICLE VI. ELECTIONS

SECTION 1. Election period is as follows:

1. The nomination and verification period to run for a position on the ASWCC Council will be the four weeks prior to Spring Recess.
2. Candidates will be notified of eligibility no later than the Monday after Spring Recess.
3. Eligible candidates will be allowed to campaign for the two weeks following Spring Recess.
4. The election shall be held over two school days after the campaign period.
5. Newly elected candidates shall attend all Council meetings until the last week of May to learn Council procedure.
6. Newly elected candidates shall be installed during the last council meeting of the academic year.

SECTION 2. The process of nomination shall be as follows:

1. Nomination packet must be filed with Vice President of Academic and Student Services (or Designee) during the nomination/verification period.

Clause 1. Nomination packet shall contain candidate's name and student identification number, photograph, office for which they are running, and a Statement of Candidacy.
2. Vice President of Academic and Student Services (or Designee) shall determine candidates' eligibility and notify candidates of their eligibility status. No candidate may campaign until they are cleared for eligibility.
3. Names, photos, and Statements of Candidacy for eligible candidates shall be posted publicly by ASWCC during the Campaign period.
4. Candidates who wish to post additional campaign materials must follow campus protocol for posting flyers, and are responsible for removing all materials no later than the day after the election ends.
5. No person may run for or hold more than one office in ASWCC at one time.

SECTION 3. Method of election shall be:

1. Elections shall be secret ballot and voters must present their identification and sign the election roster, including student ID number, before they are given their

ballots.

2. Voters will place ballots into a ballot box, which is to be attended at all times by election staff.

Clause 1. Polling staff will include members of WCC Faculty or WCC Staff.

Clause 2. If a member of ASWCC is running for office, they may not be present during the counting of ballots.

3. Campaigning is not permitted within 50 feet of the polls.

4. Polls shall remain open during election days from 9am to 7pm.

5. All officers will be elected based on the largest number of votes cast. In the event of a tie for any office, a run-off election will be held no later than 5 school days following the last day of the previous election.

SECTION 4. Process to fill vacancies on the Council shall be:

1. Vacancies must be posted publicly for at least five school days.

2. Interested students shall submit their name, student ID, and a statement of interest in the vacant position to ASWCC.

3. The Council shall provide the Vice President of Academic and Student Services (or Designee) with names and IDs of interested students for eligibility verification.

4. Eligible students may be appointed to fill vacancies with a majority vote of the Council.

ARTICLE VII. RATIFICATION

SECTION 1. To be ratified, this Constitution must be passed by a 2/3 majority vote of a quorum of the Council and simple majority of those voting in a campus-wide election.

SECTION 2. This Constitution will become effective immediately upon passage.

SECTION 3. This Constitution shall supersede all other Constitutions on the date adopted.