

## TABLE OF CONTENTS

<b>ARTICLE I</b>	DEFINITIONS	1
<b>ARTICLE II</b>	OBJECTIVE	
<b>ARTICLE III</b>	RULE PRIORITY	
<b>ARTICLE IV</b>	CONSTITUTIONALITY	
<b>ARTICLE V</b>	CONSTITUENCY	
<b>ARTICLE VI</b>	SHARED GOVERNANCE	
<b>ARTICLE VII</b>	BOARD MEMBERSHIP	2
<b>ARTICLE VIII</b>	INTER CLUB COUNCIL	3-5
<b>ARTICLE IX</b>	REGULAR ELECTIONS	6
<b>ARTICLE X</b>	SPECIAL ELECTIONS	6-8
<b>ARTICLE XI</b>	MEETINGS	8
<b>ARTICLE XII</b>	OFFICIAL POLICIES	
<b>ARTICLE XIII</b>	IMPEACHMENT & REMOVAL	
<b>ARTICLE XIV</b>	RECALL & REFERENDUM	9
<b>ARTICLE XV</b>	AMENDMENTS TO THE CONSTITUTION	
<b>ARTICLE XVI</b>	AMENDMENTS TO ASNVC BYLAWS	



## **MISSION STATEMENT**

We the students of Napa Valley College (NVC), in order to protect our rights as students, represent the interests of students in the college governance process; promote activities which stimulate intellectual, cultural, and social life of our college; and encourage a high standard of education, high ideals, and freedom of expression; do hereby establish this constitution for the Associated Students of Napa Valley College.

## **ARTICLE I - DEFINITIONS**

- A. The name of the student body organization shall be the Associated Students of Napa Valley College; hereafter referred to as ASNVC.
- B. The elected or appointed representatives of ASNVC shall be collectively referred to as the ASNVC Board.

## **ARTICLE II - OBJECTIVE**

The purpose of this association shall be to coordinate, harmonize, defend, and integrate students, student groups, clubs, and organizations within the realm of the Napa Valley Community College District (NVCCD). The ASNVC Board shall provide student representation through the process of shared governance, and shall participate in the Student Senate of California Community Colleges (SSCCC). (CA Ed Code 76060.5, §(c))

## **ARTICLE III - RULE PRIORITY**

- A. Rules, laws, policies, or regulations will have precedence in the following order: Federal, State, Local, College, ASNVC Constitution, and ASNVC Bylaws.
- B. All other rules, laws, policies, or regulations adopted by the ASNVC Board must be subject to this constitution.

## **ARTICLE IV - CONSTITUTIONALITY**

The provisions of the ASNVC Constitution are legal and constitutional. Any article, section, sub-section, sentence, clause or phrase that is held to be illegal or unconstitutional will not invalidate the entire document, article or section. It will invalidate only that which is held to be illegal or unconstitutional.

## **ARTICLE V - CONSTITUENCY**

All currently enrolled Napa Valley College students shall be represented by the ASNVC Board. All current students may fully participate in this organization in accordance with the provisions set forth in the ASNVC Constitution, ASNVC Bylaws, and BP 5400, 5410, & 5420 of the Napa Valley College Board of Trustees.

## ARTICLE VI - SHARED GOVERNANCE

### SECTION 1 - DEFINITION

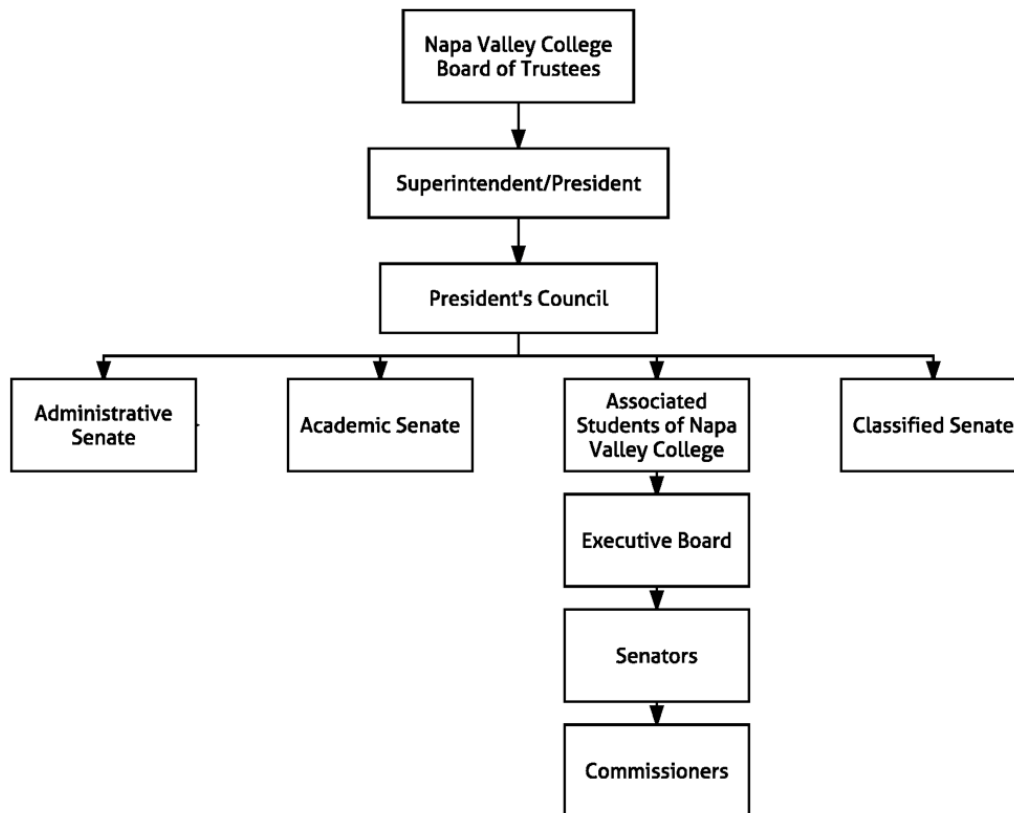
Shared governance is defined as the collaborative participation of appropriate members of the college in planning for the future and developing policies, regulations, and recommendations. Refer to NVC D1140 and AB1725 for details relating to shared governance.

### SECTION 2 - GROUPS

The four constituent groups that participate in shared governance, along with their compositions, are:

- A. **Administrative Senate** - Composed of campus administrators.
- B. **Academic Senate** - Composed of full-time & part-time instructors, librarians, and counselors.
- C. **Classified Senate** - Composed of support staff.
- D. **ASNVC** - Composed of all enrolled students, along with ASNVC Board members.

### SECTION 3 - HIERARCHY



## **ARTICLE VII - ASNVC BOARD MEMBERSHIP**

### **SECTION 1 - REPRESENTATIVES**

- A. Members of ASNVC Board serve as representatives of the constituency by being elected to an ASNVC Board position in the spring semester prior to the academic year of service.
  - a. The ASNVC Board may fill vacant positions through the appointment process.
- B. The ASNVC Executive Officers shall consist of the President, Vice President, Secretary, Student Trustee, Director of Finance, Director of Public Relations, Director of Legislative Affairs, Director of Events, and Sergeant at Arms.
- C. The ASNVC Senate shall consist of:
  - a. Senators corresponding to an instructional division.
  - b. Senators of an interest area.
- D. The Non-Voting Officers shall consist of the Sergeant at Arms and Commissioners.
- E. The ASNVC Ex-Officio members shall consist of the Student Trustee, the Coordinator of Student Life, and the secretary/assistants of the Office of Student Life.
- F. The Student Trustee is entitled to voting rights on the ASNVC Board.
- G. The Coordinator of Student Life shall be the ASNVC Advisor and shall receive no voting rights.
- H. The Secretaries/Assistants to the Office of Student Life shall receive no voting rights.

### **SECTION 2 - ACADEMIC & EDUCATIONAL REQUIREMENTS**

- A. All ASNVC Board members must be students enrolled at Napa Valley College who:
- B. Hold at least a 2.0 cumulative grade point average (GPA) during their time of candidacy.
- C. Maintain at least a 2.0 cumulative GPA throughout their term.
- D. Currently carry an academic load of at least 5 units. In accordance with the Americans with Disabilities Act, any student may waive the 5-unit requirement with supporting documentation.
- E. ASNVC Executive Officers, Senators, the Student Trustee, the Sergeant at Arms, and Commissioners shall continuously meet requirements specified in Education Code 76061:
  - a. “The student shall be enrolled in the community college at the time of election and throughout their term, with a minimum of five semester units, or its equivalent.”
  - b. “The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district.”
- F. Academic eligibility will be verified by the Coordinator of Student Life each semester.
- G. Senators specified to an academic area shall complete at least two classes in a related academic area during or prior to their term of office.

### **SECTION 3 - STUDENT CODE OF CONDUCT**

ASNVC Board members must follow the NVC Student Code of Conduct and the Academic Honesty (S6330) policy at all times.

## **ARTICLE VII - ASNVC BOARD MEMBERSHIP CONT.**

### **SECTION 4 - TERM OF OFFICE**

- A. Elected ASNVC Board members shall serve for a term of one year, beginning June 1<sup>st</sup> of the year elected and ending May 31<sup>st</sup> of the following year.
- B. Appointed ASNVC Board members shall serve for a term effective upon the date of their appointment and ending May 31<sup>st</sup> of the same academic school year.
- C. No student shall hold the same office on the ASNVC Board for more than three terms within a five-year period.

### **SECTION 5 - VOTING**

All Executive Officers and Senators shall have one vote and retain the privilege to vote on all ASNVC matters except for the President, who will only vote to break a tie.

### **SECTION 6 - GENERAL OBLIGATIONS**

In addition to the specific responsibilities of their individual offices, all ASNVC Board members must perform the following duties:

- A. Maintain and uphold the ASNVC Constitution.
- B. Attend ASNVC meetings in accordance with the ASNVC Bylaws.
- C. Keep at least one office hour per week to provide a scheduled time for student contact.
- D. Participate in labor at all ASNVC sponsored events.
- E. Any other duties set forth in the ASNVC Bylaws.

### **SECTION 7 - EXECUTIVE OFFICER OBLIGATIONS**

#### **PRESIDENT**

- A. Serves as the chairperson of ASNVC Board meetings.
- B. Serves on the Napa Valley College's Council of Presidents.
- C. Responsible for giving notice of all ASNVC Board meetings as required by the Brown Act.
- D. The ASNVC President shall not serve as the President or Vice President of another NVC student club or organization.

#### **VICE PRESIDENT**

- A. Becomes President of the ASNVC Board in the absence or disability of the President.
- B. Responsible for the coordination of student representation on campus shared governance committees.
- C. Responsible for managing senator duties and responsibilities.
- D. The ASNVC Vice President shall not serve as the President or Vice President of another NVC student club or organization.

#### **SECRETARY**

- A. Responsible for creation of all ASNVC Board meeting minutes.
- B. Responsible for replying to correspondence addressed to the ASNVC Board.
- C. Responsible for tracking attendance at ASNVC events in unison with the Sergeant at Arms.

**ARTICLE VII - ASNVC BOARD MEMBERSHIP CONT.**  
**SECTION 7 - EXECUTIVE OFFICER OBLIGATIONS CONT.**

**STUDENT TRUSTEE**

- A. Serves as the liaison between ASNVC and the NVCCD Board of Trustees.

**DIRECTOR OF FINANCE**

- A. Responsible for tracking all financial activities of the ASNVC Board.
- B. Responsible for maintaining accurate, up-to-date budget.

**DIRECTOR OF PUBLIC RELATIONS**

- A. Responsible for communications between the ASNVC Board and the student body, as well as the outside community.
- B. Responsible for interfacing with the local community in order to foster working relationships that benefit the student body.
- C. Responsible for administrating all social media accounts.

**DIRECTOR OF LEGISLATIVE AFFAIRS**

- A. Serves as the SSCCC Delegate representing the student body of Napa Valley College and shall have an understanding of the policies and practices of SSCCC.
- B. Responsible for ensuring student interests are represented at a local and state level.

**DIRECTOR OF EVENTS**

- A. Responsible for coordinating and overseeing student life events and activities hosted by the ASNVC Board.
- B. Responsible for coordinating social events to help create a positive collegial environment among board members.

**SERGEANT AT ARMS**

- A. Maintains the order of ASNVC Board meetings in accordance to the Brown Act and Robert's Rules of Order.
- B. Responsible for continually reviewing ASNVC policies and practices, including but not limited to the ASNVC Constitution and ASNVC Bylaws.

**SECTION 8 - SENATOR & COMMISSIONER OBLIGATIONS**

**SENATORS OF AN INSTRUCTIONAL DIVISION**

The ASNVC Board shall have one senator for each NVC instructional division. This senator shall act as a liaison between ASNVC and the faculty of the instructional division.

**SENATORS OF AN INTEREST AREA**

The ASNVC Board shall have one senator for each interest area, as prescribed in the ASNVC Bylaws.

**COMMISSIONERS**

Commissioners shall execute the duties as prescribed in the ASNVC Bylaws.

## **ARTICLE VIII - INTER CLUB COUNCIL**

- A. The Inter-Club Council, hereafter referred to as ICC, shall serve as the representative body of student clubs and organizations.
- B. The ICC shall act independently of the ASNVC Board.
- C. The ASNVC Board shall appropriate funds to ICC. The funds shall not be more than 40% of the funds generated by the Student Activities Fee.
- D. ICC funds shall not be expropriated by the ASNVC Board without the expressed consent of the ICC.
- E. ICC shall draft and approve a Constitution and Bylaws to regulate and govern the ICC.

## **ARTICLE IX - REGULAR ELECTIONS**

### **SECTION 1 - TIME & PLACE**

- A. Elections shall be held annually in the spring, and the ASNVC Board shall approve the official election dates.
  - a. Results of each election shall take effect on June 1<sup>st</sup> of the same year.
- B. The elections will take place over a two-day period and shall be held in a visible area at the Napa Valley College main campus.
- C. The polls must stay open from 10:00 am to 7:00 pm on the determined days of election.
- D. Candidacy sign-ups shall begin six weeks before the start of elections, and shall continue for four weeks. This period may be extended by a 2/3 majority vote of the ASNVC Board.
- E. Students who fail to sign up during this period but wish to run for office and appear on the ballot, must present a petition with at least 50 signatures to the ASNVC Board. The petition period will last for a week prior to the first day of the election.

### **SECTION 2 - SUPERVISION**

- A. The ASNVC Board will approve the selection of the members of the Elections Committee no less than six weeks before the general election and two weeks before a special election.
- B. Election Commissioners' terms will expire sixty (60) days after the announcement of the results.
- C. The Elections Commissioners shall organize the labor for the polling place(s), and ensure that no candidate unfairly influences the election results.

### **SECTION 3 - CANDIDACY**

- A. Each candidate must complete and submit the election packet available in the Office of Student Life to the Elections Committee by the set deadline.
- B. Each candidate shall read and sign a copy of the ASNVC Constitution upon submission of their application for candidacy.
- C. Violations of the Student Code of Conduct or a record of academic dishonesty will render the student ineligible for candidacy.



## **ARTICLE IX - REGULAR ELECTIONS CONT.**

### **SECTION 4 - CAMPAIGN REGULATIONS**

- A. Posters or any other visual campaign materials shall not be placed in or on any property which may be damaged in any way by their placement (see College Posting guidelines).
- B. Candidates may hand out flyers to students, staff and faculty.
- C. All candidates shall be responsible for the removal of their campaign posters within one-week following the closing of the polls on the last day of voting.
- D. Candidate applications should be stamped and the time received posted on the application.
- E. Write-in candidates must receive a minimum of 10 write-in votes to qualify for the position.

### **SECTION 5 - BALLOTS**

- A. The plurality system shall be used to determine the results of all ASNVC elections.
- B. All names of the candidates on the ballot shall be placed in the order in which they submitted their election packets.
- C. The elections shall be by secret ballot. Each voting student shall be accounted for to prevent duplicate votes.

### **SECTION 6 - ELECTION RESULTS**

- A. The Elections Commissioners, the Student Life Coordinator, and one non-student employee shall supervise the counting of the ballots on campus, which must be completed by noon of the next class day after the last day of voting.
- B. All ballots must be counted, regardless of how many candidates are running for each position.
- C. Election results should be posted no later than noon the day following elections. Election results shall be posted in at least three places on campus immediately after they are available.
- D. In the event of a tie for any office, the current ASNVC Board shall vote between candidates by secret ballot at an emergency meeting scheduled immediately proceeding the elections.
- E. All disputes regarding election outcomes must be directed to the Coordinator of Student Life within thirty (30) days of the election.
- F. Digital records of election results must be maintained by the ASNVC Board Advisor for a period of no less than sixty (60) days from the posting of the election results, during which time said records may be viewed by anyone under the supervision of both the Elections Committee chair and Student Life Coordinator/ASNVC Board Advisor.

### **SECTION 7 - APPOINTMENT**

- A. Candidates for appointment must attend two ASNVC Board meetings prior to appointment.
- B. Candidates for appointment to a vacant ASNVC Board position must submit a completed Vacancy Appointment application available in the Office of Student Life.
- C. Appointment to the ASNVC Board requires three hours of volunteering to be attained by:
  - a. Volunteering at campus events hosted by ASNVC.
  - b. Volunteering at the ASNVC Office.

## **ARTICLE IX - REGULAR ELECTIONS CONT.**

### **SECTION 7 - APPOINTMENT CONT.**

- D. If only one person is being nominated for a position, then a 2/3 majority vote is required from the ASNVC Board to appoint the candidate.
- E. A majority system will be used for new officers. In the event three or more candidates are applying for a single position and none of them receive a majority vote, the 2 candidates receiving the most votes will be the subjects in an immediate run-off vote.

## **ARTICLE X - SPECIAL ELECTIONS**

The ASNVC Board shall have the authority to call for special elections in the following cases:

- A. Amendments to the ASNVC Constitution
- B. Vacancy in the Student Trustee position, pursuant to CA Education Code 72023.5.
- C. Any Recall or Referendum action as outlined in Article XIV.

The ASNVC Board may call for a special election no less than two (2) weeks after a public announcement of the election has been made at a General Meeting of the ASNVC Board.

## **ARTICLE XI - MEETINGS**

### **SECTION 1 - REGULAR MEETINGS**

- A. Agendas shall be prepared according to the Brown Act and the most current edition of Robert's Rules of Order.
- B. Agendas shall be posted in a public place no later than 72 hours prior to the meeting, pursuant to the Brown Act.
- C. Copies of the agenda must be available to all members of the ASNVC Board and public.
- D. All meetings of the ASNVC Board shall abide by provisions set forth in the Brown Act.

### **SECTION 2 - EMERGENCY MEETINGS**

- A. All ASNVC Board members may request a special meeting.
- B. Emergency Meeting Agendas must be posted publicly no later than twenty-four (24) hours prior to the meeting in accordance with the Brown Act.

## **ARTICLE XII - OFFICIAL POLICIES**

All officially adopted ASNVC policies, documents, and procedures will be registered and filed with the Secretary and ASNVC Advisor after ASNVC Board approval.

## **ARTICLE XIII - IMPEACHMENT & REMOVAL**

Failure to comply to the Student Code of Conduct, ineligibility, malice, misconduct, neglect, or dereliction may be cause for impeachment or removal from office. Given due cause to impeach, any member of the ASNVC Board may proceed with the impeachment process as follows:

- A. Meeting with the Advisor, President, and the Sergeant at Arms to discuss the concern for wanting to impeach or remove a member.
- B. Placement of an informational agenda item to request impeachment or removal from office, after which said agenda item shall return as an action item.
- C. Impeachment of the member requires a 2/3 majority vote by the present ASNVC Board.

The Coordinator of Student Life and the Vice President of Student Services shall reserve the right to unilaterally remove any member of the ASNVC Board at any time, provided that there is substantial reason & evidence for the removal.

## **ARTICLE XIV - RECALL & REFERENDUM**

### **SECTION 1 - RECALL**

Any ASNVC Board member may be recalled if a petition is signed by no less than five percent (5%) of the student body at the most recent census, which will result in a special election. Any charges of misconduct or dereliction of duty shall be presented to the Coordinator of Student Life for review and sent to the ASNVC Board for generation of the Election Committee for the purpose of a special election. An officer shall be recalled if a majority of the votes cast during the election are in the affirmative.

### **SECTION 2 - REFERENDUM**

Referendum is the right of the students to reject policies, procedures, and regulations adopted by the ASNVC Board. A referendum shall be placed on the ballot of any election if a petition is signed by no less than five percent (5%) of the student body at the most recent census. The referendum action shall be ratified if a majority of the votes cast during the election are in the affirmative.

### **SECTION 3 - PROCEDURE**

If the above conditions are met for recall or referendum, then a special election shall be called no later than four weeks after the receipt of a valid petition. In the event that a general election is six or fewer weeks away, the petition shall be voted on at the general election.

## **ARTICLE XV - AMENDMENTS TO THE CONSTITUTION**

Students wishing to amend sections of the constitution may make those suggestions to the ASNVC Board. Before an amendment may be put on a ballot, it must be approved by a 2/3 majority of the ASNVC Board after it has received two readings during two regularly scheduled ASNVC Board meetings. The ASNVC Constitution may be amended by a simple majority vote of the total ballots received in a general or special election.

## **ARTICLE XVI - AMENDMENTS TO ASNVC BYLAWS**

Revisions to the ASNVC Bylaws may be adopted and amended by a 2/3 majority vote of the ASNVC Board. The revisions shall be voted after the second reading, held no less than two regularly scheduled meetings after the initial reading.