

# **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**

# Table of Contents

Part I: Student Government Establishment.....	4
Article I: Student Government Establishment .....	4
Article II: A Brief History of the Establishment of OCC’s Current Student Government Model.....	4
Article IV: ASOCC Organizational Chart .....	5
Part II: Constitution of the Associated Students of Orange Coast College.....	7
Mission Statement.....	7
Vision .....	7
Values.....	7
Article I - Preamble.....	7
Article II - Name and Membership .....	7
Section A: Name .....	7
Section B: Membership.....	7
Article III - Student Government of Orange Coast College .....	8
Section A: Purpose.....	8
Section B: Framework of Authority.....	8
Section C: Composition and Membership .....	8
Article IV - Rules of Order .....	8
Section A: Rules of Order .....	8
Article V - Ratification of and Amendments to the ASOCC Constitution .....	8
Section A: Ratification of the ASOCC Constitution .....	8
Section B: Amendment through Referendum.....	8
Section C: Amendment through Initiative .....	9
Section D: Writing and Adapting Amendments to this Constitution.....	9
Article VI - Bylaws .....	9
Section A: Establishment of Bylaws.....	9
Section B: Division of Bylaws.....	9
Section C: Changing Bylaws .....	9
Article VII - Supremacy.....	10
Section A: ASOCC Documents and Policies.....	10
Section B: Compliance.....	10
Article VIII - Amendments to the Constitution of the Associated Students of Orange Coast College .....	11
Section A: 2014-2015 Amendments .....	11
Part III: General Bylaws 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 Bylaws .....	13
Section A: Advocacy Committee.....	13
Section B: College Life Committee .....	16
Section C: Communications Committee.....	21
Section D: Constitution & Bylaws Committee .....	22
Section E: Executive Board .....	22
Section F: Fiscal Affairs Council.....	26
Section G: Inter-Club Council .....	28
Section H: 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 Board Policy Chapter 5 Student Services, establishes the jurisdiction of the Associated Student Organizations within the District:

### BP 5400 Associated Student Organizations

#### References:

Education Code Section 76060

The students of the District are authorized to organize student body associations. The Board hereby recognizes these associations as the Associated Students of the District:

Associated Student Government (Coastline Community College)  
Associated Students of Golden West College  
Associated Students of Orange Coast College

The Associated Students organizations are recognized as the official voice for the students in district and college decision-making processes. They may conduct other activities as approved by the Chancellor or the respective College President. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees. The Associated Students organizations in the District conduct activities on behalf of students with the counsel and approval of College administrators under guidelines established by the Chancellor.

The respective Associated Students organizations at each of the three colleges in the District shall establish offices in College facilities without charge for such occupancy, and shall be held responsible and accountable for the proper conduct and administration of student body affairs under its sponsorship and control. Such use shall not be construed as transferring ownership or control of the premises.

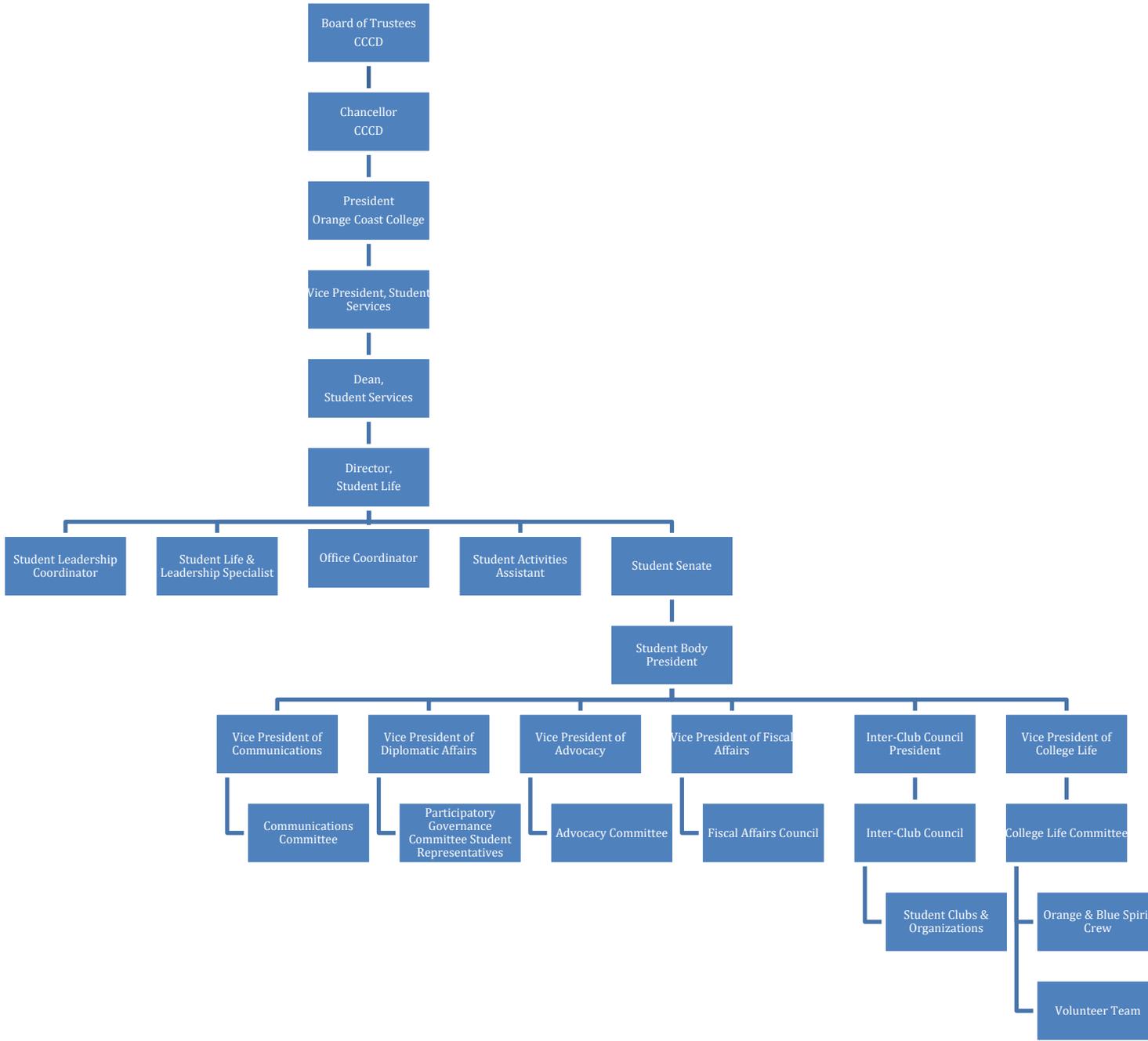
With approval of the Board of Trustees, the Associated Students organizations shall be permitted to conduct fund raising activities on campus to finance organization expenses. The sale of special-benefit student body cards, sponsorship of lectures and concerts, and operation of authorized on-campus business enterprises shall be with the approval of the Board of Trustees.

Adopted March 5, 1996  
Renumbered from CCCD Policy 030-6-3, Fall 2010  
Revised April 2, 2014

## Article II: 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



## ASOCC Organizational Chart

- Administration – Coast Community College District
  - Board of Trustees
  - Chancellor
- Administration – Orange Coast College
  - President
  - Vice President, Student Services
  - Dean, Student Services
  - Director, Student Life
- ASOCC Staff
  - Student Leadership Coordinator
  - Student Life & Leadership Specialist
  - Office Coordinator
  - Student Activities Assistant
- Student Government
  - Student Senate
    - Student Body President
    - Vice President of Communications
      - Communications Committee
    - Vice President of Diplomatic Affairs
      - Participatory Governance Committee Student Representatives
    - Vice President of Advocacy
      - Advocacy Committee
    - Vice President of Fiscal Affairs
      - Fiscal Affairs Council
    - Inter-Club Council President
      - Inter-Club Council
        - Student Clubs and Organizations
    - Vice President of College Life
      - College Life Committee
        - Orange & Blue Spirit Crew
        - Volunteer Team

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

## **Mission Statement**

The Associated Students of Orange Coast College seeks to empower student leaders to work together to serve the students of Orange Coast College through leadership, accountability, and sustainable, equitable and transparent governance.

## **Vision**

The Associated Students of Orange Coast College seeks to be a center of campus collaboration and service, to give students a campus home and enrich the experience of the Orange Coast College community.

## **Values**

- Accountability – To be held responsible as student leaders in fulfilling designated duties as prescribed in the governing documents of the organizations
- Communication - To increase interaction between, and disseminate information to, the student government branches, student body, faculty, staff, administration, and the entire community
- Development – To provide opportunities for students to engage in programs and activities that assist in the holistic growth of the individual and the organization
- Institutional Memory – To implement strategies with the intention of ensuring a smooth transition between generations of student government
- Sustainability – To promote the awareness of, and encourage sustainable practices campus wide.
- Unity –To create a more unified student body and cohesive student government

## **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: Name**

1. The name of the organization is to be the Associated Students of Orange Coast College and hereafter referred to as the ASOCC.

### **Section B: Membership**

1. To be a member of the ASOCC in any given semester, individuals must be enrolled in at least one (1) 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. The Student Government of Orange Coast College, hereafter referred to as the 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 branches: Student Senate, Executive Board, Inter-Club Council, College Life Committee, Fiscal Affairs Council, Advocacy Committee, and their subsidiaries. All members of these branches 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. 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. Recommendations to remove, add, or otherwise modify the bylaws may originate from an SGOCC branch or from the Constitution & Bylaws Committee.
  - a. Recommendations Originating from an SGOCC Branch;
    - i. An SGOCC branch shall present an amendment, endorsed by a 2/3 majority of the present voting membership of that branch, to the Constitution & Bylaws Committee.
    - ii. The Constitution & Bylaws Committee must review the recommended amendments within ten (10) business days during the fall and spring semesters. After being reviewed, the Constitution & Bylaws Committee must bring forth the original amendment and their recommendations to the Student Senate & Executive Board for consideration.
    - iii. Provided that all members of the Student Senate and Executive Board have been notified of the proposed verbiage at least seven (7) days prior, the

- recommendations that are presented at the Student Senate and Executive Board meeting may only be approved by a 2/3 majority of the present voting membership.
- b. Recommendations Originating from the Constitution & Bylaws Committee;
    - i. The Constitution & Bylaws Committee shall present proposed amendments to the respective branch or branches directly affected by the proposed amendment as an agenda item.
    - ii. Upon a written request by the Constitution & Bylaws Chair, the respective SGOCC branch must review the recommended amendments within ten (10) business days during the fall and spring semesters. The branch may consider endorsing the proposed amendment by a 2/3 majority of the present voting membership.
    - iii. If the proposed amendment passes with a 2/3 majority at the branch level, the Constitution & Bylaws Committee Chair must request an agenda item for the next possible Student Senate and Executive Board meeting for consideration.
    - iv. Provided that all members of the Student Senate and Executive Board have been notified of the proposed verbiage at least seven (7) days prior, the recommendations that are presented at the Student Senate and Executive Board meeting may only be approved by at 2/3 majority of the present voting membership.
    - v. If a proposed change to the bylaws is to affect multiple branches, all branches then shall be notified, and upon such time notice has been given, the Student Senate and Executive Board will put the proposed amendment to a vote requiring 2/3 majority of the present voting membership.
  - c. Recommendations Affecting Multiple Branches;
    - i. Recommendations to the ASOCC Bylaws, whether originating from an SGOCC Branch or the Constitution & Bylaws Committee, must be vetted through each SGOCC branch as an agenda item. All SGOCC branch members must be notified in writing seven (7) days prior to it being considered within their branch meeting. The branch may consider endorsing the proposed amendment by a simple majority of the present voting membership.
    - ii. After being endorsed by each branch of SGOCC, the Constitution & Bylaws Committee must review the recommendations from the various branches within ten (10) business days during the fall and spring semesters. After being reviewing, the Constitution & Bylaws Committee must bring forth the original amendment and their recommendations to the Student Senate & Executive Board for consideration.
    - iii. Provided at all members of the Student Senate and Executive Board have been notified of the proposed verbiage at least seven (7) days prior, the recommendations that are presented at the Student Senate and Executive Board meeting may only be approved by a 2/3 majority of the voting membership.

## **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 the 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 III (Student Government of Orange Coast College), Section C (Composition and Membership), Number 1*
    - 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
2. Friday, May 20, 2016
  - a. The SGOCC hosted an online election from Monday, May 16, 2016 through Friday, May 20, 2016 for the ASOCC to consider amendments to the Constitution of the Associated Students of Orange Coast College. The following amendments were adopted by 96 “aye” votes of the 119 students that voted:
    - i. Addition of Section A “Name” to **Article II (Name and Membership)**.
    - ii. The addition of, “The Student Government of Orange Coast College, hereafter referred to as the SGOCC,” to the beginning of **Article III (Student Government of Orange Coast College), Section A (Purpose), Number 1**.
    - iii. Renaming “entities” to “branches” and the removal of the article “the” before branch names in **Article III (Student Government of Orange Coast College), Section C (Composition and Membership), Number 1**.
    - iv. The removal of **Article VI (Bylaws), Section B (Division of Bylaws), Number 1**. This section of the bylaws was discussed the differentiation between the Inter-Club Council’s section of the ASOCC Bylaws and the other entities.

- v. The removal of existing verbiage in **Article VI (Bylaws), Section C (Changing Bylaws), Number 1 and Number 2**. There were proposed new verbiage to outline the new process for the student government to modify the bylaws of the organization.

# Part III: General Bylaws 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 Constitution of the Associated Students of Orange Coast College. The purpose of each bylaw is to expand and elaborate the particular Constitutional section.
2. For the purpose of this document, “branch” shall refer to the Student Senate and the five (5) primary standing committees under its governance, currently including: Executive Board, Inter-Club Council, College Life Committee, Advocacy Committee, and Fiscal Affairs Council.
3. For the purpose of this document “Committee” shall refer to subsidiary committees, including: Sustainability Committee, Constitution and Bylaws Committee, Revenue Generating Committee, Communications Committee and any other committee formed by the Student Senate and Executive Board.
4. For the purpose of this document, “officer” shall refer to any appointed member that adheres to Section B: Membership Qualifications.

### Section B: Membership Qualifications

1. All officers must be enrolled in five (5) units at OCC during their term and maintain a semester and cumulative GPA of 2.00, which is 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 term in office.
3. All officers must have paid and continue to pay the College Service Charge during the time of application and throughout their term in office.
4. Officers shall not hold simultaneous positions in any branch of ASOCC, unless the officer is operating to occupy temporary vacated positions.
5. Officers shall not be on academic probation with OCC at the time of application and throughout their term in office.

### Section C: Term Limits

1. An officer shall serve no more than two (2) terms in a certain position and three (3) terms overall within ASOCC.

### Section D: Amendments to Bylaws

1. In order to remove, add, or otherwise modify these bylaws, please refer to Part II, Article VI, Section C of the Constitution of the Associated Students of Orange Coast College.

## Article II: Branch Bylaws

### Section A: Advocacy Committee

1. Purpose
  - a. The Advocacy Committee is a branch of ASOCC that researches and advocates for local, state, and federal legislation as it impacts the needs and concerns of students. The Advocacy Committee 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 serve as a recommending body to the Student Senate and Executive Board on all matters regarding the statewide student government as recognized by the California Board of Governors; local, state, and federal legislation; advocacy; and related tasks.

2. Composition & Membership

- a. The Advocacy Committee shall be comprised of no more than ten (10) officers, including the Vice President of Advocacy who will serve as chair.
- b. The Student Senate shall appoint the Vice President of Advocacy.
- c. The Vice President of Advocacy shall appoint the Advocacy Committee officers.

3. Term of Office

- a. Each officer shall be appointed for a term of one (1) year.
- b. Officer term shall begin in the final week of the spring semester and end the week prior to the final week of the subsequent spring semester.
- c. Officers shall serve no more than two (2) terms at a certain position.

4. Meetings

- a. Officers will meet once a week on Wednesdays from 3:50 p.m. – 5:20 p.m.

5. Powers, Duties, & Responsibilities

- a. Shall meet at least once a week during the fall and spring semesters to address issues related to students and colleges.
- b. Shall examine local, state and federal legislation; ballot initiatives; and policies.
- c. Shall examine campus and Coast Community College District policies.
- d. Shall organize and execute legislative visits at least once a year.
- e. Shall address issues related to state and regional shared governance.
- f. Shall communicate any findings to the Student Senate and Executive Board through the Vice President of Advocacy.

6. Position Descriptions

a. Chair

- i. Occupied by the Vice President of Advocacy.
- ii. Shall be the liaison between Student Senate and Executive Board 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 may choose to cast a tie-breaking vote.
- v. Enforce all rules established in these documents.

b. Vice Chair

- i. Shall be appointed by its own membership to serve as the Advocacy Committee Vice Chair.
- ii. Shall perform the duties of the Advocacy Committee Chair if the Chair is unable to do so.
- iii. Shall perform the duties of the Secretary if the Secretary is unable to do so.

c. Secretary

- i. Shall be appointed by its own membership to serve as Advocacy Committee Secretary.
- ii. Shall take minutes at all official Advocacy Committee meetings.
- iii. Shall compile, transcribe, and send minutes to the Vice President of Advocacy and the Advisor within 72 business hours of the Advocacy Committee meeting.
- iv. Shall write and send “thank you” letters as necessary.

- v. Shall track tardies and absences of the Advocacy Committee officers and present it at the first Advocacy Committee meeting of every month.
- vi. Shall fulfill other duties and responsibilities as may be assigned.

d. Communications Officer

- i. Shall serve as a member of the Communications Committee, working closely with the Vice President of Communications.
- ii. Shall promote Advocacy Committee events, projects, and activities.

e. Legislative Affairs Officer

- i. Shall serve as Chair as the Legislative Affairs Subcommittee.
- ii. Shall coordinate and organize appointments with legislators in collaboration with the Vice President of Advocacy and the Advisor.
- iii. Establish and/or maintain communication with targeted legislators.
- iv. Will inform and provide updates to the Advocacy Committee regarding legislative issues.

f. Voting Officers

- 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 Vice President of Advocacy, the Advocacy Committee Vice Chair shall assume their responsibilities until such a time that the Senate fills the Vice President of Advocacy position.
- c. In the event that the Vice President of Advocacy departs with no Advocacy Committee Vice Chair appointed, the Advocacy Committee Secretary shall assume the duties of the Vice President of Advocacy until such a time that the Senate fills the Vice President of Advocacy position.

8. Sub-Committee

a. Legislative Affairs Sub-Committee

- i. Shall research, track, and summarize legislation throughout the year; shall help to organize legislative visits; and work on items designated to them by the Legislative Affairs Officer, the Vice President of Advocacy, or the Advocacy Committee.
- ii. Shall be chaired by the Legislative Affairs Officer.

b. Civic Engagement Sub-Committee

- i. Shall impact the lives of Orange Coast College students and develop the combination of knowledge, skills, values, and motivation for them to become involved in the community through both political and non-political processes.
- ii. Shall host the following events:
  - 1. A voter registration drive at least once a year.
  - 2. A polling event at least once a semester to get a better understanding of the concerns of Orange Coast College students.
  - 3. A town hall at least once a semester. A town hall can be an event where current elected officials (ie. local, state, federal) are invited to speak about current legislation/policies and interact with students.

## **Section B: College Life Committee**

### **1. Purpose**

- a. The College Life Committee is a branch of ASOCC that connects the students with the college campus.
- b. The College Life Committee organizes events and activities designed to help students enrich their academic and social experiences 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 College Life Committee will focus on but not be limited to:
  - i. Planning and hosting all College Life Committee events 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.
- c. The Orange and Blue Spirit Crew is a sub-committee of the College Life Committee that promotes student awareness and encourages student attendance to athletic games.
- d. The Volunteer Team is a sub-committee of the College Life Committee, whose members participate in a flexible position to help the College Life Committee with their events and activities.

### **2. Composition & Membership**

- a. The College Life Committee 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 College Life Committee is comprised of the College Life Committee officers as outlined in Part III, Article II, Section B, Clause 6 (Position Descriptions).
- c. The College Life Committee shall consist of at least 11 officers, but no more than 14 officers (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 Student Life & Leadership Specialist.
- e. The Orange and Blue Spirit Crew shall consist of as many members as seen fit by the Vice President of College Life, Orange and Blue Coordinator, and the Student Life & Leadership Specialist.
- f. The Vice President of College Life and the Student Life & Leadership Specialist or designee shall interview the College Life Committee applicants. Then the Vice President of College Life shall appoint the College Life Committee officers from the pool of applicants
- g. The Vice President of College Life, the Volunteer Coordinator, and the Student Life & Leadership Specialist, 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 officer shall be appointed for a term of one (1) year.
- b. Officer terms shall begin in the final week of the spring semester and end the week prior to the final week of the subsequent spring semester.
- c. Officers shall serve no more than two (2) terms.

### **4. Meetings**

- a. Officers 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 officers 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 (once 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. Commencement 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 meetings on Mondays and Wednesdays from 12:45 p.m. – 2:15 p.m.
    - 3. Attend various other ASOCC activities and meetings as possible.
    - 4. Help plan, facilitate, and work at College Life Committee sponsored activities and events if class does not interfere.
    - 5. Serve a minimum of one (1) office hour per week in the ASOCC Office. Duties will include tasks assigned or requested by the Vice President of College Life, Student Life & Leadership Specialist, or event chair.
    - 6. Attend the ASOCC August 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 (2) 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 (1) College Life Committee event per semester.
  - 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 Committee 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 Room, 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 (1) of the two (2) main athletic events per semester; if unable to attend any of the two (2) main 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 Room, 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 officers to plan Awareness Day.
  - 2. Be responsible for showcasing any and all Awareness Day activities whenever appropriate.
  - 3. Work closely with the Student Life & Leadership Specialist 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 (1) pre-event press release for publication for every College Life Committee sponsored event and activity.
    4. Submit all posting requests 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. Assist 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. Learn how all ASOCC audio/visual equipment works and assist others who need to use it. The equipment includes the P.A., podium, hand-held microphones, projector, DVD recorder/player, and monitors.
    5. Assist with all College Life Committee sponsored activities.
    6. 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. Help create an ASOCC yearbook.
    3. Create slideshows as appropriate for events.
    4. Create a slideshow for the End of Year Banquet.
    5. Maintain a digital database of College Life Committee photos.
    6. Assist with all College Life Committee sponsored activities.
    7. 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 Committee events (e.g., tables, canopies, or sandwich boards).
    2. Work collaboratively with the Inter-Club Council Director of Logistics and the Student Life & Leadership Specialist to maintain the ASOCC inventory and its database (e.g., 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 (1) 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 Communications Committee 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 Communications Committee.
  3. Maintain all ASOCC publicity boards on campus.
  4. Process work orders through the 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 by tracking of volunteer hours.
5. Compile and maintain a list of people who volunteered to help at College Life Committee 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 the College Life Committee, 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 any time after the first week of the semester, it is up to the Vice President of College Life and the Student Life & Leadership Specialist 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 Committee**

1. Purpose

- a. The Communications Committee exists to gather representatives from each branch of ASOCC to work collaboratively on public relations and outreach projects and to promote, coordinate, and share communication between branches.

2. Composition and Membership

- a. The Vice President of Communications shall chair the Communications Committee.
- b. The Communications Committee shall be composed of the following representatives:
  - i. The Publicity Director, or a designated officer, from the College Life Committee
  - ii. The Outreach Coordinator, or a designated officer, from the Inter-Club Council
  - iii. A designated officer from the Advocacy Committee
  - iv. A designated officer from the Fiscal Affairs Council

- c. Representation from the Student Senate to the Communications Committee is not mandated since the Vice President of Communications serves as the liaison to the Student Senate. However, there shall be a reserved and optional seat(s) on the Communications Committee for at least one (1) and up to three (3) Student Senators.

### 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 Committee by the Student Senate and the Vice President of Communications.
- b. The Communications Committee must hold no less than one (1) meeting every two (2) weeks.

### 4. Meetings

- a. The Communications Committee will be required to meet no less than once every two (2) weeks on Thursdays from 12:45 p.m. – 1:45 p.m.
- b. Meetings are to be held in alternation with those of the Sustainability Committee.
- c. The Communications Committee shall consist of at least five (5) officers, but no more than eight (8) officers.

### 5. Duties

- a. The Communications Committee shall host the events listed below at least once a year including, but not limited to:
  - i. Student Senate Elections
  - ii. Social Media Day (once per semester)

## **Section D: Constitution & Bylaws Committee**

1. The Constitution and Bylaws Committee shall be considered an ad hoc committee for the ASOCC Student Senate and Executive Board.
2. Membership to the Committee shall be restricted to Student Senators and Executive Board officers.
3. The Constitution and Bylaws Committee shall regularly review and when appropriate, suggest modifications to the bylaws. The Constitution and Bylaws Committee may be asked to research and recommend interpretation of the bylaws by the Student Senate and Executive Board.
  - a. Any issues concerning bylaws and/or the modifications shall be reviewed by the Constitution and Bylaws Committee and brought to the Student Senate and Executive Board for final approval.
  - b. All presentation and approval of bylaws should follow Part II, Article VI, Section C of the Constitution of the Associated Students of Orange Coast College.

## **Section E: Executive Board**

### 1. Purpose

- a. The Executive Board of the ASOCC 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 officers: Student Senate President, Student Body President, Vice President of Advocacy, Vice President of College Life, Vice President of Communications, Vice President of Diplomatic Affairs, Vice President of Fiscal Affairs, and Inter-Club Council President.
- b. The newly elected Student Senate shall appoint the following incoming Executive Board officers: Student Body President, Vice President of Advocacy, Vice President of College Life,

Vice President of Communications, and Vice President of Diplomatic Affairs before the start of the fall semester.

3. Term of Office

- a. Each officer shall be appointed for a term of one (1) year.
- b. Officer terms shall begin in the final week of the spring semester and end the week prior to the final week of the subsequent spring semester.
- c. Officers shall serve no more than two (2) terms in a certain position.

4. Meetings

- a. The Executive Board will be required to meet no less than once every two weeks 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, 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 officers to represent the ASOCC or Student Senate in other organizations or entities.
- d. During Student Senate meetings, the Executive Board officers shall have equal voting privileges as voting officers, make motions, and participate in discussions.
  - i. If an Executive Officer is running for any open appointed position within the Student Senate and Executive Board, their voting privileges as voting officers will be revoked, and they may not make motions during the appointment process.
- e. Prior to the fall semester, the Student Senate shall have the sole power to seek and appoint Executive Board officers, with the exception of the Inter-Club Council President and the Vice President of Fiscal Affairs. In the instance in which a vacancy arises after the beginning of the fall semester, then this power will be shared with Executive Board.
- f. Formal action taken by the Executive Board shall require the approval of a majority of the Executive Board officers and Student Senators attending the meeting at which the vote occurred and where quorum is achieved.
- g. The Executive Board officers shall be accountable to the same standards as Student Senators.
- h. The Executive Board officers shall conduct, at minimum, an official meeting every other week.
- i. The Executive Board officers shall serve on at least one (1) Participatory Governance Committee.
- j. The Executive Board officers shall submit to the Vice President of Diplomatic Affairs a written or typed report of the Participatory Governance Committee meetings that they attended within a 72 hour period.
- k. The Executive Board officers shall make a weekly verbal report in Student Senate Meetings.

6. Positions Descriptions

- a. Student Body President
  - i. Shall be the chief Executive Officer of the Executive Board.

- ii. Shall be responsible for the administrative operations of the ASOCC, in accordance with the will of the Student Senate and Executive Board, and shall report and make recommendations to the Student Senate and Executive Board.
  - iii. Shall be responsible for coordinating, chairing, and preparing and posting agendas for Executive Board meetings.
  - iv. Shall be responsible for fulfilling the duties of Executive Board officers at such time as they are unwilling or unable to perform their duties by way of taking the responsibilities of the vacated position upon themselves, or by allowing a willing Executive Board officer to accept those duties.
  - v. Shall attend the Coast Community College District (CCCD) Board of Trustees meetings or appoint a student designee to attend on their behalf.
  - vi. Shall attend the District Consultation Council meetings or appoint a student designee to attend on their behalf.
  - vii. Shall attend the College Council meetings or appoint a student designee to attend on their behalf.
  - viii. Shall attend the Orange Coast College Foundation Board of Directors meetings or appoint a student designee to attend on their behalf.
- b. Vice President of Diplomatic Affairs
- i. Shall make recommendations to the Student Senate and Executive Board pertaining to the appointment of participatory governance committee representatives from the ASOCC.
  - ii. Shall ensure that members of the ASOCC appointed to non-ASOCC committees, such as participatory governance committee, are fulfilling their duties.
  - iii. Shall ensure that the Student Senate and Executive Board is apprised of the business before the aforementioned committees and shall be the liaison between these committees and the Student Senate and Executive Board.
  - iv. Shall be responsible for oversight of the participatory governance committee representatives.
  - v. All participatory governance committee representatives must submit an application to the Vice President of Diplomatic Affairs.
    - 1. All student representatives of participatory governance committees shall hold this position for a period of two full semesters.
    - 2. After the semester has ended, 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 a 72 hour period.
    - 4. All written or typed reports will be made public document.
- c. Vice President of Communications
- i. Shall chair the Communications Committee meetings.
  - ii. Shall oversee the promotion of ASOCC publicity in coordination with Communications Committee officers.
  - iii. Shall be responsible for the coordination and execution of relevant ASOCC publicity in accordance with campus regulations.
  - iv. Shall maintain all ASOCC publicity boards on campus.
  - v. Shall oversee the development and publication of the ASOCC Yearbook.
  - vi. Shall oversee the Communications Committee to better serve the needs and increase effectiveness of the ASOCC Communications.

vii. Shall oversee Student Senate Elections.

d. Vice President of Fiscal Affairs

- i. Shall be the liaison between the Fiscal Affairs Council and the Student Senate and Executive Board.
- ii. 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 officer of the Fiscal Affairs Council.
- iii. 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 officer of the Fiscal Affairs Council.
- iv. Shall represent the Fiscal Affairs Council in accordance with the majority will of the Fiscal Affairs Council.
- v. Shall represent the Fiscal Affairs Council on the ASOCC Sustainability Committee.

e. Vice President of College Life

- i. Shall collaborate with the ASOCC, the Advisors of the ASOCC, the Student Life & Leadership Specialist, 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. 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. Shall report to the Student Senate and Executive Board on a weekly basis.

f. Vice President of Advocacy

- i. Shall serve as the chair of the Advocacy Committee, overseeing issues and activities related to legislation, lobbying, and issues related to state and regional student government affairs.
- ii. Shall preside over all meetings as a nonvoting officer unless in the instance of a tie. The chair may choose to cast a tie-breaking vote.
- iii. Shall be the liaison between the Student Senate and Executive Board and the Advocacy Committee.
- iv. Prepare and post meeting agendas in compliance with all state laws.
- v. Shall be the designated student representative when attending any statewide community college student organization recognized by the California Board of Governors (e.g., Student Senate of California Community Colleges).
- vi. Shall not serve on a position or hold an office in any statewide community college student organization recognized by the California Board of Governors (e.g., Student Senate of California Community Colleges).
- vii. Shall represent the will of the ASOCC.
- viii. Enforce all rules established in the ASOCC Constitution and Bylaws and the SGOCC Policies and Procedures documents.

7. Vacancy and Order of Succession

- a. If the Student Body President is unable to attend or run an Executive Board meeting, the Vice President of Communications will assume the chair position for that meeting.
- b. If the Student Body President resigns for any reason, the Vice President of Communications will serve as the interim Student Body President until the position is filled.
  - i. Should a vacancy occur anytime from the beginning of the term of office to October 31<sup>st</sup>, applications for this position shall be released to the student body following normal procedures and deadlines as established by the Student Senate and Executive Board.

1. In the event no applications are received during this period, the Student Senate and Executive Board shall appoint a new Student Body President from the Executive Board to serve for the remaining of the term. If none of the Executive Board officers is interested in the Student Body President position, the Student Senate and Executive Board shall appoint a new Student Body President from the Student Senate to serve for the remaining of the term.
- c. Should a vacancy occur anytime between November 1<sup>st</sup> to May 1<sup>st</sup>, the Student Senate and Executive Board shall appoint a new Student Body President from the Executive Board to serve for the remaining of the term. If none of the Executive Board officers is interested in the Student Body President position, the Student Senate and Executive Board shall appoint a new Student Body President from the Student Senate to serve for the remaining of the term.
- d. Conditions for an Executive Board officer or Student Senator succeeding the ASOCC Student Body President position:
  1. Upon accepting the ASOCC Student Body President position, the appointed Executive Board officer or Student Senator must resign from their duties from their respective branch.
- e. In the event that no Executive Board officer or Student Senator accepts the ASOCC Student Body President position, the Student Senate and Executive Board shall release applications to the student body.
- f. Should a vacancy occur in any other Executive Board officer position, the process for filling this position will be expressed in the SGOCC Policies and Procedures.

## **Section F: Fiscal Affairs Council**

### 1. Purpose

- a. The Fiscal Affairs Council is a branch of ASOCC which serves as the recommending body to the Student Senate and Executive Board with regards to the ASOCC Budget. The Fiscal Affairs Council shall review all matters of finance pertaining to the Budget and recommend action to the Student Senate and Executive Board. The ASOCC 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 ASOCC for accurately accounting for and overseeing all funds.

### 2. Composition & Membership

- a. Fiscal Affairs Council shall have a minimum of three (3) and a maximum of ten (10) officers, including the Vice President of Fiscal Affairs.
- b. Officers are appointed by the Student Senate and Executive Board following an application process, and recommendations made by the Vice President Fiscal Affairs.
- c. Applicants qualifying for membership may be accorded an interview before the Fiscal Affairs Council, and thereafter a recommendation shall be made to the Student Senate and Executive Board for appointment at its next meeting.
- d. The Fiscal Affairs Council shall appoint the Vice President of Fiscal Affairs from its own membership.
- e. All other positions of the Fiscal Affairs Council shall be appointed no later than the third week of the fall semester.

### 3. Term of Office

- a. Each officer shall be appointed for a term of one (1) year.
- b. Officer terms shall begin in the final week of the spring semester and end the week prior to the final week of the subsequent spring semester.

#### 4. Meetings

- a. Except during the ASOCC Annual Budget Allocation Process, the Fiscal Affairs Council will meet Thursdays from 2:30 p.m. – 4:30 p.m. during the fall and spring semesters.
- b. Meeting dates and times for the ASOCC Annual Budget Allocation Process (generally occurring in March and April) will be determined by the Fiscal Affairs Council and their Advisors.

#### 5. Powers Duties and Responsibilities

- a. The Fiscal Affairs Council’s duty is to make recommendations regarding ASOCC and student-related fiscal matters to the Student Senate and Executive Board.
- b. The Fiscal Affairs Council is a recommending body; it has no power or authority to grant or deny requests.
- c. Whenever in the Fiscal Affairs Council’s discretion the need arises, it may consider and advise the Student Senate and Executive Board 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.
- d. The Fiscal Affairs Council will participate in the development of the ASOCC Annual Budget Allocation Process for the upcoming fiscal year and shall present their budget recommendations to the Student Senate and Executive Board.

#### 6. Position Descriptions

##### a. Chair

- i. Shall serve as the Chair of the Fiscal Affairs Council.
- ii. Shall organize interview times with both one-time and Annual Budget requestors.
- iii. Shall bring recommendations from the Fiscal Affairs Council regarding all budget items (e.g., one-time funding requests, start-up funds, ASOCC Annual Budget Allocation Process, etc.) to the Student Senate and Executive Board.
- iv. Shall be the liaison between the Fiscal Affairs Council and the Student Senate and Executive Board, the ASOCC, and College and District administrations with regards to budgetary matters.
- v. By the virtue of the office of the Vice President of Fiscal Affairs, the Vice President of Vice Affairs, or their designee, shall hold membership on ASOCC Sustainability Committee.

##### b. Vice Chair

- i. Shall be appointed by its own membership to serve as Fiscal Affairs Vice Chair.
- ii. Shall serve as Chair at such time as the Vice President of Fiscal Affairs is absent, unable, or unwilling to perform their prescribed duties.

##### c. Secretary

- i. Shall be appointed from its own membership to serve as Fiscal Affairs Secretary.
- ii. Shall take minutes at all official Fiscal Affairs Council meetings.
- iii. Shall compile, transcribe, and send minutes to the Vice President of Fiscal Affairs and the Advisor within 72 business hours of the Fiscal Affairs Council meeting.
- iv. Shall write and send “thank you” letters as necessary.
- v. Shall track tardies and absences of the Fiscal Affairs Council officers and present it at the first Fiscal Affairs Council meeting of every month.
- vi. Shall fulfill other duties and responsibilities as may be assigned.

##### d. Communications Officer

- i. Shall be appointed by its own membership to serve as the representative to the ASOCC Communications Committee.
- ii. Shall work closely with the Vice President of Communications to communicate ASOCC activities to the student body.

- iii. Shall serve as a liaison between the ASOCC Communications Committee and the Fiscal Affairs Council.
- e. Sustainability Committee Representative(s)
  - i. The Fiscal Affairs Council shall appoint from its own membership two (2) officers to the ASOCC Sustainability Committee.
  - ii. In the event that Fiscal Affairs Council officers are unable to serve on the ASOCC Sustainability Committee, then the positions will be opened to all other branches. The Student Senate and Executive Board shall ratify these appointments.
- f. College Budget Committee Representative(s)
  - i. The Fiscal Affairs Council shall appoint from its own membership two (2) officers to the College Budget Committee.
  - ii. If the two (2) seats cannot be filled within the given time frame, then they shall be appointed through the general participatory governance committee process.

#### 7. Vacancies and Order of Succession

- a. In the event that the ten (10) seats are not filled, applications shall remain open until such a time that those positions can be filled. This will be effective until the second week of the spring semester.
- b. In case of the departure of the Vice President of Fiscal Affairs, the Vice Chair shall assume the Vice President's responsibilities until such a time that the Fiscal Affairs Council appoints a new Vice President of Fiscal Affairs.
- c. In the event that the Vice President of Fiscal Affairs and the Vice Chair positions are vacant, the Secretary shall assume the duties of the Vice President until such a time that the Fiscal Affairs Council appoints the new Vice President of Fiscal Affairs.

### **Section G: Inter-Club Council**

#### 1. Purpose

- a. The Inter-Club Council 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 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 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 officer shall be appointed for a term of one (1) year.
- b. Officer terms shall begin in the final week of the spring semester and end the week prior to the final week of the subsequent spring semester.

- c. Officers shall serve no more than two (2) terms in a certain position.

#### 4. Meetings

- a. Officers 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 (1) hour.
  - iii. One (1) club representative must attend every Monthly Meeting effective immediately after official approval by the Inter-Club Council.
  - 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 (1) absence, and will be notified of their disqualification through email.
  - vii. An appeal may be submitted to the Inter-Club Council President and the Student Life & Leadership Specialist who will present it to the Inter-Club Council Board at the following Inter-Club Council Board meeting.
  - viii. The club will be notified of the Inter-Club Council Board's decision by email within two (2) days.
  - ix. Advisors and other club members are welcome and encouraged to attend the Inter-Club Council 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 officers in order to conduct business. The ICC Board officers 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 Inter-Club Council Board officers may chair events and be heads of subcommittees.
- b. Transfer of Power During Intermissions
  - i. During any extensive intermission, (e.g., winter intersession, spring break, summer break), the Student Life & Leadership Specialist and the Director of Student Life shall automatically assume all responsibilities and powers of the Inter-Club Council. 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 Inter-Club Council shall automatically be returned to the Inter-Club Council Board at the end of an intermission.
- c. Inter-Club Council Duties: Events and Activities
  - i. The Inter-Club Council 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 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 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 during the fall and spring semesters in which the Inter-Club Council Board officers 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 semester)
    - a. The Inter-Club Council Meet-and-Greet is an event for clubs to socialize and network with the Inter-Club Council Board officers alongside other fellow clubs.
  - 5. End-of-Semester Luncheon (fall semester)
    - a. The End-of-Semester Luncheon is an event hosted during the normal Monthly Meeting time 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 semester)
    - a. The End-of-Year Luncheon is an event hosted during the normal Monthly Meeting time dedicated to celebrating the clubs and their achievements. Club accomplishments and endeavors throughout the year are recognized through a banquet and end-of-year awards.
  - 7. Inter-Club Carnival (spring semester)
    - a. The Inter-Club Carnival is an event hosted to provide 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 Inter-Club Council Bylaws.
  - ii. Govern the Inter-Club Council and set policy for ASOCC clubs where applicable.
  - iii. Be responsible for organizing meeting of the Inter-Club Council 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 Inter-Club Council sponsored activities.
  - viii. Commit to one (1) Inter-Club Council 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 Inter-Club Council and the ASOCC Student Senate and Executive Board.

- ii. Attend all ASOCC Executive Board meetings or assign an ICC Board officer to attend.
  - iii. Attend all ASOCC Student Senate and Executive Board meetings.
  - iv. Chair and facilitate Inter-Club Council Board meetings
  - v. Ensure that all standing bylaws and rules are implemented.
  - vi. Sign documents which verify the Inter-Club Council's voted approval of a club registration, club renewal, or a club special event.
  - vii. Maintain on-going communication 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 Inter-Club Council Board officer positions as necessary.
  - xi. Create and write the Inter-Club Council Board meeting agendas.
  - xii. Form any and all necessary organizational bodies to meet the goals and responsibilities of the Inter-Club Council and ASOCC.
  - xiii. Help newly appointed board members adjust to the Inter-Club Council environment and carry out their general responsibilities.
- b. Vice President
- i. Fulfill the duties of the Inter-Club Council 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 Inter-Club Council Board Elections during the semester in which the term of the serving Inter-Club Council 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 Inter-Club Council Board meeting and Monthly Meeting minutes. Meeting minutes shall be sent to the ICC President and are due each Sunday following an Inter-Club Council Board meeting.
  - ii. Record attendance at all official Inter-Club Council Board Meetings, Inter-Club Council Monthly Meetings, and Inter-Club Council events.
  - iii. Track tardies and absences of clubs to Monthly Meetings and present information to the Inter-Club Council Board for disqualification or notification needs.
  - iv. Compose "thank you" notes as appropriate, signed by the Inter-Club Council Board officers, which shall then be distributed to the recipients.
  - v. Create a sign-in and sign-out system to be used for Inter-Club Council events and Inter-Club Council work parties for Inter-Club Council Board officers.
  - vi. Track tardies and absences of Inter-Club Council Board officers and present it at the second ICC Board meeting of every month.
  - vii. Update a monthly calendar with Inter-Club Council events, Inter-Club Council Board meeting dates, campus events, ASOCC club events, or ASOCC events, actions, or campaigns, and any other information which may be relevant to Inter-Club Council Board officers.
  - viii. Provide mentorship to ASOCC club secretaries.
  - ix. Keep records of Inter-Club Council Board officers' classroom announcements.
- d. Director of Logistics
- i. Revise, update, and/or correct project sheets for all Inter-Club Council events and activities.
  - ii. Learn how all ASOCC audio/visual equipment works and assist others who need to use it.

- iii. The equipment includes the P.A. system, podium, hand-held microphones, projector, DVD recorder/player, and monitors.
  - iv. Order and/or reserve all necessary equipment for Inter-Club Council events and activities. Reserve all necessary locations for Inter-Club Council events and activities.
  - v. Assist event chairperson 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 Inter-Club Council events at Inter-Club Council Board meetings.
  - viii. Revise, update, correct, the ASOCC Inventory in collaboration with the College Life Committee Logistics Director and Student Life & Leadership Specialist.
- e. Director of Campus Relations
- i. Produce a minimum of one (1) pre-event press release for publication for every Inter-Club Council sponsored event and activity.
  - ii. Act as the liaison between Inter-Club Council 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) Inter-Club Council newsletter on a monthly basis to be released during the third week of the month.
  - v. Assist the Inter-Club Council President with composing and distributing club surveys at Inter-Club Council Monthly Meetings and Inter-Club Council events as needed.
  - vi. A report of club visitations shall be submitted at the last Inter-Club Council Board meeting of the month.
  - vii. Create and update templates for use by the Inter-Club Council Board officers during club visitations and classroom announcements on a monthly basis.
  - viii. Inform the Inter-Club Council Board officers of club events and activities weekly.
  - ix. Create or modify Inter-Club Council brand (logo design, etc.)
- f. Director of Communications
- i. Produce and post publicity for all Inter-Club Council 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 Communications Committee meetings.
  - iv. Maintain all ASOCC publicity boards and sandwich boards on campus as used by the Inter-Club Council. 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 Inter-Club Council President with developing and facilitating informative workshops for each Inter-Club Council Monthly Meeting. Create e-mail scripts as needed for all Inter-Club Council events or activities.
  - ii. Create phone call scripts as needed for all Inter-Club Council events or activities for use by the Inter-Club Council 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 Inter-Club Council events, Monthly Meetings, club visitations, and updates to 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, updates to 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 (1) 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 Student Life & Leadership Specialist, and the Director of Student Life).
- viii. Check the official Inter-Club Council 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 Inter-Club Council sponsored activities and events.
  - ii. Create slideshow presentations as needed that contain pictures from all Inter-Club Council and club sponsored activities when needed (e.g., Inter-Club Council End-of-Semester Luncheon, Inter-Club Council 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 (e.g., Inter-Club Council Newsletter, club section of the OCC website, or publicity material).
  - v. Collect newspaper clippings and correspondence related to Inter-Club Council 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 Inter-Club Council sponsored activities or events if it is going to be in use.

## 7. Vacancies and Order of Succession

- a. If the Inter-Club Council President is unable to attend or run a meeting, the Inter-Club Council Vice President will assume the chair position for the meeting.
- b. If the Inter-Club Council President resigns for any reason, the Inter-Club Council Vice President will assume the duties of Inter-Club Council President.
- c. If both the Inter-Club Council President and Inter-Club Council Vice President are unable to attend or run a meeting, the Student Life & Leadership Specialist will assume the chair position for the meeting and conduct a nomination process for a temporary chair.

## **Section H: Sustainability Committee**

### 1. Purpose

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

### 2. Composition and Membership

- a. The Sustainability Committee shall be comprised of no more than seven (7) officers, including the Chair of Sustainability Committee.

- b. The following members shall be appointed to the Sustainability Committee:
  - i. One (1) Student Senator who will serve as Chair
  - ii. One (1) Student Senator
  - iii. The Vice President of Fiscal Affairs, or their designee
  - iv. Two (2) Fiscal Affairs Council officers
- c. Each of the members, except for the Vice President of Fiscal Affairs, shall be appointed during their respective branch meeting.
- d. In the event that Student Senators and Fiscal Affairs Council officers are unable to serve on the Sustainability Committee, then the positions will be opened up to all other branches. The Student Senate and Executive Board shall ratify these appointments.

### 3. Meetings

- a. Officers shall hold no less than one (1) meeting every two (2) weeks on Thursdays from 12:45 p.m. – 1:45 p.m.

### 4. Powers, Duties, Responsibility

- a. Sustainability Committee Powers
  - i. The Sustainability Committee officers 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 (1) event per semester related to sustainable or environmentally friendly practices.
    - 2. Collaborate with the ASOCC 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 recruit volunteers to participate in recycling pick-ups on Fridays.
  - ii. Participation in recycling pick-ups is mandatory for each Sustainability Committee officer at least once a month.
  - iii. There shall be no recycling pick-ups during holidays or breaks.
  - iv. Recycling pick-ups will start the week after the first Sustainability Committee meeting during the fall and spring semesters.
  - v. The following is mandatory attire of each officer during recycling pick-ups:
    - 1. Close-toed shoes
    - 2. Gloves

### 5. Position Descriptions

- a. Chair
  - i. The Student Senate and Executive Board shall appoint the Chair of Sustainability Committee.
  - ii. Shall be the liaison between Student Senate and Executive Board and Sustainability Committee.
  - iii. Prepare and post meeting agendas in compliance with all state laws.
  - iv. Preside over all meetings as a nonvoting member.
  - v. Enforce all rules established in these documents.
  - vi. Shall serve as the student representative of the campus wide Sustainability Committee, or appoint a designee from the ASOCC Sustainability Committee.
- b. Vice Chair
  - i. Shall perform the duties of the Chair at such time as the Chair is unable to perform them.

- c. Secretary
  - i. Shall elect from its own membership one (1) individual to serve as Sustainability Committee Secretary.
  - ii. Shall take minutes at all official Sustainability Committee meetings.
  - iii. Shall compile, transcribe, and send minutes to the Sustainability Committee Chair and the Advisor within 72 business hours of the Sustainability Committee meeting.
  - iv. Shall write and send “thank you” letters as necessary.
  - v. Shall track tardies and absences of the Sustainability Committee officers and present it at the first Sustainability Committee meeting of every month.
  - vi. Shall hold officers accountable to SGOCC Policy 1004: SGOCC Attendance/Truancy.
  - vii. Shall fulfill other duties and responsibilities as may be assigned.
- d. 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, 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 Student Senate shall be comprised of a total of nine (9) Student Senators to serve as representatives for the students, provided there are at least six (6) students who meet the minimum standards and are elected or appointed to serve.
- b. Student Senators shall not hold office simultaneously in the Student Senate and Executive Board.
- c. 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 student body will elect students to the Student Senate who will serve a one (1) year term from the second Monday of May to the second Sunday of May, inclusively.

### **4. Meetings**

- a. Student Senate shall hold a meeting on Fridays from 9:00 a.m. – 11:00 a.m. during the fall and spring semesters
- b. 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, and the ASOCC.
- 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 at 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 officers to represent the ASOCC or Student Senate in other organizations or entities.
- d. The Student Senate shall have the sole power to seek and appoint Executive Board officers and other unpaid staff, with the exception of the Inter-Club Council President and the Vice President of Fiscal Affairs. In the instance in which a vacancy arises during the Student Senate one (1) year term, then this power would be shared with Executive Board.
  - i. If a Student Senator is running for any open position within the Executive Board, excluding the position of Student Senate President, their voting privileges as voting officers will be revoked, and they may not make motions during the appointment process.
- e. The Student Senate shall have the power to create and remove ASOCC Ad-Hoc committees and task forces as needed to conduct the affairs of the Student Senate. ASOCC Ad-Hoc committees and task forces shall be dissolved at the completion of assigned tasks.
- f. The Student Senate shall have the power to pass and enact ASOCC 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. Shall be appointed from its own membership to serve as Student Senate President.
  - ii. Shall ensure that agendas are properly prepared, posted, and emailed to the Student Senate and Executive Board officers.
  - iii. Shall ensure that minutes are taken and presented for approval within two (2) weeks of the meeting in which they were taken.
  - iv. Shall facilitate and maintain orderly Student Senate meetings.
  - v. Shall enforce all rules and regulations of the ASOCC Constitution and Bylaws.
  - vi. Shall attend Executive Board meetings until the end of their term or appoint a current Student Senator to attend on their behalf.
  - vii. 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.
  - viii. Shall represent the Student Senate in accordance with the majority will of the Student Senate.
  - ix. Shall cast a vote only in the case of a tie.
- b. Student Senate Vice President
  - i. Shall be appointed by its own membership to serve as Student Senate Vice President.
  - ii. 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. Shall assist the Student Senate President with their duties and responsibilities.
- c. Student Senators
  - i. Each Student Senator must sit on at least one (1) Participatory Governance Committee.
  - ii. Student Senators shall make a weekly verbal report in Student Senate meetings.
  - iii. Student Senators shall have one (1) office hour weekly, during the regular school sessions (fall and spring semesters), 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 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.
  - vii. Student Senators must serve on at least one (1) of the Student Senate and Executive Board's standing committees, ad-hoc committees, or taskforces.
- d. Student Senate Secretary
- i. The Student Senate shall elect from its own membership one (1) individual to serve as Student Senate Secretary.
  - ii. The Student Senate Secretary shall take minutes at all official Student Senate meetings.
  - iii. The Student Senate Secretary shall compile, transcribe, and send minutes to the Student Senate President and the Advisor within 72 business hours of the Student Senate meeting.
  - iv. The Student Senate Secretary shall write and send "thank you" letters as necessary.
  - v. The Student Senate Secretary shall track tardies and absences of Student Senate officers and present it at the first Student Senate meeting of every month.
  - vi. The Student Senate Secretary shall hold officers accountable to SGOCC Policy 1004: SGOCC Attendance/Truancy.
  - vii. The Student Senate Secretary shall fulfill other duties and responsibilities as may be assigned.

## 7. Vacancies and Order of Succession

- a. If vacancies should occur in the Student Senate:
  - i. If the vacancy occurs prior to the start of the fall semester, the runner up of the recent ASOCC elections shall be offered the position until the seat is filled.
    - 1. If all runner-up candidates should refuse the position, a special election will be held.
  - ii. If the vacancy occurs after the start of 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.