ARTICLE I
Council Composition

Section I: Executive Officer

A. President

1. Be the presiding officer at all ASOC Council meetings.

2. Call all regular meetings of the ASOC Council.

3. Be an ex-officio member of ICC, all ASOC standing and ad-hoc committees.

4. Be aware of what other ASOC 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 ASOC Council member as needed.

5. Be the Chair and voting member of the ASOC Executive Council, but can only vote in case of a tie.

6. Be the Vice Chair and voting member of the ASOC Budget Committee.

7. Be an authorized signer of all ASOC budget accounts along with ASOC Vice President and the ASOC Treasurer.

8. Be empowered to organize and appoint chairpersons to all ad-hoc committees in order to carry out the student government functions. All presidential appointments shall be ratified by a majority vote of the ASOC Council in a meeting with quorum.

9. Mediate between ASOC Council Members in case of disputes.

10. Attend all College Leaders meetings scheduled by the College President/Superintendent.

11. Attend meetings with the ASOC Advisor(s) no less than once per week.

12. Attend meetings with the College President/Superintendent and/or the Vice President of Student Services at least once per month.

13. Create and post the ASOC agendas per California Open Meeting Laws (Brown Act, Government Code §54950 et seq.).

14. Shall be the ASOC representative to the Board of Trustees and shall report on the activities of the Associated Students.
15. Act as the official spokesperson of the ASOC and the ASOC Council.

16. Swear in the ASOC Council members to their office.

17. Attend ICC meeting once a month.

B. Vice President

1. Assume the duties and functions of the ASOC President upon the absence or permanent vacancy of the ASOC President.

2. Be the chair of the Ohlone College Inter Club Council (ICC) and report regularly on club activities to the General Council.

3. Encourage the clubs to be involved in the organized activities on campus.

5. Act as a liaison between the ASOC Council and campus clubs.

6. Serve as Vice Chair of the ASOC Executive Council.

7. Be an authorized signer for all ASOC budget accounts along with the ASOC President and the ASOC Treasurer.

8. Shall be a member of the ASOC Budget Committee.

9. Shall maintain a list of ASOC Council members and their respective clubs and be responsible for reporting any infractions to the ASOC Council.

10. Create and post all ICC agendas per the Brown Act (Government Code §54950 et seq.).

11. Attend meetings with the ICC Advisor no less than once per week.

12. Meet with the ASOC Advisor no less than once per week.

13. Maintain the ICC Budget with the ASOC Treasurer.

14. In the absence of the ASOC President, serve as representative of the ASOC to the Board of Trustees.

15. Meet with the President at least twice per month.

C. Secretary
1. Record the minutes of all ASOC General and Executive Council meetings.

2. Document all council agendas, minutes, and pertaining documents.

3. Keep an attendance chart and present any infractions of the Attendance Policy (ASOC Bylaws, Article V, Section II).

4. Keep an updated list of all ASOC members, and their contact information.

5. Be responsible for reporting any infractions to the ASOC Executive Council.

6. Log, file, and review all written business reports, and make them available to the public.

7. Create and maintain the office inventory list, while enforcing the Office Use Policy.

8. Order office supplies for the ASOC Council as deemed necessary with the approval of the ASOC Treasurer and ASOC Advisor(s).

9. Meet with the ASOC President no less than once week.

10. Maintain a master calendar of all ASOC committees.

11. Meet with the ASOC Advisor no less than twice per month.

12. Provide a weekly summary of ASOC activities and actions to the Monitor.

D. Treasurer

1. Serve as Chair and as a voting member of the ASOC Budget Committee.

2. Be responsible for all financial matters of the ASOC Council and the ASOC Budget.

3. Be an authorized signer on all ASOC budget accounts along with the ASOC President and the ASOC Vice President.

4. Work in cooperation with the Ohlone College Business Services Department and conform to regulations set by the Ohlone Community College District and the state of California.

5. In cooperation with the Director of Student Activities, make financial reports (written comprehensive report of income, expenses, state of reserves, and the financial condition of the ASOC) and statements available to the ASOC Council as needed.
6. Attend meetings with the Director of Student Activities no less than once per week.

E. Legislative Representative

1. Serve as Chair and as a voting member of the ASOC Legislative Committee.

2. Act as the Parliamentarian for the ASOC Executive Council and ASOC General Council.

3. Interpret the following documents as they pertain to the ASOC:
   a. ASOC Constitution and Bylaws
   b. Ohlone Community College District Board Policy and Regulations
   c. California Code of Regulations: Title V
   d. California Education Code
   f. Robert's Rules of Order

4. Has the sole authority to invalidate the decision of the Chair of the ASOC Council meeting should it violate any of the documents listed in the ASOC Bylaws, Article I, Section I, Subsection E, Item 3.

5. Conduct a Parliamentary Procedure workshop at least once (1) times per semester, except summer session, or as deemed necessary by the ASOC President, the ASOC Executive Council, or the ASOC General Council.

6. Meet with the ASOC Advisor(s) no less than once per month.

Section II: ASOC Executive Members

A. Qualifications

1. Students, to be eligible to serve in the ASOC Student Government, must submit a petition to the Student Activities Staff bearing the signatures of seventy-five (75) students as stated in the ASOC Bylaws, Article I, Section II, Subsection D.

2. Must have at least a 2.0 cumulative grade point average (GPA) and be enrolled in at least 5 units at Ohlone College. The Student Activities Staff will verify students’ records for the last completed term enrolled at Ohlone College. First semester students must be in good standing, as specified above during their term of office (Board Policy 5410 and Education Code §72023.5 and §76061). Eligibility will be checked again after the last date to drop a full-term course with a “W”.

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3. Must not be on academic probation.

B. Executive Information Meetings

1. Potential Executives must attend one (1) ASOC information meeting prior to the submission of their ASOC Executive Petition. Candidates who do not attend a meeting will have their application rejected.

C. ASOC Retreat and Orientation

1. All ASOC Executives must attend the ASOC Retreat during the Fall and the Spring.

2. The ASOC Executives shall hold an ASOC Council Orientation at the first (1st) meeting of the Fall semester.

3. ASOC Executives who miss 25% or more of the Retreat will be counted absent, and will be removed.

4. The ASOC Fall Retreat shall take place during the month of September, and the ASOC Spring Retreat shall take place during the month of February.

D. Petitions

1. An individual who decides to run for an office must request an Elections Petition from the Student Activities Staff. The Student 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 must submit a petition by the date set in the Election Timeline. This date shall be no less than five (5) instructional days prior to the election.

3. Candidate must attend executive officer information meeting, Pre-Election meeting and one ASOC General Meeting prior to running for the position.

4. Petitions must be turned in to the Student Activities Staff.

5. Petitions must be signed by no less than seventy-five (75) non-replicated and currently enrolled Ohlone students.

6. 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 Bylaws, and that violations of those procedures and regulations can result in the disqualification of the candidate.

7. Upon receiving a petition, the Student Activities Staff shall verify the qualifications of the candidate (ASOC Constitution, Article III). Candidates who are ineligible will be immediately disqualified.

8. Petition forms are to be made available to any currently enrolled student no less than fifteen (15) days prior to the petition deadline.

9. No campaigning will be allowed until a petition is on file, candidate eligibility is established, and a signed statement has been filed.

E. Purpose

1. Provide leadership for the ASOC Council.

2. Formulate and prioritize a set of ASOC Council goals and plans to achieve those goals at least once per semester.

3. Must physically attend summer session meetings and failure to do so may result in your removal. This decision will be made in an official summer executive meeting with the ASOC Executive Council and ASOC Advisor(s). (Refer to ASOC Bylaws Article V, Section II)

4. Enforce adopted ASOC Council policies and procedures as deemed necessary.

5. Assign additional duties to ASOC Committees and ASOC Council members as deemed necessary.

6. Organize the ASOC Council Retreat with the ASOC Advisor to be held in the Fall.

7. Assume the duties and responsibilities of all ASOC Committees that are not meeting their minimum membership requirements.

8. Act, and conduct the business of any of the ASOC Committees, as deemed necessary.

9. Be ultimately responsible for all actions taken by the ASOC Council, and if deemed necessary, with guidance from an advisor, take corrective actions.

10. Provide recommendations for Appointed Council Positions in accordance with the ASOC Bylaws, Article III, Section I, Subsection B.
11. The ASOC Senators shall have the power of veto, to be used at its discretion, in the event the Executive Council adopts any policy or procedure without the consideration of the ASOC Senators. A veto requires a two-thirds (2/3) vote of the ASOC Senators.

F. Executive Duties

1. Attend and be voting members of the ASOC Council with one (1) full vote.

2. ASOC Executive members are expected to volunteer for the following tasks:
   a. Office Duties
   b. Surveys (creating, distributing)
   c. Special Projects
   d. Any task deemed necessary by the ASOC Council and the ASOC Advisor(s).

3. Give reports as applicable.

4. Notify the ASOC President, or the committee chair, if for any reason they cannot attend a general meeting or a committee meeting respectively. Written notification must be submitted prior to the meeting.

5. Make requests for agenda items in writing to the ASOC President in time for the ASOC President to publish the agenda in accordance with the Brown Act. Only ASOC Council members may sponsor agenda items.

6. Serve on at least (2) two committees either ASOC or Campus-wide committees.

7. Take an evaluation at the end of the term (usually the last scheduled meeting of the semester) of office as well as workshop or final assignment.

8. Notify the ASOC Council if situations arise which will not allow or permit you to fulfill the duties of your office.

9. Be a member of at least one officially approved Ohlone College club.

10. Maintain the ASOC Council workspaces in a clean and orderly state.

11. Required to take PD120 A & B class for one academic year.

Section III: Appointed ASOC Council Positions

The Appointed ASOC Council Positions are positions within the ASOC Council. All rights and privileges of the Senator remain.
A. Newark Center Representative

1. Represent the interests of the Ohlone students at the Newark Center for Health Sciences and Technology.

2. Serve as Chair and as a voting member of the Newark Committee.

3. Must have no less than one (1) classes at the Newark Center for the fall and Spring semesters.

4. Bring concerns of the students at the Newark Center to the attention of the ASOC Council.

5. Work in cooperation with the Student Activities department in planning events for the Newark Center.

6. Meet with the ASOC Advisor(s) no less than once per month.

B. Marketing and Communications Representative

1. Serve as Chair and as a voting member of the ASOC Marketing and Communications Committee.

2. Work in cooperation with the organizer(s) of all ASOC Council coordinated events and distribute evaluation surveys.

3. Be responsible for all ASOC Student Government advertising and publicity.

4. Meet with the ASOC Advisor(s) no less than once per month.

Section IV: ASOC Senator Members

A. Qualifications

1. Students, to be eligible to serve in the ASOC Student Government, must submit a petition to the Student Activities Staff bearing the signatures of fifty (50) students as stated in the ASOC Bylaws, Article I, Section IV, Subsection D.

2. Must have at least a 2.0 cumulative grade point average (GPA) and be enrolled in at least 5 units at Ohlone College. The Student Activities Staff will verify students’ records for the last completed term enrolled at Ohlone College. First semester students must be in good standing, as specified above during their term of office (Board Policy 5410 and Education Code §72023.5 and §76061). Eligibility will be checked again after the last date to drop a full-term course with a “W”.

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3. Must not be on academic probation.

B. Senator Information Meetings

1. Potential Senators must attend one (1) ASOC information meeting prior to the submission of their ASOC Senator Petition. Candidates who do not attend a meeting will have their application rejected.

C. ASOC Senator Retreat and Orientation

1. All ASOC Senators must attend the ASOC Retreat during the Fall and Spring.

2. The ASOC Council shall hold an ASOC Council Orientation at the first (1st) meeting of the Fall semesters.

3. ASOC Senators who miss 25% of the Retreat will be counted absent, and will be removed.

4. The ASOC Fall Retreat shall take place during the month of September, and the ASOC Spring Retreat shall take place during the month of February.

D. Petitions

1. Students may apply to join the ASOC Council as a Senator within fifteen (15) calendar days after the beginning of the Fall semester.

2. In case more than fifty percent of the Senators resign before the spring semester, students may be able to apply in the spring semester.

3. A student may become a Senator by obtaining fifty (50) signatures of Ohlone students on an ASOC Senate Petition form, and completing an ASOC Senator Application.

3. Students may not sign on more than one senator petition.

4. Petitions must be filed with Student Activities Staff, who will be responsible for maintaining records of the petitions and for verifying all current signatures.

5. Petitions are due by a time deemed by the Executive Council, fifteen (15) calendar days after the beginning of the Fall. In the event that the fifteenth (15th) calendar day falls on a weekend or campus holiday, the petitions will be due by the close of business the following calendar day that the campus is open.
E. Senator Duties

1. A senator’s term of office will be one (1) full academic year.

2. Attend and be voting members of the ASOC Council with one (1) full vote.

3. Attend and staff ASOC in-house events as determined by the ASOC Executive Council.

4. ASOC Council members are expected to volunteer for the following tasks:
   a. Office Duties
   b. Surveys (creating, distributing)
   c. Special Projects
   d. Any task deemed necessary by the ASOC Council and the ASOC Advisor(s).

5. Give reports as applicable.

6. Notify the ASOC President, or the committee chair, if for any reason they cannot attend a general meeting or a committee meeting respectively. Written notification must be submitted prior to the meeting.

7. Make requests for agenda items in writing to the ASOC President in time for the ASOC President to publish the agenda in accordance with the Brown Act. Only ASOC Council members may sponsor agenda items.

8. Serve on at least (2) two committees either ASOC or Campus-wide committees.

9. Take an evaluation at the end of the term (usually the last scheduled meeting of the semester) of office as well as workshop or final assignment.

10. Notify the ASOC Council if situations arise which will not allow or permit you to fulfill the duties of your office.

11. Be a member of at least one officially approved Ohlone College club.

12. Maintain the ASOC Council workspaces in a clean and orderly state.

13. Required to take PD120 A & B class for one academic year.

Section V: Succession of Officers

A. The line of succession of the ASOC Council shall be:
   1. President
   2. Vice President
   3. Secretary
4. Treasurer
5. Legislative Representative

B. In the event that the order of succession is unable to be followed, the ASOC Council shall select a Chair du Jour by a majority vote. The Chair du Jour shall establish an agenda for the next ASOC Council meeting.

ARTICLE II
Oath of Office

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

ARTICLE III
Selections, Appointments, and Terms of Office

Section I: Selections and Appointments

A. Executive Selections

1. The Executive Officers shall be elected in a general election each year in the month of April (Board Policy 5410), in accordance with the ASOC Bylaws, Article VII and Article I, Section II, Subsection D.

2. In case of an election tie, a run-off election will be held under the conditions stated in the ASOC Bylaws, Article VII.

3. ASOC Council will hold a transition meeting of both the old officers and the newly elected officers. The transition meeting must be the last meeting of the council. At the transition meetings, newly elected officers will be sworn in, and the term of the old officers will end.

B. ASOC Council Member Appointments

1. Senators interested in an Appointed ASOC Council Position must submit an application to the ASOC President to be referred and considered at the next ASOC Council meeting or ASOC Executive Council meeting.

2. The ASOC Council shall make appointments among the ASOC Senators to Appointed ASOC Council Positions within one month from the orientation.

3. The following Appointed ASOC Council Positions shall be appointed by a majority vote of the ASOC Executive Council and confirmed by a majority vote
of the ASOC Council in a meeting with quorum:
   a. Newark Representative
   b. Marketing and Communication Representative
   c. Health and Wellness Commissioner
   d. OCAB Commissioner

Section II: Vacancies

A. Committee Appointments
   1. Annual ASOC Council appointments to committees will be made within one
      month from the orientation.

B. ASOC Council shall make appointments in accordance with this section whenever at
   least one of the following occurs:

   1. There are no more than two (2) Executive Office vacancies, and a special
      election will not be held.

   2. There is at least one Appointed Council Position vacancy.

   3. There is at least one (1) vacancy on at least one (1) committee.

   4. ASOC Council performs the annual appointments in accordance with ASOC
      Bylaws Article III, Section II, Subsection A.

C. ASOC Council Members may only concurrently hold one (1) Executive or Appointed
   Council position.

D. The ASOC Council will make appointments in three stages:

   1. Each member of the ASOC Council will be appointed to a position until the
      terms of the ASOC Constitution and Bylaws are met for that individual.

   2. All students not on the ASOC Council will be appointed until all Executive
      officer and committee seat vacancies being sought are filled.

   3. Member of the ASOC Council may then be appointed until all vacant
      positions being sought are filled.

E. In case ASOC does not find anyone in the council The ASOC Council is responsible
   for notifying all Ohlone students’ about the vacancies two (2) meetings prior to
   appointments.

F. The ASOC Council shall fill vacancies within three (3) general meetings from the
   position being vacated.
G. The ASOC Council may mandate that students turn in Application/information prior to the day of appointments.

H. In case more than fifty percent of the Senators resign before the spring semester, the Executive council may open senator applications to all eligible Ohlone students.

Section III: Terms of Office

A. All Executive Officers, Senators, ASOC Council positions will serve a term of one (1) academic year.

ARTICLE IV
Meetings

Section I: Procedures
A. Meetings shall be open to all students, faculty, staff, administrators, and the general public, except in closed sessions in accordance with Brown Act.

B. Robert’s Rules of Order, latest edition, shall be used as parliamentary guidance at all meetings of the ASOC Council. The Legislative Representative shall have the responsibility of educating the ASOC Council on Robert’s Rules of Order. (ASOC Bylaws, Article I, Section I, Subsection E, Item 3)

Section II: Types of Meetings
A. The ASOC Council shall meet regularly, once a week during the academic year as deemed by the Executive council and the Advisor(s).

B. The ASOC President and/or a majority of the ASOC Council may call special meetings, as deemed necessary.

C. The ASOC President may cancel a regularly scheduled ASOC meeting and/or special meeting with a majority vote of the Council present at a regularly scheduled meeting and with advance notice of seventy-two (72) hours to all ASOC Council members and the general student body.

D. Workshops will be designated to cover special topics of interest and importance to the ASOC Council and all students in general and will be placed on the agenda in accordance with the Brown Act.
   1. 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.
ARTICLE V
Resignations and Absences

Section I: Resignations shall be submitted in writing to the ASOC President 48 hours before the next meeting.

Section II: Attendance Policy

A. Each ASOC council member is allowed two (2) absences from the ASOC General council meetings; upon the third absence council member will be up for removal.

B. Each Executive council member is allowed two (2) absences for scheduled summer executive meetings; upon the third absence council member will be up for removal.

C. Each Executive council member is allowed two (2) absences from the ASOC Executive council meetings; upon the third absence council member will be up for removal.

D. Being “absent” is defined as attending less than seventy-five percent (75%) of the meeting time. Council member must be present for 75% of the meeting.

E. The Secretary will keep attendance records and supply written documentation within forty-eight (48) hours of the second (2nd) absence to Council members who are in danger of violating the attendance policy.

F. Council members who violate the attendance policy will be reported to the ASOC Council at the next ASOC Council meeting for further action.

ARTICLE VI
Discipline and Removal of Council Members

Section I: Violations

A. ASOC Council members are subject to removal if they are found to have violated the terms and conditions of the ASOC Constitution and Bylaws.

B. A Council member is subject to removal due to violation of Ohlone College policies, which include:
   1. Academic Dishonesty (Board Policy- Regulation 7.8.4.1).
   2. Standards of Student Conduct (see college website to find the Standards of Student Conduct under the Office of the Vice President of Student Services,
the College Catalog, and/or Board Policy 5500).

Section II: Types of Removal

A. An ASOC Council member shall be automatically removed from council if they are academically ineligible (California Education Code §76061).

B. Procedure to remove a member of the ASOC Council may be initiated in either of the following manners, which include, but are not limited to:

1. An ASOC Council Member fulfills their duty to notify the ASOC Council in a meeting that a Council member has failed to comply with the ASOC Constitution and Bylaws.

2. An ASOC Council member is found responsible for the violation of the Ohlone Community College District policy or procedure.

Section III: Removal Proceedings

A. At the adjournment of the meeting in which removal notification is given, the member under removal proceedings shall be suspended of all rights and privileges (ASOC Bylaws, Article I) afforded to ASOC Council members until the case is resolved.

B. Removal proceedings will take place during the next regularly scheduled ASOC Council meeting directly following the meeting of notification. If the item is not resolved during the next regularly scheduled ASOC Council meeting directly following the meeting of notification, all rights and privileges will be restored to the member in question.

C. To remove an ASOC council member a two-thirds (2/3) vote of the entire ASOC Council or unanimous vote if two-thirds (2/3) of the ASOC Council is not present at the meeting is needed. An ASOC Council member who is removed from council may not become an ASOC Council member again for the remainder of the academic year.

D. The charge(s) will be read to ASOC Council by then Secretary.

E. The ASOC Council Member in question will then have a chance to rebut the charges.

F. After the charges and the rebut have been made the floor will be opened for questions from the council. No more than three (3) questions from the council at no more than two (2) minutes per person will be allowed.

G. The ASOC Council will then vote by ballot either at the end of the questions or after all statements for all other pending ASOC Council Removal Proceedings are made.
ARTICLE VII
Elections

Section I: Elections Staff

A. The Office of Student Life shall be responsible for conducting and staffing the elections, as well as certifying the results.

B. The Office of Student Life will publish an Election Timeline with the help of the Director of Student Life and ASOC Advisor prior to the publicizing of the petition deadline.

C. The Office of Student Life shall publicize the petition deadline of the ASOC Elections by placing at least fifteen (15) notices around all campuses of the district.

D. The Office of Student Life shall, in cooperation with the ASOC Advisor and Director of Student Activities, approve other campaigning methods.

E. The Office of Student Life shall certify the election results and post at least one copy of the results on the ASOC Office door as well as informing the official Ohlone newspaper of the results.

Section II: Election Procedures

A. Elections

1. The Office of Student Life may designate additional voting places on both Fremont and Newark campuses.

2. The exact dates of the election shall be specified in the Election Timeline as provided in the ASOC Constitution, Article IV, and ASOC Bylaws, Article VII. General elections shall be held on at least two consecutive days

3. In General and Run-off elections, the certified elections results will be posted on the date specified in the Election Timeline (ASOC Bylaws Article VII, Section III).

4. The winning candidate for each office must receive a plurality (largest number) of the valid votes cast. In the event of a tie, a Run-off election shall be held no earlier than five (5) instructional days after certification of the election results. The Run-off election shall be publicized by at least fifteen (15) posters on all campuses of the district at least five (5) 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 in accordance with the ASOC Bylaws Article III, Section II.

6. Any associated student may protest an election by submitting the protest in
writing to the Office of Student Life, stating the problem and reasons for the
protest, prior to the closing of the polls. The Office of Student Life 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.

B. Ballots and Tabulations

1. Ballots
   a. Ballots may not state incumbency of a candidate.

   b. The Office of Student Life shall produce the ballot.

      i. There shall be one (1) space for a write-in for each office.

      ii. There shall be no write-in candidate for a Run-off election.

      iii. 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 the ASOC Bylaws, Article
VII, Section II, Subsection A, Item 5.

      iv. In the event that an eligible write-in candidate is recognized
as a successful write-in candidate (ASOC Bylaws, Article VII,
Section II, Subsection D) 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. In the event of college assembly/candidate forum the positions of
the title of office on the ballot and order of speakers at election
assemblies shall be determined by the line of succession as
indicated in the ASOC Bylaws Article I, Section V. The order in which
the names of each candidate appear within each position on the
ballot and the order of speakers at election assemblies shall be
determined by drawing numbers.

   d. The Office of Student Life shall determine any additional methods of
voting and the rules and regulations that accompany them, to be
ratified by the ASOC Council as an amendment to these bylaws.
2. **Tabulation**

   a. Tabulation of ballots shall be conducted at the end of the voting.

   b. Candidates may not be present at the time of the tabulation of any votes.

C. **Pre-Election Meeting**

1. The Office of Student Life shall call an official meeting of all candidates prior to the beginning of the campaign period. Failure to attend will result in disqualification.

2. At this meeting, the Office of Student Life Commissioner shall explain the campaign procedure and rules, and provide each candidate with a copy of the ASOC Constitution and Bylaws.

3. The Office of Student Life shall announce the date, time, and place of the election.

4. The positions of names on the ballot and at any election’s assembly shall be determined at the meeting in accordance with the ASOC Bylaws, Article VII, Section II, Subsection B, Item 1c.

D. **Write-In Candidates**

1. A write-in candidate must meet the GPA and unit qualifications for all ASOC officers to be elected (Article I, Section II, Subsection A of the ASOC Bylaws).

2. A write-in candidate must get at least fifty (50) votes as certified by The Office of Student Life to be considered a successful candidate.

3. A write-in candidate must be willing to serve and follow all assigned duties of the desired executive positions. A write-in candidate who does not meet all of the qualifications listed in the ASOC Bylaws Article I, Section II, Subsection A will not be certified and the candidate with the next highest vote will be considered the successful candidate.

4. Write-in candidates will be held to the same campaigning policies as official candidates.

E. **Political Parties**

1. A political party is defined as any candidates who endorse any other candidate either verbally or in writing.
2. Any candidates who choose to band together as a political party shall be disqualified from the election immediately.

F. Campaigning

Campaign materials (including social media) for any ASOC election shall be under the jurisdiction of the Director of Student Life according to the Ohlone College Policy on Time, Place, and Manner. Approval for campaign materials must be secured from the Director of Student Life (see Election Packet on rules for posting).

1. The Office of Student Life may hold one (1) or more college assemblies for presentations by all candidates. The Office of Student Life will be responsible for planning this college assembly. Upon mutual consent of two or more candidates for one (1) office, a debate may be scheduled. Only official candidates may speak at this college assembly. It is mandatory for official candidates to be present at college assembly.

2. All candidates running for a specified office will be given equal time in said college assembly, to be scheduled by The Office of Student Life.

3. All candidates shall be responsible for the removal of any and all campaign materials by four (4) 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. Restricted areas will be, all of Building Seven (7) including the ASOC Office, and inside Building Five (5) the Cafeteria.
   c. All areas within seventy-five (75) feet of the designated voting place (ASOC Bylaws Article VII, Section II, Subsection A, Item #1) will be restricted areas.

5. Campaign material shall be limited to fifty dollars ($50.00) in value per candidate. Some items may be given a fixed value prior to the election to be set by The Office of Student Life and announced in the candidates meeting.

6. A list of itemized expenses shall be turned in to the Office of Student Life no later than four (4) hours after the closing of the polls on the final day of elections.

8. Other campaign methods shall be allowed at the discretion of The Office of Student Life.
G. Enforcement and Penalties

Violations of the ASOC Constitution and Bylaws 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 Office of Student Life in regard to violations of these documents will be in written form and available for public inspection.

1. The candidate shall remove all campaign materials, 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. Candidates who do not remove materials before the time limit will be disqualified.

2. Candidates failing to obtain seventy-five (75) valid signatures on the petition will be disqualified and failing to attend the mandatory pre-election candidates’ meeting as well as the college assembly (if any) without showing good cause for such failure will also be disqualified.

3. The election will 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.

Section III: Election’s Timeline

A. The Office of Student Life, along with the Director of Student Life shall create the Elections Timeline.

B. The Elections Timeline must include the following:
   1. Announcement of ASOC Elections
   2. The opening and closing of the petition-filing period.
   3. Candidate Information Meeting.
   4. Notification of Candidate Eligibility.
   5. Mandatory Candidates’ Meeting.
   6. Campaigning Period beginning and end.
   7. Meet the Candidate’s Speech information.
   8. Voting time frame.
   10. Campaign removal deadline.
   11. Expenditure report due date.
   13. ASOC Swearing in Ceremony date.
ARTICLE VIII
Executive Council

Section I: Membership
A. The Executive Council shall consist of the following:
   1. President (Chair)
   2. Vice President (Vice Chair)
   3. Secretary (Recording Secretary)
   4. Treasurer
   5. Legislative Representative

B. The ASOC Advisor(s) and Student Member on the Board of Trustees shall act as an ex-officio member of the Executive Council.

Section II: Meetings
A. The ASOC Executive Council shall hold a regular meeting once per week during the academic year and as needed in the summer session.

B. Meetings shall be held in accordance with the ASOC Bylaws, Article IV, Section I.

ARTICLE IX
Inter Club Council

Section I: The ASOC Council shall establish a permanent organization for clubs and organizations named Inter Club Council (ICC).

Section II: The ASOC Vice President shall Chair the ICC and vote only in the event of a tie. The ICC Vice Chair shall perform the duties of the Chair in the ASOC Vice President’s absence.

Section III: All clubs and organizations must be members of the ICC and must have a representative present at each ICC meeting.

Section IV: Any club, organization, or association may require its members to pay dues. Such funds are to be collected and credited to the account of the club, organization, or association by which they are collected.

Section V: The ICC will meet in accordance with the Brown Act (Government Code §54950 et seq.). The ASOC Vice President shall give a report to the ASOC Council after each meeting.

Section VI: The ICC shall cast an advisory vote on Club Money Requests. The ASOC shall cast the final vote on all Club Money Requests after a vote has been taken in ICC.
Section VII: All on campus student clubs, organizations and associations must be officially recognized and chartered by the ASOC Student Government through the ICC.

Section VIII: The ASOC Council hereby grants the authority to the ICC to create and adopt their own Constitution, Bylaws and policies with the majority approval of the ASOC Council.

ARTICLE X
Committees

Section I: Types of Committees

A. Standing
The ASOC Council shall establish the following committees as Standing Committees of the ASOC:
   1. ASOC Budget
   2. ASOC Legislative
   3. ASOC Marketing and Communications
   4. ASOC Newark

B. Ad-Hoc
The ASOC Council shall establish Ad-Hoc committees to perform duties and tasks as assigned by the ASOC Council. Ad-Hoc committees shall expire and dissolve at the end of the academic year.

C. Campus Wide
The ASOC Council shall provide representatives to all campus wide committees as requested by those campus wide committee chairs. The ASOC Advisor shall help establish a list of campus wide committees for the ASOC.

Section II: Committee Meetings

A. The ASOC standing and ad-hoc committees shall conduct regular meetings at least once per month and as deemed necessary by the respective chair, excluding: during break, the first week of the term, dead week (week before finals), and finals week.

Section III: Committee Policies

A. Each ASOC standing and ad-hoc committee can create, adopt, modify, and enforce their own committee policies after final approval by the ASOC Council.

Section IV: Committee Member Duties

A. Committee Chair Duties
1. Serve as the presiding member of their respective committees as specified in
   their duties and committee policy and strive to facilitate their committee fairly
   and equally to the best of their ability.

2. In accordance with the Brown Act, schedule and set agendas of all meetings
   of their respective committees as specified in the ASOC Bylaws Article IV,
   Section I.

3. Shall appoint a Vice Chair to their respective committee with the approval by
   majority vote of their committee.

4. Instruct their respective committee Vice Chair on the duties of their office to
   be performed in their absence.

5. Submit a business report of their respective committee to the ASOC Council
   at every regular ASOC Council meeting following their committee meeting.

B. Committee Vice Chair Duties
   1. Assist their committee chair in the duties of their office.

   2. Assume the duties of their committee chair when said committee Chair is
      absent or unavailable.

   3. Perform all other duties relevant to their position in which they have been
      assigned to do by their committee chair.

   4. Record and prepare the minutes of each meeting of their committee before
      the next regular committee meeting and post them after they have been
      approved.

C. Duties and Responsibilities of Student Representatives to Campus Wide
   Committees

   1. Bring any issues being dealt with by their committee that they deem to be of
      sufficient interest or concern to the attention of the ASOC Council as a whole.

   2. Act in accordance with the governing document of their committee.

   3. Maintain and add to their collection of records, resources, and
      recommendations relating to their position, and ensure that it is made
      available to the next holder of their Campus Wide Committee assignment.

   4. Submit a verbal report to the ASOC Council within one (1) week of each of
      their respective Campus Wide Committee meetings.
D. Duties and Responsibilities of Standing and Ad-Hoc Committee Members

1. Act in accordance with the established committee policy.

2. Perform all other duties relevant to their committee, which they have been assigned to do by their committee chair.

ARTICLE XI
Amendments

SECTION 1: Amendments to these bylaws may be proposed by either of the following methods:
1. A motion by the Legislative Committee chair, presented at a meeting with quorum.

2. A petition signed by students in a number equal to twenty percent (20%) of the students voting in the last general election.

SECTION 2: The ASOC Council and the Advisor shall examine the proposed amendment and within twenty-one (21) days the ASOC Council shall vote on the proposed amendment(s) at a meeting with quorum.

SECTION 3: The proposed amendment(s) shall become effective upon ratification by a majority vote of the ASOC Council. (In this instance, the term majority means half plus one of all ASOC Council votes.)

Bylaws Ratification and Amendment History

Original Authors (2009-2010):
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Revision Authors (2012-2013): Sonam Babu and Amit Patel

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Revision Author (2014-2015): Kirtanpal Ghoman (KP) and Sonam Babu

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