

Constitution of the Associated Students of Carroll College

Approved by Senate: Spring 2021

Preamble:

We, the Associated Students of Carroll College, uphold the values and rights of this institution and its mission as a Catholic, liberal arts, and ecumenical school. The Associated Students of Carroll College shall act as Carroll College's student government and will provide the right for students to organize in order to develop academically, socially, and morally through student participation and input, as well as providing a student perspective to the administration of Carroll College.

Article I: Name and Membership

Section I: Name

The name of this organization shall be the Associated Students of Carroll College and will be abbreviated hereafter as ASCC.

Section II: Membership

All students enrolled in Carroll College for the current semester are members of the ASCC electorate.

Article II: Structure of the ASCC

Section I: Structure

The student government of the ASCC shall be comprised of the ASCC Senate, the ASCC Executive Council, the ASCC Judiciary Council, and the ASCC House of Representatives.

Article III: ASCC Senate

Section I: Purpose

A. The ASCC Senate is the legislative body of the student government. The Senate exists to provide discussion and proper responses regarding student issues and affairs while considering the input of Carroll College students, administration, and the greater community of Helena. The ASCC Senate is responsible for making final decisions on Bills of Legislature brought to the Senate floor. Senators represent not only their classmates, but Carroll College as an institution and community. Senators are charged with the responsibility to act in the best interest of their classmates and Carroll College.

Section II: Structure

A. The ASCC Senate is composed of eighteen (18) voting members known as Senators.

B. The eighteen (18) voting members include four (4) elected senators from each academic class, and two (2) non-traditional senators from any academic class.

Section III: Election of the ASCC Senate

A. The voting members of the ASCC Senate, known as student ASCC Senators, shall be elected from their respective classes. The two non-traditional senators will be elected by non-traditional students. The definition of a non-traditional student is outlined in the bylaws.

B. A First Past the Polls System will be utilized for ASCC Senator elections, where candidates with the most votes will win their respective election.

C. Rules and regulations for Senator elections are outlined in the bylaws.

D. Senate elections must be held 3 weeks after the start of the fall semester for freshman and non-traditional students. Senate elections must be held 3 weeks prior to the end of spring semester for the sophomore, junior, and senior classes.

E. Senate applications must be made available to the entire student body at least 3 weeks prior to the scheduled election date.

Section IV: Eligibility of the ASCC Senate

A. The student Senators shall have, at the time of their election, and maintain during their term of office a cumulative grade point average of at least 2.5.

B. Applications will be sent to the Director of Student Activities. The Director of Student Activities will send the names of applicants to the Dean of Students. If an applicant has a Title IX violation against them, their name will be taken out of the pool of applicants, and the Director of Student Activities will let them know. Once the Dean of Students has verified all applicants do not have Title IX violations, they will send the names to the ASCC Director of Communications.

Section V: Installation of the ASCC Senate

A. Every member of the ASCC Senate must accept his or her new position by acknowledging the Oath of Office with "I do," outlined in the bylaws.

Section VI: Resignation

A. Letter of Resignation: Any member of the ASCC Senate who finds that circumstances or obligations necessitate his/her absence from meetings for an extended period of time shall submit a letter of resignation to the Executive Council. This letter will be delivered at the next ASCC Senate meeting.

Section VII: Impeachment

A. Dismissal due to Qualification: Any ASCC Senator whose academic standing fails to meet the qualifications or has two unexcused absences during his/her term shall be notified by the Executive Vice President of his/her dismissal.

B. Dismissal due to Misconduct: Any ASCC Senator who violates the Carroll College Student Code of Conduct or the ASCC Constitution shall be subject to impeachment proceedings (Article III, Section IX, Clause E).

Section VIII: Replacement Process:

A. In the case that an ASCC Senator resigns or is impeached, the Senate will make nominations of eligible students from the same respective class as the prior Senator. A first past the poll vote will be taken and the winner will be inducted at the earliest ASCC Senate meeting.

Section IX: Powers of the ASCC Senate

A. Request Status Reports: Any individual senator or the senate body may acquire status reports, including budget reports, from the Executive Council and all other agencies of the ASCC, investigate, adopt resolutions, and perform all legislative functions within the ASCC membership.

B. Committee Confirmation: The Executive President, in consultation with the Executive Council, appoints all student members of administrative boards and committees. These appointments must be confirmed by the ASCC Senate. Any Senator appointed to a committee may decline the appointment, in which case, another Senator may be appointed. The ASCC President may open committee appointments to the senate on a volunteer basis, as long as each required committee position is filled. See the ASCC By-Laws for a list of Carroll College Committees that students are able to participate in.

C. All expenditures, excluding operating expenses by the Executive Council, must have prior Senate approval.

D. Impeachment Proceedings: ASCC Senators have the responsibility of considering all evidence brought forth to impeachment hearings. The ASCC Judiciary Council will facilitate impeachment hearings and the Senate will provide the voting body for impeachment. See Article V, Section VIII, Clause B for complete impeachment processes.

E. Final Decisions on Items of Business: It is the duty of the student Senate to address and respond to any issue of considerable importance to the ASCC membership. Issues may be brought to the ASCC Senate in the form of Bills of Legislature which are defined in the bylaws. The student Senate is responsible for the final decision on all Bills of Legislature.

Section X: Duties of ASCC Senators

A. Duties:

i. All Senators will serve on the ASCC Committees, Carroll College Committees, Carroll College task forces, and ASCC Task Forces they sign up for. All reasonable actions should be made to have one (1) freshman, one (1) sophomore, (1) junior, and (1) senior on each

committee and task force. The two (2) non-traditional students will serve on the committees they sign up for.

ii. All Senators should, to the best of their ability, assist in planning, executing, and assessing reasonable directives given by the Executive Council and the ASCC Senate.

iii. The ASCC Senate will ensure that the Executive Council will receive compensation in the form of a grant and stipend for their services.

iv. Each senator will be expected to serve at least one (1) office hour each week during the academic year. Exceptions will be considered for approval by the ASCC Executive President on a case by case basis.

Section XI: ASCC Senate Meetings

A. Regular Meetings: Regular meetings of the student Senate are held at least six (6) times per semester, at a time and place designated by the Executive President. At the discretion of the Executive Council, and in the event of a shortened semester or other unexpected changes to the academic calendar, less than six (6) senate meetings may be held. These meetings will adhere to Robert's Rules of Order.

B. Special Meetings: Special meetings may be held at the request of the Executive President, the Executive Vice President in the event of a Presidential Succession, and by student petition. When such a petition, stating the subject to be considered at the meeting and containing the signatures of at least twenty (20) percent of the ASCC membership, or of fifty (50) percent of the Senators, is filed with the ASCC Executive Communications Officer, a meeting shall be held within one week of filing. These meetings will adhere to Robert's Rules of Order.

C. Quorum: Two thirds (2/3) of the voting Senators shall constitute a quorum. The student Senate will be responsible for determining its own rules of operation. A simple majority (the highest number of votes) of those present is sufficient to pass any measure with the exception of ratification, amendments, and impeachment of members of the ASCC Senate and ASCC Executive Council, which would require two thirds (2/3) votes of those present. The Senate to the best of their ability, should adhere to Robert's Rules of Order.

D. Attendance:

i. Attendance at all meetings of the student Senate is mandatory of all members. Any member unable to attend a given meeting may obtain an excused absence from the Executive President. Any member who has two (2) unexcused absences during his/her term are subject to impeachment (Article III, Section VII, Clause A). Replacement shall follow the process outlined in Article III, Section VIII, Clause A.

ii. At the discretion of the ASCC Senate, the Dean of Students, the Carroll College Student Activities Director, and any other agent of the college may attend as a non-voting observer or presenter.

E. Order of Business: The order of business at student Senate meetings will be the following: (1) Call to order, (2) Invocations, (3) Roll Call, (4) Correction and/or approval of the published minutes, (5) Executive Council reports, (6) Committee and Task Force updates, (7) Funding Requests, (8) Unfinished Business, (9) New Business, (10) announcements, and (11) Adjournment. An agenda shall be provided by the Executive Communications Officer before the meeting.

F. Minutes: All student Senate meetings, administrative records, and minutes will be open to any member of the ASCC. The Office of the ASCC Executive Communications Officer shall be responsible to distribute such material.

Article IV: ASCC Executive Council

Section I: Purpose

A. The ASCC Executive Council is the executive branch of the ASCC. The ASCC Executive Council's primary responsibility is to gather student concerns and to present viable solutions to the Senate in the form of Bills of Legislature. In addition, the ASCC Executive Council is charged with maintaining the communicational bridge between students and administrators of Carroll College. All agencies within the ASCC are answerable to their respective Executive Officers who preside in the Executive Council.

Section II: Structure

A. The ASCC Executive Council is comprised of four (4) Executive Officers:

- i. Executive President of the ASCC
- ii. Executive Vice President of the ASCC
- iii. Executive Treasurer of the ASCC
- iv. Executive Communications Officer of the ASCC

Section III: Election of the ASCC Executive Council

A. Election Committee: The ASCC Judiciary Council of the outgoing ASCC Administration will administer the ASCC Executive Council election.

B. Election Rules and Regulations: The ASCC Judiciary Council will ensure that the rules and regulations set forth in the bylaws are adhered to.

C. First Past the Polls System: Executive Officers are elected by a First Past the Polls System, where a candidate with the most votes cast in their name wins their respective election.

D. Eligibility to Vote: All members of the ASCC as outlined in Article I, Section II are eligible to vote for the ASCC Executive Council.

E. Executive Officer elections must be held 5 weeks prior to the end of the spring semester.

F. Executive Officer applications must be made available to the entire student body at least 3 weeks prior to the scheduled election date.

Section IV: Eligibility of the ASCC Executive Council

A. The Executive Officers shall be a current student at Carroll College (Article I, Section II) and have at the time of their election, and maintain during their term of office a cumulative grade point average of at least 2.5.

B. The Executive President of the ASCC and Executive Vice President of the ASCC shall have registered and completed 60 credit hours at Carroll College by the end of the semester of election, unless he/she is a transfer student in which case it shall be a completion of 48 credit hours at Carroll College at the time of election.

C. The Executive Treasurer of the ASCC and Executive Communications Officer of the ASCC shall have completed 24 credit hours at Carroll College by the end of the semester in which they are running, unless he/she is a transfer student in which case it shall be a completion of 24 credit hours at Carroll College at the time of election.

Section V: Installation of the ASCC Executive Council

A. Following elections, the outgoing Executive Council will conduct an extensive orientation for the new Executive Council.

B. Each Executive Officer must accept his or her new position by reciting the Oath of Office, outlined in the bylaws.

Section VI: Resignation

A. Letter of Resignation:

i. Any Executive Officer who finds that circumstances or obligations necessitate his/her absence from his/her duties for an extended period of time shall submit a letter of resignation to the Executive Council. This letter will be delivered at the next ASCC Senate meeting.

Section VII: Impeachment

A. Dismissal Due to Qualification:

i. Any Executive Officer whose academic standing fails to meet the qualifications during his/her term shall be notified by the Student Activities Director of his/her immediate dismissal.

B. Dismissal Due to Misconduct:

ii. Dismissal due to Misconduct: Any ASCC Executive Officer who violates the Carroll College Student Code of Conduct, or the ASCC Constitution, shall be subject to impeachment proceedings.

C. Dismissal Due to Abuse of Office

iii. Any Executive Officer who fails to faithfully execute the duties and responsibilities of their office are subject to impeachment. (Article III, Section XII, Clause C).

Section VIII: Replacement Process

A. Right of Refusal

i. Excluding the Executive President of the ASCC, all Executive Officers have the right to retain their current position and refuse the title, office, and responsibilities of the Executive President of the ASCC in the case of Presidential Succession. A formal letter to the ASCC Senate and the ASCC Executive Council will suffice for Right of Refusal.

B. Presidential Succession

i. Should the Executive President of the ASCC resign, be removed from office, or be incapacitated to fulfill his/her duties, the Executive Vice President of the ASCC shall adopt the title of Executive President of the ASCC, along with the respective office and responsibilities.

ii. Should the Executive Vice President of the ASCC invoke the Right of Refusal (Article IV, Section VIII, Clause A), the Executive Treasurer of the ASCC shall adopt the title of Executive President of the ASCC, along with the respective office and responsibilities.

iii. Should the Executive Treasurer of the ASCC invoke the Right of Refusal (Article V, Section VIII, Clause A), the Executive Communications Officer shall adopt the title of Executive President of the ASCC, along with the respective office and responsibilities. This shall circumvent Article IV, Section IV, Clause B for the required credit hours.

iv. Should the Executive Communications Officer invoke the Right of Refusal (Article IV, Section VIII, Clause A), the ASCC Senate will nominate a new Executive President of the ASCC. The nominee must be an eligible student as outlined in Article IV, Section IV, Clause A & B. If a single nominee is presented and the nominee has consented to Presidential Succession, the Senate must confirm the nomination by two thirds (2/3) quorum. Failure to attain two thirds (2/3) quorum will result in the nomination of additional candidates. If multiple nominees are presented and the nominees have consented to Presidential Succession, the Senate must elect a new Executive President of the ASCC by a First Past the Polls System in the ASCC Senate.

Section IX: Powers, Duties, and Responsibilities of the ASCC Executive Council

i. The Executive President is the official administrative representative of the ASCC at all times during his/her term of office. As Chief Executive Officer of the ASCC, the

Executive President is the head of all branches of the student government as far as the constitution allows.

ii. The Executive President, in consultation with the Executive Council and the respective college departments, will appoint student members to college boards and committees, excluding the Budget Committee. These appointments are official upon confirmation by the ASCC Senate

iii. The Executive President shall be the official student representative to the Policy Committee of Carroll College.

iv. The Executive President has the power to create and fill temporary Task Forces and Committees for the ASCC. The Executive President may fill task forces and committees by appointing Senators and any other willing student to them. All reasonable actions should be made to have one (1) freshman, one (1) sophomore, one (1) junior, and one (1) senior on each task force and committee. [Refer to Article III, Section IX, Part B).

v. The Executive President's primary duty to the Senate is to bring Bills of Legislature to the Senate. Bills of Legislature that are brought to the Senate will be determined by the ASCC Senate and the ASCC Executive Council.

vi. The Executive President reserves the right to veto any Bill on the Senate floor that blatantly disagrees with Carroll College values, Carroll College policies, the ASCC constitution, or the ASCC bylaws. This excludes Bills of Legislature pertaining to amendments or ratifications of the ASCC constitution or bylaws.

vii. The Executive President will work closely with the Executive Vice President when interacting with the ASCC Senate.

viii. The Executive President is required to serve on at least one Carroll College Committee of their choice.

ix. The president is an ex-officio, non voting member of the senate, unless in the event of a tie.

x. The President will be responsible for introducing agenda items during senate meetings.

ix. The President will be responsible for scheduling meetings with various administrators and staff members. These meetings will ensure that the needs of the student body are being communicated. The president should be meeting with the Dean of Students, the President of the College, and a representative from Sodexo at least every other week. The President is responsible for sharing with the senate non-confidential information from these meetings.

B. Executive Vice President of the ASCC

i. The Executive Vice President is the deputy officer of the Executive President of the ASCC. He/she shall serve at the reasonable pleasure of Executive President of the ASCC.

ii. The Executive Vice President will assume all responsibilities of the Office of the Executive President when the Executive President is temporarily incapacitated. iii. The Executive Vice President will facilitate all ASCC Senate meetings and will utilize Robert's Rules of Order.

iii. The Executive Vice President shall act as an informative source on all questions of procedure as per Robert's Rules of Order and shall maintain order on the Senate floor. v. The Executive Vice President shall administer all legislative votes on behalf of the ASCC.

iv. The Vice President is required to serve on at least one Carroll College Committee of their choice. Efforts should be made to ensure that officers serve on different committees..

v. The Executive Vice President is the Executive Council Director of ASCC Clubs and Organizations.

vi. As Director of ASCC Clubs and Organizations, the Executive Vice President will work with current clubs and organizations when non-financial concerns arise. ix. As Director of ASCC Clubs and Organizations, the Executive Vice President will help ASCC members establish new ASCC clubs and organizations. He/she is responsible for reviewing proposed club or organization constitutions before they are brought to the Senate floor for final approval.

vii. As Director of ASCC Clubs and Organizations, the Executive Vice President will bring questions and concerns to the Dean of Students and relay information back to the appropriate party in a timely manner.

viii. The Executive Vice President will draft official statements referred to hereafter as Senate Declarations, on behalf of the ASCC Senate. He/she will present these Senate Declarations for approval by the ASCC Senate, and upon Senate approval, will certify the statement with his/her signature and seal the statement in an envelope. This envelope will then be given to the Executive Communications Officer of the ASCC for proper distribution.

ix. The Vice President is an ex-officio, non voting member of the senate

C. Executive Communications Officer of the ASCC

i. The Executive Communications Officer is the official Communications Director of the ASCC at all times during his/her term of office. As Chief Administrative Officer of the ASCC, the Executive Communications Officer is scribe to the ASCC Senate, the ASCC Executive Council, and the ASCC Judiciary Council.

ii. The Director of Communications is required to serve on at least one Carroll College Committee of their choice. Efforts should be made to ensure that officers serve on different committees..

iii. The Executive Communications Officer shall be responsible for correspondence within the ASCC and shall serve as Secretary to the Executive President. iv. The Communications Officer shall be responsible for the promotion of all ASCC sponsored events in hand with the Executive President, Executive Vice President, and the Carroll College Activities Director.

iv. The Executive Communications Officer shall be responsible in the promotion of proper attendance by all members of the ASCC.

v. The ASCC Director of Communications will be the official archivist of the ASCC. They will be responsible for filing or digitally recording all important documents, including meeting minutes from every branch of government.

iv. The Director of Communications is an ex-officio, non voting member of the senate.

vii. The Director of Communications will serve as the chair of the ASCC Public Relations Committee.

D. Executive Treasurer of the ASCC

i. The Executive Treasurer is the official financial representative of the ASCC at all times during his/her term of office. As Chief Financial Officer of the ASCC, the Executive Treasurer is Chairperson of the ASCC Finance and Budget Committee (outlined in the bylaws), Treasurer to the Executive Council, and the sole financial liaison between ASCC chartered clubs or organizations and the student government.

ii. The Executive Treasurer shall be the official student representative to the Budget Committee of Carroll College and shall be the ASCC Executive Council Director of Budget.

iii. The Executive Treasurer shall be responsible to the Student Senate for all financing involvement of the ASCC. In the event that student representatives are not permitted to be on the Carroll College Budget Committee, the Treasurer may choose to join another available committee to serve on (e.g. Library Committee).

iii. The Executive Treasurer shall maintain the ASCC Fiscal Policy which is outlined in the bylaws.

iv. The Executive Treasurer will work closely with the Executive President to determine Executive Council operating costs.

v. The Executive Treasurer shall provide monthly statements of Executive Council expenditures to the Executive Council.

vi. The Executive Treasurer, with consultation from the ASCC Finance and Budget Committee, reserves the right to veto any funding request or reimbursement to the ASCC Executive Council, ASCC Senate, or ASCC chartered club or organization if it blatantly disagrees with Carroll College values, Carroll College policies, or the ASCC constitution and bylaws.

vii. The Executive Treasurer shall be responsible to work with the Carroll College Activities Director and the ASCC Finance and Budget Committee in deciding the ASCC Fiscal Policy.

viii. The Treasurer is an ex-officio, non voting member of the senate.

Section X: Executive Council Meetings

A. The ASCC Executive Council shall meet weekly at a time and place agreed upon by the Executive Officers.

B. At the Executive Officers' discretion, the Carroll College Student Activities Director, the Carroll College Assistant Activities Director, the Carroll College Dean of Students, and any other member of the Carroll community may also attend as non-voting observers. Three (3) Executive Officers must be present to constitute a quorum.

C. The ASCC Executive Council reserves the right to have closed-door meetings, but must publish the meeting minutes, unless the minutes violate FERPA laws.

D. The Executive Council will form Bills of Legislature to be presented to the ASCC Senate. Two thirds (2/3) Executive Council quorum is necessary to move a Bill of Legislature to the ASCC Senate.

Section XI: Time Requirements

- A. All ASCC Executive Officers are required to spend at least five (5) hours per week in the ASCC Office. During office hours, priority will be given to accomplishing ASCC tasks, however, officers can also work on homework. Exceptions will be considered for approval by the Carroll College Activities Director on a case by case basis.
- B. Officers are expected to work between 10-25 hours per week to ensure that the student government is run efficiently and the students of the college are properly served.

Article V: ASCC Judiciary Council

Section I: Purpose

A. The ASCC Judiciary Council, referred to hereafter as the Judiciary Council serves as the Judiciary branch of the ASCC. The Judiciary Council exists to ensure the upholding of the ASCC constitution and bylaws. The Judiciary Council also exists to draft necessary amendments and ratifications to the constitution and bylaws of the ASCC.

Section II: Structure

A. The Judiciary Council is comprised of five (5) current ASCC Senators, referred to hereafter as Justices.

B. Out of the five (5) Justices, one (1) will be nominated as the Attorney General.

Section III: Appointment of the ASCC Judiciary Council

A. Each respective class will nominate a senator from their respective class to be a Justice (Non-traditional senators for non-traditional Justice). These nominations must have Senate confirmation with a simple majority system. If multiple nominees from a single class

seek the position of Justice, a First Past the Polls system will be utilized by the entire Senate when confirming the Justices. Procedures are outlined in the bylaws.

B. Once the Justices are confirmed, one (1) of the five (5) Justices will be nominated as the Attorney General by the five (5) justices.

Section IV: Installation of the ASCC Judiciary Council

A. Each Justice must accept his/her additional position by reciting the Oath of Office, outlined in the bylaws.

Section V: Resignation

A. Letter of Resignation:

i. Any Justice who finds that circumstances or obligations necessitate his/her absence from meetings for an extended period of time shall submit a letter of resignation to the Executive Vice President. This letter will be delivered at the next ASCC Senate meeting.

Section VI: Impeachment

A. Dismissal due to Qualification:

i. Any Justice whose academic standing fails to meet the qualifications or has two (2) unexcused absences to Judiciary Council meetings during his/her term shall be notified by the Attorney General of his/her dismissal.

ii. If the Attorney General fails to meet the requirements in Article V, Section VI, Clause A, he/she will be notified by the remaining Justices of his/her dismissal.

B. Dismissal due to Misconduct:

i. Any Justice who conducts themselves in a manner that is in disagreement of Carroll College's values or the ASCC constitution and bylaws shall be subject to impeachment proceedings as a Senator (Article III, Section IX, Clause E). Subsequent removal from the Senate results in the removal from the Judiciary Council.

Section VII: Replacement Process:

A. In the case a Justice resigns or is impeached, the Senate will make nominations of eligible Senators from the same respective class as the prior Senator. Confirmation by the Senate is required for replacement.

B. In the case the Attorney General resigns or is impeached, the Judiciary Council will make nominations from the current Justices. A first past the poll vote will be taken and the winner will be inducted at the earliest ASCC Senate meeting.

Section VIII: Powers of the ASCC Judiciary Council

A. Power to Veto

i. The Judiciary Council may veto any Bill of Legislature that contests the following: the Carroll College Mission Statement, the values of Carroll College, the policies of Carroll College, the ASCC constitution (unless a proposed amendment or constitutional ratification), and the ASCC bylaws.

B. Facilitate Impeachment Hearings:

i. The Judiciary Council has the responsibility of holding impeachment hearings when petitioned by one third (1/3) of the ASCC Senate, ten percent (10%) of the ASCC membership, or two thirds (2/3) of the Executive Council. Petitions must include the transgressions of the accused and contain the signatures of those petitioning.

ii. During impeachment hearings, the Attorney General will be a non-voting facilitator. He/she will present the petition, but will not reveal the identities of the petitioners.

iii. ASCC Senators will be the voting body to determine the removal of the accused from office. Removal from office requires two thirds (2/3) quorum. If the accused is a Senator, he/she retains the ability to vote. Final decision by the ASCC Senators cannot be overturned.

iv. The Judiciary Council will provide interpretation of the ASCC constitution and bylaws during the hearing.

v. The accused will be present at all impeachment hearings. He/she has the right to present his/her case against impeachment.

vi. Impeachment hearings will occur no later than two (2) weeks after the petition for impeachment and will be coordinated with the accused and the Judiciary Council. Failure to be present during the mutually agreed upon hearing time will result in immediate removal from office.

vii. Impeachment hearings will last no longer than two (2) meetings.

viii. Members of the ASCC will be permitted to attend impeachment hearings.

ix. The Dean of Students, the Carroll College Activities Director, and any other agent of the college deemed appropriate by the Judiciary Council will be permitted to attend impeachment hearings with the stipulation that they remain silent during the hearing.

C. Draft Amendments and Ratifications:

i. When deemed necessary, the Judiciary Council can draft and edit amendments and ratifications for the ASCC constitution and bylaws. These drafts will be moved to the ASCC Senate and will adhere to Article VIII.

Section IX: Duties of Justices

A. Duties:

i. Dismissal due to Misconduct: Any ASCC Justice who violates the Carroll College Student Code of Conduct, or the ASCC Constitution, shall be subject to impeachment proceedings. (Article III, Section IX, Clause E). Subsequent removal from the Senate results in the removal from the Judiciary Council.

ii. Justices will temporarily remove themselves from the Judiciary Council if he/she or others believe they have a conflict of interest.

iii. All ASCC Elections will be administered by the ASCC Judiciary council, with the assistance of the Carroll College activities director.

Section X: Duties of the Attorney General

A. Duties:

i. The Attorney General will be the official judicial representative of the ASCC.

ii. The Attorney General will speak on behalf of the Judiciary Council when addressing the ASCC Senate and ASCC Executive Council.

iii. The Attorney General will, to the best of his/her ability, remain impartial when speaking on behalf of the Judiciary Council.

iv. The Attorney General will temporarily remove themselves from the Judiciary Council if he/she or others believe they have a conflict of interest.

Section XI: ASCC Judiciary Council Meetings

A. Pro re nata Meetings:

i. The Judiciary Council will meet when deemed necessary by the ASCC Senate and ASCC Executive Council. The place and time will be determined by the Attorney General.

B. Impeachment Hearings:

i. Impeachment hearings will adhere to Article V, Section VIII, Clause B.

ii. During Pro re nata meetings, a simple majority of the voting Justices shall constitute a quorum. The Judiciary Council will be responsible for determining its own rules of operation. The Attorney General will present the interpretation of the constitution and bylaws or decision which is decided upon using a simple majority.

D. Attendance:

i. Attendance at all meetings of the Judiciary Council is mandatory of all members. Any member unable to attend a given meeting may obtain an excused absence from the Attorney

General. Any member who has two (2) unexcused absences during his/her term are subject to be removed from the Judiciary Council at the discretion of the Judiciary Council.

ii. The Executive Communications Officer of the ASCC shall record the minutes during all ASCC Judiciary Council meetings.

iii. At the discretion of the Judiciary Council, the Dean of Students, the Carroll College Student Activities Director, the Executive Vice President of the ASCC, and the Executive Treasurer of the ASCC may attend as non-voting observers.

E. Order of Business:

i. The order of business at Judiciary Council meetings will be the following: (1) Call to order, (2) Invocations, (3) Roll Call, (4) Correction and/or approval of the published minutes, (5) Unfinished Business, (6) New Business, (7) announcements, and (8) Adjournment. An agenda shall be provided by the Attorney General before the meeting.

F. Minutes:

i. All Judiciary Council meetings, administrative records, and minutes will be open to any member of the ASCC. The Office of the ASCC Executive Communications Officer shall be responsible to distribute such material.

Article VI: ASCC House of Representatives

Section I: Purpose

A. The House of Representatives exists so that the ASCC student government can communicate information to, and receive information from Carroll College Clubs. This two-way conversation helps Carroll's Clubs achieve their goals and share their ideas with one-another. This convening of clubs informs the Senate of how best to support these clubs.

Section II: Structure

A. The ASCC House of Representatives will be administered by the ASCC Executive Vice President.

B. The ASCC House of Representatives will consist of one member of each active club on campus, the ASCC Executive Vice President, and the Carroll College Activities Director.

C. The President of each club will be asked to serve in the House of Representatives. At the discretion of the ASCC Executive Vice President, another club leader may substitute for the Club President in the event that they cannot attend the House of Representatives meetings.

Section III: Meetings

A. The House of Representatives will be required to meet at least twice a year. Any additional meetings can be held at the discretion of the ASCC Executive Vice President.

I. Clubs may petition for additional meetings to the Executive Vice President

II. If more than 50% of clubs at Carroll College petition for an additional meeting, then the Executive Vice President is required to host additional meetings.

Section IV: Attendance

A. All club presidents are required to attend all ASCC House of Representatives Meetings. See Article VI, Section II, C.

B. If a club has two (2) or more unexcused absences from the House of Representatives meetings, regardless of when the absences occur, the ASCC Vice President will report the club to the ASCC Senate, who can vote to place sanctions on the club.

C. If a club has an unexcused absence, the meeting minutes must be shared with the club, and the club president must demonstrate comprehension of the minutes to the ASCC Executive Vice President. If they demonstrate comprehension, the unexcused absence can be changed to an excused absence.

Section V: Club Rules

A. To retain its status as a Carroll College club, all clubs must fully comply with the following rules. Failure to comply with the following rules shall be grounds for the Director of Student Activities and/or ASCC Senate to impose appropriate sanctions, up to and including revocation of club status. The ASCC student government and/or the Director of Student Activities may request Carroll College clubs to submit information demonstrating that a club is complying with the following rules.

1. All proposed club constitutions must be reviewed and approved by the Dean of Students and the ASCC Executive Vice President before a club may present itself for approval to the ASCC Senate.
2. In order to be a recognized club at Carroll College, the ASCC Senate must formally approve the club with a $\frac{2}{3}$ majority vote.
3. All Carroll College clubs must have at least 10 active members, who currently are students at Carroll College.
4. All aspects of the club must be run by current Carroll College students. Individuals who are not students at Carroll College may not join a club.
5. All clubs must have an adviser who is a current employee of Carroll College.
6. All club finances must be run through Carroll College club accounts only, which are set up and separately accounted for in the College's Business Office.
7. All clubs must follow Carroll College financial policies and procedures established and maintained by the Office of Finance & Administration and the Business Office.
8. All club travel must be approved in advance by the club adviser, and the Director of Student Activities.
9. All travel outside the country must be organized and approved in advance through the Artaza Center and in collaboration with the Vice President, Finance & Administration.

10. All on-campus club fundraising must be approved in advance by the Director of Student Activities.
11. All off-campus fundraising must be approved in advance by the Office of Institutional Advancement.
12. All money raised through club fundraising efforts must be deposited in Carroll College club accounts. This money may only be used for club purposes.
13. All club events must be approved two weeks in advance by filling out an [Event and Advertising Request Form](#). The Director of Student Activities will approve your event.
14. All advertisements that promote club events, activities, or agendas must be approved in advance by the Director of Student Activities. Once approved, clubs may promote their events at Carroll College, including on the master calendar, all student email, and campus digital screens.
15. Clubs must send a member to the Carroll College House of Representatives.
16. All club activities must support the Carroll College Mission Statement.
17. All club events should enhance or benefit a student's experience at Carroll College.
18. Carroll College clubs should not be self-serving, but instead should aim to serve others.
19. Recognized Student Clubs may receive support from the ASCC and Carroll College.
20. Clubs may receive funding from Carroll College to support club activities. This amount is determined on a yearly basis by the ASCC Senate.
21. Clubs may request additional funds from the ASCC, as needed, if additional funds are available to support club activities. Clubs must submit requests for additional funds to the ASCC Senate for approval.
22. Recognized clubs may be permitted to use Carroll College rooms, supplies, and facilities upon request and approval.
23. Recognized clubs may be permitted to advertise on campus, pending approval by the Carroll College public relations department.

Section VI: Powers

A. The House of Representatives can propose bills of legislation that will be sent to the senate for approval. The House of Representatives cannot propose amendments to the ASCC Constitution or ASCC Bylaws.

Section VII: Duties

A. Attend House of Representatives meetings

B. Demonstrate a clear understanding of Carroll College's Club Rules, outlined in Article VI, Section V.

Article VII: ASCC Adherence to the ASCC Constitution and the ASCC Bylaws

Section I: Adherence

A. Constitution Adherence

i. All agencies of the ASCC, including the ASCC Executive Council, the ASCC Senate, the House of Representatives, and the ASCC Judiciary Council must adhere to the ASCC Constitution.

B. ASCC Bylaws

i. All agencies of the ASCC, including the ASCC Executive Council, the ASCC Senate, the ASCC House of Representatives, and ASCC Chartered Clubs and Organizations must adhere to the ASCC Bylaws.

Article VIII: ASCC Amendments and Ratifications

Section I: Amendments

A. Constitution and Bylaw Amendments

- i. Any member of the ASCC Senate or Executive Council may recommend an amendment to the ASCC Constitution at any point during a senate meeting.
- ii. With a $\frac{2}{3}$ vote by the senate, the Judiciary Council will meet to draft a Bill of legislation regarding the amendment(s) recommended.
- iii. The Judiciary Council must approve a bill to amend the constitution with a simple majority before it is sent back to the senate for final approval. The senate will then vote on the Bill with a $\frac{2}{3}$ majority for approval.
- iv. The Constitution and Bylaws shall be reviewed every four (4) years by the Judiciary Council. The constitution was last reviewed March of 2021.

B. ASCC Bylaws Amendment

- i. The ASCC bylaws may be amended at either a regular or special meeting of the ASCC Senate. Proposed bylaw amendments endorsed with the signature of at least 20% of the ASCC membership may be presented to the ASCC Senate for final decision.
- ii. A two thirds (2/3) quorum of the ASCC Senate is required for bylaw amendment approval.
- iii. Copies of the revised bylaws shall be published and made available to the student Senate and ASCC membership within four (4) weeks of the bylaw amendment adoption.

Section II: Ratifications

A. This constitution shall replace all previous constitutions of this organization upon ratification by two thirds (2/3) quorum of the ASCC Senate and subsequent simple majority vote by the votes cast by the ASCC membership, provided that copies of this constitution have been available to members of the ASCC and provided that written publicity has been circulated among the ASCC for five (5) class days prior to the time of voting.

ASCC ByLaws

Updated April 2021

Article I: Definitions

Section 1: Definition of a Non-Traditional Student:

- A. Currently enrolled International students.
- B. Currently enrolled student over 21 years of age as of September 1 of the enrolling year, having no previous college experience, with the exception of courses taken as a nondegree seeking student at Carroll College.
- C. Current non-degree seeking student.
- D. Current enrolled veteran.
- E. Full time graduate level student that attend Carroll College

Section 2: Task Force and Committee Descriptions

- I. Carroll College Committees and task forces are different from ASCC committees and task forces.
- II. ASCC committees are continuous from one academic year to the next (E.g. ASCC Budget Committee, ASCC Public Relations Committee).
 - A. Anyone on the ASCC Senate or ASCC Executive council can propose the creation of an ASCC Committee, to be approved by the senate with a (%) majority vote. ASCC Committees can be created at the discretion of the executive council.
 - B. Committees may be abolished with a (%) senate vote.
- III. ASCC task forces are temporary and mission oriented groups. Task forces are created to solve particular problems, which when completed, will result in the task force being absolved.
 - A. Anyone on the ASCC Senate or ASCC Executive council can propose the creation of a task force, to be approved by the senate with a (%) majority vote. ASCC task forces can be created at the discretion of the executive council.
 - B. Task force membership is open to all members of the ASCC student body.
 - C. The senate can vote to absolve a task force with a % majority vote.
- IV. Carroll College Committee and task force appointments will be administered by the ASCC Executive President, outlined in Article IV, Section 9, ii. The President will ensure that all available positions for students are filled.
 - A. Carroll College committees and task forces consist of a variety of individuals including students, staff, faculty and administrators.
 - B. In the event that no ASCC senator or Executive team member volunteers to participate in a Carroll College Committee or Task Force, the ASCC President may appoint members of the student body to these positions.

Article II: ASCC Elections

Section I: Senator Elections:

- A. Senators for the upcoming academic year, excluding Non-Traditional and Freshman classes, will be held after Executive Officer elections and in the spring and before graduation.
- B. Senate elections for the Freshman and Non-Traditional classes will be held before the first ASCC Senate meeting in the fall semester.
- C. All results are based off of a first-past-the-poll system.
- D. The same person shall not hold more than one (1) elected office simultaneously, nor can one person run for more than one (1) executive officer position during an election.

Executive Officer Elections:

- A. Shall be administered in the spring on a date which is at the discretion of the Executive Council and the ASCC Senate.

Section II. Judiciary Council Nominations:

- A. Judiciary Council elections will be held at the first fall meeting of the ASCC Senate.
- B. Nominations will come from the respective class at the first fall ASCC Senate Meeting.
- C. Nominees will be confirmed at the meeting by a simple majority vote of Senators present.

Section III. Election Rules & Regulations:

- A. ASCC Executive Officer candidates and ASCC Senator candidates will submit an application (to the ASCC Director of Communications) that is determined by the ASCC Executive Council.
- B. The rules and dates listed on the candidate application forms are resolute and final.
- C. Executive Officer candidates may spend up to \$200 of personal funds for campaign efforts, including donations. All campaigning materials must be approved by the Carroll Student Activities Director prior to their publication or distribution on the Carroll Campus. Receipts must be provided to the Student Activities Director.
 - i) Campaign materials include student emails and official Carroll College social media groups. D. Candidates may not run on a dual ballot.
- D. Candidates may hold individual, campaign events for which Carroll College may provide equipment and space (if available). Carroll College will not provide labor services for event setup, takedown, advertising, or for running any equipment.
 - i) Any event of this nature must be held at least 24 hours in advance of the opening of the polls.
- E. Campaign materials are allowed to remain in their approved locations (See Student Activities Director) throughout the entirety of the elections.

F. Candidates are not permitted to loiter in the polling room during Election Day. In the event that a candidate must pass through the polling room, they may do so without addressing the polling station and moving directly toward their destination outside of the room. If the event arises that a candidate must speak to an election worker, the candidate may approach the table, but must subsequently leave the vicinity of the table to discuss any election question.

G. Senator candidates may spend up to \$100 of personal funds for campaign efforts, including donations. All campaigning materials must be approved by the Carroll Student Activities Director prior to their publication or distribution on the Carroll Campus.

H. Campaigns may not use slander or libel towards other candidates.

I. No bribery. If an instance arises, the situation will be handled by the Judiciary Council.

J. In the case of non-approved election materials being in campaign areas: A warning will be issued for a first time offense. Second time violations after the warning are subject to disqualification for candidacy.

K. The ASCC Judiciary Council will administer and proctor elections with the help of the ASCC Executive Treasurer (financial matters) and the ASCC Executive Director of Communications (election poll).

L. The following individuals will have access to live data for polling unless running for a position: the Assistant Dean of Students, the Dean of Students, and the Student Activities Director, and the Carroll College Web Manager.

M. At each voting table, a collection of submitted application profile pictures, and a bio of each candidate will be present. For online voting, the same rules apply.

N. The Attorney General will inform the election booth volunteers of the expectations placed upon them when working the polls. The expectation being that workers will be impartial to how people vote.

O. The morning following an election, a recount will occur with the Carroll College Web Manager before any results are released to the candidates and student population.

P. Any infractions to the rules and regulations for elections will be handled by the ASCC Judiciary Council for final decision. Violations of these rules may result in penalties of up to 10% of votes received for the individual candidate for each of the above classifications of violation, at the discretion of the Judiciary Council.

Q. Any election grievance must be filed within 7 days to the ASCC Communications Officer.

R. At the discretion of the ASCC Officers, the Presidential Debate will be posted to Carroll's Student government webpage the Monday of the officer elections week.

S. Full time employees of Carroll College may not run for any positions on the ASCC Senate or the ASCC Executive Council.

Oath of Office:

A. Oath of Office

Do you agree to the following statement?

As a new member of the Associated Students of Carroll College student government,

I hereby declare my commitment to serve the students of Carroll College.

I enter this office freely, and I embrace its commitment to truth, scholarship, freedom, and human dignity.

I acknowledge that today I become an important part of the history and traditions of Carroll College.

I will respect and support the Mission Statement of Carroll College and will represent the Carroll students

to the best of my ability.

I do hereby pledge myself to the Associated Students of Carroll College, to act at all times in the best

interest of the student body, to support the constitution of the ASCC,

and to do nothing which shall be in violation of the trust given to me in the office I hold.

Do you accept the responsibilities within this statement?

Answer " I DO"

Article III: ASCC Bills of Legislature

Bill of Legislature:

A. Bills of Legislature are official matters that are brought to the ASCC Senate for final decision. B. Bills of Legislature can originate from ASCC Senators or the ASCC Executive Officers.

Article IV: ASCC Fiscal Policy

ASCC Fiscal Policy

A. The ASCC Fiscal Policy is a bylaw that is determined by the ASCC Executive Treasurer and the ASCC Senate Finance & Budget Committee.

B. The ASCC Fiscal Policy is written as a separate document for ease of reference. C. The ASCC Fiscal Policy will be on file with the ASCC Executive Treasurer.

Article V: Club Funding Options

ASCC clubs will be given an initial operating budget of \$400 per year.

Section 1: Process of Funding Requests

i. The Budget Committee shall be in charge of handling all club finding requests. Any request over \$100 for any event or club shall be debated and voted in the Senate Meeting.

a. It is at the discretion of the ASCC Senate for what the appropriated funding shall be.

ii. The ASCC Treasurer will notify the club of the approved amount and stipulations that may apply.

iii. Only clubs recognized by Carroll College are eligible for ASCC Funding Requests.

Section 2: Post-funding Procedures

i. All Requestors must submit the appropriate forms within thirty days of an event to receive funding.

ii. All requestor decisions are final.

Section 3: Funding Stipulations

i. Funds must be spent in a way for which the student body or the community may benefit and they must follow the Funding Guidelines.

a. Any funds not spent in appropriate ways will result in a decrease in funding for the following year.