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**ELIGIBILITY REQUIREMENTS for STUDENT OFFICES**

Student leadership is recognized as an important facet of decision-making at Fullerton College, whether it be for
planning Associated Students projects or participation with administrators and faculty in overall college development. It is important to the student body, the college and the individual student that student leaders do satisfactory work in their courses of study and are able to carry sufficient units to be true representatives of their constituents. Consequently, the following minimum eligibility requirements have been adopted. There are three phases to be considered for establishing and maintaining one's eligibility:

- Previous School Record
- The Semester of Candidacy
- The Semester While in Office

I. PREVIOUS SCHOOL RECORD

A. For Associated Students (A.S.) President Candidates:

The amount of time normally expended in successfully handling the office of Student Body President is such that eligibility requirements are slightly different from those established for other Student Senate officers.

1. Shall have completed five or more units with a 2.3 or better GPA in the last previous semester in which the student was enrolled for five units or more.
2. Shall be enrolled and complete five or more units with a 2.3 or better GPA during the previous semester in which the person is a candidate.
3. Any student who has not previously enrolled for and completed a full semester (nine or more units) of college work must have achieved at least an overall GPA of 2.5 for all previous college course work—with a minimum of 12 completed college units. Students without sufficient previous college work would not be eligible to run for the A.S. Presidency.
4. Shall not be on disciplinary probation or suspension during the previous semester in which the person is a candidate.
5. All Executive officers, during the time for which they are elected, shall not hold office in any campus club or subsidiary organization.

B. For Other Elected/or Appointed Officers:

This includes all elected and appointed A.S. Senators, ICC President, A.S. Vice President, A.S. Treasurer, appointed officers, club/organization officers, Pep Squad, and all other similar positions.

1. Returning and transfer students shall have completed five or more units with a 2.0 or better GPA in the last previous semester in which the student was enrolled for five or more units. "Last previous semester," in this case, is only applicable to a period that goes back to or does not exceed three years. A student whose "last previous semester" as a full-time student is more than three years ago would, for eligibility purposes, be treated as a "new student" (See B2) and would also have to have at least a 2.0 GPA overall for all previous college course work.
2. New Students: Any student who has not previously enrolled for and completed a full semester (five or more units) of college work must have been achieved at least a 2.0 ("C") average in the senior year of high school and at least a 2.0 for any college work completed.
3. Returning and transfer students shall be enrolled in and complete five or more units with a 2.0 GPA during the previous semester in which they are candidates for office.
4. All Executive Officers, during the time for which they are elected, shall not hold office in any campus club or subsidiary organization.

C. For Appointed Positions:

This includes A.S. committee appointees and any similar positions.

II. THE SEMESTER OF CANDIDACY

Note: Depending on the office, the "Semester of Candidacy" and the semester referred to in Part I or III may in some cases be one and the same.

A. For Associated Students (A.S. President Candidates):
1. Shall be enrolled in and complete five units with a 2.3 or better GPA during the semester in which a person is a candidate.
2. Shall not be or have been on disciplinary probation or suspension during the semester in which the person is a candidate.

B. For Other Elected Officers:
1. Shall be enrolled in and complete five units with a 2.0 or better GPA during the semester in which the person is a candidate.
2. Shall not be or have been on disciplinary probation or suspension during the semester in which the person is a candidate.

C. For Appointed Positions:
Requirements are the same as those stated above in “B. For Other Elected Officers.”

D. Regardless of position, candidate shall maintain good standing at FC and in A.S.

III. THE SEMESTER WHILE IN OFFICE
A. For the Associated Students (A.S.) President:
1. Shall maintain enrollment in five or more units with a 2.0 GPA or better throughout the semester in which the person holds office. Failure to do so shall result in disqualification from office, with the position being filled according to procedures set forth in the A.S. Constitution
2. Being placed on disciplinary probation or suspension while holding office will result in disqualification and dismissal from the office during the period of probation or suspension.
3. The A.S. President, during the time for which he/she is elected, shall not hold an office or leadership position in any campus club or subsidiary organization.

B. For Other Elected Officers:
1. Shall maintain enrollment in five or more units with a 2.0 GPA or better throughout semester in which the student holds office. Failure to do so will result in disqualification and dismissal from office.
2. All Executive Officers, during the time for which they are elected, shall not hold an office or leadership position in any campus club or subsidiary organization.
3. Shall not be or have been on disciplinary probation or suspension during the semester in which the person is in office.

C. For Appointed Positions:
Requirements are the same as those stated above in B. For Other Elected Officers.

D. Regardless of position, candidate shall maintain good standing at FC and in A.S.

Miscellaneous and Special Considerations:
A. In case the student elected or appointed to office in the spring semester should subsequently fail to complete that semester with either the five unit, or 2.0 GPA requirement, then that person shall be ineligible to assume or hold office the next fall semester unless the deficiency is made up through Summer Session enrollment.

B. In case the elected students in the fall semester fails to complete the subsequent semester with the required units and/or GPA for that respective office, then that person shall be ineligible to assume office the next spring semester.

Questions regarding the "Eligibility Requirements for Student Offices" as stated above shall be referred to the Dean of Students for interpretation or disposition. Copies of these requirements are available in the Office of Student Affairs.

THE A.S. PRESIDENT SHALL…

1. serve as a chief student administrator of the Associated Students;
2. be the liaison for the A.S. Senate to the campus and district administrators;
3. administer Operations & Procedures for the A.S. in accordance with the A.S. Constitution & By-Laws,
   and when appropriate, prepares in written form for the A.S. Senate;
4. coordinate and plan with the A.S. Executive Council to insure effective flow of work;
5. direct the preparation of major financial programs to insure operating efficiency;
6. preside over A.S. Senate meetings;
7. have veto power over all A.S. Senate actions, subject to override;
8. be an ex-officio member of all A.S. Senate Committees;
9. address the A.S. Senate in a “State of Student Address” during the Fall Semester after the A.S.
   General Election to present ideas, issues, and problems concerning the campus and to propose
   solutions to such problems and issues, proposes activities and service projects for the
   forthcoming term;
10. prepare an annual budget with A.S. Executive Council and submit it to the A.S. Finance
    Committee and the A.S. Senate for approval;
11. act as the chief student administrator of personnel for the A.S.;
12. act as the official representative and host of the A.S. at college and district committees and
    board, city, and state organization meetings;
13. tally and approve A.S. Senator hours within two weeks upon grade verification;
14. delegate and supervise additional duties to the A.S. Employees, A.S. Senators, and A.S. Senate
    Members;
15. facilitate A.S. Executive meetings;
16. countersign Purchase Requisitions in cases of emergency (e.g. critical obligations and deadlines,
    absence of the A.S. Treasurer);
17. have access to A.S. Office (Rm 222), A.S. President’s Office, A.S. Club Room, Lock Box, A.S.
    Storage Areas, A.S. Publicity Area, and Student Center Manager’s Office;
18. be the backup person for conducting orientation sessions with the new A.S. Student Leaders
    within one week of being sworn in after A.S. Fall and Spring Elections;
19. be the governing authority over the A.S. CareBank;
20. recommend potential A.S. CareBank Coordinator and/or A.S. CareBank Co-
    Coordinator(s) to the A.S. Senate for approval after an initial overview of position
    description with candidate(s).
22. take matters of immediate concern regarding the A.S. CareBank to the A.S. Senate, upon
    reviewing the A.S. CareBank files (A.S. CareBank Coordinator/Co-Coordinator(s) may do so
    as well)
23. be required to post and maintain a minimum of four (4) office hours per week to be eligible for
    the A.S. Leadership Incentives, regardless if A.S. Leadership Incentive is offered; and
24. maintain good standing in A.S. and eligible as per the current FC catalog, as in the A.S. Election
    Code and as on file in Student Affairs.

THE A.S. VICE PRESIDENT SHALL…

1. serve as the chairperson of A.S. Programming Committee, responsible for developing well-
   balanced entertainment and educational programs designed to provide musical appreciation,
cultural awareness, and academic growth;

2. assume the duties of A.S. President in the absence or resignation of the A.S. President--however, in the absence of the A.S. President, the A.S. Vice President shall not have veto power;

3. aid the A.S. President in formulating, administering, and delegating A.S. procedures by reviewing old agendas, minutes, and current problems;

4. assist the A.S. President and A.S. Executive Council to ensure effective flow of work;

5. confer with the A.S. Executive Council and with the A.S. Finance Committee prior to submitting the A.S. Budget to the A.S. Senate;

6. attend A.S. Senate meetings as a voting member;

7. be an ex-officio member of all A.S. Committees;

8. be responsible for maintaining a calendar and file on Student Center activities; coordinate all A.S. Programming activities as approved by the A.S. Senate and as directed by the A.S. President to attain A.S. goals;

9. be responsible for planning and obtaining approvals for all Student Center and A.S. Programming events, and request “Master Calendar Requests” accordingly;

10. perform other duties as delegated by the A.S. President and the A.S. Executive Council;

11. have access to A.S. Office (Rm 222), A.S. Vice President’s Office (designated work space), A.S. Club Room, Lock Box, A.S. Storage Areas, A.S. Publicity Area, and Student Center Manager’s Office;

12. represent the A.S. at Inter Club Council (ICC) meetings; otherwise, refer to the A.S. Programming Committee or A.S. Senate for representative approval;

13. be the backup person for conducting orientation sessions with the new A.S. Senators within one week of being sworn in after A.S. Fall and Spring Elections, as well as A.S. Senate Appointments, and A.S. Senate Members, after said A.S. Standing Committee and A.S. Senate approval;

14. preside as A.S./ICC Homecoming Committee Co-Chairperson, by virtue of position;

15. create and distribute flyers promoting services provided by A.S. for other departments;

16. be required to post and maintain a minimum of four (4) office hours per week to be eligible for the A.S. Leadership Incentives, regardless if A.S. Leadership Incentive is offered; and,

17. maintain good standing in A.S. and eligible as per the current FC catalog, as in the A.S. Election Code and as on file in Student Affairs.

A.S. EXECUTIVE OFFICE HOURS

The A.S. Executive Office hours shall include the following:

- **4 HOURS PER WEEK**: Fall and Spring semesters during term of office.
- **2 HOURS PER WEEK**: Summer and Intersession (between Fall and Spring semesters) during term of office.
- **HOURS**:
  - During Fall and Spring semesters (Effective Fall 2012)
    - 7:30am – 9:00pm Monday–Thursday
    - 7:30am – 6:00pm Friday
    - 9:00am – 2:00pm Saturday
    - Closed on Sunday
  - During Summer and Intersession (Effective Fall 2012)
    - 7:30am – 9:00pm Monday–Thursday
    - Closed Friday, Saturday, Sunday

Hours to be reconfirmed each semester with Administration

THE A.S. TREASURER SHALL…

1. be responsible for preparing, coordinating and administering long and short range A.S. Budget and financial forecasts;
2. oversee cost of all A.S. expenditures;
3. countersign all A.S. Purchase Requisitions drawn on A.S. funds, except in cases of emergency;
4. chair the A.S. Finance Committee;
5. confer with the A.S. Executive Council and prepare the annual A.S. Budget with the A.S. Finance Committee prior to submitting it to the A.S. Senate for consideration and approval;
6. be accountable for presenting quarterly finance reports and making up an annual financial report with the Bursar's Office for presentation to the A.S. Senate;
7. evaluate budget allocations as new conditions warrant and compensate for changes by recommending revised allocations;
8. assist the A.S. Vice President in budgeting for student activities;
9. administer all A.S. funds and prepare all major financial programs;
10. follow up with Divisions who are granted instructional funding monies, in coordination with A.S. Advisor;
11. oversee the finances of ICC;
12. attend A.S. Senate meetings as a voting member;
13. assist the A.S. President and the A.S. Executive Council in coordinating and planning to ensure effective flow of work;
14. perform other related duties delegated by the A.S. President and the A.S. Executive Council;
15. be an ex-officio member of all A.S. committees;
16. have access to A.S. Office (Rm 222), A.S. Treasurer’s Office (designated work space), A.S. Club Room, Lock Box, A.S. Storage Areas, A.S. Publicity Area, and Student Center Manager’s Office;
17. be the backup person for conducting orientation sessions with the new A.S. Senators within one week of being sworn in after A.S. Fall and Spring Elections, as well as A.S. Senate Appointments, and A.S. Senate Members, after said A.S. Standing Committee and A.S. Senate approval;
18. be responsible for all A.S. Treasurer and Finance Code responsibilities, including Budget Memo notification in writing for Fall and Spring Budget Revise Process, and for the next year’s Proposed Budget.
19. be required to post and maintain a minimum of four (4) office hours per week to be eligible for the A.S. Leadership Incentives, regardless if A.S. Leadership Incentive is offered; and,
20. maintain good standing in A.S. and eligible as per the current FC catalog, as in the A.S. Election Code and as on file in Student Affairs.

**A.S. EXECUTIVE OFFICE HOURS**

The A.S. Executive Office hours shall include the following:

- **4 HOURS PER WEEK:** Fall and Spring semesters during term of office.
- **2 HOURS PER WEEK:** Summer and Intersession (between Fall and Spring semesters) during term of office.
- **HOURS:**
  - During Fall and Spring semesters (Effective Fall 2012)
    - 7:30am – 9:00pm Monday–Thursday
    - 7:30am – 6:00pm Friday
    - 9:00am – 2:00pm Saturday
    - Closed on Sunday
  - During Summer and Intersession (Effective Fall 2012)
    - 7:30am – 9:00pm Monday–Thursday
    - Closed Friday, Saturday, Sunday

Hours to be reconfirmed each semester with Administration

**THE A.S. EXECUTIVE PRO TEM SHALL…**

1. be an A.S. Senator elected by the A.S. Senate, excluding A.S. Executives;
2. perform the duties of the A.S. Vice President or the A.S. Treasurer in the event that either leave office prematurely;
3. perform duties of A.S. President when the A.S. President and A.S. Vice President are prematurely vacated, and conduct A.S. Senate meetings in their absences;
4. be familiar with the position descriptions of A.S. President, A.S. Vice President and A.S. Treasurer so as to be prepared to intelligently undertake the appropriate position if it becomes necessary;
5. be a voting member of A.S. Executive Council;
6. be A.S. Historian, responsible for securing news clippings, photographs, etc., of A.S. activities in album or media format;
7. be A.S. Senate's liaison to the A.S. Executives;
8. keep the A.S. Executive Board informed of what is happening in each committee in greater detail, through monthly contact with A.S. Committee Chairpersons;
9. perform other related duties as designated by the A.S. Senate and the A.S. Executives;
10. hold and chair the A.S. Senate Caucus;
11. conduct orientation sessions with the new A.S. Senators within one week of being sworn in after A.S. Fall and Spring Elections, as well as A.S. Senate Appointments, and A.S. Senate Members, after said A.S. Standing Committee and A.S. Senate approval;
12. monitor A.S. Mailboxes weekly to ensure A.S. Leader is properly informed and will follow-up accordingly;
13. have access to A.S. Office (Rm 222), A.S. Club Room, Lock Box, A.S. Storage Areas, A.S. Publicity Area, and Student Center Manager’s Office; and
14. maintain good standing in A.S. and eligible as per the current FC catalog, as in the A.S. Election Code and as on file in Student Affairs.
15. ensure that all elected and appointed A.S. Senators and A.S. Senate Members complete and sign the “Intent to Continue” document for speedy dismissal.

*See A.S. Constitution & A.S. By-Laws for more “specific” details.

THE STUDENT TRUSTEE SHALL...

1. prepare for and attend all NOCCCD Board of Trustees Meetings (typically the 2nd and 4th Tuesdays, 5:30 pm);
2. provide regular reports to the Fullerton College Associated Students-at-Large after each NOCCCD Board Meeting, providing pertinent feedback on all items that affect students;
3. survey the Fullerton College Associated Students-at-Large on any relevant and forthcoming NOCCCD Board agenda items (all opinions and input provided to the NOCCCD Board by the Student Trustee of Fullerton College shall be reflective of and/or preceded by input received from the Fullerton College Associated Students-at-Large and/or their elected or appointed A.S. representatives);
4. be subject to the same attendance guidelines as all NOCCCD Board members;
5. not be employed by the Associated Students, Fullerton College or North Orange County Community College District, with the exception of Campus ID Cards; and,
6. be deemed as acting in an inappropriate manner and shall be up for recall if it is determined that the Student Trustee is incapable of or fails to inform the Fullerton College Associated Students-at-Large (as stated in items 1 thru 5) and does not then provide reports to the Fullerton College Associated Students representatives (A.S. Senate).

*This position description is a summary of NOCCCD Board Policy. See NOCCCD Board Policies: AP 2015, BP 2015, AP 2105, and BP2105 for complete details.

*See A.S. Constitution A.S. By-Laws for more “specific” details.

THE INTER-CLUB COUNCIL (ICC) PRESIDENT SHALL…

1. preside over the ICC meetings;
2. be an ex-officio member of all ICC Committees;
3. have power to call special meetings of ICC and its committees;
4. prepare an annual ICC budget with the ICC Finance Committee, ICC, the A.S. Treasurer, and the A.S. Finance Committee;
be an official representative and host of the ICC;
6. have modification power over ICC action subject to override;
7. address the ICC with ideas, issues and problems concerning the campus;
8. preside as A.S./ICC Homecoming Committee Co-Chairperson, by virtue of position; during the Fall semester, the Homecoming Committee may serve in lieu as an A.S. Standing Committee for the ICC President/A.S. Senator only;
9. attend all A.S. Senate meetings as a voting member;
10. maintain all rights, duties and responsibilities of an A.S. Senator (refer to the A.S. Senator position description); and, serve as an official A.S. Representative, as ICC President and A.S. Senator, on at least one, but not more than two campus, district or state committees, and provide a written report to A.S. Senate;
11. maintain good standing in A.S. and eligible as per the current FC Catalog, as in the A.S. Election Code and as on file in Student Affairs; and

See ICC Constitution & By-Laws for more specific details.

THE COMMITTEE CHAIRPERSONS SHALL…
1. be an A.S. Senator or an A.S. Executive;
2. review all committee members' schedules for possible meeting times;
3. establish and publicly post a definite and regular committee meeting time within two weeks after becoming an A.S. Committee chairperson;
4. be able to cancel committee meetings no more than twice per semester. Any further cancellations shall require A.S. Senate approval prior to cancellation;
5. contact non-attending committee members and request a proper excuse or reassignment to another committee;

6. ensure that proper written report of A.S. Committee business is furnished to the A.S. Senate in a timely manner;

7. keep the A.S. Executive Pro Tem informed on committee happenings;

8. write a semester-end report that includes projects and evaluations that shall be submitted no later than the end of the said semester;

9. ensure a vote is recorded by each motion that takes place during the A.S. Standing Committee meetings, and is responsible for submitting MSPs (Motion, Seconded, Passed) of said meeting by 12:00pm (Noon) on Friday, prior to following A.S. Senate Meeting (for example: MSP 4-2-0, motion passes / fails); and

10. be responsible for maintaining committee agendas and posting said agendas within 72 hours of said meetings; and keeping up-to-date copies available in respective areas (i.e. committee notebook). Minutes will be handled by A.S. Hourlies and/or Administrative Assistant. (Refer to Administrative Assistant Position Description 11.B).
ASSOCIATED STUDENTS SENATORS SHALL…

1. represent the students of Fullerton College;
2. attend A.S. Senate meetings as a well-informed prepared voting member (reads agenda, minutes, etc.);
3. serve on at least one, but no more than two A.S. Senate Standing Committees;
4. be able to serve on at least one, but no more than two A.S. Sub-Committees (if applicable);
5. work on research projects as assigned by the A.S. Standing Committee Chairperson;
6. communicate with constituents, survey them, and submit a written and/or oral report regarding student-related issues to A.S. Senate at least once per semester;
7. initiate legislation and follow through on said legislation brought forth before A.S. Senate;
8. be required to serve as an official A.S. Representative on at least one, but no more than two Campus, District and State committee(s), and submit a written report to A.S. Senate within five working days of said committee;
9. regularly perform other duties as delegated by the A.S. Senate;
10. regularly check the A.S. Office and designated mailboxes in Student Affairs for FC related e-mails, current messages, meeting times, correspondence, A.S. Minutes, and A.S. Agendas;
11. set up an FC e-mail account within two weeks of taking office (pick up form in A.S. Office);
12. be able to use the Club Room for studying, conversing and working on student-related projects (resignation and/or end of term voids these privileges); follow A.S. Office procedures;
13. abide by A.S. phone privileges, A.S. computer usage and A.S. copier/printer guidelines as listed and as directed under the A.S. Office Procedures;
14. be removed from office after accumulating two unexcused absences, and with due process;
15. complete a minimum of twenty-eight senate hours of extracurricular A.S. activities per school semester including five hours towards A.S. Publicity. Senators should attempt to complete at least one (1) hour per week in order to meet this requirement. A.S. Senators not complying with the minimum requirement of hours shall lose all A.S. Leadership Incentives, provided by A.S., for the semester(s) in question, if offered.

The following shall be considered as service hours of extracurricular A.S. activities:
♦ attendance of any Ad-Hoc or sub-committee meeting
♦ work completed for A.S. standing committee during non-scheduled committee hours
♦ Participation in an A.S. sponsored conference as said in the A.S. Conference Guidelines and Procedures (can earn up to six hours max per conference.)
♦ work completed for A.S., leadership/government, or campus sponsored event, such as conferences, blood drives, ICC posters, clubs, A.S. website or newsletter, donations, and other events, as determined and pre-approved by the A.S. executives or the A.S. Administrative Assistant
♦ donations to the campus food bank, as approved by the A.S. Administrative Assistant
♦ one full bag/box/etc., as determined and approved by A.S. Administrative Assistant, and the direct donation to food bank shall constitute one senate hour
♦ no more than 10 hours can be accumulated through food bank donations
♦ refer to Chris Lam and Toni DuBois Memorial Food Bank information for guidelines on appropriate food and necessity donations

All A.S. Senators not elected or inducted during the A.S. General Election shall be responsible for the remaining portion of that semester’s hours. Those appointed after the 8th week of the said semester shall not be eligible for the A.S. Leadership Incentives if offered, and are not responsible for the twenty-eight service hours. The A.S. Leadership Incentives shall be determined in the current year’s A.S. Budget and/or included in this Manual. The A.S. Leadership Incentive paperwork is processed after the completion of eligibility checks, if offered. The logging of all hours shall be the sole responsibility of each individual A.S. Senator. The fraudulent accounting of any hours shall lead to immediate due process dismissal of that Senator. All hours shall be public information; and,

16. maintain good standing in A.S. and eligible as per the current FC catalog, as in the A.S. Election Code and as on file in Student Affairs.

ASOCIATED STUDENTS SENATE MEMBERS SHALL…
1. attend two A.S. Senate Standing Committee Meetings to be eligible for appointment;
2. not serve as vice chair or recorder on more than two Senate standing committees;
3. work on research projects as assigned by the A.S. Standing Committee Chairperson;
4. regularly check bulletin board in the A.S. Office for current messages and meeting times;
5. regularly check mailbox in the Student Affairs Office for correspondence, A.S. Minutes and Agendas;
6. use the Club Room for studying, conversing and student-related projects (resignation and/or end of term voids these privileges);
7. abide by A.S. phone privileges, A.S. computer usage and A.S. copier/printer as listed under the A.S. Office Procedures;
8. be removed from their committee after accumulating two unexcused absences, and with due process;
9. complete a minimum of **twenty-seven** senate hours of extracurricular A.S. activities per school semester including five hours towards A.S. Publicity. Senators should attempt to complete at least one (1) hour per week in order to meet this requirement A.S. Senate Members not complying with the minimum requirement of hours shall lose all A.S. Leadership Incentives, provided by A.S., for the semester(s) in question, if offered.

The following shall be considered as service hours of extracurricular A.S. activities:

- The following shall be considered as service hours of extracurricular A.S. activities:
  - attendance of any Ad-Hoc or sub-committee meeting
  - work completed for A.S. standing committee during non-scheduled committee hours
  - Participation in an A.S. sponsored conference as said in the A.S. Conference Guidelines and Procedures (can earn up to six hours max per conference.)
  - work completed for A.S., leadership/government, or campus sponsored event, such as conferences, blood drives, ICC posters, clubs, A.S. website or newsletter, donations, and other events, as determined and pre-approved by the A.S. executives or the A.S. Administrative Assistant
  - donations to the campus food bank, as approved by the A.S. Administrative Assistant
  - one full bag/box/etc., as determined and approved by A.S. Administrative Assistant, and the direct donation to food bank shall constitute one senate hour
  - no more than 10 hours can be accumulated through food bank donations
  - refer to Chris Lam and Toni DuBois Memorial Food Bank information for guidelines on appropriate food and necessity donations

All A.S. Senate Members appointed after the 8th week of the said semester shall not be eligible for the A.S. Leadership Incentives if offered, and are not responsible for the twenty-eight service hours. The A.S. Leadership Incentives shall be determined in the current year’s A.S. Budget and/or included in this Manual. A.S. Leadership Incentive paperwork is processed after the completion of eligibility checks, if offered. The logging of all hours shall be the sole responsibility of each individual A.S. Senate Member. The fraudulent accounting of any hours shall lead to immediate due process dismissal of that Senate Member. All hours shall be public information; and,

9. maintain good standing in A.S. and eligible as per the current FC Catalog, as in the A.S. Election Code, and as on file in Student Affairs.

THE A.S. CAREBANK COORDINATOR/CO-COORDINATOR(S) SHALL…
1. coordinate the A.S. CareBank;
2. be recommended by the A.S. President and approved by the A.S. Senate;
3. complete an A.S. Appointment Application and qualify for an A.S. Leadership Incentive if meeting requirements as stated in #11 (this position is also open to students-at-large);
4. complete the following duties:
   ♦ keep an accurate accounting of all A.S. CareBank Services
   ♦ raise funds for the A.S. CareBank by seeking support from individuals and organizations both on and off the Fullerton College Campus
   ♦ maintain all required paperwork and deposits for A.S. CareBank donation boxes and fundraisers
   ♦ refer needy students to other organizations that provide emergency relief
   ♦ maintain records of services needed
   ♦ coordinate the operating schedule of the A.S. CareBank and post it
   ♦ submit a complete written report each semester to the A.S. Senate, while maintaining confidentiality
   ♦ keep students, faculty, and staff aware of the services provided by the A.S. CareBank on a continuous basis;
5. use the A.S. Senate as an immediate body of appeal for all matters concerning the A.S. CareBank, maintaining confidentiality;
6. keep the files of the A.S. CareBank confidential (only the A.S. President, A.S. CareBank Coordinators/Co-Coordinator(s), and A.S. Administrative Assistant may review these files);
7. take matters of concern regarding the A.S. CareBank to the A.S. Senate (A.S. President may do so as well);
8. in the absence of the A.S. CareBank Coordinator/Co-Coordinator(s) (due to health or schedule conflict), the A.S. Administrative Assistant, and/or A.S. Advisor, may act in their stead with verbal permission from the A.S. CareBank Coordinator/Co-Coordinator(s) or the A.S. President;
9. be dismissed for neglect of duties by the A.S. Senate with a 2/3 vote of all current members;
10. the A.S. President shall be the student with governing authority over the A.S. CareBank;
11. complete a minimum of twenty-eight senate hours of extracurricular A.S. activities per school semester including five hours towards A.S. Publicity. Senators should attempt to complete at least one (1) hour per week in order to meet this requirement A.S. CareBank Coordinators not complying with the minimum requirement of hours shall lose all A.S. Leadership Incentives, provided by A.S., for the semester(s) in question, if offered.

The following shall be considered as service hours of extracurricular A.S. activities:
- attendance of any Ad-Hoc or sub-committee meeting
- work completed for A.S. standing committee during non-scheduled committee hours
- Participation in an A.S. sponsored conference as said in the A.S. Conference Guidelines and Procedures (can earn up to six hours max per conference.)
- work completed for A.S., leadership/government, or campus sponsored event, such as conferences, blood drives, ICC posters, clubs, A.S. website or newsletter, donations, and other events, as determined and pre-approved by the A.S. executives or the A.S. Administrative Assistant
- donations to the campus food bank, as approved by the A.S. Administrative Assistant
- one full bag/box/etc., as determined and approved by A.S. Administrative Assistant, and the direct donation to food bank shall constitute one senate hour
- no more than 10 hours can be accumulated through food bank donations
- refer to Chris Lam and Toni DuBois Memorial Food Bank information for guidelines on appropriate food and necessity donations

A.S. CareBank Coordinators appointed after the 8th week of the said semester shall not be eligible for the A.S. Leadership Incentives, if offered, and are not responsible for the twenty eight service hours. The A.S. Leadership Incentives shall be determined in the current year’s A.S. Budget. A.S. Honorarium paperwork is processed after the completion of eligibility checks, if offered. The logging of all hours shall be the sole responsibility of each individual A.S. CareBank Coordinator. The fraudulent accounting of any hours shall lead to immediate due process dismissal of that A.S. CareBank Coordinator. All hours shall be public information; and,

12. maintain good standing in A.S. and eligible as per the current FC Catalog, as in the A.S. Election Code and as on file in Student Affairs

STUDENT SENATE ADVISOR SHALL...
1. serve as an advisor to respective A.S. committees—a person who gives information and advice per request of individuals;
2. reflect student opinions, ideas, feelings and attitudes to campus community when in the role of A.S. Advisor;
3. serve as a resource to the A.S. Senate in all areas that affect its productivity and decision making;
4. serve in a resource and advisory capacity to the A.S. Senate and A.S. Standing Committees;
5. assist as an arbitrator to settle internal conflicts and helps to resolve communication barriers with other campus units;
6. provide all the necessary help, ideas, suggestions and guidelines for insuring maximum success of all A.S. activities;
7. attend and advise A.S. Senate meetings;
8. be responsible for countersigning all approved requests for student expenditures;
9. be responsible for authorizing A.S. Master Calendar and printing requests;
10. provide information and answers to questions about campus policies, past history, campus organizational structure and legal questions;
11. be accessible to all those in student government on an individual basis;
12. be responsible for the supervision of adopted policies/procedures regarding speakers, distribution of literature, petitions, forum areas, campus publicity and coordination with law enforcement agencies;
13. enforce standards of eligibility for student leaders and student activities;
14. enforce student representation on campus and district committees where such representation seems desirable and vital;
15. assist students with problems and grievances;
16. be parliamentarian for A.S. Senate;
17. perform duties and responsibilities, including first level of student discipline, as defined in the NOCCCD Job Description and as directed by the FC Administration; and
18. in the absence of the A.S. CareBank Coordinator/Co-Coordinator(s), or the the A.S. Administrative Assistant, (due to health or schedule conflict), act in their stead with verbal permission from the A.S. CareBank Coordinator/Co-Coordinator(s) or the A.S. President.
1. perform administrative assistant duties for the Associated Students under the guidance of the Director of Student Activities, and work with the A.S. President as assigned by the executive officers on a plan for effective workflow;
2. serve as the receptionist for the Associated Students;
3. open and sort A.S. mail for importance, urgency and distribution;
4. arrange meetings, conferences and schedules for executives;
5. do general typing of memos, letters and reports;
6. maintain a record of Master Calendar events planned for A.S.;
7. maintain efficient operations of administrative assistant business (i.e., office information, schedules, correspondence, typing assignments, etc);
8. prepare the A.S. Senate agendas and handouts, as a back-up for the A.S. Hourlies, when necessary;
9. attend A.S. Senate meetings, and take, transcribe and distribute A.S. Minutes, as a back-up for the or A.S. Hourlies, when necessary;
10. be responsible for set-up and clean-up of A.S. Senate meetings, as a back-up for the A.S. Hourlies, when necessary;
11. initiate conversation with A.S. Standing Committee Chairpersons and assist the A.S. Standing Committee Chairpersons / Designees with development and maintenance of A.S. senate (A.S. office Assistant responsible) and A.S. Standing Committee agendas/minutes, including posting of agendas within 72 hours of meeting, if the Chairperson is unable to post, keeping up to date copies available in respective areas (i.e. the committee notebook); however chairperson is responsible for A.S. Standing Committee developing and forwarding of A.S. Agenda.
12. oversee general maintenance and condition of reception and executive offices (maintain a clean and orderly appearance throughout the offices);
13. assume responsibility of security and general office equipment and supplies by controlling access to major locks of offices and supply closets;
14. be responsible for the periodic inventory, organizing, and ordering/maintaining the A.S. Office supplies and equipment;
15. organize, update, purge, and maintain files in the A.S. Office;
16. type and process A.S. Purchase Requisitions and receive any receipts, when necessary;
17. handle payroll paperwork for the A.S. Hourly positions (i.e., Student Center Assistants, A.S. Campus Photo I.D. employees, A.S. Office Assistant, etc.);
18. prepare year-end reports;
19. maintain phone contact with video game company as to any problems with games;
20. create, organize, and conduct Student Center Assistant and ID Card Worker orientations;
21. produce flyers for A.S. activities;
22. produce and type A.S. brochures;
23. assist the A.S. President and/or A.S. Vice President with hiring, supervising, and evaluating the A.S. Hourly positions (i.e., Student Center Assistants, A.S. Campus Photo I.D. employees, A.S. Office Assistant, etc.);
24. proof A.S. Agendas/ Minutes and A.S. Standing Committee and A.S. Sub-Committee agendas / minutes for content, approved legislation, as needed, transcribed by A.S. office Assistant and/or A.S. Standing Committee Chairperson;
25. attend various A.S. meetings and Campus committees, when needed; and
26. assist with Club and College Days, NiteLife events, Awards Banquets, Men & Women of Distinction, Commencement, Commencement Reception, etc., when needed;
27. schedule appointments for Attorney;
28. produce forms and certificates, when needed;
29. update Alumni mailing lists periodically;
30. perform duties and responsibilities as defined in the NOCCCD Job Description; and,
31. be hired by a panel including the Director of Student Activities, a Student Affairs Classified Staff member, A.S. President or designee, and outgoing A.S. Administrative Assistant, if requested.

A.S. Administrative Assistant hiring process and pay schedule shall be as designated as in NOCCCD District Policies and as mandated by NOCCCD pay schedule for classified employees. The A.S. President or designee shall serve on the hiring committee.

A.S. OFFICE ASSISTANT (HOURLY) SHALL
ASSIST THE A.S. ADMINISTRATIVE ASSISTANT AND MEET THE CRITERIA AS FOLLOWS:
1. type 35 words per minute and works independently (recommended);
2. have a six-week evaluation after first date of hire; and an evaluation every semester thereafter;
3. accomplish duties as assigned under the direction of the A.S. Administrative Assistant and A.S. President
4. set-up and clean-up for A.S. Senate meetings;
5. type and post A.S. Senate Agendas 72 hours prior to the next A.S. Senate meeting; place a copy of
weekly A.S. Senate Agendas in the A.S. Senate Agenda/Minutes Notebook;
6. attend A.S. Senate meetings, take, transcribe, and type A.S. Senate Minutes, have Minutes ready for A.S.
Senate approval each week, produce copies and distribute; place a copy of weekly Minutes in the A.S.
Senate Agenda/Minutes Notebook;
7. assist the A.S. Standing Committee Chairpersons/Designees with development and maintenance of A.S.
Standing Committee agendas/minutes, keeping up to date copies available in respective areas (i.e.,
committee notebook); however, chairperson is responsible;
8. maintain own filing system;
9. answer telephone and take messages;
10. organize and inventory storage room;
11. reproduce A.S. Senate Notebooks for members of A.S., if needed;
12. complete work for Student Affairs for A.S. services/or event; if needed
13. post publicity, when necessary;
14. be tested and interviewed by the A.S. President and A.S. Administrative Assistant and be subject to
NOCCCD hourly hiring schedule and NOCCCD Policies/Procedures (A.S. Office Assistant/Hourly pay
scale at the time of hiring begins at TEA-1, $8.00 or TEA-2, $8.50 as decided by the A.S. President and
A.S. Administrative Assistant based on experience and skills of the candidate. A $.50 raise or equivalent
step thereof per semester shall be given pending satisfactory performance as decided by the A.S.
President and A.S. Administrative Assistant, until a cap of TEA-4, $10.00 is reached pending A.S.
Senate approval. The A.S. Office Assistant/Hourly shall work up to a maximum of twenty (20) hours per
week unless otherwise approved by A.S. Finance and A.S. Senate

STUDENT CENTER ASSISTANT SHALL
ASSIST THE A.S. ADMINISTRATIVE ASSISTANT AND/OR DIRECTOR OF STUDENT ACTIVITIES
AND MEET THE CRITERIA AS FOLLOWS…
I. OPERATION AND MANAGEMENT

A. The presence of the Student Center Assistant in the Student Center is the first priority for all student assistants. All other requested duties are of less concern than the service of the students within the Student Center. While on duty, the SCA is required to wear a name tag and/or uniform (launder on a regular basis) provided by the Associated Students. In the event the SCA loses their uniform, the SCA will be responsible to reimburse the A.S. in full for the cost of the uniform.

B. Operation of the Student Center, hiring of the Student Center Assistant (SCA) and the duties of the SCA are under the jurisdiction of the Fullerton College Director of Student Activities and the A.S. Administrative Assistant. The A.S. President and A.S. Vice President may also be involved in the selection of and evaluation processes.

C. A Lead Student Center Assistant may be appointed by the A.S. Administrative Assistant with input from the A.S. President and/or A.S. Vice President. The Lead is to update the Assistants on upcoming events, duties and be the liaison between the A.S. Office/Student Affairs Office. The Lead selects Assistants to do the set-ups and schedules the times for set ups to be completed. The Lead also demonstrates job responsibilities to new Assistants.

D. SCAs shall conduct themselves in a professional manner by demonstrating initiative on tasks that need to be done. NO games shall be played by the SCA while on duty. (This is cause for termination.)

E. The Student Center Assistant Office shall be used by the SCA ONLY.
   1. No students shall be allowed in the Student Center after closing time unless prior written permission has been received from authorized personnel. (A.S Administrative Assistant or Student Activities Director)
   2. Guests shall not be allowed to stay in the SCA office unsupervised.

F. Equipment shall be issued to students with a CURRENT VALIDATED Fullerton College CAMPUS I.D. ONLY. If the student DOES NOT return the equipment at the end of play, the I.D. card will be taken immediately to the A.S. Administrative Assistant. Current Validated Campus I.D. Cards shall be used and picked up by the OWNER ONLY. The SCA shall report to the A.S. Administrative Assistant about damaged equipment and broken video games with the description of the problem. If the equipment is returned damaged, SCA shall put student’s name on file and a 2nd offense by that same student shall result in a monetary deposit to be established.

II. DUTIES AND RESPONSIBILITIES

A. Student Center Assistant shall keep accurate records regarding the issue and return of equipment and ID Cards being held for equipment.
   1. NIGHT SHIFTS When closing, make sure all games are turned off, the ID Card Office closed, blinds closed, and doors are locked before leaving the Student Center.

B. Student Center Assistant shall keep the SCA Office and the Student Center clean.
   1. Student Center Assistant shall patrol the Student Center every fifteen (15) minutes to police the area for trash and to check the pool tables.
   2. Student Center Assistant shall monitor the video games and shall place an “Out of Order” sign on any machine that has been established to be out of service.
   3. Student Center Assistant shall report vandalism, unruly behavior, etc. in the Student Center to the A.S. Office or Student Affairs IMMEDIATELY.

C. Student Center Assistant shall keep fire lanes (doorways) clear of students and furniture.

D. Student Center Assistant shall collect money for Student Center services:
   1. Money shall be collected for rental of TV ($3/hr w/ A.S. Benefits, $2/hr w/o A.S. Benefits).
When the total amount received is $10 or more, SCA shall give it to the A.S. Administrative Assistant for deposit and indicate the deposit on the daily accounting sheet. Lead SCA shall be responsible for checking accounting sheets on a daily basis and report discrepancies to the A.S. Administrative Assistant.

E. Student Center Assistant Lead shall complete all other assigned duties that have been authorized by the A.S. Administrative Assistant or A.S. Vice President: keeping the Student Center and Campus Photo I.D. Offices clean and organized, taking regular inventories of supplies, and informing A.S. Administrative Assistant when supplies are needed; making copies of forms used in the office so there is a supply when needed; and other duties that are assigned from the A.S. Office and Student Affairs that have been authorized by the A.S. Administrative Assistant or A.S. Vice President.

F. Student Center Assistants shall monitor the TV in the Student Center. Students are NOT allowed to change the channels.

G. Student Center Assistants are required to do set ups and take downs for events on campus. Each SCA shall be instructed by the Lead SCA or A.S. Administrative Assistant. These set ups and take downs shall be during a regularly scheduled shift or scheduled in advance (with the help of M&O).

H. Evaluations shall be given each semester with follow-up evaluations as needed.

III. COMPENSATIONS

A. TIME SHEETS: Hours shall be filled out on an assigned time sheet each day as work is completed for a given work shift. Time sheets are due in the A.S. Office by the 10th of every month.

B. ATTENDANCE: Notification of a shift change shall be given to the A.S. Administrative Assistant when the need arises. The SCA shall call the A.S. Administrative Assistant or Student Affairs PRIOR TO ANY ABSENCE if at all possible. A.S. Office (714) 992-7118; Student Affairs (714) 992-7095

C. PROBATIONARY PERIOD shall be during the first six weeks of a given semester for all SCAs. The following shall be the procedures for hiring a Student Center Assistant:

   1. Hiring procedures shall be consistent with the A.S. Constitution, fair labor practices adopted by the State of California, and all NOCCCD Policies and Procedures.
   2. Commitments for employment shall not take place until adequate participation and input have been provided from appropriate parties.
   3. Ultimate recommendation to Director of Student Activities for employment shall rest with the A.S. Senate through the A.S. Administrative Assistant and the A.S. President and/or A.S. Vice President.

A.S. ATTENDANCE REQUIREMENTS

RULES AND GUIDELINES

The following is an explanation of the A.S. Student Government procedures for absences and instructions for keeping attendance by A.S. Judicial members.
A.S. Student Government members shall be defined as members of the Executive branch (A.S. President, A.S. Vice President and A.S. Treasurer), A.S. Senators, A.S. Senate Members, ICC President, ICC Board, and Student Trustee.

Specific committee membership for A.S. Executives, the ICC President and ICC Board positions are listed in the position descriptions, and A.S. & ICC Constitutions and By-Laws. A.S. Student Government members must belong to at least one, but no more than two A.S. Standing Committees.

I. The following positions shall be responsible for keeping records of attendance:
   A. The A.S. Judicial Committee shall be responsible for maintaining records of overall absences and tardiness for the A.S. Student Government. Totals and excuses will be considered of a personal nature and will be kept confidential between A.S. Judicial members and the respective A.S. Student Government member. The A.S. Judicial Committee shall collect attendance information by name and I.D. numbers; however, absence tallies and notification shall be done by an A.S. number in order to insure confidentiality of members.

   A master list of A.S. Student Government members’ names, A.S. numbers, and respective committees shall be maintained by the A.S. Judicial Committee. Likewise, this list shall be updated following elections and appointments of new A.S. Student Government members.

   The A.S. Judicial Committee shall maintain collective absence data in the attendance book in the A.S. Office. Members' records shall be separated into fall and spring records.

   Excused and unexcused absences shall be tallied during working A.S. Judicial meetings, approved into committee minutes, and submitted to the A.S. Senate by A.S. number for approval into the minutes.

   B. The A.S. Administrative Assistant or A.S. Office Assistant of the A.S. Student Government shall be in charge of attendance at A.S. Senate meetings. Additionally, the A.S. Administrative Assistant or A.S. Office Assistant shall be responsible for submitting these records to the A.S. Administrative Assistant who will turn them over to the A.S. Judicial Committee.

   C. The Committee Chairperson and/or Designee of each A.S. Standing Committee will be responsible for attendance records on the minutes for their respective committees. Additionally, the Committee Chairpersons and/or Designees will be responsible for submitting these records to the A.S. Administrative Assistant.

II. Absences:

   An absence shall be defined as not present or missing more than half of a scheduled A.S. Senate meeting, A.S. Standing Committee meeting, A.S. Sub-Committee meeting, or Campus/District/State committee meeting.

   A. A.S. members shall be allowed no more than two (2) unexcused absences.

   B. Absences shall be carried per semester. Absences shall not be carry over into consecutive
terms. The A.S. Constitution and By-Laws define the length and period of elected terms.

C. Appointed members terms will run from their respective date of appointment and induction until the next election.

III. Excused and Unexcused Absences:
A. Excused absences include medical, family, and unavoidable emergencies and/or urgencies. Members are allowed one excused absence per term for work-related problems. The term "personal reasons" is not considered an acceptable response on the Absence Explanation Form.
B. Unexcused absences include non-attendance without an Absence Explanation Form (due within 5 working days after scheduled meetings). Classes are not considered an excused absence for A.S. Government meetings.
C. No more than one non-recurring academic class activities, such as "field trips," shall be excused or tallied toward total absences.

IV. Actions Taken for Excessive Absences:
A. A.S. Government members who obtain two unexcused absences from set accumulated A.S. Senate and A.S. Standing Committee meetings shall be required to meet with the A.S. Judicial Committee. The A.S. Judicial Committee shall determine if there are adequate grounds for dismissal from their respective position.
B. The A.S. Judicial Committee shall determine if the member has a recurring problem that needs to be resolved, or if the member is simply derelict in his/her duties.
C. If the grounds for dismissal are found, the member's A.S. number # shall be submitted to the A.S. Senate with the A.S. Judicial Committee's findings and recommendations.

V. A.S. Leave of Absence:
A. Requests shall be approved prior to beginning of Leave of Absence.
B. Leave of Absence procedure shall be defined as in III. “Excused and Unexcused Absences.” Terms of Leave of Absence shall not exceed 50% of said semester.
C. Refer to Eligibility for Student Offices regarding extenuating circumstances.

VI. A.S. Leadership Incentives Requirement:
A. Regardless of any situation, A.S. recipient shall complete a minimum of twenty-eight service hours, including five hours towards A.S. Publicity, per semester, while in office in order to receive the A.S. Leadership Incentive.

A.S. OFFICE PROCEDURES SHALL

1. Allow the A.S. Senators and students to use the office to communicate to each other about A.S. Senate business and to improve relationships with each other on political and social levels;
2. Not allow smoking or drinking alcohol to be permitted in the A.S. Senate Offices under any circumstances;
3. Maintain the language and conversation that takes place should not be limited, however, it should be in an appropriate office manner. Language and conversation should be considerate of those in the
A.S. Office;

4. not allow sexual harassment committed by anyone and shall be grounds for loss of office privileges; Assessment shall be made by an A.S. Executive or A.S. Office Employee, pending further review by the A.S. Judicial Committee or A.S. Executive Committee.

5. maintain that if the A.S. Policy and/or NOCCCD policies are not followed, it shall be the right of an A.S. Executive Officer to remove and/or deny anyone access to the A.S. Office, pending further review by the A.S. Judicial Committee or A.S. Executive Committee;

6. maintain that if an A.S. Employee has concerns regarding the A.S. Office Policy, they shall submit the concern in writing to all A.S. Executives pending further review by the A.S. Judicial Committee or A.S. Executive Committee; and,

7. Reinforce maintaining an appropriate office environment, including cleanliness of main A.S. Office area, A.S. Club Room, A.S. Storage Areas, A.S. Publicity Balcony Area, and personal office areas (i.e. A.S. Senator Area, Student Trustee Area, and Executive Office Areas).

ALL VIOLATIONS OF A.S. OFFICE PROCEDURES SHALL GO THROUGH THE PROPER CHANNELS FOR DUE PROCESS.

A.S. CONFERENCE GUIDELINES AND PROCEDURES

THE FOLLOWING PROCEDURES HAVE BEEN SET BY THE NOCCCD AS WELL AS FULLERTON COLLEGE AND SHALL BE STRICTLY ENFORCED

1. Individuals shall lose their initial registration fee if they fail to attend the conference (see conference packet B regarding refund information).

2. Participants shall attend all workshops, Region 8 meetings, and meals with keynote speakers and/or planned FC representatives/participants meetings. Due process shall be administered to
those not following conference regulations.

3. FC conference participants shall be required to stay on conference premises throughout the entire conference unless otherwise approved by accompanying FC/NOCCCD advisor.

4. Soliciting, associating, or assisting another to do any act (including purchasing, transporting, or consumption of any controlled substance), while under the supervision of a college official, would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

5. Student leaders attending the conference shall be picked by the interest shown in Senate. If the interest is more than the open spots available, then the A.S. Senator, A.S. Senate Members or FC Student-at-Large shall submit an essay to the Director of Student Activities by the said due date. The essays submitted shall be read and reviewed by the A.S. Finance Committee. The committee then shall pick the interested A.S. Senators, A.S. Senate Members or FC Students-at-Large. If the interest shown in Senate is less than the spots available, then those interested shall get the spots.

6. If a SSCCC business meeting is taking place at a conference (i.e. SSSCC Student Leadership Conference, SSSCC General Assembly, etc.), then the FC SSSCC Region 8 Rep or Alt shall get a guaranteed spot.

7. Those who planned to attend but did not attend the conference, and were considered unexcused, would be required to reimburse the full conference fee. Those who planned to attend but did not attend, with an excused absence, would not be reimbursed the portion of fees that they paid to attend.

8. A.S. Conference Reimbursement Plan/Penalty Process
   1) For unexcused attendance/participation at A.S. related conferences and activities, participants shall be required to reimburse A.S. for the percentage of the official conference related activities that they are required to attend.
   2) For excused attendance/participation at A.S. related conferences and activities, the initial deposit/fee shall not be returned and/pr reimbursed, pending approval and valid proof of excuse (i.e. Doctors note, etc.).

9. If for any reason a student leader hesitates attending, perhaps the student leader should reconsider committing to the conference. Once the monies are submitted and allocated appropriately, they are non-refundable. The student leader can always try to offer the spot to the next alternate. On conference travel requiring a flight, an additional fee, if not the full amount, may be charged to change the airline ticket, regardless if a replacement student leader is found.

10. For more information, please see the NOCCCD POLICIES RELATING TO STUDENTS as well as the most updated version of the FC A.S. Conference Packets.

11. ALCOHOLIC BEVERAGES, DRUGS, AND SEXUAL ACTIVITIES ARE PROHIBITED.

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**PROCEDURES FOR A.S. TO RECOMMEND THE HIRING OF DISTRICT STUDENT & HOURLY PERSONNEL**

*Overseen by Student Affairs*

The following procedures have been set by the North Orange County Community College District (NOCCCD) and recommended by Fullerton College for student affairs purposes
A.S. ADMINISTRATIVE ASSISTANT hiring process and pay schedule shall be as designated on the NOCCCD District Classified Employee Salary Schedule. The A.S. President or designee shall serve on the hiring committee.

A.S. OFFICE ASSISTANT pay schedule shall be designated in the NOCCCD hourly temporary employee schedule and TEA guidelines as funding is available. Maximum amount of hours shall be 20 hours per week or as designated in current NOCCCD policies and procedures.

CAMPUS PHOTO I.D. TECHNICIANS are interviewed and hired by the A.S. Administrative Assistant and the technicians are paid based on current NOCCCD Employment Category rates.

If the appropriate staff levels cannot be met through the above guidelines, the A.S. Administrative Assistant shall have the authority to hire personnel as deemed necessary.

The A.S. Administrative Assistant and the A.S. President shall evaluate and determine next step rate of pay and the appropriate time based on experience and performance.

STUDENT CENTER ASSISTANTS (SCA) are interviewed by the A.S. President and/or the A.S. Vice President and the A.S. Administrative Assistant.

With a consensus vote, the A.S. President and/or A.S. Vice President and A.S. the Administrative Assistant recommend the candidates for the position of Student Center Assistant, pending A.S. Senate approval for recommendation to Director of Student Affairs.

They shall have the right to hire the Student Center Assistants to start at the base rate per NOCCCD policy based on work experience, skills and input from the SCA candidate.

The cap rate will also be determined by current NOCCCD policy. Student Center Assistants are not to exceed working more than six semesters. The Lead SCA position shall receive a one step increase over base pay at the time of starting the Lead SCA position.

If the Lead SCA resumes SCA status, his/her hourly rate remains the same for the following semester. If a SCA doesn’t work consecutive semesters, he/she shall resume same hourly rate as the last employee semester, unless otherwise eligible to move to next step.

ALL HIRING RECOMMENDATIONS SHALL BE APPROVED BY DIRECTOR OF STUDENT AFFAIRS PRIOR TO EMPLOYMENT

A.S. Leader of the Month/A.S. Leader of the Week

Who is eligible: Senators, Exec Pro Tem, Senate Members, Student Trustee, ICC President, ICC Board Members, AS CareBank Co/Coordinators

Who is not eligible: AS Executives (President, Vice President, Treasurer)

A.S. Leader of the Month
The Leader of the Month is chosen by the Executive Committee based upon nominations from the A.S. Senators. Senators make nominations at two regular Senate meetings (once under New Business; once under Old Business). A.S. Executive Officers may not nominate candidates. Each nomination should include a rationale for why the person should be considered for this honor.

The AS Execs and Pro Tem (if not nominated) will discuss the nominees during an Exec Committee meeting. Anyone else attending the meeting, including anyone who has been nominated, will be asked to leave during the deliberations. Among the criteria that may be considered:

- A.S. leadership and service for the month
- A.S. Senate hours completed for the month
- Attendance and participation in A.S. standing committees; campus, district, and state committees; and other related meetings

Nominees must be eligible for the particular month for which they are being nominated:
August/September, October, November, January/February, March, April/May.

The winner will be announced at the next regular AS Senate meeting and will receive a certificate of achievement and a Sodexo gift card.

A.S. Leader of the Week

The Leader of the Week is determined by who has completed the most Senate Hours for the previous week (according to the individual log-ins in the AS Senate Hours Notebook).

The Exec Pro Tem reviews the A.S. Senate Hour and announces the winner at each week’s Senate meeting. There can be ties.

Winners each receive a candy bar or equivalent.