



ORGANIZATIONAL DIRECTIVE

Last approved by Associated Students on June 12, 2017

I. DEFINITION

The Special Rules of Order for the Associated Students shall be known as Directives. The Organizational Directive shall govern the direction of the Executive Board, Senate, President's Cabinet and Student Court in areas not provided for in the Constitution.

II. OATH OF OFFICE

- A. No Officer (elected or appointed) will assume the duties of the office until an Oath of Office has been administered.
- B. The Oath of Office must be administered by a member of the Executive Board of the Associated Students of Mt. San Antonio College, and must be witnessed by the Senate. (if no Senate is in place, then the Executive Board shall be the witness) Newly Elected officers in the Spring general election shall be administered the Oath of Office at the last Senate meeting in the Spring Semester.
- C. The Oath of Office will be administered with the right hand uplifted and the following words said aloud: "I (Name), do affirm that I will uphold the laws of the Associated Students of Mt. San Antonio College, the State of California, and the United States of America: that I commit myself to the service of the students of Mt. San Antonio College, and that I will otherwise fulfill the duties and obligations of the (Name of Position) of the Associated Students of Mt. San Antonio College to the best of my ability."
- D. Upon affirmation of the Oath of Office, the officer may then assume office. For elected executive officers in the Spring general elections, their term will begin on July 1st in accordance with the Associated Students Constitution.

III. DUTIES AND RESPONSIBILITIES OF ASSOCIATED STUDENTS OFFICERS:

- A. All appointed and elected Associated Students Officers shall abide by their Job Descriptions, the College Standards of Conduct, and the A.S. attendance policies.
- B. Failure to abide by these responsibilities may constitute a removal of office as directed in the respective A.S. documents.
- C. The Student Court shall be governed by the *Student Court Rules and Procedures*.
- D. After the new executive officers have been elected in the Spring elections, there shall be an administrative transition meeting before July 1st. The current executive officers shall schedule to meet with the newly elected officers in order to provide assistance to the new administrations.
- E. For the governing bodies of the Associated Students (A.S. Senate, A.S. Executive Board, Student Court), please refer to Articles VI, VII, and VIII in the A.S. Constitution for its stipulations.
- F. Job Descriptions of Senators and Committee members: (see attached)

IV. LEGISLATION

- A. All forms of legislation must have a sponsor and co-sponsor, both of which must be members of the Senate.
- B. Business items on the agenda are the only items voted on.
- C. It shall be the duty of the presiding officer of each body to announce the items of business for the agenda of each meeting in their proper order of consideration.
- D. Types of legislation are:
 - **Bill (law)** - Motion to amend the Constitution, Directives, and Standing Rules. A majority vote is necessary for passage.
 - **Recognition** - Motion for action designed to honor person or event. A 2/3 majority vote is necessary for passage.
 - **Appropriation (funds)** - legislation to allocate, transfer, and distribute funding from the A.S. Budget. A majority vote is necessary for passage.
 - **Resolution (suggestion)** - motion dealing with powers not vested in the Associated Students. A 2/3 majority vote is necessary for passage.

V. IMPEACHMENT

The impeachment of A.S. Officers, excluding Court Justices of the Associated Students, shall be undertaken as follows.

Motion of Impeachment

- A. An Officer or Executive Officer will write a written grievance which will include violations and evidence of violations.
- B. A copy of the written grievance will be given to the Officers, Executive Officers, and A.S. Advisor no later than 24 hours prior to the meeting.
- C. The author will read the grievance to the assembly and the guests.
- D. The motion of Impeachment Process is an action item and there will be a motion and a second. Then the assembly will be voting to see if the grievance merits an Impeachment Process. The assembly is not voting whether the individual is guilty or not.
- E. The assembly will have no discussion and will go straight to the vote.
- F. Upon an approval by a majority vote of the Senate, the impeachment proceedings will proceed.

The Pre-hearing Process

- A. The A.S. Advisor will notify in writing the accused officer of the violations and the time and date of the hearings. The accused will be notified no later than 24 hours after the motion and this should be stated in the minutes of that meeting.
- B. The accused officer will have three days* to respond to the grievance in writing, and this will be submitted to the A.S. Secretary. (*days are defined as Monday-Friday, when school is in session)
- C. The Impeachment Hearing will be the third Senate meeting following the meeting in which the motion was made.

The Impeachment Hearing

- A. The written grievance will be read aloud by the Chair once again followed by the Chair reading the written response of the accused officer. If there is no written response of the accused officer the Chair will reply "No response present on behalf of the accused officer". At this time there is no discussion.
- B. The accused officer has no vote in the Impeachment Hearing and cannot Chair the Hearing.
- C. The Chair will then give the floor to the Author of the grievance. The Author will have the floor no longer than 15 minutes, and the Chair will keep the order.
- D. The Author uses that 15 minutes to state his/her grievance, provide tangible proof of violations, and that the actions of the accused merits an impeachment.
- E. The accused officer does not respond at this time, but the floor is open for discussion.
- F. When the Author is through, the Chair will then go through the same process with the accused officer. The accused officer uses this time to refute the accusations.
- G. The Author will not respond unless the Chair gives the Author the floor.
- H. The Chair will then give the Author and the Accused 5 minutes for final statements.
- I. The accused officer will step outside the room after the final statements while the Senate has discussion. At this time the Author will not partake in any of the discussion.
- J. The Senate will vote by secret ballot and the impeachment can only be approved by a 3/4 vote.
- K. An Impeachment Hearing can never be tabled. If the Senate cannot come to a verdict the accused is innocent.
- L. Double Jeopardy cannot be criteria for an additional Impeachment grievance.
- M. All appeals will be filed with the Student Court no later than 3 days* after the verdict.
- N. An Impeached officer loses their eligibility to hold office as an Executive Officer or officer for a period of one year effective immediately.
- O. The Impeachment will have to be approved by Executive Board by a majority vote.

VI. AMENDMENTS

The Senate subject to final approval by the Executive Board may make proposed amendments to this Directive. A two-thirds (2/3) vote is necessary for passage.

VII. APPOINTMENT OF SENATORS

The appointment of A.S. Senators shall be undertaken as follows:

- A. Sitting senators will read and score application packets
- B. Sitting senators will interview candidates in random order and score them based on performance.
- C. Sitting senators may establish a minimum score requirement to be appointed only before the score results are revealed. No candidate who scores below this threshold may be appointed, the outcome of which (i.e., vacancies in the Senate) can be reversed only by a 2/3 vote of the Senate during the appointment session.
- D. Candidate ranking results based on total scores will serve as the official vote of the Senate. Based on availability of Senate positions, top candidates will be offered their top choice positions in the order listed on their applications. No further Senate deliberation, except that which meets extraordinary criteria (see below), may follow.

The following scenarios address causes for further deliberation during the A.S. Senate appointment process:

- A. In the event that a candidate rejects an appointment for a particular position, the next highest-scoring candidate (must meet minimum score requirements, if any) who has indicated the position as a top choice, or is otherwise interested in the position, will be offered the appointment.
- B. If a candidate's rank merits an appointment (candidate receives a qualifying score and meets minimum score requirements, if any), but that candidate's choice positions are unavailable, the sitting senators may vote by majority to appoint that individual to a Senate position that is still available.
- C. Executive Board may veto a particular Senator appointment by a majority vote. This, in turn, may be overruled by a two-thirds vote in the Senate.

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 the 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 at the beginning of the Fall and Spring semesters 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. V.P.
- Produce a list of recommended student representative appointments (including Senatorial appointments to college committees), excluding the Activities Committee, to the AS Senate 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
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The **INTER-CLUB COUNCIL CHAIRPERSON*** Chair shall:

- Attend monthly I.C.C. officer meeting with the I.C.C. 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, together with the I.C.C. Vice Chair, club participation days (i.e. Join-A-Club)
- Speak on behalf of and represent the Inter-Club Council
- Maintain student awareness of 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 **INTER-CLUB COUNCIL VICE CHAIRPERSON*** shall:

- Alternately chair the Inter-Club Council meetings with the I.C.C. Chairperson.
- Attend weekly I.C.C. officer meeting with the I.C.C. 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 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 he A.S. Leadership Conference
- Maintain and keep an accurate accounting of I.C.C. accounts
- Coordinates, together with the I.C.C. Chair, club participation days (i.e. Join-A-Club)
- Select, with the approval of the I.C.C. Representatives, a committee of judges to determine the Master Club and Join-A-Club awards
- Speak on behalf of and represent the Inter-Club Council
- Maintain student awareness of I.C.C. activities using available methods of publicity
- Assist clubs with paperwork procedures for planning an event
- 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

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

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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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- A.S. Talent Show, Holiday Celebration, etc.
 - In charge of coordinating and finding the performers for Mt. SAC's Got Talent

The **ATHLETICS SENATOR** shall:

- Serve as member of the A.S. Activities Committee
- Work to enhance communication between the Associated Students Senate and the Mt. SAC Athletics Department and Pep Squad Director
- Be in charge of publicizing and promoting at least one Mt. SAC home athletic game each month.
- Report regularly to Senate regarding upcoming Mt. SAC athletic home games and results, standings, and overall success of teams
- Coordinate student volunteers to work the Mt. SAC Relays each spring
- Attend at least one Mt. SAC athletic event each month

The **CAMPUS COMMUNITY SENATOR** shall:

- Serve as bridge between A.S. and any media entities on and off campus
- Maintain constant communication with campus publications (i.e. Mountaineer and Campus Connection) to inform them of current A.S. Activities, issues, and projects
- Report to Senate any community issues that may affect students
- Serve as the primary liaison between A.S. and high school outreach and promote leadership at high schools
- Research available community service programs which offer volunteer opportunities for students
- Work with A.S. Secretary to keep the A.S. Alumni active

The **CROSS CULTURAL SENATOR** shall:

- Serve as member of the A.S. Activities Committee
- Serve to ensure that the Associated Students initiate and provide activities, lectures, and services which embrace Mt. SAC's diverse student population
- Work in conjunction with I.C.C. cultural clubs to plan and implement cultural events and activities
- Communicate with all of the campus cultural clubs and notify Senate of upcoming cultural events
- Coordinate a Cross-Cultural Fair at least once per academic year
- Attend all A.S. cultural events unless they have a time conflict with either work or class

The **ELECTIONS SENATOR** shall:

- Be in charge of all A.S. elections and follow the guidelines of the Elections Directive
- Be able to interpret the Elections Directive at his/her own discretion
- Schedule a clear timeline for all dates pertinent to the election process. i.e. the application due date, informational meetings, and the election days
- Prepare election information for prospective candidates. i.e. campaigning rules and procedures, qualifications, expectations of the position
- Set up a poll worker schedule with volunteer and/or paid poll workers, and meet with all of them prior to the election dates to inform them of the Elections Directive and operational procedures

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- Present the results of the A.S. elections to the Senate
 - Present a report within three weeks of the conclusion of the Elections, in consultation with members of Elections Committee and the candidates, their personal recommendations regarding improving future elections
 - Chair the open forum for candidates to state their platforms

The **ENVIRONMENTAL SENATOR** shall:

- Serve as member of the A.S. Activities Committee
- Promote environmental awareness on campus by implementing environmental programs to educate the student populace
- Assist in the planning of activities and events for the annual Spring Earth Week and provide educational environmental materials
- Plan at least one environmental informational activity each semester
- Attend environmental club meetings and work closely with environmental groups
- Coordinate at least one Wildlife Sanctuary Tour each semester for students and/or A.S. Senators
- Make at least two reports to Senate each semester regarding current environmental issues or concerns
- Serve on College sustainability committee while active

The **FACULTY RELATIONS SENATOR** shall:

- Serve as a liaison between the Academic Senate and the A.S. Senate
- **Provide information and make recommendations as they pertain to issues that involve both the students and faculty**
- Attend all Academic Senate meetings
- Make bi-monthly oral and written reports to the Academic Senate regarding events, issues, and projects in the A.S. Senate
- Responsible for soliciting student nominations for the Educators' of Distinction Award
- Circulate at least one survey per semester regarding student academic issues

The **FINANCE SENATOR** shall:

- Monitor all A.S. internal budget accounts (all accounts including A.S. operating accounts, A.S. personnel accounts, and any accounts assigned by the A.S. President)
- Work closely with the A.S. President of pertaining to all financial matters regarding internal budget accounts
- Be responsible for researching any questionable budget transactions
- Prepare an up to date balance sheet for all A.S. accounts and reconcile with the A.S. Secretary
- Distribute financial reports to Senators as needed, both orally and in writing, and notify Senate and the account advisor(s) if a discrepancy occurs. Expand/maintain the Mountie Discount Program
- Serve as the Chief Executive Officer of the A.S. budget, assuring that the financial allocations are in the best interest of the students
- Create and chair a Budget Preparation Committee comprised of several Senators (each year, the AS Senate will choose the participants and the number of members on this committee). The Budget Preparation Committee will prepare and present a budget blueprint for the AS Senate for deliberations
- Chair the Senate during budget deliberations. The members of the Budget Preparation Committee will present the budget proposal
- Meet with Scholarship Committee Chair, Manager of Financial Aide and Special Programs, and Executive Director of Development Foundation

The **INTER-CLUB COUNCIL SENATOR** shall:

- Serve as member of the A.S. Activities Committee
 - Serve as the liaison between A.S. and I.C.C.
 - Attend all I.C.C. meetings and give a written, posted, and oral report each week regarding the activities and projects of the A.S.
 - Assist in I.C.C. programs and activities (i.e. ICC informational workshops, Advisor Appreciation, Join-a-Club, Marketplace)
 - Report back to Senate weekly regarding the activities and events of I.C.C.
 - Participate in the planning and implementation of at least one joint A.S. and I.C.C. event each semester
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The **EXTERNAL POLITICAL AFFAIRS SENATOR** shall:

- Inform Senate of local, state, and federal legislation that could affect Mt. SAC
 - Serve as the Mt. SAC A.S. voting representative to region VIII, if A.S. participates
 - Issue recommendations to Senate pertaining to important legislation supported
 - Promote “Chat with the President” events
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The **PUBLICITY SENATOR** shall:

- Serve as member of the A.S. Activities Committee
 - Assist in the creation and regulation of publicity for all A.S. events and activities
 - Be responsible for assuring that all A.S. funded events have adequate publicity to inform the student population
 - Assure that all publicity adheres to the A.S. Publicity Directive
 - Work with the campus radio station (KSAK) to publicize A.S. events
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The **STEM SENATOR** shall:

- Work to enhance communications between the Associated Student Senate and the Mt. SAC Natural Sciences Division
 - Be in charge of circulating 2 surveys per term in regards to the needs of STEM students
 - Report regularly the upcoming projects and plans of the Natural Sciences Division
 - Attend a once a month meeting with the Associate Dean of Natural Sciences Division
 - Attend a once a month meeting with STEM Center Coordinator
 - Publicize the STEM Senator position within the STEM community, seek recommendations from administrators and professors in the Natural Sciences Division
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The **STUDENT SERVICES SENATOR** shall:

- Be the liaison between Student Services and the Associated Students
- Meet with the Dean of Counseling and Matriculation in order to confirm how A.S. may be publicized in the orientation for new students
- Publicize Student Services around campus in order to raise awareness about student services offered
- Be knowledgeable about matters regarding EOPS and DSPS and convey pertinent information to the A.S. Senate
- Give monthly updates to Senate as to all segments of Student Services
- Meet monthly with the Dean of Student Services

SENATOR BINDER GUIDELINES

All Senators shall:

LEGISLATION

- Include any pertinent documents and Senate legislation regarding their position. For each document included, explain what they are and why they are important to their position

NOTES

- Include any pertinent information regarding their position

CURRENT PROJECTS

- Include completed projects or projects that are currently in progress. For projects that are not completed by the end of the Senator's term, record that they are incomplete and provide information as to how the next Senator in their job position can continue working on that project

CONTACTS/RESOURCES

- Include a list of resources that they have found helpful in completing their job duties. This is for the benefit of future Senators. Include faculty and staff members or outside parties on that list

ATTENDANCE POLICY

This policy applies to all elected and appointed A.S. Officers

- A maximum of three (3) absences, excused or unexcused are allowed for each Senate, and E Board meeting each semester. Senators who miss more than two (2) Budget meetings per semester will not be allowed to vote. An absence is defined as either arriving more than fifteen (15) minutes late from the beginning of the official scheduled starting time for meetings or leaving fifteen (15) minutes early.
- After the third (3) absence, the officer will be suspended indefinitely from his/her position. The suspension is not final.
- Should the officer present a written petition for reinstatement to the Executive Board for its' review, the Executive Board shall deliberate the circumstances unique to each absence and determine whether or not the officer's suspension will be final.
- The authority to enforce this policy will reside with the A.S. Advisor.
- For senators appointed during the Spring semester, a maximum of two (2) absences are allowed for each Budget meeting. Absences during the application process will be counted. This includes absences before their appointment, during their term, or a combination of the two.

ORGANIZATIONAL CHART

! A.S. President !		! A.S. VicePresident !	
Campus Community Senator	Externa Political	Activities Senator	Cross Cultural Senator
Elections Senator	Public Relations Senator	Activities Senator	Environmental Senator
Faculty Relations Senator	Student Services Senator	Arts Senator	Publicity Senator
Finance Senator	STEM Senator	Athletics Senator	Inter-Club Council Senator
			Historian Senator

ACTIVITIES COMMITTEE

The Activities Committee shall:

- Construct a prospective activities calendar of A.S. events for the semester by the 2nd week after Senate has been seated, which provides events and days; however, not bonded and may be amended as the Activities Committee sees fit.
- Serve as the primary body responsible for the planning and implementation of all Associated Student events, which includes:
 1. Generating ideas for A.S. events
 2. Preparing logistics
 3. Reserving locations
 4. Providing staffing on the day of the event.
- Screen all proposals with no less than a majority vote before bringing them to Senate.
- Determine the day and time of the meetings at the beginning of each semester at the discretion of the Student Activities Advisor.
- Meet no less than twice per month.
- Report to Senate each week regarding upcoming events and future plans of events.
- Promote involvement of A.S. events to non-members.
- Select one of its Student Representatives to serve as an Activities Student Representative with the following responsibilities:
 1. Be responsible for taking pictures at all AS sponsored events and activities, or find an alternative to take pictures if unable to attend the event
 2. Maintain the showcase in building 9C lobby
 3. Meet bi-monthly with the Student Activities Coordinator to upload new pictures of all AS related events to social media
 4. Consult with the Publicity Senator on a regular basis to help promote AS events and activities

Membership:

A.S. Vice President	(Chair)
Activities Senator (Senior)	(Co-chair)
Activities Senator	(Voting member)
Athletics Senator	(Voting member)
Cross-cultural Senator	(Voting member)
Environmental Senator	(Voting member)
Publicity Senator	(Voting member)
Historian Senator	(Voting member)
Arts Senator	(Voting member)
Inter-Club Council Senator	(Voting member)
Four Student Representatives	(Voting members)

1. Only official members of the Activities Committees may vote. The chair may only vote in the event of a tie or when it can affect the outcome of the vote. The vice chair has full voting privileges unless s/he is chairing the meeting, in which case the rules of the chair apply.
2. In order to attain official membership, a student representative must be a member of Mt. SAC Associated Students. The selection of the student representatives are made by the Activities Committee with ratification process by the Executive Board. The application process will be at the discretion of the Activities Committee.
3. In the event that the Activities Committee does not yet have three members, the A.S. President

shall appoint the first three student representatives members.

4. Any voting member may be removed from the Activities Committee with a 2/3 vote.

STUDENT REPRESENTATIVE JOB DESCRIPTIONS

All A.S. STUDENT REPRESENTATIVES shall:

- 1) Submit one report to the A.S. Senate per semester regarding any committee progress.
- 2) Attend and participate in all committee meetings. In the case of an emergency, student representatives are required to inform the committee chair prior to the meeting.
- 3) Not exceed three (3) absences, excused or unexcused, per semester. An absence is defined as either arriving more than fifteen (15) minutes late from the beginning of the official scheduled starting time for meetings or leaving fifteen (15) minutes early. After the 3rd absence, the student representatives will be suspended from their position.
- 4) Maintain a minimum cumulative GPA of 2.0 and pay the student activity fee.
- 5) Abide by the Student Standards of Conduct and embody the virtues of the A.S. Vision statement

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COLLEGE-WIDE student representatives shall:

- Represent the entire student body and serve to promote and protect the diverse needs of the student population.
- Enhance awareness of student concerns regarding administrative policy.
- Provide necessary student insight.
- Work to enhance communication between the A.S. Senate and College-wide committees.
- Be confirmed by a 2/3 majority by the A.S. Senate before assuming their position
- Provide a report to the A.S. Senate on the latest developments from their respective committee. The frequency of this report will be determined by the individual Student Representative and the Senate Co-Chairs in a mutual understanding

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ACTIVITIES student representatives shall:

- Volunteer at all A.S. events for a minimum of 90 minutes per week or assist the Publicity Senator for at least one hour per week at the Publicity Senator's discretion.
- Provide useful and thoughtful input during weekly Activities meetings.