



ORGANIZATIONAL DIRECTIVE

Last approved by Associated Students on May 28, 2024

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, 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:
 - 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.

V. **IMPEACHMENT**

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

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. 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. 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.

VIII. INTERIM SENATORS

In case the Senate finds the need to fill empty Senate positions, the Senate Chairs can submit a recommendation for interim-Senate Officer for the remainder of the semester.

- A. Recommendation will be announced and placed on the next agenda, with the 4th week being the last week to submit nominations
- B. Senate will vote on the interim-Senator nomination, a majority vote needed to pass (by the fifth week)
- C. Ratification will occur during Executive Board

IX. STIPENDS

During Fall and Spring semesters, the A.S. Executive board and Chief Justice will be given a stipend of \$250 per month (50% of the A.S. President stipend), while the A.S. Senators and Justices will be given a stipend of \$125 per month (50% of Executive Board and Chief Justice stipend). The stipend will come from either the District, our A.S. Student Representation Fee, or the A.S. Budget, and be disbursed through Student Life.

EXECUTIVE BOARD JOB DESCRIPTIONS

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. bylaws.
- C. Sign or veto legislation approved by the A.S. Senate and Executive Board.
- D. Participate in the planning of the A.S. Leadership Conferences.
- E. Arrange a minimum of eight 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.
- F. Submit a Work-In-Progress Form in the 8th week each semester.
- G. Abide by the Student Standards of Conduct, and embody the virtues of the A.S. Vision statement.
- H. Assist in the planning of the A.S. orientation for students interested in a position in Student Government.
- I. 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
- J. 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
- K. Have the right to appoint a Chief of Staff to aid the President in matters pertaining to their duties
- L. Meet with Student Reps once per semester in matters related to their committees
- M. 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
- N. 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
- O. 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. The attendance of all A.S. officers is expected (i.e. Executive Board officers and Student Court officers)

P. Serve as an advisory, non-voting member of the Budget Preparation Committee

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

- A. Weekly with the A.S. Advisor.
- B. Weekly with the A.S. Executive Board.
- C. Weekly with the President's Cabinet. (A.S. President is the Chair)
- D. Monthly with the Bookstore Commission. (A.S. President is the Chair)
- E. Monthly with the College President.
- F. 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.
- G. President's Advisory Council.
- H. 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):

- A. Students to serve on the Student Review Board when necessary.
- B. Students to attend local, state and national conferences funded by the A.S. with aid of the A.S. V.P.
- C. 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

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

1. Meet weekly with the A.S. Advisor
2. Meet weekly with the President's Cabinet
3. Chair weekly Activities Committee
4. Develop weekly Activities Committee agendas in collaboration with advisor
5. Delegate responsibility of taking Activities Committee minutes
6. Coordinate A.S. hosted event volunteer sign ups and verify attendance
7. Meet with the Activities, Arts, Athletics, Cross Cultural, Environmental, and Publicity Senators individually as needed
8. Assist the A.S. President and serve in their absence as needed
9. Attend the Fall Leadership Conference
10. 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
11. Assist in the planning of the A.S. Candidate Orientation for students interested in running for an Executive Board position
12. Attend the Student Preparation, Equity and Achievement Council (SPEAC) unless otherwise appointed by the A.S. President
13. Aid the President in appointing Students to attend local, state and national conferences funding by the A.S.
14. Attend monthly Board of Trustees meetings along with the A.S. President
15. Serve as an advisory, non-voting member of the A.S. Budget Preparation Committee

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

1. Alternately chair the ICC meetings
2. Schedule weekly ICC officer meeting with the ICC advisor
3. Abide by the A.S. Attendance Policy and Government Contract
4. Attend at least one Board of Trustees meeting each semester
5. Arrange a minimum of six (6) hours of office time per week. At least 50% of office hours must be completed on campus. Scheduled virtual hours are approved by President's Cabinet.
6. Submits a Work-In-Progress Form the 8th week of each semester
7. Serves as a voting member on the A.S. Executive Board
8. Serves on at least one College-Wide Committee
9. Attend the A.S. Leadership Conference
10. Coordinates ICC sponsored events (i.e. Join A Club, Networking Mixer, etc)
11. Speak on behalf of and represent the Inter-Club Council
12. Maintain student awareness of ICC sponsored/co sponsored activities using available methods of publicity
13. Takes accurate minutes at each ICC meeting and maintains 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
14. Keeps a record of RSCO representatives present at ICC Council meetings and notifies the RSCO advisor and ICC representative when there has been no representation at an ICC meeting by an RSCO
15. Post RSCO/ICC activities on the digital marquee maintained by the Office of Marketing and Communication
16. Attends a minimum of three RSCO meetings representing different RSCO's per semester
17. Creates publicity for ICC sponsored/co-sponsored events
18. Attends a minimum of three RSCO meetings representing different RSCO's per semester
19. 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 SECRETARY** shall:

1. Record, transcribe, and maintain minutes for all ICC meetings
2. Attend all A.S. Executive Board meetings as an advisory voting member
3. Attend the A.S. Leadership Conference
4. Assist with coordinating ICC sponsored events (i.e. Join a Club, Networking Mixer, etc)
5. Manage ICC social media accounts and communication platforms (i.e. Instagram, Discord, etc.). Assist ICC Co-chairs and ICC Senator with the publicity of ICC and A.S. sponsored/co-sponsored events
6. Arrange a minimum of two (2) hours of office time per week. At least 50% of office hours must be completed on campus
7. Schedule weekly ICC officer meeting with the ICC Advisor
8. Serve as a member of the A.S. Activities Committee. Report back to RSCOs with any RSCO collaboration opportunities with A.S.
9. Assist the ICC Senator with keeping record of club appropriations
10. If a Secretary is not appointed, the Co-chairs assume the administrative responsibilities

The **STUDENT TRUSTEE** shall:

1. Report strictly on Board of Trustee matters, college-wide committee (if pertains), community meetings, state meetings, and discussion with government officials (if allowed)
2. 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
3. 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:

1. Campus Projects completed and ongoing in current form
2. Relevant A.S. Executive Board agendas
3. Relevant information to the respective position

4. A brief summary of any community outreach
5. Committee reports, including sub-committees and taskforces
6. Additional notes and supplementary documents

SENATOR JOB DESCRIPTIONS

All A.S. SENATORS shall:

Attend all A.S. Senate meetings in accordance to the A.S. Attendance Policy:

1. 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.
2. 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, s/he must spend three (3) hours promotion the event prior to the start of the vent. Hours must be documented by the Publicity Senator. Two (2) absences are allowed per semester and Senators may only publicize an event two (2) times as a means of making up attendance for missing and A.S. hosted event.
3. Serve on at least one (1) college-wide committee
4. Attend one (1) Board of Trustees meeting each semester
5. All A.S. Senators are required to attend two (2) Executive Board meetings each semester
6. Submit a complete Work-in-Progress Form in the 8th week each semester
7. Maintain their Senate Binder as per the Senate Binder Guidelines
8. 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:

1. Represent the interests of Senate to the Executive Board
2. Alternately chair the Senate meeting
3. 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.
4. Keep Senate informed of actions taken in Executive Board meetings
5. Ensure that senators maintain their Senate Binders, as per the Senate Binder Guidelines

1. Assist in the planning of the A.S. orientation for students interested in a position in student government
2. 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
3. Determine the frequency of which College-Wide Student Representatives shall report to the A.S. Senate

The **ACADEMIC SENATOR** shall:

1. Set the example as a good student, embody the characteristics of a scholar
2. Meet regularly with the A.S. President, and report to the Senate on matters concerning academic issues
3. Represent academically related teams and programs
4. Work to inform the student body about Student Learning Outcomes
5. Work with STEM Senator to coordinate success in STEM division
6. Work to advance student success in Humanities, Social Science and other disciplines
7. Serve as the liaison with campus centers, programs and facilities, at the discretion of the Senate and/or the A.S. President. For example, the Library, Writing Center, Speech Center, Honors Center, Language Assistance Center and Learning Assistance Center
8. Inform the student body of research conference opportunities, scholarship information, transfer information, and other helpful knowledge pertinent to student success
9. Plan an Academic Success event with the ICC Senator and academic related clubs
10. Ensure students receive academic assistance services from Mt. SAC, and circulate a minimum of two surveys per semester pertaining to academic success

Each **ACTIVITIES SENATOR** (2) shall:

1. Serve as member of the A.S. Activities Committee
2. Alternatively chair the Activities Committee
3. Collaboratively supervise all A.S. sponsored activities
4. Be in charge of planning and implementing the majority of A.S. activities
5. Serve as a resource and assist Senators with the planning and implementation of their events
6. Ensure that all necessary documents are processed in a timely manner. (i.e. contracts, parking permits, requisitions)

1. Organize student participation and assistance during A.S. events
2. 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.
3. Attend all A.S. activities unless it conflicts with class or work schedules
4. 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:

1. Serve as member of the A.S. Activities Committee
2. Work to enhance communication between the A.S. Senate and Mt. SAC theater, music, and art department
3. Be in charge of publicizing and promoting all Mt. SAC drama/concert/gallery opening each month
4. Reports regularly to Senate regarding upcoming Mt. SAC performing arts competitions and events
5. In charge of finding and coordinating the music and/or entertainment for A.S. functions, such as the A.S. Talent Show, Holiday Celebration, etc.
6. Serve as a reviewer for Inspiring Women nominations on the Inspiring Women committee

The **ATHLETICS SENATOR** shall:

1. Serve as member of the A.S. Activities Committee
2. Work to enhance communication between the Associated Students Senate and the Mt. SAC Athletics Department and Pep Squad Director
3. Be in charge of publicizing and promoting at least one Mt. SAC home athletic game each month.
4. Report regularly to Senate regarding upcoming Mt. SAC athletic home games and results, standings, and overall success of teams
5. Assist with the planning or operation of the Disability Athletics Fair
6. Attend at least one Mt. SAC athletic event each month
7. Plan and coordinate an A.S. hosted Athletics event in the Spring

The **CAMPUS COMMUNITY SENATOR** shall:

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

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 clubs to plan and implement cultural events and activities
- d. Communicate with all of the campus cultural clubs and notify Senate of upcoming cultural events
- e. Coordinate a Cross-Cultural Fair at least once per academic year
- f. Attend all A.S. cultural events unless they have a time conflict with either work or class

The **ELECTIONS SENATOR** shall:

1. Be in charge of all A.S. elections and follow the guidelines of the Elections Directive
2. Be able to interpret the Elections Directive at their own discretion
3. Create and chair the Elections Committee
4. Schedule a clear 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
5. Prepare election information for prospective candidates. i.e. campaigning rules and procedures, qualifications, expectations of the position
6. Present the election information to the prospective candidates through at

least two mandatory meetings

7. Report once per week to the Senate
8. Chair the open forum for candidates to state their platforms

The **ENVIRONMENTAL SENATOR** shall:

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

The **FACULTY RELATIONS SENATOR** shall (*ratified 10/11/22*)

1. Serve as a liaison between the Academic Senate and the A.S. Senate
2. Provide information and make recommendations as they pertain to issues that involve both the students and faculty
3. Attend all Academic Senate meetings
4. Make bi-monthly oral and written reports, oral or written as needed to the Academic Senate regarding events, issues and projects in the AS Senate
5. Responsible for soliciting student nominations for the Educators' of Distinction Award, and serving on the committee
6. Circulate surveys as needed regarding student academic issues

The **FINANCE SENATOR** shall:

1. 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)

1. Work closely with the A.S. President of pertaining to all financial matters regarding internal budget accounts
2. Be responsible for researching any questionable budget transactions
3. Prepare an up-to-date balance sheet for all A.S. accounts and reconcile with the A.S. Administrative Specialist III
4. 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
5. Serve as the Chief Executive Officer of the A.S. budget, assuring that the financial allocations are in the best interest of the students
6. 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
7. Chair the Senate during budget deliberations. The members of the Budget Preparation Committee will present the budget proposal
8. Meet with Scholarship Committee Chair, Manager of Financial Aide and Special Programs, and Executive Director of Development Foundation
9. Communicate with the ICC Senator to present in ICC meetings updated balances which are available for clubs

The **INTER-CLUB COUNCIL SENATOR** shall

1. Serve as a liaison between A.S. and I.C.C. by providing reports about each organization and recruiting RSCO collaboration opportunities with A.S.
2. Attend all I.C.C. meetings as a Board member
3. Assist I.C.C. with planning their events (i.e. Join a Club, Networking Mixer, etc)
4. Assist RSCOs and ICC with legislation guidance (i.e. appropriations, directives, etc)
5. Keep record of clubs' appropriation submissions and approvals

The **POLITICAL SENATOR** shall: *(ratified 10/3/23)*

1. Inform Senate of local, state, and federal legislation that could affect Mt. SAC
2. Serve as Mt. SAC A.S. delegate to Region VIII, if A.S. participates:
 - a. Attend SSCCC General Assembly as Mt. SAC delegate
 - i. Report actions made at SSCCC GA back to Senate
 - b. Attend monthly delegate meetings
 - c. Complete reports pertaining to Mt. SAC A.S. activity and delegate responsibilities
 - d. Participate in one internal regional committee (if available)
3. Collaborate on campus advocacy and civic engagement events

The **PUBLICITY SENATOR** shall:

1. Serve as member of the A.S. Activities Committee
2. Assist in the creation and regulation of publicity for all A.S. events and activities
3. Be responsible for assuring that all A.S. funded events have adequate publicity to inform the student population
4. Assure that all publicity adheres to the A.S. Publicity Directive
5. Work with the campus radio station (KSAK) to publicize A.S. events

The **STEM SENATOR** shall (*ratified 8/30/22*)

1. Work to enhance communications between the Associated Students Senate and the Mt. SAC Natural Sciences Division
2. Regularly report the upcoming projects and plans of the Natural Sciences Division
3. Coordinate a monthly meeting with the Deans of Natural Sciences Division
4. Participate in monthly STEM Committee meetings
5. Join the STEM Committee Advisory Board to represent the student perspective
6. Attend a monthly meeting with STEM Center Coordinator
7. Publicize the STEM Senator position within the STEM community, seek recommendations from administrators and professors in the Natural Sciences Division

The **STUDENT SERVICES SENATOR** shall (*ratified 9/27/22*)

1. Serve on the Student Services Team Meeting as a committee member
2. Give monthly updates to Senate as to all segments of Student Services
3. Publicize Student Services around campus in order to raise awareness about student services offered
4. Be knowledgeable about matters regarding all segments of Student Services and convey pertinent information to the A.S. Senate
5. Be the liaison between Student Services and the Associated Students

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. The authority to enforce this policy will reside with the A.S. Advisor.

A maximum of one (1) unexcused absence, or four (4) excused absences, are allowed for each Senate, and E Board meeting per Fall and Spring semester. Officers who meet the maximum allowance of absences will be contacted by their presiding Chair.

Absences:

1. 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.
2. An absence is considered a missed meeting in a day, if multiple meetings occur on the same day, it will be considered one absence.
3. At the second (2) unexcused absence, the officer will be suspended indefinitely from their position. The suspension is not final.
4. At the sixth (6th) total absence, the officer will be suspended indefinitely from their position. The suspension is not final.
5. Failing to submit an academic progress report at the due date will be considered as an unexcused absence.

Petition for Reinstatement:

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.

Excused Absences

A total of 4 excused absences will be allowed. All officers are responsible for reading the minutes of the missed meeting. Below will be the criteria for an excused absence:

Competitive: An A.S. Officer who competes in the name of Mt. SAC will have the opportunity to excuse themselves from attending an A.S. meeting.

1. Must provide communication (email) at least one week in advance to the advisors.
2. Must communicate with the presiding chair of the A.S. board meeting that will be missed. If the officer is the chair, the chair must identify a presiding chair for the meeting and communicate with the advisors.
3. Must provide a schedule of upcoming competitions.
4. Must provide proof of competitive attendance by a Mt. SAC employee overseeing

the activity.

A.S. Representation: An A.S. Officer who represents Mt. SAC in a conference or professional setting will have the opportunity to excuse themselves from attending an A.S. meeting.

1. Must provide communication (email) at least one week in advance to the advisors.
2. Must communicate with the presiding chair of the A.S. board meeting that will be missed. If the officer is the chair, the chair must identify a presiding chair for the meeting and communicate with advisors.

Medical or family emergency: An A.S. officer who is experiencing a medical concern or family emergency. An A.S. officer must communicate with the A.S. Advisor as soon as they are able. Medical/family emergencies are at the discretion of advisors and/or President's Cabinet.

1. Must provide communication (email) regarding the situation.

BUDGET MEETING ABSENCES

During the Spring budget meetings, if 2 budget meetings (Thursdays) are missed, the senator will not be allowed to vote on the budget. For senators appointed during the Spring semester, a maximum of 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.

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.

ORGANIZATIONAL CHART

| 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 | Environmenta l Senator |
| Elections Senator | Student Services Senator | Arts Senator | Publicity Senator |
| Faculty Relations Senator | STEM Senator | Athletics Senator | |
| Inter Club Council Senator | | | |

College-Wide Student Representatives shall:

1. Represent the entire student body and serve to promote and protect the diverse needs of the student population
2. Enhance awareness of student concerns regarding administrative policy
3. Provide necessary student insight
4. Work to enhance communication between the A.S. Senate and College-wide committees
5. Be confirmed by a 2/3 majority by the A.S. Senate before assuming their position
6. 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

Update 10/26/22 LJH remove
impeachment language and
senate job description revision
dates added