

Student Government of Orange Coast College Policies & Procedures



Advocacy Committee
College Life Committee
Executive Board
Fiscal Affairs Council
Inter-Club Council
Orange & Blue Spirit Crew
Student Senate
Volunteer Team

SGOCC Procedure 1004: SGOCC Attendance and Truancy Procedures 36
SGOCC Procedure 1005: Agendas, Records, and Minutes 36
SGOCC Procedure 1006: Officer Discipline & Removal Procedures 36
SGOCC Procedure 1007: Resignations Procedures 37
SGOCC Procedure 1011: ASOCC Yearbook Procedures 37
SGOCC Procedure 1012: Code of Ethics Procedures 37
Part 2: Administrative 38

SGOCC Policies

Part 1: General

SGOCC Policy 1001: SGOCC Policy & Procedures

Section A: Policies

- 1) The Student Government of Orange of Coast College (SGOCC) may adopt such policies as are authorized by law or are determined by the officers to be necessary and appropriate for the effective operation of SGOCC. The Senate shall adopt written policies to convey its expectations for actions to be taken by student government officers and to communicate SGOCC philosophy and practice to the students and the public. Policies are the governing laws of SGOCC and are binding to the extent that they do not conflict with federal or state laws and District Policies and Procedure. Policies are to be written clearly, in a standard format, and are to include language that is compliant with accreditation standards. All officers are expected to know and observe provisions of law and SGOCC policies pertinent to their position responsibilities.

Section B: Policy Review

- 1) The Constitution and Bylaws Committee, in consultation with the Director of Student Life, is responsible for the review/revision of all policies that pertain to the operations of SGOCC.
- 2) All policies shall be reviewed every year ensure compliance with law, accreditation standards and best practices

Section C: Drafting, Revising and Updating SGOCC Policies

- 1) The Constitution and Bylaws Committee, in consultation with the Director of Student Life, shall draft, revise and update as necessary, policies that pertain to the operations or the role of SGOCC. After a policy has been drafted, revised, or updated, the Constitution & Bylaws Committee shall bring the policy to all branches of student government to solicit comments. After the policy has been brought to each branch of student government, the policy shall be considered for adoption by the Executive Board and Student Senate.

Section D: Procedures

- 1) Procedures are to be issued by the Executive Board, in collaboration with the Director of Student Life and College Life Coordinator, as statements of method or procedure to be used by the officers in implementing policies. All procedures shall be consistent with policies. When policies are amended, the Executive Board shall review corresponding procedures to ensure that they conform to the revised policy. After the procedure has been drafted or revised, the procedure shall be considered for adoption by the Executive Board and Student Senate."
- 2) The Executive Board shall review and, as necessary, update all procedures every year. The Executive Board, as it deems appropriate, may develop, revise or review specific procedures to ensure their compliance with SGOCC Policies.

Section E: Public Access

- 1) All policies and procedures shall be placed on the college website (www.orangecoastcollege.edu). Copies of all policies and procedures shall be readily available through the ASOCC Office to officers, students, and the public.

Adopted May 8, 2015

SGOCC Policy 1002: SGOCC Officer & Position Appointments

- 1) The Student Government of Orange Coast College (SGOCC) will elect and appoint officers, Volunteer Team members, and Orange & Blue Spirit Crew members as outlined in the SGOCC Procedures. Officer and membership composition of each branch of student government is outlined in the SGOCC Bylaws.

Adopted May 8, 2015

SGOCC Policy 1003: Quorum

- 1) When holding meetings of the student government, all committees must meet quorum, 50% plus one, of their existing members in order to conduct business.

Adopted May 8, 2015

SGOCC Policy 1004: SGOCC Attendance/Truancy

- 1) All officers are required to attend their respective committee meetings as listed in their sections.
- 2) All officers must attend 80% of scheduled meetings each semester, for the fall and spring. Missing more than 20% of meetings in either the fall or spring semester may result in the
- 3) In case of an emergency, a tardy or an absence may be counted as excused so long as communication has been made wiG[()] T328(t)F4 12 Tf1 672 12 Tf10000912 0 6AM1 0 032009ETan0912 0

8)

the Fiscal Affairs Council, the Inter-Club Council, the Advocacy Committee, the College Life Committee, and the Volunteer Team. In order to increase communication between the branches of student government and to address the needs of students attending Orange Coast College, the Associated Students of Orange Coast College Social Media Policy has been established to disseminate information to students through various social mediums. This policy provides which include, but are not limited to, Facebook, Twitter and YouTube.

Section B: Golden Rules for Using Social Media

- 1) These rules apply to all forms of social media used by the Associated Students of Orange Coast College. These rules apply, but are not limited to, Facebook, Twitter, and YouTube. The Associated Students of Orange Coast College may edit the Social Media Policy for improvements as needed.
- 2) Be respectful. Respect the opinions of others at all times. Use your manners and better judgment when engaging in online conversations.
- 3) Act responsibly. Be aware of others who may be viewing your posts. Do not engage in online
- 4) Add value. Be sure that the information you are providing or commentary you are making is valuable to the conversation and to others reading it.
- 5) Do not spam. Those in violation of this rule may be subject to removal or blockage to the respected media forum.
- 6) Be clear and transparent. If you speak on social media forums, mention your name and affiliation.
- 7) Do not break any laws. Refrain from using information and conducting activities that may violate local, state, or federal laws and regulations.
- 8) Be accurate. Make sure that your information is factual, honest, and on topic.
- 9) Admit mistakes. If you make a mistake, be the first to admit it. Correct yourself when possible.
- 10) When in doubt, ask. If you are not sure whether or not something is appropriate, please inquire within the ASOCC Office located at /P 883(e)7(t)28(h)()g3(b)-187(C(ol)91(1)9)-62(n)63(s)14(.)] TJET

- a) The Associated Students of Orange Coast College Advisors will be responsible for monitoring the websites along with the Communications Taskforce.
- b) The advisors will be responsible for approving the request update forms along with the Vice President of Communications.
- c) The advisors will be responsible for monitoring the sites during the winter and summer breaks.
- d) The advisors reserve the right to delete posts or block users that go against the rules of the ASOCC Social Media Policy and/or ASOCC Social Media Request Form.

5)

Section E: Hierarchy

Section F: Responsibilities

- 1) SGOCC President (Student Body President)
 - a) Shall act as the Co-Media Spokesperson along with the Vice President of Communications (unless a standing Media Spokesperson has been elected, see SGOCC Policy 1010 (SGOCC Media & Public Relations Policy), Section G (Election of Standing SGOCC Media Spokesperson)).
 - b) Any correspondence to the media, on behalf of the Associated Students, must first be consulted with the Vice President of Communications and/or the SGOCC President.
 - c) Bestows the power to refer the media to another member of the Student Government.
- 2) Vice President of Communications

- a) Shall be referred to as the designated Spokesperson on behalf of fiscal matters in correspondence to the media.
 - b) Bestows the power to refer the media to another member of the Student Government.
- 5) Student Senate & Executive Board
- a) When the Vice President of Communications and/or the SGOCC President are unavailable or unable to fulfill the duties as the Media Spokesperson, the members of the Executive Board (Vice President of Diplomatic Affairs, Vice President of the College Life Committee, Regional Delegate, President of Inter-Club Council) and the eight members of the Student Senate will be held responsible for assuming the role of a Spokesperson on behalf of the Associated Students (unless a standing SGOCC Media Spokesperson has been elected).
 - b) Bestows the power to refer the media to another member of Student Government when a member is assuming the role as the media spokesperson.
- 6) Communications Task Force
- a) In conjunction with the Vice President of Communications, the Communications Task Force is responsible for the review and oversight of the Media Relations policy.
 - b) In the event that the Vice President of Communications, the SGOCC President, and the members of the Executive Board and Student Senate are unavailable or unable to fulfill the duties as the Media Spokesperson, the members of the Communications Task Force will assume this role (unless a standing Media Spokesperson has already been elected).
 - c) When and if members of the Communications Task Force assume the role as the Media Spokesperson, they bestow the power to refer the media

- a) When approached by a correspondent from the media, either the SGOCC President or the Vice President of Communications shall assume the role as the media Spokesperson. They may refer the media to another member of the Student Government if need be.
 - b) If the matter of the media regards the Student Senate, the Student Senate President may be referred to. The Student Senate President can then refer to another member of the Student Government if need be.
 - c) If the matter of the media regards any Fiscal matters, the Vice President of Fiscal Affairs may be referred to. The Vice President of Fiscal Affairs can then refer to another member of the Student Government if need be.
- 2) Press Releases
- a) When a member or branch of government wants to release information to the media through a press release, the press release must be submitted to the advisors for approval, and a copy of that information must be sent to the SGOCC President and the Vice President of Communications. It may be reviewed by the Communications Task Force if needed.
- 3) Events
- a) When the media wishes to correspond in regards to an event (before, during, or after that event), the head of the prospective branch that is hosting that event shall act as the spokesperson on behalf of the Associated Students.
 - b) The head of that branch may then refer to the chair or chairs of that event if needed.
- 4) Emergencies
- a) In a crisis situation, the advisors of the Associated Students shall be referred to in order to take proper action and delegate tasks if needed to the rest of the Student Government.

Section I: General Guidelines

- 1)

- h) Reporters may be fishing for information. Be cautious as they may not always tell the story that you would like them to tell.
- i) If you need further assistance or must talk about an area of expertise, refer to a professional.

Adopted May 8, 2015

SGOCC Policy 1011: ASOCC Yearbook Policy

- 1) SGOCC will be responsible for creating an ASOCC yearbook by the end of each academic year (term). The yearbook should include SGOCC members with their names, graduation year and major. Events should also be recorded.

Adopted May 8, 2015

SGOCC Policy 1012: Code of Ethics Policy

Section A: Policy Purpose

- 1) As a student government, our Code of Ethics is set up in such a way to ensure that ASOCC creates an environment that fosters free speech and the exchange of ideas, while at the same time guarantees that all individuals and/or group are heard and treated both fairly and equally. This policy further ensures that we as a student government will never let our personal biases interfere with the work that the students have trusted us to do.

Section B: Definitions

- 14) It is required that each candidate attend at least one meeting of the SGOCC Student Senate and Executive Board and submit the verification form to the ASOCC Director of Student Life by the date set forth in the Senator Application packet.
- 15) Voting will take place for five (5) days. Elections will take place in an online format.
- 16) In the event a tie occurs for the final Student Senate position, a run-off election shall be held.
- 17) Each candidate will receive a number which has been drawn at random and which will correspond to a number on the voting ballot.
- 18) Voting shall be restricted to any registered student during the semester elections are held.
- 19) Each voter shall vote for no more than nine candidates. Voting for more than nine will invalidate such ballots.
- 20) Candidates shall not be within 50 feet of an ASOCC sponsored polling place. Candidates found in violation of this provision may be removed from the election.
- 21) Any currently enrolled OCC student with an official student identification card shall be permitted an absentee ballot. Ballots will be made available in the ASOCC office or via email request 7 days prior to the election and must be received by the ASOCC office in a sealed envelope with a signature across the seal 48 hours before the first day of the election.
- 22)

SGOCC Policy 2003: Participatory Governance Committees

Section A: Appointment of Participatory Governance Committee Student Representatives

- 1) Student representatives will be recommended by the Vice President of Diplomatic Affairs, as outlined by the SGOCC Procedures, to the Student Senate and Executive Board. The number of student representatives to each Participatory Governance Committee is outlined in the *Orange Coast College Decision Making Document*.

Section B: Report Requirement

- 1) Appointees shall make reports after each meeting as outlined in the SGOCC Procedures.
- 2) If the appointee is available during the Student Senate meeting, they may make a report directly to the Student Senate during the appropriate agenda item.

Section C: Meeting Attendance

- 1) Appointees shall attend all scheduled meetings of their designated Participatory Governance Committee.
- 2) If for any reason, the appointee must miss a meeting, they must email the meeting coordinator and copy the Vice President of Diplomatic Affairs and Director of Student Life no later than 12 hours prior to the meeting.

Adopted May 8, 2015

SGOCC Policy 2004: District Student Council Policy

- 1) The Coast Community College District Student Council is chaired by the Coast Community College District Student Trustee. Three SGOCC representatives shall serve as the voting members on the council, one of which will be the Student Body President, or designee.

- b. ASOCC Recycling Center profits
- c. ASOCC Bookstore profits
- d. Investment Funds

Section C: Fiscal Affairs Council Funding Tenets

1) The following tenets shall be used as guidelines for funding recommendations:

- a. *Benefit to students* ASOCC funds should only be expended to benefit OCC students. The funds are expended to further academic, social, and cultural values and experiences of current students, not including the funding of instruction. The ASOCC shall fairly and impartially act in its application of established and basic funding principles. It shall bear in mind at all times and remind requesters that ASOCC funds are limited in amount and are paid by ASOCC members primarily to support the intellectual, cultural, social, and other interests of OCC students.
- b. *Best bang for the buck* Favors the notion that priority be given to funding requests serving the greatest number at the most reasonable cost.
- c. *Clubs members and ASOCC fees* Clubs, individuals, and groups requesting funds must, except in extraordinary circumstances, demonstrate that the benefiting members or recipients have paid their current College Service Charge.
- d. *Self-help* Questions whether the requestor has demonstrated that its members have done all they can to raise funds necessary to support their own activity or event.
- e. *Closest to home*
purpose before proposing distant and thus more expensive options.
- f. *Food, drinks, and snacks* In the case of funding for one-time events, championships, contingency, or reserves, the ASOCC will consider allowances for food, drinks, and snacks.
- g. *Off-campus outreach, assistance, and charitable events* Groups that wish to perform community outreach or provide charitable financial assistance to persons
-
to satisfy their mission.
- h. *Seed money*

Board approval however, no funds may be expended or reimbursed without the approval of the Coast Community College Board of Trustees for any off-campus trips.

- k. *On campus events* Occasionally important and well-intended campus services, purposes, e same or similar efforts are being offered by another campus group. They should, however, not be

determine whether the same or similar use is already being offered. Where the

be suggested to combine efforts. The Fiscal Affairs Council may refuse or reduce funding on that request.

- l. *Resources on Hand* Requestors should make it a point to utilize College and District resources (i.e. equipment, transportation, facility rentals, etc.) whenever

or capable of using campus resources, the Council will suggest their use. The Fiscal Affairs Council may refuse or reduce funding on that request.

- e. *Student Assistants* - ASOCC will not fund student assistants for programs and departments, with the exception of the ASOCC Program, Student Life and Leadership Department, Student Union, and Student Success Center. Exceptions may be made when these concerns are overcome.

Section E: Overdrafts

- 1) Where an overdraft has occurred, the deficit must be made up by the offending recipient before any further funding will be considered.
- 2) Where a recipient fails to cure any account deficit or shows a pattern of incurring and curing deficits, the ASOCC may declare the offending group as abusive of the funding privilege and discontinue all further funding.

Section F: ASOCC Acknowledgment

- 1) All events and activities funded in part or full by ASOCC must acknowledge ASOCC as a funding source in the following ways:
 - a. designed and printed materials at a clear and conspicuous size and location.
 - i. All designed and printed materials include the following: posters, flyers, handbills, and digital advertisements used on social media.
 - b. To acknowledge the funding provided by ASOCC during the event or activity program with announcements when possible.

Adopted May 8, 2015

Revised June 11, 2018

Revised December 7, 2018

Revised May 8, 2020

Revised April 22, 2022

SGOCC Policy 3002: ASOCC Investments

Section A: Purpose

- 1) Due to the decreases in revenue which has impacted the programs, organizations, and services on campus including ASOCC, it has been decided to designate funds for investment.

Section B: Sources of Funding

- 1) Based on the ASOCC five-year fiscal plan, an amount is designated for the ASOCC Endowment from the fund balance.
- 2) The designated ASOCC Endowment amount is to serve as the investment fund.

Section C: Investment Types

- 1) As outlined in the California Education Code 76063, funds of student body organizations can be invested in the following ways:

2)

(i.e. OCC Bookstore, OCC Recycling Center) may request the use of these funds through a request to the Fiscal Affairs Council.

Section C: Designated Accounts

1) Definition

- a. Designated accounts are intended to set money aside for a defined purpose as it relates to an ASOCC or campus-wide initiative.

2) ASOCC has the following designated fund accounts:

- a. ASOCC Investment
- b. OCC Alternative Transportation Project

3) Designated accounts will be used for the following purposes:

- a. ASOCC Investment
 - i. These funds are to be used in accordance with ASOCC Policy 3002: ASOCC Investments.
- b. OCC Alternative Transportation Project
 - i. These funds were designated by ASOCC in an agreement with the OCC administration as a match to t ASOCC would assist in sponsoring the implementation of the OCC Alternative Transportation Pathway Project. In order for these funds to be released, the ASOCC would have to endorse the OCC Alternative Transportation Pathway Project and approve the potential expenditures in advance.

Adopted May 8, 2020

SGOCC Procedures

Part 1: General

SGOCC Procedure 1002: SGOCC Officer & Position Appointments

Section A: SGOCC Officer Selection Process

1)

- 5) Upon the close of the application period, the College Life Coordinator will arrange for the applications to be reviewed to ensure all candidates meet the minimum qualifications for participation.
- 6) After all applications have been verified to have met the minimum qualifications, the College Life Coordinator will send copies of the statement of intent and generic weekly schedule sent to the Orange & Blue Spirit Crew Coordinator.
- 7) All applicants will be interviewed by the Orange & Blue Spirit Crew Coordinator and the College Life Coordinator or designee. The Vice President of College Life and the College Life Committee Volunteer Coordinator will also be invited to sit-in on the interviews if available.
- 8) Upon completion of the interviews, the Orange & Blue Spirit Crew Coordinator will make the decisions regarding who is invited to serve on the Orange & Blue Spirit Crew.
- 9) All candidates will be notified via telephone regarding the status of their application.

Adopted May 8, 2015

SGOCC Procedure 1004: SGOCC Attendance and Truancy Procedures

Section A: SGOCC Attendance & Truancy

- 1) It is the responsibility of the chair of each branch of student government, or position as designated in the SGOCC Bylaws, to maintain a record of all SGOCC Officer and member attendance and truancy for their designation branch of student government. The SGOCC Officer who is responsible for the tracking of said data will report out during an agenda meeting of the respective branch every seven (7) weeks during the fall and spring semester.
- 2) It is the responsibility of the Vice President of Diplomatic Affairs to track attendance of all student representatives to their assigned Participatory Governance Committee.

Adopted May 8, 2015

SGOCC Procedure 1005: Agendas, Records, and Minutes

Section A: Agendas

- 1) Agendas shall be archived online, available to the public.

Section B: Minutes

- 1) Minutes shall be taken at each meeting in a manner adapted from .
- 2) Minutes shall be approved at the beginning of the next meeting.
- 3) A copy of the approved minutes shall be q492(of)83(-)164 of the next meeti0912 0 612 792 -164 ack att

with the officer. Once the violation is reached, the officer will be subject to removal. In

- 2) a maximum of one (1) minute for opening speeches. Candidates will be given a 10 second warning.
- 3) questions from the public for a maximum of 30 minutes.
- 4) Each candidate will have the opportunity to answer each question, given a maximum of 45 seconds per question. Candidates will be given a 10 second warning.
- 5) The public will have the opportunity to submit questions in written form throughout the forum.
- 6) Submitted questions will be selected randomly and asked by a current ICC Board Officer if no further verbal questions are asked during the allotted 30- uestion period.
- 7) A candidate may campaign during the specified time frame found in the ICC Board Elections Timeline established in the ICC Elections Packet.
- 8) Use of monetary funds, monetary/material donations, and/or fundraising **may not be** implemented during the Elections.
- 9) Proof and documentation of monetary/material funds and/or donations will result in automatic candidate disqualification.

Section C: Elected Board Voting Procedures

- 1) Each ASOCC Club in good standing, through their chosen delegate, shall be allowed to participate in the election of the incoming ICC President and Vice President. discretion as to how the Delegate is selected. Candidates may not cast votes unless they are chosen to be the ICC Delegate from a currently registered ASOCC Club.
- 2) An ICC Delegate may not vote in representation of more than one (1) club.
- 3) An ICC Delegate may not vote for more than one (1) candidate for each ICC Board position.
- 4) ICC Delegates may cast votes only during the designated voting period as established in the ICC Elections Timeline.
- 5) In order to cast a vote, an ICC Delegate must present a valid Orange Coast College Student Identification Number and provide a signature of authorization upon voting.
- 6) Casting ballots will be voided if a Delegate votes for more than one (1) candidate for each ICC Board position, a valid OCC Student ID Number is not presented, a signature of authorization is not provided, and/or there is more than 1 ballot per club.

SGOCC Procedure 2004: District Student Council Appointment Procedure

- 8) If nobody from the ICC board applies and the ICC Vice President position needs to be filled after the start of the fall semester, then the ICC President shall conduct a complete election process to replace the position.
- 9) The new ICC Vice President shall be introduced at the first ICC Monthly Meeting to occur after the selection.

Section B: Dual Resignation Procedure

- 1) If both the ICC President and ICC Vice President resign for any reason, a nomination process shall be conducted within the board by the ICC Advisor in which ICC members are entitled to nominate another member of the board or self-nominate for the position of the ICC President. The nominees will then be considered as applicants for the Presidency.
- 2) An interview process will then be conducted by the Executive Board with the next ICC President chosen immediately after the interview process has been concluded.
- 3) If there are no nominees for the Presidency but there are nominees for the Vice Presidency, those nominees will be immediately considered as applicants for the Presidency in which an interview process will then be conducted by the Executive Board for said position.
- 4) If there are no nominees for either position, then a special subcommittee for elections within the ICC board shall be formed to assist the ICC Advisor in conducting a complete election

must be followed.

sufficient corroborating documentation will be returned to the requestor without action.]

c) After a written request for funding has been properly tendered, the Vice President -FA or her/his designee will contact the requestor giving a date, time and place at which the request will be considered by the Council.

d)

Fiscal Affairs Council to present their request and respond to Fiscal Affairs Council member questions. If an agendaized appointment cannot be met, the requestor must notify the Vice President -FA in writing not less than 24 hours before the scheduled time in order to have the matter continued to the next meeting agenda. Failure to appear or obtain

- 2) Under the ASOCC Constitution, the Senate will at its next available meeting consider the request and may or modify the recommendation.
- 3) The Senate meeting at which the request is considered is an open, public meeting and the requestor may attend and observe the deliberation. However, if the requestor attempts to provide new and/or additional information, the Request must be re-submitted to the FAC for re-hearing.

Adopted May 8, 2015

SGOCC Procedure 3004: Process to Obtain Permission to Change the Purpose or Use of a Previously Approved Funding Request

Section A: General Rule

- 1) As set forth in SGOCC Procedure 3001, Section B, the application which sets forth the purpose of the funding available to the requestor may only be used for the approved purpose and not for any other purpose without obtaining further consent from the Fiscal Affairs Council.

Section B: Process to Obtain Change in Purpose or Use

- 1) All requests to obtain permission to change the purpose or use of a previously approved but unexpended funding must be made in writing and submitted to the Fiscal Affairs Council by delivering the Request and the required number of copies to the Fiscal Affairs Council mailbox in the ASOCC Office.
- 2) The Request must have attached a copy of the original written request form.
- 3) The Request itself must fully explain and document the reasons for the requested change.
- 4) The requestor will be contacted by the Vice President -FA or her/his designee who may thereafter give the requester a date and time to personally appear for an interview by the Council. The date and time will be noticed on the regular weekly Fiscal Affairs Council meeting agenda.
- 5) If an agendaized appointment cannot be met, the requestor must notify the Vice President -FA in writing not less than 24 hours before the scheduled time in order to have the matter continued to the next meeting agenda. Failure to appear or to obtain permission to continue the matter to

Council will thereafter recommend to the Senate that the pri4670044704A83(u)63(n)63(di)28(ng)63(-)-312(n)

SGOCC Procedure 3005:

Section A: An Approval is Not a Deposit

1)

Office that where documents are submitted giving evidence of an expenditure conforming to the specifications of the grant, the expenses incurred will be reimbursed. Occasionally, the grant will permit the requestor to obtain a purchase order to pay for services to a third party in advance of the event.

Section B: Reimbursement Timing

1) To obtain reimbursement of approved expenditures, original receipts must be presented with the application for reimbursement within 30 days of the advance. Under ordinary circumstances reimbursements may be expected within 30 days thereafter.

Adopted May 8, 2015

SGOCC Procedure 3006: A Funding Approval May Become Void

Section C: Consequence for Failure to Obtain Change in Permitted Use

- 1) Failure to obtain an approval of a proposed change in fund use will cause the original approval

or qualifying events and unforeseen opportunity funding requests. Funds may be granted to an entity defending a title or a group that has been invited, advanced, or has qualified for a competition. At its discretion the Fiscal Affairs Council may also recommend allocations from the reserve fund based on an extraordinary and unforeseen event or opportunity.

- 2) Student clubs, groups and individuals may make One-Time Request for funding. The Fiscal Affairs Council will attempt to equalize the distribution over the course of the academic year. Providing funding criteria are met, these funds are available on a first-come-first-served basis.

Section D: Annual OCC Co-Curricular Program Allocations

- 1) ASOCC annually allocates yearly revenue to underwrite and support institutionalized, co-curricular programs, such as athletics, visual and performing arts, speech and debate teams, honors program, EOPS, etc.

Section E: Undesignated Fund Balance

- 1) These are ASOCC

is rarely granted. Requests for allocations from this fund, like all others, must be initiated by a request to the Fiscal Affairs Council whether from the Senate itself or any other campus entity.

Section F: Designated/Dedicated Accounts

- 1) ASOCC maintains funds in designated (dedicated) accounts based on prior allocations for particular and generally long-term commitments.
- 2) Where the express purpose of a designated fund ceases or is reconsidered and cancelled by the Senate, or the recommendation of the Fiscal Affairs Council, the funds shall be returned to undesignated savings.

Section G: Other Assets

- 1)

improvements to buildings such as the Student Center.

Adopted May 8, 2015