

*Constitution  
for the  
Associated Students of College of Alameda*

We, the students of College of Alameda, do hereby establish a student association, so we can strive to do what is necessary and proper to support our peers through services, events and advocating for policies that will realize the Title 5 mandate, which holds that: community colleges prepare all students to participate effectively in all domains of society through foundational knowledge, critical thinking skills, employment skills, and personal enrichment through lifelong learning.

We also recognize the student body association authority and powers are derived from the Board of Trustees of the Peralta Community College District in accordance with the California Code of Regulations (Title 5, Division 6, § 51023.7 et al.) and the California Educational Code (§ 76060).

Therefore, we establish this constitution to serve as the governing framework for this association, in order to fulfill our mission.

### **Article I. Name, Mascot, Colors**

Section 1: The name of this Student Association shall be “The Associated Students of College of Alameda”, hereinafter referred to as the Association or ASCOA.

Section 2: The mascot of the Association shall be a cougar.

Section 3: The colors of the Association shall be Royal Blue and White.

### **Article II. Membership**

Section 1: All currently registered students of the College of Alameda shall be members of the Association.

Section 2: The following rights and privileges shall be granted to members of the Association: the right to hold any elected ASCOA office, provided the appropriate qualifications are met; the privilege to participate in intercollegiate athletics and any clubs or organizations chartered by the Association; and the right to vote in any ASCOA election.

### **Article III. The Student Senate**

### Section 1; Composition:

The Student Senate shall consist of thirteen (13) Senators, six (6) of which shall be elected by the Senate to serve as the Officers of the Senate: the President of the Senate, Vice-President of Operations, Vice-President of Programs, Secretary of the Senate, Treasurer of the Senate, and the Communications Officer.

### Section 2; Organization and Procedure:

The President shall preside over meetings of the Senate. The Student Senate shall meet no less than twice a month, at the same day and time, and may be called into special meeting by the President. It is expected that all Student Senate members will attend all ASCOA Senate meetings and arrive on time.

Each member of the Student Senate shall receive one (1) vote, excepting the Officer presiding over the meeting who shall only receive one (1) vote in the case of a tied vote. Absentee voting shall be allowed in the Student Senate. No voting shall be conducted or considered binding except that business which is conducted by a quorum of voting members. Quorum shall consist of fifty percent (50%) plus one (1) of voting members.

All official Student Senate members shall execute their official duties, as enumerated or be subject to impeachment under Article V, Section 4 of this Constitution.

The Student Senate shall follow the most current edition of Robert's Rules of Order and Procedures, and all meetings shall be conducted in compliance with the Ralph M. Brown Act of 1953.

### Section 3; Powers and Functions of the Senate:

All legislative powers shall be vested in the Student Senate. The Student Senate shall have the power to allocate funds generated by and for the Associated Students and to approve all budgets submitted. The Student Senate may adopt legislation and resolutions, which are necessary and proper for the carrying out and the execution of any duties, powers, responsibilities, or obligations of the Association. The Student Senate shall approve of the appointment of committee chairpersons.

The Student Senate, in accordance with the aforementioned Brown Act, shall keep a written record of all proceedings, monetary allocation, receipt submission, minutes, and agenda on a timely fashion. The Senate Secretary must make public record of information by posting 72 hours before the next scheduled meeting.

### Section 4; Duties of the President of the Senate:

It shall be the duty of the President of the Senate: to serve as a spokesperson of the entire student body, to represent the college to other associations or bodies, serve as a liaison between the Association and college administration, and to oversee association's efforts on student activity events and planning, school policy support from students, budget allocation, fiscal planning, recognition of developing issues pertaining to students, and communication between faculty, staff, administration and the student body.

The President shall make appointments to vacant student positions or boards, shall schedule the Senate meetings, set the Senate's meeting agenda, and preside over Senate meetings.

The President is elected to the office from within the Senate by the Senate members.

#### Section 5; Duties of the Vice-President of Operations:

It shall be the duty of the Vice-President of Operations: to assume duties of The President in event of his or her absence, to be responsible for operations management of the Senate, to be in charge of the Master Calendar, is responsible for informing Student Senate of all area, district and state meetings necessary for the performing of duties, to maintain a master copy of all records, to receive all committee and board reports, and to receives applications for appointment and club establishment.

The Vice-President of Operations shall assist President with various administrative duties as may be assigned and is responsible for all committees placed under his and her authority.

The Vice-President of Operations is elected to the office from within the Senate by the Senate members.

#### Section 6; Duties of the Vice-President of Programs:

It shall be the duty of the Vice-President of Programs: to draft and maintain the Student Life calendar, to receive all event and activity proposals and present them to the Senate for approval, to ensure the occurrence of Student Life events during the school year, to facilitate the collaboration between Student Clubs and ASCOA on events and activities.

The Vice-President of Programs shall chair all committees placed under his or her authority and shall assist the President with various programming duties as may be assigned.

The Vice-President of Programs is elected to the office from within the Senate by the Senate members.

#### Section 7; Duties of the Treasurer of the Senate:

It shall be the duty of the Treasurer of the Senate: to keep an accurate account of all Funds and Expenditures, to facilitate any funding request and can approve of them in the absence

of the President, and is responsible for conservation of the treasury and for generating income for the group.

The Treasurer is responsible for all committees placed under his/her authority and shall assist the President with various fiscal duties as may be assigned.

The Treasurer is elected to the office from within the Senate by the Senate members.

#### Section 8; Duties of the Secretary of the Senate:

It shall be the duty of the Secretary of the Senate: to take and maintain minutes of the open and closed sessions of the Senate meetings, to write and maintains all Senate correspondence, to maintain contact list of all members of the board, clubs Senate committees, and others as necessary and proper to the functioning of the Senate, and to make and distribute copies of all reports, bills, amendments, and other documentation open to the public upon request.

The Secretary is responsible for all committees placed under his/her authority and shall assist the President with various secretarial duties as may be assigned.

The Secretary is elected to the office from within the Senate by the Senate members.

#### Section 9; Duties of the Communications Officer:

It shall be the duty of the Communications Officer: to be in charge of establishing, coordinating and maintaining all marketing and outreach efforts deemed necessary and proper for the Senate, including but not limited to events, student elections, student opportunities and news that effects students. He/she is responsible for all committees placed under his/her authority and shall assist the President with various marketing and outreach duties as may be assigned.

The Communications Officer is elected to the office from within the Senate by the Senate members.

#### Section 10; Duties of the Senators:

It shall be the duty of all Association Senators to act as a representative of students to ASCOA board, Faculty, Staff and Administration, both to voice the student's opinions, concerns, and needs on matters of campus policy, to gather and distribute information to the students so that they might best inform the Senators of those needs, opinions and concerns, to perform duties as requested, that are necessary and proper, to manage both the business and scheduled events of the Association, and are responsible for all committees placed under his/her authority.

There shall be representation of any student community on campus, for example the learning communities, from a varying range of majors, departments and programs, from EOPS, from DS/PS and ASTI.

Section 11; Succession:

In the event the President is unable to chair a meeting of the Senate or if presiding over the meeting presents a conflict of interest, the order of succession follows thusly: the Vice-President of Operations, the Vice-President of Programs, the Treasurer, Communications Officer and then the Secretary.

## **Article IV. Elections**

Section 1; Requirements for Office:

All nominees and appointees shall meet the minimum requirements set forth in the current Peralta Community College Student Elections Code.

Section 2; Election Committee:

The Student Senate shall initiate an Elections Committee chaired by an individual who is appointed by the President. The chairperson, in turn, shall appoint four (4) other members to the Election Committee. The Student Activities Adviser or an Administrator designated by the College President must also be included in the Elections Committee. It shall be the duty of the Elections Committee to ensure that all elections are conducted in compliance with the Peralta Community College Student Elections Code, to act as and solicit volunteers to work the polls, to announce and make sure all nominees and issues on the ballot are adequately publicized to the student body.

Appointments of the Elections Committee shall occur no later than eleven (11) weeks before election day as delineated in Section III of ADMINISTRATIVE PROCEDURE 5410.

Any member of or volunteer for the Elections committee may not seek nomination to any position nor have any conflict of interest while on or working for the Committee. Conflict of interest must be determined by majority vote of the Student Senate during the appointments to the Elections Committee.

Section 3; Conduct of Elections:

All elections shall be conducted in accordance with the Peralta Community College Student Elections Code.

## **Article V. Initiative, Referendum, Recall, Impeachment, Petition for Review and Term Limits**

Section 1; Initiative:

Members of the Association shall have the power to initiate legislation by means of a petition signed by ten percent (10%) of the members of the Association. The Student Senate shall be presented the proposed legislation, stated in full, to be addressed for possibility of special election. It is the duty of the Student Senate to call a special election within two (2) weeks of the proposal.

#### Section 2; Referendum:

The Student Senate can, by referendum, reject or accept a proposal on any matter that is of student concern. A referendum can be initiated by an order of a majority vote of the Senate. A referendum election shall be called by the President within two (2) weeks of its initiation.

#### Section 3; Recall:

Any member of the Association may request the removal of any Student Senate member, by means of a petition signed by ten percent (10%) of the members of the Association, from any committee, board, task force or office.

#### Section 4; Impeachment:

Any member of the Student Senate, who fails in his or her obligations as enumerated in Article III, acts in a manner that exceeds the boundaries set by the Student Code of Conduct, or acts in a manner deemed detrimental to the Association, may be formally charged by any member of the Association.

#### Section 5; Petition for Review:

Any member of the Association may request the Senate review any action, within 4 months of the action's passage, by means of a Petition for Review.

#### Section 6; Term Limits:

All members of the Student Senate, elected or appointed, shall hold office for a term of one (1) year (July 1<sup>st</sup> through June 30<sup>th</sup>). Any member of the Senate, whether elected or appointed, serving no more than three (3) years or six (6) semesters, has reached the term limit.

## **Article VI. Committees**

Standing and Ad hoc committees shall be established as needed. The President shall appoint sufficient members, both Senators and Students-at-Large, to carry out the

committee functions. The duties of each committee shall be defined by the Student Senate and carried out under the Student Senate's supervision.

## **Article VII. Amendments and By-laws**

### Section 1; Amendments:

Amendments to the constitution may be proposed by a two-thirds (2/3) vote of the Student Senate or a written petition signed by ten percent (10%) of the members of this Association. The proposed amendment must be submitted in writing to the President of the Association at the next regular meeting of the Student Senate.

The Proposed amendment may be integrated by two-thirds (2/3) majority of the valid votes cast in any general or special election.

### Section 2; By-laws:

The Student Senate shall create and enforce approved by-laws consistent with the aims of the constitution and the Brown Act. All by-laws become effective upon acceptance by two-thirds (2/3) of the Student Senate and may be amended or revoked by a two-thirds (2/3) majority vote.

## **Article IIX. Financial Procedures**

All financial procedures and documentation shall be in compliance with the current ASCOA Financial Code, any Peralta Community College Student Financial Codes and the By-laws of the Association.

## **Article IX. Clubs and Organizations**

### Section 1; Chartering of Clubs:

Any club or organization formed on campus, and chartered by the Student Senate, using college facilities, materials, the college or Association's name, or funds, shall come under the jurisdiction of the Student Senate and Administration of this college. Students wishing to charter a club or organization must obtain approval, including organization constitutions and by-laws, from the Student Senate. Any club staking part in an event sponsored by the Association must be chartered prior to the event.

### Section 2; The Inter-Club or Campus Life Council:

The Student Senate may deem it necessary to form a Inter-Club Council of representatives from all chartered clubs and organizations, or Campus Life Council of representatives from

the campus community, in order to coordinate events and advise the Student Senate on all proposed Association legislation relating to College clubs and organizations.

### Section 3; Club Discrimination

It is unlawful for any clubs or organizations to discriminate against or disallow membership or election to a student because of race, color, creed, national origin, or ancestry.

## **Article X. Enabling Clauses**

Section 1: This Constitution shall be in effect when approved by two-thirds (2/3) majority of valid votes cast by the members of this Association and shall be adopted on June 1<sup>st</sup>, 2012.

Section 2: This Constitution shall supersede all other Student constitutions on the certified date of adoption.