

**American River College**  
**Associated Student Body Draft Constitution**

Approved March 29, 2011 by ASB for Student Body Ratification

*\*Ratified by the 2023-2024 ASB Board; Amended April 23-24, 2024 by the ARC Student Body.*

*\*Approved by the Los Rios Board of Trustees on Wednesday July 10, 2024.*

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**Associated Student Body Draft Constitution**

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**ARTICLE I PREAMBLE**

**SECTION 1 ESTABLISHMENT**

We, the students of American River College, do hereby establish the American River College Associated Student Body, which includes the American River College Student Senate, the American River College Clubs and Events Board and the American River College Joint Budget Committee, as a means to represent all of the students of American River College. Further the American River College Student Senate is recognized as the representative student body association by the Los Rios Community College District Board of Trustees.

**SECTION 2 MISSION**

It is the mission of the American River College Associated Student Body Senate to provide the students of the College with a voice in the College's and the Los Rios Community College District's shared governance process. It is further the mission of the American River College Associated Student Body Senate to promote the intellectual, artistic, cultural, and social life of students, and to provide a mechanism for the appropriate allocation of Associated Student Body Senate resources.

**ARTICLE II NAME, MASCOT, COLORS**

**SECTION 1 NAME**

The name of the student body organization shall be the Associated Student Body.

**SECTION 2 MASCOT**

The mascot of the Associated Student Body shall be the Beaver.

**SECTION 3 COLORS**

The colors of the Associated Student Body shall be Red, White, and Blue.

**ARTICLE III COMPONENTS OF THE ASSOCIATED STUDENT BODY**

**SECTION 1 COMPONENTS**

The elected representatives of the American River College Associated Student Body shall consist of the following three Component Parts.

- A. The American River College Student Senate.
- B. The American River College Clubs and Events Board.
- C. The American River College Joint Budget Committee.

## **ARTICLE IV PURPOSE**

### **SECTION 1 GENERAL PURPOSE**

The purpose of the Associated Student Body is to provide the students of the College with a representative entity that participates in the shared governance of the College and the District and promotes the intellectual, artistic, cultural, and social life of students at the College through authorized clubs and programming activities.

### **SECTION 2 PARTICIPATORY GOVERNANCE/REPRESENTATION**

Through the Student Senate, the Associated Student Body participates in the College's shared governance process to formulate policy and procedures that have or will have a significant effect on students. The Student Senate also serves as the means through which students may be nominated to participate on College and/or District committees, task forces or other governance groups. The Student Senate is also charged with the responsibility to recommend expenditures of the College's Student Representation fees for authorized activities. The Student Senate is the only entity empowered to take positions on legislative issues within its purview under Los Rios Community College District Policies and Regulations.

### **SECTION 3 COMMUNICATION**

The Student Senate further provides a conduit of information for communicating with the student constituency, for securing the input and views of their constituency, and for representing all views of their constituency. The members of the Student Senate have a responsibility to report back to their constituencies.

### **SECTION 4 ACTIVITIES**

Through the Club and Events Board, the Associated Student Body promotes the intellectual, artistic, cultural, and social life of students at the College through authorized club activities and promotes the intellectual, artistic, cultural, and social life of students by programming college-wide events and bringing artists and speakers to the college.

## **ARTICLE V RECOGNITION OF AUTHORITY**

### **SECTION 1 AUTHORITY**

The Associated Student Body exists solely by virtue of and pursuant to the authorization of the Los Rios Community College District Board of Trustees, its enactment of LRCCD Policy 2311 and Education Code section 76060. The Associated Student Body hereby recognizes that by virtue of possessing the power to create the Associated Student Body, the Board of Trustees also retains the power of oversight over the Associated Student Body and the power to revoke this authority and to dissolve the Associated Student Body.

**ARTICLE VI MEMBERSHIP IN THE ASSOCIATED STUDENT BODY****SECTION 1 MEMBERSHIP**

All enrolled students at American River College shall be members of the Associated Student Body.

**ARTICLE VII ASB STUDENT SENATE****SECTION 1 MEMBERSHIP**

The Student Senate shall include the President, Vice President, and Director of Finance (see Article X), the President of the Clubs and Events Board and 15 senators each of which shall be elected to serve by the students of the College pursuant to the election procedures established by Los Rios Community College District Policy 2311 and Administrative Regulation 2311.

**SECTION 2 ELIGIBILITY TO SERVE**

Any student enrolled at American River College in a minimum of five semester units during the two semesters, is in good standing with not less than a cumulative 2.0 grade point average, and is not on academic probation or meets the DSPS eligibility requirements as stated in AB 1736 shall be eligible to serve on the Student Senate as a senator. At any one time, a student may serve only on a single Student Senate for any of the Los Rios Community Colleges.

**SECTION 3 TERM**

The term of office for a senator of the Student Senate is for one year commencing on July 1 and ending on June 30 of the following year. The election for this term shall be held in the spring semester prior to the commencement of the term. Any person elected or appointed to a vacant position shall serve the remainder of the term.

**SECTION 4 VOTING**

- A. All senators shall have one vote in any matter decided by the Senate, except for the President who may vote only in the case of a tie or to affect the outcome of the vote.
- B. Proxy votes are not permitted.

**SECTION 5 POWERS, BUDGET AND DUTIES****A. POWERS**

The Student Senate shall have the following enumerated powers, and such powers

as necessary to carry out these enumerated powers:

- i. The power to nominate students to College or District committees, task forces or other governance groups.
- ii. The power to pass resolutions on shared governance and legislative matters within its purview as stated in District Policy.
- iii. The power to coordinate with the Club and Events Board to conduct college wide activities.
- iv. The power to recommend expenditures of American River College's student representation fees for activities and trips for which those funds are authorized. (Ed. Code, § 70060.5)
- v. The power to recommend the expenditure of its budgeted funds.
- vi. The power to engage in fundraising activities to pursue activities matters within its purview as stated in District Policy.
- vii. The power to enact resolutions concerning matters that have a significant effect on students, including:
  - 1) grading policies;
  - 2) codes of student conduct;
  - 3) academic disciplinary policies;
  - 4) curriculum development;
  - 5) initiation or discontinuation of courses or programs of study;
  - 6) institutional planning and budget development;
  - 7) standards and policies regarding student preparation and success;
  - 8) student services planning and development;
  - 9) any student fees within the authority of the District to adopt; and
  - 10) any other District or College policy, procedure, or related matter that the Board of Trustees determines will have a significant effect on students.

#### B. BUDGET

The Student Senate shall receive an annual budget for general expenses and college wide events determined by a formula set by the Joint Budget Committee. The Student Senate may petition the Joint Budget Committee for additional funds to support projects related to the Student Senate. The Student Senate shall also receive as a separate portion of its budget the allotment of the student representation fees. (Ed. Code, § 70060.5)

#### C. DUTIES

The Student Senate shall have the following duties:

- i. To communicate the existence and resolution of issues of importance within its purview to the shared governance entities of the College and to the student body and the constituencies the senators represent.

- ii. To act in the best interest of all of the students of the College.
- iii. To participate in shared governance by appointing members and students who will serve on those shared governance committees, including those related to accreditation, and those serving/elected to the Student Senate.
- iv. To ensure that the importance of diversity is taken into account in appointments to shared governance committees so that the members of those committees reflect the diverse nature of students who attend the College they

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serve.

- v. To provide for the collection of broad student opinion and establish a systematic way of soliciting the diverse perspectives of their constituency.
- vi. To communicate to the Board of Trustees through their President's membership in the Student Advisory Committee and through the elected Student Trustee.
- vii. To provide orientation and/or training of all new members. This training must include, but is not limited to, the purposes and mechanics of the shared governance process, and methods of securing constituency input on matters that have a significant effect on students.
- viii. To coordinate its activities with the Club and Events Board.
- ix. To adopt and update its bylaws from time to time as necessary.
- x. To follow the Brown Act

## **SECTION 6 DUTIES OF ASB STUDENT SENATORS**

- A. The Senator shall be responsible for handling constituent issues.
- B. The Senator shall be responsible for casting well informed votes in the Senate.
- C. The Senator shall serve on at least one (1) shared governance committee.
- D. The Senator is not a member of the Senate Executive Committee.
- E. The Senator shall assist in the implementation of legislation as determined by the appropriate Senate Executive Officer.
- F. The Senator shall perform duties outlined by the Senate President.
- G. The Senator shall undertake other duties as outlined in the Bylaws.
- H. The Senator is a voting member of the Student Senate.

## **SECTION 7 APPOINTEES: RESPONSIBILITIES/DUTIES**

### **A. APPLICATION FOR APPOINTMENT**

The list of students that shall be considered for appointment to elective office, as a representative of a shared governance committee, or any other appointment shall be secured by an application process open to all students of the College. The nomination of students who apply shall be in accordance with the Student Senate Bylaws. Any nomination created by appointment must be ratified by a majority vote by the Student Senators in attendance.

## B. TERM OF APPOINTMENT

All appointments to shared governance standing committees shall continue from the date of the appointment until the earlier of the following dates: the office becomes vacant; a successor is selected; or June 30.

## C. RESPONSIBILITIES

All appointments to shared governance committees shall carry with them the charge **5** that the person who is appointed to that committee shall

- i. Report back to the larger group of student leaders concerning the work of the committee;
- ii. Solicit any necessary input of the student leaders as to recommendations as to that work; and
- iii. Ensure that the work of the shared governance committees is shared widely among students so that their input can be solicited in a timely manner.

## **SECTION 8 STUDENT SENATE COMMITTEES**

The Student Senate may create any committees necessary for the temporary (ad hoc) or continuing (standing) tasks to assist the proper functioning of the organization. One of those standing committees shall be the Textbook Affordability Committee.

### A. TEXTBOOK AFFORDABILITY COMMITTEE

Making recommendations on the direction and improvement of the textbook rental program, formulating policy positions pertaining to other methods of textbook cost reduction, and facilitating student participation in the area of institutional planning as it relates to textbook affordability

## **SECTION 9 STUDENT SENATE EXECUTIVE COMMITTEE**

### A. MEMBERSHIP

The ASB Student Senate President will chair and oversee a Student Senate Executive Committee whose membership shall be the Student Senate Executive Officers.

### B. POWERS

The Student Senate Executive Committee is charged with coordinating the efforts of the executives and directors in implementing Student Senate legislation. The Executive Committee may also have other duties as outlined in the Bylaws.

### C. DUTIES

The duties of the Executive Committee shall be outlined in the Student Senate Bylaws.

## **ARTICLE VIII ASB CLUBS AND EVENTS BOARD**

### **SECTION 1 MEMBERSHIP**

The Clubs and Events Board is made up of the President, Vice President, and Director of Finance who are elected by the students of the College and a representative from each active club at American River College that chooses to send a representative. The Clubs and Events Board may choose to expand its membership to beyond these parameters through its Bylaws, but only to students enrolled in the College.

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### **SECTION 2 ELIGIBILITY TO SERVE**

At all times during their service, each representatives serving on the Clubs and Events Board must be a student enrolled at American River College in a minimum of five semester units during the fall and spring semesters, in good standing with not less than a minimum of a cumulative 2.0 grade point average and not on academic probation meet the DSPS eligibility requirements as stated in AB 1736. At any one time, a student may serve only on a single Clubs and Events Board for any of the Los Rios Community Colleges.

### **SECTION 3 TERM**

The term of office for a representative of the Club and Events Board is for one year commencing on July 1 and ending on June 30 of the following year.

### **SECTION 4 VOTING**

- A. All members of the Clubs and Events Board shall have one vote in any matter decided by the Board, except for the President who may vote only in the case of a tie or to affect the outcome of the vote.
- B. Proxy votes are not permitted.
- C. A majority of the members of the Clubs and Events Board may vote to include an item on the Agenda.

### **SECTION 5 POWERS, BUDGET AND DUTIES**

#### **A. POWERS**

The Clubs and Events Board shall have the following powers:

- i. The power to develop general guidelines for approving student clubs consistent with District and College policy.
- ii. The power to plan and coordinate yearly activities and celebrations for the entire College consistent with its mission and budget.
- iii. The power to plan and develop special one-time events consistent with its mission and budget.
- iv. The power to coordinate with the Student Senate to provide large scale events

- encouraging student lobbying and other activities related to student representation fee.
- v. The power to coordinate with the professional development committees at the College to plan large scale events for students, faculty, and staff.
- vi. The power to coordinate with the Student Senate to conduct college-wide activities.
- vii. The power to recommend expenditures of its budgeted funds.
- viii. The power to engage in fundraising activities to pursue activities matters **7** within its purview as stated in District Policy.

#### B. BUDGET

The Clubs and Events Board shall receive an annual budget for general expenses and club events determined by a formula set by the Joint Budget Committee and may petition the Joint Budget Committee for additional funds to support projects related to clubs.

#### C. DUTIES

The Clubs and Events Board shall have the following duties:

- i. To act in the best interest of all of the students of the College.
- ii. To ensure that the importance of diversity is taken into account in its encouragement of clubs and events to embrace the diverse nature of students who attend the College they serve.
- iii. To provide orientation and/or training of all new members as to the purpose of the Board.
- iv. To encourage the formation of college clubs.
- v. To provide opportunities for student club event programming each semester.
- vi. To coordinate activities and celebrations for the entire college, including Club Days, spirit weeks, etc.
- vii. To coordinate its activities with the Student Senate.
- viii. To adopt and update its bylaws from time to time as necessary.
- ix. To follow the Brown Act

### **SECTION 6 CLUBS AND EVENTS BOARD REPRESENTATIVES**

- A. The board position of the club representative is appointed by the club within which the representative is a member, and shall only represent one club.
- B. The Club Representative shall be responsible for forwarding activities, events and information regarding their club to the Clubs and Events Board, and for forwarding information about the Clubs and Events Board to their respective clubs.
- C. The Club Representative shall be responsible for casting well informed votes in the Clubs and Events Board.
- D. The Club Representative shall assist in the implementation of legislation

as determined by the CAEB appropriate officer.

#### **SECTION 7 CLUBS AND EVENTS BOARD COMMITTEES**

The Clubs and Events Board may create any committees necessary for the temporary (ad hoc) or continuing (standing) tasks to assist the proper functioning of the organization with a majority vote.

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#### **SECTION 8 CLUBS AND EVENTS BOARD EXECUTIVE COMMITTEE**

##### **A. MEMBERSHIP**

The ASB Clubs and Events Board President will chair and oversee an ASB Clubs and Events Board Executive Committee whose membership shall include the Clubs and Events Board Executive Officers.

##### **B. POWERS**

The Executive Committee is charged with coordinating the efforts of the Executive Officers. The Executive Committee may have other powers as outlined in the Bylaws.

##### **C. DUTIES**

Duties for the Clubs and Events Board Executive Committee shall be outlined in the Bylaws.

### **ARTICLE IX ASB JOINT BUDGET COMMITTEE**

#### **SECTION 1 MEMBERSHIP**

- A. The Associated Student Body Joint Budget Committee consists of six members, the Student Senate President, Club and Events Board President, the Student Senate Director of Finance, CAEB Director of Finance, and one (1) member appointed by Club and Events Board President and Student Senate President. The Student Senate President will appoint one (1) voting member and the Club and Events Board President will appoint one (1) voting member. Confirmation of the appointments to the Joint Budget Committee president by the Senate President will be made by the Associated Student Body Senate within two weeks of appointment. Confirmation of the appointments by the Club and Events Board President to the Joint Budget Committee will be made by the Club and Events Board within two weeks of president appointment.
- B. The Student Senate President shall serve as Chair of the Joint Budget Committee and only vote in case of a tie or to affect the outcome of the vote. The CAEB President shall

serve the Vice Chair of the Joint Budget Committee, and not count towards the one (1) Senate appointees or one (1) CAEB appointees. The Director of Finance of Senate and the Director of Finance for CAEB shall serve as voting members but are not counted as part of the Senate appointees or CAEB appointees.

**SECTION 2 ELIGIBILITY TO SERVE**

At all times during their service, each member serving on the Joint Budget Committee must meet the requirements to be eligible for the office they hold. At any one time, a student may serve only on a single Joint Budget Committee for any of the Los Rios Community Colleges.

**SECTION 3 TERM**

The term of office for a member on the Joint Budget Committee is for one year commencing on July 1 and ending on June 30 of the following year.

**SECTION 4 VOTING**

- A. Each member shall have one vote in any matter decided by the Joint Budget Committee. The Chair of the Committee may only vote in the case of a tie or to affect the outcome of the vote (RONR).
- B. Proxy votes are not permitted.
- C. A majority of the members may vote to include an item on the

Agenda. **SECTION 5 POWERS AND DUTIES**

**A. POWERS**

The Joint Budget Committee shall have the following powers:

- i. The power, in conjunction with the College's Office of Student Life, to establish and/or amend an ongoing formula for student association general fund dollars that provides regular funding for the operating expenses of the Student Senate and the Clubs and Events Board.
- ii. The power, in conjunction with the College's Office of Student Life, to hear and decide on individual funding request proposals from the Student Senate, the Clubs and Events Board and other student groups for support outside typical operating expenses.

**B. DUTIES**

The Joint Budget Committee shall have the following duties:

- i. To act in the best interest of all of the students of the College.
- ii. To ensure that the importance of diversity is taken into account in its encouragement of clubs and events to embrace the diverse nature of students who attend the College they serve.
- iii. To provide orientation and/or training of all new members as to the purpose of the Committee.
- iv. To draft and update its bylaws from time to time as necessary.
- v. To follow the Brown Act

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## **ARTICLE X EXECUTIVE OFFICERS OF STUDENT SENATE AND CLUBS AND EVENTS BOARD**

### **SECTION 1 LIST OF OFFICERS**

The Student Senate and the Clubs and Events Board shall each have officers elected by the students of the College and appointed by the respective Presidents as set forth in this Article. The Executive Officers of each of these two components shall include a President, Vice-President, and Director of Finance.

### **SECTION 2 ELIGIBILITY TO SERVE**

#### **A. ENROLLMENT**

Each Executive Officer elected under this Article shall be enrolled in the community college at the time of their election, and throughout their term, in a minimum of five semester units over the duration of two semesters or meet the DSPS eligibility requirements as stated in AB 1736.

#### **B. ACADEMIC STANDING**

Each Executive Officer elected under this Article, at the time of their election, and throughout their term, must be in good standing (not less than a cumulative 2.0 grade point average) and not be on academic probation.

#### **C. ORIENTATION**

Each Executive Officer elected under this Article shall participate in orientation and/or training as required by the College's Office of Student Life. If an Executive Officer elected under this Article fails to complete the training within 30 days from the start of the fall semester that position shall be deemed vacant.

### **SECTION 3 ELECTION**

Each Executive Officer elected under this Article shall be elected by the students of the College.

### **SECTION 4 ORDER OF SUCCESSION**

The order of succession of each Executive Officer elected under this Article shall be President, Vice President, and Director of Finance.

**SECTION 5 DUTIES OF ASB STUDENT SENATE ELECTED OFFICERS** For each officer elected under this Article, the following lists their Duties:

**A. OFFICE OF THE PRESIDENT OF THE ASSOCIATED STUDENT BODY STUDENT SENATE**

- i. The Senate President is the Chief Executive Officer for the component part of the Associated Student Body upon which they serve.
- ii. The Senate President officially represents the Senate to Administration on both the college and district levels.
- iii. The Senate President shall appoint from within the membership of the Senate the officers of the Student Senate as outlined in Article X, Section 6, with approval of a majority vote of the Senate.
- iv. It is the responsibility of the Senate President to advocate the policies and positions of the Senate to college and district administration.
- v. The Senate President shall act as a spokesperson and shall preside over all meetings.
- vi. The Senate President may vote only in the case of a tie or to affect the outcome of the vote (RONR).
- vii. The Senate President shall serve on the District's Student Advisory Committee.
- viii. The Senate President shall chair the Textbook Affordability Committee and be tasked with carrying out the objectives of the committee as stated herein.
- ix. The Senate President shall undertake other administrative duties as outlined in the Bylaws.
- x. The Senate President shall Chair the Senate Executive Committee.
- xi. The Senate President shall Chair the Joint Budget Committee as defined in Article IX.

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**B. OFFICE OF THE VICE PRESIDENT OF THE ASSOCIATED STUDENT BODY STUDENT SENATE**

- i. The Senate Vice President oversees all college related issues with purview extending to all of the three focus areas of legislative advocacy, campus community and activities, and shared governance.
- ii. The Senate Vice President is responsible for directly overseeing the Directors on the Executive Committee, promoting collaboration between the Directors, and pursuing maximum organizational efficiency.
- iii. The Senate Vice President shall assist the President, and chair the meetings in the time of need, or when the President is unavailable, and shall assume the tasks and responsibilities of the President with the President's written consent and/or when the Office of the President is vacant.

- iv. The Senate Vice President is the Vice Chair of the Senate Executive Committee.
- v. The Senate Vice President shall be responsible for ensuring the exchange of information between Los Rios District and College shared governance committees.
- vi. The Senate Vice President shall be versed in the rules of the Senate Bylaws and other governing documents (e.g. Robert's Rules of Order) and serve as a parliamentarian for the Senate during general meetings.
- vii. The Senate Vice President is a voting member of the Student Senate and the Senate Executive Committee.

**C. OFFICE OF THE DIRECTOR OF FINANCE OF THE ASSOCIATED STUDENT BODY  
STUDENT SENATE**

- i. The Senate Director of Finance is responsible for the fiscal implementation of all spending Bills, Consent Actions, and Action Items that spend money.
- ii. The Senate Director of Finance shall keep the Senate informed on the state of the General Fund, Representation Fee Fund, and Capital Investment Fund budgets, the progress of previously passed spending initiatives, as well as the available balance in unspent previously allocated funds.
- iii. The Senate Director of Finance shall be responsible for reconciling the unspent previously allocated funds through periodical Omnibus Reconciliation Bills which will move unspent funds to the appropriate accounts for other purposes.
- iv. The Senate Director of Finance may refuse to sign a requisition if it violates the Constitution, is not appropriate from the correct fund, or falls outside of the purview of the Senate.
- v. The Senate Director of Finance must give two (2) days notice of a failure to sign a requisition, cite one of the afore-mentioned violations under part d of this Subsection, and obtain the concurrence from the College's Student Life Office.
- vi. The Senate Director of Finance shall be a member of the Joint Budget Committee.
- vii. The Senate Director of Finance is an Executive Committee member.
- viii. The Senate Director of Finance is a voting member.

**SECTION 6 DUTIES OF ASB INTERNALLY APPOINTED OFFICERS**

The following officers shall be appointed from within the membership of the Student Senate by the President of the Student Senate with consent of a majority vote of the membership of the Student Senate. For each officer appointed the duties are as follows:

**A. OFFICE OF THE DIRECTOR OF COMMUNICATIONS OF THE ASSOCIATED STUDENT  
BODY STUDENT SENATE**

- i. The Senate Director of Communications shall be directly responsible for the administration of accountability, transparency, and proper oversight in the Senate.
- ii. The Senate Director of Communications is responsible for the documentation of comprehensive minutes and the maintenance, dissemination, and availability of legislative documentation.
- iii. The Senate Director of Communications shall ensure that legislation is updated and amended if applicable, compiled for presentation, and available to Senate

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members and the public.

- iv. The Senate Director of Communications is responsible for tracking the votes of individual members when applicable as well as recording final votes to appear in final copies of legislation.
- v. The Senate Director of Communications shall make periodic reports to the Senate on the state of accountability, transparency, and oversight.
- vi. The Senate Director of Communications shall undertake other duties as outlined in the Bylaws.
- vii. The Senate Director of Communications is a member of the Senate Executive Committee.
- viii. The Senate Director of Communications is a voting member of the Student Senate and the Senate Executive Committee.

#### B. OFFICE OF DIRECTOR OF LEGISLATIVE AFFAIRS OF THE ASSOCIATED STUDENT BODY STUDENT SENATE

- i. The Senate Director of Legislative Affairs oversees all Associated Student legislative advocacies to the local, state and federal governments.
- ii. The Senate Director of Legislative Affairs is the entity in charge of publishing, disseminating, and advocating all Associated Student Body Senate policies as they pertain to the local, state and federal governments.
- iii. The Senate Director of Legislative Affairs shall be responsible for informing the Associated Student Body Senate on actions at the local, state, and federal levels which directly or indirectly affect American River College students.
- iv. The Senate Director of Legislative Affairs shall organize student lobby groups to attend committees and meet with legislators on important student issues and state approved Associated Student Body Senate positions before the local, state, and federal governing bodies.
- v. The Senate Director of Legislative Affairs shall serve as the delegate for Student Senate for California Community College unless the President selects a different designee.
- vi. The Senate Director of Legislative Affairs shall undertake other duties as outlined in the Bylaws.

- vii. The Senate Director of Legislative Affairs shall chair the Legislative Affairs Committee.
- viii. The Senate Director of Legislative Affairs is a member of the Executive Committee.
- ix. The Senate Director of Legislative Affairs is a voting member.

C. OFFICE OF THE DIRECTOR OF PUBLIC RELATIONS OF THE ASSOCIATED STUDENT BODY STUDENT SENATE

- i. The Senate Director of Public Relations shall be responsible for organizing advocacy and recruitment initiatives.
- ii. The Senate Director of Public Relations shall ensure that the Senate get first consideration in the Associated Student Body Senate Digital Signage Program, ensure that requests for advertisement are collegiate in nature, and work with campus officials to update all ASB campus media.
- iii. The Senate Director of Public Relations shall assist other Senate Directors in publicizing all Senate authorized events, activities, and initiatives.
- iv. The Senate Director of Public Relations shall undertake other duties as outlined in the Bylaws.
- v. The Senate Director of Public Relations shall oversee the Public Relations Committee.
- vi. The Senate Director of Public Relations is a member of the Executive Committee.
- vii. The Senate Director of Public Relations is a voting member.

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D. OFFICE OF THE DIRECTOR OF ACTIVITIES OF THE ASSOCIATED STUDENT BODY STUDENT SENATE

- i. The Senate Director of Activities is responsible for the logistical planning of all Senate events in collaboration with the Director of Legislative Affairs, and when applicable, the Clubs and Events Board.
- ii. The Senate Director of Activities shall coordinate all legislative events (e.g. demonstrations, marches, lobby days, advocacy days, etc.).
- iii. The Senate Director of Activities shall undertake other duties as outlined in the Bylaws.
- iv. The Senate Director of Activities shall chair the Activities Committee.
- vi. The Senate Director of Activities is a member of the Executive Committee.
- vii. The Director of Activities is a voting member.

E. OFFICE OF THE LEGISLATIVE ANALYST OF THE ASSOCIATED STUDENT BODY STUDENT SENATE

- i. The Senate Legislative Analyst shall be directly responsible for assessing the

implementation progress of passed Associated Student Body Senate legislation and appropriated fund expenditures.

- ii. The Senate Legislative Analyst shall make frequent reports to the Senate as to the progress of legislation.
- iii. The Senate Legislative Analyst shall submit a written summary of all legislative implementation reports to the Senate.
- iv. The Senate Legislative Analyst shall research past actions of the Associated Student Senate and Student Association, when appropriate, to assist in Board decision making.
- v. The Senate Legislative Analyst is responsible for assisting with authorship and/or working with Senators to bring well researched and authored

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legislation to the floor for consideration.

- vi. The Senate Legislative Analyst shall coordinate the efforts of the Senators.
- vii. The Senate Legislative Analyst shall inform the Senators of the needs of the Executive Committee in the area of the legislative implementation and oversee their participation.
- viii. The Senate Legislative Analyst shall undertake other duties as outlined in the Bylaws.
- ix. The Senate Legislative Analyst is a member of the Executive Committee.
- x. The Senate Legislative Analyst is a voting member.

#### F. OFFICE OF THE SENATE WHIP OF THE ASSOCIATED STUDENT BODY STUDENT SENATE

- i. The Senators shall elect among themselves a Senate Whip who will chair Senate Caucus meetings as needed.
- ii. The Senate Whip is responsible for assisting with authorship and/or working with Senators to bring well researched and authored legislation to the floor for consideration.
- iii. The Senate Whip shall coordinate the efforts of the Senators.
- iv. The Senate Whip shall inform the Senators of the needs of the Executive Committee in the area of the legislative implementation and oversee their participation.
- v. The Senate Whip shall undertake other duties as outlined in the Bylaws.
- vi. The Senate Whip shall be a voting member of the Executive Committee.
- vii. The Senate Whip is a voting member.

**SECTION 7 DUTIES OF ASB CLUBS AND EVENTS BOARD ELECTED OFFICERS** For each officer elected by the students to serve the Clubs and Events Board, the following lists their Duties:

#### A. OFFICE OF THE PRESIDENT OF THE ASSOCIATED STUDENT BODY CLUBS AND EVENTS BOARD

- i. The Clubs and Events Board President is the Chief Executive Officer for the component part of the Associated Student Body upon which they serve.
- ii. The Clubs and Events Board President represents the Clubs and Events Board to Administration on both the college and district levels.
- iii. The Clubs and Events Board President shall act as a spokesperson and shall preside over all meetings.
- iv. The Clubs and Events Board President shall appoint from within the membership of the board the officers outlined in Article X, Section 6, with approval of a majority vote of the board.
- v. The Clubs and Events Board President may vote only in the case of a tie or to affect

The outcome of the vote (RONR).

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- vi. The Clubs and Events Board President shall be an ex officio voting executive member of the Associated Student Body Senate or shall appoint a designee from the Club and Events Executive Committee to hold that position in their absence.
- vii. The Clubs and Events Board President shall undertake other administrative duties as outlined in the Bylaws.
- viii. The Clubs and Events Board President shall chair the Club and Events Executive Committee.
- ix. The Clubs and Events Board President shall be the Vice Chair of the Joint Budget Committee as defined in Article IX.

### B. OFFICE OF THE VICE PRESIDENT OF THE ASSOCIATED STUDENT BODY CLUBS AND EVENTS BOARD

- i. The Clubs and Events Board Vice President oversee the organization of on campus activities and events through the Directors.
- ii. The Clubs and Events Board Vice President shall be responsible for directly overseeing the officers on the Executive Committee, promoting collaboration and pursuing maximum organizational efficiency.
- iii. The Clubs and Events Board Vice President shall be directly responsible for assessing the implementation progress of passed Associated Student Body Club and Events Board legislation.
- iv. The Clubs and Events Board Vice President is a voting member.
  - v. The Clubs and Events Board Vice President shall assist the President, and chair the meetings in the time of need, or when the President is unavailable, and shall assume the tasks and responsibilities of the President with the President's written

consent and/or when the Office of the President is vacant.

- vi. The Clubs and Events Board Vice President is the Vice Chair of the Clubs and Events Board Executive Committee.
- vii. The Clubs and Events Board Vice President shall be responsible for ensuring the exchange of information between college clubs and the Clubs and Events Board.
- viii. The Clubs and Events Board Vice President shall be versed in the rules of the Clubs and Events Board Bylaws and other governing documents (e.g. Robert's Rules of Order) and serve as a parliamentarian for the Board during general meetings.
- ix. The Clubs and Events Board Vice President shall be directly responsible for assessing the implementation progress of passed Associated Student Body Club and Events Board legislation.
- x. The Clubs and Events Board Vice President shall make frequent reports to the Club and Events Board as to the progress of legislation.
- xi. The Clubs and Events Board Vice President shall undertake other duties as **17**

outlined in the Bylaws.

#### C. OFFICE OF THE DIRECTOR OF FINANCE OF THE ASSOCIATED STUDENT BODY CLUBS AND EVENTS BOARD

- i. The Clubs and Events Board Director of Finance is responsible for the fiscal implementation of all spending Bills, Consent Actions, and Action Items that spend money.
- ii. The Clubs and Events Board Director of Finance shall keep the Clubs and Events Board informed on the state of the budget, the progress of previously passed spending initiatives, as well as the available balance in unspent previously allocate funds.
- iii. The Clubs and Events Board Director of Finance shall be in charge of maintaining the monetary support of clubs (e.g. incentive point program) and report to the Clubs and Events Board, pursuant to the Clubs and Events Board Bylaws.
- iv. The Clubs and Events Board Director of Finance shall be responsible for reconciling the unspent previously allocated funds through periodical Omnibus Reconciliation Bills which will move unspent funds to the appropriate accounts for other purposes.
- v. The Director of Finance may refuse to sign a requisition if it violates the Constitution, is not appropriate from the correct fund, or falls outside of the purview of the Clubs and Events Board.
- vi. The Clubs and Events Board Director of Finance must give two (2) days of a failure to sign a requisition, cite one of the afore-mentioned violations under part d., and obtain concurrence from the College's Student Life Office.
- vii. The Clubs and Events Board Director of Finance shall be a member of the Joint

Budget Committee.

- viii. The Clubs and Events Board Director of Finance shall undertake other duties as outlined in the Bylaws.
- ix. The Clubs and Events Board Director of Finance is a member of the Executive Committee.
- x. The Clubs and Events Board Director of Finance is a voting member of the Board.

#### **SECTION 8 DUTIES OF INTERNALLY APPOINTED CLUBS AND EVENTS BOARD OFFICERS**

The following officers of the Clubs and Event Boards shall be appointed from the board membership by the Clubs and Events Board President with approval of a majority vote of the board. The duties of each officer are as follows:

##### **A. OFFICE OF THE DIRECTOR OF PUBLIC RELATIONS OF THE ASSOCIATED STUDENT BODY CLUBS AND EVENTS BOARD**

- i. The Clubs and Events Board Director of Public Relations shall be responsible for organizing advocacy and recruitment initiatives.
- ii. The Clubs and Events Board Director of Public Relations shall ensure that the Clubs and Events Board shall organize advertising efforts which utilize on campus media resources.
- iii. The Clubs and Events Board Director of Public Relations shall assist other Clubs and Events Board Directors in publicizing all Clubs and Events Board authorize events, activities and initiatives.
- iv. The Clubs and Events Board Director of Public Relations shall coordinate the efforts of club advertisement on the Senate's Digital Signage in cooperation with the Senate's Director of Public Relations.
- v. The Clubs and Events Board Director of Public Relations shall oversee the Public Relations Committee and all Clubs and Events Board campus media.
- vi. Clubs and Events Board Director of Public Relations shall undertake other duties as outlined in the Bylaws.
- vii. The Clubs and Events Board Director of Public Relations is a member of the Executive Committee.
- viii. The Clubs and Events Board Director of Public Relations is a voting member.

##### **B. OFFICE OF THE DIRECTOR OF MEDIA RELATIONS OF THE ASSOCIATED STUDENT BODY CLUBS AND EVENTS BOARD**

- i. The Clubs and Events Board Director of Media Relations shall be responsible for creating and designing media for the Club and Events Board.
- ii. The Clubs and Events Board Director of Media Relations shall work in coordination with the Director of Public Relations to organize

digital  
advocacy efforts.

- iii. The Clubs and Events Board Director of Media Relations shall undertake other duties as outlined in the Bylaws.
- iv. The Clubs and Events Board Director of Media Relations is a member of the Executive Committee.
- v. The Clubs and Events Board Director of Media Relations is a voting member.

#### C. OFFICE OF THE DIRECTOR OF ACTIVITIES OF THE ASSOCIATED STUDENT BODY CLUBS AND EVENTS BOARD

- i. The Club and Events Board Director of Activities is responsible for logistical planning of all Clubs and Events Board events, in collaboration with campus clubs and organizations, and when applicable to the Senate.
- ii. The Clubs and Events Board Director of Activities shall undertake other duties as outlined in the Bylaws.
- iii. The Club and Events Board Director of Activities shall oversee the **19** Activities Committee, to oversee event and logistic planning.
- iv. The Clubs and Events Board Director of Activities is a member of the Executive Committee.
- iv. The Clubs and Events Board Director of Activities is a voting member.

#### D. OFFICE OF THE DIRECTOR OF COMMUNICATIONS OF THE ASSOCIATED STUDENT BODY CLUBS AND EVENTS BOARD

- i. The Clubs and Events Board Director of Communications shall be directly responsible for the administration of accountability, transparency, and proper oversight in the Club and Events Board.
- ii. The Clubs and Events Board Director of Communications shall be responsible for the documentation of comprehensive minute and the maintenance, dissemination, and availability of legislative documentation.
- iii. The Clubs and Events Board Director of Communications shall ensure that legislation is updated and amended if applicable, compiled for presentation, and available to Senate members and the public.
- iv. The Clubs and Events Board Director of Communications is responsible for tracking the votes of individual members when applicable as well as recording final votes to appear in final copies of legislation.
- v. The Clubs and Events Board Director of Communications may make periodical reports to the Clubs and Events Board on the state of accountability, transparency, and oversight.
- vi. The Clubs and Events Board Director of Communications shall undertake other duties as outlined in the Bylaws.

- vii. The Clubs and Events Board Director of Communications is a member of the Executive Committee.
- viii. The Clubs and Events Board Director of Communications is a voting member of the Board.

## **ARTICLE XI REMOVAL**

### **SECTION 1 EXCLUSIVE METHOD**

The exclusive methods for the removal of an officer or member of the Student Senate or the Clubs and Events Board by the students is by recall for illegal or unethical conduct, or by Judiciary Committee processes outlined below.

### **SECTION 2 JOINT JUDICIARY COMMITTEE**

- A. The Chairperson shall be the President of the Senate. The Chair shall not count towards the number of Senate members on the committee.
- B. In the event that the Senate President is the subject of Joint Judicial Committee review, the CAEB President shall be the Chair. An additional CAEB member shall be

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appointed by the Vice President of CAEB and confirmed by 2/3 vote of the CAEB board.

- C. All members shall have one vote, except for the chairperson, who may vote only in the case of a tie.
- D. Membership shall be no less than 2 members of the Senate (but no more than 4), 2 members of the Club and Events Board (but no more than 4), and the Chair. The President of each board will appoint and have confirmed by 2/3 vote of their respective boards any committee member.
- E. The duties of the Joint Judiciary Committee shall be to review charges of misconduct by members of the Senate.
  - i. Any member of the student body shall have the right to file a complaint against an ASB Senate member.
  - ii. Any complaint must be filed, in writing, to the President of the Senate within 5 calendar days of an alleged violation.
  - iii. Upon receipt of a complaint, the Senate President will forward the complaint to the Student Life Supervisor and the Dean of Students within 2 calendar days.
  - iv. The Chair will schedule a meeting of the Joint Judiciary Committee within 7 calendar days of receiving the complaint. The Committee will meet no later than 10 calendar days of the complaint being filed.
  - v. The member who is the subject of the complaint shall be required to attend the meeting.
  - vi. The member will be allowed to offer evidence and testimony to refute any complaint against them.
  - vii. Any member who refuses to attend a Joint Judiciary Committee meeting shall not be presumed to be guilty. However, the Committee shall have the

authority to hold the meeting without the member if they refuse to attend. Any member who refuses to attend the committee meeting will forfeit their right to appeal the recommendation of the committee.

F. The committee shall make one of the following recommendations to the Student Life Supervisor and Dean of Student Services:

**i. NO ACTION**

A recommendation of no action will signify that the committee does not feel any further action on the complaint needs to be taken by the Senate.

**ii. UNFOUNDED**

A recommendation of unfounded will signify that the committee found no merit in the complaint.

**iii. SUSPENSION**

In the event the committee recommends suspension, it will further make a recommendation on the length of the suspension. A recommendation of suspension shall signify the committee concludes a suspension of duties is merited.

**iv. REMOVAL**

A recommendation of removal by the committee shall signify that the committee found the complaint to be grievous enough for the member to be removed from the Senate. In the event of a recommendation of removal the committee may also recommend a permanent ban of the member from any further ASB involvement.

G. Any member subject to action by the joint Judiciary Committee shall have the right to appeal the recommendation of the committee.

i. The appeal must be made in writing to the Student Life Supervisor and the Chair of the Judicial Committee within 5 calendar days of the committee's recommendation.

ii. The appeal board shall consist of The Student Life Supervisor, the Office of the Vice President of Student Services or their designee, and one student to be appointed by the Office of the President or their designee.

iii. Appeals may be made only on the grounds of gross error in procedure, new evidence, or extreme bias on the part of the judicial board. Appeals may not be filed solely based on disagreeing with the board's decision.

iv. The appeal board will have the authority to modify the recommendation of the Joint Judiciary Committee, overturn the decision of the committee, or make no changes to the recommendation of the committee.

- v. The decision of the appeals board must be made within 10 calendar days of receipt of the appeal.
- vi. The Student Life Supervisor will inform the member and the Joint Judiciary Committee in writing of the decision of the appeals board.
- vii. The decision of the appeals board is final and no appeal of the decision shall be allowed.

### **SECTION 3 RECALL PETITION**

To recall a Senator or Clubs and Events Board representative, the students must submit a petition with the signatures of two-thirds (2/3rds) of the number of voters who voted in the last election to the College's Office of Student Life for the College. Those signatures shall be verified by College officials and only those signatures of currently enrolled students shall count towards the required number of signatures.

### **SECTION 4 RECALL ELECTION**

A recall election shall be set within fourteen (14) days after the requirements to enact the recall have been fulfilled. A vote of not less than three-quarters (3/4) of the students who vote in the recall election is required to remove an officer or member from office.

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## **ARTICLE XII MEETINGS**

### **SECTION 1 QUORUM**

A quorum to conduct business of any component of the Associated Student Body shall consist of a majority of the currently elected or appointed members of that body. A majority is defined as anything over half.

### **SECTION 2 MEETING SCHEDULE**

Regular meetings of the Senate shall be held a minimum of ten (10) times per semester. Regular meetings of the Clubs and Events Board shall be held a minimum of ten (10) times per semester. Regular meetings of the Joint Budget Committee shall be held a minimum of two (2) times per semester.

### **SECTION 3 BROWN ACT**

All meetings of each component of the Associated Student Body shall be conducted in accordance with the Ralph M. Brown Act (Brown Act). All agendas shall be published in accordance with the Brown Act. The President shall be responsible for posting the agenda, but any other officer is empowered to post an agenda. All minutes of meetings shall be made available by the next meeting of each component of the Associated Student Body. Special and emergency meetings may be called as provided for in the Brown Act.

### **SECTION 4 RULES**

All meetings of each component of the Associated Student Body shall be conducted in accordance with the current edition of *Robert's Rules of Order, Newly Revised*.

## **ARTICLE XIII VACANCIES IN OFFICE**

### **SECTION 1 EVENT OF VACANCY**

An officer or member's position of any component of the Associated Student Body becomes vacant upon the happening of any of the following events:

- A. No officer or member is elected to that position during an election.
- B. The officer or member resigns.
- C. The officer or member is recalled.
- D. The officer or member misses two (2) meetings without excuse.
- E. The officer or member arrives late to four (4) meetings without excuse.
- F. The officer or member is determined to have failed to maintain the qualifications for the office.
- G. The officer or member is determined, after a hearing, to have engaged in illegal behavior while acting in his or her role as a member of the Associated Student Body.
- H. The officer or member fails to complete any required orientation in a timely fashion.

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### **SECTION 2 DETERMINATION OF VACANCY**

The existence of whether an office or member's position or any component of the Associated Student Body is vacant shall be made as follows:

#### **A. ILLEGAL CONDUCT**

The existence of a vacancy based upon illegal conduct shall be determined by the 2/3 vote of the remaining members of the Component of the Associated Student Body, after a hearing, and requires the concurrence of the College's Office of Student Life.

#### **B. INELIGIBILITY**

The existence of a vacancy based upon ineligibility shall be determined solely by the College's Office of Student Life.

### **SECTION 3 FILLING A VACANCY**

In consultation with the College's Office of Student Life, a component of the Associated Student Body shall fill vacant positions by appointment by a majority vote of the component of the Associated Student Body or alternatively by a special election. Special elections may only be held with the concurrence of the College's Office of Student Life.

## **ARTICLE XIV LIMITATIONS ON POWERS**

### **SECTION 1 ADVISORS, EDUCATORS, AND RESOURCES**

The Associated Student Body, and each component thereof, shall have an advisor appointed by the College. Every act or omission of the Associated Student Body, and any component thereof, shall be subject to the review and approval of the College's Office of Student Life, the advisor, the Vice President of Student Services and the President of the College. Advisors may work with elected and appointed student representatives to address performance related concerns as part of the learning experience that is student participatory governance. Ultimate review and approval of the actions and omissions of the associated Student Body and each of its components remains with the Los Rios Community College District Board of Trustees. It is the desire of the Associated Student Body that efforts be made to provide information to incoming student representatives that defines the role and scope of the College's Office of Student Life, raises awareness of their educational function, and informs them of the resources available to student representatives as it relates to shared governance, legislative advocacy, and college activities. If an appropriate College official should find that a decision or action is beyond the defined purview of the elected student officer or member, that official should have the ability to take corrective action.

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### **SECTION 2 SUPREMACY CLAUSE**

The Associated Student Body and its components are bound by the Policies and Regulations of the Los Rios Community College District, and all applicable state and federal laws and regulations.

### **SECTION 3 LEGISLATIVE POSITIONS**

- A. Only the Student Senate may adopt official positions on specific state and federal legislative issues. The Student Senate shall not adopt any official position on a legislative issue unless the outcome will have a significant impact on
- i. The students in their role as students,
  - ii. College or District policies, regulations, or procedures; or
  - iii. Shared governance of the College.
- B. The Student Senate may adopt resolutions in support of statewide and local education bonds.
- C. In no event shall a student association, or its component, endorse or oppose a candidate for political office.

#### **SECTION 4 RESERVATION OF POWERS**

All powers not explicitly granted to the Associated Student Body remain with the Los Rios Community College District Board of Trustees.

### **ARTICLE XV ELECTIONS**

#### **SECTION 1 DIRECTION AND DATE**

The elections for the Associated Student Body shall take place under the direction and supervision of the College Vice President of Student Services or designee. The elections shall be held in April. The election shall be held on the same days at each college. The April election dates shall be scheduled during the month of September preceding the election.

#### **SECTION 2 SPECIAL ELECTIONS**

Special elections may be called as necessary. Special elections may be held only for (a) changes in the constitution; (b) the creation of a new elective office in the Associated Student Body; or (c) after an election, all elective offices of the Student Senate or Clubs and Events Board remain vacant.

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#### **SECTION 3 VOTER ELIGIBILITY**

Students may vote in the student association elections at any and all colleges at which they are enrolled at the time of the election.

#### **SECTION 4 ELECTION INTENT**

It is the intent of the Associated Student Body that the elections for the Associated Student Body shall be held in accordance with all of the following principles:

- A. The elections shall be fundamentally fair.
- B. The elections shall be a learning experience.
- C. The elections shall uniformly enfranchise voters with elections open to students from various locations on campus, at educational centers, and at all times of the day during which classes are offered.
- D. The election shall be based on the universal suffrage principle of "one person-one vote."
- E. The election shall preserve the principal of confidentiality of the ballot. F. The election process shall provide for the adequate distribution and display of comprehensive campaign information to all eligible voters.
- G. The election process shall be subject to limitations on campaign expenditures.
- H. The election counting processes shall be transparent.

## **SECTION 5 OVERSIGHT**

The President of the College or his/her designee retains oversight over these elections and may investigate any irregularities that may have affected the fundamental fairness of the elections.

## **SECTION 6 IRREGULARITIES**

In the event the President of the College, or his/her designee, concludes there was a material irregularity in the election, the President, or his or her designee may, pursuant to Los Rios Community College District Policies and Administrative Regulations:

- A. Validate the election;
- B. Invalidate the election and require a re-election;
- C. Validate the election by excluding votes from a polling place where the irregularity occurred; or
- D. Make any other determination that fairness requires.

## **SECTION 7 CAMPAIGNING**

- A. For Campaigning Policies, refer to the District Policies and Regulations which are subject to amendment by the District through its shared governance process.

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- B. Updated Campaigning Policies shall be included in the petition packet for candidates seeking elected office.

## **ARTICLE XVI AMENDMENTS**

### **SECTION 1**

This Constitution may be amended by concurrent resolutions passed by two thirds (2/3) of the members of the Senate and two thirds (2/3) of the members of the Clubs and Events Board and ratified by the students in a generally scheduled election.

### **SECTION 2**

Any amendment requires the ratification of 2/3 of the students voting in a generally scheduled election.

### **SECTION 3**

Any amendment of this constitution is subject to the review and approval of the Los Rios Community College District Board of Trustees.

## **ARTICLE XVII BY-LAWS**

**SECTION 1 ENACTING BY-LAWS**

Each component of the Associated Student Body shall enact bylaws which govern the day to day operation of that component of the Associated Student Body. Those Bylaws are subject to the approval of appropriate college officials.

**SECTION 2 AMENDMENT**

Bylaws may be adopted or amended by a 2/3 vote of the component of the Associated Student Body that seeks to enact them.

**ARTICLE XVIII ENABLING/RATIFICATION**

**SECTION 1 ENABLING**

This Constitution becomes effective upon adoption by 2/3 of the student body voting in a generally scheduled election of the students of American River College.

**SECTION 2 PROCEDURES**

The date of ratification of this Constitution and any subsequent amendment must be listed as an appendix to this constitution.

**SECTION 3 SUPERSEDED CONSTITUTIONS**

Upon ratification of this Constitution, all prior constitutions and bylaws of the Associated Student Body are null and void and of no force or effect.