

**Coalinga Campus  
Associated Student Body  
West Hills College constitution**

**Article I: Name and Membership**

- Section 1. This organization shall be known as the Associated Student Body of West Hills College.
- Section 2. All students shall be members of the Association upon purchase of an ASB card, which may be forfeited for violation of Student Body regulations.
- Section 3. The privileges of ASB members shall be free admission to home athletic contests and away games by mutual agreement of the athletic departments, reduced admission to social events, participation in ASB field trips, right to hold office in the ASB, and the Clubs, eligibility for ASB scholarships and awards, and the right to participate in all other ASB sponsored activities.
- Section 4. All District Branches of ASB will be governed by the ASB constitution.

**Article II: Governing Bodies and their Powers.**

- Section 1. All legislation, judicial, executive and financial power shall rest with the student council.
- Section 2. Under provision of the Education Code and Administrative Code Title V of the State of California, all Community Colleges are administered as secondary schools (E.C. Section 8792). The President of the Community College or his /her representative responsibility for the general supervision and administration of the school (Title V Article 3) and all deliberations of the student council must be governed by the aforementioned Codes and be subject to the discretionary approval of the President or presidential representative. The relative autonomy granted student granted student at West Hills on matters of regulation and finance is designed to enable students to exercise responsible, democratic procedures within a frameworks of right and duties, under the supervision of the president or presidential representative.

### **Article III: Officers**

Section 1. The officers of this association shall be the President, Vice President, Secretary, Treasurer, Representative-At Large Commissioner of Activities, Commissioner of Publicity, Commissioner of Intramural, Commissioner of Curriculum, Sophomore Class President, and Freshman Class President.

(a) District Branch ASB shall have officers as they see fit and one shall be their representative to all Coalinga Student Council meeting.

Section 2. The qualifications, duties, and method of election of the ASB officers shall be as outlined in the bylaws of this Association.

Section 3. The President, Vice-President, Secretary, Treasurer of the student council will serve for the term of one year. The term of office for all other officers of the Student Council shall be one semester. Any officer may run for re-election if eligible.

### **Article IV: Meetings**

Section 1. The Student Council shall meet once a week or at other time the President or the Student Council may be determine.

Section 2. All meetings of the Student Council shall be public.

Section 3. Special meetings of the ASB may be called when deemed necessary by the Student Council.

Section 4. Three consecutive or a total of six absences from regular Student Council meetings will result in the dismissal of the Student Body Officer from hi/her position.

### **Article V: Subsidiary Organizations**

Section 1. Any organization which has submitted its purpose for forming in writing, to the Student Council and the President, may be recognized temporarily for one semester, it will be necessary for that organization to submit a Constitution and By-Laws within that semester to be recognized permanently. Each organization shall also be required to have a faculty sponsor.

- Section 2. The ICC shall consist of Club Representatives.
- Clause 1. The chair person of the ICC shall be the representative at-large.
  - Clause 2. The ICC meetings shall be held at least bi-monthly.
- Section 3. Subsidiary organizations may levy dues upon the members thereof as a source of revenue, but may not sponsor dances, parties, sales of goods or services, or any other types of revenue raising events without the express permission of the Student Council which shall be requested one week prior to the event.
- Section 4. The inter-club council shall have the power to activities and participation of all clubs.

#### **Article VI: Initiative Referendum, and Recall**

- Section 1. Any subsidiary organization upon the majority vote of the members or 15% of the Associated Student, by written petition, may request the Student Council to submit an issue to vote of the Associated Students.
- Section 2. When the conditions previously mentioned in this article have been fulfilled, an election shall be held within 15 days.
- Section 3. All officers of the Student Body may be subjected to recall. A request for such recall shall be made by written petition signed by 10% of the Associated Student members. Upon presentation of said petition to the Student Council, recall election shall be held within 15 days

#### **Article VII: Quorum**

- Section 1. As majority of the voting members (defined as: elected and appointed officers of ASB) of the Student Council shall constitute a quorum.

#### **Article VIII: Amendments**

- Section 1. Before any amendment can be submitted to the Associated Students, it must be approved by the Student Council and the President of the college.
- Section 2. After a proposal amendment has been approved by the Student Council and the President of the college, notices of the proposed amendment, stating its proposed amendment, stating its purpose and provisions, shall be posted by the Secretary at least five days previous to the day of voting.

## **Article IX: By Laws**

- Section 1. Changes to the BY-Laws can be proposed at any regular or special meeting or the Student Council quorum being present.
- Section 2. Before any By-Laws can be submitted to the Associated Student, it must have received a two-thirds vote of the Student Council and have been approved by the President of the college.
- Section 3. After a proposed By-Laws has been approved by the Student Council and the President of the college, notices of the proposed By-Law stating its purpose and provisions, shall be posted by the Secretary five days previous to the day of voting.

**Coalinga Campus  
Associated Student Body  
West Hills College  
By-Laws**

**Article I:**

- Section 1. Robert's Rules of Parliamentary Shall be the official standard for conducting all meeting of this association.
- Section 2. No By-Law may be suspended but any By-Law may be abolished or amended as provided in the constitution.

**Article II: Eligibility of Officers**

- Section 1. In order to be eligible for election or appointment as a member of the Student Council (or to serve as a member ex-officio) the student must be enrolled as a fulltime student (12 units or more) and must have accumulative grade point average of 2.0 at the time of election or appointment. In calculating this average the most recent mid-semester grades shall count if the election or appointment occurs in the latter half of the semester. A student who qualifies for election on the basis described in the preceding sentence must vacate his/her office if his/her end-semester grades pull him/her below the required 2.0 average, (or if he/she falls below 12 units during the semester). Nothing in the section shall be construed as to prevent the election or appointment of a Freshman during the first semester of college.
- Clause 1. Before running for or being appointed to the position of Associated Student Body President, the student must have served one semester on the West Hills College Associate Student Council.
- Section 2. The President of the college shall appoint a member of the staff or faculty to act as the advisor to the student council.
- Section 3. No student may hold two offices on the Student Council at the same time.
- Clause 1. A member of the Student Council shall hold no other office in any subordinate organization which in the opinion of the Student Council conflicts with that member's efficiency on said Council.

- Section 4. Any officer who is guilty of serious misconduct may be dismissed from his/her position if such action is approved by a two-thirds vote of the Student Council and ratified by the President of the College.
- Section 5. In order to be placed under consideration as a delegate to either an area V or state conference, the candidates must be enrolled in West Hills College.
- Section 6. The voting delegates to area V meetings and State Conferences shall be the ASB President or a selected alternative which to be named on a written form and signed by the ASB President. The delegate must be an elected or appointed officer of ASB. A minimum of ten hours of outside (other than pertaining to the office) work must be acquired to attend a State Conference.
- Section 7. Any Student Council member who is in good standing, (good standing being defined as being a full-time student with a grade point average of 2.0 while holding 12 units or more) will be permitted to attend State Conferences, provided there are adequate funds.
- Section 8. No delegate may attend an area V Conference if he/she is on academic probation. In selection of area V delegates preferences will be given to members of the Student Council, ICC Representatives, or members of the branch ASB Council.

### **Article III: Nomination and Election Procedure**

- Section 1. Semi-annual and at such times may it be necessary an Election Committee shall be appointed by the Vice-President with approval by the Student Council this committee shall conduct all elections. No student who is a candidate shall serve on this committee. It is the Election Committee's responsibility to encourage wide spread participation, through such things as receptions for the candidates and publicity.
- Section 2. Any member of the Associated Students may run for an office for which he/she believes him/herself qualified. All nomination petitions, each signed by no fewer than 20 members of the Associated Students, must be filed within (5) days before the elections. Write-in candidates must meet the eligibility requirements of regularly nominated candidates, must receive office, and must be accepted by the Student Council.

- Section 3. All Associated Students election be decided by a majority of the total legal votes cast. If no candidate receives a majority vote, a run-off election involving the two candidates receiving the highest number of votes will take place within two weeks following the regular elections.
- Section 4. Associated Student officers and class officers for the following semester shall be elected at least 15 days prior to the end of the semester, except Freshman Class Officers for the Fall semester.
- Clause 1. Vacancies may be filled by special elections or by Student Council appointment.
- Clause 2. Candidates for any vacancy must be nominated as prescribed in Section 1 or Section 2 of the Article.

#### **Article IV: Advisors**

- Section 1. Two (one for each district branch of ASB) advisor shall be chosen for the general supervision of the Student Council. One advisor shall be chosen by the President of the College as provided by Article II, Section 2 of this constitution. Also one advisor shall be chose by the Student Council with a majority of the vote. The length of this position shall be two years and the task of choosing another advisor shall rest with budget making council, in the second year. No advisor may be removed form this position except by unanimous vote of the Student Council and the approval of the President of the College. The Dean of Student Services shall be required to act in an ad hoc capacity.
- Section 2. Both advisors shall be incorporated as ex-officio members of the Student Council, with no vote, but with total veto power over all council decisions as provided by the Education Code, Title V, State of California.
- Section 3. Duties:(1) Attend all regularly scheduled meetings of the Student Council;(2) Aid, assist, advise the Student Council in all matters concerning student goals. (e.g.) Governmental procedures, budgets, committee work, etc.

## **Article V: Officers and Their Duties**

- Section 1. **President's Duties:**(1) To preside at all the meeting of the Associated Student and the Student Council;(2) To be a representative of the Associates Student of West Hills College;(3) To be an ex-officio member of all organizations of the Associated Students;(4) To engage in constant review of the Constitution and initiate possible revision thereof;(5) The President shall appoint an officer, with two-thirds approval of the council, to be representative at all Board of Trustee meetings. This will be a year long commitment.
- Section 2. **Vice-President's Duties:**(1) To represent the President when he/she is absent and to assume the position of President if that office becomes vacant; (2) To assist the President in the proper performance of presidential duties;(3) To be the ex-officio chairperson of all standing committees of the Student Council; (4) To be well versed in the content of the Constitution in order to act as immediate consultant to the Student Council;(5) To act as Parliamentarian for the Student Council; (6) To act as ASB representative at all of the West Hills College Trustees meetings when the ASB Treasurer is absent; (7) To engage in constant review of the Constitution and initial possible revision thereof.
- Section 3. **Secretary's Duties:**(1) To keep the minutes and prepare the agenda for each meeting; (2) To handle the correspondence of the Associated Students; (3) To be a representative of the ASB at all the meetings of the West Hills College Board of Trustees for the academic year; (4) To engage in constant review of the Constitution and initial possible revision thereof.
- Section 4. **Treasurer's Duties:**(1) To present a detailed monthly financial statement to the council; (2) To act as chairmen of the budget committee; (3) To engage in constant review of the Constitution and initial possible revision thereof.
- Section 5. **Representative-at Large's Duties:**(1) To act President of the Inter-Club Council; (2) To act as intermediary between the Student Council and the duly chartered campus organizations; (3) To act as informal listening body to transmit the feeling of the Student Body to the Student Council; (4) To engage in constant review of the Constitution and initial possible revision thereof.

- Section 6. **Commissioner of Curriculum's Duties:**(1) To represent the ASB on the Faculty Curriculum Committee or appoint a member to take his/her place; (2) To act as a liaison between the Faculty Curriculum Committee and the Student Council; (3) To investigate and bring to the attention of the appropriate body all matters pertaining to curriculum; (4) To engage in constant review of the Constitution and initial possible revision thereof.
- Section 7. **Commissioner of Activities' Duties:** (1) to work in conjunction with the Representative-at-Large in maintaining an active calendar. (2) To coordinate the activities of the Student Council, and all subsidiary organizations, within the Associated Student Body. (3) To arrange and carry out mechanical arrangements for assemblies. (4) To facilitate the planning of social functions sponsored by the Council and to appoint a committee (either permanent or temporary) of the Associated Students to help perform other duties. (5) To control and administer a budget, granted by the Student Council, to cover necessary expenses incidental to these duties. (6) To engage in constant review of the Constitution and initial possible revision thereof.
- Section 8. **Commissioner of Intramural Athletics' Duties:** (1) To plan, direct, and coordinate all Intramural Activities in co-op with the director of athletics. (2) To control and administer a budget, granted by the Student Council, to cover necessary expenses incidental to these duties. (3) To be in charge of planning and arranging activity buses to out of town athletics events or other special events. (4) To engage in constant review of the Constitution and initial possible revision thereof.
- Section 9. **Commissioner of Publicity's Duties:** (1) To handle all publicity under the jurisdiction of the Student Council employing such publicity media are necessary to accomplish this purpose, including notices in the weekly bulletin. (2) To control and administered a budget granted by the Student Council to cover necessary expenses incidental to these duties. (3) To engage in constant review of the Constitution and initial possible revision thereof.

- Section 10. **Freshmen Class President's Duties:** (1) To support and encourage freshman class activities. (2) To assist the commissioner of Intramural Athletics in organizing men, women, and co-ed teams for participation in Intramural activities. (3) To engage in constant review of the Constitution and initial possible revision thereof.
- Section 11. **Sophomore Class President's Duties:** (1) To support and encourage freshman class activities. (2) To assist the commissioner of Intramural Athletics in organizing men, women, and co-ed teams for participation in Intramural activities. (3) To engage in constant review of the Constitution and initial possible revision thereof.
- Section 12. **District Branch Representative's Duties:** (1) Attend all Coalinga campus Student Council Meeting. (2) Report on District Branch ASB activities. (3) Act as liaison between District Branch ASB and Coalinga campus Student Council.

**Article VI: Ad-Hoc Committee Members and Their Duties**

- Section 1. All Ad-Hoc Committee members are to be appointed by the Student Council as needed.
- Section 2. **Instructional goals committee, activities:** (1) To be representatives of ASB at all meetings of the Instructional Goals Committee for the semester. (2) To report to the Instructional Goals Committee, Student Council matters that pertinent to that committee and to report to the Student Council issues discussed by the Instructional Goals meetings.
- Section 3. **Affirmative Actions Committee, Duties:** (1) To be representatives of ASB at all meetings of the Affirmative Action Committee for the semester. (2) To report to the Affirmative Action Committee, Student Council matters that pertinent to that committee and to report to the Student Council issues discussed by Affirmative Action meetings. (3) To attend the regular Student Council meeting preceding and following the Affirmative Actions Committee meetings.

Section 4. **Due Process Committee, Duties:** (1) To be representatives of ASB at all meetings of the Due Process Committee for the semester. (2) To report to the Due Process Committee, Student Council matters that pertinent to that committee and to report to the Student Council issues discussed by Due Process meetings. (3) To attend the regular Student Council meeting preceding and following the Due Process Committee meetings.

All students should be aware of the following general regulations governing activities and organizations:

1. All-extra class events, activities and organizations on or off campus that use the college name, or involve campus organizations are subject to the rules of the college. State law prohibits the use of alcoholic beverages at all such events.
2. No activity is to be held unless it has been approved. Approval is applied for by:
  - A. Completing Associated Student Body Activities Approval Form.
  - B. Signature of faculty advisor.
  - C. Signature of ASB President.
  - D. Signature of Director of Student Activities.
  - E. Signature of Dean of Students.
3. All programs and speakers to be presented on campus or by campus organizations must be approved by the college President or his designee, a minimum of two weeks in advance and placed on the activity calendar.
4. For protection of the general Student Body, a financial code of procedures has been developed for handling all ASB and club finances. This code must be observed.
5. Student Council approval must be secured whenever the Student Center is to be used or whenever the event is to be open to persons other than the members of an organization and their personal guests. Although the Center is used for evening division classes and programs, the Council has priority for the use of the Center providing the procedures above are followed.
6. Special arrangements (furniture, equipment, or service from the maintenance department) must be requested by the organization sponsor two weeks prior to the event.

7. Each social must have a faculty/staff sponsor. Patron and patronesses may be assigned by the Dean of Student Services, but they must be invited by the sponsoring organization both orally and in writing. Dance requires 2 faculty/staff sponsors.
8. Approval for decorations will be dependent upon adequate provisions for clean-up and for faculty/staff supervision thereof, as required by school code.
9. Arrangement for dances, including time, duration, and facilities are the responsibility of the sponsoring organization. Ordinarily dances end at 12 midnight.
10. Sponsors of all-college social event must arrange a discount to holder of ASB cards.
11. The Dance Policy is available from the Office of Student Activities.

### **Terms**

Adjourn: To end a meeting.

Agenda: Business to be considered during a meeting.

Amend: To change a motion.

Ballot: A method of voting.

Committee: A group of members chosen for a certain task.

Debate: Discussion of a motion.

Majority: More than one half of the members (50%+1)

Motion: A proposal that the assembly takes a stand on or takes action on some issue.

Postpone: To dispose of a motion without making a decision for or against.

Quorum: Number of members that must be present to conduct business legally.

Second: A verbal sign from a member that he/she wish to consider the motion just made.

Table: To lay a motion aside temporarily to take care of a more urgent matter.

Voting: Means by which motions are excepted or rejected by the assembly.

## How To Handle A Main Motion

### Bring a motion before the group

1. A member first obtains the floor.
2. The member makes the motion.
3. Another member seconds the motion.
4. The Chair states the motion.

### Consideration of a motion before the group

1. Members debate the motion in pro/con order.
2. Any amendments are made, debated and voted on.
3. When there is no further debate, the Chair the announces that the motion is ready for a vote.

### Voting on a motion before the group

1. The Chair states the motion being voted on.
2. The Chair calls for the yes and not votes on the motion.
3. The Chair announces the result of the motion was approved or defeated
4. The Chair announces the assemble is ready for the next item of business.

### Extra

1. Meetings can be completed in less time if
  - ✓ People are prepared ahead of time
  - ✓ The meeting starts and ends on time
  - ✓ Is conducted in an orderly fashion.
  - ✓ Participation time is allowed.
  - ✓ Meeting is kept moving.
2. Time spent on an agenda item should correspondent in proportion to the importance of the item
3. Encourage group members to do some homework, research, etc. Before attending a meeting.
4. You can improve meetings if
  - ✓ You plan ahead.
  - ✓ Carefully prepare an agenda.
  - ✓ Leadership is assertive and fair.
  - ✓ Someone summarizes frequently.
5. Before a meeting is called ask yourself:
  - ✓ Has everyone who needs to be invited been invited?
  - ✓ Is there anyone who does not need to be there?

6. Prior to the conclusion of the meeting, review what needs to be done and by whom.

7. Establish a reputation for always starting meetings on time. Soon people will start arriving on time.

### **Characteristics of Productive Meetings**

1. Begin and end on time.

2. Members of the group have basic knowledge of Parliamentary procedures.

3. The chairperson has made preparations for the meeting by being familiar with the agenda and notifying members of reports they are to make.

4. Debate on motions is allowed, in pro and con order (motions may be amended twice and this often speeds the action process).

5. Information about a motion is heard only once-members do not repeat themselves or point previously made by others.

6. The chairperson and members keep the agenda moving.

7. Two hours is maximum time for meeting to be most productive-often less time is better.

8. The majority of members leave meetings feeling the minority point of view has been expressed, but that the majority opinion has prevailed.

9. Cliques do not form. Each member is able to express his/her ideas without fear of reprisal.

10. In summary: The chairperson PLANS the agenda; INFORMS members involved in making reports; and everyone PREPARES for the meeting.