



**ASB**  
**Constitution**  
**and Bylaws**  
**2025-2026**

# **CONSTITUTION OF THE ASSOCIATED STUDENTS BIG BEND COMMUNITY COLLEGE**

## **Article I - ORGANIZATION**

- Section 1. The name of this organization shall be the Associated Students of Big Bend Community College, hereafter referred to as the ASB.
- Section 2. All students attending Big Bend Community College are eligible to become members of this organization. All students possessing a valid I.D. card shall be eligible to vote and receive student rates at ASB events. Qualifications for obtaining an I.D. card shall be outlined in the bylaws.
- Section 3. The purpose of this organization shall be:
- A. To represent the students of Big Bend in dealings with faculty, Board of Trustee members, administrators, and the general public;
  - B. To provide social, academic, cultural, and recreational activities for its members; and
  - C. To administer its own financial and business affairs.

## **Article II - GOVERNING BODY**

- Section 1: The governing body of the ASB is the Executive Council.

## **Article III - EXECUTIVE COUNCIL**

- Section 1: The officers of the ASB shall be the Executive Council. These officers shall be: President, Vice President, Secretary/Treasurer, Public Relations Officer, Recreation Coordinator, and Club Liaison.
- Section 2: The Executive Council shall be the legislative body of the ASB. It shall have the power to ratify the ASB budget; to authorize expenditures of the ASB funds; to grant charters to student organizations; and to amend the Bylaws.
- Section 3: The Executive Council shall have the power to interpret the Constitution, Bylaws, and other legislation; and it shall have

the power to allocate emergency funds, with the responsibility to inform the ASB of their actions.

Section 4: All Executive Council members shall be voting members of this body.

Section 5: The Executive Council term of duty shall run from June 1 (in the year elected) to June 15 the following Spring Quarter. A quorum must be met, and two thirds majority is required for passage of any legislation.

#### **Article IV - STANDING COMMITTEES**

Section 1: The Selection Committee shall be given the power to organize all selections.

Section 2: The Budget Committee shall be in charge of reviewing the budget whenever deemed necessary by the Executive Council. The Secretary shall be the chairperson of the Budget Committee and shall appoint its members.

Section 3: The Executive Council is to plan and coordinate social, academic, cultural, and recreational activities at Big Bend. The Student Program Director will appoint Executive Council Members as the chairs of each event.

#### **Article V - SPECIAL COMMITTEES**

Section 1: A special committee may be formed, and a chairman appointed at any time deemed necessary by the Executive Council.

Section 2: The special committee shall review and research the assigned subjects and give weekly reports to the Executive Council.

Section 3: The special committee shall operate under an advisory and informative capacity only.

Section 4: The special committee shall be terminated by the Executive Council when the committee has determined it is no longer needed.

## **Article VI - CONSTITUTIONAL AMENDMENTS**

- Section 1: Amendments to this Constitution may be proposed either by initiative or by referendum.
- Section 2: Passage of amendments to this Constitution shall require a two thirds (2/3) majority of voting students in a special election.

## **Article VII - REFERENDUM AND INITIATIVE**

- Section 1: Issues may be referred to the Associated Students for consideration in a special election by a vote of two thirds (2/3) of the Executive Council.
- Section 2: Any member of the Associated Students may present to the Executive Council an initiative signed by one hundred (100) voting members of the Associated Students.
- Section 3: After either of the above proceedings have been completed, the issue shall be taken before the students in a special election.

## **Article VIII - BYLAWS**

- Section 1: Adoption of an amendment to the bylaws shall be proposed at an Executive Council meeting at least one (1) week in advance of the meeting in which final action is taken.
- Section 2: A two thirds (2/3) majority vote of the Executive Council shall be required for passage of bylaws.

## **Article IX - PARLIAMENTARY LAWS**

- Section 1: In all matters not covered by this Constitution and its Bylaws, the Executive Council shall be governed by Robert's Rules of Order, newly revised.

## **Article X - ADVISORS**

- Section 1: The role of the Student Government advisor and other college administrators to the Executive Council shall be to help student officers remain in compliance with Board policies and state laws, and to give advice when requested; but their presence shall not be required; they will not be responsible for the actions taken by the Executive Council.

## **Article XI - RATIFICATION**

- Section 1: This Constitution shall become effective upon ratification by a majority of the students voting in a special election, and by the approval of the Board of Trustees, Community College District #18.
- Section 2: All previous ASB rules, regulations, and legislation which are in conflict, any previous constitutions shall become null and void upon adoption of this constitution.

## **BYLAWS OF THE ASSOCIATED STUDENTS BIG BEND COMMUNITY COLLEGE**

### **Article I - IDENTIFICATION CARDS**

- Section 1: All students who pay for one (1) credit or more are eligible to receive a valid I.D. card.

### **Article II - MEETINGS**

- Section 1: ASB meetings will be held weekly unless an alternative time is determined by a majority of the Executive Council.
- Section 2: Special meetings can be called by the Executive Council whenever deemed necessary.

### **Article III - EMERGENCY FUNDS**

- Section 1: The limit on the emergency funds to be allocated by the Executive Council is set at \$500.

### **Article IV - SELECTIONS & APPOINTMENTS**

- Section 1: Spring selections (Executive Council) will be conducted in Spring Quarter

The Director of Student Programs shall be responsible for planning and organizing ASB regular and special selections as outlined in the following selection time line guidelines:

- A. Notice of filing for ASB Executive Council positions shall be announced and posted the first day of Spring Quarter.

1. Completed applications are due the second Thursday of Spring Quarter at 4:30 p.m. in the Activities Office.
  2. Interview date & time will be designated at the beginning of Spring Quarter.
- B. All officers who want to continue working in this capacity the following year must reapply.
- C. Minimum Candidate Qualifications:
1. Must be currently enrolled in ten (10) credits at BBCC.
  2. Possess a 2.5 cumulative GPA.
  3. Completed six (6) credits the previous quarter at BBCC.
- D. Official filing for candidacy in ASB Executive Council selections requires the following to be completed no later than 4:30 p.m. on the deadline date for applying:

Candidates must submit the following:

1. Letter of interest/cover letter
  2. Resume and contact information
  3. Three professional references (professor, employer, advisor, coach), with name, email address and phone number for each
    - a. Candidate will contact each reference in advance for permission to use their name as a reference.
  4. Transcript (official Big Bend Community College)
  5. Current class schedule (Spring Quarter)
- E. Once the completed application is submitted to the Activities Office, the candidate will be appointed an interview time with the Selection Committee.

1. The Selection Committee will consist of four BBCC students at large, one faculty member and one staff member.
  - a. Students will be randomly selected from clubs/ programs recommendations by members of the Executive Council.
  - b. Faculty member will be assigned by the Faculty Association.
  - c. Staff member will be appointed by the VP of Human Resources and Labor.
  - d. Selection Committee will be chaired by the Director of Student Programs. The responsibility of the chair is to make sure processes are followed, to keep committee on task and to give advice when requested by the Selection Committee. They will not be responsible for the actions taken by the Selection Committee.
2. The Selection Committee reserves the right to:
  - a. Leave a position open if none of the candidates are determined to be qualified based upon the requirements for the position, the completed application, the results of the reference checks, and the candidate's performance during the interview.
  - b. Reopen the position and follow the process listed in Section 1.
3. The Selection Committee will have the final decision in choosing the new Executive Officers.

## Section 2: Appointment Process for Peer Mentors

The Director of Student Programs shall be responsible for planning and organizing ASB regular and special selections as outlined in the following guidelines:

- A. Peer mentors who want to continue working in this capacity the following year must reapply.
- B. The Director of Student Programs shall announce the vacancy for Peer Mentors positions towards the end of Spring Quarter and the remaining peer mentor positions during the first week of Fall Quarter classes.
- C. A candidate must be currently enrolled in a minimum of ten (10) credits at BCC. Shall possess a 3.0 cumulative GPA.
- D. Applications for Peer Mentors shall be accepted the second Thursday after the date the vacancies are announced.
- E. The same application process will be followed for the beginning of Fall Quarter, with applications being accepted until the second Thursday after the date the vacancies are announced.
- F. If there are vacancies created during Fall Quarter, the application process will begin at the beginning of Winter Quarter.

Candidates must submit the following:

1. Letter of interest/cover letter
2. Resume and contact information
3. Three professional references (professor, employer, advisor, coach), with name, email address and phone number for each
  - a. Candidate will contact each reference in advance for permission to use their name as a reference.
4. Transcript (official High School and/or College)
5. Current class schedule



- G. The incoming Executive Council shall conduct interviews and will give its recommendations to the Director of Student Programs.
- H. The Director of Student Programs shall make the final decision on which applicants will be asked to join the Peer Mentor Team.
  - 1. In the event of conflict of interest with the Director of Student Programs, the Executive Council will appoint the peer mentors.
- I.

Section 3: Future officers will be expected to participate in Spring Quarter ASB events at the discretion of the ASB Executive Council.

### **Article V - SALARIES AND WAGES**

Section 1: All salaries and wages shall be approved by the advisor before the paperwork is processed in the Activities Office.

Section 2: The summer salary will consist of the normal student worker wage and will increase at the start of the academic year.

## **Article VI - RESPONSIBILITIES OF THE EXECUTIVE COUNCIL**

- Section 1: All officers must maintain 10 credit hours or more per quarter, possess a valid I.D. card, and maintain a cumulative GPA of at least 2.5. An officer may petition the academic council once per year for reinstatement if a 2.5 cumulative GPA is not achieved. Academic council's decision is final.
- Section 2: There is a limitation of 3 years, or 9 quarters as an ASB Executive Officer or ASB Peer Mentor, however one of those years must be served as an ASB Peer Mentor.
- A. Officers can be selected for no more than two years, but in addition, can fill an unexpired term as appointed by the Executive Council.
- B. If a continuing officer is dismissed in the outgoing year, he/she forfeits the opportunity to be rehired the following year.
- Section 3: Officers shall attend all Executive Council meetings.
- Section 4: Officers shall be willing to serve on committees and projects and must be able to work all ASB sponsored events each quarter.
- Section 5: All officers shall post their class schedule and phone number in the Student Program Director's office. Eight (8) hours of weekly office hours are required by each executive officer. Executive officers must designate at least one (1) hour a day Monday through Thursday from 8 a.m.- 5:00 p.m. to work in the ASB office. Office hours shall be defined as any time period in which the officer is fulfilling the duties of his/her office through actual working time in his/her office, or in any other official representative function. Attending and working an ASB event counts towards daily office hours. They may not be rolled over to the following week. Attending ASB Weekly Executive Council meeting counts as office hours.
- Section 6: Officers that fail to uphold the duties and responsibilities stated in the constitution and bylaws shall be excused from their position. (Refer to Bylaws, Article VIII and Article XII)

## Article VII - OFFICERS JOB DESCRIPTIONS

- Section 1: Required duties for the Associated Student Body President are as follows:
- A. Shall serve as chief executive of the student body as a whole; representing the students of the college as their spokesperson.
  - B. Shall reserve the right to call emergency meetings of the ASB Executive Council.
  - C. Shall attend all Board of Trustees meetings or assign a representative of the ASB to report the business carried out at each Board meeting.
  - D. Shall ensure that all ASB officers and board members perform their duties.
  - E. Shall be responsible to coordinate with the advisor to ensure that all motions that are approved by the ASB Executive Council are carried out, all committees perform their duties and that all ASB business is in order.
  - F. Shall work with the ASB Secretary to ensure proper attendance of ASB Executive Officers at all meetings, events, committee meetings, etc.
  - G. Shall maintain regularly scheduled office hours with a minimum of eight (8) hours per week in the Fall, Winter and Spring quarters. Office hours can be done between 8:00 a.m. to 5:00 p.m., Monday through Thursday. Attendance at ASB events can be considered part of the scheduled office hours. These hours may NOT be rolled over to the following day. Attendance at campus committee meetings can be counted for weekly office hours. Committee meeting hours may NOT be rolled over and counted for the following week's office hours.
  - H. Shall carry out other duties as assigned by the ASB Executive Council and/or the ASB advisor.

Section 2: Required duties for the Associated Student Body Vice President are as follows:

- A. Shall assume the responsibilities of the office of President in the event of the President's absence. In addition, if the president is removed from office, the vice president will assume his/her responsibilities and become the ASB President for the remainder of the term.
- B. Shall preside over all ASB related referendums and initiatives.
- C. Shall chair the ASB Executive Council.
- D. Shall appoint all special committees of the ASB Executive Council.
- E. Shall be chairperson for monthly club council meetings.
- F. Shall create the Viking Lounge/ASB Office Schedule prior to each quarter.
- G. Shall maintain regularly scheduled office hours with a minimum of eight (8) hours per week in the Fall, Winter and Spring quarters. Office hours can be done between 8:00 a.m. to 5:00 p.m., Monday through Thursday. Attendance at ASB events can be considered part of the scheduled office hours. These hours may NOT be rolled over to the following day. Attendance at campus committee meetings can be counted for weekly office hours. Committee meeting hours may NOT be rolled over and counted for the following week's office hours. Attending ASB Weekly Executive Council meeting counts as office hours.
- H. Shall carry out other duties as assigned by the ASB Executive Council and/or the ASB Advisor.

Section 3: Required duties for the Associated Student Body Recreation Coordinator are as follows:

- ØÈ Shall be responsible for the set-up and tear down of all ASB sponsored events in all facilities used by the ASB.
- ÓÈ Shall serve as the ASB representative to the University of North Carolina.
- ÔÈ Shall coordinate the set-up and tear down of all ASB sponsored events in all facilities used by the ASB.
- ÕÈ Shall maintain regularly scheduled office hours with a minimum of eight (8) hours per week in the Fall, Winter and Spring quarters. Office hours can be done between 8:00 a.m. to 5:00 p.m., Monday through Thursday. Attendance at ASB events can be considered part of the scheduled office hours. These hours may NOT be rolled over to the following day. Attendance at campus committee meetings can be counted for weekly office hours. Committee meeting hours may NOT be rolled over and counted for the following week's office hours. Attending ASB Weekly Executive Council meeting counts as office hours.
- ØÈ Shall carry out other duties as assigned by the ASB Executive Council and/or the ASB Advisor.

Section 4: Required duties for the Associated Student Body Secretary are as follows:

- A. Shall provide an accurate agenda posted at least forty-eight hours prior to a regularly scheduled meeting of the ASB Executive Council.
- B. Shall make arrangements so that all appropriate faculty, students and administrators receive copies of the minutes within two days of meetings and that copies of the minutes are posted in designated areas.

- C. Shall report weekly office hours for all ASB Executive Officers.
- D. Shall be responsible for all correspondence for ASB (thank you letters and invitations). Thank you letters shall be written within 48 hours after event.
- E. Shall keep an accurate record of all financial activities of the ASB; including all current balances of accounts; keeping a record of a expenditures and reporting all balances and expenditures to the ASB Executive Council at ASB meetings.
- F. Shall be responsible for all money transactions at all ASB related events.
- G. Along with an assistant, designated by the Director of Student Programs, shall count Viking Lounge money on a weekly basis.
- H. Shall maintain regularly scheduled office hours with a minimum of six (8) hours per week in the Fall, Winter and Spring quarters. Office hours can be done between 8:00 a.m. to 5:00 p.m., Monday through Thursday. Attendance at ASB events can be considered part of the scheduled office hours. These hours may NOT be rolled over to the following day. Attendance at campus committee meetings can be counted for weekly office hours. Committee meeting hours may NOT be rolled over and counted for the following week's office hours. Attending ASB Weekly Executive Council meeting counts as office hours.
- I. Shall carry out other duties as assigned by the ASB Executive Council and/or the ASB Advisor.

Section 5: Required duties for the Associated Student Body Public Relations Director are as follows:

- A. Shall serve as the promotional and public relations officer for ASB, being responsible for the on and off campus publicity of all ASB sponsored events and activities.
- B. Shall work closely with the Marketing Department in regards to posting information of events on the ASB website.

- C. Shall be responsible for all external correspondence of the ASB (advertising, etc.).
- D. Shall be responsible for the creation of all promotional materials for ASB sponsored events and submit to the Director of Student Programs all necessary flyers at least 3 weeks in advance and sent for printing.
- E. Shall be responsible for taking pictures at ASB events and getting them posted to the ASB website. In charge of posting on Facebook and all social media.
- F. Shall maintain regularly scheduled office hours with a minimum of eight (8) hours per week in the Fall, Winter and Spring quarters. Office hours can be done between 8:00 a.m. to 5:00 p.m., Monday through Thursday. Attendance at ASB events can be considered part of the scheduled office hours. These hours may NOT be rolled over to the following day. Attendance at campus committee meetings can be counted for weekly office hours. Committee meeting hours may NOT be rolled over and counted for the following week's office hours. Attending ASB Weekly Executive Council meeting counts as office hours.
- G. Shall carry out other duties as assigned by the ASB Executive Council and/or the ASB Advisor.

Section 6: Required duties for the Club Liaison are as follows:

- A. Shall be the liaison between ASB and the student clubs and communities.
- B. Shall organize all club paperwork, including fundraising forms, travel, event forms, etc.
- C. Shall organize the yearly club showcase.
- D. Shall help clubs keep track of their budgets and sit on the budgeting committee at the end of the academic year.
- E. Shall carry out other duties as assigned by

F. Shall maintain regularly scheduled office hours with a minimum of eight (8) hours per week in the Fall, Winter and Spring quarters. Office hours can be done between 8:00 a.m. to 5:00 p.m., Monday through Thursday. Attendance at ASB events can be considered part of the scheduled office hours. These hours may NOT be rolled over to the following day. Attendance at campus committee meetings can be counted for weekly office hours. Committee meeting hours may NOT be rolled over and counted for the following week's office hours. Attending ASB Weekly Executive Council meeting counts as office hours.

Section 7: Required duties for the Peer Mentors are as follows:

- A. Peer mentors are not part of the executive council, but they fall under the ASB department.
- B. Peer mentors are responsible for mentoring students that are of academic concern, hold office hours/study hours in the Residence Halls, and assist at ASB events when necessary.
- C. Peer mentors may have office hours in the Viking Lounge on occasion.

## **Article VIII - VACANCIES**

Section 1: If a vacancy occurs in the office of President, the Vice President shall assume the office of President and declare the office of Vice President open.

Section 2: If any position other than that of President becomes vacant, the following process will be followed:

- A. The position will be open to all current students:
  - 1. They will have one week to submit a letter of interest, stating their qualifications for this position.
  - 2. They will be interviewed by the Selection Committee.



1. The process will follow the selection process, advertising for the position for 2 weeks.
  2. They will be interviewed by the Selection Committee.
- C. If a vacancy occurs during Spring Quarter, the Executive Council shall have the authority to decide if the vacancy shall be filled.

## **Article IX - ATTENDANCE PROCEDURE**

Section 1: The Executive Council and Peer Mentors shall arrive to an event at the time the Director of Student Programs has stated for the officers and peer mentors to be there.

Section 2: When Officers and Peer Mentors have used up their earned sick leave, then the point system will go into effect.

- A. If Officers and Peer Mentors are not able to come in and fulfil their responsibilities/shift due to sickness, they are required to notify the Director of Student Programs at least one hour before their duty/shift.
- B. Notify the Director of Student Programs a minimum of 24 hours for an absence other than sickness by both:
  1. Verbally, by a phone call (can leave message) or in person, and
  2. Formally, by a written letter or email.

Section 3: An Executive Board member or Peer Mentor will be considered tardy 5 minutes after they are told the time to be in attendance at an event.

- A. Definition of Event: ASB sponsored events, ASB Executive Council meetings and campus committee meetings.

Section 4: Members of the Executive Board will be given 10 points per academic school year to be used for absences and tardies.

1 Absence = 1 point deduction, with a maximum of 4 academic days per quarter.

2 Tardies = 1 point deduction, with a maximum of 5 tardies per quarter.

- A. The maximum points that can be deducted is 1 point/day. A point may be divided among daily officer responsibilities, such as attending ASB sponsored events, ASB Executive Council Meetings, campus committee meetings and office hours.
- B. After the Executive Board member has reached that limit, the dismissal process/job performance review will begin.

Section 5: Members of the Programming Board will be given 5 points per academic school year to be used for absences and tardies.

1 Absence = 1 point deduction.

2 Tardies = 1 point deduction.

- A. The maximum points that can be deducted is 1 point/day. A point may be divided among daily responsibilities, such as attending ASB sponsored events.
- B. After the Programming Board member has reached that limit, the dismissal process/job performance review will begin.

Section 6: When ASB Officers receive 3 points per quarter and Peer Mentors receive 2 points, the ASB Executive Committee will meet with them to set up a plan of compliance.

### **Article X— Job Performance Review**

Section 1: Members of the Executive Council and Programming Board may be dismissed from their position via termination of their employment through the Job Performance review process.

## Section 2: Job Performance Review

- A. When poor work performance, violation of college policies and procedures, inappropriate behavior/conduct and/or failure to uphold the expectations noted in the agreement will be addressed through a corrective action process. This process may include verbal warning, formal letters of reprimand, probation, suspension and removal from ASB. In the event that an Executive Officer/Peer Mentor has reached suspension/removal status, the following will occur:
1. A letter to the Officer/Peer Mentor will be written,
    - a. Addressing the job performance and the reason why they are being suspended/removed from ASB.
  2. Addressing the appeal process, which states: a suspended or removed ASB officer or Peer Mentor has the right to a fair and impartial hearing before the Student Disciplinary Council. A request for said hearing must be filed no later than five (5) instructional days after receiving letter, and must be submitted to the Dean of Student Services via a hand-delivered letter or correspondence from college-assigned email address.
  3. When an ASB officer or Peer Mentor is suspended/ removed, their pay and job responsibilities are suspended until a final decision is made through the Student Disciplinary Council process. If the decision is to reinstate the officer/peer mentor, then said officer's peer mentors's pay will be reinstated retroactively.
  4. Reinstatement of an ASB officer or peer mentor must require a two thirds (2/3) majority vote of the Student Disciplinary Council.
  5. The Student Disciplinary Council's decision is final.

## **Article XI— Grievance Procedure**

- Section 1: The Student Disciplinary Council shall be convened for the purpose of reviewing ASB Executive Council disciplinary action toward an ASB officer which may include dismissal.
- A. The Student Disciplinary Council shall be composed of five (5) members: One (1) administrator as Chair (non-voting member), two (2) faculty members, and two (2) students.
  - B. Students selected for the Student Disciplinary Council shall have little or no prior knowledge, and no bias for or against the student requesting a hearing, as determined by the Vice President of Learning and Student Success.
  - C. The Student Disciplinary Council quorum shall be three-fourths of all Student Disciplinary Council members. All votes taken by the committee will need a two-thirds majority vote of members present to pass. In the case of a tie, the chair will vote.
  - D. All hearing issues and discussions are confidential until an official decision has been reached by the Student Disciplinary Council. The council's process will be as follows:
    - 1. Review written reports of all parties in said hearing.
    - 2. Hear verbal arguments from each party involved.
    - 3. Review the written and spoken testimonies and hold a final vote on the Student Disciplinary Council's final decision. The committee shall compose a written explanation of their position.
  - E. The recommendation of the Student Disciplinary Council shall comply with the Constitution and Bylaws of the Associated Student Body of Big Bend and shall be final.

## **Article XII— Employment Expectations**

- Section 1: Executive Officers and Peer Mentors will be required to read and sign the ASB Executive Officer/Peer Mentor Expectations Agreement before working in this role. It is the goal of the Associated Student Body (ASB) that all Executive Officers and Peer Mentors are successful in their role. To that end, the ASB Advisor will provide expectations and feedback regarding the performance of all Executive Officers and Peer Mentors.
- A. Poor work performance, violation of college policies and procedures, inappropriate behavior/conduct and/or failure to uphold the expectations noted in the agreement will be addressed through a corrective action process. This process may include verbal warning, formal letters of reprimand, probation, suspension, and removal from ASB. Such actions will be based on the specific circumstances of the infraction. Actions taken may be appealed in accordance with the ASB Constitution and Bylaws.
  - B. Violations of state and federal law, college policy, and/or the student code of conduct may result in additional action taken by the institution outside of the process outlined in the ASB Constitution and Bylaws.
- Section 2: Executive Officers will have the opportunity to meet with the ASB Advisor at the end of each academic quarter. At this time, Executive Officers will review and evaluate their own performance and set goals for the upcoming quarter.
- Section 3: Peer Mentors will have the opportunity to meet with the ASB Director of Student Programs at the end of each academic quarter. At this time, Peer Mentors will review and evaluate their own performance and set goals for the upcoming quarter.