





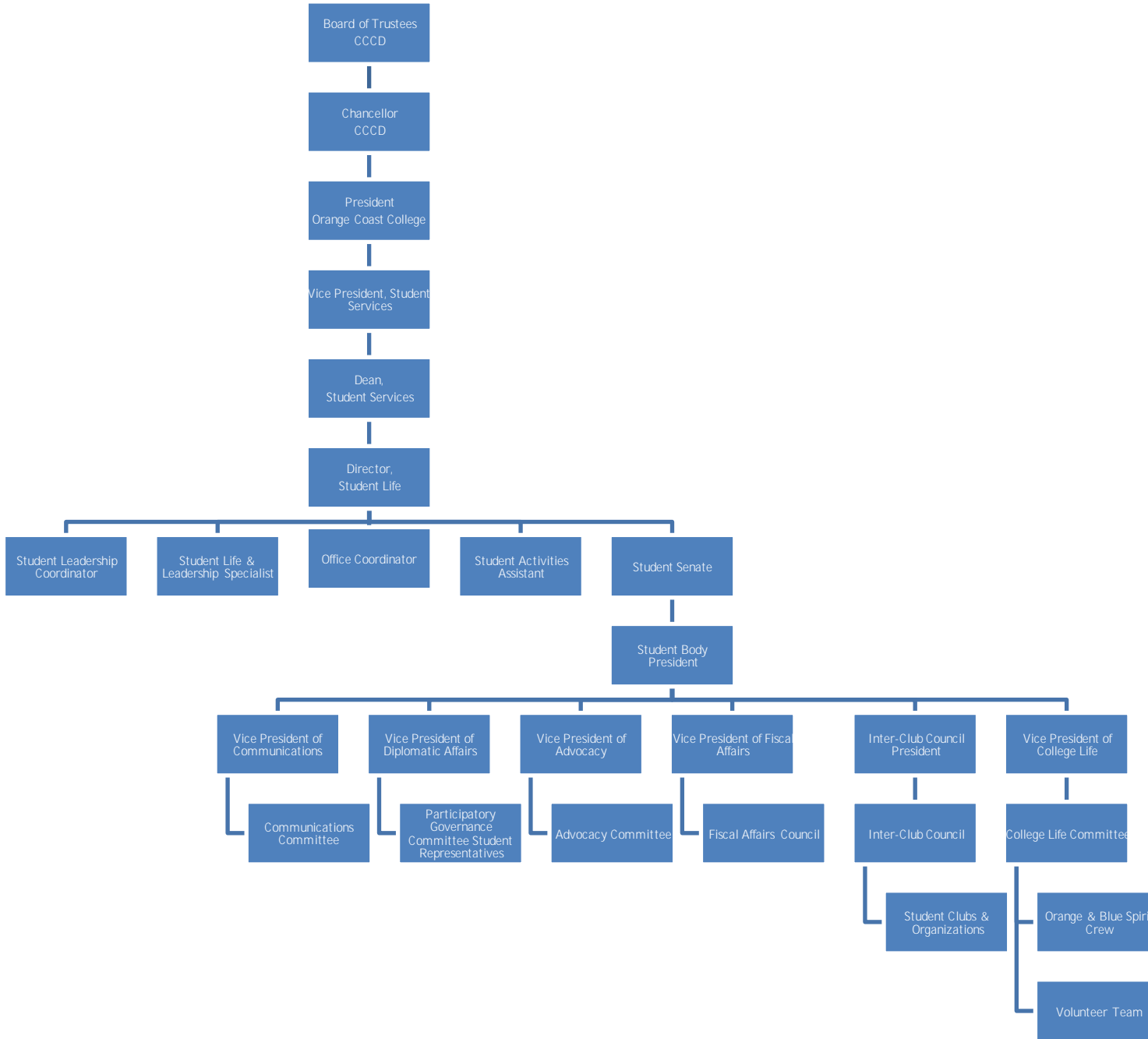


# **Part I: Student Government Establishment**

## **Article I: Student Government Establishment**

The following document, quoted in its entirety from the Coast Community College District Board Policy Chapter 5 Student Services, establishes the jurisdiction of the Associated Student Organizations within the District:

**Article IV: ASOCC Organizational Chart**





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## **Article III - Student Government of Orange Coast College**

### **Section A: Purpose**

1. The Student Government of Orange Coast College, hereafter referred to as the SGOCC, serves to represent the interests of ASOCC in that it recognizes that members within ASOCC are diverse, thereby making it distinct from other bodies within the campus community.

### **Section B: Framework of Authority**

1. All powers, acts, and responsibilities of the ASOCC and SGOCC are subject to the policies of Orange Coast College and the authority of the President of Orange Coast College, as well as the policies and authority of the Coast Community College District and its Board of Trustees and state and federal law.
2. This framework of authority does not diminish or impede the rights and duties of the SGOCC to either advocate for policies that the SGOCC finds to be in the interest of the ASOCC or oppose those policies contrary to that interest. The SGOCC shall not be answerable to any body or entity other than the ASOCC for its positions on any matters.

### **Section C: Composition and Membership**

1. The SGOCC shall be composed of the following branches: Student Senate, Executive Board, Inter-Club Council, College Life Committee, Fiscal Affairs Council, Advocacy Committee, and their subsidiaries. All members of these branches shall be the officers of the SGOCC.
2. Requirements for serving as an elected officer in the SGOCC shall not exceed the minimum qualifications set by California law and will be addressed in the bylaws. Elected SGOCC officers



proposed amendment receives a majority cast ballots, the proposed amendment shall be binding and in full force and effect.

### **Section C: Amendment through Initiative**

1. Any ASOCC member may propose an amendment to this constitution by demonstrating the consent of the ASOCC to hold an initiative to amend this constitution.
2. Consent of the ASOCC for an initiative to amending this constitution shall be demonstrated through gathering signatures of not less than one-tenth of ASOCC members during the semester in which the initiative occurs. Petitions containing these signatures must also contain the exact language of the proposed amendment at the time that each ASOCC member signs said petition.
3. After a proposed amendment receives the consent of not less than one-tenth of the ASOCC, an initiative will occur in which the entire ASOCC shall be entitled to participate. If the proposed amendment receives two-

- recommendations that are presented at the Student Senate and Executive Board meeting may only be approved by a 2/3 majority of the present voting membership.
- b. Recommendations Originating from the Constitution & Bylaws Committee;
    - i. The Constitution & Bylaws Committee shall present proposed amendments to the respective branch or branches directly affected by the proposed amendment as an agenda item.
    - ii. Upon a written request by the Constitution & Bylaws Chair, the respective SGOCC branch must review the recommended amendments within ten (10) business days during the fall and spring semesters. The branch may consider endorsing the proposed amendment by a 2/3 majority of the present voting membership.
    - iii. If the proposed amendment passes with a 2/3 majority at the branch level, the Constitution & Bylaws Committee Chair must request an agenda item for the next possible Student Senate and Executive Board meeting for consideration.
    - iv. Provided that all members of the Student Senate and Executive Board have been notified of the proposed verbiage at least seven (7) days prior, the recommendations that are presented at the Student Senate and Executive Board meeting may only be approved by at 2/3 majority of the present voting membership.
    - v. If a proposed change to the bylaws is to affect multiple branches, all branches then shall be notified, and upon such time notice has been given, the Student Senate and Executive Board will put the proposed amendment to a vote requiring 2/3 majority of the present voting membership.
  - c. Recommendations Affecting Multiple Branches;
    - i. Recommendations to the ASOCC Bylaws, whether originating from an SGOCC Branch or the Constitution & Bylaws Committee, must be vetted through each SGOCC branch as an agenda item. All SGOCC branch members must be notified in writing seven (7) days prior to it being considered within their branch meeting. The branch may consider endorsing the proposed amendment by a simple majority of the present voting membership.
    - ii. After being endorsed by each branch of SGOCC, the Constitution & Bylaws Committee must review the recommendations from the various branches within ten (10) business days during the fall and spring semesters. After being reviewing, the Constitution & Bylaws Committee must bring forth the original amendment and their recommendations to the Student Senate & Executive Board for consideration.
    - iii. Provided at all members of the Student Senate and Executive Board have been notified of the proposed verbiage at least seven (7) days prior, the recommendations that are presented at the Student Senate and Executive Board meeting may only be approved by a 2/3 majority of the voting membership.

## **Article VII - Supremacy**

### **Section A: ASOCC Documents and Policies**

1. The ASOCC Constitution and its amendments shall have supremacy over all ASOCC documents and policies, including the bylaws of this constitution. ASOCC documents and policies in conflict with this constitution will be unconstitutional and invalid.

### **Section B: Compliance**

1. This constitution and its amendments shall comply with state and federal legislation and district and college policies and procedures.

**Article VIII - Amendments to the Constitution of the Associated Students 5i(Hg/Assaiat(s)-48G[ETQ.,7gBTF2**

- v. The removal of existing verbiage in **Article VI (Bylaws), Section C (Changing Bylaws), Number 1 and Number 2**. There were proposed new verbiage to outline the new process for the student government to modify the bylaws of the organization.





- v. Shall track tardies and absences of the Advocacy Committee officers and present it at the first Advocacy Committee meeting of every month.
- vi. Shall fulfill other duties and responsibilities as may be assigned.

d. Communications Officer

- i. Shall serve as a member of the Communications Committee, working closely with the Vice President of Communications.
- ii. Shall promote Advocacy Committee events, projects, and activities.

e. Legislative Affairs Officer

- i. Shall serve as Chair as the Legislative Affairs Subcommittee.
- ii. Shall coordinate and organize appointments with legislators in collaboration with the Vice President of Advocacy and the Advisor.
- iii. Establish and/or maintain communication with targeted legislators.
- iv. Will inform and provide updates to the Advocacy Committee regarding legislative issues.

f. Student Civic and Voter Empowerment Committee Representative(s)

- i. The Advocacy Committee shall appoint from its own membership two (2) officers to the Student Civic and Voter Empowerment Committee.

g. Voting Officers

- i. Shall make an informed vote on proposed projects.
- ii. Shall uphold all standards both ethically and as outlined in this document.
- iii. Shall provide input and vote on issues pertaining to statewide student governance.

7. Vacancies & Order of Succession

- a. In case of a vacancy, applications may be opened at the chair's discretion.
- b. In case of the departure of the Vice President of Advocacy, the Advocacy Committee Vice Chair shall assume their responsibilities until such a time that the Senate fills the Vice President of Advocacy position.
- c. In the event that the Vice President of Advocacy departs with no Advocacy Committee Vice Chair appointed, the Advocacy Committee Secretary shall assume the duties of the Vice President of Advocacy until such a time that the Senate fills the Vice President of Advocacy position.

8. Sub-Committee

a. Legislative Affairs Sub-Committee

- i. Shall research, track, and summarize legislation throughout the year; shall help to organize legislative visits; and work on items designated to them by the Legislative





4. Meetings

- a. Officers will meet each week on Mondays and Wednesdays from 12:45 p.m. - 2:15 p.m.

5. Powers, Duties, & Responsibilities

a. Powers and Voting

- i. The College Life Committee must meet quorum with a majority of officers present in order to conduct business.
- ii. The College Life Committee officers shall have voting privileges.
- iii. The Volunteer Team members and Orange and Blue Spirit Crew members do not hold the right to vote.
- iv. Proposed projects shall only pass with a simple majority of those present.
- v.









- c. If for any reason any officer chooses to resign from their position on the College Life Committee, they must write a letter of resignation addressed to the College Life Committee

**Sect**



- a. The Executive Board shall have shared legislative power, including the power to pass resolutions, bills, and acts on behalf of the Student Senate, the Executive Board, and the ASOCC.
- b. The Executive Board shall have the power over all ASOCC monies, including the responsibility to approve budgets, authorize all expenditures, set fiscal policy, and conduct inquiries regarding the finances of ASOCC and any entities contained therein, so long as its actions are in compliance with policy set forth by the Orange Coast College, the Coast Community College District, and California law.
- c. The Executive Board shall have the power to appoint all ASOCC student representatives to participatory governance committees as well as the shared power to appoint ASOCC officers to represent the ASOCC or Student Senate in other organizations or entities.
- d. During Student Senate meetings, the Executive Board officers shall have equal voting privileges as voting officers, make motions, and participate in discussions.
  - i. If an Executive Officer is running for any open appointed position within the Student Senate and Executive Board, their voting privileges as voting officers will be revoked, and they may not make motions during the appointment process.
- e. Prior to the fall semester, the Student Senate shall have the sole power to seek and appoint Executive Board officers, with the exception of the Inter-Club Council President and the Vice President of Fiscal Affairs. In the instance in which a vacancy arises after the beginning of the fall semester, then this power will be shared with Executive Board.
- f. Formal action taken by the Executive Board shall require the approval of a majority of the Executive Board officers and Student Senators attending the meeting at which the vote occurred and where quorum is achieved.
- g. The Executive Board officers shall be accountable to the same standards as Student Senators.
- h. The Executive Board officers shall conduct, at minimum, an official meeting every other week.
- i. The Executive Board officers shall serve on at least one (1) Participatory Governance Committee.
- j. The Executive Board officers shall submit to the Vice President of Diplomatic Affairs a written or typed report of the Participatory Governance Committee meetings that they attended within a 72 hour period.
- k. The Executive Board officers shall make a weekly verbal report in Student Senate Meetings.

## 6. Positions Descriptions

- a. Student Body President
  - i. Shall be the chief Executive Officer of the Executive Board.
  - ii. Shall be responsible for the administrative operations of the ASOCC, in accordance with the will of the Student Senate and Executive Board, and shall report and make recommendations to the Student Senate and Executive Board.
  - iii. Shall be responsible for coordinating, chairing, and preparing and posting agendas for Executive Board meetings.
  - iv. Shall be responsible for fulfilling the duties of Executive Board officers at such time as they are unwilling or unable to perform their duties by way of taking the responsibilities of the vacated position upon themselves, or by allowing a willing Executive Board



- viii. Shall attend the Orange Coast College Foundation Board of Directors meetings or appoint a student designee to attend on their behalf.
- b. Vice President of Diplomatic Affairs
- i. Shall make recommendations to the Student Senate and Executive Board pertaining to the appointment of participatory governance committee representatives from the ASOCC.
  - ii. Shall ensure that members of the ASOCC appointed to non-ASOCC committees, such as participatory governance committee, are fulfilling their duties.
  - iii. Shall ensure that the Student Senate and Executive Board is apprised of the business before the aforementioned committees and shall be the liaison between these committees and the Student Senate and Executive Board.
  - iv. Shall be responsible for oversight of the participatory governance committee representatives.
  - v. All participatory governance committee representatives must submit an application to the Vice President of Diplomatic Affairs.
    - 1. All student representatives of participatory governance committees shall hold this position for a period of two full semesters.
    - 2. After the semester has ended, all students will be eligible to sit on the same committee again or another one as long as they complete the proper application process.
    - 3. All student representatives must submit a written or typed report to the Vice President of Diplomatic Affairs on each meeting they attend within a 72 hour period.
    - 4. All written or typed reports will be made public document.
- c. Vice President of Communications
- i. Shall chair the Communications Committee meetings.
  - ii. Shall oversee the promotion of ASOCC publicity in coordination with Communications Committee officers.
  - iii. Shall be responsible for the coordination and execution of relevant ASOCC publicity in accordance with campus regulations.
  - iv. Shall maintain all ASOCC publicity boards on campus.
  - v. Shall oversee the development and publication of the ASOCC Yearbook.
  - vi. Shall oversee the Communications Committee to better serve the needs and increase effectiveness of the ASOCC Communications.
  - vii. Shall oversee Student Senate Elections.
- d. Vice President of Fiscal Affairs
- i. Shall be the liaison between the Fiscal Affairs Council and the Student Senate and Executive Board.
  - ii. Shall prepare and post the agenda and organize all formal meetings of the Fiscal Affairs Council, except in instances where it becomes necessary that he or she delegates this duty to another officer of the Fiscal Affairs Council.
  - iii. Shall chair all meetings of the Fiscal Affairs Council, except in instances where it becomes necessary that he or she delegates this duty to another officer of the Fiscal Affairs Council.
  - iv. Shall represent the Fiscal Affairs Council in accordance with the majority will of the Fiscal Affairs Council.
  - v. Shall represent the Fiscal Affairs Council on the ASOCC Sustainability Committee.





- b. The Fiscal Affairs Council is a recommending body; it has no power or authority to grant or deny requests.
- c. Whenever in the Fiscal Affairs Council's discretion the need arises, it may consider and advise the Student Senate and Executive Board of fiduciary and ethical standards and duties with respect to managing, investing, expending

- i. The Fiscal Affairs Council shall appoint from its own membership two (2) officers to the College Budget Committee.
- ii. If the two (2)

- iii. One (1) club representative must attend every Monthly Meeting effective immediately after official approval by the Inter-Club Council.
- iv. Clubs may only have one (1) absence to a Monthly Meeting per semester.
  - v. Two (2) tardies is equivalent to one (1) absence, and a tardy is defined as being more than 15 minutes late or leaving 15 or more minutes early.
- vi. Clubs will be declared inactive and will lose all active status privileges and entitlements if exceeding one (1) absence, and will be notified of their disqualification through email.
- vii. An appeal may be submitted to the Inter-Club Council President and the Student Life & Leadership Specialist who will present it to the Inter-Club Council Board at the following Inter-Club Council Board meeting.
- viii. The club will be notified of the Inter-Club Council Board's decision by email within two (2) days.
- ix.

- a. The Inter-Club Council Meet-and-Greet is an event for clubs to socialize and network with the Inter-Club Council Board officers alongside other fellow clubs.
- 5. End-of-Semester Celebration (fall semester)
  - a. The End-of-Semester Celebration is an event hosted during the normal Monthly Meeting time dedicated to celebrating the clubs and their achievements. Club accomplishments and endeavors throughout the semester are recognized through a banquet.
- 6. End-of-Year Celebration (spring semester)
  - a. The End-of-Year Celebration is an event hosted during the normal Monthly Meeting time







- vii. Ensure that each club is visited at least once per semester by having a method to keep track of the visitations and sharing it with the Inter-Club Council Board.
- h. Historian
  - i. Take photographs and/or videos of all Inter-Club Council sponsored activities and events.
  - ii. Create slideshow presentations that contain pictures from all Inter-Club Council and club sponsored activities when needed (e.g., Inter-Club Council End-of-Semester Celebration, Inter-Club Council End-of-the-Year Celebration, ASOCC Banquet).
  - iii. Provide the Director of Campus Relations and the Director of Communications with pictures as needed for their work (e.g., Inter-Club Council Newsletter, club section of the OCC website, or publicity material).
  - iv. Create and/or help create an ASOCC yearbook in collaboration with the Vice President of Communications and the College Life Committee Historian.
  - v. Make sure all ASOCC digital camera batteries are charged before Inter-Club Council sponsored activities or events if it is going to be in use.

7. Vacancies and Order of Succession

- a. If the Inter-Club Council President is unable to attend or run a meeting, the Inter-Club Council Vice President will assume the chair position for the meeting.
- b. If the Inter-Club Council President resigns for any reason, the Inter-Club Council

- a. Officers shall hold no less than one (1) meeting every two (2) weeks on Thursdays from 12:45 p.m. – 1:45 p.m.

#### 4. Powers, Duties, Responsibility

- a. Sustainability Committee Powers
  - i. The Sustainability Committee officers will have the opportunity to vote within their body.
- b. Duties of the Sustainability Committee
  - i. It shall be the duty of the Sustainability Committee to:
    1. Host at least one (1) event per semester related to sustainable or environmentally friendly practices.
    2. Collaborate with the ASOCC Recycling Center.
    3. Oversee the distribution and location of the recycling bins.
    4. Promote sustainable practices on campus.
- c. Recycling Pick-ups
  - i. The Sustainability Committee shall recruit volunteers to participate in recycling pick-ups on Fridays.
  - ii. Participation in recycling pick-ups is mandatory for each Sustainability Committee officer at least once a month.
  - iii. There shall be no recycling pick-ups during holidays or breaks.
  - iv. Recycling pick-ups will start the week after the first Sustainability Committee meeting during the fall and spring semesters.
  - v. The following is mandatory attire of each officer during recycling pick-ups:
    1. Close-toed shoes
    2. Gloves

#### 5. Position Descriptions

- a. Chair
  - i. The Student Senate and Executive Board shall appoint the Chair of Sustainability Committee.
  - ii. Shall be the liaison between Student Senate and Executive Board and Sustainability Committee.
  - iii. Prepare and post meeting agendas in compliance with all state laws.
  - iv. Preside over all meetings as a nonvoting member.
  - v. Enforce all rules established in these documents.
  - vi. Shall serve as the student representative of the campus wide Sustainability Committee, or appoint a designee from the ASOCC Sustainability Committee.





