

ASSOCIATED STUDENTS
OF
YUBA COLLEGE
CONSTITUTION



ADOPTED November 17, 2005

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CONSTITUTION OF THE ASSOCIATED STUDENTS OF YUBA COLLEGE

PREAMBLE

The objectives of this organization shall be to provide for an expanded educational and social program, which will stimulate the intellectual and social awareness of the student body in accordance with the powers and responsibilities delegated to us by the President of Yuba College, the Board of Trustees of the Yuba Community College District, and the California Education Code.

ARTICLE I. ORGANIZATION INFORMATION

SECTION 1. The name of this organization shall be the Associated Students of Yuba College, Marysville, California, ASYC.

SECTION 2. The colors of the college shall be Navy Blue and Gold.

SECTION 3. The emblem of the college shall be the “49er”.

SECTION 4. This organization is a non-profit public benefit organization and is not organized for the private gain of any person.

SECTION 5. No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including distribution of statements) on behalf of any candidate for public office.

SECTION 6. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or private person.

SECTION 7. Upon the dissolution or winding up of this organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under IRC Section 501(c)(3).

ARTICLE II. MEMBERSHIP

SECTION 1. The following are the types of membership:

- A. Student Council elected officers.
- B. Student Council appointed officers.
- C. Non-voting Student Body members.

ARTICLE III. STUDENT COUNCIL

SECTION 1. The governing body of this organization shall be referred to as the Council.

SECTION 2. The Council shall meet a minimum of once a week during their term in office.

SECTION 3. All officers listed in Article VI of this document are considered members of the Council and as such will hold one vote on the Council. The President may only use their vote in the event of a tie, and may not abstain.

ARTICLE IV. MEMBERSHIP OF THE STUDENT COUNCIL

SECTION 1. Officers elected to the Council shall consist of:

- * President
- * Vice President
- * Secretary
- * Business Director
- * Activities Director
- * Communications Director
- * One Senator per 100 students at Yuba College and Outreach Operations

SECTION 1.1. Duties of the Elected Officers

1. The President shall preside at all meetings of the Council. They shall be chairperson of the Council, have the power to call special meetings, enforce the Constitution, make decisions on their own initiative in an emergency situation; except such decisions may not in any way amend or alter this Constitution. The President must approval all expenditures in excess of \$50.00. In an emergency situation and in dealing with petty cash, they shall be authorized to approve an expenditure in an amount not to exceed \$50.00

They shall, with the advice and approval of the Council, appoint such officers as are provided for in the Constitution. They may make appointments to fill vacancies in elective and appointive offices with the majority consent of the Council, as provided for in the Constitution. They shall have the power to veto, except the veto may be over-ridden by 2/3 vote of the Council, at any meeting of that body, within 24 hours. The elective and appointed officers may be removed on the recommendation of the President or any member of the Council, and approval of 2/3 vote of the Council.

The President may be dismissed from office upon recommendation of a member of the Council and approval by 2/3 vote of the Council, and approval by the Director of Campus Life. If the Director of Campus Life does not approve the dismissal and the Council again approves dismissal by 2/3 vote, the issue will then be submitted to the voters for a recall election. The majority of the votes cast will be necessary to effect the recall.

2. The Vice President shall assume the duties of the President in the latter's absence. In the case of removal of the President, or their death, resignation, or inability to discharge the powers and duties of the office, the duties, powers, and the title of "President" shall devolve upon the Vice President. They shall assume the office until the next regular election.

They shall be a member of the Student Personnel Services Committee and the Community Services Committee. They shall also be responsible for carrying out such duties as may be delegated to them by the President and/or the Council.

3. **The Secretary** shall keep complete and accurate minutes of all ASYC meetings, prepare and ballot for all elections, post a copy of the approved minutes on the ASYC bulletin board for two days following each meeting, act as Corresponding Secretary.
4. **The Business Director** shall be responsible for the completion and management of all business transactions for the ASYC. They are responsible for the accounting of such revenues as may come under their jurisdiction. They shall complete these and other duties as assigned by the President.
5. **The Activities Director** shall promote activities for the ASYC and subsidiary organizations and shall make all arrangements for such activities as may be decided upon by the Council. They shall carry out other duties as assigned by the President and/or the Council.
6. **The Communications Director** shall be responsible for facilitating communication between the Council and all Administration, College Committees, Faculty Senate and all other groups. They shall convey to the council the intent of the actions of all Administration, College Committees, Faculty Senate and all other groups.
7. **The Senators** will, to the best of their abilities, represent the student body at large as they see it. It will be their responsibility to ascertain, by whatever means made available to them, what the desires of the students are with respect o any legislation proposed by the Council.

SECTION 2. Non-elected (appointed) officers shall consist of the Senator Pro-Tem, Asst. Secretary, Asst. Business Director, Asst. Activities Director, Asst. Communication Director, ICC representative (see Article XIV) and any other officers and/or Advisors that the Council deems necessary.

SECTION 2.2 Duties of the Non-Elected Officers

1. **The Senator Pro-Tem** shall be appointed by a majority vote of the Senators of the Council following regular elections. The Pro-Tem to act as director of the Senators and shall hold bi-monthly Senator meetings; would act as Chair of the ASYC in the absence of both the President and Vice President; and assume the office of the Vice President, should it become vacant, until the next regularly scheduled election.
2. **The Assistant Secretary** shall carry out duties as may be delegated by the Secretary, the President and/or Council.
3. **The Assistant Business Director** shall carry out duties as may be delegated by the Business Director, the President and/or the Council.
4. **The Assistant Activities Director** shall carry out duties as may be delegated by the Activities Director, the President and/or Council.

5. **The Assistant Communications Director** shall carry out duties as may be delegated by the Communications Director, the President and/or Council.

SECTION 3. The President and Vice President must have completed 12 college units in order to run for office. The President, Vice President, Secretary and Business Director must be enrolled in 5 units to run for office and in keeping with the Educational Code requirement, may not drop below 5 units during their term in office.

All elective and appointed members of the Council must have a GPA of at least 2.0 during their term in office. In case where a student has dropped below the required units, but has earned a cumulative GPA of at least 2.0*, the student would be allowed to petition the President and Vice President to remain in office if it would served the best interest of the council and the Student body at large. If approved by the Council, a recommendation would be submitted to the advisor.

*Also applied to members whose cumulative GPA is less than 2.0.

SECTION 4. Non-elected (appointed) officer position openings will be posted for a period of ten (10) calendar days after an opening is established by the Council. Applicants will then have ten (10) school days to petition for openings.

Unless an Officer position becomes open or extreme need is established, appointments will not be scheduled until three or more openings exist. Applicants will be nominated by members of the Council and appointed by the ASYC. The President and a 2/3-majority vote of a quorum of the Council must agree.

SECTION 5. No officer of the Council listed in Section 2 of this Article, can be an Officer of any subsidiary organization on campus.

SECTION 6. Officers shall preside for one year beginning at their installation and ending with the installation of a new team off Officers. Installations will be held at the end of the last meetings of the Spring semester.

ARTICLE V. INCENTIVES

SECTION 1. Gift certificates for the college bookstore in the amount of \$250.00 (two-hundred fifty dollars) will be awarded to members of the Council; the process to request incentive will begin the last day of the first complete semester.

Clause 1. Council members must complete duration of elected/appointed office to receive full incentive (can request ½ incentive if transferring mid-term).

Clause 2. Participate in ASYC activities.

Clause 3. Have not received written warning of discipline from Council.

Clause 4. Submit letter of interest to Campus Life prior to distribution of certificates.

ARTICLE VI. POWERS GRANTED TO THE STUDENT COUNCIL

SECTION 1. The Council shall have the authority to act as follows:

1. Approve or disapprove all appointments made by the ASYC President, by a majority vote of a quorum of the Council;

2. Approve or disapprove the annual ASYC budget;
3. Ratify all appropriations of funds existing within ASYC accounts;
4. Set policies regarding the execution of duties of the ASYC officers;
5. Set guidelines which all clubs and organizations;
6. Remove any elective or appointive officer by a 3/4 vote of the entire Council if they are found in misconduct or neglect of duty;
7. Impeach Officers;

Clause 1. An Officer may be removed for gross negligence of the duties of their position or for no longer meeting the eligibility requirements of their position.

Clause 2. Impeachment Procedures can be initiated by a written charge from any two elected Officers and signed by two Senators as witnesses.

- a. The charges must specifically state the reason for which the impeachment procedures are being called.
- b. The charge must contain the name and position of only one officer to be impeached.
- c. The charge must be presented to the President at the next Council meeting.
- d. If the charge is against the President, then the charge shall be presented to another elected Officer and must be presented at the next Council meeting.
- e. It shall be the option of the Council to proceed with the charge at the next Council meeting, or to continue proceedings at the next meeting.

Clause 3. At least 2/3 vote of the Council present shall be necessary to remove an ASYC Officer from office.

Clause 4. An Officer may not chair the portion of a meeting in which they are under impeachment procedures.

Clause 5. An Officer removed from office may not hold office in CalSACC Region II (or similar regional representation such as Student Senate) for one year after removal from office.

Clause 6. An Officer does not have the right to vote during the portion of a meeting in which they are under impeachment procedures.

Clause 7. The results or investigative results of the impeachment proceedings cannot be used by CalSACC Region II (or similar regional representation such as Student Senate) to publicly or privately defame the character of the person who was the object of the proceedings.

Clause 8. If students have a complaint, it will be investigated by a committee of six appointed by the advisor (two executives, two students, two senators).

8. Enact all measures necessary for the welfare of all Yuba College students.

ARTICLE VII. VACANCIES ON THE STUDENT COUNCIL

SECTION 1. If the office of the President should become vacated, the Vice President shall become President and Chairperson of the Council and assume all duties of that office.

SECTION 2. If the office of the Vice President should be vacated, the Senator Pro-Tem shall become Vice President and assume all duties of that office.

SECTION 3. If any of the other offices are vacated, the President may appoint a person to fill that office. The President's appointment must then be ratified by a simple majority vote of a quorum of the Council.

Clause 1. Whoever the President appoints must meet the same qualifications for membership discussed in Article IV of this document.

SECTION 4. If any member of the Council obtains more than three inexcusable absences, it becomes the responsibility of the Council to dismiss the member.

Clause 1. Absences may only be excused if the President, Secretary or Advisor is notified before the meeting. The validity of the excuse shall be evaluated by the President, Secretary or Advisor.

ARTICLE VIII. COMMITTEES

SECTION 1. Standing Committees shall be the Activities and Communications Committee, the Constitution Committee, the Election Committee, and the Finance Committee and the Student Body Card Committee.

SECTION 2. The organization and duties of the above committees shall be defined in the following Articles of the Constitution.

SECTION 3. Qualifications for membership on all committees are the same as the membership qualifications for the Council.

SECTION 4. Ad Hoc Committees

Clause 1. Any other committee established by the Council that is necessary to carry out the functions of the Student Body.

Clause 2. Formed by a majority vote of a quorum of the Council. Can exist until discharged or until the committee submits a proposal to the Council.

ARTICLE IV. ACTIVITIES AND COMMUNICATIONS COMMITTEE

SECTION 1. The objectives of this Committee shall be to coordinate and inform the general public and the student body of all activities associated with the ASYC, and to create and promote activities for the students-at-large.

SECTION 2. Members on the Committee shall consist of:

1. Chair: Activities Director
2. Co-Chair: Communications Director
3. Two Senators
4. ICC Representative
5. Asst. Activities Director
6. Asst. Communications Director

Clause 1. Two Senators shall be appointed by the President and approved by a majority vote of a quorum of the Council.

ARTICLE X. CONSTITUTION COMMITTEE

SECTION 1. The objectives of this Committee shall be to assist the students in understanding and utilizing this Constitution, the Student Code of Conduct Handbook, and all laws pertaining to students.

SECTION 2. It shall have the responsibility of updating and reviewing this Constitution. It shall also annually review the Constitution of all other clubs and

organizations on campus to see that they are in accordance with this Constitution and the California Education code.

SECTION 3. This Committee shall serve ONLY in an advisory capacity and shall hear such cases relative to infraction of rules and regulations of the College as referred to it by the Administration or the Council.

SECTION 4. Committee members shall be appointed by the President and approved by a majority vote of a quorum of the Council.

SECTION 5. Members on the Committee shall consist of:

1. Three Council Members
2. Two Student Body Members

Clause 1. The Chairperson shall be appointed by the President and approved by a majority vote of a quorum of the Council.

ARTICLE XI. ELECTION COMMITTEE

SECTION 1. The objectives of this Committee shall be to assist and coordinate all Yuba College Student Council and District Student Trustee elections and campaigns. The Committee shall determine the regulations of each election. Any violation of these regulations shall be brought to the attention of the Committee and may be referred to the Director of Campus Life for appropriate disciplinary action.

Clause 1. This committee cannot endorse any candidate or their campaign.

Clause 2. If a member runs for office, they cannot be present at the counting of the ballots, nor within 50 feet of the voting poles.

SECTION 2. Members of the Committee shall consist of:

1. Chair: Vice President
2. Business Manager
3. Secretary
4. Three Senators

Clause 1. The Co-Chair shall be chosen by the Committee.

Clause 2. The three senators shall be appointed by the President and approved by a majority of a quorum of the Council.

SECTION 3. Election Period is as follows:

1. Second week of April notification of elections posted for one week, followed by;
2. One week Nomination/Petition period, followed by;
3. One week Eligibility Clearance Review, followed by;
4. One week Campaigning Period, followed by;
5. One week Voting Period.

SECTION 4. Duties of the Committee shall be:

1. Supply ballots which list candidates' names in alphabetical order.
2. Conduct election according to this Constitution.
3. Hold the polls open at least three hours on two successive days.

Clause 1. Make voting accessible to night students as well as day students.

4. Count ballots and post correct results 48 hours after final day of election.

5. Enforce such rules and regulations with respect to conduct of elections as may hereafter be adopted.

SECTION 5. Method of Election shall be:

1. Elections shall be secret ballot and the voter must present their identification card and sign the election roster before they are given their ballot.
Clause 1. Ballots shall be numbered.
2. Voter will hand ballot to one of the election clerks who will in turn deposit the ballot into the ballot box.
3. Campaigning within 50 feet of the polls will not be permitted.
4. All other usual safeguards with respect to this aspect of the democratic process will be used.

SECTION 6. The Process of Nomination/Elections shall be as follows:

1. Nomination/Petition must be filed with Campus Life during the nominating period.
Clause 1. Nomination/Petition will contain the following:
 - a. Candidates name and student (Colleague) identification number;
 - b. Photograph;
 - c. Office for which they are seeking election;
 - d. Five currently enrolled Yuba College student body members' name and student (Colleague) identification number with their wish to nominate the candidate for the office in which they are seeking.
2. Campus Life will determine the eligibility of all persons desiring to run for an office on the Council. Eligibility clearance must be obtained before a person may run for an elected office. Under NO circumstances may the eligibility clearance period last longer than five school days after the Nominating Period ends.
3. The names of the eligible nominees shall be posted on campus bulletin boards and in the Student Bulletin as the Official List of Candidates for one week prior to election.
Clause 1. During this time no names can be added or deleted.
4. Campaigning may commence following the posting of the Official List of Candidates.
5. No person can run for or hold more than one office of the ASYC at any time.
6. All elected offices of the ASYC will be won by the largest number of votes cast.
Clause 1. In the event of a tie for any office, there will be a run-off election held no later than five school days following the last day of the previous election.

SECTION 7. All vacancies after Election period shall be filled by a majority of all votes cast by Council members at a special election. The Council will determine whether special election is held; when it is deemed such special election is in the best interest of the ASYC.

- Clause 1.** Notice of such election shall be posted on the campus bulletin boards one week before the election is held.

SECTION 8. Process to be followed to fill vacancies on the Council shall be:

1. Each candidate be considered individually.

2. Each ballot shall be comprised of a “yes/no” vote for the candidate in question.
3. The Vice President and student advisor shall be involved in the ballot counting process.
4. If the majority of the votes are “yes” votes, the candidate in question shall become a member of the Council.
5. If the majority of the votes are “no” votes, the candidate in question is disqualified from becoming a member of the Council at that time.
 - Clause 1.** The candidate may reapply for the same position after a period of two months if the vacancy still exists.

SECTION 9. Installation of Elected Officers shall take place ON campus prior to June 1 of each year.

Clause 1. All elected and appointed officers are required to take the oath of the office.

ARTICLE XII. FINANCE COMMITTEE

SECTION 1. The objectives of this Committee shall be to prepare and maintain the ASYC budget and make recommendations concerning all proposed ASYC expenditures.

Clause 1. The Committee shall, four weeks prior to Spring Election, prepare and present a budget to be used as a guideline for the incoming Council.

Clause 2. The Committee shall require the Council to direct no more than 2/3 of the estimated yearly income to be spent on travel, food and lodging.

Clause 3. Six weeks after commencement of the Fall semester, a revised budget will be prepared by the Committee and submitted to the Council for approval.

SECTION 2. Member on the Council shall consist of:

1. Chair: Business Director
2. Co-Chair: Asst. Business Director
3. Activities Director or Asst. Activities Director.

Clause 1. In the instance that the Activities Director/Asst. cannot attend a meeting, the Communications Director/Asst. can take their place and assume their voting power on the Committee.

Clause 2. The three senators shall be appointed by the President and approved by a majority vote of a quorum of the Council.

ARTICLE XIII. STUDENT BODY CARD COMMITTEE

SECTION 1. The objectives of this Committee shall be advertising, sales and maintenance of the Student Body Card Program.

Clause 1. Coordinate efforts to recruit area merchants as sponsors.

Clause 2. A representative will attend Student Orientation meetings at the beginning of each registration period.

Clause 3. At the discretion of the Council, hire persons to sell Student Body Cards at an established table during each registration period.

Clause 4. Council members will promote sales of the Student Body Card.

SECTION 2. Members on the Committee shall consist of:

1. At least five Council members, to include the Communication and Business Directors.

Clause 1. The Chair and Co-Chair shall be appointed by the President and approved by a majority vote of a quorum of the Council.

ARTICLE XIV. INNER-CLUB COUNCIL (ICC)

SECTION 1. Members on the Committee shall regulate the activities of the clubs/organizations on the Yuba College campus for the purpose of unifying those groups and stimulating activities on campus.

Clause 1. ICC may act as sponsoring body for organized activities but cannot obligate ASYC funds without prior approval of the Council.

Clause 2. ICC is directly responsible to the Council and must report its activities to ASYC by way of an ICC Representative.

SECTION 2. ICC will be responsible for its own organization.

Clause 1. Members shall only consist of representatives from officially recognized clubs/organizations.

Clause 2. Any clubs/organizations which is absent from three consecutive meetings may, until further notice, have its charter revoked by the Council.

Clause 3. The Vice President shall serve as Chairperson.

Clause 4. Meet at least once a month at the discretion of the Chairperson.

ARTICLE XV. SUBSIDIARY ORGANIZATIONS

SECTION 1. Any group composed of college students which use the name, funds, materials, or services of the college is a campus organization and is subject to regulation the Student Council.

SECTION 2. Any club, group, or organization, including the Council, desiring the privileges of a campus organization is required to do the following:

1. Choose an Advisor from the Faculty or Classified Personnel of Yuba College, subject to the approval of the Director of Campus Life.

2. Submit to Campus Life a Club Charter Packet, which contains the stated purpose of the club/organization, for approval of the Council.

Clause 1. The advisor for the club/organization must verify that the constitution was approved by no fewer than five students who intend to be members of the proposed club/organization.

Clause 2. ASYC will determine if the Charter is in accordance with this Constitution.

3. Have a representative regularly present at Inner-Club Council meetings.

4. Submit a club budget during the spring semester to be used in the fall of the same year.

SECTION 3. Failure to comply with any requirement listed in Section 2 of this Article gives the Council the authority to revoke the charter of negligent club/organization.

SECTION 4. ASYC is neither financially nor morally responsible for any acts committed or debts contracted by ANY CLUB/ORGANIZATION.

ARTICLE XVI. OFFICIAL PROCEDURES

SECTION 1. The standing authority shall be Robert's Rules of Order, except when in conflict with this Constitution.

SECTION 2. The process of voting where one Council member's vote cannot be distinguished from another Council member's vote shall be known from this point forward as the Method of Secret Ballot.

SECTION 3. When voting on Motions and consensus votes, the following procedure shall be followed:

1. Each ballot shall be comprised of "yes/no" vote for the motion or concept at hand.
2. The Vice President and student advisor shall be involved in the ballot counting process.
3. If the majority of the votes are "yes" votes, the motion or concept shall be considered passed.
4. If the majority of the votes are "no" votes, the motion or concept shall be considered failed.

SECTION 4. The privilege of granting the right to vote to one Council member by an absent Council member shall hereafter be known as Proxy Vote. The process of proxy vote shall be as follows:

1. Said Council member voting in place of absent Council member shall need documented permission from the absent Council member.
Clause 1. Documentation may be in the form of written proxy or verbal proxy to the President, Vice President or advisor.
2. Said Council member given said voting privilege on behalf of the absent Council member shall have the right to vote on topics as they deem necessary.

SECTION 5. The Director of Campus Life is authorized by the Council to act for, or on behalf of, the ASYC when they consider such action to be necessary for the welfare of the Council. Actions under this section will only be taken when it is not possible to consult the Council for approval. When such action is taken, it will be reported to the Council at its next regular meeting. The Director of Campus Life should never make a decision without first exploring all possibilities in consulting the Council.

SECTION 6. The Director of Campus Life shall hold in trust all dues, assessments and receipts of the ASYC, together with the funds held in trust for all subsidiary organizations. No disbursements of the ASYC or subsidiary organizations' funds shall be made except with the approval of the Director of Campus Life.

ARTICLE XVII. ORDER OF BUSINESS

SECTION 1. The order of business shall be as followed:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Public Comment
5. Guest Speaker
6. Closed Session

7. Committee Reports
 - a. ASYC
 - b. YCCD
 - c. Other
8. Old Business
9. New Business
10. Announcements
11. Adjournment

SECTION 2. Special committees need not be listed individually on the agenda. However, committees that have met or done business since the last Council meeting are expected to report.

ARTICLE XVIII AMENDMENTS

SECTION 1. The Council, upon its own initiative and advice of the advisor, may amend this Constitution in specific and technical aspects without the amendment being brought to a campus wide election of the Student Body at large.

SECTION 2. This Constitution can be amended by the Council by a 2/3 majority vote of the entire corps of elected and appointed officers. Previous notice of proposed changes must be given one meeting prior to the vote being taken.

Clause 1. Any amendment passed by the Council may be subjected to a campus wide election of the Student Body at large.

SECTION 3. Amendment shall be posted on the campus bulletin boards for one week.

ARTICLE XIX. REFERENDUMS/INITIATIVES

SECTION 1. All measures passed by the Council may be subject to vote of the Student Body.

SECTION 2. A written petition signed by at least 100 (one hundred) students, including their names and student (Colleague) identification numbers, shall be necessary to request a referendum vote or to submit an initiative. The Council shall then instruct the Election Committee to hold an election within 20 (twenty) school days after the submission of the referendum/initiative to the Council.

Clause 1. The election shall be conducted in the same manner as regular ASYC elections as discussed in Article XI of this document.

Clause 2. A simple majority of those voting shall be necessary to pass a referendum.

ARTICLE XX. RATIFICATION

SECTION 1. To be ratified, this Constitution must be passed by a 2/3 majority vote of a quorum of the Council and simple majority of those voting in a campus-wide election.

Clause 1. This Constitution will become effective immediately upon passage.

ARTICLE XXI. THIS CONSTITUTION SHALL SUPERSEDE ALL OTHER CONSTITUTIONS ON THE DATE ADOPTED.