



**ASM Senate of College of the Siskiyous**  
800 College Avenue  
Weed, CA 96094

## **CONSTITUTION**

### **ARTICLE I. *Name***

The organization is known as the College of the Siskiyous Administrative Support and Management (ASM) Senate.

### **ARTICLE II. *Purpose***

The ASM Senate of College of the Siskiyous represents all ASM staff members of the College in matters relating to participatory governance, and assumes the primary role in disseminating information and gathering input on behalf of the ASM employees.

The ASM Senate works to promote and clarify the roles, rights, responsibilities and opportunities for College of the Siskiyous ASM staff to become involved in participatory governance and to contribute toward the mission of the College.

The Goals of the ASM Senate are to:

1. Be a voice for ASM staff.
2. Provide an avenue for involvement by ASM staff in participatory governance.
3. Foster communication, understanding, and mutual support among ASM staff.
4. Promote mutual respect, cooperation, and collaborative action between all constituencies within the College of the Siskiyous community.
5. Ensure a means of communication between ASM staff and the College community.
6. Inform ASM staff of actions and current issues of interest to the College community.
7. Promote professionalism within ASM staff in support of the values of the College community.

### **ARTICLE III. *Membership***

The membership of the Senate shall include all members of the ASM staff of the Siskiyou Joint Community College District. Members may consist of full-time or part-time permanent ASM staff. Members in good standing are persons who have fulfilled the requirements for membership and who have neither voluntarily withdrawn nor been expelled or suspended from membership as a result of provisions of the Constitution and Bylaws of this organization.

### **ARTICLE IV. *Officers***

The ASM Senate Officers shall consist of:

- President
- Immediate Past President
- Vice President
- Secretary
- Treasurer.

These officers shall comprise the EXECUTIVE COMMITTEE whose primary function is to expedite the business of the ASM Senate. Duties and responsibilities shall be ascribed in the Bylaws and expanded as seen necessary by the Senate.

### **ARTICLE V. *Duties of Officers***

Duties of officers, committee chairs, and committee members shall be ascribed in the Bylaws and expanded or revised as seen necessary by the Senate.

**ARTICLE VI. *Meetings***

The regular meetings of the Senate are held each month unless otherwise ordered by the ASM Senate. Meetings of the ASM Senate shall comply with applicable public meetings laws and regulations.

**ARTICLE VII. *Committees***

The Senate shall have standing and ad hoc committees. Standing committees shall be permanent and conduct the business of the Senate. Ad hoc committees shall be established by the Senate President for special purposes and shall be of short duration. The Senate President, or designee, shall be an ex-officio member of all committees

**ARTICLE VIII. *Parliamentary Authority***

The rules contained in the current edition of *Robert's Rules of Order - Newly Revised* shall govern the Senate in all cases to which they are applicable.

**ARTICLE IX. *Amendments***

Suggestions for amending to the Constitution are made by submitting a written request to the ASM Executive Committee a minimum of ten (10) days prior to the next ASM Senate meeting. The ASM Executive Committee shall place all amendment recommendations on the next ASM Senate agenda for discussion. Amendments to the Bylaws are effected by the Executive Committee upon approval of a two-thirds majority vote by a quorum of the ASM Senate.

**ARTICLE X. *Elections***

The ASM Senate for College of the Siskiyous will conduct a general election each Spring prior to June 1.

Adopted: March 21, 2019