

**Coalinga Campus  
Associated Student Body  
West Hills College Constitution  
Last Updated on May 2018**

**Article I: Name of Members**

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

**Article II: Governing Bodies and Their Powers**

- Section 1.** All legislative, judicial, executive and financial powers shall rest with the student council.
- Section 2.** Under provisions of 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 college and his/her representative has responsibility for the general supervision and administration of the student council, and must be governed by the aforementioned codes and be subject to the discretionary approval of the president of the college or presidential representative. The relative autonomy granted to student government at West Hills College on matters of regulation and finance is designed to enable students to exercise responsible, democratic procedures within a framework of rights and duties, under the supervision of the president of the college or presidential representative.

**Article III: Officers**

- Section 1.** (a) The officers of this association shall be the president, vice-president, secretary, treasurer, commissioner of activities, public relations officer, and NDC Senator.
- Section 1.** (b) Campus branches of student council shall have officers as they deem necessary, and one shall be the representative to all Coalinga student council meetings.
- Section 2.** The qualifications, duties and method of election of student council officers shall be as outlined in the bylaws of this association.

**Section 3.** All officers will serve for the term of one year. No person will serve the same office for more than one year.

**Article IV: Meetings**

**Section 1.** The student council shall meet once a week and at other times as the student council president or the student council may determine.

**Section 2.** The weekly meetings of the student council shall be public.

**Section 3.** Special meetings of the student council 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 per semester will result in the dismissal of the student body officer from his/her position.

**Article V: Subsidiary Organizations**

**Section 1.** Any organization which has submitted its purpose for formation in writing to the student council and the president of the college 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 advisor. The advisor must be a full time faculty or staff member.

**Section 2.** The Inter-Club Council (ICC) shall consist of representatives from on-campus clubs. Each club shall have one representative.

*Clause 1. The chairperson 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 written expressed permission of the student council. Permission must be requested at least two weeks prior to the event.

**Section 4.** The Inter-Club Council shall have the power to regulate their activities and participation.

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

**Section 1.** Any subsidiary organization, upon a majority vote of its members, by written petition, may request the student council to submit an issue to vote upon.

**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 student council may be subject to recall. A request for such recall shall be made by written petition signed by 10% of the ASB. The petition shall be presented to the student council, and the recall election shall be held within 15 days.

**Article VII: Quorum**

**Section 1.** A majority of the voting members (defined as: elected and appointed officers of student council) of student council shall constitute a quorum.

**Article VIII: Amendments**

**Section 1.** Before any amendment may be approved, it must have been approved by the student council and president of the college.

**Section 2.** After a proposed amendment has been approved by student council and the president of the college, notices of the proposed amendment stating its purpose and provisions shall be posted by the secretary at least five days previous to the day of voting. If passed, the amendment goes into effect immediately.

**Article IX: By Laws**

**Section 1.** Change in the by-laws may proposed at any regular or special meeting of the student council, it must have received  $\frac{2}{3}$  vote of the student council and have been approved by the president of the college.

**Section 2.** Before any by-laws may be proposed at any regular or special meeting of the student council, a quorum must be present.

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

**Article I: By-Laws**

**Section 1.** The rules of parliamentary procedures shall be the official standard for conducting all meetings of this association.

**Section 2.** No by-laws may be suspended, but any by-law may be abolished or amended as provided in the constitution.

**Article II: Eligibility of Officers**

In order to be eligible for election or appointment as a member of the student council (or to serve as a member ex-officio) a student must be enrolled in 6 units and must have a cumulative grade point average of 2.0 at the time of election or appointment. In calculating this average the most recent mid-semester grades shall be used 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 put him/her below the required 2.0 average, or if he/she falls below enrollment in 6 units. Nothing in this section shall be construed as to prevent the appointment of a freshman during the first semester of college.

**Section 2.** The president of the college shall appoint a member of the staff or faculty to act as the advisor to student council.

**Section 3.** No student may hold two offices on student council at the same time.

~~*Clause 1: A member of student council shall hold no other office in any subordinate organization which in the opinion of student council conflicts with that member's dedication to said council*~~

**A.** College President and ASB council have approved the amendment to section 3 clause 1 of this article. Students may now hold office in subordinate organizations while holding office in other organizations including ASB council. 9/15/17.

**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 candidate must be enrolled at West Hills College.

**Section 6.** The voting delegates to Area V meeting and state conferences shall be the student council president; if a selected alternate is required they shall be named on a written form and signed by the student council president. The delegate must be an elected or appointed

officer of student council. A minimum of ten hours of outside (other than pertaining to the office) work must be acquired to attend a state conference.

**Sections 7.** Any student council member who is in good standing, (good standing being defined as being enrolled in 6 units with a minimum grade point average of 2.0 will be permitted to attend State Conferences, provided there are adequate funds.

**Section 8.** No delegate may attend Area V Conference if he/she is on academic probation. (In selection of Area V), delegates' preference will be given to members of student council, ICC representatives, or members of subsidiary ASB councils.

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

**Section 1.** Semi-annually and at such times as is necessary an election committee shall be appointed by the student council president with approval of the student council. This committee shall conduct the specified elections. No student who is a candidate shall serve on this committee. It is the election committee's responsibility to encourage wide spread participation.

**Section 2.** Any member of the ASB may run for an office for which he/she believes they are qualified. All nomination petitions must be signed by no fewer than 20 students, and must be filed within 5 days of the elections. Write-in candidates must meet the eligibility requirements of all regularly nominated candidates.

**Section 3.** All associated student elections must be decided by a majority of the total 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 election.

**Section 4.** Associated student officers for the following semester shall be elected at least 10 days prior to the end of the semester.

*Clause 1: Vacancies must be filed by special elections or by student council appointment.*

*Clause 2: Candidates for any vacancy must be nominated as prescribed in Section 2 of the Article III.*

**Section 5.** Candidates for office shall not campaign within 100 feet of the voting booth.

**Article IV: Advisors**

**Section 1.** Two advisors (one for each campus branch shall be chosen for the general supervision of the student council). One advisor shall be chosen by the president of the college as provided for by Article II, section 2 of the constitution. An advisor may not be removed from 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 Educational Code, Title V, and the State of California.

**Section 3.** Duties: (1) Attend all regularly scheduled meetings of the student council. (2) To aid, assist, and advise the student council in all matters concerning student goals, governmental procedures, budget, and committee work.

**Article V: Officers and Their Duties**

**Section 1. President's Duties:**

1. Preside at all meetings of the student council.
2. Be representative of the ASB and of West Hills College.
3. Be an ex-officio member of all organizations of the ASB.
4. Must attend or appoint a member of student council to attend all subsidiary organization meetings.
5. Engage in constant review of the constitution and initiate possible revision thereof.
6. Work with advisor on leadership retreat for the council.
7. Attend all meetings and be a member of WHCC College Council.
8. Attend all meetings and be a member of WHCC Institutional Effectiveness and Accreditation Committee (IEAC)

**Section 2. Vice-President's Duties:**

1. Represent the ASB president when he/she is absent and to assume the position of ASB president if that office becomes vacant.
2. Assist the ASB president in the proper performance of presidential duties.
3. Be the ex-officio chairperson of all standing committees of the student council.
4. Be well versed in the content of the constitution.
5. Act as parliamentarian for the student council.
6. Engage in constant review of the constitution and initiate possible revision thereof.
7. Work with the ASB advisor and the ASB president on the leadership retreat for the student council.
8. Attend all meetings and be a member of the Infrastructure & Safety Committee
9. Attend all meetings and be a member of the Student Success Committee (BASE)

**Section 3. Secretary's Duties:**

1. Keep the minutes and prepare agenda for each meeting.
2. Handle the correspondence of the Associated Students.
3. Engage in constant review of the constitution and initiative possible revision.
4. Attend all meetings and be a member of the Professional Development Committee

**Section 4. Treasurer's Duties:**

1. Present a detailed monthly financial statement to the council.
2. Engage in constant review of the constitution and initiate possible revision thereof.
3. Spearhead and keep track of fundraising ideas and opportunities

4. Ensure that all ASB and campus club officers have a current ASB card membership card.
5. Attend all meetings and be a member of the Budget Committee

**Section 5. Commissioner of Activities' Duties:**

1. Maintain an activity calendar.
2. Coordinate activities of the student council and all subsidiary organizations within the associated students.
3. Organize and carry out approved ASB social activities.
4. Be in charge of planning for all social functions sponsored by the student council and to appoint committees.
5. Control and administer a budget, granted by the student council, to cover necessary expenses incidental to these duties.
6. Engage in constant review of the constitution and initiate possible revision thereof.
7. Attend all meetings and be a member of the Program Review Committee

**Section 6. Public Relations Officer Duties:**

1. Handle all publicity under the jurisdiction of the student council employing such publicity media as are necessary to accomplish this purpose.
2. Control and administer a budget granted by the student council to cover necessary expenses incidental to these duties.
3. Act as a liaison between the student council, staff/faculty, and students.
4. Engage in constant review of the Constitution and initiate possible revision thereof
5. Attend all meetings and be a member of the WHCC College Council.

**Section 7. North District Center (NDC) Senator:**

1. Be the liaison for NDC students at all ASB meetings, events/activities, and voting.
2. Inform all NDC student clubs of ASB activities/events happening throughout the school year.
3. Bring concerns from NDC students to ASB.
4. Make sure all NDC students and clubs are aware of ASB decisions.
5. Attend governance meetings held at NDC and report back to the council.