

OHLONE COLLEGE STUDENT GOVERNMENT

SENATE



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 3: Senate

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Addendum 3: Senate

Article 1: General Provisions

Section 1: Purpose

The purpose of the ASOC Senate is to combine the diverse perspectives of students across our school into a single legislative body in order to advocate for, address, and produce solutions in regards to the needs, wants, and concerns of the students in the Ohlone Community.

Note: the ASOC Senate is the primary body of allocating student representation to shared government committees, but holds the right to provide or temporarily withhold attendance as it sees fit in the interests of the students.

Section 1.1: All senators must follow the [Senate Policy](#) rules and tasks.

Section 2: Senate Authority

All voting members of the ASOC Senate hold equal authority, and may not be forcibly compelled to vote or speak in a certain manner, as long as they follow proper parliamentary procedure and Brown Act rules in doing so. All members of the Senate are equal as they represent their respective constituencies.

Article 2: Senate Composition

Section 1: Jr. & Sr. Senate Composition

The Senate shall be composed of 10 senators selected in the fall semester, and 10 senators selected in the spring semester. All senate terms shall last 2 consecutive academic semesters (Fall to end of Spring, or Spring to end of Fall). Those in their 1st semester shall be titled Jr. Senators, and those in their 2nd semester shall be titled Sr. Senators. Senators returning for a second term shall be referred as Senate Leaders given their expertise.

Note: See Article 4, Section 2, for more information on senator training.

Section 2: Senate Constituencies

The Senate shall consist of 2 senators from each of the following constituencies so as to provide an accurate representation of the multiple student bodies within the college. The following is the breakdown of the college's 4 broadest categories, with a 5th 'At Large' senator for impacted majors with many Senate applicants, or undeclared students. These categories of selection are not absolute, and it is up to the discretion of the Executive Council on which senators will provide the best representation for the student body. The Executive Council will define which majors fall under which categories.

If an applicant chooses to change their major after being accepted as a senator for a different constituency, they will continue to serve as representation for the first constituency until the end of their term to maintain continuity.

1. **Arts Senators** | This includes: Film, Painting, Graphic Design, Photography, Theater, Music, etc.
2. **Social Science Senators** | This includes: Sociology, Political Science, Economics, Anthropology, History, Communications, etc.
3. **STEM Senators** | This includes: CS, Health Sciences, Engineering, Mathematics, etc.
4. **Business Senators** | This includes: Marketing, Business Admin, Accounting, Finance etc.

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5. **At Large Senators** | This includes: Undeclared Majors, Retired/Recreational Students, Impacted Senator Constituencies, uncategorized majors, ect.

Note: It is up to the discretion of the Executive Council to determine which category an applicant falls under. Some, such as Psychology, English, or Spanish, as well as others, may not clearly fit these categories, and must be placed according to the judgment of the Executive Council.

In the event that there are no applicants for a particular category, it is at the discretion of the Executive Council to decide the structure of the incoming Senate.

Section 3: Senate Under Represented Constituencies

The Executive Council is strongly recommended to pursue representatives from the following constituencies, as they are often unaware of ASOC, and have valuable input from their communities on campus.

1. Veteran Students
2. International Students
3. Deaf Students
4. EOPS Students
5. SAS Students

These groups will not be given a special or individual seat in the Senate, but special effort is recommended to obtain their active participation in the Senate if they are deemed competitive in their application and major field. Being of one of these 5 categories does not necessarily ensure position as senator, as other applications may prove stronger.

Section 4: Senate Chambers Format

The Senate chambers shall hold 10 senators on either side with alternating levels of experience. The front table shall hold the Executive Council, with the ASOC President as chair of the Senate. The back table shall hold the Ex-Officio Advisory table, containing seats for Student Life Advisor, Faculty Advisor, Student Trustee Advisor, and any present Alumni Advisors (See *ASOC Meeting Procedure Policy* for more).

Section 5: ASOC Ex-Officio Members

The following are Ex-Officio members of the Senate. These members will not have a vote on the Senate and must abide by parliamentary procedure. They will sit at the Ex-Officio table. They will have the same speaking rights as Senators, unless stated otherwise (see *Advisors Addendum*).

1. 1 Student Life Advisor
2. Up to 2 Faculty Advisors
3. Executive Student Advisors
4. Student Trustee (If designated Ex-Officio by the ASOC President.)
5. ASOC Alumni Advisors
6. Student Administration Directors, (If designated Ex-Officio by the ASOC President. If lacking room at table, may be placed at separate table on opposing side of room from public (*ASOC Meeting Procedure Policy for more*))

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Article 3: Senator Selection process

Section 1: Timeline of Senate Appointments per semester

The timeline for selecting Senators shall be as follows in order to ensure all students have equal opportunity to apply to the Senate.

1. **Week -2 (before the semester starts):** Executive Council shall have a clear advertising plan in order. (*View Senate Advertising Procedure*)
2. **Week -1 (before the semester starts):** Phase 1 of *Senate Advertising Procedure* shall be followed. Online portal shall be live. Executive Council shall ensure that 'Welcome to Ohlone' video is incorporated with Faculty Senate (*View Orientation Video Procedure*)
3. **Week 1:** Video shall be played in as many classes as possible. Each executive shall speak at classrooms and any other advertising avenues of their choosing.
4. **Week 2:** 3 Senate Info Meetings shall be planned, with interviews for each applicant who attends (These may be group interviews if needed).
5. **Week 3:** Senate applications will close, and the Executive Council will have the following week to make their decision.

Section 1.2: It is recommended that each summer the ASOC reviews and potentially remakes the video as information becomes updated

Section 2: What shall be considered in each applicant

Section 2.1: The following characteristics shall be taken into consideration in Senator Applications

1. Ability to best represent their constituency
2. Confidence
3. Work Ethic
4. Commitment
5. Passion
6. Creativity
7. Advocacy

Section 2.2

The following materials shall be taken into consideration in Senator Applications

1. Resume of past experience
2. Written Essay or Cover Letter (Optional)
3. Interview
4. Recommendations by past Student Legislative or Admin leaders (limited influence on larger decision)
5. Past work experience for the ASOC (Student Admin Coordinator, Secretary, Deputy Director, Club Officer, Etc.)

Section 3: Qualifications & Requirements of Application

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Section 3.1: Senators must take at least 5 units and maintain a 2.0 GPA throughout their term. There may be periodic checks on senators' units and GPA to ensure the qualifications are being met.

Section 3.2: Senators must have 50 Signatures and Student ID numbers on the *Senator Petition* before their application will be taken into consideration.

Note: Requirements may change due to unforeseen circumstances, up to the discretion of the Executive Council.

Section 3.3: Senators must submit the following documents

1. Contact information.
2. *Signed document* indicating they commit to being available for ASOC Senate Training weekend.
3. List of classes they are currently taking.
4. Senator Petition
5. Resume
6. Any additional documents such as Essays per Executive Council's request.

Article 4: Senator Orientation, Training, & Mentorship

Section 1: Purpose

The purpose of Senator Orientation Training, and the mentorship that follows is to maintain the generational knowledge of our Senate.

This includes keeping new senators informed on ongoing discussions at the college, Parliamentary training with Roberts Rules of Order, Brown Act Training, ASOC Admin/Legislative structure, and other items of use by the Executive Council's discretion.

Section 1.1: While bonding is important, during training it is secondary to conveying critical information about the position senators are about to assume.

Section 2: Senate Orientation

Orientation shall be the first Senate Meeting of the semester. This meeting shall have the following objectives. View *Senate Training Policy* for full details.

1. Teach how an agenda is structured
2. Show how each Senator may move items, and speak on subjects.
3. Establish Routines and Norms of Senate Chambers (See *ASOC Meeting Procedure Policy*)

Section 3: Senate Training (ASOC Boot Camp)

Section 3.1: ASOC Senate training shall consist of two days of training from the ASOC Executive team, with assistance of Ex-Officio or Student Admin members if requested. View *Senate Training Policy* for full details.

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Section 3.2: ASOC Senate Training can also consist of a one day Boot Camp from the ASOC Executive team, with assistance of Ex-Officio or Student Admin members if requested. View *Senate Training Policy* for full details.

It would be at the discretion of the Executive Council to make the decision on which method they prefer for training the senate members, a two day training or a Boot camp.

Section 4.1.1: Any senator that attends only a portion of ASOC Training or fails to attend the whole ASOC training, shall be up for removal at the next Senate meeting.

Article 5: Mentorship

Section 1: Executive Officer-Senator Mentorship

The Executive Council shall divide up senators by constituency, each led by a different Executive Officer who will be responsible for mentoring their assigned senators. It is the responsibility of that Executive member to contact their senators once every other week. If a senator appears to be uninformed, unprepared, or unprofessional, the blame for this will fall upon their mentor Executive.

Section 2: Sr. Senator Mentorship

Upon their second semester, Senators shall become Sr. Senators who will use their experience to guide the incoming Jr. Senators. Sr. Senators shall make themselves accessible and available for Jr. Senators as needed. Senate chamber seating should be staggered between Jr. and Sr. Senators so all Jr. Senators will have access to Sr. Senators to ask questions.

Article 6: Meetings

Section 1: Purpose

The purpose of Senate meetings is to bring together the Senate in the view of the public and to accurately produce solutions in regards to the needs, wants, and concerns of Ohlone Students.

Section 2: Procedures

View *ASOC Meeting Procedure Policy* for procedural rules.

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 may cancel a regularly scheduled ASOC meeting with advance notice of seventy-two (72) hours to all ASOC Council members and the general student body. If the meetings were to be conducted virtually due to unforeseen circumstances, the attendees are required to keep their video camera on, as deemed necessary by the Executive Council.

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Section 3.2: Special Meetings

The ASOC President and/or a majority of the ASOC Council may call special meetings, as deemed necessary. The ASOC President may cancel a special meeting with advance notice of twenty-four (24) hours to all ASOC Council members and the general student body.

Section 3.3: Committee Meetings

ASOC Standing Committee meetings shall operate in accordance with the Brown Act in the view of the public. Their goal is produce new ASOC policies, review ASOC subject matters, and produce parameters for new missions for the Student Admin to pursue after approval through the Student Legislature. (*View Senate Addendum, Article 9 for more details*).

Section 3.4: Workshops

Workshops will be designated to cover special topics of interest and importance to the ASOC Senate and all students in general. They may be placed on the agenda in accordance with the Brown Act, or be conducted as an independent ASOC function (assuming no decisions are made in said independent function workshop). 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.

Note: Workshops should be respectful of senators' time. Topics purely of interest of the Executive Council, and not clearly beneficial to the Senate's legislative process are inappropriate and should be instead a separate optional function.

Section 4: Senate Guest Presenters

Section 4.1: Senate meetings may invite outside members of the college, community, ASOC Alumni Network, local government, or other, to speak or present to the Senate on various matters.

Section 4.2: ASOC Senate is encouraged to maintain proper decorum and polite behavior during ASOC guest presentations.

Section 4.3: ASOC guest presenters must be respectful of senators' time, and keep all presentations or talks as short and concise as possible. If a speaker addresses the ASOC disrespectfully, or conducts themselves in a manner ill fit of a governing body, the Chair may end their presentation prematurely.

Section 4.4: ASOC guest presenters, unless classified as such, are not workshop presenters. They are not entitled to a response from the Senate, nor are they permitted to make requests for audience participation or involvement from the governing body. If guest presenters have activities in mind, they must request permission from the ASOC Chair in advance.

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Article 7: Resignations & Absences

Section 1: Process of Resigning

Resignations shall be submitted in writing to the Executive Council. Resignations only need to be submitted to the executive officers. Reason for resignation is requested, but not required. It is most courteous to provide such information more than 72 hours in advance to the next meeting.

Section 1.1: The replacement of the senator shall be found during the next appointment of the new senators. If all the senators of the constituency have resigned during the fall and/or spring semester, then the replacement shall be found immediately.

Section 2: Absences

Each ASOC council member is allowed two (2) absences from ASOC Senate meetings per semester; after the third absence, the council member will be up for removal.

Section 2.1: Being “absent” is defined as attending less than seventy-five percent (75%) of the planned meeting time or the actual meeting time.

Section 2.2: 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.

Section 2.3: Senators & Executives must be physically present at Senate meetings unless a livestream is in effect.

Section 2.3.1: If livestream is present, there may be no more than 1 call in senator, who must provide notice more than 72 hours in advance. The first senator to notify the ASOC Chair will be given the call-in status. Senators must be present for 100% of the meeting on phone call, and be responsive when addressed.

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

Section 2.3.2: Executives may call in once a semester, but their stipend will be still cut by 50% as would happen per regular meeting absences.

Article 8: Discipline and Removal of Council Members

Section 1: Removal or Censure with process

Section 1.1: ASOC Council members are subject to the removal process if they are found to have violated the terms and conditions of the ASOC Constitution and Bylaws, including the [Senate Policy](#).

Section 1.1.1: Any member of ASOC or the student body may submit a formal complaint to the Legislative Representative, citing bylaws not being followed by any Student Administration, Advisor, or Legislative personnel. The Legislative Representative will then pursue correcting the error.

Section 1.1.2: If the error is significant, then the Legislative Representative may forward the item to the Judiciary committee for further action, which may lead to personnel being removed, placed on temporary leave, or retrained.

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Section 2: Removal without Process

Section 2.1: Any council member is subject to removal immediately, due to violation of Ohlone College policies, which include:

Section 2.1.1 Academic Dishonesty (*Board Policy- Regulation 7.8.4.1*)

Section 2.1.2 Violation of the 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 2.1.3 Academic ineligibility (*California Education Code §76061*).

Section 3: Removal Proceedings

Section 3.1: If an ASOC council member is up for removal, then all rights and privileges afforded to them as an ASOC council member will be suspended until the case is resolved.

Section 3.1: Removal proceedings shall take place at the next scheduled ASOC meeting after a notification has been given out to the council member in question.

Section 3.3: To remove an ASOC council member, the senate shall vote to either remove or to not remove the council member in question.

Section 3.4: The charge(s) will be read to ASOC Council by the ASOC Secretary

Section 3.5: The ASOC Council Member in question will then have a chance to refute the charges.

Section 3.6: After the charges and the rebuttal have been made, the floor will be opened for questions from the Council. No more than two (2) minutes per person will be allowed.

Section 3.7: The ASOC Council will then vote by written ballot either at the end of the questions or after all statements for all other pending ASOC Council Removal Proceedings are made.

Section 3.8: Senators who are not present at their removal meeting will be automatically removed.

Article 9: Senate Committees

Section 1: General Provisions

Section 1.1: Purpose & Goal

Committees are small groups of senators entrusted to seek and produce dialogue on topics affecting the student body. As a result of these discussions, a decision on if a solution can be constructed should be made, and then presented to the Senate in the General Council.

Section 2: Committee Structure

Section 2.1: Selection

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Senators will be asked their interests in which committees they are interested in serving for both Shared Governance and Standing Committees. Executive Council will then hold a meeting and come to a voting consensus on the appointments of the Senate. Schedule of the senators will be a significant consideration in their appointment.

Section 2.2: Ex-Officio Members

The Standing Committee will have the following as Ex-Officio members who may choose to sit in on the meeting but are not obligated to. They will not have voting rights, but will have the same speaking status as Senators.

1. ASOC Advisors
2. Committee Advisor
3. Student Admin Directors
4. Executive Student Advisors
5. Executive Council Members
6. Student Trustee

Section 2.3: Chairs

Section 2.3.1: Chairs will be selected based on interest in the position, and relevant qualifications by the Executive Council. If the Senate wishes to elect their chairs for said committees, they need only make it known, and an election process to elect a senator to the role will be initiated at the next Senate meeting with quorum.

Section 2.3.2: Chair will run committee meetings and have a vote. The Chair shall not use their influence over the committee to sway opinions, as all members of Senate committees are equal. The Chair's role is not to lead the thoughts of the committee, but to mediate and maintain structure within it.

Section 2.3.3: Chair position should be given to Sr. Senators if an ideal and interested candidate is available. If not, a Jr. Senators may be chosen.

Section 3: Standing Committees

Section 3.1: General Provisions

Section 3.1.1: The Senate General Council may overrule the ruling of any Senate Standing Committee.

Section 3.1.1.1: If the Senate chooses to overrule a ruling of a committee, said committee must present an argument and justification of their ruling.

Section 3.1.1.2: Any senator may request a challenge to a committee ruling to be placed on the general agenda, to which the Chair must abide.

Section 3.1.2: New standing committees must be made through an amendment to the Senate Addendum in the ASOC Bylaws.

Section 3.2.3: Senators interested in an appointed ASOC Council Position (i.e. Chair position) must submit notice of this to the ASOC President to be referred

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and considered at the next ASOC Council meeting or ASOC Executive Council meeting.

Section 3.2.4: Executive Council shall appoint chairs of each committee at the earliest point possible.

Section 3.2.5: All Senate Freshmen shall be on at least one Standing Senate Committee and, if available, a shared governance committee.

Section 3.2.6: Executive Council members may serve as Ex-Officio Advisory Members of all Committee meetings. Additionally, the Judicial, Legislative, and Budget Committee shall be chaired by Executive Members.

Section 3.2: Budget Committee

Budget Committee shall abide by *Budget Committee Policy & Procedures*. (Also known as the finance committee).

Section 3.2.1: Purpose

Discuss and provide recommendations on the ASOC budget.

Section 3.2.2: Chair

Shall be chaired by the ASOC Treasurer

Section 3.2.3: Members

Shall be made up of 6 Senators, 3 Sr. Senators, 3 Jr. Senators. Committee shall vote for a Vice Chair who will maintain the minutes and serve as Chair in the Chair's absence.

Section 3.3: Judiciary Committee

The Judiciary Committee shall abide by the *Judiciary Committee Policy And Procedures*.

Section 3.3.1: Purpose

To adjudicate any and all disputes that arise under the ASOC Constitution and By-Laws as well as with any official actions of the ASOC's Executive Officials, Appointed Officials, and Senators. Will use review of bylaws, ASOC constitution, college policy, and California law to explore the legality of items pertaining to ASOC.

Section 3.3.1.1: Purpose

Shall bring its verdict to the Senate, explaining their logic and reasoning behind the decision. Senate does have authority to reject ruling and vote as a Senate body on different perspectives.

Section 3.3.1.1.1: Holds authority to overrule Elections Committee ruling.

Section 3.3.2: Chair

Shall be chaired by the Legislative Representative.

Section 3.3.3: Members

Shall be made up of 6 Senators, 3 Sr. Senators, 3 Jr. Senators. Committee shall vote for a Vice Chair who will maintain the minutes and serve as Chair in the Chair's absence.

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Section 3.3.3.1: No senators who serve on the Judiciary Committee may serve on the Elections committee at the same time.

Section 3.3.3: Meetings

Does not need to meet until the following actions are made:

1. Reviewing proposed Bylaw changes
2. Reviewing appeal from candidate against the Elections Committee's decision
3. Review policies that have been contested for being against bylaws.
4. Reviewing claims of violations of ASOC bylaws or constitution by any member of ASOC, including Advisors.

Section 3.4: Legislative Committee

Policies Committee shall abide by the *Legislative Committee Policy*

Section 3.4.1: Purpose

To edit and endorse beneficial ASOC policies and procedures as well as bylaw amendments to be ratified in ASOC Senate before they are officially recognized in the Policy Index or ASOC Bylaws and followed.

Section 3.4.2: Chair

Shall be chaired by Legislative Representative, unless a senator wishes to rise to the role.

Section 3.4.3: Members

No less than 6 senators, (3 Jr. 3 Sr.), no more than 10

Section 3.5: Projects and Programs Committee

Program Committee shall abide by the *Program Committee Policy*.

Section 3.5.1: Purpose

To review or create bills for the creation of Student Administration, or Charter Programs.

Section 3.5.2: Chair

Chair shall be a Senator who also has a status in the Student Administration.

Section 3.5.3: Members

No less than 6 senators, (3 Jr. 3 Sr.), no more than 10

Section 4: Ad-Hoc Committees

Section 1.1 Purpose & Goal

To formally create a committee to address a specific task or objective and dissolve after the completion of the task or achievement of the goal.

Note: the Senate should refrain from creating Ad-Hoc committees that could be otherwise done as outside ASOC Senator bill collaborations, or as Student Administration programs.

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Section 1.2 Formation Process

To form an ad-hoc committee, a senator must move to form it in a General Council meeting.

Article 10: Senate Involvement in Shared Governance

Section 1: Purpose and Goals

Section 1.1: The purpose of shared governance across the college is to allow the voices of various bodies to have a say in the governance of the college.

Section 1.2: ASOC's Legislature is recognized as one of these shared governance bodies, and is the official voice of the students on college policy matters.

Section 1.3: ASOC's Senators shall sit on shared governance committees based on the committee's priority, up to the discretion of the current Executive Council. The Executive Council as well as the Senate hold the right to suspend the ASOC Legislature's involvement in certain shared governance groups if they feel their senators are not being properly respected or having their limited time improperly utilized.

Section 1.4: Senators are responsible for attending every meeting of the committee assigned to them. If senators are not able to attend, they are responsible for their replacement, and notifying their executive mentor about the replacement.

Section 1.5: Senators do not work for the college. Their purpose on these committees is to advocate for their constituencies' interests, and ensure that the students' voice is heard both articulately and unwaveringly at these committees.

Section 1.5.1: These committees may not assign senators 'homework' to try to sway student perspectives to be favorable of the committee's decisions. Such will be seen as manipulative, and should be reported to the ASOC President and Executive Council.

Section 2: List of Shared Governance

The following are active shared governance committees at Ohlone College. The ASOC executive council may decide which are of value to send senators to, and the other committees for senators to attend shall be added to the following list at the discretion of the ASOC executive council.

Note: It is recommended Executives visit these committees to evaluate their value to the Student Body as well as respect for student representation before allocating Senators to them.

Section 2.1: [College Council](#)

Section 2.1.1: [Budget Committee](#)

Section 2.1.2: [Facilities and Sustainability Committee](#)

Section 2.2.2: [Technology Committee](#)

Section 2.2.3: Student Equity Working Group

Section 2.2: [Faculty Senate](#)

Section 2.2.1: [Basic Skills Committee](#)

Section 2.2.2: [Curriculum Committee](#)

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Section 2.2.3.1: [*Distance Education Subcommittee*](#)

Section 2.2.3.1: [*General Education Subcommittee*](#)

Section 2.2.3: [*Faculty Professional Development Committee*](#)

Section 2.2.4: [*Student Learning Outcomes and Assessment Committee \(SLOAC\)*](#)
