



Associated Students

Bill Number 8

Author: Brian Moon Signature: [Signature]
 Sponsor: Moataz Basyouni Signature: [Signature]
 Co-Sponsor: Maricela Vazquez Aviles Signature: [Signature]
 Subject: E-board Update; Attendance, Events and Committees Date: 11/21/17

- Whereas:** Whereas the continued evolution of our organization has required directive changes and additions,
- Whereas:** There have been changes such as, in attendance needs, events, and the committee appointment process,
- Whereas:** Some language also proves to contradict itself
- Whereas:** To keep our constitution flexible, allowing room for change, and to help keep our organization efficient,
- Therefore:** Be it resolved, that the A.S. Senate, the A.S. Executive Board, and the A.S. President approve E-board Update; Attendance, Events and Committees

A.S. Senate			
For: <u>7</u>	Against: <u>0</u>	Abstain: <u>1 locky</u>	Date: <u>12/5/17</u>
A.S. Executive Board			
For: _____	Against: <u>UNANIMOUS</u>	Abstain: _____	Date: <u>12/5/17</u>
A.S. President			
<input type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: _____	Date: _____

EXECUTIVE BOARD JOB DESCRIPTIONS

The A.S. PRESIDENT* shall:

- Serve as an advocate and representative voice of the diverse student body.
- Serve to promote checks and balances in the Associated Student Government and enforce the A.S. Constitution and all A.S. bylaws.
- Sign or veto legislation approved by the A.S. Senate and Executive Board.
- Participate in the planning of the A.S. Leadership Conferences.
- Arrange a minimum of eight office hours each week to conduct A.S. business ~~including a minimum of two hours 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.~~
- Submit a Work-In-Progress Form in the 6th and 12th week each semester.
- Abide by the Student Standards of Conduct, and embody the virtues of the A.S. Vision statement.
- Assist in the planning of the A.S. orientation for students interested in a position in Student Government.
- Meet monthly with **Senators excluding those directed to sit on the Activities committee, Community Relations, Elections, Faculty Relations, Political, Public Relations, and Student Services** ~~Senators~~ individually regarding organizational directive checks, committee reports, and any current projects related to the senator's position
- Have the right of one executive order per term on urgent matters of which will be discussed in PC beforehand. The order may be challenged by the senate or the

executive board and sent to student court for a hearing as a special meeting

- Have the right to appoint a President Support Student Representative to aid the President in matters pertaining to their duties
- Meet with Student Reps once per semester in matters related to their committees
- Prepare a document within the first five weeks of the fall semester, in consultation with the members of the Senate and Executive Board, specifying the goals of Associated Students for the year. This document must be easily accessible for the public
- Specify a Presidential Vision for Associated Students in the aforementioned manifesto, detailing the key focus issue that they would like to undertake for the year. The A.S. President will provide a timeline for this Presidential Vision in the manifesto, which Senate will have the opportunity to review
- Deliver a formal "state of the Associated Students" address to the A.S. Senate by the end of the fifth week of the semester to keep the senate apprised of the President's vision for Associated Students, progress being made to meet that vision, and the next steps going forward. The attendance of all A.S. officers is expected (i.e. Executive Board officers and Student Court officers)
- Serve as an advisory, non-voting member of the Budget Preparation Committee

The A.S. PRESIDENT shall attend the following regular meetings:

- Weekly with the A.S. Advisor.
- Weekly with the A.S. Executive Board.
- Weekly with the President's Cabinet. (A.S. President is the Chair)
- Monthly with the Bookstore Commission. (A.S. President is the Chair)
- Monthly with the College President.

- Monthly with the Board of Trustees. The A.S. President is expected to give a monthly report to update the Board about student issues and A.S. activities.

- President's Advisory Council.

- Auxiliary Board of Directors. The A.S. President shall serve as an officer of the Auxiliary Board Corporation. (See Auxiliary Agreement Contract)

The A.S. PRESIDENT shall make the following appointments (with the consent of the Senate by majority vote):

- Students to serve on the Student Review Board when necessary.

- Students to attend local, state and national conferences funded by the A.S. with aid of the A.S.

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- Produce a list of recommended student representative appointments (including Senatorial appointments to college committees), excluding the Activities Committee, and the elections committee to the A.S. senate For review by the fifth week of the semester

The A.S. VICE PRESIDENT* shall:

- Meet weekly with the A.S. Advisor

- Meet weekly with the President's Cabinet

- Meet monthly with the Activities, Arts, Athletics, Cross-Cultural, Environmental, Historian, ICC and

Publicity senators individually

- Serve as an advocate and representative voice of the diverse student body

- Assist in promoting checks and balances in the Associated Student Government and enforcing the A.S. Constitution and all A.S. bylaws

• Assist the A.S. President in running student government (the specifics of which will be made by mutual agreement by the A.S. President and Vice President)

The A.S. VICE PRESIDENT shall:

- Serve as an advocate and representative voice of the diverse student body
- Abide by the A.S. Attendance Policy
- Participate in the planning of A.S. Leadership Conferences
- Arrange a minimum of six office hours each week to conduct A.S. business ~~including a minimum of two hours 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.~~
- Submit a Work-In-Progress Form in the 6th and 12th week each semester
- Abide by the Student Standards of Conduct, and embody the virtues of the A.S. Vision statement
- Assist in the planning of the A.S. orientation for students interested in a position in Student Government
- Attend the Student Preparation and Success Committee
- Aid the President in appointing Students to attend local, state and national conferences funded by the A.S.
- Monthly with the Board of Trustees along with the President
- Serve as an advisory, non-voting member of the Budget Preparation Committee

The INTER-CLUB COUNCIL CO-CHAIRS* shall:

- Alternately chair the ICC meetings
- Schedule weekly ICC officer meeting with the ICC advisor
- Abide by the A.S. Attendance Policy and Government Contract
- Attend at least one Board of Trustees meeting each semester
- Arrange a minimum of six (6) hours of office time per week ~~including a minimum of two hours 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. Office hours are to be used to promote I.C.C. activities and to work in conjunction with A.S. on co-sponsored activities connected with clubs and conduct I.C.C. business.~~

- Submits a Work-In-Progress Form the 6th and 12th week of each semester
- Serves as a voting member on the A.S. Executive Board
- Serves on at least one College-Wide Committee
- Attend the A.S. Leadership Conference
- Coordinates club participation days (i.e. Join-A-Club)
- Speak on behalf of and represent the Inter-Club Council
- Maintain student awareness if I.C.C. activities using available methods of publicity
- Takes accurate minutes at each I.C.C. meeting and maintains a documented file of all I.C.C. meetings. Minutes must be placed in all club mailboxes no later than Thursday preceding the next meeting
- Keeps a record of club representatives present at I.C.C. Council meetings
- Notifies the club advisor when there has been no representation at an I.C.C. meeting by a club

- Posts club/I.C.C. activities on the A.S. marquee and the digital marquee maintained by the Public

Information Office

- Creates publicity for I.C.C. sponsored/co-sponsored events
- Attends a minimum of three club meetings representing different clubs per semester
- Upon resignation or at the end of the elected term, submit a written report to include: benefits and drawbacks of serving in this leadership position, summarization of accomplishments and recommendations for improving Student Government

The STUDENT TRUSTEE shall:

- Report strictly on Board of Trustee matters, college-wide committee (if pertains), community meetings, state meetings, and discussion with government officials (if allowed)
- Meet monthly or bi-weekly with A.S. President and an A.S. Advisor to discuss important matters that pertain to students and the college, and where both student leaders can take initiative
- Only take initiative and get involved in student issues related to their welfare within Associated Students (E.g., academia, diversity, etc.) that will be taken to the Board of Trustees for review; all else pertains to the student leaders of Associated Students to handle

***ALL EXECUTIVE BOARD OFFICERS:**

Must attend all Senate meetings. After 2 absences, the 3rd will result in the impeachment process. The Student Trustee will adhere to Board policy, but can be impeached from the Executive Board.

Must maintain their respective binder, which will be checked during President's Cabinet during the 8th and 14th week in the major semesters, of which includes, but not limited to:

- Campus Projects completed and ongoing in current form
 - Relevant AS Executive Board agendas
 - Relevant information to the respective position
 - A brief summary of any community outreach
 - Committee reports, including sub-committees and taskforces
 - Additional notes and supplementary documents
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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
