

THE ASSOCIATED STUDENTS OF CITRUS COLLEGE CONSTITUTION

PREAMBLE

We, the students of Citrus College, in order to form a representative student organization, do ordain and establish this constitution of self-government for the Associated Students of Citrus College.

ARTICLE I Name and Purpose

Section 1. The name of this organization shall be: The Associated Students of Citrus College (ASCC).

Section 2. The purpose of this organization shall be:

- A. To guarantee a republican form of student government.
- B. To conduct the activities of the Associated Students and to promote the adoption and application of an effective student government.
- C. To further cooperation among students and between students, faculty, staff, administration, and the community.
- D. To develop a more informed citizenry capable of assuming an active role in society.
- E. To provide effective student representation in the college's shared governance process.

ARTICLE II Nondiscrimination

The Associated Students of Citrus College (ASCC) shall not discriminate, nor will they participate in or affiliate with any organization which discriminates (as discrimination is legally defined) on the basis of: national origin, religion, age, sex or gender (except as exempt from Title IX), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability.

ARTICLE III Membership and Privileges

Section 1. Any properly enrolled student of Citrus College shall automatically become a member of the organization upon payment of the Student Service Fee.

Section 2. All members of the ASCC are entitled to the following:

- A. The right, if eligible, to hold office as provided in the Constitution.
- B. Admission, if eligible, to intercollegiate competition on the conference schedule.
- C. Admission to, and eligibility to participate in, all ASCC social activities, intramural sports, and college-recognized clubs and club activities.
- D. Eligibility to apply for appropriate scholarships.

- E. Receive discounts secured on their behalf.

ARTICLE IV

Officers and Qualifications

Section 1. The elective officers of ASCC shall be the President, Vice President, Student Trustee, Legislative Liaison, and up to seven (7) Senators.

Section 2. The appointed officers of the Associated Students shall be Treasurer, Commissioners of Public Relations, Activities, Inter-Club Council Relations, and Athletics, and not more than three (3) Commissioners-at-Large.

Section 3. Qualifications to run for, and hold office, Definition: (The word "office" in the text means either an elected or appointed office in the student government.)

- A. A student must be enrolled in at least 5 units of college work, and have at least a 2.5 cumulative grade point average. This is determined on the cumulative basis for all college work completed. Exceptions may be granted by the Dean of Students or their designee, on a case-by-case basis.
- B. A student must be a member of the Associated Students in good standing. No student on academic probation or who has a disciplinary file may hold a position of responsibility on the ASCC Executive Board.
- C. A student may not serve on the Executive Board, Student Court, or ICC Board for more than four semesters. Service for more than 44 days will constitute a full semester's service.
- D. Executive Board officers must attend all regular and special meetings.
- E. Three unexcused absences are cause for dismissal with the recommendation of a 2/3 absolute majority of the Executive Board.
- F. Unexcused tardiness of up to 15 minutes constitutes an unexcused absence.

Section 4. ASCC officers may be members and/or officers of any college-recognized club or organization with the exception of the ASCC President who may not serve as an officer of any other club or organization. ASCC officers may not hold more than one position on the Executive Board.

Section 5. The term of office for Associated Student officers shall be one academic year, ending on the last day of instruction of the spring semester and the succeeding officers shall take office immediately.

Section 6. The term of the Student Trustee will begin June 1 and end May 31 of the following year (in accordance with the California Education Code).

ARTICLE V

Duties of the Associated Student Officers

Section 1. The President shall:

- A. Preside over and chair all regular and special meetings of the Executive Board.

- B. Be responsible for the Executive Board agenda development.
- C. Call special meetings of the Executive Board, providing he/she informs all Executive Board advisors and members and complies with Brown Act requirements.
- D. Appoint members of the Associated Student Court with the approval of 2/3 vote of the Executive Board.
- E. Appoint all committee members.
- F. Perform such other duties as may be specified for the President in Robert's Rules of Order (revised).
- G. Act as host for the ASCC at all times.
- H. Be a member of the ASCC Finance Committee.
- I. Develop rapport, communication and information between the Student Trustee, Administration, and Presidents of the Academic Senate, Confidential/Supervisory, Classified Staff, Faculty Association, and Management Team.
- J. Become interim Student Trustee if the elected Student Trustee is removed from office, can no longer serve, or is put on academic or disciplinary probation until a special or general election can be held to elect a new representative.

Section 2. The Vice President shall:

- A. Preside over all Executive Board meetings in the absence of the President, and succeed to that office upon resignation or disqualification of the President.
- B. Act as an ex-officio member in a non-voting capacity of all committees appointed by the President and the Executive Board.
- C. Act as parliamentarian of the Executive Board.
- D. Be a member of the ASCC Finance Committee.
- E. Keep the Executive Board informed on the progress of all appointed committees.
- F. Attend all Citrus College Board of Trustees meetings.

Section 3. The Treasurer shall:

- A. In conjunction with the Student Affairs Administrator, have charge of all Associated Student funds.
- B. Make monthly reports to the Executive Board of the financial condition of the Associated Students.
- C. Be instrumental in operating the budget.
- D. Chair the ASCC Finance Committee.
- E. Maintain an up-to-date financial code and follow the guidelines set forth.

Section 4. The Legislative Liaison shall:

- A. Inform the Student Body and the ASCC of events, legislative action, proposals, and ballot initiatives that could affect community college finances and/or programs.
- B. Attend meetings and conferences that pertain to local, state, or national student organizations, pending approval of the ASCC Executive Board.

Section 5. The Senators shall:

- A. Each be appointed to standing, special, and ad hoc committees, the primary committees being the college Steering Committee and its standing sub-committees.
- B. Each Senator will be assigned academic affairs or student service departments. The Senator shall maintain rapport and become liaison between the Executive Board, faculty, staff, administration, and students.

Section 6. The Commissioner of Public Relations shall:

- A. Chair the Public Relations Committee.
- B. Supply press release material and ensure the dissemination of ASCC publications to the student population.
- C. Be instrumental in promoting good relations between Citrus College, district high schools, other colleges and the college community.
- D. Maintain an active recruitment program from the student body at Citrus College and local high schools.
- E. Conduct all ASCC general and special elections in the absence of an active Student Court in conjunction with the Executive Board President.
- F. Work closely with the editors of all school publications.
- G. Coordinate with the Commissioners of Activities, Athletics and Inter-Club Council Relations.

Section 7. The Commissioner of Activities shall:

- A. Process and file all documents necessary in the activities preparation process.
- B. Chair the Campus Activities Board.
- C. Plan and coordinate all aspects of co-curricular student activities in conjunction with the Office of Student Life.
- D. Delegate activity duties to members of the Executive Board and maintain assignment schedules for each event.
- E. Coordinate with the Commissioner of Public Relations for promotion of events.

Section 8. The Commissioner of Athletics shall:

- A. Establish and maintain a good standing relationship with campus athletic programs and administrators.
- B. Report to the ASCC Executive Board on the activities and competitive results of athletic programs.
- C. Coordinate with the Commissioner of Public Relations in efforts to promote student engagement in athletic events.

Section 9. The Commissioner of Inter-Club Council Relations shall:

- A. Attend all Inter-Club Council Meetings.
- B. Establish and maintain open communication between the Associated Students of Citrus College Executive Board and the Inter-Club Council (ICC).
- C. Report to the ASCC Executive Board on the activities and developments within the ICC and its member clubs.
- D. Coordinate with the Commissioner of Activities in promoting inter-organizational collaboration between the ASCC and ICC.

Section 10. The Commissioner(s)-at-Large shall:

- A. Each be appointed to standing, special, and ad hoc committees to serve in a capacity similar to that of a Senator.
- B. Perform special duties as indicated by the President.

Section 11. The Student Trustee shall:

- A. Be a member of the Citrus Community College District Board of Trustees.
- B. Fulfill all responsibilities of Board of Trustees member according to the California Education Code and Citrus College Board Policies and Administrative Procedures.
- C. Represent the interests of the entire community with a particular emphasis on the perspectives of present and future students of Citrus College.
- D. Attend all ASCC Executive Board meetings and report on the actions of the Board of Trustees.
- E. Act as the mentor to the incoming Student Trustee during the spring semester.

ARTICLE VI

Structure & Duties of the Executive Board

Section 1. The Executive Board, governing body of the Associated Students, shall consist of the following voting members:

- A. President
- B. Vice President
- C. Student Trustee
- D. Treasurer
- E. Legislative Liaison
- F. Up to seven (7) Senators
- G. Commissioner of Public Relations
- H. Commissioner of Activities
- I. Commissioner of Athletics
- J. Commissioner of Inter-Club Council Relations
- K. Up to three (3) Commissioners at Large

Section 2. Succession to the Presidency shall be the currently elected Vice President. Should this officer be ineligible or unwilling to succeed, the Executive Board shall elect to the Presidency one of its voting members.

Section 3. The members of the Executive Board listed in Section 1 have the only voting power of the Executive Board. Each member has one vote.

- A. A quorum consists of 50% plus one of all voting members.
- B. No voting by proxy will be permitted for absent members.
- C. The Chair of the Associated Students Executive Board shall have no vote during the business meeting except to break a tie.

Section 4. The Executive Board shall be responsible for the following duties:

- A. Approving a budget for the ASCC and planning a system of financing all Associated Students functions for the following year.
- B. Establishing a Finance Committee which shall recommend the ASCC budget, ASCC expenditures, and finance policies to the Executive Board. The Finance Committee shall include the following officers:
 - 1. President
 - 2. Vice President
 - 3. Treasurer (Chairperson)
 - 4. One Senator, selected by the President
 - 5. One Commissioner, selected by the President
 - 6. Commissioner of Activities
 - 7. Student Affairs Administrator
- C. Adopting by-laws and various codes mentioned elsewhere in the ASCC Constitution.
- D. Directing the President of the Associated Students to carry out prudent measures for the welfare of the Associated Students not specifically mentioned in this Constitution.
- E. Requiring all officers and students to comply with the provisions of this Constitution.
- F. Setting an example of good conduct and decorum within the Associated Students.
- G. Examining reports of all officers, agents and committees of the Associated Students.
- H. Exercising control over all expenditures of the Associated Students.
- I. Ratifying, upon recommendation of the President, all standing and special committees.
- J. Exercising supervision over all expenditures from Associated Student funds.
- K. Initiating impeachment of an Executive Board member by a 3/4 majority of the entire Executive Board.

Section 5. Business will be conducted under Robert's Rules of Order (revised).

Section 6. Any member of the student body, district staff, or the community may attend the meetings of the Executive Board in a non-voting capacity.

Section 7. The Student Affairs Administrator or his/her designee shall act as advisor of the Executive Board unless otherwise specified by the President of Citrus College.

ARTICLE VII

Judiciary

Section 1. The judicial power of the Associated Students shall be vested in one court known as the Associated Student Court of Citrus College.

Section 2. This court shall consist of five Associated Student members. It will have one advisor. One of the justices shall be elected Chief Justice of the Court and shall preside

at all sessions except when he/she should appoint a member of the court to take his/her place in his/her absence.

Section 3. Members of the court shall:

- A. Be a member of the Associated Students of Citrus College.
- B. Have a cumulative grade point average of 2.5.
- C. Be enrolled in a minimum of five units per semester during their term of office.
- D. Maintain a 2.5 G.P.A. each semester in office.
- E. Be non-voting members of the Executive Board.

Section 4.

- A. Appointment of justices shall be by the ASCC President with the approval of a 2/3 majority vote of the Executive Board.
- B. If, after two weeks of the beginning of each semester, the ASCC President has not nominated ASCC members to fill Student Court vacancies, the Executive Board will nominate and appoint ASCC members to the Student Court with a 2/3 majority vote.
- C. The term of office shall be four semesters or resignation. Dismissal is automatic if the justice is placed on academic or disciplinary probation.
- D. Cause for removal from office shall be:
 - (1) When conditions in Section 3, subsections A, B, C, D, and E are not met.
 - (2) When justices fail to perform duties as stated in Article VI.
- E. The ASCC President shall make appointments to fill vacancies as defined in Section 4, paragraph A.

Section 5. Duties and Powers:

- A. The procedure and methods of conducting court and trying cases shall be outlined in the Judicial Code.
- B. The Associated Student Court shall have the power to review any and all measures enacted or decreed by the Executive Board. This process is initiated by the receipt of a petition of 100 signatures or 25% of the number that voted in the last election, or a request by a majority of the Executive Board or the Inter-Club Council.
- C. The court will have the power to use injunctions or restraining orders against any Citrus club member or student organization. This power may include the freezing of funds. The court shall review all new constitutions and annually review all current club constitutions for legality.
- D. Defendants shall respect the Court and its judgment. Failure to do so will result in a charge of contempt.
- E. Failure to comply with the sentence or finding will result in a recommendation to the Student Affairs Administrator that administrative action be taken.
- F. Appeals may be made to the:
 - 1. Student Affairs Administrator;
 - 2. Vice President of Student Services;
 - 3. President of Citrus College.

Appeals must be made in the order above.

- G. The court shall have the final authority on all club constitutions.
- H. The court shall have no legislative powers except in the event that all members of the Executive Board vacate their offices: The court shall assume the executive powers until new officers are elected. If this is not possible, the court shall draft a new constitution and present it to the electorate for ratification and then conduct elections to staff the executive positions.
- I. A decision of the court must have a majority of all justices concurring.
- J. Any member of the Associated Students may request the court to interpret this constitution.

Section 6. In the absence of a functioning Student Court, all questions shall be referred to the Student Affairs Administrator.

ARTICLE VIII Elections

Section 1. All ASCC general and special elections will be conducted by the Student Court. The Chief Justice shall act as chairman. In the absence of an active Student Court, the general and special elections shall be conducted by the Executive Board with the ASCC President and Commissioner of Public Relations acting as co-chairs.

Section 2. The Office of Student Life shall certify the petitions and deliver them to the Executive Board.

Section 3. Any candidate for elected office must receive a simple majority of the votes to be elected.

- A. Senator candidates must be within the (up to) top seven vote recipients for the Senate elections to be elected.

Section 4. Write-in candidates must be eligible to run for and hold office. Votes cast for individuals who are not eligible to hold office will not be counted.

ARTICLE IX Appointments

Section 1. Appointed ASCC officers must meet the same qualifications for office as elected officers.

Section 2. Applications for appointed offices shall be made available one full week immediately following ASCC elections.

Section 3. The incoming ASCC President will make the appointments for the vacant offices. New officers will be approved pending 2/3 majority vote from elected members of the Executive Board.

Section 4. If, after ten days of the semester, the ASCC President has not nominated members to fill the Executive Board vacancies, the Executive Board may nominate members to fill the vacancies.

ARTICLE X

Initiative, Referendum, and Recall

Section 1. The members of the ASCC shall have the right to initiative, referendum, and recall.

Section 2. Petitions shall require the signatures of 10% of the members of the ASCC. Every petition must bear the exact wording of the action proposed.

Section 3. The Student Court shall certify the petitions and deliver them to the Executive Board. An election must be held within ten school days after the petitions have been received by the Executive Board. The proposed action shall be posted for no less than five school days.

Section 4. For initiative and referendum, a vote of 50% plus one vote is necessary to approve the proposed action.

Section 5. For recalls, a minimum of a 60% majority is necessary to approve the proposed action. By definition, only elected officers may be recalled.

ARTICLE XI

Athletics

Section 1. The intercollegiate athletic program may include those programs that are sanctioned by the athletic league in which Citrus College is a member.

Section 2. The official insignia of Citrus College shall be the Owl. The official name "Owls" shall be used for all the athletic teams.

Section 3: The Official school colors of Citrus College are blue, white, and orange

ARTICLE XII

Ratification

The constitution shall be considered ratified after an election is held and a simple majority of the Associated Students is in favor of its adoption.

ARTICLE XIII

Amendments to the ASCC Constitution

Section 1. Revision of the constitution requires a simple majority of the votes cast at a special or general election.

Section 2. Amendments to this constitution may be proposed by either one of the following:

- A. A 2/3 absolute majority of the Executive Board.
- B. A petition signed by 10% of the members of the ASCC.

Section 3. A special election may be called when approved by a 2/3 vote of the Executive Board.

Section 4. All amendments and revisions will be available to the student body for at least 5 school days prior to an election.

ARTICLE XIV Amendments to the ASCC Codes

Section 1. Amendments to ASCC codes must be approved by a 2/3 vote of the Executive Board.

Section 2. Amendments to ASCC codes must be voted upon within four weeks of the first day of classes of the fall or spring semester. If amendments are not approved within the first four weeks, the prior year's governing laws shall automatically be in effect.

ARTICLE XV Constitutional Authority

This constitution will be considered as the final authority and supersede the constitution of any student club or student organization on the campus of Citrus College.

AMENDED: 11/11/93, 12/04/98, 05/03/00, 05/05/04, 05/05/05, 03/06/14, 06/04/15, 06/05/17, 10/24/18, 10/23/19, 04/22/20, 4/22/21, 06/02/22

NOTICE: Any proposed amendments to this constitution that are in violation of or in contradiction to College policies, procedures, regulations, or local, state, and federal laws will not be allowed. Any items in this constitution that are found to be in violation of any of the above will be removed or changed in accordance with College policies and/or local, state, and federal laws.

In addition, any constitutional changes that make unreasonable demands of college employees will not be allowed (at the discretion of the Dean of Students or designee).