

ASSOCIATED STUDENTS OF COLLEGE OF THE DESERT BYLAWS

TITLE I: Student Senate

ARTICLE I: Enacting Legislation

Section 1: Proposing Legislation

Proposed legislation, whether it is a bill, resolution, act, or any other legislative act for Student Senate requires sponsorship from the author of such legislation, and a minimum of one (1) Senate co-sponsor before being introduced.

Section 2: Submitting Legislation

Legislation with the required sponsorship must be submitted to the Secretary of the ASCOD Student Senate and placed on the agenda before being introduced.

Section 3: Conditions for Signing

The ASCOD President shall have three (3) working days from the vote of Senate to:

- A. Approve Senate vote of such legislation by signing it.
- B. Veto Senate legislation, returning the entire bill to the Student Senate.
- C. Veto a portion of the Senate legislation, returning line items back to the Student Senate.
- D. If after three (3) working days following Senate passage the President does not sign or veto Senate legislation, such legislation will have the same effect as if it were signed by the President.

Section 4: Reconsideration of Vetoed Legislation

When Senate receives a vetoed bill, a motion to reconsider the bill must be made. If the motion passes, the Senate may debate and make amendments to the entire bill or the vetoed line(s). Only the lines vetoed may be amended in the case of a line item veto. If the original motion to reconsider fails, the bill cannot be debated and the veto is upheld.

Section 5: Veto Override

After debate has ended on the reconsidered bill, including all the new amendments, a vote to override vetoed legislation shall occur. In accordance with the ASCOD Constitution, a two-thirds (2/3) majority vote in the affirmative is required to override vetoed legislation, with or without amendments. If

overridden, the legislation becomes effective without the President's signature. If the vote fails, the veto is upheld.

ARTICLE II: POWERS AND DUTIES

Section 1: Executive Branch

- A. Management of the Executive Branch shall be vested in the Executive Council, who shall utilize necessary staff and resources, and shall maintain student administration as hereinafter provided.
- B. The Executive Council shall have the power to make decisions on behalf of ASCOD, except where such a decision is specifically given to another ASCOD officer or assembly.
- C. The Executive Council shall convene whenever called by the President of ASCOD, Vice President of Student Affairs, or the Director of Student Life.
- D. The Executive Council shall maintain office hours on a weekly basis.

Section 2: Executive Officers' Powers and Duties

A. President

- 1. Shall be the official representative and spokesperson for ASCOD.
- 2. Shall preside at and conduct all Student Senate meetings.
- 3. Shall serve as an ex-officio member of all ASCOD committees.
- 4. Shall have the power to create and appoint any committee deemed necessary.
- 5. Shall have the power to fill any vacant position within the ASCOD Student Senate by appointment.
- 6. Shall have the power to appoint any student to a shared governance committee subject to ratification by a majority of the seated ASCOD Student Senate.
- 7. Shall supervise all business activities of ASCOD.
- 8. Shall establish and maintain good communication with the administration and faculty.
- 9. Shall have right to call meeting of the Executive Council, Student Senate or any officially recognized ASCOD organization.
- 10. Shall create agenda for the Executive Council or any meetings they convene.
- 11. May delegate powers except where such delegation is expressly prohibited by the Constitution, the Statutory Law, or the Bylaws.
- 12. Shall appoint other ASCOD officers or Senators subject to the approval of the Student Senate, as stipulated in the Bylaws, Statutory Law or ASCOD Constitution.

13. Shall act as the liaison to the DCCD administration representing and upholding all ASCOD decisions.
14. Shall have the power of veto.
15. Shall have other powers as stated or described elsewhere in the Bylaws, Statutory Law or Constitution.
16. Coordinate all Spirit Week and Homecoming events.
17. Be an honorary non-voting member for all ASCOD recognized clubs.
18. Shall uphold the duties and responsibilities as prescribed by the ASCOD Constitution and Bylaws.

B. Vice President

1. Shall assist the President in the performance of the duties of that office.
2. Shall serve as a member of the Executive Council, and the Student Senate.
3. Shall assume the duties of the President during his/her absence and shall succeed to that office should it become vacant.
4. Shall serve on campus committees as appointed by the President.
5. Shall preside and conduct all Inter-Club Council meetings.
6. Act as the ASCOD liaison to recognized clubs.
7. Periodically evaluate club status.
8. Shall review all Club Charter packets for new and continuing clubs and make a recommendation to the ASCOD Student Senate for approval.
9. Be an honorary non-voting member of all ASCOD recognized clubs.
10. Ensure all clubs comply with ASCOD policies and procedures.
11. Ensure that violations of ASCOD policies will be brought to the attention of the Student Senate for review.
12. Shall uphold the duties and responsibilities as prescribed by the ASCOD Constitution and Bylaws.

C. Secretary

1. Shall ensure the preparation of agendas for Executive Council Committee meetings.
2. Shall ensure that the minutes of the Student Senate and Executive Council Committee meetings are recorded.
3. Shall develop agendas for the Student Senate meetings.
4. Shall ensure that office files for the minutes of the Student Senate and Executive Council Committee meetings are maintained.
5. Shall ensure that copies of all minutes are sent to the following: Director of Student Life and Student Senate members.
6. Shall be responsible for matters deemed necessary by the President.
7. Shall serve on campus committees as appointed by the President.

8. Shall serve as a member of the Executive Council and the Student Senate.
9. Shall uphold the duties and responsibilities as prescribed by the ASCOD Constitution and Bylaws.

D. Officer of Communications

1. Shall be responsible for matters deemed necessary by the President.
2. Shall serve on campus committees as appointed by the President.
3. Shall serve as a member of the Executive Council, and the Student Senate.
4. Maintain the student government bylaws, records and archives
5. Collect, compile and document general material related to ASCOD as historical records,
6. Work to maintain contact information of ASCOD alumni.
7. Preserve the institutional memory of ASCOD.
8. Be responsible for informing students of all ASCOD events through various media.
9. Work with the Office of Student Life to produce special flyers, posters and other promotional media.
10. Shall uphold the duties and responsibilities as prescribed by the ASCOD Constitution and Bylaws.

E. Officer of Fiscal Affairs

1. Shall manage all budgets related to the ASCOD.
2. Shall notify, within five (5) business days, all organizations that are allocated ASCOD funds.
3. Shall present regular ASCOD fiscal reports to the Senate.
4. Shall serve as a member of the Executive Council and the Student Senate.
5. Shall serve on campus committees as appointed by the President.
6. Shall assist in drafting ASCOD budget proposals in cooperation with the Executive Council and be the first in priority to sign off on budget requests.
7. Shall uphold the duties and responsibilities as prescribed by the ASCOD Constitution and Bylaws.

F. Officer of External Affairs

1. Shall attend all Region IX meetings and report back to the ASCOD Student Senate.
2. Shall serve as the delegate to the Student Senate for California Community Colleges.
3. Shall serve on campus committees as appointed by the President.

4. Shall serve as a member of the Executive Council and the Student Senate.
5. Shall uphold the duties and responsibilities as prescribed by the ASCOD Constitution and Bylaws.

G. Officer of Academic Affairs

1. Shall serve as the Student Representative to the College of the Desert Academic Senate.
2. Work to encourage and support high standards of academic achievement of students.
3. Act as an ASCOD liaison to campus recognized honor societies and academic groups.
4. Assess the academic needs of ASCOD.
5. Shall serve on campus committees as appointed by the President.
6. Shall serve as a member of the Executive Council and the Student Senate.
7. Shall uphold the duties and responsibilities as prescribed by the ASCOD Constitution and Bylaws.

H. Student Trustee to the Board of Trustees

1. Shall serve as a liaison between the College of the Desert Student Body and the DCCD Board of Trustees.
2. Shall maintain regular and posted office hours and regularly communicate Board of Trustees issues to the COD Student Body.
3. Shall regularly survey and solicit opinions and issues from the Student Body to bring before the Board of Trustees and ASCOD.
4. Shall serve as a member of the Executive Council and the Student Senate.
5. Shall service on campus committees as appointed by the President.
6. Shall uphold the duties and responsibilities as prescribed by the ASCOD Constitution and Bylaws..

Section 3: Senators

Independent Senators

1. Independent Senators shall serve as a member of the Student Senate.
2. Shall serve on campus committees as appointed by the President.
3. Shall represent one of the most impacted schools on campus as appointed by the President.
4. Shall assist the Student Trustee in surveying the students.
5. Shall uphold the duties and responsibilities as prescribed by the ASCOD Constitution and Bylaws.

Offsite Senators

1. Shall represent all of College of the Deserts Offsite campuses.
2. Offsite Senators shall serve as a member of the Student Senate.
3. Shall serve on campus committees as appointed by the President.
4. Shall assist the Student Trustee in surveying the students.
5. Shall uphold the duties and responsibilities as prescribed by the ASCOD Constitution and Bylaws.

Section 4: Legislative Branch

- A. The legislative power of ASCOD shall be vested with the ASCOD Student Senate subject to the ASCOD President's line item veto, which may be overridden by a two-thirds (2/3) majority vote of the Senate.
- B. The Student Senate shall hold fiscal power over the Associated Students Activities Account and may conduct hearings for budget requests.
- C. The Student Senate shall have the ability to create, revise, and amend Bylaws that govern Senate Procedure and ASCOD activities.
- D. The Student Senate shall assume whatever additional responsibilities it deems necessary to fulfill its obligation to students.
- E. The Student Senate shall pass no legislation that is inconsistent with these Bylaws, as interpreted by the Student Court.

ARTICLE III: Procedures

Section 1 Legislative Branch

- A. The latest edition of Robert's Rules of Order will be the parliamentary resource of the Senate and its subsidiary bodies. In the event Robert's Rules of Order and the Bylaws conflict, the Bylaws take precedence.
- B. The presiding officer of the Senate may consult with the college appointed advisor to the Student Senate as necessary on parliamentary questions.
- C. The President shall chair the Senate. In absence of the chair, the Vice President shall preside.
- D. The Student Senate shall have the power to determine its rules and procedures and to discipline its members.
- E. The Senate shall not conduct official business without the presence of an advisor or designee.

ARTICLE IV: Meetings

Section 1: Frequency of Meetings

- A. The Student Senate shall abide by a schedule of no less than ten (10) meetings per academic year. These meetings shall be open to all members of the public who wish to attend in accordance with the Brown Act.
- B. Special meetings of the Student Senate may be called by the President or by five (5) Members of the Student Senate when it is deemed necessary and is duly noticed in accordance with the Brown Act. Minutes of special meetings will be made available upon request.

Section 2: Attendance

- A) The Secretary or appropriate designee shall call the roll at all Student Senate meetings. Roll shall be taken at the beginning of each meeting.
- B) Absences:
 - 1. An absence is defined as follows:
 - a. Members not present at roll call shall be considered absent.
 - b. Any Student Senate Member absent at roll call shall still be granted full voting powers.
 - 2. Notwithstanding the above sections, absences accumulated from a special meeting, from conflicting Student Senate Responsibilities, or from an excused absence due to an emergency shall not be considered absent for the purposes of removal.
 - 3. Any Student Senate Member absent from their shared governance committee meetings shall be marked as absent. These absences count towards attendance, unless excused by the President.
 - 4. A Student Senate Member who accumulates three (3) or more unexcused absences may face removal by two-thirds (2/3) vote of Student Senate Members in attendance.
 - 5. A Student Senate Member who accumulates four (4) absences is automatically removed and his/her position is declared vacant.

ARTICLE V: Vacancies

Section 1: Vacancies

- A. All vacant positions of the ASCOD Student Senate shall be filled by appointment by the ASCOD President and subject to ratification by a two-thirds (2/3) majority of the seated ASCOD Student Senate.

- B. In the event that the position of the ASCOD president is vacant, the ASCOD Vice President shall become ASCOD President.
- C. In the event that both the position of ASCOD President and ASCOD Vice President are vacant and week six (6) of the current term has not been reached ASCOD shall hold a special election to fill vacancies. If week six (6) has been reached then the current COD Student Trustee shall become ASCOD President.
- D. In the event that the position of Student Trustee is vacant and week six (6) of the current term has not been reached ASCOD shall hold a special election to fill the vacancy. If week six (6) has been reached then the current ASCOD President shall become the Student Trustee.

ARTICLE VI: Quorum

Section 1: Fifty Percent Plus One

A quorum of fifty percent plus one (50% +1) of the seated Student Senate membership shall be in attendance before any official business may be conducted.

TITLE II: Student Court

ARTICLE I: Presidential Appointments of Justices

Section 1 The President of the ASCOD appointing court positions must submit legislation to the Student Senate requesting the confirmation of Student Court Justices. Confirmation of Justices requires a simple majority (50%+1) vote in the affirmative of the Student Senate.

ARTICLE II: Qualifications for Appointment

Section 1: To be considered for appointment to serve as a Justice on the Student Court, candidates shall meet the following qualifications:

- A. Appointees must be enrolled in at least six (6) units at College of the Desert.
- B. Have a cumulative GPA of at least 2.0 at College of the Desert, or, if being a student's first semester at College of the Desert, must have a GPA of 2.0 at a previously attended institution.

ARTICLE III: Powers and Duties of the Student Court

Section 1: The judicial powers of ASCOD shall be delegated to the Student Court.

Section 2: The Student Court shall keep all ASCOD actions consistent with the ASCOD Constitution, COD policies and District policies, as well as with other public laws, State or Federal, and constitutions governing the ASCOD.

Section 3: The Student Court shall have original jurisdiction over all disputes arising under the ASCOD Constitution and Statutory Law Book or Bylaws. In addition, it shall have appellate jurisdiction to review decisions of all ASCOD Committees or entities.

Section 4: The Student Court is the final arbiter in case appeals. No identical case may be brought before the court twice in a semester.

Section 5: A dispute may be brought before the Student Court by any ASCOD member.

Section 6: All decisions of the Student Court require a majority vote of the full membership of Justices. Decisions and opinions shall be rendered in writing, posted, and placed in a permanent ASCOD file for public reference.

Section 7: The permanent file shall be referred to as Statutory Law: The Rulings of the Student Court.

ARTICLE IV: Student Court Policies and Procedure

Section 1: Grievances presented to Student Court must also be presented to the Director of Student Life or designee for review.

Section 2: To render a judgment and opinion, the Justices shall end proceedings by voting to enter into executive session. In no case shall an Executive Session be held without first allowing parties involved to take part in testimony.

TITLE III: Policies and Regulations for Clubs and Organizations

ARTICLE I: ASCOD Sponsored Clubs and Organizations

Section 1: ASCOD Recognized Club

All previously established campus sponsored clubs and organizations shall annually submit a completed charter packet as deemed appropriate by the Office of Student Life.

Section 2: Establishing an ASCOD Recognized Club

When a group of students wishes to organize and be officially recognized by the ASCOD, those students shall:

- A. Obtain a charter packet from the Office of Student Life and submit completed packet to the Office of Student Life for consideration.
- B. All completed packets will be submitted to the ASCOD Student Senate for approval.

Section 3: Club Requirements for Active Status

Clubs are required to:

- A. Have at least ten (10) members.
- B. Appoint an official member to the Inter-Club Council and an alternate.
- C. Must have a faculty member advisor.
- D. Must not miss more than four (4) ICC meetings per year, which may result in the revocation of the club charter.
- E. Inactive Clubs are not permitted to hold ICC seats, receive ASCOD funding or use COD facilities.
- F. The registered status of a student club may be withdrawn for any of the following reasons:
 - 1. A written request signed by the president of the club, and the club advisor.
 - 2. Violation of college rules, regulations, or policies by the club.
- G. Clubs will become deactivated if inactive for a period of two consecutive semesters.

Section 4: Active Club Classification

Active Club Classification refers to clubs who meet regularly (at least once a month), regularly participate in ASCOD sponsored activities, hold ASCOD ICC membership, and adhere to the rules of ASCOD and COD. This status will be reviewed often by the ASCOD Vice President and the Office of Student Life.

TITLE IV: Dismissal and Suspension

ARTICLE I: Grounds for Dismissal or Suspension

Section 1:

Dismissal or Suspension is warranted when the subject:

- A. Receives a suspension from the college
- B. Is absent, without prior good or reasonable excuse, from three (3) consecutive or four (4) cumulative scheduled meetings of an ASCOD, governing body of which the subject is an official voting member, during one (1) term.

- C. Conviction of a felony crime during the term of office.
- D. Failure to meet or maintain the qualifications for the office as established in the Constitution and Bylaws.
- E. Failure to responsibly fulfill the duties of the office as established in the ASCOD Constitution and Bylaws.

TITLE V: ASCOD Elections

ARTICLE I: Executive Officer Qualification

Section 1: Enrollment Status

Only students of College of the Desert and extended campuses are permitted to participate in the ASCOD Executive Officer nomination, campaigning, and election process.

Section 2: Unit Requirements

To be considered for application, nomination and election of an Executive Officer a student must be enrolled in at least six (6) units and College of the Desert.

Section 3: Academic Requirements

Academic requirements for Executive Officers are:

- A. A minimum cumulative GPA of 2.5 or higher.
- B. Must have completed a minimum of six (6) college units at College of the Desert when term of office commences.
- C. Shall maintain and pass at least six (6) college units per semester at College of the Desert during the Fall and following Spring semester.

Section 4: Term Limits

No student may hold the same elected office for more than two (2) consecutive semesters.

ARTICLE II: Qualifications for Independent Senators

To serve as an Independent Senator of the Student Senate Senators must meet the following qualifications:

Section 1: Senators

- A. Must be enrolled in at least six (6) units at College of the Desert.
- B. Must have a cumulative GPA of at least 2.0 at COD, or must have a GPA of 2.0 at a previously attended institution.
- C. Term of office shall be two (2) semesters.

ARTICLE III: Candidate Application Procedures

Section 1: The Application/Nomination Procedure

- A. Applications must be returned to the Office of Student Life by the specified time disclosed the by ASCOD Student Senate.
- B. Applicants must agree to a verification of information on application forms.
- C. Candidates/nominees must attend a meeting held by the ASCOD Student Senate on the specified date in order to review with candidate, rules, regulations and procedures of the campaigning process. Failure to attend the meeting warrants disqualification.

ARTICLE IV: Campaigning Rules

Section 1: Campaigning Start Date

The posting of campaign material may not begin until the date specified by the Student Senate. Violation of this rule warrants disqualification.

Section 2: Approval of Campaign Material

Materials to be used by the candidate must be reviewed by the Director of Student Life. Material requirements are:

- A. Posters may not be larger than 3x4 feet.
- B. Flyers or handouts may not be placed in the parking lots.
- C. The distribution of money is strictly forbidden from the campaigning process. Violation of this rule is automatic disqualification.
- D. Campaign materials may not be affixed to glass surfaces.
- E. Candidates may not place more than fifteen (15) posters on campus and may not be within three (3) feet of any other candidate's poster.
- F. Posters on stakes may not exceed 22x28 inches and may not be within three (3) feet of any other stake.
- G. Handbills/flyers may not exceed 4.2x5.5 inches and are limited to a number of two thousand (2,000).
- H. All above requirements are void if they violate the approved DCCD posting policy.

Section 3: Campaigning Spending Limit

A one hundred dollar (\$100.00) spending limit is placed on the cost of campaign materials. The set amount includes donated money and materials at market rate. Receipts of spending must be turned into the Office of Student Life prior to Election Day.

Section 4: Campaigning Distances from Election Booths on Election Days.

- A. At all College of the Desert Campuses, candidates and campaigning materials must maintain a distance of 20 feet from the polling booth.

Section 5: Conflicts of Interests

- A. Candidates and/or campaign volunteers may not be a part of the Student Senate Election Committee or Student Court and are prohibited from participating in ballot preparation, vote tabulation and volunteering in the election process.
- B. The ASCOD computers, materials, and/or equipment are off limits to candidates.

Section 6: Sabotage of another Candidates Campaign

Candidates may not sabotage another candidate's campaign. Sabotage includes, but is not limited to, tearing down, defacing, or hiding a candidate's poster and/or materials or having it done by others; or slandering or libeling a candidate; or directly or indirectly harassing a candidate. Any candidate found sabotaging another will result in disqualification.

Section 7: Campaign Material Clean-up

Candidates are solely responsible for clean-up of all campaigning materials on all campuses by a date specified by the Executive Council.

ARTICLE V: Voting Guidelines

Section 1: Voter Eligibility

All voters must be currently enrolled at College of the Desert. Each student is entitled to one vote only.

Section 2: Voting Booths/Tabulation

- A. Voting tables will be staffed by ASCOD officers, senators, the Office of Student Life and committee members.
- B. Voting tabulation will be counted by the specified date and time set by the Student Senate.
- C. Vote tabulation will be conducted by the Office of Student Life.
- D. The Office of Student Life may disregard any questionable votes in consultation with the Director of Student Life.

ARTICLE VI: Disqualification and Appeal

Section 1: Disqualification

Failure to adhere to rules will lead to disqualification.

Section 2: Appeal

Any student wishing to appeal a disqualification may file a petition to the Student Court.

TITLE VI: Homecoming Elections

ARTICLE I: Homecoming King and Queen

Section 1: Official Title

The Associated Students of College of the Desert shall hereby recognize:

- A. One student, through fair and just election by the student body, as the Homecoming King.
- B. One student, through fair and just election by the student body, as the Homecoming Queen.

ARTICLE II: Qualifications

Section 1:

Only students of College of the Desert and satellite campuses are permitted to participate in the Homecoming King and Queen application, nomination, campaigning and election process.

Section 2: GPA Requirement

To be considered for application, nomination and election of Homecoming King and Queen a student must have a cumulative GPA of 2.0 or higher at College of the Desert, or if a first year student, 2.0 or higher at a previous educational institution.

Section 3: Unit Requirement

To be considered for application, nomination and election of Homecoming King and Queen a student must be enrolled in at least six (6) units at College of the Desert.

Section 4: Term Limits

If an individual has been crowned in the past at College of the Desert, he/she is not eligible to run any other year.

ARTICLE III: Procedures

Section 1: Application/Nomination Procedure

- A. Applications must be returned to the Office of Student Life by the specified time disclosed by the Executive Council.
- B. Applicants must agree to a verification of information on application forms.
- C. Candidates/nominees must attend a meeting held by the ASCOD Student Senate in order to review with candidates, rules regulations and procedures of the campaigning process. Failure to attend meeting warrants disqualification.

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Section 1: Campaigning Start Date

The posting of campaign material may not begin until the date specified by the Student Senate. Violation of this rule warrants disqualification.

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Materials to be used by the candidate must be reviewed by the Director of Student Life. Material requirements are:

- A. Posters may not be larger than 3x4 feet.
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- C. The distribution of money is strictly forbidden from the campaigning process. Violation of this rule is automatic disqualification.
- D. Campaign materials may not be affixed to glass surfaces.
- E. Candidates may not place more than fifteen (15) posters on campus and may not be within three (3) feet of any other candidate's poster.
- F. Posters on stakes may not exceed 22x28 inches and may not be within three (3) feet of any other stake.
- G. Handbills/flyers may not exceed 4.25x5.5 inches and are limited to a number of two thousand (2,000).
- H. All above requirements are void if they violate the approved DCCD posting policy.

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A fifty dollar (\$50.00) spending limit is placed on the cost of campaign materials. The set amount includes donated money and materials at market rate. Receipts of spending must be turned into the Office of Student Life prior to Election Day.

Section 4: Campaigning Distances from Election Booths on Election Days.

A. At all College of the Desert Campuses, candidates and campaigning materials must maintain a distance of 20 feet from the polling booth.

Section 5: Conflicts of Interests

A. Candidates and/or campaign volunteers may not be a part of the Student Senate Election Committee or Student Court and are prohibited from participating in ballot preparation and/or vote tabulation.

B. The ASCOD computers, materials, and/or equipment are off limits to all candidates.

Section 6: Sabotage of another Candidates Campaign

Candidates may not sabotage another candidate's campaign. Sabotage includes, but is not limited to, tearing down, defacing, or hiding a candidate's poster and/or materials or having it done by others; or slandering or libeling a candidate; or directly or indirectly harassing a candidate. Any candidate found sabotaging another will result in disqualification.

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Section 1: Voter Eligibility

All voters must be currently enrolled at College of the Desert. Each student is entitled to one vote only.

Section 2: Voting Booths/Tabulation

- A. Voting tables will be staffed by ASCOD officers, senators, the Office of Student Life, committee members, or designated persons.
- B. Voting tabulation will be counted by the specified date and time set by the Student Senate.
- C. Vote tabulation will be conducted by the Office of Student Life.
- D. The Office of Student Life may disregard any questionable votes in consultation with the Director of Student Life.

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Section 2: Appeal

Any student wishing to appeal a disqualification may file a petition to the Student Court.

TITLE VII Standing Committees

ARTICLE I: Standing Committees

Section 1: Standing Committees

The ASCOD Student Senate shall have the following standing committees:

Constitution and Bylaws Committee, Executive Council Committee, Budget and Finance Committee, Marketing and Communications Committee, Equity and Diversity Committee, Events Committee, and Governmental Relations Committee.

Section 2: Purpose and Responsibilities

1. All Standing Committees shall consist of no less than three (3) ASCOD Student Senate Members.
2. The Purpose of Standing Committees shall be to advise the ASCOD Student Senate on courses of action and policies that will best benefit the constituency as a whole and fulfill the charge of the committee.
3. All Standing Committees shall have meetings as needed.
4. All Standing Committees shall present monthly reports to the ASCOD Student Senate that reflects all meetings.
 1. All Standing Committees are responsible for submitting reports to the ASCOD Secretary to be posted monthly on the ASCOD website.
5. All Standing Committees shall elect a Chair, Vice Chair, and Recording Secretary and announce the results by the next ASCOD Student Senate meeting. If the Committee has not elected a chair by next ASCOD Student Senate meeting the President shall appoint a chair from the membership of the committee.
6. All Standing Committees shall adhere to the Brown Act and the current edition of Roberts Rules of Order.

Section 3: Committee Membership

ASCOD Student Senate decisions shall take precedence over any decision that a committee makes.

A. Selection of Committee Members

1. The President shall recommend ASCOD Student Senate Members to sit on ASCOD Committees. If the President elects not to, then they may volunteer.
2. All membership shall be confirmed by a simple majority of the ASCOD Student Senate.

B. Selection of Chair and Other Officers

1. The first person to volunteer shall be the Chair Du Jour until a Chair is selected at the first regularly scheduled meeting
2. Committees shall select a Chair, Vice Chair and Recording Secretary at the first regularly scheduled meeting by a simple majority.

C. Removal of Committee Members

1. ASCOD Committees shall have the authority to remove members from their committees for accumulating two (2) absences by a simple majority vote. All actions must be submitted in report form and brought back to the Student Senate at the next regular ASCOD meeting.
2. The ASCOD Student Senate shall have the authority to remove a member from a committee by a simple majority vote.

D. Removal of Chair or Other Officers

1. ASCOD Committees shall have the authority to remove their Chair, Vice Chair, or Recording secretary from their position for not fulfilling position responsibilities but they shall still hold a seat on that committee.
2. The ASCOD Student Senate shall have the authority to remove the Chair, Vice Chair, or Recording Secretary from a committee by a simple majority vote.

E. Committee Officer Descriptions

All officers hold full voting rights on the committee.

1. Chair

- a. Shall preside over their respective committee meetings
- b. Shall be the official spokesperson for the committee
- c. Shall create and forward to the ASCOD Communications Officer all committee agendas.

- d. Shall make monthly written and oral reports to the ASCOD Student Senate on business conducted during committee meetings.
- e. Shall forward all approved minutes to the ASCOD Communications Officer.
- 2. Vice Chair
 - a. Shall assume the duties of the chair in his/her absence.
- 3. Recording Secretary
 - a. Shall be the official record keeper of the committee and shall submit all final records to the ASCOD Communications Officer for dissemination.
 - b. Shall transcribe accurate minutes and forward to the Chair with in ten (10) calendar days of the meeting.

TITLE VIII: Resignation

Section 1:

In the event that any member of the ASCOD Student Senate finds it necessary to resign from their position a written letter must be submitted to the ASCOD President, and shall take effect at the next Student Senate meeting.

First Reading 1 December 2008
Approved by ASCOD 8 December 2008