

# Constitution of the Associated Students of Matanuska- Susitna College

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**Preamble**

We, the members of the Associated Students of Matanuska Susitna College, University of Alaska, Anchorage, in order to represent student interests, needs, and welfare within the college community; to supplement and complement education on the Matanuska-Susitna College Campus; to provide for the expression of student opinion and interest to the community at large; to protect the rights of the students herein stated; and to promote an understanding of the concept of self-governance, do affirm and establish this Constitution of the Associated Students of Matanuska-Susitna College.

**Article One**

*Establishment*

**Section One**

*Name*

This organization will be known as the Associated Students of Matanuska-Susitna College, hereinafter referred to as the ASMSC and will be recognized by the Board of Regents as the sole official representative of the students of Matanuska-Susitna College for purposes set forth in this Constitution.

**Section Two**

*Purpose*

The purpose of the ASMSC will be to:

Clause One: Broaden the educational perspective of students by instituting a structure of self-governance.

Clause Two: Promote the educational needs, general welfare, and rights of the students.

Clause Three: Provide an avenue for students to express their ideas for enhancing the quality of their educational experience through expedited communications among students, faculty, staff, and administration.

Clause Four: Recommend policy and procedure improvements concerning student life to MSC administration.

Clause Five: Serve all students equally, in accordance with Board of Regents Policy, federal and state law without regard to race, religion, national origin, sex, sexual orientation, age, veteran status, physical or mental abilities, pregnancy, or parenthood.

**Article Two**

*Governance*

**Section One**

*Membership*

All full-time and part-time Matanuska-Susitna College students who pay the prescribed Student Government fee will be members of ASMSC with all rights, privileges, and responsibilities in any activity to which the authority of this constitution extends.

**Section Two**

*Student Government Fee*

Clause One: ASMSC has the authority to establish and allocate a student government fee in accordance with Regents Policy P09.07.050.G.

Clause Two: This fee or any designated portion thereof will not be changed except by successful passage of a student referendum or initiative pursuant to Article Six of this Constitution.

**Section Three**

*Student Government*

Clause One: The governing body of ASMSC will consist of a Legislative Branch and an Executive Branch.

**Article Three**

*Legislative Branch*

**Section One**

*Legislative Council*

- Clause One: The voting members of ASMSC, hereinafter referred to as the Council, will have vested in it all legislative powers of ASMSC subject to all the provisions hereinafter enumerated. Each member of the Council will have one (1) vote.
- Clause Two: The Council will consist of a single chamber made up of up to ten (10) senators, elected at large by the students and one representative from each officially recognized club selected by the club's members.
- Clause Three: A member of the Council may serve as both Senator and Club Representative for the purposes of quorum and discussion of Council business. A single person may also serve as the representative for more than one club provided that that person is a member of both clubs. However, any person serving in either capacity may have only one vote on anything brought before the Council. Any club who selects a representative who is already serving as a voting member of the Council surrenders their right to vote on matters brought before the Council.
- Clause Four: The Secretary/Treasurer may serve as Club Representative with voting rights.
- Clause Five: The President or Vice President may serve as a Club Representative. They will be able to serve for the purpose of quorum and discussion, but they are not entitled to voting rights except under Clause Six of this section.
- Clause Six: The President and Vice President shall have voting rights on all council votes if the Legislative Council has fewer than three (3) voting members present at a meeting.

**Section Two**

*Duties of Senators*

- Clause One: Senators initiate and act upon legislation on behalf of the membership of ASMSC.
- Clause Two: Senators shall assist in the planning and implantation of student forums as necessary to support the mission of ASMSC.
- Clause Three: Each Senator must serve on one (1) board or committee as appointed by the President.
- Clause Four: Each Senator is required to serve at least two hours of office time in the Council office or conducting ASMSC business each week that classes are in session.

**Section Three**

*Duties of Club Representatives*

- Clause One: Representatives will attend Council meetings.
- Clause Two: Representatives will keep the Council informed of club activities and act as Liaison between their club and the Council and other clubs.

**Article Four**

*Executive Branch*

**Section One**

*Executives*

- Clause One: There will be a President and Vice-President elected at large by the members of ASMSC in the spring semester.
- Clause Two: There will be one Secretary/Treasurer. This position shall be filled by a Student worker.

## Section Two

### *Duties of the President*

The President of ASMSC will:

Clause One: Call and preside over all ASMSC and Council meetings.

Clause Two: Act as the official spokesperson and have signature authority for ASMSC.

Clause Three: Exercise the option to veto Council legislation in writing within six (6) days after receiving an engrossed and enrolled copy. On the seventh (7) day, if not vetoed, the legislation will go into effect. The council may override the veto by two-thirds (2/3) vote by the second (2) meeting of the council following a veto from the President.

Clause Four: Appoint senators to serve on boards and ad-hoc committees, fill vacancies as necessary by appointment, and will have the power to rescind such appointments subject to a two-thirds (2/3) vote of the Council.

Clause Five: Work with and train the President-elect for the time between certification of the election and installation of the new President to ensure continuity.

Clause Six: Be an ex-officio member of all committees of the ASMSC.

Clause Seven: Have authority to vote in the occurrence of a tie during meetings upon the absence of the Vice President. The President only has the right to vote on all matters before the Legislative Council if Article Three, Section One, Clause Six is in effect.

Clause Eight: Have the authority to co-sign requisitions for the ASMSC in all financial matters. The other cosigners shall be either the Secretary/Treasurer or Vice President.

Clause Nine: Have the authority to bring motions to the floor.

Clause Ten: Call the first meeting of the Council to order by the end of the second week of the fall semester of each academic year.

### **Section Three**

#### *Duties of the Vice President*

The Vice President of ASMSC will:

- Clause One: Attend all meetings of the Council and may only vote in the case of a tie except under Article Three, Section One, Clause Six.
- Clause Two: Work with the Council and its committees to ensure that ASMSC events and programs are successful.
- Clause Three: Be an ex-officio member of all committees of the Council.
- Clause Four: Develop the leadership potential of Council members by providing assistance and guidance.
- Clause Five: Become President upon the resignation, impeachment, recall, or incapacity of the President to fulfill the remainder of the term of office. In addition, the Vice President will perform the duties of the President in the temporary absence or inability of the President.
- Clause Six: Have the authority to co-sign requisitions for the ASMSC in all financial matters. The other cosigner shall be either the Secretary/Treasurer or President.
- Clause Seven: Have the authority to bring motions to the floor.

### **Section Four**

#### *Duties of the Secretary/Treasurer*

The Secretary/Treasurer of ASMSC will:

- Clause One: Assist the President in achieving the objectives of ASMSC and the Council.
- Clause Two: Expedite general staff work and correspondence of the Council. Work with committees in order to ensure that proper college policy procedure is followed.
- Clause Three: Provide copies of the agenda for all Council meetings and make the agendas available online.



Clause Four: Transcribe Council meeting minutes and provide copies at the next meeting. Make minutes available online, keeping accurate record of the members in attendance at the meetings.

Clause Five: Keep accurate records of committee assignments and meeting times.

Clause Six: Research (in conjunction with the Advisor) and report to the President those candidates who are eligible to obtain or retain a Council seat as specified in this Constitution.

Clause Seven: Oversee all financial affairs of the ASMSC Student Government Council.

Clause Eight: Coordinate all travel done by Council Officers, and Executive Officers on official ASMSC business.

Clause Nine: Account for financial charges incurred between meetings and report these changes to the President at each meeting.

Clause Ten: Have the authority to co-sign requisitions for ASMSC in all financial matters. The other cosigner shall be either the President or Vice-President.

### **Article Five**

#### *Qualifications for Office*

Clause One: All Student Government members and candidates must be members of ASMSC, maintain a cumulative University of Alaska G.P.A of 2.5 (on a 4.0 scale), complete at least three (3) credit hours of Matanuska-Susitna College courses per semester, and be in good disciplinary standing with the College. Students who wish to serve as members of Student Government who do not have an established University of Alaska G.P.A are eligible for office.

Clause Two: Failure to maintain a 2.5 on a 4.0 scale while in office will result in an academic review. This review may result in either of the following:

1. Dismissal from the Council.
2. Academic probation, defined as the entrance into an academic performance agreement with the ASMSC advisor within five (5) working days after the academic review.

Clause Three: Any member of the Legislative or Executive branches whose cumulative G.P.A falls below 2.0 will not be eligible for probation. Upon confirmation of grade deficiency, notification will be given to the Council member by the ASMSC Advisor, and the Council member will be immediately dismissed from the Council.

Clause Four: Council members with an established G.P.A. can be granted only one (1) probationary period limited to one (1) semester.

### **Article Six**

#### *Referenda, Initiatives, and Amendments*

Clause One: The Council, by two-thirds (2/3) majority vote of its membership, may send any question or constitutional amendment to a student referendum for final approval.

Clause Two: A student initiative may be called on any question or constitutional amendment by petition of five percent (5%) of the membership of ASMSC.

Clause Three: All referenda, initiatives, and constitutional amendments will be conducted under the sponsorship of the Election Board.

Clause Four: The council shall not send any question of constitutional amendment to a student referendum without giving the campus community thirty (30) calendar days public notice.

**Article Seven**

*Elections*

**Section One**

*Election Board*

- Clause One: The board shall consist of at least 3 members, one of whom shall be a Matanuska-Susitna College administrative, faculty, or staff member, and one of whom shall be the Student Government Secretary/Treasurer, and one of whom shall be a student at large. Students serving on the Election Board must meet the qualifications presented in Article Five of this constitution.
- Clause Two: Members are appointed by the President with concurrence of two-thirds (2/3) of the Council and serve for the academic year.
- Clause Three: The Board shall prepare for, oversee, and certify ASMSC elections.
- Clause Four: Members may not stand as a candidate for President, Vice President, or Senator while serving on the Board and must resign their position before doing so. Currently serving Presidents, Vice Presidents, and Senators may serve on the Election Board if not running for reelection.
- Clause Five: The Secretary/Treasurer shall act as chair. If the Secretary/Treasurer resigns or the position is vacant, the members of the Board shall select a new Chair.

**Section Two**

*Process*

- Clause One: The President, Vice President, and up to ten (10) at-large Senators will be elected during the spring semester to serve for the following academic year. Senators will be seated in the order of the number of votes received.
- Clause Two: Terms of all elected Student Government offices are for one academic year. Terms of office begin on May 15 and run through May 14th of the following year.

Clause Three: No student's name may appear on a ballot as a candidate for more than one position.

Clause Four: No student may hold more than one (1) elected Student Government position at any time.

Clause Five: No student running for an elected position may be appointed to the Election Board.

Clause Six: Matanuska-Susitna College staff and faculty are strictly prohibited from running for office.

Clause Seven: No student shall serve as President and/or Vice President for more than four (4) terms.

### **Section Three**

#### *Run-offs*

Clause One: If there are six (6) or more candidates for President or Vice President, there shall be a run-off election within two weeks among the top three candidates, unless one candidate wins at least forty-five percent (45%) of the votes cast for that office.

Clause Two: If a tie exists between two or more candidates after a run off election, the winner will be decided by a majority vote of the Council.

Clause Three: Ties between the candidates for senator receiving the lowest number of votes for an open position will be decided by the Council as stated in the bylaws.

### **Article Eight**

#### *Vacancies*

### **Section One**

#### *Executive Branch*

Clause One: The Vice President shall become President if the office becomes vacant.

Clause Two: In the event of a declared vacancy of the Vice Presidency, the President will select a new Vice President subject to confirmation by a majority vote of the Council.

Clause Three: Appointments to the Vice Presidency shall not be counted toward the term limit for the offices of President and Vice President if made after week eight of the Spring semester.

Clause Four: A vacancy in the position of Secretary/Treasurer shall be filled according to the process for hiring a student worker at Matanuska-Susitna College.

## **Section Two**

### *Legislative Branch*

Clause One: Clubs are responsible for appointing a member to serve as their club representative, and one member as their alternate club representative.

Clause Two: Any member of ASMSC who meets the constitutional qualifications for office outlined in Article Five, Clause One and attends three official Council meetings can be considered as a candidate for the position of Senator if there is a vacancy.

Clause Three: The ASMSC Advisor will verify the eligibility of petitioners to hold office.

Clause Four: The Council will elect a candidate by majority vote to fill the vacancy by the second Council meeting following certification of candidacy.

Clause Five: Persons filling vacancies will serve for the remainder of the academic year.

**Article Nine**

*Impeachment*

**Section One**

*Process*

- Clause One: Charges of impeachment may be brought against any elected or appointed Student Government official for malfeasance, nonfeasance and/or misfeasance.
- Clause Two: Impeachment proceedings may be brought by any member of ASMSC by means of petition outlining the specific grievances and signed by at least five percent (5%) of the ASMSC membership.
- Clause Three: Impeachment proceedings may be brought by a petition outlining grievances signed by two-thirds (2/3) of the Council detailing a continued violation of the ethics set forth in this Constitution.

**Section Two**

*Proceedings*

- Clause One: A petition for impeachment must be presented to the Council by the Rules Committee. Validation or dismissal of the petition will take place by the next regularly scheduled Council meeting following its receipt, and an executive session will be added to the agenda for the meeting to hear the reasons for impeachment as stated in the petition.
- Clause Two: Upon validation, the Rules Committee will notify the official of suspension from service or duties related to the office until judgement is rendered.
- Clause Three: A public hearing with prior notice will begin no later than seven (7) days after validation of the verified petition by the Assembly. If the seventh day falls on a day when classes are not in session, then the hearing will be held during the next week in which they are. This can also be done in executive session, provided that the person may request a public discussion.
- Clause Four: The Rules Committee will conduct all impeachment hearings during which it will receive testimony from all interested parties.

Clause Five: Within seven (7) days of the conclusion of the hearings, the Rules Committee must submit to the Assembly, in writing, their findings, majority and minority opinions, and the recommendation of the committee. If the impeachment charges are sustained by a three-fourths (3/4) vote of the Council after the Rules Committee has reported its findings, said individual's office will be terminated immediately.

## **Article Ten**

### *Service Awards*

#### **Section One**

##### *Purpose*

With the time, attention, energy, and creativity of Council members being essential to accomplishing ASMSC objectives, ASMSC shall compensate its elected officers through service awards.

#### **Section Two**

##### *Executive Service Awards*

Clause One: The President and Vice President shall receive a service award for their year in office which will be disbursed at the end of the fall and spring semesters.

Clause Two: The President will receive an award equivalent to twelve (12) credit hours each semester, and the Vice President will receive an award equivalent to nine (9) credit hours each semester unless modified according to Clause Three of this section.

Clause Three: Any reduction of a service award must be upon a seventy-five percent (75%) super majority vote of the Council. The Council will be in executive session while service awards are discussed.

Clause Four: The President and Vice President can refuse to accept all or part of the service award.

Clause Five: A President and Vice President who resigns before the 14<sup>th</sup> week of the semester or is removed from office through the impeachment process will not receive a service award for that semester.

**Section Three**

*Senator Service Awards*

Clause One: Any senators that show outstanding performance for the community of MSC, can receive a service award not to exceed fifty dollars (\$50) at the end of the fall and spring semesters.

Clause Two: Service awards for Senators, if any, will be determined by the President in consultation with the Vice President and Secretary/Treasurer.

Clause Three: Senators may refuse to accept all or partial of the service award.

**Article Eleven**

*Rules of Order*

**Section One**

*Guidelines*

The latest edition of Robert's Rules of Order will provide the guidelines for all proceedings of all branches of Student Government unless otherwise specified in this Constitution, Bylaws, or Standing Rules.

**Section Two**

*Bylaws*

Bylaws, Standing Rules, and amendments thereto, must be approved by two-thirds (2/3) vote of the Council.



**Article Twelve**

*Ethics*

**Section One**

*Purpose*

The members of Student Government are a reflection of the student body they represent, and are leaders and role models for their peers. The Council has an obligation to address the behavior of any member who fails to live up to the Student Code of Conduct found in the most recent edition of the University of Alaska Anchorage Student Handbook and impose an appropriate response up to and including the removal of said student from Student Government via the impeachment process.

**Section Two**

*Guidelines*

Clause One: Student representatives, when attending any ASMSC meetings are expected to conduct business on the behalf of the student body, not for their own personal agenda.

Clause Two: While conducting assembly business the use of alcohol, cannabis, and/or illegal substances will not be tolerated. ASMSC members found to be under the influence of such at meetings will be immediately removed from the meeting and may be subject to further disciplinary action.

Clause Three: Members of Student Government will not accept nor solicit personal gifts or donations from any club, campus group, outside interests, or individuals, which could reasonably be inferred to influence that person in a way detrimental to the image or policies of Student Government. Any offers of gifts will be reported by the member to the Council.

Clause Four: Elected or appointed members of Student Government may not be employed underneath the direct supervision of Student Government to avoid personal conflicts of interests.

Clause Five: Student representatives will refrain from using language, which is derogatory to an individual's or group's ethnic or racial background, nationality, religious beliefs, sex, sexual orientation, lifestyle or physical differences.

Clause Six: Student representatives whose behavior is determined to constitute harassment will be removed from the Council. This includes:

- (a) Harassment as defined in any Alaska Statute.
- (b) Harassment as defined in University of Alaska Anchorage Student Code of Conduct.
- (c) Sexual harassment as defined by University of Alaska Board of Regents Policy.

Clause Seven: Abuse of power will not be tolerated and includes use of one's elected position to force or otherwise coerce another, to gain preferential treatment, to obtain discounted or free admission to events, etc.

Clause Eight: The unauthorized use of ASMSC materials, time, and facilities for anything other than ASMSC business will not be tolerated.

Clause Nine: Members of Student Government will comply with all applicable policies of the University of Alaska and its subsidiaries and federal and state laws.

### **Article Thirteen**

#### *Student Clubs*

Clause One: Clubs wishing to access funding through ASMSC must be officially recognized through Student Government.

Clause Two: Each official club will provide one (1) Club Representative who will be present at regular Student Government meetings.

Clause Three: Club representatives will have one (1) vote on all official ASMSC business.

- (a) The person who represents a club must be a member of the club.

- (b) While officially recognized clubs are expected to have a Representative present at each Student Government meeting, the Representative does not need to be the same person at every meeting. However, only one person may cast a vote as a club's Representative during an individual Student Government meeting.
- (c) The ability of a Club Representative to cast votes is subject to Article 3, Section 1 of this Constitution.

Clause Four: Student Government may begin the process of revoking a club's recognition and all funds after three (3) unexcused absences in a semester.

# Bylaws of the Matanuska-Susitna College Student Government

## Article One

### *Order of Business*

- Clause One: The Order of Business shall be prescribed in the latest edition of Robert 's Rules of Order.
- Clause Two: By two-thirds (2/3) vote of the majority, Student Government may depart from the Order of Business.
- Clause Three: To be assured a place on the Agenda, all business must be presented to the Secretary/Treasurer at least three (3) business days prior to each meeting.
- Clause Four: Quorum shall be defined as at least fifty percent (50%) of voting members attending a meeting.

## Article Two

### *Elections*

- Clause One: Elections will be held in April. Notice of elections shall be given twenty (20) business days prior to the election. Unless unanimously voted by the Council to postpone.
- Clause Two: Campaign materials are to be posted in accordance with University regulations.
- Clause Three: No Student Government funds, facilities, or equipment may be used to campaign. No campaign materials of any kind shall expressly or implicitly claim endorsement of the Student Government or its governing structure.
- Clause Four: There will be no posted campaign materials within thirty (30) feet of any voting booth on election day(s).
- Clause Five: Candidates are responsible for picking up and disposing of any campaign materials, within seventy-two (72) hours of the election.

Clause Six: Unethical campaign practices will not be tolerated and could result in sanctions as decided by the Board of Elections.

Clause Seven: All complaints related to the election process shall be submitted, in writing, to the Chair of the Board of Elections by 5:00 p.m. the next business day following the final day of the election.

Clause Eight: A complete review of each complaint will be conducted by the Board and the MSC Director, if needed.

Clause Nine: All candidates must meet this constitution's criteria for the office they are seeking and submit a letter of intent at least ten (10) days prior to the election.

### **Article Three**

#### *Committees*

Clause One: Committee Membership

1. Membership on any committee is open to any officer of Student Government or any Activity-Fee-Paying student from the general student body. Committee members have a vote on the committee regardless of Student Government position or lack thereof.
2. Each committee member shall be responsible for attending and participating in committee meetings.
3. Officers of the Student Government, except the President in an ex-officio capacity, may not serve on more than four (4) committees simultaneously.

Clause Two: Committee Guidelines

1. A committee representative will present reports to the Student Government at regularly scheduled meetings.
2. No committee, except the Rules Committee, shall be deemed as having final determination over any matter.
3. At least two Officers shall serve on each committee.

4. No quorum is necessary to conduct business except in the case of the Rules Committee.

Clause Three: Standing Committees

1. Rules Committee:

- a. The Rules Committee shall consist of no fewer than two (2) Senators or Representatives of the Student Government; at least one (1) student from the general student body, and one (1) non-voting staff or faculty advisor.
- b. The Rules Committee members shall be approved by the majority vote of Student Government, and shall hold office for the academic year. Senators and Representatives shall serve no more than two (2) consecutive terms.

2. Planning Committee:

- a. The Planning Committee shall be tasked with conceiving and planning events to be held throughout the semester. Its Chair shall be a member of the Legislative Branch who will report the Committee's activity to Student Government. The Planning Committee shall consist of no fewer than three (3) members, two (2) of which must be members of Student Government. The members of the Planning Committee will be approved by the Student Government.

**Article Four**

Freedom of Speech

Clause One: No Student Government member shall be deprived of the right to freedom of expression as dictated by the Constitution of the United States.

**Article Five**

*Student Media Board*

- Clause One: It is necessary to insulate student media from political and budgetary constraints on the part of organized interest groups, and at the same time to ensure that it remains accountable to the student body as a whole. For this reason, the ASMSC asserts the need to establish a Media Board, representing the broad interests of the college community and assist in the development and maintenance of strong, independent, and responsible vehicles for free expression. The Media Board will have its own guidelines to be followed which will be attached to this Constitution.
- Clause Two: The Media Board shall be composed of: Three (3) representatives of the student body, one (1) representative of the Student Government, the Advisor(s) to the Mat-Su Monitor, and the Editor of the Mat-Su Monitor. Appointments to the Media Board are to be as follows: the Director of MSC will appoint the Advisor(s) to the Mat-Su Monitor; the ASMSC President will appoint the representative from the Student Government. The Editor of the Mat-Su Monitor is automatically placed on the board, and will select the three student representatives.
- Clause Three: All Student Media Board members shall have one vote on the Board.
- Clause Four: A Media Board representative will provide updates on activities at ASMSC meetings.
- Clause Five: The Student Media Board representative does not receive a vote during ASMSC meetings. This does not supersede the voting rights specified in Article 3, Section 1; Article 4, Section 2; and Article 4, Section 3 of the ASMSC Constitution.