

Associated Students of College of Marin



COLLEGE OF MARIN

ASSOCIATED
STUDENTS

Constitution and Bylaws

ASCOM CONSTITUTION AND BYLAWS

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Bylaws

Preamble

We the students of the College of Marin, do hereby recognize the powers of self-governance delegated to the student body by the Marin Community College District Governing Board and establish this Constitution. The objective of this constitution is to establish a governing body of student leaders to fully and equally represent the interests and ideals of the student body. Going forward, this document should serve as a guide to resolve any conflict facing the Associated Students of the College of Marin (ASCOM).

Article I: Name, Organization, and Affiliations

Section 1: Name

The name of this organization shall be known and recognized as the Associated Students of the College of Marin (ASCOM).

Section 2: Organization

The governing body of this organization shall consist of five (5) Executive Officers and six (6) Senators, which shall be duly elected by a majority vote by the student body or appointed by the Board.

Section 3: National Affiliations

The Associated Students of the College of Marin shall be associated with and a member of the Student Senate of California Community Colleges. The rules and regulations of the Student Senate of California Community Colleges shall be followed when consistent with the rules and regulations of ASCOM.

Each new administration must approve and review the affiliation of the Associated Students of College of Marin with the Student Senate of California Community Colleges.

Article II: Purpose of Organization and Responsibility to the Student Body

Section 1: Purpose

The purpose of ASCOM is to provide an environment where students can discuss concerns, identify solutions, resolve issues and provide a voice of advocacy for students to represent student interest within the shared governance structure.

Section 2: Responsibility

The responsibility of the organization and individual members is to represent the student body by taking fully informed actions, decisions, and make recommendations on behalf of the student body. This includes, but is not limited to, issues concerning shared governance, campus or district policies, and other matters under the jurisdiction of the governing body.

Article III: Membership Requirements, Responsibility, Privileges, and Core Values

Section 1: Board Membership Requirements

To participate in ASCOM Board, requirements include:

1. Currently hold a GPA of 2.5 or higher unless specified by the ASCOM advisor.
2. Be concurrently enrolled in at least 6 credit hours unless specified by the ASCOM advisor.
3. Complete ASCOM Fall and Winter retreats and subsequent trainings.
4. Attend all ASCOM weekly meetings unless specified.
5. Complete an agreed upon amount of office/service hours by the end of each semester.
 - a. ASCOM sponsored events shall count for four (4) hours of office hours/service hours.
 - b. College of Marin sponsored events shall count for two (2) hours of office hours/service hours.
 - c. Participation in Shared Governance Committees shall count for one (1) office hour/service hour per meeting.
 - d. ASCOM Meetings shall not count as office hours/service hours.
6. Only hold one position on the ASCOM board.
7. Cannot be an officer of any club on campus.
8. Exemplify leadership and a passion for community service.
9. Use professionalism at meetings and events.

Section 2: Membership Responsibility

1. A member of ASCOM shall be held to a higher standard and must adhere to the Student Code of Conduct outlined by College of Marin and must adhere and abide by local, state, and federal laws.
2. A member of ASCOM is the voice of the students and shall act accordingly and be informed of matters regarding issues concerning the student body.
3. A member of ASCOM shall abide by the fundamental core values of ASCOM.

Section 3: Membership Privileges

1. Each member of the ASCOM board, unless specified, shall have one equal vote on all matters presented during a meeting.
 - a. The only officer exempt from a vote is the Chair/President. The Chair/President does not count for quorum.
 - b. In the event of a tie vote, the Chair reserves the right to break the tie or to abstain from breaking the tie.
2. Each voting member of the ASCOM board shall be entitled to one free parking pass a semester.
3. Each voting member of the ASCOM board shall be entitled to special College of Marin business cards in relation to their position.
4. Each voting member of the ASCOM board shall be entitled to a specified stipend based on their position upon completion of 2 terms of the position, unless specified by the ASCOM advisor.
5. Each voting member of the ASCOM board shall be entitled to the access code of the ASCOM room during the duration of their position, unless specified by the ASCOM advisor.
6. Each voting member of the ASCOM board will have their transcript noted upon completion of 2 terms of the position, unless specified by the ASCOM advisor.

Section 4: ASCOM Fundamental Core Values

1. Every ASCOM board member shall abide by the following fundamental core values to keep the student senate professional and responsible. Many of these core values are those of which the College of Marin Administration use themselves. Failure to adhere by the following core values more than 3 times can result into a call for impeachment:
 - a. Be respectful and professional with all members of the ASCOM board.
 - b. Be punctual to all ASCOM events, retreats, functions, and meetings.

- c. Take responsibility of your position duties (seek for help if needed).
- d. Respond to all emails that are sent out within 24 hours.
- e. If you cannot make it to a meeting or event, please notify the President and advisor 24 hours in advance.
- f. All board members must announce ASCOM events in at least 3 of their classes every time there is an ASCOM event.
- g. We name and own institutional problems by giving constructive criticism and helping solve the problem instead of simply pointing it out.
- h. We model hope and optimism.
- i. We practice generativity.
- j. We live and lead from within our values.
- k. We practice generous listening.
- l. We manage each other's reputation.
- m. We engage in straight speaking.
- n. We use honesty and integrity by owning our mistakes and learning from them to grow.
- o. We take care of each other.

Article IV: Composition and Procedures of the Student Government

Section 1: The form and structure of the governing body shall consist of the following:

1. Five (5) Executive Officers shall be directly elected by the student body during a general election to be held in the Spring semester.
 - a. These officer positions include:
 - i. President
 - ii. Vice President
 - iii. Student Trustee
 - iv. Treasurer
 - v. Secretary
2. Six (6) Senators shall be directly elected by the student body during a general election to be held in the spring semester.
 - a. These six (6) elected senators will head departments concerning the following:
 - i. Student Activities and Services/Accessibility (Two Students)

- ii. Public Relations and Marketing (Two Students)
 - iii. Technology
 - iv. State Student Senate Representative
- b. The senators will also serve as the Chairs of the committees regarding the denoted departments.
- 3. One (1) Liaison from ESCOM (Emeritus) shall be directly elected by the ESCOM Council during a general election to be held in the spring semester.
 - a. ESCOM Representative will be a non-voting member
- 4. Non-voting members of the ASCOM board shall be:
 - a. Enrolled students at the College of Marin.
 - b. Shall contribute and participate in events.
 - c. Shall contribute and participate in meetings.
 - d. Shall not be enfranchised with the right to vote on matters during meetings.
 - e. Does not count for quorum.

Section 2: Vacancies

- 1. If any position on the board is left vacated by resignation, removal, or any other circumstance, the board shall commence an election to fill the position.
- 2. Any member of the student body shall be elected through ballot election or appointment to the vacant position by the ASCOM board if you are an auxiliary member.
 - a. Non-voting members of the ASCOM board shall also be considered for election or appointment.

Section 3: Removal or Impeachment

- 1. Any officer or senator shall be removed or impeached for the following (Board members will be notified each time they don't adhere to the following):
 - a. Failure to complete their assigned responsibilities based on their position.
 - 1. Each member has 5 excused warnings to use on any given responsibility before called for impeachment.

- b. Failure to adhere to the ASCOM Fundamental Core Values three (3) times or more.
- c. Failure to adhere to the ASCOM Constitution and Bylaws.
- d. Failure to adhere to local, state and federal laws.
- e. 3 unexcused absences, 5 excused absences, or 5 tardy's each term.
- f. Justified grievances presented by the student body.
 1. If the student body feels that an ASCOM Board member, the Student Trustee, or Student Senator at Large is negligent in the duties of their office, the student body may seek to remove said individual from office in the following manner:
 - A representative of the students must appear before the ASCOM Board with a petition, clearly articulating the alleged offenses committed by the elected official in question, signed by at least one hundred (100) members of the student body, stating their belief that the elected official in question is negligent in their duties and should be removed from office. The petition must include full printed name and signature of each signer.
 - A special election will be called within twelve (12) days after the filing of the petition to the ASCOM Board. A majority of voting students is required to recall the Board Member or elected official.
 2. The impeached officer or senator shall be put on trial by a jury consisting of five ASCOM members, selected at random, to hear and oversee the case of the impeached officer or senator.
 - a. If the impeached officer or senator is found guilty of any of the proposed charges, they shall vacate office immediately.
 - b. If convicted, the impeached officer or senator is barred from competing in ASCOM elections or appointments for one year.
 - c. If convicted, the impeached officer or senator shall service as Non-voting member of the ASCOM body.
 3. The impeached officer or senator shall get one appeal to the whole ASCOM board where a roll call vote shall be held to uphold or vacate the impeachment conviction.

- a. The officer on trial for impeachment shall not be granted a vote.

Constitution

The following is to be considered the Constitution, which when coupled with the By-laws, shall serve as the instructions and structure of the Associated Students of the College of Marin. All questions regarding the duties, rights, responsibilities of ASCOM board members shall be answered within these two documents.

Article I: Board Membership

Section I: Executive Members

1. Five (5) officers shall be directly elected by the student body during a general election to be held in the Spring semester.
 - a. These officer positions include:
 - i. President
 - ii. Vice President
 - iii. Student Trustee
 - iv. Treasurer
 - v. Secretary
2. The duties of each officer shall be outlined in the following:
 - a. President
 - i. Enforces and upholds the ASCOM Constitution.
 - ii. Serve as the official representative, along with the Student Trustee of the student body of College of Marin.
 - iii. Presides over all ASCOM meetings as President, and is a voting member in case of a tie on all matters.
 - iv. Prepares the meeting agendas with the Secretary.
 - v. Responsible for the ASCOM agenda and runs the ASCOM meeting.
 - vi. Approves ASCOM meeting minutes.
 - vii. Calls special meetings with the approval of advisor.

- viii. Serves as ex officio member of ASCOM committees.
 - ix. Attends student ASCOM functions.
 - x. Appoints and makes recommendations for committee chair positions.
 - xi. Represents ASCOM for internal affairs.
 - xii. Recommends persons to College of Marin Standing Committees via the Student Trustee.
 - xiii. Meets with the President and two (2) Vice Presidents of administration at least once a semester.
 - xiv. Meets with the ASCOM Advisor and the Vice President and Student Trustee on a regular basis.
 - xv. Meets on a regular basis either individually or in a group with ASCOM board members.
 - xvi. Must attend ASCOM Retreats, and any other mandatory training sessions, at the expense of the ASCOM Budget.
 - xvii. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
 - xviii. Attends Board of Trustees meetings of the Marin Community College District and provides for student ASCOM attendance at these meetings when necessary.
 - xix. Has demonstrated knowledge of leadership principles and meeting management techniques.
- b. Vice President
- i. Assumes the duties of the President during absences of the President.
 - ii. Services as the initial chair of the Inter-Club Council (ICC) and works with the ICC to develop its officers and the implementation of its bylaws.

- iii. Serves as a direct liaison to the ASCOM Board regarding the activities of the ICC.
- iv. Attends all ICC meetings.
- v. Works with the Student Activities and Advocacy Office to provide Club Membership forms for all clubs and reports to the ASCOM Board on all currently active clubs and their activities.
- vi. Makes a Club Brochure describing all of the currently active clubs on campus.
- vii. Works with ICC executive officers to assign club meeting space.
- viii. Reviews ICC Budget and informs the ICC about the distribution of ICC Funds. The Vice President needs to sign all ICC Purchase Requisitions and reports these to the ASCOM Board.
- ix. In conjunction with the Student Activities and Advocacy Office, reports all ICC Student Activity Requests to the ASCOM Board for approval and reports the decisions of the Board to the appropriate club.
- x. Maintains a file on all Club purchase requisitions, activity forms, and club membership rosters.
- xi. Assists with the constitutions of new and reactivated clubs.
- xii. Must attend ASCOM Retreats, and any other mandatory training sessions, at the expense of the ASCOM Budget.
- xiii. Reports to the ASCOM President.
- xiv. Attends Student ASCOM functions.
- xv. Undertakes other duties as requested by the ASCOM President and/or ASCOM Advisor.
- xvi. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.

- xvii. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- c. Student Trustee:
 - i Represent the associated students on the District's governing Board of Trustees.
 - ii Recommend appointments to shared governance committees to the ASCOM board for consideration.
 - iii Recommend legitimate expenditures with regards to the Representation Fee Budget.
 - iv Enforces and upholds the ASCOM Constitution.
 - v Serve as the official representative, along with the ASCOM President of the student body of College of Marin.
 - vi Must attend ASCOM Retreats, and any other mandatory training sessions, at the expense of the ASCOM Budget.
 - vii Represents ASCOM to external constituencies.
 - viii Attends all Board of Trustees meetings of the Marin Community College District and provides and represents the students' interest.
 - ix Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
 - x Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
 - xi Reports directly to the ASCOM President.
 - xii Meets regularly with the ASCOM advisor to discuss issues as they pertain to ASCOM and ASCOM members.
- a. Treasurer

- i. Is the Chief Financial Officer of the Associated Students of the College of Marin.
- ii. Prepares and reviews all purchase requisitions for the ASCOM board.
- iii. Ensures that all purchase orders have proper documentation before submission to the fiscal services department.
- iv. Works with the fiscal services office to verify purchase requisitions and deposits of income.
- v. Distributes all checks to the appropriate persons for payment of services or completion of contracts.
- vi. Monitors, in conjunction with the appropriate Board member, the operation and funding of vending contracts and ID card sales income.
- vii. Reviews budget and monitors expenses according to budget guidelines and reports budgets analyses at board meetings.
- viii. Recommends to the ASCOM board any revision that is necessary regarding the current budget.
- ix. Fills out all cash receipts and forwards the money to the fiscal services department.
- x. Notifies all the clubs, organizations, and support services of the amount of money in their budget each fall and January.
- xi. Contacts clubs, organizations, and support services asking for their proposals for the new budget.
- xii. Keeps records of all issues relating to ASCOM grants to other on campus organizations.
- xiii. Makes recommendations to the ASCOM Board regarding continued support by ASCOM to the other on-campus organizations.
- xiv. Prepares the next fiscal year's budget and presents to the ASCOM Board for approval.
- xv. Works with the fiscal services department regarding projected income for the following fiscal year.
- xvi. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The

binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.

- xvii. Undertake the responsibility of creating a sub-committee for the ASCOM Leadership Awards.
- xviii. Undertakes other duties as requested by the ASCOM President and/or ASCOM advisor(s).
- xix. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- xx. Reports directly to the ASCOM President.

b. Secretary

- i. Records and publishes all official minutes of the ASCOM Board and posts one copy on the ASCOM bulletin board 72 hours in advance before the next meeting, in accordance with The Brown Act.
- ii. Creates the new agenda for weekly meetings 72 hours in advance and sends the agenda to all members of ASCOM.
- iii. Maintains a file of all minutes and important correspondence.
- iv. Checks the mailroom for mail and ensures proper delivery of all correspondence.
- v. Maintains all forms necessary for the business of the ASCOM Board.
- vi. Prepares drafts of letters of memoranda for the ASCOM Board and distributes them upon approval.
- vii. Monitors and replenishes all supplies for the ASCOM Board.
- viii. Oversees, monitors, and keeps records of all the activities of the auxiliary members and reports to the ASCOM Board when necessary.
- ix. Undertakes other duties as requested by the ASCOM President and/or ASCOM advisor(s).
- x. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.

- xi. Reports directly to the ASCOM President.
- xii. Notifies the ASCOM board in the event that a board member accrues more than three (3) unexcused absences, five (5) excused absences, or five (5) tardy's in any given semester.
- xiii. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- xiv. Meets eligibility requirement for advanced Microsoft Word/Excel (or other form of typing platform) experience.

Section 2: Senators

1. Six (6) Senators shall be directly elected by the student body during a general election to be held in the Spring semester.
2. These Senators shall be internally elected or appointed to be the head of a specific department and chair that committee as well.
3. The departments and responsibilities are as follows:
 - a. Student Activities and Student Services/Accessibility
 - i. Establishes a calendar for the year of all planned activities and special activities and brings the calendar to the ASCOM Board for input and approval.
 - ii. Is responsible for sending and verifying all contracts regarding performers and/or speakers and films.
 - iii. Works with clubs and ICC to help plan events to ensure overall calendar coordination and guidelines for activities on campus.
 - iv. Is responsible for evaluating events and reporting the evaluation to the ASCOM board.
 - v. Works with the Treasurer to review the activities budget and makes allocations within the budget guidelines.
 - vi. Chairs the coordinating committees of all ASCOM events and activities.

- vii. Presents oral and/or written reports of all planned activities to the ASCOM board to ensure time for publicity and scheduling adequate to support these events.
- viii. Follows the following formal guideline to create an ASCOM event (this guideline should be referenced for any individual on the ASCOM board who is planning or organizing an event).
 - i. Day, time, and place of event
 - ii. Lead(s) of the event
 - iii. Who or what organization(s)/club(s) are involved?
 - iv. What is the purpose of the event?
 - v. What is the general plan of the event?
 - vi. What funding is needed for the event, if any?
 - vii. What paperwork needs to be done to hold event?
 - viii. What responsibilities do other ASCOM member(s) have in organizing or helping with the event?
- ix. Responsible for establishing and chairing a food service committee between the various student organizations, the food service vendor, and the Vice President of College Operations.
- x. Is responsible for establishing and chairing a bookstore committee between the various student organizations, the bookstore, and the Vice President of College Operations.
- xi. Works with the vending machine vendor and the Vice President of College Operations to address student concerns regarding vendor contracts.
- xii. Reports all findings regarding food service, the bookstore, and vending machines to the ASCOM board.
- xiii. Works with the Director of Students Activities and Advocacy, the Health Center Coordinator, and the other Board members regarding AIDS Awareness Week, Drug and Alcohol Awareness Week, and other special issues.

- xiv. Is responsible for addressing special concerns raised by students regarding parking, safety and the student services.
 - xv. Works with the ASCOM Directors of Student Activities and Public Relations ID sale procedures.
 - xvi. Works with the ASCOM Director of Public Relations to prepare and update a benefits booklet listing available discounts to be distributed to students purchasing ID cards.
 - xvii. Acts as liaison between the ASCOM Board and the various student services.
 - xviii. Establishes and updates a policy for administering ASCOM scholarships and grants with the Treasurer.
 - xix. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
 - xx. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
 - xxi. Reports directly to the ASCOM President.
- b. Public Relations and Marketing
- i. Serves as the Public Information Officer of the Associated Students of the College of Marin.
 - ii. Is responsible for the promotional materials for all ASCOM events and functions.
 - i. All promotional material should be displayed at least one week prior to any ASCOM event.
 - iii. Presents posters, flyers, and other informational pieces to the ASCOM Board for approval, as well as with the Office of Student Activities and Advocacy.

- iv. Works closely with the ASCOM Senator in charge of the Technology department and committees.
 - v. Works with the campus Office of Community Relations/Marketing to issue press releases.
 - vi. Connects and reaches out to media new outlets to come to College of Marin and record special ASCOM events like protests, rallies, and other large functions.
 - vii. Prepares and updates informational packets regarding student government.
 - viii. Is responsible for scheduling and updating ASCOM display cases and bulletin boards.
 - ix. Maintains a binder detailing all ASCOM activities and events with copies of flyers, invitations, posters, pictures and other information.
 - x. Is responsible for researching and developing new marketing techniques to reach out to students in advanced ways.
 - xi. Is responsible for announcing ASCOM events in classes and reminding other board members to also announce events in their own classes.
 - xii. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
 - xiii. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
 - xiv. Reports directly to the ASCOM President.
- c. Technology
- i. Is responsible for advocating for the development and proper implementation of technology for students at College of Marin.
 - ii. Establishes a strong relationship with the IT department and works with the IT Director to address concerns regarding technology.

- iii. Is responsible for taking quality photographic pictures during all ASCOM events.
 - i. In the event that the member entitled to this position is unavailable to take pictures, they shall find another member to take responsibility at that specified ASCOM event.
- iv. Works closely with the ASCOM Senator in charge of the Public Relations department and committees.
- v. Is responsible for creating the two ASCOM boards with pictures of all ASCOM members and taking a professional picture of all ASCOM members in their ASCOM or professional attire.
- vi. Is responsible for managing the ASCOM cafeteria TV's with the ASCOM Advisor and/or the IT department.
- vii. Monitors the operations of the ASCOM office computers, equipment, and technological supplies.
- viii. Serves on Technology Planning Committee within the Participatory Governance System (PGS).
- ix. Establishes and oversees ASCOM e-mail addresses, social media platforms, computer files, and the student government website.
 - i. Updates all social media platforms with quality posts and insightful knowledge for the student body.
- x. Establishes and updates a policy for administering ASCOM scholarships and grants with the Treasurer.
- xi. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- xii. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- xiii. Reports directly to the ASCOM President.

- d. State Student Senate Representative
 - i. Shall maintain a working knowledge of Robert's Rules of Order.
 - ii. Shall maintain a working knowledge of The Brown Act of California.
 - iii. Shall maintain a working knowledge of the college district policies.
 - iv. Shall maintain a working knowledge of the ASCOM Constitution and Bylaws.
 - v. Has the authority to interpret the ASCOM Constitution and Bylaws.
 - i. Interpretation is also taken into consideration with the President and Advisor.
 - ii. Interpretation is used only when a Constitutionality question arises.
 - iii. Interpretation achieved by Parliamentarian, in consultation with the President and Advisor, is final.
 - vi. Student Senate of California Community Colleges Delegate
 - i. Attend all State Student Senate Region 3 meetings, and submit reports to ASCOM.
 - ii. Be responsible for the representation of the College of Marin at the annual Student Senate Lobby Day.
 - iii. Recommend and ask for College of Marin resolutions that effect all California Community Colleges to be passed on to the SSCCC and General Assembly Conference.
 - iv. Will serve as one of College of Marin's voting delegates at the Student General Assembly regional and state meetings.
 - vii. Shall be responsible for maintaining and keeping inventory of ASCOM property.
 - viii. Maintain and control stock of office supplies and materials used in the ASCOM workroom.
 - ix. Maintain the ASCOM office and keep it clean and professional along with the help of other ASCOM members.
 - x. Place work orders and requests with the proper authority if ASCOM property needs repairs.

- xi. Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.
- xii. Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.
- xiii. Reports directly to the ASCOM President.

Section 3: ESCOM Liaison

- 4. ESCOM Representative
 - i. Represent the interests of the ESCOM (Emeritus Students, College of Marin) as it pertains to students of the college.
 - ii. Report on any activities of ESCOM to ASCOM.
 - iii. Actively help with all ASCOM coordinated events.

Section 4: Non-Voting Member

- 5. Auxiliary Members
 - i. Attend all ASCOM weekly meetings.
 - ii. Be assigned to one of the ASCOM departments of their choice to help the chair of that department move forward with projects, ideas, and responsibilities.
 - iii. Actively participate in all ASCOM events and help with planning and setting up each event.
 - iv. Undertakes other duties as requested by the ASCOM President, Vice President, and/or ASCOM advisor(s).

Article 2: Meetings

Section 1: Regular Meetings

- 1. Regular meetings shall be held on a weekly basis in an open and public setting.

2. Regular meeting schedule shall be determined at the beginning of each semester at the ASCOM retreat to find an accommodating day and time for a majority of the board.
3. In accordance with The Brown Act of California, the meeting notice along with the agenda and previous meeting minutes must be posted 72 hours in advance of the meeting.
 - a. Posting of materials must be in a place accessible and visible to the public.
 - b. Online posting of the meeting information and materials must also adhere to the 72-hour policy.

Section 2: Special Meetings

1. Special meetings shall be held in accordance with The Brown Act of California.

Section 3: Emergency Meetings

1. Emergency meetings shall be held in accordance with The Brown Act of California.
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Article 3: ASCOM Workroom and Meeting Space

Section 1: ASCOM Workroom

1. The ASCOM Workroom is located in the Student Services Building, Second Floor, Room 241.
2. Upon completion of training and orientation, each member of the ASCOM Board will be provided with the lock key code for the room.
3. Every member of the ASCOM Board is responsible for maintaining a clean and tidy workspace in the ASCOM workroom.
4. Non-voting members shall not be allowed in the ASCOM room unless accompanied by another ASCOM board member.

Section 2: ASCOM Meeting Space

1. The meeting space for the ASCOM regular meetings shall be held in an open and accessible location.
 2. The meeting space must be on either the Kentfield Campus or the Indian Valley Campus in order to qualify as a recognized meeting.
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Article 4: Terms of Office

Section 1: ASCOM Board Candidates

1. All prospective candidates for Board positions must go through the application and election process as stated in the Bylaws and the ASCOM Election Code.
2. All applicants must maintain ASCOM Board eligibility requirements at the time of filing and throughout the term of office.

Section 2: ASCOM Board term of office

1. All ASCOM Board members shall serve a one (1) year term, from May 30th to May 30th of the next year.
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Article 5: ASCOM Stipends for Board Members

Section 1: Stipend by Officer Position for One Full Term (year)

1. President: \$2250
2. Vice President: \$1850
3. Student Trustee: Funded by Board of Trustees
4. Treasurer: \$1100
5. Secretary: \$1100

Section 2: Stipend by Senator in Charge of Specific Department for One Full Term (year)

1. Student Activities and Services/Accessibility (Student 1): \$450
2. Student Activities and Services/Accessibility (Student 2): \$450
3. Public Relations and Marketing (Student 1): \$450
4. Public Relations and Marketing (Student 2): \$450
5. Technology and Marketing: \$450
6. State Student Senate Representative: \$450

Section 3: Stipend information, procedures, and guidelines

1. All Senators shall be eligible for their stipend at the end of one full term (year) served. The stipend allocation of each Senator is subject to approval of the Executive Officers with final approval from the Advisor.
2. All Executive Officers, except the Student Trustee, shall be eligible for a stipend at the end of one full term (year) served. The stipend allocation of each Officer is subject to approval of the Advisor.
 - a. The Student Trustee's stipend will be determined and approved by the Board of Trustees.

3. All stipends are based on surrounding California Community College stipends given to board members and the general amount of responsibility entailed to each position. Each member shall generally be serving the following number of hours, excluding office hours, based on their position:
 - a. President: 10 hours
 - b. Vice President: 8 hours
 - c. Student Trustee: 3 hours
 - d. Treasurer: 5 hours
 - e. Secretary: 5 hours
 - f. Senator for Student Activities and Services/Accessibilities (student 1): 3 hours
 - g. Senator for Student Activities and Services/Accessibilities (student 2): 3 hours
 - h. Senator for Public Relations and Marketing (Student 1): 3 hours
 - i. Senator for Public Relations and Marketing (Student 2): 3 hours
 - j. Senator for Technology and Marketing: 3 hours
 - k. Senator for State Student Senate Representative: 3 hours
4. All stipends are at a set rate and cannot be changed through an agenda item. Stipends may only change after being voted on by the student body by re-submitting the ASCOM Constitution.
5. Stipends shall come out of the ASCOM Financial Budget.

To-Do List

Re-discuss all topics in red

college council meeting after GRC update

Page 24-39 of old constitution?