Table of Contents

Constitution
Page 4

ARTICLE I  -  TITLE OF ORGANIZATION
Page 4

ARTICLE II  -  PURPOSE
Page 4

ARTICLE III  -  MEMBERSHIP
Page 4

ARTICLE IV  -  BOARD OF DIRECTORS
Pages 4-5

ARTICLE V  -  OFFICERS
Pages 5-6

ARTICLE VI  -  LEGISLATIVE POWERS OF THE BOARD OF DIRECTORS
Page 6

ARTICLE VII  -  GENERAL DUTIES AND RESPONSIBILITIES OF ALL ELECTED AND APPOINTED OFFICERS
Pages 6-7

ARTICLE VIII  -  ELECTIONS
Page 7

ARTICLE IX  -  AMENDMENTS
Page 7

ARTICLE X  -  PARLIAMENTARY AUTHORITY/RULES
Pages 7
ARTICLE XI - LEGAL CONFLICTS
Page 7

Standing Rules
Page 8

ARTICLE I - COMPOSITION
Pages 8-9

ARTICLE II - BOARD OF DIRECTORS
Pages 9-13

ARTICLE III - EXPECTATIONS AND ACCOUNTABILITY
Pages 13-14

ARTICLE IV - COMMITTEES
Pages 14-15

ARTICLE V - INTER CLUB COUNCIL
Pages 15-19

ARTICLE VI - ELECTION CODE
Pages 19

ARTICLE VII - FINANCIAL GUIDELINES
Page 19-20

ARTICLE VIII - PROGRAMMING COMMITTEE GUIDELINES FOR ALLOCATION OF FUNDS
Pages 20-21

ARTICLE VIII - AMENDMENTS
Pages 22
Associated Students of Moorpark College
Constitution

We, the students of Moorpark College, in order to provide a better learning environment for all the students and to establish a legislative body, dedicated towards the improvement of every students' academic careers, and dedicated to create a more positive learning environment for all students, hereby establish this constitution of self-governance as provided for by the State Legislature through the California Education Code and Title 5 of California's State Code, and as delegated by the Board of Trustees of the Ventura County Community College District.

ARTICLE I
Title of Organization

SECTION A. Title
This organization shall be known as the Associated Students of Moorpark College.

SECTION B. Abbreviation
ASMC shall be the legal abbreviation of said organization.

SECTION C. Rights to Title
This organization shall be the only entity entitled to utilize the above designations.

SECTION D. Paraphrase
The Associated Students of Moorpark College may be referred to as the Associated Students within this document.

ARTICLE II
Purpose

The ASMC shall exist to serve the individual and collective needs of the students of Moorpark College.

ARTICLE III
Membership

SECTION A. Members
All Students enrolled at Moorpark College shall be members of the ASMC.

SECTION B. Privileges
All members of the ASMC shall be granted the following privileges:

1. The right to seek and hold office if all other qualifications are met as set forth in this document, in the ASMC Election Code, and as set forth by the standing rules of the ASMC Board.
2. The right to vote in all elections held under the Authority of the ASMC.
3. The right to seek an appointment from the ASMC Board of Directors to serve on Shared Governance Committees and Task Forces.
4. The right to purchase a college photo ID card.
5. Any other rights and privileges as determined by the ASMC Board of Directors.

ARTICLE IV
Board of Directors

SECTION A. Paraphrase
The ASMC Board of Directors may be referred to as the Board of Directors within this document.

SECTION B. Composition
The ASMC Board of Directors shall consist of all elected and appointed officers.

SECTION C. Appointments
Only those individuals approved by the Board of Directors to fill a vacant elected position, as provided for in this document, shall be considered appointed officers.
SECTION D. Voting
All officers of the ASMC, in both elected and appointed positions, shall have only one vote each on the Board of Directors.

SECTION E. Responsibilities
The Board of Directors shall be responsible for conducting the day-to-day business of the ASMC.

SECTION F. Distribution of Powers
All Legislative, financial, judicial, and executive powers of the ASMC shall be vested in the Board of Directors, with the guidance of the Board’s Advisor.

SECTION G. Representation
The Board of Directors shall be the sole representative unit of the Students enrolled at Moorpark College to all on and off campus entities.

ARTICLE V
Officers

SECTION A. Composition
The elected officers of this organization shall consist of a president, a Vice President, a Director of External Affairs, a Director of Budget and Finance, a Director of Constitution and Standing Rules, a Director of Academic Affairs, a Director of Student Services, a Director of Student Organizations, a Director of Campus Events, and a Director of Public Relations.

SECTION B. New Officers
No other positions on the Board of Directors shall be created without an amendment to this document.

SECTION C. Creation of Staff
The Board of Directors may create staff positions to help the board carry out the day-to-day business of the ASMC.

SECTION D.
A list of the jobs and responsibilities for all elected officers shall be kept in the Standing Rules of the Board of Directors, and may only be changed or revised with a ¾ vote of all members of the Board of Directors.

SECTION E.
A list of all staff positions with their jobs and responsibilities shall be included in the Standing Rules of the Board of Directors, and shall be subject to change and revision only by a majority vote of the Elected Officers.

SECTION F.
If any elected position is not filled in a general election, or if it is left vacated by resignation or dismissal of the office holder, then it may be deemed an appointed position and shall be filled by a two-thirds (2/3) vote of the remaining members of the Board of Directors, or it may be filled in a special election, if desired, by the Board of Directors as shown by a two-thirds vote.

SECTION G.
The term of office for all ASMC Officers shall be one academic year, unless replaced or terminated from their position, or in case of resignation. Terms shall begin and end on May first (1) of the Academic year in which the election was held.

SECTION H.
The only exception to Article V, Section G, is those officers who are appointed to fill a vacancy, or those officers elected in a special election as described in Article VIII, Section E. In these cases, the term of office will begin immediately after the appointment/election is certified by the Board of Directors and shall end on May first (1) of the current term of office of all other Directors.

SECTION I.
At no time may the same individual hold the same elected position for more than two consecutive terms, nor shall any individual be allowed to hold office for more than 5 terms during any 10-year period of time.

SECTION J.
If the office of the President becomes vacant, the Vice President shall assume the office of the President, and a Vice President may be either appointed or elected as provided for in Article V, Section F.
SECTION K.
If both the offices of the President and Vice President become vacant at any time, the Board of Directors shall immediately appoint an elected officer to serve as the temporary President with a majority vote, and at the same meeting the Board of Directors shall set a date which falls within three weeks of that meeting to hold a special election to fill the positions.

SECTION L.
Appointments for all offices shall be made by the President with a two-thirds (2/3) vote of the Board of Directors required to confirm the appointment.

ARTICLE VI
Legislative Powers of the Board of Directors

SECTION A.
The ASMC Board of Directors shall have all legislative authority in all matters related to the ASMC. These powers shall include, but shall not be limited to:

1. The power to create and act upon motions, proposals, resolutions and ordinances.
2. The power to fix and collect membership fees for the Association.
3. The power to sponsor, plan, and or implement activities on behalf of the ASMC.
4. The power to determine the annual budget for the forth-coming year. The Budget shall be established no later than the fourth week of the fall semester.
5. The power to authorize expenditures as specified in the Financial Code and to develop new sources of income for the Association, and all other powers in matters.
6. The power to enter into contracts and negotiations. This power may not be delegated to a committee and will be vested solely in the members of the current sitting board. All contracts must be approved by a two-thirds (2/3) vote.
7. The power to make policies and procedures that are not delegated or otherwise prohibited by this document or the current laws, and to change these policies and procedures as determined necessary by the Board of Directors.
8. The power to take a position on pending local, state, and federal legislation on behalf of the students enrolled at Moorpark College.

SECTION B.
The following limitations of legislative power shall apply to the ASMC Board of Directors.

1. No proxy voting shall be permitted.
2. The Board of Directors shall impose no ex-post-facto laws, rules, policies, regulation, or fees.
3. The ASMC is created with the approval of, and is subject to the control and regulation of, the Governing Board of the Ventura County Community College and the California Education Code. The Board of Directors shall not violate any rules or regulations of these entities/documents or any other laws of the State of California and/or the laws of the United States of America. All laws, regulations, codes, policies, and procedures shall be followed from the highest to the lowest level of authority.

ARTICLE VII
General Duties and Responsibilities of All Elected and Appointed Officers

SECTION A.
All members of the Board of Directors shall assume the duties of the office he/she was elected or appointed to as defined in the Standing Rules of the ASMC Board of Directors. In addition, each officer shall:
1. Attend all regularly scheduled ASMC Board of Directors meetings and shall attend all other meetings required by their position.
2. Make an honest attempt to make all other meeting/activities at which their presence/participation is required.
3. Take on individual commitments for projects, activities, special events, committees, and/or other work necessary to fulfill the goals and objectives set by the Board of Directors for the current year.

ARTICLE VIII
Elections

SECTION A.
The General Election shall be held in the spring semester for the purpose of electing the officers for the following term of office. The General Election will follow the Ventura County Community College District (VCCCD) Student Election Procedures.

SECTION B.
The ASMC Advisor shall issue the oath of office to all newly elected and appointed board members prior to taking office.

SECTION C.
Special elections may be called at the discretion of the Board of Directors for any purpose provided for in this document; the Standing Rules, or the VCCCD Student Election Procedures.

SECTION D.
A two-thirds (2/3) vote of the Board of Directors is required to authorize a Special Election, and a majority vote is required to set the dates for the Special Election.

**Article IX**

**Amendments**

SECTION A.
Amendments to this document may only be made during the General Election, held in the Spring semester.

SECTION B.
The Board of Directors may place an amendment on the ballot with a two-thirds (2/3) vote of the members of the board.

SECTION C.
Students may place an amendment on the ballot by a petition signed by three hundred (300) or more enrolled Moorpark College Students. The petition must include the student’s signature, printed name, and either the student’s date of birth, student ID number, or some other means of identification for verification purposes.

SECTION D.
Measures/Propositions may be placed on the ballot during a General Election and shall follow the same procedures as for amendments, unless the Board of Directors approves a special election.

**Article X**

**Parliamentary Authority/Rules**

SECTION A. Governing Authority
In cases not provided for in this document, the governing authority for the determination of all procedural matters shall be Robert’s Rules of Order, Newly Revised Edition.

SECTION B.
No motion, either oral or written, shall be adopted until the same shall be seconded and distinctly stated to the Board of Directors by the presiding officer. The minutes shall identify the maker and second of each motion before the Committee.

SECTION C.
All other rules and policies shall be contained in the Standing Rules of this organization and, if not otherwise specified in this document or in the Standing Rules, the Standing Rules shall be amendable by a majority vote of the Board of Directors.

**Article XI**

**Legal Conflicts**

SECTION A.
Should any portion of this document be found illegal, the remainder of this document shall remain in effect, until otherwise changed by amendment.

SECTION B.
Should any local, state or federal law, regulation, or code be found to be in conflict with this document, then the portion in this document which is in question shall be considered to be null and void, however the remainder of the document will remain in full force. The law, regulation, or code from highest-ranking authority shall take precedence over all others and will be obeyed by the ASMC.
Associated Students of Moorpark College
Standing Rules

ARTICLE I
Composition

SECTION A. Membership Privileges

All regularly enrolled persons at Moorpark College shall be members of the Associated Students entitled to the right to participate in Associated Students sponsored activities.

SECTION B. Meetings

1. The Associated Students Board of Directors hereinafter referred to as the "Board of Directors," shall hold regular meetings at least once a week during the normal academic year when the college is open, excluding Spring Break, summer sessions, and semester breaks.
2. The first regular meeting of the newly elected Board shall be convened prior to the end of the academic term in which it was elected.
3. A quorum shall be necessary to conduct general business of the Associated Students. A quorum is defined as more than half the filled elected (voting) positions in any meeting of the Board of Directors.

SECTION C. Qualifications of Directors

1. Must be a resident of California.
2. Shall currently be registered and continuously enrolled in a minimum of five (5) units at Moorpark College during the fall and spring semesters (summer sessions are excluded).
3. Shall achieve and maintain a cumulative 2.0 minimum Grade Point Average to assume and maintain a position on the Board of Directors.
4. Shall be eighteen (18) years of age prior to assuming office.
5. The presidential candidate and vice presidential candidate of the Associated Students shall have completed a minimum of 18 semester units at one or more of the District’s colleges or off campus class sites prior to assuming office, of which a minimum of 12 must be taken on the candidate’s primary campus.
6. The presidential and vice-presidential candidate must have at least one complete semester of experience in leadership at either the high school or college level, whether in student government, club activities, athletics or some outside leadership organization like Key Club, Junior Civitan, etc.
7. Shall not hold an executive position in any other student organization besides Associated Students.
8. Shall be in good standing with the college by never having violated the Student Conduct Code.
9. Shall not be on Academic Probation.

SECTION D. Appointment Process

1. The Board of Directors shall approve the seating of its own members in order to fill any available board positions after the spring election or in the event of a board member vacating their position.
2. The President, with a two-thirds (2/3) vote of the Board of Directors, shall make appointments for all vacant offices.
3. The term of office will begin immediately after the appointment is certified by the Board of Directors and shall end on May first (1) of the current term of office of all other Directors.
4. Appointed board members shall be installed at the board meeting in which they are confirmed for appointment.
SECTION E. Discrimination

1. The Associated Students of Moorpark College and the Board of Directors shall not support or affiliate with any organization which illegally discriminates on the basis of: race, creed, sex, age, national origin, religion, physical handicap, or sexual orientation.
2. If an individual believes he or she has been discriminated against in violation of this section, he or she should first make an appeal to the alleged offender.
3. If an appeal results in an unsatisfactory response or is inappropriate, a grievance may be filed with the Associated Students Board of Directors.
4. The Associated Students Board of Directors may activate the Ad-HOC Judicial Committee in response.

SECTION F. Student Employees of the Board of Directors

1. The minimum recommended student employees of the Associated Students Board of Directors are:
   a. Recording Secretary
   b. Office Manager
   c. Webmaster

ARTICLE II
Board of Directors

The Board of Directors shall be responsible for the safeguarding of the rights of the students to vote, to participate in all Moorpark College sponsored activities, and to receive a fair hearing of grievances before any agency of the Associated Students of appropriate jurisdiction. The Board of Directors shall oversee the promotion of close cooperation between the Associated Students, Administration, Faculty, and Alumni of the College. The official representation of the Associated Students of Moorpark College shall be entrusted to the Board of Directors. The Board of Directors will ensure that good relations are maintained with student body governments at other colleges and universities.

The Board of Directors shall be in charge of approving the annual budget of the Associated Students. The Board of Directors will be entrusted to sponsor programming for the students of Moorpark College, as it deems appropriate. Current members of the Board of Directors shall be eligible for positions on the Student Senate for California Community Colleges. (hereby referred to as SSCCC)

The Associated Students President shall be the presiding officer of the Board of Directors. In their temporary absence, the Vice President shall serve as the presiding officer of the Board of Directors. In the case of both the President and the Vice President being absent, the Board shall elect from among themselves an acting presiding officer. If acting as a chair for a committee, the Director must report all committee business to the Board of Directors at all Associated Students Board of Directors meetings.

Neither attendance by proxy nor vote by proxy shall be recognized at any meetings of the Associated Students, its subsidiary agencies, committees, or commissions.

Elected Officers of the Associated Students

a. President
b. Vice President
c. Director of Budget and Finance
d. Director of Student Services
e. Director of Public Relations
f. Director of External Affairs
g. Director of Campus Events
h. Director of Student Organizations
i. Director of Academic Affairs
j. Director of Constitution and Standing Rules
SECTION A. President of the Associated Students

1. Shall preside at all meetings of the Associated Students Board of Directors (hereby referred to as "AS BOD").
2. Shall be responsible for all executive functions of the AS BOD, and shall be responsible for carrying out all orders, sanctions, and resolutions as effectively as possible, while serving as the official spokesperson of the Associated Students and representing only those positions endorsed by the AS BOD.
3. Shall serve as a liaison between the college administration and the Associated Students.
4. Shall report to the AS BOD any action or occurrence taken or witnessed at a meeting or function attended on behalf of the Associated Students as it pertains to the purpose of the Associated Students.
5. Shall prepare an agenda for the Board of Directors meeting in consultation with the Vice President, and the AS Advisor and distribute the agenda and related documents to each officer seventy-two (72) hours in advance of each meeting, in accordance with the Brown Act.
6. Shall have the power to call for an emergency and/or special Board of Directors meeting provided that twenty-four (24) hours notice is given to all members of the AS BOD in accordance with the Brown Act.
7. The President shall reserve their vote only in the event of a tie, or where their vote will affect a constitutionally required two-thirds (2/3) or three-fourths (3/4) vote.
8. Shall be an authorized signatory on all accounts of the Associated Students.
9. Shall make all appointments to vacant positions of the AS BOD with two-thirds (2/3) approval of the existing AS BOD.
10. Shall have the right to a seat on all Associated Students Standing committees and Ad hoc committees unless so stated in said committees' definition of structure.
11. Shall meet with the AS Advisor on a regular basis.

SECTION B. The Vice President of the Associated Students

1. Shall, in the temporary absence of the President, assume all the responsibilities and powers of the President's office. When acting as Chair of the Board of Directors, the Vice President shall retain their vote.
2. In the temporary absence of the President, shall be an ex-officio member of all Associated Students committees in which the President holds membership.
3. Shall appoint each Board Member to at least one shared governance committee, and may make appointments to non-academic committees, boards, and task forces at the college as needed.
4. Shall assist the President in facilitating good relations between the Board of Directors and the Associated Students.
5. Shall review letters of intent for vacant positions open to appointment and make recommendations for said appointments to the President of the Associated Students.
6. Shall be responsible for the administrative duties of the Board of Directors.
7. Shall be the Vice chair of the Inter Club Council.
8. Shall oversee the appointments of student representatives to shared governance committees.

SECTION C. The Director of Budget and Finance

1. Shall have general supervision in cooperation with the Associated Students Advisor of all Associated Students finances.
2. Shall have primary responsibility for the preparation and development of the budget of the Associated Students.
3. Shall be an authorized signatory of requisitions for Associated Students expenditures.
4. Shall initiate and sign requisitions authorizing expenditures of Associated Students funds.
5. Shall maintain an accurate record of all Associated Students Trust Accounts and Oversees maintenance of a perpetual listing of all capital expenditures, Loans, and buildings donated or contributed by the Associated Students of Moorpark College.
6. Shall be responsible for representation of the Associated Students on matters of fiscal planning as a student member of the Moorpark College Fiscal Planning Committee.
7. Shall prepare a financial statement to be presented to the Board of Directors at least once a month during the regular academic year.
8. Shall serve as chairperson of the Associated Students Finance Committee.
9. Shall have a seat on the Associated Students Programming Committee.
SECTION D. The Director of Student Services

1. Shall be responsible for organizing and promoting in cooperation with the Director of Campus Events, those activities which promote the health, welfare, and safety of the student body at Moorpark College through awareness and education.
2. Shall research and report on all student problems or the student welfare.
3. Shall be responsible for the representation of the Associated Students to the Administration and Faculty on matters of health and safety as a student member of the Moorpark College Safety Committee.
4. Shall be responsible for the representation of the Associated Students to the Administration and Faculty on matters of health and safety as a student member of the Moorpark College Student Services Committee.
5. Shall oversee college photo ID sales and cardholder benefits and discounts.
6. Shall serve as liaison to the Campus Police for the Associated Students Campus Escort Program and other service related programs.
7. Shall oversee the Associated Students Commissioned Arts Program.
8. Shall oversee the function of campus tours.

SECTION E. The Director of Public Relations

1. Shall maintain a list of local newspapers and television and radio stations and persons of contact for use in publicizing activities of the Associated Students, and shall oversee the preparation and distribution of press releases and coordinate publicity for all Associated Students and Inter Club Council (hereby referred to as "ICC") functions and sponsored activities.
2. Shall be responsible for the maintenance of all Associated Students publicity materials, including, but not limited to: banner paper, helium tank, balloons, signboards, and bulletin boards.
3. Shall generate appropriate publicity materials and distribute them as requested by the Director or ICC sponsored event.
4. May generate appropriate publicity materials and distribute them as requested by the Moorpark College Student Activities office or any Associated Students recognized student organization, for events not officially sponsored by the Associated Students or ICC.
5. Shall oversee the notification of the student body-at-large of the Associated Students and Inter Club Council function and sponsored activities.
6. Shall maintain copies of all newspaper articles concerning the Associated Students and Moorpark College.
7. Shall serve as the chairperson of the Associated Students Public Relations Committee.
8. Shall assist and guide the Associated Students Webmaster in production of the Associated Students web site.
9. Shall have a seat as a voting member of the Inter Club Council.

SECTION F. The Director of External Affairs

1. Shall assist the President and Board of Directors in coordinating advocacy efforts on behalf of student interests and shall represent the Associated Students to off-campus entities as delegated by the President or the Board.
2. Shall assist the President in the Associated Students’ advocacy to institutions and groups at the Moorpark College campus.
3. Shall ensure that the Board of Directors understand the issues being advocated by the Associated Students and Associated Students sponsored groups, and shall provide all necessary documentation and presentations to that end.
4. Shall be responsible for representation of the Associated Students at all of SSCC Region VI meetings and functions and comply with the Constitution and Standing Rules of the Student Senate for California Community Colleges as they apply to the Associated Students of Moorpark College.
5. Shall be responsible for Associated Students representation at all regular Ventura County Community College District board meetings as they apply to the Associated Students of Moorpark College.
SECTION G. The Director of Campus Events

1. Shall coordinate all intramural activities between Student Organizations, staff, and faculty.
2. Shall serve as chairperson of the Associated Students Programming Committee and assist the AS BOD in facilitating the use of the Associated Students Programming Fund.
3. Shall be responsible for the representation of the Associated Students on matters of non-academic administrative policy concerning the use of campus facilities for student programming.
4. Shall serve as the chair of the Campus Events Committee.
5. Shall oversee and facilitate all Associated Students events and activities.

SECTION H. The Director of Student Organizations

1. Shall represent to the AS BOD, within their respective capacity, all recognized Student Organizations in good standing.
2. Shall serve as the liaison between the AS BOD and the Inter Club Council (hereby referred to as "ICC").
3. Shall chair ICC meetings, and prepare an agenda and related materials to all members of the ICC.
4. Shall assist the Director of Campus Events in coordinating intramural activities between student organizations, staff and faculty.
5. Shall notify the Board of Directors of any action to place a student organization on probation or suspension within twenty-four (24) hours of the time such action is recommended. The AS BOD may take such action as appropriate upon notification.
6. Shall have a seat on the Associated Students Programming Committee.

SECTION I. The Director of Academic Affairs

1. Shall be responsible for representation of the Associated Students on matters of academic and educational policy as a member of the Moorpark College Academic Senate and Curriculum Committees.
2. Shall attend all meetings of the Moorpark College Academic Senate and present the concerns of the Associated Students as endorsed by the AS BOD.
3. Shall oversee the Associated Students Scholarship program and recommend to the Board of Directors means of distributing funds marked for scholarship purposes.
4. Shall oversee and manage the Lending Library program.

SECTION J. The Director of Constitution and Standing Rules

1. Shall be familiar with the content of the Constitution, Standing Rules, and any other subsidiary rules of the Associated Students and provide parliamentary commentary and/or consultation at the Board of Directors meetings.
2. Shall serve as chairperson of the Elections Committee.
3. Shall examine all legislative matters as it is brought forth to the Board of Directors and verify that the items being considered and their implementation thereof do not violate the Constitution and/or the Standing Rules.
4. Shall make an effort to be familiar with all local, state, and federal governing documents pertaining to the Associated Students and its subsidiary Councils, committees, and chartered Student Organizations. These documents include, but are not limited to: the Associated Students Constitution and Standing Rules, Moorpark College Policies & Procedures, Ventura County Community College District (hereby referred to as "VCCCD") Governing Board Policy Manual, California Education Code, and California Community Colleges Title V regulations.
5. Shall keep a record of all late arrivals and absences.

SECTION K. Limitation

The above duties, except those outlined for the Associated Students President, shall in no way be construed as authorization for members of the Board to endorse positions on behalf of the Associated Students for which a formal position has not been stated by the Associated Students Board of Directors.
SECTION L. Attendance Policy

1. The Associated Students Board of Directors shall have the power to excuse absences and late arrivals of its Board Members.

2. An excused absence is one that is approved by the President, Vice President, and/or Advisor prior to the meeting. Without appropriate approval, the absence of the board member will be unexcused. This can be reviewed and changed following the AS BOD meeting for an excused absence with a two-thirds (2/3) vote.

3. Any member of the AS BOD, who has two (2) un-excused absences in a semester, shall be given a written warning notice from the Associated Students Vice President. One additional un-excused absence shall result in a vacancy of office if declared by a two-thirds vote of the AS BOD.

4. The term "meeting" shall be defined as any and all commitments that board members are assigned (i.e. board meetings, Shared Governance Committee meetings, Associated Students Committee meetings, CalSacc meetings/functions, or VCCCD meetings).

SECTION M. Office Hours and Availability

1. AS BOD members are recommended to serve a minimum number of hours by working in the Associated Students Office.

2. The recommended minimum number is three (3) office hours per week.

3. While serving office hours, AS BOD members shall be charged with the responsibility of answering the Associated Students telephones, making college photo ID cards, answering questions, and providing general assistance in areas that are in keeping with the purpose of the Associated Students.

4. While serving office hours, AS BOD members have priority use of all Associated Students equipment and facilities.

ARTICLE III

Expectations and Accountability

SECTION A. Oath of Office

1. Each newly elected officer of the Associated Students shall read the Constitution and Standing Rules of the Associated Students in their entirety and sign and date a written document verifying that said action has been completed.

2. Each AS BOD member must take the following oath prior to installation: "I (Name), do hereby affirm that I will, to the best of my ability, support the Constitution and the Standing Rules of the Associated Students of Moorpark College, and that I will, to the best of my ability, promote, maintain, and extend the worth, value, and name of the Associated Students of Moorpark College."

SECTION B. Associated Students Board of Directors Code of Conduct

In joining the Associated Students Board of Directors, the student enjoys the right and shares the responsibility in exercising their role as a member of the Board of Directors. The elected or appointed students are expected to conduct themselves in accordance with this document, the Associated Students Board of Directors Oath of Office as stated in Article III, Section A, and the standards of Board Member conduct established within this section.

1. Board Members are subject to charges of misconduct for any of the following acts with respect to actions on campus, at a college sponsored activity, or while conducting business as an elected or appointed member of the Associated Students Board of Directors:
   a. Willful disobedience of college and district code, policy, and procedure, including the Moorpark College Student Conduct Code, as well as civil and criminal laws of the city, county, state, and nation.
   b. Dishonesty, such as knowingly furnishing false information to the Associated Students Board of Directors or the Associated Students Advisor.
   c. Willful obstruction or disruption of Associated Students business or property.
   d. Theft of, or damage to, Associated Students property or possession of stolen property belonging to the Associated Students.
   e. Acts of malicious intent towards the Associated Students, other Board Members, or the Associated Students Advisor.
   f. Deliberate disregard of established guidelines of the Associated Students, including all financial guidelines, such as the guidelines for the Programming Fund as stated in Article VIII.
   g. Deliberate attempt of misrepresentation of the Associated Students Board of Directors.
SECTION C. Accountability and Removal from Office

1. The current governing Board, for proven misconduct, may impose disciplinary action upon an individual Board Member for violation of specified rules, regulations, and/or procedures held within this document.

2. In the event of malfeasance, misfeasance, or nonfeasance on the part of any of the AS BOD, the AS BOD may reprimand the offending Board Member with a two-thirds vote. The term "reprimand" shall be defined here as a formal written statement approved by the AS BOD, and presented to the offending Board Member. This statement may publicly posted.

3. In cases of gross neglect of duty, violation of oath of office, or misconduct, any Board Member of the AS BOD may be removed from the office only by three-fourths of the voting members, present, which shall be the sole judge of cause and which shall represent the final decision of the Associated Students.

4. In the event that any board member of the Associated Students Board of Directors has violated the MC Student Conduct Code or is placed on Academic Probation, that board member will be automatically removed from office, and deemed ineligible to hold office.

ARTICLE IV
Committees

SECTION A. Standing Committees:

1. Programming Committee
   a. Shall be chaired by the Director of Campus Events.
   b. Shall allocate Associated Students Programming funds for campus activities in accordance with Associated Students Programming guidelines.
   c. Any student organization, campus department, or individual seeking funds from the Associated Students or any branch thereof, must submit a written request detailing, at minimum, the following:
      i. A detailed, line item budget, showing how this money shall be spent.
      ii. A statement indicating what the campus department, student organization, or individual has done to generate funds for the activity prior to the request being made of the Associated Students.
   d. The Director of Budget and Finance and The Director of Student Organizations shall be members of this committee.

2. Inter Club Council
   a. Shall be chaired by the Director of Student Organizations. In the event that the Director of Student Organizations position is, or becomes, vacant, the Associated Students Vice President shall serve as chair of the committee.
   b. Shall be responsible for establishing coordination, communication, and cooperation of recognized Student Organizations of Moorpark College.
   c. Shall serve as an advisory group to the Board of Directors on matters which have, or may have, a significant effect on Student Organizations.
   d. Shall comply with the policies and procedures adopted by the Board of Directors for the administration and operation of the Inter Club Council.

SECTION B. Ad hoc Committees:

Ad hoc committees shall be formed at the discretion of the AS BOD by a simple majority vote and shall have a set ending date. An ad hoc committee is defined as a committee activated for a specific purpose. The decision to implement and ad hoc committee may be voted upon in an AS BOD meeting during its first agenda appearance.

1. Elections Committee
   a. Shall be chaired by the Director of Constitution and Standing Rules. The Chairperson shall nominate other members of the Election Board, for simple majority approval by the AS BOD.
   b. Shall be responsible for the impartial administration of all elections of the Associated Students in accordance with the provisions of the Moorpark College Associated Students Election Code.
   c. Shall report on the validity of all application information forms and signatures on any petition to the President of the Associated Students.
   d. The Elections Committee chairperson shall recommend to the AS BOD, prior to the installation of the new Board, the certification of the candidates elected.
2. Judicial Committee  
   a. Shall be chaired by the Director of Constitution and Standing Rules, except when that individual could not present an unbiased opinion; then the chair becomes the Division Dean.  
   b. Shall be composed of six members, three student members appointed by the President of the Associated Students, subject to approval by the Associated Students' Advisor, Executive Vice President, and the Division Dean, who compose the rest of the committee.  
   c. If any currently enrolled Moorpark College student, Moorpark College staff, or Moorpark College faculty finds that any order of AS BOD business was conducted unconstitutionally, then that individual must present in writing within five (5) school days specific evidence that the Associated Students Constitution was violated to the President of the Associated Students. If sufficient evidence is presented to the Associated Students President, then they must forward the grievance to the Judicial Committee, who will hold a hearing with the complaining party, in order to decide the course of action that should be taken in regards to the complaint.

3. Finance Committee  
   a. Chaired by the Director of Budget & Finance.  
   b. Chair may appoint as many members as needed to fulfill the purpose of the committee.

4. Student Services Committee  
   a. Chaired by the Director of Student Services.  
   b. Chair may appoint as many members as needed to fulfill the purpose of the committee.

5. Public Relations Committee  
   a. Chaired by the Director of Public Relations.  
   b. Chair may appoint as many members as needed to fulfill the purpose of the committee.

6. External Affairs Committee  
   a. Chaired by the Director of External Affairs.  
   b. Chair may appoint as many members as needed to fulfill the purpose of the committee.

7. Campus Events Committee  
   a. Chaired by the Director of Campus Events.  
   b. Chair may appoint as many members as needed to fulfill the purpose of the committee.

8. Academic Affairs Committee  
   a. Chaired by the Director of Academic Affairs.  
   b. Chair may appoint as many members as needed to fulfill the purpose of the committee.

9. Constitution & Standing Rules Committee  
   a. Chaired by the Director of Constitution & Standing Rules.  
   b. Chair may appoint as many members as needed to fulfill the purpose of the committee.

**Article V  
Inter Club Council**

The purpose of the Inter Club Council (hereby referred to as “ICC”) is to encourage student life, diversity, and learning outside of the classroom. The Inter Club Council will serve as the representative body to coordinate, and promote communication and cooperation among student organizations on campus. The ICC is composed of ICC Officers, and a voting representative from each student organization, representing cultural, educational, honorary, philanthropic and social interests.

**SECTION A. ICC Officers**

The Director of Student Organizations shall assume the position of ICC Chair. The Associated Students Vice President shall be the ICC vice-chair.

1. ICC Chairperson (Director of Student Organizations)  
   a. The ICC Chairperson shall preside over all ICC meetings.  
   b. The ICC Chairperson shall prepare an agenda and all related materials.  
   c. The ICC Chairperson has the right to request roll sheets, officer lists, meeting dates, and times from each student organization.  
   d. The ICC Chairperson shall not vote at the ICC meeting unless a tie vote has occurred and in that case the ICC Chairperson shall cast the deciding vote.  
   e. The ICC Chairperson shall serve as a liaison between the Associated Students Board of Directors and the ICC.

2. ICC Vice-Chair (Vice President of Associated Students)  
   a. The ICC Vice-Chair shall assume the duties of the ICC Chair during his or her absence.  
   b. The ICC Vice-Chair shall have a full vote at the ICC Meetings.

3. The Associated Student Director of Public Relations shall also have a seat as a voting member of ICC.
SECTION B. Starting a Student Organization

Student organizations are officially "recognized" by the Associated Students Board of Directors, and are entitled to: use the college name in all publicity, use college facilities, and request funds from the Associated Students Programming Committee.

1. To obtain official "recognition" from the Associated Students Board of Directors, a student organization must do the following:
   a. Have a minimum of four (4) members. Organization membership must be compromised solely of currently registered Moorpark College Students. Non-students may participate in student organization activities as guests, but may not vote, hold office, or pay dues.
   b. Have a minimum of one (1) advisor, who will advise the organization on college rules and regulations, attend organization meetings, supervise the organization's financial transactions, and give general guidance to the organization. The advisor must be a Moorpark College faculty or staff member.
   c. Must have a written Constitution and Standing Rules that has been approved by the Associated Students Board of Directors and is in accordance with the Moorpark College Associated Students Constitution and Standing Rules.
   d. Must complete and have on file in the Associated Students Office a Student Organization Information Form and Advisor's Agreement.
   e. Must set up and handle all financial transactions through a District Trust Account, maintained by the Ventura County Community College District (VCCCD) Accounting Office.
   f. Must attend a Student Organization Orientation held by the Associated Students before being an officially recognized student organization.

2. Student Organization Finances
   a. All student organization money must be deposited in a college district student organization trust account at the College Business Office.
   b. All student organization finances must be transacted through a trust account.
   c. Any ICC Member or ICC Student Organization Representative does not have the right to incur any debt or become involved in any business under the title or by implying the title of ICC in any way unless given full authority to do so by the Associated Students Board of Directors.
   d. All student organization finances shall adhere to the Ventura County Community College District (VCCCD) accounting procedures and policies.
   e. Advisors, as well as student's officers are responsible for seeing that the Ventura County Community College District (VCCCD) accounting procedures and policies are followed. All forms to be used for organization transactions may be obtained from the college business office or the Associated Students office.
      i. A trust account authorization card must be completed to establish a new account. No expenditures or deposits can occur without completion of this form. The following signatures on the account authorization card are required for all organizations: student officers(two officers of the organizations choice, usually the President and Treasurer),and the student organization advisor.
      ii. A trust account signature update card is to update authorized signatures for the account (i.e change in the student offices) and is to be completed and returned with all signatures to the Associated Students Advisor.
      iii. Funds must be available in the account for expenditures to be processed. A list of the student organization account numbers is available from the Associated Student Advisor.
      iv. To determine a student organization account balance, the Associated Student Advisor has access to the financial system inquiry screens and the capability to run reports for account activity.

SECTION C. Suspension, Forfeiture, and Falling out of Recognition

1. The term “suspension” shall be defined as:
   a. The removal of official "recognition" by the Associated Students Board of Directors.
   b. The automatic freezing of a student organization’s Trust account(s).
2. The term “forfeiture” shall be defined as:
   a. Failure of a suspended student organization to renew their organization by the October 1st deadline.
   b. The automatic deposit of all monies remaining in a student organization’s account to the Associated Students Inter Club Council account.
   c. The automatic closure of the student organization’s Trust account(s).

3. Falling Out of Recognition
   a. If at any time during the fall and spring semesters of the current academic year, after a student organization has obtained official recognition for that academic year, the student organization fails to meet any of the requirements for obtaining official recognition, then that student organization has “fallen out of recognition” and shall be placed on suspension until the student organization has proven to be back in compliance with the recognition requirements.

SECTION D. Student Organization Renewal Procedures

To renew a student organization, you must:

1. Have a current Student Organization Information form on file.
2. Have a current Advisor’s Agreement form on file.
3. All student organization finances shall adhere to the Ventura County Community College District (VCCCD) accounting procedures and policies.
4. Must attend a Student Organization Orientation held by the Moorpark College Associated Students before being an officially “recognized” student organization.
5. Continuing student organizations shall complete the student organization renewal procedures by October first (1st).
6. Should a student organization not renew by the October 1st deadline, then that organization shall be placed on suspension for the fall and spring semester of that academic year.
7. The student organization must wait until the following fall semester to renew for the next academic year or fall into forfeiture.
8. Should a suspended student organization not renew the following fall semester by October 1st, after their accounts have been frozen, then that organization shall fall into forfeiture and all monies remaining in their accounts shall be deposited into the associated students ICC account and the student organization trust account(s) shall be closed.

SECTION E. ICC Representation

1. The ICC Student Organization Representative is an elected or appointed officer from the student organization.
2. The ICC student organization representative shall have only one vote on the ICC.
3. Double Representation (Conflict of Interests) – No ICC student organization representative may be a voting member of the Associated Student Board of Directors.
SECTION F. ICC Meetings and Procedures

1. Meetings and Procedures
   a. Student organizations are recommended to attend ICC Meetings.
   b. The ICC shall hold a minimum of one meeting a month during the fall and spring
      semesters after October 1st.
   c. The ICC chair shall notify the student organizations of the ICC meeting calendar dates,
      times, and locations.
   d. All ICC meetings shall be conducted in accordance with the Brown Act as a standing
      committee of Associated Students Board of Directors.

SECTION G. Student Organization Guidelines

1. Student Organization Meetings
   a. Student organizations shall submit a current copy of their meeting schedules to the
      Associated Students Director of Student Organizations.
   b. It is recommended that student organizations post an agenda prior to their meetings on
      the ICC bulletin board located in the student union.

SECTION H. Eligibility for Student Organization Officers, Members, and Term Limits

1. Student Organization Officers
   a. Student organization officers are limited to holding no more than one (1) officer position
      within the same student organization.
   b. A student may hold the position of President or Vice President in only one student
      organization.
   c. Shall currently be registered and continuously enrolled in a minimum of five (5) units at
      Moorpark College during fall and spring semesters in accordance with the Associated
      Students Standing Rules. Article 1, Section C.
   d. Shall achieve and maintain a cumulative 2.0 minimum grade point average to assume
      and maintain an officer’s position in accordance with the Associated Students Standing
      Rules. Article 1 Section C.
   e. At no time may the same individual hold the same elected position for more than two
      consecutive terms, nor shall any individual be allowed to hold office for more than five
      terms during any 10-year period of time in accordance with the Associated Students
      Constitution. Article V, Section I.
   f. The Associated Students Advisor, along with the student organization Advisor, shall be
      responsible for verifying student organization officers eligibility to hold office.

2. Student Organization Members
   a. Only currently enrolled Moorpark College students may be members of a student
      organization.
   b. Non-students may participate in student organization activities as guests but may not
      vote or hold office.

SECTION I. Student Organization Advisors

1. Advisors
   a. Advisors must become sufficiently knowledgeable of the purpose and activities of the
      organization so to advise the members of their actions and the possible consequences of
      illegal or irresponsible behavior. If there are difficulties in this area, advisors should
      notify the Associated Students Advisor immediately.
   b. An advisor should be present at all meetings and social and educational events (both on
      and off campus) sponsored by the student organization.
   c. Advisors have the primary responsibility of understanding, interpreting, and applying
      campus rules and regulations as they apply to student organization programs, scheduled
      activities, and finances.
   d. Advisors are to provide assistance for assessment and constructive review of programs
      and funding proposals for student organization leaders.
   e. Advisors should become familiar with the organization’s finances and their Trust
      Accounts. Advisors should become familiar with the Ventura County Community College
      District (VCCCD) Accounting procedures and policies.
   f. When sponsoring an off campus activity, advisors are to be familiar with district and
      campus policies and procedures regarding student travel.
   g. Advisors are to review and sign all of the organization’s Facility Use Form requests and
      forward them to the Associated Students Advisor for processing.
SECTION J. USE OF CAMPUS FACILITIES
All recognized student organizations are entitled to use Moorpark College facilities to host meetings, events, and activities. The following procedures will be adhered to when reserving a campus facility:

1. Complete Moorpark College (MC) Facilities Use Form, obtaining the student organization’s advisor’s signature, and submit the form to the Associated Students Advisor for processing.
2. Facility Use Forms must be submitted by the Associated Students Advisor to the Auxiliary Services Department seven (7) working days prior to the event for weekdays and fifteen (15) working days prior to weekend and holiday events.
3. MC Auxiliary Service Department will review the Facilities Use Form and approve or not approve the event based on time, place, and manner. Once Auxiliary Service reviews the Facility Use Form, a copy of the original Facility Use Form with their approval or non approval will be placed in the student organization’s mailbox located inside the student union.

SECTION K. Moorpark College Posting Policy (Advertising on Campus)

1. All recognized student organizations will adhere to the Moorpark College Posting Policy when posting advertising (i.e. flyers, posters, and banners.) on the college campus.

ARTICLE VI

Election Code

All Student Elections will follow the Ventura County Community College District Student Election Procedures.

ARTICLE VII

Financial Guidelines

The fiscal year of the Associated Students shall begin on July first (1) and run through to June thirtieth (30) of the following calendar year, in accordance with the parameters adopted by the State of California. The Final Budget must be adopted no later than September fifteenth (15) in the fall semester of the same calendar year.

SECTION A. Source of Funds

1. Sales from College Photo IDs
   a. 55% General Fund
   b. 15% Inter Club Council Fund
   c. 15% Scholarship Fund
   d. 15% Reserve
2. Student Representation Fee ($1 optional fee)
   This optional one dollar fee provides support for students of representatives who state positions and viewpoints before city, county, district governments and before offices and agencies of the state and federal government. This fee is authorized by the California Education Code Section 7606.5. This fee may be waived for religious, political, financial, or moral reasons.
3. Moorpark College Bookstore Profits
   All revenue from this source goes directly to the Associated Students Programming Fund for allocation by the Associated Students Programming Committee.
4. Student Center Fee (mandatory fee)
   a. $1.00/per unit, maximum $10.00/per/year/per student to establish the Student Center Fee to renovate the existing Campus Center. California Education Code says that this fee cannot exceed $10.00/per year/per student. This fee will remain in place for the life of the college.
   b. All revenue from this fee goes directly to the Associated Students Student Center Fee Account.
   c. This fee was implemented in March of 2000. The Moorpark College Student Body overwhelmingly approved this mandatory student center fee to build, renovate, and operate a Moorpark College student union.
SECTION B. Expenditures

1. When an account or budget line item has become or is in danger of becoming overdrawn, the Director of Budget and Finance shall notify in writing the Board of Directors and the Advisor, and all funds in that account or budget line item shall be frozen until the situation is rectified. It is the responsibility of the AS BOD to see that the account is balanced in order to unfreeze the funds.

2. Authorized expenditures shall carry signature approval of the Director of Budget and Finance or the President, and the Associated Students Advisor.

3. When it is necessary to issue petty cash to a member of the Board of Directors, they bear the responsibility of submitting receipt(s) documenting the money spent, and returning any monies not spent within ten (10) business days following the conclusion of the event or date of purchase. The AS BOD is liable for all monies issued to them.

ARTICLE VIII
Programming Committee Guidelines for Allocation of Funds

The Associated Students Programming Fund is derived in part, from a designated portion of those surplus funds generated by the operation of the Moorpark College Bookstore which was approved in April 1994 by members of the Moorpark College Co-Curricular, Fiscal Planning, and College Council committees. The purpose of the fund is to provide extra-curricular activities, programs and resources for the students of Moorpark College. This objective shall be achieved by allocating said funds through a Student Programming Committee (hereinafter referred to as the "AS Programming Committee") following the guidelines contained herein. The Programming Committee Guidelines for allocation of Programming Funds may be modified only as a reflection of any amendments made to said guidelines by the Associated Students Board of Directors.

SECTION A. Determination of Funds

1. The portion of the College Bookstore profits which was "earmarked" for this AS Programming Fund will be disbursed through normal college/district and Associated Students financial systems. Said funds are to be held in a special college Trust Account known as the "Associated Students Programming Fund."

2. Any funds allocated from the AS fiscal budget by the AS Board of Directors for the Programming Committee will be disbursed through normal college/district and Associated Students financial systems.

3. Any funds remaining from a previous AS Programming Committee Fund that went unused shall remain in the AS Programming Fund account, and roll over to the next fiscal year for allocation by the next year’s AS Programming Committee.

4. The AS Programming Committee shall allocate this fund through a proposal application process. All allocations will be subject to the AS Board of Directors approval, provided that said allocation is in keeping with the purpose of the fund as defined in Section A of these guidelines and within the regulations set forth by the college/district, and the California State Education Code.

5. The AS Programming Committee may designate a portion of this fund for use in Associated Students programs/events.

SECTION B. Composition of the AS Programming Committee

1. The Associated Students Programming Committee shall be composed of the following:
   a. The AS Director of Campus Events who shall serve as the chair of the committee.
   b. The AS Director of Budget & Finance.
   c. The AS Director of Student Organizations.
   d. The AS advisor of the Associated Students who will be a non-voting ex-officio member of the committee.

2. Three members of the committee shall constitute a quorum.

3. The chair (AS Director of Campus Events) shall be an active voting member of the committee.

4. Appointed members of the committee must meet the minimum eligibility requirements for holding an appointed position as set forth in the Standing Rules of the Associated Students.

SECTION C. Responsibilities of the AS Programming Committee

1. The AS Programming Committee shall allocate AS Programming Funds to support extra-curricular activities on campus in accordance with the language in Section A of these guidelines.

2. It shall be the responsibility of the committee to notify all officially recognized student organizations and college departments of the available programming funds. Advertising in The Reporter (college newspaper), notifying the campus departments and posting a notice outside of the offices of the Associated Students shall be considered adequate publicity for the AS Programming Committee.
3. The first meeting of the AS Programming Committee shall be no later than the eighth week of the fall semester.
4. The AS Programming Committee chair shall be responsible for posting an agenda and compiling and distributing proposal/agenda packets to committee members at least 72 hours in advance of a committee meeting in accordance with the Brown Act.
5. All groups who have requested programming funds shall be granted the right to attend the AS Programming Committee meeting in which their proposal will be reviewed. This will ensure that all groups have the opportunity for representation before the committee.
6. The AS Programming Committee, in conjunction with the AS Director of Budget & Finance, shall submit periodic reports to all members of the AS Board of Directors.
7. In addition to the periodic reports, a year-end report shall be submitted by mid-April for approval by the AS Board of Directors and a copy of the year-end report shall be forwarded to the Moorpark College Vice President of Business Services.

SECTION D. Eligible Organizations

1. Any officially recognized Moorpark College student organization shall be eligible to apply for the AS Programming Fund in
2. Any Moorpark College department that provides a direct benefit to students shall be eligible to apply for AS Programming Fund.
3. Eligibility status to apply for the AS Programming Fund shall be determined by the AS Programming Committee chair.
4. Any Moorpark College student organization or Moorpark College department may be denied AS Programming Funds for failure to comply with these guidelines.

SECTION E. Application Procedures

To apply for the AS Programming Fund, groups must complete and submit in writing, the AS Programming Funding Application form. This form must be submitted to the AS Programming Committee chair or the AS advisor. This application form will contain the minimum information listed below:

1. Student organization/department name
2. Student organization/department representative
3. Student organization’s advisor’s signature, or campus department’s Dean’s signature
4. Student organization/department statement of purpose
5. Event/program description
6. Event/program goals and objectives
7. Projected target population/anticipated number of attendance
8. Proposed event/program schedule
9. Itemized event/program budget with justifications
10. AS Programming Fund Application must be signed by a representative of the requesting group.
11. Student organization advisor’s signature verifying that the application has been reviewed by the advisor, and that the event complies with the college/district rules and regulations for facility use and campus activities.
12. Campus department Dean’s signature, where applicable, verifying that the application has been reviewed by the Dean, and that the event complies with the college/district rules and regulations for facility use and campus activities.

SECTION F. Distribution of Allocated Funds

1. In accepting any AS Programming Funds, a group accepts an agreement to spend the allocated money in good faith and in accordance with these guidelines, and the college district financial guidelines.
2. In accepting any AS Programming Funds, a group must name the Associated Students as a sponsor of the event/activity/program.
3. The AS Programming Fund shall be allocated to support campus activities, events, programs that will be held at the Moorpark College campus or Moorpark College facilities.
4. A funding application request, which seeks money for food, must include a statement detailing the reasons that food is necessary to the event/activity/program. The type of food should also be itemized in the application. Food requests at events/activities/programs must adhere to the campus food policy.
5. The AS Director of Budget and Finance will be responsible for all accounting for the AS Programming Fund allocations.
6. Groups will be notified of AS Programming Committee allocations via written notice by the committee chair.
ARTICLE VIII
Amendments

SECTION A. Amendments to the Standing Rules

1. The AS BOD may only make amendments to this document with a five school day written notice for any and all proposed changes.
2. The written proposed amendments shall be reviewed under "New Business", as a first reading, at a regularly scheduled AS BOD meeting, and voted upon at the following AS BOD regularly scheduled meeting.
3. Proposed amendments shall be considered in effect immediately, upon a two-thirds vote, in the affirmative, by the AS BOD.