



Constitution

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Associated Students of Woodland Community College Constitution

Article I: Preamble

Section 1: Establishment

We, the students of Woodland Community College, do hereby establish the Associated Students of Woodland Community College (ASWCC) as a means to represent all of the students at Woodland Community College. Further, recognizing the need for self-governance and student representation, the students of Woodland Community College do hereby establish this constitution and assume the powers and responsibility of self-governance as authorized by the Yuba Community College District Board of Trustees in BP 5400 and California Education Code Section 76060.

Section 2: Mission

It is the mission of the ASWCC to improve the quality of life for students by effecting change in regarding to policy and campus development and by overseeing student activities.

The following is the official mission statement of the ASWCC:

Our mission is to foster a vibrant, inclusive community that champions student needs, promotes excellence, and ensures well-being for all.

Article II: Identification

Section 1: Name

The name of the associated student organization at Woodland Community College, established by this constitution, shall be the Associated Students of Woodland Community College (ASWCC) Council.

Section 2: Mascot

The official mascot of the ASWCC shall be the Eagle.

Section 3: Colors

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

Article III: Purpose

Section 1: General Purpose

The purpose of ASWCC is to ensure student representation in the participatory governance process of the College and the District 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 input, representing views and reporting back to the students.

Section 2: Participatory Governance and 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 ASWCC also serves as a means through which students may be appointed to participate on College Committees, Academic Senate, Task Forces, or other governance entities. The organization shall not participate or intervene in any political campaign (including distribution of statements) on behalf of any candidate for public office.

Section 3: Communication

The ASWCC will further provide a conduit of information for communicating with, for securing the input and views of, and for representing all views of the student constituency. The members of ASWCC have a responsibility to report back to their constituents.

Section 4: Funding

The ASWCC receives an annual budget from the previous Council. The ASWCC is responsible to allocate funding. Funding for ASWCC is provided through college support, the student representation fee, etc. The total budget is broken down into different categories to help achieve the ASWCC mission. Some of the categories include but are not limited to: club support, college programs, ASWCC sponsored programs, and more.

Section 5: 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 6: 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 IV: Membership

Section 1: Non-Voting Members

All enrolled students at Woodland Community Colleges' Woodland, Lake, 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 may have one vote in any matter decided by the Council, except for the President who may only vote in the case of a tie.

Section 3: Officers

Officers elected to the Council shall consist of:

- President
- Vice President
- Secretary
- Director of Finance
- Director of Student Affairs
- Director of Communications
- Director of Sustainability
- Senator for Business, Hospitality, and Entrepreneurship
- Senator for Natural Resources and the Environment
- Senator for Arts, Communication, and Culture

- Senator for Social Justice and Public Service
- Senator for STEM, Health, and Applied Technology
- Senator of Lake County Campus
- Senator of Colusa County Campus
- 3 (three) General Student Senators.

The Student Council shall be elected and/or appointed to serve the students, by the students of the college pursuant to the election procedures established by The Yuba Community College District Policy 5410 and Administrative Procedure 5410, California Education Code, Section 76061 and the ASWCC Bylaws.

Section 4: Eligibility

In order to be eligible to apply and hold office for the Student Council, the following criteria must be met:

- A. Student Council members must have a minimum of a 2.0 cumulative GPA in order to be elected or appointed to an office.
- B. Every Student Council member shall be currently enrolled at Woodland Community College and shall have completed and/or have in progress at least 5 (five) units during each semester of their tenure in office.
- C. Student Council members shall not concurrently hold more than one Student Council position, and may not serve as an officer on another college campus.
- D. Officers may serve no more than 2 (two) terms in the same position.
- E. Any person serving as the President or Vice-President must complete a minimum of 12 (twelve) units at the college to be eligible.
- F. Office hours are to be completed weekly by members of the Student Council.
- G. Student Council members are required to sit on at least one participatory governance entity as the official Student Representative.

Section 5: Term

The term of Student Council members run along the 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 of 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 6: Affiliations

No Executive Officer of the Council (President or Vice President) can be an Executive Officer (President or Vice President) of any subsidiary organization on campus during their term in ASWCC, with the exception of officers or candidates approved by 2/3 (two-thirds) 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 one 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 7: Powers and Duties

A. Powers of the Student Council

The Student Council shall have the following enumerated powers:

1. The power to appoint students to College Committees, Academic Senate Committees, Task Forces, and other governance entities.
2. The power to pass resolutions on shared governance and legislative matters within the purview as stated in District Policy.
3. The power to coordinate with clubs to conduct college-wide activities.
4. The power to recommend the expenditure of its budgeted funds.
5. The power to engage in fundraising activities to pursue matters within its purview as stated in District Policy.
6. The power to enact resolutions concerning matters that have a significant effect on students,
 - a. Grading policies;
 - b. Codes of student conduct;
 - c. Academic disciplinary procedures;
 - d. Curriculum development;
 - e. Initiation or discontinuation of courses or programs of study;
 - f. Institutional planning and budget development;
 - g. Standards and policies regarding student preparation and success;
 - h. Student services planning and development;
 - i. Any student fees within the authority of the District to adopt and;
 - j. Any other District policy, procedure, or related matter that the Board of Trustees determines will have a significant effect on students.

B. Duties of the Student Council

The Student Council, in accordance with district policies and procedures and state laws, shall have the following duties:

1. ASWCC shall protect the interests of the student body at large by representing students of the college in district participatory governance process.
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 Student Government website, list-serve, office hours, phone, and social media networking tools.
3. ASWCC shall engage students in campus life by hosting and promoting educational, cultural, and social events.
4. ASWCC shall raise and maintain funds to be used for fulfilling their responsibilities and shall vote on the use of these funds.
5. ASWCC shall investigate student complaints that are presented to the Council in writing, and shall recommend action to the College.
6. ASWCC shall communicate the existence and resolution of issues of importance within its purview to the participatory governance entities of the college and to the student body at large.
7. ASWCC shall abide by and maintain the ASWCC Constitution and Bylaws.
8. ASWCC shall communicate to the Board of Trustees through the elected Student Trustee.

9. ASWCC shall provide orientation and training for all new members of the Student Council. This training must include, but is not limited to, the purposes and mechanics of the college governance process, methods of securing constituency input, Parliamentary Procedures, proper usage of the Brown Act, the responsibilities and duties of the individual offices as outlined in the Bylaws, and other information needed to explain the various processes the Student Council uses.
10. ASWCC shall follow the Brown Act, as applicable.
11. 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 Woodland Community College 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 designing the privileges of a campus organization is required to do the following:
 - i. Choose an Advisor from the Faculty, Staff, or Management of WCC, subject to the approval of the Vice President of Student Services (or designee).
 - ii. Submit a Student Organization Charter Packet to the Office of Retention and Student Life for approval by the Council.
 - iii. Designate a representative to attend ASWCC meetings a minimum of once per month.
 - iv. 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 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.
12. ASWCC shall run elections in April of each academic year to elect the Council for the following year, according to procedures set out in the constitution.

Section 7: Committees

The ASWCC shall have the following standing committees:

- Event Committee
- Election Committee
- Media Committee
- Sustainability Committee
- Finance Committee

The specifics of each committee are outline in the ASWCC Bylaws. The ASWCC may also create ad-hoc or standing committees to assist with the proper functioning of the organization. Members of all committees may consist of both Council members and constituents. There is no limit to how many student-at-large members a committee can have.

Section 8: Satellite Campuses

Each satellite campus shall have at least 1 (one) senator position on ASWCC.

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 6:00 PM.

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 IV Section 3 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 the 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.

Article VI. Campus Clubs

Section 1: Recognition of Clubs

All campus clubs must be officially recognized and chartered by the Associated Students of Woodland Community College. Charters will be granted to campus clubs who file a Club Charter Packet with the Office of Retention and Student Life. Campus clubs are considered active each semester that they have turned in the complete club charter forms and have attended the minimum required ASWCC meetings as described in the Campus Club Handbook and Campus Club Charter Packet.

Section 2: Deactivation of Clubs

Campus clubs who are inactive for two consecutive semesters will be closed. All campus clubs that have been clubs will have their funds transferred to the ASWCC General Fund. All clubs are subject to suspension if they are not in compliance with; Federal, State, and/or local laws, California Education Code, District Policies and Procedures, the ASWCC Constitution and the ASWCC Bylaws.

Article VII. Resignations and Vacancies

Section 1: Resignation of the ASWCC President

In the case of the resignation of the ASWCC President, a special election shall be held within 30 (thirty) days after notice of the vacancy comes to the attention of the Director of Retention and Student Life.

Section 2: Resignation of the ASWCC Council Members

If a resignation beyond the ASWCC President occurs, and no member in the line of ascension chooses to ascend, the Council by a majority vote may fill the vacancy with a member of the Council or a student from the student body. The individuals must submit the ASWCC application and must meet other eligibility requirements as outlined in the ASWCC Bylaws. Upon resignation, the individual may not reapply to the ASWCC until one full semester has passed.

Section 3: Vacancies

Any office within ASWCC is deemed vacant upon the occurrences of any of the following:

1. No individual was elected to the position.
2. The individual in office resigns.
3. Officers who miss more than 3 (three) consecutive Council meetings without notifying the President, Vice President, or Co-Advisor(s) in advance may be dismissed from office.
4. The individual in office fails to maintain their eligibility for office.
5. The individual in office is determined to have engaged in illegal behavior while acting in their role as officer will result in a vacancy of that office.
6. The individual in office is recalled.
7. The individual in office is impeached.
8. The individual in office is promoted to another position.

Section 4: Determining Vacancies

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

1. **ABSENCES and TARDIES:** The existence of a vacancy based on unexcused absences, unexcused tardiness, no election, resignation or recall, shall be determined by a 2/3 (two-thirds) 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 Vice President of Student Services or designee.
3. **INELIGIBILITY:** The existence of a vacancy based upon ineligibility shall be determined solely by the Vice President of Student Services or designee.
4. **PERFORMANCE:** Co-Advisor(s), in consultation with the remaining executive officers of the Council 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 co-advisor(s) to address performance related concerns.

Section 5: Filling a Vacancy

In consultation with the Vice President 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 agendized and presented by the initiating officers at a Council meeting.
- E. At least 3/4 (three-fourths) 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 VIII. Constitutional Amendments

Section 1: Amendments to the Constitution

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

Section 2: Enabling

The Constitution becomes effective when passed by a 2/3 (two-thirds) majority vote of a quorum of the Council and simple majority vote of those voting in a campus-wide election. If changes are approved, the date of ratification shall be added to the constitution and the approved changes are effective immediately.

Section 3: Superseded Constitutions

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

Section 4: 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 5: 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 co-advisor(s) and appropriate administrators.
- B. Bylaws may not modify this constitution.
- C. Bylaws can be adopted or amended by a 2/3 (two-thirds) 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.

Once ratified by the Council, the updated bylaws are effective immediately.

Section 6: Superseded ASWCC Bylaws

Upon ratification of the bylaws, all prior bylaws are null and void and of no force or effect.

Article IX. Elections

Section 1: Timeline

Each 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 Office of Retention & Student Life during the nomination period.
 - a. Nomination packet shall contain candidate's name and student identification number, photograph, office for which they are running, and a Statement of Candidacy.
- B. Director of Retention & Student Life shall determine candidate's eligibility and notify candidates of the 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 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 or 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 Procedures:

- 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 limited to: social networking and other uses 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. Campaigning and posting of materials may begin two weeks prior to elections and will end 24 hours after the close of election when all materials must be removed. Posters may be placed on campus only in appropriate areas subject to approval by The Office of Retention & Student Life in compliance with Yuba Community College District Policies and Administrative Procedures. Candidates are responsible for removing all of their own campaign materials.
- 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. Campaign messages should be positive and focus on the candidate. No negative campaigning in any way, shape, or form will be permitted. Negative campaigning includes foul language, slander, covering up or removing another candidate’s postings, or anything that may be considered illegal or unethical.
- D. CAMPAIGN REGULATION SUPREMACY – All campaign efforts shall be bound by the Yuba Community College District Policies and Procedures.

Section 6: Voter Eligibility

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

Article X. Limitations of Powers

Section 1: Advisors, Educators, and Resources

The Associated Students of Woodland Community College Student Council shall have co-advisor(s), one who is also the Director of Retention and Student Life and the other, appointed by the Council and the College. An advisor may be Faculty, Staff, or Administrator. Every act or omission of the Council shall be subject to review and approval of the co-advisor(s), the Vice President of Student Services, ~~the Vice President of Instruction~~, and the President of the College. Co-Advisor(s) may work with elected or appointed student representatives to address performance related concerns as apart 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 Community College District Board of Trustees. Efforts

should be made available to incoming student representatives that define the role and scope of the co-advisor(s), 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 the co-advisor(s) 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 Associated Students of 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 Associated Students of Woodland Community College Student Council remain with the Yuba Community College District Board of Trustees.

Adopted January 2010
Amended May 2016
Amended April 2019
Amended April 2024