

# **ASSOCIATION STUDENTS OF MILLS COLLEGE CONSTITUTION**

## **ARTICLE I - ESTABLISHMENT**

### **SECTION I: NAME**

The name of this association shall be the Associated Students of the Mills College. One can refer to this association as ASMC.

### **SECTION II: MISSION STATEMENT**

The Associated Student of Mills College's mission is to represent all students enrolled at Mills College and to better the student's experience on campus. ASMC shall advocate for all marginalized communities on campus, and act as a liaison between students and the administration. We fund student clubs, organizations, publications, and other projects that benefit the community. ASMC helps channel and advocate for the student body in connection to the school.

### **SECTION III: MEMBERSHIP**

- A. Currently enrolled Mills, and those who so voluntarily choose, shall apply to be members of this association.
- B. Graduation, suspension, expulsion will end a person's membership.
- C. If a student leaves the institution and does not return to Mills College as an actively enrolled student, their membership shall end. If a student shall return to Mills College, they may apply to this association.
- D. A person may resign, and end their membership with 2 weeks notice.
- E. A person shall remain in office for one academic year granted if they meet the membership requirement.
- F. Members have 2.5 grade point average and good behavioral standing.
- G. The Executive Board is defined as all Executive Officers.
- H. The Full Board is defined as all Senators, Executive Board members, and Judicial Board members.

## **ARTICLE II: EXECUTIVE OFFICERS**

### **SECTION I: PURPOSE**

- A. The purpose is to be the managing body of ASMC, uphold the Constitution as well as the ASMC Handbook. They shall also represent the general or expressed interests of ASMC.
- B. The purpose shall be to create a platform for students, staff, faculty, and administrators to engage in conversation.
- C. The purpose shall be to collaborate with the Senate and Judicial Board.
- D. The purpose shall be for Mills students to develop leadership skills in an array of fields and platforms.

## **SECTION II: ORGANIZATION**

- A. The board will collaborate on shared goals.
- B. There are seven members in the Executive Board, however only five voting members as the President and Historian shall not vote.
- C. Each Executive Board member shall meet with the ASMC Advisors at least three times per semester, unless otherwise determined.
- D. In the case a position is unfilled due to a resignation, the Executive Board may submit appointments for the Full Board to vote on. The vote must pass with a 50% +1% approval.
- E. Each Executive Board member must fulfill their Role Position as described in the ASMC Handbook to adhere to all position responsibilities and stipend requirements.
- F. Office hours shall be determined in the ASMC Handbook.

## **SECTION III: PRESIDENT**

- A. They Shall be the official representative for ASMC and maintain effective communication between Mills administration, ASMC and the student body. They shall act as the chairperson of Robert's Rules of Order. This includes, but is not limited to calling members to order, recognizing members on the floor who are going to speak, and announces results of the vote.
- B. They shall meet monthly with the Dean of Students.
- C. They shall meet with the Mills College President, at least once a month.
- D. They shall meet with the ASMC Advisor at least bi-weekly.
- E. They shall attend and participate in institutional boards or committees which may include meetings, reports and being a liaison between ASMC and the institution.
- F. They shall attend one Board of Presidents meeting as called by the ASMC Advisor.
- G. The responsibilities of unfilled positions will be delegated by the President, with the approval of the Full Board.
- H. The President may only vote to break ties on both the Executive Board or Full Board.
- I. The President must be an undergraduate student.

## **SECTION IV: VICE PRESIDENT**

- A. They shall assist the President, and in the absence of, to perform all duties of that position.
- B. They shall coordinate, preside and serve as the chairperson of Robert's Rules over all Senate meetings.
- C. They shall update the Executive Board of general actions of the Senate during Executive Board meetings.
- D. In the event that the Senate shall call for a vote, the Vice President shall only serve as a tiebreaker.
- E. They shall seek opportunities that impact the success of ASMC such as recruitment activities or leadership development.
- F. They shall attend Executive Board, Full Board, and Senate meetings.

#### **SECTION V: HISTORIAN**

- A. They shall Record and archive Executive Board and Full Board meeting minutes.
- B. They are responsible for recording and documenting attendance of all ASMC members at the executive and Full Board meetings. They shall inform the Judicial Board of chronic absenteeism, which is habitual or extended nonattendance of meetings, ASMC events or office hours without the permission from the ASMC President or ASMC Advisors. Further details are defined in the ASMC Handbook.
- C. They shall make Executive and Full Board meeting minutes public within one week of each meeting.
- D. Responsible for recording an archive of precedents set by the Full Board and the Executive Board during voting in the form of transition documents.
- E. They shall keep a record of any official ASMC activities
- F. They shall be responsible for reserving spaces for Executive Board and Full Board meetings.
- G. They shall attend Executive Board and Full Board meetings.

#### **SECTION VI: DIRECTOR OF FINANCE**

- A. They shall be responsible for maintaining the budget, disbursing funds, and keeping accurate financial records of all transactions and contracts related to ASMC accounts.
- B. They shall chair the Senate Ad Hoc Financial Committee (ABC)
- C. The Special Funding reconciliation process will go through the Director of Finance, and be verified by the professional staff designated by The Center.
- D. They shall provide financial advice to ASMC.
- E. They shall lead a committee that creates a yearly budget to bring to the Full Board.
- F. They shall meet with clubs and organizations at the end of Spring semester to discuss financial matters for the following year.
- G. They shall be the point person for all students, clubs, organizations or other non ASMC members and thus keep an up-to-date public calendar for appointments.

- H. They shall attend Executive Board and Full Board meetings.
- I. This is an appointed position.

### **SECTION VIII: DIRECTOR OF STUDENT ADVOCACY & SOCIAL JUSTICE**

- A. They shall be a representative of all Mills students within our community and lead with a social justice perspective. This person must encourage spaces of inclusivity and equity by supporting students within disputes, processes institutional grievances, resource support, and other instances of student needs.
- B. If the President is unable to meet with the Dean of Students, the Director of Student Advocacy and Social Justice can take their place.
- C. They shall act as an advocate for marginalized communities on campus.
- D. They shall seek out and join social justice committees and movements on campus.
- E. They shall be responsible for developing opportunities to train, educate and promote positive impacts on the campus that is for ASMC Full Board as well as the Mills student body.
- F. They shall collaborate with the Senate on the Advocacy Agenda, and attend Senate meetings on an invite basis.
- G. They shall attend Executive Board and Full Board meetings.
- H. This position may be filled by a graduate student.

### **SECTION IX: DIRECTOR OF ACADEMIC AFFAIRS**

- A. They shall chair the Senate Academic Affairs Committee (AAC).
- B. They shall attend at least two (2) 15-30 minute meetings with the Provost per semester.
- C. They shall attend and participate in institutional committees and boards as per the request of Mills' academic and administrative departments. This will include mandatory meetings, writing and submitting reports and being a liaison between ASMC and the institution.
- D. They shall advocate for students' needs within academic environments in institutional spaces, committees and ASMC initiatives. This may include, but not limited to, attending various meetings or composing and submitting reports as per the request of the institution.
- E. They shall attend Executive Board and Full Board meetings.
- F. This position is open to graduate students.

### **SECTION XI: DIRECTOR OF PUBLIC AFFAIRS**

- A. They shall promote ASMC.
- B. They shall serve as the ASMC communications representative in which their duties include promotion of ASMC and ASMC initiatives, events, activities, meetings and projects.

- C. They shall have access and manage external communications such as ASMC social media platforms, institutional platforms, and any online presence as per the ASMC Handbook.
- D. They shall promote transparency of ASMC projects through consistent and public reports made to the student body via newsletters.
- E. They shall publicize the Full Board's office hours on any social platforms and institutional platforms.
- F. They shall manage and organize the ASMC files, records and documents in the designated location as per the ASMC Handbook.
- G. They shall publicize the open forum which occurs during ASMC meetings.
- H. Any communication to the student body should be proceeded through the Director of Public Affairs, which may include newsletters, emails, social media posts, and presidential messages.
- I. They shall attend Executive Board and Full Board meetings.

### **ARTICLE III: THE SENATE**

#### **SECTION I: PURPOSE**

- A. The purpose of the Senate is to actively advocate for the needs, concerns and ideas of all Mills students.
- B. The purpose of the Senate is to collaborate with the Executive Board and Judicial Board to carry out ASMC action items, the Advocacy Agenda and any other projects determined by the Full Board as needed.

#### **SECTION II: ORGANIZATION**

- A. There may be up to five undergraduate senators.
- B. An additional senator may be graduate students. Only graduate students shall vote for this position.
- C. Each senator must serve on an active committee.
- D. Each Senator must fulfill their Role Position as described in the ASMC Handbook to adhere to all position responsibilities and stipend requirements.
- E. Each senator is required to hold office hours each month or as determined by the Executive Board.

#### **SECTION III: ADVOCACY AGENDA**

- A. Each year the Senate shall create an Advocacy Agenda, with the Vice President as well as the Director of Student Advocacy and Social Justice, that will be put into the by-laws and or ASMC Handbook.

- B. The Advocacy Agenda is a living document that will be added throughout the academic year as per the needs of students arise or as determined by the Executive Board.
- C. The Senate shall create and provide a survey to the student body, that solicits students' issues and concerns. These issues and concerns shall be incorporated into the Advocacy Agenda.

### **SECTION XIII: COMMITTEES**

- A. Committees serve as a platform to collaborate on issues, projects and ASMC initiatives and may consist of Senators and Executive Board members.
- B. Each senator must serve on a committee.
- C. The standing committees include the Academic Affairs Committee (AAC), Ad Hoc Budget Committee (ABC) and the Election Committee (EC).
- D. New committees may form, and existing committees may cease to exist, as issues at Mills change.
- E. Committees can be created throughout the academic year. Refer to the ASMC Handbook for information on the creation process.
- F. Committees for BIPOC, LGBTQIA+, low income, first-generation, disabled, neurodivergent, commuter, transfer, resumer, and parenting students are highly encouraged.
- G. Committees are steered by the Advocacy Agenda but may also create and produce their own projects as students' needs arise.

## **ARTICLE IV: JUDICIAL BOARD**

### **SECTION I: PURPOSE**

- A. To interpret, enforce, and provide guidance on the Constitution, By-Laws and ASMC Handbook.
- B. The Judicial Board shall have the power to hear cases and make verdicts on accusations of violations of the Constitution and by-laws.
- C. The Judicial Board shall serve to mediate conflicts involving ASMC members and or clubs/organizations.
- D. The Judicial Board will make sure Robert's Rules are being followed.

### **SECTION II: ORGANIZATION**

- A. There shall be two judicial justices, and one head justice.
- B. One of the three positions is preferred to be held by a graduate student.
- C. If there are not three justices, the Executive Board nominates a non-ASMC member to fill the space, with the Senate's approval.
- D. The head justice shall lead a meeting with the Judicial Board every other week.

- E. In matters of alleged misconduct, the Judicial Board shall vote to determine responsibility, and implement sanctions if applicable with consultation with the ASMC advisor.
- F. The Judicial Board will host judicial review for all Constitutional amendments.
- G. All justices must follow the responsibilities outlined in the ASMC Handbook.

### **SECTION III: HEAD JUSTICE**

- A. Ensure all members are following the Constitution, By-Laws, and ASMC Handbook.
- B. Perform stipend review quarterly in conjunction with the ASMC President and the ASMC advisor.
- C. They shall attend Judicial Board meetings and Full Board meetings, but may not vote on Constitutional matters.
- D. This position is appointed.

### **SECTION V: JUSTICES**

- A. There must be two justices, who do not hold any other ASMC position.
- B. They shall have at least one office hour a month.
- C. They shall attend Judicial Board meetings and Full Board meetings.

### **SECTION VI: JUDICIAL HEARINGS**

- A. Judicial hearings shall be open to ASMC members.
- A. One shall be informed of why they are having a judicial hearing.
- B. One shall have support in presenting their side.
- C. One shall not be tried for the same accusation multiple times.
- D. All members have the right to request a judicial hearing.
- E. Judicial procedures and processes are outlined in further detail in the ASMC Handbook.

## **ARTICLE V: FISCAL MATTERS**

### **SECTION I: THE BUDGET**

- A. The ASMC budget is funded by mandatory student activities fees and therefore must be used for the benefit of Mills students and the Mills community.
- B. Clubs and Organizations are provided an annual stipend after successful registration with The Center of Leadership, Equity and Excellence. During Spring semester, The Director of Finance creates a committee to create and allocate the following academic year's budget. Additional funding may be requested through Special Funding.
- C. ASMC shall practice responsible spending that includes but not limited to annual budget allocations, club and organization allocations, ASMC events and activities, Special Funding proposals and so forth.

- D. Each Spring semester, The Director of Finance shall form the Ad Hoc Budget Committee to decide and allocate the following academic year's budget.

## **SECTION II: BUDGET ADJUSTMENT**

- A. ASMC reserves the ability to make internal budget adjustments, to address shifting needs during the academic year which requires a 2/3 vote approval from filled positions of the Full Board.

## **SECTION III: SPECIAL FUNDING**

- A. Any Mills student may access Special Funding for events, activities or projects so long as the outcome is to benefit the Mills Community as per the policies of the Mills Student Handbook and the ASMC Handbook.
- B. Special Funding is granted by the majority of voting members present during the proposal.
- C. Special Funding approval process shall be made public to Mills students and outlined in the ASMC Handbook.

## **SECTION IV: SPENDING**

- A. All three branches of ASMC will have a budget to include operation costs, stipends, and programming expenses.
- B. Each ASMC member must be provided a stipend that meets or extends the minimum wage. That amount is determined in the budget allocation process.
- C. The Executive board, judicial board, and Senate should vote on financial matters, and what percentage is needed for measures to pass?
- D. ASMC needs to support initiatives on campus such as Green for Green, Heritage Months and the Child Care Assistance/Support for parenting students.
- E. ASMC provides funding for clubs, organizations, and publications.
- F. ASMC funds cannot be used for off-campus events, unless special permission is granted by The Center of Leadership, Equity and Excellence.

## **ARTICLE VI: ELECTIONS**

### **SECTION I: ELECTION TIMELINE**

- A. The elections committee for the following school year shall be held in the Spring. There can be an special election at the beginning of each semester\* to fill vacant positions.
- B. There shall be a mandatory social, which will be a meeting for those who are running.
- C. Students shall not be allowed to campaign until the application closes and they attend the official meeting run by the elections committee.

\* except summer



## **SECTION II: ELECTION COMMITTEE**

- A. This committee shall be filled by ASMC members who are not running in the election.
- B. The advisor shall provide oversight.
- C. They shall create and share election regulations.
- D. They shall organize informational sessions for those interested in ASMC.
- E. They shall have a mandatory social to discuss campaign regulations with all who are running.
- D. Those running shall not campaign until after this mandatory social.
- E. They shall create a ballot.
- F. They shall announce the winners after verifying the results.
- G. In the case the absence of an election committee is not created, the Judicial Board shall run elections.

## **SECTION III: VOTING**

- A. Students shall be emailed a digital ballot that will be available for one week.
- B. Students shall select one person from each Executive Board category.
- C. Students shall select up to five people for the Senate.
- D. If there is a run-off election, students will get a second digital ballot.

## **ARTICLE VII: APPOINTMENTS**

### **SECTION I: APPOINTED POSITIONS**

- A. All appointed positions shall be interviewed by the elections committee.
- B. All appointed positions are indicated in the Constitution. These positions are open during elections and may be included in any special elections if unfulfilled.

## **ARTICLE VIII: VACANCIES**

### **SECTION VI: GENERAL**

- A. If in the case the position remains vacant, the Executive board appoints someone for the Full Board to approve.
- B. The President may appoint any duties or responsibilities of unfilled roles or roles not listed in the Constitution or ASMC Handbook to any other ASMC member or ASMC sanctioned group.

## **ARTICLE IX: REMOVAL FROM OFFICE**

## **SECTION I: IMPEACHMENT**

- A. Impeachment proceedings may be used to remove someone from ASMC, pending the outcome of a judicial hearing
- B. Grounds for impeachment may include, but not limited to, not upholding the standards, duties and responsibilities as described in the ASMC Constitution in addition to any appointed duties, violation of the Mills Student Conduct Code and/or institutional policies.

## **SECTION II: REMOVAL**

- A. If someone is impeached from their ASMC position, the students may no longer be involved in official ASMC projects, and duties they were assigned.
- B. Before someone is removed from office approaches such as mediations, accommodations, and appeals shall be utilized.

# **ARTICLE X: MEETINGS**

## **SECTION I: GENERAL**

- A. ASMC Executive Board meetings are held every Monday from 7:30-8:30 p.m and Senate Meetings will be held from 6:30 to 7:30 pm on the same Monday.
- B. Full Board meetings on Monday's on subsequent weeks from 6:30-8:30 p.m which include Executive Board, Senate and Judicial Board members.
- C. Meetings are facilitated based on Robert's Rules of Parliamentary Procedure.
- D. Attendance to all meetings are mandatory as a stipulation to receive stipend. Refer to the ASMC Handbook for more information on attendance policies.
- E. A quorum must be met in order to vote or approve activity by ASMC. To hold quorum for the Executive Board at least half of members of the Executive Board plus 1% must be present, unless otherwise specified. To hold quorum for the Full Board - at least half of members of the Full Board plus 1% must be present, unless otherwise specified.

## **SECTION II: AGENDA**

- A. Agenda's must be made available 48 hours before a meeting.
- B. Students shall be able to submit agenda items up to 60 hours in advance.
- C. Open forums will be made available for students to bring topics and concerns to ASMC.

## **SECTION III: CLOSED MEETINGS**

- A. Any branch may choose to hold a closed meeting for any matters, such as those that are financial or legal.
- B. Discussions about judicial hearings may also be closed meetings.

- C. Agendas for closed meetings shall be approved in an open meeting and the agenda cannot be changed.

#### **SECTION IV: VOTING**

- A. Any action that requires the support, participation or influence of the ASMC must be approved in a formal motion which requires the approval of a Full Board. This may include but not limited to events or activities, mass communication to the student body, taking a position on an issue, financial decisions, or using the ASMC position title.
- B. In the event a member of the Executive, Senate or Judicial Board recognizes a conflict of interest they shall immediately disqualify themselves from participating in discussion or voting.
- C. ASMC members shall not vote if:
  - a. Not present for discussions
  - b. Unsure of what is going on (you can ask questions during the discussion portion of the motion)
  - c. In event of an absence (i.e., your name is not on the previous week's Minutes)
  - d. If the matter being voted on is of direct benefit to you, you are affiliated with the group or club submitting the proposal, you are the person submitting the request or issue at hand unless otherwise allowed by the Judicial Board.

### **ARTICLE XI: CONFLICT OF INTERESTS**

#### **SECTION I: POSITIONS**

- A. One may not hold multiple positions unless otherwise approved by the Full Board.
- B. This should only take place in the event that a position becomes or remains vacant, and someone on the board fills the position.
- C. Every position may only have one occupant.

### **ARTICLE XII: ADVISORS**

#### **SECTION I: PURPOSE**

- A. ASMC Advisors sole purpose is to ensure ASMC is adhering to all Mills College rules and regulations, the Student Conduct Code, Mills Student Handbook, and the ASMC Handbook.
- B. ASMC Advisors shall advise or resolve any matters that are unable to be handled by the Senate, Judicial, and/or the Executive board.

## **SECTION II: POSITION**

- A. The ASMC Advisors are professional staff as appointed by Mills College and The Center of Leadership, Equity, and Excellence.

## **ARTICLE XIII: STIPEND REQUIREMENTS**

### **SECTION I: GENERAL**

- A. Each ASMC member is required to attend all ASMC events, to include but not limited to, meetings, tabling events, community service events, and campus events. (Per discretion of the Executive Board, a member may be excused from an event.)
- B. Members who are absent without giving prior notice are considered unexcused.
- C. More than three excused and two unexcused absences per semester may result in a reduction of stipend.
- D. All ASMC members have required office hours that, if not otherwise defined in the Constitution, will be allocated at the start of the academic year.
- E. The Executive Board may define further stipend requirements including but not limited to office hours, Senate responsibilities and as the definition of excused and unexcused absences at the beginning of the academic year.

## **ARTICLE XIV: AMENDMENTS**

### **SECTION I: PROPOSAL**

- A. An Amendment is any formal change, adjustment or ratification to the Constitution which may result in a set of By-Laws being created or a removal of an item.
- B. Proposals include any changes to the Constitution, for example, adding or abolishing amendments.
- C. Proposal may be discussed if a majority of the board votes for discussion.
- D. Amendments must have with a  $\frac{2}{3}$ 's majority of the Full Board to pass.
- E. Two-thirds of the Full Board must be present to vote on Constitution amendments.
- F. Changes shall not go into effect until the following academic year.

### **SECTION II: ARRANGEMENT**

- A. In order to propose a new amendment, all possible conflicts within the Constitution need to be reviewed.
- B. In the case of conflict within the amendments, the board will be asked to vote on one of the two proposals.

#### **ARTICLE XV: OATH OF OFFICE**

All board members must state the oath before taking office as follows, “*I solemnly swear that I will perform the duties of (name of position), serve the students of Mills College, and protect the Associated Students of Mills College Constitution.*” The oath may be proctored by any board member.