

Barstow College
Associated Student Body
Constitution

General Revision

Approved _____

Date _____

CONSTITUTION

PREAMBLE

The Associated Student Body of Barstow College, herein-after referred to as ASB and/or the Association, in order to advance the interest of higher education, unify and direct student activities, and to coordinate student-faculty and student-administration relationships, do hereby establish this Constitution, to assume the extensive power and duties of self-government delegated to us by the Barstow College Board of Trustees.

ARTICLE I -NAME

Section 1- The name of the organization shall be “Associated Student Body of Barstow College”, hereafter referred to as the ASB.

ARTICLE II -GOVERNMENT STRUCTURE

Section 1- The government of the Association will be vested in an ASB President, ASB Vice-President, Executive Secretary, ASB Treasurer, CAL-SAAC Representative and the Senate Assembly containing seven (7) members, Student Trustee and Advisors. ASB Officers and senators shall not be salaried. All ASB positions are volunteer services to the Barstow College and community. The Student Trustee may accept compensation from the Board of Trustees of the Barstow College.

Section 2- Qualifications to seek or hold office are:

- A. All duly registered students of Barstow College in good standing and owners of current ASB Cards shall be considered for membership in the Associated Student Body of Barstow College.
- B. Officers of the ASB must maintain at least 12 units of Barstow College work and have a 2.5 cumulative grade point average during their term of office.
- C. Senators of the ASB must maintain at least 7 units of Barstow College work and have at least 2.0 cumulative grade point average during their term of office.
- D. An application for an officer or senator position must be submitted to the ASB. The applicant’s GPA will be verified by the Advisor, Vice-President of Student Services and President of ASB.
- E. Any student who wishes to be in the ASB as an officer must have attended at least one year of college or show proof of any prior club/organization leadership skills for at least one year. Students must be in good standing in all areas at Barstow College.

- F. All ASB Members will be required to submit a mid-term progress report each semester to the ASB Chief Advisor.

Section 3-Term of Office:

- Clause 1- The term of office for the ASB Council officers and senators shall be (1) school year, ending the last day of regularly scheduled classes. With the exception of vacated office during the term the member fulfilling the office will have the opportunity to be eligible to serve a full term.
- Clause 2- No person shall assume the position of President or Vice-President more than once, and no person who has held the office of President or Vice-President, or acted as such for more than one half of a term to which some other person was elected, shall assume that same office.
- Clause 3- All officers of the Student Government shall terminate at noon on the last day of the academic year and new officers for the same offices shall assume their duties at noon on the same day, with the exception of the seven ASB senate members, (4) continuing students elected in April along with the other (3) Senator members who shall be elected within one month after the beginning of the fall Semester.

Section 4-Term Limit

Officers and senators may serve only four (4) total semesters as ASB representatives.

Section 5-Duties

All ASB Council officers are expected to uphold the ASB Constitution and Bylaws and attend all regular and special meetings. Any member who is excessively absent during his/her term can be subject to dismissal from office by two-thirds majority vote of the ASB Senate.

Section 6-Adopting of Constitution:

The constitution may be readopted, added to or amended by each ASB council on a yearly basis.

Section 7-Amendments:

Amendments to this constitution may be initiated by the ASB by two-thirds majority vote.

ARTICLE III-ASB OFFICERS DUTIES:

Section 1-Student Trustee:

- Clause 1- Has the right to attend all meetings, except closed sessions of the governing board.
- Clause 2- To become educated about the board and district issues by attending board meetings, college and state conferences, campus committee meetings, ASB meetings, and meetings of community groups.
- Clause 3- To carefully read all board agendas, the board policy manual, important district materials such as the most recent accreditation report and long-range planning documents, material on trusteeship and the role of boards, including the *Trustee Handbook*.
- Clause 4- To periodically meet with the President, Board President and other board members, the advisor to the position, and the ASB President.
- Clause 5- To study the role and responsibilities, of being a member of the board, meet with the past student trustee, attend conferences and workshops on trusteeship, learn from other trustees about how to be a good board member, and seek a mentor on the board.

Section 2- President:

- Clause 1- Preside over all meetings of this organization and be responsible for the agenda.
- Clause 2- Call emergency meetings of the Student Council when such meetings are deemed necessary.
- Clause 3- Meet with the Advisors and officers on a weekly basis to review and post the agenda for the scheduled Student Council meetings.
- Clause 4- Be the executive head of the Student Government.
- Clause 5- Shall hold a non-voting office.
- Clause 6- Be the official host for ASB.
- Clause 7- Be the official representative of the Association at all authorized functions on or off campus (thus may be delegated if necessary). Be the official representative for the ASB at all PAC meetings and Board of Trustee meetings.
- Clause 8- Submit a State of the Association address to be published in the third month of Fall Semester.
- Clause 9- See that the candidate for each elective or appointive office is qualified for such office before the candidate is certified

- for a place on the ballot or appointment to office prior to placing his/her name on the ballot or presenting him/her to the Senate for ratification.
- Clause 10- Monitor the maintenance of eligibility of all elected and appointed officers so far as student status, conduct, unit load, and grade point average are concerned.
- Clause 11- Preside at all sessions of the Student Government (Senate or executive Senate)
- Clause 12- Appoint the Executive Secretary, Treasurer, and the CAL-SACC Representative and dismiss them for cause, if necessary.
- Clause 13- Fill all vacancies within (20 weeks as they may occur in Student Government by appointment. Such appointment shall be ratified by a majority of a quorum of two-thirds voting members of the senate.
- Clause 14- Exercise veto power when he/she feels that ASB senate legislation is other than in the best interests of the Association. Executive veto may be overridden by two-third opposing votes in the senate. When veto is being considered, it must be announced to the Senate and must be exercised within one (1) week of any Senate action.
- Clause 15- Appoint such ad hoc for standing committees as are necessary. Such appointments are binding upon elected members of the senate and may be overridden only by two-third votes.
- Clause 16- Fulfill all other duties as prescribed by the Senate or mandated by this Constitution or its Bylaws or by the policies of Barstow College.
- Clause 17- Monitor proposed expenditures for compliance with the adopted budget.
- Clause 18- Initiate and carry through action to produce a calendar of activities and a budget for the succeeding year.
- Clause 19- Report to the senate on each meeting of the Board of Trustees.
- Clause 20- Attend all meetings of the Senate.
- Clause 21- Participate in all ASB activities, organize, and promote, set-up and clean-up. Failure to assist in the areas of activities will be subject to removal from office under the approval of a 2/3 votes from the senate and under the advisement of the advisors.
- Clause 22- Serve as a Committee Representative on one of the Barstow College District Committees.
- Clause 23- Be an ex officio member of all committees.
- Clause 24- Volunteer at least (3) hours per week in the ASB office.

Section 3- Vice-President:

- Clause 1- Preside over all Student Council meetings in the absence of the President and succeed to that position upon the resignation or removal of the President.
- Clause 2- Shall be the President of the Inter-Club Council to all campus clubs.
- Clause 3- Will meet with clubs to comprise a master calendar of events. This is only to avoid conflicts with campus functions occurring at the same time on campus.
- Clause 4- Act as Parliamentarian at the Student Council meeting.
- Clause 5- Attend Board of Trustees, College Assembly, and other such committees in the absence of the President.
- Clause 6- Attend Executive Council meetings weekly with the officers and senators.
- Clause 7- Can vote in all action items on the agenda.
- Clause 8- Monitor the compliance of all campus student organizations with the Bylaws, Constitution, and Board Policies and Procedures, reporting any irregularities to the President and the Senate.
- Clause 9- Attend all meetings of the Senate.
- Clause 10- Chair election committee and appoint two (2) more.
- Clause 11- Vice-President is to keep records of all service points.
- Clause 12- Fulfill all other duties as prescribed by the Student Senate and those duties delegated by the President.
- Clause 13- Participates in all ASB activities. Will be responsible for assisting the officers and Senators with organizing the activity, promotion, set-up and clean-up. Failure to assist in the areas of activities will be subject to removal from office under the approval of a 2/3 votes from the senate and under the advisement of the advisors.
- Clause 14- Serve as a Committee Representative on one of the Barstow College District Committees.
- Clause 15- Volunteer at least (3) hours per week in the ASB office.

Section 4- Treasurer:

- Clause 1- Working with ASB Advisor and be in charge of all ASB monies.
- Clause 2- Make monthly reports to the Student Council of the financial status.
- Clause 3- Be responsible for the processing of all ASB Purchase Orders and submit to the business office.
- Clause 4- Attend Executive Council Meetings.
- Clause 5- Be appointed by the President and occupy a voting office.
- Clause 6- Be responsible for the ASB finances and the records.

- Clause 7- Provide monthly reports to the Student Government concerning the financial status of the Associated Student Body.
- Clause 8- Volunteer at least (3) hours per week in the ASB office.
- Clause 9- Participate in all ASB activities, organize, and promote, set-up and clean-up. Failure to assist in the areas of activities will be subject to removal from office under the approval of a 2/3 votes from the senate and under the advisement of the advisors.

Section 5-Executive Secretary

- Clause 1- Be appointed by the President and occupy a voting officer.
- Clause 2- Keep the minutes of all Student Government meetings.
- Clause 3- Handle all correspondence and reports for the Association.
- Clause 4- Provide copies of minutes of the Student Government, Advisors, and Vice-President of Student Services and President of the College.
- Clause 5- Monitor the Treasurer in all ASB finances and the records.
- Clause 6- Aid the Treasurer in providing reports to the Student Government concerning the financial status of the Associated Student Body.
- Clause 7- Attend all meetings of the Senate.
- Clause 8- Serve as a Committee Representative on one of the Barstow College District Representative Committees.
- Clause 9- Maintain an up to date mailing list and ASB Council Directory.
- Clause 10- Volunteer at least (3) hours per week in the ASB office.
- Clause 11- Participate in all ASB activities, organize, and promote, set-up and clean-up. Failure to assist in the areas of activities will be subject to removal from office under the approval of a 2/3 votes from the senate and under the advisement of the advisors.

Section 6- Cal-SACC Representative

- Clause 1- Serve as the Representative of Barstow College, and the Associated Student Body Council to all CalSACC sponsored events.
- Clause 2- Shall hold a non-voting office.
- Clause 3- Must attend all ASB meetings.
- Clause 4- Must volunteer at least (3) hours per week in the ASB office.
- Clause 5- Be entitled to all rights and privileges granted to them under the ASB.

Clause 6- Participate in all ASB activities, organize, and promote, set-up and clean-up. Failure to assist in the areas of activities will be subject to removal from office under the approval of a 2/3 votes from the senate and under the advisement of the advisors.

ARTICLE IV-SENATORS DUTIES

Section 1- Senators

Clause 1- Attend all meetings of the Senate
Clause 2- Represent the views of their constituencies.
Clause 3- Initiate legislation.
Clause 4- Assist Association members interested in submitting legislation.
Clause 5- Maintain awareness of the current budget, reviewing proposed expenditures for compliance with that document.
Clause 6- Maintain awareness of the actions and representation of the President, Vice-President, Executive, and Treasurer.
Clause 7- Be responsible for initiating veto overrides as may deemed in the best interest of the Association.
Clause 8- Serve as a Committee Representative on one of the Barstow College District Committees.
Clause 9- Volunteer at least (3) hours per week in the ASB office.
Clause 10- Participate in all ASB activities, promote, set-up and clean-up. Failure to assist in the areas of activities will be subject to removal from office under the approval of 2/3 votes from the senate and under the advisement of the advisors.

ARTICLE V- RESPONSIBILITIES OF THE STUDENT GOVERNMENT:

Section 1- Adhere to all sections of the Student Code of Conduct as stated in the Barstow College Student Handbook.
Section 2- Represent and respond to the express, desires, needs, and concerns of the Association membership.
Section 3- Plan a yearly budget for the Association, no later than the end of May, for the following fiscal year.
Section 4- Initiate legislation that the Senate deems to be in the best interests and promotes the welfare of the membership.
Section 5- Authorize, monitor, and regulate all student activities and organizations.

- Section 6- Take into consideration the objectives, needs, and desires of all current campus organizations, set up an Inter-Club Senate that meets separately and reports to ASB, or meets as a part of the Senate deliberations reporting as a committee.
- Section 7- Establish an activities calendar the embraces the activities of ASB.
- Section 8- Maintain good relations with students, citizens, businesses, and organizations of the College District.
- Section 9- Represent Student opinion at all College administration, faculty, and Board of Trustees levels.
- Section 10- Monitor all college policies relation to students, suggesting updates as appropriate, compliance with, and currently of its own Constitution, Bylaws, and Procedures.
- Section 11- Maintain files of all authorized clubs, including the approved constitution of each club, the minutes of the meetings of each club, and copies of any communications with or concerning each such campus students' organizations.

ARTICLE V- BYLAWS

- Section 1- The Associated Student Body shall create and enforce Bylaws in accordance with the aims of this Constitution.
 - Clause 1- All codes shall become effective upon acceptance by two-thirds majority of the Senate and shall be continuous until amended or revoked by two-thirds vote of the Senate.

ARTICLE VI-VACANCIES AND CENSURE

- Section 1- In the event of a disqualification or resignation, any office shall be declared vacant.
- Section 2- When any student is accused by any member of the senate of failure to perform his/her prescribed duties a motion of censure may be made and seconded by any member of the Senate.
 - Clause 1- The motion is debatable.
 - Clause 2- Such a motion requires a simple majority of votes cast, assuming a quorum of two-thirds members, including the object of the motion.
 - Clause 3- If a motion of censure is passed, it shall then be placed in the minutes.

Section 3- Any time two weeks (2) or more after a motion of censure has been passed against a student member, a second accusation may be levied against the individual in the senate by a motion to disqualify for failure to perform adequately the prescribed duties of his/her position. Passage of the motion shall be two-third affirmative votes. Upon such passage the position shall be declared vacant.

Section 4- When a vacancy occurs in any office other than Presidency, the vacancy shall be filled by Presidential appointment, subject to approval by a majority of the remaining Student Senate. A tie vote shall not approve; the motion shall be considered failed and new candidate must be submitted within two (2) weeks.

Section 5- In the event of the Presidency being vacated, the Vice-President shall succeed automatically.

Clause 1- In the absence of a Vice-President, the representatives must select one from their membership and ratify that selection by a two-thirds vote, including the vote of the selected.

ARTICLE VII- BOARD/COMMITTEES

Section 1- Any board or committee other than standing committees such as budget, Constitution, Inter Club Council, etc., shall be a temporary nature and shall be established by the Senate.

Section 2- Any concerned student may bring the matter of forming a special board or committee to the Student Senate. If the Senate deems it necessary, a committee shall be formed to resolve the student concerns.

Section 3- The committee shall be headed by a member of the Student Senate, who shall be appointed by the ASB President.

Section 4- All committee/boards and their recommendations must be approved by a simple majority vote.

Section 5- The committee head shall select the members of the committee from the Association and will not exceed twenty (20) in number.

ARTICLE VIII-INITIATIVE, REFERENDUM AND RECALL

Section 1- Members of the Association shall have the right to initiate legislation and submit it to the Student Senate. All legislation shall be signed by the initiator.

Section 2- Members of the Association shall have the right to referendum vote. Petitions must be signed by 15% of the total Association membership. Upon presentation of such signed petitions, the ASB President shall conduct a special election within fifteen (15) days. A majority of those voting for or against the referendum legislation shall constitute approval of that legislation.

Section 3- Recall of the ASB Officers shall be the right of the Association members. Petitions for recall must state specific charges, meet the same requirements and be subject to the same conditions as stated in Section 2 of this Article, except the vote to recall must be by a two-thirds majority vote of all ballots cast.

ARTICLE IX- ULTIMATE AUTHORITY

Section 1- In accordance with the laws of the State of California, the State Board of Education and the Barstow Community College Board of Trustees, the ultimate authority in all matters of the Student Government shall rest with the President of Barstow Community College.

ARTICLE X- AMENDMENTS TO THE CONSTITUTION

Section 1- Amendments shall be placed before the Association for ratification providing such legislation has passed the Student Senate by two-third affirmative votes of the Senate Membership. Amendments shall be considered ratified if a majority of votes cast are in favor of the amendment(s).

Section 2- Effective date of Bylaws shall be seven (7) days following Senate approval.