

Associated Students of Woodland Community College Constitution

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 power and responsibilities delegated to us by the President of Woodland Community College, the Board of Trustees of the Yuba Community College District, and the California Education Code.

ARTICLE I. ORGANIZATION INFORMATION

SECTION 1. NAME

The name of this organization shall be the Associated Students of Woodland Community College (ASWCC).

SECTION 2. COLORS

The colors of the ASWCC shall be green, black and silver.

SECTION 3. MASCOT

The mascot of the ASWCC shall be the Eagle.

SECTION 4. This organization is a student governance representative body and is not organized for the private gain of any person.

SECTION 5. GENERAL PURPOSE

The purpose of ASWCC is to ensure student representation in the participatory governance process of the College and the District and to promote the intellectual and social life of students through authorized clubs and college activities. The ASWCC further provides a conduit of information for communicating with, securing the input, representing views and reporting back to the students.

SECTION 6. REPRESENTATION

ASWCC participates in the College's participatory governance process to formulate policy and procedures that have or will have a significant effect on students. The organization shall not participate or intervene in any political campaign (including distribution of statements) on behalf of any candidate for public office.

SECTION 7. ACTIVITIES

ASWCC promotes the intellectual and social life of students at the College through their support of club formation, club activities, and other opportunities to enhance the social and cultural life of students.

SECTION 8. RECOGNITION OF AUTHORITY

The ASWCC exists solely by virtue of the authorization of the Yuba Community College District Board of Trustees, YCCD Policy 5400 and California Education Code section 76060. The ASWCC recognizes that by virtue of possessing the power to create the student association, the Board of Trustees also retains the power of oversight over the ASWCC and the power to revoke this authority and to dissolve ASWCC.

ARTICLE II. MEMBERSHIP

SECTION 1. NON-VOTING MEMBERS

All enrolled students at Woodland Community College's Woodland and Colusa County campuses shall be non-voting members of ASWCC and are encouraged to attend general meetings.

SECTION 2. VOTING MEMBERS

Voting members of ASWCC are officers elected by the students or appointed by the Student Council. The officers of this organization shall be referred to as the Council. All officers have one vote in any matter decided by the Council, except for the President who may vote only in the case of a tie.

ARTICLE III. MEMBERSHIP OF THE STUDENT COUNCIL

SECTION 1. OFFICERS

Officers elected to the Council shall consist of:

- President
- Vice President
- Secretary
- Director of Finances
- Director of Student Affairs
- Director of Communications
- Director of Sustainability
- Senator for Career and Technical Education
- Senator for Humanities and Arts
- Senator for Math and Science
- Senator for Social Science
- Senator for Student Body at Large
- Senator for Lake County Campus
- Senator for Colusa County Campus

The Student Council shall be elected to serve by the students of the college pursuant to the election procedures established by YCCD Policy 5410 and Administrative Procedure 5410.

SECTION 2. TERM

The term of ASWCC officers run along an academic year. Officers shall preside from the last ASWCC meeting of the spring semester in which they are elected and concludes at the last ASWCC meeting the following year. Any person elected or appointed to a vacant position after the spring election shall serve only through the academic year for which they are elected or appointed.

SECTION 3. ELIGIBILITY

All Officers must have a minimum 2.0 cumulative GPA in order to be elected or appointed to an office and maintain a minimum 2.0 cumulative GPA for the duration of their term. ASWCC officers shall be currently enrolled at Woodland Community College and shall have completed or have in progress at least five (5) college units in order to be eligible. Officers must be enrolled in a minimum of five (5) units in order to maintain their eligibility. Officers are only permitted to hold one ASWCC Student Council position at a time and may

not serve as an officer on another college campus.

Officers may serve no more than two terms in the same position. **Any person serving as President or Vice-President must complete a minimum of 12 units at the college to be eligible.**

SECTION 4. AFFILIATIONS

No Officer of the Council can be an Officer of any subsidiary organization on campus during their term in ASWCC, with the exception of officers or candidates approved by a $\frac{2}{3}$ vote of the Council who submit a personal statement on the merits of their dual positions, who under such approval may only hold two offices at any given time, for no more than 1 year, and who must vacate one office if challenged in a Council vote. Such officers must recuse themselves from any ASWCC Council vote that pertains to their subsidiary organization and cannot be the President of two organizations at once.

SECTION 5. VACANCIES

Officers who miss more than three Council meetings without notifying the President, Vice President, or Faculty Advisor in advance may be dismissed from office. Additionally, officers who fail to maintain their eligibility for office or is determined to have engaged in illegal behavior while acting in their role as officer will result in a vacancy of that office. An officer position will also become vacant upon resignation or a recall.

A. Determination of a Vacancy

The decision of whether an office or member's position is vacant shall be made as follows:

1. **ABSENCES and TARDIES** - The existence of a vacancy based on unexcused absences, unexcused tardies, no election, resignation or recall, shall be determined by a two-thirds ($\frac{2}{3}$) vote of the remaining members of the Council
2. **ILLEGAL CONDUCT** - The existence of a vacancy based upon illegal conduct shall be determined by the Dean of Student Services with other college officials, including but not limited to the college disciplinary officers.
3. **INELIGIBILITY** - The existence of a vacancy based upon ineligibility shall be determined solely by the Dean of Student Services, or designee.
4. **PERFORMANCE** - Advisors, in consultation with the remaining executive officers of the component may declare a seat vacant if the objective criteria provided for within the constitution is met, and if sufficient action has been taken by the advisor to address performance related concerns.

B. Filling a Vacancy

In consultation with the Dean of Student Services or designee, the Council shall fill vacant positions by appointment and confirmed by majority vote or by a special election. Special elections may only be held with the concurrence of the College President or designee.

SECTION 6. REMOVAL FROM OFFICE

Officers who are no longer eligible or who are found to be negligent in their duties or engaging in misconduct may be impeached.

- A. Impeachment procedures must be initiated by a written charge from any two Officers.
- B. The charge must specifically state the reason for which the impeachment procedure is being called.
- C. The charge must contain the name and position of only the officer to be impeached.
- D. The charge must be agenzized and presented by the initiating officers at a Council meeting.
- E. At least 3/4 vote of the Council shall be necessary to remove an ASWCC Officer from office. Absent officers must vote by proxy.
- F. An officer under impeachment procedures may not chair the meeting or vote on impeachment proceedings.
- G. An officer who is impeached may not hold office in SSCCC Region II (or similar regional representation such as Student Senate) for one year after removal from office.
- H. Information from ASWCC impeachment proceedings shall remain confidential and may not be disclosed by ASWCC to publicly or privately defame the character of the person who was the object of the proceedings.

ARTICLE IV. RESPONSIBILITIES OF STUDENT COUNCIL

SECTION 1. ASWCC shall protect the interests of the student body at large by representing students of the college and district participatory governance processes.

SECTION 2. ASWCC shall ascertain the interests of the student body, and pass information from WCC to the student body, by creating and maintaining channels of communication including but not limited to the ASWCC website, list-serve, office hours and voice mail, and social networking tools.

SECTION 3. ASWCC shall engage students in campus life by hosting and promoting educational, cultural, and social events.

SECTION 4. ASWCC shall raise and maintain funds to be used for fulfilling their responsibilities and shall vote on the use of these funds.

SECTION 5. ASWCC shall investigate student complaints that are presented to the Council in writing, and shall recommend action to the College.

SECTION 6. ASWCC shall develop general guidelines consistent with district and college policies and procedures for approving student organizations and support the activities of chartered student organizations at WCC for the purpose of unifying those groups and stimulating student life on campus.

- A. Any group composed of college students which uses the name, funds, materials, or services of the college is a campus organization and is subject to regulation by the Council.
- B. Any club, group, or organization desiring the privileges of a campus organization is required to do the following:
 - 1. Choose an Advisor from the Faculty or Management of WCC, subject to the approval of the Dean of Student Services (or Designee).
 - 2. Submit a Student Organization Charter Packet to the Dean of Student Services (or Designee), for approval by the Council.
 - 3. Designate a representative to attend ASWCC meetings a minimum of once per month.
 - 4. Submit a club budget and balance to the Director of Finance at the end of each charter year.
- C. Failure to comply with any requirement listed in Section 6 of this Article gives the Council the authority to revoke an organization's charter.
- D. ASWCC is not financially, legally, or morally responsible for any acts committed or debts contracted by any student club or organization.

SECTION 7. ASWCC shall run elections in April of each academic year to elect the Council for the following year, according to the procedures set out in the Constitution.

ARTICLE V. OFFICIAL PROCEDURES

SECTION 1. MEETING SCHEDULE

The council shall meet a minimum of three times per month to conduct the student body's business on a regular schedule to be determined each semester. At least one meeting per semester shall be held after 6:00PM.

SECTION 2. RULES

The standing authority shall be Robert's Rules of Order, except when in conflict with this Constitution, or when modified by this organization's Bylaws.

SECTION 3. VOTING

All Officers listed in Article III of this document are considered members of the Council and as such will hold one vote on the Council. The President may only vote in the event of a tie, and may not abstain.

Officers who must miss a Council meeting may vote by proxy by filling out a Proxy Vote Form and giving it to any Officer prior to the meeting where the vote will take place.

SECTION 4. BROWN ACT

The ASWCC is a legislative body as defined by California Government Code §§ 54952.(a). As such, the ASWCC abides by the open meeting practices outlined in the Ralph M. Brown Act (Government Code §§ 54950-54962). The ASWCC gives all members of the organization and members of the public opportunities to participate in the open meeting practices of the ASWCC.

Meeting agendas and minutes shall be posted in a public location by the Secretary or designee. Agendas shall be posted at least 72 hours prior to each meeting. Minutes shall be

made available by the next meeting.

SECTION 5. QUORUM

A quorum to conduct business shall consist of 50% plus one of the elected or appointed members of that body. Proxy voting is permitted according to this Constitution and Bylaws.

SECTION 6. AMENDMENTS TO THE CONSTITUTION

The Council, upon its own initiative and advice of the Advisor, may amend this Constitution by a 2/3 majority vote of the Council. Previous notice of proposed changes must be given one meeting prior to the vote being taken. Any amendment requires the ratification of 2/3 of the students voting. Any amendment of this constitution is subject to the review and approval of the Yuba Community College District Board of Trustees.

SECTION 7. INITIATIVES AND REFERENDUMS

All measures passed by the Council may be subject to the vote of the student body at large.

A written petition signed by at least 100 students, including their names and student identification numbers, shall be necessary to request a referendum vote or submit an initiative. The Council shall then include the referendum/initiative at the next regularly scheduled election. A simple majority of those voting shall be necessary to pass a referendum.

SECTION 8. BYLAWS

Bylaws may be adopted to clarify any council procedure or standing practice to ensure organizational knowledge is not lost.

- A. Bylaws are subject to the approval of the advisor and appropriate administrators.
- B. Bylaws may not modify this constitution.
- C. Bylaws can be adopted or amended by a 2/3 majority vote of the Council.
- D. Upon a petition of 100 student signatures and student identification numbers, specific Bylaws may be challenged by a campus wide vote, with a majority decision.

ARTICLE VI. ELECTIONS

SECTION 1. ELECTION TIMING

Election period is as follows:

- A. The nomination and verification period to run for a position on the ASWCC Council will be the four weeks prior to Spring Recess.
- B. Candidates will be notified of eligibility no later than the Monday after Spring Recess.
- C. Eligible candidates will be allowed to campaign for the two weeks following Spring Recess.
- D. The election shall be held over two school days after the campaign period.

- E. Newly elected candidates shall attend all Council meetings, as their schedules permit, until the last week of May to learn Council procedure.
- F. Newly elected candidates shall be installed during the last council meeting of the academic year.

SECTION 2. NOMINATIONS

The process of nomination shall be as follows:

- A. Nomination packet must be filed with the Dean of Student Services during the nomination/verification period.
 - 1. Nomination packet shall contain candidate's name and student identification number, photograph, office for which they are running, and a Statement of Candidacy.
- B. Dean of Student Services (or Designee) shall determine candidates' eligibility and notify candidates of their eligibility status. No candidate may campaign until they are cleared for eligibility.
- C. Names, photos, and Statements of Candidacy for eligible candidates shall be posted publicly by ASWCC during the Campaign period.
- D. Candidates who wish to post additional campaign materials must follow campus protocol for posting flyers, and are responsible for removing all materials no later than the day after the election ends.
- E. No person may run for or hold more than one office in ASWCC at one time.

SECTION 3. OVERSIGHT

The President of Woodland Community College retains oversight over these elections and may investigate any irregularities that may have affected the fundamental fairness of the elections.

SECTION 4. 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 Yuba 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 5. CAMPAIGNING

- A. DEFINITION - Campaigning is defined as any activity which promotes the

candidacy of one or more individuals for an office on the Council. This includes, but is not necessarily limited to: social networking and other use of mass communication through technology, scheduling appearances; lobbying a voter; posting, publication or distribution of advertisements, correspondence or literature.

- B. CAMPAIGN POSTERS - Posting signs for place-holding before the start of campaigning is not permitted. Posters may be placed on campus only on appropriate areas subject to approval by appropriate campus officials in compliance with Yuba Community College District Policies and Administrative Procedures.
- C. OPEN AREAS - Campaigning is permitted in the open areas of the campus in compliance with Yuba Community College District Policies and Administrative Procedures. Campaigning is permitted in classrooms only with permission of the faculty member. Campaign messages should be focused on subjects within the purview of ASWCC.
- D. CAMPAIGN REGULATION SUPREMACY – All campaign efforts shall be bound by the Policies and Procedures of the Yuba Community College District.

SECTION 6. VOTER ELIGIBILITY

Students who are enrolled at the time of the election may vote in ASWCC elections.

ARTICLE VII. LIMITATIONS OF POWERS

SECTION 1. ADVISORS, EDUCATORS, and RESOURCES

The Woodland Community College Student Council shall have an advisor appointed by the College. **An Advisor may be Faculty, Staff, or Administrator.** Every act or omission of the Council shall be subject to the review and approval of the advisor, the **Vice President** of Student Services, the Vice President 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 Council remains with the Yuba College District Board of Trustees. Efforts should be made available to incoming student representatives that define the role and scope of the advisor, raises awareness of their educational function, and informs them of the resources that they have to offer student representatives as it relates to participatory governance, legislative advocacy, and campus activities. If an advisor should find that a decision or action is beyond the defined purview of the elected student officer or member, they should have the ability to take corrective action in consultation with the appropriate campus officials.

SECTION 2. SUPREMACY CLAUSE

The Woodland Community College Student Council is bound by the Policies and Procedures of the Yuba Community College District, and all applicable state and federal laws and regulations.

SECTION 3. RESERVATION OF POWERS

All powers not explicitly granted to the Woodland Community College Student Council remain with the Yuba Community College District Board of Trustees.

ARTICLE VIII. ENABLING AND RATIFICATION

SECTION 1. ENABLING

This Constitution becomes effective when passed by a 2/3 majority vote of a quorum of the Council and simple majority of those voting in a campus-wide election.

SECTION 2. SUPERCEDED CONSTITUTIONS

This Constitution will become effective immediately upon passage. This Constitution shall supersede all other Constitutions on the date adopted.

SECTION 3. PROCEDURES

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

Adopted January 2010
Amended May 2016
Amended April 2019