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Candidate Check List:

☐ 1. Read the entire Application Packet and note important deadlines and events.

☐ 2. Submit a completed Application for Office (FORM A), gather 30 student signatures (FORM B), and submit completed Statement of Qualifications (FORM C) by Wednesday, September 14th, 2011, by 12:00 p.m. to the Director of Student Life, Room 2355.

☐ 3. Attend the mandatory applicant orientation on Tuesday, September 20th, 2011 at noon. Location to be determined.

☐ 4. Interviews will be held during the week of September 19th

☐ 5. Attend ASCC Senate meeting on October 5th at 3:00PM in the Board Room (bldg 200) for recommendation results.

☐ 6. Complete mandatory 8-week online training program starting October 10th.
### Associated Students of Chabot College Frequently Asked Questions

**What is the ASCC Senate?** The Associated Students of Chabot College, better known as ASCC, is a self-governing student organization representing all students of Chabot. ASCC is composed of the Executive Council, Senate, and Inter-Club Council.

**Executive Council:** The Executive Council, which is a part of the Senate. It consists of the President, Vice President, Financial Director, Inter-Club Council Chair, Legislative Director, Activity Director, Communications Director, Marketing Director and Senator At Large. These positions are elected every spring semester for the next academic year, unless special elections are necessary when a position becomes vacant.

**Senate:** The Senate is made up of the executive council and appointed senators and representatives who represent a diverse range of Chabot College's academic and vocational disciplines and interests. The Student Senate plays an
important role in the decision-making process at the college while providing representation of the general student body as a whole. Senator and Representative Positions are appointed in the fall semester.

Inter-Club Council: The Inter-Club Council (ICC) is composed of representatives from each ASCC recognized club and the ICC Chair. Campus Clubs must register with ASCC each year to gain recognition and are eligible for $300 for start-up costs and $500 in matching funds for fund-raisers. The ICC has regular meetings to exchange information, plan events and coordinate programs between clubs.

What does ASCC do? ASCC, primarily through income from the $5 student body fee and monthly flea market operations, provides sponsorship of campus activities and events, funding for programs (through co-curricular funding), for clubs, and for student awards and scholarships. This also funds student representation on College and District committees and to the Student Senate for California Community Colleges (SSCCC), leadership education and development through conferences, workshops, and retreats; and much more. Much of the work ASCC does is through its standing and ad-hoc committees, as outlined in the Constitution, Bylaws, and Codes.

Why should I join ASCC? There are a number of different opportunities for members to get involved. From leadership development trainings, events and program planning experience, to membership in a nationwide network of student organizations, there is something for everyone. You will be provided office space, business supplies, training, and other resources and support to assist you in your endeavors.

What is the time commitment? As an ASCC Officer, it is mandatory that you attend parliamentary Senate meetings that occur on the 1st and 3rd Wednesday of each month from 3:00 pm to adjournment in the Board Room, in building 200 and hold office hours. ASCC Executives, as well as all other members, are also encouraged to attend informative ASCC Executive Council meetings that occur the 2nd and 4th Wednesdays of each month from 3:00pm to 5:00pm in Room 2315. Please consult “Position Descriptions” for office hours of each position. Executive Board members are expected to set an example for others to follow which may require additional time.

How do ASCC Senate meetings operate? ASCC Senate meetings use a modified form of parliamentary procedure to vote on student issues and financial affairs, as outlined in Robert's Rules of Order, to ensure that all parties are equally protected and heard, that democratic rule is enforced, and that any votes taken are official. The ASCC Senate must also adhere to the policy of holding open and public meetings as stated in the Brown Act.

What is Shared Governance? Shared governance is a Board of Trustees recognized policy that includes students in the decision-making process of the institution. ASCC members are encouraged to sit on college and district committees and have the opportunity to participate in forming policies and procedures with student interests in mind.

Student Trustee
The student trustee is an ex-officio non-voting member of the District Board of Trustees. This position is elected every spring semester for the next academic year, unless special elections are necessary when a position becomes vacant.

What is SSCCC? The Student Senate for California Community Colleges is the officially recognized statewide student association that represents the 113 local student governments to the Board of Governors and the Chancellor’s Office. Through the SSCCC, community college students of California may have a formal and effective means for participation in the formation and implementation of state policies that have or may have a significant impact on students.
Associated Students of Chabot College Position Descriptions

President
The President is the Chief Executive Officer of ASCC and the official representative of ASCC. This position is responsible for enforcement of all policies and procedures adopted by the Senate. The President is a non-voting member of the Senate, serving as parliamentary chair over ASCC Senate meetings, and also reports to the Board of Trustees. This position requires a minimum of fifteen (15) hours per week in direct pursuance of ASCC business.

Vice President
The Vice President acts as the Chief of Staff of the ASCC. The Vice President acts as chairperson of all regularly scheduled meetings of the Senate in the absence of the President, assigns members of the Senate to divisions and committees, and represents ASCC at regularly scheduled meetings of the Chabot College Faculty Senate. This position requires a minimum of 7.5 hours per week.

Financial Director
The Financial Director is the Chief Financial officer and office manager for the ASCC. This position oversees all financial affairs of ASCC, signing and keeping records of requests for disbursement and submitting financial reports as requested. This position is responsible for disbursement of keys to the ASCC office (through the Director of Student Life), keeping ASCC equipment usage and maintenance records, and managing inventory of ASCC supplies. The Financial Director also represents ASCC at regularly scheduled meetings of the Chabot Budget Committee, and is the Chairperson for the ASCC Budget Committee as well as the chairperson of the ASCC Flea Market committee and works closely with the Flea Market Coordinator. This position requires a minimum of 7.5 hours per week.

Activity Director
The Activity Director is responsible for maintaining an ASCC Events Calendar. The Activity Director is also responsible for the regulation and planning of ASCC events, along with insuring the safety and security of ASCC events. The Activity Director shall attend all ICC Meetings to keep in contact with the clubs. This position requires a minimum of 7.5 hours per week.

Inter-Club Council Chair
The Inter-Club Council (ICC) Chair is the liaison between all student clubs and organizations on campus and the Senate. This position maintains all club financial affairs, a club roster and assists clubs with formation and registration with ASCC. The ICC Chair presides over all ICC meetings and coordinates campus-wide events that involve student organizations, especially Club Days. This position also serves as chair of the Judicial Review Committee. This position requires a minimum of 7.5 hours per week.

Legislative Director
The Legislative Director oversees legislation, acts as Parliamentarian and chairs ICC meetings in the absence of the ICC Chair. This position requires a minimum of 7.5 hours per week.

Marketing Director
The Marketing Director acts as a Public Relations Officer and Historian, promoting ASCC activities and keeping a narrative and pictorial history. This position maintains the ASCC graphic arts facilities, resources, and equipment, namely the Art Room. The Marketing Director works closely with the Office of Student Life and other departments to ensure proper marketing and promotion of Chabot College events. This position requires a minimum of 7.5 hours per week.

Communications Director
The Communications Director is responsible for maintaining a complete and permanent record of all legislation approved by the Senate. The Communications Director prepares and distributes the Agenda and minutes for all ASCC Senate and Executive Council Meetings. This position is also responsible for all inter-office communication and shall meet with the President at least once a week. This position requires a minimum of 7.5 hours per week.

Student Trustee
The Student Trustee is an ex-officio non-voting member of the Board of Trustees. This position is required to attend all Board of Trustee meetings, which occur the 1st and 3rd Tuesday evenings of each month, representing student interests. The Student Trustee reports to the ASCC Executive Council and Senate and participates in the statewide Trustee organization. This position may receive compensation for service as outlined in Board Policies 7030 and 7035.
FORM A:  
ASCC Senator Application  
(Due Wednesday, September 14, 2011 by 12 p.m., to the Director of Student Life, Room 2355)  
Note: If this form is not turned in on time, you will be disqualified.

NAME: ___________________________________________ W#:__________________________

Last, First Middle

ADDRESS: ______________________________________________________________________

 Number Street Apt. # City State Zip

PHONE #:(s): ______________________________ EMAIL ADDRESS: __________________________

YEAR AT CHABOT: ______________ UNITS COMPLETED: __________ EXPECTED GRAD/TRANSFER DATE: _______________

MAJOR/AREA OF STUDY: ______________________________ CUMULATIVE G.P.A.: ________

Choose one only.

☐ SENATOR

BASIC REQUIREMENTS/EXPECTATIONS FOR EXECUTIVE OFFICERS:

• Must be in “good standing,” as defined by maintaining a cumulative GPA of 2.0 and be enrolled in five (5) units at time of application and during entire Senate tenure.
• Attend all Senate meetings, held on Wednesdays from 3:00 to adjournment in the Board Room, Building 200.
• Senators must serve a minimum of 5 hours per week for the ASCC.
• Must be willing to chair and participate in ASCC sponsored programs and activities and serve on ASCC, College, and District committees to represent student interests at Chabot College.

I have read and understand the basic requirements listed, as well as the duties and responsibilities of serving on the ASCC Senate. I have also read and understand the Constitution, and Bylaws of the Associated Students of Chabot College. I understand that by submitting this application for office I am authorizing the Director of Student Life, or designee, to verify my eligibility, which I have read and understand all regulations and policies and agree to abide by said regulation and policies. I verify that all information is true and accurate as I have stated it and understand that I will be disqualified for providing false information.

Candidate Name: ____________________ Signature: _______________________ Date: ________
FORM B:
ASCC Petition for Nomination
(Due Wednesday, September 14, 2011 by 12 p.m., to the Director of Student Life, Room 2355)

Note: If this form is not turned in on time, you will be disqualified.

This petition can be signed by any currently registered student of Chabot College. Student identification numbers are for verification purposes only and will be kept confidential under authority of the Director of Student Life. "W-Numbers" are required to complete this student petition for nomination. Additional signatures and "W-Numbers" may be collected to use as alternates for student signatures and "W-Numbers" that cannot be verified. We, the undersigned, as students of Chabot College, hereby acknowledge the aforementioned individual to be sufficiently qualified to represent the students of Chabot College and authorize the Director of Student Life to verify our student status.

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FORM C:
Written Personal Statement of Qualifications
(Due Wednesday, September 14, 2011 by 12 p.m., to the Director of Student Life, Room 2355)

Please write a personal statement describing your qualifications for the position in which you are running. Please include your academic, leadership, and personal experience, goals, and interests. Also describe how will this position allow you to contribute to the welfare of the student body in general?

This statement may be published, distributed and posted during the election period. This statement may also be used by the ASCC Senator Interview Committee.

Candidate Name: ____________________  Signature: __________________________  Date: _____________

Position Being Sought: ________________________________________________________________

Statement: ________________________________________________________________

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Constitution
Associated Students of Chabot College

Preamble
In order to provide for the welfare of the student body in general, to develop and promote the principles of responsible citizenship, to establish an open channel of communication between the students, faculty, staff and administration of Chabot College and other campuses and universities, and to effect active student participation In the governance of Chabot College, the Chabot college student body hereby establishes this Constitution of the Associated Students of Chabot College under the authority of the Chabot-Las Positas Community College District Board of Trustees.

Article I - Name
The name of this organization shall be the Associated Students of Chabot College, hereafter referred to as ASCC.

Article II - Membership
Any registered student of Chabot College shall be entitled to the rights and privileges, and help to the responsibilities, of membership in the ASCC.

Article III - The Student Senate
The governing body of ASCC shall consist of one functional unit, named the Student Senate and hereafter referred to as the Senate.
The Senate shall provide the student body with a non-partisan entity to actively represent and pursue goals that would be of benefit to the student body in general.
The Senate shall be responsible for the provision of student representation to the various academic divisions and functional committees of Chabot College.
The Senate shall conduct all regularly scheduled meetings of the Senate in accordance with Robert's Rules of Order, Newly Revised.

Section I - Members of the Senate
A member of the Senate may be appointed at any time during the academic year. Members of the Senate begin their term of office at 8:00 a.m. on the first day of regular instruction following the regularly scheduled meeting of the Senate in which their application was approved.
Members of the Senate end their term of office at 5:00 p.m. on the last day of regular instruction for the academic year.
Each member of the Senate has one vote, with the sole exception of the chairman.
The chairman shall cast a vote if and only if the vote is decisive. No member of the Senate will have more than one vote.
Each member of the Senate shall be responsible for attending all regularly scheduled meetings for the division(s) and/or committee(s) to which that member has been assigned and report to the Senate during the regularly scheduled meeting of the Senate at least one week but not more than two weeks following said division/committee meeting.
Each member of the Senate shall maintain communication with fellow members when areas of responsibility overlap.
Each member of the Senate shall maintain such academic standards as put forth by the Chabot-Las Positas Community College District Board of Trustees.
Each member of the Senate shall maintain a minimum of five (5) scheduled office hours per week in direct pursuance of ASCC business.

Section II - The Inter-Club Council
The Senate can authorize the formation of an Inter-Club Council, hereafter referred to as ICC.
ICC shall provide mediation and communication between the various on-campus specific interest groups, by which these groups can cooperate and implement mutually beneficial projects and activities.
ICC shall be responsible for the provision and promotion of opportunities for students with common interests to meet, organize, and associate with one another in pursuit of common goals under established guidelines.
ICC shall operate under a separate constitution, to be approved via two-thirds (2/3) majority vote of the standing membership of ICC and the Senate.

Section III - The Parliamentarian
The President shall appoint a member of the Senate to be Parliamentarian of the Senate via two-thirds (2/3) majority vote.
The Parliamentarian shall act as chairman during regularly scheduled meetings of the Senate in the absence of the President and Vice-President.
The Parliamentarian shall be intimately familiar with Robert's Rules of Order.
The Parliamentarian shall attend all regularly scheduled meetings of the Senate.
Section IV - The Executive Council
The Senate shall organize an Executive Council whose members shall be elected via a plurality vote of ASCC membership. The Executive Council shall be composed of the President, Vice-President, Financial Director, Business Director, Marketing Director, Inter-Club Council Chairman, and Legislative Director. Each member of the Executive Council shall have one vote in regard to decision of the Executive Council. All members of the Executive Council shall perform such additional duties as directed by the President.

Section V - Vacancy of Position
In the event of a vacancy of position on the Executive Council, the President shall make a public notice towards the submission of applications for the position during the next regularly scheduled meeting of the Senate. All applications for the vacant position that are submitted by the next regularly scheduled meeting of the Senate shall be accepted and taken under consideration by the President. The President shall nominate an applicant for the vacant position at the regularly scheduled meeting of the Senate two (2) academic weeks following. The nomination shall take effect immediately upon approval of the Senate via two-thirds (2/3) majority vote.

Section VI - Veto
In the event that cause for evocation of an action approved by the Senate presents itself before the next regularly scheduled meeting of the Senate, the President shall submit a written statement describing said cause for the record and veto said action at the next regularly scheduled meeting of the Senate. If there is sufficient evidence that the veto is unjustified, the Senate can override the veto decision with a two-thirds (2/3) majority vote.

Section VII - Misconduct of Senate Members
In the event that a member of the Senate is charged with dereliction of responsibility, unethical conduct, and/or malfeasance of funds, the matter shall be submitted immediately to the Judicial Review Committee for deliberation and to the President for consideration. The deliberation shall take no longer than two (2) academic weeks. After deliberation, the Judicial Review Committee and the President shall each submit a recommended course of action to the Senate at its next regularly scheduled meeting. The recommendation of either the Judicial Review Committee or the President shall be considered by the Senate and put into effect immediately following a two-thirds (2/3) majority vote of the Senate.

Section VIII - Amendments
Amendments to the Constitution may be proposed either by a two-thirds (2/3) majority vote of the Senate or by a petition signed by ten (10) percent of ASCC membership. A special election must be held within fifteen (15) academic days after receipt of said petition or approval by the Senate. Said petition shall contain the signature and school identification number of each ASCC member so recorded. Amendments to the Constitution shall become effective upon acceptance by the board of Trustees.

Section IX - By-Laws
The Senate reserves the right to create by-laws. Approval of by-laws requires a two-thirds (2/3) majority vote of the Senate.

Section X - Referendum
ASCC reserves the right to referendum. Any action of the Senate shall be subject to referendum by a petition signed by ten (10) percent of ASCC membership. Referendum elections must be held within fifteen (15) academic days following submission of the petition unless the Senate acts in compliance with the referendum by a two-thirds (2/3) majority vote. If a referendum election is held, a majority of ballots cast shall be sufficient to enact the stated intention of the petition. All referendum petitions that are submitted shall contain the signature and school identification number of each ASCC member so recorded.

Approved by ASCC: March 16, 1996
Chabot College
25555 Hesperian Blvd.
Hayward, CA 94545
(510) 723-6924
ASCC BYLAWS

ARTICLE I: Terms of Office
I. Executive Council

Members of the Executive Council shall be elected to a term of office commencing the first day of the summer session and ending the last day of regular instruction for the academic year.

ARTICLE II: Procedures
I. Succession of Office

A. The position of President, if vacated, shall be filled by the succession of the Vice President followed by the ICC Chairperson. If both of these positions are vacant, a special election will be held within three (3) weeks of the vacancy.

B. The position of Student Trustee, if vacated, shall be filled in pursuance of Board of Trustees’ policies.

II. Removal from Office

A. Any elected or appointed official may be removed from office after failure to attain an excused absence for three (3) consecutive meetings, with a two-thirds (2/3) vote of the Student Senate.

B. Any elected or appointed official shall be subject to recall by presentation to the Student Senate of a petition signed by two-thirds (2/3) of the ASCC Senate members (such a petition shall bear the full names and school identification numbers of all ASCC Senate members recorded.) A recall election must be held within fifteen (15) academic days after presentation of the recall petition. Two-thirds (2/3) of the votes cast shall constitute a recall.

ARTICLE III: Eligibility to Seek or Hold a Senate Position
I. Requirements for All ASCC Student Senate Positions

A. Any student who wishes to seek or hold a position on the Student Senate must:

   1. Be a student in “good standing” in accordance with the standards established by Chabot-Las Positas Community College District at time of election and during an entire term of office.

   2. Maintain a minimum of five (5) units of college credit at Chabot College during the term of office.

   3. If an incomplete is included in the total of the five (5) active units, then a two (2) week period from the time of verification will be given for the student to resolve the number of units.

   4. Have and maintain an accumulated grade point average of 2.0 or better.

   5. Cannot be on disciplinary or progress probation.

   6. Cannot have “academic holds” on their records.

   7. Cannot have been found to violate the ASCC Constitution by the ASCC Judicial Review Committee.

   8. Cannot have been found to violate the ASCC Bylaws by the ASCC Judicial Review Committee.

   9. Cannot have been found to violate Federal or State laws and regulations pertaining to ASCC Governance including but not limited to the Ralph M. Brown Act by the ASCC Judicial Review Committee.

   10. Cannot have been an elected ASCC member who resigned prior to a ASCC Judicial Review Committee ruling in regards to a violation of Article III, Section I, A, 7, 8 or 9.

II. Candidates Seeking Elected Positions

A. All candidates for election must be registered in the spring semester for at least five (5) units and must meet all specified criteria in the Election Code.
III. Verification of Eligibility

A. Verification of the eligibility for current members or prospective members of the ASCC Student Senate is hereby authorized by the ASCC to the Director of the Office of Student Life.

ARTICLE IV: Elections
I. Elections shall be conducted as follows:
   A. All ASCC members shall be eligible to vote in regular and special ASCC elections, as determined by the current student list provided by Chabot College.
   B. Both regular and special elections shall be conducted as stipulated in the ASCC Election Code.

ARTICLE V: General Organization, Duties and Responsibilities
I. Executive Branch
   A. The function of the Executive Council shall be to administer the affairs of the Associated Students and place into operation all policies and programs passed by the Student Senate. It shall coordinate relations with: other students associations, statewide associations, Board of Trustees, administration, faculty and staff.
   B. Duties and responsibilities for individual members of the Executive Council:
      1. The President
         a. The President shall be the chief executive officer of the ASCC.
         b. The President shall be the official representative of the ASCC to all organizations and at all functions organized by the ASCC, except as specifically stated otherwise in the ASCC Constitution and Bylaws.
         c. The President shall take official action on all legislation approved by the Student Senate before the following regularly scheduled meeting of the Student Senate.
         d. The President shall be responsible for enforcement of all policies and procedures adopted by the Student Senate.
         e. The President shall act as chairperson of all regularly scheduled meeting of the Student Senate.
         f. The President shall act as chairperson of all regularly scheduled meeting of the Executive Council.
         g. The President shall attend all regularly scheduled meetings of the Board of Trustees.
         h. The President shall attend all regularly scheduled meetings of the College Council.
         i. The President shall attend all regularly scheduled meetings of the Chancellor’s Council.
         j. In the event that the President cannot attend a meeting the President reserves the right to appoint a Student Senate member to act as a stand-in.
         k. The President shall appoint an ASCC Student Senate member as Parliamentarian, who is well informed in regards to ASCC governing policies and practices.
         l. The President shall maintain a minimum of fifteen (15) hours per week in direct pursuance of ASCC business hours.
      2. The Vice President
         a. The Vice President shall be the ASCC chief of staff.
         b. The Vice President shall represent ASCC at all regularly scheduled meetings of the Chabot College Faculty Senate.
c. The Vice President shall maintain records of confirmed excused or unexcused absences of Executives and Senators.

d. The Vice President shall assign the postings of members of the Student Senate to the various academic division and functional committees, while placing a priority on the provision of effective student representation to these functions.

e. The Vice President shall inform all new members of the Student Senate in matters of ASCC governance, office conduct, and individual duties and responsibilities.

f. The Vice President shall chair the interview committee.

g. The Vice President shall be a member of the Stipend Oversight Committee.

h. The Vice President shall meet with the President at least once a week.

i. The Vice President shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of ASCC business.

3. The Inter-Club Council (ICC) Chairperson

   a. The Inter-Club Council Chairperson, hereafter referred to as the ICC Chair, shall act as a liaison between the ICC and the Student Senate.

   b. The ICC Chair shall conduct and preside over all regularly scheduled meetings of the ICC, as well as all related functions related to the coordination and communication between the campus organizations represented by the ICC.

   c. The ICC Chair shall be the chairperson of the Judicial Review Committee.

   d. The ICC Chair shall maintain all financial records pertaining to the ICC.

   e. The ICC Chair shall maintain an active roster of all ICC represented campus organizations.

   f. The ICC Chair shall supervise and assist in the formation of the new ICC recognized campus clubs and organizations.

   g. The ICC Chair shall regularly provide an overview of the activities of the ICC to the Student Senate.

   h. The ICC Chair shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of ASCC business.

4. The Activities Director

   a. The Activities Director shall create and maintain a calendar of events.

   b. The Activities Director shall plan, regulate and direct ASCC events.

   c. The Activities Director shall attend all regularly scheduled ICC meetings to maintain contact with the clubs.

   d. The Activities Director shall be responsible for the security and insurance of all ASCC events.

   e. The Activities Director shall meet with the Senator at Large at least once a week.

   f. The Activities Director shall meet with the Marketing Director at least once a week.

   g. The Activities Director shall meet with the ASCC President at least once a week.

   h. The Activities Director shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of ASCC business.
5. The Communications Director
   a. The Communications Director shall maintain a complete and permanent record of all legislation approved by the Student Senate.
   b. The Communications Director shall prepare and distribute the agenda for each regularly scheduled meeting of the Student Senate.
   c. The Communications Director shall represent the ASCC in matters dealing with the press.
   d. The Communications Director shall draft and distribute press releases relevant to ASCC events or news.
   e. The Communications Director shall inform the Student Senate and the ASCC President of external news pertaining to Chabot College or the ASCC.
   f. The Communications Director shall set-up a press conference if there are any relevant news or events pertaining to the ASCC.
   g. The Communications Director shall be the contact for the campus press if there so happens to be a crisis in the ASCC.
   h. The Communications Director shall be responsible for both inter-office and intra-office communication.
   i. The Communications Director shall maintain files of ASCC Minutes and Agendas in an orderly fashion.
   j. The Communications Director shall meet with the President at least once a week.
   k. The Communications Director shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of ASCC business.

6. The Financial Director
   a. The Financial Director shall be the chief financial officer of the ASCC.
   b. The Financial Director shall administer the financial affairs of ASCC in accordance with the ASCC Financial Code.
   c. The Financial Director shall be responsible for the implementation of all financial legislation approved by the Student Senate.
   d. The Financial Director shall be the chairperson of the Flea Market Committee.
   e. The Financial Director shall be the chairperson of the ASCC Budget Committee.
   f. The Financial Director shall be the chairperson of the Co-Curricular Committee.
   g. The Financial Director shall submit a written financial report of the general fund for publication and presentation to the Chabot College Dean of Students at the end of each semester.
   h. The Financial Director shall represent the ASCC at all regularly scheduled meetings of the Chabot College Budget Committee.
   i. The Financial Director shall meet with the President at least once a week.
   j. The Financial Director shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of ASCC business.

7. The Legislative Director
a. The Legislative Director shall serve as the ASCC representative for the SSCCC.

b. The Legislative Director shall be informed about external politics, including lobbying and legislation, and make recommendations to the Student Senate on relevant political issues.

c. The Legislative Director shall be responsible for drafting resolutions and documents of legislative matters for the ASCC.

d. The Legislative Director is required to be knowledgeable in laws and regulations pertaining to ASCC Governance including but not limited to the Ralph M. Brown Act.

e. The Legislative Director shall attend all SSCCC Region meetings.

f. The Legislative Director shall act as chairman of all regularly scheduled meetings of the ICC in the absence of the ICC Chair.

g. The Legislative Director shall schedule the attendance of AS Conferences.

h. The Legislative Director shall maintain files on information from Conferences in an orderly fashion.

i. The Legislative Director shall meet with the President at least once a week.

j. The Legislative Director shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of ASCC business.

8. The Marketing Director

a. The Marketing Director shall maintain a close working relationship with Chabot College staff regarding the promotion of ASCC projects and activities.

b. The Marketing Director shall be chair of the Marketing Committee.

c. The Marketing Director shall be responsible for organizing and producing a still media publication.

d. The Marketing Director shall maintain a narrative and pictorial history of the ASCC

e. The Marketing Director shall maintain and coordinate ASCC graphic art facilities, equipment and all other ASCC supplies.

f. The Marketing Director shall coordinate and supervise the promotion and advertisement of all ASCC projects and activities.

g. The Marketing Director shall be responsible for soliciting off campus resources from businesses.

h. The Marketing Director shall maintain and update the ASCC Website.

i. The Marketing Director shall maintain a file of general information and relevant statistics of the ASCC.

j. The Marketing Director shall meet with the Activities Director at least once a week.

k. The Marketing Director shall meet with the President at least once a week.

l. The Marketing Director shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of ASCC business.

9. Senator at Large

a. The Senator at Large shall act as the executive liaison between the Senators and the Executives.
b. The Senator at Large has the power to delegate responsibilities to the senators in regards to ASCC business.

c. The Senator at Large shall moderate and enforce office rules in regards to senators

d. The Senator at Large shall include confirmation of excused or unexcused absences of Senators in their written report to the Vice President.

e. The Senator at Large shall chair the Stipend Oversight Committee.

f. The Senator at Large shall meet with the Activities Director at least once a week.

g. The Senator at Large shall meet with the President at least once a week.

h. The Senator at Large shall maintain a minimum of seven and one half (7.5) hours per week in direct pursuance of ASCC business.

II. Senators

A. Senators shall be appointed by the Executive Council at the commencement of the Fall term. All students who meet the eligibility requirements may apply for senator positions. There shall be a limit on the number of senators appointed to serve for the year. This limit shall be based on the current enrollment at Chabot College.

1. One senator will be appointed for every one thousand (1,000) enrolled students.

2. One senator will be appointed to serve as Senator at Large.

3. All senator positions must be filled no later than the end of the 8th week of instruction of each semester.

4. Vacancies in previously filled positions must be filled by any new senator within five (5) weeks of notification of the opening or the position is to remain vacant for the remainder of the academic semester.

5. All students who apply for a senator position will be interviewed by the ASCC Interview Committee prior to any recommendation made to the Student Senate.

6. All senators shall maintain a minimum of five (5) hours per week in direct pursuance of ASCC business.

ARTICLE VI: Compensation

I. Compensation

A. All members of the ASCC Student Senate who serve a full semester are entitled to:

1. A stipend upon approval of the Oversight Committee.

2. A Special Parking Permit to be issued upon approval of ASCC Position.

II. Stipend

A. Per semester the following positions shall receive a stipend of:

1. President: $350.00

2. Executives: $200.00

3. Senators: $125.00

B. Any changes to the amount of stipend rewarded each semester shall require a two-thirds (2/3) majority vote by the Student Senate.

III. Oversight Committee
A. The ASCC shall organize an oversight committee which shall exercise authority over all matters dealing with compensation of ASCC members. This committee shall be known as the ASCC Stipend Oversight Committee.

B. The Oversight Committee shall consist of three (3) members who shall be the following:

1. The Senator at Large.
2. The Vice President.
3. Two additional ASCC Student Senators.

IV. Frequency of meetings for the Oversight Committee

A. The ASCC Stipend Oversight Committee shall convene once before the last Student Senate meeting of each semester to determine if members of the Student Senate and Executive Council are entitled to the stipend amount set out by the ASCC Bylaws.

B. The ASCC Stipend Oversight Committee’s recommendation shall be presented to the Student Senate for approval.

V. Requirements

A. All members of the ASCC shall be required to participate in the following activities and ASCC business in accordance with shared governance which will consist of:

1. Attending and providing assistance with the ASCC Flea Market at least once.
2. Attending and participating in internal and external committees.
3. Attending and participating in ASCC Student Senate Meetings every first (1st) and third (3rd) Wednesday of each month.
4. Attending and actively participating with ASCC events.
5. Fulfillment of ASCC members duties and responsibilities as stated in the Bylaws.

ARTICLE VII: Meetings

I. Frequency of Meetings

A. The Student Senate shall have a regularly scheduled meeting every first (1st) and third (3rd) Wednesday of the month at 3:00 pm.

B. Special meetings of the Student Senate may be called by the ASCC President or by five (5) members of the Student Senate in consultation with the Executive Council when it is deemed necessary and is duly noticed in accordance with the Ralph M. Brown Act.

1. Minutes of special meetings will be made available upon request.

II. Attendance

A. The ASCC Student Senate and the Executive Council meetings shall require a majority, half of the total of its members plus one present, to meet quorum.

B. An absence is defined as a member not present at roll call.

1. Any Senator or Executive member absent at roll call shall retain full voting powers.

C. Notwithstanding the above sections, absences shall not be considered by the Vice President or Senator at Large for the purposes of removal if accumulated from:

1. Conflicting scheduled meetings.
2. Conflicting special meetings.
3. Conflicting Student Senate responsibilities.
4. Illness.
5. Uncontrollable transportation delays.
6. Family Emergencies.

D. In accordance with the ASCC Constitution, a Senate or Executive Member who accumulates three (3) or more absences within a semester may face removal by two-thirds (2/3) vote of the Student Senate members in attendance.

E. A Senate Member who accumulates five (5) absences within an academic year shall be automatically removed and their position shall be declared vacant.

III. Reports

A. A regular report is defined as a written report which includes the member’s involvement in any ASCC related business.

B. Reports must be submitted to the Vice President no later than the date of each regularly scheduled Student Senate meeting.

C. Failure to submit a report

1. Any Senate or Executive member who attends a meeting and fails to submit a report to the Student Senate may face removal from their committee by a two-thirds (2/3) vote of the Student Senate.

2. The first (1st) and second (2nd) offence within a semester shall result in a written warning by the Vice President.

3. The third (3rd) offence may result in recommendation by the Vice President to the Student Senate for removal from either the Student Senate or the committee in which the member was placed, which would require a two-thirds (2/3) vote of the Student Senate.

4. The appointee shall receive a written notification from the Vice President upon their removal.