



Constitution

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Preamble

We, the Associated Students of College of San Mateo (ASCSM), do hereby establish and adopt this Constitution in order to provide fair and equal representation to all students at College of San Mateo (CSM). Furthermore, we strive to make fair, ethical, and informed decisions while representing students on a local, state, and national level. In addition, we vow to promote the general welfare of students, to foster a spirit of equality, and to defend the rights and responsibilities of our student body.

Article I — Structure

Section 1 Name and Membership

- 1.1 The name of this organization shall be the Associated Students of College of San Mateo, herein referred to as the Associated Students or ASCSM.
- 1.2 The membership of the Associated Students shall consist of all students currently enrolled at College of San Mateo.

Section 2 Governing Law

- 2.1 The Associated Students of College of San Mateo shall be governed in accordance with this Constitution, the duly adopted ASCSM Bylaws, College policy and District Rules and Regulations (where applicable), and any and all applicable laws including the California Education Code and the Ralph M. Brown Act (California Code Section 54950, et seq.).

Section 3 Constituent Bodies

- 3.1 The Constituent Bodies of the ASCSM shall be:
 - a. The Student Senate
 - b. The Executive Cabinet
 - c. The Programming Board
 - d. The Advocacy Board
 - e. The Inter Club Council (ICC)
- 3.2 Constituent Bodies may establish standing, ad hoc, or other committees consisting of some or all members of the Constituent Body. Such committees shall be accountable to the Constituent Body and shall act in accordance with ASCSM Governing Law.

Section 4 Center for Student Life & Leadership Development

- 4.1 ASCSM Constituent Bodies shall have as their advisors:
 - a. The Coordinator of Student Activities[†], or his or her designee
 - b. The Student Activities Assistant[†]

- 4.2 Advisors shall be in attendance at all meetings of Constituent Bodies for official business to take place.
- 4.3 Advisors shall function as parliamentarians and constitutional historians for Constituent Bodies.
- 4.4 Advisors shall act within the spirit and intent of the ASCSM Constitution and Bylaws, the Ralph M. Brown Act, and the California Education Code.

Article II — Qualifications, Elections, and Terms of Office

Section 1 Qualifications

- 1.1 To be eligible to run, apply for, or hold office as an Executive Officer or a Member of the Student Senate, a student must fulfill and maintain the following qualifications:
 - a. Be currently enrolled in at least six (6) units of credit at College of San Mateo. A majority of the student's units must be at College of San Mateo. This requirement shall only be in effect during the fall and spring semesters.
 - b. Must not be on academic probation, disciplinary probation or suspension, provided that an individual placed on disciplinary probation or suspension who has timely appealed such decision shall remain eligible until such time as the appeals has been disposed of by the appropriate College authority.
 - c. Must have and maintain a cumulative GPA of at least 2.0 and have and maintain satisfactory academic progress (a 50 percent or higher completion rate) while running for and holding office.
 - d. Must have a 2.0 GPA in their last completed semester, excluding summer.
 - e. Must have completed at least 6.0 units of credit at College of San Mateo.
 - f. The Student Trustee Nominee from College of San Mateo shall be held to the same qualifications as stated in this section in addition to those outlined in the San Mateo County Community College District Rules and Regulations regarding the Student Trustee.

- g. No member of the ASCSM Student Government may hold more than one position, including the position of Student Trustee, at the same time.

Section 2 Elections and Election Commission

- 2.1 All ASCSM elections, regular or special, shall be conducted under the authority and governance of this Constitution, the ASCSM Bylaws, the ASCSM Election Bylaws, and the ASCSM Election Commission.
- 2.2 The Election Commission shall be comprised of the following individuals:
 - a. The ASCSM Vice President, who shall service as co-chair, unless he or she is a candidate for office or otherwise unable to fulfill this duty, in which case the next ASCSM Officer in the line of succession shall fulfill the required duties.
 - b. At least three (3) members of the Student Senate who are not candidates for office or otherwise unable to fulfill this duty.
 - c. The Coordinator of Student Activities[†], or his or her designee, who shall serve as co-chair.
 - d. The Student Activities Assistant[†], who shall serve as an ex-officio member and Secretary.
- 2.3 The Election Commission shall certify compliance with election rules and regulations, certify election results, and shall be the final body adjudicating disputes and complaints.
- 2.4 Qualified candidates running for office shall be elected by a plurality of votes cast by secret ballot by eligible student voters in a regular or special election.
- 2.5 Each student enrolled in for-credit courses at College of San Mateo shall be eligible to vote in the election.
- 2.6 In carrying out its responsibilities, the Election Commission shall comply with ASCSM governing laws, including this Constitution, Bylaws, and the Ralph M. Brown Act.

Section 3 Terms of Office and Term Limits

- 3.1 Terms of office for Executive Officers and Members of the Student Senate shall commence the day following the last official day of the spring semester in which the election takes place. Terms of office shall end on the last day of the spring semester of the same academic year.

- 3.2 Officers and/or Senators appointed to or elected via a special election shall serve the remainder of the term from the time of election or appointment until the last official day of the spring semester of the current academic year.
- 3.3 Students may not serve more than three (3) terms (including partial terms) and no more than two (2) terms (including partial terms) in any one office.

Article III – Powers of Constituent Bodies

Section 1

Student Senate

- 1.1 All legislative powers of the Associated Students shall be vested in the ASCSM Student Senate.
- 1.2 The Student Senate shall be comprised of one (1) Senator (rounded up to the next whole number) per each six hundred (600) students enrolled at CSM at the time of the first census of the semester, excluding summer, prior to the semester in which the election is held.
 - 1.2.1 If less than 50 percent of the seats on the Student Senate are filled in the General Election of the spring semester, a special election shall be held within 30 days of the start of the subsequent fall semester to fill the remaining seats.
- 1.3 The Vice President of the Associated Students shall serve as the presiding officer and Chairperson of the Senate.
 - 1.3.1 The Vice President shall only vote in cases outlined for presiding officers in the current edition of Robert’s Rules of Order.
 - 1.3.2 The Vice President shall be considered a member of the Senate and therefore shall be counted for quorum.
- 1.4 A Vice Chair of the Student Senate shall be elected from among the membership of the Student Senate.
- 1.5 The Senate shall meet at least twice per month while classes are in session (including summer session), except in months in which classes are in session less than four (4) weeks, and then the Senate shall meet at least once.

- 1.6 The Senate may compel the attendance members, and shall define the required minimum attendance to serve. Maximum number of member absences shall be no more than 3 meetings per semester, including summer session.
 - 1.6.1 The Senate shall have the power to grant a leave of absence for extenuating circumstances to any Executive Officer or Senator during the summer session, during any intersessions, or times that classes are not in session.
 - 1.6.2 Leaves of absence shall not exceed two calendar months and may not include any portion of the fall or spring semesters.
- 1.7 Decisions made by the Senate shall require a majority (50 percent plus 1) of the membership present at a duly noticed meeting, except in cases defined elsewhere within these Constitution and Bylaws.
- 1.8 “Consent of the Senate” shall be defined as a simple majority (50 percent plus 1) vote of the membership present at a duly noticed meeting unless otherwise defined in this Constitution.

Section 2 Executive Cabinet

- 2.1 The Executive Cabinet shall be comprised of the President, the Vice President, Vice Chair, Finance Director, Programming Board Chair, and Advocacy Board Chair.
 - 2.2.1 The President shall serve as Chair of the Executive Cabinet.
 - 2.2.2 The Secretary shall serve as an ex-officio, non-voting member of the Executive Cabinet.
- 2.2 Executive Cabinet shall meet at least twice a month while classes are in session.
- 2.3 In conjunction with the Finance Director, the Executive Cabinet shall be responsible for formulating and recommending a budget to the Student Senate.
- 2.4 The Executive Cabinet shall be responsible for recommending appointments of Senators to the Student Senate.

Section 3 Programming Board

- 3.1 The Programming Board shall be comprised of one (1) Executive Officer, a minimum of three (3) Senators, and at least one (1) Student At Large.

- 3.1.1 The Chair of the Programming Board shall be appointed, with the advice and consent of the Senate, from among the membership of the Student Senate by the ASCSM President.
- 3.1.2 The number of Senators serving on the Programming Board may not meet or exceed quorum of the Student Senate.
- 3.2 The Programming Board shall be responsible for planning, budgeting, and recommending on- and off-campus events, activities, programming, and other items as deemed necessary to the Student Senate.

Section 4 Advocacy Board

- 4.1 The Advocacy Board shall be comprised of one (1) Executive Officer, a minimum of three (3) Senators, and at least one (1) Student at Large.
 - 4.1.1 The Chair of the Advocacy Board shall be appointed, with the advice and consent of the Senate, from among the membership of the Student Senate by the ASCSM President.
 - 4.1.2 The number of Senators serving on the Advocacy Board shall not meet or exceed quorum of the Student Senate.
- 4.2 The Advocacy Board shall be responsible for advocating student issues and concerns to local, state, and federal officials.

Section 5 Inter Club Council

- 5.1 The Inter Club Council (ICC) shall be comprised of one (1) representative from each recognized CSM student club and organization.
 - 5.1.1 All student clubs and organizations shall come under the jurisdiction of the ASCSM and shall be chartered under the authority of the Associated Students as interest groups of the student body. Clubs will automatically be chartered if they adhere to all College, District, and State guidelines concerning such organizations. The Coordinator of Student Activities[†] or his or her designee shall be the primary advisor in such matters.
 - 5.1.2 The ASCSM Student Senate Vice Chair shall serve as the Chair of the Inter Club Council.
- 5.2 The Inter Club Council shall be responsible for coordinating events and activities to promote interest and awareness of student clubs and organizations; for recommending expenditures from budget accounts earmarked for supporting student clubs and organizations events and activities to the Student Senate; and

for providing a forum for communication between the Associated Students and the Center for Student Life with active student clubs and organizations.

Article IV - Meetings

Section 1 Compliance with the Ralph M. Brown Act

- 1.1 All meetings and actions taken by the Student Senate, the Executive Cabinet, the Inter Club Council, the Advocacy Board, the Programming Board, and their committees shall be governed by the Ralph M. Brown Act, where applicable.

Section 2 Rules of Order

- 2.1 All meetings of the Student Senate, the Executive Cabinet, the Inter Club Council, the Advocacy Board, the Programming Board, and their committees shall be conducted in accordance with the current edition of Robert's Rules of Order. The presiding officer may employ a relaxed approach to Robert's Rules of Order whenever practical to do so, subject to the agreement of the membership.

Section 3 Regular Meetings

- 3.1 Unless otherwise noted, all Constituent Bodies shall meet no less than twice per month while classes are in session.

Section 4 Special Meetings

- 4.1 The presiding officer of any Constituent Body may call a special meeting in accordance with the Ralph M. Brown Act.
- 4.2 Any member of a Constituent Body may call a special meeting with at least 50 percent plus 1 of the members of the body giving written consent. Such meetings shall be held in accordance with the Ralph M. Brown Act.

Section 5 Emergency Meetings

- 5.1 The Student Senate may only call an Emergency Meeting under the conditions as outlined in the Ralph M. Brown Act. No other Constituent Body may call an Emergency Meeting.

Section 6 Quorum

- 6.1 A quorum of members of a Constituent Body shall be present before business is discussed or acted upon. A quorum shall be defined by the Ralph M. Brown Act.
- 6.3 This requirement shall not be interpreted to prevent a Constituent Body from establishing an ad hoc advisory committee that consists of less than a quorum of the Constituent Body, where consistent with the Brown Act.

Section 7 Majority Vote

- 7.1 Except where otherwise provided for in this Constitution, action taken by any Constituent Body shall require a simple majority vote (50 percent plus 1) of the members present.

Article V – Appointments, Vacancies, and Succession

Section 1 Student At Large Appointments

- 1.1 The President shall have the power to appoint, with the advice and consent of the Student Senate, members of the general student body to A.S. Committees, shared governance committees, and any other groups.

- 1.2 A signed petition of one-third (1/3) of the current membership of the Student Senate shall have the power to nominate individuals from the general student body to A.S. Committees.

Section 2 Vacancies on the Student Senate

- 2.1 Nominees for vacancies on the Student Senate shall be recommended to the Senate by the Executive Cabinet.

- 2.2 A signed petition of one-third (1/3) of the current membership of the Student Senate shall have the power to nominate an individual to the Student Senate.

Section 3 Vacancies on the Executive Cabinet

- 3.1 In the event that the A.S. President becomes disqualified for his or her position, resigns, is impeached, is recalled, or is disabled from performing his or her duties for more than thirty (30) consecutive calendar days of his or her term, the order of succession shall be as follows:
 - a. Vice President
 - b. Vice Chair
 - c. Special Election to select a new President

- 3.2 In the event that the A.S. Vice President becomes disqualified for his or her position, resigns, is impeached, is recalled, or is disabled from performing his or her duties for more than thirty (30) consecutive calendar days of his or her term, the order of succession shall be as follows:
 - a. Vice Chair
 - b. Appointment by a two-thirds (2/3) majority vote of the Student Senate at a duly noticed regular or special meeting.

- 3.3 In the event that the A.S. Finance Director becomes disqualified for his or her position, resigns, is impeached, is recalled, or is disabled from performing his or her duties for more than thirty (30) consecutive calendar days of his or her term, the order of succession shall be as follows:

- a. Appointment by the A.S. President with a two-thirds (2/3) majority vote of the Student Senate at a duly noticed regular or special meeting.
- 3.4 In the event that the Vice Chair becomes disqualified for his or her position, resigns, is impeached, is recalled, or is disabled from performing his or her duties for more than thirty (30) consecutive calendar days of his or her term, a new Vice Chair shall be elected by the Student Senate at a duly noticed regular or special meeting.

Article VI – Impeachment, Removal, and Recall

Section 1 Impeachment and/or removal

- 1.1 Any member of the Student Senate and/or Executive Cabinet is subject to impeachment for misconduct or neglect of duty. The due process for impeachment and removal shall be set forth in the ASCSM Bylaws.
- 1.2 The power of impeachment and removal shall be solely vested in the Student Senate. Actions of the Student Senate shall be final.
- 1.3 A minimum of a two-thirds (2/3) vote of the Student Senate shall be required for removal.

Section 2 Recall

- 2.1 Any elected official of ASCSM may be recalled by a majority of voters (50 percent plus 1) voting in a special election called in accordance with this Constitution and the Election Bylaws.
- 2.2 Any currently enrolled student may initiate a recall in accordance with the process outlined in this Constitution.
- 2.3 A recall petition shall include a statement of intent for the recall, the printed name(s) of the sponsor(s), and his or her ID numbers and signatures.
- 2.4 Before initiating such a petition, sponsors shall present a copy of the petition document for certification to the Center for Student Life & Leadership Development. If the petition meets the requirements set forth in this clause, the Coordinator of Student Activities[†] or his or her designee shall certify in writing. Such certification shall not contain any recommendations or opinions with regard to the recall.
 - 2.4.1 A petition shall not be certified if submitted with less than thirty (30) instructional days left in the spring semester.

- 2.4.2 If the certification comes within less than thirty (30) instructional days of the fall semester, the recall election shall take place within thirty (30) days of the following spring semester.
- 2.4.3 Recall petitions shall not be initiated during the summer session, any intersessions, or during breaks in instruction.
- 2.5 Upon receiving certification, the sponsor(s) shall gather the signatures of at least 10 percent of the students enrolled at CSM at the time of the prior semester's first census, excluding summer.
- 2.6 Recall petitions shall include the statement of intent to recall, the name(s) of the sponsor(s), and shall include the following information of those supporting the recall:
- Name
 - Address registered with the College
 - Signature
 - Date of Signature
- 2.7 Completed petition forms must be submitted to the Center for Student Life within thirty (30) days after the certification of the recall. Should this date fall on a weekend, a holiday, or a day that the Center for Student Life is not open, the petition shall be turned in the first following day on which the Center for Student Life is open for business.
- 2.8 Verification of the student status of all recall petition signers shall be the responsibility of the Center for Student Life. This verification shall take place within fifteen (15) business days after the submission of the recall petition. If the verification is not completed within this timeframe, the petition shall be considered valid.
- 2.9 Upon verification and certification of a sufficient number of signers to the petition, the Center for Student Life shall inform the Executive Cabinet and the Student Senate.
- 2.10 A recall election shall be held within thirty (30) school days of the verification and certification of the recall.
- 2.11 Recall elections shall be conducted in accordance with the ASCSM Election Bylaws.

Article VII – Amendments

Section 1 Amendments to the Constitution

- 1.1 Any member of the ASCSM Executive Cabinet or Student Senate shall have the authority to propose amendments to this Constitution in accordance with procedures outlined in this article.
- 1.2 Proposed amendments shall set forth the specific text of all additions, deletions, or changes proposed, and shall not bring this Constitution in conflict with any College or District policies and procedures, and shall not violate any local, state, or federal laws.
- 1.3 The proposed amendment must be submitted at a duly noticed regular meeting of the Student Senate. It shall be placed on the agenda of the following meeting for a discussion and review. At a subsequent meeting, the Student Senate shall take action on the proposed amendment.
 - 1.3.1 A two-thirds vote shall be required to place the amendment on the ballot for a regular or special election.
- 1.4 A two-thirds of vote of eligible students voting in a regular or special election shall be required to pass the amendment.
- 1.5 The amendment shall be effective immediately upon certification of election results unless otherwise defined within the amendment.

Article VIII – Bylaws

Section 1 Bylaws

- 1.1 The Student Senate shall be empowered to adopt the procedures of all constituent bodies.
- 1.2 Bylaws of the Student Senate shall be adopted by a two-thirds majority vote at a duly noticed regular meeting of the Student Senate.
- 1.3 Bylaws of the Inter Club Council shall be ratified by a two-thirds majority of the Inter Club Council at a duly noticed regular meeting and by a two-thirds vote of the Student Senate at a duly noticed regular meeting of the Student Senate.
 - 1.3.1 The Student Senate shall have the power to add, change, or amend the Bylaws of the Inter Club Council at its own discretion with a two-thirds majority vote of the Student Senate at a duly noticed regular meeting of the Student Senate.

- 1.4 All other constituent bodies may recommend Bylaws to the Student Senate. Such Bylaws must be approved by a two-thirds majority vote of the Student Senate at a duly noticed regular meeting of the Student Senate.

Article IX – Effective Date & Transition

Section 1 Effective Date

- 1.1 This Constitution shall become effective immediately following two-thirds majority vote of students voting in a regular or special election.

Section 2 Transition

- 2.1 The ratification and certification of this Constitution shall supersede the counting of any ballots for any Executive or Senate positions.
- 2.2 Upon ratification and certification of this Constitution, the number of eligible seats for the Student Senate shall be defined based upon the requirements set forth in this Constitution.
- 2.3 For the purposes of the election in which this Constitution is put forth on the ballot, the Finance Director shall be selected by the Student Senate from amongst the Senate no later than the Senate's third meeting.
- 2.4 Upon ratification and certification of this Constitution, the current ASCSM Bylaws shall remain in effect. In areas where the ASCSM Bylaws conflict with this Constitution, this Constitution shall take precedence.

†Title subject to change due to College and/or District reclassification

History

Date	Description
Monday, May 14, 2012	Approval certified as part of ASCSM Spring 2012 General Election; this Constitution becomes effective as of this date