

**CITRUS COLLEGE  
ASSOCIATED STUDENTS OF CITRUS COLLEGE (ASCC)  
2025-2026 PURPOSE STATEMENT**

**PURPOSE**

According to Article I, Section 2 of the Constitution, the purpose of the ASCC is:

- A. To guarantee a republican form of student government.
- B. To conduct the activities of the Associated Students and to promote the adoption and application of an effective student government.
- C. To further cooperation among students and between students, faculty, staff, administration, and the community.
- D. To develop a more informed citizenry capable of assuming an active role in society.
- E. To provide effective student representation in the college's shared governance process.

The ASCC responds to the Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Standard 4: Governance and Decision Making.

**The ASCC Executive Board Composition: 19 Members (10 Quorum)**

President:

- A. Preside over and chair all regular and special meetings of the Executive Board.
- B. Be responsible for the Executive Board agenda development.
- C. Call special meetings of the Executive Board, providing they informs all Executive Board advisors and members and complies with Brown Act requirements.
- D. Appoint members of the Associated Student Court with the approval of 2/3 vote of the Executive Board.
- E. Appoint all committee members.
- F. Perform such other duties as may be specified for the President in Robert's Rules of Order (revised).
- G. Act as host for the ASCC at all times.
- H. Be a member of the ASCC Finance Committee.
- I. Develop rapport, communication and information between the Student Trustee, Administration, and Presidents of the Academic Senate, Confidential/Supervisory, Classified Staff, Faculty Association, and Management Team.
- J. Become interim Student Trustee if the elected Student Trustee is removed from office, can no longer serve, or is put on academic or disciplinary probation until a special or general election can be held to elect a new representative.

Vice President:

- A. Preside over all Executive Board meetings in the absence of the President, and succeed to that office upon resignation or disqualification of the President.
- B. Act as an ex-officio member in a non-voting capacity of all committees appointed by the President and the Executive Board.
- C. Act as parliamentarian of the Executive Board.
- D. Be a member of the ASCC Finance Committee.
- E. Keep the Executive Board informed on the progress of all appointed committees.
- F. Attend all Citrus College Board of Trustees meetings.

Treasurer:

- A. In conjunction with the Student Affairs Administrator, have charge of all Associated Student funds.
- B. Make monthly reports to the Executive Board of the financial condition of the Associated Students.
- C. Be instrumental in operating the budget.
- D. Chair the ASCC Finance Committee.
- E. Maintain an up-to-date financial code and follow the guidelines set forth.

Legislative Liaison:

- A. Inform the Student Body and the ASCC of events, legislative action, proposals, and ballot initiatives that could affect community college finances and/or programs.
- B. Attend meetings and conferences that pertain to local, state, or national student organizations, pending approval of the ASCC Executive Board.

Senators:

- A. Each be appointed to standing, special, and ad hoc committees, the primary committees being the college Steering Committee and its standing sub-committees.
- B. Each Senator will be assigned academic affairs or student service departments. The Senator shall maintain rapport and become liaison between the Executive Board, faculty, staff, administration, and students.

Commissioner of Public Relations:

- A. Chair the Public Relations Committee.
- B. Supply press release material and ensure the dissemination of ASCC publications to the student population.
- C. Be instrumental in promoting good relations between Citrus College, district high schools, other colleges and the college community.
- D. Maintain an active recruitment program from the student body at Citrus College and local high schools.
- E. Conduct all ASCC general and special elections in the absence of an active Student Court in conjunction with the Executive Board President.
- F. Work closely with the editors of all school publications.
- G. Coordinate with the Commissioners of Activities, Athletics and Inter-Club Council Relations.

Commissioner of Activities:

- A. Process and file all documents necessary in the activities preparation process.
- B. Chair the Campus Activities Board.
- C. Plan and coordinate all aspects of co-curricular student activities in conjunction with the Office of Student Life.
- D. Delegate activity duties to members of the Executive Board and maintain assignment schedules for each event.
- E. Coordinate with the Commissioner of Public Relations for promotion of events.

Commissioner of Athletics:

- A. Establish and maintain a good standing relationship with campus athletic programs and administrators.

- B. Report to the ASCC Executive Board on the activities and competitive results of athletic programs.
- C. Coordinate with the Commissioner of Public Relations in efforts to promote student engagement in athletic events.

Commissioner of Inter-Club Council Relations:

- A. Attend all Inter-Club Council Meetings.
- B. Establish and maintain open communication between the Associated Students of Citrus College Executive Board and the Inter-Club Council (ICC).
- C. Report to the ASCC Executive Board on the activities and developments within the ICC and its member clubs.
- D. Coordinate with the Commissioner of Activities in promoting inter-organizational collaboration between the ASCC and ICC.

Commissioner(s)-at-Large:

- A. Each be appointed to standing, special, and ad hoc committees to serve in a capacity similar to that of a Senator.
- B. Perform special duties as indicated by the President.

Student Trustee:

- A. Be a member of the Citrus Community College District Board of Trustees.
- B. Fulfill all responsibilities of Board of Trustees member according to the California Education Code and Citrus College Board Policies and Administrative Procedures.
- C. Represent the interests of the entire community with a particular emphasis on the perspectives of present and future students of Citrus College.
- D. Attend all ASCC Executive Board meetings and report on the actions of the Board of Trustees.
- E. Act as the mentor to the incoming Student Trustee during the spring semester.

**MEETING DAY/LOCATION**

Tuesdays of Fall and Spring semesters, CC 111.

**MEETING DATES**

August 26, 2025, September 16, 23, 2025, October 7, 21, 2025, November 4, 18, 2025, December 2, 2025, February 24, 2026, March 10, 24, 2026, April 7, 21, 2026, May 5, 19, 2026, and June 2, 2026.

**RESPONSIBILITIES**

The ASCC Executive Board has general sets of responsibilities and specific duties.

According to Article VI, Section 4 of the Constitution, the Executive Board is responsible for the following duties:

- A. Approving a budget for the ASCC and planning a system of financing all Associated Students functions for the following year.
- B. Establishing a Finance Committee which shall recommend the ASCC budget, ASCC expenditures, and finance policies to the Executive Board. The Finance Committee shall include the following officers:

1. President
  2. Vice President
  3. Treasurer (Chairperson)
  4. One Senator, selected by the President
  5. One Commissioner, selected by the President
  6. Commissioner of Activities
  7. Student Affairs Administrator
- C. Adopting by-laws and various codes mentioned elsewhere in the ASCC Constitution.
  - D. Directing the President of the Associated Students to carry out prudent measures for the welfare of the Associated Students not specifically mentioned in this Constitution.
  - E. Requiring all officers and students to comply with the provisions of this Constitution.
  - F. Setting an example of good conduct and decorum within the Associated Students.
  - G. Examining reports of all officers, agents and committees of the Associated Students.
  - H. Exercising control over all expenditures of the Associated Students.
  - I. Ratifying, upon recommendation of the President, all standing and special committees.
  - J. Exercising supervision over all expenditures from Associated Student funds.
  - K. Initiating impeachment of an Executive Board member by a 3/4 majority of the entire Executive Board.