

Associated Students of Hartnell College

Constitution

PREAMBLE

We, the students of Hartnell College, adopt this constitution as the guidelines in which the voice of the students shall be carried and represented in shared governance at the college, regional, state, and federal levels, and that through this voice students shall:

- 1) have access to programs, services, and facilities that will support them in their academic pursuits and development as able citizens and future leaders,
- 2) enjoy a campus free from discrimination based on ethnicity, national origin, religion, gender, age, sexual orientation, or disability,
- 3) have their rights and responsibilities as students protected.

ARTICLE I

Name, Color, Insignia, and Emblem

Section I. The name of this organization shall be the Associated Students of Hartnell College (herein after referred to as the ASHC).

Section II. The colors of the ASHC shall be maroon and gold.

Section III. The official insignia of the ASHC will be the following:



ARTICLE II

Membership

Section I. All currently registered students of Hartnell College shall be members of the ASHC. All such members shall hold equal voting rights in the ASHC.

Section II. Members of the ASHC have all rights and responsibilities granted by this Constitution.

ARTICLE III

Jurisdiction

Section I. The affairs of the ASHC. will be conducted by the ASHC Senate, which will be made up of a Legislative Branch, an Executive Branch, and 20 person (non-voting) Committee membership.

ARTICLE IV

Executive Branch

Section I. The function of the Executive Branch shall be to administer the affairs of the ASHC Senate and to put into operation all the laws passed by the Legislative Branch. It shall coordinate relations with other student associations and with the College Administration.

Section II. The Executive Branch shall consist of two (2) elected non-voting members and four (4) elected voting members.

The elected non-voting members shall be:

1. President
2. Vice President

The elected voting members shall be:

1. Vice President of Finance
2. Vice President of Communications and Public Relations
3. Vice President of Inter-Club Council and Activities
4. Vice President of Programs and Services

Section III. The Chair of the ASHC Senate shall be the Executive Vice President of the ASHC. The Chair's duties shall be:

1. To preside over the Senate meetings (The Vice Chair shall preside in his/her absence.)
2. To be responsible for the proper enforcement of the Senate's Rules of Procedures.

Section IV. Duties of Officers

President

(\$1,500 Stipend per year)

1. Must have completed 24 units at Hartnell Community College before taking office.
2. Shall have served on the ASHC senate for at least one semester, or at least one full term (two semesters) as a Club Officer prior to taking office.
3. Shall be elected in General Election by the ASHC, or have been approved by ASHC senate to replace an elected President who has resigned or been removed.
4. Shall serve for no more than two years (4 semesters) as President.
5. Required to attend all ASHC meetings and special or emergency meetings. Unless giving written notice to ASHC officers and advisor.
6. Required to represent students on the Resource Allocation Shared Governance Committee.
7. Required to attend and participate in at least fifty-percent (50%) of the activities hosted by the ASHC.
8. Required to commit a minimum of twenty (20) hours a month outside of regularly scheduled ASHC meetings on student senate or shared governance material. At least one of those hours weekly must be scheduled in the ASHC work room to provide access to the student body.
9. Reviews the budget proposal prior to submission for approval to ASHC.
10. Must oversee Vice Presidents and their completion of requirements for approval of their stipends to insure that required work has been accomplished.
11. Shall propose to the ASHC senate for appointment Senators, Vice-Presidents, Committee Chairs, Shared Governance Representatives, and other officers as deemed necessary outside of regular elections.
12. To be the Chief Executive Officer of the ASHC.
13. To be responsible for the execution of all legislation including the coordination of the ASHC committee system.
14. Responsible for the administration of the ASHC web page on the Hartnell Web Site.
15. Shall be ex-officio members of all ASHC committees and councils.
16. To assist the Executive Vice President in the planning, coordination and implementation of an internship program and workshops or trainings for incoming members and currently serving members throughout the year.
17. May propose to Student Senate the recall of any appointee or the removal of any Senator or Vice-President.
18. May veto any action taken by the ASHC by submitting a written statement to that effect within one week of the action in question.

Executive Vice-President

(\$1,250 Stipend per year)

1. Needs to have satisfactorily completed twelve units prior to taking office.
2. Shall have served on the ASHC for at least one full semester or at least one full term (two semesters) as a Club Officer prior to taking office.
3. Shall serve for no more than two years (4 semesters) as Executive Vice President.
4. Shall be elected in General Election by the Student Body, or have been approved by ASHC to replace an elected vice-president who has resigned or been removed.
5. Must perform the duties of the President during his/her absence.
6. Next in succession for the President position if the President resigns or is removed.
7. Shall serve for no more than two terms as Executive Vice-President.
8. Required to represent students on the Enrollment Management Shared Governance Committee.
9. Required to attend and participate in at least fifty-percent (50%) of the activities hosted by the ASHC.
10. Required to commit a minimum of eighteen (18) hours a month outside of regularly scheduled ASHC meetings on student senate or shared governance material. At least one of those hours must be scheduled in the ASHC work room to provide access to the student body.
11. Required to report to the President.
12. Required to attend all ASHC meetings and special or emergency meetings. Unless giving written notice to ASHC officers and advisor.
13. To act as the Chair of the Senate.
14. Shall serve as the tie-breaking vote.
15. To plan, coordinate, and implement an internship program and workshops or trainings for incoming members and currently serving members throughout the year.
16. Responsible for the coordinating elections process and recruitment with all other members of the ASHC.
17. Shall have the authority to appoint ad hoc or special committees as needed or requested by the Senate.
18. Shall take an inventory of ASHC properties and report when equipment is missing or damaged.
19. To provide liaison between the legislative and executive branches.
20. Responsible for the calendar and scheduling of ASHC conference rooms.

All ASHC Vice-President Positions

- Must have a minimum 2.5 cumulative GPA at the time of taking office and throughout the entire duration of the term in office.
- Must be considered a full-time student at the time of taking office and during the entire duration of the term.
- Shall serve on the ASHC in any position for no more than three (3) years.

Vice-President of Finance

(\$1,000 Stipend per year)

1. Needs to have satisfactorily completed twelve units prior to taking office.
2. Shall be elected in General Election by the Student Body, or have been approved by ASHC to replace an elected Vice-President of Finance who has resigned or been removed.
3. Shall serve for no more than two terms as Vice-President of Finance.
4. Required to report to the President.
5. Shall assume responsibility for coordination, preparation, and presentation of annual budget to the President and the ASHC.
6. Shall serve as the ASHC Treasurer and represent the ASHC in financial matters.
7. Shall keep an account of all money for ASHC and ICC to insure that all activities and organizations stay within budget.
8. Required to attend all ASHC meetings and special or emergency meetings. Unless giving written notice to ASHC officers and advisor.
9. Shall assume responsibility for ASHC payment vouchers and invoices.
10. Required to attend and participate in at least fifty-percent (50%) of activities hosted by the ASHC.
11. Required to commit a minimum of fifteen (15) hours a month outside of regularly scheduled ASHC meetings on student senate or shared governance material. At least one of those hours must be weekly scheduled in the ASHC work room to provide access to the student body.
12. Shall inform members of the Senate of the financial position of various accounts with financial statements for the prior month, on the first meeting of every month.
13. Shall maintain and distribute a record of cash disbursements to members of the Senate.
14. Shall consult with the College Controller on financial problems, and with the appropriate advisor.
15. Required to represent students on the Financial Information Shared Governance Committee.

Vice-President of Communication & Public Relations

(\$1,000 Stipend per year)

1. Needs to have satisfactorily completed twelve units prior to taking office.
2. Shall be elected in General Election by the Student Body, or have been approved by ASHC to replace an elected Vice-President of Communications & Public Relations who has resigned or been removed.
3. Shall serve for no more than two terms as Vice-President of Communication & Public Relations.
4. Required to report to the President.
5. Shall attend or designate a substitute to attend all Board Meetings.
6. Required to attend all ASHC meetings and special or emergency meetings. Unless giving written notice to ASHC officers and advisor.
7. Required to represent students on the Technology & Human Resources Shared Governance Committee.
8. Required to attend and participate in at least fifty-percent (50%) of the activities hosted by the ASHC.
9. Required to commit a minimum of fifteen (15) hours a month outside of regularly scheduled ASHC meetings on student senate or shared governance material. At least one of those hours must be weekly scheduled in the ASHC work room to provide access to the student body.
10. Shall prepare unofficial copies of minutes for Senate approval.
11. Shall publish approved minutes, distribute them to Commissioners and College administrators, and post them around the campus.
12. Shall type forms, policies, contracts, schedules, charts, write letters concerning Senate business, and prepare materials that the Senate may request.
13. Shall notify persons or organizations concerned with Senate proceedings and shall file all correspondence.
14. Shall be responsible for the filing of all documents.
15. Shall keep a permanent record of all previous meetings.
16. Shall keep a complete and permanent record of the ASHC Constitution and legislation passed by the Senate.
17. Shall be responsible for press relations for the above specified functions (press passes, etc.) as approved by the ASHC Senate.
18. Shall act as liaison between the Senate and the College media for distribution of information to the students.
19. Shall be in control of all publicity, including the bulletin boards, and shall serve as information officer for the ASHC.
20. Shall work closely with all members of the Senate on advertising for the ASHC and its activities.
21. Shall report to the Senate on all publicity for all ongoing ASHC activities.

Vice-President of the Inter-Club Council & Activities

(\$1,000 Stipend per year)

1. Needs to have satisfactorily completed twelve units prior to taking office.
2. Shall be elected in General Election by the Student Body, or have been approved by ASHC to replace an elected Vice-President of Communications & Public Relations who has resigned or been removed.
3. Shall serve for no more than two terms as Vice-President of Communication & Public Relations.
4. Required to report to the President.
5. Chair I.C.C. Meetings.
6. Shall write bulletins when necessary for upcoming events.
7. Required to attend all ASHC meetings and special or emergency meetings.
8. Required to represent students on the Curriculum Shared Governance Committee.
9. Required to attend and participate in at least fifty-percent (50%) of the activities hosted by the ASHC.
10. Required to commit a minimum of fifteen (15) hours a month outside of regularly scheduled ASHC meetings on student senate or shared governance material. At least one of those hours must be scheduled in the ASHC work room to provide access to the student body.
11. Shall organize, promote, and be responsible for all cultural and social activities of the ASHC.
12. Shall assist in Hartnell College student social and cultural events on and off campus when necessary.
13. Shall work on the formulation and update of a calendar of events.
14. Shall work on securing facilities for ASHC events.
15. Shall insure the adherence to the I.C.C. By-Laws.
16. Shall create a rotating schedule for clubs to record minutes at ICC Meetings.
17. Shall be responsible for the utilization and maintenance of the Hartnell College Center.
18. Must coordinate with Vice-President of Communication & Public Relations on all ongoing and upcoming events.
19. Shall be responsible for coordinating Club Day.

Vice-President of Programs & Services

(\$1,000 Stipend per year)

1. Needs to have satisfactorily completed twelve units prior to taking office.
2. Shall be elected in General Election by the Student Body, or have been approved by ASHC to replace an elected vice-president who has resigned or been removed.
3. Shall serve for no more than two terms as Vice-President of Programs & Services.
4. Required to report to the President.
5. Required to attend all ASHC meetings and special or emergency meetings.
6. Required to represent students on the Program, Planning & Assessment Shared Governance Committee.
7. Required to attend and participate in at least fifty-percent (50%) of the activities hosted by the ASHC.
8. Required to commit a minimum of fifteen (15) hours a month outside of regularly scheduled ASHC meetings on student senate or shared governance material. At least one of those hours must be scheduled in the ASHC work room to provide access to the student body.
9. Responsible for organization, coordination, and expansion of BookLenders programs and services.
10. Responsible for maintaining and expanding the Cat-Card program and services.
11. Responsible for maintaining the College Center, Game Room, and Lounge.
12. Responsible for developing and implementing new programs and services for students.

Legislative Branch

Section I. The duties of the Legislative Branch are:

1. As voting members of the ASHC, the senators of the legislative branch are responsible for adopting measures necessary to protect the general welfare and interests of the ASHC. In general, it shall perform all legislative functions of the ASHC.
2. It shall meet in regular sessions in accordance with its Rules of Procedure.
3. At least a majority of the Legislative Branch membership of the Senate, excluding the Chair, shall constitute a quorum. Vacancies shall not be included in determining the quorum.
4. All enacted legislation shall be presented in writing to the ASHC President within five (5) school days following passage (pursuant to Article IV. Section III, i.e.) All measures must be consistent with the provisions of the constitution.
5. All the ASHC Senate shall be an active participant in campus governance.
6. All Positions:
 - a. Must have a minimum 2.5 cumulative GPA at the time of taking office and throughout the entire duration of the term in office.
 - b. Must be considered a full-time student at the time of taking office and during the entire duration of the term.
 - c. Shall serve on the ASHC Student Senate, in any position, for no more than three years (6) semesters.

Section II. Legislative Branch

The Legislative Branch shall consist of eight (8) voting student senate members. These members will be elected representatives known as Senators, (8 Total Senators: 5 At-large, 1 South County, 1 Alisal Campus, 1 Evening/Weekend/Online.)

Senators

1. Required to attend all ASHC meetings and special or emergency meetings.
2. Required to attend and participate in at least fifty-percent (50%) of the activities hosted by the ASHC.
3. Required to commit a minimum of ten (10) hours a month outside of regularly scheduled ASHC meetings on student senate or shared governance material.
4. Will work in connection with a designated vice president that will be determined during the workshop/training using strength analysis exercises.
5. Required to represent students on a Shared Governance Committee.

Section III. The functions and powers of the Legislative Branch are:

1. To operate as the chief policy-making body of the ASHC.
2. To delegate specific authority to the Executive Branch or to any group or committee under the jurisdiction of the Legislative Branch.
3. To approve and determine the functions of the ASHC Senate Standing Committees and Ad Hoc Committees.
4. To exercise control over the finances of the ASHC Senate and approve ASHC Senate budgets and require accountability of any allocated monies as deemed necessary.
5. To hear student concerns and make appropriate investigations and recommendations to the ASHC President and/or to the appropriate College Department or personnel.
6. To enforce the provisions of the Constitution.
7. To develop appropriate legislation that would allow for control of all activities as delegated to the ASHC Senate by the College Superintendent-President or designee.
8. To develop policy as may be deemed necessary for the general welfare of the Associated Students.
9. To approve by two-thirds (2/3) majority vote of the Legislative Branch the appointments of all ASHC Senate members.
10. To conduct its meetings in accordance with the Brown Act. (Government Section 1120.)
11. To make recommendations to fill vacancies after 30 days of the vacancy if no extension is granted the ASHC President.
12. To override an Executive veto by a two thirds (2/3) majority vote of the Legislative Branch.
13. To dismiss any of its members after the third unexcused absence from the Senate meetings.
14. To dismiss any of its members who are in violation of Hartnell's and ASHC alcohol and drug policy.

ARTICLE VI

Elections

Section I. Elections

1. The Legislative Branch shall have the power to set all the guidelines for all the student elections in cooperation with the ASHC advisor. The Superintendent/President or his/her designee may resolve election disputes. The Legislative Branch may also call a special election as may be necessary. (Refer to Election Code.)
2. The election of the Executive Branch and Legislative Branch shall be held on a Wednesday or Thursday in the Spring Semester, date to be recommended by the ASHC Advisor by the end of the fall semester.
3. Candidates for elected senate positions shall file their petitions as individual candidates before the designated deadline.
4. Term will commence on the last meeting of the ASHC Senate in the spring semester and will conclude at the last meeting of the spring semester the following year.
5. All current officers of the ASHC shall continue in office until the first installation of the officers under this Constitution.
6. Any potential candidate may apply to run for at most one elected position on the ASHC Senate.
7. You can hold only one elected or appointed ASHC position at one time, with the exception of the Chair and Vice Chair positions.
8. It shall be mandatory for all elected or appointed members of the ASHC Senate to enroll in a Student Government class when offered. Exceptions shall be at the discretion of the advisor.
9. The lifetime maximum combined time any eligible individual may serve in any ASHC Senate position (elected or appointed) shall not exceed three (3) terms or six (6) semesters, excluding summer and winter sessions.

ARTICLE VII

Recall and Vacancies

Section I. Recall

1. A recall election shall be called by two-thirds (2/3) majority vote of the voting membership of the Legislative branch of the ASHC Senate.
2. A recall election shall be called for by a petition signed by five percent (5%) of the members of the ASHC (the signers' student I.D. number must accompany the signatures.)
 - a. The petition shall be submitted to the ASHC Election Committee in the cooperation with the Student Advisor, and this Committee shall determine within five (5) school days if the petition fulfills the requirements as established by this article.
3. If the petition fulfills the stated requirements, the recall election shall be held within three weeks of the valid petition by the ASHC Election Committee.

Section II. Vacancies created by other than recall

1. If the office of an ASHC President is vacated for any reason other than recall, the Executive Vice President shall succeed to the Presidency. If the office of the Vice President is vacated for reasons other than recall, the Senate Vice Chair shall succeed him/her.
2. If the vacancy in any other elected office is vacated for reasons other than recall, the ASHC President shall fill the vacancy by appointment with approval of a two-thirds (2/3) majority vote of the total membership of the ASHC Senate.

ARTICLE VIII

Amendments

Section I. Constitutional Amendments

1. The senate may, by two-thirds (2/3) majority vote of its total membership, propose amendments to this constitution and submit them to the ASHC Senate for adoption.
2. Upon petition by five percent (5%) of the members of the ASHC a proposed amendment can be placed before the ASHC Senate for adoption.

Section II. A simple majority of votes cast in an election by the ASHC shall be required for the adoption of the proposed amendments.

Section III. The ASHC Senate shall review the Constitution and its amendments every two years and re-ratify it by a majority vote of the ASHC Senate. The Constitution shall become effective on the date of ratification/re-ratification.

Section IV. The ASHC Legislative Branch shall have the responsibility to amend this Constitution to comply with state and Federal laws (including Educational Codes) that affect this Constitution. The Legislative Branch shall also have the responsibility to amend all acts, legislation, and policies of the ASHC Senate and bring them into compliance with this Constitution.

Election Code

Section I. Elections

1. The Legislative Branch shall have the power to set all guidelines for student elections in cooperation with the ASHC Advisor. The Superintendent/President or his/her designee may resolve election disputes. The Legislative Branch may also call a special election as may be necessary.
2. The elections of the ASHC Student Trustee, President, Executive Vice President, Vice President of Finance, Vice President of Communications and Public Relations, Vice President of Inter-Club Council and Activities, Vice President of Programs and Services, and Legislative Branch shall be held on a Wednesday or Thursday in the Spring Semester; the date is to be recommended by the ASHC Advisor by the end of the Fall semester.
3. Candidates for elected ASHC Senate positions shall file their petitions as individual candidates.

4. Term will commence at the end of the last meeting of the ASHC Senate of the spring semester and conclude at the end of the last meeting of the ASHC Senate of the following year.
5. The individual candidates running for executive offices of the Student Trustee, ASHC President, ASHC Executive Vice President, the Four (4) vice presidency positions and the eight (8) senator positions who receive the greatest number of votes for the position in which they are running shall be declared the elected officers.
6. Unopposed candidates will automatically be declared winners and their names will not appear on the ballot. In the event that all candidates are unopposed, they will all be declared winners and balloting will not take place.
7. Any potential candidate may apply to run for at most one (1) Executive Branch position and one (1) Legislative Branch position.
8. You can hold only one elected or appointed ASHC Senate position during your tenure with the exception of chair and vice chair positions.
9. It shall be mandatory for all elected and appointed positions of the ASHC Senate to be enrolled in a student government course when offered. Exceptions will be at the discretion of the ASHC Advisor.
10. The lifetime maximum combined time any eligible individual may serve in any ASHC Senate position (elected or appointed) shall not exceed 3 terms (or 6 semesters) excluding summer and winter sessions.

Section II. Qualifications

All positions on Student Government:

- Must have a minimum 2.5 cumulative GPA at the time of taking office and throughout the entire duration of the term in office.
- Must be considered a full-time student at the time of taking office and during the entire duration of the term.
- Must not serve on the ASHC in any position for more than three (3) years or six (6) semesters.

Section III. Application Procedure

Applicants must submit a completed ASHC Senate Candidate application. This document must be submitted to the Student Advisor's office before the specified deadline. Write in Candidates must apply as such before specified deadline.

Section IV. Election Committee

1. The Election Committee shall be composed primarily of inter-club Council (ICC) members and other interested Hartnell Students.
2. No candidate or current officer may serve as a member of the election committee.
3. The Election Committee shall select a chairperson at the first meeting of the spring semester.

Section V. Sign Policy

1. Definition: Within this policy the word “sign” shall refer to all material used to display a message or advertisement used by a student or student affiliated organization concerning individuals running for office.
2. Size: No sign can be posted on Hartnell property that are is larger than 18 X 24
3. Areas of use:
 - No signs shall be attached to a painted surface
 - Signs on designated bulletin boards only. Use thumbtacks, tape or staples
 - No signs on classroom doors
 - No signs on bricks or trees
 - No excessive posting; no candidate may have more than one sign posted on any one bulletin board
 - No signs can be placed on vehicles in any Hartnell College Parking lot

Section VI. Ballots

1. The order of names on the election ballot will be determined by lottery conducted by the Student Life Coordinator and the Election Committee.
2. All ballots shall be numbered, beginning with number one (1). The numbers shall be printed on the upper right hand corner of the ballot. Sample ballots shall not be numbered; however the words “sample ballot” shall be printed in large lettering on the sample ballot.

Section VII. The Polling Time and Location

1. The voting areas shall consist of:
 - a. A table for registering with registration sheets.
 - b. Voting booths
 - c. A ballot box
 - d. An area free from publicity extending 50 feet in all directions from the edge of the voting booths.

2. Voting times and place shall be defined by the Election Committee and shall be posted at least one week prior to election.

Section VIII. Polling Procedures

1. The only information an election worker may offer anyone is instructions concerning procedures and rules.
2. Voters must present adequate identification as proof of registration.
3. Poll workers will verify that voters are currently registered.
4. The voter must properly register by a name and ID number before obtaining a ballot.
5. Guarantees will be taken to prevent any voter from voting more than once.
6. Voting shall be by secret ballot.
7. If a voter incorrectly marks a ballot or makes a mistake, the voter must sign the back of the ballot with his/her name and ID number, then return the ballot to the poll worker. The poll worker will co-sign his name, tear the ballot in half, and deposit both halves in the ballot box. Another ballot will then be given to the voter by the election worker. No ballots may leave the polling station at any time.

Section IX. Ballot Tabulation

1. Receiving the greatest number of votes shall be declared the elected officers of that category.
2. A ballot will be valid and counted as part of the total votes cast, provided:
 - a. It is marked in the space provided.
 - b. No other marks are made on the ballot (with exception of placing a write-in candidate's name.)
 - c. In addition to a. and b. above, a write-in vote, to be counted, must:
 - i. Show the candidates first name or initial and last name.
 - ii. Be cast for one qualified to hold the position being voted on.
3. All ballots shall be accounted for. Numbered ballots used (verified by the number of signatures on the voter registration sheets,) voided and/or unused shall correlate to the total number of ballots printed and numbered for use in the election.
4. The election Committee shall make public the results of the election following the tabulation of the returns.

Section X. Recall and Vacancies

Any elected or appointed officer(s) of the ASHC Senate shall be removed from office for stated cause, subsequent to an election in which two-thirds (2/3) of the voters participating vote for recall of specified officer(s).

1. A recall election shall be called for by two-thirds (2/3) majority vote of the total Legislative Branch of the ASHC Senate.
2. A recall election shall be called for by a petition signed by five percent (5%) of the members of the ASHC (The signers' student ID numbers must accompany signatures)
 - a. The petition shall be submitted to the ASHC Election Committee in cooperation with the ASHC Student Advisor, and this Committee shall determine within five (5) school days if the petition fulfills the requirements as established in this Article.
 - b. If the petition fulfills the stated requirements, the recall election shall be held within four (4) weeks of receipt of the petition by the ASHC election committee.
3. A vacancy created by recall shall be filled by an ASHC election held within four (4) weeks of such a vacancy. (Taken from the ASHC Constitution, Article VI, Section I.)
4. In the event of the vacancy of the ASHC President or Vice President, their positions will be filled by succession from the ASHC Senate.