

# COLLEGE OF THE CANYONS ASSOCIATED STUDENT GOVERNMENT BYLAWS

## ARTICLE I.

### Names and Colors

- Section 1. The name of this organization shall be the Associated Student Government of College of the Canyons, hereinafter called the Association.
- Section 2. The mascot of the Association shall be the “Cougar”.
- Section 3. The official colors of the Association shall be navy blue, old gold, and white.

## ARTICLE II.

### Membership

- Section 1. Active members shall be defined in accordance with the Association’s Constitution as those students enrolled at College of the Canyons.
- Section 2. Any infraction of the Constitution, Bylaws, Association Code of Conduct, and/or Standing Rules of the Association may constitute grounds for membership refusal or termination of active membership benefits by the Student Senate, defined as an Executive and Activities Board, subject to judicial review.

## ARTICLE III.

### Officers of the Student Senate

#### Meetings and Duties

- Section 1. **One college year shall be interpreted as being from June 1 to the following academic year’s Commencement day.** The Student Senate terms shall run accordingly.  
**One college year shall be interpreted as being from the first Monday following Commencement to the following academic year’s Commencement Day.**
- Section 2. Special Student Senate meetings may be called during the summer and winter intersession.

Clause A. The summer intersession shall be defined as the period between the end of the spring semester and the beginning of the fall semester. The winter intersession shall be defined as the period between the end of the fall semester and the beginning of the spring semester.

Clause B. Special meetings of the Student Senate shall be in accordance with Article II, Section X, Clause A, of the Association's Constitution.

Clause C. Any member of the association may submit an item for consideration to either the **Executive** or Activities Board, but all items must be approved by the respective chair.

**Senate**

Clause D. A chair may only reject an item if the item does not follow proper format, or does not have all necessary information.

Section 3. Each officer of the Association must be enrolled in at least five units of course work. ~~In addition, it is highly recommended that the Executive Liaison Officer must have been, or must be currently be, enrolled in at least one course at the Canyon Country Campus during their time at COC. Also, Canyon Country Officers must have a minimum of four (4) office hours at Canyon Country per week, Monday thru Friday.~~ Each officer of the Association must have at least a 2.0 cumulative grade point average in the term preceding his/her taking office and maintain an overall 2.0 grade point average for all terms in office. Each student who assumes an office in his/her first term at College of the Canyons must have achieved a minimum 2.0 grade point average in the last year of last institution attended. Failure to comply with any of the above will result in removal from office.

**Each officer of the Association must be enrolled in at least five units of coursework and maintain a cumulative 2.0 grade point average throughout the officer's term. If an individual becomes an officer during the student's first term at College of the Canyons, the student must have achieved a minimum 2.0 grade point average at the most recent institution attended. Failure to comply with any of the above will result in removal from office.**

Clause A. In the case of extenuating circumstances affecting the qualifications of a candidate for an Officer or Director position, the **Executive Board** shall make the final decision. Under no circumstances may an officer be enrolled in less than five units.

**Senate**

Clause B. If an ASG **Board** officer would also like to hold an ASG chartered club officer position, they must discuss it with their one on one ASG advisor. ASG chartered club officers may not hold the following ASG **Board** officer positions:

1. President
2. Student Trustee
3. Vice President of Inter Club Council

Section 4. In the event of a vacancy occurring in any Senate elected or appointed position, the seat shall be filled by appointment. To fill a vacant officer position, the respective board will interview all qualified applicants. A two-thirds (2/3) vote is needed from the respective board to fill the vacant seat. If all of the Student Senate offices listed in Article II, Section I of the Association's Constitution, or the Student Trustee become vacant, the advisors shall be empowered to call a special election to fill all vacant offices.

Clause A. Should only one application be received to fill a vacant seat the appropriate board is authorized to interview and appoint the applicant. However, this may only be used when a single application has been filed with Campus Life and Student Engagement and no other have been received after two weeks of the first application filed.

Clause B. All **Senate** positions, whether they are officers or directors, shall be deemed probationary for a period of four weeks. This probationary period shall commence when the appointed position officially begins, during the regular academic school year. Within this probationary period, all newly appointed **Senate** members must complete the following:

- 1) Attended scheduled and/or arranged mandatory orientation/training with ASG advisors
  - a. **A member unable to attend mandatory orientation/training must provide sufficient reason. Failure to attend a mandatory orientation will reduce the ASG Service Award amount.**
  - b. **If members are appointed after the mandatory orientation/training have been conducted, it is their responsibility to schedule a training session with an ASG Advisor.**
- 2) Submit office hours
  - a. **All officers must fulfill a minimum of 16 office hours at the Canyon Country Campus.**
- 3) Attended scheduled Senate meetings (if applicable) or if unable to attend, provide a proxy or sufficient reason
- 4) Establish 1:1 advisor meeting times
- 5) **Meet set Senate expectations and job duties**  
**Meet expectations by fulfilling job duties as outlined in the ASG Bylaws**
  - a. After the probationary period is completed and if at that time an appointed member has failed to complete any of the above requirements, their appointment will be revoked upon a two-thirds vote of the Senate. **They will be unable to reapply for an officer position until 16 weeks following their removal. A member will be unable to reapply for an officer or director position until the following academic year if the**

**appoint has been revoked. For example, if a member is removed from office in September 2023, the member would not be able to reapply for an ASG position until applications open for the 2024-2025 year.**

- Section 5. **If for any reason the Student Trustee is unable to execute his/her duties, temporary replacement may be made by the ASG President, subject to two-thirds (2/3) approval by the Activities and Executive Boards, pending the outcome of a special election, if held, to fill the position(s).**  
**If for any reason the Student Trustee is unable to fulfill the expected job duty of representing students at the Board of Trustees meetings, temporary replacement may be made by the ASG President, subject to two-thirds (2/3) approval by the Senate. The approval must state the reason and predicted duration of the temporary replacement. The Student Trustee still must complete all other job duties. Failure to do so will remove the Student Trustee from office, subject to two-thirds (2/3) approval by the Senate.**
- Section 6. Any elected or appointed member ~~of the Student Senate~~ who has not been present in either the Fall or Spring semester for more than 2 ASG Senate meetings, 1 ASG Activities Board meeting (if they have a seat), ~~and 1 ASG Executive Board meeting (if they have a seat)~~ is subject to expulsion by two-thirds (2/3) vote of the respective board, subject to judicial review. In the event of expulsion, the office shall be considered vacant.
- Section 7. The duties of the President shall be:
- Clause A. To serve as the chief executive officer, official representative and official spokesperson of the Association.
  - ~~Clause B. To serve as a voting member and preside over the monthly Executive Board meetings.~~
  - Clause C. To appoint such ad hoc committees, boards, and commissions as may be necessary from time to time.
  - Clause D. Represent the Association in all judicial proceedings involving the Student Senate and to serve as the Association's parliamentarian as defined below:
    - ~~a) To hold in his/her possession copies of all Association laws, policies, and standing rules.~~
    - b) To review the approved Student Senate minutes weekly for the purpose of updating operating policies, code of conduct, standing rules, and/or bylaws of the Association.

- c) Any approved changes to operating policies, code of conduct, standing rules, and/or bylaws must be e-mailed to advisors within two weeks of the approved changes.

~~Clause E. To hold the representatives of the Executive and Activities Boards, and committees responsible for the efficient conduct of their respective organizations and to require a written report or opinion of the principal officers of each of the organizations in accordance with the policies of the Association. Furthermore, he/she will manage the personnel of the Association. However, when issues arise involving the Activities Board the President will act upon the recommendations of the Executive Vice President of Activities.~~

~~Clause F. To inform the Senate, both the Executive and Activities Board, in a joint session at least once in his/her term of the state of the Association, either at the last meeting of the fall or the first in spring semester.~~

Clause G. To recommend such measures as ~~he/she deems~~ necessary for the welfare of the Association.  
**deemed**

Clause I. To serve as a voting member of the Association's Finance Committee.

Clause J. To appoint an Administrative Assistant (s), ~~and Director of Recruitment,~~ upon ratification by a two-thirds (2/3) vote of the Student Senate, to supervise the nonvoting powers and activities so delegated.

Clause K. ~~To make the agenda and minutes for the Executive Board available as soon as possible prior to each Executive Board meeting in accordance with all governing laws and documents.~~  
**To make the agenda and minutes for the Senate meetings available as soon as possible with assistance from the Student Services Technician of the Campus Life and Student Engagement Office in accordance with the Brown Act.**

Clause L. To be empowered to recognize a proxy, upon correspondence from any ~~Executive Board~~ member, for the ~~Executive Board~~ meeting.  
**Senate**

Clause M. To serve on the President's Advisory Council, President's Advisory Council, Budget, College Planning Team, and the Advocacy Team.

~~Clause N. To serve as the liaison between the Association and Campus Life and Student Engagement service programs.~~

Clause O. To be responsible for all advocacy and legislative issues at various level of government. He/she will attend meetings and conferences of statewide or national organizations which the Association is a member of. Furthermore, the President will co-coordinate with the Student Trustee surveys, lobbying days and all other legislative activities. Moreover, the President will work with the Student Trustee to put forth resolutions to the Association's Executive Board regarding legislation for approval.

**To be responsible for advocacy and legislative issues at various levels of government (federal and state). The President will attend meetings and conferences of statewide national organizations which the Association is a member of. Furthermore, the President will co-coordinate with the Student Trustee and Vice President of Advocacy surveys, lobbying days, and all other legislative activities. Moreover, the President will work with the Student Trustee and Vice President of Advocacy to put forth resolutions to the Association regarding legislation for approval.**

Clause P. To co-coordinate with the Student Trustee a voter registration event at least once per semester.

~~Clause Q. To receive all forwarded applications for open ASG positions from Campus Life and Student Engagement and to redirect them to the appropriate officer position.~~

~~Clause R. To approve the appointments of student representatives to Santa Clarita Community College District shared governance committees.~~

Section 8. The duties of the Executive Vice-President (with Clauses E, F, and H accomplished through work with the Association's advisors) shall be:

Clause A. To serve as a voting member of the ~~Executive Board~~.  
**Senate**

Clause B. To assume the duties of the President during the President's absence, if the office is vacated, or at the direction of the President.

Clause C. To chair the Finance Committee and work with advisors to present operating budget for the next year, no later than the first Student Senate meeting in May of each year.

Clause D. To make an oral and written report to the Executive and Activities Board on the financial standing of the Association, i.e., income, expenditures, and balance on hand every other week. Furthermore, he/she must have the appropriate documentation with them at all meetings of the Association.

Clause E. To serve on the President's Advisory Council-Budget Committee.

Clause F. To chair and serve as a voting member of the Finance Committee.

~~Clause G. To coordinate the Scholarship Program of the Association.~~

Clause H. To appoint an Administrative Assistant(s), ~~Director of Academic Affairs,~~  
~~and a Shared Governance Coordinator~~ upon ratification by a two-thirds  
(2/3) vote of the Senate, to supervise the nonvoting powers and activities  
so delegated.

~~Clause I. To appoint the Director of Equity upon ratification by a two-thirds (2/3)  
vote of the Senate, to supervise the nonvoting powers and activities so  
delegated.~~

Clause J. To coordinate all district committee meetings.  
**To present needs for District Committee representatives and recruit  
members of the Association to represent students in the District  
Committees. The Executive Vice President will also be responsible for  
keeping members accountable in attending assigned committees and  
making reports on what was discussed in the committees.**

Clause K. To oversee the ASG grant process outlined in Section 10 of the Finance  
Code.

**Clause L. To execute team building activities – at least once per semester.**

Section 9. The duties of the ~~Executive~~ Vice President of Activities:

Clause A. To serve as a voting member of the ~~Executive Board.~~  
**Senate**

Clause B. To serve as the Chair of the Activities Board in a nonvoting capacity.

Clause C. To attend all meetings of the ~~Executive~~ and Activities Boards  
**Senate**

Clause D. To serve as a voting member of the Finance Committee of the  
Association.

Clause E. **To make the agenda and minutes available for the Activities Board as soon  
as possible prior to each Activities Board meeting, in accordance with all  
governing laws and documents.**  
**To make the agenda and minutes for the Activities Board available as  
soon as possible with assistance from the Student Services Technician**

**of the Campus Life and Student Engagement Office in accordance with the Brown Act.**

- Clause F. To spearhead the annual Multicultural Day by involving other departments, student groups, and ASG officers.
- Clause G. To report to the ~~Executive Board~~ on all actions taken by the Activities Board.  
**Senate**
- Clause H. To report to the Activities Board on all actions taken by the ~~Executive Board.~~  
**Senate**
- Clause I. To coordinate and create a monthly activities schedule.
- Clause J. To ensure appropriate activities are held to promote cultural diversity, educational enrichment, awareness of legislative issues, and social functions.
- Clause K. ~~To coordinate the annual Student Involvement campaign with the cooperation of both boards.~~
- Clause L. ~~To appoint an Administrative Assistant (s) and Cougar Mascot upon ratification by two-thirds (2/3) vote of the Senate, to supervise the nonvoting powers and activities so delegated.~~  
**To appoint an Administrative Assistant upon ratification by two-thirds (2/3) vote of the Senate.**
- Clause M. To appoint members of the Activities Board on both Valencia Campus and Canyon Country Campus (up to 4 members per campus) upon ratification by two-thirds (2/3) vote of the Senate.**

Section 10. The duties of the Vice President of the Inter Club Council shall be:

- Clause A. To serve as a voting member of the ~~Executive Board.~~  
**Senate**
- Clause B. To attend all meetings of the Activities Board as a nonvoting member or read the meeting minutes to be informed on all ASG Activities.
- Clause C. To chair the Inter Club Council meetings as a nonvoting member.
- Clause D. ~~To make the agenda and minutes available for the Inter Club Council as soon as possible prior to each Inter Club Council meeting in accordance with all governing laws and documents.~~



**To make the agenda and minutes for the Inter Club Council available as soon as possible with assistance from the Student Services Technician of the Campus Life and Student Engagement Office in accordance with the Brown Act.**

- Clause E. To appoint a Director of Clubs and Organizations, upon ratification by two-thirds (2/3) vote of the Senate, ~~to supervise the nonvoting powers and activities so delegated.~~
- Clause F. To assist the Office of Campus Life and Student Engagement Office with the chartering and re-chartering of the clubs on campus.
- Clause G. To serve as official representative of the clubs at all of the Association's meetings.
- ~~Clause H. To send a weekly update to all club advisors and officers to inform them of their clubs status and all Inter Club Council business as needed.~~
- ~~Clause I. To provide updates on the list of clubs and descriptions as well as add new clubs to related forms and webpages.~~
- Clause J. To work with the Campus Life and Student Engagement office to send out monthly updates on club matters.
- ~~Clause K. To coordinate the Back to School Bash and/or CougarFest at the beginning of each academic semester with the cooperation of the Inter Club Council and the Activities Board.~~
- Clause L. To attend at least one club meeting for all clubs per semester.

Section 11. The duties of the ~~Officer~~ of Equity shall be: **Vice President**

- Clause A. Attend committees that have to do with equity, diversity and inclusion that their schedule allows.
- Clause B. Host a focus group at least once a semester to get student feedback on how we can improve equity and inclusion in the campus environment.
- Clause C. Represent students in the development of a vision and effective strategy that champions the importance and value of a diverse and inclusive campus environment.
- Clause D. Engage faculty, staff and students to build a welcoming and inclusive culture at COC.

- Clause E. Assess potential barriers and develop strategies focused on recruiting and retaining a diverse environment. The **Officer** of Equity shall provide a report every semester addressing how the ASG may pursue diversity, equity, and inclusion initiatives most effectively.  
**Vice President**
- Clause F. Design at least two workshop initiatives a semester on topics such as cultural competency, gender differences, disability, sexual harassment, and other topics designed to increase awareness and support of equity and inclusion values, and maintaining compliance with applicable laws. These workshops are to be held in respect of, in collaboration with, and with great sensitivity to the cultural groups they wish to highlight.
- Clause G. **Shall appoint a Director of Equity to assist with workshops, focus groups, and other events.**  
**To appoint a Director of Equity, upon ratification by two-thirds (2/3) vote of the Senate.**
- Clause H. Works closely with the **Cultural Student Involvement Coordinators, the Director of Equity, the Director of Cultural Affairs,** and student alliances on equity-minded projects and events.  
**Vice President of Advocacy, Vice President of Activities,**
- Clause I. Serves as a voting member of the **Associated Student Government Executive Board. Senate**

**Section 12. The Duties of the Officer of Marketing and Information shall be:**

- Clause A. To serve as a voting member of the Executive Board.**
- Clause B. To attend all meetings of the Activities Board as a nonvoting member or read the meeting minutes to be informed on all ASG activities.**
- Clause C. To assist with the community newspaper(s) representative to the College and to serve as liaison to community.**
- Clause D. To serve as Editor in Chief of The Paw Print or any ASG publication.**
- Clause E. To appoint an Assistant Editor, Staff Writer (s), Graphic Artist(s), Historian, and Photographer (s) and upon ratification by two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.**
- Clause F. To contact the appropriate persons to keep the marquee updated with Association and club events.**

~~Clause G. To contact the appropriate persons to keep the Association website updated.~~

~~Clause H. To be responsible for creating the ad-hoc committee of the Paw Print~~

~~Section 13. The Duties of the Public Affairs Officer shall be:~~

~~Clause A. To serve as a voting a member of the Association's Activities Board. And to attend all of the Executive Board meetings as a non-voting member.~~

~~Clause B. To serve as the liaison between the Office of Campus Life and Student Engagement in the management of the poster room (STCN-107)~~

~~Clause C. To be responsible for the promotion of activities held by the Association (i.e. making posters, maintaining Association social media accounts, sending emails, etc.)~~

~~Clause D: To make and publish social media posts on ASG social media platforms for the purposes of publicizing events on and off campus.~~

~~Clause E. To work with the Officer of Marketing and Information in promoting the endeavors of the Association.~~

~~Clause F. To work with outside college departments with for the promotion of their events upon request.~~

~~Clause G. To maintain and update the Association's bulletin boards while coordinating with Activity Board Officers.~~

~~Clause H. To appoint a Director(s) of Publicity and, following by a two-thirds (2/3) vote of approval by the Student Senate, to supervise the non-voting powers and activities so delegated.~~

**Section 13. The duties of the Executive Vice President of Communications shall be:**

**Clause A. To serve as a voting member of the Senate.**

**Clause B. To serve as a voting member of the Finance Committee.**

**Clause C. To serve as a voting member of the Activities Board.**

**Clause D. To serve as Editor in Chief of The Paw Print of any ASG publication.**

**Clause E. To appoint members of the Publication Team and upon ratification by two-thirds (2/3) vote of the Senate.**

**Clause F. To appoint members of the Social Media Team and upon ratification by two-thirds (2/3) vote of the Senate.**

**Clause G. To be responsible for the promotion of activities held by the Association with assistance from appointed Social Media Team members.**

**Clause H. To make and publish social media posts on ASG Social Media platforms for the purposes of publicizing events on and off campus that is to the benefit of the COC community.**

Section 14. The duties of the Student Trustee shall be:

Clause A. To represent the college student body and the interests of the Association at all meetings of the Santa Clarita Community College Board of Trustees.

Clause B. **To report following SCCCD Board meeting on the actions of the Board. To provide essential updates on actions made by the Board of Trustees to the Senate.**

Clause C. To serve as a voting member of the **Executive Board** and Finance Committees.  
**Senate**

Clause D. To maintain the qualifications established in the Santa Clarita Community College District Board Policy.

a) To maintain the qualifications applying to all other voting members of the Student Senate.

b) **To be enrolled in or** have completed at least twenty (20) semester units at College of the Canyons.

**Must**

c) **Must be a resident of the State of California.**

Clause E. To appoint an Administrative Assistant and upon ratification by a two thirds (2/3) vote of the Student Senate, **to supervise the non-voting powers and activities so delegated.**

Clause F. To serve as student representative to the Academic Senate of the College and provide a report to the **Executive Board** following each Academic Senate meeting.  
**Senate**

**Clause G. In the event of vacancy or inability of the Student Trustee to attend a Board of Trustees meeting and in the absence of an alternate, the representative duty of the Student Trustee will be carried out by the ASG President, if unable, then the ASG Executive Vice President in the event**

of vacancy or inability of the Student Trustee to attend a Board of Trustees meeting.

**In the event of vacancy or inability of the Student Trustee to attend a Board of Trustees meeting, the Student Trustee must receive approval by the Senate, subject to two-thirds (2/3) vote, to have the ASG President act as a replacement. More details on fulfilling this job duty is outlined in Article III, Section 5.**

**Clause H.** To be responsible for all advocacy and legislative issues at various level of government. He/she will attend meetings and conferences of statewide or national organizations, which the Association is a member of. Furthermore, the Student Trustee will co-coordinate with the Association's President surveys, lobbying days and all other legislative activities. Moreover, the President will work with the Student Trustee to put forth resolutions to the Association's Executive Board regarding legislation for approval.

**To be responsible for advocacy and legislative issues at various levels of government (federal and state). The Student Trustee will attend meetings and conferences of statewide national organizations which the Association is a member of. Furthermore, the Student Trustee will co-coordinate with the President and Vice President of Advocacy surveys, lobbying days, and all other legislative activities. Moreover, the Student Trustee will work with the President and Vice President of Advocacy to put forth resolutions to the Association regarding legislation for approval.**

Clause I. To serve as the student representative on the College's Advocacy Team and the College Planning Team.

Clause J. To co-coordinate with the President a voter registration event at least once per semester.

Clause K. To comply and complete any and all duties and regulations set forth by California State Law (Education Code Sections 72023.5) and District policy regarding the Student Trustee i.e.)

“Santa Clarita Community College District Board Policy 2015. STUDENT MEMBER

Reference:

Education Code Section 72023.5

The Board shall include one non-voting student member. The term of office shall be one year commencing June 1.

The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service.

The student member must have completed at least 20 semester units within the District prior to taking office. The student shall maintain a 2.00 cumulative GPA and 2.00 semester GPA. The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

On or before April 1st of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions except motions underling personnel and labor relations;
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to receive compensation for meeting attendance at a level set annually by the Board, along with mileage to events where the Student Trustee serves in the capacity of representative of the Board of Trustees to be reimbursed at the current rate paid to District employees. If the Student Trustee does not attend all regular meetings held by the Board in any month, s/he may receive an amount not greater than a pro rata share of the number of meetings actually attended based upon the maximum compensation.
- The receipt and amount of a book and materials stipend per AP 2015. 2
- The ability to travel on district funds to events for Student Trustee.
- The Student Trustee will be encouraged to attend community events as a part of the District's representation of the College in the community.”

#### ADMINISTRATIVE PROCEDURES FOR IMPLEMENTING BOARD POLICY #2015 STUDENT MEMBER

Reference:

Education Code Section 72023.5,

1. In accordance with the provisions and limitations of the Education Code, the Board of

Trustees designates that the nonvoting student member of the Board of Trustees be elected by members of the Association of College of the Canyons to serve a term commencing June 1st of each year (Ed. Code #72023.5).

2. The remuneration for the Student Trustee shall be set annually along with mileage to Board related meetings; and mileage to events where the Student Trustee serves in the capacity of representative of the Board of Trustees to be reimbursed at the current rate paid to District employees. The compensation shall be reviewed annually on or before April 1st.
3. The Student Trustee shall receive a book and materials stipend, in an amount to be established annually by the Board of Trustees. With prior approval from the Chief Executive Officer of the District, or his/her designee, the stipend may be adjusted to reflect the actual cost of books and supplies. The stipend is to be used by the Student Trustee to acquire the textbooks and course materials required by his/her course of study at College of the Canyons, for each semester while s/he officially holds the office of Student Trustee. Verification of the Student Trustee's semester schedule and required books and supplies must be submitted to the Campus Life & Student Engagement no later than one week after the add deadline. Whenever possible the stipend will be expended in the College of the Canyons Bookstore.
4. Annually, the Board will consider the feasibility of establishing a fund for Student Trustee Travel. After agreement on a final plan, the Board may authorize a fund for Student Trustee travel to fully or partially fund agreed-upon conferences. To assist the Board in determining an amount to be set aside for Student Trustee travel:
  - a) The Student Trustee, upon election, will prepare a travel plan of conferences s/he wishes to attend for the upcoming fiscal year (July 1st through June 30th). The Chief Executive Officer of the District will assist the Student Trustee in developing his/her travel plan by providing information regarding known scheduled conferences.
  - b) The Student Trustee will indicate the degree to which the Association will provide funding for travel.
  - c) The Board will consider the proposed plan and may recommend revisions to the proposed plan.
  - d) The Board may also authorize the Student Trustee to represent the Board at meetings that are not funded by the District.

~~Section 15.—The duties of the Cultural Student Involvement Coordinators shall be:~~

~~Clause A.—To represent cultural and educational interests of the Association members of their respective campus.~~

Clause B. — To organize films and educational speakers for their respective campus.

Clause C. — To work with the Executive Vice President of Activities and their respective Campus Vice President of Activities in providing events to promote cultural awareness (i.e. Black History Month, Cinco De Mayo, etc.) and educational enrichment.

Clause D. — To appoint an Administrative Assistant (s) and upon ratification by two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.

Clause E. — To promote and encourage student involvement among all students of the College.

Clause F. — To plan and execute at least one night student event per semester, which must be held after 4:00 p.m. to constitute as a night student event for their respective campus.

Clause G. — To serve as a voting member of the Association's Activities Board and to attend all of the Executive Board meetings as a nonvoting member.

Clause H. — For the Canyon Country Coordinators to appoint and share a Director of Canyon Country Affairs upon ratification by a two-thirds (2/3) vote of the Senate.

Section 16. — The duties of the Social Student Involvement Coordinators shall be:

Clause A. — To represent the social interests of their respective campus.

Clause B. — To organize films and other activities deemed to be social in nature at their respective campus.

Clause C. — To organize monthly cardholder benefit activities (i.e. Spring Fling, concerts, barbecues, etc.) and various social activities of the Association under the direction of the Executive Vice President of Activities and their respective campus Vice President of Activities.

Clause D. — To appoint an Administrative Assistant(s), Director of Athletic Affairs, Cultural Affairs, Director of Environmental Affairs, and Director of Health Issues upon ratification by two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.

Clause E. — To promote and encourage student involvement.



Clause F. To plan and execute at least one night student event per semester, which must be held after 4:00 p.m. to constitute as a night student event for their respective campus.

Clause G. To serve as voting member of the Association's Activities Board and to attend all of the Executive Board meetings as a nonvoting member.

Clause H. For the Canyon Country Coordinators to appoint and share a Director of Canyon Country Affairs upon ratification by a two-thirds (2/3) vote of the Senate.

**Section 17. The duties of the Executive Liaison officer shall be:**

Clause A. To serve as a voting member of the Executive Board and Finance Committee and to attend all Activities Board meetings in a nonvoting capacity.

Clause B. To serve as the liaison between the Valencia and Canyon Country Campus.

Clause C. To coordinate at least one event per semester at the Canyon Country Campus with the cooperation of the Activities Board.

Clause D. To appoint an Administrative Assistant(s) and upon ratification by two-thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.

**Section 17. The duties of the Vice President of Advocacy shall be:**

**Clause A. To serve as a voting member of the Senate.**

**Clause B. To serve as a voting member of the Finance Committee.**

**Clause C. To attend all Activities Board meetings in a nonvoting capacity or read the meeting minutes to be informed on all ASG activities.**

**Clause D. To appoint an Administrative Assistant(s) and upon ratification by two-thirds (2/3) vote of the Student Senate.**

**Clause E. To attend any workshops or conferences hosted by professional organizations, such as SSCCC, that focus on professional development and that further COC's advocacy efforts at the state level.**

**Clause F. To provide reports to the Senate to raise awareness on statewide level issues that may affect COC.**

**Clause G. To host one event per semester on each campus surrounding advocacy on both campuses.**

**Clause H.** The Vice President of Advocacy would serve as the delegate for the Student Senate for California Community Colleges if the Association approves its involvement for the term.

**Clause I.** To be responsible for advocacy and legislative issues at various levels of government (federal and state). The Vice President of Advocacy will attend meetings and conferences of statewide national organizations which the Association is a member of. Furthermore, the Vice President of Advocacy will co-coordinate with the President and Student Trustee surveys, lobbying days, and all other legislative activities. Moreover, the Vice President of Advocacy will work with the President and Student Trustee to put forth resolutions to the Association regarding legislation for approval.

**Section 18.**— The duties of the Campus Vice Presidents of Activities shall be:

**Clause A.**— To serve as a voting member of the Activities Board.

**Clause B.**— To coordinate and supervise all of the activities sponsored by the Association at their respective campus.

**Clause C.**— To monitor all expenditures of the Activities executed on their respective campus.

**Clause D.**— To coordinate and create a monthly activities schedule with the assistance of the Executive Vice President of Activities for their respective campus.

**Clause E.**— To work closely with the Officer of Marketing and Information to ensure that their campus activities are advertised in the Paw Print and press releases are developed and distributed.

**Clause F.**— To ensure appropriate activities are held to promote cultural diversity, educational enrichment, awareness of legislative issues, and social functions (i.e. Spring Fling and Fall Fest at their respective campus.)

**Clause G.**— To coordinate the annual Student Involvement campaign on their respective campus.

**Clause H.**— To coordinate and execute a minimum of two events per semester.

**Clause I.**— To appoint an Administrative Assistant (s) and upon ratification by two-thirds (2/3) vote of the Senate, to supervise the nonvoting powers and activities so delegated.

## ARTICLE IV.

### Non-Voting Members of Student Senate

#### Directors and Assistants of the Student Senate

##### Section 1. Qualifications

Appointed Student Senate non-voting members must be enrolled in a minimum five (5) units and carry at least a 2.0 cumulative GPA. The GPA may be from high school or other colleges as long as the units represented are the applicant's most recent experience.

**Directors and Assistants of the Student Senate must be enrolled in a minimum of 5 units and carry at least a 2.0 cumulative GPA.**

##### Section 2. Selection Procedure

Candidates for non-voting appointments shall apply to Campus Life and Student Engagement. The appropriate Senate officer will interview all candidates completing formal application (i.e., A.S.G. Officer Declaration of Candidacy) and submitting same. Recommendation for appointment will be made by the Senate officer and subject to approval by the Senate.

**Interested candidates for director and assistant positions shall submit an application through the Campus Life and Student Engagement office. After eligibility is confirmed, ASG Advisors will assign the appropriate Senate member(s) to interview the eligible candidate. Recommendation for appointment will be made by the Senate officer subject to two-thirds (2/3) vote of the Senate.**

##### Section 3. Probationary Period

All appointments, whether they are officers or directors, shall be deemed probationary for a period of four weeks. This probationary period shall commence when the appointed position officially begins, during the regular academic school year. At the end of the probationary period, the Senate officers may dismiss the individual for failure of job duties or responsibilities of their position. Approval will come with a two-thirds (2/3) vote of the Senate.

##### ~~Section 4. Exceptions~~

~~Clause A. Staff writers for The Paw Print are appointed and removed by the Officer Of Marketing and Information, or may be removed by the Senate.~~

##### Section 5. The non-voting members of the Student Senate and their duties shall be: The Director and Assistant positions and duties shall be:

Clause A. Administrative Assistants

- 1) An Administrative Assistant shall be appointed by the Associations' President, Executive Vice President, Executive Vice President of Activities, Student Trustee, Student Involvement Coordinators, and the Canyon Country Campus Representative with the approval of the Student Senate, and shall work closely with the Senate through the office for which they are appointed. **An Administrative Assistant shall be appointed by any ASG Officer. The ASG Officer is the supervisor of the appointed assistant.**
- 2) Administrative Assistant's duties shall be determined by the officer with whom they work with.
- 3) **Administrative Assistants may propose projects to accomplish in the field of academic affairs, legislative affairs, shared governance, health issues, environmental affairs, cultural affairs, athletic affairs, and other areas of interest that would benefit COC students.**
  - a. **These projects must be discussed fully with the supervising officer and an ASG advisor. Specific plans and strategies must be pre-approved prior to execution and implementation.**

Clause B. Director of Clubs and Organizations

The Director of Clubs and Organizations shall be appointed by the Vice President of the Inter Club Council **and shall:** ~~with the approval of the Student Senate and shall work closely with the Senate through the office of Vice President Inter Club Council.~~

- 1) The Director of Clubs and Organizations shall be the recognized official representative of all duly organized on-campus student clubs, organizations, and societies.
  - a) As such he/she will serve as the alternate chair of the Interclub Council.
  - b) Create agendas for ICC meetings.
  - c) Type minutes for ICC meetings.
  - d) Assists in attending club meetings.
  - e) Attend ICC meetings.
- 1) **Serve as the alternate chair of the Inter Club Council**
- 2) **Assist in attending different club meetings**
- 3) **Attend ICC meetings, if schedule permits**
- 4) **Assists the Vice President of Inter Club Council**

Clause C. Assistant Editor The Assistant Editor shall be appointed by the Officer of Marketing and Information with the approval of the Student Senate and shall work closely with the Senate.

- 2) The duties of the Assistant Editor shall include:
  - a) To assist the Officer of Marketing and Information in the publishing of the Paw Print.
  - b) To assist the Officer of Marketing and Information in supervising the Staff Writers, and the Graphic Artist.
  - c) To promote student involvement and assist in all of the Association's sponsored events.

**Clause C. Publication Team**

- 1) Members of the Publication Team will be appointed by the Executive Vice President of Communications.
- 2) The Executive Vice President of Communications will appoint eligible candidates to one of the following positions as seen best fit:
  - a. Assistant Editor (maximum 1)
  - b. Staff Writer (maximum 3)
- 3) The Executive Vice President of Communications and Publication Team will determine each semester which publication(s) to complete (e.g., The Paw Print and/or ASG Podcast)

**Clause D. Social Media Team**

- 1) Members of the Publication Team will be appointed by the Executive Vice President of Communications.
- 2) The Executive Vice President of Communications will appoint eligible candidates to one of the following positions as seen best fit:
  - a. TikTok Editor
  - b. Social Media Spotlight Manager

**Clause E. Graphic Artists**

- 1) Graphic Artists will be appointed by the Executive Vice President of Communications.
  - a. Graphic Artists will be responsible for working closely with both Publication and Social Media teams to create needed materials to promote the Association's work.
  - b. Graphic Artists will make suggestions for social media posts.

~~Clause D. Director(s) of Publicity~~

- ~~1) The Director(s) of Publicity shall be appointed by the Public Affairs Officer with the approval of the Student Senate and shall work closely with the Senate through that office.
 
  - ~~a) To make and distribute posters and signs to publicize events on and off campus, and to dispose of outdated posters and signs.~~
  - ~~b) To make and publish social media posts on ASG social media platforms for the purposes of publicizing events on and off campus.~~~~

e) ~~To assist in accepting and fulfilling Spotlight Media Requests from campus departments and clubs/organizations wanting to publicize their events on campus.~~

Clause E. ~~The Paw Print, Staff Writer(s)~~

- 1) ~~Staff writers for The Paw Print shall be appointed by the Officer of Marketing and Information.~~
- 2) ~~They will work closely with the Officer of Marketing and Information and the other Paw Print team members.~~
- 3) ~~Writers are required to submit at least one article per month.~~

Clause F. ~~Graphic Artist(s)~~

- 1) ~~The Graphic Artist shall be appointed by the Officer of Marketing and Information and will work closely with the Senate through that office.~~
  - a) ~~To design graphics for the Paw Print.~~  
~~To use a software program that the Paw Print can be created in.~~

**Clause G. Activities Board**

- 1) **Members of the Activities Board shall be appointed by the Vice President of Activities.**
- 2) **The Activities Board will be comprised of up to 4 members for the Valencia Campus and 4 members for the Canyon Country Campus.**
  - a. **Each Activities Board member is required to host two events per semester on their respective campuses.**
  - b. **Activities Board members are required to attend all Activities Board meetings.**
  - e. **After the completion of an event, the member hosting the event must submit an Event Evaluation Form.**

Clause G. ~~Director of Cultural Affairs~~

- 1) ~~The Director of Cultural Affairs shall be appointed by the Student Involvement Coordinators and will work closely with the Senate through that office.~~
  - a) ~~To represent the cultural interest of the associated members.~~
  - b) ~~To help organize films and educational speakers.~~
  - e) ~~To be the student coordinator for college cultural events.~~
  - d) ~~To act as ASG liaison for arts and culture.~~
  - e) ~~To assist the Student Involvement Coordinators in attending committees relevant to cultural affairs.~~

Clause J. ~~Director of Academic Affairs~~

- 1) ~~The Director of Academic Affairs shall be appointed by the Executive Vice President and will work closely with the Senate through that office.~~
  - a) ~~To assist the Executive Vice President in designing and publicizing scholarships and drafting, distributing, collecting and processing applications.~~
  - b) ~~To assist the Executive Vice President in attending committees relevant to Academic Affairs.~~

Clause K. ~~Director of Environmental Affairs~~

- 1) ~~The Director of Environmental Affairs shall be appointed by the Student Involvement Coordinators and will work closely with the Senate through that office.~~
  - a) ~~To organize the annual ASG Earth Day.~~
  - b) ~~To coordinate the recycling program.~~
  - c) ~~To assist the Student Involvement Coordinators in attending committees relevant to Environmental Affairs.~~

Clause L. ~~Director of Legislative Affairs~~

- 1) ~~The Director of Legislative Affairs shall be appointed by the Student Trustee and will work closely with the Senate through that office.~~
  - a) ~~To prepare and distribute information on legislation seen as related to students.~~
  - b) ~~To assist the Student Trustee in attending conferences and committees related to legislative affairs.~~

Clause M. ~~Director of Health Issues~~

- 1) ~~The Director of Health Issues shall be appointed by the Student Involvement Coordinators and will work closely with the Senate through that office.~~
  - a) ~~To coordinate health related activities on campus in conjunction with the Student Health Center.~~
  - b) ~~To assist the Student Involvement Coordinators in attending committees relevant to health issues.~~

Clause N. ~~Director of Athletic Affairs~~

- 1) ~~The Director of Athletic Affairs shall be appointed by the Student Involvement Coordinators and work closely with the Senate through that office.~~

- a) ~~To meet with the Athletic Director on a consistent basis and to report back to the Student Senate.~~
- b) ~~To assist the Student Involvement Coordinators attending committees of a nature relevant to athletic affairs.~~
- c) ~~To promote all intercollegiate sports teams of College of the Canyons through the Paw Print.~~
- d) ~~To organize no less than 3 intramural athletic programs per year representing the students' interest.~~

~~Clause O. Director of Recruitment~~

- 1) ~~The Director of Recruitment shall be appointed by the President and work closely with the Executive Board officers of the organization through the office of the President.~~
  - a) ~~To advertise open positions in various ways, including, but not limited to: an open position directory posted on ASG bulletins, classroom presentations, and ASG publications.~~
  - b) ~~To work with the President in receiving forwarded applications from Campus Life and Student Engagement and redirecting them to the appropriate office.~~
  - c) ~~To assist the President in contacting applicants that have applied for officer positions to set up an interview with the Executive Board and keeping them informed of their application status.~~
  - d) ~~To inform applicants if they are ineligible for an ASG position.~~

~~Clause P. Shared Governance Coordinator~~

- 1) ~~The Shared Governance Coordinator shall be appointed by the Executive Vice President and work closely with the Executive Board officers of the organization through the office of the Executive Vice President.~~
  - a) ~~To keep track of all shared governance meetings of the Santa Clarita Community College District by creating and maintaining a shared governance meeting directory that is easily accessible to all members of the ASG.~~
  - b) ~~To assist the Executive Vice President in finding students to sit on these shared governance committees.~~
  - c) ~~To coordinate with the Executive Vice President to seek out and hold accountable individuals to attend shared governance committee meetings and have them report back to the Executive Board.~~

~~Clause Q. Director of Canyon Country Affairs~~



- 1) ~~The Director of Canyon Country Affairs shall be appointed by the Canyon Country Student and Cultural Involvement Coordinators and will work closely with the Senate through that office.~~
  - a) ~~To represent the cultural interest of the associated members for Canyon Country.~~
  - b) ~~To help organize films and educational speakers for Canyon Country.~~
  - e) ~~To be the student coordinator for college cultural events for Canyon Country.~~
  - d) ~~To act as ASG liaison for arts and culture for Canyon Country.~~
  - e) ~~To assist the Canyon Country Student and Cultural Involvement Coordinators in attending committees relevant to cultural and social affairs for Canyon Country.~~

Clause R. Director of Equity

- 1) The Director of Equity will represent students in the development of a vision and effective strategy that champions the importance and value of a diverse and inclusive College environment; the Director of Equity will be appointed by the Executive Vice President and approved by a 2/3 vote of the Senate.
  - a) Attends committees such as the Institutional Effectiveness and Inclusive Excellence Committee, Equity Minded Practitioners Group, The Multicultural Center Advisory Committee, the Advocacy Committee as well as any other committees involving equity, diversity and inclusion that align with the Director's schedule based on their availability and capacity.
  - b) Engage faculty, staff and students to build a welcoming and inclusive culture at COC by hosting a focus group at least once a semester to acquire student feedback on how equity and inclusion can be improved within the college community.
  - c) The Director will assess potential barriers to equity and inclusion and develop strategies focused on recruiting and retaining a diverse environment.
  - d) The Director will take part in designing at least two workshop initiatives a semester with the Multicultural Center on topics such as cultural competency, gender identity, disability, sexual harassment, and other topics involved in increasing awareness and support of equity and inclusion values.
- 1) **The Director of Equity shall be appointed by the Vice President of Equity with two-thirds (2/3) vote of the Senate and shall:**
  - a) **Work closely with the Vice President of Equity to design two workshop initiatives a semester on topics related to diversity, equity, and inclusion.**
  - b) **Assist the Vice President of Equity through attending committee meetings and hosting focus groups.**

c) **Work closely with Activities Board members on Multicultural Day.**

Section 5. Term of office is the day of appointment through Commencement Day.

Section 6. Replacement

Holders of appointive assistant and director positions may be replaced at any time by the appropriate Student Senate officer with a two-thirds (2/3) majority approval of either the Executive or Activities Board depending on the officer of which the director serves. If the officer serves on the Executive Board and the officer wishes to replace or remove their director a two-thirds (2/3) vote is required for removal only in the Executive Board. If the Officer is a member of the Activities Board his/her directors require a two-thirds (2/3) vote from that board of removal. Upon the approval for remove the position shall be considered vacant.

**Members holding appointive assistant or director position may be replaced at any time at the discretion of the supervising officer. Should any member believe that the appointment was revoked without good reason, the member may appeal to the Senate. A decision will be made with a two thirds (2/3) majority vote.**