



**ASSOCIATED STUDENTS OF MOORPARK COLLEGE**  
**CONSTITUTION AND STANDING RULES**

# MISSION STATEMENTS



The **Associated Students of Moorpark College** is recognized by Moorpark College administration, faculty, and staff as the representative body of the students. As such, ASMC is responsible for voicing the ideas, opinions, and concerns of its students, both on- and off-campus, and is responsible for bringing civic engagement opportunities to campus.



Grounded in equity, social justice, and a students-first philosophy, **Moorpark College** values diverse communities. We empower learners from local, national, and global backgrounds to complete their degree, certificate, transfer, and career education goals. Through the integration of innovative instruction and customized student support, our programs are designed to achieve equitable outcomes.



The **Ventura County Community College District** provides students, in its diverse community, with access to comprehensive quality educational opportunities that support student learning and student success. VCCCD's three colleges – Moorpark College, Oxnard College, and Ventura College – offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement.

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# **ASSOCIATED STUDENTS OF MOORPARK COLLEGE**

## **CONSTITUTION**

We, the students of Moorpark College, in order to provide a better learning environment for all the students and to establish a legislative body, dedicated towards the improvement of every students' academic career, and dedicated to create a more positive learning environment for all students, hereby establish this constitution of self- governance as provided for by the State Legislature through the California Education Code and Title 5 of California's State Code, and as delegated by the Ventura County Community College District Board of Trustees.

### **ARTICLE I**

#### ***Title of Organization***

##### **SECTION A. Title**

This organization shall be known as the Associated Students of Moorpark College.

##### **SECTION B. Abbreviation**

ASMC shall be the legal abbreviation of said organization.

##### **SECTION C. Rights to Title**

This organization shall be the only entity entitled to utilize the above Designations.

##### **SECTION D. Paraphrase**

The Associated Students of Moorpark College may be referred to as the Associated Students or as ASMC within this document.

### **ARTICLE II**

#### ***Purpose***

The ASMC shall exist to serve the individual and collective needs of the students of Moorpark College regardless of their race, ethnicity, age, sex, gender, sexual orientation, religion, disability, economic/social status, and other categories protected by law, Moorpark College policy, and VCCCD policy.

### **ARTICLE III**

#### ***Membership***

##### **SECTION A. Members**

All Students enrolled at Moorpark College shall be members of the ASMC.

##### **SECTION B. Privileges**

All members of the ASMC shall be granted the following privileges:

1. The right to seek and hold office if all other qualifications are met as set forth in this document and in the Ventura County Community College District Election Code.
2. The right to vote in all elections held under the authority of the ASMC.
3. The right to seek an appointment from the ASMC Board of Directors to serve on Participatory Governance Committees and Task Forces.

4. The right to purchase a college photo ID card.
5. Any other rights and privileges as determined by the ASMC Board of Directors.

## **ARTICLE IV**

### ***Board of Directors***

#### **SECTION A. Paraphrase**

The ASMC Board of Directors may be referred to as ASBOD or as Board of Directors within this document.

#### **SECTION B. Composition**

The ASMC Board of Directors shall consist of all elected and appointed officers.

#### **SECTION C. Appointments**

Only those individuals approved by the Board of Directors to fill a vacant elected position, as provided for in this document, shall be considered appointed officers.

#### **SECTION D. Voting**

All officers, in both elected and appointed positions, shall have only one vote each on the Board of Directors.

#### **SECTION E. Responsibilities**

The Board of Directors shall be responsible for conducting the day-to-day business of the ASMC.

#### **SECTION F. Distribution of Powers**

All legislative, financial, judicial, and executive powers of the ASMC shall be vested in the Board of Directors, with the guidance of the Board's Advisor.

#### **SECTION G. Representation**

The Board of Directors shall be the sole representative unit of the students enrolled at Moorpark College to all on and off campus entities.

## **ARTICLE V**

### ***Officers (Board of Directors)***

#### **SECTION A. Composition**

The elected officers of this organization shall consist of: President, Vice President, Director of Academic Affairs, Director of Budget and Finance, Director of Campus Events, Director of Constitution and Standing Rules, Director of Public Relations, Director of Student Advocacy, Director of Student Organizations, Director of Student Services, and Director of Sustainability. These eleven (11) officers are hereby named the Board of Directors.

#### **SECTION B. Job Descriptions**

A list of the jobs and responsibilities for all elected officers shall be kept in the Standing Rules of the Board of Directors, and may only be changed or revised with a three-fourths ( $\frac{3}{4}$ ) vote of all members of the Board.

#### **SECTION C. New Officer Positions**

No other positions on the Board of Directors shall be created without an amendment to this document.

#### **SECTION D. Election of Officers**

Officers to the Board of Directors shall be elected each spring during the general election in compliance with the Ventura County Community College District Student Elections Handbook.

#### **SECTION E. Appointments**

If any elected position is not filled in a general election, or if it is left vacated by resignation or dismissal of the office holder, then it will be deemed an appointed position. Appointments for all Board of Director positions shall be made by the President, with a two-thirds (2/3) vote of the Board of Directors required to confirm the appointment.

#### **SECTION F. Term of Office**

The term of office for all ASMC Board of Directors shall be one academic year, unless replaced, terminated from their position, or in the case of resignation. Terms shall begin and end on June first (1) of the academic year in which the election was held.

#### **SECTION G. Term of Office Exceptions**

The only exception to Article V, Section F. is a student appointed to fill a Board member vacancy. In this case, the term of office will begin immediately after the appointment by the Board of Directors and shall end on June first (1) of the current term of office of all other Directors.

#### **SECTION H. Term Limitations**

At no time may the same individual hold the same elected position for more than two consecutive terms, nor shall any individual be allowed to hold office for more than five (5) terms during any ten (10)-year period.

#### **SECTION I. Succession**

If the office of the President becomes vacant, the Vice President shall assume the office of the President, and a Vice President will be appointed from and by the existing Board of Directors, as provided for in Article V, Section E.

#### **SECTION J. Creation of Staff**

The Board of Directors may create staff positions to help the Board carry out the day-to-day business of ASMC. A list of all staff positions will be included in the Standing Rules of the Board of Directors, and shall only be revised by a majority vote of the Board of Directors.

### **ARTICLE VI**

#### ***Legislative Powers of the Board of Directors***

##### **SECTION A. Legislative Powers**

The ASMC Board of Directors shall have legislative authority in all matters related to the ASMC. These powers shall include, but not be limited to:

1. The power to create and act upon motions, proposals, resolutions, and ordinances.
2. The power to fix and collect membership fees (e.g., student activity fee).
3. The power to sponsor, plan, and or implement activities on behalf of the ASMC.
4. The power to determine the annual budget for the coming year. The budget shall be established no later than the fourth week of the fall semester.
5. The power to authorize expenditures as specified in the Financial Code and to develop new sources of income.

6. The power to make policies and procedures that are not delegated or otherwise prohibited by this document or the current laws, and to change these policies and procedures as determined necessary by the Board of Directors.
7. The power to take a position on pending local, state, and federal legislation on behalf of the students enrolled at Moorpark College.

#### **SECTION B. Legislative Limitations**

The following limitations of legislative power shall apply to the ASMC Board of Directors:

1. No proxy voting shall be permitted.
2. The Board of Directors shall impose no ex-post-facto laws, rules, policies, regulation, or fees.
3. The ASMC is created with the approval of, and is subject to the control and regulation of, the Ventura County Community College District Board of Trustees and the California Education Code. The Board of Directors shall not violate any rules or regulations of these entities or documents or any other laws of the State of California or the laws of the United States of America. All laws, regulations, codes, policies, and procedures shall be followed from the highest to the lowest level of authority.

### **ARTICLE VII**

#### ***General Duties and Responsibilities of All Elected and Appointed Board Members***

##### **SECTION A. General Duties**

Members of the Board of Directors shall assume the duties of the office they were elected or appointed to as defined in the Standing Rules of the ASMC Board of Directors. In addition, each officer shall:

1. Attend all standing Board of Directors meetings and all other meetings required by the position.
2. Attend other meetings or activities relating to the position or ASBOD that are not required, when possible.
3. Take on individual commitments for projects, activities, special events, committees, and/or other work necessary to fulfill the goals and objectives set by the Board of Directors for the current year.
4. Shall give a debriefing to the ASBOD about any event or other project when prompted by the Student Activities Specialist, President, Vice President, or other ASBOD member.
5. Shall help and support other ASBOD members with ASMC-sponsored events, initiatives, and other activities, when possible.

### **ARTICLE VIII**

#### ***Elections***

##### **SECTION A. General Elections**

The General Election shall be held in the spring semester for the purpose of electing the officers for the following term of office. The General Election will follow the Ventura County Community College District (VCCCD) Student Election Standing Operating Practices.

##### **SECTION B. Oath of Office**

The Student Activities Specialist shall issue the oath of office to all newly elected and appointed Board members prior to taking office.

##### **SECTION C. Special Elections**

Special Elections may be called at the discretion of the Board of Directors for any purpose provided for in this document, the Standing Rules, or the VCCCD Student Election Procedures.



#### **SECTION D. Authorization of Special Elections**

A two-thirds (2/3) vote of the Board of Directors is required to authorize a Special Election, and a majority vote is required to set the dates for the Special Election.

### **ARTICLE IX**

#### ***Amendments***

##### **SECTION A. Constitutional Amendments**

Amendments to this document may only be made during the General Election, held in the spring semester. The Board of Directors may place an amendment of the Constitution on the ballot with a two-thirds (2/3) vote of the members of the Board.

##### **SECTION B. Measures or Propositions**

Board members may bring forward measures or propositions to be placed on the ballot during a General Election, following the same procedures as for amendments, unless the Board of Directors approves a Special Election.

##### **SECTION C. Public Comment**

Any enrolled Moorpark College student may bring forth/present an amendment for consideration by the Board of Directors, during Public Comment at a regularly scheduled Board of Directors meeting.

### **ARTICLE X**

#### ***Parliamentary Authority & Rules***

##### **SECTION A. Governing Authority**

In cases not provided for in this document, the governing authority for the determination of all procedural matters shall be Robert's Rules of Order, Newly Revised Edition.

##### **SECTION B. Motions**

No motion, either oral or written, shall be adopted until the same shall be seconded and distinctly stated to the Board of Directors by the presiding officer. The minutes shall identify the maker and second of each motion.

##### **SECTION C. Other Rules**

All other rules and policies shall be contained in the Standing Rules of this organization.

### **ARTICLE XI**

#### ***Legal Conflicts***

##### **SECTION A. Legal Hierarchy**

Should any portion of this document be found to be in conflict with any Moorpark College and/or Ventura County Community College District (VCCCD) policies, regulations or codes; then the section in this document which is in conflict shall be considered null and void with the remainder of this document in full force. The highest-ranking authority shall take precedence over all others and will be recognized by the ASMC. ASMC will automatically amend this document to come into compliance and not conflict with Moorpark College and/or VCCCD policies, regulations or codes.



# **ASSOCIATED STUDENTS OF MOORPARK COLLEGE**

## **STANDING RULES**

### **ARTICLE I**

#### ***Composition***

#### **SECTION A. Membership Privileges**

Every enrolled student at Moorpark College is a member of the Associated Students and is entitled to participate in Associated Students-sponsored activities.

#### **SECTION B. Associated Students Board of Directors Meetings**

1. The Associated Students Board of Directors, hereinafter referred to as the ASBOD, shall hold regular meetings at least once a week during the fall and spring semesters, excluding spring break, summer sessions, holidays and other days off and semester breaks.
2. The first regular meeting of the newly elected Board of Directors shall be convened prior to July first (1) in the year that the elections were held.
3. A quorum shall be necessary to conduct general business of the Associated Students. A quorum is defined as more than half the filled positions in any meeting of the ASBOD.
4. The Pledge of Allegiance to the United States of America may be recited at the beginning of all ASBOD meetings.
5. There shall be no use of direct communication, personal intermediaries, side conversation, or technological devices between individuals during any ASBOD meeting that fall under the parameters of the Brown Act.
  - a. This includes, but is not limited to, instant messaging, text messaging, emailing, and note passing.
  - b. Technology may be used for notetaking or referencing documents or websites via personal laptops or cell phones for content relevant to the discussion at hand.
6. Eating in meetings may be allowed at the discretion of the Chair.

#### **SECTION C. Qualifications of Directors**

Per Ventura County Community College District Student Election Standard Operating Practices guidelines, students will be eligible for an ASBOD position given that they meet these qualifications:

1. Shall be at least eighteen (18) years of age prior to assuming office (June 1st) or prior to appointment (date at which voted in by ASBOD).
2. Shall be a currently registered student at Moorpark College.
3. Shall be continuously enrolled in 5 or more units at Moorpark College when declaring candidacy and during term of office (excluding summer sessions).
4. Shall have at the time of application, and hold and maintain, during term of office, a semester and cumulative grade point average (GPA) of 2.0 or higher.
5. Shall be in good standing academically, not currently on academic probation, nor have any disciplinary warning letters or other disciplinary actions from the college, or have been expelled from a college-based Associated Students' position. This shall be maintained throughout term of office.
6. The presidential candidate and vice-presidential candidate of the Associated Students shall have completed a minimum of 12 semester units at Moorpark College, completed by the end of the current spring semester.
7. Shall not hold the position of Student Trustee concurrently with that of an Associated Students' position at any of the colleges within the Ventura County Community College District.
8. Shall not hold the position of President or Vice President in more than one other student

- organization besides Associated Students.
9. Shall not hold an Associated Students' position at Moorpark College concurrently with an Associated Students' position at another college within the Ventura County Community College District.
  10. Shall complete diversity and equity (relating to disproportionately impacted groups) trainings and leadership trainings as set forth by the ASMC Vice President.

#### **SECTION D. Appointment Process**

1. The ASBOD may approve the seating of its own members in order to fill any available Board positions after the spring election or in the event of a Board member vacating their position.
2. The President shall put forth one nominee to fill the vacant position. The ASBOD, with a two-thirds (2/3) vote, shall confirm said nominee.
3. The term of office will begin immediately after the appointment is certified by the ASBOD and shall end on June first (1) of the current term of office of all other Directors.
4. Appointed Board members shall assume office at the ASBOD meeting in which they are confirmed for appointment.

#### **SECTION E. Discrimination**

The Associated Students of Moorpark College, the Board of Directors, ASMC Student Assistant representatives, or ASMC delegates shall not support or affiliate with any organization which illegally discriminates on the basis of: race, creed, sex, gender, sexual orientation, national origin, religion, disability, or political preferences.

#### **SECTION F. Student Employees of the Board of Directors**

The ASBOD shall have the option to hire office assistants.

## **ARTICLE II**

### ***Board of Directors***

#### **SECTION A. Board of Directors Overview**

The Board of Directors shall be responsible for the safeguarding of the rights of the students to vote and to participate in all Moorpark College-sponsored activities. The Board of Directors shall oversee the promotion of close cooperation between the Associated Students, administration, faculty, and staff of the college. The official representation of the Associated Students of Moorpark College shall be entrusted to the Board of Directors. The Board of Directors will ensure that good relations are maintained with student body governments at other colleges and universities.

The Board of Directors shall be in charge of approving the annual budget of the Associated Students. The Board of Directors will be entrusted to sponsor programming for the students of Moorpark College, as it deems appropriate. Current members of the Board of Directors shall be eligible for positions on the Student Senate for California Community Colleges (hereby referred to as SSCCC).

The Associated Students President shall be the presiding officer of the Board of Directors. In their temporary absence, the Vice President shall serve as the presiding officer of the Board of Directors. In the case of both the President and the Vice President being absent, the Board shall elect from among themselves an acting presiding officer. If acting as a chair for a committee, the Director must report all committee business to the Board of Directors at all Associated Students Board of Directors meetings. Neither attendance by proxy nor vote by proxy shall be recognized at any meetings of the Associated Students, its subsidiary agencies, committees, or commissions.

Any member may call a special meeting of the ASBOD, though a majority of Board members must attend for the meeting to occur. All members on the Associated Students Board of Directors have the right to attend any Associated Students Board of Directors committee meetings and speak only during public comment, unless acknowledged by the chair. Directors attending said meetings are not entitled to a vote. All members on the Associated Students Board of Directors shall serve on Associated Students standing or ad hoc committees as needed.

Elected Officers of the Associated Students include:

1. President
2. Vice President
3. Director of Academic Affairs
4. Director of Budget and Finance
5. Director of Campus Events
6. Director of Constitution and Standing Rules
7. Director of Public Relations
8. Director of Student Advocacy
9. Director of Student Organizations
10. Director of Student Services
11. Director of Sustainability

#### **SECTION B. President**

1. Shall preside at all general meetings of the Associated Students Board of Directors (hereby referred to as ASBOD).
2. Shall be responsible for all executive functions of the ASBOD, and shall be responsible for carrying out all orders, sanctions, and resolutions as effectively as possible, while serving as the official spokesperson of the Associated Students Board of Directors and representing only those positions endorsed by the ASBOD.
3. Shall serve as a liaison between the college administration and the Associated Students.
4. Shall report to the ASBOD any action or occurrence taken or witnessed at a meeting or function attended on behalf of the Associated Students as it pertains to the purpose of the ASBOD.
5. Shall prepare and post an agenda for the ASBOD meeting in consultation with the Vice President and the Student Activities Specialist and distribute the agenda and related documents to each officer seventy-two (72) hours in advance of each meeting, in accordance with the Brown Act.
6. Shall have the power to call for special Board of Directors meetings, giving notice to all members of the ASBOD and Student Activities Specialist and posting an agenda twenty-four (24) hours in advance, in accordance with the Brown Act.
7. The President shall reserve their vote only in the event of a tie, or where their vote will affect a constitutionally required two-thirds (2/3) or three-fourths (3/4) vote.
8. Shall be an authorized signatory on all accounts of the Associated Students.
9. Shall make all nominations for vacant positions of the ASBOD. Said nominees shall be confirmed with a two-thirds (2/3) approval of the existing ASBOD.
10. May meet with the Student Activities Specialist monthly during the term of office (fall and spring semesters, excluding breaks and summer sessions).
11. Shall be responsible for the external administrative duties of the Board of Directors.
12. Shall plan at least one teambuilding activity, preferably at the beginning of the semester, in collaboration with the Vice President.
13. Shall meet with each Board member at least once per semester, in collaboration with the Vice President.
14. Shall establish a list of at least two ASBOD members who will serve on student Grievance

Hearing Committees.

15. Shall establish a list of at least two ASBOD members who will serve on Student Disciplinary Hearing Panels.

### **SECTION C. Vice President**

1. Shall, in the temporary absence of the President, assume all the responsibilities and powers of the President's office. When acting as presiding officer of the Board of Directors, the Vice President shall retain their vote.
2. In the temporary absence of the President, shall be an ex-officio member of all Associated Students committees in which the President holds membership.
3. Shall oversee the appointment of Board members to participatory governance committees, non-academic committees, Boards, and task forces at the college as needed.
4. Shall review letters of intent for vacant positions open to appointment and make recommendations for said appointments to the President, while allowing for the option of input from fellow Board members.
5. Shall be responsible for the internal administrative duties of the Board of Directors, with a focus on the cohesion and effectiveness of the ASBOD.
6. Shall be the Vice Chair of the Inter-Club Council (hereby referred to as ICC).
7. Shall be an authorized signatory on all accounts of the Associated Students.
8. Shall serve as a voting member on the Associated Students Programming Committee.
9. Shall oversee Student Employees of the ASBOD.
10. Shall oversee the Associated Students Delegates program.
11. Shall plan at least one teambuilding activity, preferably at the beginning of the semester, in collaboration with the President.
12. Shall meet with each Board member at least once per semester, in collaboration with the President.
13. Shall give written warning notice to any ASBOD member who has two (2) unexcused absences in a semester, as defined in Section N.
14. May meet with ACCESS coordinators to train on document and design accessibility to ensure students with disabilities receive ASMC information.
15. Shall coordinate diversity and equity (relating to disproportionately impacted groups) trainings and leadership trainings for the ASBOD.
16. Shall organize the office hours for each ASBOD member and post a finalized document outlining them to the Student Activities Specialist and ASBOD, following the requirements as set in Section O.

### **SECTION D. Director of Academic Affairs**

1. May be responsible for representation of the Associated Students on matters of academic and educational policy, serving as a member on the college Curriculum Committee.
2. May attend all meetings of the Moorpark College Academic Senate and present the concerns of the Associated Students as endorsed by the ASBOD.
3. Shall oversee the Associated Students Scholarship Program.
4. May oversee the Associated Students Commissioned Arts Program.
5. May plan and execute a cultural and/or educational field trip, in cooperation with the Director of Campus Events, for the ASBOD; said field trip may be open to the broader Associated Students.

### **SECTION E. Director of Budget and Finance**

1. Shall have general supervision of all Associated Students finances, in cooperation with the Student Activities Specialist.
2. Shall have primary responsibility for the preparation and development of the budget of the Associated Students.
3. Shall notify the Board of Directors and the Student Activities Specialist in writing when an account or

- budget line item has become or is in danger of becoming overdrawn.
4. Shall be an authorized signatory on all accounts of the Associated Students.
  5. May prepare requisitions for expenditures of the Associated Students funds.
  6. Shall maintain an accurate record of all Associated Students Trust Accounts.
  7. May represent the Associated Students on matters of fiscal planning as a student member of the Moorpark College Fiscal Planning Committee.
  8. Shall prepare a financial statement to be presented to the Board of Directors at least twice a semester (halfway through and end) during the regular academic year, outlining the quarter's expenditures.
  9. Shall serve as chairperson of the Associated Students ad hoc Finance Committee if established.
  10. Shall serve as chairperson of the Associated Students Programming Committee, and shall reserve their vote only in the event of a tie.
  11. Shall assist the ASBOD in facilitating the use of the Associated Students Programming fund and the Inter-Club Council fund.
  12. Shall serve as a voting member of the Inter-Club Council.

#### **SECTION F. Director of Campus Events**

1. Shall oversee and facilitate all ASMC events and activities in collaboration with other Board members and all ASBOD events and activities in collaboration with student clubs and organizations, under the advisement of the Student Activities Specialist.
2. Shall serve as a voting member on the Associated Students Programming Committee.
3. Shall be responsible for the representation of the Associated Students on matters of non-academic administrative policy concerning the use of campus facilities for student programming.
4. Shall serve as the chair of the ad hoc Campus Events Committee if established.
5. Shall manage materials related to ASMC events, including but not limited to lawn games, sandwich Boards, and canopies.
6. May plan and execute a cultural and/or educational field trip, in cooperation with the Director of Academic Affairs, for the ASBOD; said field trip may be open to the broader Associated Students.

#### **SECTION G. Director of Constitution and 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 ASBOD meetings.
2. Shall examine all legislative matters as they are brought forth to the ASBOD and verify that the items being considered and their implementation does not violate the Constitution and/or the Standing Rules.
3. 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.
4. Shall be responsible for taking the minutes at ASBOD meetings and Programming Committee meetings, keeping accurate records of all late arrivals and absences, and will work with the Student Activities Specialist to publish them within the necessary time frame.
  - a. In the Director's temporary absence, the ASBOD shall appoint a Board member present at the meeting to take minutes.
5. 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.

6. Shall serve as a voting member on the Associated Students Programming Committee.
7. Shall review new club constitutions as brought forth by the Director of Student Organizations.

#### **SECTION H. Director of Public Relations**

1. Shall oversee the preparation and execution of public relations plans with consultation of Student Activities Specialist.
2. Shall coordinate publicity for all Associated Students and ICC functions and sponsored activities.
3. Shall be responsible for advertising via sign Boards, bulletin Boards, marquee, and social media, among other avenues.  
May generate appropriate publicity materials and distribute them as requested by the Moorpark College Student Activities Office or any Associated Students-recognized student organization, for events not officially sponsored by the Associated Students or ICC. May also assist student organizations with any publicity and marketing.
4. Must approve all advertising materials pertaining to ASBOD-sponsored or co-sponsored events or activities.
  - a. This does not include events or activities in which funds were provided by the AS Programming Committee.
5. Shall monitor all mentions of the ASMC in the news media.
6. Shall monitor social media activity pertaining to the ASBOD, and bring forth public comments and concerns when appropriate.
7. Shall serve as the chairperson of the Associated Students ad hoc Public Relations Committee if established.
8. Shall serve as voting member of the ICC.
9. Shall lead the creation, purchase, and distribution of AS-related giveaways, including creating a budget and consulting with the Student Activities Specialist to follow VCCCD purchasing protocol.
10. May coordinate official apparel for members of the ASBOD to wear during events or meetings.
11. Shall meet with ACCESS coordinators to train on document and design accessibility to ensure students with disabilities receive ASMC information.

#### **SECTION I. Director of Student Advocacy**

1. Shall assist the President and Board of Directors in coordinating advocacy efforts on behalf of students' interests.
2. Shall represent the ASBOD to off-campus entities as delegated by the President or the Board.
3. Shall ensure that the Board of Directors understand the issues being advocated by the Associated Students and Associated Students-sponsored groups, and shall provide all necessary documentation and presentations to that end.
4. Shall be responsible for representation of ASMC and serve as the official delegate of ASMC at all of Student Senate for California Community Colleges (SSCCC) Region VI meetings and functions.
  - a. At the beginning of the Fall semester, the ASBOD shall appoint a Board member as an alternate delegate. If the Director of Student Advocacy is unable to attend a meeting of the SSSCC, the alternate will attend in their place.
5. Shall comply with the Constitution and Standing Rules of the SSSCC as they apply to ASMC.
6. Shall be responsible for representing Associated Students at all monthly Ventura County Community College District Board of Trustees meetings as they apply to ASMC.
7. Shall collaborate with Moorpark College Outreach Office for ASMC representation at local high schools or other community partners at least once a semester.
8. Shall serve as Chairperson of the ASMC ad hoc Advocacy Committee, should it be formed.



## **SECTION J. Director of Student Organizations**

1. Shall represent to the ASBOD, within their respective capacity, all recognized student organizations in good standing.
2. Shall serve as the liaison between the ASBOD and the ICC.
3. Shall chair ICC meetings, and prepare, distribute and post an agenda and related materials to all members of the ICC.
4. Shall process and manage student organization renewals during the end of the spring semester in accordance with the renewal process along with the Student Activities Specialist.
5. Shall review new student organization applications and present recommendations for ASBOD approval.
6. Shall notify the ASBOD of any action to place a student organization on probation or suspension. The ASBOD may take such action as appropriate upon notification.
7. Shall serve as a voting member on the Associated Students Programming Committee.
8. Shall oversee the coordination and posting of a compiled calendar of club information (Meeting Times, Dates, and Location).
9. Shall implement at least one (1) Club Rush event per semester.
10. Shall gain approval from the Director of Constitution and Standing Rules on all club constitutions before presenting said club for recognition at an ASBOD meeting.

## **SECTION K. Director of Student Services**

1. Shall be responsible for organizing and advocating, in cooperation with the Director of Student Advocacy and the Director of Campus Events, those activities which promote the health, welfare, and safety of the Moorpark College student body.
2. Shall serve as a primary liaison between ASMC and equity students or disproportionately impacted groups at the College, representing these students' best interests in meetings and discussions.
3. Shall serve as the primary liaison between ASMC and campus and district offices/departments that primarily serve special student populations at Moorpark College.
4. May be responsible for the representation of the Associated Students to the administration, faculty, and staff on the Moorpark College Student Services Council, Student Equity and Achievement Committee, and/or the Safety and Wellness Committee.
5. Shall oversee the Associated Students college photo ID cardholder benefits and discounts program.
6. Shall serve on the ASMC ad hoc Advocacy Committee, should it be formed.
7. Shall serve as Chairperson of the ASMC ad hoc Student Empowerment Committee, should it be formed.
8. May communicate with other VCCCD colleges, community colleges, universities, K-12 schools, or other community partners about the student services they offer to bring back recommendations for possible implementation at Moorpark College.

## **SECTION L. Director of Sustainability**

1. Shall be responsible for organizing and promoting, in cooperation with the Director of Campus Events and Director of Student Advocacy, those activities which enhance environmental advocacy, education, and sustainability or which address environmental issues at Moorpark College.
2. Shall serve as Chairperson of the ad hoc Associated Students Sustainability Committee, "should it be formed.
3. Shall serve as a resource to any Moorpark College student seeking to create a sustainability related project proposal or internship, collaborating with the Career Transfer Center or other departments as appropriate.
4. May serve on the Moorpark College Campus Environment Committee.
5. Shall oversee sustainability and environmental efforts in regards to the daily operations of the Associated Students.

6. Shall review and allocate financial support to projects that will enhance Moorpark College's environmental efforts through the AS Sustainability Grant.
7. Shall be responsible for representing the ASBOD on the revision of the Moorpark College Sustainability Plan.

#### **SECTION M. Limitation**

The above duties, shall in no way be construed as authorization for members of the Board to endorse positions on behalf of the Associated Students for which a formal position has not yet been stated by the Associated Students Board of Directors. A formal position is defined as a passed resolution or passed vote by majority (1/2 + 1) during an ASMC meeting.

#### **SECTION N. Attendance Policy**

1. An excused absence is one that is approved by the President and Vice President prior to a regular or special meeting of the ASBOD. Without prior appropriate approval, the absence of the Board member will be unexcused. This can be reviewed and changed following the ASBOD meeting for an excused absence with a two-thirds (2/3) vote.
  - a. Only in clearly outlined situations will an absence be considered excused. The President and Vice President approve excusals only when a Board Member has an emergency which inhibits oneself from attending. Board Meetings shall assume priority, therefore in no situation will one be excused for work, tutoring, studying, and among other responsibilities deemed unacceptable by the President and Vice President.
2. Any member of the ASBOD, who has two (2) unexcused absences in a semester, shall be given a written warning notice from the Vice President. Each additional unexcused absence shall result in a vacancy of office if declared by a two-thirds (2/3) vote of the ASBOD.
  - a. In the case that the Vice President is the absentee, the President shall assume the responsibilities as listed above.
3. The term "meeting" shall be defined as any and all commitments to which Board members are assigned, including but not limited to: ASMC Board meetings, Participatory Governance Committee meetings, Associated Students Committee meetings, Student Senate for California Community Colleges (SSCCC) meetings, or VCCCD Board of Trustee meetings.
4. In the case of tardiness of an ASBOD member to a regular or special meeting of the ASBOD, two unexcused tardies in one semester will be the equivalent to one absence.

#### **SECTION O. Business Office Hours and Availability**

1. ASBOD members shall be available in the Associated Students Office for a minimum of three (3) office hours per week, excluding required weekly ASBOD meetings.
2. ASBOD members shall be available to meet with the Associated Students and to complete other ASBOD-related work during their office hours.
3. ASBOD members shall have priority use of all Associated Students equipment and facilities, in compliance with office guidelines and procedures, while completing office hours.

### **ARTICLE III**

#### ***Appointed Positions***

#### **SECTION A. Associated Students Delegates**

1. Shall be appointed by the ASBOD with a two-thirds (2/3) vote.
2. Shall not be a voting member of the ASBOD but may be required to attend all ASBOD meetings as deemed relevant by the Vice President.
3. May be appointed to participatory governance committees by the Vice President as needed.

4. Shall not be official members of the ASBOD and therefore shall not be granted the powers and privileges of ASBOD (as defined by the Student Activities Specialist).
5. Shall be expected to uphold and adhere to the Moorpark College Student Code of Conduct and ASMC Constitution and Standing Rules.
6. Shall be an active participant in the promotion and execution of any ASBOD event or activity as appropriate.
7. Shall report to the Vice President once per week, detailing their involvement with ASBOD activities.
8. May give an advisory vote on any action item during ASBOD meetings. This serves as a suggestion and is not counted in the official vote.
9. May be below eighteen (18) years of age when appointed. If over eighteen (18) years of age at any point during their appointed term, they may join the ASBOD in traveling and trainings if an appropriate advantage is identified and if funding allows.
10. Shall be appointed any time in the Summer and Fall semesters, and before March 1 in the Spring semester. A two-thirds (2/3) vote by the ASBOD may bypass this if significant need is presented.

## **ARTICLE IV**

### **Expectations and Accountability**

#### **SECTION A. Oath of Office**

1. Each Board member of the Associated Students and Moorpark Delegates shall read the Constitution and Standing Rules of the Associated Students in their entirety.
2. Each ASMC member and Moorpark Delegate must take the following oath prior to installation: *"I, [state your name], affirm that I will support the Constitution and Standing Rules of the Associated Students of Moorpark College and the Moorpark College Student Code of Conduct, and that I will faithfully and impartially perform the duties of [insert your position] to the best of my ability."*

#### **SECTION B. Associated Students Board of Directors Code of Conduct**

In joining the Associated Students, the student enjoys the right and shares the responsibility in exercising their role as a member of the Board of Directors. Board members are expected to conduct themselves in accordance with this document, the Associated Students Oath of Office as stated in Article IV, Section A., and the standards of Board member conduct established within this section.

Board members are subject to charges of misconduct for any of the following acts with respect to actions on campus, at a college sponsored activity, or while conducting business as a Board member of the ASBOD:

1. Willful disobedience of college and Ventura County Community College District code, policy, and procedure, including the Moorpark College Student Conduct Code.
2. Dishonesty, such as knowingly furnishing false information to the Associated Students Board of Directors or the Student Activities Specialist.
3. Willful obstruction or disruption of Associated Students business or property.
4. Theft of, or damage to, Associated Students property or possession of stolen property belonging to the Associated Students.
5. Acts or statements of malicious intent towards the Associated Students, other Board Members, or the Student Activities Specialist.
6. Deliberate disregard of established guidelines of the Associated Students, including all financial guidelines.
7. Deliberate attempt of misrepresentation of the Associated Students Board of Directors.

#### **SECTION C. Accountability and Removal from Office**

1. The Board, for proven misconduct, may impose disciplinary action upon an individual Board member

- for violation of specified rules, regulations, and/or procedures held within this document.
2. The President and Vice President, under the advisement of the Student Activities Specialist, may chair and/or co-chair a disciplinary ad hoc committee at the request of any ASBOD member to impose the disciplinary action upon an individual Board member or Student Delegate for violation of specified rules, regulations, and/or procedures held within this document.
  3. Any Board member, under the advisement of the Student Activities Specialist, may chair a disciplinary ad hoc committee to hold accountable the President and/or Vice President for violation of specific rules, regulations, and/or procedures held within this document.
  4. In the event of malfeasance, misfeasance, or nonfeasance on the part of any of the Board Members, the Board of Directors may reprimand the offending Board member with a two-thirds (2/3) vote. The term "reprimand" shall be defined here as a formal written statement approved by the Board of Directors, and presented to the offending Board member.
  5. In cases of gross neglect of duty, violation of oath of office, or misconduct, any Board member may be removed from the office only by three-fourths (3/4) of the Board members present, which shall be the sole judge of cause and which shall represent the final decision of the ASBOD.
    - a. Gross neglect is defined as, but not limited to: muting group conversations; failing to respond to time-sensitive emails (e.g., emails with a response date) or other messages; failing to perform one's minimum required duties; and failing to be present for the minimum required weekly office hours.
  6. In the event that any Board member of the ASBOD has violated the Moorpark College Student Conduct Code or is placed on Academic Probation, that Board member will be automatically removed from office, deemed ineligible to hold office, and the position will be declared vacant.

## **ARTICLE V**

### ***Committees***

#### **SECTION A. Standing Committee**

The Associated Students standing committee is a perpetual committee that meets continuously throughout the year and must hold meetings in accordance with the Brown Act.

1. Programming Committee:
  - a. Shall be chaired by the Director of Budget and Finance.
  - b. The Director of Budget and Finance or acting chair shall post an agenda seventy-two (72) hours in advance, in accordance with the Brown Act.
  - c. Shall allocate Associated Students Programming funds for campus activities in accordance with Associated Students Programming guidelines.
  - d. Shall allocate Inter-Club Council funds for student organizations and campus activities in accordance with VCCCD accounting policy and procedures.
  - e. All student organizations or campus departments seeking funds from the Associated Students Programming Committee must submit an Associated Students Programming Committee Application for Funding, before the funds are needed, in accordance with VCCCD accounting policy and procedures. (VCCCD policy does not allow reimbursements.)
  - f. The Vice President, Director of Campus Events, Director of Student Organizations, and Director of Constitution and Standing Rules shall be voting members of this committee.
  - g. The Student Activities Specialist shall be a non-voting member of this committee.

#### **SECTION B. Ad Hoc Committees**

Ad hoc committees shall be formed at the discretion of the ASBOD and shall have a set ending date. An ad hoc committee is defined as a committee activated for a specific purpose. The decision to activate an ad hoc committee does not require a vote by the ASBOD. Board members may activate ad hoc committees as

needed to complete a specific project or event. An ad hoc committee may have no more than five (5) Board members, in accordance with the California Brown Act.

1. Inter-Club Council
  - a. Shall be chaired by the Director of Student Organizations. In the event that the Director of Student Organizations position is vacant, the Associated Students Vice President shall serve as chair of the committee.
  - b. Shall be responsible for establishing coordination, communication, and cooperation of recognized student organizations of Moorpark College.
  - c. Shall serve as an advisory group to the Board of Directors on matters which have, or may have, a significant effect on student organizations.
  - d. Shall comply with the policies and procedures adopted by the Board of Directors for the administration and operation of the Inter-Club Council, as described in Article VI of this document.
  - e. Programming Committee Updates shall be provided at every Inter-Club Council meeting.
2. Elections Committee
  - a. Shall be chaired by the Director of Constitution and Standing Rules.
  - b. 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.
  - c. The Elections Committee Chair shall appoint at least two (2) Board members to serve on this committee in accordance with the VCCCD Student Election Standard Operating Practices.
  - d. Shall be responsible for the impartial administration of all elections of the Associated Students in accordance with the provisions VCCCD Student Election Standard Operating Practices.
  - e. The Elections Committee Chair shall confirm the election results from the Statement of Accuracy with the rest of the Board at the first Board of Directors meeting following the election.
3. Voter Empowerment Committee
  - a. Shall be chaired by the Director of Student Advocacy.
  - b. In the event the Director of Student Advocacy is vacant, the ASBOD shall appoint a new chair with a majority vote.
  - c. Shall coordinate opportunities for student civic engagement and voter turnout in local and federal elections, and promote voter awareness and access to voter resources.
4. Student Empowerment Committee
  - a. Shall be chaired by the Director of Student Services.
  - b. In the event the Director of Student Services is vacant, the ASBOD shall appoint a new chair with a majority vote.
  - c. Shall coordinate anti-hate and pro-inclusion activities in line with Moorpark College policy, with a minimum of three (3) per year.
  - d. Shall collaborate with Moorpark College clubs and other student-led groups.
5. Associated Students Sustainability Committee (ASSC)
  - a. Shall be chaired by the Director of Sustainability.
  - b. In the event the Director of Sustainability is vacant, the ASBOD shall appoint a new chair with a majority vote.
  - c. May be formed to create sustainability initiatives or projects, and plan Earth Day event.

### **SECTION C. Replacement of Committee Members**

1. In the event of a vacancy, the chair shall appoint a member of the ASBOD to fill the position.
2. In the event that the position of chair is or becomes vacant, the ASBOD shall appoint a director as

- chair with a majority vote.
3. If any member on a committee is considered to be inactive by the chair, the chair shall have the option to put forth a vote upon the ASBOD for a replacement of said member by a majority vote.
    - a. A verbal, followed by a written warning, must be given to the inactive member before said action can be taken.
  4. In the event that the chair is considered inactive, the committee has the option to put forth a vote to the ASBOD for the replacement of the chair by a (2/3) vote.
    - a. A verbal, followed by a written warning, must be given to the chair, with a majority vote by the committee, before said action can be taken.

## **ARTICLE VI**

### ***Inter-Club Council***

The Associated Students of Moorpark College support student life on campus by overseeing all college student organizations. All active Moorpark College student organizations are a part of the Associated Students Inter-Club Council (hereby referred to as "ICC"). The purpose of the ICC is to provide students with opportunities to experience personal growth and apply to real life situations. Participating students gain valuable leadership experience while developing personal and professional relationships. The ICC is composed of ICC officers, and a voting representative from each student organization, in order to represent the interests of Moorpark College students.

#### **SECTION A. ICC Officers**

The Director of Student Organizations shall assume the position of ICC Chair. The Associated Students Vice President shall be the ICC Vice-Chair.

ICC Chairperson – Director of Student Organizations

1. Shall preside over all ICC meetings.
2. Shall prepare the agenda and all related materials.
3. Shall serve as chairperson of the ICC, and shall reserve their vote only in the event of a tie.
4. Shall serve as a liaison between the Associated Students Board of Directors and the ICC.
5. Shall process and manage student organization renewals during the spring semester in conjunction with the Student Activities Specialist.
6. Shall review new student organization applications and present them for AS BOD approval.
7. Will collect student organization data (e.g., roll sheets, officer lists, meeting dates, events, and activities) from each organization for the Student Activities Programming Plan.

ICC Vice-Chair – ASMC Vice President

1. Shall assume the duties of the ICC Chair during his or her absence.
2. Shall be a voting member at ICC Meetings.

Additional ICC membership

1. The ASMC Director of Public Relations and the Director of Budget and Finance shall also have a seat as voting members of the ICC.

#### **SECTION B. Starting a Student Organization**

Student organizations that are officially "recognized" by the ASBOD are required to use the college name in all publicity, and are entitled to use college facilities, and request funds from the Associated Students Programming Committee.

To obtain official "recognition" from the ASBOD, a student organization must do the following:

1. Have a minimum of four (4) members. Organization membership must be comprised solely of currently registered Moorpark College Students. Non-students may participate in student organization activities as guests, but may not vote, hold office, or pay dues.
2. Have a minimum of one (1) advisor, who will advise the organization on college rules and regulations, attend organization meetings, supervise the organization's financial transactions, and give general guidance to the organization. The advisor must be a Moorpark College faculty or staff member.
3. Must have a written Constitution and Standing Rules that has been approved by majority (1/2 + 1) vote by the Associated Students Board of Directors and is in accordance with the Moorpark College Associated Students Constitution and Standing Rules.
4. Must complete and have on file in the Associated Students Office a Student Organization Information Form and Advisor's Agreement.
5. Must set up and handle all financial transactions through a VCCCD Trust account, in accordance with the VCCCD accounting policy and procedures.
6. Must attend a Student Organization Orientation held by the Student Activities office or meet with the Student Activities Advisor to learn college District policies and procedures.
8. May form a student organization up until November 1st in the fall, and March 1st in the spring semester.
9. Neglect of contact with ICC chair during recognition process will result in a failure to start a club.

#### **SECTION C. Student Organization Finances**

1. All student organization money must be deposited in a VCCCD student organization Trust account at the college Student Business Office.
2. All student organization finances must be transacted through a VCCCD Trust account.
3. All student organization finances shall be conducted in accordance with to the VCCCD accounting policy and procedures.
4. Advisors, as well as organizations officers, are responsible for ensuring that the VCCCD accounting policy and procedures are followed.
5. A Trust account authorization card must be completed to establish a new account. No expenditures or deposits can occur without completion of this form. The following signatures on the account authorization card are required for all organizations: student officers (two (2) officers of the organizations choice, usually the President and Treasurer), and always the student organization advisor(s).
6. A trust account signature update card is needed to update authorized signatures for the account (for instance, when there is a change in the student officers). This form is to be completed and returned with all signatures to the Student Activities Specialist.
7. Funds must be available in the account for expenditures to be processed.
8. Upon recognition from the ASBOD and setting up the trust account, the new student organization shall receive \$100 seed money, ASMC finances permitting.
9. The forgery of any club members' or advisors' signatures on any club-related financial documents or forms will result in the freezing of said club's trust account funds, as well as the involved students' names being submitted to the Moorpark College Behavioral Intervention Team for consideration of a possible Student Code of Conduct violation. If said club received funding from the ASMC Programming Committee, any remaining unspent funds will be revoked and redeposited into the Programming Fund.

#### **SECTION D. Suspension, Forfeiture, and Falling out of Recognition**

1. The term "suspension" shall be defined as:

- a. The removal of official "recognition" by the Associated Students Board of Directors.
  - b. The automatic freezing of a student organization's trust account(s).
  - c. Any student organization or club officially recognized by the AS BOD, who has one (1) un-excused ICC absence in an academic year shall be given a written warning notice from the ICC Chair. One additional un-excused absence in the same year shall result in the suspension of said organization if declared by a two-thirds (2/3) vote of the AS BOD for the remainder of the academic year through May 31st.
2. The term "forfeiture" shall be defined as:
    - a. Failure of a currently suspended student organization to submit renewal paperwork for their organization by the September 1st deadline will result in forfeiture.
    - b. The automatic deposit of all funds remaining in a student organization's account to the Associated Students Inter-Club Council trust account.
    - c. The automatic closure of the student organization's trust account(s).
3. Falling Out of Recognition
    - a. If at any time during the fall and spring semesters of the current academic year, after student organization has obtained official recognition for that academic year, the student organization fails to meet any of the requirements for obtaining official recognition, then that student organization has "fallen out of recognition" and shall be placed on suspension until the student organization has proven to be back in compliance with the recognition requirements. Refer to Article VI, Section B for requirements.

#### **SECTION E. Student Organization Renewal Procedures**

To renew a student organization, a club must:

1. Have a current Student Organization Information form on file.
2. Have a current Advisor's Agreement form on file.
3. All student organization finances shall adhere to the VCCCD accounting policy and procedures.
4. Must attend a Student Organization Orientation held by the Student Activities office.
5. Continuing student organizations shall complete the student organization renewal process by September thirtieth (30th).
6. Should a student organization not renew by the September thirtieth (30th) deadline, then that organization shall be placed on suspension for the following academic year. The trust account(s) shall be automatically frozen for the fall and spring semester of that academic year.
7. The student organization must wait until the following September to renew for the next academic year or fall into forfeiture.
8. Should a suspended student organization not renew by the following September 1st deadline, after their accounts have been frozen, then that organization shall fall into forfeiture and all funds remaining in their accounts shall be deposited into the Associated Students ICC account and the student organization trust account(s) shall be dissolved.

#### **SECTION F. ICC Representation**

1. The ICC student organization representative is a Moorpark College student member from the student organization membership.
2. The ICC student organization representative shall have only one vote on the ICC.
3. The ICC student organization representative shall only represent one student organization.

#### **SECTION G. ICC Meetings and Procedures**

1. Student organizations are required to attend ICC Meetings.
2. The ICC shall hold a minimum of one meeting a month during the fall and spring semesters after September 1st.



3. The ICC chair shall notify the student organizations of the ICC meeting dates, times, and locations.

#### **SECTION H. Appeals Process**

1. Clubs that have fallen out of recognition and/or have been suspended may initiate an appeal to be reinstated as a formally recognized club.
2. This shall begin with a written request for renewal submitted to the ICC. The ICC may then approve, with a simple majority vote ( $1/2 + 1$ ), the request to be forwarded to the AS BOD.
3. The AS BOD may then, with a two-thirds majority ( $2/3$ ) vote, reinstate the club with an action item that may be listed on the agenda that can be voted on at its first appearance.

#### **SECTION I. Student Organization Guidelines**

1. Student Organization Meetings
  - a. It is recommended that student organizations meet at least monthly during the fall and spring semesters, submitting an agenda to the ICC Chairperson prior to their meetings.
  - b. Student organizations shall submit a current copy of their meeting schedules to the Associated Students Director of Student Organizations.
  - c. Failure to submit required club documentation may result in the club falling out of recognition. Required documentation includes but may not be limited to: roll sheets, officer lists, meeting dates, and meeting times.
2. Associated Students Funds
  - a. In accepting any funds from the ASBOD or Programming Committee, the student organization or campus department must name the Associated Students as a co-sponsor of the event, activity, or program on all advertising for that event, activity, or program.
  - b. If funding was provided through the ASBOD, all advertising materials must be approved by the Director of Public Relations.
  - c. If funding was provided through the Programming Committee, all advertising materials must be approved by the chair of said committee.

#### **SECTION J. Eligibility for Student Organization Officers, Members, and Term Limits**

1. Student Organization Officers
  - a. Student organization officers are limited to holding no more than one (1) officer position within the same student organization.
  - b. A student may hold the position of President or Vice President in up to two (2) student organizations.
  - c. Shall currently be registered and continuously enrolled in a minimum of five (5) units at Moorpark College during fall and spring semesters in accordance with the Associated Students Standing Rules, Article 1, Section C.
  - d. Shall achieve and maintain a semester and cumulative 2.0 minimum grade point average to assume and maintain an officer's position in accordance with the Associated Students Standing Rules, Article 1, Section C.
  - e. At no time may the same individual hold the same elected position for more than two consecutive terms, nor shall any individual be allowed to hold office for more than five (5) terms during any ten (10)-year period of time in accordance with the Associated Students Constitution, Article V, Section I.
  - f. The student organization advisor shall be responsible for verifying student organization officers' eligibility to hold office.
  - g. Shall not have been found to have violated the Moorpark College Student Code of Conduct, nor have any disciplinary warning letters or other disciplinary actions from the College. This

- shall be maintained throughout the term of office.
2. Student Organization Members
    - a. Only currently enrolled Moorpark College students may be members of a student organization.

#### **SECTION K. Student Organization Advisors**

1. Shall be sufficiently knowledgeable of the governing documents, purpose and activities of the student organization to advise the members of their actions and the possible consequences of illegal or irresponsible behavior.
2. Shall have the primary responsibility for understanding, interpreting, and applying all campus rules and regulations as they apply to campus facility use, organizational programs and scheduled activities both on and off campus.
3. Must provide assistance for assessment and constructive review of programs and funding proposals for student programmers.
4. Shall have fiduciary responsibility over all of the student organization accounts and finances. Advisors are to be familiar with VCCCD accounting policy and procedures. Advisors must be signatories on all of the student organizations trust accounts.
5. When sponsoring an off campus activity, advisors are to be familiar with VCCCD policy and procedures regarding student travel. An advisor must be present at all off-campus activities.
6. Advisors are to review, approve and sign all of the organization's Facility Use Form requests and forward them to the Student Activities office for processing.
7. Advisors will oversee the organization's elections to ensure open and fair elections.
8. Advisors are to attend all student organization meetings and events both on and off campus.
9. An advisor cannot advise more than two clubs within one academic year.

#### **SECTION L. Use of Campus Facilities**

All recognized student organizations are entitled to use Moorpark College facilities to host meetings, events, and activities. The following procedures will be adhered to when reserving a campus facility:

1. Complete a Moorpark College Facilities Use Form, obtaining the student organization's advisor's signature, and submit the form to the Student Activities Office for processing, in accordance with the Moorpark College Business Services policy and procedures.

#### **SECTION M. Moorpark College Posting Policy and Advertising on Campus**

1. All recognized student organizations will adhere to the Moorpark College Posting Policy when advertising (e.g., flyers, posters, and banners) on the college campus.
2. If a student organization is granted ASMC funds (General, Programming, or ICC) for an event, then they must indicate that the event is "Sponsored by ASMC" on all advertising materials.
  - a. The enforcement shall be the responsibility of the Director of Public Relations and Director of Student Organizations.

### **ARTICLE VII**

#### ***Election Code***

All Student Elections will follow the Ventura County Community College District Student Election Standard Operating Practices.

### **ARTICLE VIII**

#### ***Financial Guidelines***

The fiscal year of the Associated Students shall begin on July first (1) and run through to June thirtieth (30) of the following calendar year, in accordance with the parameters adopted by the State of California. The final budget must be adopted no later than September fifteenth (15) in the fall semester of the same calendar year.

#### **SECTION A. Source of Funds**

1. Sales from College Photo Identification (ID) cards (optional fee)
  - a. The ASBOD oversees the production and sale of official Moorpark College student identification cards. ID cards are optional to students and are available at \$10 for a semester-long card or \$15 for a year-round card.
  - b. Each Fall and Spring semester, the revenue collected from this optional fee will be moved into other AS accounts as follows:
    - i. 85% - General Fund
    - ii. 13% - Reserve Fund
    - iii. 2% - Sustainability Fund
2. Student Representation Fee (optional fee)
  - a. This optional \$2 dollar fee provides support for students of representatives who state positions and viewpoints before city, county, district governments and before offices and agencies of the state and federal government.
  - b. This fee is authorized by the California Education Code Section 7606.5.
  - c. This fee may be waived for religious, political, financial, or moral reasons.
3. Moorpark College Bookstore Profits
  - a. All revenue from this source goes directly to the Associated Students Programming Fund for allocation by the Associated Students Programming Committee.
4. Student Center Fee (mandatory fee)
  - a. \$1.00 per unit, maximum \$10.00 per year per student to establish the Student Center Fee to renovate the existing Campus Center. California Education Code says that this fee cannot exceed \$10.00 per year per student. This fee will remain in place for the life of the college.
  - b. All revenue from this fee goes directly to the ASMC Student Center Fund account.
  - c. The Moorpark College Student Body approved this mandatory Student Center Fee to build, renovate, and operate a Moorpark College student union; fee implemented March 2000.
5. Student Activity Fee (optional fee)
  - a. \$5 optional fee that is collected from every enrolled student each term, at the time of registration to support student life at Moorpark College.
  - b. This fee may be waived for religious, political, financial, or moral reasons.
  - c. Each Fall and Spring semester, the revenue collected from this optional fee will be moved into other accounts as follows:
    - i. 54% - Inter-Club Council
    - ii. 20% - General Fund
    - iii. 10% - Emergency Fund Grant\* (\*not an AS account)
    - iv. 8% - Scholarships Fund
    - v. 5% - Reserve Fund
    - vi. 3% - Sustainability Fund

#### **SECTION B. Expenditures**

1. When an account or budget line item has become or is in danger of becoming overdrawn, the Director of Budget and Finance shall notify the Board of Directors and the Student Activities Specialist in writing.
2. Authorized expenditures shall carry signature approval of the Director of Budget and Finance, the

- President or the Vice President and the Student Activities Specialist.
3. All Associated Students Board of Directors Trust account expenditures will adhere to the VCCCD accounting policy and procedures.

## **ARTICLE IX**

### ***Programming Committee Guidelines for the Allocation of Funds***

The ASMC Programming Fund is derived in part from a designated portion of surplus funds generated by the operation of the Moorpark College Bookstore, which was approved in April 1994 by members of the Moorpark College Co-Curricular, Fiscal Planning, and College Council committees. The purpose of the fund is to provide extracurricular campus activities, programs, and resources for the students of Moorpark College. This objective shall be achieved by allocating said funds through the ASMC Programming Committee.

#### **SECTION A. Determination of Funds**

1. The College Bookstore issues an annual allocation to the Associated Students to promote extracurricular campus activities.
2. The College Bookstore allocation will be disbursed through VCCCD accounting policy and procedures.
3. Said funds are to be held in a special college Trust account known as the Associated Students Programming Fund.
4. All funds allocated from the ASMC Programming Fund by the ASMC Programming Committee will be disbursed following VCCCD accounting policy and procedures.
5. Any funds remaining from a previous ASMC Programming Committee Fund that went unused shall remain in the ASMC Programming Fund account, and roll over to the next fiscal year for allocation by the next year's ASMC Programming Committee.
6. The ASMC Programming Committee shall allocate this fund through a proposal application process.
7. The ASMC Programming Committee may designate a portion of this fund for use in Associated Students campus programs and events.

#### **SECTION B. Composition of the ASMC Programming Committee**

The ASMC Programming Committee shall be composed of the following members:

1. Director of Budget and Finance, who shall serve as the Chair of the Committee.
2. Vice President.
3. Director of Campus Events.
4. Director of Constitution and Rules.
5. Director of Student Organizations.
  - a. Three of the aforementioned committee members being present shall constitute a quorum, which is needed to pass motions.
6. Student Activities Specialist (ex-officio member of committee).

#### **SECTION C. Responsibilities of the ASMC Programming Committee**

1. The committee shall notify all officially recognized student organizations and college departments of the available programming funds.
2. The first meeting of the ASMC Programming Committee shall be no later than the eighth week of the fall semester.
3. The chair shall post an agenda and distribute agenda packets to committee members at least seventy- two (72) hours in advance of a committee meeting in accordance with the Brown Act.
4. All groups who have requested programming funds shall be in attendance of the ASMC Programming Committee meeting in which their proposal will be reviewed.

5. The ASMC Programming Committee shall submit periodic reports to all members of the ASMC Board of Directors at least once a semester.
6. Shall submit a year-end report by mid-May to the ASMC Board of Directors.

#### **SECTION D. Eligible Organizations**

1. All officially recognized Moorpark College student organizations shall be eligible to apply for financial support from the ASMC Programming Fund and/or ICC Fund.
2. Any Moorpark College department that provides a direct benefit to students shall be eligible to apply for ASMC Programming Fund.
3. Any Moorpark College student organization or Moorpark College department may be denied ASMC Programming Funds by the AS Programming Committee.

#### **SECTION E. Application Procedures**

To apply for AS Programming Funds and/or ICC Funds, student organizations and campus departments must complete and submit in writing, the Associated Students Programming Committee Application for Funding. This application must be submitted to the AS Programming Committee chair or the Student Activities Specialist for consideration.

#### **SECTION F. Distribution of Allocated Funds**

1. In accepting any ASMC Programming Funds and/or ICC Funds, the student organization or campus department accepts an agreement to spend the allocated money in good faith and in accordance with these guidelines, and the VCCCD accounting policy and procedures.
2. In accepting any ASMC Programming Funds and/or ICC Funds, the student organization or campus department must name the Associated Students as a co-sponsor of the event, activity, or program.
  - a. All advertising material and/or programs must be approved by the chair of the ASMC Programming Committee.
3. The Director of Budget and Finance will be responsible for all accounting for the ASMC Programming Fund allocations.
4. Student organizations or campus departments will be notified of ASMC Programming Committee allocations via written notice by the committee Chair.
5. Student organizations or campus departments may submit funding requests only if they will spend the funds within the same fiscal year.

## **ARTICLE X**

### ***Resolutions***

#### **SECTION A. Resolutions**

All formally recognized and adopted ASBOD resolutions must follow the rules detailed in the ASMC Resolution Writing Guidelines handbook.

## **ARTICLE XI**

### ***Amendments***

#### **SECTION A. Amendments to the Standing Rules**

1. The ASBOD may only make amendments to this document with a five (5) school day written notice for any and all proposed changes, including a five (5) business day written notice before both the first and second reading.

2. The written proposed amendments shall be reviewed under "New Business," as a first reading at a regularly scheduled ASBOD meeting, and voted upon at the following ASBOD regularly scheduled meeting.
3. Proposed amendments shall be considered in effect immediately, upon a two-thirds (2/3) vote, in the affirmative, by the ASBOD.

**SECTION B. Highest Governing Document**

Should any portion of this document be found to be in conflict with any Moorpark College and/or Ventura County Community College District (VCCCD) policies, regulations or codes, then the section in this document which is in conflict shall be considered null and void with the remainder of this document in full force. The highest-ranking authority shall take precedence over all others and will be recognized by the ASMC. ASMC will automatically amend this document to come into compliance and not conflict with Moorpark College and/or VCCCD policies, regulations or codes.



































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