



Associated Students of Mills College

Constitution

Vision

The Associated Student of Mills College empowers student voice.

Mission

The Associated Students of Mills College (ASMC) is a student-run government that challenges its members to further their student leadership development and become catalysts for academic and social change. It enhances a community of support that represents student services, funding, diversity, social justice, and connections between the students, faculty, staff, administration, and Board of Trustees. The ASMC supports student run organizations, campus-wide events, and student initiatives.

According to the Charter of Mills College, and with the assent of its Board of Trustees, President, and faculty required thereby, the members of the Associated Students of Mills College agree to a system of government with the following rights and responsibilities.

Article 1: Name

The name of this organization shall be the Associated Students of Mills College (ASMC).

Article 2: Membership

2.1: Eligibility

A. All currently enrolled undergraduate and graduate students shall make up the membership of ASMC. Visiting students from other campuses, who are officially enrolled in another institution, are not members.

B. ASMC members must be in good academic standing with the Mills College (e.g., not be on academic probation). Members are required to have a cumulative grade point average of 2.5.

2.2: Term of Office

A. All ASMC exec or officer's term of office shall be approximately one year. For members elected or appointed during spring elections, the term of office begins at 12 noon the Friday prior to graduation. For members elected or appointed in the fall semester, the term of office begins upon certification of the election or appointment results. For all ASMC members, the term of office ends at 11:59am the Friday prior to graduation.

Article 3: Organizations

3.1: Membership

A. The membership of any ASMC organization is open to all members of ASMC.

B. A student organization or club may open its membership to graduate students, but graduate students may not vote or hold primary positions of leadership.

3.2: Registration

A. Student organizations must submit a Constitution, *Student Organization Registration Form*, and an *Advisor Form* to be recognized as an ASMC organization.

B. Registration Forms shall be accepted up to the deadline set by the The Center for Student Leaderships, Equity & Excellence (The Center). All organizations that meet this deadline and follow the Honor Code shall be

accepted as ASMC organizations. Organizations that do not meet this deadline are subject to approval by the The Center.

3.3: Funding

- A. ASMC Clubs and Organization shall be allotted funding by ASMC. In order to receive funding, organizations should follow regulations set forth in the Student Organization Handbook, which can be found online.
 - a. Members of faculty may not receive a stipend using ASMC funds, unless it is determined by a special funding request. That special funding request must be followed up by a special deliberation period by the ASMC full board, and each full board members' specific community to determine whether that faculty member has history of negatively affecting campus culture, and is willing to be publicly held accountable for any allocation of student funds to their person.
- B. ASMC organizations may petition ASMC for additional funds via a "Special Funding Request."
 - a. The ASMC budget shall maintain a category of funds reserved for special funding requests.
 - b. ASMC organizations shall petition for special funding requests by presenting a proposal at a regularly scheduled Finance Committee meeting, which shall be voted on by present ASMC members. Any amount exceeding \$2,000 must be approved by 2/3 of the ASMC Executive Board and Senate.
 - c. When special funding is granted to a group for an off-campus event, the group must submit a special funding follow-up report (pre-determined when special funding is granted) within two school weeks of the conclusion of the event.
 - d. In the event that a member of the Executive Board or Senate is an active member of the ASMC organization that is requesting special funding, the interested party must leave the meeting for the discussion and voting portion of the special funding request.

3.4: Publicity

- A. ASMC Clubs and Organizations must use the ASMC logo on any and all event publicity materials, including, but not limited to, flyers, posters, and brochures.
- B. ASMC Clubs and Organizations publicizing through the Student-news Digest and unable to attach the ASMC logo will be required to state that the event is funded by ASMC.
- C. When an event held by an ASMC Club or Organization is funded primarily by resources obtained through fundraising, the club or organization is not required, although still recommended, to use the ASMC logo on any and all publicity materials for said event.
- D. The Campanil student newspaper, although technically an ASMC Organization, will not be required to use the ASMC logo on any organizational materials in order to maintain separation of student government and media.

Article 4: Executive Board

The ASMC Executive Board oversees the functioning of the Senate and is in charge of chairing various committees.

4.1: Officers

- A. The Executive Board is comprised of the following positions:
 - a. Elected: President, Vice President/Social Justice & Diversity Chair, Academic Chair, Student Services Chair, Judicial Chair, Internal Affairs Chair, and Publicity Chair.
- B. Appointed: Historian and Finance Officer. If an Executive Board member cannot commit to the full academic year, the individual must run with a co-chair.

4.2: Meetings

- A. The Executive Board and Senate shall meet weekly throughout the semester, unless otherwise stated.
 - a. These meetings will alternate between full board meetings and committee meetings followed by Executive Board meetings.

- B. These meetings shall be open to the ASMC general membership, with the exception of specified closed sessions by the Executive Board.
- C. The ASMC Full Board shall follow Robert's Rules of Order.
- D. In order to vote on an issue, there must be a quorum of 2/3 of the Executive Board present to vote.
- E. All votes are based on a 2/3 majority of members present, unless otherwise stated.
- F. Any amendments to the Constitution approved by vote of the Full Board during meetings must be updated in the Constitution prior to the end of the Judicial Chair's term in office.

4.3: Board Responsibilities

- A. Meet with the Mills College President at least once a semester.
- B. Plan and attend an ASMC leadership retreat or training seminar before each semester.
- C. Act as the Senate if it is not functional.
- D. Each Executive Board member must be accessible via email (asmc@mills.edu) and provide their designated office hours each week.
- E. Office hours must be completed inside the ASMC Office, tabling in Rothwell/Adams Plaza, or in the Tea Shop, with at least two hours per month conducted in the plaza or Tea Shop. The ASMC Finance Chair is exempted from this requirement. Hours conducted in the Tea Shop or Adams Plaza must be accompanied with a sign indicating ASMC membership.
- F. Submit an update each semester to the Mills community.
- G. Serve as a representative of student needs to the administration.
- H. Attend at least five Mills College events per semester as an ASMC Representative, and report back to the ASMC Full Board on these events during subsequent Full Board meetings.
- I. Sign a contract stating attendance at each required ASMC meeting.
- J. Sign a contract stating successful completion of any and all responsibilities of their position as stated in the constitution.
 - a. All executive board members will be expected to record successful completion of office hours via a shared document.
 - b. Failure to complete office hours or other officer or board responsibilities as stated in the constitution may warrant an investigation by the internal affairs chair and possible removal process.

4.4: Officer Responsibilities

- A. President
 - a. Preside over Executive Board and Full Board meetings.
 - b. Serve as a Junior Marshal at Commencement.
 - c. Speak at Convocation.
 - d. Meet regularly with the Dean of Students and ASMC Advisor.
 - e. In conjunction with the Vice President & Diversity Chair, attend meetings and submit reports three times a year to the Student Life Committee of the Board of Trustees and distribute these reports within ASMC.
 - f. Appoint students to various college committees as directed by the administration.
 - g. Attend all Board of Presidents meetings.
 - h. Serve as a member of the Elections committee.
 - i. Hold individual members of the Board accountable for their roles.
 - j. Organize and facilitate one Community Meeting per semester on an issue pertinent to the Mills community.
 - k. Set aside a minimum of 1% of student fees for the establishment of child care assistance/support for parenting students. In collaboration with the M Center, the adviser, President, VP, and Parenting

Senator, review applications for the child care assistance program and allocate resources to parenting students based on low income status and necessity of support.

- I. Hold 4 office hours per week.
- B. Vice President & Diversity Chair
 - a. Assume the role of President as necessary.
 - b. In conjunction with the President, attend meetings and submit reports three times a year to the Student Life Committee of the Board of Trustees and distribute these reports within ASMC.
 - c. Chair the Diversity and Social Justice Committee.
 - d. Serve as a member of the Elections Committee.
 - e. Meet with the ASMC Advisor at least twice a semester each.
 - f. Attend Mills College Diversity and Social Justice Committee meetings.
 - g. Meet regularly with the Social Justice Resource Center (SJRC).
 - h. Hold 4 office hours per week.
 - i. Host a “leadership retreat” open to Mills students around a topic of Social Justice and Leadership in collaboration with the The Center, and facilitate discussions around social justice and diversity on campus through Joining All Mills (JAM) in order to collect data on the student experience to inform potential recommendations and proposals to the College.
- C. Academic Chair
 - a. Attend at least two (2) 15-30 minute meetings with the Provost per semester.
 - b. Attend each Board of Trustees (BOT) Educational Policies Committee meetings. Compile an Academic Report prior to the BOT meeting and distribute the final draft at the Full Board meeting immediately following each BOT meeting.
 - c. Chair the Academic Affairs Committee (AAC).
 - i. Open the first Committee Meeting of the year with a detailed discussion defining Board of Trustees (BOT) meetings. From interested members in the group, take a vote to determine who will accompany the Chair to each BOT meeting.
 - ii. Open the first Committee Meeting of each semester with a proposed agenda for the entirety of the semester. Call for a vote on this agenda; if not passed with 2/3 majority, revise and vote again.
 - iii. Open the first Committee Meeting of the year with the location, contact person, and dates for each Division Meeting.
 - iv. Open every Committee Meeting with an agenda (make a paper copy for each AAC Senator). Any tabled or unfinished business from the previous Committee Meeting should be addressed promptly at the beginning of the next Committee Meeting.
 - d. Compile a Division Meeting Report at the first Full Board meeting following each Division Meeting. During Committee Report-back’s, this brief report will be read.
 - e. Hold four (4) office hours per week (a meeting can be scheduled outside of these hours and considered a part of the required four hours).
- D. Student Services Chair
 - a. Chair the Student Services Committee.
 - b. Establish, implement, and reevaluate the agenda of the Student Services Committee.
 - c. Report to ASMC and the Mills campus community regarding updates and changes to Student Services.
 - d. Set aside a minimum of \$1,000 in their budget for the establishment of a Green for Green, which allows for student initiatives surrounding sustainability at Mills. The Student Services Committee will meet with members of the Mills Sustainability Committee monthly to review submitted Green Fee initiatives. Meet once a semester in person or via email with Housing Management and Dining Services (HMDS); other

Auxiliary Services including Facilities and Public Safety, M Center, Finance Office, Information Technology Services (IT), Bookstore, and the Mail & Copy Center; Support Services such as Psychological and Counseling, the Kaiser Health Center, the Center for Academic Excellence, and Career Services; and the The Center, Center for Academic Excellence (CAE), and Residential Life. Communications with the Center for Academic Excellence (CAE) is a shared responsibility with the Academic Affairs Chair. Communications responsibilities for any service may be delegated amongst the Student Services Committee.

- e. Serve on the Mills College Dining Committee, or appoint one member of the Student Services Committee to serve on the Mills College Dining Committee if the Chair is unable to serve.
 - f. Set aside funds from the Student Services Committee budget for at least 20 Trans* students to purchase new ID cards from HMDS when the student's ID card has their given name printed on it and does not reflect their chosen name.
 - g. Hold 4 office hours per week (a meeting can be scheduled outside of these hours and considered a part of the required four hours).
- E. Judicial Chair
- a. Ensure that the Senate and Executive Board are in compliance with the ASMC Constitution. Set up one meeting per semester where Senate members must sign a contract stating their attendance at all required ASMC meetings.
 - b. Co-Chair the Judicial, Internal, and Public Affairs (JIPA) Committee.
 - c. Mediate judicial cases as presented by the administration.
 - d. Preside over the Constitutional Board.
 - e. Act as Sergeant-at-Arms.
 - f. Apprise Judicial Affairs Committee of any judicial policies instituted by the college.
 - g. Hold 4 office hours per week (a meeting can be scheduled outside of these hours and considered a part of the required four hours).
- F. Finance Chair
- a. Be responsible for maintaining the budget, disbursing funds, and keeping accurate financial records of all transactions and contracts related to ASMC accounts.
 - i. Any service or payroll payments should be handled by a professional staff designated by The Center.
 - ii. P-card checkout will occur through the online form.
 - iii. The special funding reconciliation process will go through the Finance Chair, and be double-checked by the a professional staff designated by The Center.
 - b. Chair the Finance Committee.
 - c. Establish accounts for new organizations and clubs with the Controller's Office.
 - d. Meet at least once per semester with the ASMC advisor and the ASMC President, as well as with a professional staff designated by The Center within the first two weeks of the semester.
 - e. In consultation with the The Center designee Student Organizations Assistant, freeze the account of any organization that does not maintain good credit standing. Deficit accounts may be added, giving students until May to pay back the funds. If these funds are not paid back, then the accounts may be frozen. If the student is leaving Mills (i.e. transferring, graduating or withdrawing), this amount will be added to their student account.
 - f. Inform the Executive Board of all budgetary updates, including budget balances and outstanding items, at weekly meetings.
 - g. Coordinate Board of Treasurers meetings.

- h. Keep an up-to-date electronic calendar for possible appointments with students, clubs or organizations, etc.
 - i. Hold 5 office hours per week.
- G. Historian
- a. Record and archive Executive Board and Full Board meeting minutes.
 - b. Post Full Board meeting minutes publicly for students and community members to view within two weeks of each meeting. Minutes should be sent directly to webfix@mills.edu to be posted on the ASMC webpage minutes archive. Updates can be publicized via the Student News, the ASMC newsletter, and/or any other means available.
 - c. Facilitate and coordinate the passing down of materials to the new Executive Board from the previous Executive Board.
 - d. Update and maintain the ASMC website. With the advisor, create and maintain all necessary listservs (ASMC, Senate, etc.).
 - e. Order and purchase ASMC graduation stoles.
 - f. Hold at least 2 office hours per week.
 - g. Circulate between bi-weekly committee meetings to take attendance at each committee meeting, to maintain consistency and to compile an accurate attendance record for each senator and Full Board member while not adding a burden for the committee chairpersons.
 - h. in case of a necessary absence, notify ASMC Executive Board at least 24 hours in advance via email (asmc@mills.edu) and designate another ASMC member to take the minutes at that meeting.
- a.
- H. Internal Affairs Chair
- a. Co-Chair the Judicial, Internal, and Public Affairs (JIPA) Committee and Chair the Elections Committee.
 - b. Plan ASMC retreats---- one in the fall and one in the spring within the first month of the semester
 - c. Coordinate activities within ASMC.
 - d. Facilitate the design and order ASMC t-shirts to be distributed within one month of fall elections
 - e. Organize and coordinate 3 ASMC elections. Fall, Winter, and Spring. Handle all position appointments
 - f. Hold 4 office hours a week.
- I. Public Relations Chair
- a. Co-Chair the Judicial, Internal, and Public Affairs (JIPA) Committee
 - b. Advertise ASMC events and elections to the campus.
 - c. Advertise and promote ASMC.
 - d. Help promote ASMC transparency to the rest of the campus.
 - e. Submit an update each semester to the Mills Community.
 - f. Uphold constitutional duties on a daily basis as necessary, while holding 4 office hours a week.
 - g. All advertising requests should be made at least one week in advance of the event, along with a submission of the event flyer. Requests to create a flyer must be submitted to the Publicity Chair ten days in advance of requested publication.

4.5: Executive Board Advisor

- A. The Executive Board Advisor(s) shall be appointed by the Dean of Student Life.
 - a. Serve as a historical reference, explaining the procedures of past Executive Boards.
 - b. Assist in coordinating and organizing events and elections, but not make any decisions regarding matters that are under the jurisdiction of the Board.
 - c. Aid the Executive Board in learning their respective duties.

- d. The advisor shall serve as an ex-officio member of the Executive Board.

Article 5: Senate

The Senate oversees ASMC Executive Board spending and policy.

5.1: Senate Positions

- A. Class Historians of the first year, sophomore, junior, and senior classes will serve as a senate member functioning as a liaison between the class officers and ASMC.
- B. Housing Representative living in on-campus housing.
- C. The Center Designated Communities

One Senator from each of the following:

- a. Solidarity Lounge
- b. Parenting Community
- c. Resumer Community
- d. Commuter Community
- D. Academic Divisions
 - a. Natural Sciences
 - i. Including: psychology and mathematics, in addition to natural sciences.
 - b. Education
 - c. Social Sciences
 - d. Fine Arts
 - e. Letters
 - f. Any future established academic disciplines
- E. Clubs & Organizations
 - a. One senator representing the undergraduate clubs and organizations community.
- F. A student concerned with and familiar with technological issues on campus.
- G. Transfer student who has received and transferred credit from another accredited college.
- H. A student athlete representative.
- I. A student involved with health services.
- J. A student concerned with sustainability practices on campus.
- K. A student concerned with disability practices on campus
- L. Up to three elected positions from the Mills College community at large.
 - a. The Executive Board can vote to add more Senator-at-Large positions as needed.

5.2: Meetings

- A. The first meeting shall not be later than the last week of September.
- B. A quorum of 2/3 elected senators is required in order to vote. Motions are decided by a 2/3 majority of members present.

5.3: Senate Responsibilities

- A. To review reports and activities of the Executive Board and its individual officers to ensure that the student government is running efficiently and effectively.
- B. To report any case in which the Executive Board and/or individual members are failing to comply with the duties and responsibilities of their position.
- C. To approve any change in ASMC spending that would divert funding away from other previously allotted categories (e.g., the special funding request allotment).
- D. To sign a contract each semester stating attendance at all required ASMC meetings.

- i. Senators are allotted three excused absences per semester, as well as one unexcused absence in a semester.
 - ii. An absence is “excused” if at least 24 hours’ notice is given, via email to asmc@mills.edu or asmchistorian@mills.edu.
 - iii. An absence is considered “unexcused” if less than 24 hours’ notice is given, or if a Senator arrives at meeting after roll call ends.
 - iv. Absences are to be inclusive of all meetings the individual is required to attend based on the Constitutional duties associated with their position, which may include Full Board meetings, committee meetings, and/or Executive Board meetings.
- E. To hold at least one office hour per month in their community space to talk about student concerns and updates on current affairs regarding their position.
- F. To be a member of the group they are representing (e.g. the Commuter Senator should be a commuter student).
- G. To publicize their senator position by creating an information sheet that includes the following:
 - a. Name
 - b. Picture
 - c. Contact info
 - d. ASMC position
 - e. Must be placed in the location of the community they represent.
- H. To serve on the ASMC committees.
- I. To host at least one event, dialogue, or workshop with the intention to serve the constituents within their community

5.4: Specific Senator Responsibilities

- A. On Campus Housing Community Representative Must:
 - a. Meet at least once a month with the staff of Residential Student Life, such as the RA’s, AC’s, or the director of Residential Life, and communicate with them about any residential concerns or problems.
 - b. Live in one of the residential halls or independent living units.
 - c. Attend at least one hall meeting and present themselves as Residential Senators to ensure their constituents know who to voice their concerns to.
 - d. Report back at committee meetings.
- B. Each Center Community Representative Must:
 - a. Be directly affiliated with the community they represent.
 - b. Meet with each respective lounge manager and the corresponding departments of the Division of Student Life at least once per month. Communicate with them any concerns or problems the members of their community have and discuss how to correct them.
 - c. Report back at Committee Meetings.
 - d. Publicize their ASMC position to their respective community.
- C. Academic Senators Must:
 - a. Attend each of their respective Division Meetings throughout the year.
 - b. Take notes on every major topic and issue in the Division Meeting. These notes will be sent to the Academic Affairs Chair within seventy-two (72) hours of the Division Meeting.
 - i. In the event that the 72-hour note-turnover time conflicts with the Academic Affairs Chair’s reading of the Division Meeting Report, the Report should be read at the second Full Board meeting, instead of the first.
 - c. Be familiar/knowledgeable with the “Academic Regulations for Undergraduates” section of the Undergraduate Catalog on the Mills website.

- d. Participate in the Mills Academic Research Journal (MARJ) publication process.
- D. Clubs & Organizations Senator Must:
 - a. Act as a liaison between ASMC and Student Clubs/Organizations. They must be up-to-date with basic club forms and regulations from both The Center and ASMC.
 - b. Be available for the general campus community and for clubs requiring advice (i.e. publicity and special funding).
 - c. Attend at least one Board of Presidents and Board of Treasurers meeting per semester.
 - d. Be affiliated with an undergraduate club or organization.
- E. Technology Senator Must:
 - a. Be informed about technology issues (e.g. computer rooms in residential halls & IT updates), and report this information to ASMC (i.e. during Full Board Meetings when relevant, and during Committee Meetings).
 - b. Act as liaison to IT department.
 - c. Provide social media support to ASMC.
 - d. Publicize their ASMC position to the community.
- F. Community Liaison Senators Must:
 - a. Report to the head of the community they represent, be informed about community issues, and report this information to ASMC.
 - b. Attend at least one event sponsored by the community they represent as ASMC representatives.
 - c. Be affiliated with the community they represent.
 - d. Publicize their ASMC position to the community.
 - e. Note: Senators-at-Large and Class Historians must follow the general senate responsibilities.
- G. Class Historians must:
 - a. serve as a liaison between ASMC and the Class Council on which they serve, which may include (but is not limited to):
 - i. announcing class activities to the Senate
 - ii. informing their Class Council of Finance changes and other ASMC events that may affect their operations.
 - iii. being able to direct the Class Council President or other appointed person to the ASMC person who can clear up any confusion or answer any questions that may come up.
 - b. attend bi-weekly Senate meetings
 - c. adhere to ASMC attendance policy
 - d. report to ASMC Historian with any concerns, questions, or suggestions.
 - e. attend Full Board retreat each semester.

5.5: Senate Co-chairs

- A. In the event of an expressed interest, and upon voted majority approval from the full board, two individuals may co-chair a senate position.
 - a. The position retains only one vote in all official full board votes; the position of the two individuals may not count for more than one vote.
 - b. If the two individuals cannot agree on a position for an official full board vote, they must abstain.

Article 6: Elections

- A. Elections will happen in the fall and spring semesters.
 - a. First-Year Class Council and On-Campus Housing positions will be filled during Fall Elections.
- B. Candidates will be elected by simple majority vote.
- C. Class council members can appoint fellow class council members.

- a. In the event that a class council is completely vacant, the Executive Board, in conjunction with the class advisor, will appoint the class president. The class president will then recruit the rest of the council.
- D. In the event of a post-elections vacancy on the Executive Board, the position will be filled via an open appointment process, in which any and all interested persons will submit an application and conduct an interview with the Elections Committee for consideration.
- a. Vacancies within the Senate may be filled in a similar fashion if deemed a priority
- E. Refer to the election handbook.

Article 7: Committees

Committees shall exist to better represent the diverse voices of Mills College students and to foster heightened teamwork within ASMC and the greater Mills community.

7.1: Membership

- A. Committees shall be chaired by the President, Vice President & Diversity Chair, Academic Chair, Judicial Chair, Finance Chair, Internal Affairs Chair and Public Relations Chair. Committees are comprised of both Executive Board and Senate members.
- B. In the event that two committees are poorly populated and there is an expressed interest in increasing membership, the two committees may form a joint-committee, in which all members of both committees share the responsibilities of both committees as stated in the Constitution.
- C. Committees will review Executive Board members chairing committees. Executive Board members will review the Historian at the end of the year.
- D. Senate members are required to serve, as a voting member, on one committee, and may serve as a supporting member on other committees.

7.2: Committee Duties

- A. Judicial, Internal, and Public Affairs Committee
 - a. Judicial Affairs Responsibilities
 - 1) Revise judicial procedures and educate the community about the Honor Code.
 - 2) Review the ASMC Constitution and propose necessary adjustments to the Executive Board and Senate.
 - 3) Attend student Judicial Hearings.
 - 4) Act as an appeal for decisions made by the Judicial Chair.
 - 5) Participate in any institutionalized judicial procedures created by the college.
 - b. Public Relations Responsibilities
 - 1) Publicize ASMC events, and other events deemed appropriate.
 - 2) Publicize elections and interview policies.
 - 3) Publicize different ways that the student body can contact ASMC, including office hours, email, and the ASMC website.
 - 4) Act as a liaison to all publications.
 - 5) Submit an update each semester to the Mills Community.
 - 6) Maintain student body communication by putting together a bi-weekly newsletter with the assistance of the Judicial, Internal, and Public Affairs (JIPA) Committee containing recent and upcoming events within ASMC. The newsletter will be sent to the President of ASMC for approval before being sent out via email to the entire student body from the ASMC President's email alias.
 - c. Internal Affairs Responsibilities
 - 1) Conduct all ASMC elections, interviews, and emergency appointments.
 - a. Fill vacant positions in the beginning of each semester, including class officers.

- b. The elections committee, a subcommittee of the Internal Affairs committee, will be comprised of the President, Vice President, Internal Affairs Chair and Judicial Chair unless there is a conflict of interest.
 - c. Follow election and appointment procedures according to the ASMC Campaign and Appointment Regulations (See Appendix B).
 - 2) Investigate and report to the Judicial Chair any case in which the Executive Board and/or Senate members are failing to comply with the duties and responsibilities of the student's position.
 - 3) Organize and facilitate one ASMC retreat per semester.
- D. Student Services Committee
 - a. Serve as an advocate for the Mills College community.
 - b. A member appointed by the committee chair will serve on the Alumnae Association of Mills College Board of Governors, acting as a liaison between students and alumnae.
 - c. The Sustainability Senator will serve on the college Environmental Sustainability Committee.
 - d. The Health Senator will attend college health services meetings.
 - e. Coordinate events involving students and alumnae with the Alumnae Association of Mills College (AAMC).
 - f. Meet with members of the Mills Sustainability Committee to review submitted Green Fee initiatives.
 - g. Serve as a student representative and meet regularly with:
 - i. Auxiliary Services
 - ii. Campus Facilities
 - iii. Student Health Services
 - iv. Public Safety
 - v. Other areas of administration that handle on-campus resources
 - g. Provide information to the student body about the above institutions.
- E. Diversity and Social Justice Committee
 - a. Meet with all affinity groups on campus, including, but not exclusive to:
 - i. Mary Atkins Lounge
 - ii. Solidarity Lounge
 - iii. Commuter Lounge
 - iv. Parenting Students
 - v. Women of Color Resource Center
 - vi. Mills Disability Alliance
 - vii. Community Health Resource Center
 - b. Coordinate information and events among these groups.
 - c. Maintain previously instituted organizations serving self-identified affinity groups on campus including, but not limited to, JAM (Joining All Mills).
- F. Academic Affairs Committee
 - a. Serve as an academic liaison between students and any non-student members of the Mills College Community.
 - b. Senators carry out their specific senator responsibilities, as explicitly stated in Article 5.
 - c. Chair will carry out their duties, as explicitly stated in Article 4.
 - d. Publicize, review, and publish the Mills Academic Research Journal (MARJ).
- G. Finance Committee
 - a. The Finance Committee will consist of the following voting members:
 - i. The ASMC Finance Chair

- ii. 4-8 ASMC Senate members
- b. If the minimum number of members is not met then all Special Funding Requests over \$1,000 shall be heard by the Full Board.
- c. The committee will review, schedule and hear all special funding requests of \$2,000 and under, and it will vote on the distribution of funds based on a 2/3 majority.
- d. All requests over \$2,000 will be reviewed by the Full Board and put to a vote based on a 2/3 majority.
- e. Requests/presentations will only be held on committee meeting days, unless the Finance Chair approves the necessity of an emergency Finance Committee meeting, which is to be held before Full Board meeting with only the Finance Committee.
- f. The Finance Committee will oversee the timely submission of the Special Funding Request follow up report these reports are to be submitted to the Finance Committee within two weeks after the funded event, unless otherwise agreed upon by the finance committee.
- g. The committee will oversee the spring budget allocation process.
- h. The committee will petition on behalf of Executive/Senate members who wish to amend the current allocated budget.

Article 8: Budget

8.1: Budget Distribution

- A. ASMC determines the distribution of student fees into the following categories:
 - a. Student Organizations and Clubs
 - b. Campus-wide events
 - c. Heritage Months
 - d. Publications
 - e. Class Council (First year through Senior year)
 - f. Special Funding Requests
 - g. Executive Board
 - h. Community Health Resource Center
 - i. Stipends will be kept in a separate account, **separate from Executive Board account**
- B. The tentative budget should be determined in Spring for the next academic year.
- C. Executive Board members have to attend BOT meeting held by Finance Chair in order to have access to their budget.
- D. Before making budget decisions, ASMC shall request proposed budgets from individuals, organizations and publications in the spring semester for the next academic year.
 - a. If a proposed budget is not submitted, then the funded organization shall not receive funding from ASMC for the following academic year.
- E. Any changes to the budget that would transfer funds from one category into another must also be approved by a 2/3 majority of members present at a Full Board meeting.

8.2: Stipends

- A. The Executive Board shall receive stipends for their work.
 - a. Dispersals will occur quarterly, by the eighth week of instruction and the first reading day at the end of the semester, unless they have been removed from their position.
 - b. The President will receive a stipend of \$2,500 for the academic year. The Finance Officer will receive a stipend of \$2,300 for the academic year. All other Executive Board positions, including the Vice President, Academic Chair, Student Services Chair, Internal Affairs Chair, Judicial Chair, Public

Relations Chair, and Historian will receive a stipend of \$1,000 for the academic year. In the event that a position is co-chaired, the stipend will be split.

c. In order to receive a stipend, each Executive Board member will be reviewed by the Stipend Review Board.

B. Commuting and Parenting student Senate members shall receive a \$100 stipend each semester added to their Mills ID card for the explicit purpose of providing meals on days that ASMC meets.

Article 9: Removal from Office

9.1: Eligibility for Removal

There are two reasons for which a member of ASMC may be removed from office:

Grade Point Average

A. All ASMC members are required to maintain a cumulative grade point average of 2.5.

B. If a member's cumulative GPA falls below 2.5, then that member is in jeopardy of being removed from their position on ASMC, at the Advisor's discretion.

9.2: Accountability

A. Personal behavioral standards encourage behavior that is in line with the Mission and Vision of the ASMC, and that strengthens and improves the quality of life for the entire community. Examples of behavior that violate the behavioral standards include, but are not limited to, the following:

a. Failure to attend all ASMC Full Board and Committee meetings as stated in the Attendance Clause.

b. Failure by students to follow their role and duties outlined in the Election Pamphlet and ASMC Constitution.

c. Engaging in behavior that undermines the Mission and Vision of ASMC.

d. Unauthorized use or attempt to use the ASMC name.

e. Unauthorized use or attempt to use ASMC funds.

f. Failure to maintain a cumulative GPA average of 2.5.

g. Violation of campaign regulations addressed in the Official Elections Pamphlet.

h. Failure to vote in ASMC meetings.

9.3: Process of Removal

Students who encourage and/or become involved in these or other actions that violate the ASMC personal behavioral standards may be removed from office and reported to the College's Sr. Conduct Officer for potential follow up as appropriate.

a. Members of the Internal Affairs committee have the power to investigate the accountability of any member of the Executive Board. Part of this investigation must include discussing the individual's performance with other members of the Board as well as the ASMC Advisor. Following the investigation, the Judicial Committee will come to a decision as to whether the individual should be removed from office.

b. If at this time, the member in question chooses to appeal the decision, the Appeals Board will decide whether or not to remove the individual from office.

c. For the removal from office for Senate members, Internal Affairs will lead an investigation on the member in question. The Judicial Committee will make a decision as to whether an individual should be removed from office. As with members of the Executive Board, the Appeals Board shall convene to vote on any appeal that is made.

d. For both cases involving Executive Board members and Senators:

- i. As soon as the “Petition for Removal” has been filed, the Judicial Committee must notify the ASMC member in question. At this time, the individual can decide either to resign or to continue with the investigation.
- ii. The investigation and voting procedures must be conducted within 14 business days of receiving the “Petition for Removal”.
- iii. If the ASMC member resigns or is removed from their position, they forfeit their right to a stole for that academic semester, and their stipend will be reviewed.

Article 10: Councils and Boards

10.1: Membership Appeals Board

- A. Comprised of the Executive Board (excepting an appealing member), this Board will meet to vote on any appeal of a member’s removal from office.

10.2: Stipend Review Board

- A. The Stipend Review Board is comprised of the current President, Judicial Chair, and Advisor.
 - a. The Judicial Chair, Vice President, and Advisor will review the President. The President, Vice President, and Advisor will review the Judicial Chair.
 - b. The Advisor is not a voting member of the review process.
 - c. In the event of a tie, the matter will be forwarded for a vote by the Executive Board.
- B. The Stipend Review Board will review each officer on the Executive Board.
 - a. The review board will review the officer’s performance and completion of their duties stated under each officer’s responsibilities. (See Section 4.4)
 - b. The review board will also review the officer’s participation, attendance, and completion of duties in a timely manner.
- C. Each person will be notified of any changes made to the stipend in question at which point said person will have one week to appeal the decision.
 - a. No more than one appeal will be granted per person per semester.
 - b. In the event that an appeal is necessary for a chaired position, committee members may provide further information to the Executive Board. The member appealing the decision will present an argument challenging the review committee’s decision, and at that point the entire Executive Board will make a final decision.

Article 11: Amending and Revising the Constitution

- A. Amendments and revisions are to take effect upon the approval of 2/3 of the active voting membership of both the Executive Board and the Senate, and shall be binding upon review by the College President and Faculty.

Approved May 4, 2016

Eva Steward, 2015-16 ASMC Judicial Chair