

ASSOCIATED STUDENTS OF PALAU
COMMUNITY COLLEGE
CONSTITUTION

PREAMBLE

WE, THE STUDENT OF PALAU COMMUNITY COLLEGE, IN ORDER TO FORM A HARMONIOUS RELATIONSHIP AMONG STUDENTS, FACULTY, ADMINISTRATION AND THE MICRONESIAN SOCIETY AS A WHOLE, HEREBY ESTABLISH THE ASSOCIATED STUDENTS OF PALAU COMMUNITY COLLEGE, GOVERNED BY THE STUDENT SENATE, TO PROVIDE RIGHTS AND TO PROMOTE REponsibilities AND GENERAL WELFARE OF STUDENTS. WE HEREBY ORDAIN AND ADOPT THIS CONSTITIUTION FOR THE ASSOCIATED STUDENTS OF PALAU COMMUNITY COLLEGE.

ARTICLE I NAME AND LOCATION

- Section 1. The name of this organization shall be Associated Students of Palau Community College.
- Section 2. The Associated Students of Palau Community College shall be composed of all students of the Palau Community College who are full-time or part-time and seeking a degree or certificate.
- Section 3. The Associated Students of Palau Community College shall be governed by the Student Senate according to the provisions set forth in this constitution.
- Section 4. The principle office of this Association shall be located at Palau Community College in Koror, Palau.

ARTICLE II PURPOSES

- Section 1. The purpose of the Student Senate members shall be:
- a. To promote the interests and to meet the needs of the student body as a whole;
 - b. To protect and secure the rights and privileges of all students of the college;
 - c. To assist each individual student on any matter relating to his/her status as a student of the College;
 - d. To promote good relationship between the students, the faculty, staff, administration of the college and the Micronesian society as whole; and
 - e. To help promote the general welfare of the students and the College.

ARTICLE III STUDENT SENATE OFFICERS AND SENATORS

- Section 1. The Associated Students of Palau Community College shall be governed by the Student Senate composed of the association officers; class representatives and state/republic leaders, who shall be known as senators.
- Section 2. There shall be fourteen (14) members of the Student Senate consisting of the following:
- a. Officers, Four (4) officers elected at large:
 1. President;
 2. President-elect;
 3. Secretary; and

4. Treasurer

- b. National/State Leaders. One senator from each of the following six Micronesian entities elected by the citizens of each entity:
 - 1. Chuuk;
 - 2. Kosrae;
 - 3. Pohnpei;
 - 4. Republic of the Marshalls;
 - 5. Republic of Palau; and
 - 6. Yap
- c. Class Representatives. Two senators from each class elected by that class's members:
 - 1. Sophomore class; and
 - 2. Freshmen class

Section 3. Qualification of Senate Officers

- a. Officers of the Student Senate must be full-time students of the College seeking a degree and/or certificate.
- b. Officers must have a cumulative G.P.A of 2.0 or above.
- c. Officers shall be from the following classes:
 - 1. President – must be a sophomore student with a minimum of 30 credits toward current major.
 - 2. President-elect – must be a freshmen student with a minimum of 18 credits toward his/her current major.
 - 3. Secretary and Treasurer – shall be either freshmen or sophomore student
- d. Any student who is a regular employee of the college is ineligible to run or hold any office of the Student Senate.

Section 4. Terms, Restriction and Replacement of Officers

- a. The term of each office shall be one year, with the exception of the President-elect who shall automatically becomes the president during the next school year.

- b. No officer shall hold two different offices within the Student Senate at one time.
- c. Any office vacated before its term shall necessitate by the Student Senate.
- d. A vacant seat will not be filled when there are less than 90 days left in the academic year. Academic year runs from Fall semester (September) to Summer Session (August).
- e. At the end of each semester, check the grades of all officers.

Section 5. Qualifications of Senators

- a. Senators must be full-time students of the college seeking a degree and/or certificate.
- b. Senators must have a cumulative G.P.A. of 2.0 or above.
- c. Senators shall be of the following classes:
 - 1. State/Republic Leaders – shall be composed of one sophomore student of each particular state/republic to be elected by Associated Students of Palau Community College members from that state/republic.
 - 2. Class Representative shall be compose of four (4) students, two from freshmen and two from the sophomore class to be elected by Associated Students of Palau Community College members of each respective class.
 - 3. Senators shall serve a one year term.
 - 4. No senator shall hold two different positions within the Student Senate at one time.
 - 5. Vacancies shall be filled according to the terms of Section 4 of this Article. Vacancy is defined here as failure to maintain a GPA of 2.0, and/or failure to perform duties and responsibilities of his/her office, and/or failure to attend scheduled meetings for three consecutive times.

Section 6. Duties of Officers, Senators, and Advisors

- a. President
 - 1. Shall preside at the Student Senate meetings
 - 2. Shall be the official spokesman for the Student Senate and the Association.

3. Shall be ex-officio members of all committee.
 4. Shall countersign all official and financial documents of the Student Senate and the Association.
 5. Shall have the power to appoint all committee members and officers with approval of the majority of Senate members.
 6. May call special meeting with the approval of at least 2/3 of the senate members.
 7. Shall serve in college committees as deemed necessary by the college officials.
 8. Shall inform the Dean of Students of any vacancies of the Student Senate.
- b. President-elect
1. Shall act as the floor leader in all meetings.
 2. Shall perform the functions of the office of the president during his/her absence.
 3. Shall serve as Vice President for one year and will automatically become President the second year.
 4. Shall serve in college committees as deemed necessary by college officials.
- c. Secretary
1. Shall record and prepare minutes of all meetings.
 2. Shall read the minutes of the previous meeting at each meeting and be responsible for all correspondence.
 3. Shall maintain correspondence and non-financial records of the Student Senate.
 4. In the absence of the President and President-elect, the Secretary shall perform the functions of the office of the President.
 5. Shall serve in college committees as deemed necessary by college officials.
- d. Treasurer
1. Shall keep a record of all financial transactions.
 2. Shall give financial reports in all regular meetings.
 3. Shall sign all financial documents of the Student Senate.

4. Shall serve in college committees as deemed necessary by college officials.
- e. State/Republic Leaders
1. Shall attend all Student Senate meetings.
 2. Shall report to the Student Senate all matters relating to their fellow state/republic students.
 3. Shall report to their fellow State/Republic students the minutes of the previous meetings.
 4. Shall represent their particular State/Republic in the Student Senate.
 5. Shall be responsible for their assigned activities, projects, duties, and others, as the need arises.
 6. Shall serve in college committees as deemed necessary by the college officials.
- f. Class Representatives
1. Freshmen Representative – Shall represent the entire freshmen class in the Student Senate on any matter relating to their being freshmen students of the college.
 2. Sophomore Representative – Shall represent the entire sophomore class in the Student Senate on any matter relating to their being sophomore students of the college.
 3. Shall serve in college committees as deemed necessary by the college officials.
- g. Advisors
1. Shall advise the Student Senate on all matters relating to finances, activities, projects, meetings and others, whenever necessary.
 2. Shall review all financial documents of the Student Senate.
 3. Shall be a professional employee of the college.
 4. Shall check the eligibility requirements for officers and members semesterly and take appropriate actions.

Section 7. Rights and Privileges of Officers and Senators

- a. The officers and senators shall have:
1. Right to vote.
 2. Right to make suggestions, recommendations and/or motions.

ARTICLE IV ELECTION PROCEDURES

Section 1. Candidacy

- a. By no later than first week of September each year, the Dean of Students shall provide election petition forms to any student wishing to run for Student Senate.

The petition forms shall clearly specify the purpose of the petition and the office sought by the candidate. The petition form shall contain space sufficient to accommodate at least 25 signatures. All signatures shall have an additional space for the name to be printed.

- b. All candidates for Student Senate shall submit an official petition form containing at least 25 signatures of students registered for that semester no later than the second Thursday of September. Candidates may seek one office only.

Section 2. Franchise

- a. Every student registered to attend classes at PCC during the semester of the election and who is seeking a degree and/or certificate at PCC is entitled to vote.
- b. Each student entitled to vote may cast one vote for each of the following four offices: President, President-elect, Secretary, and Treasurer.
- c. Each Micronesian student may cast one vote for the state/republic leader of that student's Micronesian homeland. For purposes of this constitutional provision Micronesia is defined as Chuuk, Kosrae, Pohnpei, Republic of the Marshalls, Republic of Palau, and Yap.
- d. Each freshmen student entitled to vote may vote for two candidates for Freshmen Representative in the Student Senate.
- e. Each sophomore student entitled to vote may vote for two candidates for Sophomore Representative in the Student Senate.

Section 3. Election procedures; counting of ballots; certification of winners.

- a. The Dean of Students and/or his designee(s) shall verify the qualifications of each candidate submitting a petition and verify the signatures on each petition. Any student who has submitted a petition but has not qualified as a candidate shall be promptly notified of the disqualification and the reasons therefore.
- b. The Dean of Students and/or his designee(s) shall be responsible for printing the ballots and conducting the election of the members of the ASPCC Student Senate. The Dean of Student and/or his designee(s) shall also establish procedures to ensure the integrity of the voting process. Said procedures shall establish polling hours, provide for secret balloting, verify a student's qualifications to vote, and seek to prevent voting irregularities and fraud.
- c. The Dean of Students and/or his designee(s) shall promptly count the votes upon the close of the polling place(s). The count shall be conducted in a public place may be witnessed by any interested party.
- d. Ballots indicating votes for more than the specified number of candidates shall not be counted for that category of candidates.
- e. The Dean of Students shall declare the candidates receiving the most votes the winners of those positions sought. In the event of a tie of the highest vote getters for any position, the Dean of Students shall declare a tie and set a run-off election to occur in no less than ten days and no more than twenty days.
- f. The Dean of Students shall swear-in the newly-elected Senators (except those who would fill any undecided seat due to a tie) on the last Friday of September.
- g. The Dean of Students shall be present during the special election by the Student Senate specified Article III Section 4C. The Dean shall conduct the special election of each state only.

ARTICLE V WITHDRAWALS/REMOVAL OF OFFICERS, SENATORS AND VACANCY

Section 1. Any officer and/or senator may withdraw from the Student Senate at any time for any reason.

Section 2. Any officer and/or senator may be removed for cause by a majority vote of the Student Senate.

Section 3. Any vacancy in the Student Senate must be declared by the Associated Students of Palau Community College President. Vacancies shall be filled in accordance with Article III Section 4-C.

Section 4. Any officer and/or senator shall be removed for failing to maintain the qualifications as set forth in this constitution.

ARTICLE VI MEETINGS

Section 1. Date, Time, Location

- a. Regular meetings shall be held on last Thursday of each month at the Student Senate Office at any time agreed upon by officers and senators.
- b. Special meetings may be called upon by the President of the Student Senate as set forth in this constitution.
- c. A quorum shall consist of 2/3 of the Student Senate members.

Section 2. Order of Meetings

- a. Calling the meeting to order
- b. Attendance
- c. Secretary's report
- d. Treasurer's report
- e. Agenda
- f. Adjournment

Section 3. Agenda

- a. Agenda of the meeting shall be prepared by the officers, distributed and posted by the Secretary at least one school day prior to any meetings.
- b. Matters not included in the prepared agenda shall not come before the meeting until the agenda has been completed.

ARTICLE VII COMMITTEES

Section 1. Committees may be formed during any meeting.

Section 2. The President shall appoint all committee members. All committee shall be open for membership to all members of the Associated Students of Palau Community College.

ARTICLE VIII FINES

Section 1. \$5.00 shall be imposed as a fine to any officer or senator of the Student Senate who is absent without valid reason from any meeting.

Section 2. Fines shall be deposited in the Student Senate account as set forth in this constitution.

ARTICLE IX FINANCE

Section 1. The Associated Students of Palau Community College money shall be deposited in a savings account at the Bank of Hawaii or at the Bank of Guam in Koror State, Republic of Palau.

Section 2. There shall be open expenditures at the discretion of the majority of the Student Senate members present at any meeting.

Section 3. There shall be two (2) signatures required in order to withdraw money from the bank. A withdrawal must contain the advisor's signature and President or Treasurer.

Section 4. All withdrawals and money spent must be accounted for and receipts are required.

ARTICLE X AUDIT

Section 1. The Student Senate shall be audited by the office of the Student Affairs at the end of each semester.

ARTICLE XI AMENDMENT AND RATIFICATION

Section 1. Amendments to this constitution may be proposed at any time if made in writing and accompanied by a petition supporting the amendment signed by at least 25% of the students eligible to vote in student election. The amendment and petition shall be submitted to the Associated Students of Palau Community College President who, upon its receipt, shall transmit it to the Dean of Students for verification of signatures. If a sufficient number of signatures are verified, the Dean of Students shall set a plebiscite to occur within 30 days. The President shall provide copies of the proposed amendment to each senate members.

Section 2. Amendments of this constitution shall be carried by a 2/3 vote of the total members of the students of the college.

Section 3. This constitution shall be ratified by simple majority vote of students in a plebiscite conducted solely for the purpose.

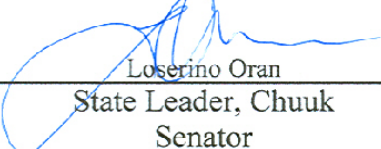
ARTICLE XII VALIDATION

- Section 1. Upon receiving the signatures of a majority of the members of the current Palau Community College Student Senate, the constitution shall be transmitted to the President of Palau Community College for ratification.
- Section 2. Upon this constitution's ratification by the President of Palau Community College, the Dean of Students shall set a plebiscite to vote on the adoption of the constitution to occur within 30 days. This constitution shall become effective if its adoption is approved by a majority vote of students in a plebiscite
- Section 3. The organization basis and authority of the Palau Community College Student Senate in existence at the time of this constitution's adoption are hereby abrogated.


IN WITNESS HERETO, We, the officers and senators of the Palau Community College Student Senate, hereby subscribe our names in this 23 day of August, 2010.



Sasha Lirow
President
Officer



Shonda Ngirngesang
Treasurer
Officer



Loserino Oran
State Leader, Chuuk
Senator



Edna Heine
Leader, Rep. of Marshalls
Senator

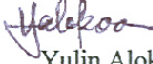

Matheyda Silara
State Leader, Pohnpei
Senator



Dexter Sadang
Sophomore Representative
Senator



Cara Cruz
Freshmen Representative
Senator



Jewish O. Ngirankelau
President-elect
Officer



Chandler K. Ngirmeriil
Secretary
Officer


Yulin Alokoo
State Leader, Kosrae
Senator

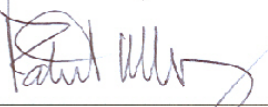

Leilani Etpison
Leader, Rep. of Palau
Senator


Antonia L. Ochey
State Leader, Yap
Senator


Yoko Reklai
Sophomore Representative
Senator


Sharp M. Ldesel
Freshmen Representative
Senator

Pursuant to the authority vested in me as the President of Palau Community College under 22 PNCA ss 321 (b) (1) and (9), I hereby ratify the Associated Students of Palau Community College Constitution and accept on behalf of Palau Community College the Administrative and official duties included therein this 24th Day of September, 2010.


Patrick U. Tellei EdD
President
Palau Community College