

# Associated Students of Hartnell College Constitution



## PREAMBLE

We, the Students of Hartnell College, adopt this Constitution as the Structure in which the voice of the Students must be carried and represented on campus, off campus, and throughout Shared Governance at the college, regional, state, and federal levels, and that through this voice, Students must:

- I. Have access to programs, services, and facilities that will support them in their academic pursuits and development as able citizens and future leaders,
- II. Have access to educational and multicultural activities and events,
- III. Have their rights and responsibilities as students protected.

## ARTICLE I

### Name, Color, Insignia, & Emblem

**Section I.** The name of this organization must be the Associated Students of Hartnell College (hereinafter referred to as the ASHC).

**Section II.** The colors of the ASHC must be maroon and gold.

**Section III.** The official insignia of the ASHC will be the following:



## ARTICLE II

### Membership

**Section I.** All current registered Hartnell College Students must be represented by Officers of the ASHC. An Officer of the ASHC must be elected in General Election by currently registered Hartnell College Students, or have been appointed by the approval of the ASHC while adhering to all Hartnell College Board of Trustee Policies and Administrative Procedures.

- All Officers are required to attend all ASHC meetings.
- All Officers are required to participate in at minimum 3 events per semester coordinated by the ASHC and lead or co-lead at least 1 event per semester in activities coordinated by the ASHC
- All Officers are required to represent Students on Shared Governance Councils/ Committees (schedule permitting).
- All Officers are required to submit a monthly written report to the ASHC Advisor for informational purposes.
- All Officers are voting members.
- All Officers are responsible for office hours.

**Section II.** All current registered Hartnell College Students must comprise the Student Body and hold equal voting rights in ASHC Elections.

## ARTICLE III

### Jurisdiction

**Section I.** The ASHC must consist of an Executive Branch and a Legislative Branch.

**Section II.** A term of an ASHC Officer begins when the Student is sworn into the position and concludes at the end of the last regularly scheduled meeting of the Spring Semester.

## ARTICLE IV

### Executive Branch

**Section I.** The functions of the Executive Branch are:

1. To administer the affairs of the ASHC.
2. To enforce the provisions of the ASHC Constitution and ASHC Rules and Procedures.
3. To coordinate and implement a leadership program and workshops or training for incoming Officers and currently serving Officers throughout their term.

**Section II.** The Executive Branch shall consist of four positions:

1. President
2. Vice President
3. Treasurer
4. Secretary

**Section III.** In the case of the removal of the President from Office, or their resignation, or inability to perform the duties and responsibilities, the Vice President will succeed the President.

1. Upon succession of the President, the ASHC must appoint a new Vice President .  
~~During the first meeting they will lead and succeed the President. the first meeting he or she acts as President. ¶~~

### Section IV. Prerequisites for Executive Positions:

1. A candidate for President must have completed 24 academic units at Hartnell College.
2. A candidate for Vice President, Treasurer, or Secretary must have completed 12 academic units at Hartnell College.
3. ~~Must~~ Shall have served on the ASHC for at least one full semester or at least one full term as a Club Officer of a Hartnell College Club. (A term is defined as an entire academic year)

4. An Officer must serve for no more than two terms in the Executive Branch.

## **Section V. Duties of Executive Branch Officers**

### **President**

~~(\$2,000)~~ (\$1,000 Stipend per term)

1. ~~Must Shall~~ attend all Board of Trustee Meetings.
  - a. ~~Must Shall~~ appoint an alternate in the case of the President's absence at the Board of Trustee Meeting.
  - b. If neither the President nor the appointed alternate is able to attend the meeting, the Student Trustee will report on behalf of the ASHC.
2. ~~Must Shall~~ represent Students on the College Planning Council.
3. ~~Shall serve on the ASHC Finance Committee.¶~~
4. ~~Must Shall~~ propose to the ASHC appointments of Senators, Directors, Committee Chairs, Shared Governance Representatives, and other officers as deemed necessary outside of regular elections.
5. ~~Shall be responsible for the administration of the ASHC web page on the Hartnell Web Site.¶~~
6. ~~Must Shall~~ be ex-officio Officer of all ASHC committees.
7. ~~Must Shall~~ enforce all actions taken by the ASHC, including the coordination of the ASHC Committees.
8. ~~Must Shall~~ have the authority to appoint ad hoc or special committees as needed or requested by the ASHC.

### **Vice-President**

(\$900 Stipend per term)

1. Must perform the duties of the President ~~in the absence of~~ ~~in his or her absence.~~
2. ~~Must Shall~~ succeed the President position if the President resigns or is removed.

~~If there is no Vice President, the position will be appointed by the ASHC.~~
3. ~~Must Shall~~ plan, coordinate, and implement a leadership program and workshops or training for incoming and currently serving Officers throughout a term.
4. ~~Must serve on the ASHC Finance Committee.¶~~
5. ~~Must Shall~~ coordinate the election process: ~~(if they are not returning).~~
6. ~~Must Shall~~ have the authority to appoint ad hoc or special committees as needed or requested by the ASHC.
7. ~~Must Shall~~ manage the recruitment and appointment of student representatives on all shared governance councils/committees.

## **Treasurer**

(~~\$1,600~~~~\$800~~ Stipend per term)

1. ~~Must~~ ~~Shall~~ maintain ASHC and ICC budget oversight and management.
2. ~~Must~~ ~~Shall~~ assume responsibility for coordination, preparation, and presentation of the annual budget to the ASHC. Additionally, they must revise and report any major changes throughout the term
3. Shall serve on the ASHC Finance Committee.

## **Secretary**

(~~\$1,600~~~~\$800~~ Stipend per term)

1. ~~Must~~ ~~Shall~~ keep a permanent record of all ASHC Business including records of the resolutions and Rules and Regulations passed by the ASHC.
2. ~~Must~~ ~~Shall~~ publish agendas and minutes for all ASHC meetings.  
~~-If the Secretary does not comply with this requirement, they may be removed from ASHC at any given moment.~~
3. ~~Must~~ ~~Shall~~ prepare and manage forms, policies, contracts, schedules, charts, and letters concerning ASHC business.

## **Article V**

### **Legislative Branch**

**Section I.** The functions of the Legislative Branch are:

1. To adopt measures necessary to serve the interests of the ASHC and the Student Body.
2. To create, implement, and promote programs, services, and activities that will support Student engagement and Student success at Hartnell College.

**Section II.** The Legislative Branch must consist of up to 11 Officers.

- Director of Public Relations
- Director of Inter-Club Council
- Director of Programs & Services
- 8 Total Senators (~~4~~~~5~~-At Large, 1 South County, 1 North County, 1 Alisal, 1 Evening/Weekend/Online) •

**Section III.** Prerequisites

#### **1. Directors**

- a. Must have completed 12 academic units at Hartnell College prior to taking

office.

- b. Must have served a full semester prior in student government with positive annotations; the annotations will be noted by advisors in a yearly evaluation

## **2. Senators**

- a. Must be enrolled in at least 9 units at Hartnell College by the time of taking office.
- b. Must be in good academic standing by time of taking office. Good academic standing is that of a 2.5 GPA and above (student may be re-considered only if they can commit to submitting progress reports on a monthly basis)

## **Section IV. Duties of Officers of the Legislative Branch:**

### **Director of Public Relations**

(~~\$1,600~~~~\$800~~ Stipend per term)

1. Must ~~Shall~~ be responsible for press relations regarding approved ASHC Business.
2. Must ~~Shall~~ act as liaison between the ASHC and the College media for distribution of information to the students.
3. Must ~~Shall~~ handle all information distributed to the Student Body, including ICC events.
4. Must coordinate and be responsible for timely publication of the ASHC newsletter
5. Must assist in all marketing efforts with any event directly associated with ASHC

### **Director of Inter-Club Council (ICC)**

(~~\$1,600~~~~\$800~~ Stipend per term)

1. Must ~~Shall~~ coordinate and direct the ICC.
2. Must ~~Shall~~ chair Inter-Club Council (ICC) meetings.
  - a. Required to appoint an ASHC Officer as Vice Chair.
3. Must ~~Shall~~ publish agendas and minutes for all ~~ICC ASHC~~ meetings.
4. Must ~~Shall~~ be responsible for coordinating Club promotion and recruitment, Club Days, and Club Community Service Projects.
5. Must coordinate and implement a club and/or club leadership orientation

### **Director of Programs & Services**

(~~\$1,600~~~~\$800~~ Stipend per term)

1. Must ~~Shall~~ organize, coordinate, and expand all approved ASHC programs and services.

2. ~~Must~~ ~~shall~~ maintain and expand the ID card program.
3. ~~Must~~ ~~shall~~ perform an audit of each program every semester.
4. ~~Must~~ ~~coordinate the Monterey Bay Aquarium program~~
5. ~~Must~~ ~~coordinate and implement a leadership program and workshops for the student body~~

## **Senators**

(\$~~800~~~~400~~ Stipend per term)

1. ~~Must~~ ~~shall~~ ensure the full representation of Students from all Hartnell College sites in the ASHC.
2. ~~Must~~ ~~shall~~ complete specific duties designated by the ASHC.
3. ~~Must~~ ~~shall~~ serve on ASHC committees and Hartnell College Shared Governance Councils and committees.

## **ARTICLE VI**

### **Removal and Vacancies**

#### **Section I. Removal**

1. An Officer is subject to removal from the ASHC for one or more of the following:
  - a. Fails to maintain the requirements throughout a term.
  - b. Fails to abide by the Student Code of Conduct and the ASHC Governing Documents.
  - c. Fails to perform ~~their~~ ~~his or her~~ duties in the position ~~they hold~~ ~~he or she holds~~.
  - d. Fails to uphold a safe, professional, and inclusive work environment for ASHC Officers and Hartnell College Students.
2. Removal of any Officer of the ASHC must be called for by the Advisor of the ASHC or a two-thirds vote of the ASHC.
  - a. The Officer must have the opportunity to speak on ~~their~~ ~~his or her~~ own behalf.
  - b. A signed statement by the Advisor of the ASHC or a two-thirds vote of the ASHC must be required to remove that Officer from the ASHC.
3. The removal of an Officer is effective immediately and indefinitely.
  - a. A removed officer will not be accepted to run or to be appointed for a future position on the ASHC.
  - b. The signed statement or the minutes in which the removal took effect will be kept to reflect the action.

## **Section II. Vacancies**

1. Vacancies may be filled by a special election or by appointment, with a majority vote by the ASHC.
  - a. At the beginning of the Fall semester, an Appointment Committee must be formed by the second regular meeting if there are any vacancies.
  - b. The Appointment Committee will interview applicants and provide recommendations to the ASHC.

## **Article VII**

### **Attendance**

#### **Section I. Meetings**

1. ASHC meetings will operate in accordance with the Brown Act and current Robert's Rules of Order : all officers new and returning will attend onboarding orientation
2. A majority of current ASHC Officer's must constitute a quorum.
3. The Chair must be appointed by the ASHC at the first meeting of a term.
  - a. A Vice Chair must be appointed to succeed the Chair in ~~their his or her~~ absence.
4. Officers of the ASHC are required to attend all ASHC meetings.
5. Officers shall be removed from their position after the fourth unexcused absence during a term.
  - a. Excused absences will be determined by the ASHC Advisor within a timely manner.
  - b. Removal will take place the proceeding regularly scheduled ASHC meeting.

C. For an absence to be excused, this must be communicated to the ASHC advisor(s) and the President and/or Vice-President
6. Officers must be present within ten minutes after the Call to Order at the meeting to be considered present.

## **ARTICLE VIII**

### **Amendments**

#### **Section I. Constitutional Amendments** coordinate and implement a leadership program and workshops or training for

1. The ASHC Constitution Committee may propose amendments to the current ASHC



Constitution.

- a. The ASHC must approve amendments by a consensus vote.
- b. The approved amended Constitution must be approved by the Hartnell College Board of Trustees for adoption.
- c. The amended Constitution is effective immediately
- d. A maximum of one (1) change of term may be proposed and approved

This constitution will come into effect once both The Board of Trustees and ASHC approve the revised ASHC Constitution

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**NOTICE IS HEREBY GIVEN:**  
ASHC approval on March 17, 2025

<b>4.03 ASHC Constitution Revision</b>	<b>Senator Merino</b>	<b>Discussion/Action</b>
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This item is to discuss and/or approve the revisions of the ASHC Constitution to be put into effect as soon as possible.

1st motion: Mauricio Ramirez

2nd motion: Emily Cruz

In house vote: 11 votes (yes), 1 vote (no)

**President** Zoe Cruz -YES  
**Vice President** Gladys Cabrera -YES  
**Secretary** Marissa Avelar -YES  
**Treasurer** Alan Barron -YES  
**Director ICC** Christopher Rodriguez -YES  
**Director P/R** Joshua Betts -YES  
**Senator Alisal Campus** Emily Cruz -YES  
**Senator South County** Omar Campos -NO  
**Senator-At-Large** Lizbeth Merino -YES  
**Senator-At-Large** Sebastian Jalomo -YES  
**Senator-At-Large** Mauricio Ramirez -YES  
**Senator-At-Large** Vicente Reynoso -YES

**Advisor:** Jane Hernandez

**Advisor:** Melvin Jimenez

**Board Approval:** Pending