

Associated Students of Ohlone College
BY-LAWS

ARTICLE I
DUTIES

SECTION 1: PRESIDENT: The President of the ASOC shall:

1. be the presiding officer at all ASOC Council meetings.
2. call all regular meetings of the ASOC Council.
3. have the power to appoint a Parliamentarian to the ASOC Council.
4. be an ex-officio member of all standing and special committees.
5. be aware of what other Council Members, committees and clubs are doing (i.e. projects, jobs, etc.). To that end the President shall schedule one-on-one meetings with each Council Member as needed.
6. be a voting member of the ASOC budget committee.
7. be empowered to organize and appoint chairpersons to all special committees in order to carry out the student government functions. All presidential appointments shall be ratified by a two-thirds vote of the Council in a meeting with quorum.
8. mediate between officers and/or senators in case of disputes.
9. attend all President's Advisory Committee meetings.
10. attend meetings with the ASOC Advisor no less than once per week.
11. attend meetings with the College President at least once per month.
12. create and post the ASOC agendas per California Open Meeting Laws.

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SECTION 2: VICE PRESIDENT: The Vice President shall:

1. assume the duties and functions of the President upon the absence of the President.
2. be the chairperson of the Ohlone College ICC and report regularly on club activities.
3. encourage the formulation of new clubs and orient those clubs to the ICC Policies and Procedures.
4. encourage the clubs to be involved in the organized activities on campus.
5. maintain a file for ICC reports.
6. create and post all ICC agendas per California Open Meeting Laws.
7. attend meetings with the ICC Advisor no less than twice per month.

SECTION 3: SECRETARY: The Secretary shall:

1. assume the duties and functions of the President upon the absence of the President and Vice President.
2. handle all correspondence for the ASOC Council.
3. keep the official ASOC Council records.
4. record the minutes of all ASOC meetings.
5. post in a public place copies of the Council meeting minutes no later than two class days before the next Council meeting.
6. keep an attendance chart and present any infractions of the Absentee Policy (ASOC Constitution Article VI., Section 6) to the Council immediately upon recording the violation.
7. keep an up-to-date list of all ASOC members, their office hours, and their respective committees.
8. provide weekly ASOC announcements to the Monitor.

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SECTION 4: TREASURER: The Treasurer shall:

1. assume the duties and functions of the President upon the absence of the President, and Vice-President, and Secretary.
2. be responsible for all financial matters of the ASOC Council and the ASOC budget.
3. work in cooperation with the Ohlone College's Business Services and conform to regulations set by the State of California.
4. make financial reports and statements available to the Council once a month.
5. be the chair and a voting member of the ASOC Budget committee.
6. attend meetings with the ASOC Advisor no less than twice per month.

SECTION 5: REPRESENTATIVE AT LARGE: The Representative at Large shall:

1. assume the duties and functions of the President upon the absence of the President, Vice-President, Secretary, and Treasurer.
2. act as a liaison for all standing ASOC committees.
3. be responsible for conducting campus surveys or polls of at least 500 members of the student body once a year, and a smaller survey or poll per semester of 350 students.
4. distribute evaluation surveys at ASOC events.
5. attend meetings with the ASOC Advisor no less than once per month.

SECTION 6: STUDENT MEMBER, BOARD OF TRUSTEES: The Student Member of the Board of Trustees shall:

1. assume the duties and functions of the President upon the absence of the President, Vice-President, Secretary, Treasurer, and Representative at Large.
2. report student concerns to the District Board of Trustees.
3. bring District Board of Trustee concerns to the attention of the ASOC Council.

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SECTION 7: LEGISLATIVE REPRESENTATIVE: The Legislative Representative shall:

1. assume the duties and functions of the President upon the absence of the President, Vice President, Secretary, Treasurer, Representative at Large, and Student Member of the Board of Trustees.
2. represent the interests of Ohlone students at the Regional and State CalSACC meetings.
3. utilize the lobbying efforts of the statewide CalSACC Organization to represent Ohlone's interests at the state level.
4. attend meetings with the ASOC Advisor no less than once per month.

SECTION 8: SENATORS: Each Senator shall:

1. be responsible for all media (posters, leaflets, KOHL announcements, etc.) advertising ASOC sponsored events, as directed by the ASOC President.
2. maintain up-to-date and proper information on information boards around campus.
3. maintain the ASOC office, poster room, and refrigerator in a clean and orderly state.

SECTION 9: ALL MEMBERS: In addition to their other duties, all members shall:

1. be voting members with full votes, except Senators with only half a vote.
2. hold a minimum of three scheduled office hours per week.
3. give reports as applicable.
4. have the right to authorize the spending of up to \$50 without ASOC Council approval but with the ASOC Council Advisor's and one account trustee's approval.
5. call the Advisor if for any reason they cannot attend a committee meeting or will be late for a meeting. Call must be in advance of the meeting.
6. update the President of current Council activities (Refer to Article I Section 1.6 of the ASOC By-Laws).

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7. make requests for agenda items in writing to the President or Council Advisor in time for the President to publish the agenda 72 hours before the meeting. Only Council Members and the ASOC Council Advisor may sponsor agenda items.
8. attend a minimum of at least ten campus activities each semester (excluding summer session) and give reports as applicable.
9. obtain at least two new student discounts each semester for the discount program.
10. work each semester during registration period as a representative of ASOC.
11. report any campus activities you know of in writing to the Campus Activities Office.
12. prepare a written report at the end of the term of office. Executives shall prepare an individual written report, while Senators shall prepare a group report, of their term of office covering the duties performed and recommendations for the future.
13. notify the Council if situations arise which will not allow or permit you to fulfill the duties of your office.
14. serve actively on at least two ASOC committees.
15. be an ex-officio member of at least one officially approved Ohlone club.
16. be responsible for maintaining campus bulletin boards in a current and clean state.

ARTICLE II OATH OF OFFICE

I, (state your name), promise to follow the ASOC Constitution and By-Laws, to represent the Associated Students of Ohlone College interests, and to perform the duties of my office to the best of my ability.

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ARTICLE III
SPECIAL TOPICS MEETINGS

- SECTION 1: Special topics meetings will be designated to cover special topics of interest and importance to the Council and students in general. In these meetings all other agenda items will be postponed for another meeting.
- SECTION 2: Special topics include parliamentary procedure, leadership styles, duties of office, review of policies and procedures including the complaint procedure, elections, and other topics of interest which need more than superficial coverage.
- SECTION 3: Special topics meetings will be given special publicity to insure that ASOC knows that such information is available to them.

ARTICLE IV
ELECTION CODE

- SECTION 1: Duties and powers of the Election Commissioner:
1. The Election Commissioner will hereafter be referred to as “the Commissioner” in this document.
 2. The Commissioner shall be appointed no later than February 15 to chair the Election Commission by the President and the appointment shall be ratified by a two-thirds vote of the ASOC Council present in a meeting.
 3. The Commissioner will publish an Election Time-line with the help of the Election Commission prior to the publicizing of the petition deadline.
 4. The Commissioner shall publicize the petition deadline of ASOC elections by placing at least fifteen notices around campus (with the help of the Election Commission), as well as in the Monitor, no less than fifteen calendar days prior to the announced petition deadline.
 5. The Commissioner shall appoint a commission with the exception that no member may be a candidate for office and will not show open interest to anyone that is a candidate for office while serving on the commission. The total number of members will be determined by the Commissioner. The Commissioner with the approval of the Activities Director shall have the power to suspend and/or dismiss election workers who are negligent in their duties.

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6. The Commissioner shall certify the election results and post at least one copy of the results on the ASOC office door, as well as informing the Monitor of the results.
7. The ASOC Advisor shall maintain a record of the election results for no less than one year.

SECTION 2: Elections:

1. There shall be one voting place located in or near the quad on the Fremont campus and in or near the Newark Ohlone Campus for all elections. Additional voting places may be designated by the Election Commission with approval of the Campus Activities Director.
2. The exact dates of the elections shall be specified in the Election Time-Line as provided in the ASOC Constitution (Refer to Article V, Section 1, 4). General elections shall be held on at least two consecutive days and evenings.
3. In General and Run-off elections, the certified elections results will be posted on the date specified in the Election Time-line (Refer to Article IV, Section 1.6 of the ASOC By-Laws).
4. The winning candidate for each office must receive a plurality of the valid votes cast. In the event of a tie, a Run-off election shall be held no earlier than five instructional days after certification of the election results. The Run-off election shall be publicized by at least fifteen posters on campus at least five instructional days prior to the Run-off election.
5. For candidates running unopposed and in the event that “No” votes exceed “Yes” votes, an appointment shall be made by the newly elected council to fill the vacant position by 2/3 agreement by ASOC. (Refer to Article IV, Section 4.1B3 of the ASOC By-Laws.)
6. Any associated student may protest an election by submitting the protest in writing to the Election Commissioner, stating the problem and reasons for the protest, to the Election Commission prior to the ballot tabulation. The Election Commission shall meet and rule as to the validity of the protest prior to the commencement of the ballot tabulation. Valid protests will be acted on in accordance with this code or as appropriate to redress the grievance.

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SECTION 3:

Petitions:

1. An individual who decides to run for an office must request a petition from the Campus Activities Staff. The Campus Activities Staff will write on the petition the office being sought. If that individual then decides to run for a different office, the previous petition (forfeiting all signatures) must be returned and a new petition must be designated for the new office. Penalty for fraud or intentional misleading of petition signers is grounds for disqualification of the applicant.
2. To run for an executive position, the prospective candidate shall submit a petition by the date set in the Election Time-line. This date shall be no less than five instructional days prior to the election.
3. Petitions must be turned in to the Campus Activities Staff.
4. Petitions must be signed by no less than fifty non-replicated and Ohlone enrolled students.
5. Each candidate shall sign a statement to be submitted by the petition deadline stating that the candidate understands the procedures and regulations within the ASOC Constitution and By-Laws, and that violations of those procedures and regulations can result in the disqualification of the candidate.
6. Upon receiving a petition, the Campus Activities Staff shall check the qualifications of the candidate (Refer to Article V of the ASOC Constitution). Ineligible candidates will be immediately disqualified.
7. Petition forms are to be made available to any enrolled student no less than fifteen days prior to the petition deadline.
8. No campaigning will be allowed until a petition is on file, candidate eligibility is established, and a signed statement has been filed in accordance to Article IV, Section 3.4 of the ASOC By-Laws.

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SECTION 4:

Ballots and Tabulation:

1. Ballots:

- A. Ballots may state incumbency of a candidate.
- B. The ballot shall be drawn up by the Election Commission.
 - 1. There shall be one space for a write-in for each office.
 - 2. There shall be no write-in for a Run-off election.
 - 3. If a candidate is running unopposed, the ballot shall be made to give the voters a chance to vote “Yes” or “No” on the candidate. In such a case, the candidate must receive more “Yes” votes than “No” votes to take the office. If “Yes” votes do not exceed “No” votes. (Refer to Article IV, Section 2 of the ASOC By-Laws).
 - 4. In the event that an eligible write-in candidate is recognized as a successful write-in (Refer to Article IV, Section 6.2 of the ASOC By-Laws) against an unopposed candidate, the “Yes” votes of the unopposed candidate will be compared to the votes for the write-in candidate to determine the winner.
- C. The positions of the names on the ballot and order of speakers at election assemblies shall be determined by drawing numbers.

2. Tabulation:

- A. Tabulation of ballots shall be at a time and place specified in the Election Time-line.
- B. The ballot box shall remain locked from the opening of the polls, to the end of the election. When the election is held on consecutive days, at the close of the polls each of the ballot boxes shall be secured in a locked room until the polls re-open.
- C. Only the Commissioner may open the ballot boxes, and only in the presence of at least one Election Commission member, and the ASOC Advisor.

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- D. Candidates may not be present at the time of the tabulation of any votes.
- E. Any ballot not completed according to standard election procedures will not be counted.
 - 1. Ballot must contain one vote per position or one vote total to be tabulated.

SECTION 5: Pre-Election Meeting:

The Commissioner shall call a meeting of all candidates prior to the beginning of the campaign period. Failure to attend without good cause, determined by the Election Commission, shall result in disqualification.

- 1. At this meeting, the Commissioner shall explain the campaign procedure and rules, and provide each candidate with a copy of the ASOC Constitution and By-Laws.
- 2. The Commissioner shall announce the date, time, and place of the election.
- 3. The positions of names on the ballot and at any candidates' assembly shall be determined at the meeting in accordance with Article IV, Section 4.1C of the ASOC By-Laws.

SECTION 6: Write-ins:

- 1. A write-in candidate must meet the GPA and unit qualifications for all ASOC officers to be elected (Refer to Article V, Section 2 of the ASOC Constitution).
- 2. A write-in candidate must get at least thirty votes as certified by the Election Commission to be considered a successful candidate.
- 3. A write-in candidate must be willing to serve and follow all assigned duties of executive position. A write-in candidate who does not meet all of the qualifications listed in Article IV of the ASOC Constitution will not be certified and the candidate with the next highest vote.
- 4. A write-in vote need not have a stamp or check after the name to be counted.

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SECTION 7: Political Parties:

1. Any candidates who choose to band together as a political party shall be disqualified from the election immediately.
2. Candidates are allowed to verbally endorse any other candidate or write-in candidate; but any written language banding two or more candidates together will be terms for disqualification.

SECTION 8: Campaigning:

Campaign posters for any ASOC election shall be under the jurisdiction of the Campus Activities Director according to Ohlone College policy. Approval for posting signs must be secured from the Campus Activities Director (see Election Packet on rules for posting).

1. The Commissioner may hold one college assembly for presentations by all candidates. The Election Commission will be responsible for planning this college assembly. Upon mutual consent of two or more candidates for one office, a debate may be scheduled. Only candidates may speak at this college assembly. In the absence of a candidate, the Commissioner can read a candidate's written speech.
2. All candidates running for a specified office will be given equal time in said college assembly, to be scheduled by the Commissioner.
3. All candidates shall be responsible for the removal of any and all campaign materials by two hours after the closing of the polls.
4. Campaign restrictions for polling area.
 - A. No audio or visual campaigning will be allowed in restricted areas.
 - B. A restricted area will be Building One including the ASOC office and the cafeteria.
 - C. All areas within 75 feet of designated voting place (Refer to Article IV, Section 2.1 of the ASOC By-Laws) will be restricted areas.

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5. Campaign material shall be limited to fifty dollars in value per candidate. Some items may be given a fixed value prior to the election to be set by the Election Commission and announced in the candidates meeting.
6. A list of itemized expenses shall be turned into the Commissioner or the Campus Activities Director by two hours after the closing of the polls.

SECTION 9: Enforcement and Penalties:

Violations of the ASOC Constitution and By-Laws will subject the candidate to a warning, disqualification, or to an invalidation of the election as specified in these documents. All decisions made by the Election Commission in regard to violations of these documents will be in written form and available for public inspection.

1. The Election Commission shall remove all campaign signs which are in violation of the posting regulations prior to the elections. The candidate shall receive a written notice of this action should a posting violation occur during elections, or candidates do not remove signs before time limit (Article IV, Section 8, 3), the candidate may be disqualified.
2. Candidates failing to obtain fifty valid signatures on the petition or failing to attend the mandatory pre-election candidates' meeting without showing good cause for such failure will be disqualified.
3. The election may be invalid if any violations of the balloting and tabulation rules occur.
4. Violations of the spending limit will result in disqualification of the candidate.

ARTICLE V
ID/DISCOUNT PROGRAM COMMITTEE

SECTION 1: ASOC Council shall establish an ID/Discount Program Committee as a standing committee.

SECTION 2: The Representative at Large shall chair this committee and be a voting member. The President shall perform the duties of the chair in the Representative at Large's absence. All voting members will have one full vote.

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SECTION 3: The committee will meet on a regular basis as deemed necessary by the chair to fulfill and complete the duties and responsibilities of the committee. The chair will make sure that all members of the committee are notified at least three days prior to any meeting and a report shall be given to ASOC Council after each meeting.

SECTION 4: The duties and responsibilities of the ID/Discount Committee shall include:

1. Make available to the ASOC an accurate list of all discounts available with the Student Activities Card.
2. Maintain all discounts and find new discounts.

SECTION 5: The ASOC Council shall decide the size and make-up of the ID/Discount Committee.

ARTICLE VI ASOC BUDGET COMMITTEE

SECTION 1: ASOC shall establish an ASOC Budget Committee as a standing committee.

SECTION 2: The Treasurer shall chair this committee and be a voting member. The President shall perform the duties of the chair in the Treasurer's absence. All voting members will have one vote.

SECTION 3: The committee will meet at least once a month to every Campus-wide Budget Committee meeting. The chair will make sure that all members of the committee are notified at least three academic days prior to any meeting and a report shall be given to ASOC Council after each meeting.

SECTION 4: The committee will help the Treasurer perform his/her duties, and in the vacancy of the Treasurer position, perform the duties of the Treasurer until a Treasurer is appointed or elected.

SECTION 5: The committee will assist the student member of the Campus-wide Budget Committee in promoting the welfare of the students on said committee. To that end, at every Campus-wide Budget Committee meeting, the ASOC Treasurer or at least one voting member of ASOC Budget Committee will attend.

SECTION 6: The ASOC Council shall decide the size and make-up of the ASOC Budget Committee. At least one of the voting members shall be from ASOC and one shall be from the outside of the ASOC Council.

ARTICLE VII
COMMITTEE ON LEGISLATION

- SECTION 1: ASOC Council shall establish a Committee on Legislation as a standing committee.
- SECTION 2: The Legislative Representative shall chair this committee and be a voting member. The Representative at Large shall perform the duties of the chair in the Legislative Representative's absence. All voting members will have one full vote.
- SECTION 3: The committee will meet on a regular basis as deemed necessary by the chair to fulfill and complete the duties and responsibilities of the committee. The chair will make sure that all members of the committee are notified at least three academic days prior to any meeting and a report shall be given to ASOC Council after each meeting.
- SECTION 4: The duties and responsibilities of the Committee on Legislation shall include:
1. Aiding the Legislative Representative in keeping the flow of information to and from CalSACC open.
 2. Follow legislation that affects ASOC, in the state and federal governments, to the extent that the committee feels is necessary.
 3. Act as a constant liaison between ASOC Council and elected state and local officials.
 4. Make students aware of legislation that will affect them and organize activities for students to voice their opinion on such legislation (i.e. letter writing, post cards, etc.)
 5. Review ASOC Constitution and By-Laws for any updates and revisions.
- SECTION 5: The ASOC Council shall decide the size and make-up of the Committee on Legislation.

HISTORY OF RATIFICATION AND AMENDMENT

Approved by ASOC Council.....January 3, 1972
Approved by ASOC Council.....May 23, 1972
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