

Constitution of the Associated Students of Oxnard College

Article I. Name

- A) The name of this organization shall be the Associated Students of Oxnard College, hereinafter referred to as ASOC. The name of the governing body of the ASOC shall be the Associated Student Government, hereinafter referred to as ASG.

Article II. Purposes

- A) The principle purpose of ASG is to provide students of Oxnard College with a responsible and effective student government that can act as interface between students and administration.
- B) The second purpose of ASG is to maintain a high standard of student life by promoting and administering programs that will enrich the academic, cultural, and social life of ASG members.

Article III. Members

A) Active members

- 1) Active membership to ASOC are all students officially registered at Oxnard College.
- 2) Active members of ASOC will be entitled to the following privileges:
 - a) The right to hold an ASG office if all other qualifications are met as set forth in the Elections Code (Article XI, Section B).
 - b) The right to vote in all elections.
 - c) The right to attend and participate in ASG meetings in a non-voting capacity, unless the member is currently holding an ASG office.
 - d) The right to participate in ASG sponsored activities

Article IV. Meetings

- A) Regular Associated Student Government meetings shall be held each week during the time college is in regular session. All meetings shall be open to ASOC members as defined in Article III. Exception: Meetings that deal with expulsion of an ASG

member. Meetings are to be called by the President, or, in the absence of the President, by the Vice President, or under recall action against the President, by the Vice President.

B) Quorum

- 1) A quorum necessary to conduct ASG business shall consist of a majority of the ASG positions filled. Excluding those members exempt from weekly meetings by the ASG President.
- 2) In the absence of a quorum, the ASG President shall be authorized to act in conjunction with the ASG Advisor with the approval of the college President or designee to conduct ASG business.

Article V. The Associated Student Government

- A) The ASG is the sole representative governance of the ASOC. Final executive authority shall be vested in the President. Executive authority in the absence of the President, or under recall action against the President, will be vested in the Vice President. Such absence must be determined by two-thirds consensus of the active ASG.
- B) The executive officers of the ASG shall consist of the ASG President, Vice President, Secretary, Treasurer, Senate Chairperson, and Public Relations Officer.
- C) Student representation by Senate members shall be based on one Senate member per each 1,000 students, plus one. Senate members shall not hold any other major office in the student government. Senate members will elect a Senate chairperson to serve on the Executive Committee.
- D) These officers shall perform the duties prescribed by this document and under Robert's Rules of Order. This organization will adhere to all applicable college and state laws.
- E) These officers will be required to hold a valid ASB card throughout their terms of office.
- F) Composition and duties of the ASG Executive Committee are defined in Article VI.
- G) Elections of Officers and Representatives
 - 1) The student body shall elect the President, Vice President, Secretary, Treasurer, Public Relations Officer, and all legislative Senate members in the spring.
 - 2) In the event that an office is still unoccupied after the spring elections, then the office(s) in vacancy shall be filled in accordance with the vacancies in office clause (Article V, Section J).

- 3) The elections will be conducted by an Elections Committee. The composition and duties of the committee are defined in the By-Laws.
- 4) In the event that an office is still unoccupied after the fall elections, then this office shall be filled in accordance with the vacancies in office clause (Article V, Section J).

H) Term of Office

- 1) ASG officers shall be elected by ballot to serve for one academic year, which shall constitute one term in office.
- 2) ASG officers elected in the spring shall take office June 1st, and they shall serve until their successors are elected or appointed.
- 3) No student may concurrently hold more than one ASG elective office.
- 4) All persons nominated for or holding an elective office under this constitution must meet and maintain the qualification standards as set forth in the Election Code (Article XI, Section B).
- 5) No student may serve more than three academic years as a student government member; in exclusion to this is the President position, which may be occupied by a single student for one term or one academic year as specified in the bylaws. This does not restrict the student who occupied the position of President from other student government positions.

I) Vacancies of Office

- 1) When a vacancy occurs in the office of ASG President the Vice President shall assume the duties of that office until a special election can be called to elect a new President. Such elections shall take place no later than 30 days after the vacancy occurs, provided that college is in regular session.
 - a) In the event that the office of the President and the Vice President are unoccupied after the spring election, the current ASG officers, in conjunction with the ASG Advisor shall appoint an interim President until the office of President is filled by special election.
- 2) When vacancies occur in other ASG offices, they shall be filled by appointment of the ASG President with a majority concurrence of the ASG officers of the ASG Advisor. Prior to making the appointment, the ASG shall publicize the position to the student body and receive applications of qualified students interested in filling the position.

J) Resignation from office

- 1) Any ASG officer desiring to resign from office shall submit his/her resignation to the ASG President or Vice President, who shall present the written notification at the next regularly scheduled meeting for action. Said resignation is to become effective at the adjournment of the meeting when resignation is rendered.

Article VI. The Associated Student Government Executive Committee

- A) The executive power of the ASG shall be vested in the Executive Committee. Members of the ASG Executive committee shall consist of the ASG President, Vice President, Secretary, Treasurer, Senate Chairperson, Public Relations Officer, and the ASG Advisor.
- B) A quorum shall be a minimum of three members of the Executive Committee.
- C) The ASG president shall chair the meetings of the Executive Committee. The secretary shall take minutes and maintain records of the Executive Committee meetings.
- D) Regular meetings of the Executive Committee shall be held monthly when college is in regular session.
- E) Special meetings of the Executive Committee may be called by the ASG president, or in the absence of the president, by the vice president, or under recall action against the president, the vice president, or by any three members of the Executive Committee.
- F) All members except the ASG Advisor or designee, who has an advisory position, shall have voting powers within the Executive Committee.
- G) At such times and intersession (between semesters) or vacation periods, when emergency conditions exist as defined by the Executive Committee, with approval of the ASG Advisor, the Executive Committee may allocate funds for ASG sponsored projects, upon a majority vote of those student government officers present. Such allocation shall be recorded by the ASG President at the next regularly scheduled meeting of the ASG officers.

Article VII. Designated Staff member

- A) If the position of ASG Advisor is vacant, the president of the college shall appoint a staff member no later than the first week of the fall semester. The staff member will be a non-voting member of the ASG Executive Committee. The staff member shall act as a liaison between the administration and the executive committee, and as a consultant on matters of policy.

Article VIII. Duties and responsibilities of ASG officers and members

A) Service responsibilities and duties of ASG officers and members.

- 1) During their time in office, ASG officers shall take on individual commitments for projects, activities, goals and objectives of the ASG.
- 2) These commitments may take place outside of regularly scheduled meeting hours, and shall include, but not be limited to, such tasks as:
 - a) Sponsoring, planning and implementing activities for the ASOC.
 - b) Staffing ASOC activities
 - c) Serving on ASG committees.
 - d) Serving on a college-wide committee

B) Legislative powers

- 1) All legislative powers shall be vested in the Associated Student Government (ASG). The ASG is empowered to:
 - a) Act upon motions, proposals or resolutions, or ordinances desirable for the betterment of ASOC.
 - b) Sponsor, plan, and implement activities for the ASOC
 - c) Approve appointments made by the ASG President.
 - d) Approve the annual ASG budget.
 - e) Authorize expenditures as specified in the ASG Finance Code (Article XII).
- 2) Matters to be voted on shall be proposed by an ASG member and shall receive a majority vote for enactment, except in those instances where a vote other than simple majority is specified in the constitution. Measures may also be proposed through initiatives as defined in the By-Laws.
- 3) Official business acted upon by the ASG shall be recorded in the minutes of the meeting during which it occurred, or in the minutes of the Executive Committee meeting during which it occurred.

Article IX. Duties and powers of individual officers of the ASG

- A) The ASG President shall:
- 1) Be the chief executive officer of the ASG.
 - 2) Preside as the chairperson of all ASG and Executive Committee meetings.
 - 3) Serve as the liaison between the college administration and students.
 - 4) Appoint positions not filled by election, in accordance with Article V, section J.
 - 5) Appoint ASOC members as student representatives on ASG committees or college-wide committees.
 - 6) Serve as the ASG representative on the college president's cabinet.
- B) The ASG Vice President shall
- 1) Assume the role of the President in his/her absence.
 - 2) Act as parliamentarian of the ASG
 - 3) Serve as the chairperson of the Inter Organizational Council.
 - 4) Serve as the chairperson of the Elections Committee, which will conduct all ASG elections. Exception: if the Vice President is running for office, the Senate members shall select a qualified individual to fill the position.
 - 5) Assist the President with preparation of the agenda for ASG meetings, and other duties as delegated by the ASG President.
 - 6) Attend the college President's Cabinet meetings in the absence of the ASG President.
- C) The ASG Secretary shall:
- 1) Take minutes of all ASG meetings and Executive Committee meetings, and maintain records of such minutes and any other documents pertaining to ASG.
 - 2) Distribute to ASG members the minutes of the previous meeting, at least 24 hours in advance of the next scheduled meeting.
 - 3) Maintain all correspondence related to ASG matters; maintain all contracts made by the ASG.
 - 4) Submit all major legislative considerations to the college newspaper, including voting and attendance records of each ASG member.
- D) The ASG Treasurer shall:
- 1) Direct the execution of the present year's budget.
 - 2) Prepare a written financial report to be presented to the ASG at the last meeting of each month.
 - 3) Maintain accurate records of the ASG Trust & Agency account and be responsible for all financial records of the ASG.
 - 4) Initiate and sign check request forms in conjunction with the ASG President and Vice President, or in the absence of the President, by the Vice President, or under recall action against the President, by the Vice President with the approval of the ASG Advisor and the ASG Trust & Agency account.
- E) The Senate Chairperson shall

- 1) Serve as the chairperson of the Senate members and represent all Senate members on the Executive Committee.
 - 2) Review all major legislation introduced onto the floor before action may be taken on such legislation.
 - 3) Serve as the chairperson on the Senate Rules Committee.
 - 4) Be responsible for wording and presentation of all actions acted upon by the Senate members and the Senate rules committee.
- F) The Senate members shall
- 1) Serve as the liaison between the ASG and ASOC
 - 2) Serve as student representatives on shared governance committees as appointed by the ASG President, and make oral reports to the ASG of pertinent business and committees.
 - 3) Participate in projects, activities, special events, fund-raising endeavors, and other work as necessary to fulfill the goals and objectives as determined by the ASG for the current year.
 - 4) Vote on various proposed legislation.
- G) The Public Relations Officer shall:
- 1) Serve as Publicity Committee chairperson. The duties of this committee are defined in Article XIII, Section B, part 5.
 - 2) Provide information to the students on public affairs associated with Oxnard College and the ASG through such avenues as the student press, the staff newsletter, and other pertinent communication channels.
 - 3) Obtain input from students to ASG.
 - 4) Assist the Secretary in secondary duties as necessary.
 - 5) Vote on various proposed legislation.

Article X. Inter Organizational Council

- A) The Club Council shall be comprised of representatives from each chartered club on campus. The ASG vice president shall serve as Club Council chairperson as stated in Article IX, section B.
- 1) Purpose: The principle purpose of the Inter Organizational Council is to provide the various clubs with a responsible and effective organization on campus that can act as an interface organization between the clubs and ASG.

Article XI. Election Code

- A) Eligibility for voting: All students who qualify as active members of ASOC (Article III, Section A) shall have the right to vote in all general and special elections.

- B) All officers and representatives of the ASG shall meet the following minimum qualifications for candidacy:
 - 1) All candidates for an ASG executive office must:
 - a) Be enrolled in a minimum of three units at Oxnard College and maintain that level throughout their term of office.
 - b) Maintain a minimum cumulative GPA of 2.0 (as determined by semester grades) for their entire term of office.
- C) Students wishing to run for office shall do so by completing an application from the Student Activities office or designee by filing deadline (to be announced prior to each election by the Election Committee).
- D) General and Special Elections
 - 1) General elections shall be held in the spring of each year (Article V, Section H).
 - 2) Special elections shall be held as specified within these By-Laws.
 - 3) General and Special elections shall be by secret ballot.

Article XII. Financial Code

- A) The ASG Finance Committee is defined in article XIII, Section B. The committee shall be responsible for assisting the Treasurer in the preparation of the annual ASG budget. A tentative budget for the next academic year shall be presented prior to the first meeting in May. A final budget shall be presented and adopted by the second meeting in October. The committee shall also assist the Treasurer, upon his/her request, with preparation of the monthly financial statements to be presented to the ASG at the last meeting of every month.
 - 1) Spending will be approved in the tentative budget.
- B) ASG monies will be allocated to fund:
 - 1) ASG activities, programs and events.
 - 2) Activities sponsored by Oxnard College clubs.
 - 3) Philanthropic endeavors.
 - 4) Attendance by ASG members at specified conferences and meetings held off-campus.
 - 5) Dues payable to SSCCC or other organizations in which ASG may vote or become a member.
 - 6) Other enterprises as determined by ASG, with concurrence of the ASG Advisor.

Article XIII. Standing Committees of Oxnard College

- A) ASG Committee Structure:
 - 1) The ASG shall have standing committees and may have ad hoc committees.

- 2) ASG members shall first have an opportunity to volunteer to serve on one or more committees of their choice. When openings still exist, these shall be filled by appointment of the ASG President, with approval of a majority of Senate members.
- 3) The ASG president shall appoint from the ASOC or from ASG, students to serve on the college standing committees, in accordance with rules set forth by each committee, and with the approval of the ASG.
- 4) The ASG president shall publicize openings on committees and actively solicit students who have a particular interest in the business of a particular committee.
- 5) Appointments shall be approved by a majority vote of the ASG and shall be for one academic year, or as dictated by the rules of the committee being served.
- 6) Appointments shall be made in September, and as need arises during the academic year.
- 7) Students appointed to serve on college committees shall make regular oral (written if requested) reports to the ASG of pertinent business of that committee.

B) ASG Standing Committees:

- 1) The Executive Committee is defined in Article VI.
- 2) The Inter Organizational Council is defined in Article X.
- 3) The Finance Committee shall be made up of three ASG or ASOC members, plus the Treasurer, who shall serve as the chairperson of this committee. The Finance Committee shall be responsible for assisting the treasurer into the preparation of fiscal reports and the annual budget. The committee shall review contracts and make recommendations to the Senate members. It shall review expenditure procedures, and make recommendations on any problem that may arise in the budget. It may keep a current inventory of all major ASG equipment.
- 4) The Senate Rules Committee shall be made up of three ASG or ASOC members plus the Senate chairperson who shall serve as the chairperson of this committee. The committee shall yearly review the ASG By-Laws; such review to take place between the fifteenth and thirtieth of October annually.
- 5) The Publicity Committee shall be chaired by the Public Relations Officer and include the ASG Secretary and one other ASG or ASOC member. Its duties shall be to:
 - a) Enforce the general publicity of ASG as stated by the By-Laws.

- b) Enforce the election campaign publicity rules as stated by the By-Laws of Article XI.

C) Ad Hoc Committees

- 1) Ad hoc committees shall be formulated as needed. The ASG President will make appointments to ad hoc committees as necessary.

Article XIV. Powers retained by the Associated Student Body of Oxnard College

- A) Members of ASOC shall retain the power to referendum and may propose for election legislation to be revoked upon presentation to ASG of a petition signed by five percent of ASOC. The ASG Advisor shall validate signatures on the petition before the petition is turned over to ASG. The referendum shall be voted on by ASOC at an election to be held within 30 days following submission of the petition.

Article XV. Parliamentary authority.

- A) An amendment shall be proposed by two-thirds of the ASG, or by a petition by five percent of the number of students currently enrolled at Oxnard College. Signatures shall be verified by the ASG Advisor.
- B) The amendment shall be submitted to ASOC at an election to be held within 30 days of the submission of the amendment(s). Proposed Amendments shall be properly publicized and posted in at least two prominent places on the Oxnard College campus for at least ten days prior to election.
- C) This Constitution shall be amended by two-thirds of the ASOC voting in the election at which the amendments are being proposed.