

Associated Student Government

Of Pueblo Community College

Preamble

We the students of Pueblo Community College, in order to secure the rights as set forth in “Pueblo Community College Student Handbook,” establish the Associated Student Government –henceforth known as ASG – to guarantee that all student life fees are appropriately allocated to the benefit of the students by providing programs, services, educational and recreational activities to provide a unique college experience. ASG shall also work to create a harmonious relationship between the students, faculty, staff, administration and the greater Pueblo community. By adhering to the right of self-governance, the students of Pueblo Community College sanction the creation and maintenance of the Associated Student Government so long as it maintains its obligations and duties to the students with honor, dignity and trust.

Article I. Name and Purpose

Section 1: Name

The name of this organization shall be known as Associated Student Government of Pueblo Community College.

Section 2: Purpose

The purpose of ASG is to ensure that the students of Pueblo Community College have a voice in the daily operations of the college and to provide a great college experience to the students.

- **Mission Statement-** Empower students by creating opportunities to become involved and provide leadership while collaborating with the college and community in order to establish a supportive environment for our PCC students so they become personally enriched.

Section 3: Objectives

The objectives of ASG shall be the following:

1. Be the official voice through which student opinions, concerns and ideas may be expressed to internal and external constituencies.
2. Promote the educational experience and opportunities of the student body by working to expand student participation and involvement on campus.
3. Oversee the activities related to student fee assessment and allocation.
4. Protect the individual rights and freedoms of students.
5. Acknowledge all official student organizations.

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6. Receive, investigate, and take action on student complaints, concerns, and problems within the scope of its authority.

Section 4: Constituency

All students who are registered for a credit bearing course shall be considered constituents of the Associated Student Government, hereinafter referred to as the student body.

Section 5: Authority

ASG is to be bound by this document and the policies and regulations that may derive from it, barring any amendments introduced through the established process. *(Note the Fremont, Durango, and Mancos/Cortez Sites may be flexible to this constitution in terms of their respective ASG and club regulations, as student participation is proportioned to enrollment.)* (see: **Article XIII. Amendments**)

Section 6: Fees

Fees shall be implemented according to the Colorado Community College System's fee policy and/or state fiscal rules.

Article II. Guaranteed Rights

Section 1: Bill of Rights

The following rights are to be guaranteed to the students of Pueblo Community College and to be regarded as absolute. These rights shall not be infringed.

1. Suits: The right, if aggrieved, to bring suit within the regular judiciary system for any punitive violation of rights.
2. Due Process: The right to judicial due process, including the accused being informed of the nature and cause of the accusation, a speedy and impartial hearing, confrontation of plaintiff and witnesses, have compulsory process for obtaining witnesses in his or her defense, counsel, presumption of innocence, and an appeal. The accused shall not be tried twice for the same offense nor be forced to neither testify against him or her nor be subject to unusual or excessive punishment.
3. Privacy of Records: The right to privacy of their academic, non-academic, disciplinary, and financial records with the right of personal examination of such records.
4. Information: The right to obtain truthful and full information, upon inquiry, on the reasons for any college policy affecting them, the adoption proceedings of said policy, and the options by which it may be changed.

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5. Raising and Seeking Funds: The right, subject to reasonable regulation, of any recognized student organization to raise and seek monies on campus.
6. Petitioning: The right to petition the proper authority for changes in faculty, administration, curriculum, and institutional policy, without fear of retribution.
7. Use of Facilities: The right to use campus facilities for meetings and other activities subject to procedures and regulations.
8. Demonstration: The right to organize and participate in orderly, non-violent demonstrations on and off campus.
9. Forming Organizations: The right to organize, join, and take part in any organization for, but not limited to, intellectual, religious, social, economic, or cultural purposes, subject to reasonable regulation.
10. Freedom of Speech, Religion, and the Press: The right of religious freedom and to present their ideas on any subject without penalty or censorship with the exception of endangerment to life, property, or intrusion upon the equal rights of others.
11. Dissenting Opinions: The right to take reasoned exception to views offered as part of academic curriculum or non-academic functions without fear of repercussion, to be graded solely on academic performance, and to be protected against prejudice or arbitrary evaluation.

Section 2: Discrimination

Pueblo Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Pueblo Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated the Vice President of Human Resources as its AA/EEO and Title IX Coordinator, and the Senior HR Specialist as Deputy Title IX Coordinator, with the responsibility to coordinate the college's civil rights compliance activities and grievance procedures. If you have any questions, please contact the Vice President of Human Resources or Deputy Title IX Coordinator, 900 W. Orman Avenue, Central Administration Building, Room 111, telephone (719) 549-3220, email pcchr@pueblocc.edu. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

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Article III. Rights Pertaining to ASG

Section 1: ASG Bill of Rights

In order to fulfill its objectives and duties ASG shall have and exercise the following rights.

1. Democratic Governance
The right to organize and maintain a democratic form of representative student government which shall be in charge of overseeing student affairs, participate in the assessing and allocating of student fees, and involving itself in the formation of college policy.
2. Election of Student Representation
The right to choose student government officials through a student election process unless specifically outlined otherwise in the Student Handbook.
3. Formulation of Amendments and Initiatives
The right to refer constitutional amendments, referendums and initiatives to the student body through the proper election process per Article XIII of this Constitution.
4. Open Meetings
Every meeting of the ASG shall be open to all students of PCC, except when convening in Executive Session.
5. Freedom of Information
In order to ensure open and responsible information sharing, all documents and actions of the ASG, not dealing with student grievances or legally protected information, shall be open and available to the public.

Article IV. Organizational Structure, Powers, and Responsibilities

Section 1: Executive Branch

The ASG Executive Branch shall consist of the following six Executive positions, and one non-voting member under the Director of Events and Public Relations.

1. President
2. Vice President
3. Director of Records and Finance
4. Director of Events and Public Relations
 - a. Panther Mascot
5. Director of Chartered Organizations
6. State Student Advisory Council (SSAC) Representative

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Section 1A: Presidential Powers and Responsibilities

The President is responsible for the following:

1. The President shall have the power to veto.
2. Establish, maintain and direct the vision as stated in the mission statement of ASG for the academic year.
3. Preside over all ASG Executive Branch Meetings and all ASG Senate Meetings.
4. The executive power of ASG shall be retained by the President, who shall take action within 48 hours, on any issue or concern that affects the student body. Retain the power to call special or emergency meetings.
5. Will cast a tie-breaking vote within ASG Executive Branch Meetings and ASG Senate Meetings.
6. Review weekly reports and from ASG Executives.
7. Provide a report, to include information and student concerns, to the President of Pueblo Community College and with ASG functions, with support of ASG advisor.
8. Represent the student body at official college functions and at community events, as requested.

Section 1B: Vice Presidential Powers and Responsibilities

The Vice President is responsible for the following:

1. Assist the President of ASG in establishing and maintaining the direction and vision as stated in the mission statement of ASG for the academic year.
2. Assist the President of ASG in the review of weekly reports from ASG Executive Officers.
3. Oversee the remaining positions of the ASG Executive Branch and provide guidance and assistance as needed.
4. Serve as alternate representative to State Student Advisory Council (SSAC).
5. Serve in the capacity of Sergeant at Arms.

Section 1C: Director of Records and Finance Powers and Responsibilities

The Director of Records and Finance is responsible for the following:

1. Keep the minutes of all ASG Executive Branch Meetings and ASG Senate meetings.
2. Record the roll call at each meeting, maintain the attendance sheet, and advise the President of ASG of any ASG member, who exceeds the maximum allowance of absences in one semester.

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3. Responsible for distributing the minutes to all chartered organizations, Advisors, and Senators. The draft minutes will be distributed at least three working days prior to the next ASG Senate Meeting, at which time they will be eligible for approval by the ASG Senate.
4. Responsible for making the approved meeting minutes of both the Executive Branch meetings and Senate meeting accessible to all.
5. Provide ASG with a monthly budget including current available balance of ASG funds, all expenditures paid, and outstanding indebtedness.
6. Provide to ASG all updated monetary reports of changes as they become available.
7. Complete a budget sheet for the Executive Branch of all ASG funds for every semester with the guidance of the ASG advisor.

Section 1D: Director of Chartered Organizations Powers and Responsibilities

The Director of Chartered Organizations is responsible for the following:

1. Review and make recommendations for approval or revocation of charters for student organizations.
2. Compile information about Chartered Organization activities.
3. Review and make recommendations on all by-laws submitted by Chartered Organizations and those seeking charter. Assist in the approval of by-laws and ensure that all by-laws submitted are in accordance with this ASG Constitution.
4. Ensure that memberships in Chartered Organizations are maintained at required levels.
5. Facilitate the collaborative efforts between Chartered Organizations and ASG.

Section 1E: Director of Events and Public Relations Powers and Responsibilities

The Director of Events and Public Relations is responsible for the following:

1. Reserve locations and times to hold important events as delegated by the ASG Executive Branch, with the guidance from the ASG advisor.
2. Communicate with the Marketing Department four to six weeks prior to events to ensure marketing materials are available.
3. Responsible for staffing all ASG events.
4. Responsible for distributing information on all ASG events by any accessible means of communication.

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5. Will accompany and work directly with the Panther at all on and off-campus events.

Section 1F: State Student Advisory Council (SSAC) Representative

The SSAC Representative is responsible for the following:

1. Representing the voice of Pueblo Community College students to the State Student Advisory Council for the Colorado Community College System (CCCS).
2. Attending monthly SSAC meetings at various CCCS institutions throughout Colorado.
3. Attend all ASG Senate Meetings and provide the Senate with updates of current SSAC projects.
4. This position requires monthly travel. Candidates are required to possess a valid Colorado driver's license and have reliable transportation.

Section 1G: Mascot (Panther)

The Mascot is an ex-officio member of the Associated Student Government and is responsible for the following:

1. Attend on and off campus events/activities to represent ASG, PCC.
2. Will assist with the marketing of Pueblo Community College events, programs, and initiatives.

Section 1H: Executive Branch Shared Responsibilities

The Executive Branch will be responsible for the following:

1. All ASG Executives will display the highest ethical, professional, and courteous standards at all times.
2. Assist the President in clarifying, reviewing, and referring student issues and concerns to the appropriate college administrator.
3. All ASG Executives shall fully and fairly represent the voices of their fellow students of Pueblo Community College.
4. Perform any and all appropriate duties as assigned or required by the President of Pueblo Community College, the Vice President of Student Services, the Dean of Students, or the ASG Advisor.
5. ASG will propose legislation, charter student organizations, allocate funding towards ASG events and special initiatives, or otherwise act on behalf of all student interests.
6. Maintain all records and paperwork that pertain to the regular responsibilities of the Executive positions.
7. Establish an agenda with all other ASG Executives for ASG Senate meetings.
8. All ASG Executives shall be required to serve on a minimum of one additional committee per semester. Committees shall be assigned throughout the semester.

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9. All ASG Executive Officers must serve a minimum of five (5) hours per week serving the student body. A minimum of two (2) hours per week must be served in the ASG Office.
10. Attend and assist with all Student Life activities.

Section 2: Legislative Branch

The Legislative Branch shall consist of one voting representative from each of the chartered student organizations hereinafter referred to as Organization Senators. Each Senator shall have one vote and be equal in rank.

Section 2A: Powers and Responsibilities

1. Senators will display the highest ethical, professional, and courteous standards at all times.
2. Senators shall fully and fairly represent the voices of their fellow students of Pueblo Community College.
3. Senators are required to attend all ASG Senate meetings, in addition to being required to attend their respective Organization meetings. Failure to comply with attendance requirements will result in removal of position. A Senator may be excused from a maximum of one ASG Senate meeting per semester, if an approved Alternate Senator represents the Organization. Considerations will be made for Senators whose course of study does not allow for attendance at meetings. Chartered Organization Advisors, Presidents or other previously ASG approved Alternate Senator shall be the Organization's proxy Senator.
4. Senators will be responsible for informing the constituents whom they represent of all ASG activities.
5. Senators shall be responsible for providing a copy of all Club Meeting Minutes to the ASG Director of Chartered Organizations prior to the next Senate meeting.
6. All Senators must be a part of the student body. (*See: Article I. Section 4*).
7. Review, enact, repeal and/or amend any legislative matters of policies affecting operational guidelines of ASG.
8. The Senate shall have the power to approve all ASG Executive Branch legislation and policies necessary and appropriate for executing the powers vested by the constitution with approval of the President.
9. The Senate shall have the power to approve all Presidential appointees with a simple majority vote.

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Section 3: ASG Advisor

1. The Director of Student Life and Leadership will serve as the official ASG Advisor.
2. The Advisor must be present during any travel, student activities, or events held on or off of the PCC Orman Campus, including pre-authorized out-of-state travels. If an advisor cannot attend any event, then an authorized Pueblo Community College Representative must be approved by the college.

Article V. Elections, Appointments Qualifications, Terms of office

Section 1: Executive Branch

1. The election for ASG Executive Positions per Article IV for the following Academic year will be held during Spring Semester and no later than the Final week of April.
2. All Executive Position elections shall be run in accordance with this ASG Constitution and the election code; the election code must be approved by simple majority by the Executive Branch.

Section 1A: Terms of Office

1. The term of each ASG Executive seat shall be one academic year, which shall begin and end during the Commencement Ceremony. ASG Executives may serve successive terms in office if re-elected the following year. No student shall take office until all ballot requirements are met and has been elected by the student body.

Section 1B: Eligibility

1. It is required for any person seeking eligibility for candidacy, to be a current student of Pueblo Community College and be enrolled in at least six credit hours per semester for the duration of any term, excluding the summer. The candidate must be in good standing with Pueblo Community College and the Code of Conduct, and must also have and maintain a cumulative and semester grade point average no lower than 3.0. A review for enrollment, disciplinary issues, and grade point average will be conducted to determine eligibility.
2. In order for a student to be considered as a candidate for President of ASG, the student must have prior experience on the ASG Executive Branch. Approval to run for President is required from the Director of Student Life and Leadership and the Dean of Student Success. If no candidates meet the minimum qualifications, candidates with six months of leadership experience on campus will be allowed to run for the position.
3. The President, Vice-President, or Directors may not hold a position in conjunction with any other Chartered Organization's executive board.

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Section 1C: Appointment of Officers

1. Appointments shall take place after the annual spring election if positions are vacant. Interested candidates must submit an electronic application for a vacant position.
2. The ASG Executive Branch will then interview each candidate for their desired, vacant position.
3. The ASG Executive Branch will then choose the candidate(s) best suited for the available position(s). The chosen candidate(s) will assume all responsibilities of their appointed office immediately.
4. In the event the President of ASG cannot fulfill the duties of the office due to any significant circumstance, the Vice-President shall assume the responsibilities of the President immediately.
5. Should the seat of the Vice-President become vacant, the active ASG Executive Branch shall hold a special election to fill the vacant position. The ASG Executive Branch shall not elect any student who has not met the requirements for eligibility of candidacy (*see: Article V. Section 1B*).

Section 2: Legislative Branch

Elections for Senators shall be conducted prior to the October senate meeting, for a term of one year.

Article VI. ASG Chartered Organizations

Section 1: Non-Discrimination

Pueblo Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Pueblo Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

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Section 2: Charter Approval

To become an ASG Chartered Organization on the Pueblo Community College Orman campus, the student organization must submit the Request to Charter application to the ASG Executive Branch at least 2 weeks prior to the September, October, or February Senate meetings. Applications can be requested from the Director of Student Life and Leadership. Upon approval from the ASG Executive Branch, the Club must then be voted into ASG by the Senate. Charter will be awarded for a one-year period and must be renewed before the end of September each year. To renew the charter, clubs must submit a current member list along with current by-laws no later than the October Senate meeting. Please contact the Director of Student Life and Leadership for the forms. New and re-chartering clubs will have the opportunity to request a charter during the September, October, and February Senate Meetings.

Section 3: Organization Composition

Student Organizations must meet the following requirements to be chartered under ASG.

Section 3A: Executive Board

Each organization must have a President, Vice President, Secretary, Treasurer, and an ASG Senator as their minimum officers. If an Organization's membership falls below five, it will be given one year to rebuild the minimum level before its charter is terminated.

Section 3B: Senator

1. The Chartered Organization must have an elected, or appointed, Senator or an Alternate Senator at all ASG Senate meetings. This is a voting seat and the Senator will receive a monetary stipend from ASG. This position must be filled by a person who meets the membership criteria as set forth in this ASG Constitution. If a vacancy occurs in the Senate seat, it must be filled by the next ASG Senate meeting. Each organization is permitted only one voting seat at any ASG Senate meeting. If the Senator and the Alternate Senator both attend an ASG Senate meeting, only the Senator's vote will be recognized. Each Organization Senator shall represent one organization at a time.
2. Chartered Organizations that do not provide in writing the names of its new Senator to the ASG Executive Branch by October 1 or February 1, will not have a voting seat in the ASG Senate meetings during the semester.

Chartered Organizations will be considered unrepresented for the rest of the semester in the ASG Senate if its Senator and Alternate Senator miss more than one Senate meeting per semester.

Section 3C: Advisor

1. Chartered Organizations will have a minimum of one official advisor who is a full-time employee of Pueblo Community College. Each meeting, whether official or

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unofficial, must have an advisor in attendance. In addition, Advisors will only advise one organization at a time.

2. Advisors must be present during any travel, student activities, or events held on or off of the PCC Orman Campus, including pre-authorized out-of-state travels. If an advisor cannot attend an event, then an authorized Pueblo Community College Representative must be approved by the college.
3. ASG does not compensate club advisors. If advisors wish to be compensated for their time, the club advisor must submit the Club Advisor Report (located in Ultimus) at the end of each semester. It is up to the supervisor of the club advisor to make the decision to compensate the advisor from their own department funds.
4. Club advisors must submit a Request to be a Club Advisor (located in Ultimus) at the beginning of each academic year.

Section 4: Chartered Organization Funding

1. After an Organization has been officially chartered, the Treasurer and the Advisor must work with the Senior Director of Accounting to create an ORG# for an account with the Cashier's Office. Use of all funds must meet ASG's and PCC's policies. All financial transactions will be made through the PCC Cashier's Office, unless it is a third-party sponsor wishing to donate to the organization. In that circumstance, the funds must go through the Foundation Office. The sponsor would write a check to the PCC Foundation with the Club ORG# in the subject line. The foundation will work with the Cashier's office to get the funds deposited into the club account. Chartered organizations are not permitted to have fiscal accounts outside of PCC. If for any reason an organization loses its chartered status, all money gained must be returned to ASG's account.
2. First time organizations will receive a onetime start-up incentive of \$300 once approved by senate. Any organization that has been active within the previous four semesters will not be considered first time and will not receive the start-up incentive.
3. All active chartered organizations are eligible to receive \$250 at the conclusion of the fall and spring semesters pending completion of the following club requirements set forth by ASG.
 - a. Participate in a minimum of one previously approved community service event per semester.
 - b. Must participate in Horror on the Hoag and Spring Fling.
 - c. The organization cannot miss more than one senate meeting per semester.
 - d. Club meeting notes must be submitted to ASG prior to the next Senate meeting.
4. It is not the function of ASG to provide funds for Chartered Organizations, or their activities, but to provide organizational support for those Organizations and activities.

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1. After an Organization has been officially chartered, the Treasurer and the Advisor must work with the Senior Director of Accounting to create an ORG# to have an account with the Cashier's Office. Use of all funds must meet ASG's and PCC's policies. All financial transactions will be made through the PCC Cashier's Office, unless it is a third-party sponsor wishing to done to the organization. In that circumstance, the funds must go through the Foundation Office. The sponsor would write a check to the PCC Foundation with the Club ORG# in the subject line. The foundation will work with the Cashier's office to get the funds deposited into the club account. Chartered organizations are not permitted to have fiscal accounts outside of PCC. If for any reason an organization loses its chartered status, all money gained must be returned to ASG's account.
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 - a. Participate in a minimum of one previously approved community service event per semester.
 - b. Must participate in Horror on the Hoag and Spring Fling.
 - c. The organization cannot miss more than one senate meeting per semester.
 - d. Club meeting notes must be submitted to ASG prior to the next Senate meeting.
4. It is not the function of ASG to provide funds for Chartered Organizations, or their activities, but to provide organizational support for those Organizations and activities.

Section 5: Failure to Comply

Chartered Organizations will not be permitted to conduct events or fundraisers or to represent itself as an official Pueblo Community College Chartered Club if it fails to comply with this ASG Constitution.

Article VII. Meetings and Quorums

Section 1: ASG Executive Branch Meetings

The ASG Executive Branch will meet weekly at a time and location selected by the active ASG President. The President of ASG may call a special meeting of the ASG Executive Branch with a three-day notice.

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Section 2: Legislative Branch Meetings

The ASG Senate will meet once per month at a location and time selected by the active ASG President. The President of ASG may call a special meeting of the ASG Senate with a three-day notice.

Section 3: Quorum

1. Quorum for all Executive Branch meetings will be a simple majority of the active Executive Branch.
2. Quorum for all Legislative Branch meetings will be a simple majority of the active Legislative Branch.

Article VIII. Impeachment Process

Section 1: Grounds for Removal

1. Grounds for removal shall be for negligence of duty, inefficiency in office, or any action performed by a member of ASG deemed a direct violation of this ASG constitution and/or the Pueblo Community College Code of Conduct or College Handbook and/ or violating city, county, state, federal law.
2. If a student has been accused of such violations, the ASG Executive Branch will then vote whether or not a removal process is necessary by a simple majority vote.

Section 2: Executive Removal Process

In the event one or more members of the Executive Branch fail to complete their duties as prescribed above the following steps must be taken:

1. A member must submit a written complaint that outlines why the person is not doing their job, including evidentiary documents, and secure the signatures of two other Executives and then turn it into the ASG Advisor.
2. The ASG Advisor will turn over the documentation to the Dean of Students.
3. The subject of impeachment and the Executive Branch representatives will have an opportunity to plead his/her case at a meeting determined by the Dean of Students.
4. If the person does not choose to resign, the Dean of Students and the Director of Student Life and Leadership will make the final decision.

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Section 3: Legislative Removal Process

In the event one or more members of the Legislative Branch fail to complete their duties as prescribed above the following steps must be taken:

1. A member must submit a written complaint that outlines why the person is not doing their job, including evidentiary documents, and secure the signatures of two other Senators and then turn it into the ASG Advisor.
2. The ASG Advisor will meet with the Executive Branch to address the accusations.
3. The subject of impeachment and the Legislative Branch representatives will have an opportunity to plead his/her case at a meeting determined by the Director of Student Life and Leadership.
4. If the person does not choose to resign, the Dean of Students and the Director of Student Life and Leadership will make the final decision.

Section 4: Resignation

1. Any ASG representative wishing to resign must submit a letter of resignation to the ASG President and to the ASG Advisor two weeks in advance.
2. Any ASG representative that does not submit a letter of resignation with two weeks will be considered impeached and will not receive their stipend.

Article IX. Compensation

Section 1: Executive Compensation

All executive members of the Executive Branch will receive monetary compensation.

Section 1A: Travel

Travel expenses for each regular or special meeting of the State Student Advisory Council (SSAC) will be paid to the SSAC Representative or Alternate SSAC Representative with prior approval of the ASG Advisor.

Section 1B: Presidential Compensation

The President of ASG will receive a stipend of \$3,000.00 per semester for the fall and spring semester, and \$500.00 for the summer semester. The stipend will be awarded after all responsibilities have been met and an evaluation of performance has been completed at the conclusion of each semester with the ASG Advisor.

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Section 1C: Vice-Presidential Compensation

The Vice-President of ASG will receive a stipend of \$2,000.00 per semester for the fall and spring semester, and \$500.00 for the summer semester. The stipend will be awarded after all responsibilities have been met and an evaluation of performance has been completed at the conclusion of each semester with the ASG Advisor.

Section 1E: Director Compensation

The ASG Executive Directors (*see: Article IV. Section 1*) will receive a stipend of \$1,000.00 per fall and spring semesters, and \$300.00 for the summer semester. The stipend will be awarded after all responsibilities have been met and an evaluation of performance has been completed at the conclusion of each semester with the ASG Advisor.

Section 1F: State Student Advisory Council Representative Compensation

The State Student Advisory Council Representative will receive a stipend of \$1,000 per fall and spring semesters, and \$300 for the summer semester. In addition to the stipend, the SSAC Representative will be reimbursed for all required costs associated with local travel to and from SSAC Meetings and Retreats. This reimbursement will cover the cost of food, lodging and mileage. The stipend will be awarded after all responsibilities have been met and an evaluation of performance has been completed at the conclusion of each semester with the ASG advisor.

Section 1G: Ex-Officio Compensation

The PCC Panther will receive a stipend of \$500 per semester for the fall and spring semesters. The stipend will be awarded after all responsibilities have been met at the conclusion of each semester.

Section 2: Legislative Compensation

All voting Organization Senators will receive a stipend in the amount of \$150.00 per semester after all responsibilities have been successfully fulfilled, and all paperwork has been completed. Senators who fail to submit all appropriate paperwork to Human Resources by predetermined deadlines will not be compensated.

Section 4: Compensation Timeline

1. Payments will be made after the last regular meeting of the fall and spring semesters for the Executive and Legislative Branches.
2. ASG Executive's compensation for the summer session will be paid by the first regular meeting of the fall semester.

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Section 5: Compensation Revocation:

Any ASG Executive or Organization Senator who misses more than two regular meetings in a semester will not be eligible for compensation. If any ASG Executive or Senator is found to have violated Pueblo Community College's Academic and/or Student Code of Conduct, the student will not be compensated. In the case of a paid position that has been filled due to a vacancy during the semester, the stipend will be pro-rated, as long as all other criteria are met.

Article X. Vacancies and Executive Appointments

Section 1: President and Vice-President

1. In the case that the office of the President becomes vacant the Vice-President shall assume the duties of President.
2. In the case of a Vice-Presidential vacancy a special election will be held to fill the position.
3. In the case that any other Executive position becomes vacant; the President and Vice-President shall assume the duties of that position until a new member can be selected.

Section 2: Appointment of Directors

Appointments shall take place after the annual spring election, if positions are vacant. Interested candidates must submit an application for the ASG Executive Branch to the ASG Advisor. The ASG Executive Branch will then interview each candidate for their desired position. The ASG Executive Branch will then choose the candidate(s) best suited for the available position(s), and present them to Senate for approval by simple majority vote. The approved candidate(s) will assume all responsibilities of their office immediately after their appointment.

Article XI. Attendance

Because the Executive Branch plays a vital role in the overall operation of the organization attendance at Executive Branch meetings is very important. All Executives are required to attend all meetings if possible. We realize that things come up at the last minute so some flexibility is built in. Executives are expected to contact the President of ASG at least two hours prior to the meeting if possible.

The following describes the details of the attendance policy:

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1. Each Executive Board Officer will be allowed two unexcused absence each semester.
2. An absence will be considered excused if the President was contacted at least two hours before the meeting. Such circumstances as medical or family emergencies and inclement weather are all excused absence.
3. If the President is contacted after two hours prior to the meeting it is at the discretion of the Advisor to count it as an excused absence.
4. After the second unexcused absence the President and Advisor will have a meeting with that Executive Branch member to discuss his/her lack of attendance.
5. If the meeting is ignored the President will ask for the resignation of the member and proceed with removal procedures (*see: Article VIII. Section 2*).

Article XII. Parliamentary Authority

Robert's Rules of Order will govern the procedural actions of the ASG Executive Branch and Legislative Branch in all cases to which it is applicable and not otherwise provided for in local, state, federal law, the rules and regulations of Pueblo Community College, or in this ASG Constitution.

Article XIII. Amendment

The following process must be adhered to if an amendment to this constitution is proposed:

1. If an amendment is proposed by any student it must be supported by ten percent of the student body in the form of a signed petition.
2. All proposed constitution amendments must be published and posted in the Student Center building two days before being voted on.
3. The proposal must be approved by the Executive Branch by two-thirds majority vote.
4. The Executive Branch will then present the proposed amendment(s) to the Legislative Branch for approval by two-thirds majority vote.
5. The Legislative Branch will then ratify the proposed amendment, if it does not contradict this Constitution, by two-thirds majority vote.

Revisions:

June-August 2003

Approved by Senate membership and President of the College – September 25, 2003

Revisions:

May 2005 – September 2005

Associated Student Government
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Approved by Senate membership and President of the College

Revisions:

August 2007 – December 2007

Approved by Senate membership

Revisions:

March 16, 2009

Approved by Senate membership

Revisions:

August 29, 2012

Approved by Senate membership

Revisions:

April 23, 2014

Approved by Senate membership

Revisions:

March 2, 2016

Approved by Senate membership

Revisions:

December 5, 2018

Approved by Senate membership

