

Associated Students of Mills College Constitution

According to the Charter of Mills College, and with the assent of its Board of Trustees, President, and faculty required thereby, the members of the Associated Students of Mills College agree to a system of government with the following rights and responsibilities.

Article 1: Name

The name of this organization shall be the Associated Students of Mills College (ASMC).

Article 2: Membership

All currently enrolled undergraduate students, including those absent due to domestic or foreign exchange, shall make up the membership of ASMC. Visiting students from other campuses who are officially enrolled in another institution are not members.

Article 3: Organizations

3.1: Membership

- A. The membership of any ASMC organization is open to all members of ASMC.
- B. A student organization or club may open its membership to graduate students, but graduate students may not vote or hold primary positions of leadership.

3.2: Registration

- A. Student organizations must submit a Constitution and Student Organization Registration Form to be recognized as an ASMC organization.
- B. Registration Forms shall be accepted through the deadline set by the Office of Student Activities. All organizations that meet this deadline and follow the Honor Code shall be accepted as ASMC organizations. Organizations that do not meet this deadline are subject to approval by the Executive Board.

3.3: Funding

- A. ASMC organizations shall be allotted funding by ASMC, . In order to receive funding, organizations should follow regulations set forth in the Student Organization Handbook, which can be found online.
- B. ASMC organizations may petition ASMC for additional funding via a "Special Funding Request."
 - 1) The ASMC budget shall reflect this possibility by maintaining a category of funds reserved for special funding requests.

2) ASMC organizations shall petition for special funding requests by presenting a proposal at a regularly-scheduled ASMC meeting, which shall be voted on by present ASMC members. Any amount exceeding \$1,500 must be approved by 2/3 of those present at a meeting which includes the Senate.

3) When special funding is granted to a group for an off-campus event, the group must submit a special funding follow-up report (pre-determined when special funding is granted) within two school weeks of the conclusion of the event.

Article 4: Executive Board

The ASMC Executive Board oversees the functioning of the senate and is in charge of chairing various committees.

4.1: Officers

The Executive Board is comprised of the following positions:

Elected: President, Vice President & Diversity Chair, Academic Chairperson, Judicial Chairperson.

Appointed: Historian and Accountant

If an executive board member cannot commit to the full academic year, the individual must run with a co-chair.

4.2: Meetings

A. The Executive Board shall meet weekly throughout the semester.

B. These meetings shall be open to the ASMC general membership, with the exception of specified closed sessions by the Executive Board.

C. The Executive Board shall follow Robert's Rules of Order (See Appendix A).

D. In order to vote on an issue, there must be a quorum of 2/3 of the Executive Board present to vote.

E. All votes are based on a 2/3 , unless otherwise stated.

F. The entire ASMC will meet bi-monthly. This includes the Executive Board and Senate.

4.3: Budget

A. ASMC determines the distribution of student fees into the following categories:

- Student Organizations and Clubs

- Campus-wide events
- Heritage Months
- Publications
- Classes (freshwoman through senior)
- Special funding requests
- Executive Board
- Women's Health Resource Center

B. This budget shall be decided in the spring semester for the next academic year.

C. Before making budget decisions, the ASMC shall request proposed budgets from individuals, organizations and publications in the spring semester for the next academic year.

E. Any changes to the budget that would transfer funds from one category into another must also be approved by a majority of members present at a given meeting.

4.4: Board Responsibilities

A. Meet with the College President at least once a semester.

B. Plan and attend an ASMC leadership retreat or training seminar before each semester.

C. Act as the Senate if it is not functional.

D. Each Executive Board member must be accessible via email (asmc@mills.edu) and provide four office hours every week, except in the case of the Accountant who will hold ten office hours per week and the Historian who will hold two. E-mail accessibility and office hours maintain the Board's capabilities as a reliable resource for the student body.

E. Submit an article to the monthly newsletter.

F. Serve as a representative of student needs to the administration.

G. Attend five Mills College events per semester as an ASMC Representative.

H. Sign a contract stating attendance at each required ASMC meeting.

4.5: Officer Responsibilities

A. President

- 1) Preside over Executive Board meetings.
- 2) Serve as a Junior Marshall at Commencement.
- 3) Speak at Convocation.
- 4) Meet regularly with the Dean of Students and ASMC Advisor.
- 5) In conjunction with the Vice President & Diversity Chair, attend meetings and submit reports three times a year to the Student Life Committee of the Board of Trustees, except in the case of copresidency.
- 6) Appoint students to various College committees as directed by the administration.
- 7) Attend all Board of Presidents meetings.
- 8) Serve as a member of the Internal Affairs committee.
- 9) Hold individual members of the Board accountable for their roles.
- 10) Chair the Student Services Committee.
- 11) This may be a shared position.

B. Vice President & Diversity Chair

- 1) Assume the role of the President as necessary.
- 2) In conjunction with the President, attend meetings and submit reports three times a year to the Student Life Committee of the Board of Trustees.
- 3) Chair the Diversity Committee.
- 4) Serve as a member of the Internal Affairs Committee.
- 5) Meet regularly with the Dean of Students and ASMC Advisor.
- 6) Attend college Diversity Committee meetings.

7) Meet regularly with the Student Diversity Programs Office.

C. Academic Chairperson

- 1) Attend meetings and submit reports to the Board of Trustees Educational Policy Committee and compile a report to be distributed within ASMC.
- 2) Meet with the Provost on a regular basis and report back to the Executive Board on these meetings.
- 3) Chair the Academic Affairs Committee.
- 4) Disperse committee members between the five academic divisional meetings.

D. Judicial Chairperson

- 1) Preside over the Senate and committee chairs. Will set up one meeting date a semester where Senate members must sign a contract stating their attendance at all required ASMC meetings.
- 2) Chair the Judicial Affairs committee.
- 3) Mediate judicial cases as presented to her by the administration.
- 4) Preside over the Constitutional Board.
- 5) Apprise Judicial Affairs committee of any judicial policies instituted by the college.

E. Accountant

- 1) Be responsible for maintaining the budget, disbursing funds, and keeping accurate financial records of all transactions and contracts related to ASMC accounts.
- 2) Establish accounts for the new budget year with the Controller's Office.
- 3) Meet regularly with the Controller and ASMC advisor.
- 4) In consultation with the Office of Student Activities (OSA) Student Organizations Assistant, freeze the account of any organization that is not maintaining good credit standing.
- 5) Inform the Executive Board of all budgetary updates at weekly meetings.

6) Coordinate Board of Treasurers meetings.

F. Historian

- 1) Record and distribute Executive Board meeting minutes.
- 2) Collect and organize minutes from Executive Board/Senate inclusive meetings and Committee meetings.
- 3) Provide and disseminate a summary of Executive Board, Executive Board/Senate inclusive meetings, and Committee meetings via student-news@mills.edu, website and any other means available.
- 4) Facilitate and coordinate the passing down of materials to the new Executive Board from the previous Executive Board.

G. Internal Affairs Chair

- 1) Chair the Internal Affairs Committee.
- 2) Plan ASMC retreats—one in the fall, one in the spring
- 3) Coordinate activities within ASMC

H. Public Relations Chair

- 1) Chair the Public Relations Committee
- 2) Advertise ASMC events to the campus
- 3) Help promote ASMC's transparency to the rest of campus by tabling for ASMC at campus events
- 4) Orchestrate fall and spring elections with the help of internal affairs committee members

4.6: Executive Board Advisor

The Executive Board Advisor shall be appointed by the Dean of Student Life.

1. Serve as a historical reference, explaining the procedures of past Executive Boards.
2. Assist in coordinating and organizing events and elections, but not make any decisions regarding matters that are under the jurisdiction of the Board.
3. Aid the Executive Board in learning their respective duties.

4. The advisor shall serve as an ex-officio member of the Executive Board.

Article 5: Senate

The Senate oversees ASMC Executive Board spending and policy.

5.1: Membership

A. Class- Historians of the freshman, sophomore, junior, and senior classes will serve as a committee member functioning as a liaison between the class officers and ASMC.

And a Senator from each of the following Mills College self-identified groups:

B. Residence Halls

- i. Warren Olney
- ii. Orchard Meadow
- iii. Ethel Moore
- iv. Mary Morse
- v. Hettie Bell Ege.

C. Independent Housing

One Senator from one of the following:

- i. Courtyard Townhouses
- ii. Underwood Apartments
- iii. Ross House
- iv. Larsen House
- v. Prospect Hill Apartments

D. Lounges.

One Senator from each of the following:

- i. Solidarity Lounge
- ii. Parenting Lounge
- iii. Mary Atkins Lounge

iv. Commuting Lounge

E. Academic Divisions.

i. Natural Sciences/Mathematics

ii. Education

iii. Social Sciences

iv. Arts

v. Letters

vi. Any future established academic discipline

F. Transfer student who has received and transferred credit from another accredited college.

G. A student athlete representative.

H. A student involved with health services.

I. A student concerned with sustainability practices on campus.

J. Class historians shall serve on the senate; but class historians shall not be required to sit on a committee because of their commitment to their class council.

K. Up to twelve elected positions from the Mills community at large.

5.2: Meetings

A. The Senate shall meet bi-monthly with the Executive Board, the first of which shall not be later than the last week of September.

B. A quorum of 2/3 elected senators is required in order to vote. Motions are decided by a simple majority of members present.

5.3: Senate Responsibilities

A. To review reports and activities of the Executive Board and its individual officers to ensure that the student government is running efficiently and effectively.

B. To investigate and act upon any case in which the Executive Board and/or individual members are failing to comply with the duties and responsibilities of her position.

C. To approve any change in ASMC spending that would divert funding away from other previously allotted categories (e.g., the special funding request allotment).

D. Sign a contract stating attendance at all required ASMC meetings.

Article 6: Elections

1) Elections will happen in the fall and spring semesters.

2) Candidates will be elected by simple majority vote.

3) Senate write-ins may be appointed by the executive board.

4) Class council members can appoint fellow class council members.

a) In the event that a class council is completely vacant, the executive board, in conjunction with the class adviser, will appoint the class president. The class president will then recruit the rest of the council.

b) If in the spring election, only write-in candidates are given for a class council, the write-in candidates will be added to the fall election ballot the following academic year, if the candidates desire.

5) Refer to the election handbook.

Article 7: Committees

Committees shall exist to better represent the diverse voices of Mills College students and to foster heightened teamwork within ASMC and the greater Mills community.

7.1: Membership

Committees shall be chaired by the President, Vice President & Diversity Chair, Academic Chairperson, Judicial Chairperson, Accountant and appointed Senate members. Committees are comprised of both Executive Board and Senate members.

7.2: Committee Duties

A) Judicial Affairs

1) Revise judicial procedures and educate the community about the Honor Code.

2) Review the ASMC Constitution and propose necessary adjustments to the Executive Board and Senate.

3) Attend student Judicial Hearings.

- 4) Act as an appeal for decisions made by the Judicial Chairperson.
- 5) Participate in any institutionalized judicial procedures created by the college.

B) Public Relations Committee

- 1) Publicize ASMC events, and other events deemed appropriate.
- 2) Publicize elections and interview policies.
- 3) Publicize different ways that the student body can contact ASMC, including office hours, email, and the ASMC website.
- 4) Update and maintain ASMC website. With advisor, create and maintain all necessary listserves (ASMC, Senate, etc).
- 5) Act as a liaison to all publications.
- 6) Produce the monthly newsletter as well as coordinate ASMC monthly Lunch Bunch newsletter dissemination event.
- 7) Organize and record current events of the ASMC.
- 8) Convene the Media Council.
- 9) Fill in for the yearbook staff if it is not functional.

C. Internal Affairs

- 1) Fill vacant positions in the beginning of each semester, including class officers.
- 2) Conduct all ASMC elections, interviews, and emergency appointments.
- 3) Follow election and appointment procedures according to the ASMC Campaign and Appointment Regulations (See Appendix B).
- 4) Organize and facilitate one Town Hall meeting per semester on an issue pertinent to the Mills community.
- 5) Investigate and act upon any case in which the Executive Board and/or individual members are failing to comply with the duties and responsibilities of her position.

D. Student Services Committee

- 1) Serves as an advocate for the Mills College community.
- 2) A member appointed by the committee chair will serve on the Alumnae Association Board of Governors, acting as a liaison between students and alumnae.
- 3) The Sustainability Senator will serve on the college Environmental Sustainability Committee.
- 4) The Health Senator will attend college health services meetings.
- 5) Coordinate events involving students and alumnae with the Associated Alumnae of Mills College (AAMC).
- 6) Serve as a student representative and meet regularly with:
 - i. Housing Management and Dining Services
 - ii. Campus Facilities
 - iii. Student Health Services
 - iv. Public Safety
 - v. Other areas of administration that deal with on-campus resources
- 7) Provide information to the student body about these institutions.

E. Diversity Committee

- 1) Meet with all affinity groups on campus, including, but not exclusive to:
 - i. Mary Atkins Lounge
 - ii. Solidarity Lounge
 - iii. Commuter Lounge
 - iv. Parenting Students
 - v. Women of Color Resource Center
 - vi. Mills Disability Alliance
 - vii. Women's Health Resource Center
- 2) Coordinate information and events among these groups.

- 3) Maintain previously instituted organizations serving self-identified affinity groups on campus including, but not limited to JAMAA (Joining All Mills Affinity Associations).

F. Academic Affairs

- 1) Serve as a liaison between students, faculty, the administration, and particularly the Provost/Dean of the Faculty.
- 2) Familiarize the community with academic policies.
- 3) Committee representatives attend faculty division meetings from each of their respective divisions.
- 4) Shall inform students of academic policies and procedures, and assist them in addressing their academic complaints through the proper channels.

Article 8: Councils and Boards

A. Appeals Board

Comprised of the Executive Board (excepting an appealing member), this Board will meet to vote on any appeal on removal from office.

Article 9: Removal from Office

There are two manners in which a member of the ASMC may be removed from office.

9.1: Grade Point Average

- 1) All ASMC members are required to maintain a grade point average of 2.5.
- 2) If a member's GPA falls below 2.5, they are immediately placed on academic probation until midterms of the next semester. At midterms, the ASMC Advisor will speak to professors to check on the student's status.
- 3) If, at this time, the member's GPA has not increased, they will be removed from office.

9.2: Accountability

- 1) Members of the Internal Affairs committee have the power to investigate the

accountability of any member of the Executive Board. Part of this investigation must include discussing the individual's performance with other members of the Board as well as the ASMC Advisor. Following the investigation, the Senate will come to a decision as to whether the individual should be removed from office.

2) If at this time, the member in question chooses to appeal the decision, or should another Board member like to appeal on their behalf, the Appeals Board will decide whether or not to remove the individual from office.

3) For the removal from office for Senate members, Internal Affairs will lead an investigation on the member in question. The Executive Board will make a decision as to whether an individual should be removed from office. As with members of the Executive Board, the Appeals Board shall convene to vote on any appeal that is made.

Article 10: Stipends

The Executive Board members shall receive stipends for their work, pending a review. Committees will review executive members chairing committees. Executive Board members will review the historian.

The President, Vice President, Academic Chairperson, and Judicial Chairperson shall receive a stipend of \$1,000 for the academic year. The Accountant will receive a stipend of \$3,000 for the academic year. The Historian will receive a stipend of \$750 for the academic year. The Internal Affairs Chairperson and Public Relations Chairperson shall receive a stipend of \$500 for the academic year. In the event that a position is co-chaired, the stipend will be split.

Article 11: Amending and Revising the Constitution

Amendments and revisions are to take effect upon the approval of 2/3 of the active voting membership of both the Executive Board and the Senate, and shall be binding upon review by the College President and Faculty.