

**OHLONE COLLEGE  
STUDENT GOVERNMENT**

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**EXECUTIVE COUNCIL**

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**ASSOCIATED STUDENTS  
OF OHLONE COLLEGE**

**ASOC Motto**

**“We serve students first: advocating  
for their true needs, wants, and concerns.”**

**— THE FOLLOWING ARE THE GOVERNING RULES OF THE ASOC —**

# **ASSOCIATED STUDENTS OF OHLONE COLLEGE**

## **Addendum 2: Executive Council**

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# ASSOCIATED STUDENTS OF OHLONE COLLEGE

## Addendum 2: Executive Council

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### Article I: General Provisions

#### Section 1: Purpose

The purpose of the Executive Council shall be to provide insight and guidance to incoming senators, maintain order and structure to the Student Legislature, and to focus on the specific duties of their Executive Role.

*Note: Executives do not have unquestionable authority. They guide the legislature, they do not dictate to the legislature.*

**Section 2:** The objectives of the Executive Council will always be to represent the needs, wants and concerns of the students of Ohlone College, whether that be in shared governance or general council meetings and to be mentors to the student administration members and senators.

**Section 3:** In periods where the Senate is either not in session, or does not hold senators, the Executive Council's vote will act as both bodies.

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### Article II: Executive Council Composition

#### Section 1: President

**Section 1.1** The ASOC President shall set the ASOC Senate and Executive meeting agendas.

**Section 1.2** Be the presiding officer and chair at all ASOC Council meetings.

**Section 1.3:** Call all regular meetings of the ASOC Council (Unless majority senate consensus agrees a meeting should not be conducted).

**Section 1.4:** Be an ex-officio member of ICC, ASOC Budget Committee, and all ASOC standing and ad-hoc committees.

**Section 1.5:** Be the Chair and voting member of the ASOC Executive Council, however, shall be the last member to vote so as to not affect the process.

**Section 1.6:** Be an authorized signer of all ASOC budget accounts along with ASOC Vice President and the ASOC Treasurer.

**Section 1.7:** Be empowered to organize and appoint chairpersons to all ad-hoc and standing committees in order to conduct student government legislative functions. All presidential senate appointments shall be ratified by a majority vote of the ASOC Council in a meeting with quorum.

**Section 1.8:** Mediate between ASOC Council Members in case of disputes.

**Section 1.9:** May attend all College Leaders meetings scheduled by the College President/Superintendent or send a proxy representative instead.

**Section 1.10:** Recommended to attend meetings with the ASOC Advisor(s) no less than once per month.

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**Section 1.11:** Create and post the ASOC agendas per California Open Meeting Laws (Brown Act, Government Code §54950 et seq.).

**Section 1.12:** Shall be the ASOC representative to the Board of Trustees and shall report on the activities of the Associated Students.

**Section 1.13:** Act as the official spokesperson of the ASOC and the ASOC Council.

**Section 1.14:** Swear in the ASOC Council members to their office.

**Section 1.15:** Shall co-chair Cabinet meetings with the ASOC Vice President.

**Section 1.16:** Shall be the chief officer of the ASOC Student Administration.

**Section 1.17:** Shall have authority to appoint Interim Program Directors, Deputy Directors, uncertified Coordinators, and authorize transfer members between Programs in Student Administration.

**Section 1.18:** Have financial authorities established in [Addendum 8: ASOC Finance](#)

### Section 2: Vice President

**Section 2.1:** Assume the duties and functions of the ASOC President upon the absence or permanent vacancy of the ASOC President.

**Section 2.2:** Serve as Vice Chair of the ASOC Executive Council and ASOC Senate.

**Section 2.3:** Be an authorized signer for all ASOC budget accounts along with the ASOC President and the ASOC Treasurer.

**Section 2.4:** Shall be an Ex-Officio member on the ASOC Budget Committee.

**Section 2.5:** May meet with the ASOC Advisor once per month.

**Section 2.6:** In the absence of the ASOC President, serve as the representative of the ASOC to the Board of Trustees.

**Section 2.7:** Meet with the President once per month to review ASOC operations.

**Section 2.8:** Shall co-chair Cabinet meetings with ASOC President.

**Section 2.9:** Shall oversee day to day operations of the Student Administration with directives from the ASOC President.

**Section 2.10:** Shall be available for all Program and Branch Directors to seek direction and advice from.

**Section 2.11:** Shall report to the senate on Student Administration progress and updates, as well as encourage members of Student Administration to come to Legislature meetings to present on their program.

**Section 2.12:** Shall have authority to appoint Interim Program Directors, Deputy Directors, uncertified Coordinators, and authorize transfer members between Programs in Student Administration.

**Section 2.13:** Have financial authorities established in [Addendum 8: ASOC Finance](#)

### Section 3: ICC Chair

**Section 3.1:** Be the presiding officer and chair at all ICC meetings.

**Section 3.2:** Shall be the official spokesperson for the ICC.

**Section 3.3:** Preside over all ICC meetings.

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**Section 3.4:** Authorized to sign on behalf of ASOC budget accounts related to ICC along with the ASOC President, Vice President and the ASOC Treasurer.

**Section 3.5:** Shall have the authority to review clubs' finances.

**Section 3.6:** Foster club involvement in organized activities on campus.

**Section 3.7:** Act as a liaison between the ASOC Council and campus clubs.

**Section 3.8:** Create and post all ICC agendas per the Brown Act (Government Code §54950 et seq.).

Section 3.8.1: May be delegated to ICC Secretary.

**Section 3.9:** Maintain the ICC Budget with the ASOC Treasurer.

**Section 3.10:** Introduce any ICC legislation that has been voted to be approved to the Senate Floor. ([See ICC Addendum](#)).

**Section 3.11:** Must email Club President if their club has missed 2 consecutive ICC meetings, and will be removed if they miss a third.

**Section 3.13:** May meet with the ASOC Advisor once per month.

**Section 3.14:** Provide a weekly summary of ICC activities to ASOC under reports.

#### Section 4: Treasurer

**Section 4.1:** Serve as Chair and as a voting member of the ASOC Budget Committee (sometimes referred to as the Finance Committee).

**Section 4.2:** Be responsible for all financial matters of the ASOC Senate, Executive Council, ICC and the overall ASOC Budget.

**Section 4.3:** Be an authorized signer on all ASOC budget accounts along with the ASOC President and the ASOC Vice President.

**Section 4.4:** 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.

**Section 4.5:** 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.

**Section 4.6:** Shall have initial authority over interpretation of finance policies.

**Section 4.7:** Shall author the annual budget with the Senate Budget Committee.

**Section 4.8:** Shall have executive authority to amend the Annual budget if needed, but must report all executive modifications to the ASOC Senate and Budget Committee in the next available meeting.

**Section 4.9:** Shall update [ASOC History Addendum Article 4](#) to link years ASOC Budget in. Will have authority to accurately link the budget without needing Bylaw Amendment.

**Section 4.10:** Shall give a presentation on annual budget progression once a semester, indicating progress with usage of the ASOC Budget.

**Section 4.11:** Shall ensure ASOC finances, investments, donations, and other monetary items are transparent and up to date on the ASOC website.

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## Addendum 2: Executive Council

### Section 5: Legislative Representative

**Section 5.1:** Serve as Chair and as a voting member of the ASOC Legislative Committee and Judiciary Committee.

**Section 5.2:** Act as the Parliamentarian for the ASOC Executive Council and ASOC Senate.

**Section 5.3:** Has the sole authority to invalidate the decision of the Chair of the ASOC Council meeting if it violates any of the documents listed in the ASOC Bylaws.

**Section 5.4:** Sole authority to interpret the following documents as they pertain to the ASOC:

1. ASOC Constitution and Bylaws
2. Ohlone Community College District Board Policy and Regulations
3. California Code of Regulations: Title V
4. California Education Code
5. California Government Code: Brown Act §54950 et. seq.
6. Robert's Rules of Order

**Section 5.4.1:** The Legislative Representative's interpretation may be overruled after stated during a Senate Judiciary committee bylaw review of the subject. Until such a review can take place, the Legislative Representative's interpretation is final.

**Section 5.4.2:** The Legislative Representative shall not be the chair of the Judiciary Committee if the Judiciary Committee is investigating a decision made by the Legislative representative. This is so the Legislative Representative cannot exert their influence upon the Judiciary committee.

**Section 5.4.3:** ASOC Treasurer will hold initial authority of interpretation overall financial policies, and matters. Legislative may challenge such. If the Legislative Representative challenges, it may be taken to the Judiciary Committee who will study the subject, and present information to the senate to take a final vote on the matter.

**Section 5.4.4:** The chair of the Judiciary Committee shall be decided by the ASOC Executive Council in the instance that the Judiciary Committee is investigating a decision made by the Legislative Representative. It is recommended that the chair be a member of the Executive Council.

**Section 5.5:** Conduct a Parliamentary Procedure workshop at least once (1) time per semester, except summer session. Ensure understanding of Parliamentary Procedure is trained for the next generation of ASOC.

**Section 5.6:** May amend Bylaws's hyperlinks to proper documents without Legislature vote as long as accurately doing so and report the amendments to the next ASOC meeting.

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## Addendum 2: Executive Council

**Section 5.7:** Shall ensure that ASOC Bylaws, Constitution, and other documents are up to date on the ASOC Website.

**Section 5.7.1:** May work on this matter alongside ASOC President and ASOC Vice President as the website updating is done by the R & D Branch of Student Administration.

**Section 5.8:** With the approval of the President, may make minor typo fixes to the ASOC Bylaws. Must be accurate and not change the spirit of the text. If found to be abused, is grounds for an immediate removal by the Senate. Must report all changes at the next available meeting.

**Section 5.9** Attend Student Senate of California Community meetings (SSCCC) pertaining to region IV or the region Ohlone Community College belongs to as the Ohlone delegate. If the Legislative Representative cannot attend, they may appoint a designee in their stead to serve as the Ohlone Representative.

*Article Note 1: ASOC Executive Council must hold an appointed secretary to maintain the minutes.*

*Article Note 2: For the transitional year of 2019-20, the ASOC Secretary will be a voting member of the ASOC Executive council due to their being voted by the student body under the previous bylaws. They shall be given the same privileges as other Executives, with the Executive Member Secretary role being terminated at the end of the 2019-20 term.*

*Article Note 3: For the transitional year of 2019-20, the ASOC ICC Chair will be appointed and not have the same privileges as the full executive council members. They will not have a vote, nor will they receive a stipend.*

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### Article III: Executive Elections Process

#### Section 1: Elections Addendum

Full authority over the elections process of ASOC Executive Council will abide by the [ASOC Bylaws Elections Addendum](#)

#### Section 2: Appointments

In the case of a vacancy in the Executive Council, the council will temporarily abide by the rule of succession, outlined in *Executive Council Addendum Article 5, Section 1*, until the Legislature is able to appoint a new member to the Executive Council to either fulfill said vacant role, or the vacancy produced by the change in positions due to line of succession. Students must qualify under the same standards as Elected Executives, and must be appointed with a majority vote from the Senate (or the Executive Council if the senate is not in session).

**Section 2.1:** If the Executive Council wishes to appoint an Executive Council member outside of the line of succession to the position, they may with a majority vote of the Legislature. They must then appoint a new member to fulfil the now vacant role.

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### Article IV: Executive Meetings

**Section 1:** The purpose of holding Executive Council meetings within ASOC Council is to facilitate a proper discussion with the executive officers, set goals, address pressing concerns, provide mentorship to peers, and represent the best of student leadership. This shall all be done as well as fulfilling any other required duties of the Executive Council.

**Section 2:** Meetings shall be chaired by the President and vice-chaired by the Vice President. They shall follow and adhere to the parliamentary procedure and abide by the Brown Act.

### Section 3: Types of Meetings

#### Section 3.1: General Meetings

The ASOC Council shall meet regularly, once a week during the academic year as deemed by the Executive council. The ASOC President and/or a majority of the ASOC Council may call special meetings, as deemed necessary. The ASOC President may cancel a regularly scheduled ASOC meeting and/or special meeting with advance notice of seventy-two (72) hours to all ASOC Council members and the general student body.

#### Section 3.2: Executive Meetings

The Executive Council shall hold executive meetings prior to ASOC Senators being appointed, and throughout the academic year as deemed necessary by the President, or the majority of the Executive Council.

#### Section 3.3: Workshops

**Section 3.3.1:** 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. Special Topics include parliamentary procedure, duties of office, review of policies and procedures including the complaint procedure, elections, and other topics of interest, which need more than superficial coverage.

*Note: ASOC Executive Council must be respectful of the time of senate and only pursue workshops that are of interest to the larger body, not only that of the Executive Implementing such.*

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### Article V: Executive Appointments

#### Section 1: Line of Succession

The line of succession of the ASOC Council shall be: President, Vice President, ICC Chair, Treasurer, Legislative Representative. In the event that the order of succession is unable to be followed, an interim chair will be nominated and voted on by the Senate to be appointed. The Interim Chair will chair the meeting while the Senate will appoint and vote on new executives. If



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the Legislative Representative Resigns, a Senator from the Judiciary committee may be voted into the role. If none are available or interested, it will be opened up to the rest of the Senate.

### Section 2: Voting Legislature Appointments by the Executive Council

#### Section 2.1: Senator Appointments

**Section 2.1.1:** ASOC Executive Council appoints and approves all incoming senators to ASOC. See [Senate Addendum, Section 3](#) for more.

#### Section 2.2: Senate Committee Appointments

**Section 2.2.1:** ASOC Executive council will appoint Senators to standing and shared governance committees based on Senator's displayed abilities, interests, and availability.

**Section 2.2.2:** ASOC Executive Council will coordinate transfer of Senate committee appointments per semester to ensure that Senators on shared governance committees are able to not have interference with their class times.

#### Section 2.3: Senate Committee Chair Appointments

**Section 2.3.1:** ASOC Executive Council, after reviewing resumes of all Senators, will choose the best fitting Senators to Chair ASOC's standing committees.

**Section 2.3.2:** ASOC Executive Council may leave it to a Senate written vote to decide between interested Senators in committee chairmanships.

**Section 2.3.3:** If a Senate Chair resigns, the Vice Chair will take the role. If the Vice-Chair does not wish to chair, then the Executive Council must find an appointment swiftly.

### Section 3: Appointed Student Administration & Non Voting Legislative Members

#### Section 3.1: Student Administration

**Section 3.1.1:** In the absence of an appointed senate, the Executive Council shall ratify all Student Administration appointments normally conducted by the senate.

**Section 3.1.2:** If a Senate is in session, the Executive Council must pass on all Programs or Branch Directors, as well as any other cabinet appointments to be ratified by the Senate.

**Section 3.1.3:** Executive Council may appoint Deputy Directors and Uncertified and Certified Coordinators to programs.

**Section 3.1.4:** Executive Council may transfer Student Admin personnel between programs.

**Section 3.1.5:** Executive Council may terminate any Student Administration personnel at any time on any program or branch.

**Section 3.1.5.1:** The Senate may overrule this termination with a majority vote.

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**Section 3.2:** Student Legislature Secretaries (not necessarily only executives)

**Section 3.2.1:** Secretaries may be appointed through a majority vote by the body they serve (Executive Council, Senate, ICC).

**Section 3.2.2:** Secretaries must record the minutes and role call accurately. If there is a dispute, they must observe and follow the Legislative Representatives ruling for the minutes until a further Judicial investigation rules otherwise.

**Section 3.2.2:** If a Legislative Representative is not present, then follow the Chair's ruling, and let the legislative body vote on subject during approval of minutes on how such should be recorded.

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## Article VI: Executive Transitional Meeting & Executive Training

### Section 1: Transition Meeting

The executive transitional meeting shall be under the jurisdiction of the President. This meeting shall occur *before* the final ASOC general Council meeting in the spring. The President shall be in charge of supervising the executive officers to meet with their respective successors. If the Executive Transitional Meeting is unable to take place, then the Executives have the option to meet one on one with their successors.

**Section 1.1:** If for any reason new Executives are unable to have transition meetings with prior executives, then they should fully read bylaws and policies, as well as view the ASOC Film Index for information on their related area.

### Section 2: Executive Materials

**Section 2.1:** Before the final ASOC General Council meeting in the Spring, it is the duty of the Executive officers to provide their elected successors with the login information to all ASOC related accounts as well as any other item pertaining to the material involved with ASOC.

**Section 2.1.1** This includes but is not limited to all ASOC social media, Executive emails, Box accounts, additional email accounts, Admin Materials, and other ASOC related items.

**Section 2.2** In the event that the Executive officer is unable to transfer Executive material it is the duty of the elected successor to work with the advisors on recovering the material.

### Section 3: Swearing In

The ASOC president shall swear in the next ASOC Executive council in accordance with the election results. If they refuse, it will be an automatic resignation and removal from the council. If

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the whole line of succession refuses, any member of the Senate or Ohlone student body may conduct the swearing in.

**Section 3.1:** To refuse to respect the democratic process through not swearing in new officers is to be a serious ASOC offense, unless the judicial committee has held election under investigation.

**Section 3.2:** Any executive who publicly refuses this shall be banned from ASOC participation, alumni events, alumni advisorship, and may have their name removed from the ASOC record on any and all documents. This offense is serious not just as it dislocates the transition process, but threatens to destabilize the democratic process of ASOC.

**Section 3.3:** If, after a turbulent election, the Executive council does not feel comfortable swearing in new executives, they may ask a senator or proxy to swear them in, only if they conduct the final meeting with absolute professionalism, and are present the whole time.

**Section 3.4:** Incoming Executives may request that a family member, fellow student, or senator conduct swearing in if they so wish. Swearing in shall be done as a group.

#### Article VII: Executive Authorities & Duties

##### Section 1: Student Administration

**Section 1.1:** Vice President will oversee day to day oversight of Administration.

**Section 1.2:** The President will have executive authority over the administration, but must comply with legislature's set parameters on administration actions and goals.

**Section 1.3:** All executive actions must be reported to the Senate and may be revoked if a motion to do so takes place.

##### Section 2: Financial Decisions

**Section 2.1:** [\*View finance addendum for executive finance decisions.\*](#)

##### Section 3: Shared Governance

**Section 3.1:** Executive Members may choose which committees they are interested in sitting on. These committees should be ones requiring the highest level of expertise, and have greatest importance to the Associated Students.

##### Section 4: Executive General Duties

**Section 4.1:** Attend and be voting members of the ASOC Executive Meetings with one (1) full vote.

**Section 4.2:** Attend general meetings with voting privilege providing guidance to the Senate council.

**Section 4.3:** Enforce Adopted ASOC Council Policies and Procedures (though actual enforcement must be ultimately related to the authority of the Legislative Representative and Judicial Committee).

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**Section 4.4:** ASOC council must hold the training for both the semesters (shall also hold training during summer and winter breaks, if needed).

**Section 4.5:** Notify the ASOC President, or the committee chair, if for any reason they cannot fulfill the duties of their position.

**Section 4.6:** All ASOC Executives must attend the ASOC Training, failure to do so will result in the Executive member being put up for removal unless they have a qualifying reason to miss, as defined per [Senate Addendum](#).

**Section 4.1.1:** Any Executive that attends only a portion of ASOC Training, shall be up for removal at the next Senate meeting.

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### Article VIII: Attendance/Absence/Removal/Disciplines

**Section 1:** Each Executive council member is allowed two (2) absences for scheduled executive meetings; after the third absence the executive council member will be up for removal.

**Section 1.1:** Each Executive council member is allowed two (2) absences from the ASOC Executive council meetings; after the third absence the council member will be up for removal.

**Section 1.2:** Being “absent” is defined as attending less than seventy-five percent (75%) of the planned meeting time or the actual meeting time (whichever is less). The council member must only attend 75% of at least one of those two times not be counted absent.

**Section 1.3:** The Secretary will keep attendance records and supply written documentation within forty-eight (48) hours of the second (2<sup>nd</sup>) absence to Council members who are in danger of violating the attendance policy.

**Section 1.4:** Each time an Executive is absent, their semesterly stipend will decrease by 50%. This will continue until it goes below 20\$ at which point it will automatically decrease to zero.

**Section 1.5:** Executives must be physically present at Senate and Executive meetings unless a livestream is in effect.

**Section 1.5.1:** If livestream is present, there may be no more than 1 call in senator, who must give notice of call more than 72 hours in advance. The first executive to notify the chair will be given the call in status. Executives must be present for 100% of meetings on phone call, and be responsive when addressed.

**Section 2.3.2:** Executives may not call in more than once a semester.

**Section 2:** The Executive Officers must follow the same rules for removals and attendance as set forth in the [Senate addendum](#).

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**Section 3:** The Executive Officers must follow the [Executive Policy](#) rules for the disciplinary removal process.

**Section 3.1:** As stated in the Executive Policy, the executive council member could be put up for removal for failure of fulfilling their tasks.