Associated Students of
Orange Coast College

Constitution & Bylaws

Advocacy Committee
College Life Committee
Executive Board
Fiscal Affairs Council
Inter-Club Council
Orange & Blue Spirit Crew
Student Senate
Volunteer Team

Published May 8, 2015
## Contents

**Part I: Student Government Establishment**..........................................................................................................................5

- Article I: Student Government Establishment ..........................................................................................................................5
- Article II: Associated Student Body of Orange Coast College - (ASOCC) ..................................................................................5
- Article III: A Brief History of the Establishment of OCC’s Current Student Government Model ..............................................5
- Article IV: ASOCC Organizational Chart .................................................................................................................................7

**Part II: Constitution of the Associated Students of Orange Coast College**....................................................................................9

- Article I - Preamble ...........................................................................................................................................................................9
- Article II - Name and Membership ..................................................................................................................................................9
  - Section A: Membership ....................................................................................................................................................................9
- Article III - Student Government of Orange Coast College .........................................................................................................9
  - Section A: Purpose ............................................................................................................................................................................9
  - Section B: Framework of Authority .................................................................................................................................................9
  - Section C: Composition and Membership ....................................................................................................................................9
- Article IV - Rules of Order ...............................................................................................................................................................10
  - Section A: Rules of Order ...............................................................................................................................................................10
- Article V - Ratification of and Amendments to the ASOCC Constitution ....................................................................................10
  - Section A: Ratification of the ASOCC Constitution ........................................................................................................................10
  - Section B: Amendment through Referendum ...............................................................................................................................10
  - Section C: Amendment through Initiative ....................................................................................................................................10
  - Section D: Writing and Adapting Amendments to this Constitution ...........................................................................................10
- Article VI - Bylaws ...............................................................................................................................................................................11
  - Section A: Establishment of Bylaws ..............................................................................................................................................11
  - Section B: Division of Bylaws .......................................................................................................................................................11
  - Section C: Changing Bylaws .......................................................................................................................................................11
- Article VII - Supremacy ......................................................................................................................................................................11
  - Section A: ASOCC Documents and Policies ................................................................................................................................11
Section B: Compliance..............................................................................................................................................11

Article VIII - Amendments to the Constitution of the Associated Students of Orange Coast College ...11


Part III: General By-Laws Code ..................................................................................................................................13

Article I: General Bylaws ..............................................................................................................................................13

Section A: Framework of Authority ............................................................................................................................13

Section B: Membership Qualifications ........................................................................................................................13

Section C: Term Limits ...................................................................................................................................................13

Section D: Amendments to Bylaws ............................................................................................................................13

Article II: Branch By-laws ..........................................................................................................................................13

Section A: Advocacy Committee .................................................................................................................................13

Section B: College Life Committee ............................................................................................................................15

Section C: Communications Task Force ......................................................................................................................21

Section D: Constitution & Bylaws Committee ............................................................................................................22

Sections E: Executive Board .......................................................................................................................................22

Section F: Fiscal Affairs Council ...............................................................................................................................26

Section G: Inter-Club Council .....................................................................................................................................28

Section H: The Sustainability Committee ................................................................................................................33

Section I: Student Senate ..........................................................................................................................................35
Part I: Student Government Establishment

Article 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”

Article II: 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).

Article III: 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.
Article IV: ASOCC Organizational Chart
Part II: Constitution of the Associated Students of Orange Coast College

Article I - 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 of “Students Helping Students,” under the highest standards of equity and democratic representation. 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 II - Name and Membership
Section A: Membership
1. 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 III - Student Government of Orange Coast College
Section A: Purpose
1. SGOCC serves to represent the interests of ASOCC in that it recognizes that members within ASOCC are diverse, thereby making it distinct from other bodies within the campus community.

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 Inter-Club Council, the Executive Board, College Life Committee, Fiscal Affairs Council, Advocacy 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 bylaws. 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 IV - Rules of Order

Section A: Rules of Order
1. 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 bylaws, the Ralph M. Brown Act, or other legislation does not explicitly set forth procedure.

Article V - Ratification of and Amendments to the ASOCC Constitution

Section A: Ratification of the ASOCC Constitution
1. 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 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 VI - Bylaws

Section A: Establishment of Bylaws
1. The ASOCC Constitution allows for the creation of bylaws to provide specific procedures, requirements, and general guidance regarding the implementation of the mandates and intent of this constitution.

Section B: Division of Bylaws
1. The Student Senate shall have the power to create, amend, and abolish all bylaws of this constitution with the exception of the Inter-Club Council bylaws.
2. Bylaws shall be ordered according to the article of this constitution they most closely pertain to and will be labeled as such.

Section C: Changing Bylaws
1. Student Senate
   a. The Student Senate may remove, add, or otherwise modify bylaws 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.
2. Inter-Club Council (ICC)
   a. ICC shall have sole authority to make changes to bylaws for the ICC except when such changes are held unconstitutional by the Student Senate.
   b. The ICC may not grant power to any other entity to make changes to the ICC bylaws.
   c. The bylaws for the Inter-Club Council may be changed by majority of the ICC Delegates or the ICC Board.

Article VII - Supremacy

Section A: ASOCC Documents and Policies
1. The ASOCC Constitution and its amendments shall have supremacy over all ASOCC documents and policies, including the bylaws of this constitution. ASOCC documents and policies in conflict with this constitution will be unconstitutional and invalid.

Section B: Compliance
1. This constitution and its amendments shall comply with state and federal legislation and district and college policies and procedures.

Article VIII - Amendments to the Constitution of the Associated Students of Orange Coast College

Section A: 2014-2015 Amendments
1. Friday, May 1, 2015
   a. The SGOCC hosted an online election from Tuesday, April 28, 2015 through Friday, May 1, 2015 for the ASOCC to consider amendments to the Constitution of Associated Students of Orange Coast College. The following amendments were adopted by 161 “aye” votes of the 184 students that voted:
      i. Modification to the Preamble
ii. The addition of the “Advocacy Committee” and “College Life Committee” to Article II (Student Government of Orange Coast College), Section C (Composition and Membership), Number I

iii. Verbiage & Formatting Modifications
   1. The modification of “InterClub Council” to read “Inter-Club Council” throughout the entirety of the ASOCC Constitution
   2. The modification of “campus-wide committees” to read “participatory governance committees” throughout the entirety of the ASOCC Constitution
   3. The modification of “by-laws” to read “bylaws” throughout the entirety of the ASOCC Constitution
   4. Modification of Article numbering, Section numbering, bullet points, and spacing to one consistent format throughout the entirety of the ASOCC Constitution

iv. The removal of Article III (Student Senate) from ASOCC Constitution and placing similar verbiage into the Student Government of Orange Coast College (SGOCC) Bylaws

v. The removal of Article IV (Executive Board) from ASOCC Constitution and placing similar verbiage into the Student Government of Orange Coast College (SGOCC) Bylaws

vi. The removal of Article V (Fiscal Affairs Council) from ASOCC Constitution and placing similar verbiage into the Student Government of Orange Coast College (SGOCC) Bylaws

vii. The removal of Article VI (InterClub Council) from ASOCC Constitution and placing similar verbiage into the Student Government of Orange Coast College (SGOCC) Bylaws

viii. The removal of Article VIII (Initiatives and Referendums) from the ASOCC Constitution
Part III: General By-Laws Code

Article I: General Bylaws

Section A: Framework of Authority
1. The following Bylaws are articles and sections that correspond to the sequence found in the Associated Students Constitution of Orange Coast College. The purpose of each Bylaw 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.
3. For the purpose of this document “branch” shall refer to the 7 primary standing committees under the Student Senate. Currently, this includes Student Senate, Executive Board, Inter-Club Council, College Life Committee, Advocacy Committee, Participatory Governance, and the Communications Task Force. “Committee” shall refer to The Recycling Center Standing Committee, Constitution and Bylaws Standing Committee, Revenue Generating Ad-Hoc and any other committee formed by the Student Senate and Executive Board.

Section B: Membership Qualifications
1. All officers must be enrolled in 5 units at OCC during their term and maintain a semester and cumulative GPA of 2.00 to be verified at least once a semester through a progress report.
2. All officers must be in good standing with the Dean of Student Services during the time of application and throughout their time in office.
3. Officers shall not hold simultaneous positions in any branch of SGOCC, unless the Officer is operating to occupy temporary vacated positions.

Section C: Term Limits
1. An officer shall serve no more than two terms in certain position and three terms overall within SGOCC.

Section D: Amendments to Bylaws
1. The different branches of SGOCC may propose amendments and modifications of these bylaws by a majority vote of the committee’s voting membership. All members of the Student Senate, Executive Board, and the respective committee must be notified at least 7 days prior to voting for any proposed change.
2. Any modifications to these Bylaws must be ratified by the SGOCC Student Senate and Executive Board.
3. The Inter-Club Council Board may propose modification of these bylaws by a 2/3 majority vote of the Board’s voting membership. All members of the Inter-Club Council Board must be notified at least 7 days prior to voting for any proposed change.

Article II: Branch Bylaws

Section A: Advocacy Committee
1. Purpose
   a. The Advocacy Committee is a branch of SGOCC that researches and advocates for local, state, and federal legislation as it impacts the needs and concerns of students, and shall represent Orange Coast College when legislative visits are organized, as well as those issues pertaining to state and regional student affairs. The Advocacy Committee shall be an advising body to the Student Senate on all matters regarding the statewide student government as recognized by the California Board of Governors; local, state, and federal legislation; lobbying; and related tasks.
2. **Composition & Membership**
   a. The Advocacy shall be comprised of no more than ten members, including the Regional Delegate who will serve as chair.
   b. The Student Senate shall appoint the Regional Delegate.
   c. The Regional Delegate shall appoint the Advocacy Committee.

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

4. **Meetings**
   a. Members will meet once a week on Thursdays from 4:30pm – 5:30pm.

5. **Powers, Duties, & Responsibilities**
   a. The Advocacy Committee shall meet at least once a week during the Spring and Fall semesters to address issues related to students and colleges in the political sphere.
   b. The Advocacy Committee shall examine local, state and federal legislation; ballot initiatives; candidates and policies.
   c. The Advocacy Committee shall report its findings to the Student Senate.
   d. The Advocacy Committee shall organize and execute legislative visits.
   e. The Advocacy Committee shall address issues related to state and regional shared governance.

6. **Position Descriptions**
   a. Chair
      i. Occupied by the ASOCC Regional Delegate.
      ii. Shall be the liaison between SG0CC Student Senate and the Advocacy Committee.
      iii. Prepare and post meeting agendas in compliance with all state laws.
      iv. Preside over all meetings as a nonvoting member, unless in the instance of a tie. The chair shall then cast a tie-breaking vote.
      v. Enforce all rules established in these documents.
      vi. May create new positions as need arises.
   
   b. Vice Chair
      i. The Regional Delegate shall appoint one individual to serve as Advocacy Vice Chair.
      ii. The Advocacy Vice Chair shall perform the duties of the Advocacy Chair if the chair is unwilling or unable to do so.
      iii. The Vice Chair shall manage the Advocacy Committee’s institutional memory.
      iv. The Advocacy Vice Chair shall perform the duties of the Secretary if the Secretary is unwilling or unable to do so.
   
   c. Secretary
      i. The Advocacy Committee Secretary shall take minutes of all official Advocacy Committee meetings.
      ii. The Advocacy Committee Secretary shall send minutes to the Regional Delegate and the Adviser within 48 business hours of the Advocacy meeting so that they may be made available to the public.
iii. The Advocacy Committee Secretary shall write and send thank you letters as necessary.

iv. The Advocacy Committee Secretary shall take attendance for all official meetings.

d. Communication Officer
   i. Shall promote Advocacy Committee events, projects, and activities.
   ii. Shall serve as a member of the Communications Task Force, working closely with the Vice President of Communications.
   iii. Shall serve as a member of the Polling Subcommittee.
   iv. Shall fulfill other duties and responsibilities as may be assigned.

e. Legislative Affairs Officers
   i. Shall serve as Chair as the Legislative Affairs Subcommittee.
   ii. Shall coordinate and organize appointments with legislators in collaboration with the Regional Delegate and the Adviser.
   iii. Establish and/or maintain communication with targeted legislators.
   iv. Assist the SGOCC Regional Delegate in organizing additional responsibilities that arise in the course of their duties.
   v. Will inform and provide updates to the Advocacy Committee regarding legislative issues.

f. Voting Members
   i. Shall make an informed vote on proposed projects.
   ii. Shall uphold all standards both ethically and as outlined in this document.
   iii. Shall provide input and vote on issues pertaining to statewide student governance.

7. Vacancies & Order of Succession
   a. In case of a vacancy, applications may be opened at the chair’s discretion.
   b. In case of the departure of the Regional Delegate, the Vice Chair shall assume the Delegate’s responsibilities until such a time that the Senate fills the Regional Delegate position.
   c. In the event that the Delegate departs with no Vice Chair appointed, the Advocacy Committee Secretary shall assume the duties of the Delegate until such a time that the Senate fills the Regional Delegate position.

Section B: College Life Committee
1. Purpose
   a. The student-run College Life Committee organizes events and activities designed to help students enrich their academic and social experience by increasing awareness and access to the multitude of opportunities available for meaningful involvement, service, and leadership development. The purpose of the College Life Committee is to encourage all OCC students to be involved in the campus community and to create a more meaningful college experience. The committee will focus on but not be limited to:
      i. Planning and hosting all College Life event and interactive activities on campus.
      ii. Educating the campus community through awareness day event(s).
      iii. Encouraging community service.
      iv. Encouraging students to be involved in their school.
      v. Assisting students in their development and understanding of leadership.

2. Composition & Membership
a. 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, the Orange and Blue Spirit Crew, and the Volunteer Team.
b. The core positions are known as the College Life Committee Officers. The Orange and Blue Spirit Crew promotes student awareness and encourages student attendance to athletic games. The Volunteer Team is a group of students who participate in a flexible position to help the College Life Committee with their events and activities.
c. The College Life Committee shall consist of at least eleven members, but no more than fourteen members (including the Vice President of College Life).
d. The Volunteer Team shall consist of as many members as seen fit by the Vice President of College Life, Volunteer Team Coordinator, and the College Life Advisor.
e. The Orange and Blue Spirit Crew shall consist of as members as seen fit by the Vice President of College Life, Orange and Blue Coordinator, and the College Life Advisor.
f. The Vice President of College Life and the College Life Advisor or designee shall interview the College Life applicants, then the Vice President of College Life shall appoint the College Life committee from the pool of applicants.
g. The Vice President of College Life, the Volunteer Coordinator, and the College Life Advisor, or designee, shall interview the Volunteer Team applicants, then the Volunteer Coordinator shall appoint the Volunteer Team members from the pool of applicants.

3. Term of Office
   a. Each member shall be appointed for a term of one year.
   b. Student terms shall begin in the final week of the spring semester and end in the last week of the subsequent spring semester.
   c. Members shall serve no more than two terms.

4. Meetings
   a. Members will meet each week on Mondays and Wednesdays from 12:45 p.m. - 2:15 p.m.

5. Powers, Duties, & Responsibilities
   a. Powers and Voting
      i. The College Life Committee must meet quorum with a majority of members present in order to conduct business.
      ii. The College Life Committee Officers shall have voting privileges.
      iii. The Volunteer Team members and Orange and Blue Spirit Crew members do not hold the right to vote.
      iv. Proposed projects shall only pass with a simple majority of those present.
      v. The Vice President of College Life may only vote to break a tie.
      vi. Only the College Committee Officers may chair events and be heads of subcommittees.
   b. Duties
      i. It shall be the duty of the College Life Committee officers to host the events listed below at least once a year including, but not limited to:
         1. Informative Events
            a. Awareness Day
            b. Student Services Fair (one per semester)
         2. Community Service
a. Angel Tree  
b. Children’s Holiday Party  

3. Campus Service  
a. Science Night BBQ  
b. Senior Day BBQ  
c. Graduation BBQ  

4. Campus Activities  
a. Open Mic Nite  
b. Movie Night  

c. Responsibilities  

i. All College Life Committee Officers shall:  
   1. Be appointed by the Vice President of College Life.  
   2. Attend weekly officer meetings on Mondays and Wednesdays from 12:45 p.m. to 2:15 p.m.  
   3. Attend other various other ASOCC activities and meetings as possible.  
   4. Help plan, facilitate, and work at College Life sponsored activities and events, if class does not interfere.  
   5. Serve a minimum of one selected office hour per week in the ASOCC Office. Duties will include tasks assigned or requested by the College Life Vice President, College Life Advisor, or event chair.  
   6. Attend the ASOCC Summer Training, if appointed prior to the training.  
   7. Attend the Fall ASOCC Leadership Conference.  
   8. Attend the Spring ASOCC Planning Retreat.  
   9. Work cooperatively and effectively with the other branches of the ASOCC.  
  10. Make at least two classroom announcements for each College Life Committee event.  
  11. Maintain the integrity of the body by exclusively reserving the right to vote.  
  12. Uphold all standards both ethically and as outlined in this document.  
  13. Act professionally while at meetings and working in the office.  
  14. Chair or Co-Chair at least one College Life Committee event per term.  

ii. Volunteer Team  

1. All College Life Committee Volunteer Team Members shall:  
   a. Be appointed by the Volunteer Team Coordinator.  
   b. Attend the College Life Committee Volunteer Team Orientation/Training.  
   c. Assist with a minimum of two (2) College Life Committee events per semester.  
   d. Must attend a bi-weekly event briefing.  
   e. Complete 20 hours of volunteer time with the College Life Committee Volunteer Team per semester.  
   f. Attend additional College Life Committee Volunteer Team meetings, as necessary.  
   g. Attend and volunteer at College Life sponsored activities and events.  
   h. Work cooperatively and effectively with the College Life Committee.  
   i. Act professionally while at meetings and working in the office.  
   j. 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 and,
therefore, should also reflect the same professional atmosphere. If a member observes a mess and/or problem, they should correct it or report it to someone who can.

iii. Orange and Blue Spirit Crew
1. All Orange and Blue Spirit Crew members shall:
   a. Be appointed by the Orange and Blue Spirit Crew Coordinator
   b. Attend Orange and Blue Spirit Crew orientation/training.
   c. Attend a monthly briefing, adjusted to fit members schedule.
   d. Attend at least one of the two main athletic events per semester, if unable to attend any of the two major events the member should contact the Orange and Blue Spirit Crew Coordinator.
   e. Plan, attend, and volunteer at Orange and Blue Spirit Crew sponsored activities and events.
   f. Advertise all upcoming Orange Coast College athletic events on a bi-weekly basis.
   g. Act professionally while at meetings and working in the ASOCC office.
   h. 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 and, therefore, should also reflect the same professional atmosphere. If a member observes a mess and/or problem, they should correct it or report it to someone who can.

6. Position Descriptions
   a. Awareness Day Coordinator
      i. General duties of the position shall include, but not be limited to, the following:
         1. Take the leadership role for all College Life Committee sponsored Awareness Day activities and work closely with the committee members to plan Awareness Day.
         2. Be responsible for showcasing any and all Awareness Day activities whenever appropriate.
         3. Work closely with the College Life Advisor to make all arrangements needed to execute Awareness Day events.
         4. Assist with all other College Life Committee sponsored activities.
         5. Fulfill other duties and responsibilities as assigned.

   b. Campus Affairs Coordinator
      i. General duties of the position shall include, but not be limited to the following:
         1. Shall act as the liaison between College Life Committee and on-campus publications such as the Coast Report, the student newspaper, and the Coast to Coast, an online publication.
         2. Shall submit a request for MyOCC announcements for all related College Life Committee events.
         3. Produce a minimum of one pre-event press release for publication for every College Life Committee sponsored event and activity.
         4. Submit all posting request for the ASOCC and OCC social media sites.
         5. Assist with all College Life Committee sponsored activities.
         6. Fulfill other duties and responsibilities as may be assigned.
c. Events Coordinator
   i. General duties of the position shall include, but not be limited to, the following:
      1. Assisting event chair in planning and executing College Life Committee Events.
      2. Gather information and evaluate a variety of entertainers/groups for possible on-campus performances. “On-campus” includes the Quad, Starbuck’s, Student Center Lounge, and the Robert B. Moore Theater, etc.
      3. Publicize all entertainment activities in conjunction with the College Life Committee Publicity Directors.
      4. Work closely with event chair(s) to update project sheets related to all College Life Committee events.
      5. 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, projector, DVD recorder/player, and monitors.
      6. Assist event chairpersons with event layout for their activities.
      7. Assist with all College Life Committee sponsored activities.
      8. Chair the decorations sub-committee for each event.
      9. Fulfill other duties and responsibilities as assigned.

d. Historian
   i. General duties of the position shall include, but not be limited to the following:
      1. Take photos and/or videos of all College Life Committee activities.
      2. Collect newspaper clippings and correspondence related to College Life Committee.
      3. Help create an ASOCC yearbook.
      4. Create slideshows as appropriate for events.
      5. Create a slideshow for the End of Year Banquet.
      7. Assist with all College Life Committee sponsored activities.
      8. Fulfill other duties and responsibilities as may be assigned.

e. Logistics Coordinator
   i. General duties of the position shall include, but not be limited to the following:
      1. Reserve proper supplies for College Life Events (i.e. tables, canopies, or sandwich boards).
      2. Work collaboratively with the Inter-Club Council Director of Logistics and the College Life Advisor to maintain the ASOCC inventory and its’ database (i.e. ASOCC garage and bins).
      3. Assist with all College Life Committee sponsored activities.
      4. Fulfill other duties and responsibilities as may be assigned.

f. Orange and Blue Spirit Crew Coordinator
   i. General duties of the position shall include, but not be limited to the following:
      1. Create and maintain the Orange and Blue Spirit Crew.
      2. Be the head of the Orange and Blue Spirit Crew.
      3. Advertise all upcoming OCC athletic events on a bi-weekly basis.
      4. Recruit students to collectively attend at least one OCC athletic event per semester.
      5. Update the Orange and Blue Spirit Crew Members on upcoming events.
6. Work with the Athletic Department to gather information on upcoming athletic events.
7. Compile and maintain a list of people who volunteer to help with the athletic related events.
8. Be the liaison between the Orange and Blue Spirit Crew and the College Life Committee.
9. Assist with all College Life Committee sponsored activities.
10. Fulfill other duties and responsibilities as may be assigned.

g. Outreach Coordinator
i. General duties of the position shall include, but not be limited to the following:
   1. Compile survey results and present them at the following College Life Committee meeting during event recap.
   2. Create event feedback sheets for College Life Committee events. These sheets will be handed out at events and will be collected and compiled together for future reference.
   3. Coordinate with the Vice President of Communications and the Communication Task Force to reach out to the students on campus.
   4. Work with ASOCC office staff in order to keep the OCC Website updated with upcoming ASOCC events.
   5. Assist with all College Life Committee sponsored events.
   6. Fulfill other duties and responsibilities as may be assigned.

h. Publicity Director
i. General duties of the position shall include, but not be limited to, the following:
   1. Oversee production and posting of publicity for all College Life Committee sponsored events.
   2. Coordinate with the Vice President of Communications and serve as a member of the Communication Task Force.
   3. Maintain all ASOCC publicity boards on campus.
   4. Process work orders through Reprographics department with the assistance of an Advisor.
   5. Make posters for the sandwich boards and place them throughout the campus as needed.
   6. Create a classroom announcement template for every College Life Committee event and track the number of announcements done by College Life Committee officers.
   7. Assist with all College Life Committee sponsored activities.
   8. Fulfill other duties and responsibilities as may be assigned.

i. Secretary
i. General duties of the position shall include, but not be limited to the following:
   1. Take minutes at all official meetings of the College Life Committee.
   2. Compile, transcribe, and distribute copies of the minutes at the College Life Committee meetings.
   3. Write and send “thank you” notes as needed.
   4. Create and maintain a sign-in system to be used for College Life Committee events and work parties for College Life Committee officers and Volunteer Team Members.
5. Track tardies and absences of College Life Committee officers and present it at the first College Life Committee meeting of every month.
6. Assist with all College Life Committee sponsored activities.
7. Fulfill other duties and responsibilities as may be assigned.

j. Volunteer Team Coordinator
   i. General duties of the position may include, but not be limited to the following:
      1. Be the head of the Volunteer Team.
      2. Chair bi-weekly event briefings for the Volunteer Team.
      3. Assist with the Volunteer Team Orientation.
      4. Oversee Volunteer Team members with tracking of volunteer hours.
      5. Compile and maintain a list of people who volunteer to help with College Life Committee related events.
      6. Solicit help for activities and events sponsored by ASOCC.
      7. Shall be the liaison between the Volunteer Team and the College Life Committee.
      8. Assist with all College Life Committee sponsored activities.
      9. Fulfill other duties and responsibilities as may be assigned.

7. Vacancies & Order of Succession
   a. 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.
   b. If the Vice President of College Life is unable to attend or run a meeting, the Volunteer Team Coordinator will assume the chair position for the meeting. If the Vice President of College Life resigns, for any reason, the Volunteer Team 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.
   c. 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 C: Communications Task Force
1. Purpose
   a. The Communications Task Force exists to gather representatives from each branch of SGOCC to work collaboratively on communication projects and to promote and share communication between branches.

2. Composition and Membership
   a. The Vice President of Communications shall chair the Communications Task Force.
   b. The Communications Task Force shall be composed of the following representatives:
      i. The Publicity Director from College Life Committee
      ii. The Outreach Coordinator from Inter-Club Council
      iii. The Communications Officer from Advocacy Committee
      iv. A designated member from Fiscal Affairs Council
   c. Representation from the Student Senate to the Communications Task Force is not mandated since the Vice President of Communications serves as the liaison to the Senate. However,
there shall be a reserved and optional seat on the Communications Task Force for a Student Senator.

3. Powers, Duties, and Responsibilities
   a. In addition to the duties from their respective branches, the officers shall be responsible for fulfilling any tasks assigned to the Communications Task Force by the Student Senate and the Vice President of Communications.
   b. The Communications Task Force must hold no less than one meeting every two weeks.

Section D: Constitution & Bylaws Committee
1. The Constitution and Bylaw Committee shall be considered an ad hoc committee for the SGOCC Student Senate.
2. Membership to the committee shall be restricted to Senators and Executive Board officers.
3. The Bylaw committee shall regularly review and when appropriate, suggest modifications to the bylaws. The Bylaw committee may be asked to research and recommend interpretation of the bylaws by the Senate.
   a. Any issues concerning Bylaws and/or the modification shall be reviewed by the Bylaw committee and brought to the senate for final approval.
   b. All presentation and approval of Bylaws should follow Article X, Section C of the constitution.

Sections E: Executive Board
1. Purpose
   a. The Executive Board of the SGOCC shall act as administrators and carry out legislation passed by the Student Senate and Executive Board.

2. Composition and Membership
   a. The Executive Board shall be composed of the following Executive Officers: Student Senate President, Student Body President, Vice President of Diplomatic Affairs, Vice President of College Life, Vice President of Communications, Vice President of Fiscal Affairs, Regional Delegate, ICC President and such other executive officers as the Student Senate creates under the bylaws.
   b. The Student Senate shall appoint the Student Body President, the Vice President of Diplomatic Affairs, College Life, Communications, and Regional Delegate to the before the start of the Fall Term.
   c. 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.

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

4. Meetings
   a. The Executive Board will be required to meet once a week based on their collective availability, which is to be coordinated and determined by the Student Body President.

5. Powers, Duties, and Responsibilities
a. The Executive Board shall have shared legislative power, including the power to pass resolutions, bills, and acts on behalf of the Student Senate, the Executive Board, the SGOCC, and the ASOCC.
b. The Executive Board shall have the 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.
c. The Executive Board shall have the power to appoint all ASOCC student representatives to participatory governance committees as well as the shared power to appoint ASOCC members to represent the ASOCC, SGOCC, or Student Senate in other organizations or entities.
d. The Executive Board Officers and the Student Body President, during Student Senate meetings shall have equal voting privileges as voting officers, may make motions, and participate in discussions.
e. The Executive Board Members may vote in instances of vacant positions pertaining to Executive Board and all other relevant appointed positions stated within this constitution.
f. Formal action taken by the Executive Board shall require the approval of a majority of those Executive Board Members and Student Senators attending the meeting at which the vote occurred and where quorum is achieved.
g. Executive Officers shall be accountable to the same standards as Senators.
h. Executive Officers shall conduct, at minimum, an official meeting every other week.
i. Executive Officers shall sit on one Participatory Governance Committee.
j. Executive Board Members shall submit, to the Vice President of Diplomatic Affairs, a written or typed report of the Participatory Governance Committee meetings that they attend.
k. Executive Officers shall make a weekly verbal report in Student Senate Meetings.

6. Positions Descriptions

   a. Student Body President
      i. The Student Body President shall be the chief Executive Officer of the Executive Board.
      ii. The Student Body President 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.
      iii. The Student Body President shall be responsible for coordinating, chairing, and preparing and posting agendas for meetings of the Executive Board.
      iv. The Student Body President shall be responsible for fulfilling the duties of executive officers at such time as they are unwilling or unable to perform their duties.
      v. The Student Body President shall work with the Student Senate for the appointment of Executive Board staff and Executive Officer vacancies.
      vi. The Student Body President shall be the liaison with the Senate President.
      vii. The Student Body President, or designee, shall attend all meetings of the Coast Community College District (CCCD) Board of Trustees.
      viii. The Student Body President, or designee, shall attend all meetings of the District Consultation Council.
      ix. The Student Body President, or designee, shall attend all meetings of the College Council.
      x. The Student Body President, or designee, shall attend all meetings of the Orange Coast College Foundation Board of Directors.
b. Vice President of Diplomatic Affairs
   i. The Vice President of Diplomatic Affairs shall make recommendations to the Student Senate pertaining to the appointment of participatory governance committee members from the ASOCC.
   ii. The Vice President of Diplomatic Affairs shall ensure that members of the ASOCC appointed to non-ASOCC committees, such as participatory governance committee, are fulfilling their duties.
   iii. 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.
   iv. The Vice President of Diplomatic Affairs shall be responsible for oversight of the Participatory Governance Committee representatives.
   v. All Participatory Governance Committees representatives must submit an application to the Vice President of Diplomatic Affairs.
      1. All student representatives to Participatory Governance 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 as long as they complete the proper application process.
      3. All student representatives must submit a written or typed report to the Vice President of Diplomatic Affairs on each meeting they attend within at least three days’ time.
      4. All written or typed reports will be made public document.

c. Vice President of Communications
   i. The Vice President of Communications shall oversee the production and posting of all ASOCC/SGOCC publicity.
   ii. The Vice President of Communications shall consistently and responsibly inform the public media of decisions made by the Student Senate.
   iii. The Vice President of Communications shall be responsible for the coordination and execution of all SGOCC publicity in accordance with campus regulations.
   iv. 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.
   v. The Vice President of Communications shall maintain all ASOCC publicity boards on campus.
   vi. The Vice President of Communications shall make all posters for campus-wide publications.
   vii. The Vice President of Communications shall oversee the development and publication of the ASOCC Yearbook.
   viii. The Vice President of Communications shall oversee the Communication Task Force to better serve the needs and increase effectiveness of the ASOCC Communications.
   ix. The Vice President of Communications shall appoint a volunteer Election Week Committee to oversee publicity of the SGOCC Spring Election.
      1. The committee shall report to the Communications Task Force.

d. Vice President of Fiscal Affairs
   i. The Vice President of Fiscal Affairs shall be the liaison between the Fiscal Affairs Council and the Student Senate.
ii. 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.

iii. 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.

iv. The Vice President of Fiscal Affairs shall represent the Fiscal Affairs Council in accordance with the majority will of the Fiscal Affairs Council.

v. The Vice President of Fiscal Affairs shall represent the Fiscal Affairs Council on the Recycling Center Committee.

e. Vice President of College Life
   i. 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.

   ii. 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.

   iii. The Vice President of College Life shall report to the Student Senate on a weekly basis.

f. Regional Delegate
   i. The Regional Delegate shall be the sole student representative of the ASOCC.

   ii. The Regional Delegate shall represent the majority will of the Student Senate regarding matters at the regional and state levels.

   iii. The Regional Delegate shall adhere to all policies of the SGOCC, Coast Community College District, and Orange Coast College.

   iv. The Regional Delegate shall serve as the chair of the Advocacy Committee, coordinating and overseeing issues and activities related to legislation, lobbying and issues related to state and regional student government affairs.

   v. The Regional Delegate shall have the authority to create and appoint individuals to said positions within Advocacy Committee in order to accomplish the mandate of Advocacy Committee.

7. Vacancy and Order of Succession
   a. Should a vacancy occur in the position of Student Body President, the Student Senate shall appoint an interim Student Body President from the Executive Board, excluding the ICC President and the Vice President of Fiscal Affairs. Until an interim has been named, the ASOCC Advisor shall chair the Executive Board meetings.

   i. In the event that the vacancy occurred anytime from the beginning of the term of office to November 30th, applications for this office shall be released to the student body following normal procedures and deadlines as established by the Student Senate.

      1. In the event no applications are received during this period, and considering the sensitivity of time, the Student Senate shall either appoint a new Student Body President from the members of Executive Board to serve for the remaining of the term or extend the deadline.
b. Should a vacancy occur anytime between the calendar dates of December 1st to May 1st, the Student Senate shall appoint a new Student Body President from the members of Executive Board to serve for the remaining of the term.
   i. Conditions for an Executive Board officer succeeding the office of SGOCC President:
      1. Upon accepting the office of SGOCC President, the chosen Executive Board officer must resign from their duties from their respective branch.
      2. In the event that no Executive Board officer accepts the office of SGOCC President, the Student Senate shall release applications to the student body.

c. Should a vacancy occur in any other position of the Executive Board, the process for filling this position will be expressed in the SGOCC Policies and Procedures.

d. Should a vacancy occur in the position of Vice President of Fiscal Affairs, the Fiscal Affairs Council shall appoint a new Vice President of Fiscal Affairs.

Section F: Fiscal Affairs Council
1. Purpose
   a. The Fiscal Affairs Council is a branch of SGOCC which serves as the recommending body to the Student Senate with regards to the Associated Student Budget. The Fiscal Affairs Council shall review all matters of finance pertaining to the Budget and recommend action to the Student Senate. The Associated Students of Orange Coast College have enjoyed a long history of fiscal responsibility. Certain responsibilities are delegated to the Advisor, who, as a member of the faculty or staff, is responsible to the Associated Students for accurately accounting for, and overseeing all funds.

2. Composition & Membership
   a. Fiscal Affairs Council (“Council”) shall have a minimum of 3 and a maximum of 10 members which number includes the ASOCC/SGOCC Vice President of Fiscal Affairs (“Vice President -FA”).
      i. In the event that the full 10 seats are not filled with the initial application process, the applications shall remain open until such a time that those positions can be filled.
   b. Council members are appointed by the Senate following an application process, and recommendations made by the current Vice President -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. The Fiscal Affairs Council shall appoint the Vice President of Fiscal Affairs from their own membership. Selection shall be confirmed by the Student and Executive Board.
   e. The Fiscal Affairs Council shall appoint from its membership a representative to the Communications Taskforce. This appointment shall take place within the first month of the academic year.
   f. The Fiscal Affairs Council shall appoint from its membership two representatives to the College Budget Council. This appointment shall take place within the first month of the academic year.
   g. The Fiscal Affairs Council shall appoint from its membership two representatives, in addition to the Vice President of the Fiscal Affairs Council, to the Recycling Center Standing Committee. This appointment shall take place within the first month of the academic year.

3. Term of Office
   a. Members will serve beginning the first day following the end of the spring semester, through the end of the following spring semester.
4. **Meetings**
   a. Except during the annual budget allocation process, the Council will meet Thursday at 2:30 p.m. until 4:30 p.m.
   b. 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.

5. **Powers, Duties and Responsibilities**
   a. 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.
   b. The Fiscal Affairs Council is a recommending body; it has no power or authority to grant or deny requests.
   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.
   d. 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.
   e. Will participate in the development of the ASOCC annual budget for the upcoming fiscal year, and shall present their budget recommendations to the Student Senate.

6. **Position Descriptions**
   a. **Chair**
      i. The Vice President of Fiscal Affairs shall serve as the Chair of the Fiscal Affairs Council.
      ii. The Chair shall organize interview times with Requestors and coordinate with them thereafter.
      iii. The Chair shall communicate budget items to the Student Senate.
      iv. The Chair shall be the liaison between ASOCC and administration with regards to budgetary matters.
      v. Shall sit on the Recycling Center Standing Committee.
   b. **Vice Chair**
      i. The Vice President of Fiscal Affairs shall appoint one member to serve as Vice Chair.
      ii. The Vice Chair of the Fiscal Affairs Council shall serve as Chair in the event that the Vice President of Fiscal Affairs is unable to perform their prescribed duties.
   c. **Communications Officer**
      i. The Communications Officer shall be appointed by the Fiscal Affairs Council as the representative to the Communications Taskforce.
      ii. The Communications Officer shall work closely with the Vice President of Communications to communicate SGOCC activities to the student body.
      iii. The Communications Officer shall serve as a conduit of information between the Communications Taskforce and the Fiscal Affairs Council.

7. **Vacancies and Order of Succession**
   a. Vacancies occurring by resignation or removal may be filled on an interim basis at the discretion of the Vice President -FA with the advice of the membership until such time as the
Senate has approved a permanent replacement (where FISCAL AFFAIRS COUNCIL does not have the minimum amount for membership).

b. Where a vacancy occurs with more than ten weeks remaining in the member’s term, the Vice President-FA or her/his designee may, within seven 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 Fiscal Affairs Council 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 four weeks. If no suitable candidate is available, the Vice President-FA, with the advice of the Fiscal Affairs Council, 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 G: Inter-Club Council

1. Purpose
   a. The Inter-Club Council (ICC) is the student-led governing body of ASOCC Clubs who will serve the interests of ASOCC Clubs by planning events and designing activities to enrich the students’ academic experience by encouraging student involvement and exploration of personal interests, as well as functioning as a resource and supporter of the clubs. The purpose of the Inter-Club Council (ICC) is to encourage OCC students to be involved in campus clubs in order to create a more meaningful college experience and assist in their development. The ICC also serves the purpose of supporting, encouraging, and contributing to the success of the clubs.

2. Composition and Membership
   a. The Inter-Club Council (ICC) Board shall consist of both elected and appointed positions.
      i. Elected Board
         1. The President and Vice-President of the ICC shall be elected by club delegates.
         2. These positions will constitute the ICC Elected Board.
      ii. Appointed Board
         1. The Appointed Board positions will include but are not limited to: Director of Campus Relations, Director of Communications, Director of Inter-Club Relations, Director of Logistics, Historian, and Secretary.
         2. These positions will constitute the appointed board.

3. Term of Office
   a. Each ICC member shall be appointed for a term of 1 year.
   b. The terms of ICC members shall begin in the final week of the Spring semester and end in the last week of the subsequent Spring semester.
   c. Members shall serve no more than 2 terms in a certain position.

4. Meetings
   a. Members will meet once a week on Tuesdays from 11:10 a.m. - 2:00 p.m.
   b. Monthly Meeting Club Attendance Policy
i. Monthly Meetings must be held with all active clubs on the 1st Tuesday of each month when the Fall and Spring semester classes are in session, except for the first full month of the Fall semester.

ii. Meetings start at noon and last approximately one hour.

iii. One club representative must attend every Monthly Meeting effective immediately after official approval by the ICC.

iv. Clubs may only have one (1) absence to a Monthly Meeting per semester.

v. Two (2) tardies is equivalent to one (1) absence, and a tardy is defined as being more than 15 minutes late or leaving 15 or more minutes early.

vi. Clubs will be declared inactive and will lose all active status privileges and entitlements if exceeding one absence, and will be notified of their disqualification through email.

vii. An appeal may be submitted to the ICC President and the ICC Advisor who will present it to the ICC Board at the following ICC Board meeting.

viii. The club will be notified of the ICC Board’s decision by email within 2 days.

ix. Advisors and other club members are welcome and encouraged to attend the ICC Board meeting to extend their appeal.

5. Powers, Duties, and Responsibilities

a. Inter-Club Council Powers and Voting

i. The ICC Board must meet quorum (of 50% plus one) of the existing ICC members in order to conduct business. The ICC Board members shall have voting privileges. All motions shall pass with a simple majority of those present. The ICC President may not vote unless a vote is needed in order to break a tie.

ii. Only ICC Board members may chair events and be heads of subcommittees.

b. Transfer of Power During Intermissions

i. During any extensive intermission, (i.e. winter intersession, spring break, summer break) the ICC Advisor and the Dean of Student Services shall automatically assume all responsibilities and powers of the ICC. This includes but is not limited to the approval of club special events, club registrations, and/or club renewals.

ii. All responsibilities and powers of the ICC shall automatically be returned to the ICC Board at the end of an intermission.

c. ICC Duties: Events and Activities

i. The ICC shall host the following events at least once per year which includes, but is not limited to:

1. Club Rush (Once Per Semester)

a. Club Rush is an event held every semester that is organized for clubs to promote their activities and recruit new members.

2. Coast Day (Once Per Semester)

a. Coast Day is an event held every semester when clubs have the opportunity to raise funds for their club accounts through activities such as selling merchandise, food, etc.

3. Monthly Meeting (Monthly)

a. Monthly Meeting is a mandatory meeting that is held on the first Tuesday of every month throughout the duration of the Fall and Spring academic semesters in which the Inter-Club Council Board members share important information with clubs regarding upcoming Inter-Club
Council events and other on-campus events from different branches of ASOCC.

4. Inter-Club Council Meet-and-Greet (Fall)
   a. The Inter-Club Council Meet-and-Greet is an event for clubs to socialize and network with the ICC Board Members alongside other fellow clubs.

5. End-of-Semester Luncheon (Fall)
   a. The End-of-Semester Luncheon is an event hosted during the normal monthly meeting times dedicated to celebrating the clubs and their achievements. Club accomplishments and endeavors throughout the semester are recognized through a banquet.

6. End-of-Year Luncheon (Spring)
   a. The End-of-Year Luncheon is an event hosted during the normal monthly meeting times dedicated to celebrating the clubs and their achievements. This event takes place towards the end of the Spring semester. Club accomplishments and endeavors throughout the year are recognized through a banquet and end-of-year awards.

7. Inter-Club Carnival (Spring)
   a. The Inter-Club Carnival is an event hosted at the end of the semester that provides students with an opportunity to relax and enjoy some time off from studying by participating in fun activities.

d. Inter-Club Council Board Responsibilities
   i. Be responsible to carry out the duties as outlined in the ASOCC Constitution and ICC By-Laws.
   ii. Govern the ICC and set policy for ASOCC Clubs where applicable.
   iii. Be responsible for organizing meeting of the ICC no less than once per month during the Fall and Spring semesters, with the exception of the first full month of the Fall semester.
   iv. Approve ASOCC Club registration, renewals, and events.
   v. Keep in constant communication with ASOCC clubs throughout the semester.
   vi. Attend weekly meetings on Tuesdays from 11:10 a.m. - 2:00 p.m.
   vii. Assist with all ICC sponsored activities.
   viii. Commit to one (1) ICC office hour per week.
   ix. Attend the Summer ASOCC Training, if appointed prior to the training.
   x. Attend the Fall ASOCC Leadership Conference.
   xi. Attend the Spring ASOCC Planning Retreat.
   xii. Work cooperatively and effectively with the other branches of Associated Students, Student Government, such as the College Life Committee, etc.
   xiii. Make at least two (2) classroom announcements for each Inter-Club Council event.
   xiv. Act professionally while attending meetings and working in the office.
   xv. Chair or Co-Chair at least one (1) Inter-Club Council event.
   xvi. Join, as a regular member, at least one (1) club per semester.
   xvii. Fulfill other duties and responsibilities as may be assigned.
   xviii. Visit at least one (1) club meeting during their designated terms.

6. Position Descriptions
   a. President
      i. Be the liaison between the ICC and the SGOCC Student Senate.
ii. Attend all SGOCC Executive Board Meetings or assign an ICC Board member to attend.

iii. Attend all SGOCC Student Senate Meetings.

iv. Chair and facilitate ICC Board Meetings

v. Ensure that all standing by-laws and rules are implemented.

vi. Sign documents which verify the ICC’s voted approval of a club registration, club renewal, or a club special event.

vii. Maintain on-going communications with clubs, student organizations, and student population to promote club involvement.

viii. Provide mentorship to ASOCC Club presidents and officers.

ix. Prepare and conduct a Monthly Meeting at which each club shall have a representative.

x. Create, revise, and appoint ICC Board member positions as necessary.

xi. Create and write the ICC Board meeting agendas.

xii. Form any and all necessary organizational bodies to meet the goals and responsibilities of the ICC and ASOCC.

xiii. Help new appointed board members adjust to the ICC environment and carry out their general responsibilities.

b. Vice President

i. Fulfill the duties of the ICC President in the event that the President may be absent, unable to perform his/her duties, or the position is vacant.

ii. Chair and conduct ICC Board Elections during the semester in which the terms of the serving ICC Board expire.

iii. Act as meeting parliamentarian.

iv. Maintain and update club policies and procedures referred to in the Orange Coast College Official Club Handbook as needed.

v. Provide mentorship to ASOCC Club Vice Presidents and officers.

vi. Be a resource and assist clubs in identifying and implementing fundraising activities.

c. Secretary

i. Take, transcribe, and distribute copies of the ICC Board meeting and Monthly Meeting minutes. Meeting minutes shall be sent to the ICC President and are due each Sunday following an ICC Board meeting.

ii. Record attendance at all official ICC Board Meetings, ICC Monthly Meetings, and ICC events.

iii. Track tardies and absences of clubs to Monthly Meetings and present information to the ICC Board for disqualification or notification needs.

iv. Compose “Thank you!” notes as appropriate, signed by the ICC Board members, which shall then be distributed to the recipients.

v. Create a sign-in and sign-out system to be used for ICC events and ICC work parties for ICC Board members.

vi. Track tardies and absences of ICC board members and present it at the second ICC Board meeting of every month.

vii. Update a monthly calendar with ICC events, ICC Board meeting dates, campus events, ASOCC Club events, or SGOCC events, actions, or campaigns, and any other information which may be relevant to ICC members.

viii. Provide mentorship to ASOCC club secretaries.

ix. Keep records of ICC Board Members’ classroom announcements.

d. Director of Logistics
i. Revise, update, and/or correct project sheets for all ICC events and activities.
ii. Learn how all ASOCC/ICC audio/visual equipment works and assist others who need to use it.
iii. The equipment includes the Public Address System, podium, hand-held microphones, projector, DVD recorder/player, and monitors.
iv. Order and/or reserve all necessary equipment for ICC events and activities. Reserve all necessary locations for ICC events and activities.
v. Assist event chairpersons with event layout for their activities. Gather information and evaluate a variety of vendors for possible on-campus events.
vi. Be familiar with ASOCC equipment, props, facilities, supplies, and materials. Assist all other members and clubs in securing and using these resources for their events and activities.
vii. Prepare and present budgets for ICC events at ICC Board Meetings.
viii. Revise, update, correct, the ASOCC Inventory in collaboration with the College Life Committee Logistics Director and College Life Advisor.

e. Director of Campus Relations
   i. Produce a minimum of one (1) pre-event press release for publication for every ICC sponsored event and activity.
   ii. Act as the liaison between ICC and on-campus publications such as the Coast Report, the student newspaper, and the Coast to Coast, an online publication.
   iii. Produce a minimum of one (1) article, on a bi-weekly basis, for publication spotlighting an ASOCC club for the Coast Report.
   iv. Produce a minimum of one (1) ICC Newsletter on a monthly basis to be released during the third week of the month.
   v. Assist the ICC President with composing and distributing club surveys at ICC Monthly Meetings and ICC events as needed.
   vi. A report of club visitations shall be submitted at the last ICC Board Meeting of the month.
   vii. Create and update templates for use by the ICC Board Members during club visitations and classroom announcements on a monthly basis.
   viii. Inform the ICC Board Members of club events and activities weekly.
   ix. Create or modify ICC Brand (Logo Design, etc.)

f. Director of Communications
   i. Produce and post publicity for all ICC sponsored events and activities.
   ii. Regular publicity shall include, but not be limited to, the following: ASOCC publicity boards, ASOCC sandwich boards, ASOCC table tents, OCC on-campus computers, and OCC on-campus food facilities, etc.
   iii. Attend Vice President of Communication’s Communications Taskforce meetings.
   iv. Maintain all ASOCC publicity boards and sandwich boards on campus as used by the ICC. Create and distribute fliers, posters, invitations, and/or signage as needed for ICC events and activities.
   v. Work in coordination with the ASOCC professional staff to create MyOCC Announcements as needed.
   vi. Work in coordination with the ASOCC professional staff to update and maintain the section titled —Clubs on the ASOCC website via the OCC website, making pertinent documents, information, and resources more available to students and club members.

g. Director of Inter-Club Relations
i. Assist the ICC President with developing and facilitating informative workshops for each ICC Monthly Meeting. Create e-mail scripts as needed for all ICC events or activities.

ii. Create phone call scripts as needed for all ICC events or activities for use by the ICC Board. Create a calling list which shall be updated if changes are necessary.

iii. Make phone calls and send e-mails to clubs as needed in regards to ICC events, Monthly Meetings, club visitations, and updating contact information.

iv. Check the ASOCC Club Roster on a weekly basis to ensure all information is available and correct.

v. Email clubs as necessary regarding club visitation results, updating contact information, or Monthly Meeting attendance.

vi. If a club did not have a representative at a Monthly Meeting, they must be notified by email within one week of the Monthly Meeting.

vii. Email clubs to notify them when a club registration, club renewal, or club special event has been approved (Note: Approval must be made by the Inter-Club Council, the ICC Advisor, and the Dean of Student Services).

viii. Check the official ICC e-mail (OrangeCoastICC@gmail.com) on a weekly basis and respond to any incoming e-mail.

ix. Ensure that each club is visited at least once per semester.

h. Historian

i. Take photographs and/or videos of all ICC sponsored activities and events.

ii. Create slideshow presentations as needed that contain pictures from all ICC and club sponsored activities when needed (i.e. ICC End-of-Semester Luncheon, ICC End of the Year Luncheon, ASOCC End of Year Banquet).

iii. Maintain the ASOCC picture case in the ASOCC office.

iv. Provide the Director of Campus Relations and the Director of Communications with pictures as needed for their work (i.e. ICC Newsletter, —Clubsl section of the OCC website, or publicity material).

v. Collect newspaper clippings and correspondence related to ICC and clubs and post inside of the ASOCC Office on cork board.

vi. Create and/or help create an ASOCC yearbook in collaboration with the Vice President of Communications and the College Life Committee Historian.

vii. Make sure all ASOCC digital camera batteries are charged before ICC sponsored activities or events if it is going to be in use.

7. Vacancies and Order of Succession

a. If the ICC President is unable to attend or run a meeting, the ICC Vice President will assume the chair position for the meeting.

b. If the ICC President resigns for any reason, the ICC Vice President will assume the duties of ICC President.

c. If both the ICC President and ICC Vice President are unable to attend or run a meeting, the ICC Advisor will assume the chair position for the meeting and conduct a nomination process for a temporary chair.

Section H: The Sustainability Committee

1. Purpose

a. The Sustainability Committee exists as a standing committee to the Student Senate to promote environmental awareness, to work with the Sustainability Committee to achieve efficient
SGOCC recycling pick-ups, and to collaborate with the campus to promote sustainable practices.

2. Composition and Membership
   a. The Sustainability Committee shall consist of at least five members, including the Chair of the Sustainability Committee, and no more than nine.
   b. By virtue of the office of the Vice President of Fiscal Affairs, the Vice President of Fiscal Affairs shall hold membership on the Sustainability Committee.
   c. The Student Senate shall appoint, from its body, three Student Senators to the Sustainability Committee.
   d. The Fiscal Affairs Council shall appoint, from its body, two representatives to the Sustainability Committee.
   e. The Sustainability Committee can appoint up to three members from other branches in SGOCC. The Student Senate shall ratify these appointments.

3. Meetings
   a. Committee members shall hold no less than one meeting every two weeks on Fridays from 9:00 a.m.-10:00 a.m.

4. Powers, Duties, Responsibility
   a. Sustainability Committee Powers
      i. The Sustainability Committee members will have the opportunity to vote within their body.
   b. Duties of the Sustainability Committee
      i. It shall be the duty of the Sustainability Committee to:
         1. Host at least one event per semester related to sustainable or environmentally friendly practices.
         2. Collaborate with the SGOCC Recycling Center.
         3. Oversee the distribution and location of the recycling bins.
         4. Promote sustainable practices on campus.
   c. Recycling Pick-ups
      i. The Sustainability Committee shall meet once per week for recycling pick-ups on Fridays from 10:00 a.m.-12:00 noon.
      ii. Participation in recycling pick-ups is mandatory for each committee member as outlined in the “Attendance” section of the Sustainability Committee’s bylaws.
      iii. There shall be no recycling pick-ups during holidays or breaks.
      iv. Recycling pick-ups will start the first week of the semester and shall expire at the same time that the term of the Student Senate that appoints them concludes.
      v. The following is mandatory attire of each member during recycling pick-ups:
         1. Close-toed shoes
         2. Gloves

5. Position Descriptions
   a. Chair of the Sustainability Committee
      i. Shall be the liaison between SGOCC’s Student Senate and Sustainability Committee.
      ii. Prepare and post meeting agendas in compliance with all state laws.
      iii. Preside over all meetings as a nonvoting member.
iv. Enforce all rules established in these documents.

b. Co-Chair of the Sustainability Committee
   i. Shall perform the duties of the Chair at such time as the Chair is unable to perform them.

c. Voting Members
   i. Shall make an informed vote on proposed projects.
   ii. Shall remain objective.
   iii. Shall maintain the integrity of the body.
   iv. Shall uphold all standards both ethically and as outlined in this document.

Section I: Student Senate

1. Purpose
   a. 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.
   b. The Student Senate shall be the legislative body of the ASOCC and the official voice of the ASOCC.

2. Composition and Membership
   a. The ASOCC will elect students from its own membership to the Student Senate, who will serve a one year term from the second Monday of May to the second Sunday of May, inclusive.
   b. Individuals elected to the Student Senate shall be the members of the Student Senate and shall be known as Student Senators.
   c. There shall be a total of eight Student Senators to serve as representatives for the students, provided there are at least five people who meet the minimum standards and are elected or appointed to serve.
   d. Student Senators shall not hold membership simultaneously in the Student Senate and Executive Board.
   e. Student Senators shall not hold an Associated Student Body position at any other school other than Orange Coast College.

3. Term of Office
   a. The ASOCC will elect students from its own membership to the Student Senate, who will serve a one year term from the second Monday of May to the second Sunday of May, inclusive.

4. Meetings
   a. Student Senate shall hold a meeting on Wednesdays at 3:00 p.m. during the course of their term during the school calendar year.
      i. The Student Senate may hold emergency meetings as necessary.

5. Powers, Duties, and Responsibilities
   a. The Student Senate shall have legislative power, including the power to pass resolutions, bills, and acts on behalf of the Student Senate, the Executive Board, the SGOCC, and the ASOCC, except where this constitution specifically prohibits the Student Senate from doing so.
   b. The Student Senate shall have the 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.

c. The Student Senate shall have the power to appoint all ASOCC student representatives to participatory governance committees as well as the power to appoint ASOCC members to represent the ASOCC, SGOCC, or Student Senate in other organizations or entities.

d. The Student Senate shall have the sole power to seek and appoint Executive Officers and other unpaid staff, with the exception of the Inter-Club Council President and the Vice President of Fiscal Affairs to serve at the will of the Student Senate, except in instances of position vacancies arising during the Student Senate one year term when this power would be shared with Executive Board. The Student Senate shall also have the power to revoke its appointments.

e. The Student Senate shall have the power to create and remove SGOCC Ad-Hoc committees.

f. The Student Senate shall have the power to pass and enact SGOCC policies for the benefit of the Associated Students of Orange Coast College.

g. Actions:
   i. A written record of all actions must be kept by the Student Senate within the minutes.
   ii. 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.
   iii. 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.

6. Position Descriptions

   a. Student Senate President
      i. The Student Senate President shall ensure that agendas are properly prepared, posted, and emailed to the Student Senate and Executive Board members.
      ii. The Student Senate President shall ensure that minutes are taken and presented for approval within two weeks of the meeting in which they were taken.
      iii. The Student Senate President may create temporary SGOCC Ad-Hoc committees and task forces as needed to conduct the affairs of the Student Senate. Ad-Hoc Committees and Task Forces shall be dissolved at completion of assigned tasks.
      iv. The Student Senate President shall facilitate and maintain orderly Student Senate meetings as Chair.
      v. The Student Senate President shall enforce all rules and regulations of the SGOCC Constitution and Bylaws.
      vi. The Student Senate President shall be the liaison with the SGOCC President.
      vii. The Student Senate President, or designee, who must be a current Student Senator, shall attend Executive Board meetings until the end of his/her term.
      viii. The Student Senate shall elect from its own membership one individual to serve as Student Senate President.
      ix. The Student Senate President may pass the responsibility of chairing Student Senate meetings to another Student Senator temporarily to allow the Student Senate President to deliberate or propose legislation in accordance with Robert’s Rule of Order. If no Student Senator agrees to accept the chair in these instances, the Student Senate President must retain the chair.
      x. The Student Senate President shall represent the Student Senate in accordance with the majority will of the Student Senate.
      xi. The Student Senate President shall cast a vote only in the case of a tie.
b. Student Senate Vice President
   i. The Student Senate shall elect from its own membership one individual to serve as Student Senate Vice President.
   ii. The Student Senate Vice President shall perform the delegated duties of the Student Senate President at such time as the Student Senate President is absent, unable, or unwilling to perform them.
   iii. The Student Senate Vice President, at the discretion of the Student Senate President, shall assist the Student Senate President with his/her duties and responsibilities.

c. Student Senators
   i. Each Student Senator must sit on at least one Participatory Governance Committee.
   ii. Student Senators shall make a weekly verbal report in Student Senate meetings.
   iii. Student Senators shall have one office hour weekly, during the regular school sessions (Fall and Spring), in which they are only to conduct Student Senate business. Attendance of meetings is mandatory and Student Senators will adhere to this standard. Violation of attendance will be addressed by the Student Senate President and the Student Senate Advisor.
   iv. Each Student Senator shall have equal voting privileges, except that the chair of the Student Senate meetings may vote only in the event of a tie.
   v. Student Senators may, for cause, relieve a Student Senator from the position of Student Senate President or Vice President with two-thirds approval of those present and voting of the Student Senate.
   vi. Student Senators shall submit, to the Vice President of Diplomatic Affairs, a written or typed report of the Participatory Governance Committee meetings that they attend within a 72 hour period.

7. Vacancies and Order of Succession
   a. Where a Student Senate seat has been declared vacant, the vacant seat shall be filled through noticed Student Senate action.
   b. If vacancies should occur in the Student Senate:
      i. If the vacancy occurs prior to the end of the second week in the fall semester, the runner up of the recent ASOCC elections shall be offered the position until the seat is filled.
      ii. If all runner-up candidates should refuse the position, if there are no runner-ups, or if after the second week in the fall semester, an application and interview process shall be conducted. Interviews will be held in open meeting pursuant to Ralph M. Brown Act and the remaining Student Senators will make an appointment based on a majority vote of those Student Senators present and voting, from the pool of interviewed candidates.