

# **Constitution of the Associated Student Body of the Cogswell Polytechnical College**

1175 Bordeaux Drive, Sunnyvale, California 94089 Phone: 408.541.0100 x431

## **A.S.B. Constitution**

### **Article I Name**

The name of the organization shall be the Associated Student Body (ASB) of Cogswell Polytechnical College. The representatives and elected officers of this association shall be known as the Executive Board of the ASB.

### **Article II Purpose**

The purpose of this organization shall be to promote the best interest of the students and to develop and oversee ASB authorized student organized activities, and to represent all Cogswell Students in matters of institutional governance's. Also to assist where requested, in the development of student services, and the improvement of the quality of student life on campus.

### **Article III Membership**

All full-time and part-time students of Cogswell Polytechnical College whom pay incidental fee (at registration) are members of the ASB.

### **Article IV Executive Board**

#### **1. Members:**

The Executive members shall consist of

- A. One generally elected President
- B. One generally elected Vice-President
- C. General representatives derived from each degree granting department of Cogswell College. From these elected members, the offices of Treasurer, Secretary, Activities Director, Historian, Office Manager, and Merchandise Director shall be filled and other appointed positions as needed.
- D. The offices of President, Vice President, Secretary, Treasurer, and Activities Director will comprise the Executive Officers.

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E. The newly elected officers shall hold office for a one year term. The term shall begin two weeks prior to the first day of classes in the Summer trimester and continue through the last day of the Spring trimester of that academic year.

### **2. Powers and Duties (distinguish between Officers and Board)**

The powers and duties of the Executive Board shall be as follows:

- A. To hold weekly meetings. At the discretion of the Executive Board, meetings may be cancelled with five days notice given to the ASB.
- B. To hold monthly meetings of the ASB. The Executive Board shall notify the ASB within five days of the meeting.
- C. To approve expenditures from the student body treasury in accordance with Article VI and any Bylaws stated hereafter.
- D. To collect fees as hereafter provided for
- E. To vote on amendments as hereafter provided for
- F. To pass Articles of Organization for the various college groups desiring recognition as sub-organizations (clubs) of the student body.
- G. To expel from membership on the Executive Board any (Executive Board member) by the concurrence of three-fourths of the entire Executive Board and the (Executive Board Member) has been given an opportunity to present his or her case.

Grounds for expulsion are as follows:

- I. Violations of this constitution, Amendments and by-laws.
- II. Improper or unauthorized expenditure of ASB funds
- III. Violations of College rules as defined in the College Catalog and Student Handbook.
- IV. Multiple Misrepresentations (by an Executive Board Member) of the intents or duties of the Executive Board.
- V. Termination of enrollment for two consecutive trimesters

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- H. To organize and conduct elections for the ASB President, Vice President, and departmental representatives, and or elect other Executive Board Officers from within the membership of the Executive Board.
- I. To accept the written resignation of any member of the Executive board
- J. To grant sanction for events which shall be arranged and conducted by the office of the ASB Activities Director
- K. To rule by majority vote (more then one-half votes cast) on the constitutionality of any decision of the Executive Board, or on questions laid before it by any authorized group or sub-organization.
- L. To prepare and present, with the approval of the Executive Board, reports of the ASB and/or Executive Board activities and concerns to the College President on a regular basis.
- M. To maintain a cumulative grade point average of 2.5 or better while in office.

### **Article V Officers and their Duties**

The Executive Officers of the ASB shall be President, Vice-President, Secretary, Treasurer, and Activities Director. Other positions include, but are not required, Office Manager, Merchandising Director and Historian/Photographer. Only one office can be held by any one member at a time. If circumstances require, the duties and responsibilities of unfilled positions will be dispersed amongst the Executive Officers.

#### **Duties of the President shall be:**

1. To preside at all meetings of the ASB, and the Executive Board, without the right to vote, except as provided hereinafter.
2. To generate agendas for such meetings
3. To call meetings of the ASB with the consent of the President of the College, and to post announcement of the meeting five days prior to the date of the meeting.

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4. To call meetings of the Executive Board and see that agendas are posted at least two days prior to meetings.
5. To be ex-officio member of all committees appointed by the Executive Board.
6. To vote in case of tie at either full ASB, or Executive Board Meetings.
7. To perform such other duties conforming to this constitution as are not mentioned in this article, and which are not in conflict with the by-laws of the Executive Board.
8. To act as Treasurer, to sign warrants on such expeditors as have already been approved by the Executive Board in the absence of the Treasurer.

### **Duties of the Vice- President shall be:**

1. To attend all meetings of the Executive Board.
2. To perform the duties of the President in case of disability or absence of the President.
3. To become President for remaining term of office, in case of the resignation, withdrawal from school, or removal of office of the President.
4. To distribute awards on behalf of the ASB
5. To officiate over student body elections, unless the Vice-President is a candidate, in which the Executive Board shall appoint another of its members to officiate over the elections.

### **Duties of the Secretary shall be:**

1. To attend all meetings of the Executive Board.
2. To keep records and accurate written account of all ASB business transacted by the Executive Board and the ASB.
3. To post:
  - i. All fees collected from the students by the Executive Board

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- ii. Results of the elections conducted by the ASB and of all voting proposed amendments to this constitution or to the Article of Organizations or sub-organizations of the student body.
- iii. Minutes of the Executive Board meetings, which have been approved.
- iv. To file in proper form in the records of the ASB all reports of committees and other papers of the ASB and Executive Board.
- v. To present the minutes of the respective previous meetings at each All Student Meeting and the Executive Board meeting when applicable.
- vi. Secretary presents to approve minutes of previous meeting at the beginning of each meeting

### **Duties of the Treasurer shall be:**

1. To attend all meetings of the ASB and the Executive Board.
2. To fill out and sign all vouchers on the ASB funds after they have been approved by the Executive Board, and forward onto the Dean of Student Life.
3. To assist in the collection of money for assessments of the account of the ASB.
4. To keep an accurate written account of all student body receipts and disbursements.
5. To give the Executive Board, at each regular meeting, an itemized report of all money received and disbursed since the previous meeting.

### **Duties of the Activities Director shall be:**

1. To attend all meetings of the Executive Board
2. To coordinate, promote and organize ASB Executive Board sponsored activities and events.
3. To ensure the ASB has necessary equipment to provide student activities for the student body.

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4. Activities Director has the option of forming committees including ASB Executive Board and non-board members to discuss and or plan events.
5. To be a resource for clubs planning events.

### **Duties of the Historian/Photographer shall be:**

1. To attend all meetings of the Executive Board.
2. To take pictures and/or coordinate media coverage of all ASB Executive Board sponsored activities and events.
3. To make available all pictures to the student body presentable audio/visual documentation of all ASB activities.
4. To archive documents and media, related to ASB Executive Board activities.

### **Duties of the Office Manager shall be:**

1. To attend all meetings of the Executive Board.
2. To assist the Activities Director as needed in setting up and organizing ASB functions.
3. To maintain a list of all ASB owned items that are used to provide the student body with activist, and recreational equipment.
4. To oversee maintenance of all ASB office equipment.
5. To oversee scheduling and hours of the ASB Office.
6. To work in conjunction with other members of the Executive Board in maintaining an accurate record of log of all ASB documents.
7. To provide the Executive Board with an itemized listing of any school equipment used during ASB events, and notation, of their return date and working order.

### **Duties of the Merchandising Manager shall be:**

1. To attend all meetings of the Executive Board.
2. To work with the Treasurer in keeping ASB accounts current.
3. Ordering and re-stocking merchandise as needed with the approval of the Executive Board when pertaining to purchases.

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4. Recording inventory and merchandise transactions and reporting figures to the treasurer.
5. To provide the Executive Board with an itemized listing of any new merchandize needed to maintain an adequate stock.
6. To maintain relations with outside Vendors and services, regulating contracts pertaining to Vending and School services.
  - a. To renew contracts STRICTLY on a yearly basis with outside vendors.
  - b. To gather commissions from Vendors as stipulated in aforementioned contracts and provide them to the ASB Treasury.

### **Article VI ASB Funds**

1. Incidental fees are collected during registration each term. Each registered student, regardless of FT/PT status, pays the same fee. That money is placed in a college Budget account managed by the Business Office. The final budget is based on final enrollment numbers and may change after the September books are reconciled.

### **Article VII Representatives**

#### **1. Representatives of the Academic Departments**

- a. Representatives shall be derived from each on-campus degree granting department.
- b. The duty of the representatives shall be to attend all meetings of the Executive Board, and to vote on the decisions of the Executive Board

#### **2. Representatives of sub-organizations of the ASB**

- a. There shall be one non-voting representative from each recognized sub-organization, elected by the organization, and is not already a member of the Executive Board. These shall not be counted for the purpose of establishing a quorum.

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- b. Recognized sub-organization shall be those which have adopted Articles of the organization not in conflict of the ASB constitution, received the approval of two-thirds of the Executive Board as to the Articles of Organization, and have received the approval of the college president.
- c. The duties of each sub-organization shall be:
  - i. To attend all meetings of the Executive Board
  - ii. To act as custodian of all ASB property or college property entrusted to his/her sub-organization and to make a satisfactory accounting of it to the Executive Board.

## **ARTICLE VIII Elections**

- 1. The Executive Board shall provide for the elections of the ASB Departments representatives and the ASB Officers.
  - a. For the purpose of receiving nomination for department representatives, the Executive Board shall provide nomination forms for the departments at least two weeks prior to the date set for the annual election. These forms are to be provided at the school wide meeting and thereafter in the ASB office.
  - b. Nominees for the office of the President and Vice-President must be in good academic standing with cumulative GPA of 3.0 or higher and received written endorsement from the Dean of Student Life stating as such.
  - c. The election of the Executive Board and department representatives is to take place the second or third week in March. The Newly elected Board shall begin their term in office for the summer trimester. The appointment of the Treasurer, Secretary, Activities Director, Equipment Director, Office Manager, and Merchandise Director shall take place during the first meeting of

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the Executive Board and shall be selected from the elected representatives.

- d. Nominees for the office of President must have served previously on the Executive Board and successfully completed their term in office or attended 75% of all ASB meetings in the previous Fall trimester. Student leaders who served as a club officer or who secure 3 letters of support from fellow students and 2 letters of support from faculty/staff may also seek nomination with approval from the Dean of Student Life and Executive Board.
- e. Elections for the officers shall be by secret ballot.
- f. The newly elected Executive Board will meet with the incumbent Executive Board the final two months of Spring trimester prior to their taking office for training.
- g. The nominations and elections of the Representatives of ASB are determined by collecting ten non-Executive Board member signatures and two faculty signatures.

## **ARTICLE IX                      Vacancies**

1. The position of any member of the Executive Board shall be vacant when a formal resignation is addressed to and received by the Executive Board, or when said member is removed from office for cause, or is dropped from the roll of the college.
2. Any member of the Executive Board may be removed from school as declared in Article IV, section two, paragraph f.
3. Replacement of vacancies may be made by the President of Asb from within the Executive Board. The nominated shall be elected by majority vote of the Executive Board.

## **ARTICLE X                      Dues and Assessments**

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1. Incidental fees shall be collected at registration in conjunction with the collection of tuition. The amount of these incidental fees shall be decided by the Executive Board and approved by the College President.
2. Any other dues and assessments may be levied upon the members of the ASB by a three fourths vote of the entire Executive Board, and written approval of the college President. Motions for such assessments may be passed only by meetings of the Executive Board.
3. Notices of all such student fees shall be posted.

## **ARTICLE XI                      The Associated Student Body**

1. Meetings
  - a. A special meeting of the ASB may be called by the ASB President with the approval of the President of the College.
  - b. As with normal meetings a notice of such meetings shall be posted by the secretary at least five school days before the meeting.
  - c. In all meetings of the ASB, the Executive Board, its committees or sub-organizations, except as otherwise specified. Robert's Rule of Order shall be considered the authority.
  - d. As aforementioned notification of meetings must be posted five days prior to the meetings occurrence. Agendas must be posted two days prior, and the minutes must be posted the following week after minute approval.

## **ARTICLE XII                      Awards**

1. An award may be given by the Executive Board to one graduating student of each of the degree issuing schools on campus. This award shall be called the Smalden Award.
2. The Smalden Award shall be a plaque recognizing a (non-executive board member) student whose contributions to the school has assisted in improving student life of campus.

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## **ARTICLE XIII Amendments**

This constitution shall be amended as follows:

1. Amendments shall be submitted in writing by a member of the Executive Board.
2. Exact copies of said amendment shall be posted upon said amendment at the next meeting.
3. The Executive Board shall vote on the proposed amendment(s) during a formally called meeting. For an amendment to pass, it must receive a majority vote by the ASB Executive Board. Following approval by a Dean or the college President, approved amendment(s) take effect immediately.
4. An amendment rejected by the Executive Board shall be reconsidered at its next meeting, provided a petition of recommendation, signed by one fourth of the members of ASB, is received by said board.

## **ARTICLE XIV Bylaws**

1. Bylaws are guidelines not stated within the Constitution but they are deemed appropriate by the Executive Board.
2. Bylaws shall be declared in writing prior to the approval of two thirds vote of the Executive Board.

## **BYLAW I Club Funding**

For Existing (Active) Clubs:

- A total of 15% of ASB trimester budget will be reserved for club funding.
  - Active Clubs can be granted funds each term.
  - Clubs must submit in person a "State of the Club Address" within the first two ASB meetings each trimester. This document will include:
    - List of officers
    - Faculty advisor (Advisor must be present at the "Address")
    - Club meeting time
    - Club meeting place
    - Fund review:
      - Club income and expenses for the previous terms

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- Written request for funds for upcoming trimester
- Clubs requiring additional funds over and above their share of the 15% must raise it on their own, or request funding for an event from ASB using the Fund Request Form. Consideration will be given to those clubs that have done fund raising on their own.
- If a club ceases to exist, any supplies or equipment purchased with ASB funding becomes the property of ASB.
- Clubs are required to keep account records and receipts, which are to be made available to the ASB committee upon request within a timely fashion.

### **For New Clubs**

- During the first term of the clubs existence, the club will not receive a portion of the 15% set aside for club funding.
  - New clubs may request funding from ASB for an event using the Fund Request Form. Funding such events will be at ASB's discretion.
  - Clubs must begin meeting prior to the 8<sup>th</sup> week of class for the term to count as their first full term in existence.
- During the second term of the club's existence, the club may present a "State of the Club Address" and request up to half of their full club status funds. This document must be presented within the first two ASB meetings and will include:
  - List of officers
  - Faculty advisor (Advisor must be present at the "Address")
  - Club meeting time
  - Club meeting place
  - Fund review:
    - Club income and expenses for the previous terms
    - Written request for funds for upcoming trimester
- During the third term of the club's existence and going forward, Existing Club status applies.

### **General funding requests for programs and events:**

- Students, faculty and staff at Cogswell College may requests special, one-time funding for projects or events.
  - A written proposal must be submitted to the ASB Executive Board. This proposal should include a description of the project/event, how much money is needed, and specifically what the funds will be used for. Diagrams or pictures may be attached as necessary. Receipts for purchases must be returned to ASB for records.
  - ASB will discuss the proposal at the next weekly meeting at which those requesting funds may be present.
  - ASB will vote immediately, or table the proposal for 1 week to gather further information.
  - There is no limit to the amount of funds that can be requested, but ASB may only be able to grant a portion based on their current budget.

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- Requests for funding will be considered based on the following criteria:
  - The proposed project/event has the potential to benefit the entire student body
  - The proposed project/event cannot be completely funded by any other source
  - The project/event promotes collaboration