

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, Student Organization Registration Form, and an Advisor 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 Office of Student Activities.

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 Finance Committee meeting, which shall be voted on by present ASMC members. Any amount exceeding \$2,000 must be approved by 2/3 of the ASMC Executive board and 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.

4) In the event that an Executive Board member or Senate member is an active member of the ASMC organization that is requesting special funding, the interested party must leave the meeting for the discussion and voting portion of the special funding request.

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 Chair, Judicial Chair, Internal Affairs Chair and Publicity Chair.

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 and Senate shall meet weekly throughout the semester, unless otherwise stated.
 - a. These meetings will alternate between full board meetings and committee meetings followed by Executive Board meetings.
- 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 majority, unless otherwise stated.

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.

- a. If a proposed budget is not submitted, then the funded organization shall not receive funding from ASMC for the following academic year.

F. Any changes to the budget that would transfer funds from one category into another must also be approved by a 2/3 majority of members present at a full board 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 their designated office hours each week.

E. Submit an update each semester to the Mills community.

- 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 and full 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 and to be distributed within ASMC.
- 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 Elections committee.
- 9) Hold individual members of the Board accountable for their roles.
- 10) Chair the Student Services Committee.
- 11) Organize and facilitate one Community meeting per semester on an issue pertinent to the Mills community
- 12) Hold 4 office hours per week.

B. Vice President & Diversity Chair

- a. Assume the role of the President as necessary.
- b. In conjunction with the President, attend meetings and submit reports three times a year to the Student Life Committee of the Board of Trustees and to be distributed within ASMC.
- c. Chair the Diversity and Social Justice Committee.
- d. Serve as a member of the Elections Committee.
- e. Meet regularly with the Dean of Students and ASMC Advisor.
- f. Attend college Diversity and Social Justice Committee meetings.
- g. Meet regularly with the Student Diversity Programs Office.
- h. Hold 4 office hours per week.

C. Academic Chairperson

- a. Attend meetings and submit reports to the Board of Trustees Educational Policy Committee and compile a report to be distributed within ASMC.
 - b. Meet with the Provost on a regular basis and report back to the Executive Board on these meetings.
 - c. Chair the Academic Affairs Committee.
 - d. Disperse committee members between the five academic divisional meetings.
 - e. Hold 4 office hours per week.
- D. Judicial Chairperson
- a. 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.
 - b. Chair the Judicial Affairs committee.
 - c. Mediate judicial cases as presented by the administration.
 - d. Preside over the Constitutional Board.
 - e. Apprise Judicial Affairs committee of any judicial policies instituted by the college.
 - f. Hold 4 office hours per week.
- E. Accountant
- a. Be responsible for maintaining the budget, disbursing funds, and keeping accurate financial records of all transactions and contracts related to ASMC accounts.
 - b. Establish accounts for new organizations and clubs with the Controller's Office.
 - c. Meet regularly with the Controller and ASMC advisor.
 - d. 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.
 - e. Inform the Executive Board of all budgetary updates at weekly meetings.
 - f. Coordinate Board of Treasurers meetings.
 - g. Chair the Finance Committee.
 - h. Hold 10 office hours per week
- F. Historian
- a. Record and distribute Executive Board and full board meeting minutes.
 - b. Provide and disseminate a summary of Executive Board and full board meeting minutes via student-news@mills.edu, website and any other means available.

- c. Facilitate and coordinate the passing down of materials to the new Executive Board from the previous Executive Board.
 - d. Update and maintain ASMC website. With advisor, create and maintain all necessary listservs (ASMC, Senate, etc.).
 - e. Order and purchase of ASMC graduation stoles.
 - f. Hold 2 office hours per week.
- G. Internal Affairs Chair
- a. Chair the Internal Affairs and Elections Committee.
 - b. Plan ASMC retreats—one in the fall, one in the spring, and one in the summer.
 - c. Coordinate activities within ASMC.
 - d. Organize and coordinate all ASMC elections and position appointments.
 - e. Hold 4 office hours per week.
- H. Public Relations Chair
- a. Chair the Public Relations Committee
 - b. Advertise ASMC events and elections to the campus
 - c. Help promote ASMC transparency to the rest of campus. ~~by tabling for ASMC at campus events~~
 - d. Submit an update each semester to the Mills Community.
 - e. Hold 2 office hours per week

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 senate 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

- a. Warren Olney
- b. Orchard Meadow
- c. Ethel Moore
- d. Mary Morse
- e. Hettie Bell Ege.

C. Independent Housing

One Senator from one of the following:

- a. Courtyard Townhouses
- b. Underwood Apartments
- c. Ross House
- d. Larsen House
- e. Prospect Hill Apartments

D. Lounges.

One Senator from each of the following:

- a. Solidarity Lounge
- b. Parenting Lounge
- c. Mary Atkins Lounge
- d. Commuting Lounge

E. Academic Divisions.

- a. Natural Sciences/Mathematics
- b. Education
- c. Social Sciences
- d. Arts
- e. Letters
- f. Any future established academic disciplines

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. A student concerned with disability practices on campus

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

5.2: Meetings

- A. The first meeting 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 2/3 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 report any case in which the Executive Board and/or individual members are failing to comply with the duties and responsibilities of their 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) 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 advisor, will appoint the class president. The class president will then recruit the rest of the council.
- 4) 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 Chair, Judicial Chair, Accountant, Internal Affairs Chair and Public Relations Chair. Committees are comprised of both Executive Board and Senate members.

Committees will review executive members chairing committees. Executive Board members will review the historian at the end of the year.

Senate members are required to serve, as a voting member, on 1 committee, and may serve as a supporting member on other committees.

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 Chair.
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. Act as a liaison to all publications.
5. Submit an update each semester to the Mills Community.

C) Internal Affairs Committee

- a. Conduct all ASMC elections, interviews, and emergency appointments.
 - i. Fill vacant positions in the beginning of each semester, including class officers.
 - ii. The elections committee, a subcommittee of the Internal Affairs committee, will be comprised of the President, Vice President, Internal Affairs Chair and Judicial Chair unless there is a conflict of interest.
 - iii. Follow election and appointment procedures according to the ASMC Campaign and Appointment Regulations (See Appendix B).
- b. Investigate and report to the Judicial Chair any case in which the Executive Board and/or Senate members are failing to comply with the duties and responsibilities of the student's position.
- c. Organize and facilitate 1 ASMC retreat per semester.

D) Student Services Committee

- a. Serves as an advocate for the Mills College community.
- b. A member appointed by the committee chair will serve on the Alumnae Association of Mills College Board of Governors, acting as a liaison between students and alumnae.
- c. The Sustainability Senator will serve on the college Environmental Sustainability Committee.
- d. The Health Senator will attend college health services meetings.
- e. Coordinate events involving students and alumnae with the Alumnae Association of Mills College (AAMC).
- f. Serve as a student representative and meet regularly with:
 - i. Auxiliary Services
 - ii. Campus Facilities

- iii. Student Health Services
- iv. Public Safety
- v. Other areas of administration that handle on-campus resources
- g. Provide information to the student body about these institutions.

E) Diversity and Social Justice 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

- a. Serve as a liaison between students, faculty, the administration, and particularly the Provost/Dean of the Faculty.
- b. Familiarize the community with academic policies.
- c. Committee representatives attend faculty division meetings from each of their respective divisions.
- d. Shall inform students of academic policies and procedures, and assist them in addressing their academic complaints through the proper channels.
- e. Publish the Mills Academic Research Journal.

G) Finance Committee

- a. The Finance Committee will consist of the following voting members.
 - i. The ASMC Accountant
 - ii. The Finance Coordinator
 - iii. 4-8 ASMC Senate members
 - a. If the minimum number of members is not met then all Special Funding Requests over \$2,000 shall be heard by the Full Board.
- b. The committee will review, schedule and hear all special funding requests \$1,500 and under as well as vote on distribution of the funds and will vote with a 2/3 majority on the funds. All requests over \$2000 will be reviewed by the full board and voted on with 2/3 majority as well.
- c. The finance committee does not have the right to vote on special funding requests where the Executive Board meets and where the special funding

request falls between \$1,501 - \$1,999.

- d. Requests/Presentations will only be held on committee meeting days, unless the accountant approves the necessity of an emergency finance committee meeting, which is to be held before full board meeting with only the finance committee.
- e. The finance committee will oversee the timely submission of the Special funding request follow up report these reports are to be submitted to the finance committee within two weeks after the funded event, unless otherwise agreed upon by the finance committee.
- f. The committee will over see the spring budget allocation process.
- g. The committee will petition on behalf of exec/senate members who wish to amend the current allocated budget

Article 8: Councils and Boards

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

- a. All ASMC members are required to maintain a cumulative grade point average of 2.5.
- b. If a member's cumulative GPA falls below 2.5, then that member is in jeopardy of being removed from their position on ASMC, at the Advisor's discretion.

9.2: Accountability

- a. 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 Judicial Committee will come to a decision as to whether the individual should be removed from office.
- b. If at this time, the member in question chooses to appeal the decision, the Appeals Board will decide whether or not to remove the individual from office.
- c. For the removal from office for Senate members, Internal Affairs will lead an investigation on the member in question. The Judicial Committee 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, at the end of the semester, unless they have been removed from their position.

The President will receive a stipend of \$1,500. Vice President, Academic Chair, and Judicial Chair, and Internal Affairs Chair 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 Public Relations Chair 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.