VICTOR VALLEY COLLEGE ASSOCIATED STUDENT BODY CONSTITUTION

Preamble

THE ASSOCIATED STUDENT BODY OF VICTOR VALLEY COLLEGE, in order to advance the interest of higher education, to unify and direct student activities, and to coordinate a more perfect line of communication with students, faculty, administration, and the High Desert Community, do hereby adopt this Constitution.

Article I: Name

The name of this organization shall be "Associated Student Body of Victor Valley College," hereafter referred to as the ASB.

Article II: Membership & Privileges

SECTION 1. Membership

A student enrolled at Victor Valley College (VVC) and who has paid his/her student body membership fees, shall become a member of the ASB for that semester.

SECTION 2. Privileges

All members of the ASB of VVC are entitled to:

a. The right, if eligible, to hold an office as provided in the Constitution under Article III, Section 4.
b. Representation by the ASB Council.
c. Other rights, privileges and benefits established by the ASB Council of VVC which may include free or discounted admission to all ASB activities and/or free or reduced prices on bookstore merchandise.

Article III: Officers & Qualifications

SECTION 1. Officers

The officers of the ASB shall be:
President
Vice President

Treasurer
Secretary
Executive Senator
Activities Senator
Athletics Senator
Business & Math Senator
Fine Arts Senator
Health Sciences & Public Safety Senator
Social Sciences Senator
Industrial Science & Logistics Senator
Inter Club Council Senator
Public Relations Senator
Sciences Senator
Student Advocate
Student Development & Language Senator
Student Services Senator

SECTION 2. Executive Board Officers

The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, and Executive Senator. The order of ascension of executive council members is as follows: President, Vice President, Treasurer, Secretary, and Executive Senator.

SECTION 3. Representative Body

The Representative Body shall consist of all officers as stated in Article III, Section 1, and will hereafter be referred to as the ASB Council.

SECTION 4. Qualifications

Qualifications to seek or hold office are:

a. A student must maintain at least six (6) units of VVC course work and have at least a 2.0 cumulative grade point average during their term of office.
b. If an ASB council member is put on academic probation while holding office, the ASB Council must be approved, by a two-thirds (2/3) majority vote, for that member to remain in office.
c. An ASB departmental senator must be enrolled in at least one (l) class from his/her represented department per term of office. Any exceptions to be approved by unanimous vote of the ASB Council.
d. ASB Council members shall not hold officer positions in ASB chartered clubs. Any exceptions to be approved by unanimous vote of the ASB Council.
e. Must be able to maintain at least five (5) office hours. Hours spent attending assigned Shared Governance Committee may be counted towards office hours.
f. ASB Council member must be enrolled in a leadership class, if offered during summer semester, with any exceptions to be approved by the ASB Council.
g. If any ASB Council member resigns or is removed from office, they are not eligible for appointment for the remainder of the current academic year.

SECTION 5. Term of Office

The term of office for the ASB Council officers shall be one (l) school year**;** ending on the last day of regularly scheduled spring classes, with the next year's council beginning the day after.

SECTION 6. Term Limit

A student may serve on the ASB Council no more than six (6) total semesters, including no more than four semesters four (4) as an executive officer unless appointed under special circumstances.

Article IV: Duties and Powers of The Student Council Officers

SECTION 1. Duties

All ASB Council officers are expected to uphold the ASB Constitution and Bylaws and attend all regular, special, and emergency meetings. All ASB Council officers shall submit a closing report before leaving office or be placed on hold until report is received.

SECTION 2. The President

The President:

a. Shall preside over all meetings of this organization and be responsible for the agenda in compliance with the Brown Act.
b. May call emergency and special meetings of the ASB Council when such meetings are deemed necessary.
c. May appoint committee chairpersons and members, subject to a two-thirds (2/3) majority vote of the ASB Council.
d. May nominate any eligible candidate for a vacant office, with the appointment subject to a two-thirds (2/3) approval of the ASB Council. If the President withholds nomination for two (2) regularly scheduled ASB Council meetings, the ASB Council may act in a nominating role with a two-thirds (2/3) approval of the ASB Council.
e. Shall, according to VVC Board of Trustee policy, act as Student Trustee.
f. Shall meet with the ASB Advisor and Superintendent/President of VVC on a regular basis.
g. Shall preside over and attend Executive Council meetings.
h. May, while chairing a meeting, choose to relinquish the gavel and vote according to the most recent version of Robert's Rules of Order.
i. Set annual Policies and Procedures to be adopted prior to the first day of the Fall semester.

SECTION 3. Vice President

The Vice President shall:

a. Preside over all ASB Council meetings in the absence of the President and succeed to that position upon the resignation or removal of the President.
b. Act as Parliamentarian of the ASB Council meetings.
c. Attend the Board of Trustees meetings in the absence of the President.

d. Act as the official chairperson of the Election Committee as outlined in the ASB Election Code.
e. Ensure that the Election Code is adopted prior to the first day of the Fall Semester.
f. Act as ex-officio member of committees appointed by the President and ASB Council.
g. Act as chairperson of Judiciary Committee meetings as outlined in Article VIII, Section I.
h. Act as chairperson of the Disciplinary Committee as outlined in Article VIII, Section 5.
i. Attend Executive Council meetings.

SECTION 4. Treasurer

The Treasurer shall:

a. Work with the ASB Advisor and maintain an accurate accounting of all ASB monies.
b. Make monthly reports to the ASB Council of overall current financial status.
c. Make weekly reports regarding income and expenditures activity during the week.
d. Be responsible for assuring compliance with the provisions of the Financial Code in reviewing all Purchase Orders.
e. Ensure that the Financial Code is adopted prior to the first day of the Fall Semester.
f. Act as the official chairperson to the Budget Committee as outlined in the ASB Financial Code.
g. Attend Executive Council Meetings.

SECTION 5. Secretary

The Secretary shall:

a. Record minutes of the ASB Council Meetings.
b. Make minutes available to the public and distribute approved minutes to:
    1. President and/or Superintendent of VVC
    2. All Vice Presidents
    3. All Deans
    4. ASB Advisor
    5. Auxiliary Services Accountant(s)
    6. All ASB Council Members
c. Be responsible for handling ASB Correspondence.
d. Maintain a current mailing list and ASB Council Directory.
e. Ensure that approved agendas and minutes are posted online weekly.
f. Ensure that space is reserved for all ASB Meetings.
g. Attend Executive Council Meetings.

SECTION 6. Executive Senator

The Executive Senator shall:

a. Represent those departments not otherwise represented.
b. In the absence of the Vice President, act as ex-officio member of committees appointed by the President and ASB Council.
c. Keep records of all department and committee reports.
d. Shall assign duties pertaining to each ASB Senator's Department, whenever necessary.

e. Orient all newly elected and/or appointed ASB Senators in conjunction with the Vice President.
f. Monitor and report status of submitted Department Head and Closing Reports.
g. Attend Executive Council Meetings.

SECTION 7.Student Advocate

The Student Advocate shall:

a. Serve as the Representative of VVC, and the ASB Council to all American Student Association of Community Colleges (ASACC) and Student Senate of California Community Colleges (SSCCC) sponsored events.
b. Submit monthly reports updating the ASB Council on any new information regarding all aspects of the ASACC and SSCCC.
c. Act as the voting delegate at the ASACC and SSCCC general assemblies.
d. Keep contact with regional representatives and provide monthly reports of activity.
e. Act as the designated chair of the ASB Advocacy Committee Article VIII, Section 4.
f. Take initiative in all duties not outlined by this constitution within the sphere of student politics.
g. Develop and maintain a calendar with any and all activities relating to political activity e.g.: local, state, national elections and deadlines, ASACC and SSCCC activities and events.

SECTION 8. Inter Club Council (ICC) Senator

The Inter Club Council Senator shall:

a. Preside over meetings of ICC and be responsible for the agenda and minutes.
b. Work to increase the number of clubs on campus.
c. Publish and maintain a current directory of all campus clubs (must include names of clubs, officers, and advisors).
d. Represent the ICC at all ASB regular, special, and emergency meetings.
e. Be responsible for ICC publicity by working with the Activities and Public Relations Senators and the VVC's Public Information Officer.
f. Develop and implement campus activities and events.
g. Submit a monthly report of ICC activities and events to the Executive Senator.
h. Publish and regularly update the ICC Activities & Meeting Calendar

SECTION 9. Public Relations Senator

The Public Relations Senator shall:

a. Create, distribute and publish the ASB Newsletter/Newspaper.
b. Promote and market strategies for all ASB activities and events.
c. Shall update and maintain all ASB campus bulletin boards bi-weekly.
d. Meet with the ASB President and the ASB Advisor to maintain communication.
e. Be the designated Public Relations correspondent to the VVC student body.
f. Be responsible for ASB publicity by working with the Activities and ICC Senators and VVC's Public Information Officer.
g. Develop and implement campus activities and events.

h. Publicize all activities to the fullest extent by making use of available advertising sources including but not limited to flyers, posters, banners and electronic formats.
i. Coordinate with all senators to publish and update an Activities and Meeting Calendar on a monthly basis.

SECTION 10. Activities Senator

The Activities Senator shall:

a. Work with the ICC Senator and ASB Council to plan and implement activities.
b. Attend ASB Budget Committee meetings.
c. Work with the Public Relations Senator to promote ASB approved activities.
d. Meet with the ASB President and ASB Advisor to maintain communication.
e. Develop and maintain a master activities calendar of ASB Council and ICC activities, to be updated every month
f. Act as Chair of the Activities Committee as outlined in Article VIII, Section 7.
g. Submit a monthly report of upcoming activities to the Executive Senator.

SECTION 11. Student Services Senator

The Student Services Senator shall:

a. Work with the ASB Council to plan and implement activities in the following areas:

    a. Financial Aid
    b. Admissions and Records
    c. Counseling & Recruitment
    d. Outreach & Orientation
    e. All Grant funded programs serving students (EOPS, CARE, SSS, Foster/Kinship Care, etc)

b. Work with Student Services departments to ensure representation of students.
c. Meet with the ASB President and ASB Advisor to maintain communication.
d. Develop and maintain a master activities calendar of Student Services activities, to be updated every month
e. Act as Chair of the Student Services Committee as outlined in Article VIII, Section 6.
f. Submit a monthly report of upcoming activities to the Executive Senator.

SECTION 12. All ASB Senators

Each ASB Senator shall:

a. Represent the interests of the students of his/her department or area.
b. Develop and maintain communication with faculty and staff in his/her department or area.
c. Meet with the faculty department chair or designated faculty or staff person on a monthly basis.
d. The Athletics Senator shall regularly attend Athletics activities and coordinate a Head Coach meeting once per semester.

e. Sponsor at least one (l) activity per semester.
f. Meet with the ASB Advisor to maintain communication.
g. Sit on an ASB committee, be a student representative on one additional committee, and submit all committee reports to the ASB Council President and the Executive Senator.
h. Submit a typed and signed Department Head Report to the Executive Senator by the 2nd ASB meeting of each month with a copy given to the Secretary to be attached to the minutes.
i. Submit a Monthly Report to the Executive Senator by the 4th ASB meeting of each month with a copy given to the Secretary to be attached to the Minutes.
j. Sit on at least one (1) shared governance committee and submit a written report within two weeks of said Shared Governance committee meeting.

Article V: Rights and Privileges of the ASB Council

SECTION 1: ASB Council Procedures

a. The ASB Council shall be empowered to propose amendments to the ASB Constitution or Bylaws.
b. The ASB Council may be governed by an amended constitution before it has completed the ratification process with a unanimous vote from the ASB Council members present at the time of voting.
c. Shall adjust and approve the ASB budget.
d. Shall approve student representation for committees.
e. Shall determine, by a majority vote (with the ASB Chair voting to make a difference), the policies pertaining to the welfare of the ASB students.
f. Shall plan ASB activities and help in coordinating the activities of campus clubs and organizations.
g. Shall conduct meetings according to the most recent version of Robert's Rules of Order.
h. Be responsible for the certification of all clubs on a yearly basis or as needed.
i. Any student benefitting from ASB funding must have a current ASB card.

SECTION 2. Meeting Procedures

a. The ASB Council shall meet at least once a week on a day and at a time designated by a majority vote of the ASB Council.
b. Each ASB Council member shall have one (l) vote with the exception of the Chair, who shall only vote to make a difference.
c. The VVC Administration shall determine who shall be advisor to the ASB Council.

SECTION 3. Quorum

A quorum is considered to be half plus one, (1/2 + 1) members present of the entire number of ASB Council positions filled.

Article VI: Election Procedures

SECTION 1: Procedure

The election procedures will be enforced as per the adopted ASB Election Code.

SECTION 2: Election Dates

a. Election of ASB Council officers shall be held at least four (4) weeks prior to the end of the spring semester.
b. Special elections may be called at the discretion of the ASB Council provided two (2) week's notice is given to the VVC Student Body.

SECTION 3: Eligibility to Vote

Any student currently enrolled at VVC is eligible to vote. A current Student I.D. is required in order to vote.

SECTION 4: Appointment Procedures

To entitle every eligible candidate fair and equal opportunity to vacant ASB offices, the ASB council shall:

a. Allow for a current ASB Council member to be appointed to another office, at that time their current office will automatically become vacant. Lateral movement of current Council members will be prioritized.
b. Provide a cover letter explaining all requirements as written in the ASB constitution.
c. Have any open positions announced by the ASB President at the first regularly scheduled ASB meeting after the position has become vacant.
d. All open positions shall be posted a minimum of ten (10) days prior to appointments.
e. Require that a letter of intent and an application be turned in no later than 5:00 p.m. on the due date.
f. Require a member of the executive council to screen all applications so that all requirements have been met. The executive council will present all eligible candidate applications to the ASB Council.
g. Require the candidate to be present on the day the position is filled for the mandatory interview process.
h. If the ASB President chooses, he/she may vote to make a difference.
i. The appointment process shall be repeated no more that three times per semester.

Article VII: Removal From Office

SECTION 1: Removal of ASB Council Officers

Any ASB Council Officer can be removed for any of the following reasons:

a. Having three (3) absences from ASB Council meetings per semester.
b. Failure by the designated ASB Council member to uphold their Constitutional duties (see Article IV).
c. Being placed on social probation by any designated Vice President of VVC.

SECTION 2: Recall

a. All ASB Council Officers shall be subject to recall.
b. Elected officers will be subject to a recall based upon a petition signed by twenty percent (20%) of the students of the VVC student body, except in the case of a Vote of No Confidence.
c. Appointed officers will be subject to a recall by the ASB Council by means of a petition signed by twenty percent (20%) of the student body of VVC presented to the ASB Advisor, or upon a two-thirds (2/3) vote of the ASB Council.
d. Upon presentation of the aforementioned petition/petitions, a recall election shall be held within four (4) weeks. If the officer involved fails to receive a two-thirds (2/3) affirmative vote from the voting body, that officer shall be removed from office.

SECTION 3: Disciplinary Procedures

a. The Disciplinary Committee may recommend disciplinary action should an ASB Council member, elected or appointed, not adhere to the Constitution or Ethics Code.
b. Should an ASB Council member, elected or appointed, be recommended for disciplinary action, he/she shall be placed on a thirty (30) day probation with a majority vote of the ASB Council.
c. After probationary period, the ASB Council will vote to remove said Council member from probation.
d. If an ASB Council Member is found to not rectify behavior(s), a Vote of No Confidence will be placed on the agenda at the following ASB Meeting.
e. A Vote of No Confidence may be taken if any Council member fails to meet requirements as stated in the ASB Constitution and/or Bylaws.
f. A Vote of No Confidence must be motioned and seconded. The reason for the Vote of No Confidence must be stated in the motion. The motion is then immediately tabled and the Vote of No Confidence shall be voted and decided upon at the following ASB Council meeting.
g. Two-thirds (2/3) of the current ASB Council must be present for the vote to be taken. A two-thirds (2/3) affirmative vote of those members present will be required for removal from office.

   Voting Explanation:

   1. a **YES** vote is a vote for removal from office.
   2. a **NO** vote is to retain the individual in question in their current office.

Article VIII: ASB Council Committees

SECTION 1: Judiciary Committee

a. A Judiciary Committee, upon request, may be set up for the following purposes:

   1. For the voicing of student grievances with other campus bodies or organizations.
   2. To ensure due process for students.
   3. To make recommendations and/or referrals to the appropriate VVC bodies in regard to subsections 1) and 2) above.

b. The Judiciary Committee shall be composed of:

1. The ASB Council Vice President to act as chairperson.
2. Four (4) students with the approval of a two-thirds (2/3) majority of the ASB Council.
3. A faculty advisor and/or the designated Administrative Vice President.

c. The Judiciary Committee shall observe the following rules:

1. If any member of the Judiciary Committee is directly involved in a matter brought before the Committee, he/she shall be disqualified.
2. Any person appearing before the Judiciary Committee shall have the privilege of providing his/her own representation.
3. Additional rules may be established by a two-thirds (2/3) vote of the ASB Council.

SECTION 2: Budget Committee

The Budget Committee shall be governed by and adhere to all requirements as stated in the adopted Financial Code.

SECTION 3: Election Committee

The Election Committee shall be governed by and adhere to all requirements as stated in the adopted Election Code.

SECTION 4: Advocacy Committee

The Advocacy Committee shall be for the purposes of maintaining active communication and development of activities pertaining to community college student advocacy.

SECTION 5: Disciplinary Committee

The Disciplinary Committee shall be for the purposes of ensuring that elected and appointed ASB Council members adhere to the Constitution and Ethics Code. They will meet and adhere to regulations stated in Article V, Section 3.

SECTION 6: Student Services Committee

The Student Services Committee shall be for the purposes of maintaining cooperation and communication regarding topics of concern for students in areas outlined in Article V, Section 11.

SECTION 7: Activities Committee

The Activities Committee shall be for the purposes of developing, planning and coordinating activities and events for the benefit of the student body.

SECTION 8: Committee Membership

If any committee member is directly involved in a matter brought before that committee, he/she shall be removed from that committee until the matter is resolved. If there is any conflict of interest, that committee member shall not be a member of that committee.

Article IX: Ratification of Amendments

SECTION 1: Amendments

Amendments to this constitution may be initiated by a two-thirds (2/3) majority of the ASB Council, or by a petition signed by fifteen percent (15%) of the student body. Proposed amendments, after presentation to the Election Committee, shall be brought to a vote within fifteen (15) days. All proposed amendments shall be made public at least ten (10) school days before the election.

Article X: Adoption of Bylaws

Bylaws may be added to this ASB Constitution by a three-fourths (3/4) majority of those ASB Council members present at the time of voting.

Bylaws may be readopted, added to, or amended, by each ASB Council on a yearly basis with a three-fourths (3/4) majority vote of those present at the time of voting.

Article XI: Ratification of The Constitution

This constitution may be duly adopted by fulfillment of the following actions:

a. A three-fourths (3/4) majority vote of the ASB Council.
b. A two-thirds (2/3) majority vote of the VVC Student Body. This majority is determined by averaging the number of students who voted in the last three ASB elections.
c. Approval by the VVC Board of Trustees. This constitution shall be officially proclaimed and have full force and effect as of that date.