

**ORGANIZATIONAL DIRECTIVE**  
**(approved on April 1, 2025)**



**I. PURPOSE**

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 (E-board), Senate, and President’s Cabinet (PC) in areas not provided for in the Constitution. Student Court shall be governed by the Judicial Directive.

**II. OATH OF OFFICE**

- A. Elected or appointed officers will assume the duties of the office once the Oath of Office has been administered.
- B. The Oath of Office must be administered by a member of the E-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 by 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. Elected executive officers in the Spring general elections and officers appointed during the Spring Semester will begin their term on July 1st in accordance with the Associated Students Constitution.

**III. EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES:**

The **A.S. PRESIDENT** shall:

- A. Serve as an advocate and representative voice of the diverse student body.
- B. Serve to promote checks and balances in the Associated Student Government and enforce the A.S. Constitution and all A.S. Directives.
- C. Sign or veto legislation approved by the A.S. Senate and E-Board.

- D. Arrange a minimum of eight (8) office hours each week to conduct A.S. business. At least 50% of office hours must be completed on campus. Scheduled virtual hours are approved by President's Cabinet.
- E. Submit an Academic Student Progress report in the 8th week of each semester.
- F. Abide by the Student Standards of Conduct and embody the virtues of the A.S. Mission and Vision statements.
- G. Abide by the A.S. Attendance Policy.
- H. Meet with the Academic, Campus Community, Elections, Faculty Relations, Inter-Club Council (ICC), Finance, Political, STEM, and Student Services Senators individually regarding organizational directive checks, committee reports, and any current projects related to the senator's position.
- I. Ability to issue 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 E-Board and sent to Student Court for a hearing as a special meeting.
- J. Have the right to appoint a Chief of Staff to aid the President in matters pertaining to their duties.
- K. Meet with Student Representatives once per semester in matters related to their committees.
- L. 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.
- M. Serve as an advisory, non-voting member of the A.S. Budget Committee.

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

- A. Weekly with the A.S. Advisor.
- B. Weekly with the A.S. E-Board.
- C. Weekly with the President's Cabinet. (A.S. President is the Chair)
- D. Weekly Senate (Fall/Spring) and Budget (Spring) meetings.
- E. Monthly with the Bookstore Commission. (A.S. President is the Chair)
- F. Monthly with the College President.
- G. 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.
- H. President's Advisory Council.
- I. Auxiliary Services Board of Directors. The A.S. President shall serve as an officer of the Auxiliary Board Corporation.

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

- A. Students to attend local, state and national conferences funded by the A.S. with aid of the A.S. Vice President.
  - B. Produce a list of recommended student representative appointments (including Senatorial appointments to College committees), excluding the Activities Committee, to the A.S. Senate by the fifth week of the semester.
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The **A.S. VICE PRESIDENT** shall:

- A. Meet weekly with the A.S. Advisor.
  - B. Meet weekly with the President's Cabinet.
  - C. Abide by the A.S. Attendance Policy.
  - D. Chair weekly Activities Committee.
  - E. Develop weekly Activities Committee agendas in collaboration with advisor.
  - F. Delegate responsibility of taking Activities Committee minutes.
  - G. Coordinate A.S. hosted event volunteer sign ups and verify attendance.
  - H. Meet with the Activities, Arts, Athletics, Cross Cultural, Environmental, and Publicity Senators individually as needed.
  - I. Assist the A.S. President and serve in their absence as needed.
  - J. Attend the A.S. Fall Leadership Conference.
  - K. Attend weekly Senate (Fall/Spring) and Budget (Spring) Meetings.
  - L. Arrange a minimum of six (6) office hours each week to conduct A.S. business. At least 50% of office hours must be completed on campus. Scheduled virtual hours are approved by President's Cabinet.
  - M. Submit an Academic Student Progress report in the 8th week of each semester.
  - N. Attend the Student Preparation, Equity and Achievement Council (SPEAC) unless otherwise appointed by the A.S. President.
  - O. Assist the A.S. President in appointing Students to attend local, state, and national conferences funded by the A.S.
  - P. Attend monthly Board of Trustees meetings along with the A.S. President.
  - Q. Serve as an advisory, non-voting member of the A.S. Budget Committee.
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The **SENATE CHAIRS** shall:

- A. Represent the interests of Senate to the E-Board.
- B. Alternately chair the Senate meetings.
- C. Attend E-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 E-Board.
- D. Attend weekly Senate Chair meetings with the A.S. Advisors and A.S. Administrative Specialist to review agenda items.
- E. Inform Senate of actions taken in E-Board meetings.

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The **INTER-CLUB COUNCIL CO-CHAIRS** shall:

- A. Alternately chair the ICC meetings.
- B. Meet weekly with the ICC advisor.
- C. Abide by the A.S. Attendance Policy.
- D. Attend at least one (1) Board of Trustees meeting each semester (Fall/Spring).
- E. Arrange a minimum of six (6) office hours each week to conduct ICC business. At least 50% of office hours must be completed on campus. Scheduled virtual hours are approved by President's Cabinet.
- F. Submit an Academic Student Progress report in the 8th week of each semester.
- G. Serve as a voting member on the A.S. E-Board.
- H. Serve on at least one College-Wide Committee.
- I. Attend the A.S. Fall Leadership Conference.
- J. Coordinate ICC sponsored events (i.e. Join A Club, Networking Mixer, etc.).
- K. Speak on behalf of and represent the Inter-Club Council.
- L. Promote ICC sponsored/co-sponsored activities using available methods of publicity.
- M. Take accurate minutes at each ICC meeting and maintain a documented file of all ICC meetings if a Secretary is not appointed. Minutes must be completed no later than Thursday preceding the next meeting.
- N. Keep a record of ICC representatives present at ICC meetings and notifies the RSCO advisor and ICC representative when there has been no RSCO representation at an ICC meeting.
- O. Attends a variety of RSCO meetings per semester.
- P. Create publicity for ICC sponsored/co-sponsored events.

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In accordance with AP 2015, the **STUDENT TRUSTEE** shall:

- A. Serve as an ex-officio non-voting member of the A.S. E-Board.
- B. Report to the Associated Students Senate once a month and attend a minimum of two Associated Students Senate Meetings each month. It is recommended the Student Trustee attend as many Associated Students Meetings as possible.
- C. Report strictly on Board of Trustee matters, College-Wide committee (if pertains), community meetings, state meetings, and discussion with government officials (if allowed).
- D. Meet monthly or bi-weekly with A.S. President, A.S. Vice President, and an A.S. Advisor to learn of student issues, concerns, and recommendations, and to share any pertinent policy issues under review by the Board of Trustees.

- E. Only take initiative and get involved in student issues related to their welfare within Associated Students (i.e., 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.

**IV. SENATE DUTIES AND RESPONSIBILITIES:**

All A.S. SENATORS shall:

- A. Attend all A.S. Senate meetings in accordance with the A.S. Attendance Policy.
- B. Arrange a minimum of two (2) office hours each week to conduct A.S. business. At least 50% of office hours must be completed on campus. Scheduled virtual hours are approved by President’s Cabinet.
- C. Attend and participate in all A.S. hosted events for a minimum of three (3) 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, they must arrange alternative duties and responsibilities with the A.S. Advisor and/or A.S. Vice President.
- D. Serve on at least one (1) College-Wide committee.
- E. Attend one (1) Board of Trustees meeting each semester (Fall/Spring).
- F. Required to attend two (2) E-Board meetings each semester.
- G. Submit an Academic Student Progress report in the 8th week of each semester.
- H. Abide by the Student Standards of Conduct and embody the virtues of the A.S. Vision Statement.
- I. Publicize current Senator position within the Mt. SAC community to seek candidates for the following academic year.

**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:
  - 1. Bill (law) - Motion to amend the Constitution, Directives, and Standing Rules. A majority vote is necessary for passage.
  - 2. Recognition - Motion for action designed to honor person or event. A 2/3 majority vote is necessary for passage.
  - 3. Appropriation (funds) - Legislation to allocate, transfer, and distribute funding from the A.S. Budget. A majority vote is necessary for passage.
  - 4. Resolution (suggestion) - Motion dealing with powers not vested in the Associated Students. A 2/3 majority vote is necessary for passage.



The **ACADEMIC SENATOR** shall:

- A. Meet regularly with the A.S. President, and report to the Senate on matters concerning academic issues.
  - B. Work to inform the student body about Student Learning Outcomes.
  - C. Work to advance student success in all academic disciplines.
  - D. Ensure students receive academic assistance services from Mt. SAC by serving as the liaison with campus centers, programs and facilities, at the discretion of the Senate and/or the A.S. President.
  - E. Inform the student body of research conference opportunities, scholarship information, transfer information, and other helpful knowledge pertinent to student success.
  - F. Plan an Academic Success event with the ICC Senator and academic related Recognized Student Clubs/Orgs (RSCOs).
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Each **ACTIVITIES SENATORS** shall:

- A. Serve as member of the A.S. Activities Committee.
  - B. Collaboratively supervise all A.S. sponsored activities.
  - C. Plan and implement the majority of A.S. activities.
  - D. Serve as a resource and assist Senators with the planning and implementation of their events.
  - E. Organize student participation and assistance during A.S. events.
  - F. Lead one A.S. large scale event as designated by the A.S. Activities Coordinator.
  - G. Support other A.S. Senators in any additional event planning.
  - H. Follow up with A.S. sponsored activities and ensure that reusable materials purchased by A.S. are returned to A.S.
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The **ARTS SENATOR** shall:

- A. Serve as member of the A.S. Activities Committee.
- B. Work to enhance communication between the A.S. Senate and Mt. SAC Theater, Music, and Art department.
- C. Assist in publicizing and promoting all Mt. SAC drama/concert/gallery opening each month.
- D. Reports regularly to Senate regarding upcoming Mt. SAC performing arts competitions and events.
- E. Lead one A.S. art event as designated by the A.S. Activities Coordinator per academic year.
- F. Serve as a reviewer for Inspiring Women nominations on the Inspiring Women Planning committee.

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The **ATHLETICS SENATOR** shall:

- A. Serve as member of the A.S. Activities Committee.
- B. Work to enhance communication between the A.S. Senate and the Mt. SAC Athletics Department.
- C. Assist in publicizing and promoting at least one Mt. SAC home athletic game each month.
- D. Report regularly to Senate regarding upcoming Mt. SAC athletic home games and results, standings, and overall success of teams.
- E. Attend at least one Mt. SAC athletic event each month.
- F. Assist with the planning of an A.S. hosted Athletics event in the Spring.

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The **CAMPUS COMMUNITY SENATOR** shall:

- A. Maintain communication with campus publications to inform them of current A.S. activities issues, and projects.
- B. Report to Senate any community issues that may affect students.
- C. Serve as the primary liaison between A.S. and High School Outreach and promote leadership at high schools.
- D. Research available community service programs which offer volunteer opportunities for students.
- E. Assist Student Life Student Services Program Specialist II with semesterly Volunteer Fair.

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The **CROSS CULTURAL SENATOR** shall:

- A. Serve as member of the A.S. Activities Committee.
- B. Serve to ensure that the Associated Students initiate and provide activities, lectures, and services which embrace Mt. SAC's diverse student population.
- C. Work in conjunction with ICC cultural RSCOs to plan and implement cultural events and activities.
- D. Communicate with all of the campus cultural RSCOs and notify Senate of upcoming cultural events.
- E. Lead one A.S. cross-cultural event as designated by the A.S. Activities Coordinator per academic year

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The **ELECTIONS SENATOR** (in consultation with the A.S. Elections Advisor) shall:

- A. Oversee all A.S. elections and follow the guidelines of the Elections Directive.
  - B. Chair the Elections Committee and appoint members as outlined in the Elections Directive.
  - C. Develop a timeline with the Elections Committee for all dates pertinent to the election process (i.e. the application due date, informational meetings, and the election days).
  - D. Prepare election information for prospective candidates (i.e. campaigning rules and procedures, qualifications, and expectations of the position).
  - E. Present the election information to the prospective candidates through at least two mandatory meetings.
  - F. Report once per week to the Senate.
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The **ENVIRONMENTAL SENATOR** shall:

- A. Serve as member of the A.S. Activities Committee.
  - B. Promote environmental awareness on campus by implementing environmental programs to educate the student populace.
  - C. Assist in the planning of activities and events for the annual Spring Earth Week and provide educational environmental materials.
  - D. Lead one A.S. environmental event as designated by the A.S. Activities Coordinator per academic year.
  - E. Attend environmental RSCO meetings and work closely with environmental groups.
  - F. Coordinate at least one Wildlife Sanctuary Tour each semester for students and/or A.S. Senators.
  - G. Make at least two reports to Senate each semester regarding current environmental issues or concerns.
  - H. Serve on College sustainability committee while active.
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The **FACULTY RELATIONS SENATOR** shall:

- A. Serve as a liaison between the Academic Senate and the A.S. Senate.
  - B. Provide information and make recommendations as they pertain to issues that involve both the students and faculty.
  - C. Attend all Academic Senate meetings.
  - D. Present bi-monthly oral or written as needed to the Academic Senate regarding events, issues and projects in the A.S. Senate.
  - E. Responsible for soliciting student nominations for the Educators of Distinction Award and serving on the committee.
  - F. Collaborate with Academic Senator on student/faculty related academic issues.
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The **FINANCE SENATOR** shall:

- A. Monitor all A.S. internal budget accounts.
- B. Work closely with the A.S. President pertaining to all financial matters regarding internal budget accounts.
- C. Research any questionable budget transactions .
- D. Distribute financial reports to Senators as needed, both orally and in writing, and notify Senate and the account advisor(s) if a discrepancy occurs.
- E. Create and chair a Budget Preparation Committee comprised of several Senators (each year, the A.S. 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 A.S. Senate for deliberations.
- F. Chair the Senate during budget deliberations. The members of the Budget Preparation Committee will present the budget proposal.
- G. Communicate with the ICC Senator to present in ICC meetings updated balances which are available for RSCOs.

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

- A. Serve as a liaison between A.S. and ICC by providing reports about each organization and recruiting RSCO collaboration opportunities with A.S.
- B. Attend all ICC meetings as a Board member.
- C. Assist ICC with planning their events (i.e. Join a Club, Networking Mixer, etc.).
- D. Assist RSCOs and ICC with legislation guidance (i.e. appropriations, etc.).
- E. Keep record of RSCO appropriation submissions and approvals.
- F. Serve as a member of the A.S. Activities Committee. Report back to RSCOs with any RSCO collaboration opportunities with A.S.

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The **POLITICAL SENATOR** shall:

- A. Inform Senate of local, state, and federal legislation that could affect Mt. SAC.
  - B. Serve as Mt. SAC A.S. delegate to SSCCC Region VIII, if A.S. participates:
  - C. Attend SSCCC General Assembly (GA) as Mt. SAC delegate.
  - D. Report actions made at SSCCC GA back to Senate.
  - E. Attend monthly delegate meetings.
  - F. Complete reports pertaining to Mt. SAC A.S. activity and delegate responsibilities.
  - G. Participate in one internal regional committee (if available).
  - H. Assist with the planning of on campus advocacy and civic engagement events.
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The **PUBLICITY SENATOR** shall:

- A. Serve as member of the A.S. Activities Committee.
  - B. Assist in the creation and regulation of publicity for all A.S. events and activities.
  - C. Be responsible for assuring that all A.S. funded events have adequate publicity to inform the student population.
  - D. Assure that all publicity adheres to the A.S. Publicity Directive.
  - E. Utilize social media to publicize A.S. events.
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The **STEM SENATOR** shall:

- A. Work to enhance communications between the A.S. Senate and the Mt. SAC Natural Sciences Division.
  - B. Regularly report the upcoming projects and plans of the Natural Sciences Division.
  - C. Coordinate a monthly meeting with the Deans of Natural Sciences Division.
  - D. Participate in monthly STEM Committee meetings.
  - E. Join the STEM Committee Advisory Board to represent the student perspective.
  - F. Attend a monthly meeting with STEM Center Coordinator.
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The **STUDENT SERVICES SENATOR** shall:

- A. Publicize Student Services around campus in order to raise awareness about student services offered.
  - B. Be knowledgeable about Student Services programs and departments and convey pertinent information to the A.S. Senate.
  - C. Be the liaison between Student Services and A.S.
  - D. Meet with each Dean or Associate Dean in Student Services to collect information related to the departments they oversee.
  - E. Recruit A.S. volunteers to assist tabling Student Services related events.
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### **APPOINTMENT OF SENATORS**

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

- A. The authority to conduct evaluations rests solely with Senators who are presently sworn in. Hence, elected Senate chairs who have either not taken the oath of office or have not commenced their term by July 1st, shall lack the authority to assess applicants.
- B. Senators shall read and score application packets.

- C. Senators shall interview candidates in random order and score them based on performance.
- D. 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.
- E. 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. E-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.

### **INTERIM SENATORS**

**Should a Senate vacancy occur, the Senate Chairs may submit a nomination for Interim-Senator for the remainder of the semester.**

- A. By the fourth (4th) week of the semester, nominations will be announced and placed on the next agenda.
- B. By the fifth (5th) week of the semester, Senate will vote on the Interim-Senator nomination(s).
- C. A majority vote needed to pass.
- D. Ratification will occur during Executive Board.

### **V. COLLEGE-WIDE COMMITTEE REPRESENTATIVES**

College-Wide **Student Representatives** shall:

- A. Attend all scheduled committee meetings.
- B. Submit the Committee Attendance Tracking Form at the end of each semester.

- C. Represent the entire student body and serve to promote and protect the diverse needs of the student population.
- D. Enhance awareness of student concerns regarding administrative policy.
- E. Provide necessary student insight.
- F. Work to enhance communication between the A.S. Senate and College-Wide committees.
- G. Be confirmed by a 2/3 majority vote by the A.S. Senate before assuming the position.
- H. Provide a report to the A.S. Senate on the latest developments from their respective committee.

## **VI. ATTENDANCE POLICY**

**This policy applies to all elected and appointed A.S. Officers. The authority to enforce this policy will reside with the A.S. Advisor(s).**

This attendance policy applies to:

- A. Senate Meetings
- B. E-Board Meetings
- C. Budget Meetings
- D. ICC Meetings
- E. Mandatory Trainings
- F. A.S. Sponsored Events

### **ABSENCES:**

A maximum of one (1) unexcused absence, or four (4) excused absences, are allowed per Fall and Spring semester.

- A. An absence is defined as:
  1. Arriving more than fifteen (15) minutes late from the beginning of the official scheduled start time.
  2. Leaving fifteen (15) minutes early from the ending of the official scheduled start time.
  3. Missing one (1) or more meetings on the same day.
- B. An excused absence is defined as:
  1. Competing at an event in the name of Mt. SAC.
  2. Representing Mt. SAC at a conference or professional setting.
  3. Experiencing a medical or family emergency.
- C. To report an absence:
  1. Provide written communication to the A.S. Advisors and Senate Chairs as soon as possible.
  2. Provide proof of attendance verified by a Mt. SAC employee overseeing the conference or activity.
    - a. For competitive activities, provide a schedule of upcoming competitions.

3. Failure to submit an academic progress report at the due date will be considered as an unexcused absence.
4. Failure to attend a Board of Trustees meeting in the Fall and Spring semester will be considered an unexcused absence.
5. If two (2) Budget meetings are missed, an A.S. Senator will not be allowed to vote on the budget.
6. A.S. Officers will be suspended from their position if they go over their allotted number of absences.
  - a. A petition for reinstatement can be submitted to E-Board for review.
  - b. The E-Board shall deliberate the circumstances unique to each absence and determine whether or not the officer's suspension will be final.

## **VII. SEXUAL HARASSMENT TRAINING**

Required sexual harassment training intervention for A.S. Officers, A.S. Committee Representatives, and RSCO Officers, must be completed by the 8th week of the semester. Those that do not complete the training by the established deadline will be subject to removal of officer privileges as determined by the respective governing body. The sexual harassment training curriculum would be the same training required for faculty, provided by the Title IX office. The training covers sexual harassment identification, intervention, and support services.

## **VIII. STIPENDS**

During Fall and Spring semesters, upon approval, the following stipends will be dispersed:

- A. A.S. President - \$500 tenthly
- B. A.S. Executive Board and Chief Justice - \$250 tenthly
- C. A.S. Senators and Associate Justices - \$125 tenthly

Stipends will be funded through the A.S. Student Representation Fee, and/or A.S. Budget, and be disbursed through the Payroll department.

## **IX. IMPEACHMENT**

The impeachment of A.S. Officers, excluding Associate Justices, shall be undertaken by the Student Court and governed by the rules and procedures listed in the Judicial Directive.

## **X. AMENDMENTS**

The Senate may make proposed amendments to this Directive which are subject to final approval (2/3 vote required) by the Executive Board.

**APPENDIX: ORG CHART**

A.S. President	
Academic Senator	Finance Senator
Campus Community Senator	Political Senator
Elections Senator	STEM Senator
Faculty Relations Senator	Student Services Senator

Vice President	
Activities Senator 1	Cross Cultural Senator
Activities Senator 2	Environmental Senator
Arts Senator	Inter Club Council Senator
Athletics Senator	Publicity Senator