

**REEDLEY COLLEGE
ASSOCIATED STUDENT GOVERNMENT
GOVERNING DOCUMENTS**



CONSTITUTION

Preamble.

We, the Reedley College Associated Student Government, in order to form the Student Association that advocates for equal representation to all students and which extends the intellectual, social and physical welfare and advances the spirit and the traditions of Reedley College, do ordain and establish this constitution for the Reedley College Associated Student Government.

Powers.

The Reedley College Associated Student Government shall be recognized as the official governing body, representing the students of Reedley College. The power of the RCASG is derived from California Education Code, Title 5, and the State Center Community College District.

Mission.

The Reedley College Associated Student Government is to be the official voice for the students of Reedley College and to ensure that the students are represented in all matters of participatory governance. Through lobbying, advocacy, and student representation, the association ensures a supportive educational environment while promoting unity and cooperation with students, faculty, staff, and administration. It is the intent of the Reedley College Associated Student Government to promote campus life, student involvement, and engagement.

Name.

The name of this association shall be Reedley College Associated Student Government. The association shall be referred to in short form as the 'RCASG' or 'ASG'. The colors of the RCASG shall be orange, black and white. The official mascot shall be Clyde the Tiger.

END OF DOCUMENT.

BYLAWS

ARTICLE I Definitions.

The following terms are to be understood in the restrictive and technical sense herein defined.

- A. Student: Any student of Reedley College.
- B. Student body association: As defined in Education Code §76060 as a student body association authorized by the local governing board.
- C. Executive Cabinet: made up of the Executive officers elected or appointed to handle the business of the RCASG in between Senate meetings.
- D. Senate: made up of the Executive officers and the senators elected or appointed to conduct business of the RCASG at Senate meetings.

- E. Executive Officers: President, Vice President, Inter Club Council (ICC) President, Student Trustee/Representative, and Treasurer who are elected by the students or appointed by the confirmation of the RCASG.
- F. Senators: students who are elected annually by the students or appointed by the confirmation of the RCASG to be voting members of the Senate.
- G. Student Senate for California Community Colleges (SSCCC): the statewide non profit student organization that represents the RCASG in statewide participatory governance and legislative advocacy.
- H. Term: Fiscal year, July 1 - June 30

ARTICLE II Executive Cabinet.

The Executive Cabinet is a subcommittee of, and accountable to, the Legislative Branch, and shall act on behalf of the RCASG in between Senate meetings. All actions taken by the Executive Cabinet shall be reported to the Senate during its next meeting, or upon the request of any voting member, whichever comes first. The membership of the Executive Cabinet shall be the President, Vice President, ICC President, Student Trustee/Representative, and Treasurer.

Section 1. Duties

- Conduct business between Senate meetings
- Implement activities, plans, and programs that have been approved by the Senate
- Maintain internal affairs of the RCASG
- Executive Members must be assigned to at least, but not limited to one Standing Committee; assigned to at least, but not limited to one Constituency Committee
- Submit a written report outlining their activities 72 hours prior to the RCASG Meeting
- Follow other duties and responsibilities as outlined in the Governing Documents

Section 2. Membership

The following Executive Officers shall make up the Executive Cabinet:

- President
- Vice President
- Inter-Club Council President
- Student Trustee/Representative
- Treasurer

These positions will be voted for annually during the spring semester.

Section 3. Eligibility

Any currently enrolled Reedley college student meeting and maintaining compliance with the requirements of California Education Code §76061 shall be eligible to serve and run for the Executive Officer position.

They must also meet the following:

- Must maintain a cumulative GPA of 2.0 or above
- Must be in good academic standing
- Must have a tiger one card
- Must be compliant with California Ed Code 76061: *a student who is elected to serve as an officer in the student government of a community college shall meet any of the following requirements:*
 - The student shall be enrolled in the community college at the time of election, and throughout the student's term, with a minimum of five semester units, or the equivalent quarter units.
 - The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district.
 - The student shall be enrolled in an adult education program offered by a community college district pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50, at the time of the election and throughout the student's term.
 - The student is enrolled in the community college at the time of election, and throughout the student's term, and is a disabled student, as defined in subdivision (b) of Section 84850.

Section 4. Election

Each year the RCASG, in conjunction with the Student Activities office, will hold a spring general election for the Executive Cabinet according to the Elections Policy. Special elections may be held throughout the year but must comply with the Elections Policy.

Section 5. Resignations and Removals

Subsection 1. Resignation

The resignation of an Executive Officer will be effective upon written or verbal submission to the President, Vice President and/or Advisor.

Subsection 2. Removals

Any Executive Officer may be removed from office by a $\frac{2}{3}$ vote of the Senate, for one of the following reasons:

- The Executive Officer has missed 2 consecutive meetings (Senate, Executive, Committee, etc.) or has an accumulation of unexcused absences that is detrimental to the success of the RCASG
- Automatically upon failure to meet minimum qualifications for service as outlined in California Education Code §76061
- Upon receipt of an article of removal by a voting member of the Senate

Section 6. Vacancies and Succession

Subsection 1. Vacancies

Vacancies in the Executive Cabinet can be filled by appointment from the RCASG President and upon majority confirmation from the RCASG. In the event that the vacancy is in the office of the President and the line of succession is exhausted, then the RCASG will appoint an interim President until a special election can be held according to the Elections Policy.

Subsection 2. Succession

The only line of succession that will exist in the Executive Cabinet will be the Vice President to President. Upon vacancy of the office of President, the Vice President may ascend to the office of President if they so choose.

Section 7. Meetings

Subsection 1. Frequency

The Executive Cabinet shall meet at least monthly during the fall and spring terms excluding holidays, school breaks and finals week.

Subsection 2. Quorum

A quorum of the Executive Cabinet will be at least fifty-one percent of the total voting members.

Subsection 3. Parliamentary Authority

All meetings of the Executive Cabinet shall be conducted according to the most recent edition of Robert's Rules of Order. Parliamentary authority shall only govern in the absence of any provision of the Bylaws and written policies of the RCASG.

ARTICLE III Legislative Branch.

The Legislative power of the Association shall be vested in the Senate. All actions taken by the Senate are empowered and limited by the policies of the SCCCD and the RCASG.

Section 1. Duties

- Create and dissolve Senate committees, with the exception of those that are constitutionally mandated
- Draft and amend the RCASG Constitution & Bylaws
- Senators must be assigned to at least, but not limited to one Standing Committee; assigned to at least, but not limited to one Constituency Committee
- Submit a written report outlining their activities 72 hours prior to the RCASG Meeting
- Follow other duties and responsibilities as outlined in the Governing Documents

Section 2. Membership

Senators will be a part of the Legislative Branch.

Section 3. Eligibility

Any currently enrolled Reedley college student meeting and maintaining compliance with the requirements of California Education Code §76061 shall be eligible to serve and run in the Senate.

They must also meet the following:

- Must maintain a cumulative GPA of 2.0 or above
- Must be in good academic standing
- Must have a tiger one card
- Must be compliant with California Ed Code 76061: *a student who is elected to serve as an officer in the student government of a community college shall meet any the following requirements:*
 - The student shall be enrolled in the community college at the time of election, and throughout the student's term, with a minimum of five semester units, or the equivalent quarter units.
 - The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district.

- The student shall be enrolled in an adult education program offered by a community college district pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50, at the time of the election and throughout the student's term.
- The student is enrolled in the community college at the time of election, and throughout the student's term, and is a disabled student, as defined in subdivision (b) of Section 84850.

Section 4. Election

Each year the RCASG, in conjunction with the Student Activities office, will hold a spring general election for the Legislative Branch according to the Elections Policy.

Section 5. Resignations and Removals

Subsection 1. Resignation

The resignation of a Senator will be effective upon written or verbal submission to the President, Vice President and/or Advisor.

Subsection 2. Removals

Any senator may be removed from office by a $\frac{2}{3}$ vote of the Senate, for one of the following reasons:

- The Senator has missed 2 consecutive meetings (Senate, Committee, etc.) or has an accumulation of unexcused absences that is detrimental to the success of the RCASG
- Automatically upon failure to meet minimum qualifications for service as outlined in California Education Code §76061
- Upon receipt of an article of removal by a voting member of the Senate

Section 6. Vacancies and Appointments

Subsection 1. Vacancies

Vacancies in the Legislative Branch can be filled by appointment from the RCASG President and upon majority confirmation from the RCASG.

Section 7. Meetings

Subsection 1. Frequency

The Legislative Branch shall meet twice a month during the fall and spring terms excluding holidays, school breaks and finals week.

Subsection 2. Quorum

A quorum of the Senate will be at least fifty-one percent of the total voting members.

Subsection 3. Parliamentary Authority

All meetings of the Legislative Branch shall be conducted according to the most recent edition of Robert's Rules of Order. Parliamentary authority shall only govern in the absence of any provision of the Bylaws and written policies of the RCASG.

ARTICLE IV Committees.

The RCASG will establish standing committees to discuss student experiences and issues as outlined in the Committees Policies.

ARTICLE V Meetings.

Section 1. Order

The RCASG meetings shall follow the structure of Robert's Rules of Order and Parliamentary Procedures. The RCASG meetings shall adhere to the California Brown Act at all times.

Section 2. Business

The Chair shall preside over meetings and vote exclusively as a tie-breaker.

Section 3. Location of RCASG Meetings

RCASG meetings shall be held in the Senate Chamber inside the Student Center. Under special circumstances, meetings may be held in other locations in accordance with California Brown Act.

Section 4. Publicity and Quorum

Meetings are open to the general public and quorum – at least fifty-one percent of the total voting members – must be established in order to proceed with meetings. Meetings will be compliant with [AB 2449](#).

ARTICLE VI Amendments and Authorization to the RCASG Governing Documents.

Section 1. Constitution

The amended RCASG Constitution will take effect in the following order: the two-thirds majority vote of the RCASG, approval of the RCASG Advisor, the Reedley College President and the simple majority vote of the Student Body.

Section 2. By-Laws

The RCASG By-Laws will take effect following a two-thirds majority vote of the RCASG.

Section 3. Policies

The RCASG Policies will take effect following a two-thirds majority vote of the RCASG.

Section 4. Authorization

All past RCASG Governing Documents will be considered null and void whenever amendments are made.

END OF DOCUMENT.

POLICIES

ARTICLE I Non-discrimination Statement.

The RCASG does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military

status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our organization.

ARTICLE II Oath of Affirmation.

"I, [states name], do solemnly swear that I will support the Constitution of the Reedley College Associated Student Government; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office into which I am about to enter."

ARTICLE III Membership.

Section 1. Senate Capacity

The number of Senators presiding over the RCASG shall not exceed a maximum of 15 members.

Section 2. Term Limit

Members holding an Executive position are permitted to serve in the same position for a maximum of one fiscal year. They are allowed to appeal this term limit in case of an emergency or a dire need of said position. Following a two-thirds majority vote, the member will be appointed into the RCASG.

Section 3. General Election Position Limitation

No Executive Officers may hold more than one office simultaneously and no person may run for more than one office at each General Election.

ARTICLE IV Duties and Responsibilities of the Executive Cabinet

Section 1. President

- Be the Chief Executive Officer of the RCASG;
- Chair meetings of the Legislative Branch;
- Appoint the chair of each standing committee;
- Have the power to appoint Executive Officers and to induct senators upon 2/3 confirmation and approval from the RCASG;
- Have the power to veto Legislative Branch legislation;
- Serve as the Delegate of the SSCCC or appoint one;
- Be responsible for preparing agendas for meetings of the Legislative Branch;
- Have the authority to call a meeting of ASG;
- Set the apportionment, names, and designation of members of the Legislative Branch, and may pass the responsibility of chairing the Legislative Branch meetings to a member of the Executive Branch.

Section 2. Vice President

- Shall be the chair of the Standing Legislative Committee;
- Preside over meetings and functions of the RCASG when the President is absent;
- Shall be an assistant to the President;

- Monitor and update the RCASG on legislation that affects the students of Reedley College and/or California Community Colleges;
- Shall record all minutes of RCASG meetings;
- Work closely with the President to create agendas for RCASG meetings;
- Work closely with the Senator of Accountability to address areas of concerns within the RCASG;
- Ensure that the minutes of the meetings are distributed within three days following approval.

Section 3. Inter-Club Council President

- The ICC President shall chair the ICC meetings
- Have the power to appoint the executive officers of the ICC with the consent of the ICC;
- Appoint and establish campus clubs;
- Work closely with the Senator of Activities and the Senator of Public Relations to ensure communication of events and activities for students and campus clubs.

Section 4. Treasurer

- Shall be the chair of the Standing Finance Committee;
- Report the current budget;
- Preparing and posting accurate budgets of all expenditures.

Section 5. Student Representative/Trustee

- Shall be the student voice of the SCCC Board of Trustees;
- Meet with other student representatives within the SCCC to create reports and address issues within the districts and campuses;
- Have knowledge of college governance, the community college environment.

ARTICLE V Duties and Responsibilities of the Legislative Branch

Section 7. Senator of Public Relations

- Regularly update social media sites (e.g., Facebook, Twitter, Instagram, etc.);
- Ensure marketing materials are posted and/or distributed in a timely manner;
- Create fliers, announcements; coordinate and/or assist with RCASG outreach efforts;
- Carry out the organization's marketing plan; take pictures and/or video footage at events hosted by the RCASG or other organizations or departments;
- Chair the Standing Public Relations Committee.

Section 8. Senator of Activities

- Coordinate at least one event a month;
- Assist the ICC President and the Senator of Public Relations with any event planning;
- Recruit volunteers and maintain a record of volunteers who assist with RCASG events and activities.
- Actively participate in outreach and recruitment for the RCASG at campus events.

Section 8. Senator of Accountability

- Keep track of RCASG member's volunteer/office hours, by collecting and requesting written reports;
- Maintaining logistics of campus events held by the RCASG;
- Work closely with the Senator of Public Relations to promote volunteer work on social media and on campus;
- Work closely with the Senator of Activities and the Inter-Club Council President for future events on campus relating to volunteer work;
- Work closely with the Vice President to address areas of concerns within the RCASG.

Section 9. Senator(s)-at-Large Shall assist other RCASG members; and follow their duties as outlined in the RCASG Governing Documents. It is at the discretion of the President to appoint a Senator(s)-at-Large to a specific task following a two-thirds majority vote of the Senate.

ARTICLE VI Attendance

Section 1. Notification of Absence or Late Arrival

RCASG Officers must be present at all RCASG meetings. If in case of an emergency or the need to be absent for any given reason, the member must notify the President, Vice President or Advisor 24 hours prior to the RCASG meeting in order for it to be considered excused. Failure to notify will result in an unexcused absence. RCASG Officers who arrive late to the RCASG meetings must notify the President, Vice President or Advisor of their tardiness. Failure of notifying will result in an unexcused tardy.

Section 2. Attendance and Late Arrivals

RCASG Officers who fail to notify the designated Officers of their absence will be subject to impeachment after 4 meetings. RCASG Officers who fail to notify the designated Officers of their late arrivals will be subject to impeachment after 6 tardies.

ARTICLE VII Removal

Section 1. Removal

Members who fail to meet the eligibility requirements will automatically be removed from office. Members will also be removed for misconduct, negligence of duty and/or other offenses listed in the governing documents with a two-thirds majority vote.

Section 2. Impeachment

RCASG Officers who do not comply with their duties and responsibilities as outlined in the By-laws and Policies will be subject to impeachment proceedings. Please see **Article II Sec. 1, Article III Sec. 1 of the By-laws** and **Article IV, V and VI of the Policies**.

Section 2. Impeachment Process

Two oral and/or written warnings will be issued by the President, Vice President and/or Advisor. After being issued two oral or written warnings, the offending member will be given a chance to plead on their

behalf to the RCASG. The legislative Branch will vote on impeaching a member following discussion. Immediate removal of the offending member shall follow a 2/3 majority vote of the present voting members. The offending member will lose all privileges given to the RCASG.

ARTICLE VIII Committees

Section 1. The Legislative Branch shall have a system of standing committees, created and dissolved by a two-thirds vote in the Legislative Branch.

Section 2. The RCASG President will serve as a non voting member in all standing committees.

Section 3. The Legislative Branch standing committees shall be made up of the Legislative, Finance and Public Relations Committees. No fewer than two Senators shall serve on each committee. All Standing Committees must adhere to the California Brown Act.

ARTICLE IX Elections

Section 1. General Spring Election. The General Election shall run through an Elections Committee with a chair appointed by the ASG President. General Elections will be conducted in the Spring Semester of each year; have General Election held no fewer than six instructional weeks prior to the close of the Spring Semester. The Student Body will vote and elect the following positions with a simple majority: President, Vice President, Inter-Club Council President, Student Trustee/Representative, Treasurer and the Senate.

Section 2. Constitutional Special Elections. All RCASG Constitutional Amendments and Revisions shall be ratified following a two-thirds majority vote of the present membership of the RCASG. Following the ratification of the Constitution by the RCASG, a special election shall be held for the Student Body to vote on approving the ratified constitution, a simple majority of the Student Body is needed.

Section 3. In-House-Elections. At any point where the RCASG made amendments to the governing documents and positions were dissolved and/or there is an Executive Office position vacant, an in-house election will be held if needed, to fill the newly established and vacant position(s). The RCASG voting members will participate in voting and electing officers to fill new positions with a simple majority.

Section 4. Student Trustee Special Election. A special election will be held if there are no candidates at the General Spring Election and/or there is a vacancy in the office of the Student Trustee. The Student Body will vote and elect the Student Trustee with a simple majority.

Section 5. RCASG By-laws. The RCASG shall possess the power to establish, amend and revise the By-laws following a two-thirds majority vote.

ARTICLE X Appointments and Vacancies

Section 5. Vacancies. In the event of a vacancy in the Office of President, the Legislative Branch shall elect a President Pro Tempore by a 2/3 majority vote of those members present at the next meeting.

Section 7. Senate Appointments. The Legislative Branch possesses the power to induct Senators following a 2/3 majority vote. Members wishing to be inducted into the RCASG must meet the eligibility requirements as listed in the RCASG Governing Documents.

Section 8. Ascension of Power.

RCASG Senators wishing to move into an Executive position may do so after they have:

- Served in at least 4 RCASG meetings;
- Received and participated in RCASG trainings;
- Has fulfilled all of their duties and responsibilities as outlined in the governing documents

END OF DOCUMENT.

Constitution: amended and approved on March 31st, 2023

Bylaws: amended and approved by RCASG on April 18th, 2023

Policies: amended and approved by RCASG on April 18th, 2023