



CONSTITUTION AND
BYLAWS

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**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 Antelope Valley Community College District. 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.

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

Purpose of this Organization

SECTION I: The purpose of this organization is to be the official voice for the students and ensure that the students of Antelope Valley College are represented in all matters such as shared governance, which has a direct and significant effect on their complete educational experience. Additionally, it is the intent of the ASO to promote campus life and student involvement and engagement.

ARTICLE III

Membership

SECTION I: Any student enrolled in classes at Antelope Valley College is a member of The Associated Students and is entitled to representation by 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 on the basis of national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics.

ARTICLE IV

Organizational Structure of the ASO

SECTION I: ASO is comprised of the Executive Board and the 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 Public Relations, Treasurer, and Secretary.

SECTION III: The House of Senators consists of:

- Senator of Business Computer Studies, and Economic Development;
- Senator of Counseling and Matriculation; Senator of Enrollment Services;
- Senator of Health Science; Senator of Language Arts;
- Senator of Mathematics, Science, and Engineering;
- Senator of Social and Behavioral Sciences;
- Senator of Student Development and Services;
- Senator of Instructional Resources;
- Senator of Student Services and Special Programs;
- Senator of Technical Education;
- Senator of Visual and Performing Arts.

Senator position titles are reflective of the college dean structure and ASO will have one Senator for 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.

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 election will follow the guidelines as established in the Election Code. All positions filled by appointment or special election must meet the qualifications 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 bylaws of this Constitution.

SECTION VIII:

- A. Qualifications for holding an ASO office:
 - 1. Be an active member of the ASO.
 - 2. Maintain and complete a minimum of five (5) units of course work at AVC each semester while holding office.
 - 3. Have and maintain at least a 2.00 GPA at AVC.
 - 4. The Executive Board must have completed a minimum of twelve (12) units of college level course work at AVC during the time he/she 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.

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 has the right to initiate new legislation by submitting a written petition to ASO. For each petition, a timeline of twenty (20) days is allotted to collect signatures. Once ASO receives the petition, the legality of it will be checked by verifying the student signatures along with student ID numbers within twenty (20) days from the day it was received. The petition must be signed by a minimum of ten percent (10%) of the total number of students enrolled at AVC at that time. A special election of the Associated Students will then be held within fourteen (14) calendar days after verification. If a general election is scheduled within the next thirty days, then the text of the law in question will be placed on the general election ballot. The text of the law in question shall be publicly posted seven (7) 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 has the right to a referendum vote that would alter any previously enacted measure passed by ASO. Once ASO receives the petition, the legality of it will be checked by verifying the student signatures along with student ID numbers within twenty (20) days from the day it was received. The petition must be signed by a minimum of ten percent (10%) of the total number of students enrolled at AVC at the time.

A special election of The Associated Students will be held within fourteen (14) calendar days after verification. If a general election is scheduled within the next thirty days, then the text of the law in question will be placed on the general election ballot. The text of the law in question shall be publicly posted seven (7) days before the Associated Students vote.

Approval of the referendum shall require a majority of the votes cast and approval by the Board of Trustees.

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, Bylaws 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, and 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 (2/3) vote by ASO is needed to impeach and declare the office vacant.

SECTION II: Recall

- A. All ASO members 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, Bylaws or the ASO oath.
 - 2. Fails to adequately fulfill their duties.
 - 3. Or any legitimate reason deemed valid by The Associated Students.
- C. Recall requires a two-thirds (2/3) majority of the votes from the Associated Students.

ARTICLE VIII

Advisor

SECTION I: The Advisor and his or her duties shall be determined by the President of the college or his/her designee.

SECTION II: The Advisor to the Associated Student Organization shall be the Dean of Student Development and Services or his/her designee unless Article VIII, Section 1 applies.

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 Bylaws may be proposed by any ASO member or from a petition submitted by The Associated Students.

A. The ASO: The proposal must be submitted for review at an ASO meeting one (1) week prior to the vote. After approved, it will be taken to the Associated Students either through a special or general election.

B. The Associated Students: A student must submit a petition to ASO. The petition must be signed by a minimum of ten percent (10%) of the total number of students enrolled at AVC at that time. A timeline of twenty (20) days is allotted to collect the signatures. Once ASO receives the petition, the legality of it will be checked by verifying the student signatures, along with

student ID numbers, within twenty (20) days from the day it was received.

- C. The proposed amendment shall be publicly posted on campus at least seven (7) calendar days prior to the election. Approval of the proposed amendment shall require a majority of the votes cast.
- D. The proposed amendment, if passed through these methods, will take effect if approved by the Board of Trustees.

ARTICLE XII
Enacting Clause

SECTION I: Implementation of the Constitution and Bylaws begins upon the approval by the Associated Students and approval by the Board of Trustees.

Revised May 16, 2007

**BYLAWS OF THE ASSOCIATED STUDENTS 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 ASO in accordance with the Education Code as defined by 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, Bylaws, 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 as designated by the ASO President and the Executive Board within the bounds of the ASO Constitution and Bylaws.
 - D. Serve on the College Board of Appeals Committee.
 - E. Be responsible for finding an alternate for any committee/division meetings he/she is unable to attend.

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 and dissolve committees for specific purposes.
- D. Will meet with the college President on an as-needed basis.
- E. The President or his/her designee shall serve as the Associated Students' representative to other organizations of the Antelope Valley College campus.
- F. Will serve on the Coordinating Council Committee.
- G. Will serve on the Academic Senate.
- H. Will serve on the Legislative Committee.
- I. Will serve as an ex-officio member of the Antelope Valley College Foundation.
- 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.
- C. Will meet with the 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 be responsible for the coordination of the Student Court.
- C. Will meet with the 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 will prepare the agenda and minutes for the meetings.
- B. Will promote, lobby, and advocate for club activities and information with the VP of Public Relations.

SECTION VI: The Vice President of Public Relations:

- A. Will preside over the Public Relations, Marketing, and Outreach (PMO) Committee.
- B. Will be responsible for the marketing, advertising, 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 Director of Public Relations on an as-needed basis determined by both parties.

SECTION VII: The Treasurer:

- A. Will coordinate the development of the Associated Students' budget and keep ASO advised as to the state of the budget and advise them regarding budget control.
- 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 parameters of the ASO Finance Policy annually.
- D. Will assist the ASO advisor and/or the ASO accountant with the management of the ASO finances.
- E. Will meet with the Vice President of Business Services on an as-needed basis that is determined by both parties.
- F. Will serve as student representative to the campus-wide Strategic Planning and Budget Council (SPBC).

SECTION VIII: The Secretary:

- A. Will prepare, submit, and maintain a written file and/or audio record 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 College Services, and to members of the ASO.
- C. Will serve as an ex-officio member of all ASO committees.

ARTICLE III
House of Senators

SECTION I: All Senators

- A. Will represent the interest of the students corresponding to their division.
- B. Will fulfill other duties as designated by the ASO President, within the bounds of the ASO Constitution and Bylaws.
- C. Will meet with ASO Vice Presidents on an as-needed basis as determined between both parties.
- D. Will attend division meetings as warranted.
- E. Will meet with the Division Dean and will report to ASO on the division and Dean meetings monthly.

- F. Will be responsible for attending the various shared governance and ASO committee meetings as delegated by the ASO President.
- G. Are responsible for finding an alternate for any committee/division meetings he/she is unable to attend.

ARTICLE IV
Campus Clubs

- SECTION I: The goal of ICC is to promote membership and interest 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 constitution must be prepared and submitted to the Student Development and College Activities 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 on a semester basis and submit to the Student Development and College Activities Office.
- SECTION IV: Each Club is required to inform 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 weekly 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.

Revised May 21, 2007



ANTELOPE VALLEY COLLEGE


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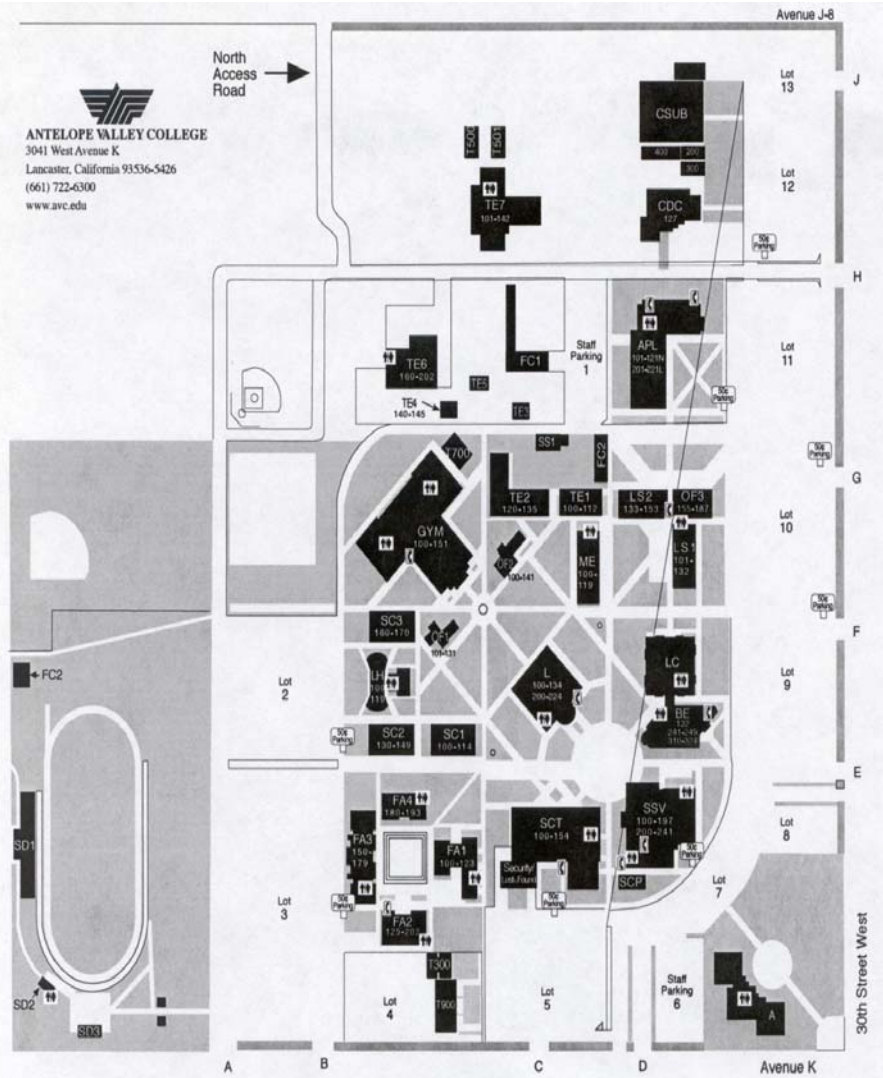
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- | | | |
|--|--|------------------------------------|
| A Administration Building | LS1 Liberal Studies & Offices | SD1 Marauder Stadium |
| APL Applied Arts, Allied Health, & Offices | LS2 Liberal Studies | SSV Student Services & Information |
| BE Business Ed., IMC, & Offices | LH Lecture Hall | T 300 Temporary 301 |
| CDC Child Development Center | ME Math/Engineering | T 700 PE Offices |
| CSUB CSU Bakersfield - Antelope Valley | OF1 Offices - Math/Science | T 900 Temporary 901-910 |
| FA1 Fine Arts [Art & Gallery] | OF2 Offices - Technical Ed. | TE1 Technical Ed. |
| FA2 Fine Arts [Theatre] | OF3 Offices - Language Arts & Social Science | TE2 Technical Ed. |
| FA3 Fine Arts [Music & Offices] | SC1 Science | TE3 Technical Ed. 138 |
| FA4 Fine Arts | SC2 Science | TE4 Technical Ed. |
| FC1 Facilities | SC3 Science | TE5 Technical Ed. 155 |
| GYM Gymnasium [PE & Offices] | SCT Student Center [Bookstore, Cafeteria, Security & Lost & Found] | TE6 Technical Ed. |
| L Library | | TE7 Technical Ed. |
| LC Learning Center | | |

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COMMUNITY COLLEGE DISTRICT

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NON-DISCRIMINATION POLICY

The Antelope Valley Community College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation in any of its educational policies, procedures, programs or practices as mandated by various state and federal laws including Title VI and VII of the Civil Rights Act of 1964, Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1990, Americans with Disabilities Act of 1990, California Fair Employment and Housing Act and California Education Code. The college provides reasonable accommodation to facilitate the participation of covered individuals with disabilities.



ANTELOPE VALLEY COLLEGE

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