

# American Student Association of Community Colleges (ASACC)

## Student Leadership Team Charter

### **PREAMBLE:**

The American Student Association of Community Colleges (ASACC) is incorporated under the laws of the State of Utah as the American Student Association of Community Colleges, Incorporated.

The association is referred to in its literature, correspondence, and other publications as the American Student Association of Community Colleges, or ASACC.

As a national association for the associate degree granting, public colleges, ASACC is a student-centered advocacy group through which student leaders of the American higher education system can learn, serve, speak, and act. These goals are accomplished through national advocacy, leadership training, and representation of students from across the nation.

### **PURPOSE:**

ASACC's purpose is to educate its members in the dynamics of associational leadership, public service, and civic action. ASACC respects the importance of lifelong learning as the foundation of the nation's social and economic progress.

ASACC holds that everyone in America should enjoy educational access and equity according to their ability to benefit; in order that their talents, lives, and careers are rewarding to both themselves and society; and that the nation's workforce will continue to excel in global economic competition.

### **ARTICLE I - GOVERNANCE**

A. ASACC is governed by the Board of Trustees (BOT): with shared governance of the association shared with the Executive Team (ET), and the Leadership Team (LT).

1. The ET shall consist of: the President, the Vice President of Advocacy, the Vice President of Communications, and the Vice President of Leadership, who shall be selected according to the election procedures outlined herein.

2. The LT shall consist of: the ET, Regional Representatives (RR), and State Chairs (SC) who have obtained voting rights according to the criteria herein.

B. Fiscal oversight and corporate compliance with the law are the responsibility of the BOT.

C. The annual budget is recommended by the BOT Chair and the Executive Director of the Association and ratified by the BOT.

## **ARTICLE II - MEMBERSHIP**

A. An accredited associate degree granting, non-profit college which is chartered by the state or jurisdiction in which it operates is considered eligible for membership. In a multi-campus institution, each unit with its own student leadership body is eligible for membership.

1. All students at a member institution shall be considered members. However, the student leadership body that is duly sanctioned by its college or campus as the student body government shall be considered the official representative of said institution.

B. Membership is open without regard to race, color, national origin, ancestry, religion, creed, gender, sexual orientation, age, handicap or any other class distinction.

C. Membership is effective on an annual basis; membership will begin and cycle in accordance with dates outlined in the membership packet.

1. The rate of the dues is set by the LT and ratified by the BOT on the basis of annual budget review.

2. Should the Leadership Team raise or lower the dues with approval of the BOT, the membership must be given written notice by mail at least 60 days in notice by mail in the 11th month of its current membership.

3. The current dues rates are published in the ASACC membership brochure.

## **ARTICLE III – ANNUAL MEETING**

A. The National Advocacy Conference (NAC), which is held in February or March of each year, shall serve as the annual meeting of the association.

B. The policy and procedure for submission of advocacy issues for the NAC shall be as follows:

1. Information on how to submit priorities shall be distributed through the ASACC website, ASACC Alert, and LT.

2. The annual deadline for submitting priority issues shall be no later than the second Saturday of December.

3. The ASACC ET and LT shall commence a meeting prior to the last day of January to finalize the top five priorities for the association to bring to the annual conference in

Washington, D.C.

4. Within five days of the priority setting meeting the President and Executive Director shall meet to forward the selected priorities.

5. Priorities brought forth after the January meeting may be brought forward provided a 2/3 majority of the LT votes in favor of doing so.

a. A resolution and a research summary of at least one page in length must be submitted to a LT member by noon of the first day of the conference, for consideration to be in order.

C. The procedure for setting the final three priorities shall be as follows:

1. The President shall commence and chair the Priorities Forum.

2. The meeting shall follow the structure of Robert's Rules of Order parliamentary process

3. Each member campus present at the conference shall have the right of one vote during said session. Each member campus shall select a delegate to cast their vote during said session, where delegates shall sign and affirm the voting sheet supplied by the President.

4. Voting delegates must hand deliver the vote sheet to the President or president's designee.

#### **ARTICLE IV - LEADERSHIP TEAM**

A. The association is served by the LT consisting of the ET, RRs, and State Chairs who have obtained voting privileges.

B. LT and ET eligibility:

1. Students attending a member institution are eligible to apply for leadership positions.

2. Each member institution may support one and only one student for any team position from said institution within the same term.

3. A student vying for a position on the leadership team must be formally endorsed by the member institution which the student attends and is enrolled for three or more credit hours per regular term.

4. While a student is serving on the LT they must maintain a cumulative grade point average of 2.5 or higher in a 4.0 system. Transcripts must be submitted within two weeks of the end of a semester or term for ASACC files. Exceptions must be approved by a majority vote of the LT and the BOT.

5. A student who fails to meet these qualifications may be removed from the LT.

6. Exceptions must be approved by a majority vote of the LT and ratified by the BOT.

C. The LT's term in office shall be from July 1 through June 30.

1. A student shall serve no more than three years on the LT.

D. If a student resigns or loses eligibility to remain on the LT, the supporting institution for that leader has 30 days to nominate a replacement. In the case where the institution does not make said nomination the region shall have the authority to select a replacement. If the region does not utilize this option then the ET shall seek to find a replacement.

1. Candidates for vacancies shall be ratified by a majority vote of the LT at the next regular meeting following the nomination.

2. When vacancies for RR are being filled, candidates from the region in question will be given priority over those candidates from outside the region.

3. When vacancies occur for a chartered SC position, the member state shall nominate their own candidate to be ratified by the LT at the next regular meeting following the nomination.

E. LT Selection – will take place in June each year. Applications will be accepted and interviews conducted by the outgoing leadership team, the LT Advisor, a member of the BOT and the Executive Director. ET and LT positions will then be assigned by this group.

F. The LT is primarily responsible for the direction of the associations' priorities, reviewing policies and procedures, recruiting new members, and ensuring that the strategic plan is being executed as ratified by the membership.

## **ARTICLE V – DUTIES OF THE LEADERSHIP TEAM**

A. The ET members are the President, Vice President of Advocacy, Vice President of Communications, and Vice President of Leadership.

1. ET members shall serve on the LT and the BOT during their term and shall work to promote the good of the association through completion of their job duties, directives given by the President, resolutions made during LT meetings, and working with an assigned group of RR's and SC's.

B. The duties of the President are:

1. Serving as the principle spokesperson and ambassador of the association.
2. Promoting the association through meetings and events with other groups and organizations involved with education and public policy.
3. Consulting regularly with the staff, advisors, and BOT.
4. Serving as chair of the LT and ET.
5. Consulting the LT or ET when scheduling meetings.
6. Providing meeting agendas one week prior to the scheduled meetings.

C. The duties of the Vice President of Communication are:

1. Facilitating the transfer of information between the Executive Director, the President, the Vice Presidents, the LT, the State Representatives, and the ASACC staff.
2. Updating and maintaining the LT group website in coordination with the Technology Advisor.
3. Writing a monthly article for the *ASACC Alert* and soliciting articles from LT members each month.
4. Recording minutes for all meetings of the ET and LT.
  - a. Minutes shall be emailed to the LT, posted in the group site, and posted on the website within one week of the meeting.

D. The duties of the Vice President of Advocacy are:

1. Overseeing and coordinating the political initiatives of the association.
2. Working in conjunction with the Public Policy Advisor on matters pertaining to the execution of the association's national agenda.
3. Facilitating communication with the ET, RRs, and SCs regarding those initiatives to further political awareness and encourage advocacy activity among member institutions.
4. Preparing a monthly legislative report to be posted on the group site and submitted for publication in the *ASACC Alert*.

E. The duties of the Vice President of Leadership are:

1. Planning the conferences in conjunction with the staff and LT Advisor.
  - a. The Vice President of Leadership shall research potential leadership training options as well as solicit proposals for said trainings and work to secure presenters for the conferences.
2. Developing and maintaining training materials, which can be distributed to member institutions, to support and enhance the goals of educating its members in the dynamics of associational leadership, public service, and civic action.
3. Working with student governments of member institutions to promote knowledge of and participation in the association.

G. The duties of RR's are as follows:

1. Serve as a voting member on the LT.
2. Establish and maintain regular communication with all member institutions in their region.
3. Facilitate the dissemination of information throughout the region and seek feedback from constituents regarding issues to be voted on during LT meetings.
4. Work with the VP overseeing their region to ensure that the goals of the association are being pursued.
5. Using the recruiting incentives, contact non-member institutions within their region to recruit new members.

H. The duties of SC's are as follows:

1. Serve as a voting member on the LT when the state they represent has achieved the charter membership level. In such case the SC shall work in conjunction with the RR to deliver vital information to the state regarding upcoming issues and shall seek feedback from their constituents to determine the direction of their vote.
2. Work with their RR to facilitate communication between the RR and the member institutions of the state.
3. Assist the RR in all recruiting efforts within the state that they represent.

## **ARTICLE VI-BUDGET**

- A. The budget shall represent an annual expression of the long-term business plan of the association.
- B. The Executive Director shall prepare a proposed budget no later than February 15 for consideration.

1. The proposed budget shall contain a minimum contingency of five percent.
  - a. The contingency may be used to cover unforeseen shortfalls; however, the primary purpose shall be to build that fund reserve for the association.
2. The budget shall include liability insurance that covers the BOT and LT

## **ARTICLE VII-REGIONS; STATE CHAPTERS**

A. The association is comprised nine regions.

1. The configuration of states forming each region is determined by the LT.
2. Where possible, state associations shall be consulted when reconfiguring the regions.
3. The State of California will function as a region.
  - a. California will be divided into five (5) sub-regions aligned by the California Community College Chancellor's Office; by combining regions 1 & 2, 3 & 4, 5 & 6, 7 & 8, 9 & 10.
  - b. Each sub-region shall be treated as any other state for the purpose of determining privileges of Chapter State status.
  - c. Each sub-region chair shall be chosen in the same manner as the LT and ET.

B. State associations representing students of accredited, non-profit, two year colleges may seek recognition as an ASACC State Chapter.

1. State Chapters shall represent at least 50 percent of the eligible institutions within that state.

C. When ASACC State Chapter status has been reached, the chapter can elect its own SC.

## **ARTICLE VIII-REMOVAL FROM OFFICE**

A. Members of the LT may face removal from office if the member:

1. Fails to comply with any eligibility criteria of Article 4.
2. Fails to perform assigned duties or activities as stated in these bylaws

3. Engages in behavior that brings disgrace to the association.

a. Removal on these grounds shall be determined by a two-thirds majority vote of the LT.

B. The ET is responsible for considering and initiating the removal procedure, observing the following steps:

1. Seeking voluntary resignation from the LT member.

a. If the voluntary resignation is not forthcoming, the removal process shall be initiated with a certified letter to the member, stating the name and position of the member, the reason the removal process is commencing and the procedures for due process.

2. The member in question shall reply to the charge in writing within two weeks of receiving the certified letter sent by the ET.

a. If no reply is received the member may be removed by a two thirds majority vote of the LT.

C. A member of the LT facing removal proceedings is entitled to due process.

1. Said process shall take place at either a face to face meeting or a phone conference as determined by the president.

2. At least two thirds of the LT must be present at a meeting where removal is being considered.

#### **ARTICLE IX-EXECUTIVE DIRECTOR AND SPECIAL ADVISORS**

A. The Executive Director manages the service center for the association and coordinates the activities of the association.

1. The compensation for the Executive Director is established under the annual budget.

B. The consultants who serve as special advisors to association are appointed by the BOT.

1. Compensation for special advisors shall be such that is allocated for in the budget.

C. The Public Policy Advisor advises the BOT and LT on matters relating to federal legislation and policy making higher education agencies.



1. The Public Policy Advisor shall work with the Vice President of Advocacy and the LT regarding legislative affairs.

2. The Public Policy Advisor serves under a yearly agreement as set forth by the BOT.

D. The Advocacy Advisor has broad responsibility for mentoring the membership on their advocacy and networking skills and for augmentation of liaison with Washington based and other national associations.

## **ARTICLE X-ADVISORS NETWORK**

A. ASACC recognizes that student government advisors are indispensable to the continuity, growth, and success of association at the campus, state and national levels. ASACC leadership shall work with student government advisors towards the advancement and fulfillment of the underlying mission and purposes of the association and for the betterment of student leadership.

B. The ASACC Advisor Network shall operate in full partnership with the association.

1. Membership is open to any professionals who are responsible for advising the student governments of ASACC member institutions.

2. The Advisor Network executive committee shall consist of:

a. The President, who is appointed by the BOT.

b. Three Vice Presidents, who are appointed by the President.

c. The term of an executive committee member shall last three years.

## **ARTICLE XI-NATIONAL ASACC ALUMNI COUNCIL**

A. The National ASACC Alumni Council shall operate in full partnership with the association.

1. Membership is open to anyone who has earned credit at a member institution.

B. Membership Eligibility

1. Membership is open to anyone who has earned credit at a member institution.

2. In order to remain eligible as a member of the Alumni Council dues shall be up to date.

3. Dues shall be paid annually, on or before January 1 of each year.

C. Funds generated by the ASACC Alumni Council shall be separate and exclusive.

1. The amount of the annual dues shall be determined by the governing board of the ASACC Alumni Council during the annual meeting.
2. The funds generated by the Alumni Council shall be maintained and accounted for by the ASACC BOT.
3. The purpose of any and all Alumni Council funds shall be to support the council and shall be used for that purpose alone.

D. The ASACC Alumni Council may, in conjunction with the association, conduct an annual NAC, which shall serve as the annual meeting.

E. The Alumni Council shall be governed by the Leadership Committee (LC), which shall consist of the Chancellor and three Vice Chancellors.

1. The LC shall be elected at the annual meeting.
2. The LT and BOT shall then ratify the LC Elect at their next regular meeting.

F. Member of the LC face removal if the member:

1. Fails remain eligible for membership.
2. Fails to perform their duties.
3. Engages in behavior that brings disgrace to the Alumni Council or the association.
  - a. Removal on these grounds shall be determined by a two-thirds majority vote of the LC and shall be ratified by the same majority of the LT.

G. Removal proceedings shall follow the same process as Article VIII.

1. As a part of due process, a member of the LC facing removal may request a hearing before the BOT, which shall be accomplished through a conference call, with no less than two-thirds of the board participating.

## **ARTICLE XII-AMENDMENTS**

A. These Bylaws may be amended by a two-thirds vote of the LT, and by the concurrence of the BOT.

1. Amendments shall take effective 60 days after the proposed changes have been published to the membership through the ASACC newsletter, ASACC Alert or ASACC website.

## **ARTICLE XIII-DISSOLUTION**

A. Upon the dissolution of the association the Board of Directors shall make payment for all the liabilities of the association.

B. At such time as the liabilities are paid, the Board of Directors shall dispose all of the assets of the association to one or more organizations that operate for charitable, educational, advocacy or scientific purposes.

1. Disposal of such funds shall be to a non-profit 501C(3) of the IRS Code of 1954 as determined by the Board of Directors or shall be determined by a court of competent jurisdiction of the state in which ASACC is incorporated according to the parameters set forth in these bylaws.

*Approved for Publication by the Board of Trustees March 17, 2007.*

*Phil Clegg*

*Executive Director*