

ASSOCIATED STUDENTS OF
COLLEGE OF SAN MATEO



CONSTITUTION

TABLE OF CONTENTS

Preamble	3
Article I	
Membership	3
Article II	
Elections	3
Article III	
Legislative Powers of the Associated Students	4
Article IV	
Executive Powers	4
Article V	
Committees	5
Article VI	
Clubs & Student Organizations	6
Article VII	
Removal from Office	7
7.1 Impeachment	7
7.2 Recall	7
Article VIII	
Amendment	7
Article IX	
Ratification	7
Article X	
Bylaws	7
Revision History	8

Preamble

We, the Associated Students of College of San Mateo, in order to form a more satisfactory student association, establish the rights of individuals insure a viable and credible atmosphere for learning and enhancing students' social life on campus, provide for fair representation, and in order to promote the general welfare of all students, do ordain and establish this Constitution for the Associated Students of College of San Mateo in accordance with all federal, state, and local rules and regulations.

Article I

Membership

- 1.1 All duly registered students at College of San Mateo are members and are eligible to vote in all student elections; all students have the right to propose legislation to the Senate; and except as otherwise provided by this Constitution, all students are eligible to hold any office of the Associated Students of College of San Mateo.

Article II

Elections

- 2.1 A general election to fill all Associated Student elected positions will be held once each year at least one week prior to final examinations in the Spring semester. The Associated Students' Vice President will be responsible for establishing an Elections Commission to conduct Associated Students elections. The Associated Students Vice Chair will be the co-chair of the election commission, unless otherwise decided by the Student Senate. No person may run for or hold more than one elective office of the Associated Students. All persons running for elective office or holding an elective office must be currently enrolled in at least six (6) units of credit at CSM and must have and maintain a cumulative GPA of 2.5. The unit load requirement of six (6) units will be waived only during the Summer Session or when classes are not normally in session.
- 2.2 Special Elections must be called by the Student Senate at any time during the year if:
 - 2.2.1 Less than fifty percent (50%) of the elected positions of the Associated Students are filled by persons elected by a vote of students; or,
 - 2.2.3 Valid petitions have been filed to request an election to consider a constitutional amendment or recall of an elected officer.
- 2.3 Terms of office for any elected position during a general election will commence on the last regularly scheduled Senate meeting of the term before finals. Terms of office for special election will commence on the term before finals. Terms of office for special election will commence at the first regularly scheduled Senate meeting after the official results of the election have been posted.

Article III

Legislative Powers of the Associated Students

- 3.1 All legislative powers of the Associated Students herein granted shall be vested in a Student Senate.
- 3.2 The Student Senate shall be comprised of a representative and proportional ratio of one student per each five hundred students enrolled at CSM at the time of the Fall semester first census of the school year proceeding the school year of the Senator's term of office. Senators shall be elected in a campus-wide general election for terms of one year and each Senator shall have one vote on the Student Senate. The Vice President of the Associated Students shall be the presiding officer and Chairperson of the senate, but shall have no vote, unless the Senate is equally divided on an issue. The Senate shall choose a Vice Chair of the Senate who shall act in the absence of the Vice President, or when the Vice President shall exercise the office of President of the Associated Students. The Senate may make such other appointments as may be necessary to conduct Senate business.
- 3.2.1 In order to facilitate and promote communication among the college constituencies, one (1) representative from the Faculty Academic Senate, one (1) representative from the Classified Staff organization, and one (1) representative from the College Administration shall be given an advisory vote to the ASCSM Senate. These representatives will have a non-binding vote, and will not count toward quorum.
- 3.3 The Senate shall meet at least once every month while classes are in session.
- 3.4 A majority of voting members, including the Senators and meeting chair, shall constitute a quorum to do business; and the Senate may compel the attendance of absent members, in such manner, and under such penalties, as prescribed by the bylaws of the Senate.
- 3.5 Every proposal which passes the Senate shall, before it becomes enacted, be presented to the President of the Associated Students. If the President approves of the proposal, the President shall sign the proposal. If he disapproves of the proposal, it must be returned within forty-eight (48) hours, with objections, to the Senate, who shall enter the objections in the minutes, and proceed to reconsider it.
- 3.6 The Senate, acting as the legislative body of the students, vote the nominees to all committees and appointive positions made by the President, create or dissolve any committees according to need, propose amendments to the Constitution by a two-third (2/3) vote, and have the power to take such action as they deem necessary and proper to carry out the functions of the student association which does not conflict with this constitution or the rules and regulations of CSM or of the San Mateo County Community College District or with the State of California.

Article IV

Executive Powers

- 4.1 The executive power shall be vested in a President of the Associated Students of CSM who shall hold office for one year, and together with the Vice President, chosen for the same term, shall be elected under the following guidelines:
- The President and Vice President shall be nominated for their respective offices by a petition signed by one-hundred (100) members of the Associated Students, to be filed and verified at least eight school days prior to the election.

4.2 The President shall be the official representative of the students at all functions and shall serve as liaison to the College, District, and community. The President shall have the power, by and with consent of the Senate, to create committees; to nominate, appoint, and remove all ASCSM representatives to Senate and College committees, and to serve as an ex-officio member of all committees. The President shall: have the power to call for a special election and have the power to call a special meeting of the Senate.

The Vice President shall: chair all Senate meetings, be entrusted with the responsibility for establishing an election commission to direct all elections, vote in case of a tie in the Senate, have the power to call a special meeting, and serve as an ex-officio member of all Senate committees.

4.3 The President shall have the power to appoint or remove, with the advice and consent of the Senate, a Senator to act as Senate Secretary. The Senate Secretary shall be responsible for arranging or providing for Senate Meeting Agendas, the recording of Student Senate Meeting Minutes, and other official Senate correspondence.

4.4 The President shall have the power to appoint or remove, with the advice and consent of the Senate, a Finance Director.

The Finance Director shall be responsible for coordinating the development and monitoring of the annual budget for the review and approval of expenditures of the Associated Students.

4.5 The Vice Chair will be nominated by the Senate, details of which are to be provided in the by-laws.

Article V

Committees

5.1 The Senate may create, with a simple majority vote, as many committees as necessary to assist in advising the Senate and in carrying out the goals and functions of the Associated Students. The Senate may authorize the creation of three types of committees as follows:

5.1.1 Permanent Standing Committees

To carry out functions, programs, and services on a year-round basis.

5.1.2 Temporary/Ad Hoc Committees

To carry out specific functions as defined by the Senate which are to be completed during a specific time period at the conclusion of which the committee will cease to exist.

5.1.3 Sub-Committees

To advise and assist the Permanent Standing or Temporary/Ad Hoc Committees carry out their duties.

5.2 The President, with the advice and consent of the Senate, shall appoint Senators as Chairpersons to manage the affairs of each Permanent or Temporary/Ad Hoc Committee.

5.2.1 The Chairperson shall call committee meetings on a regular basis, keep committee records, and report committee progress to the Senate on a regular basis.

5.2.2 Committee Vice Chairs shall be selected by the committee with the approval of the Committee Chair and the consent of the AS President. The Vice Chair of each committee shall assist the committee chairperson, perform the duties of chairperson in his or her absence, and carry out responsibilities as further outlined in the Bylaws

- 5.2.3 Sub-committee chairs shall be appointed by the Committee Chair with the advice of the AS President and the consent of the AS Senate.
- 5.2.4 Continued service as a Committee Chair, Committee Vice Chair, or Subcommittee Chair is subject to ongoing reviews by the AS President.
- 5.3 All committees are established to advise and carry out the wishes of the Senate. All recommendations, expenditures, and actions of the Committees are subject to the prior review and approval of the Senate at a public meeting of the Senate.
- 5.4 Permanent Standing Committees of the Senate shall include, but are not limited to, the following:
- a. Finance & Administration
 - b. Public Relations
 - c. Programs & Services
 - d. Academic Enhancement
 - e. Inter Club Council
 - f. Legislative & Governmental Affairs
 - g. Alumni Association
 - h. Café International Advisory Board

All Permanent Standing Committees are required to establish goals and make progress reports during Senate meetings. Bylaws shall specify the frequency of the progress reports.

- 5.5 Temporary/Ad Hoc Committees may also be formed by a simple majority vote of the Senate to accomplish specific tasks within a limited and specific time frame which are not assignable to one of the existing Permanent Committees.

Article VI

Clubs & Student Organizations

- 6.1 Student clubs and organizations are student interest groups that are made up of registered students at College of San Mateo that:
- 6.1.1 Operate under the guidance of a member of the College staff who serves as advisor;
 - 6.1.2 Maintain a constitution approved by the Coordinator of Student Activities and a current list of members in the Student Activities Office;
 - 6.1.3 Hold regular meetings which are open to all students and that are announced in campus publications of general circulation;
 - 6.1.4 Deposit all funds in a college account as required by established college procedures.
- 6.2 All clubs and organizations at College of San Mateo 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 and State guidelines concerning such organizations. The Coordinator of Student Activities shall be the primary advisor in such matters.

Article VII

Removal from Office

7.1 Impeachment

7.1.1 The Senate shall have the sole power to try all impeachment proceedings against Senators, the ASCSM President, or the ASCSM Vice President.

7.1.2 When sitting for that purpose, the Senate shall meet as a whole body, with one of the Student Senators elected by a simple majority vote to chair the proceedings.

7.2 Recall

7.2.1 All elected officials shall be subject to recall by a petition submitted by five hundred (500) members of the Student Association.

7.2.2 Upon presentation of the petition to the Student Senate, the Student Senate shall call a recall election within two weeks. If the removal actions is supported by two-thirds (2/3) of the votes cast in the special election, the Officer or Senator shall be removed from office.

Article VIII

Amendment

8.1 Amendments to this Constitution, or any article or section thereof, may be proposed by and with the concurrence of two-thirds (2/3) of the Associated Students Senate or by a petition signed by five hundred (500) registered students and subsequently ratified by two-thirds (2/3) majority of members of the Association voting in a general or special election.

Article IX

Ratification

9.1 This Constitution shall be in effect upon ratification by a two-third (2/3) vote of the CSM Students voting in a campus-wide election and upon subsequent approval by the Board of Trustees of the San Mateo County Community College District.

Article X

Bylaws

10.1 Operating procedures, guidelines, policies, and other details not specifically designated in this Constitution, nor in conflict with any Constitutional provisions, shall be clarified in a set of Bylaws to be enacted with a simple majority vote of the Senate. An organizational chart of all the bylaws shall be constructed and updated upon creating new bylaws and/or modifying the existing bylaws.

Revision History

Spring 2004 Revised and approved by the ASCSM Senate and passed in the ASCSM General Election by CSM Students.