

# **Adams State College**

## **Associated Students and Faculty Constitution**

### **Preamble:**

In order to establish an active body founded on the premises of shared governance and peer guidance, we, the students and faculty, do ordain and establish this Constitution of the Associated Students and Faculty at Adams State College of Colorado. References to all members of the Associated Students and Faculty have been made in the generic sense and are designated to apply to all persons in the AS&F Government, regardless of race, color, creed, sex, or national origin.

### **Article I. Name**

**Section 1.** The name of this organization shall be "The Associated Students and Faculty of Adams State College of Colorado," herein referred to as AS&F.

### **Article II. Membership**

**Section 1.** Membership shall consist of all faculty, administrators, and students, along with any ASC classified staff, adjunct faculty and part-time staff; who elect to pay AS&F dues.

**Section 2.** Members of the AS&F shall not be discriminated against on the basis of their color, creed, religion, sex, sexual orientation, disability, marital status, national origin or age.

**Section 3.** Membership in the AS&F shall entitle a person to vote in any election conducted by the AS&F and to be admitted to all regularly, scheduled college events at free or reduced admission.

**Section 4.** The spouses, domestic partners, and children of members of AS&F shall be admitted free of charge, or charged the same as AS&F members, to any regularly scheduled college event.

**Section 5.** The fees collected from the AS&F members, in conjunction with the college service fees, shall be set in accordance with the official action of the Board of Trustees of Adams State College and the AS&F Government.

**Section 6.** Members of AS&F shall meet the qualifications prescribed by the Bylaws of AS&F. In addition, AS&F Officials shall meet all of the requirements for their position at the time of their election or appointment and throughout their term in office as defined by the Bylaws.

**Section 7.** AS&F Government vacancies may be filled according to the Bylaws.

**Section 8.** AS&F shall have the power to provide compensation for its members as outlined in the Bylaws.

### **Article III. Structure**

**Section 1.** AS&F shall be composed of an Executive Branch, consisting of the President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, and Secretary; a Legislative Branch, consisting of the Senate and its committees; and a Judicial Branch.

**Section 2.** AS&F shall have the authority to create Bylaws to carry out its duties and responsibilities under the Constitution.

**Section 3.** AS&F may initiate impeachment proceedings against any AS&F Official, as defined in the Bylaws.

### **Article IV. The Executive Branch**

**Section 1.** The Executive Branch shall consist of the AS&F President, AS&F Vice President of Internal Affairs, AS&F Vice President of External Affairs, AS&F Vice President of Finance, and Executive Secretary.

#### **Section 2. Qualifications for Executive Branch Officers:**

**Section 2a.** Officers shall have attained a cumulative scholastic grade point average of not lower than 2.5 on a 4.0 scale, by the time they petition for the ballot. A cumulative scholastic grade point average of 2.5 must be maintained throughout the entire term to retain the executive position.

**Section 2b.** The AS&F President, and all other Executive Branch members, shall:

- Be a junior, senior, graduate student, administrator, exempt faculty member, or a faculty member during his/her term in office,
- Have served two semesters on the AS&F Government. Transfer students wishing to run for the office of AS&F President must show service on an equivalent organization.
- Have completed and passed 60 credit hours or the equivalent amount of work prior to the time they petition for the ballot.

#### **Section 3. Duties of AS&F President:**

**Section 3a.** The AS&F President shall preside over all meetings of the AS&F Government. Other executive members shall be ex-officio members of the AS&F Government. Executive Officers shall not be voting members of the AS&F Government, with the exception of the Vice President of Internal Affairs.

**Section 3b.** The President shall have the power to approve or veto any legislation or motion passed by the AS&F Senate. The President must veto immediately. The Senate can override a veto by the President with a two-thirds (2/3) affirmative vote.

**Section 3c.** The President shall appoint, subject to Senate approval, the AS&F Vice President of Finance whose duties are outlined in the Bylaws.

**Section 3d.** The President shall appoint, subject to Senate approval, an Executive Secretary.

**Section 3e.** The President shall appoint, subject to Senate approval, up to two AS&F Government Faculty Advisors, whose duties are outlined in Article III of the AS&F Bylaws.

**Section 3f.** The President shall appoint, subject to Senate Approval, three (3) AS&F Justices, whose duties are outlined in Article IV, Section 4.

**Section 3g.** The President shall serve as a member of any committee as deemed necessary by the AS&F Government. The President shall appoint students to serve on official committees of the College, requested by the President of the College or by the AS&F Government, with majority approval of the Senate.

**Section 3h.** The President shall serve as liaison between ASC and the community of Alamosa regarding AS&F Government issues.

**Section 3i.** The President of AS&F or an appointed representative shall be responsible for the orientation of the AS&F Government.

**Section 3j.** The President of AS&F shall be supervised by the Adams State College Dean of Student Affairs.

#### **Section 4. Duties of Vice President of Internal Affairs**

**Section 4a.** The AS&F Vice President of Internal Affairs shall be responsible for overseeing and coordinating the actions of all officially established standing committees or any ad hoc committees, and shall report to the Executive Officers on committee activities.

**Section 4b.** The Vice President of Internal Affairs shall assist the President in the conduct of his/her duties and, in the absence of the President, shall assume his/her duties and responsibilities.

**Section 4c.** The Vice President of Internal Affairs shall chair the Presidents Council. This Council is made of the presidents, or their appointed representatives, of all ASC organizations.

**Section 4d.** The Vice President of Internal Affairs shall only be a voting member of the AS&F Government in the case of a tie on any motion, resolution or appointment.

#### **Section 5. Duties of the Vice President of External Affairs**

**Section 5a.** The AS&F Vice President of External Affairs shall attend all Associated Students of Colorado meetings.

**Section 5b.** The Vice President of External Affairs shall also serve as the liaison between the ASC student body, AS&F and any Colorado Higher Education Student Organization of which AS&F is a member. He/She shall be responsible for following all duties that do not conflict with the constitution of AS&F, set forth in any Colorado Higher Education Student Organization bylaws. He/She shall also be responsible for any duties set forth by the AS&F Government.

**Section 5c.** The Vice President of External Affairs, or an appointed representative, shall serve on Faculty Senate.

**Section 5d.** The Vice President of External Affairs shall serve on any committees or organizations and attend any other meetings deemed necessary by AS&F Government.

## **Section 6. Duties of the Vice President of Finance**

**Section 6a.** The AS&F Vice President of Finance shall be appointed by the AS&F President.

**Section 6b.** The Vice President of Finance shall serve as the AS&F treasurer and shall be responsible for the maintenance of all ledgers of money allocated by the AS&F Government.

**Section 6c.** The Vice President of Finance shall be a junior, senior or Graduate Student with a proven competence in math, including a minimum requirement of a passing grade in an Adams State Certified general education math course or any higher math class.

**Section 6d.** All financial transactions with AS&F funds shall be through the AS&F Vice President of Finance, who shall in turn be responsible to the AS&F President, the AS&F Government, and the Business Manager of the College for financial statements of expenditures.

**Section 6e.** The AS&F Vice President of Finance and the Business Manager of Adams State College shall be responsible for all AS&F funds. They shall keep a permanent record of all receipts and disbursements. They shall submit a budget to the President of the AS&F once each month. The Business Manager shall collect fees and other income; pay all bills, by check, upon receipt of a voucher; and be responsible for publication of all financial statements.

## **Section 7. Duties of the Executive Secretary.**

**Section 7a.** The Executive Secretary shall record all activity during AS&F meetings. In the event that the Executive Secretary is not able to attend a meeting, one of the Justices shall take his/her place. This shall be on a volunteer basis between the Justices. If there is only one Justice, that Justice shall perform the Secretarial duties.

**Section 7b.** The Executive Secretary shall publish and distribute the minutes from every meeting at least one business day prior to the following meeting of the AS&F Government.

**Section 7c.** The Executive Secretary shall correspond between members of AS&F Government and all other parties as deemed necessary.

**Section 7d.** The Executive Secretary shall record and document any necessary files pertaining to AS&F Government activities, including but not limited to: bills, minutes, and announcements.

## **Article V. The Legislative Branch**

**Section 1-** The legislative branch shall consist of the AS&F Senate. Senators and Club Representatives shall have voting power in all matters.

The membership of the AS&F Legislative Branch shall consist of:

Four (4) Senators at Large

Three (3) Senators from the School of Arts & Letters

Three (3) Senators from the School of Business

Three (3) Senators from the School of Math, Science & Technology

Three (3) Senators from the School of Education

Three (3) Freshmen Senators

Three (3) Faculty Senators, who shall in no case, be the AS&F advisors.

Two (2) Non-Traditional Student Senators

Two (2) Senators from the School of Graduate Studies

One (1) Senator from the Student Athletic Advisory Committee

One (1) Senator from Grizzly Activity Board

One (1) Senator from Student Media

One (1) Student Trustee

One (1) Club Representative from each active, funded club; this does not include active AS&F Government Members.

## **Section 2. Qualifications for election or appointment of Senators:**

**Section 2a.** All Senators shall have attained a cumulative scholastic grade point average of not lower than 2.5 on a 4.0 scale, through and including the semester previous to election. The Freshman Senators shall have attained cumulative high school grade point averages of 2.0 on a 4.0 scale. Cumulative grade point averages of 2.0 must be maintained to retain Senate seats.

## **Section 3. Student Trustee**

**Section 3a.** The Student Trustee must be a Colorado resident for at least three (3) years and must be an undergraduate student.

**Section 3b.** The Student Trustee must attend all Board of Trustees meetings and report to AS&F Government all necessary information. The report shall be conducted in the form of a portfolio kept by the Student Trustee. If the Student Trustee is unable to attend a Board of Trustees meeting the AS&F President shall appoint a replacement.

**Section 3c.** The Student Trustee shall have attained a cumulative scholastic grade point average of not lower than 2.5 on a 4.0 scale, through and including the semester previous to election.

**Section 3d.** If the Student Trustee position is ever vacated, it must immediately be filled.

## **Section 4. Qualifications and Requirements for Active, Funded Club Representatives**

**Section 4a.** Any active member of a club that receives funding is eligible to be the AS&F Club Representative. All representatives shall have attained a cumulative scholastic grade point average of not lower than 2.5 on a 4.0.

**Section 4b.** Club Representatives shall be elected by the club members. The representative is to attend all AS&F Government meetings.

## **Section 5. Meetings**

**Section 5a.** The AS&F Government shall meet twice a month. In the months in which the quarterly meetings are held (September, November, February, and April), the meetings shall be held for two consecutive weeks. Meetings shall be held on Mondays at 6pm at a designated location. All AS&F meetings shall be open to the public and must be announced via the Academic Calendar, Adams State Portal, campus newspaper, or campus radio station.

**Section 5b.** Special meetings of the AS&F Government shall be held whenever called by the President of the AS&F Government. Also, when the President is presented a petition from a majority of the voting members of the AS&F Government, a special meeting must be called.

**Section 5c.** A quorum is necessary for an AS&F Government meeting to be held. A quorum of any meeting of the AS&F Government shall be declared when a majority (50%+1) of the current Legislative Branch is present.

**Section 5d.** The AS&F Government shall be responsible for initiating and establishing any legislation that has been deemed necessary and proper under the AS&F Constitution, Adams State College Policy, and/or local, state and federal laws.

**Section 5e.** All meetings of the AS&F Government shall be governed in accordance with Adams State College AS&F Government Governing Policies, except as otherwise provided in the AS&F Constitution.

**Section 6.** AS&F Senators and Club Representatives may introduce new legislation by sponsoring a bill, which shall be presented at an AS&F Government meeting.

**Section 6a.** Unless provided for in the Constitution of the AS&F, majority vote of the members voting is sufficient for the adoption of any motion, resolution, or appointment.

**Section 7.** In budgetary matters a two-thirds (2/3) majority vote of the Legislative members present is required.

**Section 7a.** In any voting item, a senator may abstain, or vote yea or nay. The end result of the vote shall be the yeas against the nays, with abstentions excluded from the total votes.

**Section 8.** If the bill is passed, it shall then be submitted to the AS&F President for approval.

**Section 8a.** If the bill is approved by the AS&F President, it shall become law. If it is vetoed by the AS&F President, it shall not become law. The AS&F President must veto immediately.

**Section 8b.** The AS&F Legislative Branch may override a Presidential veto with a two-thirds majority vote of Senate members. If a veto is overridden and passed by the AS&F Senate with a two-thirds majority, it shall become law.

**Section 9.** The Standing Committees of the AS&F Government shall be the Student Investigative Committee, the Public Relations Committee, the Academic Committee, the Budget Committee, and the Lobbying/Coordinating Committee. The Standing Committees shall be under the direction of the AS&F Vice President of Internal Affairs and run in accordance with the Bylaws.

## **Article VI. The Judicial Branch**

**Section 1.** The Judicial Branch shall consist of the AS&F Court. The appointed membership of the AS&F Court shall be three (3) Justices, who shall be appointed by the AS&F President, subject to AS&F Government approval. A Chief Justice shall be chosen from among the three Justices by appointment by the President, subject to AS&F Government approval. The President shall consider seniority and tenure of office in making this appointment.

**Section 2.** Qualifications for Justices: All Justices shall have attained a cumulative scholastic grade point average of not lower than 2.5 on a 4.0 scale, through and including the semester previous to their appointment. Cumulative grade point averages of 2.0 must be maintained to retain Court seats.

**Section 2a.** Justices shall not occupy any position on AS&F Government, and shall be nonbiased in all their decisions.

**Section 3.** Terms of Office. Three Justices shall be appointed at the last AS&F Government meeting of the spring semester.

**Section 4.** Duties of the Court: The Court shall have jurisdiction on any disputes arising from interpretations of the AS&F Constitution and Bylaws, from resolutions enacted by the Senate, and from action taken by any branch of AS&F, subject to the specific jurisdiction set forth by the AS&F Government.

**Section 4a.** The AS&F Court shall have jurisdiction on any disputes between student organizations as well as disputes between students and student organizations.

**Section 5.** Access to the Court: any member of AS&F may bring a public complaint before the court. After hearing the complaint, the Court shall evaluate the complaint to establish whether the complaint constitutes grounds for AS&F Government action. If the Court determines that the complaint would constitute grounds for AS&F Government action the Chief Justice shall relay copies of the complaint, Court evaluation and recommendation to the AS&F President and the AS&F Government in that order. The AS&F Government shall resolve the matter according to its authority. The name of the individual bringing forth the complaint shall be public record.

**Section 5a.** If the complaint involves a call for impeachment, the Court shall follow the procedure according to the Bylaws.

**Section 6.** Resignations and Vacancies: Any Justice wishing to resign shall give two (2) weeks advanced written notice of such to the AS&F President and the AS&F Government.

**Section 6a.** In the event that a Justice is unable to fulfill the requirements of office, the Vacancy shall be filled by appointment by the President, subject to Senate approval, within ten (10) school days from the day the office is vacated.

**Section 7.** Removal: A Justice may be removed by a 2/3-majority vote of the AS&F Senate. If a Justice is removed, the position shall be filled by Presidential appointment, subject to Senate Approval.

## **Article VII. Amendments**

**Section 1.** Amendments to this Constitution may be proposed by either a written petition, signed by at least fifteen (15) percent of the members of AS&F, or by a two-thirds (2/3) vote of the AS&F Senate.

**Section 2.** Proposed amendments to this Constitution will not be effective until adopted by a two-thirds (2/3) vote of the AS&F Senate. This vote shall occur after publication of the proposed amendment(s) in two (2) consecutive issues of the campus newspaper.

## **Article VIII. Referendums**

**Section 1.** Referendums may be initiated either by a written petition, signed by at least fifteen (15) percent of the members of AS&F, or by majority vote of the AS&F Senate.

**Section 2.** The full ballot and any background material necessary must be published in the campus newspaper for two (2) consecutive issues prior to the taking of a student ballot.

## **Article IX. Bylaws**

**Section 1.** The AS&F Government shall have the authority to create necessary Bylaws. Bylaws must be approved by two-thirds (2/3) majority vote of AS&F and not be in conflict with any section of this Constitution.

**Section 2.** Bylaws shall be consecutively numbered as approved and printed.