

The Constitution of the  
Associated Students  
Of  
Norco College

**PREAMBLE**

We, the students of Norco College, in order to establish an effective student government, recognize the inherent rights and responsibilities of self-government, represent student interests, rights and concerns, stimulate student awareness and involvement in the many academic, cultural, social, and community opportunities available at Norco College do hereby establish this Constitution of the Associated Students of Norco College.

**ARTICLE I**

**NAME**

Section 1

The name of this organization shall be the Associated Students of Norco College (ASNC).

**ARTICLE II**

**PURPOSE**

Section 1

The purpose of the ASNC is to:

- a. Promote student awareness and appreciation of the values and traditions of Norco College and the Riverside Community College District;
- b. Represent all students at all levels of shared governance;
- c. Practice democratic actions and promote personal and civic growth;
- d. Offer leadership and personal growth opportunities to its members;
- e. Organize, finance, and budget campus student activities and co-curricular programs through a fair and representative process.

**ARTICLE III**

**MEMBERSHIP**

Section 1

The membership of this organization shall consist of all registered students, regardless of number of units, who have paid their student services fee.

Section 2

The ASNC shall not discriminate on the basis of ethnicity, race, age, religion, gender, sexual orientation/preference, color, national origin, religious creed, medical condition, or disability.

Section 3

The ASNC shall not affiliate with any organization that engages in such discriminatory practices.

- Section 4           Active and Non-Active Membership
- a. Active Membership:  
All registered Norco College students enrolled in any units (including all colleges within the Riverside Community College District, who pay the designated student services fee, are accorded active membership.
  - b. Non-Active Membership:  
All other students who do not pay the designated student services fee are accorded non-active membership.

- Section 5           Active membership entitles individuals to:
- a. Vote in all ASNC and ASRCCD regular and special elections;
  - b. Be represented by ASNC officers;
  - c. Hold an ASNC office if eligible;
  - d. Discounts established by the ASNC and/or Accounting Services;
  - e. Participation in ASNC and ASRCCD sponsored organizations, clubs, events, programs, and activities;
  - f. Other rights, privileges, and benefits established by ASNC and ASRCCD bills, resolutions, and recommendations.

Section 6           Honorary memberships may be granted to a non-Associated Student by a two-thirds (2/3) majority consent of the ASNC Legislature, without any of the privileges of membership.

Section 7           Non-Active membership entitles individuals to only (a) and (b) of this Article III, Section 5.

#### **ARTICLE IV           LEGISLATIVE BRANCH**

Section 1           The decision-making authority of the Associated Students shall be vested in the ASNC Legislature.

Section 2           All members of the ASNC Legislature are granted full voting privileges with the exception of the ASNC President.

Section 3           The ASNC Legislature shall consist of the following positions and terms of office:

- a. President: two (2) semesters (Fall and Spring of the same academic year)
- b. Vice President of Administration: two (2) semesters
- c. Vice President of Finance: two (2) semesters
- d. Vice President of Campus Activities: two (2) semesters
- e. Vice President of Campus Relations: two (2) semesters

- f. Vice President of Campus Organizations: two (2) semesters
- g. Three (3) Senators of Administration: two (2) semesters
- h. Three (3) Senators of Finance: two (2) semesters
- i. Three (3) Senators of Campus Activities: two (2) semesters
- j. Three (3) Senators of Campus Relations: two (2) semesters
- k. Three (3) Senators of Campus Organizations: two (2) semesters

Section 4

The powers and duties of these ASNC Legislators shall be to:

- a. Approve all funds and appropriations;
- b. Pass legislation (bills, resolutions, and recommendations);
- c. Send all legislation that is passed to the President for approval;
- d. Propose amendments to the ASNC Constitution and all other founding documents, ASNC Codes, and ASNC Bylaws;
- e. Vote on ASNC Executive Committee appointment recommendations for all vacant ASNC offices and Shared Governance Committees;
- f. Override an ASNC Presidential veto by a two-thirds (2/3) vote (quorum maintained);
- g. Serve as representatives for the student body;
- h. Serve in at least one (1) College Shared Governance Committee (each member);
- i. Uphold the laws of the Associated Students as prescribed in the ASNC Constitution, ASNC Bylaws, ASNC Election Code, ASNC Finance Code, and Inter-Club Council (ICC) Bylaws;
- j. Initiate impeachment proceedings against all and any elected or appointed officers of the ASNC by a two-thirds (2/3) vote (quorum maintained).

Section 5

A quorum is defined as fifty percent (50%) plus one (1) of the voting members of the ASNC Legislature. This establishes a minimum of fifty percent (50%) plus one (1) attendance of the current ASNC Legislature membership for a meeting to be valid.

Section 6

An ASNC officer accused of improper conduct or neglect of duty shall be subject to removal from office, as specified in the ASNC Bylaws (Article X) by a two-thirds (2/3) vote of the ASNC Legislature.

Section 7

No student may hold more than one (1) ASNC office at any one (1) term.

Section 8

No student may serve more than four (4) semesters in ASNC and at any position.

**ARTICLE V**

**EXECUTIVE COMMITTEE**

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

## **ARTICLE VI**

### **DUTIES OF OFFICERS**

#### Section 1

##### President

The highest executive official in the Associated Students shall be the ASNC President. The powers and duties of the ASNC President shall be to:

- a. Call to order and preside over all regular and special ASNC Legislature meetings;
- b. Call to order and preside over all ASNC Executive Committee meetings;
- c. Veto any measure passed by the ASNC Legislature;
- d. Vote only in case of a tie during regular and special ASNC Legislature meetings;
- e. Serve as the official spokesperson of the ASNC;
- f. Act as liaison to statewide and national student organizations as needed;
- g. Report to the ASNC Legislature matters discussed in the ASNC Executive Committee;
- h. Consult with the five (5) ASNC Vice Presidents on the progress and actions of all ASNC Officers and Committees;
- i. Should any ASNC Vice President resign or be removed for any reason, the ASNC President shall assume all duties and responsibilities of the ASNC Vice President until the vacancy is filled in accordance with the ASNC Bylaws.

- j. Oversee any special/ad-hoc committees that foster student life and promote the mission statement of the Associated Students;
- k. Uphold the laws of the Associated Students as prescribed in the ASNC Constitution, ASNC Bylaws, ASNC Election Code, ASNC Finance Code, and Inter-Club Council (ICC) Bylaws.

## Section 2

### Vice President of Administration

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

- a. Assume the ASNC President's duties in his/her absence;
- b. Call to order and preside over all ASNC Administration Committee meetings;
- c. Keep accurate minutes of all ASNC Legislature meetings;
- d. Prepare, distribute, and post regular and special ASNC Legislature meeting minutes and agendas in accordance with "The Brown Act";
- e. Act as Election Commissioner or appoint an alternate during all ASNC elections;
- f. Must inform members of the ASNC Legislature, via written notice, if any member has received two (2) unexcused absences;
- g. Oversee and insure ASNC member compliance of the laws of the Associated Students as prescribed in the ASNC Constitution, ASNC Bylaws, ASNC Election Code, ASNC Finance Code, and Inter-Club Council (ICC) Bylaws;
- h. Fulfill other related duties and obligations as directed by the ASNC President;
- i. Report to the ASNC President on the progress and actions of the Senators in the ASNC Administration Committee;
- j. Uphold the laws of the Associated Students as prescribed in the ASNC Constitution, ASNC Bylaws, ASNC Election Code, ASNC Finance Code, and Inter-Club Council (ICC) Bylaws.

## Section 3

### Vice President of Finance

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

- a. Call to order and preside over all ASNC Finance Committee meetings;
- b. Advise the ASNC Legislature concerning ASNC finances in accordance with the ASNC Finance Code;
- c. Administer and oversee the College Budget Process and present funding recommendations to the ASNC Legislature for approval;

- d. Provide a weekly Finance Report to the ASNC Legislature and keep an updated copy posted in a place accessible to all students;
- e. Serve as one of the official student representatives to any Budget Shared Governance Committees;
- f. Fulfill other related duties and obligations as directed by the ASNC President;
- g. Report to the ASNC President on the progress and actions of the Senators in the ASNC Finance Committee;
- h. Uphold the laws of the Associated Students as prescribed in the ASNC Constitution, ASNC Bylaws, ASNC Election Code, ASNC Finance Code, and Inter-Club Council (ICC) Bylaws.

#### Section 4

##### Vice President of Campus Activities

The powers and duties of the ASNC Vice President of Campus Activities shall be to:

- a. Call to order and preside over all ASNC Campus Activities Committee meetings;
- b. Develop and oversee the Student Activities Calendar for every academic year;
- c. Maintain a monthly calendar of all ASNC events for the Monthly Bulletin;
- d. Preside over Spring graduation activities;
- e. Preside over all ASNC events;
- f. Fulfill other related duties and obligations as directed by the ASNC President;
- g. Report to the ASNC President on the progress and actions of the Senators in the ASNC Campus Activities Committee;
- h. Uphold the laws of the Associated Students as prescribed in the ASNC Constitution, ASNC Bylaws, ASNC Election Code, ASNC Finance Code, and Inter-Club Council (ICC) Bylaws.

#### Section 5

##### Vice President of Campus Relations

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

- a. Call to order and preside over all ASNC Campus Relations Committee meetings;
- b. Act as a liaison to the Athletic Department, Fine Arts Department, Norco Voice, Child Development Center, Disabled Students, Health Center, Outreach, Veterans, and other College departments where a continuing relationship is essential to a maximized college experience;

- c. Serve on or appoint an alternate on any committee concerning International Student Activities;
- d. Create, publish, and distribute the ASNC newsletter;
- e. Serve as the historian for the ASNC
- f. Represent and speak on behalf of the ASNC in recruiting programs;
- g. Coordinate ASNC marketing;
- h. Coordinate and disseminate all ASNC press releases;
- i. Update and maintain the official ASNC website;
- j. Fulfill other related duties and obligations as directed by the ASNC President;
- k. Report to the ASNC President on the progress and actions of the Senators in the ASNC Campus Relations Committee;
- l. Uphold the laws of the Associated Students as prescribed in the ASNC Constitution, ASNC Bylaws, ASNC Election Code, ASNC Finance Code, and Inter-Club Council (ICC) Bylaws.

## Section 6

### Vice President of Campus Organizations

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

- a. Call to order and preside over all ASNC Campus Organizations Committee meetings;
- b. Call to order and preside over all Inter-Club Council (ICC) meetings;
- c. Keep accurate minutes of all Inter-Club Council (ICC) meetings;
- d. Prepare and distribute Inter-Club Council (ICC) agendas and minutes in accordance to “The Brown Act”;
- e. Keep an updated copy of the Inter-Club Council (ICC) agendas and minutes posted in a place accessible to all students;
- f. Act as a liaison to all student clubs and organizations;
- g. Plan and coordinate leadership seminars and retreats for the Inter-Club Council (ICC);
- h. Fulfill other related duties and obligations as directed by the ASNC President;
- i. Report to the ASNC President on the progress and actions of the Senators in the ASNC Campus Organizations Committee;
- j. Uphold the laws of the Associated Students as prescribed in the ASNC Constitution, ASNC Bylaws, ASNC Election Code, ASNC Finance Code, and Inter-Club Council (ICC) Bylaws.

## Section 7

### Senators

The powers and duties of the ASNC Senators shall be to:

- a. Conduct duties as requested by the ASNC Vice President of their designated ASNC Committee;
- b. Vote in their designated ASNC Committee;
- c. Check their designated mailboxes regularly;
- d. Prepare written ASNC Committee minutes and/or reports as requested;
- e. Uphold the laws of the Associated Students as prescribed in the ASNC Constitution, ASNC Bylaws, ASNC Election Code, ASNC Finance Code, and Inter-Club Council (ICC) Bylaws.

**ARTICLE VII**

**STANDING COMMITTEES**

Section 1

The ASNC Legislature shall have and maintain the ASNC Executive Committee.

Section 2

The ASNC Legislature shall have and maintain the following Standing Committees:

Administration Committee, Finance Committee, Campus Activities Committee, Campus Relations Committee, and Campus Organizations Committee.

- a. Each ASNC Committee shall be comprised of the appropriate ASNC Vice President and three (3) ASNC Senators;
- b. Approved volunteers may be assigned to these ASNC Committees under the recommendation of the appropriate ASNC and the approval of the ASNC Legislature (simply majority vote).

Section 3

Each ASNC Committee shall meet at least once a week.

Section 4

Administration Committee

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

- a. Prepare, maintain, and distribute all ASNC Legislature minutes, agendas, and recorded 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 ASNC Legislature revisions to the ASNC Constitution, ASNC Bylaws, and ASNC Election Code;
- d. Inform the ASNC Legislature of government legislative bills and actions;
- e. Monitor, organize, and conduct all ASNC and Trustee Elections;
- f. Maintain Shared Governance appointments;



- g. Report to the ASNC Legislature on matters discussed in the ASNC Administration Committee;
- h. Maintain an accurate log of absences for all members of the ASNC Legislature.

## Section 5

### Finance Committee

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

- a. Manage ASNC finances;
- b. Make recommendations to the ASNC Legislature on financial matters;
- c. Recommend to the ASNC Legislature revisions to the Finance Code;
- d. Prepare the annual budget for the following year as specified in the ASNC Finance Code;
- e. Report to the ASNC Legislature on matters discussed in the ASNC Finance Committee;
- f. Submit the final version of the ASNC Budget to the ASNC Legislature for review, amendments, and/or approval and publication in accordance with the ASNC Finance Code.

## Section 6

### Campus Activities Committee

Chaired by the ASNC Vice President of Campus Activities, the primary purposes of this body shall be to:

- a. Set an activities calendar;
- b. Monitor, organize, and conduct graduation activities sponsored by the ASNC;
- c. Monitor, organize, and conduct all ASNC activities;
- d. Monitor, organize, and conduct the ASNC Scholarship Ceremony and ASNC Banquet(s);
- e. Report to the ASNC Legislature on matters discussed in the ASNC Campus Activities Committee.

## Section 7

### Campus Relations Committee

Chaired by the ASNC Vice President of Campus Relations, the primary purposes of this body shall be to:

- a. Administer any and all public relations for the ASNC;
- b. Act as liaison to the Athletic Department, Fine Arts Department, Child Development Center, Disabled Students, Health Center, Norco Voice, Outreach, Veterans, International Students, and any and all College departments where a continuing relationship is essential to a maximized college experience;

- c. Create, publish, and distribute the ASNC newsletter;
- d. Serve as the historian for the ASNC;
- e. Coordinate ASNC marketing and recruiting;
- f. Collect and analyze all ASNC feedback data;
- g. Maintain and update the official ASNC website;
- h. Develop and disseminate all ASNC press releases;
- i. Report to the ASNC Legislature on matters discussed in the ASNC Campus Relations Committee.

Section 8

Campus Organizations Committee

Chaired by the ASNC Vice President of Campus Organizations, the primary purposes of this body shall be to:

- a. Act as a liaison with all student clubs and organizations;
- b. Make recommendations for changes to the Inter-Club Council (ICC);
- c. Plan and coordinate leadership seminars to participate in the Inter-Club Council (ICC);
- d. Recruit student clubs and organizations to participate in the Inter-Club Council (ICC);
- e. Prepare, maintain, and distribute all Inter-Club Council (ICC) minutes, agendas, and records, as needed and as required by “The Brown Act”;
- f. Report to the ASNC Legislature on matters discussed in the ASNC Campus Organizations Committee.

**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 of Norco College:
  - 1) An active member of the Associated Students;
  - 2) Registered in at least six (6) units at Norco College;
  - 3) Have a cumulative grade point average (GPA) of at least 2.5;
  - 4) Has not held the same office for more than two (2) terms;
  - 5) Must not be placed on any type of probation at the Riverside Community College District (RCCD) during his/her tenure.
- b. A student must maintain the above qualifications for the duration of office.
- c. Dropping below these requirements will result in immediate dismissal.

Section 2

Qualifications for candidacy:

- a. Any student who meets the following requirements is a candidate for an ASNC Legislature position:
  - 1) An active member of the Associated Students;
  - 2) Registered in at least three (3) units at Norco College;
  - 3) Have a cumulative grade point average (GPA) of at least 2.5;
  - 4) The grade point average (GPA) qualification of first time semester Norco College students shall be determined by the ASNC advisor;
  - 5) Has not served in the ASNC Legislature for more than a cumulative of two (2) full terms;
  - 6) Complies with all standards, rules, and regulations of the ASNC Election Code, the Student Activities Office, Administrative Regulations, the Student Handbook, College guidelines, and Board of Trustees/District polices.
- b. A student who has been placed on any type of probations at the Riverside Community College District (RCCD) will be eligible for candidacy one (1) semester after he/she is reinstated and maintains good academic and social standing.

**ARTICLE IX**

**STANDARD AND SPECIAL ELECTIONS**

Section 1

For all rules, policies, and guidelines governing standard elections, please refer to the ASNC Bylaws (Election Code).

Section 2

Special Elections may be authorized by two-thirds (2/3) vote of the ASNC Legislature, or by initiative, referendum, or recall actions.

- a. Special elections shall comply with all election procedures and meet all requirements of general elections and in accordance with the ASNC Election Code.
- b. The ASNC President can call for any Special Elections and the ASNC Legislature must approve by a two-thirds (2/3) vote.

Section 3

All elections shall be completed no later than one (1) week before the beginning of Dead Week.

**ARTICLE X**

**ATTENDANCE POLICY/PROCEDURE**

Section 1

ASNC Legislature members shall attend and be on time for all regular, special, committee, and shared governance governance committee meetings.

- Section 2 ASNC officers shall attend A.S. official events conducted by their committee or designated by the Executive Committee. Failure to attend may warrant a committee absence, if approved by the Executive Committee and the ASNC advisor.
- Section 3 ASNC Executive officers shall attend all ASNC Executive Committee meetings.
- Section 4 The ASNC advisor may only excuse an absence in the case of an emergency or unusual circumstance.
- Section 5 An absence shall be defined as not being present ten (10) minutes after the completion of roll call.
- Section 6 An ASNC member who is absent cannot make, second, nor vote in any action items. The member may give a report and/or add to the discussion of an action and participate in all discussion items.
- Section 7 An ASNC Legislature member will only be allowed two (2) unexcused absences per semester.
- Section 8 Tardies shall be defined as not being present by the completion of roll call.  
a. Two (2) tardies are equal to one (1) unexcused absence.  
b. Two (2) excused absences are equal to (1) unexcused absence.
- Section 9 Any member of the ASNC Legislature who has three (3) regular meeting absences that are unexcused will be subject to removal from office by the ASNC Legislature.
- Section 10 Any member of the ASNC Legislature who has accumulated more than (6) excused absences will be subject to removal from office by the ASNC Legislature.
- Section 11 Upon a fourth (4th) unexcused absence the ASNC Legislature member is automatically removed and ineligible to run or hold office for at least one semester following the one in which removal has occurred.

## **ARTICLE XI**

### **AMENDMENTS**

- Section 1 Amendments to the ASNC Constitution may be proposed by the ASNC Legislature or by written request of fifteen percent (15%) of the Associated Students (active membership only).

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

Section 3           The ASNC Constitution may be ratified by a two-thirds (2/3) vote of those voting at a constitutional election (total numbers of vote must represent at least five percent (5%) of the current Norco College student body). The amendment proposed shall be posted in a conspicuous location at least one (1) week prior to the election.

**ARTICLE XIV**

**PARLIAMENTARY AUTHORITY**

Section 1           In any instances not covered by this ASNC Constitution, ASNC Bylaws, Codes, and standing rules, the Parliamentary Authority shall be the current edition of Robert's Rules of Order.

Section 2           All ASNC meetings shall be held in accordance to "the Brown Act."