OHLONE COLLEGE
STUDENT GOVERNMENT

STUDENT ADMINISTRATION

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 —
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Article I: Purpose & Structure of the Student Administration

Section 1: Goal & Mission of Student Administration

Section 1.1: The mission of ASOC’s Student Administration is to enable students to directly implement solutions to the needs, wants, and concerns of Ohlone Students as observed and directed by the ASOC Legislature.

Section 1.2: The Student Administration is not a voting body. No member of the administration shall be given a legislature vote as a result of their title in Student Administration.

Note: Voting legislative members may still (and are encouraged to) participate as Student Administrative members.

Section 2: Hierarchy of Student Administration

Section 2.1: All initiatives and goals of the Student Administration must first be approved by the Student Legislature through the Senate via an ASO Bill. After such has been completed, the chain of command will start with the President, then Vice President and go down to the designated cabinet members. Beneath each cabinet member is a Branch with an individual chain of command and programs. Higher ranking members in the Hierarchy may overrule directives by lower-ranking managing members of the Student Administration hierarchy.

Note: Please observe the most up to date ASOC Student Administration Structure Chart figure for visual.

Section 2.2: The Vice-President of ASOC is the Chief Officer and authority of the Student Administration hierarchy, and will have the highest-ranking executive authority to interpret the Legislature’s voted parameters unless corrected by Legislature. Day-to-day supervision shall be overseen by the ASOC Vice President.

Section 2.2.1: The ASOC President and Vice President are allowed to complete the following tasks without a Senate vote unless otherwise specified.
1. Appointing Interim Branch Directors (must be ratified by Senate as soon as able)
2. Appointing Interim Program Directors (must be ratified by Senate as soon as able)
3. Appointing Deputy Program Directors
4. Appointing Branch Coordinators
5. Removal of any Student Administration personal (may be overruled by Senate)
6. Transferring personnel between programs, with the exception of Program Directors.
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Section 2.2.2: All appointed positions serve at the pleasure of the ASOC Legislature, and may be removed by a vote of the Executive Council or Senate at any time. The ICC may vote to recommend the removal of personnel, which shall be reviewed by the Senate in an agenda item.

Section 2.2.3: Appointed positions may be created or removed at the pleasure of the ASOC Senate and Executive Council for the betterment of the student interests. See Structure Chart for Cabinet and Program structure.

Section 3: Student Legislature and Student Administration Relationship

Section 3.1: The Student Legislature consists of the following bodies: ASOC Executive Council, ASOC Senate, ASOC Inter-Club Council (ICC).

Section 3.1.1: The Student Senate is the voting policy body by which all decisions the Student Administration will enact are determined. (See Senate Addendum for more).

Section 3.1.2: Executive Council may make certain executive decisions to hasten the legislative process, but all of which may be overruled by a vote of the Senate. Some of these executive rulings may direct certain processes and appointments of the Student Administration. (See Executive Council Addendum for more).

Section 3.1.3: The InterClub Council holds initial authority over club decisions, though maybe overruled by Senate. ICC may propose and endorse items for Student Administration to pursue, but it is the Senate's authority to approve. ICC is encouraged to propose appointments from their club’s ranks to become the leader in the Student Administration.

Section 3.2: The Student Administration serves at the pleasure of the Legislature. Programs or personnel may be removed if the Senate deems the project or position no longer relevant, and/or if the student fulfilling their role is deemed incapable of performing their duties.

Section 3.3: Student Senators may both serve in the Student Administration as well as the Student Senate.

Section 3.3.1: Student Senators, when serving in the capacity of a Student Administration role, do not have the privileges of a Senator. They must follow the orders of the student chain of command. Unless in a Senate session, they will have the same authority as their peers, as described by the structure within Student Administration.

See ASOC Student Administration Structure Chart

Section 3.3.2: Student Senators will not have preferential treatment in Administrative promotions. Promotions must be based on the abilities and merit of each applicant.

Section 4: ASOC Coordinators

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Section 4.1: Coordinators will be defined as any position below Program Director and/or Deputy Director. Unless stated differently by the Program Director, all coordinators will have equal rank. Coordinators will follow the system outlined in the most recent update of the ASOC Student Administration Structure Chart.

Section 4.2: The Coordinator position is meant to be any non-managerial position within the Student Administration. These positions include (but are not limited to) the following:
1. Budget Coordinator
2. Logistics Coordinator
3. Outreach Coordinator
4. External Communications Coordinator
5. Writer/Editor (Publications Branch)
6. Web Developer (Research & Development Branch)
7. Event Planner (Awareness & Outreach Branch)
8. Coder (Research & Development Branch)
9. Legislative Staffer (Policies and Resolutions Branch)
10. Senate Presentation Coordinator

Article II: Student Administration Appointments Process
All of the following appointments must be followed by the ASOC Student Administration appointee signing the Student Admin Appointment Agreement swearing to uphold and follow the ASOC bylaws and constitution. This document must also be signed by the ASOC President or Vice President, and have the name and contact information of this Appointee so to be used in Student Administration operations. Appointee contact info will not be used for advertisements or spam.

Section 1: President or Executive Council Appointments
Section 1.1: The President of ASOC may appoint any member of the Associated Students to the Cabinet. All appointments must be ratified by the Executive Council in the following meeting.

Section 1.1.1: The Executive Council may request an interview be conducted before the Executive Council to assist in their ratifying.

Section 1.1.2: All members of Cabinet who are of management status (e.g. overseeing other Student Admin personnel) must first be certified through whatever training means the Executive Council deems necessary that year.

Section 1.2: The President and Vice President may appoint any student of the ASOC to a position of or below the tier of Deputy Program Director based on their application alone.
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Section 1.3: President or Executive Council may submit an appointment for the honor of Alumni Advisor status to be bestowed upon a graduating ASOC member or former member. Must be ratified by the Senate if in session. (See History Addendum for more)

Section 1.4: President may appoint any Executive Student Advisors with the ratification of the Executive Council.

Section 2: Senate Appointments
The ASOC Senate may submit or approve the following appointments

Section 2.1: All Branch Director appointments must be approved by a Senate majority.

Section 2.2: All Program Director appointments must be approved by a Senate majority.

Section 2.3: All Deputy Program Directors may be approved or ratified by a Senate majority.

Section 2.3.1 It is recommended to be placed on the consent agenda unless holding significant concern by a member of the Senate.

Section 2.4: Legislature may submit a nomination for the honor of Alumni Advisor status to be bestowed upon a graduating ASOC member or former member. Must be ratified by the Senate.

Section 2.5: Coordinators do not need to be approved by the legislature.

Section 3: Appointments by Program or Branch Director
The Program Directors of ASOC’s active initiatives may make or approve the following appointments.

Section 3.1: May submit a recommendation for Deputy Program Director, who will be their number two, to the ASOC President or Vice President approval. The executive will then submit it to be placed on the consent agenda for ratification. The Deputy Program Director may act as an interim role until the official Senate ratification.

Section 3.2: May at any time appoint a member of the student body to be assigned a position on the program they are overseeing (e.g. Coordinators).

Section 3.2.1: All Program Director appointments may be overruled by an Executive Council or Senate vote, or Executive Vice President or President’s action. The privilege of the Program Director’s appointing power is to ensure they are not slowed in their ability to produce results in the interest of the voting council.

Section 3.2.2: Upon a Program Director’s resignation, they may submit a recommendation to the ASOC President for who they’d wish their replacement to be. This is non-binding, and purely a recommendation. Until the appointment
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takes place, the designated Deputy Director will fulfill the role of an Interim Program Director.

Article III: Cabinet
Section 1: General Provisions
Cabinet shall hold the student leaders of the Student Administration, and be an informational body reporting progress on ongoing Student Administration Operations. Shall not be a voting body.
Section 1.1: Will be led by the ASOC Vice President.
Section 1.1.1: The ASOC President may co-lead the meeting if deemed necessary. The President’s presence is not mandatory, however.
Section 1.2: Meeting Dates, meeting structure, and specific membership shall be defined each year by the ASOC President and Vice President.

Section 2: Governing Document
Will abide by the ASOC Cabinet Policy.

Article IV: ASOC Programs
Section 1: Role of ASOC Programs
Section 1.1: The purpose of creating an ASOC Initiative Program is to establish an operational body to fulfill the goal of meeting a need, want, or concern that has been agreed upon and defined by the ASOC Legislature.
Section 1.2: Initiative Programs must only be created as a result of a Senate bill vote to activate the program.
Section 2: ASOC Program Structure
Section 2.1: All ASOC Programs must report to the Senate, and abide by the Senate’s rulings on their project’s direction and parameters.
Section 2.1.1: Members of ASOC Program are encouraged to present ongoing program operations to notify the Senate and the student body of their progress. This is especially relevant if the Program is making requests for additional funds/resources or advertising for increased personnel.
Section 2.2: The ASOC Vice-President will oversee the day-to-day administrative duty of overseeing all Program and Branch Directors.
Section 2.2.3: If a Program falls under a Student Administration Branch, then the Program's first point of contact for the Director shall be the Branch Director who specializes in that variation of Program. Said Branch Director will then report the ongoing activities of said Program to the ASOC Vice-President, who will report said activities to the Legislature and ASOC President.
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Section 2.2.4: If a program does not fall under a branch, its program director will report to the ASOC Vice President. Not all programs must fall under branches. If they do not fall under branches, they will be classified as ‘General Programs’.

Section 2.3: Program Directors are the top appointed position within their designated Program.

Section 2.4: Deputy Program Director will be the second authority position within their designated program.

Section 2.5: All positions below deputy position may be structured and is up to the Program Director’s discretion unless overruled by the ASOC Vice-President, President or Legislature.

Section 3: Initiative Program Types
The following are examples of types of initiatives that may be activated with an ASO Bill (See ASO Bills Addendum). Student Administration Programs do not need to be limited to the following, but the following includes some of the most common.

Section 3.2 Lobbying Initiatives
Section 3.2.1 These Initiatives may lobby for resource allocation or policy decisions that are deemed beneficial for the student body by the legislature.
Section 3.2.2 The bodies lobbied may be within the college, local political sphere, or state level. It is recommended that if it is outside of the sphere of the college that the program partners with outside organizations or colleges.
Section 3.2.2.1: It is best to keep political efforts Ohlone-centric, ensuring that a direct benefit will be returned to the students of Ohlone College.

Section 3.3 Campus Project Initiatives
Section 3.3.1 These initiatives will work towards creating a logistical plan to improve the student experience on campus.
Section 3.3.1 Examples may be a campus improvement initiative (ex; Improving furniture), social welfare initiative (ex; providing food or showers for students), or campus unity initiative (ex; an event or media project meant to unite the campus).
Section 3.3.2: Recommended to collaborate with on-campus groups for campus projects when able.

Section 3.4: Awareness Initiatives
Section 3.4.1: These initiatives will work towards making the college student body more aware of an item in order to improve the well being of students on campus.
Section 3.4.2: It is recommended that the ASOC refrain from notably partisan awareness projects, as such may not be in the interest of a large portion of the constituency, and may alienate a portion of the student body from their student government.

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Section 3.4.3: Such examples of campus awareness includes, civic engagement (ex; voting registration, awareness of ASOC or College Policy discussions), health initiatives (ex; Depression Screening, Health Center advertising), campus group inclusion (ex; veteran, deaf, LGBTQ+, disabled, parent, or other student group awareness).

Section 3.5: Event Programs  
Section 3.5.1: These initiatives will work towards making the campus a more lively and active campus with fun activities for students to do while on campus.  
Section 3.5.2: Student Bodies and college departments should be requested to collaborate when able.  
Section 3.5.2.1: Some include: Peer Mentors, Academic Departments, Clubs, etc.  
Section 3.5.3: ASOC Student Workers may be utilized to fulfill the role of volunteers at all ASOC Events per the directive of ASOC Executives.  
Section 3.5.4 ASOC Senators who are not in a Program are not obligated to be volunteers at these events if they do not wish they are recommended however to visit events as Student Legislators and spend their time discussing potential new initiatives with students.  
Section 3.5.5: It is strongly requested that these are events that the student body actually wants and that funds are not wasted on consistently unsuccessful events for the sake of tradition.  
Section 3.5.6: Such examples of Event Initiatives include career or curriculum-based events (ex; Guest Speakers, Company visits, or College Transfer Advice), relaxation events (ex; Free Massages, Petting Zoo, or Meditation), party events (ex; concert on campus, inflatable bouncy houses, rental games).

Section 4: Steps to create and complete an ASOC Program  
Section 4.1: Senator, Ohlone Student, or Program Directors must write a bill with details and parameters for a potential Program to be enacted.  

Section 4.2: An ASOC Senator, Executive, or a Delegate of the ICC, will introduce a bill to the Senate Floor (in case of ICC Delegate, will be introduced to ICC floor, and if approved by ICC, then placed on the Senate floor by ICC Chair). Bill's parameters and goals for Student Administration will be reviewed, and amended if needed. The Senate holds the authority to place bills in its Projects Committee to conduct additional research and discussion on matters.  

Section 4.3: Senate must have a majority vote to approve any Bill, and, by extension, to activate the Program.  

Section 4.4: Program Director and Deputy Program Director will be sought out by the Executive Council through an advertising campaign (Unless listed as initial appointments in the Bill activating the Program). This campaign will also seek out a team of coordinator positions so assist the Program Director.
Section 4.5: Potential Directors may be interviewed by members of the Executive Council or Executive Council as a whole. If approved by the Executive Council review, said potential directors will be placed on the Senate consent agenda, unless withdrawn and challenged by a Senator.

Section 4.6: Once Program Director and Deputy Program Director are approved, the Program Director will have a period of time to construct a basic outline of the program strategy of where they want their Program to be in 3 months. Recommended for new Program Directors to seek assistance from other cabinet members in formation of the plan.

Section 4.6.1: To hasten the process, bills may include this 3-month timeline built-in advance.

Section 4.7: 3-month plan must be reviewed and approved by the ASOC Vice President or President.

Section 4.8 Program Director must give reports once a month to the Senate on ongoing progress in Program. The ASOC Vice President or President may provide this report in their place if said Program Director is not able to make it to the Senate meeting.

Section 4.9 At the end of each month, the three-month plan should be revised accordingly.

Section 4.10 In the case that the program is creating a plan requiring funds, they may return to ASOC with a funding bill requesting funds, which will be approved or denied by the Senate to be allocated to the program’s budget.

Section 4.11 Project may continue until the Senate votes on a bill to end the Program, or the Program Director and President jointly conclude the Program either as a successor as nullified due to circumstances.

Article V: Other Appointed Student Admin Rules

Section 1: Executive Student Advisors

Section 1.1: Executive Student Advisors are to use their experience or expertise to the benefit of the student body by advising the voting councils.

Section 1.2: Recommended for past ASOC leaders who wish to still be associated with ASOC in the training and guidance of new members by using their wealth of knowledge.

Section 1.3: Further definitions of their role may be prescribed upon appointment.
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Section 2: Special Appointments

Section 2.1 Special Appointments are any type of appointment that may be needed but have not been explicitly listed in the bylaws.

Section 2.2 Is up to the discretion of the Legislature to appoint.