



PREAMBLE:

We, the Associated Students of Glendale Community College, in order to direct and foster a spirit of unity in student government, our democratic heritage, and to stimulate the academic, physical, social and moral lives of students in the college, do hereby establish this Constitution of self-government, as delegated by the Board of Trustees of the Glendale Community College District.

ARTICLE I NAME

The name of the organization shall be the Associated Students of Glendale Community College (ASGCC).

ARTICLE II MEMBERSHIP

- Section 1 The membership of this organization shall consist of all registered students who have paid their student services fee.
- Section 2 The ASGCC does not discriminate on the basis of race, color, ethnicity, national origin, ancestry, religion, age, sex, gender, gender identity and expression, sexual orientation, marital status, military or veteran status, medical condition, mental or physical disability, and any other class of individuals protected from discrimination under state and federal law.
- Section 3 The privileges of membership in the ASGCC shall be to:
- a. Hold an ASGCC office if eligible
 - b. Participate in athletic competition if eligible
 - c. Participate in all cultural and social events of the ASGCC
 - d. Vote in all ASGCC elections
- Section 4 The student services fee/ASGCC membership for the coming school year shall be updated, if needed, by a two-thirds vote of the Spring semester Legislature before the annual budget is established.

ARTICLE III LEGISLATIVE BRANCH

- Section 1 The decision-making authority of the Associated Students shall be vested in the Legislature.
- Section 2 The Legislature shall consist of the following positions and terms of office:
- President: two (2) semesters (Fall and Spring of the same academic year)
 - Vice President of Administration: two (2) semesters (Fall and Spring of the same academic year)
 - Vice President of Finance: two (2) semesters (Fall and Spring of the same academic year)
 - Vice President of Activities: two (2) semesters (Fall and Spring of the same academic year)
 - Vice President of Relations: two (2) semesters (Fall and Spring of the same academic year)
 - Vice President of Organizations: two (2) semesters (Fall and Spring of the same academic year)
 - Three (3) Senators of Administration: one (1) semester
 - Three (3) Senators of Finance: one (1) semester
 - Six (6) Senators of Activities: one (1) semester
 - Three (3) Senators of Relations: one (1) semester
 - Five (5) Senators of Organizations: one (1) semester
- Section 3 The powers and duties of these Legislators shall be to:
- a. Approve all funds and appropriations
 - b. Vote on Executive Committee appointment recommendations for all vacant ASGCC offices
 - c. Override a Presidential veto by a two-thirds (2/3) vote
 - d. Serve as representatives for the student body
 - e. Serve in at least two (2) College Governance Committees (each member)
 - f. Uphold the laws of the Associated Students as prescribed in the Constitution, By-Laws, Election Code, Finance Code, and Inter Organizational Council (IOC) By-Laws
- Section 4 Regular meetings of the Legislature shall be held once a week as specified in Article III Section 1 of the By-Laws.
- Section 5 A quorum shall consist of a majority, consisting of fifty percent (50%) plus one (1) of the voting members of the Legislature.
- Section 6 An officer accused of improper conduct or neglect of duty, shall be subject to removal from office, as specified in Article X, Sections 1-4 of the By-Laws by a two-thirds (2/3) vote of the Legislature.
- Section 7 No student may hold more than one (1) ASGCC office at any one (1) time.

ARTICLE IV EXECUTIVE COMMITTEE

- Section 1 The President and the five (5) Vice Presidents shall form the ASGCC Executive Committee
- Section 2 This committee shall act as an advisory committee to the Legislature and shall meet once a week.
- Section 3 When the Legislature is not in session (Winter and Summer inter-sessions), the Executive Committee shall have the authority to conduct all official ASGCC business. However, the Executive Committee cannot make any changes or propose amendments to the Constitution, By-Laws, IOC By-Laws, Finance Code, or Election Code.
- Section 4 The rule of succession to the presidency shall be as follows:
Vice President of Administration
Vice President of Finance
Vice President of Activities
Vice President of Relations
Vice President of Organizations

ARTICLE V DUTIES OF OFFICERS

- Section 1 President
The highest executive official in the Associated Students shall be the President. The powers and duties of the President shall be to:
- a. Call to order and preside over all regular and special Legislature meetings
 - b. Call to order and preside over all Executive Committee meetings
 - c. Veto any measure passed by the ASGCC Legislature
 - d. Vote only in case of a tie during ASGCC Legislature and special Legislature meetings
 - e. Serve as the student member Board of Trustees as prescribed in GCC Board Policy 9122
 - f. Serve as the official spokesperson of the ASGCC
 - g. Act as liaison or appoint a designee to statewide and national student organizations as needed
 - h. Report to the Legislature on matters discussed in the Executive Committee
 - i. Consult with the five (5) Vice Presidents on the progress and actions of all Officers and Committees
 - j. Should any Vice President resign or be removed for any reason, the President shall assume all duties and responsibilities of the Vice President until the vacancy is filled in accordance with Article XII of the By-Laws
 - k. Oversee any ad hoc committees that foster student life and promote the mission statement of the Associated Students
- Section 2 Vice President of Administration
The powers and duties of the Vice President of Administration shall be to:
- a. Assume the President's duties in their absence
 - b. Call to order and preside over all Administration Committee meetings
 - c. Keep accurate minutes of all ASGCC Legislature meetings
 - d. Prepare, distribute, and post ASGCC regular and special meeting minutes, adopted minutes and agendas in accordance with the "Brown Act"
 - e. Act as Election Commissioner or appoint an alternate during all ASGCC elections
 - f. Must inform a members of the Legislature, via written notice, if that member has received two (2) absences in any meeting of the same category
 - g. Oversee and insure member compliance of the laws of the Associated Students as prescribed in the Constitution, By-Laws, Election Code, Finance Code, and Inter Organizational Council (IOC) By-Laws
 - h. Coordinate AS intra-organizational events
 - i. Recommend appointments of ASGCC members to serve on shared governance committees
 - j. Fulfills the requirements set forth by the approved ASGCC Activity Model
 - k. Fulfill other related duties and obligations as directed by the President
 - l. Report to the President on the progress and actions of the Senators in the Administration Committee
- Section 3 Vice President of Finance
The powers and duties of the Vice President of Finance shall be to:
- a. Call to order and preside over all Finance Committee meetings
 - b. Advise the Legislature concerning ASGCC finances in accordance with the Finance Code
 - c. Administer campus-wide grant processes and present funding recommendations to the Legislature for approval
 - d. Provide a weekly Finance Report to the Legislature and keep an updated copy posted in a place accessible to all students
 - e. Serve as one of the official student representatives to the Budget Governance Committee
 - f. Fulfills the requirements set forth by the approved ASGCC Activity Model
 - g. Fulfill other related duties and obligations as directed by the President
 - h. Report to the President on the progress and actions of the Senators in the Finance Committee
- Section 4 Vice President of Activities
The powers and duties of the Vice President of Activities shall be to:
- a. Call to order and preside over all Activities Committee meetings
 - b. Maintaining a public calendar of all ASGCC events
 - c. Preside over Spring Graduation activities
 - d. Preside over ASGCC events
 - e. Fulfills the requirements set forth by the approved ASGCC Activity Model
 - f. Fulfill other related duties and obligations as directed by the President

- g. Report to the President on the progress and actions of the Senators in the Activities Committee

Section 5

Vice President of Relations

The powers and duties of the Vice President of Relations shall be to:

- a. Call to order and preside over all Relations Committee meetings
- b. Act as a liaison to the Athletic Department, Fine Arts Department, El Vaquero, International Students, Child Development Center, Disabled Students, Health Center, Adult Re-entry Program, Glendale College Foundation, Alumni, Glendale College Facilities, Campus Police, and other College departments where a continuing relationship is essential to a maximized college experience
- c. Represent and speak on behalf of the ASGCC in recruiting programs
- d. Coordinate ASGCC marketing
- e. Coordinate with the Public Information Office for all ASGCC press releases
- f. Update and maintain the official ASGCC website
- g. Fulfills the requirements set forth by the approved ASGCC Activity Model
- h. Fulfill other related duties and obligations as directed by the President
- j. Report to the President on the progress and actions of the Senators in the Relations Committee

Section 6

Vice President of Organizations

The powers and duties of the Vice President of Organizations shall be to:

- a. Call to order and preside over all Organizations Committee meetings
- b. Call to order and preside over all Inter Organizational Council meetings
- c. Keep accurate minutes of all Inter Organizational Council meetings
- d. Prepare and distribute Inter Organizational Council agendas and minutes
- e. Keep an updated copy of the Inter Organizational Council agendas and minutes posted in a place accessible to all students
- f. Act as a liaison to all registered student clubs and organizations
- g. Plan and coordinate leadership seminars and retreats for the Inter Organizational Council
- h. Administer club and organization grant application processes and present funding recommendations to the Legislature for approval
- i. Fulfills the requirements set forth by the approved ASGCC Activity Model
- j. Fulfill other related duties and obligations as directed by the President
- k. Report to the President on the progress and actions of the Senators in the Organizations Committee

Section 7

Senators

The powers and duties of Senators shall be to:

- a. Conduct related duties as requested by the Vice President of their designated committee
 - b. Attend and have voting rights in all required meetings
 - c. Check their designated mailboxes and student emails regularly
 - d. Prepare written committee minutes and/or reports as requested

ARTICLE VI STANDING COMMITTEES

Section 1 The Legislature shall have and maintain the Executive Committee

Section 2 The Legislature shall have and maintain the following Standing Committees: Administration Committee, Finance Committee, Activities Committee, Relations Committee, and Organizations Committee. Each committee shall be comprised of the appropriate Vice President and three (3) to seven (7) Senators as specified in Article III of the Constitution.

Section 3 Each committee shall meet at least once a week.

Section 4 Each committee shall fulfill the requirements as set forth in the ASGCC Activity Model.

Section 5 Administration Committee

Chaired by the Vice President of Administration, the primary purposes of this body shall be to:

- a. Prepare, maintain, and distribute all ASGCC minutes, agendas and records as needed and as required by "The Brown Act"
- b. Keep an updated copy of agendas and minutes, posted in a place accessible to all students
- c. Recommend to the Legislature revisions to the Constitution, By-Laws, and Election Code
- d. Inform the Legislature of government legislative bills and actions
- e. Monitor, organize, and conduct all ASGCC Elections
- f. Maintain governance appointments
- g. Organize intra-organizational activities for ASGCC
- h. Report to the Legislature on matters discussed in the Administration Committee
- i. Fulfill the requirements set forth by the approved ASGCC Activity Model

Section 6 Finance Committee

Chaired by the Vice President of Finance, the primary purposes of this body shall be to:

- a. Manage ASGCC finances
- b. Make recommendations to the Legislature on financial matters
- c. Recommend to the Legislature revisions to the Finance Code
- d. Administer campus grant processes and present funding recommendations to the Legislature for approval
- e. Prepare the annual budget for the following year as specified in Article XI, Section 5 of the Constitution
- f. Report to the Legislature on matters discussed in the Finance Committee

g. Fulfill the requirements set forth by the approved ASGCC Activity Model

Section 7 Activities Committee
Chaired by the Vice President of Activities, the primary purposes of this body shall be to:

- a. Set an activities calendar
- b. Monitor, organize, and conduct ASGCC Graduation activities
- c. Monitor, organize, and conduct ASGCC activities
- d. Report to the Legislature on matters discussed in the Activities Committee
- e. Fulfills the requirements set forth by the approved ASGCC Activity Model

Section 8 Relations Committee
Chaired by the Vice President of Relations, the primary purposes of this body shall be to:

- a. Administer any and all relations for the ASGCC
- b. Act as liaison to the Athletic Department, Fine Arts Department, Child Development Center, Disabled Students, Health Center, Adult Re-entry Program, El Vaquero, International Students, Glendale College Foundation, Glendale College Alumni, Glendale College Facilities, Campus Police, and any and all college departments where a continuing relationship is essential to a maximized college experience
- b. Coordinate ASGCC marketing and recruiting
- c. Maintain and update the official ASGCC website
- d. Coordinate with the Public Information Office for all ASGCC press releases
- e. Report to the Legislature on matters discussed in the Relations Committee
- f. Fulfill the requirements set forth by the approved ASGCC Activity Model

Section 9 Organizations Committee
Chaired by the Vice President of Organizations, the primary purposes of this body shall be to:

- a. Act as a liaison with all student organizations
- b. Make recommendations for changes to the Inter Organizational Council By-Laws
- c. Plan and coordinate leadership seminars and retreats for the Inter Organizational Council
- d. Administer club and organization grant application processes and present funding recommendations to the Legislature for approval
- f. Recruit student clubs and organizations to participate in the Inter Organizational Council
- g. Prepare, maintain and distribute all IOC minutes, agendas, and records as needed and as required by "The Brown Act"
- h. Report to the Legislature on matters discussed in the Organization Committee and Inter Organizational Council
- i. Fulfill the requirements set forth by the approved ASGCC Activity Model

ARTICLE VII ADVISORS

Section 1 The advisor(s) for the ASGCC shall be appointed by the College President.

Section 2 The duty of the advisors shall be to give advice and approve candidates for all Associated Students' offices.

ARTICLE VIII OFFICE QUALIFICATIONS

Section 1 Qualifications for holding office:

- a. Any student with the following qualifications may hold an office in the Associated Students:
 - 1) A member of the Associated Students
 - 2) Register and complete a minimum of nine (9) units
 - 3) Must have completed the previous regular semester with a grade point average (GPA) of at least a 2.0
 - 4) Have a cumulative grade point average (GPA) of at least 2.0
 - 5) Has not held the same Senator office for more than two (2) complete one (1) semesters terms
 - 6) Has not held the same Vice President office for more than one (1) complete two (2) semester terms (Fall and Spring of the same academic year)
 - 7) Current enrollment or completion of ASGCC leadership course
- b. A student must maintain the above qualifications for the duration of office.
- c. Dropping below these requirements will result in immediate dismissal.

ARTICLE IX ELECTIONS

Section 1 Qualifications for candidacy:

- a. Any student who meets the following qualifications is an eligible candidate for an elected position:
 - 1) A member of the Associated Students
 - 2) Registered in at least six (6) units
 - 3) Have a cumulative grade point average of at least 2.0
 - 4) The GPA qualification of first semester GCC students shall be determined by the Election Committee on an individual basis
 - 5) Has not held the same Vice President office for more than one (1) complete two (2) semester terms (Fall and Spring of the same academic year)
 - 6) Submits a statement of eligibility to the office of Student Affairs by the deadline for petitioning, as specified in the Election Code

Section 2 Procedures:

- a. Elections shall be held by secret ballot.
- b. All other election procedures shall be in accordance with the By-Laws and the Election Code.

Section 3 Recall:
A vote to decide the recall of an officer of the Associated Students shall be taken not more than two (2) weeks after a written

request of fifteen percent (15%) of the Associated Students. A majority of those voting will be sufficient to recall any officer.

Section 4 Initiative:
The Associated Students have the power to initiate legislation by means of petitions signed by fifteen percent (15%) of the Associated Students. Said petition shall be presented to the Vice President of Administration who shall call a special election within two (2) school weeks after the filing of the petition. A majority of those voting shall be sufficient to pass such legislation, except those initiatives which amend the Constitution requiring a two-thirds (2/3) majority of the votes cast.

Section 5 Referendum:
Any rules/regulations passed by the Legislature, except for emergency or financial matters, may be subject to the referendum vote of the Associated Students. Request for such a vote shall be made by written petition signed by fifteen percent (15%) of the students participating in the last regular election and filed with the Vice President of Administration, who shall call a special election within two (2) school weeks after the filing of the petition. A majority of those voting shall be sufficient to rescind any action.

Section 6 Vacancies:
All recommendations to fill any vacant ASGCC office shall be made by the Executive Committee and shall be approved by a two-thirds (2/3) vote of the Legislature. Voting for office appointment recommendations shall be conducted by secret ballot.

ARTICLE X AMENDMENTS

Section 1 Amendments to the Constitution may be proposed by the Legislature or by written request of fifteen percent (15%) of the Associated Students

Section 2 The proposed amendments to the Constitution shall be affirmed by a two-thirds (2/3) vote of the Legislature, or by written petition of fifteen percent (15%) of the Associated Students.

Section 3 The Constitution may be ratified by a two-thirds (2/3) vote of those voting at a constitutional election. The amendment proposed shall be posted in a conspicuous location at least one (1) week prior to the election.

Section 4 Amendments to the By-Laws may be proposed by the Legislature or by written request of fifteen percent (15%) of the Associated Students.

Section 5 The By-Laws, Election Code, Finance Code and IOC By-Laws may be amended by a two-thirds (2/3) vote of the Legislature or a majority of the Associated Students at an election.

ARTICLE XI FINANCE

Section 1 Receipts and Expenditures:
a. All deposits, withdrawals, and investments will be handled by the ASGCC Business Office.
b. Withdrawals in AS accounts shall be made by requisition(s) bearing the signature of the Dean of Student Affairs or designee, Vice President of Finance and Associated Students Accounting Technician.

Section 2 Associated Students Expenses:
a. Limitations: Expenditures shall be limited to a purpose, which benefits the Associated Students, or reasonable awards for outstanding service to the college. Expenditures of particular departments in the annual budget shall be limited to the specific purpose for which an appropriation was made at the time the annual budget was passed. Any expenses incurred, which are a direct charge against revenue, shall be paid directly from the revenue account involved.
b. All ASGCC budgetary appropriations are subject to approval in accordance to the process specified in the Finance Code.

Section 3 Bookstore:
a. The GCC Bookstore is a business operation of the ASGCC.

Section 4 Annual Budget:
a. All withdrawals shall be made only for the purpose for which the appropriation was approved.
b. The Finance Committee shall submit the final draft of the budget to the Legislature for approval before the end of the Spring semester.

Section 5 Additional Appropriations:
a. Five percent (5%) of the total annual budget shall remain in the Unappropriated Budget Reserve until the actual revenues meet the estimated revenues.
b. Appropriations will be made from the Unappropriated Budget Reserve, included in the annual budget.
c. Requests for additional appropriations must be submitted in an itemized form to the Finance Committee.

Section 6 Organizations:
The funds of all campus organizations will be held in trust by the ASGCC Business Office. Access to these funds will be made through payment vouchers, which are to be signed by the faculty advisor and the authorized student officer of that organization. Any funds that remain inactive for a period of one (1) year shall be applied to scholarships.

Revised on Thursday, the 14th of March 1996 by the ASGCC Legislature.
Ratified on Thursday, the 11th of April 1996 by the Associated Students.
Revised on Tuesday, the 10th of December 1996 by the ASGCC Legislature.
Ratified on Thursday, the 30th of January 1997 by the Associated Students.
Revised on Tuesday, the 29th of April 1997 by the ASGCC Legislature.
Ratified on Friday, the 8th of May 1997 by the Associated Students.
Revised on Tuesday, the 31st of March 1998 by the ASGCC Legislature.
Ratified on Wednesday, the 29th of April 1998 by the Associated Students.
Revised on Tuesday, the 6th of October 1998 by the ASGCC Legislature.
Ratified on Wednesday, the 4th of November 1998 by the Associated Students.
Revised on Tuesday, the 28th of March 2000 by the ASGCC Legislature.
Ratified on Wednesday, the 26th of April 2000 by the Associated Students.
Revised on Tuesday, the 13th of March 2001 by the Associated Students.
Revised on Tuesday, the 23rd of April 2002 by the ASGCC Legislature.
Ratified on Wednesday, the 1st of May 2002 by the Associated Students.
Revised on Tuesday the 29th of April 2003 by the ASGCC Legislature.
Ratified on Wednesday the 7th of May 2003 by the Associated Students.
Revised on Wednesday the 6th of April 2005 by the ASGCC Legislature.
Ratified on Thursday the 28th of April 2005 by the Associated Students.
Revised on Wednesday the 3rd of May 2006 by the ASGCC Legislature.
Ratified on Thursday the 11th of May 2006 by the Associated Students.
Revised on Tuesday the 22nd of May 2007 by the ASGCC Legislature.
Ratified on Thursday the 31st of May 2007 by the Associated Students.
Revised on Tuesday the 1st of April 2008 by the ASGCC Legislature.
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Ratified on Tuesday the 26th of May 2020 by the Associated Students.