



Associated Students of Moorpark College

Job Description: Director of Constitution & Standing Rules

1. Shall be familiar with the content of the Constitution, Standing Rules, and any other subsidiary rules of the Associated Students and provide parliamentary commentary and/or consultation at the Board of Directors meetings.
2. Shall serve as chairperson of the ad hoc Elections Committee.
 - a. In the event that the Director of Constitution and Standing Rules is to become a candidate for another VCCCD elected position, the ASBOD shall appoint a new chair with a majority vote.
3. Shall examine all legislative matters as they are brought forth to the Board of Directors and verify that the items being considered and their implementation does not violate the Constitution and/or the Standing Rules.
4. Shall make an effort to be familiar with all local, state, and federal governing documents pertaining to the Associated Students and its subsidiary councils, committees, and chartered student organizations. These documents include, but are not limited to: the Associated Students Constitution and Standing Rules, Moorpark College Policies & Procedures, Ventura County Community College District (hereby referred to as VCCCD) Governing Board Policy Manual, California Education Code, and California Community Colleges Title V regulations.
5. Shall keep a record of all late arrivals and absences for AS BOD meetings.
6. Shall serve as a non-voting member on the Associated Students Programming Committee.
7. Shall be responsible for taking the minutes at BOD meetings and programming committee meetings, and will work with the AS advisor to publish them within the necessary time frame.
8. Shall review new club constitutions as brought forth by the Director of Student Organization.