

*Madera Community*

*College A.S.G*

*Est. 2020*



# **Constitution & Bylaws**

(Revised 2023)

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## **Constitution and Bylaws**

### Associated Student Government of Madera/Oakhurst Centers

#### **Article I: Preamble**

We, the students of Madera College/Oakhurst Center, establish this Constitution of the Madera College/Oakhurst Center Associated Student Government to organize as a self-governing body to serve as advocates and assume the powers and cooperative responsibility delegated to us by the President of Madera College and the Board of Trustees of the State Center Community College District. The Student Body is composed of unique and diverse individuals and groups of individuals united by common needs and interests. This Association is established in order to ensure fair and equal treatment for all students; to provide a voice for the Student Body in the development of College policy and in the use of College Funds; to encourage academic and social involvement; to further cooperation and communication between students, faculty, classified staff, administration, and the community; to create and maintain adequate scholastic, social, cultural, and political activities in the furtherance of student welfare; and to promote the general academic achievement and life-long success of all students at Madera College/Oakhurst Center.

#### **Article II: Name, Colors & Mascot**

The name of this organization shall be the “Associated Student Government of Madera College/Oakhurst Center”. The colors for this organization shall be gold to represent Madera College, forest green to represent Oakhurst Center, and black. Our mascot shall be Maddie “The Mountain Lion.”

#### **Article III The Association**

##### **Section 1. Purpose**

The Madera College/Oakhurst Center Associated Student Government is to be the official voice for the students at Madera College/Oakhurst Center and to ensure that the students are represented in all matters of the participatory governance. Through lobbying, advocacy, and student representation, the Association ensures a supportive educational environment while promoting unity and cooperation with students, faculty, staff, classified staff, and administration. It is the intent of the Association to promote campus life, student involvement, engagement, empowerment and encourage students by providing extracurricular activities that enhance the academic, social, and cultural wellbeing of the campus and its students.

## **Section 2. Authority**

The Association and its Officers recognize that the authority and powers of the Association are derived from the President of Madera College/ Oakhurst Center. As a result, the Association serves in an advisory capacity and operates under the oversight of, and at the discretion of, the President of Madera College/Oakhurst Center and Advisors.

## **Section 3. Governing Body**

The Association shall be governed by its Executive board and Senators under the direct supervision and guidance of Advisors.

## **Section 4. Fiscal Authority**

The Association shall follow all State Center Community College District and Madera College/Oakhurst Center fiscal policies and procedures when spending and collecting Association funds. All MCCASG funds spent or allocated must have the approval and confirmation from the MCCASG Advisor. MCCASG Officers or subsidiary employees do not have authority to enter into contracts or to make purchases themselves or on behalf of MCCASG or Madera College/Oakhurst Center but may seek to do so by working through the MCCASG Advisor.

## **Article IV Membership**

### **Section 1. Discrimination Clause**

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. Each member has equal rights and privileges.

### **Section 2. Association Members**

**A.** Any individual who is registered in at least 1 unit at Madera College/Oakhurst Center, is a member of the Association and is entitled to representation by the MCCASG.

**B.** The “Student Body” is referred to as the collective of Association members.

**C.** Members are entitled to:

1. Admission to MCCASG sponsored events and services, free or at a reduced rate.

2. The right to hold office, both elected and appointed, as long as the student is in good standing with Madera College/Oakhurst Center in the following areas:

- I. Academic Standing (i.e., not on Academic Probation or Disqualification per SCCCD Board Policy).
- II. Registration Holds (i.e., not prevented from registering with the College per SCCCD Board Policy).
- III. Student Conduct (i.e., not in violation of standards of appropriate behavior as defined by SCCCD Board Policy).
- IV. Financial Obligations (i.e., funds due to the College Business Office);  
and
- v. The MCCASG Bylaws.

3. Vote(s) in all Student Body elections.

4. Membership in registered student organizations at Madera College/Oakhurst Center, in accordance with the membership rules prescribed by the constitutions of said organizations.

5. Any other privileges which shall be prescribed by the MCCASG Bylaws.

### **Section 3. Term of Office**

A. The term of all Executive Officers and Senators shall begin on June 1st and end by May 31st of the following year, which shall herein be referred to as the "Current Term".

B. The term of any appointed or specially elected Executive Officers and Senators shall end at the close of The Current Term.

C. No Executive Officers may hold more than one (1) office simultaneously.

D. No person may run for more than one (1) office at each election. E. No Executive Officers may hold the same office for more than four (4) instructional semesters (fall and spring).

### **Section 4. Eligibility to hold Office**

A. All Executive Officers and Senators of the Association, at the time of their election or appointment and throughout their terms, shall meet the general qualifications as follows:

1. Must maintain a cumulative grade point average of **at least 2.50** for the duration of The Current Term.

2. Must maintain a **minimum** credit load of **six (6) units per** fall and spring instructional semesters for the duration of The Current Term.

I. With the exception of graduating students that need one or two more classes below six units in a single semester and still maintain a **2.50 or higher GPA**.

3. Must possess a Student ID Card

**B.** Failure to be in good standing with Madera College/Oakhurst Center or to meet the minimum eligibility requirements for office at any point in the Officer's Current Term may result in immediate removal from office by the MCCASG Advisor.

**C.** The elected and appointed members of the Association collectively shall be referred to as "MCCASG Executive Officers and Senators.

### **Section 5. Oath of Office**

Before entering into office, all members of the MCCASG shall take the following oath:

*"I, **states name**, do solemnly swear that I will support the Constitution of the Madera College/ Oakhurst Center Associated Student Government; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I willingly and faithfully take on the duties of the office into which I am about to enter."*

### **Section 6. Advisor**

The Advisor to the Association, who shall be appointed by the College President or designee, shall not be a member of any MCCASG Student Body and shall act in an advisory capacity without a vote in the Senate.

The Advisor shall review and approve actions by the Association or its officers and members. The Advisor may work with all MCCASG Executive Officers and Senators to address performance related concerns as part of the learning experience that is student participatory governance. The MCCASG has the right to appeal all decisions made by the MCCASG Advisor, to the College President or designee. Ultimate review and approval of the actions and omissions of the Association and each of its subsidiaries remains with the President of Madera College/Oakhurst Center and the designee.

## **Article V Executive Officers and Senate**

**A.** The elected Executive officers are the President, Vice President, Treasurer, Secretary, Inter-Club Council Representative, and Public Relations Director.

**B.** MCCASG Executive officers will have the right to equally vote with the exception of the President who shall only vote to break a tie, Senate members will have no voting power. All MCCASG members must be enrolled in at least 6 units.

**C.** All Executive Officers are required to dedicate 4 office hours weekly performing ASG related duties, not including meeting hours.

**D.** In the event of a vacant spot in an elected position, the Executive board will vote and the candidate with the majority vote will be appointed to the Executive Board position.

### **Section 1. Powers and Duties of Officers:**

- a. The **President** shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the organization.
- b. The **Vice President** shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant. The Vice President will also provide support to the Executive positions regularly and in the case of their absence.
- c. The **Treasurer** shall handle all financial affairs and budgeting of the organization, maintain a monthly record of financial transactions and submit said monthly financial report to MCCASG. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall sign all final check requests which must be previously approved by the ASG, requiring signatures of both the Treasurer and President for authorized disbursements. The treasurer shall keep the office/student lounge maintained with supplies/necessities with a monthly allotment of \$50 (pending approval of the Executive Board/Advisor).
- d. The **Secretary** shall take minutes at all meetings and membership records, keep these on file, and submit required copies to all organization members. The Secretary shall prepare the meeting agenda(s) and have these publicly posted 48 hours prior to the meeting. The Secretary will post physical copies of upcoming and past agendas in glass display in cafeteria and email copies to the college President.

- e. The **Inter-Club Council Representative** of this organization shall oversee all official clubs, assist clubs with any information needed, assist new clubs to become an official club, see that all official clubs have an ICC Representative to send to ASG meetings, receive any documentation needing the approval of ASG for fundraising/club activity, and shall have the option to hold meetings with club's ICC Representatives.
- f. The **Public Relations Director** shall carry out all intra-college publicity concerning MCCASG, manage the MCCASG social media accounts, and publicize flyers for all events/student services.
- g. The Student **Senators** shall represent students, serve on committees, attend 2/3 of the ASG meetings and events (unless previously excused by the President/Vice-President), and are reappointed by the Executive Board for the Spring Semester based on the fulfillment of above requirements during the Fall Semester. There shall only be 6 senator positions and have one collective vote. A 50+1 collective vote senator vote will serve as their final vote.
- h. All new and non-returning students joining ASG begin as **Volunteers**. Volunteers are not required to carry out any of the duties Senators carry, at the cost of the ability to vote. Volunteers will also not be considered for any off-campus activity. A volunteer may request to be promoted to Senator position if they attend 3 meetings consecutively and/or given the approval of the majority vote. `

#### **Article VI Selection of Officers / Election Code**

**A.** The President, Vice President, Treasurer, Secretary, ICC-Representative and Public Relations Director are elected once a year. Elections are held at the end of the Spring semester. Members may nominate themselves for an office. Officers shall be elected by majority vote by secret ballot. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin in the presence of MCCASG Advisors and outgoing Executive Officers.

**B.** To be a candidate for any elected office, a student is required: to be a currently enrolled in 6 units for upcoming Fall semester at the Madera College/Oakhurst Center, must have had a 2.5 GPA in the previous semester of school, to be available for Student Senate meetings and be familiar with and follow the constitution, bylaws and proper regulations of the MCCASG. Every elected member must read the Constitution and Bylaws within the



second week of the fall semester and must sign a document given by the MCCASG President.

**C.** A write-in candidate shall be accepted for any elected office, provided that the candidate meets the qualifications for the position in question.

**D.** Immediate disqualification will result if any candidate violates the election code as determined by the MCCASG Advisor.

**E.** MCCASG cannot sponsor the campaign or campaign related events of any candidate(s).

**F.** MCCASG Advisor(s) will provide additional information during the election cycle.

### **Article VII Meetings**

**A.** Meetings, times, and locations are announced and open to the public. Minutes are posted publicly by the Secretary.

**B.** Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as (50+1) of the Executive Board and Senators.

**C.** Members must be present to vote. Absentee or proxy voting is not permitted. Any MCCASG officer with membership in a club will be required to abstain from any vote that pertains to said club.

**D.** All meetings will follow Parliamentary Procedures. Robert's Rules of Order shall prevail when interpretation or challenges of Parliamentary Procedure is necessary.

### **Article VIII Discipline of Members**

**A.** Senators will be demoted to Volunteer status if they fail to fulfill their duties outlined above.

**B.** Executive Board and Senators can be removed for unsatisfactory performance by majority vote (50+1) . In the event of a vote of removal all voting members must be present at the Student Senate Meeting or the vote cannot be held.

1. A verbal warning will be given to the member.
2. A written complaint will be given to the member.
3. Lastly, a vote will take place to remove member from office.

**C.** Any member may be suspended or expelled from the organization for misconduct. The alleged offense must be in writing and submitted by a member. The membership shall vote first on whether the member has engaged in misconduct. If by a majority vote (50+1), the membership determines that misconduct has occurred, the membership shall then by a majority vote (50+1), determine appropriate sanction(s).

**D.** By a majority vote (50+1), the membership may reinstate a member who has been suspended or expelled.

**E.** The accused member has the right to appeal an adverse decision at a regular meeting, and the accused member shall be reinstated unless the suspension or expulsion is again approved by majority vote.

### **Article IX Amendments and Appeals**

**Section 1** This constitution may be amended with a majority vote (50+1) by a quorum of voting members in attendance.

**Section 2** An appeal may be made to the MCCASG to make an exception to the constitution and/or Bylaws on a case-by-case basis. This case-by-case approval shall be approved by a (50+1) majority vote by a quorum of voting members in attendance.

**Section 3** In the event there is a conflict between this constitution and the Associated Student Government Bylaws, this constitution shall prevail.

### **Article X: Ratification**

This Constitution shall be ratified by majority vote (50+1) of its Executive board. Ratification of this Constitution shall make all previous Constitutions and its Bylaws null and void. Upon ratification, this Constitution will take effect immediately.