



SAN JUAN COLLEGE
Associated Students

SAN JUAN COLLEGE STUDENT GOVERNMENT CONSTITUTION

Preamble We the students of San Juan College do hereby assume the full powers of self- governance and establish these powers under the constitution. Our objective is to unite and coordinate the varying interests and concerns of the student body whom we shall faithfully represent through our participation in the shared governance of all matters of San Juan College.

Article 1

Name

Section 1

This organization shall be known as the Associated Students of San Juan College, herein referred to as the "Associated Students."

Section 2

Associated Students is the governing organization and representative of the Student Body; its actions, not otherwise limited by the constitution, supersede those of all other student organizations.

Article 11

Objectives

- Represent the students of San Juan College in any matter that concerns the student body whether these matters are of an administrative, academic, legislative, cultural and/or social nature.
- Advocate the autonomy of student organizations under the AS/SJC constitution.
- Promote education through constructive dialogues.
- Allocate Student Senate funds in the most responsible and effective manner possible.
- Improve cooperation and communication between students, faculty, staff, administration and the community.

Article 111

Membership

The Associated Students shall consist of all currently enrolled students at San Juan College.

Advisor

The advisor to the Associated Students, as appointed by the College President, shall not be a member of any Associated Students body and shall act in an advisory capacity without vote.

Article 1V

Declaration of Rights and Responsibilities

Section 1:

Basic Rights

- Every student is guaranteed certain rights under the constitutions of the United States and the state of New Mexico.
- In addition, students are guaranteed the right to address student body officials.
- He or she has the right to vote in all student elections authorized by the Student Senate. He or she has the right, if eligible, to hold office as provided in this constitution.

Article V

Qualification/Determination of Members

QUALIFICATIONS

Section 1:

AS/SJC Executive Officers

1. The AS/SJC Executive Officers shall have earned at least eight (8) credit hours at SJC, maintain a cumulative grade point average of 2.5, and be enrolled in a minimum of eight (8) credit hours.
2. The AS/SJC Executive officers shall not be on Academic Probation or have gone through any disciplinary hearing.

Senators

1. The AA/SJC Senators must be enrolled in a minimum of six (6) credit hours and maintain a cumulative grade point average of 2.0.
2. The AS/SJC Senators shall not be on Academic Probation or have gone through any disciplinary hearing.

Section 2:

The Officers shall not be on college probation of any kind. The Executive Branch will review each case on an individual.

Section 3:

Any student who meets the qualifications set in Sections 1 & 2 may be nominated by a petition signed

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by registered students at SJC. The petitions of Officers shall have twenty-five (25) signatures verified by the Director of Student Activities. The required petition may be obtained from the AS/SJC office.

Section 4:

Associated Students Officers may not hold an office/chairperson position in any other SJC club or organization.

NOMINATION - AS/SJC OFFICERS

Section 1:

As of 4 o'clock p.m. two Fridays before Spring Break, the nominations shall be considered closed.

Section 2:

After the close of nominations, the names of the nominees for the AS/SJC Officers shall be published and publicly posted. For voting purposes, the names of all nominees shall be placed on a ballot in alphabetical order according to surname.

Section 3:

The positions within the Executive and Legislative Branches will be decided by a campus-wide election. All registered SJC students may vote upon presentation of an SJC ID.

ELECTIONS

Section 1:

Acting under the supervision of the Executive Branch, the President shall regulate all elections.

Section 2:

AS/SJC Executive Branch shall be elected on the date (before the end of the spring semester) set by the previous Executive Branch.

Section 3:

All elected positions are for a period not to exceed one academic school year. (summer/ fall/ spring)

D. INCENTIVES FOR AS/SJC OFFICERS

Section 1:

All AS/SJC Executive and Legislative Officers will receive a tuition waiver for the number of credits that have been successfully completed for both the fall and spring semesters from the Financial Aid Office. Tuition waivers will only be awarded if the student has completed all of the AS/SJC duties and requirements and are already not receiving a scholarship for tuition.

Section 2:

All AS/SJC Officers that are not legal NM residents shall receive a tuition reimbursement, not to exceed

the cost of in-state tuition.

Section 3:

AS/SJC Executive and Legislative Branches will have access to personal computers in the Student Activities Office.

E. CAMPAIGNING AND DISQUALIFICATION

Section 1:

There shall be a mandatory meeting of all candidates prior to the opening of the campaign/interview process. All candidates must submit a recent photo (or allow AS/SJC to take their photo). They must also submit their campaign platforms, which will be distributed as part of the election and included in the Campus Buzz and other places where deemed necessary. Candidates will also be required to participate in the organized Meet-n-Greet held on the day prior to the election.

Section 2:

Campaigning shall be limited to the period after the closing of nominations and the opening of the polls for the election.

Section 3:

Campaign costs shall not exceed \$30.

Section 4:

No campaign materials may be posted within fifty (50) feet of the polling place during the election. Candidates are not allowed within fifty (50) feet of the polling place, except to vote.

F. DETERMINATION OF RESULTS

Section 1:

Candidates receiving a plurality of votes shall be declared elected.

Section 2:

Write-in candidates will be allowed. Write-in candidates must meet the same eligibility requirements as outlined in Article IV.

Section 3:

A candidate may request a recount of votes within 48 hours after the closing of the polls. A copy of the number of votes cast for each candidate shall be kept for a period of one (1) year by the Director of Student Activities.

G. VACANT POSITIONS

Section 1:

When the position of President is vacated, the Vice-President will fill that position with approval of the

Executive Branch vote. If the Vice-President's position is not filled by the appointment of an existing AS/SJC Officer, petitions will be taken for the position of Vice-President. If more than one petition is received for the position, the position will be approved by a majority vote of the Senate.

Section 2:

When any office other than that of the President is vacated with 51% or more of the term remaining, petitions will be taken to fill the vacant position. If more than one person petitions for the vacant position, a Senate election will be held.

Section 3:

When any office other than that of the President is vacated with 49% or less of the term remaining, the Executive Branch may appoint a member of the student body to fill the vacated position.

H. SEATING OF THE LEADERSHIP TEAM

Section 1: The Director of Student Activities shall tabulate the results of the election after the polls have closed.

Section 2: The results of the elections shall be announced in the following order : President, Vice-President, Chief Financial Officer, Chief Communications Officer and Senators.

Article VI

General Provisions

Section 1:

Branches of Government

The powers of Student Government shall be divided into legislative and executive. No persons belonging to one branch shall exercise any powers appertaining to the other branch unless expressly provided by the Constitution. The Student Senate may, by resolution, provide for positions deemed necessary for a thriving student government.

1. Student Body President
2. Student Body Vice-President
3. Chief Financial Officer
4. Chief Communications Officer

Article VII

Legislative Branch

Section 1:

Powers

- All legislative powers of the Student Body shall be vested in the Student Senate as specified by

this Constitution.

Section 2:

Composition and Length of the Term

- Student Senate shall be comprised of four (4) At-Large representatives and four (4) representatives from chartered clubs and organizations.
- The term of office will be two Senate sessions. (i.e. fall and spring semesters).

Section 3:

Proposals and Resolutions

- No proposal shall become a resolution unless a Student Body Senator introduces the proposal, the proposal is read, and passes by a two-thirds majority vote of the Student Senate. The Student Body President may also veto a resolution.
- The Student Body President must notify the Student Senate in writing detailing the reasons for the veto.
- No proposal shall become a resolution without the signature of the Student Body President. In the President's absence, the Vice President will be the signing officer.
- The quorum necessary to override a veto shall be a three-fourths majority of the Student Senate membership.

Section 4:

Student Senate Representatives

- Shall be voting members of the Student Senate.
- Shall be voting members of those committees to which they are assigned.
- Shall perform all other duties as outlined in this Constitution, the By-Laws and in the adopted parliamentary authority.

Article VIII

Executive Council

The Executive Council shall consist of the President, Vice-President, Chief Financial Officer, Chief Communications Officer. The Executive Council shall conduct the affairs of the Student Senate when that body is out of Senate Session or when Student Senate is unable to meet. The Executive Council has only those additional powers that the Student Senate grants. The Student Senate may be as restrictive or as liberal as is needed in the granting of powers to the Executive Council.

Executive Branch

Section 1.

Powers

President

The President shall :

1. Be the Chief Executive Officer of the Associated Students.
2. Chair the Executive Council.

3. Have the authority to call a meeting of any Associated Students body.
4. Appoint student members to College committees with the approval of the Student Senate.
5. May serve as an ex-officio member of all standing committees.
6. Have the authority to veto Student Senate legislation.
7. Have the authority to fill vacancies of the Executive Council with the approval of the Student Senate.
8. Have the authority to make agreements with the approval of the Student Senate.
9. Have the authority to appoint Representatives-at-Large with the approval of the Student Senate.
10. Perform all other duties as outlined in this Constitution, the By-Laws, and in the adopted parliamentary authority.

Vice-President

The Vice-President shall :

1. Be the Chief Operating Officer of the Associated Students.
2. Be the presiding officer of the Student Senate and a voting member of its Executive Council.
3. May serve as an ex-officio member of all standing committees.
4. Assume the duties of the President in the absence of the President and succeed to that office upon vacancy.
5. Perform all other duties as outlined in this Constitution, the By-Laws, and in the adopted parliamentary authority.

Chief Financial Officer

The Chief Financial Officer shall:

1. Chair the Finance Committee.
2. Be a voting member of the Executive Council.
3. Perform all other duties as outlined in this Constitution, the By-Laws, and in the adopted parliamentary authority.

Chief Communications Officer

The Chief Communications Officer Shall :

1. Record and maintain actions of the Student Senate.
2. Be a voting member of the Executive Council.
3. Perform all other duties as outlined in this Constitution, the By-Laws and in the adopted parliamentary authority.

Article IX

Committees

The Standing Committees of the Student Senate shall be the Finance Committee, Programming Committee (SAB), and the Communications Committee. Additional Standing Committees may be added by a two-thirds affirmative vote of the Student Senate membership present and voting. The duties and manner of selection for each Standing Committee shall be outlined in the By-Laws. The Executive Branch may create special committees as needed.

Article X

Clubs and Organizations

Section 1

Associated Students and all affiliated clubs and organizations are responsible for providing equal opportunities regardless of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, and field of study.

Section 2

The Executive Council shall have the authority to approve or deny the charter of any proposed student club or organization.

Section 3

All students clubs and organizations must be re-chartered every year to remain active. Procedures for re-chartering student clubs and organizations shall be outlined in the By-Laws.

Section 4

The Student Senate may revoke the charter of any student club or organization with a two-thirds affirmative vote of members present and voting.

Article XI

Parliamentary Authority

The adopted parliamentary authority is Robert's Rules of Order: Simplified and Applied. The current edition shall always be used. The Constitution always supersedes the parliamentary authority in cases where a conflict occurs.

Article XII

Impeachment and Resignation

A. GROUNDS FOR CENSURE, IMPEACHMENT AND REMOVAL FROM OFFICE SHALL BE LIMITED TO THE FOLLOWING :

1. Excessive absences (more than two unexcused absences from scheduled office hours, meetings, and/or events).
2. Incompetence
3. Unprofessional behavior
4. Negligence
5. Misappropriation of funds
6. Violation of the Constitution
7. Conduct that is not in harmony with the goals of the Executive Council, the College, the community,

national, state, or local laws.

8. Misuse of the Internet
9. Misuse of office supplies (re-occurring theft of office supplies).

B. RULES AND PROCEDURES FOR CENSURE, IMPEACHMENT OR REMOVAL FROM OFFICE:

Section 1:

To avoid censure, impeachment or removal from office an AS/SJC Officer shall submit a written resignation to the Executive Council for acceptance.

Section 2:

Format for procedures to be followed for impeachment and/or censure hearings :

- a. The charges shall be submitted in writing to the accused with a copy going to the Director of Student Activities and AS/SJC President.
- b. A hearing shall be held within one (1) week after the accused has received a copy of the charges.
- c. The hearing shall be presided over by the AS/SJC President. In the event the President is the accused, the Vice-President shall act as the presiding official. The presiding officer may vote.
- d. The accused may appear in his/her own behalf, or select someone to act in his/her behalf.
- e. Each side has the right to address or question the person bringing charges.
- f. The accused shall have the right to refuse to testify against himself/herself. Should this right be waived by the accused, he/she may be cross-examined.
- g. Upon completion of testimony, the AS/SJC Executive Council shall go into closed session.
 1. Deliberation shall not exceed one hour.
 2. The AS/SJC Executive Council shall render a decision by a vote of either FOR or AGAINST impeachment or censure, in accordance with Robert's Rules of Order (newly revised). Judgement shall be by a two-thirds (2/3) majority vote.

Section 3:

Minutes of the hearing shall be kept on file with the Vice-President for Student Services. Included in the minutes shall be a record of the final vote and position of the hearing.

C. PROCEDURES FOR CONVICTION AND PENALTY IN IMPEACHMENT AND / CENSURE HEARING

Section 1:

Censure shall be a formal statement of reprimand or disapproval of the actions of the accused.

Section 2:

The penalty for removal from office shall be permanent. An AS/SJC Officer who is impeached, convicted, and officially removed from office will not be allowed to run in any future elections nor be appointed to any other position in AS/SJC.

D. APPEAL

Section 1:

Any AS/SJC Officer removed from office shall have the right to file a written appeal within five (5) working days to the Student Affairs Council (SAC) for review.

Section 2:

The chairperson of the Student Affairs Council (SAC) will decide whether to convene a special session of the council or may bring the appeal to the next scheduled meeting of the council depending upon the timing of the receipt of appeal. If the appeal is received within two (2) weeks of the next meeting, a special session will not be convened. The decision of the SAC shall be final.

Judgment by the SAC shall be made by a two-thirds (2/3) majority vote of those members present.

E. RECALL

Section 1:

If there is reason to question the legality of an election, a person may petition its validity by soliciting signatures from 5% of the qualified voters. The petition must state the reason why the individual in question should be removed from office and present documented evidence to the AS/SC Executive Council.

Section 2:

Should the person being petitioned question the validity of the petition, he/she shall be allowed ten (10) days to accumulate evidence with which to disprove the validity of the petition. The time period will begin on the day that the AS/SJC Executive Council received the petition.

Section 3:

Upon presentation of evidence to the AS/SJC Executive Council, a special Executive Council meeting shall be called within seven (7) days.

- a. Each party will be given the opportunity to present hi/her case.
- b. If the petition is dropped either before the meeting, or as a result of the meeting, no hearing shall be held.
- c. If the petition is not withdrawn, the Executive Council shall render a decision.
(see Article XII, Section 2)
- d. If the Executive Council finds the petition to be invalid, the election results will stand.
- e. If the Executive Council finds the petition to be valid, the person being petitioned shall not be allowed to run in the election.
- f. An election will be scheduled with all qualified nominees eligible for the election.
- g. The election shall be run like any other election with the results determining who shall occupy the position in question.

Section 4:

Recall procedures cannot be initiated until at least one (1) month after the AS/SJC Officer election.

Section 5:

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This shall apply to all AS/SJC Officers.

Article XIII

Proposal and Resolution

Section 1

The members of the Associated Students shall have the right of proposal and resolution.

Section 2

Proposals shall require the signatures and student identification numbers of 150 of the membership of the Associated Students.

Section 3

Every proposal must bear the exact wording of the action proposed. The proposals will be collected and certified by the Executive Council in conjunction with the Student Activities Office. Proposals will be delivered to the Student Senate by the Executive Council. The proposed action shall be posted for no less than five (5) school days before being voted on by Student Senate. Proposals will be heard at the first Student Senate meeting following posting.

Section 4

Proposal and Resolution: An affirmative vote of a majority of members present and voting is necessary to approve the proposed action.

Section 5

Recall: An affirmative vote of 60% of members present and voting is necessary to approve the proposed action.

Article XIV

Ratification

This Constitution shall be ratified by a two-thirds affirmative vote of the ballots cast in an election. Ratification of this Constitution shall make all previous Constitutions null and void. Upon ratification, this Constitution will take effect on the first day of the month following the election.

Article XV

Amendments

Section 1

Amendments to this Constitution may be proposed to the Student Senate which, upon a two-thirds affirmative vote of members present and voting, shall submit the proposed amendment to the Associated Students for a ratification vote.

Section 2

Amendments to this Constitution shall also be placed before the Association for a ratification vote if a proposed amendment is submitted to the Student Senate endorsed with the signatures and identification numbers of 500 members of the Associated Students.

Section 3

Ratification of a proposed Constitutional amendment shall require a two-thirds affirmative vote of the membership present and voting.

Amending By-Laws

Section 1

All amendments to the By-Laws of the Associated Students of San Juan College Constitution must meet the approval of the Student Senate by a four-fifths (4/5) vote.

Section 2

If an amendment fails to be passed by the Student Senate, it cannot be brought before the Student Senate again until the following semester.

Article XVI

Meetings

Meeting times and dates will be set by resolution. All meetings are to be governed according to the Sunshine Act of 1976. Quorum needed to constitute an official Senate meeting must consist of four (4) Senators physically present.