

# 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.

## ARTICLE I

### Name of Organization

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

## ARTICLE II

### Mission of this Organization

SECTION I: The mission of this organization is to be the official voice for the students and ensure that the students of Antelope Valley College are represented in all matters of shared governance. Through lobbying, advocacy and student representation, we will ensure a supportive educational environment for the Associated Students, while promoting unity and cooperation with, faculty, staff and administration. It is the intent of the ASO to promote campus life, student involvement and engagement.

## ARTICLE III

### Membership

SECTION I: Any student enrolled in classes at Antelope Valley College is a member of The Associated 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 Palmdale Center
- Executive Director of Public Relations
- Executive Director of Special Programs:
- Treasurer;
- Secretary.

SECTION III: The House of Senators consists of:

5 Academic Senators and 3 Student Services Senators

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 elections 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 by-laws 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, or 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. Submitting a written petition to the ASO must make request for a referendum vote. 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, By-Laws or the ASO oath.
  - 3. A member of ASO fails to adequately fulfill their duties.
  - 4. Or any legitimate reason deemed valid by The Associated Students.
- C. Any ASO member, in consultation with the Advisor, can request that a hearing be held for impeachment of any member. Within one (1) week, there will be a minimum of two (2) phone call attempts made, 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, By-Laws 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 By-Laws 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 By-Laws begins upon the approval by the Associated Students and approval by the Board of Trustees.

BY-LAWS 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, By-Laws, and all resolutions that are in effect.
  - B. Meet with the Advisor and other ASO officers on an as needed basis that is determined by both parties.
  - C. Fulfill other responsibilities and duties as designated by the ASO President and the Executive Board within the bounds of the ASO Constitution and By-Laws.
  - D. Serve on the College Board of Appeals Committee.
  - E. Be responsible for finding an alternate for any committee/division meetings he/she is unable to attend.
  - F. Will commit to volunteer for at least five (5) ASO Events per semester.
  - G. Will commit to volunteer for ASO Committees.
- 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 Executive Director of Public Relations.

SECTION VI: Vice President of Palmdale Center

- A. Will coordinate events for Palmdale Center.
- B. Will meet with the Director of the Palmdale Center on a regular basis.

SECTION VII: The Executive Director of Public Relations

- A. Will preside over the Public Relations, Marketing, and Outreach (PMO) Committee.
- B. Will be responsible for the marketing, advertising, social networking tools, and promotion of all ASO activities and events.
- C. Will be responsible for the creation and distribution of all ASO flyers, posters and other means of advertising and promotion.
- D. Will meet with the college Director of Public Relations on an as needed basis determined by both parties.

SECTION VIII: The Executive Director of Special Programs

- A. Will co-chair the Hearts and Hands Pantry
- B. Will meet with the Dean in charge of Hearts and Hands Pantry on a regular basis.
- C. Will work to develop ASO programs to benefit the student body.

SECTION IX: 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 perimeters 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 Administrative 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 Committee (SPBC).



SECTION X: 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 By-Laws.
- 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.
- H. Serve on the College Board of Appeals Committee.
- I. Will commit to volunteer for at least five (5) ASO Events per semester.
- J. Will commit to volunteer for ASO Committees.

**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.

## **ARTICLE V**

### **Student Court**

- SECTION I: The Student Court is designed to hear cases in which students commit offenses against the Student Code of Conduct or other college policies that will not result in the student being dismissed from AVC. These cases are most likely a result of a student allegedly violating the smoking policy, litter policy or any other policy that the Student Cadets, Campus Police, Sheriffs, or Vice President of Student Services refers to the Student Court.
- SECTION II: The Student Court (hereafter referred to as the "Court") has the authority to hear cases under the authority given to AVC Administration by the Board of Trustees. The process will work through the Dean of Student Development and Services in conjunction with the Associated Student Organization.
- SECTION III: Students who are cited for violating an AVC policy and are referred to the Court will have the right to either to appear in person or submit a written appeal of their case. Failure to do either one within 30 days will result in an automatic fine of \$20, which will be applied to the student account. The money will be used to offset the administrative costs of the Court and/or used for the students at the discretion of the Dean of Student Development and Services and ASO.
- SECTION IV: The Court will meet weekly to hear cases and will review all written appeals and make decisions. Additionally, students who want to appear in person to appeal their case can do so as well.
- SECTION V: Hearing panels will be held by students who serve on the Court and their decisions are final. Three students are needed to create a hearing panel. Hearing panels will review in-person and written appeals. Students who chose to appear in person will have 10 minutes to present their case(s) to the hearing panel. They can present any evidence that is relevant, but there is a strict 10-minute limit per case.

At that time, the hearing panel will consider whatever evidence is received and make a decision.

SECTION VI: If the Court finds the student is in violation, the following decisions can be made:

- A. Fines – as low as \$10 and as high as \$200 depending on the severity of the situation and how many times the student has come before the Court for the same offense.
- B. On-campus Community Service – as low as 5 and as high as 80 hours – the amount will be determined based on the severity of the situation and how many times the student has come before the Court for the same offense.
- C. Other appropriate actions – such as apologies, projects to assist and correct the situation on campus, help with ASO or SAC activities, etc.

SECTION VII: Once a decision is made, an email will be sent to the student outlining the Court's decision. This information will be sent to the Vice President of Student Services Office for his/her information and will be kept on file in the Student Development and College Activities Office. If found to be in violation, the student will be responsible for following through on the decision of the Student Court within 30 days. It must be completed prior to the end of the semester in which the violation occurred and/or prior to the next registration cycle or a hold will be placed on the student's records.

SECTION VIII: There will be six (6) student members, but only three members are required to hear any case. Each Student Court member shall serve for one (1) year. Student Court members may be elected/reappointed for only one additional year. Members of the Student Court are selected in a variety of ways:

- A. One is elected by the student body at large during the ASO Elections (or appointed by the ASO President if the position is not filled by the spring election.)
- B. One is appointed by the ASO President
- C. One is selected by the ICC representatives
- D. One is selected by the Honor Faculty Coordinator
- E. One is selected by the SOAR staff
- F. One is appointed by the Dean of Student Development and Services

If a vacancy occurs in any of these positions, it will be filled immediately so that there are six members at all times. If the vacancy is not filled within two weeks, the Dean of Student Development and Services will appoint someone so as not to hold up the process for the students.

SECTION IX: At the first meeting after grades become available following the Spring semester, the committee will meet for training. At that time, they will select a Chief Student Justice who will serve as the lead justice for the year. The role of the Chief Student

Justice is to keep track of cases, conduct follow-up with students, schedule and conduct the appeal meeting, communicate with the Dean of Student Development and Services or designee, send out the letters, etc. If the Chief Student Justice fails to fulfill the above duties, the Dean of Student Development and Services or designee can remove the Chief Student Justice and appoint another.

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