




Associated Students

Bill Number #11

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Signature: 

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Signature: 

Subject: Creation of Activities Committee Directive

Date: 10/18/2022

Whereas: The Activities Committee Section will be removed from the Organizational Directive to create a separate Activities Committee Directive to further expand on the committee's expectations and responsibilities.

- Whereas:**
1. In the Organizational Chart, the Inter-Club Council Senator is removed from the section of the A.S. Vice President and will be moved to the A.S. President. The Inter-Club Council Senator position is no longer part of activities committee.
 2. The location of the A.S. Activities Committee will be changed from 9C-5 to Senate Chambers. Associated Students will be moving to the new Student Center and therefore, will no longer use the 9C-5 building for future meetings.
 3. The Meeting Schedules & Times will be changed from "Determined at the discretion of the Activities Committee at the beginning of the semester" to "Thursdays at 4:30pm- 5:30pm".
 4. Change Line #1 from "Coordinate and organize" to "Coordinate, organize, and implement". Activities Committee is also in charge of implementing the hosted events.
 5. Changed Line #2 from "Promote and publicize and different A.S. Hosted" to "Promote and publicize A.S. Hosted." This change allows the syntax to flow smoother and fixes grammatical error.
 6. Removal of Line #7 – "Revise and determine action about proposals for new A.S. hosted and sponsored events." This line is redundant since it was already stated in line #1.

7. Removal of Line #8 – “Update and maintain the showcase in Building 9C lobby.” Associated Students will be moving locations and will no longer reside in Building 9C.
8. Removal of Line #9 – “Keep records of the different A.S. events in assistance with the Publicity Senator if applicable.” This practice is outdated. Records of different A.S. events such as flyers will be automatically collected and saved through the Activities Committee Google Drive and does not require the assistance of the Publicity Senator.
9. Removal of Line #11 – “Approve a prospective Event Calendar during the last three (3) weeks of the semester for the upcoming semester. The Chair of the committee shall present a draft of the event calendar during the 12th week of the semester. This calendar will include dates, times, and location of the events.”

The Activities Committee is not in charge of approving or creating the event calendar. Approving a prospective Event Calendar three weeks prior of the semester for the upcoming semester does not seem reasonable because the dates, times, and location would not be able to be determined during that time.

10. Change Line #12 from “Create sub- committees and task forces to work “ to “Create sub-committees and task forces as needed.” Sub-committees and task forces should only be created when there is a need.
11. Creation of Line #9 – “Observe the A.S. Attendance Policy.” The Activities Committee will follow the A.S. Attendance Policy. Every absence of those that are part of the Activities Committee will accumulate towards their total amount of absences.
12. Creation of Line #10 – “Rotate taking minutes among committee members.” The secretary role was primarily in charge of taking minutes, however, the removal of the role requires committee members to take minutes during each meeting.
13. Removed Inter-Club Council Senator and Secretary from the membership of the Activities Committee. Inter-Club Council Senator and Secretary are no longer part of A.S. Activities Committee.
14. Removal of the Clerical Assistant Secretary Job Responsibilities. The role of the Clerical Assistant Secretary is outdated.
15. Moving Activities Committee Meeting frequency Statement up in the document to establish new responsibilities #11 and #12. This is to improve the organization of the document and to list all the responsibilities of the Activities Committee in one place.

16. Changing "The application process for student representatives will be created at the discretion of the Chair of the Activities Committee" to "The application process for student representatives shall be consistent with the A.S. Student Representative application process online." The application process for student representatives is through the online application process and future A.S. Student Representatives applicants needs to apply through the online application process and its listed eligibility requirements.

Therefore: Be it resolved, that the A.S. Senate, the A.S. Executive Board, and the A.S. President approve Creation of Activities Committee Directive.

A.S. Senate			
For: <u>10</u>	Against: <u>0</u>	Abstain: <u>1</u> <i>Dani Silva</i>	Date: <u>2/21/23</u>
A.S. Executive Board			
For: <u>5</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>2/21/23</u>
A.S. President			
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: <u><i>Anna</i></u>	Date: <u>2/22/23</u>

ORGANIZATIONAL CHART (From Organizational Directive pg. 20)

A.S. President		A.S. Vice President	
Academic Senator	Finance Senator	Activities Senator 1	Cross Cultural Senator
Campus Community Senator	Political Senator	Activities Senator 2	Environmental Senator
Elections Senator	Student Services Senator	Arts Senator	Publicity Senator
Faculty Relations Senator	STEM Senator	Athletics Senator	Inter-Club Council Senator
Inter-Club Council Senator			

ACTIVITIES COMMITTEE DIRECTIVE

~~(Associated Students Committee — Reports to A.S. Vice President)~~

Purpose: The Activities Committee exists for the purpose to plan, implement and revise Associated Students (A.S.) activities and promote involvement of students on campus.

The Activities Committee shall:

1. Coordinate, ~~and~~ organize, **and implement** A.S. hosted events
2. Promote and publicize ~~and different~~ A.S. hosted and sponsored events
3. Update, eliminate, or create new ~~Associated Students~~ **A.S.** events
4. Manage the reserving of locations, decorations, and promotional items
5. Coordinate A.S. Officers and students' participation in A.S. events
6. Outreach to students interested in **A.S.** ~~Associated Students~~
 - ~~(7) Revise and determine action about proposals for new A.S. hosted and sponsored events~~
 - ~~(8) Update and maintain the showcase in Building 9C lobby~~
 - ~~(9) Keep records of the different A.S. events in assistance with the Publicity Senator if applicable~~
7. Ensure the successful completion of required hours by A.S. Officers according to the Organizational Directive.
 - ~~(11) Approve a prospective Event Calendar during the last three (3) weeks of the semester for the upcoming semester. The Chair of the committee shall present a draft of the event calendar during the 12th week of the semester. This calendar will include dates, times, and location of the events.~~
8. Create sub-committees and task forces **as needed** to work on specific A.S. hosted events or related matters
9. **Observe the A.S. Attendance Policy**
10. **Rotate taking minutes amongst committee members**
11. ~~Activities Committee must~~ Meet at least twice per month
12. ~~Activities Committee may~~ Meet during the summer and winter terms at the discretion of the Activities Committee Chair and Student Activities Coordinator

Membership: 13 members

A.S. Vice President	(Chair)
Activities Senator	(Vice Chair)
Activities Senator	(Vice Chair)
Athletics Senator	(Voting member)
Cross-cultural Senator	(Voting member)
Environmental Senator	(Voting member)
Publicity Senator	(Voting member)
Arts Senator	(Voting member)
Inter-Club Council Senator	(Voting member)
Four Student Representatives	(Voting members)
Student Activities Coordinator	(Advisor, non-voting)
Secretary	(non-voting)

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 chairs have full voting privileges unless s/he is chairing the meeting, in which case the rules of the chair apply.

The application process for student representatives ~~will be created at the discretion of the Chair of the Activities Committee~~ **shall be consistent with the A.S. Student Representative application process online.**

1. Student Representatives must **adhere to the eligibility requirements of Mt. SAC Associated Students.** ~~be members of Mt. SAC Associated Students~~
2. Student Representatives will adhere to the job description described in the Organizational Directive
3. If the Activities Committee does not have at least three student representatives by the fourth week of the semester, The A.S. Vice President shall appoint student representatives as necessary
4. All student representatives must meet with the A.S. Vice President at least once per semester or as needed
5. All student representatives must meet with the Student Activities Coordinator at least once per semester or as needed
6. Any voting member may be removed from the Activities Committee with 2/3 vote

Clerical Assistant Secretary shall:

1. ~~Be appointed to this position at the discretion of the Chair~~
2. ~~Assist the Chair of the committee as needed~~
3. ~~Take notes and minutes about the different decisions of the committee~~

Committee Type	Chair(s)	Location	Meeting Schedules & Time
Associated Students Committee	A.S. Vice President/Activities Committee (Senior)	9C-5 Senate Chambers	Determined at the discretion of the Activities Committee at the beginning of the semester Thursdays at 4:30pm - 5:30pm