

The Constitution of the Associated Students of Occidental College

The Associated Students of Occidental College is hereby recognized as the official body protecting students' rights and interests; advocating on behalf of the student body; facilitating dialogue on the ways that Occidental College can better serve the needs of a diverse student body; empowering student leaders; holding Occidental College accountable to its mission statement; and enhancing the educational, recreational, and social well-being of all students.

Table of Contents

<u>Article 1. General</u>	3-4
<u>Article 2. The Executive Committee</u>	5-12
<u>Article 3. Senate</u>	13-14
<u>Article 4. Honor Board</u>	15-16
<u>Article 5. Sustainability Fund</u>	17-18
<u>Article 6. Diversity and Equity Board</u>	19-20
<u>Article 7. All-Branch</u>	21-26

Article 1. General

Section 1. Name

- I. The name of this organization under this constitution shall be the Associated Students of Occidental College, herein referred to as the ASOC.

Section 2. Purpose

- I. The ASOC shall serve as the official union and representative of the students of Occidental College.
- II. The Executive Committee shall serve as the central governing body of the ASOC.

Section 3. Membership

- I. Members of this organization are recognized as any individual who pays the student body fee and is enrolled as a student at Occidental College.
- II. All members of the ASOC are entitled to the following:
 - A. To vote in all ASOC elections;
 - B. To hold ASOC office, if deemed eligible through the ASOC elections guidelines;
 - C. To serve in organizations chartered by the ASOC;
 - D. To attend all ASOC sponsored activities; and
 - E. To speak in any open ASOC organizational meetings.
- III. To guarantee equal rights to all its members, the ASOC will afford equal opportunities to all students without regard to race, color, ethnicity, ancestry, sex, gender expression, sexual orientation, physical or mental ability, medical condition, faith, age, nationality, pregnancy, economic class, criminal record, veteran status, marital status, political affiliation, or any other characteristics protected by College policy or federal, state, or local law.

Section 4. Non-Profit Status

- I. The ASOC is organized for non-profit purposes and no member, official, manager, advisor, supervisor, or organization shall derive profit from it.
- II. The property of the ASOC is irrevocably dedicated to non-profit and charitable purposes, and no part of the net income or assets of the ASOC shall ever be insured to the benefit of any member, official, organization, or any private person.
- III. Upon the dissolution of the ASOC, its remaining assets after payment of provision, payment of debts, and liabilities shall be distributed to a non-profit fund, foundation, or corporation which has established tax-exempt status under Section 501(c)(3) of the United States Internal Revenue Code.

Section 5. Authority

- I. The Constitution of the ASOC shall be the governing document of this organization. If there is a conflict between any provision in the Constitution of the ASOC and any provision in an ASOC branch bylaw, the Constitution of the ASOC shall prevail.

- II. Neither the ASOC nor any organization under its jurisdiction shall adopt any policy which abridges the freedom of speech, freedom of assembly, freedom of the press, freedom of religion, or the basic and inherent rights of any individual.

Section 6. Structure

- I. The ASOC shall be composed of four branches: the Senate, the Honor Board, the Sustainability Fund and the Diversity and Equity Board with the Executive Committee serving as the central governing body.
- II. Each branch and the central governing body shall have bylaws that serve to clarify and expand upon the Constitution of the ASOC. The bylaws of each branch of the ASOC shall apply only to that branch, and separate sets of bylaws may not come into conflict with one another, nor conflict with the Constitution of the ASOC. The bylaws of each branch may be changed only by a two-thirds majority vote of the officials of the respective branch.

Article 2. The Executive Committee

Section 1. Purpose

- I. The vision behind the creation of the Executive Committee is to:
 - A. Ensure active participation of all students, especially for those from marginalized and historically underrepresented backgrounds who are often excluded from traditional power structures;
 - B. Improve communication and relations between the college administration and each of the four ASOC branches, ensuring more horizontal and shared governance and giving each branch an equal voice in the decision-making process of student body affairs;
 - C. Utilize the positions of a President and ASOC Vice President of Finance which will reflect positions of CEO and CFO, respectively, as is legally required for a non profit organization under 501(c)(3) non profit code.
- II. The Executive Committee shall have the following powers to advocate on behalf of the student body:
 - A. Collect student body fees and apportion the funding that each of the four ASOC branches and student services will receive;
 1. Once this formal apportionment has occurred, the power to decide how each branch will spend its funding is reserved to each branch contingent on frequent communication with the ASOC Finance Vice President and ASOC Finance Manager.
 - B. Oversee and approve student services including Bengal Bus, Bike Share, FEAST, KOXY, La Encina, Occidental Design Service, Oxy TV, Programming Board, Student Activities Center, and The Occidental;
 1. The Executive Committee will solely fund all student services that were previously reserved to an ASOC branch to fund.
 - C. Facilitate conversations around the All-ASOC Funding Guidelines and the transition to a new funding guideline which all branches will follow;
 - D. Approve ASOC's Fiscal Year budget;
 - E. Hold general meetings and town halls;
 - F. Manage the long-term financial health of ASOC through regular budgetary reviews, including decisions over the ASOC savings and the ASOC investment policy;
 - G. Uphold the four cornerstones of excellence, equity, community and service;
 - H. Ensure that ASOC is able to continue its nonprofit status as a 501(c)(3) organization;
 - I. Serve as the first point of contact for the ASOC to the President of the College, the Dean of Students, Senior Administration, and the Board of Trustees.
 - J. Act as the official representative of the ASOC membership;

- K. Issue resolutions on issues of interest to the ASOC membership;
- L. Provide opportunities for the development of student leadership qualities;
- M. Initiating, coordinating, and holding general assemblies of the ASOC membership.

Section 2. Composition

- I. The Executive Committee shall be composed of:
 - I. ASOC President, who is elected by the student body and independent of all branches; and facilitates this body as its Chair
 - II. ASOC Vice President of Finance, who is elected by the student body and independent of all branches; and facilitates this body as its Vice Chair
 - III. Eight Branch Representatives
 - A. Two representatives from each ASOC Branch (Senate, Diversity and Equity Board, Renewable Energy and Sustainability Fund, and Honor Board);
 - 1. The Executive Committee branch representatives of the Senate and Honor Board shall be appointed by each of those two bodies, as all members of both of these branches were previously elected by the student body.
 - 2. The Executive Committee representatives of the Diversity and Equity Board and Sustainability Fund shall be selected through the following process:
 - a) DEB and SusFund shall internally nominate two of its members to serve as branch representatives to the Executive Committee.
 - b) The nominations will be confirmed by a confidence vote from the student body at the start of each semester in order for them to take their seats on the Executive Committee.
 - IV. Dean of Students Pro-Staff Designee and ASOC Finance Manager
 - A. The ASOC Finance Manager and the Occidental College Dean of Students professional staff designee will serve as the two non-voting professional staff of the Executive Committee.
 - V. ASOC Secretary
 - A. The ASOC Secretary shall be nominated by the ASOC President and confirmed by the Executive Committee and serve to oversee the transition to the Executive Committee, ensure that Executive Committee operations are transparent to the student body, and identify ways in which the Executive Committee can better serve the student body.
- II. The Executive Committee may appoint additional officials to assist the Executive Committee in its duties.

Section 3. Terms

- I. The term of office for all Executive Committee representatives, not including the ASOC

President and VP of Finance, is one semester.

- A. In the event that a branch chooses to use the same branch representative for more than one semester they are allowed to appoint the previously elected branch representative through a two thirds majority vote in favor by the respective ASOC branch.
- B. Any ASOC student officer who was elected during special or midterm elections and then appointed as an Executive Committee representative shall serve in their position as EC representative for the remainder of the academic year.

Section 4. Procedures

I. Meetings

- A. The Executive Committee shall hold official meetings once every two weeks during the academic year at a convenient time that does not conflict with any of the branches' general meetings.
 - 1. If a member of the Executive Committee determines that a meeting should be canceled due to an emergency or unforeseen event they must consult with and receive approval from all voting members.
- B. Meetings shall be set and chaired by the ASOC President.
 - 1. In order to call for an emergency meeting, the ASOC President, ASOC Vice President of Finance, or any other member of the Executive Committee must make a call at least 24 hours in advance before the requested meeting time.
 - 2. The president may designate another member of the Executive Committee to chair the meeting if they are unable to.
- C. Meetings shall be open, and advertised to all of the student body.
- D. An official meeting of the Executive Committee shall only be called to order with quorum: presence of two-thirds of the elected branch representatives and designated proxies with at least one representative from each branch.
- E. Executive Committee representatives shall attend all Executive Committee meetings.
- F. The Secretary shall take minutes of all open and official meetings of the Executive Committee.

II. Elections

- A. The search for the Elections Chair will be conducted by the Senate Chair and then confirmed by the Executive Committee through a two thirds majority vote.
- B. Further information on Executive Committee elections shall be provided in the Executive Committee bylaws.

III. Voting

- A. For each vote of the Executive Committee, each Executive Committee branch representative shall have one vote except the Secretary, Dean of Students pro-staff designee, ASOC Vice President of Finance, and the ASOC Finance Manager. The

ASOC President may only cast a vote in the case of a tie.

- B. Quorum constitutes at least two thirds of Executive Committee members with at least one representative from each branch.
- C. Given quorum, a majority of those present must vote in favor for a motion to pass.
 - 1. A motion may constitute resolutions, the budget, funding guidelines, memorandums, funding proposals, capital improvement requests, other official documents, or changes to Executive Committee structure shall pass by majority of Executive Committee representatives present, unless stated otherwise. Given quorum, a majority of those present must vote in favor for any of these aforementioned items to pass.

IV. Annual Report

- A. The secretary of the Executive Committee shall conduct semesterly reviews of the performance of each member of the Executive Committee. The reviews will be published in a final annual report made available to the entire student body.

V. Committees

- A. The Executive Committee shall have standing committees as specified in its Bylaws.

VI. Bylaws

- A. Any Executive Committee procedure not delineated in the Constitution shall be specified in the Executive Committee Bylaws.

Section 5. ASOC President

I. The President shall:

- A. Be elected in the Spring to serve for the following school year;
- B. Regularly update the student body on the work of ASOC and the College;
- C. Attend and chair all meetings of the Executive Committee, including moderating discussions and facilitating voting;
- D. Set the agenda and send it out to the Executive Committee at least 48 hours prior to the meeting and to the campus public at least 24 hours prior to the meeting;
- E. Attend at least two meetings of each branch during the semester to give an update and to listen to the members of said branch;
- F. Deliver a speech at the Orientation Welcome;
- G. Meet with Senior Staff to advocate for students at the institutional level;
- H. Set ASOC Executive Committee House Rules;
- I. Work with each ASOC branch to coordinate relevant events and programming;
- J. Sign ASOC checks at the request of the ASOC Finance Manager;
- K. Create special sub-committees contingent to the approval of the Executive Committee;
- L. Advocate for increased student representation in all campus committees, councils, and working groups;

- M. Work alongside relevant campus resources to provide orientation and leadership development opportunities for student leaders;

Section 6. ASOC Vice President of Finance

I. The Vice President of Finance shall:

- A. Be elected in the Spring to serve for the following academic year;
- B. Attend and chair all meetings of the Executive Committee, including moderating discussions and facilitating voting, when the President is absent;
- C. Work alongside the ASOC Finance Manager to oversee the financial affairs of ASOC, including each branch;
- D. Work with the Executive Committee and each ASOC branch to review, publicize, and enforce the funding guidelines and funding processes;
- E. Serve as an advisor for each branch about funding allocations, processes, and questions if requested;
- F. Work with the treasurers of each branch and the Executive Committee to develop one ASOC funding guideline;
- G. Chair the executive finance subcommittee which consists of the Senate, DEB, and SusFund treasurers and an Honor Board representative as well as non Executive Committee members;
- H. Communicate and meet with the ASOC Finance Manager at least bi-weekly about funding allocations, reversals, and questions;
- I. The ASOC Vice President of Finance , in consultation with the ASOC President and ASOC Finance Manager, will perform a periodic review (3&9, 6&6, 9&3 quarterly assessment) to monitor actual and projected revenues and expenditures.
 - 1. Upon completion of the budget review, the quarterly assessments are presented to the Executive Committee for verification, adjustment and approval.
- J. Coordinate the annual budget review process and have a finalized budget for the following fiscal year ready for Executive Committee vote before the end of the school year;
- K. Provide recommendations to the Executive Committee for adjustments to the investment funds and policy;
- L. Meet semesterly with the Chief Operating Officer to offer a student perspective on the financial strategies, financial planning, and budget management functions of the College;
- M. Serve on the College's Budget and Strategic Advisory Committee; and
- N. Meet with Student Service Managers to discuss operations and report back to the Executive Committee on their achievement and address concerns. Ensure that they provide an annual detailed performance report.

Section 7. ASOC Secretary

VI. The ASOC Secretary shall:

- A. Take minutes and ensure that minutes of the four ASOC branches are in line with the standard set by the Executive Committee Secretary.
- B. Send out a copy of the previous meeting's minutes 48 hours prior to meetings to be reviewed and approved by other members of the Executive Committee.
- C. Oversee mid-year and end-of-year reports for EC members.
- D. The ASOC Secretary will be a non-voting member of the Executive Committee and is not required to have held a position on any of the ASOC branches prior to their appointment.
- E. Each branch is responsible for presenting at least one candidate for the Secretary position to the Executive Committee and the Executive Committee will proceed to read the applications name blind and vote with a simple majority rule.
- F. If the secretary is unable to attend an Executive Committee meeting they may designate another member of the Executive Committee at least 24 hours prior to the meeting to take minutes.
- G. Any discussion that includes funding, elections, policy changes, visitors to a meeting, and matters of other branches must be fully recorded in the minutes. Matters not pertaining to student government or that take place after the cumulation of a meeting do not need to be recorded in the minutes.

Section 8. Student Services

- I. Student Services shall enhance the intellectual and social life of students. The Executive Committee shall oversee and fund the following student services;
 - A. Bengal Bus, Bike Share, FEAST, KOXY, La Encina, Occidental Design Service, Oxy TV, Programming Board, Student Activities Center, and The Occidental.
 - B. To maintain editorial freedom and prevent conflicts of interest, the scope and limitations of The Occidental and KOXY shall not be subject to Executive Committee oversight.
- II. Each Student Service is required to have a Supervisor determined at the discretion of each Student Service.
 - A. Student Services Managers will interview and make recommendations for hiring and firing. The Student Services Supervisor shall make final hiring and firing decisions, informed by the recommendations of the respective Student Services Managers.
- III. A designee of the ASOC President may partake in the hiring of Student Service Managers if agreed upon by both the Student Service Manager and the Executive Committee.
- IV. Student Service Managers shall submit budgets to the ASOC Vice President of Finance for approval at the beginning of the academic year, prior to the approval of the budget. Requests for additional funds will be granted on a case by case basis.

Section 9. Budget

- I. The Executive Committee shall approve a budget for the allocation of the student body fees for an academic year by the beginning of the academic year.
 - A. The Executive Committee will fund, through a separate general student body fee, all ASOC Operations including Honor Board provided that the new fee structure passes a student body vote in Fall 2021.
- II. The effective date for the new fee structure shall be the 2021-2022 Fiscal Year provided that the 2021 amended constitution is approved through a student body vote.
 - A. Beginning in Fiscal Year 2021-22 each branch will receive their own fee as voted on by the student body resulting in four separate fees provided that the new fee structure passes a student body vote in Fall 2021.
 1. General Student Body Fee as voted by the Student Body
 2. Senate Fee to be the same as DEB and SusFund as voted by the Student Body
 3. Diversity and Equity Board Fee to be the same as Senate and SusFund as voted by the Student Body
 4. Sustainability Fund Fee to be the same as DEB and Senate as voted by the Student Body
- III. The Executive Committee shall determine whether any changes to the general student body fee or the branch fees will go to ballot.
 - A. Approval of any proposed student body or branch fee changes that go to the student body ballot requires a two-thirds majority vote in favor from the Executive Committee.
 - B. If the proposed student body fee changes go to the student body ballot, the following is required for the proposed student body fee changes to pass:
 1. Be voted on by at least twenty percent of the ASOC membership.
 2. Of those casting ballots, a two-thirds majority vote in favor with abstentions counting as non-votes.
- IV. If it is determined necessary to withdraw from the general ASOC savings account, by the Executive Committee or the ASOC Finance Manager, a two-thirds majority vote in favor from the Executive Committee is required to withdraw from the general ASOC savings account. The Executive Committee may not withdraw more than 15% from the general ASOC savings account total in one fiscal year.
- V. At the beginning of the fiscal year 2021-2022, provided that the new fee structure passes a student body vote in Fall 2021, the accounts of Senate, SusFund, and DEB will each be brought to \$9,000 and any remaining funds in the respective accounts above \$9,000 will be moved to the general ASOC savings account.
 - A. Senate, SusFund, and DEB will build new savings beginning in the academic year 2021-2022 and will maintain their own savings going forward.

- VI. Senate, SusFund, and DEB will contribute 3% of their annual student body fees/branch fees collected to the general ASOC savings account with the Executive Committee managing that account as stipulated above.
- VII. The Executive Committee shall manage all investment portfolios and implement their respective policies.
- VIII. The Occidental shall receive fifteen (15) percent of the General Student Body Fee.
- IX. KOXY shall receive five (5) percent of the General Student Body Fee.

Article 3. The Senate

Section 1. Purpose

- I. The Senate shall have the following powers to advocate on behalf of the student body:
 - A. Serving as the legislative branch of the ASOC;
 - B. Allocating and administering funding from the Senate's funds
 - C. Appointing student representatives to all campus committees;
 - D. Nominating the ASOC Elections Chair and helping to administer elections;
 - E. Providing opportunities for the development of student leadership qualities.

Section 2. Composition

- I. The Senate shall be composed of:
 - A. Internal Affairs Director (Chair)
 - B. Academic Affairs Director
 - C. External Affairs Director
 - D. Policies Director
 - E. Treasurer
 - F. Two First-Year Class Senators
 - G. Two Sophomore Class Senators
 - H. Two Junior Class Senators
 - I. Two Senior Class Senators
 - J. Chief of Staff (appointed)
- II. The Senate may appoint additional officials to assist the Senate in its duties.

Section 3. Terms

- I. The term of office for all Senate officials is one academic year.
- II. Any ASOC Senate Official elected during special or midterm elections shall serve in their respective office for the remainder of the academic year.

Section 4. Procedures

- I. Meetings
 - A. The Senate shall hold official meetings at least once a week, at a date and time most practical for the student body.
 - B. An official meeting of the Senate shall only be called to order with quorum: presence of two-thirds of the elected officials and designated proxies.
 - C. Senate officials shall attend all Senate meetings.
 - D. The Chief of Staff shall take minutes of all open and official meetings of the Senate.
- II. Voting
 - A. For each vote of the Senate, each Senate official shall have one vote except the Chief of Staff.
 - B. Votes on resolutions or changes to Senate structure shall pass by majority of Senate officials present, unless stated otherwise.

III. Committees

A. The Senate shall have standing committees as specified in their bylaws.

IV. Bylaws

A. Any Senate procedure not delineated in the Constitution shall be specified in the Senate bylaws.

Section 5. Budget

I. The Senate shall allocate the Senate's student body fee in accordance with the All-ASOC funding guidelines with any additional items outlined in the Senate's funding guidelines.

Section 6. Advisor

- I. Each year the Senate shall approve upon a two-thirds majority vote in favor of an advisor to the Senate. The advisor shall be a designated professional staff from Student Leadership, Involvement, and Community Engagement.
- II. The Senate Advisor shall serve at the discretion of the Senate and provide services as outlined in the Senate bylaws.
- III. Upon consultation with the Senate Advisor's supervisor, the Senate Advisor may be removed from their role as advisor upon two-thirds majority vote in favor.

Article 4. Honor Board

Section 1. Purpose

- I. The Honor Board serves as the judicial branch of the ASOC.
- II. The Honor Board shall be responsible for upholding and propagating the Honor Code, which states: “No student shall take unfair advantage of another student or member of the Occidental Community.”
- III. The Honor Board shall have the following powers:
 - A. Reviewing cases of alleged violations of the Honor Code;
 - B. serving as student representatives in the College’s adjudication processes;
 - C. reviewing election complaints and officer impeachment appeals;
 - D. interpreting and resolving ASOC branch bylaw conflicts; and
 - E. advocating for the excellence, equity, community, and service of all ASOC members through official actions and resolutions.

Section 2. Composition

- I. The Honor Board shall be composed of ten generally elected members of the student body. Members shall be referred to as Jurors.
- II. The Jurors will designate an Honor Board Chair from among their membership.

Section 3. Terms

- I. A juror may serve more than one term, but no juror shall serve more than eight semesters total. At the conclusion of their first term, if a juror intends to serve a second term, they must follow the ASOC election process.

Section 4. Procedures

- I. Honor Board Meetings:
 - A. An official meeting of the Honor Board shall only be called to order with quorum: two-thirds of elected officials.
 - B. Jurors shall attend all Honor Board meetings.
 - C. As an elected official, absences should be limited. If a Juror exhibits insufficient commitment and/or fails to complete official Honor Board duties, this will be grounds for removal.
- II. Honor Cases, Complaints, and Appeals:
 - A. A case may be brought to the attention of the Honor Board by any student or staff, administrator, or faculty member employed by Occidental College.
 - B. In cases of alleged violations of the Honor Code, the Honor Board must make three determinations:
 1. Whether an Honor Code violation has occurred;
 2. how to rectify the violation, if such a determination has been made; and
 3. how to restore the concept of honor in the Occidental community.
 - C. All Honor Board decisions are subject to appeal to the Honor Board appeals committee.

1. The Honor Board Advisor shall chair the appeals committee.
2. Any Jurors who did not vote in the appealed case may be included in the appeals committee.
3. The decision of the appeals committee is final.
4. Grounds for appeal shall be limited to: new evidence that was unavailable at the time of the hearing, concerns of bias or prejudice against either party, or substantive procedural error. Dissatisfaction with the outcome shall not be grounds for appeal.

III. Bylaws

- A. Any Honor Board procedure not delineated in the Constitution shall be specified in the Honor Board bylaws.

Section 5. Advisor

- I. The advisor to the Honor Board shall be designated by the Occidental College Dean of Students.

Article 5. Sustainability Fund

Section 1. Purpose

- I. The Sustainability Fund, hereafter referred to as SusFund, shall disburse student body fees to students, staff, and faculty with the goal of contributing to a more environmentally sustainable campus by means of promoting renewable energy, resource conservation, sustainable programming and workshops, food justice, environmental justice, the reduction of greenhouse gas emissions, and by advocating for environmental sustainability, education, and awareness on campus.
- II. The SusFund shall have the following powers:
 - A. Allocating funds from the SusFund student body fee to programs and initiatives deemed to fit the mission statement;
 - B. Advising and supporting sustainable programs and initiatives put forth by students, staff, and faculty; and
 - C. Supporting events that promote awareness of environmental sustainability and environmental justice on campus.

Section 2. Composition

- I. SusFund shall be composed of:
 - A. President
 - B. Treasurer
 - C. Secretary
 - D. At least two officers from the first-year class, sophomore class, junior class, and senior class

Section 3. Appointment Process

- I. New officials will be appointed by a simple majority vote by the serving officials after submitting an application, attending a meeting, and responding to interview questions.
- II. The President, Treasurer, and Secretary positions will be voted on by SusFund through a simple majority vote.

Section 4. Terms

- I. Officials will serve for up to four semesters. If officials are interested in serving again, they may reapply.
- II. If an official chooses to go abroad or take a semester off, they will retain their seat unless their four-semester term is over. If their absence causes a deficit in the number of class representatives or officer positions, new officials will be elected accordingly.

Section 5. Procedures

- I. Meetings:
 - A. The SusFund shall hold official meetings at least once a week.
 - B. SusFund officials shall attend all SusFund meetings.

- C. An official meeting of the SusFund shall be called to order with quorum: presence of two-thirds of the elected officials and designated proxies.
- II. Voting
 - A. For each vote of SusFund, each SusFund official shall have one vote.
 - B. SusFund votes shall pass by a majority of SusFund officials present.
- III. Budget
 - A. Money for the SusFund will be raised through a SusFund student body fee.
 - 1. These funds will be managed and distributed by SusFund in accordance with SusFund funding guidelines.
- IV. Bylaws
 - A. Any SusFund procedure not delineated in the Constitution shall be specified in the SusFund bylaws.

Section 6. Advisor

- I. The advisor to the SusFund shall be the Campus Sustainability Coordinator. The SusFund Advisor shall serve at the discretion of the SusFund.

Article 6. Diversity and Equity Board

Section 1. Purpose

- I. The Diversity and Equity Board, hereafter referred to as DEB, shall serve as an official student-led branch of the ASOC that works towards the empowerment of and improved conditions for structurally marginalized groups both on and off campus. The purpose of this board is to support student- and faculty-led initiatives that foster a campus climate of inclusivity through intersectionality, the compilation of reports on offices' and ASOC branches' commitment to diversity and equity, and putting forth recommendations towards improved practices. The intention of the Board is to hold Occidental College accountable to its mission of diversity and equity.

Section 2. Composition

- I. DEB shall be composed of:
 - A. Thirteen appointed voting officials.

Section 3. Appointment Process

- I. All officials must have demonstrated a commitment to improving diversity and equity for marginalized students at Occidental College.
- II. Applicants must present an individual application and participate in a personal interview before selection by the majority vote of DEB.
- III. The selection process for DEB's thirteen appointed officials will be held throughout the academic year to fill vacancies in the current semester and for the following school year.

Section 4. Terms

- I. Officials will serve until graduation or leaving the College temporarily or permanently.
- II. If a DEB official goes abroad or takes a leave of absence, they may reapply for a position upon their return during the next application cycle.

Section 5. Procedures

- I. There will be no hierarchy in DEB; each official will share the responsibility of researching and compiling reports.
- II. Meetings
 - A. DEB shall hold official meetings at least once a week.
 - B. An official meeting of DEB shall be called to order with quorum: two-thirds of the appointed officials and designated proxies.
- III. Voting
 - A. For each vote of DEB, each DEB official shall have one vote.
 - B. DEB votes shall pass by a majority of DEB officials present.
- IV. Budget
 - A. Money for DEB will be raised through a DEB student body fee.
 1. These funds shall be distributed and managed by DEB in accordance with

DEB funding guidelines.

V. Committees

- A. DEB officials may create a non-voting committee to inform them of their work.

VI. Bylaws

- A. Any DEB procedure not delineated in the Constitution shall be specified in the DEB bylaws.

Section 6. Advisor

- I. The advisor to the DEB shall be a faculty or staff member of the Occidental community approved by two-thirds of DEB officials and at the agreement of the advisor. The DEB Advisor shall serve at the discretion of the DEB and provide services outlined in the DEB bylaws.

Article 7. All-Branch

Section 1. Elections

- I. Elections for the Senate, Honor Board, and the Executive Committee shall be coordinated by the Elections Chair.
- II. The process for designating the Elections Chair is outlined above in Article II “Executive Committee,” Section 4 Procedures, line 2 Elections.
- III. The Elections Chair shall be compensated for their work.
- IV. Elections for three or fewer vacant seats may be coordinated by the ASOC President given a simple majority vote in favor from the Executive Committee.
- V. The Elections Chair shall not be a current official of any ASOC branch.
- VI. The Elections Chair may create an Elections Committee and appoint ASOC officials to serve on the committee at their discretion.
- VII. All elected officials shall be elected into office by their constituency by plurality vote.
- VIII. The constituency for all elected offices except Class Senators shall be defined as the ASOC membership. The constituency for Class Senators shall be defined as members of the ASOC who are in the same class year as the candidate, as determined by the Occidental College Registrar.
- IX. Annual Elections
 - A. Elections for the ASOC President and Vice President of Finance as well as the ASOC officers of the Senate and Honor Board shall take place at least two weeks before the final day of classes in the spring semester. Elected officials will assume office after the final day of classes in the spring semester and will serve their term for the subsequent academic year until the final day of classes in the spring semester.
 - B. Elections for First-Year Class Senators shall take place no later than the fourth week after the first day of classes in the fall semester. Elected officials will assume office the day after election results are announced and will serve their term for the remainder of the academic year until the final day of classes in the spring semester.
 - C. The Elections Chair shall announce all available positions at least one week prior to the deadline to submit nominating petitions.
 - D. The Executive Committee Secretary shall be appointed by the Executive Committee in the process outlined in Article 2 “Executive Committee,” Section 7.
- X. Special Elections
 - A. Special Elections may be called to order by the ASOC President if deemed necessary.
 - B. Officials elected during Special Elections will serve their term for the remainder of the academic year until the final day of classes in the spring semester.
- XI. Election Guidelines

- A. The Election Guidelines shall outline eligibility requirements as established in the ASOC Constitution, campaign rules, voting structures, and election infraction processes.
- B. The Election Guidelines may be amended given a two-thirds majority vote in favor from the Executive Committee.
- C. All eligible candidates shall be given the Election Guidelines by the Elections Chair.
- D. The Elections Chair shall interpret and enforce the rules established in the Election Guidelines.

XII. Election Infractions:

- A. Any member of the ASOC membership who reasonably believes that an election rule, established in the Election Guidelines or by the Elections Chair, was violated or is being unreasonably enforced may submit a complaint to Honor Board.
- B. Honor Board shall hear the complaint in accordance with their bylaws and notify the complainant, the defendant, and the Elections Chair of their decision.
- C. The Elections Chair must properly enforce all election infraction decisions made by the Honor Board.

Section 2. Officer Eligibility

- I. To hold an office, elected or appointed, in the ASOC, the following minimum requirements are established:
 - A. Must be enrolled as a part-time or full-time degree-seeking student during their respective term of office or appointment;
 - B. not be on academic or disciplinary probation during their respective term of office or appointment;
 - C. may not simultaneously serve in more than one elected position, appointed position, or as a Student Services Manager during their respective term of office or appointment; and
 - D. must maintain at least a 2.0 GPA.
 - E. Candidates for ASOC President must have served at least one semester on any ASOC branch.
 - F. Candidates for Class Senators must present a nominating petition with twenty signatures of their current class.
 - G. Candidates for all other offices must present a nominating petition with forty signatures of the ASOC membership.
 - H. All petitions must be presented to the Elections Chair by the deadline established by the Elections Chair.
- II. Officer eligibility requirements may be appealed to the Honor Board.

Section 3. Officer Resignation and Removal

- I. Officer Resignation
 - A. Any elected or appointed ASOC officer voluntarily resigning must notify their

respective branch of their resignation in writing at least one week prior to their effective date of resignation.

II. Officer Removal

- A. The following are impeachable offenses:
 1. Willful violation of the provisions outlined in this Constitution or in their respective branch bylaws
 2. Violation of any eligibility requirements
 3. Misappropriation of funds
 4. Violations of College policy resulting in disciplinary probation
 5. Violations of the Honor Code resulting in a recommendation from Honor Board of officer removal
 6. Negligence or repeated inattention in carrying out official duties
- B. For elected officials, any member of the ASOC may submit a motion for impeachment, outlining the reason(s) for impeachment, to the Honor Board. If the Honor Board determines that the official has committed any impeachable offenses, Honor Board will forward the motion to the branch in which the elected official presides.
- C. For appointed officials, any member of the ASOC may submit a motion for impeachment, outlining the reason(s) for impeachment, to the advisor of the branch in which the elected official presides. If the branch advisor determines that the official has committed any impeachable offenses, the branch advisor will notify the branch in which the elected official presides of the motion.
- D. After the branch in which the elected or appointed official presides is notified of the motion for impeachment, either of the following processes may be taken to initiate a vote of no confidence:
 1. Any member of the ASOC may enact a petition for the removal of an elected official given the signatures of at least twelve percent of the students of that officer's constituency.
 - a) Students' signatures represent their support of the value of discussion of the elected or appointed official's conduct of office, but may not necessarily represent a vote of no confidence.
 - b) The petition shall be presented to the branch of ASOC in which the proposed impeached officer resides.
 2. Any official of an elected branch may enact a motion for the removal of an elected official within their branch given a two-thirds majority vote in favor.
- E. The branch of ASOC in which the petition or motion for officer removal resides shall immediately inform the impeached official of the pending no-confidence vote. No more than forty-eight hours after notifying the impeached official, the branch of ASOC shall announce the impeachment vote to the impeached official's constituency.
- F. As soon as the announcement is made, a forty-eight hour campaign period shall

begin, for both the impeached official and the impeaching party. If at all feasible, a well-publicized forum or open, in-person community meeting should be held by the branch of ASOC in which the impeached official resides.

- G. At the end of the forty-eight hours, polls shall open to the impeached official's constituency. The question shall be a vote of no confidence. The following is required for the impeached official to be immediately removed from office:
 - 1. Be voted on by at least fifteen percent of the impeached official's constituency.
 - 2. Of those casting ballots, a plurality voted in favor with abstentions counting as non-votes.
- H. The impeached official shall be ineligible for any future elected or appointed ASOC position.
- I. The branches may outline additional impeachment proceedings in their respective bylaws for appointed officials.
- J. The appointed and elected branches may outline processes for challenging officer seats in their respective bylaws.

Section 4. ASOC Meetings

- I. The elected and appointed branches of ASOC shall each meet formally at least four times a year, once at the beginning of the semester and once mid-semester for both fall and spring semester with an agenda provided to the public for all meetings.
- II. For general all-branch meetings, the purpose shall be to set priorities and discuss relevant topics that require all-branch input.
- III. Special meetings of the elected and appointed branches may be called to order by the ASOC President or by an elected or appointed branch given a two-thirds majority vote in favor from one branch. The purpose of the special meeting shall be communicated to elected and appointed officers.
- IV. The ASOC President shall determine a meeting time and location most practical for all officials.
- V. The Secretary of the Executive Committee, or individual branch secretaries, shall take and make public to the ASOC membership, the minutes of ASOC meetings.
- VI. Meetings may be closed upon two-thirds majority vote in favor from all officials present at the meeting.

Section 5. ASOC Voting

- I. Formal votes to approve official all-branch documents, create all-branch structures, or approve constitutional amendments require quorum: the added quorum of each elected and appointed branch.
- II. Formal votes shall pass with a two-thirds majority vote in favor.

Section 6. ASOC Funding

- I. The ASOC Funding Guidelines shall prevail over individual branch funding guidelines.

- II. The ASOC Funding Guidelines may be amended given a two-thirds majority vote in favor from the Executive Committee.

Section 7. Savings

- I. The ASOC Finance Manager shall maintain an accurate record of the savings of each individual branch.
- II. Upon consultation with the Executive Committee and the ASOC Finance Manager, each branch reserves the right to withdraw from their respective savings given a two-thirds majority vote in favor from the branch.
- III. Each branch may withdraw no more than fifteen percent of the student fee they collect per academic year.

Section 8. Payment

- I. ASOC officers will be paid on an hourly basis at minimum wage for the meetings that they attend. All hours logged must be confirmed by the Secretary of the respective branch or committee that the ASOC officer serves on.

Section 9. Professional Staff

- I. The ASOC professional staff personnel include the ASOC Finance Manager and the ASOC Club Sports Trainer.
- II. The professional staff shall carry out their duties as outlined in their job descriptions and the Executive Committee bylaws, and serve at the discretion of the ASOC and in consultation with the Occidental College Dean of Students, SLICE Director, and the Emmons Senior Director.
- III. The professional staff salaries shall be disclosed to the ASOC President and the ASOC Vice President of Finance.
- IV. A student committee shall conduct biennial evaluations of the professional staff.
 - A. The committee shall consist of no more than two representatives from each branch and at least three non-ASOC members.
 - B. The evaluations shall be provided only to the supervisor of the professional staff.

Section 10. Constitutional Commission

- I. The Constitutional Commission shall be composed of at least one representative from each of the branches determined at the discretion of each branch.
- II. The Constitutional Commission shall meet at least once a semester.
- III. To ensure fairness in matters of conflict stemming from the Constitution, the Constitutional Commission shall address constitutional amendments.

Section 11. Amendments

- I. Upon consultation with the Constitutional Commission, amendments may be referred to the ASOC membership and put to ballot by an Executive Committee or Senate vote, or by petition. The petition must be signed by twelve percent of the ASOC membership.

- II. To pass an amendment, the amendment must be voted on by at least twenty percent of the ASOC membership, with abstentions counting as non-votes, and receive a plurality vote in favor.
- III. Amendments to the Constitution will take effect immediately unless otherwise stated in the amendment.
- IV. The Executive Committee Secretary shall ensure that an accurate record of the dates and substance of all changes to this Constitution is maintained.

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Amended Sept 6, 2021