

Student Government of Orange Coast College Policies & Procedures



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

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SGOCC Policies

Part 1: General

SGOCC Policy 1001: SGOCC Policy & Procedures

Section A: Policies

- 1) The Student Government of Orange of Coast College (SGOCC) may adopt such policies as are authorized by law or are determined by the officers to be necessary and appropriate for the effective operation of SGOCC. The Senate shall adopt written policies to convey its expectations for actions to be taken by student government officers and to communicate SGOCC philosophy and practice to the students and the public. Policies are the governing laws of SGOCC and are binding to the extent that they do not conflict with federal or state laws and District Policies and Procedure. Policies are to be written clearly, in a standard format, and are to include language that is compliant with accreditation standards. All officers are expected to know and observe provisions of law and SGOCC policies pertinent to their position responsibilities.

Section B: Policy Review

- 1) The Constitution and Bylaws Committee, in consultation with the Director of Student Life, is responsible for the review/revision of all policies that pertain to the operations of SGOCC.
- 2) All policies shall be reviewed every year ensure compliance with law, accreditation standards and best practices

Section C: Drafting, Revising and Updating SGOCC Policies

- 1) The Constitution and Bylaws Committee, in consultation with the Director of Student Life, shall draft, revise and update as necessary, policies that pertain to the operations or the role of SGOCC. After a policy has been drafted, revised, or updated, the Constitution & Bylaws Committee shall bring the policy to all branches of student government to solicit comments. After the policy has been brought to each branch of student government, the policy shall be considered for adoption by the Executive Board and Student Senate.

Section D: Procedures

- 1) Procedures are to be issued by the Executive Board, in collaboration with the Director of Student Life and College Life Coordinator, as statements of method or procedure to be used by the officers in implementing policies. All procedures shall be consistent with policies. When policies are amended, the Executive Board shall review corresponding procedures to ensure that they conform to the revised policy. After the procedure has been drafted or revised, the procedure shall be considered for adoption by the Executive Board and Student Senate."
- 2) The Executive Board shall review and, as necessary, update all procedures every year. The Executive Board, as it deems appropriate, may develop, revise or review specific procedures to ensure their compliance with SGOCC Policies.

Section E: Public Access

- 1) All policies and procedures shall be placed on the college website (www.orangecoastcollege.edu). Copies of all policies and procedures shall be readily available through the ASOCC Office to officers, students, and the public.

Adopted May 8, 2015

SGOCC Policy 1002: SGOCC Officer & Position Appointments

- 1) The Student Government of Orange Coast College (SGOCC) will elect and appoint officers, Volunteer Team members, and Orange & Blue Spirit Crew members as outlined in the SGOCC Procedures. Officer and membership composition of each branch of student government is outlined in the SGOCC Bylaws.

Adopted May 8, 2015

SGOCC Policy 1003: Quorum

- 1) When holding meetings of the student government, all committees must meet quorum, 50% plus one, of their existing members in order to conduct business.

Adopted May 8, 2015

SGOCC Policy 1004: SGOCC Attendance/Truancy

- 1) All officers are required to attend their respective committee meetings as listed in their sections.
- 2) All officers must attend 80% of scheduled meetings each semester, for the fall and spring. Missing more than 20% of meetings in either the fall or spring semester may result in the officer's removal.
- 3) In case of an emergency, a tardy or an absence may be counted as excused so long as communication has been made with the Advisor and committee Chair.
 - a) The emergency itself is to be determined excused by the Advisor.
- 4) The Chairs and advisor of each respective branch may excuse absences or tardies if appropriate.
- 5) The officer must submit the notification of absence or tardy via email, phone, and/or letter 24 hours prior to the occurrence.
- 6) All officers are required to attend the ASOCC Summer training and the ASOCC Leadership Conference in the Fall semester, as well as additional training set forth by the ASOCC Advisors.
- 7) Officers not able to attend said conference or training must be excused in advance by the ASOCC Advisor(s).

- 8) Two tardies shall be equal to one unexcused absence. A tardy is defined as not being present at roll call and/or leaving prior to adjournment without Chair approval in their respective committee meeting.

Adopted May 8, 2015

Revised May 10, 2019

SGOCC Policy 1005: Agendas, Minutes, & Records

Section A: Agendas

- 1) All branches of the Student Government of Orange Coast College (SGOCC) must post an agenda in compliance with the Ralph M. Brown Act.
- 2) All agendas are to be kept on file with the ASOCC Office.

Section B: Minutes

- 1) All branches of student government must keep the following records:
 - a) Minutes that are kept as adapted from *Robert's Rules of Order Newly Revised*.
 - i) All minutes should include:
 - (1) Call to order and adjournment times
 - (2) Roll call
 - (3) All agenda items and action taken under them
- 2) All minutes are to be kept on file with the ASOCC Office.

Section C: Records

- 1) The Student Government of Orange Coast College shall keep the following records:
 - a) Projects selected each year and the funds allocated to each.
 - b) Complete records of all annual reports, which the any committee has issued.
- 2) All official records and reports are to be kept on file with the ASOCC Office.

Adopted May 8, 2015

SGOCC Policy 1006: Officer Discipline & Removal

- 1) Any officer may be removed from their position from any improper conduct or dereliction of duties as outlined in the Officer Discipline and Removal Procedures.

Adopted May 8, 2015

SGOCC Policy 1007: Resignation Policy

- 1) Any officer that is unable to fulfill their duties within their term shall follow the procedures as outlined in the Resignation Procedure.

Adopted May 8, 2015

SGOCC Policy 1008: ASOCC Space Usage Policy

Section A: ASOCC Space Usage Oversight

- 1) The ASOCC Space Usage Policy is a Student Government of Orange Coast College (SGOCC) adopted policy which defines the expectations associated with the use of the ASOCC Office. Oversight of this policy will fall under the ASOCC Office Coordinator. Additional enforcement of this policy will be encouraged by other ASOCC staff and students involved in the SGOCC program.

Section B: ASOCC Space Usage

- 1) SGOCC Conference Room & SGOCC Mini-Conference Room
 - a) Usage of this space will be limited to current student government officers, ASOCC Student Assistants, and ASOCC Staff.
 - b) Priority will be given to regularly scheduled student government meetings (i.e. Student Senate, College Life Committee, Inter-Club Council) and student-government related business.
 - c) All other use of the room will be assigned on a first come, first serve basis.
 - d) If necessary, the ASOCC staff will inform the scheduled user of the need to move scheduled meeting.
 - e) When this space is not being used for student government-related business, current student government officers and current ASOCC student assistants may use this space to study.
- 2) Computer Area
 - a) This space will be available for use, during operating hours, to all students currently enrolled and who have paid the current semester's College Service Charge.
 - b) Computer usage priority is as follows:
 - i) Student Government Business
 - ii) Club Business
 - iii) Homework & Other Official School Business
 - iv) Personal Business
 - c) Headphones are mandatory at all computers if audio is enabled.
 - d) Do not remove cables from computers. Wireless internet is available, use laptops on free counter space by whiteboards.
 - e) Use of the ASOCC Printer will be limited to the printing of student government-related work (i.e. agendas, minutes, project sheets).
 - i) If abuse of this privilege is observed, the revocation of privileges for the entire SGOCC may be considered. Revocation of privileges will be in effect for the remainder of that particular academic year.
 - ii) An appeal to the revocation of privileges can be addressed with the ASOCC Office Coordinator.
- 3) ASOCC Kitchen

- a) Use of the ASOCC Kitchen (i.e. refrigerator, cabinets, dishes) will be limited to student government officers, ASOCC Student Assistants, ASOCC staff, and Veteran Resource Center employees.
- b) It is expected that any mess created by an individual (i.e. dishes, food, drink, countertops) will be cleaned-up immediately.
- c) Refrigerator & Cabinet Use Expectations
 - i) Put your NAME AND DATE on any items you wish to keep in the refrigerator or cabinet. Those wishing to share their food or beverage items with other members, should clearly label items to reflect this.
 - ii) Items in the refrigerator or cabinet are not to be consumed without the consent of individual who brought said item.
 - iii) Remove all food and beverage from the refrigerator prior to Friday at 12:00 noon or the day prior to a holiday.
- d) Microwave Use Expectations
 - i) Cover your food in the microwave with a paper towel.
 - ii) Wipe-out the microwave after each use.
- e) Dish, Glassware, & Utensil Usage
 - i) After each use, it is expected that you will wash (with soap and water), dry, and put-away these items.
 - (1) If abuse of this privilege is observed, the revocation of privileges for the entire SGOCC may be considered. Revocation of privileges will be in effect for the remainder of that particular academic year.
 - (2) An appeal to the revocation of privileges can be addressed with the ASOCC Office Coordinator.
 - ii) All non-consumable Cafeteria dishes and utensils may not be brought into the ASOCC Office.

Section C: Food & Beverage

- 1) Food and beverage may be consumed as long as it is immediately disposed into the proper receptacle.
 - a) If abuse of this privilege is observed, the revocation of privileges for the entire SGOCC may be considered. Revocation of privileges will be in effect for the remainder of that particular academic year.
 - b) An appeal to the revocation of privileges can be addressed with the ASOCC Office Coordinator.
- 2) There shall be no food at computers.
- 3) Computer equipment (keyboards and mice) should be gently wiped down after use if necessary to maintain the health and hygiene of future users.
- 4) When using the ASOCC computers, drinks are to be in closed containers (i.e. sealed bottles and lidded containers).

- 5) Food trash should not be thrown out in the conference rooms. Those items should be disposed of in the kitchen trash or another appropriate receptacle to avoid malodorous vapors being trapped in small common spaces.
- 6) Food may not be left unattended.

Section D: Office Expectations

- 1) As this is both an office and student space, it is expected that all office rules and expectations will be upheld at all times.
- 2) All noise must be kept to a non-disruptive level in order to conduct office business.
- 3) It is expected that there will be no use of profane, slanderous, or derogatory language, or discriminatory words or obscene gestures.
- 4) Audio-enabled equipment (i.e. computers, cell phones, and laptops) must be used with headphones. Those who do not comply may be asked to leave.
- 5) Cell phone use should be kept at a conversational level. Those wishing to conduct loud or boisterous phone calls should step outside.
- 6) There will be not sitting on top of any counter or table in the ASOCC office.

Section E: Proper Space Usage

- 1) All physical event preparation (i.e. painting, cutting, taping) must take place in the ASOCC Workroom or outdoors.
 - a) Exceptions may be made by receiving approval from an ASOCC staff member.
 - b) Those working on messy projects should take reasonable precautions to protect office furnishings and carpet from damage.
- 2) The storage of materials, equipment, and supplies for an event must be stored in the ASOCC Storage Room, ASOCC Garage, or ASOCC Bins.
 - a) Exceptions may be made by receiving approval from an ASOCC staff member.

Section F: Equipment Reservations

- 1) All equipment must be reserved with an ASOCC staff member.
- 2) Equipment may be reserved on a first come, first served basis.

Section G: Policy Awareness

- 1) In order to raise awareness about this policy, it is to be reviewed by each SGOCC member upon joining.

Adopted May 8, 2015

SGOCC Policy 1009: ASOCC Social Media Policy

Section A: Social Media Policy Purpose

- 1) Every Orange Coast College student who has paid their College Service Fee Charge belongs to the Associated Students of Orange Coast College (ASOCC) which is led by the student government and representatives. It is composed of the Student Senate, the Executive Board,

the Fiscal Affairs Council, the InterClub Council, the Advocacy Committee, the College Life Committee, and the Volunteer Team. In order to increase communication between the branches of student government and to address the needs of students attending Orange Coast College, the Associated Students of Orange Coast College Social Media Policy has been established to disseminate information to students through various social mediums. This policy provides guidelines for those who wish to interact through the Associated Students' social media forums which include, but are not limited to, Facebook, Twitter and YouTube.

Section B: Golden Rules for Using Social Media

- 1) These rules apply to all forms of social media used by the Associated Students of Orange Coast College. These rules apply, but are not limited to, Facebook, Twitter, and YouTube. The Associated Students of Orange Coast College may edit the Social Media Policy for improvements as needed.
- 2) Be respectful. Respect the opinions of others at all times. Use your manners and better judgment when engaging in online conversations.
- 3) Act responsibly. Be aware of others who may be viewing your posts. Do not engage in online activity on ASOCC's social media platforms that may be against the law.
- 4) Add value. Be sure that the information you are providing or commentary you are making is valuable to the conversation and to others reading it.
- 5) Do not spam. Those in violation of this rule may be subject to removal or blockage to the respected media forum.
- 6) Be clear and transparent. If you speak on social media forums, mention your name and affiliation.
- 7) Do not break any laws. Refrain from using information and conducting activities that may violate local, state, or federal laws and regulations.
- 8) Be accurate. Make sure that your information is factual, honest, and on topic.
- 9) Admit mistakes. If you make a mistake, be the first to admit it. Correct yourself when possible.
- 10) When in doubt, ask. If you are not sure whether or not something is appropriate, please inquire within the ASOCC Office located in the Student Center Lounge.
- 11) State that it is YOUR opinion. Unless authorized to speak on behalf of the Associated Students, you must state that the views expressed are your own personal opinion and not that of the College or the Association.
- 12) Liability. "You are legally responsible for what you post, no matter if it is your own site or that of others. Post liabilities include: copyright infringement, breach of confidentiality, defamation, libel, profanity, and obscenity."
- 13) Get permission to use the ASOCC Logo. "Use of the ASOCC logo, signature text, and other branded items is subject to the approval of ASOCC advisors. Student groups and organizations wishing to utilize the ASOCC logo, signatures text, and other branded items are encouraged to consult the Orange Coast College Communications & Marketing Plan."
- 14) Get permission to use the OCC Logo. "Use of the OCC logo, signature text, and other branded items is subject to the approval of OCC's Communications and Marketing Department. Student

groups and organizations wishing to utilize the OCC logo, signatures text, and other branded items are encouraged to consult the Orange Coast College Communications & Marketing Plan.”

Section C: Facebook Guidelines

- 1) The Facebook platform provides users with interactive communication through instant posts and status updates. It also allows them to share videos, stories, links, photos, as well as events. It can be used to disseminate information from the Associated Students of Orange Coast College to others on campus.
- 2) Listed below are several guidelines for interacting with the ASOCC Facebook page:
 - a) “Status updates will be accurate and contain only factual information.”
 - b) ASOCC will make any necessary corrections directly on the website and without delay.
 - c) Comments made or questions asked by users will be replied to or referred to the most appropriate source.
 - d) If you wish to advertise or post a status update or other information through the ASOCC Facebook page, you must complete the Associated Students of Orange Coast College Social Media Request Form and have it approved before posting. Please refer to procedures for further details on the Submission Process.
 - e) “Statuses containing personal information [such as] home addresses, phone numbers or other personal and confidential information are not permitted. Updates containing this type of information will be deleted immediately and the author may be permanently blocked from the fan page.”
 - f) When publishing a comment or post, do not disclose any personal information of others including, but not limited to, staff, faculty, and/or other OCC students.
 - g) Do not post any illegal, inappropriate, or explicit content on the Facebook page as it will be deleted immediately and the user may be permanently blocked from accessing the Facebook page.
 - h) Do not use the ASOCC logo without authorization or to “endorse any product, service, person, program or entity.” Authorization must be given by the ASOCC advisors. The ASOCC logo is not to be altered or distorted.
 - i) “Do not post information on behalf of ASOCC or that seem to be affiliated with ASOCC that aim to sell, promote, advertise, or market any product, service, organization, or information.”

Section D: Twitter Guidelines

- 1) Twitter is a social medium that instantly connects users with persons or organizations that they are following. The ASOCC twitter provides followers with event updates and other information.
- 2) Listed below are several guidelines for interacting with ASOCC on Twitter:
 - a) ASOCC tweets will contain only factual information.

- b) ASOCC will correct any errors made directly to the website or questions asked by users will be replied to or referred to the most appropriate source.
- c) Do not send tweets containing personal information or personal information of others including, but not limited to, faculty, staff and/or other OCC students.
- d) Do not send tweets containing any illegal, inappropriate, or explicit content as it will be deleted immediately and the user may be permanently blocked.
- e) “Do not send tweets on behalf of ASOCC or that appear to be associated with ASOCC that are intended to sell, promote, advertise, or market any product, service, organization or information.”

Section E: YouTube Guidelines

- 1) The Associated Students of Orange Coast College’s YouTube account provides subscribers with access to videos that will provide information and/or entertainment for other students.
- 2) Listed below are several guidelines for interacting with ASOCC on YouTube:
 - a) Videos published by ASOCC will be accurate and contain factual information.
 - b) If there are any errors, ASOCC will correct them immediately and may edit published videos if needed.
 - c) Comments made or questions asked by users will be replied to or referred to the most appropriate source.
 - d) Do not post video responses or comments containing your personal information or the personal information of, but is not limited to, staff, faculty or other students.
 - e) Do not post video responses or comments that “are intended to sell, promote, advertise or market any product, service, organization or individual.” ASOCC reserves the right to remove content that is deemed explicit, inappropriate, or illegal. Users in violation with this rule will be blocked from accessing the ASOCC YouTube channel.
 - f) ASOCC prohibits the use of stolen or copyrighted material.

Section F: Submission

- 1) Any student belonging to ASOCC as well as any ASOCC approved clubs or student organizations may make a submission.
- 2) Facebook
 - a) To publicize through the Associated Students of Orange Coast College Facebook page, one must completely fill out the Facebook portion of the ASOCC Social Media Request Form.
 - b) The Associated Students reserves the right to deny any request that does not comply with the specifications or guidelines set forth in the ASOCC Social Media Policy and/or the ASOCC Social Media Request Form.
- 3) Twitter
 - a) To publicize through the Associated Students of Orange Coast College Twitter page, one must completely fill out the Twitter portion of the ASOCC Social Media Request Form.

- b) The Associated Students reserves the right to deny any request that does not comply with the specifications or guidelines set forth in the ASOCC Social Media Policy and/or the ASOCC Social Media Request Form.
- 4) YouTube
 - a) To publicize through the Associated Students of Orange Coast College YouTube page, one must completely fill out the YouTube portion of the ASOCC Social Media Request Form.
 - b) The Associated Students reserves the right to deny any request that does not comply with the specifications or guidelines set forth in the ASOCC Social Media Policy and/or the ASOCC Social Media Request Form.

Section G: Administration

- 1) The Associated Students of Orange Coast College Advisors, Vice President of Communications, and the Communications Taskforce will be responsible for enforcing the Social Media Policy and monitoring the social media sites. They will also be responsible for regularly checking for request form submissions.
- 2) User Agreement
 - a) The Vice President of Communications and the members of the Communications Taskforce will be responsible for monitoring the ASOCC social media websites. Before being given the passwords to enter such sites and the ASOCC email, they must first sign the ASOCC Social Media Administration Agreement.
- 3) Student Roles
 - a) The Communications Taskforce will be responsible for monitoring the ASOCC social media websites on a weekly basis. This includes regularly checking for submissions, and checking the ASOCC email for content that is published to the sites.
 - b) “Only student groups and organizations recognized by the [ASOCC] may utilize the name and logos of [Orange Coast College] or of the [Coast Community College District].”
 - c) “For purposes of this policy, [ASOCC advisors] shall be the [people] of contact for all websites maintained and operated by recognized student groups or organizations
 - i) It is expected that the [ASOCC advisors] shall be aware of any and all online materials maintained by the student group or organization.
 - ii) Students must provide the [ASOCC advisors] with the password for any and all online accounts established by the student organization. These include, but are not limited to, websites, email accounts, social networking accounts, etc.”
 - d) “Event postings...must be coordinated through the [ASOCC Office]. No event sponsored by a student group or organization will be approved for posting...without the event first being authorized by the [ASOCC Office].”
 - e) Students making use of websites, social networking, or other online resources using the [ASOCC] name, logo, or other identifying marks are subject to the student code of conduct.
- 4) Advisor Roles
 - a) The Associated Students of Orange Coast College Advisors will be responsible for monitoring the websites along with the Communications Taskforce.

- b) The advisors will be responsible for approving the request update forms along with the Vice President of Communications.
 - c) The advisors will be responsible for monitoring the sites during the winter and summer breaks.
 - d) The advisors reserve the right to delete posts or block users that go against the rules of the ASOCC Social Media Policy and/or ASOCC Social Media Request Form.
- 5) Breaks/Finals Week Specifications
- a) During OCC's Finals Weeks, the advisors will be responsible for monitoring the sites and approving all request forms. Please allow an additional two days for the requests and submissions to be processed.
 - b) During OCC's winter and summer breaks, the advisors will be responsible for monitoring the sites and approving all request forms. All rules outlined in the ASOCC Social Media Policy and/or ASOCC Social Media Request form still apply.

SGOCC Policy 1010: SGOCC Media and Public Relations Policy

Section A: Policy Purpose

- 1) The Student Government of Orange Coast College Media and Public Relations Policy is designed to accurately inform the members of student government about media related circumstances and procedures. This policy outlines courses of action that must be taken when members encounter the media but only when in representation of the Associated Students of Orange Coast College. This policy was created in order to ensure that the most accurate information is presented to the media in a timely manner.

Section B: Scope

- 1) The Media and Public Relations Policy applies to all members of the Student Government of Orange Coast College and must be referred to when in representation of the Associated Students. This policy enforces a code of conduct and standard operating procedures that should be implemented at all time.

Section C: Media Relations Synopsis

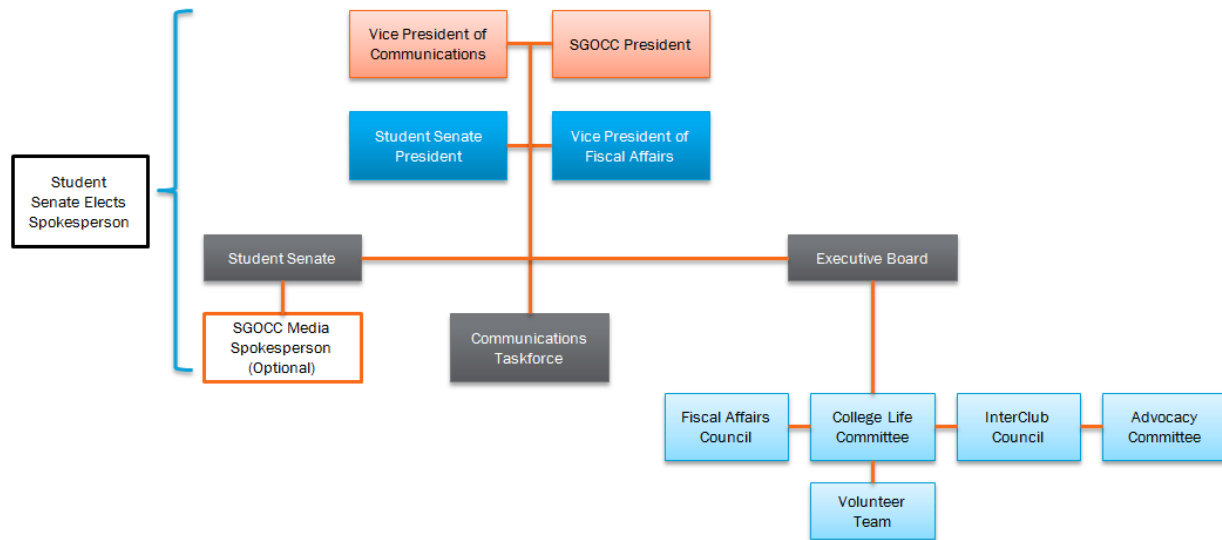
- 1) "Positive relationships with the media are developed and maintained by providing accurate and helpful information to reporters in a timely manner. To insure that information provided to the media is accurate, comprehensive, and complete, and to insure that reporters have appropriate access to the best sources of information, a protocol for providing information to the media has been established and outlined in this policy." (West Central School District 49-7 Media Relations Policy).

Section D: Media Relations Terminology

- 1) Audience: The members of society you are trying to reach.
- 2) Broadcast: To transmit electronically through radio or television.
- 3) Concept Story: Feature story designed to pique the interest of a certain demographic audience.

- 4) Editorial: A statement of opinion from an editor or publisher about you and your business. Media coverage generated by news staff.
- 5) Marketing: The process of packaging, advertising, selling and distributing your products or services and the public relations used to support this process.
- 6) Mass Media: The vehicles through which messages are disseminated to mass audiences.
- 7) Media: Reporters: editors, and producers, or print publications, broadcast programs, and online magazines.
- 8) Media Literacy: Competence or knowledge about the mass media.
- 9) Media Outlet: A publication or broadcast program that transmits news and feature stories to the public through any distribution channel.
- 10) Network: Chain of broadcast or radio stations controlled and operated as a unit, often using the same editorial material.
- 11) News Feature: Special story or article in a print publication or broadcast program that goes in detail about concepts and ideas of specific market interest.
- 12) Publication: Newspaper, magazine, or newsletter with information, news, and feature stories, usually produced to be sold or as a service to members of associations or organizations.
- 13) Public Relations: A variety of skills and tactics developed to create favorable opinion for a person, event, or product that ultimately supports the firm's bottom line. You turn to a public relations firm to help you achieve media coverage.
- 14) Regulators: Non-media people who influence messages.
- 15) Reporter: Professional who gathers information and writes reports for newspapers, magazines, newsletters, or television and radio broadcasts.
- 16) Reprint: Copy of an article that mentions you or your company.
- 17) Round-Up Story: Story geared to look back at what has happened over a specific period of time, such as the previous year or quarter. A story in which a reporter wants five or ten opinions on a subject.
- 18) Spin: Jargon for the point of view or bias you create in a story.
- 19) Specialized Publication: Industry-specific trade or professional publication.

Section E: Hierarchy



Section F: Responsibilities

1) SGOCC President (Student Body President)

- a) Shall act as the Co-Media Spokesperson along with the Vice President of Communications (unless a standing Media Spokesperson has been elected, see SGOCC Policy 1010 (SGOCC Media & Public Relations Policy), Section G (Election of Standing SGOCC Media Spokesperson).
- b) Any correspondence to the media, on behalf of the Associated Students, must first be consulted with the Vice President of Communications and/or the SGOCC President.
- c) Bestows the power to refer the media to another member of the Student Government.

2) Vice President of Communications

- a) Shall act as the overseer and enforcer of the media relations policy.
- b) Is responsible for ensuring that all members of the Student Government of Orange Coast College are fully aware of the policy's instructions as well as any updates or revisions that are made to it.
- c) Shall act as the Co-Media Spokesperson along with the SGOCC President (unless a standing Media Spokesperson has been elected, see Article VII).
- d) Any correspondence to the media, on behalf of the Associated Students, must first be consulted with the Vice President of Communications and/or the SGOCC President.
- e) Bestows the power to refer the media to another member of the Student Government.

3) Student Senate President

- a) Shall be referred to as the designated Spokesperson on behalf of Student Senate affairs and actions in correspondence to the media.
- b) Bestows the power to refer the media to another member of the Student Government.

4) Vice President of Fiscal Affairs

- a) Shall be referred to as the designated Spokesperson on behalf of fiscal matters in correspondence to the media.
 - b) Bestows the power to refer the media to another member of the Student Government.
- 5) Student Senate & Executive Board
- a) When the Vice President of Communications and/or the SGOCC President are unavailable or unable to fulfill the duties as the Media Spokesperson, the members of the Executive Board (Vice President of Diplomatic Affairs, Vice President of the College Life Committee, Regional Delegate, President of Inter-Club Council) and the eight members of the Student Senate will be held responsible for assuming the role of a Spokesperson on behalf of the Associated Students (unless a standing SGOCC Media Spokesperson has been elected).
 - b) Bestows the power to refer the media to another member of Student Government when a member is assuming the role as the media spokesperson.
- 6) Communications Task Force
- a) In conjunction with the Vice President of Communications, the Communications Task Force is responsible for the review and oversight of the Media Relations policy.
 - b) In the event that the Vice President of Communications, the SGOCC President, and the members of the Executive Board and Student Senate are unavailable or unable to fulfill the duties as the Media Spokesperson, the members of the Communications Task Force will assume this role (unless a standing Media Spokesperson has already been elected).
 - c) When and if members of the Communications Task Force assume the role as the Media Spokesperson, they bestow the power to refer the media to another member of Student Government.
- 7) All SGOCC Members
- a) All members of the Student Government of Orange Coast College are to remain in compliance with the SGOCC Media Relations policy at all times.
 - b) In the event of Media Correspondence, the members of the Student Government shall refer to the SGOCC President, the Vice President of Communications, or the head of their prospective branch.

Section G: Election of a Standing SGOCC Media Spokesperson

- 1) In the event that the SGOCC President and/or the Vice President of Communications is unavailable or unable to fulfill the duties as the representative for the media, or if the demands of a media representative cannot be appropriately met, the members of the Student Government of Orange Coast College can nominate another member of its body to act as the standing Media Spokesperson on behalf of the Associated Students. The selection of this representative will be presented to the Student Senate and must gain a majority vote in order to be elected as the standing SGOCC Media Spokesperson.

Section H: Procedures

- 1) General

- a) When approached by a correspondent from the media, either the SGOCC President or the Vice President of Communications shall assume the role as the media Spokesperson. They may refer the media to another member of the Student Government if need be.
 - b) If the matter of the media regards the Student Senate, the Student Senate President may be referred to. The Student Senate President can then refer to another member of the Student Government if need be.
 - c) If the matter of the media regards any Fiscal matters, the Vice President of Fiscal Affairs may be referred to. The Vice President of Fiscal Affairs can then refer to another member of the Student Government if need be.
- 2) Press Releases
- a) When a member or branch of government wants to release information to the media through a press release, the press release must be submitted to the advisors for approval, and a copy of that information must be sent to the SGOCC President and the Vice President of Communications. It may be reviewed by the Communications Task Force if needed.
- 3) Events
- a) When the media wishes to correspond in regards to an event (before, during, or after that event), the head of the prospective branch that is hosting that event shall act as the spokesperson on behalf of the Associated Students.
 - b) The head of that branch may then refer to the chair or chairs of that event if needed.
- 4) Emergencies
- a) In a crisis situation, the advisors of the Associated Students shall be referred to in order to take proper action and delegate tasks if needed to the rest of the Student Government.

Section I: General Guidelines

- 1) When assuming the role as the Media Spokesperson on behalf of the Associated Students, please follow this list of guidelines when in correspondence with the media.
- a) Be knowledgeable and be accurate of the subject you are talking about. If speaking about a controversial issue, it is important to understand both sides of the matter.
 - b) Have confidence in what you are saying and practice before you speak with the media.
 - c) Try not to say anything too lengthy. It is easier to put something on air if it is in smaller portions of information. A typical response should be around 5-10 seconds of information.
 - d) Nothing is ever “off the record.” Do not assume that what you say will be held confidential.
 - e) Be courteous to the members of the media which include, but are not limited to, editors, reporters, and other staff members. How you treat them can often result in how they portray you, or more importantly, who you represent, in the media.
 - f) Always be factual. Never fabricate what you are trying to say.
 - g) Do not feel compelled to answer the media immediately. They may pause in order to get you to disseminate more information. It is important to know that oftentimes the media will use this as an opportunity to dilute your message.
 - h) Reporters may be fishing for information. Be cautious as they may not always tell the story that you would like them to tell.

- i) If you need further assistance or must talk about an area of expertise, refer to a professional.

Adopted May 8, 2015

SGOCC Policy 1011: ASOCC Yearbook Policy

- 1) SGOCC will be responsible for creating an ASOCC yearbook by the end of each academic year (term). The yearbook should include SGOCC members with their names, graduation year and major. Events should also be recorded.

Adopted May 8, 2015

SGOCC Policy 1012: Code of Ethics Policy

Section A: Policy Purpose

- 1) As a student government, our Code of Ethics is set up in such a way to ensure that ASOCC creates an environment that fosters free speech and the exchange of ideas, while at the same time guarantees that all individuals and/or group are heard and treated both fairly and equally. This policy further ensures that we as a student government will never let our personal biases interfere with the work that the students have trusted us to do.

Section B: Definitions

- 1) Officer: Any candidate for office, elected or appointed officer/member, or other individual affiliated with the ASOCC Student Government in such a way as to have official or unofficial duties as part of the normal and ordinary course of business.
- 2) ASOCC Student Government: The branches, which make up the official student government at OCC. These include: the Advocacy Committee, College Life Committee, Communications Committee, Executive Board, Fiscal Affairs Council, Inter-Club Council, Student Senate, and Sustainability Committee and all assemblies and other organizations, which are affiliated with any of the above branches.

Section C: Respect

- 1) Officers must work effectively with colleagues, students, and the campus community by
 - a. sharing ideas in a constructive and positive manner,
 - b. listening to and objectively considering ideas and suggestions from others,
 - c. keeping commitments,
 - d. keeping others informed of problems and issues,
 - e. constructively find mutually acceptable and practical solutions,
 - f. addressing others by name, title or other respectful identifier,
 - g. acknowledge officers contributions,
 - h. provide constructive criticism when appropriate,
 - i. responding to related emails in a timely manner, and
 - j. respecting the diversity of our work in actions, words and deeds.

- 2) Officers must be able to work effectively within a complex organizational setting and a multicultural campus environment. Officers must be able to establish and maintain effective, cooperative, and harmonious relationships with colleagues, students, staff, faculty, administrators, alumni and the general public. No officer shall engage in practices which contribute to a learning environment that is hostile, intimidating, or offensive.

Section D: Unethical Influence

- 1) No Officer shall knowingly use their position in the Student Government of Orange Coast College to solicit any gift or normally unattainable advantage from any individual.
 - a. Nor shall any Officer receive anything with the intention or perception that said advantage would influence that or any Official to use their vote, legislative efforts, programming, actions, or any of their elected or appointed capacities in ways which they would not normally or routinely be used.
- 2) No Officer shall use their situational or constitutionally provided power or influence to force or coerce other Officers to act against their will, by engaging in such Extortion or Blackmail.

Section E: Conflict of Interest

- 1) It is understood that most of the students who are involved with the Student Government are also involved with other student organizations at Orange Coast College and may be employees by other OCC departments or outside companies. This is a practice, which we intend to continually encourage in the future. In this context, we are bound to behave responsibly within our roles as Officers, and to maintain, to the best of our abilities, the practice and appearance of fairness and impartiality when operating in our capacities as members, officers of other student organizations, and employees of other OCC departments and outside companies.
 - a. No Officer shall represent another student group, an outside company, or any other entity to the SGOCC or any of its affiliated bodies in such a way as to gain funding, preference, or any other advantage which are not guaranteed by the normal and ordinary course of business of SGOCC or any of its affiliated bodies.
- 2) Should a conflict of interest arise at any point during business before a branch of student government, the Officer shall disclose the conflict during the public meeting and abstain from voting.

Section F: Elections and other Political Activity

- 1) During any election period, no Officer can be able to:
 - a. Solicit votes
 - b. Form coalitions
 - c. Obtain donations
 - d. Manipulate the elections and/or election outcomes

Adopted May 10, 2019

Part 2: Administrative

SGOCC Policy 2001: Student Senate Election Policy

- 1) The rules set forth in this Election Code shall be enforced by the ASOCC Director of Student Life for all Student Senate elections and this code shall apply to all elections.
- 2) All prospective Student Senate candidates shall meet the minimum qualifications as outlined in the SGOCC Bylaws at the time of application and throughout their perspective term of office.
- 3) Each candidate for elective office shall submit a completed application to the ASOCC Director of Student Life by the date set forth in the Senator Application packet.
- 4) Applications shall be made available and campaigning allowed at least 15 school days prior to the election date.
- 5) Applications must bear the signatures of 50 currently registered OCC students and the last four digits of their I.D. number.
- 6) Applicants shall attend a mandatory meeting prior to elections, as defined in the Senator Application packet, to review the Student Senate Election Code.
- 7) All candidates shall be required to speak to a minimum of 3 large lecture hall classes and have the respective instructors verify same by signing in the appropriate place designated on the application. The large lecture hall classes are those with student enrollment of at least 100 (including, but not limited to Science Hall, Math Lecture Hall, Fine Arts 119, the Forum, and Chemistry Hall 214 and 207). All candidates must also address 3 small classes. All speeches must be completed and the verification form turned in to the ASOCC Director of Student Life by the date set forth in the Senator Application packet.
- 8) Candidates cannot utilize funds and donations at any point during the campaign and election periods.
- 9) Each candidate, after submitting a completed application to the ASOCC office, is entitled to submit one (1) letter size flyer for a total of 125 black and white copies on any colored paper available through the ASOCC office.
- 10) Candidates will be provided two (2) sandwich board posters and one (1) a-frame.
- 11) Candidates will be provided access to the ASOCC Workroom to develop election materials.
- 12) Each candidate may accept only verbal support from faculty, staff, and administration.
- 13) Candidates may accept written support from ASOCC student clubs and organizations and may denote so on their flyer.
- 14) It is required that each candidate attend at least one meeting of the SGOCC Student Senate and Executive Board and submit the verification form to the ASOCC Director of Student Life by the date set forth in the Senator Application packet.
- 15) Voting will take place for five (5) days. Elections will take place in an online format.
- 16) In the event a tie occurs for the final Student Senate position, a run-off election shall be held.
- 17) Each candidate will receive a number which has been drawn at random and which will correspond to a number on the voting ballot.

- 18) Voting shall be restricted to any registered student during the semester elections are held.
- 19) Each voter shall vote for no more than nine candidates. Voting for more than nine will invalidate such ballots.
- 20) Candidates shall not be within 50 feet of an ASOCC sponsored polling place. Candidates found in violation of this provision may be removed from the election.
- 21) Any currently enrolled OCC student with an official student identification card shall be permitted an absentee ballot. Ballots will be made available in the ASOCC office or via email request 7 days prior to the election and must be received by the ASOCC office in a sealed envelope with a signature across the seal 48 hours before the first day of the election.
- 22) Whenever a special election is held, the special election must abide by SGOCC Procedure 2001: Student Senate Election Procedures.
- 23) The Director of Student Life and the Dean of Student Services, if needed, will meet with any candidates found in violation of the Student Senate Election Policy and subject to disqualification.

Adopted May 8, 2015

Revised April 13, 2016

Revised May 4, 2016

Revised May 10, 2019

SGOCC Policy 2002: Inter-Club Council Election Policy

- 1) During the spring semester, the current Vice President of the Inter-Club Council will be charged with holding the election for the next academic year's Inter-Club Council President and Inter-Club Council Vice President as outlined in the Inter-Club Council Election Procedure.

Adopted May 8, 2015

SGOCC Policy 2003: Participatory Governance Committees

Section A: Appointment of Participatory Governance Committee Student Representatives

- 1) Student representatives will be recommended by the Vice President of Diplomatic Affairs, as outlined by the SGOCC Procedures, to the Student Senate and Executive Board. The number of student representatives to each Participatory Governance Committee is outlined in the *Orange Coast College Decision Making Document*.

Section B: Report Requirement

- 1) Appointees shall make reports after each meeting as outlined in the SGOCC Procedures.
- 2) If the appointee is available during the Student Senate meeting, they may make a report directly to the Student Senate during the appropriate agenda item.

Section C: Meeting Attendance

- 1) Appointees shall attend all scheduled meetings of their designated Participatory Governance Committee.
- 2) If for any reason, the appointee must miss a meeting, they must email the meeting coordinator and copy the Vice President of Diplomatic Affairs and Director of Student Life no later than 12 hours prior to the meeting.

Adopted May 8, 2015

SGOCC Policy 2004: District Student Council Policy

- 1) The Coast Community College District Student Council is chaired by the Coast Community College District Student Trustee. Three SGOCC representatives shall serve as the voting members on the council, one of which will be the Student Body President, or designee.

Adopted May 8, 2015

Part 3: Financial

SGOCC Policy 3001: ASOCC Finances

Section A: Purpose

- 1) The purpose of the ASOCC Finances is to support programs, services, and organizations on campus. Our goal is to sustain the ASOCC program and to ensure all funds are used to benefit the students' best interests.

Section B: Sources of Funding

- 1) As outlined by the California Education Code 76063 and 76064, Coast Community College District (CCCD) Board Policy 5400 & 5420, and CCCD Board of Trustees Resolutions #13-14 adopted on June 19, 2013, the ASOCC's sources of revenue include:
 - a. College Service Charge
 - b. ASOCC Recycling Center profits
 - c. ASOCC Bookstore profits
 - d. Investment Funds

Section C: Fiscal Affairs Council Funding Tenets

- 1) The following tenets shall be used as guidelines for funding recommendations:
 - a. *Benefit to students* – ASOCC funds should only be expended to benefit OCC students. The funds are expended to further academic, social, and cultural values and experiences of current students, not including the funding of instruction. The ASOCC shall fairly and impartially act in its application of established and basic funding principles. It shall bear in mind at all times and remind requesters that

ASOCC funds are limited in amount and are paid by ASOCC members primarily to support the intellectual, cultural, social, and other interests of OCC students.

- b. *Best bang for the buck* – Favors the notion that priority be given to funding requests serving the greatest number at the most reasonable cost.
- c. *Clubs members and ASOCC fees* – Clubs, individuals, and groups requesting funds must, except in extraordinary circumstances, demonstrate that the benefiting members or recipients have paid their current College Service Charge.
- d. *Self-help* – Questions whether the requestor has demonstrated that its members have done all they can to raise funds necessary to support their own activity or event.
- e. *Closest to home* – The requestor should look at local options to achieve the group’s purpose before proposing distant and thus more expensive options.
- f. *Food, drinks, and snacks* – In the case of funding for one-time events, championships, contingency, or reserves, the ASOCC will consider allowances for food, drinks, and snacks.
- g. *Off-campus outreach, assistance, and charitable events* – Groups that wish to perform community outreach or provide charitable financial assistance to persons or communities “off-campus” should rely on sources other than ASOCC funding to satisfy their mission.
- h. *Seed money* – Available to initiate an event intended to generate proceeds to fund charitable beneficiaries who are not OCC students. ASOCC “seed money” funds may be advanced only where the requestor provides a detailed business plan for the event and recognizes that the “seed money” advanced shall be repaid “off the top” of the event’s revenues before charitable distributions may occur.
- i. *Funds on hand* – The ASOCC will review the requestor’s account to determine available funds on deposit and will take those into account when making award recommendations.
- j. *Off-campus trips* – ASOCC considerations will include the kind of trip proposed, number of students attending, and the amount contributed by the students toward the expenses proposed. Note: Notwithstanding a Student Senate and Executive Board approval however, no funds may be expended or reimbursed without the approval of the Coast Community College Board of Trustees for any off-campus trips.
- k. *On campus events* – Occasionally important and well-intended campus services, purposes, and/or events are proposed by fund requestor’s where the same or similar efforts are being offered by another campus group. They should, however, not be duplicated. Thus, requestor’s are advised to first review their proposed purpose and determine whether the same or similar use is already being offered. Where the Fiscal Affairs Council determines a group’s request is duplicative, the group will be suggested to combine efforts. The Fiscal Affairs Council may refuse or reduce funding on that request.

1. *Resources on Hand* –Requestors should make it a point to utilize College and District resources (i.e. equipment, transportation, facility rentals, etc.) whenever possible. When the Fiscal Affairs Council determines a group’s request costly and or capable of using campus resources, the Council will suggest their use. The Fiscal Affairs Council may refuse or reduce funding on that request.

Section D: Expense Limitations

1) The following regulations shall inform the use of ASOCC funds:

- a. *Curricular expenses* – While the ASOCC will entertain funding requests proposed to pay for special presenters, speakers, and performers for one-time events, the ASOCC does not fund anything related to curriculum being taught or presented solely to those students whom are enrolled in a class during designated class meeting time(s). Additionally, the purchase of instructional equipment will not be funded, with the exception of equipment funded primarily for the purpose of co-curricular and extra-curricular activities.
- b. *Maximum allowable food expenses* – When travel is required for championships or conferences, a maximum per-diem of \$35 per day, per student will be allowed. Students will be required to sign a “Student Meal Money Receipt” form provided by the coach/advisor. Said form shall be returned to the Bursar’s Office.
- c. *Gas money* – ASOCC does not reimburse gas money. When requestors are traveling via personal vehicle, mileage reimbursement may be requested at the rate as determined by the Internal Revenue Service (IRS) website.
- d. *Equipment Purchases* – ASOCC will not fund the purchase of new equipment for clubs and student organizations, with the exception of the ASOCC Program, Student Life & Leadership Department, and ASOCC Enterprises (i.e. OCC Bookstore & ASOCC Recycling Center). Liability, maintenance, storage, care, loss, and abandonment are burdens of ownership the ASOCC cannot accept. Exceptions may be made when these concerns are overcome.

Section E: Overdrafts

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

Section F: ASOCC Acknowledgment

- 1) All events and activities funded in part or full by ASOCC must acknowledge ASOCC as a funding source in the following ways:
 - a. To include the wording “Funded by ASOCC”, or the ASOCC logo on all designed and printed materials at a clear and conspicuous size and location.

- i. All designed and printed materials include the following: posters, flyers, handbills, and digital advertisements used on social media.
- b. To acknowledge the funding provided by ASOCC during the event or activity program with announcements when possible.

Adopted May 8, 2015

Revised June 11, 2018

Revised December 7, 2018

Revised May 8, 2020

SGOCC Policy 3002: ASOCC Investments

Section A: Purpose

- 1) Due to the decreases in revenue which has impacted the programs, organizations, and services on campus including ASOCC, it has been decided to designate funds for investment.

Section B: Sources of Funding

- 1) Based on the ASOCC five-year fiscal plan, an amount is designated for the ASOCC Endowment from the fund balance.
- 2) The designated ASOCC Endowment amount is to serve as the investment fund.

Section C: Investment Types

- 1) As outlined in the California Education Code 76063, funds of student body organizations can be invested in the following ways:
 - a. Deposits in trust accounts of the centralized State Treasury system pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
 - b. Investment certificates or withdrawable shares in start-charted savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
 - c. Purchase of securities authorized for investment by Section 16430 of the Government Code or investment by the Treasurer in those securities.
 - d. Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
 - e. Investment certificates or withdrawable shares in federal or state credit unions, if the credit are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

- 2) Based on the allowable uses of student body funds as outlined in California Education Code 76063 and Coast Community College District Board Policy 5420, the ASOCC student body funds will only be invested into FDIC insured Certificate of Deposits (CDs), government bonds, or money market accounts.
- 3) The Fiscal Affairs Council will be utilizing the investment funds allocated to invest in CDs or money market accounts.

Section D: Interest Earned

- 1) If invested in CDs, 100% of the interests earned from each maturing CD shall be reinvested into the 5-year CD every year until the 2038-2039 fiscal year.

Section E: Training

- 1) The Director of Student Life and advisor(s) to the Fiscal Affairs Council shall present and provide context to the investment strategies within the first month of the fall and spring semesters.

Section F: SGOCC Review

- 1) The Fiscal Affairs Council has an obligation to add as an agenda item and review the investment funds within the first month of each school semester. The Council can decide to form and dissolve a taskforce pertaining to the revenue generation strategies as needed.
- 2) The Vice President of Fiscal Affairs shall update and inform the Student Senate and Executive Board of the current status of the investment funds every semester as well as provide an explanation of the investment strategies.
- 3) After the 2038-2039 fiscal year, the Fiscal Affairs Council must review and recommend the future ASOCC investment policy.

Section G: Modification to Policy

- 1) In order to ratify changes to this policy, there must be a 2/3 majority approval from the Fiscal Affairs Council and the Student Senate and Executive Board.

Adopted June 11, 2018

Revised December 7, 2018

Revised May 8, 2020

SGOCC Policy 3003: ASOCC Annual Budget

Section A: Purpose

- 1) The ASOCC Annual Budget Allocation Process serves as a primary funding source for the ASOCC Program and Student Life & Leadership Department as well as an additional funding source to support programs, organizations, and departments on campus for the following fiscal year.

Section B: Requirements

- 1) The Director of Student Life shall present and explain the *ASOCC Annual Budget Allocation Request Form* in the fall semester to the Fiscal Affairs Council prior to making the form available to requestors.
- 2) *ASOCC Annual Budget Allocation Request Forms* must be submitted by the communicated deadline in order to be considered.
- 3) Apart from the request forms, requestors must also submit the following documentation:
 - a. A detailed ledger of program expenditures from the previous fiscal year
 - b. A detailed list of current Fiscal Year expenses
 - c. A detailed list of anticipated expenditures for the following Fiscal Year
 - i. Annual Budget Applications will have every line item briefly defined and expressed to the Fiscal Affairs Council for further aid in determination and request considerations.
 - d. Program Student Learning Outcome (SLO) data and/or Administrative Unit Outcome data.
- 4) In addition to submitting an *ASOCC Annual Budget Allocation Request Form*, requestors shall seek funding from other sources (i.e. General Funds, Categorical Funds, and fundraising, etc.) if possible.

Section C: Prioritization

- 1) Programs and Personnel solely funded and/or stated by the ASOCC (i.e. The Children's Center) through ASOCC funds.
- 2) Programs funded through the previous year's ASOCC Annual Budget Allocation Process.
- 3) First-time or previously unfunded requests.

Section D: Budget Limitations

The following regulations shall inform the use of allocated funds for the ASOCC Annual Budget Process:

- 1) Programs and Organizations funded by the ASOCC will be required to limit their budget requests to no larger than a 10% increase from their previous Fiscal Year's budget allocation.
 - a. Requests that exceed the 10% increase for any new or additional operational costs will require a separate special request.
- 2) The purchase or rental of tables, chairs, and or canopies, cannot be included in the Annual Budget Request, with the exception of requests exceeding the equipment provided by the Student Life & Leadership Department.
- 3) SGOCC Policy 3001, Section D will further inform expense limitations during the ASOCC Annual Budget process and deliberation by the Fiscal Affairs Council.

Adopted June 11, 2018

Revised December 7, 2018

SGOCC Policy 3004: One-Time Funding

Section A: Purpose

- 1) The One-Time Funding request supports extra-curricular and co-curricular activities, clubs, organizations, and departments might partake in during the year.

Section B: Sources of Funding

- 1) Based on the ASOCC Annual Budget Allocation Process, an amount is allocated to the ASOCC Championship, Contingency, One-Time requests, and Start-up funds.

Section C: Requirements

- 1) One-time funding request forms must be submitted by the deadline to be considered on the agenda for the following week.
- 2) Apart from the request forms, requestors must also submit the club or program ledger, President's Approval (if necessary), and sources of the expenses.
- 3) Before submitting a One-Time Funding request, requestors shall first fundraise or utilize their own funds if possible.

Adopted June 11, 2018

SGOCC Policy 3005: Start-up Funds

Section A: Purpose

- 1) The Start-up funds provide support to clubs and student organizations.
- 2) Sources of funding
 - a. Based on the ASOCC Annual Budget Allocation Process, an amount is allocated to the ASOCC Championship, Contingency, One-Time Funding requests, and Start-up funds.
- 3) Requirements
 - a. Start-up Fund forms must be submitted by the deadline to be considered on the agenda for the following week.
 - b. Start-up Fund forms must be signed by instructor(s) and advisor(s) in order to be considered.

Adopted June 11, 2018

SGOCC Policy 3006: Designated Funds & Reserve Accounts

Section A: Purpose

- 1) The purpose of the Designated Funds and Reserve Accounts are to assist in outlining the fiscal priorities of ASOCC and how those funds are planned to be used.

Section B: Reserve Accounts

- 1) Definition

- a. Reserve accounts are intended to set money aside to maintain the ongoing and future operation of ASOCC, the Student Life & Leadership Department, and its enterprises (i.e. OCC Bookstore, ASOCC Recycling Center).
- 2) ASOCC shall have the following Reserve Accounts:
 - a. ASOCC Reserve
 - b. ASOCC Recycling Center Reserve
 - c. Bookstore-Escrow
 - d. Student Union Reserve
 - e. ASOCC Enterprise Contingency
 - 3) These reserve accounts will be used for the following purposes:
 - a. ASOCC Reserve
 - i. These funds are designated in order for the ASOCC and Student Life & Leadership Department operations to be sustained during unforeseen circumstances.
 - ii. Setting aside this designated fund will be prioritized over other budgetary considerations or reserves.
 - iii. The amount in the ASOCC Reserve account will reflect the total of the five following items of the annual budget each year: ASOCC Championship, Contingency, One Time Requests, Club Start-up Funds; Student Union Copier Lease; Student Life & Leadership Department Office Supplies; Student Life & Leadership Department Personnel; and ASOCC Program.
 - iv. The usage of this fund is limited to when the remaining balance on the 5-year plan becomes negative.
 - v. The usage of these funds is prioritized for ASOCC operations.
 - vi. In order to ratify changes to this section of the policy, ASOCC Reserve, there must be a 2/3 majority approval from the Fiscal Affairs Council and the Student Senate and Executive Board.
 - b. Recycling Center Reserve
 - i. Initially created in 2018 based on a memo from 2001, this account was created where the ending balance of the ASOCC Recycling Center would be reflected. These funds would be used in the following ways:
 - ii. Each year that the ending balance is positive, the balance would be transferred to the reserve account to be held for the ASOCC Recycling Center.
 - iii. Each year that the ending balance was negative, the reserve account would be used to offset the loss.
 - iv. Whenever the balance plus the March ending balance is in excess of \$100,000.00, the Vice President of Student Services, or designee, will estimate the year-end balance and allocate funds to the ASOCC following-

fiscal-year operating account for one-time expenditures so that the year-end reserve balances.

- c. Bookstore-Escrow
 - i. These funds are to be used if the third-party vendor running the OCC Bookstore, an ASOCC enterprise, was to cancel their contract or be terminated prior to the end of the contract period. These funds would be used to purchase the existing bookstore inventory and maintain the OCC Bookstore payroll in order to provide continuous service to students until a new bookstore vendor can be identified.
- d. Student Union Reserve
 - i. These funds are reserve to expend for start-up funds and ongoing costs of the areas that were advocated for and/or established by the ASOCC (i.e. Mind, Body, & Spirit Room, Gaming Area, ASOCC Board Room, Student Life & Leadership Lounge, etc.).
- e. ASOCC Enterprise Contingency
 - i. These funds were designated to assist in funding unforeseen capital improvement or equipment expenditures. One of the ASOCC enterprises (i.e. OCC Bookstore, OCC Recycling Center) may request the use of these funds through a request to the Fiscal Affairs Council.

Section C: Designated Accounts

1) Definition

- a. Designated accounts are intended to set money aside for a defined purpose as it relates to an ASOCC or campus-wide initiative.

2) ASOCC has the following designated fund accounts:

- a. ASOCC Investment
- b. OCC Alternative Transportation Project

3) Designated accounts will be used for the following purposes:

- a. ASOCC Investment
 - i. These funds are to be used in accordance with ASOCC Policy 3002: ASOCC Investments.
- b. OCC Alternative Transportation Project
 - i. These funds were designated by ASOCC in an agreement with the OCC administration as a match to the campus' pledge of \$100,000.00 if the ASOCC would assist in sponsoring the implementation of the OCC Alternative Transportation Pathway Project. In order for these funds to be released, the ASOCC would have to endorse the OCC Alternative Transportation Pathway Project and approve the potential expenditures in advance.

Adopted May 8, 2020

Published July 16, 2020

SGOCC Procedures

Part 1: General

SGOCC Procedure 1002: SGOCC Officer & Position Appointments

Section A: SGOCC Officer Selection Process

1) Officer Appointments for Next Academic Year

- a) This section pertains to SGOCC Officer appointments which will take place during the Spring semester prior to the next academic year.
 - i) Prior to the appointment of the next academic year's Executive Board, the ASOCC Office staff will edit and release SGOCC Officer applications for the positions as outlined in the SGOCC Bylaws for the next academic year.
 - ii) Applications will be made available for no less than 14 calendar days.
 - iii) All applicants must complete the SGOCC Officer application, a statement of intent, and a letter of recommendation.
 - iv) Upon turning in the application, the ASOCC Office staff will coordinate an interview date and time.
 - v) Upon the close of the application period, the SGOCC advisors will arrange for the applications to be reviewed to ensure all candidates meet the minimum qualifications for participation.
 - vi) After all applications have been verified for minimum qualifications, the SGOCC advisors will send copies of the statement of intent and letter of recommendation to the respective branch or Executive Board member who will be appointing said positions for the next academic year.
 - vii) The following SGOCC Officers will be interviewed by the following branches or individual Executive Board members:
 - (1) Advocacy Committee Officers will be interviewed by the newly appointed Regional Delegate.
 - (2) College Life Committee Officers will be interviewed by the newly appointed Vice President of College Life.
 - (3) Executive Board Officers will be interviewed by the newly-elected Student Senate.
 - (4) Fiscal Affairs Council will be interviewed by the outgoing Fiscal Affairs Council.
 - (5) Inter-Club Council will be interviewed by the newly elected Inter-Club Council President. The newly elected Inter-Club Council Vice President will also be invited to sit-in on the interviews if available.
 - viii) The following SGOCC Officers will be appointed by the following branches or individual Executive Board members:
 - (1) Advocacy Committee Officers will be appointed by the newly appointed Regional Delegate.

- (2) College Life Committee Officers will be appointed by the newly appointed Vice President of College Life.
 - (3) Executive Board Officers will be appointed by the newly-elected Student Senate.
 - (4) Fiscal Affairs Council will be appointed by the outgoing Student Senate.
 - (5) Inter-Club Council will be appointed by the newly elected Inter-Club Council President.
- ix) All SGOCC Officer candidates will be notified via telephone regarding the status of their application by the chair of the respective branch.
- 2) Officer Appointments for the Current Academic Year
- a) This section pertains to SGOCC Officer appointments which will take place during the Fall and Spring semesters.
 - i) After the appointment of the next academic year's Executive Board, the chair of the respective branch will edit and release SGOCC Officer applications for the remaining open positions as outlined in the SGOCC Bylaws.
 - ii) Applications will be made available for no less than 14 calendar days.
 - iii) All applicants must complete the SGOCC Officer application, a statement of intent, and a letter of recommendation.
 - iv) Upon turning in the application, the ASOCC Office staff will coordinate an interview date and time.
 - v) Upon the close of the application period, the SGOCC advisors will arrange for the applications to be reviewed to ensure all candidates meet the minimum qualifications for participation.
 - vi) After all applications have been verified for minimum qualifications, the SGOCC advisors will send copies of the statement of intent and letter of recommendation to the respective branch or Executive Board member who will be appointing said positions.
 - vii) The following SGOCC Officers will be interviewed by the following branches or individual Executive Board members:
 - (1) Advocacy Committee Officers will be interviewed by the newly appointed Regional Delegate.
 - (2) College Life Committee Officers will be interviewed by the newly appointed Vice President of College Life.
 - (3) Executive Board Officers will be interviewed by the newly-elected Student Senate.
 - (4) Fiscal Affairs Council will be interviewed by the outgoing Fiscal Affairs Council.
 - (5) Inter-Club Council will be interviewed by the newly elected Inter-Club Council President. The newly elected Inter-Club Council Vice President will also be invited to sit-in on the interviews if available.
 - viii) The following SGOCC Officers will be appointed by the following branches or individual Executive Board members:
 - (1) Advocacy Committee Officers will be appointed by the newly appointed Regional Delegate.

- (2) College Life Committee Officers will be appointed by the newly appointed Vice President of College Life.
 - (3) Executive Board Officers will be appointed by the newly-elected Student Senate.
 - (4) Fiscal Affairs Council will be appointed by the outgoing Student Senate.
 - (5) Inter-Club Council will be appointed by the newly elected Inter-Club Council President.
- ix) All SGOCC Officer candidates will be notified via telephone regarding the status of their application by the chair of the respective branch.

Section B: College Life Committee Volunteer Team Selection Process

- 1) The College Life Committee Volunteer Coordinator, in coordination with the Vice President of College Life and College Life Coordinator, will edit and release Volunteer Team applications.
- 2) Applications will be made available for no less than 14 calendar days.
- 3) All applicants must complete the College Life Committee Volunteer Team application, a Statement of Intent, and a copy of their generic weekly schedule.
- 4) Upon turning in the application, the ASOCC Office staff will coordinate an interview date and time.
- 5) Upon the close of the application period, the College Life Coordinator will arrange for the applications to be reviewed to ensure all candidates meet the minimum qualifications for participation.
- 6) After all applications have been verified to have met the minimum qualifications, the College Life Coordinator will send copies of the statement of intent and generic weekly schedule sent to the College Life Committee Volunteer Coordinator.
- 7) All applicants will be interviewed by the College Life Committee Volunteer Coordinator and the College Life Coordinator or designee. The Vice President of College Life and College Life Committee Orange & Blue Spirit Crew Coordinator will also be invited to sit-in on the interviews if available.
- 8) Upon completion of the interviews, the College Life Committee Volunteer Coordinator will make the decisions regarding who is invited to serve on the Volunteer Team.
- 9) All candidates will be notified via telephone regarding the status of their application.

Section C: College Life Committee Orange & Blue Spirit Crew Selection Process

- 1) The College Life Committee Orange & Blue Spirit Crew Coordinator, in coordination with the Vice President of College Life and College Life Coordinator, will edit and release Orange & Blue Spirit Crew applications.
- 2) Applications will be made available for no less than 14 calendar days.
- 3) All applicants must complete the College Life Committee Orange & Blue Spirit Crew application, a Statement of Intent, and a copy of their generic weekly schedule.
- 4) Upon turning in the application, the ASOCC Office staff will coordinate an interview date and time.

- 5) Upon the close of the application period, the College Life Coordinator will arrange for the applications to be reviewed to ensure all candidates meet the minimum qualifications for participation.
- 6) After all applications have been verified to have met the minimum qualifications, the College Life Coordinator will send copies of the statement of intent and generic weekly schedule sent to the Orange & Blue Spirit Crew Coordinator.
- 7) All applicants will be interviewed by the Orange & Blue Spirit Crew Coordinator and the College Life Coordinator or designee. The Vice President of College Life and the College Life Committee Volunteer Coordinator will also be invited to sit-in on the interviews if available.
- 8) Upon completion of the interviews, the Orange & Blue Spirit Crew Coordinator will make the decisions regarding who is invited to serve on the Orange & Blue Spirit Crew.
- 9) All candidates will be notified via telephone regarding the status of their application.

Adopted May 8, 2015

SGOCC Procedure 1004: SGOCC Attendance and Truancy Procedures

Section A: SGOCC Attendance & Truancy

- 1) It is the responsibility of the chair of each branch of student government, or position as designated in the SGOCC Bylaws, to maintain a record of all SGOCC Officer and member attendance and truancy for their designation branch of student government. The SGOCC Officer who is responsible for the tracking of said data will report out during an agenda meeting of the respective branch every seven (7) weeks during the fall and spring semester.
- 2) It is the responsibility of the Vice President of Diplomatic Affairs to track attendance of all student representatives to their assigned Participatory Governance Committee.

Adopted May 8, 2015

SGOCC Procedure 1005: Agendas, Records, and Minutes

Section A: Agendas

- 1) Agendas shall be archived online, available to the public.

Section B: Minutes

- 1) Minutes shall be taken at each meeting in a manner adapted from *Robert's Rules of Order*.
- 2) Minutes shall be approved at the beginning of the next meeting.
- 3) A copy of the approved minutes shall be kept on file by ASOCC.

Adopted May 8, 2015

SGOCC Procedure 1006: Officer Discipline & Removal Procedures

- 1) When an officer is nearing or is in violation of SGOCC Policy 1004: SGOCC Attendance/Truancy, the Chair of the branch and the respective advisor will address the matter

with the officer. Once the violation is reached, the officer will be subject to removal. In addition, the Chair and the advisor will determine a replacement if necessary in accordance with the branch bylaws.

- 2) An officer relieved from their position shall be ineligible to run to be reappointed to any SGOCC officer position until one term has elapsed.

Adopted May 8, 2015

Revised May 10, 2019

SGOCC Procedure 1007: Resignations Procedures

- 1) If for any reason an officer chooses to resign from their position they must write a letter of resignation addressed to their Advisor and Committee Chair at least seven (7) days prior to their resignation.
- 2) Refer to individual branch bylaws for their procedures regarding vacancies.

Adopted May 8, 2015

SGOCC Procedure 10011: ASOCC Yearbook Procedures

- 1) The Vice President of Communications will be responsible for overseeing the development and publication of the ASOCC yearbook along with the Communications Task Force and the College Life Committee and Inter-Club Council Historians.
 - a) This body will work in accordance with the ASOCC Advisors and staff to create a budget and timeline, as well as compile pictures, to complete the ASOCC yearbook.
- 2) The Historians of College Life Committee and Inter-Club Council are responsible for taking photographs and videotaping ASOCC events and events in which the ASOCC participates (“pre”, “during” and “after” pictures). Collecting newspaper clippings for the ASOCC scrapbook and overseeing the development and publication of the end-of-the-semester (year) historical pictorial record is also a responsibility of this position. It will also be the historian’s responsibility to maintain the ASOCC picture case in the ASOCC office.

Adopted May 8, 2015

SGOCC Procedure 1012: Code of Ethics Procedures

- 1) All student government officers and members must adhere to the SGOCC Policy 1012: Code of Ethics and sign a *Code of Ethics & Conflict of Interest Disclosure Form*.
- 2) If any of the Code of Ethics is violated, the student is subject to removal at the discretion of the Director of Student Life.

Adopted May 10, 2019

Part 2: Administrative

SGOCC Procedure 2001: Student Senate Election Procedures

- 1) The ASOCC Office staff will edit and release SGOCC Officer applications for the positions as outlined in the SGOCC Bylaws for the next academic year.
- 2) Applications shall be made available at the start of the spring semester and must be submitted no later than the deadline established on the application.
- 3) The ASOCC Office staff shall verify minimum qualifications for a Student Government of Orange Coast College (SGOCC) Officer as outlined in the ASOCC Constitution and Bylaws in order to ensure eligibility of candidates.
- 4) All candidates are required to attend a mandatory Candidate Meeting.
- 5) A candidate may not miss the Candidate Meeting for any reason except for class.
- 6) Candidates who have class must inform the Director of Student Life in advance of the Candidate Meeting and submit their application to the ASOCC Office prior to said meeting.
- 7) Any candidate who is tardy to the Candidate Meeting, without contacting the ASOCC Office prior, will be disqualified.
- 8) The following items are to be submitted prior to or at the Candidate Meeting:
 - a) Student Senate Application & Commitment Contract
 - b) Candidate Endorsement Page
 - i) The signatures and ID partial numbers gathered by candidates seeking election will be verified by the ASOCC Office.
 - c) Senator Candidate Statements
- 9) Each candidate will receive a number which has been drawn at random and will correspond to a number on the ballot.
- 10) The campaigning period start 15 school days prior to the election week.
- 11) To assist candidates in distributing campaign information the SGOCC will make one table and two chairs available for each candidate during the campaign period. The specifics are set forth in the Publicity Guidelines for ASOCC Student Senate Elections. Candidates shall abide by the Publicity Guidelines for ASOCC Student Senate Elections.
- 12) If a candidate has been endorsed by a student club or organization and wishes to advertise this in their campaign literature, the candidate must provide a letter of endorsement from the student club or organization in question, as well as a copy of the student club or organization's minutes, clearly itemizing the endorsement. These must be turned in to the ASOCC office before the printing of any materials bearing the student club or organization's endorsement.
- 13) Prior to the start of the election, but after the Candidate Meeting, all candidates must submit the following documents to the ASOCC Office:
 - a) Student Senate Election: Instructor Verification of Speeches
 - b) SGOCC Student Senate Meeting Verification of Attendance
- 14) Elections will take place via web interface.
 - a) Election ballot comprises of candidate image and two question responses

- i) What are the three most important characteristics that define you as a leader? What personal experiences do you have that support these three characteristics?
 - ii) What is one issue that you would focus on while representing the Orange Coast College student body?
- 15) In the event a tie occurs for the final Student Senate position, a run-off election shall be held on the first Monday and Tuesday of the week that school is in session following the regular election, or at a time set by the ASOCC Director of Student Life.
- 16) Any currently enrolled OCC student with an official student identification card, shall be permitted an absentee ballot to be completed and sealed in an envelope, signed across the seal, at least 48 hours in advance of the campus-wide elections. A student seeking an absentee ballot should contact the ASOCC office and request an absentee ballot. A student may request an absentee ballot for any reason.

Adopted May 8, 2015

Revised May 10, 2019

SGOCC Procedure 2002: Inter-Club Council (ICC) Elections Procedures

Section A: Inter-Club Council Elected Board Position Overall Procedure

- 1) The ICC election procedure for positions shall begin and end according to the established timeline found in the ICC Election Packet.
- 2) Candidates are required to submit a completed ICC Elected Board Application.
- 3) Candidates may not campaign for more than one (1) position.
- 4) A candidate wins their respective elected office if they receive a simple majority of the votes by ICC Delegates.
- 5) If no one applies during the initial timeline, another election will be held as soon as possible, until the positions are filled.
- 6) In the event that the ICC President and Vice President has not been elected/selected by the second Monday in May (i.e. no one applied during the application period and subsequent election/selection processes must be established), the current ICC President and Vice President shall remain in office [BB1] until a new ICC President and/or Vice President is elected or until the end of the spring semester, whichever occurs first.

Section B: Elected Board Candidate Open Forum

- 1) Candidates and ICC Delegates will have the opportunity to attend an ICC Board Candidates' Open Forum as prescribed in the ICC Elections Packet. This forum shall be open to the public. Current ICC Board Officers and the Advisor shall mediate the forum.
 - a) The following procedural order will be set: ICC President, ICC Vice President. For each position, candidates will follow an alphabetical order by last name.
- 2) "Opening speeches": Each candidate will be given a maximum of one (1) minute for opening speeches. Candidates will be given a 10 second warning.

- 3) “Question and Answer”: Upon completion of opening speeches, the floor will open for questions from the public for a maximum of 30 minutes.
- 4) Each candidate will have the opportunity to answer each question, given a maximum of 45 seconds per question. Candidates will be given a 10 second warning.
- 5) The public will have the opportunity to submit questions in written form throughout the forum.
- 6) Submitted questions will be selected randomly and asked by a current ICC Board Officer if no further verbal questions are asked during the allotted 30-minute “Question and Answer” period.
- 7) A candidate may campaign during the specified time frame found in the ICC Board Elections Timeline established in the ICC Elections Packet.
- 8) Use of monetary funds, monetary/material donations, and/or fundraising **may not be** implemented during the Elections.
- 9) Proof and documentation of monetary/material funds and/or donations will result in automatic candidate disqualification.

Section C: Elected Board Voting Procedures

- 1) Each ASOCC Club in good standing, through their chosen delegate, shall be allowed to participate in the election of the incoming ICC President and Vice President. It is the club’s discretion as to how the Delegate is selected. Candidates may not cast votes unless he/she is a chosen to be the ICC Delegate from a currently registered ASOCC Club.
- 2) An ICC Delegate may not vote in representation of more than one (1) club.
- 3) An ICC Delegate may not vote for more than one (1) candidate for each ICC Board position.
- 4) ICC Delegates may cast votes only during the designated voting period when the ASOCC Office is open.
- 5) In order to cast a vote, an ICC Delegate must present a valid Orange Coast College Student Identification Card and provide a signature of authorization upon voting.
- 6) Casting ballots will be voided if a Delegate votes for more than one (1) candidate for each ICC Board position, a valid OCC Student ID Card is not presented, a signature of authorization is not provided, and/or there is more than 1 ballot per club.
- 7) ICC Delegates shall have the right to write-in candidates.
- 8) ICC Delegates shall have the right to privacy during voting.
- 9) ICC Delegates may not take their ballot away from the ASOCC office.
- 10) In the event of a tie, the current ICC Board, with exception of the ICC President, shall cast votes. A candidate wins their respective elected office if they receive a simple majority of the votes by the current ICC Board. In the event of another tie, the ICC President shall act as a tie-breaker.
- 11) Upon completion of the election period, results shall be announced at the following Inter Club Council Monthly Meeting and publicized through various mechanisms.
- 12) ICC Board Candidates have the right to request to recount once. Upon the completion of the recount, results shall be made public and will be final.

Adopted May 8, 2015

SGOCC Procedure 2003: Participatory Governance Committees

Section A: Participatory Governance Committee Student Representative Appointment

- 1) Applications for Participatory Governance Committees shall be opened during the first week of the fall and spring semesters and as determined necessary by the Vice President of Diplomatic Affairs and the Director of Student Life.
- 2) The application shall remain open for no less than 14 calendar days.
- 3) All applicants must complete the Participatory Governance Committee application.
- 4) Upon turning in the application, the ASOCC Office staff will coordinate an interview date and time.
- 5) Upon the close of the application period, the ASOCC Office staff will arrange for the applications to be reviewed to ensure all candidates meet the minimum qualifications for participation.
- 6) After all applications have been verified to have met the minimum qualifications, the ASOCC Office staff will send copies of the statement of intent and generic weekly schedule sent to the Vice President of Diplomatic Affairs.
- 7) All applicants will be interviewed by the Vice President of Diplomatic Affairs and the Director of Student Life or designee.
- 8) Upon completion of the interviews, the Vice President of Diplomatic Affairs will formulate their recommendations for the Student Senate and Executive Board.
- 9) All student representative appointment recommendations will be offered during an agendaized Student Senate meeting.
- 10) All student representative appointments will be made by the Student Senate and Executive Board.

Section B: Participatory Governance Committee Reports

- 1) Reports shall be due 48 hours after the attended Participatory Governance Meeting, unless alternate arrangements have been made with the Vice President of Diplomatic Affairs.
- 2) Reports shall be made in the manner designated by the Vice President of Diplomatic Affairs and the Director of Student Life.
- 3) Reports should include the items on the meeting agenda, especially those things which pertain to students.
- 4) Any necessary supplemental documents should be uploaded with the report.

Adopted May 8, 2015

SGOCC Procedure 2004: District Student Council Appointment Procedure

Section A: District Student Council

- 1) The District Student Council Representatives shall consist of the Student Body President, or designee, and two other permanent members that shall serve as the three voting members of the District Student Council.

Section B: District Student Council Representatives Appointment Process

- 1) The Student Body President shall recommend two other permanent members from within the Student Senate and Executive Board body, as well as three alternative representatives to be appointed to the District Student Council.

Section C: District Student Council Reports

- 1) Monthly reports of the District Student Council will be given at the Student Senate meetings.

Adopted May 8, 2015

SGOCC Procedure 2005: Inter-Club Council (ICC) Resignation Procedure

Section A: The Vice President Procedure

- 1) If the ICC President is absent for any reason during his/her term, the ICC Vice President shall assume the duties of the President.
- 2) If the ICC Vice President assumes responsibilities of the ICC President according to the order of succession or resigns for any reason, ICC members are entitled to apply for the position of ICC Vice President.
- 3) The ICC applicants will bring their statement of intent to the ICC President by a pre-determined deadline established by the ICC President.
- 4) The ICC President and the ICC Advisor will make a selection from the ICC applications with the new Vice President to be announced at the following ICC Meeting.
- 5) If nobody from the ICC board applies and the ICC Vice President position needs to be filled before the start of the Fall semester, the ICC Vice Presidential candidate with the most votes in the Spring ICC Vice President election shall be offered the vacant position.
- 6) If the runner-up declines the position, it shall be offered to the third candidate, and so on, until the seat is filled.
- 7) If nobody from the ICC board applies and the ICC Vice President position needs to be filled after the start of the fall semester then the ICC President shall conduct a complete election process to replace the position.
- 8) If all the candidates from the Spring ICC elections decline the position, the ICC President shall announce the vacancy at the next ICC Monthly Meeting and open applications to apply for the vacant during a timeline established by the ICC President prior to the Monthly Meeting. The ICC President and the ICC Advisor will review all applications and hold interviews to select the new ICC Vice President. If the ICC Vice President position cannot be filled within these guidelines, applications will be open to the student population until the position is filled.

- 9) The new ICC Vice President shall be introduced at the first ICC Monthly Meeting to occur after the selection.

Section B: Dual Resignation Procedure

- 1) If both the ICC President and ICC Vice President resign for any reason, a nomination process shall be conducted within the board by the ICC Advisor in which ICC members are entitled to nominate another member of the board or self-nominate for the position of the ICC President. The nominees will then be considered as applicants for the Presidency.
- 2) An interview process will then be conducted by the Executive Board with the next ICC President chosen immediately after the interview process has been concluded.
- 3) If there are no nominees for the Presidency but there are nominees for the Vice Presidency, those nominees will be immediately considered as applicants for the Presidency in which an interview process will then be conducted by the Executive Board for said position.
- 4) If there are no nominees for either position, then a special subcommittee for elections within the ICC board shall be formed to assist the ICC Advisor in conducting a complete election process from the student population.

Adopted May 8, 2015

Part 3: Financial

SGOCC Procedure 3001: ASOCC Finances

Section A: ASOCC Annual Budget

- 1) ASOCC Annual Budget Applications will be released by the Vice President of Fiscal Affairs and the Director of Student Life. Procedures are to follow as listed in the application by the Vice-President of Fiscal Affairs and the Fiscal Affairs Council, in accordance with their advisors, and the Director of Student Life.

Section B: Financial Request Principle

1) General Process Principle

- a) All requests for ASOCC funding or an asset transfer, from whatever source, must be presented in a timely manner to the Council for review before they are presented to the Student Senate.
- b) Requests, along with the required number of copies, must be presented on the official SGOCC Fiscal Affairs Council Request for Funding forms available in the ASOCC Office. Complete instructions and timetables are printed on the Request for Funding Forms and must be followed. [Note: Incomplete, vague, and “shoot for the moon” requests that lack sufficient corroborating documentation will be returned to the requestor without action.]
- c) After a written request for funding has been properly tendered, the Vice President -FA or her/his designee will contact the requestor giving a date, time and place at which the request will be considered by the Council.

- d) All requestor's for ASOCC funding or an asset transfer must personally appear before the Fiscal Affairs Council to present their request and respond to Fiscal Affairs Council member questions. If an agenda appointment cannot be met, the requestor must notify the Vice President -FA in writing not less than 24 hours before the scheduled time in order to have the matter continued to the next meeting agenda. Failure to appear or obtain approval to continue the matter to the next week's agenda will remove the item from the meeting agenda and the party seeking funds will have to re-start the procedure.
- e) The Senate shall neither hear nor entertain any request regarding the transfer of any ASOCC asset without first having appeared and presented a financially documented written request to the Fiscal Affairs Council. The Vice President -FA will thereafter deliver Fiscal Affairs Council's recommendation to the Senate for approval, disapproval or amendment.

Section B: Club Start-up Fund Requests

- 1) Forms for requesting Club Start-up funds of \$50 are available in the ASOCC office. Complete and properly prepared forms will generally be reviewed and acted upon within 14 days of their submission. The original and required number of copies of the request document shall be placed in the Fiscal Affairs Council mailbox in the ASOCC office.

Section C: Club Activity, One-Time Event, and Championship/Reserve Funding Requests

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

Section D: Annual Co-Curricular Program Funding Request Principles and Process

- 1) The process for making a request for an annual allocation by an OCC co-curricular program is more complex and requires more documentation, careful consideration and adherence to process requirements. Annual program requestor's have a year to plan, assess, quantify and document their prospective funding needs. If they are unsure about how to proceed they should get the help they need from the Vice President -FA or the Fiscal Affairs Council Advisor well in advance of submitting their application.
- 2) Because of the stiff competition for the limited funds, and because the amounts are generally large, strict scrutiny is given to the documentation presented.
- 3) Since the annual budget process is tightly scheduled to give every requestor an equal and fair opportunity to present its case, where a requestor has come late or failed to appear or to support its request sufficiently, the Fiscal Affairs Council may determine it has no just reason to grant "do-overs," second chances or accept excuses and will make its recommendation on the paperwork presented.
- 4) Tips for Success:
 - a) Requestor's giving complete and careful documentation are generally more successful; those giving little or none will be disappointed.

- b) First-time or previously unsuccessful requestor's are advised to get help long before a poorly prepared application is submitted.
- 5) While every effort is made to fund existing and continuing programs at the level of the previous year, there are no guaranties that will occur. Needs and economic conditions change. Thus, programs need to plan ahead for flexibility.
 - 6) Previously funded programs have priority. First time or previously unsuccessful requestor's may receive funding after careful consideration of budget constraints, availability of similar programs or services and available funds.
 - 7) The forms for requesting Annual Co-Curricular Program funds are available at the ASOCC office in the early part of Spring Semester.
 - 8) Complete instructions and the due-date for submitting an annual co-curricular program funding request are printed on the request form and must be strictly followed.
 - 9) All requestor's must appear before the Council for an interview to present their request and respond to Fiscal Affairs Council member questions. The requestor's scheduling and keeping their interview appointment is extremely important. Missed interviews cannot be made up. The Council may consider the written request and make its recommendation solely on that basis, but generally since Council questions go unanswered the award will be greatly reduced or disapproved entirely. Except in extraordinary circumstances, there will be no reconsideration of the request.
 - 10) Following deliberations of all annual co-curricular program requests, the Fiscal Affairs Council will determine its recommendations and prepare a proposed budget to present to the Senate. That proposed budget will be available in the ASOCC office for review before it is presented to the Senate for approval.
 - 11) The Senate meeting to approve the annual ASOCC budget is an open, public meeting. Notice of the meeting will be posted on the ASOCC bulletin board outside the ASOCC Office at least 72 hours before the meeting.

Section E: New, Post "Annual" Allocation Program Changes and Requests

- 1) Notwithstanding the approval of an annual program allocation, including to the ASOCC's own "administrative" allocations, the principles of SGOCC Policy 3001, Section B [that "awards are granted based on the requestor's application which sets forth a particular purpose and that funding "approved" and then made available to the requestor may then only be used for the approved purpose and not for any other without obtaining further recommendation of the Fiscal Affairs Council and then only upon Senate Approval]..." shall apply.
- 2) Where new needs and/or programs arise mid-year, accounts and sub-accounts established for express purposes cannot be shifted or used to create and fund previously unidentified and unapproved purposes. Rather, those seeing the need and wishing to use allocated funds for a new purpose must, just as in the ordinary course for all other requestor's, file a proper request with supporting documentation with the Vice President -FA, set an interview time and date and obtain approval before "shifting" account and sub-account funds.

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

Section F: All Other Requests for Transfer of ASOCC Assets

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

Adopted May 8, 2015

SGOCC Procedure 3002: Funding Request Denials

Section A: Causes for Immediate Denial

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

Adopted May 8, 2015

SGOCC Procedure 3003: Council Recommendations

Section A: Notification

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

Adopted May 8, 2015

SGOCC Procedure 3004: Process to Obtain Permission to Change the Purpose or Use of a Previously Approved Funding Request

Section A: General Rule

- 1) As set forth in SGOCC Procedure 3001, Section B, awards are granted based on the requestor's application which sets forth a particular purpose. The funding "approved" and then made available to the requestor may only be used for the approved purpose and not for any other without obtaining further consent from the Fiscal Affairs Council.

Section B: Process to Obtain Change in Purpose or Use

- 1) All requests to obtain permission to change the purpose or use of a previously approved but unexpended funding must be made in writing and submitted to the Fiscal Affairs Council by delivering the Request and the required number of copies to the Fiscal Affairs Council mailbox in the ASOCC Office.
- 2) The Request must have attached a copy of the original written request form.
- 3) The Request itself must fully explain and document the reasons for the requested change.
- 4) The requestor will be contacted by the Vice President -FA or her/his designee who may thereafter give the requester a date and time to personally appear for an interview by the Council. The date and time will be noticed on the regular weekly Fiscal Affairs Council meeting agenda.
- 5) If an agendaized appointment cannot be met, the requestor must notify the Vice President -FA in writing not less than 24 hours before the scheduled time in order to have the matter continued to the next meeting agenda. Failure to appear or to obtain permission to continue the matter to the next week's agenda will remove the item from the meeting agenda and the Fiscal Affairs Council will thereafter recommend to the Senate that the prior funding approval be voided.
- 6) Following deliberations, the Fiscal Affairs Council will make a recommendation to the Senate to either (1) approve the change of the funding purpose, or (2) void entirely the prior funding approval or allocation.

Adopted May 8, 2015

SGOCC Procedure 3005: Meaning of Senate Funding "Approval"

Section A: An Approval is Not a Deposit

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

Section B: Reimbursement Timing

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

Adopted May 8, 2015

SGOCC Procedure 3006: A Funding Approval May Become Void

Section A: Circumstances “Voiding an Approval”

- 1) Notwithstanding the granting of a funds request by the Senate, that grant will become void and the funds forfeited under the following circumstances:
 - a) The event or use approved is cancelled. [Note: Approved and funded events may be postponed and re-scheduled however to another date within the semester originally scheduled and approved.]
 - b) The event or use approved, funded and scheduled in one semester is held in another unless the initial request specified a following-semester timeframe or the requestor obtains approval from the Fiscal Affairs Council to make a timing change. That is, if the funds aren’t used within the semester timeframe designated, the approval will become void.
 - c) The event was held or use occurred but the funds were expended for purposes materially different from the description and amounts designated in the approved request. While approvals have an amount attached to them, those funds are approved to be used only for the purposes specified. Thus groups advancing funds for unapproved purposes – just as with unapproved amounts -- will not be reimbursed.
 - d) Notwithstanding a Senate “approval” of funds, no funds may be expended or reimbursed for any off-campus trip or event without the approval of the Coast Community College Board of Trustees.

Section B: Obtaining Relief When the Purpose of a Proposed/Approved Event Changes

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

Section C: Consequence for Failure to Obtain Change in Permitted Use

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

Adopted May 8, 2015

SGOCC Procedure 3007: Dormant Club Accounts

Section A: Sweeping of Dormant Accounts

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

Adopted May 8, 2015

SGOCC Procedure 3008: Addendums – General Description of ASOCC Funding Accounts; Purpose and Amounts

Section A: Club Start-Up Funds

- 1) Qualifying campus student clubs may apply each semester to receive \$50 for the purpose of facilitating club activities. These allocations come from the annual "Club Start-Up funds" funding described in Section 2, below. Except in extraordinary circumstances, adequate funds are available to fund all "start-up" requests.
- 2) Dormant club accounts may not be accessed by a club Advisor or club members unless the club is re-instated by Inter Club Council within the designated two fiscal years, as stated in the club handbook.

Section B: Club Start-up Funding

- 1) An annual allocation (amount determined by Fiscal Affairs Council during the budget allocation process) is set aside during the annual budget process for "club start-up funding." The Fiscal Affairs Council will attempt to equalize the distribution over the course of the academic year. Providing funding criteria are met, these funds are available on a first-come-first-served basis.

Section C: Championship, Contingency, Reserve Funding and other One-Time Request

- 1) An annual allocation (amount determined by Fiscal Affairs Council during the budget allocation process). "Championship" money is intended to be used for competitions, contingent or qualifying events and unforeseen opportunity funding requests. Funds may be granted to an entity defending a title or a group that has been invited, advanced, or has qualified for a competition. At its discretion the Fiscal Affairs Council may also recommend allocations from the reserve fund based on an extraordinary and unforeseen event or opportunity.
- 2) Student clubs, groups and individuals may make One-Time Request for funding. The Fiscal Affairs Council will attempt to equalize the distribution over the course of the academic year. Providing funding criteria are met, these funds are available on a first-come-first-served basis.

Section D: Annual OCC Co-Curricular Program Allocations

- 1) ASOCC annually allocates yearly revenue to underwrite and support institutionalized, co-curricular programs, such as athletics, visual and performing arts, speech and debate teams, honors program, EOPS, etc.

Section E: Undesignated Fund Balance

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

Section F: Designated/Dedicated Accounts

- 1) ASOCC maintains funds in designated (dedicated) accounts based on prior allocations for particular and generally long-term commitments.
- 2) Where the express purpose of a designated fund ceases or is reconsidered and cancelled by the Senate, or the recommendation of the Fiscal Affairs Council, the funds shall be returned to undesignated savings.

Section G: Other Assets

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

Adopted May 8, 2015