

# Associated Students of Orange Coast College

## Student Government Manual

2011-2012



College Life



Leadership Development and Governance Program



Fiscal Affairs



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# Part I

## STUDENT GOVERNMENT ESTABLISHMENT

The following document, quoted in its entirety from the Coast Community College District Manual of Board Policies and Administrative Procedures (030-6-1.1-2) establishes the jurisdiction of the Associated Students within the District:

“In recognition of the true and democratic ideals of government of, by, and for all people through due process of representation, the Board of Trustees of the Coast Community College District\*, do hereby grant this charter bestowing upon the Student Body of Colleges in our District the privileges, duties and responsibilities of self-government. This government shall be represented and administered by an executive and legislative board, whose members shall be elected and whose duties shall be accomplished as specifically set forth in the constitution created and approved by the Student Body under the guidance of the President of the College and such other persons as he shall deem necessary to appoint.”

“We, the Board of Trustees of the Coast Community College District, do further hold the Presidents of the Colleges entirely responsible for effective functioning of the Student Government. Should the Student Body fail at any time to fulfill its trust as a self-governing unit, the President of the College may freely exercise the power to veto. Upon the recommendations of the President of the College, we, the Board of Trustees, retain our right to revoke this charter, provided such recommendations shall be prompted by reason of misuse or neglect of said Charter. In accepting this charter, it shall be the duty of the Student Body to take upon itself the responsibility of self-government as set forth in the Declaration of Independence of the United States, and in so doing, to respect at all times the sovereign dignity and rights of the individual student.”

/s/        *BOARD OF TRUSTEES*  
*ORANGE COAST JUNIOR COLLEGE DISTRICT*  
*(Now Coast Community College District)*  
*\*Originally “Orange Coast Junior College District”*

## ASSOCIATED STUDENT BODY OF ORANGE COAST COLLEGE - (ASOCC)

“The Board encourages the establishment of a student body association at Orange Coast College for the purpose of conducting activities in behalf of students with counsel and approval of College administrators under guidelines established by the Chancellor.

“The student body association at Orange Coast College shall establish offices in College facilities without charge for such occupancy, and shall be held responsible and accountable for a proper conduct and administration of student body affairs under its sponsorship and control.

“The student body association at Orange Coast College shall be permitted to conduct fundraising activities on campus to finance the organization's budgeted expenditures.

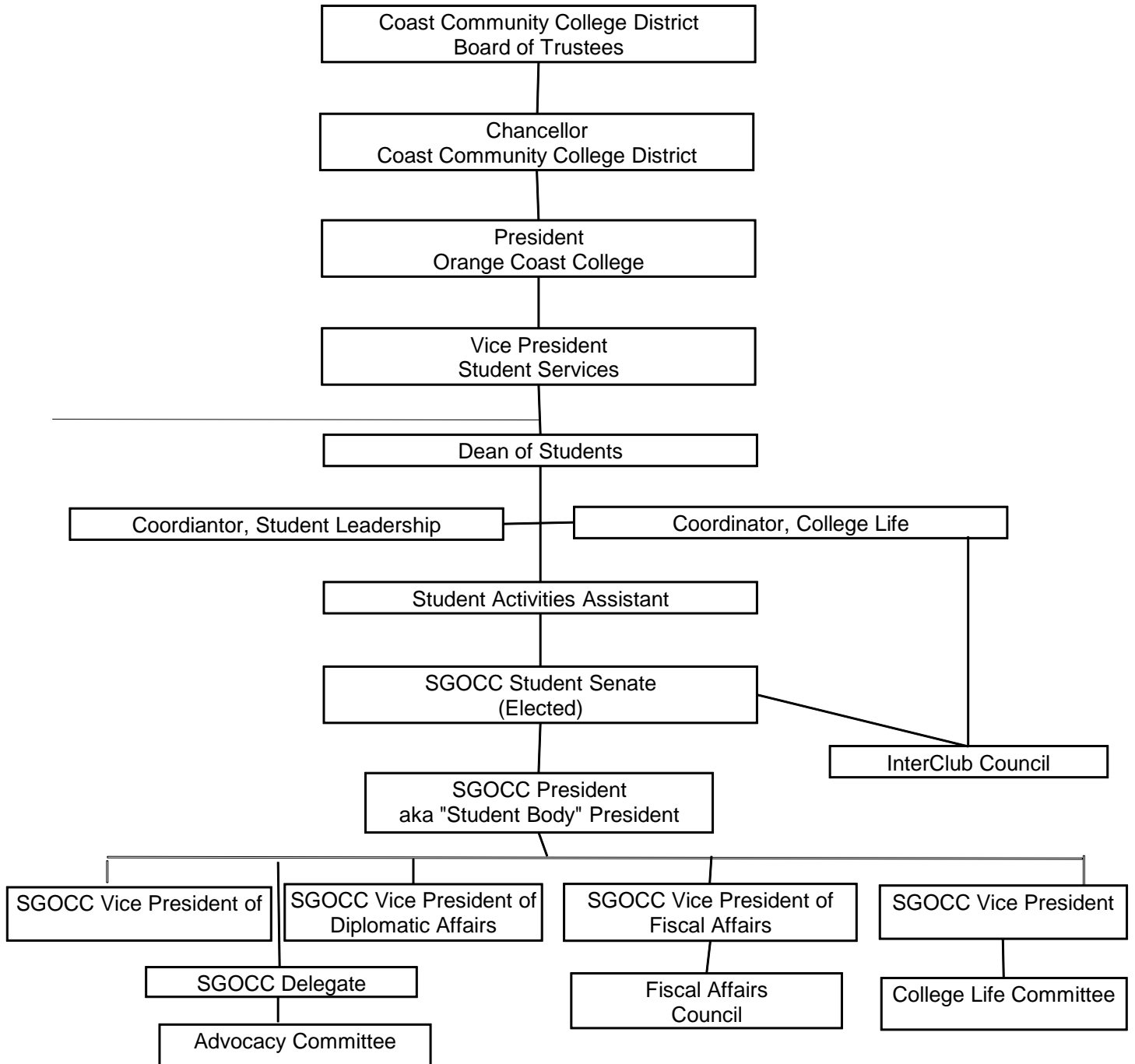
“The sale of special-benefit student body cards, sponsorship of lectures and concerts, and operation of authorized on-campus business enterprises shall be with the approval of the Board of Trustees.”

*Quoted from the Coast Community College District Manual of Board Policies and Administrative Procedures (030-6-1).*

## **A BRIEF HISTORY OF THE ESTABLISHMENT OF OCC'S CURRENT STUDENT GOVERNMENT MODEL**

On March 22, 2007 the students of Orange Coast College established themselves as a formal body under the title of "Associated Students of Orange Coast College" (ASOCC). The students further established a representative and democratic body to serve their interests under the title of "Student Government of Orange Coast College" (SGOCC). This new model replaced the former legislative body, the ASOCC Board of Trustees, with a Student Senate.

ASOCC Organizational Chart



## **PART II**

# **CONSTITUTION OF THE ASSOCIATED STUDENTS OF ORANGE COAST COLLEGE**

## **PREAMBLE**

We, the students of Orange Coast College, establish the Constitution of the Associated Students of Orange Coast College to organize the body of students to which it corresponds. The student body is composed of unique and diverse individuals and groups of individuals united by common needs and interests. It is not only unique within the campus community but is a community unto itself. Through their organization the students of Orange Coast College unite behind the motto “Students Helping Students,” under the highest standards of justice and democracy. This organization will represent students in college governance, address and promote the diverse needs and interests of the student body, provide leadership and learning opportunities in the community, and provide services and guidance in the coordination and execution of campus activities.

## **ARTICLE I**

### **NAME AND MEMBERSHIP**

The name of this organization shall be the ASSOCIATED STUDENTS OF ORANGE COAST COLLEGE and hereafter referred to as the ASOCC.

To be a member of the ASOCC in any given semester, individuals must be enrolled in at least one course at Orange Coast College and have paid the current semester’s College Service Charge.

## **ARTICLE II**

### **STUDENT GOVERNMENT OF ORANGE COAST COLLEGE**

#### **Section A: Purpose**

Recognizing that the needs of members of the ASOCC are diverse and that the ASOCC is distinct from other bodies of the campus community, the ASOCC creates the Student Government of Orange Coast College, hereafter referred to as the SGOCC, to serve the interest of the ASOCC.

#### **Section B: Framework of Authority**

1. All powers, acts, and responsibilities of the ASOCC and SGOCC are subject to the policies of Orange Coast College and the authority of the President of Orange Coast College, as well as the policies and authority of the Coast Community College District and its Board of Trustees and state and federal law.
2. This framework of authority does not diminish or impede the rights and duties of the SGOCC to either advocate for policies that the SGOCC finds to be in the interest of the ASOCC or oppose those policies contrary to that interest. The SGOCC shall not be answerable to any body or entity other than the ASOCC for its positions on any matters.

### Section C: Composition and Membership

1. The SGOCC shall be composed of the following entities: the Student Senate, the InterClub Council, the Executive Board, College Life Committee, and their subsidiaries. All members of these entities shall be the officers of the SGOCC.
2. Requirements for serving as an elected officer in the SGOCC shall not exceed the minimum qualifications set by California law and will be addressed in the by-laws. Elected SGOCC officers must meet these conditions at the beginning of their term and must be in continuous compliance during their term, excepting summer session, winter session, holidays, and the first two weeks of the Fall and Spring semesters that begin during their terms.

## ARTICLE III

### STUDENT SENATE

#### Section A: Purpose

The Student Senate exists to represent and give voice to the ASOCC general membership, and shall oversee and serve the interest of the ASOCC and its organizations. The Student Senate shall be the legislative body of the ASOCC and the official voice of the ASOCC.

#### Section B: Membership

1. The ASOCC will elect students from its own membership to the Student Senate, who will serve a one (1) year term from the second Monday of May to the second Sunday of May, inclusive.
2. Individuals elected to the Student Senate shall be the members of the Student Senate and shall be known as Senators.
3. The precise number of Senator positions for each Student Senate term shall be specified by the by-laws of this constitution, provided that the number is no less than five (5).

#### Section C: Powers & Responsibilities

1. The Student Senate shall have all legislative power, including the power to pass resolutions, bills, and acts on behalf of the Student Senate, the SGOCC, and the ASOCC, except where this constitution specifically prohibits the Student Senate from doing so.
2. The Student Senate shall have the sole power over all ASOCC monies, including the responsibility to approve budgets, authorize all expenditures, set fiscal policy, and conduct inquiries regarding the finances of ASOCC and any entities contained therein, so long as its actions are in compliance with policy set forth by the Orange Coast College, the Coast Community College District, and California law.
3. The Student Senate shall have the power to appoint all ASOCC student representatives to campus-wide committees as well as the power to appoint ASOCC members to represent the ASOCC, SGOCC, or Student Senate in other organizations or entities.
4. The Student Senate shall have the power to set and over-ride its own policies and procedures as well as those of the SGOCC, the ASOCC, and all other entities and offices of these bodies, except where explicitly prohibited by this constitution.
5. The Student Senate shall have the power to seek and appoint Executive Officers and other unpaid staff, with the exception of the Vice President of Fiscal Affairs, to serve at the will of the Student Senate. The Student Senate shall also have the power to revoke its appointments pending due

process as delineated by the by-laws.

6. Formal action taken by the Student Senate shall require the approval of a majority of those Senators attending the meeting at which the vote occurred and where quorum is achieved, except where otherwise specified in this constitution.
7. The Student Senate shall have supremacy over other SGOCC entities where conflicts of power not addressed in this constitution exist.

#### Section D: Member Rights and Duties

##### **Senators**

1. Each Senator shall have equal voting privileges, except that the chair of the Student Senate meetings may vote only in the event of a tie.
2. Senators may, for cause, relieve a Senator from the position of Senate President or Vice President with two-thirds approval of the total serving membership of the Student Senate.
3. Senators shall have the right to propose legislation to the Student Senate provided that all requirements of the Ralph M. Brown Act are satisfied.

##### **Senate President**

4. The Student Senate shall elect from its own membership one individual to serve as Senate President.
5. The Senate President shall chair meetings of the Student Senate and shall be responsible for preparing and posting agendas for meetings of the Student Senate.
6. The Senate President may pass the responsibility of chairing Student Senate meetings to another Senator temporarily to allow the Senate President to deliberate or propose legislation in accordance with Roberts Rule of Order. If no Senator agrees to accept the chair in these instances, the Senate President must retain the chair.
7. The Senate President shall represent the Student Senate in accordance with the majority will of the Student Senate.
8. The Senate President shall cast a vote only in the case of a tie or in those instances when the Senate President is not serving in the capacity of Senate President.

##### **Senate Vice President**

9. The Student Senate shall elect from its own membership one individual to serve as Senate Vice President.
10. The Senate Vice President shall perform the duties of the Senate President at such time as the Senate President is unable or unwilling to perform them.
11. In the event of a vacancy in the office of Senate President, the Senate Vice President shall have the first opportunity to accept or decline the office of Senate President.
12. The Senate Vice President shall have the first opportunity to accept or decline the responsibility the chair of Student Senate meetings at such time as the Senate President chooses to pass this responsibility. In order to prevent this power of the Senate President from becoming an automatic censure mechanism, the Senate Vice President does not have to accept the chair.

#### Section E: Removal of Senators

Senators may be subject to removal from office in accordance with the policies and procedures set forth in the by-laws.

## ARTICLE IV

### EXECUTIVE BOARD

#### Section A: Purpose

The Executive Board of the SGOCC shall act as administrators and carry out legislation passed by the Student Senate.

#### Section B: Membership & Composition

1. The Executive Board shall be composed of the following Executive Officers: President of the SGOCC, Vice President of Diplomatic Affairs, Vice President of College Life, Vice President of Communications, Vice President of Fiscal Affairs, Regional Delegate to the Student Senate for California Community Colleges, and such other executive officers as the Student Senate creates under the by-laws.
2. The Student Senate shall elect the President of the SGOCC, the Vice President of Diplomatic Affairs, College Life, Communications, and Regional Delegate to the Student Senate for California Community Colleges before the start of the Fall Term.
3. The Fiscal Affairs Council shall appoint the Vice President of Fiscal Affairs .
4. Executive Officer terms, excluding the Vice Presidents of Fiscal Affairs and College Life, shall expire at the same time that the term of the Student Senate that appoints them concludes.

#### Section C: Duties

##### **President of the SGOCC**

1. The President of the SGOCC shall be the chief Executive Officer of the Executive Board.
2. The President of the SGOCC shall be responsible for the administrative operations of the SGOCC, in accordance with the will of the Student Senate, and shall report and make recommendations to the Student Senate as regards administering the affairs of the SGOCC.
3. The President of the SGOCC shall be responsible for coordinating, chairing, and preparing and posting agendas for meetings of the Executive Board.
4. The President of the SGOCC shall be responsible for fulfilling the duties of executive officers at such time as they are unwilling or unable to perform their duties.
5. The President of the SGOCC shall make recommendations to the Student Senate for the appointment of Executive Board staff and Executive Officer vacancies.

##### **Vice President of Diplomatic Affairs**

6. The Vice President of Diplomatic Affairs shall make recommendations to the Student Senate pertaining to the appointment of campus-wide committee members from the ASOCC.
7. The Vice President of Diplomatic Affairs shall ensure that members of the ASOCC appointed to non-ASOCC committees, such as campus wide committees, are fulfilling their duties.
8. The Vice President of Diplomatic Affairs shall ensure that the Student Senate is apprised of the business before the aforementioned committees and shall be the liaison between these committees and the Student Senate.

### **Vice President of Fiscal Affairs**

9. The Vice President of Fiscal Affairs shall be the liaison between the Fiscal Affairs Council and the Student Senate.
10. The Vice President of Fiscal Affairs shall prepare and post the agenda and organize all formal meetings of the Fiscal Affairs Council except in instances where it becomes necessary that he or she delegates this duty to another member of the Fiscal Affairs Council.
11. The Vice President of Fiscal Affairs shall chair all meetings of the Fiscal Affairs Council except in instances where it becomes necessary that he or she delegates this duty to another member of the Fiscal Affairs Council.
12. The Vice President of Fiscal Affairs shall represent the Fiscal Affairs Council in accordance with the majority will of the Fiscal Affairs Council.

### **Vice President of Communications**

13. The Vice President of Communications shall consistently and responsibly inform the public media of decisions made by the Student Senate.
14. The Vice President of Communications shall be responsible for the coordination and execution of all SGOCC publicity in accordance with campus regulations.
15. The Vice President of Communications shall have the authority to create positions and appoint individuals to fill such positions in order to better serve the needs and/or increase effectiveness of the ASOCC Communications.

### **Vice President of College Life**

16. The Vice President of College Life shall collaborate with the SGOCC, the advisers of the SGOCC and the Coordinator of College Life, and other entities involved with the planning and implementation of College Life activities that will enhance the college experience of the students during their enrollment at OCC.
17. The Vice President of College Life shall have the authority to create positions and appoint individuals to these positions in order to better serve the needs of the ASOCC College Life intent.
18. The Vice President of College Life shall report to the Student Senate on a weekly basis.

### **Regional Delegate to the Student Senate for California Community Colleges**

19. The Regional Delegate shall be the sole student representative of the ASOCC to the Student Senate for California Community Colleges.
20. The Regional Delegate shall represent the majority will of the Student Senate regarding matters at the regional and state levels.
21. The Regional Delegate shall adhere to all policies of the SGOCC, Coast Community College District, and Orange Coast College.

### **Section D: Removal of Executive Officers**

Executive Officers may be subject to removal in accordance with the policies and procedures set forth in the by-laws.

## ARTICLE V

### FISCAL AFFAIRS COUNCIL

#### Section A: Purpose

The Fiscal Affairs Council shall be a conscious and responsible advisor to the Student Senate on all ASOCC and SGOCC financial matters as well as an ethical and efficient fiduciary of all financial responsibilities the Student Senate delegates to it.

#### Section B: Composition

1. The Fiscal Affairs Council shall be composed of no less than five (5) members of the ASOCC including the Chair of Fiscal Affairs.
2. The members of the Fiscal Affairs Council shall be appointed by the Student Senate.
3. The Vice President of Fiscal Affairs shall be appointed by the Fiscal Affairs Council from its own membership.

#### Section C: Duties

1. The Fiscal Affairs Council shall meet at least once a week during the Spring and Fall semesters to address ASOCC financial issues.
2. The Fiscal Affairs Council shall account for all ASOCC income, expenditures, and accumulated funds.
3. The Fiscal Affairs Council shall propose an annual budget to the Student Senate for the ASOCC and SGOCC in accordance with the following guidelines: It shall hold its meetings before the public, conduct interviews, and review and analyze requests.
4. Based on Student Senate priorities, the Fiscal Affairs Council shall recommend prioritized designations of ASOCC funds.
5. The Fiscal Affairs Council shall present all decisions it makes before the public at Student Senate meetings.
6. All meetings and procedures of the Fiscal Affairs Council shall be held in accordance with the Ralph M. Brown Act.

## ARTICLE VI

### INTERCLUB COUNCIL

#### Section A: Purpose

The InterClub Council, hereafter referred to as the ICC, shall be the student-led representative body of ASOCC Clubs to serve the interests of ASOCC Clubs.

#### Section B: Composition

##### **Clubs**

1. ASOCC Clubs are approved and registered student-led collegiate groups of ASOCC members who share a common vested awareness, forming to meet a variety of social, cultural, political, recreational, religious, and other interests.

2. Each member of an ASOCC Club shall be considered a member of the ICC.

### **ICC Delegates**

3. Each ASOCC Club shall be entitled to appoint one ICC Delegate from its own membership to cast votes on ICC matters on behalf of said club.
4. Each ASOCC Club, through their chosen delegate, shall be allowed to participate in elections for the ICC Board.
5. ICC Delegates must attend ICC meetings pursuant to the by-laws of this constitution.

### **ICC Board**

6. There shall be an ICC Board, elected by ICC delegates, to govern and serve the interests of the ICC.
7. The membership of the ICC Board shall be specified in the by-laws.
8. The ICC Board shall serve from the second Monday of May to the second Sunday of May, inclusive.

### **Section C: Powers and Responsibilities of the ICC**

1. The ICC shall have the power to pass ASOCC club policies and procedures referred to in the Orange Coast College Official Club Handbook.
2. The ICC shall meet at least once a month during the academic semester.
3. The ICC shall be a cohort for ASOCC Clubs to network with one another, discuss direct outreach mechanisms to the student body, and provide leadership development among club officers and members.

## **ARTICLE VII**

### **RULES OF ORDER**

The SGOCC shall conduct its affairs in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised*. Roberts Rules of Order shall be observed where the constitution, its by-laws, the Ralph M. Brown Act, or other legislation does not explicitly set forth procedure.

## **ARTICLE VIII**

### **INITIATIVES AND REFERENDUMS**

#### **Section A: Initiatives**

1. Individual ASOCC members may put forth legislation for approval by the ASOCC.
2. Legislative items brought by ASOCC members to the ASOCC body for approval shall be considered "initiated" and the process through which members of the ASOCC vote shall be known as an initiative.
3. Individual members of the ASOCC wishing to hold an initiative must demonstrate consent of the ASOCC by gathering signatures of one-tenth of the ASOCC members during the semester in which the initiative is to occur.

4. After consent is demonstrated to hold an initiative all members of the ASOCC shall be entitled to cast votes pertaining to the approval or rejection of proposed legislation.
5. Legislation initiated by ASOCC members shall be considered approved if at the close of voting a majority of participating ASOCC members have voted in favor of proposed legislation, with the exception of constitutional amendments.

#### Section B: Referendums

1. The Student Senate may propose legislation for approval to the ASOCC with the approval of a majority of serving membership of the Student Senate, with the exception of constitutional amendments.
2. Legislative items brought by the Student Senate to the ASOCC for approval shall be considered “referred” to the ASOCC and the process through which members of the ASOCC vote shall be known as a referendum.
3. All members of the ASOCC shall be entitled to participate in referendums.
4. Legislation referred to the ASOCC shall be considered approved if at the close of voting a majority of participating ASOCC members vote in favor of the proposed legislation.

### **ARTICLE IX**

#### **RATIFICATION OF AND AMENDMENTS TO THE ASOCC CONSTITUTION**

##### Section A: Ratification of the ASOCC Constitution

This constitution may only be ratified by a majority of the ASOCC members voting in favor of ratification in an ASOCC election. Ratification of this document shall be binding and in full force and effect.

##### Section B: Amendment through Referendum

1. The Student Senate may approve proposals to amend this constitution provided that each member of the Student Senate is notified in writing of the full language of the proposed amendment seven (7) days prior to any action being taken.
2. The full language of the proposed amendment must be placed on the meetings agenda prior to any action being taken.
3. Proposed amendments must receive approval from two-thirds of the total serving membership of the Student Senate.
4. Upon Student Senate approval of a proposal to amend this constitution, there shall be a referendum in which the entire ASOCC membership shall be entitled to participate. If the proposed amendment receives a majority cast ballots, the proposed amendment shall be binding and in full force and effect.

##### Section C: Amendment through Initiative

1. Any ASOCC member may propose an amendment to this constitution by demonstrating the consent of the ASOCC to hold an initiative to amend this constitution.
2. Consent of the ASOCC for an initiative to amending this constitution shall be demonstrated through gathering signatures of not less than one-tenth of ASOCC members during the semester in which the initiative occurs. Petitions containing these signatures must also contain the exact language of the proposed amendment at the time that each ASOCC member signs said petition.
3. After a proposed amendment receives the consent of not less than one-tenth of the ASOCC, an

initiative will occur in which the entire ASOCC shall be entitled to participate. If the proposed amendment receives two-thirds approval from the ballots cast the proposed amendment shall be binding and in full force and effect.

#### Section D: Writing and Adapting Amendments to this Constitution

1. Amendments to this constitution will be placed after the final article of this constitution in a category titled "Amendments," unless otherwise specified.
2. Each amendment that is added to the Amendments section shall be assigned a number and placed chronologically.
3. If an amendment is found to be in conflict with another portion of this constitution or amendment, the amendment most recently ratified shall have supremacy.
4. At such time as two amendments ratified in the same election are found to be in conflict with each other, the amendment receiving the largest number of votes shall have supremacy.

### **ARTICLE X**

#### **BY-LAWS**

##### Section A: Establishment of By-laws

The ASOCC Constitution allows for the creation of by-laws to provide specific procedures, requirements, and general guidance regarding the implementation of the mandates and intent of this constitution.

##### Section B: Division of By-laws

1. The Student Senate shall have the power to create, amend, and abolish all by-laws of this constitution with the exception of *By-laws for Article VI*.
2. By-laws shall be ordered according to the article of this constitution they most closely pertain to and will be labeled as such.

##### Section C: Changing By-laws

#### **Student Senate**

1. The Student Senate may remove, add, or otherwise modify by-laws under its jurisdiction by a majority, provided that all members of the Student Senate have been notified at least seven (7) days prior to voting for any proposed change.

#### **ICC**

2. ICC shall have sole authority to make changes to *By-laws for Article VI* except when such changes are held unconstitutional by the Student Senate.
3. The ICC may not grant power to any other entity to make changes to the *By-laws for Article VI*.
4. *The By-laws for Article VI* may be changed by majority of the ICC Delegates or the ICC Board.

## **ARTICLE XI**

### **SUPREMACY**

The ASOCC Constitution and its amendments shall have supremacy over all ASOCC documents and policies, including the by-laws of this constitution. ASOCC documents and policies in conflict with this constitution will be unconstitutional and invalid.

This constitution and its amendments shall comply with state and federal legislation and district and college policies and procedures.

### **AMENDMENTS TO THE CONSTITUTION**

#### **OF THE**

### **ASSOCIATED STUDENTS OF ORANGE COAST COLLEGE**

## **Part III**

### **GENERAL BYLAWS CODE**

#### **ARTICLE I: NAME, MEMBERSHIP AND INTENT**

1. The following By-Laws are arranged in sequence of articles and sections that correspond to the sequence found in the Associated Students Constitution of Orange Coast College. The purpose of each By-Law is to expand and elaborate the particular Constitutional section
2. Recognizing that the needs of members of the ASOCC are diverse and that the ASOCC is distinct from other bodies of the campus community, the ASOCC creates the Student Government of Orange Coast College, hereafter referred to as the SGOCC, to serve the interest of the ASOCC.

#### **ARTICLE II: STUDENT GOVERNMENT OF ORANGE COAST COLLEGE**

##### Section A: Framework of Authority

1. The Student Senate shall have the supremacy over all ASOCC and SGOCC policies and matters, as stated in "Article III, Section C, Clause 2" of the ASOCC constitution.
2. SGOCC organizational structure is as follows: Senate President, Senate Vice President, Senators, and then Executive Board Officers (see article IV for order of succession).

##### Section B: Composition and Membership

1. All sitting members of the SGOCC shall maintain a minimum 2.0 cumulative and semester G.P.A. and 5 units of enrollment throughout their term in office. The Senate President and/or Vice President (Senate Administration) shall be appointed by majority vote of Senators in a properly agendized and open meeting no more than one (1) month after term of office for Student Senators begins.
2. The Senate Administration may be removed by a two-thirds (2/3) vote of Senators given proper notice and appearance on the agenda of such intended action.
3. Where no Senator has been appointed by the Student Senate to the position of Senate President, the Senator who received the most votes in the Student Senate elections shall serve as Senate President in the interim. In the event two Senators received an equal amount of votes comprising the greatest number of votes, the interim President shall be determined by lot.

#### **ARTICLE III: STUDENT SENATE**

##### Section A: Membership

1. There shall be eight (8) Senator positions which shall be added or removed pursuant Article 3, Section B of the Constitution of the Associated Students of Orange Coast College. If ASOCC membership breeches thirty thousand or falls below twenty thousand, the number of Senators shall be revised to adequately compensate.\*
2. Senators shall not hold membership simultaneously in the Student Senate and Executive Board.
3. Senators shall not hold an Associated Student Body position at any other school other than Orange Coast College.

## Section B: Powers & Responsibilities

1. The Student Senate shall have the power to create and remove SGOCC ad-hoc committees.
2. The Student Senate shall have the power to pass and enact SGOCC policies for the benefit of the Associated Students of Orange Coast College.
3. Senate President
  - a. The Senate President shall ensure that agendas are properly prepared, posted and emailed to SGOCC members.
  - b. The Senate President shall ensure that minutes are taken and presented for approval within two weeks of the meeting in which they were taken.
  - c. The Senate President may create temporary SGOCC ad-hoc committees and task forces as needed to conduct the affairs of the Senate. Ad Hoc Committees and Task forces shall be dissolved at completion of assigned tasks.
  - d. The Senate President shall facilitate and maintain orderly Student Senate meetings.
  - e. The Senate President shall enforce all rules and regulations of the SGOCC Constitution and By-Laws.
4. Senate Vice-President
  - a. The Senate Vice-President shall complete tasks delegated to him/her by the Senate President.
  - b. The Senate Vice-President shall be the liaison with the SGOCC President.
  - c. The Senate Vice-President shall have oversight of the Executive Board.
5. Senators
  - a. Each Senator must sit in at least one campus-wide committee.
  - b. Senators shall serve as diplomats to their constituency.
  - c. Senators shall make a weekly verbal report.
  - d. Senators shall have one office hour weekly, during the regular school sessions (fall and spring), in which they are only to conduct senate business, where quorum is not met,. Attendance is mandatory and senators will adhere to the standards outlined in these by-laws below. Violation of attendance will be addressed by the Senate President and the Senate Advisor and action taken will be as outlined below.
  - e. All Senators shall maintain all the responsibilities not mentioned but granted under the ASOCC Constitution.
  - f. Senators shall submit, to the V.P. of Diplomatic Affairs, a written report of the campus wide committee meetings that they attend.

## **Attendance**

6. Senators shall attend all official Senate meetings.
  - a. Senators are required to attend the ASOCC Leadership Conference in the Fall Semester as well as training set forth by ASOCC Advisors.
    - 1) Senators not able to attend said conference or training must be excused in advance by the Senate or ASOCC Advisor.
  - b. Senators shall be held to the same attendance guidelines for campus-wide committees as Senate meetings.
  - c. Questions of attendance and tardiness may be brought up at any time through a regular agenda item.
    - 1) Senate President shall review the minutes pertaining to absences on a weekly basis.
    - 2) Senate President shall bring the minutes for the dates in question to the Senate for deliberation.

- 3) Absences and tardiness are cumulative throughout the term and will be addressed by the Senate as outlined in these By-Laws.
- 4)
7. Absences
  - a. An absence is defined as not being present during official Student Senate meeting, appointed participatory governance meeting, any mandatory event, or failure to show after a commitment of attendance.
  - b. The fifth (5<sup>th</sup>) absence, and each absence after the 5<sup>th</sup>, of each individual term of office could lead to the dismissal of the Senator pursuant the guidelines for the removal of officers as stated in the By-Laws (Section D, “Due Process and Removal of Senators”).
8. Tardiness
  - a. Tardy shall be defined as not being present at roll call, leaving prior to Adjournment (or 5:30pm, whichever comes first) for any reason toher than Senate business, or missing an office hour during any given week.
    - 1) Two (2) tardies shall be equal to one (1) absence.

#### Section D: Members Rights and Duties

1. Action
  - a. A written record of all actions must be kept by the Student Senate.
  - b. Actions passed by the Student Senate must contain the author(s) and the date of introduction to the Student Senate and be reflected in the minutes.
  - c. Actions passed by the Student Senate must contain a date when said actions will become inactive or come back up for review. Actions not meeting these requirements will only remain in effect until the end of the term in which the actions was passed.

#### **Resignations**

2. To be prima facie effective, a senator may begin the resignation process only by hand-delivering the tender of his/her written letter of resignation to the Student Senate.
  - a. Formal resignation letter should be addressed to the Student Senate body and delivered by the Senate President, SGOCC President or Advisor.
  - b. Formal resignations must contain an effective date.
3. Upon receipt of a properly tendered letter, the Senate President shall, consistent with the Brown Act notice requirements, place the matter of the tendered resignation on the next available Student Senate agenda for discussion and approval.
4. The proper tender of letter of resignation shall not terminate the senator’s office upon delivery; said office shall terminate as provided below.
5. A Senator’s resignation shall be effective upon a majority vote of the senate on the matter, or on the 30<sup>th</sup> day following receipt of the letter of resignation by the Senate President or Vice President.

#### **Senate Vacancies**

6. Where a senate seat has been declared vacant by a majority vote pursuant to a noticed and agendized action, the vacant seat shall be filled through noticed senate action.
7. If vacancies should occur in the student senate:
  - a. The runner up of the recent ASOCC elections shall be offered the position until the seat is filled.

- b. If all runner-up candidates should refuse the position, an application and interview process shall be conducted. Interviews will be held in open meeting pursuant to Ralph M. Brown Act and the remaining senators will make an appointment from the pool of interviewed candidates.
- 8. If an unexpected vacancy occurs that creates an emergency, such as the prospect of having senate membership be reduced to less than 5 members, the Senate shall proceed as follows:
  - a. Following a properly agenzed notice, the senate shall, from among the executive officers willing to serve, select an executive officer to take the seat as an interim senator to serve either (1) the remaining term of the removed senator, or (2) until newly elected senators for the succeeding administration have been determined, shall be offered to the newly elected senator prioritized by highest votes received.
  - b. In either case, the interim Senator shall have all the rights and duties of a Senator.
  - c. Should the vacancy be filled by an Executive Officer for the remainder of the vacated term, the SGOCC Student Senate shall have the authority to appoint a replacement Executive Officer to fill the vacancy created

***Death, Incapacity or Subsequent Unfitness of a Senator to Serve***

- 9. Upon receipt by the Senate President or Vice President of persuasive information that a member of the Senate is deceased, incapacitated by physical or mental injury or illness, or is unfit to serve by reason of a disciplinary or academic action unable to serve, the senate president shall:
  - a. In the event of death, and consistent with the notice requirements of the Brown Act, proceed immediately to place the matter of declaring the senator’s seat vacant on the next available senate agenda for discussion and action.
  - b. In the event of incapacity or unfitness, within 48 hours of receiving credible information as to the Senator’s purported disability to serve, the Senate president shall mail a certified letter to the senator stating that the question of the senator’s disability to serve and possible removal shall be placed on an agenda for discussion and resolution by the senate within not less than 10 or no more than 20 days of the date of posting the certified letter. Where possible, the date, time and place of such meeting shall be stated in the certified letter.
- 10. A Senator receiving such notice as described in (b) above may appear at the agenzed meeting and object and defend, or may tender a letter of resignation as described above. Failure to appear or defend at the noticed meeting will result in the senator’s removal

**Term Limits**

- 11. Senators may only serve for two consecutive school years.
  - a. A yearly term shall be counted as stated in Article III section B Clause 1 on the ASOCC Constitution.
  - b. Summer and Intersession terms shall not be counted.
- 12. If a Senator be elected after the first week of the spring semester, the said Senator may still serve for two consecutive school years.

**Due Process and Removal of Senators**

- 13. Senators may be removed from office for any improper conduct or neglect of duty.
  - a. Negligent conduct is a direct violation of the Constitution or its By-Laws, including the Election Code.
  - b. Senators removed from office shall be ineligible to run or be appointed to any SGOCC office until one (1) completed semester has elapsed.

- c. The period of ineligibility shall include the next regularly scheduled SGOCC election and any special elections that are scheduled during the ensuing fall or spring semester.
- 14. A Senator found responsible of improper conduct or neglect of duty as defined in Article VI Section 3 shall be subject to removal through the following procedures:
  - a. The responsible Senator shall receive a written notification from the Senate Administration cosigned by the immediate ASOCC advisor at least seven (7) working days prior to appearing in the next Senate meeting.
  - b. Failure, of the Senator in question, to appear at the meeting will result in automatic removal from office.
  - c. Senate meeting will be held in open Session meeting, pursuant to the Ralph M. Brown Act.
  - d. Voting, will take place during regular open session meeting.
  - e. A two-thirds (2/3) vote of those eligible to cast a vote is required to remove a Senator.

## **ARTICLE IV: EXECUTIVE BOARD**

### Section A: Membership & Composition

1. The SGOCC Executive Board includes: SGOCC President, Vice-President of Fiscal Affairs, Vice-President of Diplomatic Affairs, Vice-President of Communications, Vice-President of College Life and the Region Representative.
2. The Senate shall appoint a Secretary in the same manner as any Executive Officer.
3. Interclub Council (ICC) President shall be considered part of the Executive Board.

### **Order of Succession**

4. Should a vacancy occur in the position of President of the SGOCC, VP of Diplomatic Affairs shall have the opportunity to accept or decline the position. If the VP of Diplomatic Affairs declines this position, the Student Senate shall appoint a new President of the SGOCC.
5. Should a vacancy occur in the position of the VP of Diplomatic Affairs, the VP of Communications shall have the opportunity to accept or decline this position. If the VP of Communications declines said position, the Student Senate shall appoint a new VP of Diplomatic Affairs.
6. Should a vacancy occur in the position of VP of Communications, the VP of College Life shall have the opportunity to accept or decline this position. If the VP of College Life declines this position, the Student Senate shall appoint a new VP of Communications
7. Should a vacancy occur in the position of VP of Fiscal Affairs, the Fiscal Affairs Council shall appoint a new VP of Fiscal Affairs

### Section B: Duties and responsibilities

1. Executive Officers shall be accountable to the same standards as Senators.
  - a. Executive Officers shall have a bi-weekly official meeting with the exclusion of the VP of Fiscal Affairs.
  - b. Executive Officers shall sit on one campus-wide committee.
2. Student Body President (SGOCC President)
  - a. SGOCC President shall be the chair for the Executive Board Meeting.
  - b. SGOCC President shall be considered the manager of all the appointed Executive officers with the exception of ICC President.

- c. The SGOCC President shall be the liaison with the Senate Vice President
- 3. VP of Diplomatic Affairs
  - a. The Vice President of Diplomatic Affairs shall be responsible for oversight of the campus-wide committee representatives.
  - b. All Campus-Wide Committees representatives must submit an application to the VP of Diplomatic Affairs.
    - 1) All student representatives to campus-wide committees shall hold this position for a period of two full semesters.
    - 2) After the term has expired all students will be eligible to sit on the same committee again or another one so long as they complete the proper application process.
    - 3) All student representatives must submit a written report to the Vice President of Diplomatic Affairs on each meeting they attend within at least three days time.
    - 4) All student representatives will be required to attend a bi-monthly meeting with the Vice President of Diplomatic Affairs.
    - 5) All written reports will be made public document.

### **Attendance**

- 4. The SGOCC President shall have the sole power to excuse absences and/or tardiness due to special circumstances of Executive officers not including Region 8 Representative and SGOCC Senate Secretary.
- 5. Executive Officers are required to attend the ASOCC Leadership Conference in the Fall Semester as well as training set forth by ASOCC Advisors.
  - a. All members not able to attend said conference or training must be excused in advance by the SGOCC Advisor or President.
  - b. Executive Officers shall be held to the same attendance guidelines for campus-wide committees as attendance guidelines for Senate meetings.

### **Resignations**

- 6. Resignation procedure shall be as stated in Section D, Clause 2 of the Bylaws.

### **Term Limits**

- 7. Executive Officers may only serve for two (2) consecutive school years in the same position.
  - a. A yearly term shall be counted as stated in Article III section B Clause 1 in the ASOCC Constitution.
  - b. Summer and Intersession terms shall not be counted.

### **Due Process and Removal of Executive Officers**

- 8. Executive Officers may be removed from office for any improper conduct or neglect of duty.
  - a. Negligent conduct is a direct violation of the Constitution or its By-Laws, including the election code.
  - b. Executive Officer removed from office shall be ineligible to run or be appointed to any SGOCC office until one (1) completed semester has elapsed.
  - c. The period of ineligibility shall include the next regularly scheduled SGOCC election and any special elections that are scheduled during the ensuing fall or spring semester.
- 9. An officer in question and found responsible of improper conduct or neglect of duty as defined in Article VI Section 3 shall be subject to removal through the following procedures:

- a. The responsible Executive officer shall receive a written notification from the Senate Administration cosigned by the immediate ASOCC advisor at least seven (7) working days prior to appearing in the next Senate meeting.
- b. Failure, of the Executive Officer in question, to appear at the meeting will result in automatic removal.
- c. Senate will deliberate and vote in open session meeting.
- d. Majority (50% plus 1) vote of the Senate is required to remove an Executive Member.

## **ARTICLE VII: RULES OF ORDER**

1. Quorum must be established to conduct official SGOCC business.
  - a. Quorum shall consist of a simple majority (50%+1) of the seated members.
  - b. The Senate President shall be counted for quorum.
  - c. No official business shall be conducted without quorum.
2. Meetings
  - a. All meetings shall be conducted in accordance with the California open meetings law (Ralph M. Brown Act).
  - b. Regular meetings are to be held weekly on Wednesday, @ 3:30pm.
  - c. Where necessary, amendments to regular meetings may be made by a simple majority vote of the Senate.
  - d. Special meetings may be called by the Senate President, in accordance with the Ralph M. Act.
  - e. Senate Board meetings may be called during finals week or spring break by a majority of the Senate and availability of the ASOCC Advisor if deemed necessary.
  - f. Meetings should start no later than five (5) minutes of the posted time after attaining quorum unless publicly notified by the Senate President or Senate Vice President.
  - g. The Senate President shall chair the Senate Meetings.
    - 1) If the President is not present at the beginning of the a meeting, the responsibility of chairing shall be assumed by the Vice President
    - 2) If the President and the Vice president are not present to chair the meeting, the previously appointed Pro-temp Chair will chair the meeting.
    - 3) A chair pro-temp must be chosen at the convenience of the Senate; failure to choose a pro-temp chair, a consensus of the senators present shall choose one of the attending Senators.
3. Agenda and Minutes
  - a. Except in extraordinary circumstances, minutes must be presented to the Senate no later than two (2) weeks following the meeting.
    - 1) Minutes must be presented by the Chair at the time of the meeting.
  - b. Agendas must be in accordance with ASOCC Constitution and follow Roberts Rules of Order and the Ralph M. Brown Act.
  - c. Agendas shall have a public comment, board and Senators reports, possibility for actions, approval of said agenda and its minutes, adjournment and all necessary items to conduct day-to-day business.
    - 1) Requests for modifying the agenda may be made by the current Senate President.
  - d. The agenda shall be prepared at the direction of the Senate President.
    - 1) If the Senate President fails to create the agenda, the responsibility shall fall upon the Senate Vice President.
  - e. Items must be requested in writing or via e-mail to be placed on an agenda to the Senate President and/or Senate Vice President.
  - f. An agenda may be amended by a majority vote prior to the adoption of the agenda.

- 1) All agendas must be posted in accordance with the Brown Act.
- 2) Agendas for regular meetings must be posted 72 hours in advance, by the Senate President.
  1. Should the Senate President not be able to post the agenda, the duties fall upon the Senate Vice President upon notification from the Senate President.
  2. If Senate President and Senate Vice President are not able to meet said responsibilities, the responsibility shall fall upon the SGOCC President.
  3. Whereas the Senate President, Senate Vice President, and SGOCC President are unable to post the agenda, a request shall be sent to the immediate advisor to post the agenda; the request must be made only during regular business hours.
- g. An emergency item can be added to the agenda Pursuant to the Brown Act.
  - 1) In order for an emergency item to be added to an agenda, the item has to be approved by the Senate.

## **ARTICLE X: BYLAWS**

### Section A: Division of By-laws

1. The Constitution and By-law committee shall be considered an ad hoc committee for SGOCC.
2. The By-Law committee shall remove, update and interpret by-laws, shall any issue arise pertaining to such.
  - a. Any issues concerning By-Laws and/or the creation of such shall be reviewed by the By-Law committee and brought to the senate for final approval.
  - b. All presentation and approval of By-laws should follow Article X section C of the constitution.

## **ARTICLE XI: COMMITTEES**

### **Standing Committees**

1. There will be three standing committees known as the Executive Board, Fiscal Affairs Council, and Inter-Club Council.
  - a. Standing committees must hold at least a bi-weekly meeting.
  - b. Standing committee meetings will be conducted in accordance with Brown Act and the most current edition of Roberts Rules of Order.

*Revision 1 – 04/16/08*

*Revision 2 – 04/17/08*

*Revision 3 – 05/05/08*

*Revision 4 – 04/26/09*

## **PART IV**

### **DESCRIPTIONS FOR OTHER POSITIONS**

The following is a partial list and summary of SGOCC positions, all of which are to be filled each semester by members of the ASOCC (*Refer to By-Laws for job description of Student Senators, Executive Officers, and ICC Board Members*).

#### ***SSCCC Statewide Delegate***

The SSCCC (Student Senate for California Community Colleges) is an organization representing community college students at the state-wide level. This staff position will represent the ASOCC and SGOCC within this organization at Region 8 meetings and state-wide conferences.

#### ***District Student Council Representatives (3):***

The District Student Council Representatives, which shall consist of the Associated Student President or designee and two other permanent members, and shall serve as the three voting members of the District Student Council. Monthly reports will be given at the Student Senate meetings.

#### ***Fundraising Coordinator(s):***

This person/persons shall be responsible for organization of ASOCC fundraisers. He or she will be in charge of seeking sponsorship and event organization. This staff position will be a two semester position.

#### ***Historian(s):***

The Historian is responsible for taking photographs and videotaping ASOCC events and events in which the ASOCC participates (“pre”, “during” **and** “after” pictures help make the memories complete). Collecting newspaper clippings for the ASOCC scrapbook and overseeing the development and publication of the end-of-the-semester (year) historical pictorial record is also a responsibility of this staff position. It will also be the historian's responsibility to maintain the ASOCC picture case in the ASOCC office.

## **Part V**

### **FINANCES OF THE ASSOCIATED STUDENTS**

As stated in the California Education Code, the primary reason for the establishment of the Associated Students is to provide a framework for administering student body funds. The Associated Students of Orange Coast College have enjoyed a long history of fiscal responsibility. The 2010-2011 ASOCC budget establishes specific controls and contingencies over all accounts. Certain responsibilities are delegated to the account advisor, who, as a member of the faculty or staff, is responsible to the Associated Students for accurately accounting for and overseeing all funds.

The 2010-2011 budget is \$1,500,000. Needless to say, the SGOCC assumes a great deal of responsibility in overseeing the budget and it is incumbent that each student involved understand the process and realize the importance of ensuring that all monies are responsibly, thoughtfully and carefully allocated and spent.

## **ASOCC BUDGET**

As an Orange Coast College student, you are also a member of the Associated Students of Orange Coast College (ASOCC). That means that you benefit from the ASOCC budget. Most of the ASOCC budget pays for instructionally related programs, co-curricular activities, and vital college services.

The ASOCC money comes from business done by the OCC Bookstore, ASOCC Recycling Center and the College Services Charge, which every student is expected to pay at registration. This money goes to support programs and services such as the, Student Success Center, performing arts, forensics, athletics, and numerous clubs and organizations.

Every spring the student Fiscal Affairs Council reviews budget requests to establish priorities for financing services to Orange Coast College. The SGOCC Student Senate is responsible for adopting the final budget, with the Vice President of Student Services and the OCC President being part of the initial review. The Office of the Dean of Student Services prepares forms and materials for this process.

## **ASOCC Budget**

1. The purpose of the annual budget is to provide a guideline for financing the ASOCC program of extra-curricular and co-curricular services and programs. The budget is an expression of the program in dollars; it is established yearly and is subject to continuous review.
2. The budget calendar shall be established each year by the Vice President, Student Services
3. The ASOCC Fiscal Affairs Council shall:
  - A. Interview all programs requesting funds.
  - B. Review and balance the budget, and make a recommendation to the SGOCC Student Senate.
    - The Fiscal Affairs Council members apply to serve on the Council, and are appointed by the SGOCC Student Senate. The FAC is co-advised by the Interim Associate Dean and the Director of Fiscal Services.

## **Fiscal Affairs By-Laws**

### **Article I – The Organization and its Procedures**

#### **Section 1 – Membership**

- a. Fiscal Affairs Council (“Council” or “FAC”) shall have a minimum of five (5) members, and a maximum of ten (10) members which number includes the ASOCC/SGOCC Vice President of Fiscal Affairs (“VP-FA”).
- b. Council members are appointed by the Senate following an application process and recommendations by the serving VP-FA.
- c. Members will serve beginning the first day following the end of the spring semester, through the end of the following spring semester or until such time as a new Council is seated.
- d. A member may be removed for cause by majority vote of the membership, the matter shall be itemized on the FAC meeting agenda. “Cause” for removal may include, but not be limited to,
  - 1) failure to attend three (3) meetings within a semester, except as excused at the sole discretion of the VP-FA, and
  - 2) at the recommendation of the VP-FA, and with the advice and consent of the advisor, when a member has shown sustained and unreasonable (a) failure to be prepared for meetings, and/or (b) disrespect for civil discourse .
- e. Where the FAC has determined removal for cause is appropriate, the VP-FA shall report that fact to the Senate at its next meeting for approval.
- f. Members must be enrolled in 5 units at OCC during their term and maintain a semester and cumulative GPA of 2.00.

#### **Section 2 - Vacancies**

- a. Vacancies occurring by resignation or removal may be filled on an interim basis at the discretion of the VP-FA with the advice of the membership until such time as the Senate has approved a permanent replacement (where FAC does not have the minimum amount for membership).
- b. Where a vacancy occurs by resignation or removal with more than 10 weeks remaining in the member’s term, the VP-FA or her/his designee may, within 7 days, make applications for a permanent replacement appointment available in the ASOCC office and shall adequately publicize the vacancy for not less than a 14-day period.

- c. Applicants qualifying for membership may be accorded an interview before the FAC and thereafter a recommendation shall be made to the Senate for appointment at its next meeting.
- d. The process to fill vacancies shall, in the ordinary course, take no more than 4 weeks. If no suitable candidate is available, the VP-FA, with the advice of the FAC, shall report that fact to the Senate and shall at that time recommend an individual to the Senate to fill the vacancy for the remainder of the term.
- e. Council membership applications for the following academic year will be made available at the same time as the applications for SGOCC Officers.

### Section 3 – The ASOCC/SGOCC Vice President of Fiscal Affairs

- a. Pursuant to the ASOCC Constitution, the VP-FA is selected from among the Fiscal Affairs Council members by majority vote of the membership and is the leader of the FAC.
- b. The VP-FA has primary responsibility for all recommendations to the Senate regarding ASOCC's fiscal information, management and accountability.
- c. The VP-FA shall act as ASOCC's/SGOCC's primary spokesperson on student financial matters.
- d. Where the VP-FA is unavailable to perform a reporting, conference or meeting duty, she/he shall designate a Council member to perform the specific duty or duties designated and shall report the proceedings back to the Council.
- e. The VP-FA may be removed from office by the FAC only for cause, including but not limited to dereliction of duty and as otherwise provided under the ASOCC Constitution.
- f. Removal of the VP-FA from office and/or Council membership may be initiated by any FAC member. The process will commence only following a 5-day written e-mail notice to the VP-FA briefly setting forth facts establishing cause and providing the her/him with an opportunity to rebut the asserted cause at the next meeting. The item shall be placed on the agenda for the next FAC meeting.
- g. Where a majority determines removal is appropriate, the Council shall immediately, or within a period of not more than seven (7) days, elect a new VP-FA and inform the Senate of that action forthwith.
- h. The term of the VP-FA will commence in the fall semester until the following fall semester when a new VP-FA is appointed by FAC. The VP-FA may delegate the position to a member of FAC during the summer and the following fall semester if not available to serve.

### Section 4 – Meetings

- a. Except during the annual budget allocation process, the Council will meet Thursday at 2:30 p.m. for not more than two hours. The meeting may however be extended by consent of the members present but only where a quorum remains. The regular day and time of meetings may be changed by each new FA Council at the beginning of its term, or by following the By-law amendment process set forth in Article XII.
- b. Meetings are held to consider monetary requests from ASOCC accounts for (a) club start-ups, (b) one-time event requests, (c) annual budget recommendations, and (d) all other proposals for the transfer and/or use of ASOCC funds and other assets. In addition, the FAC meetings may include training, policy discussion, and fiscal supervision, review and oversight of student funded campus services, as well as other related matters placed on the weekly agenda.
- c. Meeting dates and times for the annual budget process (generally occurring in April and May) will be determined by the Council and advisor before the termination of the fall semester.

### Section 5 – Chairing of Meetings

- a. In the ordinary course, the VP-FA will chair meetings and, may participate in discussions but shall not cast a vote except in the event of a tie.

- b. At the discretion of the VP-FA, the meeting chair may rotate from among members willing to serve.
- c. A member chairing the meeting may participate in Council's discussions but may not cast a vote except in the event of a tie.

#### Section 6 – Voting

- a. Motions shall pass by a majority of the members present.
- b. When the VP-FA has cast a tie-breaking vote, she/he will indicate that as a point of information when presenting the funding recommendations to the Student Senate.

#### Section 7 – Conflicts of Interest

- a. For Council purposes, a “conflict of interest” is defined as a member having a special, direct monetary, membership, beneficial or other special interest in the outcome of a question or request placed before the Council for discussion or a vote.
- b. When the chair of any meeting has a conflict of interest regarding an item on the agenda, the conflict shall be immediately disclosed and the gavel will pass at the VP-FA's discretion to another member until the item is completed.
- c. Council members may be a part of a fund Requestor's team. However, where a member participates directly in the support of any funding request presentation, the member shall thereafter be proscribed from the Council's discussion and shall not cast a vote.
- d. Prior to the discussion by the Council of a request for funding or any asset transfer, any member having a conflict of interest as to that item shall immediately disclose that fact and thereafter abstain from discussion and voting on that specific request.

#### Section 8 – Quorum

- a. Quorum is defined for FAC purposes as a majority of the membership, including the VP-FA.
- b. No Council meeting may commence, and no vote may be taken, without a quorum present.
- c. Members abstaining from a vote are counted present for quorum purposes.

#### Section 9 - Meeting Documentation and Formalities

- a. The VP-FA or her/his designee shall prepare and post meeting agendas.
- b. Meeting agendas shall be prepared in accordance with the Brown Act (California “Open Meetings” law) and posted on the official ASOCC notice board.
- c. In addition to funding request items being placed on the agenda at the VP-FA discretion, members, advisors and others may request matters to be placed on the agenda for discussion and/or action by tendering the item to the VP-FA in writing not later than Thursday Noon for the next agenda posting.
- d. Minutes shall be taken at each meeting, and approved or disapproved at the following session.
- e. Approved minutes shall be placed in a binder in a timely manner and thereafter made available in the ASOCC office for convenient review.

### **Article II – Council Duties and Jurisdiction**

#### Section 1 - Subject Matter Jurisdiction

- a. The FAC is a recommending body; it has no power or authority to grant or deny requests.
- b. The Council's duty is to hear, inquire, discuss, determine and make recommendations regarding ASOCC and general student monetary, fiscal and financial matters to the Senate and other official bodies.

c. The Council shall act as the primary student entity responsible to supervise, review, initiate inquiries and provide oversight of student funded campus services, and shall where necessary and advisable, make reports and recommendations to the Senate based on its findings.

## Section 2 – Council Duties

- a. As a body, the FAC shall be a conscientious and responsible advisor to the Senate.
- b. Whenever in the Council’s discretion the need arises, it may consider and advise the Senate of fiduciary and ethical standards and duties with respect to managing, investing, expending and transferring ASOCC funds and assets, pursuant to federal, state, district and professional laws, guidelines and persuasive authority.

## **Article III . ASOCC Funding Principles**

### Section 1 –Funds May Be Used for the “Approved” Purpose(s) Only.

Awards are granted based on the Requestor’s application which sets forth a particular purpose. The funding “approved” and then made available to the Requestor may only be used for the approved purpose and not for any other without obtaining further recommendation of the FAC and then only upon Senate approval as described in Article VIII. Unapproved uses will be offset from the Requestor’s existing account or a subsequent award.

### Section 2 - General Tenet of All Funding Recommendations

In performing its duties as the conscientious and responsible advisor to the Senate on all ASOCC and SGOCC financial matters, the Council shall act openly, fairly and impartially in its application of established and basic funding principles. It shall bear in mind at all times and remind requesters that ASOCC funds are limited in amount and are paid by ASOCC members primarily to support the intellectual, cultural, social and other interests of OCC students.

### Section 3 - Duplicative Services, Events or Purposes May Not Be Funded

Occasionally important and well-intended campus services, purposes and/or events are proposed by fund Requestors where the same or similar efforts are being offered by another campus group. They should, however, not be duplicated. Thus, Requestors are advised to review their proposed purpose and use to first determine whether the same or similar use is already being offered. Where the FAC determines a group’s request is duplicative it will suggest a combining of efforts and may refuse or reduce funding on that request.

### Section 4 - Principles, Considerations and Guidelines Regarding FAC Funding Recommendations

- a. “ASOCC funds for OCC students.” Except in extraordinary circumstances, ASOCC funds should only be expended to benefit OCC students. Moreover, the highest priority will be given to requests where the exclusive beneficiaries are currently enrolled OCC students.
- b. “Benefit to students” means funds are to be expended to further the academic, social and cultural values and experiences of current students, but does not include the funding of instruction.
- c. “Best Bang for the Buck” favors the notion that priority be given funding requests to serve the greatest number at the most reasonable cost.

- d. “Self Help” raises the question whether the Requestor has demonstrated that its members have done all they can to raise the funds necessary to support their own activity or event.
- e. “Closest to home” asks whether the Requestor has looked at local options to achieve the group’s purpose before proposing distant and thus more expensive options.
- f. “Off-campus outreach, assistance and charitable events”. Groups that wish to perform community outreach or provide charitable financial assistance to persons or communities “off-campus” should rely on sources other than ASOCC funding to satisfy their mission.
- g. “Seed Money” is available to initiate an event intended to generate proceeds to fund charitable beneficiaries who are not OCC students. ASOCC “seed money” funds may be advanced only where the Requestor provides a detailed and business plan for the event and accepts the fact that the “seed money” advanced shall be repaid “off the top” of the event’s revenues before charitable distributions may occur.
- h. “Funds on Hand” means the Council will review the Requestor’s account to determine available funds on deposit and will take those into account when making award recommendations.
- i. “. Curricular Expenses” While the ASOCC will entertain funding requests that propose to pay for special presenters, speakers, performers for one-time events, the ASOCC does not fund instruction by CCD personnel or others as a part of classroom or course material presentations. Additionally, the purchase of instructional equipment will not be funded.
- j. “Food, drinks and snacks.” In the case of funding for one-time events, championships, contingency or reserves, the FAC will consider allowances for food, drinks and snacks
- k. “Maximum Allowable Food Expenses” When travel is required for championships or conferences, a maximum per-diem of up to \$25 per day, per student will be allowed. Students will be required to sign a “Student Meal Money Receipt” form provided by the coach/ advisor. Said form shall be returned to the Bursar’s Office.
- l. “Gas Money.” In the ordinary course, the ASOCC does not reimburse “gas money” or mileage for travel by private vehicles. Groups needing help with vehicle travel expenses should contact the Coast Community College District offices well in advance of the trip to obtain the use of district vehicles.
- m. “Club members and ASOCC Fees.” Clubs, individuals and groups requesting funds must, except in extraordinary circumstances, demonstrate that the benefiting members or recipients have paid their current College Service Charge (aka ASOCC fees.)
- n. “Equipment purchases.” Except in extraordinary circumstances, the FAC will not recommend funds to be used for the purchase of equipment for clubs or non-co-curricular groups. Liability, maintenance, storage, care, loss and abandonment are burdens of ownership the ASOCC cannot accept. Exceptions may be made when these concerns are overcome.
- o. Off Campus Trips. The Council’s considerations will include the (1) kind of trip proposed, (2) number of students attending, (3) methods used to choose students who will attend, and (4) the amount contributed by the students toward the expenses proposed. [Note: Notwithstanding a Senate “approval” however, no funds may be expended or reimbursed without the approval of the Coast Community College Board of Trustees for any off-campus trip.]
- p. On Campus Events. The Council’s primary considerations will be the amount of planning and the general preparedness of the group, the projected number of students involved in both the preparation of and the participation in the event, the number of anticipated students attending the event and the redundancy of the event’s “theme”. Clubs or groups may be encouraged to cooperate with other clubs planning similar projects

## **Article IV – Process for Initiating a Financial Request**

### Section 1. General Process Principle

- a. All requests for ASOCC funding or an asset transfer, from whatever source, must be presented in a timely manner and in written form to the Council for review before they are presented to the Student Senate.

- b. Requests, along with the required number of copies, must be presented on the official SGOCC Fiscal Affairs Council Request for Funding forms available in the ASOCC Office. Complete instructions and timetables are printed on the Request for Funding Forms and must be followed. [Note: Incomplete, vague, and “shoot for the moon” requests that lack sufficient corroborating documentation will be returned to the Requestor without action.]
- c. After a written request for funding has been properly tendered, the VP-FA or her/his designee will contact the Requestor giving a date, time and place at which the request will be considered by the Council.
- d. All Requestors for ASOCC funding or an asset transfer must personally appear before the Fiscal Affairs Council to present their request and respond to FAC member questions. If an agendized appointment cannot be met, the Requestor must notify the VP-FA in writing not less than 24 hours before the scheduled time in order to have the matter continued to the next meeting agenda. Failure to appear or to obtain permission to continue the matter to the next week’s agenda will remove the item from the meeting agenda and the party seeking funds will have to re-start the procedure.
- e. The Senate shall neither hear nor entertain any request regarding the transfer of any ASOCC asset without first having appeared and presented a financially documented written request to the FA FAC. The VP-FA will thereafter deliver FAC’s recommendation to the Senate for approval, disapproval or modification.

## Section 2. Club Start-up Fund Requests

Forms for requesting Club Start-up funds of \$75 are available in the ASOCC office. Complete and properly prepared forms will generally be reviewed and acted upon within 14 days of their submission. The original and required number of copies of the request document shall be placed in the Fiscal Affairs Council mailbox in the ASOCC office.

## Section 3. Club Activity and One Time Event Funding Requests

Forms for requesting Club Activity and One Time Event Funding are available in the ASOCC office. Complete and properly prepared forms will generally be reviewed and acted upon within 14 days of their submission. The original and required number of copies of the request document shall be placed in the Fiscal Affairs Council mailbox in the ASOCC office.

## Section 4. Championship/Reserve Funding Requests

Forms for requesting Championship/Reserve funding are available in the ASOCC office. Complete and properly prepared forms will generally be reviewed and acted upon within 14 days of their submission. The original and required number of copies of the request document shall be placed in the Fiscal Affairs Council mailbox in the ASOCC office.

## Section 5. Annual Co-Curricular Program Funding Request Principles and Process

- a. The process for making a request for an annual allocation by an OCC co-curricular program is more complex and requires more documentation, careful consideration and adherence to process requirements. Annual program Requestors have a year to plan, assess, quantify and document their prospective funding needs. If they are unsure about how to proceed they should get the help they need from the VP-FA or the FAC advisor well in advance of submitting their application.
- b. Because of the stiff competition for the limited funds, and because the amounts are generally large, ***strict scrutiny*** is given to the documentation presented.
- c. Since the annual budget process is tightly scheduled to give every Requestor an equal and fair opportunity to present its case, where a Requestor has come late or failed to appear or to support its

request sufficiently, the FAC may determine it has no just reason to grant “do-overs,” second chances or accept excuses and will make its recommendation on the paperwork presented.

d. Tips for Success:

1. Requestors giving complete and careful documentation are generally more successful; those giving little or none will be disappointed.
2. First-time or previously unsuccessful Requestors are advised to get help long before a poorly prepared application is submitted.

e. While every effort is made to fund existing and continuing programs at the level of the previous year, there are **no guarantees** that will occur. Needs and economic conditions change. Thus, programs need to plan ahead for flexibility.

f. Previously funded programs have priority. First time or previously unsuccessful Requestors may receive funding after careful consideration of budget constraints, availability of similar programs or services and available funds.

g. The forms for requesting Annual Co-Curricular Program funds are available at the ASOCC office in the early part of Spring Semester.

h. Complete instructions and the due-date for submitting an annual co-curricular program funding request are printed on the request form and **must be strictly followed**.

i. All Requestors must appear before the Council for an interview to present their request and respond to FAC member questions. The Requestor’s scheduling and keeping their interview appointment is extremely important. Missed interviews cannot be made up. The Council may consider the written request and make its recommendation solely on that basis, but generally since Council questions go unanswered the award will be greatly reduced or disapproved entirely. Except in **extraordinary circumstances**, there will be no reconsideration of the request.

j. Following deliberations of all annual co-curricular program requests, the FAC will determine its recommendations and prepare a proposed budget to present to the Senate. That proposed budget will be available in the ASOCC office for review before it is presented to the Senate for approval.

k. The Senate meeting to approve the annual ASOCC budget is an open, public meeting. Notice of the meeting will be posted on the ASOCC bulletin board outside the ASOCC Office at least 72 hours before the meeting.

#### Section 6 - New, Post “Annual” Allocation Program Changes and Requests

a. Notwithstanding the approval of an annual program allocation, including to the ASOCC’s own “administrative” allocations, the principles of Article IV, Section 1 [that “awards are granted based on the Requestor’s application which sets forth a particular purpose [and that] funding “approved” and then made available to the Requestor *may then only be used for the approved purpose* and not for any other without obtaining further recommendation of the FAC and then only upon Senate Approval]...” shall apply.

b. Where new needs and/or programs arise mid-year, accounts and sub-accounts established for express purposes cannot be shifted or used to create and fund previously unidentified and unapproved purposes. Rather, those seeing the need and wishing to use allocated funds for a new purpose must, just as in the ordinary course for all other Requestors, file a proper request with supporting documentation with the VP-FA, set an interview time and date and obtain approval before “shifting” account and sub-account funds.

c. Unapproved uses may be deemed a misallocation or misappropriation of funds which puts the Council and Senate in the position of breaching its fiduciary duty to its beneficial constituency. Any such misused fund amount will be deducted from the program’s existing account or will be deducted from the allocation awarded in the following year. In extraordinary circumstances the practice will be referred to the Coast Community College District’s Audit Committee and/or the district’s external auditors for review and resolution.

## Section 7 - All Other Requests for Transfer of ASOCC Assets

- a. Consistent with ASOCC's fiscal management principles set forth in Article V, Section 1, all requests for ASOCC funding or asset transfers, from whomever the Requestor may be, must first be presented in writing in a timely manner to the VP-FA for review and recommendation before they are presented to the Student Senate.
- b. The Senate shall neither hear nor entertain any request regarding the transfer of any ASOCC asset without first having appeared and presented a financially documented written request to the FA Council

## **Article V – Funding Request Denials**

### Section 1 - Causes for Immediate Denial

- a. Where a Request form is incomplete, untimely or improper, the VP-FA will (1) append a note, (2) notify the Requestor's advisor and/or designated student officer by e-mail or phone message, and (3) place it for easy pick-up in the appropriate club mailbox or in a "will call" folder at the main desk in the ASOCC office.
- b. Common reasons for a rejection include, (a) incomplete, vague and/or inaccurate Requests, (b) form not signed by the club advisor, and (c) "shoot for the moon" requests that lack sufficient corroborating documentation.

## **Article VI – Council Recommendations**

### Section 1- Notification

- a. Notification of the FAC's action and recommendation regarding a funding request will be given by the VP-FA of her/his designee to the Requestor's representative listed on the application form.
- b. Under the ASOCC Constitution, the Senate will at its next available meeting consider the Council's recommendations and vote to grant, deny or modify the recommendation.
- c. The Senate meeting at which the request is considered is an open, public meeting and the Requestor may attend and observe the deliberation. However, if the Requestor attempts to provide new and/or additional information, the Request must be re-submitted to the FAC for re-hearing.

## **Article VII – Process to Obtain Permission to Change the Purpose or Use of a Previously Approved Funding Request**

### Section 1. General Rule

- a. As set forth in Article IV, Section 1, awards are granted based on the Requestor's application which sets forth a particular purpose. The funding "approved" and then made available to the Requestor may only be used for the approved purpose and not for any other without obtaining further consent from the FAC.

### Section 2 – Process to Obtain Change in Purpose or Use

- a. All requests to obtain permission to change the purpose or use of a previously approved but unexpended funding must be made in writing and submitted to the FAC by delivering the Request and the required number of copies to the Fiscal Affairs Council mailbox in the ASOCC Office.

- b. The Request must have attached a copy of the original written request form.
- c. The Request itself must fully explain and document the reasons for the requested change.
- d. The Requestor will be contacted by the VP-FA or her/his designee who may thereafter give the Requestor a date and time to personally appear for an interview by the Council. The date and time will be noticed on the regular weekly FAC meeting agenda.
- e. If an agendaized appointment cannot be met, the Requestor must notify the VP-FA in writing not less than 24 hours before the scheduled time in order to have the matter continued to the next meeting agenda. Failure to appear or to obtain permission to continue the matter to the next week's agenda will remove the item from the meeting agenda and the FAC will thereafter recommend to the Senate that the prior funding approval be voided.
- f. Following deliberations, the FAC will make a recommendation to the Senate to either (1) approve the change of the funding purpose, or (2) void entirely the prior funding approval or allocation.

### **Article VIII – Meaning of Senate Funding “Approval”**

#### Section 1- An Approval is Not a Deposit

a. Except in extraordinary circumstances, the Senate's granting of a funding request does not mean there is an immediate deposit into the Requestor's campus account. Rather, it means that permission has been given to the OCC Bursar's Office that where documents are submitted giving evidence of an expenditure conforming to the specifications of the grant, the expenses incurred will be reimbursed. Occasionally, the grant will permit the Requestor to obtain a purchase order to pay for services to a third party in advance of the event.

#### Section 2- Reimbursement Timing.

a. To obtain reimbursement of approved expenditures, original receipts must be presented with the application for reimbursement within 30 days of the advance. Under ordinary circumstances reimbursements may be expected within 30 days thereafter.

### **Article X – A Funding “Approval” May Become Void**

#### Section 1- Circumstances “Voiding an Approval”

a. Notwithstanding the granting of a funds request by the Senate, that grant will become void and the funds **forfeited under the following circumstances:**

1. The event or use approved is cancelled. [Note: Approved and funded events may be postponed and re-scheduled however to another date within the semester originally scheduled and approved.]

2. The event or use approved, funded and scheduled in one semester is held in another unless the initial request specified a following-semester timeframe or the Requestor obtains approval from the FAC to make a timing change. That is, if the funds aren't used within the semester timeframe designated, the approval will become void.

3. The event was held or use occurred but the funds were expended for purposes materially different from the description and amounts designated in the approved request. While approvals have an amount attached to them, those funds are approved to be used only for the purposes specified. Thus groups advancing funds for unapproved purposes – just as with unapproved amounts -- will not be reimbursed.

4. Notwithstanding a Senate “approval” of funds, no funds may be expended or reimbursed for any ***off-campus*** trip or event without the approval of the Coast Community College Board of Trustees.

Section 2- Obtaining Relief When the Purpose of a Proposed/Approved Event Changes.

a. If an “approved” event or anticipated fund use materially changes in its purpose and description, the Requestor may and is advised to inform the VP-FA immediately and re-schedule an interview with the Council to seek a change in the permitted use.

Section 3 – Consequence for Failure to Obtain Change in Permitted Use.

a. Failure to obtain an approval of a proposed change in fund use will cause the original approval to become void and either the funds will not be available, reimbursements will not be paid, or if the funds were actually obtained and spent, the amount deemed to be mis-used will be subtracted from the Requestor’s account.

**Article IX – Overdrafts Impermissible; Offenders Held Accountable**

Section 1. Principle and Rule

a. As set forth in Articles IV-1 and VIII-1, “approvals” are granted in a specified amount and for a particular purpose. Regrettably, fund recipients have on occasion succeeded in overdrafting or overspending their ASOCC/Bursar’s Office account. This is impermissible. The only acceptable remedy for an *impending* insufficiency is to present an application for additional funds *before* an overdraft occurs.

Section 2. Consequences of Overdrafting

a. Where an overdraft has occurred the deficit must be made up by the offending recipient before any further funding will be approved.  
b. Where a recipient fails to cure any account deficit or shows a pattern of incurring and curing deficits, the FAC may declare the offending group as abusive of the funding privilege and discontinue all further funding.

**Article XI – Dormant Club Accounts**

Section 1- Sweeping of Dormant Accounts.

a. Every two years the Dean of Students and/or the Coordinator of College Life (professional staff) will meet with the Director of the Bursar’s Office to determine what club accounts have been dormant for two fiscal years (July 1-June 30). Accounts dormant for two or more years will be closed and the monies placed in the Service and Leadership Scholarship account, managed through the OCC Foundation. Scholarship recipients will be selected by the Service and Leadership Committee. Recipients will be selected from the Service and Leadership application pool which includes documented leadership by and for OCC students.

**Article XII - Adoption and Amendment of Fiscal Affairs Bylaws**

Section 1- Adoption of Council Bylaws.

a. These Bylaws become effective when approved by majority vote of the SGOCC Senate.

## Section 2- Purpose of Council Bylaws; Flexibility.

- a. These Bylaws are intended to provide a framework for the Council's informed, fair and regular functioning, as well as to provide notice to requesting entities about the Council's requirements and principles.
- b. With the exception of the requirements of quorum and majority votes required for a positive recommendation, meeting formalities set forth in the Bylaws may be flexibly applied where reasonable and necessary where no prejudice will occur and where the majority agrees.

## Section 3 – Amendment of the Bylaws.

- a. Any amendment to these Bylaws may be recommended by a majority vote of the FAC.
- b. Prior to any vote on any proposed amendment, notice of the intent to amend the Bylaws, along with a specific description of the intended change, shall be published and posted on a regular meeting agenda.
- c. Any Council-approved amendment shall become effective immediately, unless at the next SGOCC Senate meeting, and following a disclosure by the VP-FA of the bylaw amendment, the Senate rescinds or modifies the Council's recommendation.
- d. These Bylaws, and any amendment, shall become effective immediately upon senate approval.

## **Addendums: General Description of ASOCC Funding Accounts; Purposes and Amounts**

### Section 1 - Club Start-Up Funds.

Qualifying campus student clubs may apply each semester to receive \$75 for the purpose of facilitating club activities. These allocations come from the annual "one time event" funding described in Section 2, below (currently \$35,000). Except in extraordinary circumstances, adequate funds are available to fund all "start-up" requests.

### Section 2 - One Time Event Funding.

An annual allocation (amount determined by FAC during the budget allocation process) is set aside during the annual budget process for "one time event funding." Requests may be made by student clubs, groups and individuals. The FAC will attempt to equalize the distribution over the course of the academic year. Providing funding criteria are met, these funds are available on a first-come-first-served basis.

### Section 3 - Championship, Contingency and Reserve Funding.

An annual allocation (amount determined by FAC during the budget allocation process). "Championship" money is intended to be used for competitions, contingent or qualifying events and unforeseen opportunity funding requests. Funds may be granted to an entity defending a title or a group that has been invited, advanced, or has qualified for a competition. At its discretion the FAC may also recommend allocations from the reserve fund based on an extraordinary and unforeseen event or opportunity.

### Section 4 - Annual OCC Co-Curricular Program Allocations.

ASOCC annually allocates between \$1-1.5 million from its yearly revenue to underwrite and support institutionalized, co-curricular programs, such as athletics, visual and performing arts, speech and debate teams, honors program, EOPS, etc.

### Section 5 - Undesignated Fund Balance.

These are ASOCC's "rainy day" savings, and vary in amounts annually. Access to these funds is rarely granted. Requests for allocations from this fund, like all others, must be initiated by a request to the Fiscal Affairs Council whether from the Senate itself or any other campus entity.

#### Section 6 – Designated/Dedicated Accounts

a. ASOCC holds funds in varying amounts in special designated (dedicated) accounts based on prior allocations for particular and generally long-term commitments. [For example, the Senate in September 2008 approved the designation of \$550,000 to be used exclusively for remodeling of the ASOCC offices. Those monies will be expended when and as the building project is commenced and progresses.]

b. Where the express purpose of a special or designated fund ceases or is reconsidered and cancelled by the Senate, the funds shall be returned to undesignated savings.

#### Section 7 - Other Assets.

a. The ASOCC also holds "ownership" or claims to liquidated and unliquidated assets. "Unliquidated claims" could include things such as proceeds from the operation of the OCC Recycling Center, OCC Bookstore and/or, Starbucks' profits, as well as ASOCC funded tenant improvements to buildings such as the Student Center.

*Revised May 2011*

# **PART VI**

## **BY-LAWS OF THE COLLEGE LIFE COMMITTEE**

### **MISSION STATEMENT**

The student-run College Life Committee (CLC) organizes events and activities designed to help students enrich their academic experience by increasing awareness and access to the multitude of opportunities available for meaningful involvement, service, and leadership development.

### **ARTICLE 1**

#### **COLLEGE LIFE COMMITTEE**

##### **SECTION 1.1 – PURPOSE AND GOALS**

The purpose of the College Life Committee is to encourage all OCC students to be involved in the campus community to enrich a more meaningful college experience and development. The committee will focus on but not be limited to:

1. Educating the campus community through awareness day event(s)
2. Encouraging community service
3. Stimulating the campus life through interactive activities
4. Encouraging students to be involved in their school
5. Assisting students in their development and understanding of leadership.

### **ARTICLE 2**

#### **COLLEGE LIFE COMMITTEE**

##### **SECTION 2.1 –COLLEGE LIFE COMMITTEE**

The College Life Committee is a branch of the Student Government of Orange Coast College. The College Life Committee connects the students with the college campus and is comprised of the Vice President of College Life, College Life Committee Officers, and the Volunteer Team.

The core positions are known as the College Life Committee Officers. The Volunteer Team is a group of students who participate in a flexible position to help execute the College Life Committee with their events and activities.

##### **SECTION 2.2 – MEMBER SELECTION PROCESS**

The Officers and Volunteer Team Members will fill out the appropriate applications, as edited yearly by the Vice President of College Life and the College Life Advisor.

The Vice President of College Life shall appoint the members of the College Life Committee from the pool of applicants, and will be interviewed solely by the Vice President of College Life and the College Life Advisor or designee.

The Vice President of College Life and the Volunteer Coordinator shall select the members of the Volunteer Team, and will be interviewed sole by the Vice President of College Life, Volunteer Coordinator, and the College Life Advisor or designee.

### SECTION 2.3 – MEMBER QUALIFICATIONS

- All members of the College Life Committee must be registered in a minimum of 5 units at OCC during their term of office.
- Students must have at least a cumulative 2.0 GPA at the time of appointment.
- Student members must maintain a 2.0 semester GPA throughout their term to be verified by at once a semester through a progress report.

### SECTION 2.4– DUTIES OF THE COLLEGE LIFE COMMITTEE

It shall be the duty of the Committee officers to host the events listed below at least once a year including, but not limited to:

- Informative
  - Awareness Day
  - Write-It-Out
- Community Service
  - Angel Tree
- Campus Service
  - Science Night BBQ
  - Senior Day BBQ
  - Graduation BBQ
- Campus Activities
  - Open Mic Nite
  - Movie Night

### SECTION 2.5 – COLLEGE LIFE COMMITTEE FRAMEWORK

The College Life Committee shall consist of at least nine members (including the Vice President of College Life Committee). The Volunteer Team shall consist of as many members as seen fit by the Vice President of College Life Committee, Volunteer Coordinator, and the College Life Advisor. The Vice President of College Life Committee shall run the meetings.

### SECTION 2.6 – COLLEGE LIFE MEMBERS AND RESPONSIBILITIES.

All College Life Committee Officers shall:

- Attend weekly officer meetings on Monday & Wednesdays from 12:45 p.m. to 2:15 p.m.
- Attend various other ASOCC activities and meetings as possible.
- Help plan, attend, and/or work at College Life sponsored activities and events.
- Serve a minimum of one (1) selected office hour per week in the ASOCC Office. Duties may include: answering phones, assisting at the counter, cleaning, posting notices and fliers throughout the campus, placing sandwich boards where requested, and other duties requested by Advisors.
- Attend the Summer ASOCC Training, if appointed prior to the training.
- Attend the Fall ASOCC Leadership Conference.
- Attend the Spring ASOCC Planning Retreat.
- Work cooperatively and effectively with the other wings of Associated Students, Student Government, and InterClub Council, etc.
- Act professionally while at meetings and working in the office.

### Vice President of College Life

- Shall be appointed by the incoming Student Senate.
- Shall be the liaison between the SGOCC Student Senate and College Life Committee.
- Must attend all SGOCC Student Senate meetings.
- Shall be a non-voting member and will only vote to break a tie.
- Prepare all meeting agendas.
- Preside over all meetings.
- Reserves the right to implement standing rules.

### College Life Committee Officers

- Shall be appointed by the Vice President of College Life.
- Shall be the only ones allowed to vote.
- Shall attend all College Life Committee meetings
- Shall attend all College Life Committee events, if class does not interfere.
- Shall maintain the integrity of the body.
- Shall uphold all standards both ethically and as outlined in this document.

### Volunteer Team

All College Life Committee (CLC) Volunteer Team Members shall:

- Attend the CLC Volunteer Team Orientation/Training.
- Assist with a minimum of two (2) CLC events per semester.
- Attend an event briefing prior to each of the CLC events.
- Complete 20 hours of volunteer time with the CLC Volunteer Team per semester.
- Attend additional CLC Volunteer Team meetings, as necessary.
- Help plan, attend, and/or work at College Life sponsored activities and events.
- Work cooperatively and effectively with the College Life Committee.
- Act professionally while at meetings and working in the office.
- Help to maintain a clean and neat office and workroom. The area between the cafeteria dining room and the office, including the Conference Rooms, the Student Center Lounge, and the patio belongs to ASOCC/College Life and, therefore, should also reflect the same professional atmosphere. If you observe a mess and/or problem, you should correct it or report it to someone who can.

### SECTION 2.6.01 – Vice President of College Life

General duties of the position shall include, but not be limited to, the following:

- The Vice President of College Life shall collaborate with the SGOCC, the advisors of the SGOCC and the Coordinator of College Life, and other entities involved with the planning and implementation of College Life activities that will enhance the college experience of the students during their enrollment at OCC.
- The Vice President of College Life shall have the power to create positions and appoint individuals to these positions in order to better serve the needs of the ASOCC College Life.
- The Vice President of College Life shall report to the Student Senate on a regular basis.

#### SECTION 2.6.02 – AWARENESS DAY COORDINATOR

General duties of the position shall include, but not be limited to, the following:

- Take the leadership role for all College Life Committee sponsored Awareness Day activities.
- Work closely with College Life Committee members to plan Awareness Day.
- Be responsible for showcasing any and all Awareness activities whenever appropriate.
- Work closely with the Audio Visual Department to arrange audio and visual for College Life's Awareness events.
- Assist with all other College Life Committee sponsored activities
- Fulfill other duties and responsibilities as assigned.

#### SECTION 2.6.03 – Campus Affairs Coordinator

General duties of the position shall include, but not be limited to the following:

- Shall act as the liaison between CLC and on-campus publications such as the *Coast Report*, the student newspaper, and the *Coast to Coast*, an online publication.
- Produce a minimum of (1) press release for publication for every CLC sponsored event and activity.
- Produce a minimum of (1) article, on a weekly basis, for publication spotlighting an ASOCC club for the *Coast Report*.
- Assist with all College Life Committee sponsored activities
- Fulfill other duties and responsibilities as may be assigned.

#### SECTION 2.6.04 – Events Coordinator

General duties of the position shall include, but not be limited to, the following:

- Plan and chair entertainment events during the year.
- Gather and evaluate a variety of entertainers and groups for possible on-campus performances. "On-campus" includes the Quad, Starbuck's, Student Center Lounge, and the Robert B. Moore Theater steps, etc.
- Publicize all entertainment activities in conjunction with the College Life Committee Publicity Directors.
- Update the project sheets.
- Learn how all ASOCC/College Life audio/visual equipment works and assisting others who need to use it. The equipment includes the P.A., podium, hand-held microphones, overhead projector, video recorder/player, and monitors.
- Assist event chairpersons with Quad layout for their activities.
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as assigned.

#### SECTION 2.6.05 – HISTORIAN

General duties of the position shall include, but not be limited to the following:

- Take photos and/or videos of all CLC and/or SGOCC activities.
- Collect newspaper clippings and correspondence related to CLC and SGOCC (and Clubs).
- Create or help create an ASOCC yearbook.
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.6.06 – Logistics Coordinator

General duties of the position shall include, but not be limited to the following:

- Reserve proper supplies for College Life Events (i.e. tables, canopies, or sandwich boards).
- Obtain quotes from outside vendors for College Life Events.
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.6.07 – PUBLICITY DIRECTOR

General duties of the position shall include, but not be limited to, the following:

- Produce and post publicity for all College Life Committee sponsored events.
- Work with the SGOCC Vice President of Communications.
- Maintain of all ASOCC publicity boards on campus.
- Process work orders through the Reprographics department with the assistance of an advisor.
- Make posters for the sandwich boards and place them throughout the campus on an as needed basis.
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.6.08 – Secretary

General duties of the position shall include, but not be limited to the following:

- Take minutes at all official meetings of the College Life Committee.
- Compile, transcribe, and distribute copies of the minutes at the College Life Committee meetings.
- Write and send “thank you” notes as needed.
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.6.09 – VOLUNTEER COORDINATOR

General duties of the position may include, but not be limited to the following:

- Be the head of the Volunteer Team.
- Compile and maintain a list of people who volunteer to help with College Life Committee related events.
- Solicit help for activities and events sponsored by College Life.
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.7 – COLLEGE LIFE COMMITTEE POWERS AND VOTING

- The College Life Committee must meet quorum (of 50% plus one) in order to conduct business.
- The College Life Committee Officers shall have voting privileges.

- Proposed projects shall only pass with a simple majority of those present.
- The Vice President of College Life may only vote to break a tie.
- Only the College Committee Officers may to chair events and be heads of subcommittees.

## SECTION 2.8 – COLLEGE LIFE COMMITTEE MEMBERS TERMS OF OFFICE

- Each member shall be appointed for a term of one year.
- Student terms shall begin in the final week of the spring semester and end in the last week of the subsequent spring semester.
- Members shall serve no more than two (2) terms at a certain position.

## SECTION 2.9 - ATTENDANCE

- Members will meet twice a week on Mondays and Wednesday from 12:45 p.m. - 2:15 p.m.
- Attendance and punctuality is mandatory at both College Life Committee meetings and College Life Committee events.
- Each member is allowed three (3) unexcused absences per semester. More than three (3) unexcused absences may lead to the dismissal of a member.
- Two (2) tardies shall be equal to one (1) unexcused absence. A tardy is defined as not being present at roll call and/or leaving prior to adjournment without Chair approval.
- Absences and tardies may be excused if the College Life Committee Officer talks to and receives approval from the College Life Advisor and/or the Vice President of College Life one (1) day prior to the absence or tardy.
- In case of an emergency a tardy or an absence maybe counted as excused.

## SECTION 2.10 – RESIGNATION & ORDER OF SUCCESSION

If any officer of College Life, excluding the Vice President of College Life, resigns before the start of the new semester their position must be replaced once the new semester has begun. If a College Life Committee Officer, excluding the Vice President of College Life, resigns anytime after the first week of the semester, it is up to the Vice President of College Life and the College Life Advisor whether or not they should fill the position or not.

If the Vice President of College Life is unable to attend or run a meeting, the Volunteer Coordinator will assume the chair position for the meeting. If the Vice President of College Life resigns, for any reason, the Volunteer Coordinator will assume the duties of Vice President, while retaining their own duties as Volunteer Coordinator, until the Student Senate is able to appoint a replacement.

If for any reason any officer chooses to resign from their position on the College Life Committee, they must write a letter of resignation addressed to the College Life Committee.

## SECTION 2.11 – MEMBER REMOVAL AND REPLACEMENT

If any member, including the Vice President of College Life, fails to follow the rules set by the College Life Committee by-laws they are subject to removal. The Vice President of College Life and College Life Advisor will inform the officer in question in writing seven (7) days prior to their removal and the officer in question may submit a letter refuting the charges brought against them. Failure to submit the letter will result in automatic removal from their position.

### **ARTICLE 3**

#### **AMENDMENT OF BY-LAWS**

The College Life Committee may remove, add, or otherwise modify these by-laws by a majority vote of the committee's voting membership. Any amendments to these By-Laws must be ratified by the SGOCC Student Senate. All members of the Student Senate and the College Life Committee must be notified at least seven (7) days prior to voting for any proposed change.

*Finalized April 27, 2011*

## **PART VII**

### **BY-LAWS OF THE ADVOCACY COMMITTEE**

#### **ARTICLE 1- Advocacy Committee**

##### **SECTION 1.1 – PURPOSE AND GOALS**

The Orange Coast College Advocacy Committee will protect the school's interest, as well as, inform the students and community members on the importance of lobbying by:

1. Educate students, faculty, staff, and community members on the importance of lobbying, how to do it effectively, and why they should participate through hosting an awareness day once a semester.
2. Holding petitions advocating for education.
3. Hear and understand student voice by polling opinions on education bills.
4. Holding letter-writing campaigns on issues or bills related to school funding, school property, and education policies.
5. Tracking legislation.

#### **ARTICLE 2 – Advocacy Committee Members**

##### **SECTION 2.1 – ADVOCACY COMMITTEE MEMBERS**

The Advocacy Committee is part of the Associated Students of Orange Coast College (ASOCC), specifically the OCC Student Senate, of the Student Government of Orange Coast College (SGOCC). The Advocacy Committee shall operate in compliance with the current Open Meeting Laws of the state of California under the Ralph M. Brown Act. Also, this body shall adopt the current edition of Robert's Rules of Order as the meeting's procedural authority. The Advocacy Committee members will expand their insight on student voice and lobby on behalf of the Associated Students of Orange Coast College via petitions and letter-writing campaigns.

##### **SECTION 2.2 – ADVOCACY COMMITTEE MEMBER'S POWERS AND VOTING**

- The Advocacy Committee members will have the opportunity to vote on ideas during their meetings.

- Proposed ideas shall only pass with a simple majority.
- Final approval of ideas recommended by the Advocacy Committee, resides upon a simple-majority vote by the SGOCC Student Senate.

### **SECTION 2.3– DUTIES OF THE ADVOCACY COMMITTEE**

It shall be the duty of the Committee members to:

- Identify issues concerning students or education
- Organize letter-writing petitions.
- Inform students on current issues that affect Orange Coast College
- Poll students on current issues that affect Orange Coast College.
- Legislation tracking.
- Determine, by simple majority vote, any action that the committee might take will be brought to the SGOCC Student Senate for approval.

### **SECTION 2.4 – ADVOCACY COMMITTEE MEMBERS AND RESPONSIBILITIES.**

#### **Vice President**

- Shall be the position of the Orange Coast College Delegate
- Shall be the liaison between SGOCC Student Senate and the Advocacy Committee.
- Prepare and post meeting agendas in compliance with all state laws.
- Preside over all meetings as a nonvoting member.
- Enforce all rules established in these documents.
- Can create new positions as need arises.

#### **Voting Members**

- Shall make an informed vote on proposed projects.
- Shall remain objective.
- Shall maintain the integrity of the body.
- Shall uphold all standards both ethically and as outlined in this document.

#### **Set Member Positions**

##### **Fiscal Analyst**

- Research policies and bills regarding education or student interest at the state and federal level.
- Document changes and keep organized files.
- Be prepared to make weekly reports at the meeting and inform other committee members.

##### **State and Federal Analyst**

- Research policies and bills regarding education or student interest at the state and federal level.
- Document changes and keep organized files.
- Be prepared to make weekly reports at the meeting and inform other committee members.

### **District Analyst**

- Research policies and bills regarding education or student interest at the state and federal level.
- Document changes and keep organized files.
- Be prepared to make weekly reports at the meeting and inform other committee members.

### **Publicity Director**

- Will advertise for the committee's events, polls, and petitions.

### **Event Coordinator (2)**

- Will work with the committee to organize events and reserve necessary logistics.

## **SECTION 2.5 – ADVOCACY COMMITTEE MEMBERS TERMS OF OFFICE**

- Shall be appointed through interview process with VP and advisor
- Each member shall be appointed for a term of one year.
- Council members shall serve no more than three terms.
- Student term shall begin in the final week of the spring semester and end in the second to last week of the spring semester.
- Staggering of Council member terms are intended to preserve institutional memory.

## **SECTION 2.6 – MEMBER QUALIFICATIONS**

- All Student members of the Advocacy Committee must be registered in a minimum of 5 units at OCC during their term of office.
- Students must have at least a cumulative 2.0 GPA at the time of appointment.
- Student members must maintain a cumulative 2.0 GPA throughout their term.

## **SECTION 2.7 - ATTENDANCE**

- Members will meet once a week.
- Absences and tardiness are cumulative throughout the term and will be addressed by the Advocacy Committee.
- Each member is allowed five (5) absences per term. More than (5) absences will lead to the dismissal of a member.
- Two (2) tardies shall be equal to one (1) absence. A tardy is defined as not being present at roll call and/or leaving prior to adjournment without Chair approval.
- Summer meetings will not be held unless an emergency should arise, and can only meet in the case where quorum shall be met.

## **SECTION 2.8 – MEMBER REMOVAL AND REPLACEMENT**

- The Advocacy Committee may remove a member for multiple absences (as outlined in Section 2.7). A Committee member can only be removed by a 2/3 vote. This recommendation would then be brought to the Student Senate for final approval.
- In the event that a Council member is removed or resigns, the Advocacy Committee President will determine a replacement to be approved by the SGOCC Student Senate. The new Council member will serve the remainder of the term and will be eligible to run for two full terms in addition to interim term.

## **SECTION 2.9 – CONFLICT OF INTEREST**

The Advocacy Committee shall keep conflicts of interest minimal and maintain transparency. Each Committee member must inform the Committee of their level of involvement in any campus related entities.

## **ARTICLE 3 – ACTS OF ADVOCACY SELECTION.**

### **SECTION 3.1 – GENERAL REQUIREMENTS FOR PROPOSED ACTS OF ADVOCACY**

All acts of advocacy must meet the following criteria:

- Must prove to be in the students’ best interest.
- Must be related to policies involving education, funding for education, campus property, or bills that directly affect Orange Coast College.
- Advocacy Projects must have a clearly defined timeline and measurable outcome.
- Projects must have student involvement.
- Project proposals can be suggested by OCC students, staff, and faculty.

## **ARTICLE 4 – ADVOCACY COMMITTEE FUNDING**

### **SECTION 4.1- SOURCE OF FUNDING**

The Advocacy Committee will request funds for activities, advertisement, conferences, or trips through the Fiscal Affairs Council to later be approved by the Student Senate.

## **ARTICLE 5 – ADVOCACY COMMITTEE ACCOUNTABILITY, RECORDS AND REPORTS**

### **SECTION 5.1 – TRANSPARENCY AND ACCOUNTABILITY TO THE STUDENT BODY**

The Advocacy Committee will be accountable and transparent to the student body, and therefore will make all its records available to the public via the OCC website under the Associated Students page.

### **SECTION 5.2 – RECORDS AND REPORTS**

All official records and reports will be filed in the Associated Students office.

The Advocacy Committee must keep on record:

- Minutes as outlined in “Robert’s Rules of Order.”
- Complete Record of projects selected each year and the funds allocated to each.

- Complete records of all annual reports, which the committee has issued to the SGOCC Student Senate.

## **ARTICLE 6 – AMENDMENT OF BY-LAWS**

The Advocacy Committee may remove, add, or otherwise modify these by-laws by a majority vote of the committee’s voting membership. All members of the Student Senate and the Advocacy Committee must be notified at least seven (7) days prior to voting for any proposed change.

Any amendments to these By-Laws must be ratified by the SGOCC Student Senate.

*Finalized April 21, 2011*

## **PART VIII**

### **STUDENT SENATE ELECTION CODE**

1. The rules set forth in this Election Code shall be enforced by the ASOCC Leadership Program Advisor for all Student Senate elections and this code shall apply to all elections.
2. In accordance with the ASOCC Constitution, all prospective Student Senate candidates must have a cumulative grade point average of not less than a 2.0 at the time of submitting a completed application to run for office (unless this is the candidate’s first semester at OCC) and must maintain a cumulative grade point average of not less than 2.0 and be enrolled in at least 5 units during their term of office.
3. Each candidate shall have paid the current semester’s College Services Charge.
4. Each candidate for elective office shall submit a completed application to the ASOCC Leadership Program Instructor/Advisor by the date set forth in the Senator Application packet.
5. Applications shall be made available and campaigning allowed at least 15 school days prior to the election date.
6. Applications must bear the signatures of 50 currently registered OCC students and the last four digits of their I.D. number, which may be verified by the Instructor/Advisor to the Leadership Program.
7. All candidates shall be required to speak to a minimum of three (3) large lecture hall classes and have the respective instructors verify same by signing in the appropriate place designated on the application. The large lecture hall classes are those with student enrollment of at least 100 (including, but not limited to Science Hall, Math Lecture Hall, Fine Arts 119, the Forum, and Chemistry Hall 214 and 207). All candidates must also address three (3) small classes. All speeches must be completed and the verification form turned in to the ASOCC Leadership Program Advisor by the date set forth in the Senator Application packet.
8. An itemized account of anticipated campaign expenditures must be submitted to the ASOCC Leadership Program Instructor/Advisor by the date set forth in the Senator Application packet.. Failure to submit this accounting may result in the candidate's disqualification.
9. Campaign expenditures shall not exceed \$50.00. This amount shall include all sources of funding. If it becomes apparent that expenditures have exceeded the specified amount disqualification of the candidate will result.
10. To assist candidates in distributing campaign information the SGOCC will make one table and two chairs available for each candidate during the campaign period. The specifics are set forth in the attached Publicity Guidelines for Student Senate elections. Candidates shall abide by the publicity guidelines for Student Senate elections.

11. Each candidate, after submitting a completed application to the ASOCC Leadership Program Instructor/Advisor, is entitled to submit up to five (5) different letter size “flyers.” From each flyer, a maximum of 25 copies will be run for an overall total of 125 copies.
12. Each candidate may accept only verbal support from faculty and administration.
13. It is required that each candidate attend at least one meeting of the SGOCC Student Senate and the verification form turned in to the ASOCC Leadership Program Advisor by the date set forth in the Senator Application packet.
14. Voting will take place for five (5) days. Elections will take place in an on-line format.
15. In the event a tie occurs for the final Student Senate position, a run-off election shall be held on the first Monday and Tuesday of the week that school is in session following the regular election, or at a time set by the ASOCC Leadership Program Advisor.
16. Each candidate will receive a number which has been drawn at random and which will correspond to a number on the voting screen.
17. Voting shall be restricted to any registered student during the semester elections are held.
18. Each voter shall vote for no more than eight candidates. Voting for more than eight will invalidate such ballots.
19. Candidates shall not be within 50 feet of an ASOCC sponsored polling place. Candidates found in violation of this provision may be removed from the election.
20. Any currently enrolled OCC student with an official student identification card, shall be permitted an absentee ballot to be filled in and sealed before the campus-wide elections. Ballots will be kept uncounted until all total election ballots are counted. A petition to obtain absentee ballots must be presented to the ASOCC Leadership Program Advisor in the ASOCC office, at least seven calendar days prior to the campus-wide election.

Amended 2/9/11

Amended 4/13/11

Amended 4/27/11