

# **CONSTITUTION OF THE ASSOCIATED STUDENT ORGANIZATION OF ANTELOPE VALLEY COLLEGE**

We, the students of Antelope Valley College, do hereby establish this constitution and assume the powers and cooperative responsibility of self-government delegated to us by the President of the college and the Board of Trustees of the Antelope Valley Community College District.

## **ARTICLE I**

### Name of Organization

**SECTION I:** The name of this organization shall be known as the Antelope Valley College Associated Student Organization (ASO).

## **ARTICLE II**

### Mission of this Organization

**SECTION I:** The mission of this organization is to be the official voice of the students and ensure matters of participatory governance. Through lobbying, advocacy, and student representation, we will ensure a supportive educational environment for the Associated Students, while promoting unity and cooperation among students, faculty, staff, and administration. It is the intent of the ASO to promote campus life, student involvement and engagement.

## **ARTICLE III**

### Membership

**SECTION I:** Any student enrolled in classes at Antelope Valley College is a member of the Associated Student and is entitled to representation by the ASO. The Associated Students vote for their representatives.

**SECTION II:** A student becomes an active member by purchasing the ASO sticker, which must be renewed each semester.

**SECTION III:** No person will be denied membership based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital physical or mental disability, or because he/she/they are perceived to have one or more of the foregoing characteristics.

**SECTION IV:** All students are welcomed to hold office in the Associated Student Organization (if and only if the student meets the minimum requirements and/or qualifications of the organization); then the student shall be eligible to hold a position of an Executive officer or Senator.

## ARTICLE IV

### Organization Structure of ASO

**SECTION I:** ASO is comprised of the Executive Board and House of Senators.

**SECTION II:** The Executive Board, in order of succession, consists of the:

- President.
- Vice President of Academic Affairs.
- Vice President of Student Services.
- Vice President of Club Affairs.
- Vice President of Equity and Achievement.
- Executive Director of Public Relations.
- Executive Director of Special Programs.
- Treasurer.
- Secretary.

**SECTION III:** The House of Senators consists of:

Senator position titles are reflective of the college dean structure and ASO will have one senator of each division/area. If the college changes division/area names, the ASO will modify to reflect this.

**SECTION IV:** The ASO will meet regularly as mutually agreed by the ASO and the Advisor, in accordance with Brown Act.

**SECTION V:** The ASO will be elected near the end of the spring semester allowing time for the current ASO members to transition with the incoming members. The incoming members will be sworn in once the qualifications have been met after the spring semester, and will hold office for one year, until the end of the following spring semester.

**SECTION VI:** The position of the president will be filled through the order of succession. All other vacancies must be filled by presidential appointment or special election. Any special elections will follow the guidelines as established in the Election Code. All positions filled by appointment or special election must meet the qualification in Article IV, Section VIII and receive a majority vote of approval from ASO.

**SECTION VII:** Specific duties and responsibilities of all elected officers are enumerated in the by-laws of this constitution.

**SECTION VIII:** A. Qualifications for holding an ASO office.

1. Enrolled in, maintain and complete a minimum of five (5) units of course work at AVC each semester while holding office. Per AB1736 (Choi, 2022), students with disabilities, registered with the Office of Student with Disabilities, may request an exemption to the credit minimum.
2. Have and maintain each semester and cumulative at least a 2.00 GPA at

AVC.

3. The Executive Board must have completed a minimum of twelve (12) units of college level course work at AVC during the time he/she/they takes office.
- B. Each member of ASO shall hold only one (1) district/campus-wide elected or appointed office at a time.
- C. No ASO Member can hold office for more than three (3) years collectively.
- D. Students on disciplinary probation are ineligible to run for or hold any office in the organizational structure of the ASO.

**SECTION IX:**

Benefits of Holding an ASO Office.

A. Monthly Stipend.

1. Monthly stipend of \$100 per month during the academic school year will be issued to officers who meet the eligibility requirements: attendance at all ASO meetings and events, unless absences are excused and approved by the ASO voting officers, and the completion of all duties as outlined in the by-laws.
2. There will be a reduction of the stipend for each unmet requirement. This could result in not receiving a stipend for the month as determined by the ASO voting officers.

B. Priority registration as outlined in the college priority registration guidelines.

**ARTICLE V**

Elections

**SECTION I:**

The Election Code is the guide used for holding general, special and recall elections.

**SECTION II:**

All policies and procedures for the elections are outlined in the Election Code.

**SECTION III:**

ASO and the Advisor are responsible for enforcing and/or updating the Election Code every year.

**ARTICLE VI**

Initiative and Referendum

**SECTION I:**

Initiative.

Any student enrolled at AVC have the right to initiate new legislation to ASO by submitting a written petition. The student will have twenty (20) business days to gather the required number of signature and 900 number of students.

A minimum of 10% of enrolled students in AVC must sign the initiative petition for it to move forward. Once the petition is verified the initiative will be presented on the ballot. A special election of the Associated Students will then be held within fourteen (14) business days after verification of the petition. If a general election is scheduled within the next thirty days, then the initiative will be placed on the ballot. The language of the initiative shall be publicly posted seven (7) business days before the Associated Students vote. Passing of the Initiative shall require a majority of the votes cast and approval by the Board of Trustees.

**SECTION II:**

Referendum.

Any student enrolled at AVC have the right to initiate new legislation to ASO by submitting a written referendum. ASO will consider the referendum at the next regular meeting. If approved by ASO the referendum will be submitted to the Board of Trustees for their approval and/or action.

**ARTICLE VII**

Impeachment and Recall

**SECTION I:**

Impeachment.

A. All members of ASO may be subject to impeachment.

B. Impeachment may occur if:

1. A member of ASO misses three (3) or more meetings a semester.

2. A member of ASO fails to uphold the ASO Constitution, By-laws, or the ASO oath.

3. A member of ASO fails to adequately fulfill their duties.

4. Or any legitimate reason deemed valid by the Associated Students.

C. Any ASO member, in consultation with the Advisor, can request that a hearing be held for impeachment of any member. Within one (1) week, there will be a minimum of two (2) phone call attempts made, one (1) formal written attempt made to contact the member involved. A hearing will be held to determine if impeachment is necessary. A two-thirds ( $\frac{2}{3}$ ) vote by ASO is needed to impeach and declare the office vacant.

**SECTION II:**

Recall.

A. All members of ASO are subject to recall.

B. Recall may occur if the Associated Students find that the member in question:

1. Fails to uphold the ASO Constitution, By-laws, or the ASO oath.

2. Fails to adequately fulfill their duties.

3. Or any legitimate reason deemed by the Associated Students.

C. Recall requires a two-thirds ( $\frac{2}{3}$ ) majority votes from the Associated

Students.

## **ARTICLE VIII**

### Advisor

**SECTION I:** The Advisor and the duties assigned shall be determined by the President of the college or their designee.

## **ARTICLE IX**

### Quorum and Voting Majorities

**SECTION I:** Quorum for ASO shall consist of fifty (50) percent (%) plus one (1).

**SECTION II:** All general business of the ASO shall take a simple majority to pass, unless otherwise noted.

## **ARTICLE X**

### Parliamentary Authority

**SECTION I:** The current edition of Roberts' Rules of Order will be used as the parliamentary authority.

## **ARTICLE XI**

### Amendments

**SECTION I:** Amendments to the Constitution and By-laws may be proposed by any ASO member or from a petition submitted by the Associated Students.

- A. The proposal must be submitted for review at an ASO meeting one (1) week prior to the vote. After approval, it will be taken to the Associated Students either through a special or general election.
- B. The proposed amendment shall be publicly posted on campus at least seven (7) business days prior to the election. Approval of the proposed amendment shall require a majority of the votes cast.
- C. The proposed amendment, if passed, will take effect if approved by the Board of Trustees.

## **ARTICLE XII**

### Enacting Clause

**SECTION I:** Implementation of the Constitution and By-laws begins upon the approval of the Associated Students and approval by the Board of Trustees.

**BY-LAWS OF THE ASSOCIATED STUDENT ORGANIZATION OF  
ANTELOPE VALLEY COLLEGE**

**ARTICLE I**

Duties and Functions of ASO

**SECTION I:** As stated in the constitution, ASO will ensure a supportive educational environment for the Associated Students through lobbying, advocacy, and student representation, while promoting unity and cooperation among students, faculty, staff, and administration.

**SECTION II:** The ASO will formulate and administer Associated Students' regulations, approved by the Board of Trustees and the President of the college, and otherwise provide for efficient governing of campus life and student involvement and engagement.

**SECTION III:** All expenditures of Associated Students' funds must be governed by the ASO in accordance with Education Code, AVC Board Policy (BP) and Administrative Procedures (AP) of the Board of Trustees, ASO Finance Policy, and/or Student Representation Usage Policy.

**ARTICLE II**

Duties and Responsibilities of the Executive Board Officers

**SECTION I:** All Executive Board Officers will:

- A. Be responsible for upholding and enforcing the Constitution, By-laws, and all resolutions that are in effect.
- B. Meet with the Advisor and other ASO officers on an as needed basis that is determined by both parties.
- C. Fulfill other responsibilities and duties designated by the ASO President and the Executive Board within the bounds of the ASO Constitution and By-laws.
- D. Serve on the College Board of Appeals Committee.
- E. Be responsible for finding an alternate for any committee/division meetings he/she/they are unable to attend.
- F. Host or attend at least five (5) ASO events per semester and maintain office hours.
- G. Participate in ASO Committee and Participatory Ordinance committee.

**SECTION II:** The President.

- A. Will preside over the ASO meetings.
- B. Will fill officer positions on the Executive Board and House of

Senators as needed by appointment, and with a majority vote for approval.

- C. May form or dissolve committees for specific purposes.
- D. Will meet with the College President on an as needed basis.
- E. Will appoint students to serve on participatory governance and other AVC committees.
- F. Will serve on the Coordinating Council Committee.
- J. Will serve as the delegate to the Student Senate Council for California Community Colleges.
- K. Will serve as an ex-officio member of all ASO committees.

**SECTION III:**

The Vice President of Academic Affairs.

- A. Will serve as the ASO Parliamentarian.
- B. Will serve on the Academic Policies and Procedures (AP&P) Committee and/or Academic Senate.
- C. Will meet with the College Vice President of Academic Affairs on an as needed basis.

**SECTION IV:**

The Vice President of Student Services.

- A. Will be responsible for the coordination of the activity calendar with the approval of ASO.
- B. Will meet with the College Vice President of Student Services on an as needed basis.

**SECTION V:**

The Vice President of Club Affairs.

- A. Will preside over the Inter Club Council (ICC) and prepare the agenda and minutes for the meetings.
- B. Will promote, advocate, lobby for club activities and information with the Executive Director of Public Relations.

**SECTION VI:**

The Vice President of Equity and Achievement.

- A. Will promote, advocate, lobby for the improvement of equity and inclusions for students.
- B. Will meet with the College Vice President of Equity and Student Achievement on an as needed basis.

**SECTION VII:**

The Executive Director of Public Relations.

- A. Will collaborate with the Marketing and Outreach Departments to promote ASO events and activities that support students.
- B. Will be responsible for the marketing, advertising, social media and/or networking tools, and promotion of all ASO activities and events.
- C. Will be responsible for the creation and distribution of all ASO flyers, posters, and other means of advertising and promotion.
- D. Will meet with the College Executive Director of Marketing and Public Information on an as needed basis.

**SECTION VIII:** The Executive Director of Special Programs.  
A. Will work to develop new ASO programs to benefit the student body.

**SECTION IX:** The Treasurer.  
A. Will coordinate the Associated Students' budget and keep ASO advised on the financial status.  
B. Will serve as chairperson of the ASO Budget Committee, and is responsible for completing the meeting's minutes and agenda.  
C. Will prepare the Associated Students' fiscal year budget within the perimeters of the ASO Finance Policy annually.  
D. Will meet with the Vice President of Administrative Services on an as needed basis.  
E. Will serve as student representative to the campus-wide Strategic Planning and Budget Committee (SPBC).

**SECTION X:** The Secretary.  
A. Will prepare, submit, and maintain a written file of all ASO official procedures and actions.  
B. Will prepare and submit any meeting minutes within forty-eight (48) hours to the Office of Student Development, and to members of the ASO.  
C. Will serve as an ex-officio of all ASO committees.

### **ARTICLE III**

#### Senator Representatives of the ASO

**SECTION I:** House of Senators.  
A. Shall represent the interests of the students corresponding to the division that resides on the Antelope Valley College.  
B. Be responsible for upholding and enforcing the Constitution, By-laws, and all resolutions that are in effect.  
C. Senator have a responsibility;  
1. Will meet with the division dean regularly and will report to ASO.  
2. Will serve on the college board of appeals committee.  
3. Will attend participatory government meetings.  
4. Will find a proxy for any committee/division meetings the senator is unable to attend.  
5. Will participate in at least a minimum of one (1) ASO ad hoc committees.  
6. Will participate in at least five (5) ASO events per semester and maintain office hours.

## ARTICLE IV

### Campus Clubs

- SECTION I:** The goal of Inter Club Council (ICC) is to promote membership and interests in college clubs and coordinate all club functions such as club days.
- SECTION II:** In order to become an authorized campus club, a completed application and the constitution must be prepared and submitted to the Student Development Services Office. After all paperwork has been verified, the Vice President of Club Affairs will report to ASO information regarding the club(s).
- SECTION III:** Each club shall prepare a list of all club members and officers with at least ten (10) students per semester and submit to the Student Development Office.
- SECTION IV:** Each Club is required to inform and gain approval by ICC of all club events and activities on and off campus at least 2 weeks in advance. The Vice President of Club Affairs shall report these events and activities to ASO.
- SECTION V:** ICC representatives are encouraged to attend the ICC meetings to maintain campus unity. Those clubs that have a representative at the majority of the ICC meetings will be able to request grants from ASO for club activities and events.
- SECTION VI:** Clubs which are inactive for more than two (2) years may have any and all funds in their club treasuries removed and deposited within the Associated Student Organization's general fund, upon a majority vote by ASO.

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