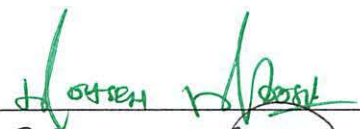





Associated Students

Bill Number ~~XX~~ 5

updated
11/17/18
passed

Author: Mohsin Moosa Signature: 
Co-Author: Matthew McBride Signature: 
Subject: Organizational Directive Changes Date: Nov 14th 2017

Whereas: The Academic Senator's Organizational Directive needed to be updated including removal of a few bullet points.

Whereas: Associated Students no longer has a Natural Sciences Senator. Associated Students does have a STEM Senator position who works closely with the STEM division. Therefore, in bullet point 5 "Natural Sciences" will be replaced with "STEM" and at the end of the sentence "success in STEM" will be replaced by "success in **the STEM division.**"

Whereas: Bullet points 7 and 8 both require the Academic Senator to do a similar job. Therefore, bullet points 7 and 8 will be combined together to form a single bullet point. Bullet point 8 will be deleted. In bullet point 7 "liaison with facilities" will be replaced by "liaison with **Campus centers, programs and facilities.**" For clarity that the list of campus centers, programs and facilities includes but is not limited to the given list, "such as" will be replaced by "for example." "Honors center" will be added to the list if the Academic Senator so chooses to use this list as a starting point for their duties and responsibilities.

Whereas: The Academic Senator need not be bound by when the surveys should be circulated, they should be conducted as need/opportunity arises. Therefore, "(one at the beginning, and one at the end)" will be removed from the bullet point number 11.

Whereas: Bullet points 12 through 15 used to be a part of the Historian Senator's responsibilities and do not belong in the Academic Senator's Organizational Directive. Therefore, bullet points 12, 13, 14 and 15 will be removed from Academic Senator's Organizational Directive.

Whereas: The Academic Senator will have a better understanding of their duties and responsibilities.

Therefore: Be it resolved, that the A.S. Senate, the A.S. Executive Board, and the A.S. President approve Organizational Directive Changes.

A.S. Senate			
For: _____	Against: <u>UNANIMOUS</u>	Abstain: _____	Date: <u>11/21/17</u>
A.S. Executive Board			
For: _____	Against: <u>UNANIMOUS</u>	Abstain: _____	Date: <u>11/21/17</u>
A.S. President			
<input type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: _____	Date: _____

make changes
& Bill #8

1

SENATOR JOB DESCRIPTIONS

All A.S. SENATORS shall:

- 1) ~~Attend all A.S. Senate meetings in accordance to the A.S. Attendance Policy~~
- 2) Arrange a minimum of two (2) office hours each week to conduct A.S. business including a minimum of one hour biweekly at the "Ask a Mountie" booth. "Ask a Mountie" hours must be tracked through the Student Center Specialist so that no more than two A.S. officers are at the booth at the same time. Each session must be a minimum of one (1) hour to minimize time lost while setting up.
- 3) Attend and participate in all A.S. hosted events for a minimum of three hours per event (i.e. in any combination before, during, or after an event). If an A.S. Senator is not able to attend/participate in an A.S. hosted event, s/he must spend three hours promoting the event prior to the start of the event. Hours must be documented by the Publicity Senator. Two absences are allowed per semester and Senators may only publicize an event two times as a means of making up attendance for missing an A.S. hosted event.
- 4) Serve on at least one (1) college-wide committee
- 5) Attend one (1) Board of Trustees meeting each semester
- 6) All A.S. Senators are required to attend two (2) Executive Board meetings each semester
- 7) Submit a completed Work-in-Progress Form in the 6th and 12th week each semester
- 8) Maintain their Senate Binder as per the Senate Binder Guidelines
- 9) Abide by the Student Standards of Conduct and embody the virtues of the A.S. Vision statement

The Associated Student Body shall elect two Senate Chairs. The Senate Chairs work with the A.S. President and both Vice-Presidents

Both **SENATE CHAIRS (2)** shall:

- Represent the interests of Senate to the Executive Board
- Alternately chair the Senate meeting
- Attend Executive Board meetings as a voting member. Should 2/3 or more of the Senate vote in a given manner, then both Senate Chairs must vote accordingly in Executive Board.
- Keep Senate informed of actions taken in Executive Board meetings
- Ensure that senators maintain their Senate Binders, as per the Senate Binder Guidelines
- Assist in the planning of the A.S. orientation for students interested in a position in student government
- Run three (3) updates per semester which include, but are not limited to, all serving Senator's binders, duties as per the Organizational Directive, and satisfaction of completion at week 5, 10 and 14
- Determine the frequency of which College-Wide Student Representatives shall report to the A.S. Senate

The **ACADEMIC SENATOR** shall:

- Set the example as a good student, embody the characteristics of a scholar
- Meet regularly with the AS President, and report to the Senate on matters concerning academic issues
- Represent academically related teams and programs

10.10.17

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- Work to inform the student body about Student Learning Outcomes
 - Work with Natural Sciences Senator to coordinate success in STEM
 - Work to advance student success in Humanities, Social Science and other disciplines
 - Serve as the liaison with facilities, at the discretion of the Senate and/or the AS President, such as the library, writing center, speech center, language assistance center and learning assistance center
 - Serve as the liaison with programs at the discretion of the Senate and/or AS President
 - Inform the student body of research conference opportunities, scholarship information, transfer information, and other helpful knowledge pertinent to student success
 - Plan an Academic Success event with the ICC Senator and academic related clubs
 - Ensure students receive academic assistance services from Mt. SAC, and circulate a minimum of two surveys per semester (one at the beginning, and one at the end), pertaining to academic success
 - Be responsible for taking pictures at all A.S. sponsored events and activities. If he/she cannot attend an event, then they must find an alternative to take pictures.
 - Compile an optional scrapbook and completed CD of events for the year, and present it to Senate at the last Senate Meeting of the spring semester.
 - Maintain the showcase in building 9C lobby
 - Meet bi-monthly with the Student Activities Coordinator to upload new pictures of all A.S. related events to social media

Each **ACTIVITIES SENATOR (2)** shall:

- Serve as member of the A.S. Activities Committee
- Alternatively chair the Activities Committee
- Collaboratively supervise all A.S. sponsored activities
- Be in charge of planning and implementing the majority of A.S. activities
- Serve as a resource and assist Senators with the planning and implementation of their events
- Ensure that all necessary documents are processed in a timely manner. (i.e. contracts, parking permits, requisitions)
- Organize student participation and assistance during A.S. events
- Maintain an attendance and participation record of A.S. Senators that volunteer before, during, or after an event for the purpose of advancing the success of that event.
- Attend all A.S. activities unless it conflicts with class or work schedules
- Follow up with A.S. sponsored activities and ensure that reusable materials purchased by A.S. are returned to A.S.

The **ARTS SENATOR** shall:

- Serve as member of the A.S. Activities Committee
- Work to enhance communication between the A.S. Senate and Mt. SAC theater, music, and art department
- Be in charge of publicizing and promoting all Mt. SAC drama/concert/gallery opening each month
- Reports regularly to Senate regarding upcoming Mt. SAC performing arts competitions and events
- In charge of finding and coordinating the music and/or entertainment for A.S. functions, such as the

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The **ACADEMIC SENATOR** shall:

- Set the example as a good student, embody the characteristics of a scholar
- Meet regularly with the AS President, and report to the Senate on matters concerning academic issues
- Represent academically related teams and programs

- Work to inform the student body about Student Learning Outcomes
- Work with ~~Natural Sciences~~ **STEM** Senator to coordinate success in **the STEM division**
- Work to advance student success in Humanities, Social Science and other disciplines
- Serve as the liaison with **Campus centers, programs and facilities**, at the discretion of the Senate and/or the AS President, ~~such as for example~~ the library, writing center, speech center, **Honors center**, language assistance center and learning assistance center
- ~~Serve as the liaison with programs at the discretion of the Senate and/or AS President~~
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