

Constitution of the Associated Student Government (ASG) of Oxnard College

PREAMBLE

We, the Associated Students (ASG) of Oxnard College, comprise a significant part of the College community; therefore, uphold an active role in supporting the mission and decision making of the college's policies and priorities. Through participating in shared governance we shall increase student engagement. Hereby, we constitute a legislative body to represent student interests; to secure an active role to ensure student success and a learning centered institution; to safeguard academic freedom and student rights; to affirm the student citizens dignity and worth; to promote and fund student groups and organizations - thereby, promoting student morale and interaction, and lastly, to serve as a campus-wide forum for the expression and exchange of student ideas and student advocacy.

Article I: General Provisions

Section 1: Name

This organization shall be known as the Associated Student Government of Oxnard College; henceforth, abbreviated as ASG.

Section 2: Purpose

The purpose of the Associated Students (ASG) of Oxnard College shall be to pursue the objectives stated in the preamble. We shall serve as the primary liaison between the Oxnard College student body and the administration, faculty, staff, and persons or groupings outside of the College. Further, communicating any issue affecting the quality of student life or education, which falls within the jurisdiction of the Associated Students (ASG).

Section 3: Authority

The authority of this constitution is the basis for the conduct of all business in the ASG. The Associated Students (ASG) may, by a two-thirds vote, adopt or amend Bylaws. The Executive Board may establish temporary standing rules. Such rulings are subject to full ASG veto, in the form of a majority vote.

Section 4: Nondiscrimination Policy

The Associated Students shall not discriminate, and shall discourage discrimination on the basis of ancestry, citizenship, creed, economic background or status, ethnic identity, ethnicity, gender expression, gender identity, national origin, philosophy, physical disability, political affiliation or ideology, race, religion, sex, or sexual orientation (Ventura County Community College District Board Policy Manual, BP 3430 PROHIBITION OF HARASSMENT AND DISCRIMINATION).

Article II. General Membership Rules

Section 1: All candidates for the Associated Students (ASG) of Oxnard College office must:

Section 1.1

Be at least 18 years of age prior to assuming office.

Section 1.2

Be in good academic standing, thus, may not be on academic or disciplinary probation, may not have violated the Student Conduct Code while campaigning, and may not have been expelled from a College-based Associated Student position.

Section 1.3

Maintain a semester and cumulative GPA of 2.0 or higher during term of office.

Section 1.4

Be continuously enrolled in five (5) or more units at Oxnard College when declaring candidacy and during term/s in office. Must also maintain good academic standing throughout their term/s of office (excluding summer).

Section 1.5

Additional requirements for positions of the President and Vice President:

- a. President position: Must have completed a minimum of 18 units by the end of the current spring semester.
- b. Vice President: Must have completed a minimum of 12 units by the end of the current spring semester.

Section 1.6

Pay the Associated Student Government Student Activities Fee.

Section 2: Term in Office

An elected representative shall take office June 1st through May 31, or, on the starting date on which he/she was appointed by the ASG, unless he or she resigns, leaves the college, is recalled or expelled, or transfers out of the college from which he or she was originally elected.

Section 3: Vacancy

Following the resignation or expulsion of a member, the vacancy must be announced during the following board meeting. The ASG President or the Student Activities Specialist must also notify the Vice President of Student Development. If only one person seeks the vacated seat, then that candidate will automatically be seated unless the Associated Student Government declines to seat him or her by a two-thirds vote before the end of the next ASG meeting. If more than one person is interested, the ASG will vote/select a candidate that qualifies to fill the vacant position. If the vacancy occurs after Spring Break, it is at the discretion of the ASG to fill such position. A two-thirds majority vote will be required to fill such position.

Section 2: General Student Body

Section 2.1

All students officially registered at Oxnard College will be entitled to the following privileges:

- The right to hold an Associated Students (ASG) office if all qualifications are met within this constitution as well as the current Ventura County Community College District Associated Students (ASG) Board Policies and Administrative procedures.
- The right to vote in all elections.

- The right to attend and participate in Associated Students (ASG) meetings in a non-voting capacity.
- The right to participate in Associated Students (ASG) sponsored activities, by adhering to the student code of conduct.

Article III. Meetings

Section 1: Calling Meetings

Section 1.1

Regular Associated Student Government (ASG) board meetings shall be held each week during the time college is in regular session, exceptions may be made during summer session. All meetings shall be open to the public.

Section 1.2

The Associated Student Government (ASG) advisor or acting advisor, **MUST** be present at all Associated Student Government (ASG) board meetings in order for such meetings to be held.

Section 2: Quorum

The Associated Student Government (ASG) may not recommend legislation or vote on official business without a quorum.

Section 2:1

The Oxnard College Associated Student Government (ASG) must maintain a quorum at all times to conduct Associated Student Government (ASG) business. Quorum is defined as 50% + 1 of Associated Student Government (ASG) body.

Article IV. Executive and Council Officers

Section 1: Officers

Section 1.1

Final executive authority shall be vested in the President with Executive Members approval. The Associated Student Government (ASG) can overturn any official action by the president by a 2/3 vote.

Section 1.2

The executive officers of the Associated Student Government (ASG) shall consist of the President, Vice President, Secretary, Finance Director, Marketing Director, and Council Chair.

Section 1.3

These officers will adhere to all applicable Oxnard College student code of conduct, VCCCD Board policies and state laws.

Section 1.4: Resignation

Any ASG officer wishing to resign before fulfilling their full term has the right with the understanding of forfeiting transcript recognition. A resignation letter must be submitted in writing to the ASG President and Advisor. The resignation becomes effective at the beginning of the following ASG meeting through an announcement by ASG President or Advisor.

Section 1.6: Expulsion

Expulsion shall be defined as the removal of an individual for misconduct, from the Associated Student Government or violation of the Student Code of Conduct. Expulsion results in the forfeiture of all Associated Student offices, privileges and Student Organizations/clubs/committees. Any individual who exercises power or duty under this constitution or bylaws may be subject to expulsion. Expulsion by petition, as outlined in the bylaws, shall require a two-thirds vote of the Associated Student Government. Expulsion for violation of attendance rules shall follow the procedures as outlined in the bylaws.

Section 2: Parliamentary Authority

The meeting shall follow the most recent version of “Robert’s Rules of Order”.

Article V. Elections of Officers and Representatives

Section 1

The student body of Oxnard College shall elect the President, Vice President, Secretary, Finance Director, Marketing Director, Council Chair and 6 minimal, (as many as ASG deem necessary with a two-thirds vote from the ASG board), legislative Council members in the spring general student elections.

Section 1.1

An Elections Ad-hoc Committee will conduct the elections. The composition and duties of the committee are defined in the Ventura County Community College District Student Elections Standard Operating Practices.

Section 2: Terms of Office

Section 2.1

Associated Student Government (ASG) officers shall be elected by electronic ballot to serve for one academic year.

Section 2.2

No elected officer shall concurrently hold more than one elected position within the ASG body.

Section 2.3

No student may serve more than three years as an Associated Student Government (ASG) member including the Interim-terms.

Section 2.4

A single officer for two years max may occupy the President position.

Section 2.5

The Interim position may serve only once without it counting with your term in office limit.

ARTICLE VI: Accountability

Section 1: Information

Any document or record produced by the Associated Student Government (ASG) or the Inter Organizational Council (IOC) shall be a matter of public record. With such exceptions being confidential records.

Section 2: Officers

Every officer, delegate, or Oxnard College student who exercises any authority or duty under the power of this constitution is responsible to the electing body and ultimately to the Associated Students (ASG). The Associated Student Government (ASG) may remove any officer or member in accordance with the Bylaws.

Section 2.1: Violation of Student Code of Conduct

Any factual violation of student code of conduct will be immediately discussed and voted on for disciplinary action.

Student Government (ASG) and Student Organizations ARTICLE VII: Associated

No Student Group may represent the entire Associated Student Government without the approval of the Associated Student Government. Ad Hoc committees may, however, act under their own jurisdiction and appoint students to committees with the approval of the Associated Student Government (ASG). All Student Organizations must adhere to all Student Organization policies and agreements of understanding (regulations).

Section 4: Ad-Hoc Committees

Ad-Hoc Committees are to be regulated to uphold the Associated Student Government (ASG) meeting guidelines within the Constitution and By-laws.

Section 4.1: False Accusations

Student Code of Conduct violations will be referred to the Vice President of Student Development for consideration of disciplinary action.

ARTICLE VIII: Amendment and Suspension of Governing Documents

Section 1: Rules Committee

A Rules Committee shall exist. All representatives to the Associated Student Government (ASG) and the Inter Organizational Council (I.O.C.) are eligible to serve on the Rules Committee, and shall be selected for service as outlined in the Bylaws. This committee will meet regularly to generate, analyze and assess potential amendments to the Constitution and Bylaws. The Council Chair or his/her designee shall chair the Rules Committee but shall not have voting privileges except to break a tie. Only committee members shall maintain voting privileges; however, all ASG members may move and second motions on the floor. The Associated Student Government (ASG) shall consider no proposed amendment to this Constitution or the Bylaws as new or docketed business without having been considered by the Rules Committee. Only the Rules Committee may docket proposed amendments to the Constitution and Bylaws.

The Vice President of Student Development shall have final authority to interpret any ambiguity stated within the Associated Student Government (ASG) of Oxnard College Constitution and By-laws.

Section 2: Amendment of the Constitution

Section 2.1: Proposal

If the Rules Committee docket a proposed amendment to the Constitution, the Rules Chair must communicate to all Associated Student Government (ASG) members within 72 hours of the proposed amendment. This communication must include the text of the proposed amendment and a brief explanation of what changes will occur if the amendment is put into effect. Voting on the amendment may begin as the first order of business at the Regular Associated Student Government (ASG) meeting following the amendment's docketing by the Rules Committee. A proposed amendment may be tabled until the next general meeting by a vote of one-fourth of the Associated Student Government (ASG). The Associated Student Government (ASG) may only table an amendment once it is in consideration. An amendment proposed as new business will follow the same procedure if the Rules Committee has considered it. If an amendment to the Constitution is proposed as new business having not been considered by the Rules Committee, at least six days must

pass between the Associated Student Government (ASG) vote to consider the amendment as new business and the beginning of voting on the passage of the amendment.

Section 2.2: Voting

Amendments to this Constitution require three-fourths of Associated Student Government (ASG) Officers voting either for or against the amendment to be adopted. At least two-thirds of the Associated Student Government (ASG) must vote either in the affirmative or negative on the question of amending the Constitution in order for the amendment to be made. Voting on an amendment to the Constitution shall end at the opening of the meeting of the Associated Student Government (ASG) immediately following the meeting at which voting begins.

Section 3: Amendment and Suspension of the Bylaws

Amendments to the Bylaws of the Associated Student Government (ASG) require a two-thirds officer majority vote of those voting for or against the amendment to be adopted.

Article IX: Executive Board Purpose

Section 1:

The Executive Board shall serve as the internal governing body of the Associated Student Government (ASG). The Executive Board shall:

Section 1.1

- Centralize and streamline communication between the Associated Student Government (ASG) and the Oxnard College Administration.

Section 1.2

- Members of the Associated Student Government (ASG) Executive committee shall consist of the President, Vice President, Secretary, Finance Director, Marketing Director and Council Chair.

Section 1.3

- Quorum shall be a minimum of four or 50% + 1 members of the Executive Board, for executive board meetings.

Section 1.4

- Meetings of the Executive Board shall be held bi-monthly and at the discretion of the Associated Student Government (ASG) President during the fall and spring semester, and summer sessions.

Section 1.5

- Only Executive Board members shall have voting privileges within the Executive Board meetings.

Section 1.6

- The Executive Board may allocate funds for Associated Student Government sponsored projects on a time sensitive basis, upon a majority vote of the Executive Board officers present in concurrence with the Associated Student Government advisor.

Article X: Duties and responsibilities of the Associated Student Government (ASG) of Oxnard College

Section 1: Business hours

During their term in office, Associated Student Government members are regulated to adhere to hold six office hours per week. This is excluding any and all other activities pertaining to the Associated Student Government.

Section 1.1: Make up hours

Make up hours will be permitted at the discretion of the Associated Student Government advisor. All non-compliant hours from any Associated Student Government will be immediately reported to the ASG Executive Board for disciplinary action.

Section 1.2: Responsibilities

While serving office hours, the ASG officers shall be charged with the responsibility of answering questions, and providing general assistance in areas that are keeping with the purpose of the Associated Student Government.

Section 1.3: Oxnard College wide committees

Serve on Participatory Governance, Accreditation and other college wide committees.

Section 1.4: Staffing

Staffing Oxnard College activities.

Section 1.5: Proposals

Act upon motions, resolutions, or ordinances for the betterment of Oxnard College.

Section 1.6: Activities

Sponsor, plan, and implement campus life activities for the Oxnard College Campus.

Section 1.7: Budget

Approve the annual Associated Student Government (ASG) budget for the upcoming Fiscal year by May 1st of the prior school year.

Section 1.8: Official Business

Official business acted upon by the Associated Student Government (ASG) shall be recorded in the minutes of the meeting's during which it occurred.

Section 1.9: Equipment and Facilities

While serving office hours, Associated Student Government (ASG) members have priority use of all Associated Student Government (ASG) equipment and facilities, in compliance with office guidelines and procedures.

Section 2.0: Associated Student Government (ASG) Training

Associated Student Government (ASG) must attend all Associated Student Government (ASG) Trainings during their term of office including the summer training.

When available the Associated Student Government (ASG) officers shall participate in a leadership class.

Article XI: Associated Student Government (ASG) of Oxnard College Advisor

Section 1: Duties

The duties and responsibilities of the Associated Student Government (ASG) Advisor shall be enforced as stated in the Bylaws, but not be limited to, the following:

Section 1.1: Representative Duties

Please refer to the Ventura County Community College District for Class Title, Basic Function and Representative Duties.

Article XII: Elections

Section 1: General Election

The General Election shall be held in the spring semester for the purpose of electing the officers for the following term of office. The General Election will follow the Ventura County Community College District (VCCCD) Student Election Standing Operating Practices.

Section 1.1: Oath of Office

The Associated Student Government (ASG) of Oxnard College Advisor will determine who shall issue the oath of office. Before assuming Office each member shall take the following oath of allegiance:

- a. *I (name) do solemnly swear that I will faithfully execute the position of (position) of the Associated Students (ASG) of Oxnard College, and will, to the best of my ability, represent all students and preserve, protect and defend the Oxnard College Associated Student Government Constitution and Bylaws and adhere to the Oxnard College Student Code of Conduct, so help me God. (Option to opt out God)*

Article XIII: Finance

Section 1: Financial Code

The Associated Students (ASG) Finance Committee shall be responsible for assisting the Treasurer in the preparation of the annual Associated Students (ASG) budget.

Section 1.1: Associated Student Government (ASG) may allocate: Funds

- A. Associated Student Government (ASG) activities, programs and events.
- B. Activities sponsored by Oxnard College clubs.
- C. Philanthropic endeavors on an Outreach bases.
- D. Attendance by Associated Student Government (ASG) members at specified conferences, professional developments, meetings and trainings held off-campus.
- E. Dues payable to SSCCC or other organizations in which Associated Student Government (ASG) may become members.
- F. General Supplies.
- G. Equipment and technology.
- H. Other enterprises as determined by the Associated Student Government (ASG), with concurrence of the Associated Student Government (ASG) Advisor.