CONSTITUTION
OF THE
ASSOCIATED STUDENT GOVERNMENT

PREAMBLE

We, the associated students of Bates Technical College, assume the responsibility of self-government in order to initiate and promote opportunities for student involvement in matters of concern to the student body. The purpose of the Associated Student Government is:

- To enhance the physical, social, and cultural welfare of students;
- To represent the student perspective of campus life;
- To promote full cooperation between students, faculty, and administration;
- To promote students’ rights and responsibilities;
- To provide training and experience in responsible leadership and community involvement; and,
- To provide official channels through which students’ opinions may be expressed.

With these statements, we hereby establish this Constitution and its By-Laws.

ARTICLE I
NAME

The name of this organization is the Associated Student Government of Bates Technical College, herein referred to as ASG.

ARTICLE II
MEMBERSHIP

Membership, including the right to vote in ASG general elections, and all other rights and privileges is granted to those students who have registered as Student Program Delegates for their respective college educational programs (2 maximum).

ARTICLE III
ORGANIZATION OF GOVERNMENT

The ASG governing body consists of Student Program Delegates, ASG Executives, and the ASG Advisor.
ARTICLE IV
MEMBERS AND PRIVILEGES

Section 1: The ASG Executive consists of the President, Vice Presidents (one for each campus), Senators (one each campus and two at large), Secretary, Treasurer, Veterans Liaison, Public Relations officer, Event Coordinators, and a Club Coordinator.

Section 2: ASG Executives are provided compensation, which will remain unchanged during their term of office, unless action is initiated for not achieving the appropriate cumulative GPA, dereliction of officer duties or responsibilities, in conjunction with expected classroom or program requirements (e.g., satisfactory progress or program participation).

Section 3: ASG Executive job descriptions will be on file in the Diversity/ASG Center. Communication flows according to the Organizational Chart with all positions subject to the President and/or ASG Advisor.

Section 4: The ASG Executives’ term of office ends on the last instructional day of Summer Quarter. The newly elected and appointed ASG Executives assume their official position during the Summer Training Retreat.

Section 5: Each Program Non-General Education Faculty Member can select up to two Student Program Delegates to attend ASG General Assembly meetings.

Section 6: Full voting power is granted to Student Program Delegates and ASG Executives with the exception of ex-officio members, which includes the ASG Advisor and ASG Assistant.

Section 7: The ASG Advisor will be designated by the Student Services department and automatically becomes a member of the ASG Executive team. The ASG Advisor shall not have voting power except as stipulated in the relevant articles and sections of this Constitution.

Section 8: ASG Executives will not be employed by the college in a role or capacity that conflicts with the expressed duties and responsibilities of their respective positions.

Section 9: No student can hold more than one ASG Executive position at a time.

Section 10: All unfilled Any vacant ASG Executive positions may be filled internally by ASG Executives “In Good Standing” by a majority vote of the ASG Executive team.

Section 11: Quorum will be a simple majority of the ASG Executives and the ASG Advisor when applicable.
ARTICLE V
ASSOCIATED STUDENT GOVERNMENT

Section 1: The ASG President is responsible to implement all matters and responsibilities derived from college policy and ASG legislation.

Section 2: The ASG President is responsible to present and articulate the official position of ASG to internal and external communities.

Section 3: The ASG President is responsible to attend and communicate current ASG activities and initiatives to the Board of Trustees during their regular meetings.

ARTICLE VI
REMOVAL FROM OFFICE

Section 1: ASG Executives may be removed from office for dereliction of duty, academic progress or absences as defined in Article IV, Section 2 of the By-Laws of this Constitution and related procedures.

Section 2: Any ASG Executive or ASG Advisor has the authority to initiate removal from office by convening a special meeting.

Section 3: The ASG Executive must be given the opportunity to attend such proceedings and speak on their behalf. However, the vote will be conducted in their absence.

Section 4: If action is taken and the ASG Executive is removed from their position, that person loses all ASG Executive membership rights and privileges.

Section 5: An appeal to the Judiciary Review Committee must be made in writing within ten instructional days of the removal. The Judiciary Review Committee consists of the Dean of Student Success, the Vice President for Student Services, two college appointed administrators and three non-ASG Executive student representatives. The Judiciary Review Committee may overturn, by consensus, the decision of the ASG Executives.

Section 6: Steps cannot be taken to fill the vacancy until the appeal process has been completed.

ARTICLE VII
AMENDMENTS

Section 1: All proposed constitutional amendments must be submitted, in writing, to the ASG Executives for a first reading.

Section 2: A simple majority of the ASG Executives is required to approve an amendment to the constitution. The amendments are then moved to the General Assembly meeting for final approval.
Section 3: To amend the Constitution and By-Laws there must be a **two-thirds** majority vote, of the members present, during the General Assembly meeting.

ARTICLE IX

BY-LAWS

The By-Laws of this Constitution are the lawful means by which the conditions of this Constitution shall be implemented.

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BY-LAWS

OF THE

ASSOCIATED STUDENT GOVERNMENT

ARTICLE I

EXECUTIVE TEAM MEMBERSHIP QUALIFICATIONS

Section 1: Any Bates Technical College student currently enrolled (minimum of 12 credits per quarter) is eligible to apply as a candidate for any position on the ASG Executive team.

Section 2: For Executive Team Members who fall below the minimum of 12 credits per quarter during their tenure may, by request, remain a member following a simple majority vote of the Executive Team Members.

Section 3: All elected and appointed members of the ASG Executive team must maintain satisfactory academic progress which is defined as a 2.0 (or better) cumulative grade point average.

Section 4: Failure to maintain satisfactory academic progress (defined as 2.0 cumulative GPA) will result in disciplinary/probationary action, stipend reduction or possible removal from executive office in accordance with the ASG Constitution and By-laws and related procedures.

ARTICLE II

ASG OFFICERS - GENERAL DUTIES

Section 1: The ASG President represents ASG’s best interests and welfare to the Board of Trustees, the college administration, the faculty, the staff and the community.
Section 2: The ASG President is responsible to the ASG Executives and the student body for all ASG executive and administrative work.

Section 3: The ASG President (or designee) is the official spokesperson for the student body and chairs ASG Executive meetings.

Section 4: The ASG Vice Presidents of the Downtown, Central and South campuses work collaboratively to coordinate the activities of the event coordinators, club coordinator, and senators along with their class-program delegates.

Section 5: The ASG Vice Presidents will serve as President in their absence.

Section 6: The ASG Secretary is responsible for the keeping and posting of the detailed minutes of all ASG General Assembly meetings and for keeping business meeting notes for ASG Executive meetings and those ASG Executive meetings with the College President.

Section 7: The ASG Treasurer is responsible for the establishment, upkeep and budget planning for the ASG annual budget.

Section 8: The ASG Veterans Liaison is responsible to the veteran students of the college and represents the best interests and welfare to the Board of Trustees, the college administration, the faculty, the staff and the community.

Section 9: The ASG Public Relations officer is responsible for all ASG publications, subject to approval by the ASG Advisor or designee.

Section 10: The ASG Club Coordinator is responsible for recruiting new clubs and assisting existing clubs in their success, and for organizing and holding the annual ASG Club Fair.

Section 11: The ASG Event Coordinators are responsible for assisting in the planning and implementation of educational and social events for the students of Bates.

Section 12: The ASG Senators are responsible to identify their assigned Student Program Delegates and to communicate ASG events and activities. ASG Senators are accountable to their respective ASG Vice President.

Section 13: The Student Program Delegates serve as legislators representing the student body in their instructional program areas.

Section 14: The ASG Advisor serves the ASG Executives as constitutional administrator, and liaison to college staff and administration.

Section 15: The ASG Executive team must maintain the strictest confidence of information within the executive team, specifically for ASG Executive business.

Section 16: Additional duties may be conferred upon delegated members of the ASG Executives by the ASG President or ASG Advisor/designee.
ARTICLE III
JOB DESCRIPTIONS

Section 1: The ASG Executives and/or ASG Advisor approve all job descriptions.

Section 2: Temporary positions (up to nine months) may be developed by two-thirds simple majority vote of the ASG Executives members present. The creation of a permanent position requires a constitutional amendment by two-thirds simple majority vote during a General Assembly meeting.

ARTICLE IV
DERELICTION OF DUTY

Section 1: Failure to perform or to carry out constitutional and by-law duties and related ASG Executive job descriptions may be grounds for disciplinary action, a reduction in stipend or possible removal from executive office. Any such action will follow the related procedures.

Section 2: ASG Executives can miss no more than two executive meetings per quarter; attendance failure may be grounds for disciplinary action, a reduction in stipend or possible removal from executive office according to the related procedures.

Section 3: Action for dereliction of duty can be proposed by any ASG Executive or the ASG Advisor. Proposed action(s) will be voted on and approved by a two-thirds simple majority of the ASG Executives members present.

ARTICLE V
Academic Standards Procedure

Bates’ Academic Standards Procedure was established to maintain excellence in academic standards and to encourage students to assume responsibility for their own academic progress. Academic standards procedures also ensure that students with educational difficulties are informed of the many resources available at Bates.

The Academic Standards Procedure applies to all Bates students enrolled in credit courses.

First Quarter Probation: A student enrolled in graded courses at Bates Technical College will be placed on first quarter probation when the student’s cumulative grade point average (GPA) falls below 2.0.

All students on first quarter probation will receive a notification letter about their academic status and
steps to take to improve educational performance. A student placed on first quarter probation must meet with their career specialist (advisor) to discuss the student’s educational plans and campus resources, prior to registering in classes for the next quarter.

A student who does not have an advisor or who is unable to reach an advisor should contact the Advising Center to receive an advisor assignment. At the end of the seventh week in the quarter, the probationary student shall request grade reports from faculty members in all courses that the student is enrolled in and deliver that report to the student’s advisor.

A student on first quarter probation must have their future quarter schedule approved by the Dean of Students or designee before registering for the next quarter.

**Second Quarter Probation:** A student on first quarter probation, who enrolls in graded courses at Bates Technical College, will be placed on second quarter probation if the student’s cumulative GPA falls below 2.0. However, if the student’s quarterly GPA is 2.25 or higher, the student will remain on first quarter probation.

A student placed on second quarter probation must meet with an advisor prior to the student’s next class registration. A student who does not have an advisor or who is unable to reach an advisor should contact the Advising Center to receive an advisor assignment. At the end of the seventh week in the quarter, the probationary student shall request grade reports from faculty members in all courses that the student is enrolled in and deliver that report to the student’s advisor.

A student on second quarter probation must have their future quarter schedule approved by the Dean of Students or designee before registering for the next quarter.

**Suspension:** A student on second quarter probation, who enrolls in graded courses at Bates Technical College and earns less than a 2.0 cumulative GPA, will be suspended unless the student’s quarterly GPA is 2.25 or higher, in which case the student will remain on second quarter probation. The office of the vice president for Student Services will notify these students. A suspended student who has already registered will have the registration cancelled and the tuition and fees refunded.

A student who is suspended from Bates Technical College will not be permitted to enroll for any credit courses for three consecutive quarters, from the end of the quarter for which the suspension occurred. A student who returns after suspension will automatically be placed on first quarter probation status.

A suspended student who fails to maintain the required academic standards due to special or extraordinary circumstances may petition the Academic Standards Committee for conditional reinstatement. Petition forms are available in the office of the vice president for student services.

**ARTICLE VI**

**MEETINGS**
Section 1: The ASG President and/or ASG Advisor may call a special meeting for an alternate day and time.

Section 2: Notice to convene at other than regular meeting times must be communicated at least twenty-four hours in advance, except in case of emergency.

Section 3: Voting by proxy shall not be allowed.

Section 4: All meetings should be structured around Meeting procedures reference Robert’s Rules of Order.

Section 5: All regular ASG General Assembly meetings must be in public. The ASG President or ASG Advisor may change the meeting place to accommodate unusual attendance, or for special meetings.

ARTICLE VII
ELECTIONS

Section 1: Elections will be held for the President and Vice President positions.

Section 2: A candidate shall be elected by receiving a simple majority of votes cast in an election.

Section 3: Write-in candidates will not be allowed.

Section 4: ASG elections are conducted electronically. Elections dates and times will be communicated through the college email and other appropriate mediums.

Section 5: The ASG Advisor or designee will handle all aspects of the election under the guidelines of the Constitution and its By-Laws and in accordance with the general policies of the ASG Executives.

Section 6: The results of an election will be posted-announced no later than twenty-four hours the close of business the next instructional day after the results are in.

Section 7: In the event of a tie for any given electoral position, the decision will be by lot or special election, the manner of which will be determined by the ASG Executive team or ASG Advisor/designee.

ARTICLE VIII
ASG APPOINTEES

Section 1: The Executive Appointing Committee will appoint the ASG officer positions.
Section 2: The Executive Appointing Committee will consist of the newly elected President and Vice-President(s) with ex-officio guidance from the ASG Advisor/designee.

Section 3: Applications for appointed ASG officer positions are open to all full time students. Candidates must file an application with the ASG Advisor’s office.

Section 4: Appointment procedure:
   A) The Executive Appointing Committee considers only the applications filed with the ASG Advisor’s office.
   B) Interviews will be scheduled for each qualifying candidate positions and/or determined by the Executive Appointing Committee.
   C) Based upon the candidates interviewed, the Executive Appointing Committee will make its determination with regard to a balanced and diverse ASG officer representation.

ARTICLE IX
CONCURRENCE RULE

Section 1: ASG Executives are elected and appointed in summer quarter general elections and officially take office during the Summer Training Retreat day following the end of Summer Quarter.

Section 2: An ASG Officers’ Transition Lunch will be instituted as the official change of duty for incoming and exiting ASG Executive Officers. The transition will occur following the upcoming school year election and appointments are made prior to the end of the school year.

Section 3: Elected ASG Executives will undergo training and attend related leadership conferences as assigned by the ASG Advisor/designee.

ARTICLE X
CLUBS

Section 1: To obtain a club charter, all requesting clubs must:

   A) Submit a club application to the ASG Executives, Club Coordinator or ASG Advisor/designee. The forms are available in the Diversity/ASG Center.
   B) Be composed of a minimum of six Bates Technical College students. The student list must be represented in the club application Meet all requirements set forth in the Club Handbook.
   C) Maintain its club funds in a Bates Technical College student club account.
   D) Have a Bates Technical College full-time employee identified as club advisor.
Section 2: Each club will receive funding in the amount annually approved by the Board of Trustees. The allotted funds will serve as the club’s operating budget for the fiscal year. Additional fund-raising and requests must be approved by and coordinated with the ASG Advisor.

Section 3: All monies used to support ASG sanctioned clubs must be identified and supported through the established club and/or fundraising policies and coordinated by the ASG Advisor.

Section 4: The ASG Club Coordinator will review the status of all sanctioned clubs at the beginning of each quarter for club’s compliance and active involvement on campus and report to the ASG Executive members.

Section 5: A club may have its sanction, along with ASG club funding, revoked if it is considered to be inactive for two consecutive quarters. ASG Club Coordinator can reprimand or revoke club charters with approval from the ASG Executives and/or ASG Advisor/designee.

Section 6: A club may have its club status revoked if it fails to comply with any provision under the sanction section within the ASG Constitution and By-laws in the Club handbook.

ARTICLE XI
REFERENDUMS

The ASG Executive team may refer any legislative action to a popular vote if the measure receives the support of fifty percent-a simple majority of its voting membership.

ARTICLE XII
AMENDMENTS AND INITIATIVES

Section 1: All By-law amendments must be submitted in writing to the ASG President and ASG Advisor to be read before the General Assembly.

Section 2: Legislation proposed by petition will be referred to the ASG General Assembly for a vote during the next general assembly meeting and must pass with two-thirds-a simple majority vote.

Section 3: Initiatives which express the same intent will not be allowed to be submitted more than twice during the school year. The determination of same intent will be made by the ASG Executives and/or the ASG Advisor/designee.

ARTICLE XIII
CONSTITUTION REVIEW BOARD
Section 1: The Constitution and By-laws will be reviewed annually by incoming ASG Executives for accuracy.

Section 2: All General Assembly decisions require a two-thirds simple majority approval for passage.

ARTICLE XIV
JUDICIAL REVIEW COMMITTEE

The purpose of the Judicial Review is to act as a judiciary body in matters concerning dereliction of duty and/or matters concerning conflicts arising from the handling of student body business, management, property, ASG office operation procedures, complaints, election/campaigning procedures or any other matter not covered in the ASG Constitution or By-Laws.

Section 1: The Judiciary Review Committee consists of the Dean of Student Success, the Vice President for Student Services, two college appointed administrators and three non-ASG Executive student representatives and the ASG Advisor as ex-officio.

Section 2: An appeal to the Judiciary Review Committee must be made in writing within ten instructional days of the action taken.

Section 3: If one of these members is deemed to be directly involved with the complaint, grievance or situation, the ASG Advisor will appoint a new member to take their place on the committee.

ARTICLE XV
ENABLING CLAUSE

The ASG Constitution and By-laws will become effective upon popular two-thirds simple majority vote during an ASG General Assembly meeting.