



ASGC Senate Members Roles and Responsibilities

Adopted Spring 2016

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Section I: President's Cabinet

President

The President shall:

- a. Be responsible for calling special or emergency meetings in accordance with the provisions of the California Brown Act.
- b. Be responsible for chairing special, Senate, and Executive Board meetings.
- c. Recommend replacements for officer vacancies.
 - i. A two-thirds (2/3) favorable majority vote by the Executive Board is required to confirm recommendations.
 - ii. The President and the Advisor can collaborate and appoint replacements to open positions if standard quorum numbers cannot be satisfied.
- d. Be responsible for serving as the primary spokesperson of the ASGC to the students of Gavilan College.
- e. Be responsible for overseeing the actions of the Executive Board.
- f. Have the authority to veto any approved motion of the Executive Board at the time of passage.
 - i. In the event a veto is made, a two-thirds (2/3) favorable majority vote of the Senate will be required to override the veto.
- g. Be responsible for breaking ties during Senate and Executive Board meetings.
 - i. Breaking ties is the only instance where the President is allowed to vote during Senate and Executive Board meetings.
- h. Be responsible for attending and reporting on President's Council meetings; if the President can't attend the meeting, an officer or senator will be chosen to attend and report on the meeting.
- i. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

President pro tempore

The President pro tempore shall:

- a. Chair Senate and Executive Board meetings in the absence of the President.
- b. In the case of a vacancy or removal of the position of president, the pro tempore will assume the role until a president has been appointed.
- c. The position of president will be filled within thirty (30) calendar days of vacancy, unless vacancy occurs during semester or summer breaks.
- d. In the event of long-term absence by both President and the pro tempore, a pro tempore will be nominated by the Executive Board and elected by a two-thirds (2/3) favorable majority vote of executive officers and senators.
- e. Any extenuating circumstances not addressed by the Bylaws will be addressed by the Executive Board.
- f. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Region IV Representative

The Region IV Representative shall:

- a. Be responsible for attending all special, Senate, Executive Board, and President's Cabinet meetings.
- b. Serve as a voting member of the Senate, Executive Board, and President's Cabinet.
- c. Communicate ASGC positions to the region and report to the Senate in a timely manner.
- d. Communicate regional and state issues to the Senate.
- e. Attend all General Assembly Conferences unless approval of absence is obtained from the Advisor.
- f. Be the ASGC delegate at the General Assembly.
- g. In case the Region IV Representative cannot attend General Assembly as the ASGC delegate, a two-thirds (2/3) favorable majority vote by the Senate is required to appoint the ASGC delegate.

- h. Be responsible for attending all Region IV meetings.
 - i. If the Region IV Representative has more than one unexcused consecutive regional absence, or more than three absences in the current term, the Region IV Representative can be removed from office upon a two-thirds (2/3) favorable majority vote of the Executive Board.
- i. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Student Trustee

The Student Trustee shall:

- a. Be responsible for attending all special, Senate, Executive Board, and President's Cabinet meetings.
- b. Serve as a voting member of the Senate, Executive Board, and President's Cabinet.
- c. Be responsible for representing the ASGC at all Board of Trustees meetings.
- d. Be responsible for attending all regular and special meetings of the Executive Board, Board of Trustees, and joined Board of Trustees ad-hoc committees.
 - i. Absence from a Board of Trustees meeting can only be verified and approved by the Advisor.
 - ii. If the Student Trustee has more than one unexcused consecutive Board of Trustees absence, or more than three absences in the current term, the Student Trustee can be removed from office upon a two-thirds (2/3) favorable majority vote of the Executive Board.
- e. The Student Trustee must solicit information from the ASGC Senate prior to reporting to the Gavilan College Board of Trustee meetings.
- f. The Student Trustee must communicate after each attended meeting of fellow ASGC Executive Board members about the discussions and actions that occurred in meetings.
- g. After necessary information has been required, the ASGC Student Trustee will type up a thorough report of each shared governance meeting attended and send to the necessary officer to distribute through email and physical copy form to all members of the Executive Board.
- h. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Finance

The Vice President of Finance shall:

- a. Be responsible for attending all special, Senate, Executive Board, and President's Cabinet meetings.
- b. Serve as a voting member of the Senate, Executive Board, and President's Cabinet.
- c. Prepare, in conjunction with the ASGC Finance Committee or the Executive Committee, an annual academic-year budget for Executive Board approval, which will be forwarded to the College Vice President of Student Services and the Board of Trustees for final approval.
- d. Be responsible for maintaining an accurate, up-to-date accounting of income and expenses.
- e. Be responsible for maintaining open and consistent communication with the ASGC fiscal agent(s).
- f. Be responsible for the reporting of finance-related information to the Executive Board in a timely manner.
- g. Chair the ASGC Finance Committee.
- h. Submit requisitions to the ASGC fiscal agent within three (3) business days from the time of Executive Board approval.
- i. Maintain financial records independent, and in correspondence of, the Business Office.
- j. Be responsible for chairing the Fundraising Committee and any budget-related standing or ad hoc committees formed.
- k. The VP of Finance will work directly, and keep open communication with, the Student Trustee, the Region IV Representative, the VP of Activities, and the VP of Senators.
- l. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Senators

The Vice President of Senators shall:

- a. Be responsible for attending all special, Senate, Executive Board, and President's Cabinet meetings.
- b. Serve as a voting member of the Senate, Executive Board, and President's Cabinet.
- c. Be responsible for chairing all Senator Cabinet meetings, and oversees the Senator Cabinet, communicating with each Executive Cabinet VP in order to ensure VP's are delegating appropriate responsibilities to the Senators and that Senators are following through with their roles and responsibilities.
- d. Be the main voice of the Senator's needs and stances.
- e. Serve as a student representative on at least one shared governance committee.
- f. Carry out responsibilities delegated by the President, Student Trustee, or Region IV Representative; priority goes to the President's delegated responsibilities and all delegated responsibilities must be appropriate and must not conflict with the VP of Senators schedule.
- g. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Section II: Vice President's Cabinet

Vice President of Activities

The Vice President of Activities shall:

- a. Be responsible for attending all special, Senate, Executive Board, and Vice President's Cabinet meetings.
- b. Be responsible for attending Executive Board meetings as a voting member.
- c. Be responsible for serving as a student representative on at least one shared governance committee.
- d. Be responsible for working in tandem with the VP of Finance, Student Trustee, and VP of Senators to finalize a proposed budget for planned activities for the following semester.
- e. Be responsible for working with the VP of Marketing on planning and promoting events through community and social media-based efforts, as well as necessary posting of advertisements on school boards.
- f. Be in direct, open communication with the Region IV Representative and the VP of Clubs on the events happening in the Region and ICC.
- g. Be responsible for working with and delegating responsibilities to senators for the forming of a budget for each suggested event then bring to the appropriate Executive Board member(s) to finalize, and then propose to the Executive Board. Suggested outline must include:
 - i. Specific Date, or Projected Date and Time
 - ii. Thorough explanation of Event
 - iii. Step-by-step actions that will be taken to put on event, including collaborated efforts with the VP's of Marketing and Finance.
 - iv. Reasons and or/benefits to having the event.
 - v. Delegated responsibilities, as well as responsibilities of the VP of Activities that will go into each event.
 - vi. At least six (6) weeks' notice in advance of events that require over 50 dollars (\$50) of ASGC Budget.
- h. Report upcoming events and activities to the Senate.
- i. Work with event leads in assisting the scheduling of volunteers to assist in the coordination, set-up, and marketing of events.
- j. Be responsible for distribution and collection of Events and Activities packets.
- k. Maintain communication with the VP of Senators to ensure that Delegated Senators are fulfilling position responsibilities and delegated duties.
- l. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.
- m. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Athletics

The Vice President of Athletics shall:

- a. Be responsible for attending all special, Senate, Executive Board, and Vice President's Cabinet meetings.
- b. Serve as a voting member of the Senate, Executive Board, and Vice President's Cabinet meetings.
- c. Serve as a student representative on at least one shared governance committee.
- d. Be responsible for working in tandem with the VP's of Finance and Activities to develop a proposed budget for athletic events and activities for the following semester.
- e. Be responsible for posting scheduled athletic events, activities, and games/schedules for each semester, via the ASGC Social Media pages and campus school boards.
- f. Be responsible for working with the VP's of Marketing and Activities to help promote ASGC sponsored athletic events and activities campus wide.
- g. Be responsible, or delegate to Athletic Senators, for distribution and collection of athletic events and activities information.
- h. Chair the Athletic Events and Activities Committee or delegate the responsibility to the Senator of Athletics who will report back to the Senate on a regular basis.
- i. Report to the Senate on student issues, challenges, and concerns regarding the Athletics Department.
- j. Be responsible for working with event leads in assisting the scheduling of volunteers to assist the ASGC in the coordination of athletic events, including the use of Rocky T Ram.
- k. Be responsible for working as liaison to the Athletic Department by meeting with the Dean of Kinesiology and Athletics a minimum of one (1) time per month.
- l. Keep a detailed record of Gavilan College sports teams, or delegate responsibilities and combine records that can be used and updated on school boards and ASGC social media pages.
- m. Be responsible for organizing and creating intramural athletic competition.
- n. Be responsible for working with the Region IV Representative on coordinating intramural events within the Region.
- o. Delegate responsibility and oversee the maintenance and inventory of ASGC athletic equipment.
- p. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.
- q. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Clubs

The Vice President of Clubs shall:

- a. Be responsible for attending all special, Senate, Executive Board, and Vice President's Cabinet meetings.
- b. Serve as a voting member of the Senate, Executive Board, and Vice President's Cabinet meetings.
- c. Serve as a student representative on at least one shared governance committee.
- d. Schedule and hold regular Inter Club Council (ICC) meetings.
- e. Keep track of club fundraiser requests and present to ASGC Senate for approval.
- f. Post all ICC meetings and approved club fundraisers on ASGC calendar of events.
- g. Email Gavilan College Public Information Officer (PIO) all ICC meeting dates and events to post on Gavilan College calendar of events.
- h. Chair the ICC and provide support for campus clubs and community activities.
- i. Review all campus clubs constitutions and bylaws and make recommendations to the Senate and ICC.
- j. Eliminate any potential conflict of interest by not holding an executive position in any campus club at the same time as holding the above office.
- k. Maintain open communication and correspondence with the VP of Finance, the Region IV Representative, and the VP of Activities.
- l. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.
- m. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Community Outreach

The Vice President of Community Outreach shall:

- a. Be responsible for attending all special, Senate, Executive Board, and Vice President's Cabinet meetings.
- b. Serve as a voting member of the Senate, Executive Board, and Vice President's Cabinet meetings.
- c. Serve as a student representative on at least one shared governance committee.
- d. Be responsible for establishing contacts for community service opportunities for ASGC members and Gavilan College students.
- e. Be responsible for leading time-constricted promotions, such as canned food drives, gifts for tots, recyclable electronics to refurbish and donate, etc.
- f. Be responsible for working together with campus clubs and Gavilan College students to put them in contact with community projects in which they are interested.
- g. Be responsible for keeping organized and detailed contact information and history of correspondence with each community contact.
- h. Be responsible for securing campus facilities as needed for student events.
- i. Be responsible for initiating or delegating to another the procedure for filling the vacancy of the president (see Articles #3, #8, #9).
- j. Be responsible for chairing the Election Committee or delegate the responsibility to another who will report back to the Senate on a regular basis.
- k. Be responsible for coordinating and scheduling vendors.
- l. Be responsible for supervising ASGC equipment and materials (to include tents, lattices, paint, paper, etc.) or delegate the responsibility to another.
- m. Be responsible, in tandem with the VP of Finance to collect and deposit monies from revenue sources.
- n. Be responsible for working with the Region IV Representative on communicating the local, state, and federal legislative acts that affect Gavilan College students, as both students and members of the community.
- o. Maintain community outreach on political issues.
- p. Be involved within the community.
- q. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.
- r. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Marketing

The Vice President of Marketing shall:

- a. Be responsible for attending all special, Senate, Executive Board, and Vice President's Cabinet meetings.
- b. Serve as a voting member of the Senate, Executive Board, and Vice President's Cabinet meetings.
- c. Serve as a student representative on at least one shared governance committee.
- d. Work together closely with the Student Trustee, VP of Finance, VP's of Activities and Athletics, and senators under the VP of Marketing.
- e. Maintain designated campus bulletin boards according to campus posting policies.
- f. Maintain Student Center electronic board, including all social media pages and any added forms of ASGC information, including blogs, newsletters, and emails.
- g. Maintain the ASGC website or delegate the responsibility to another.
- h. Communicate with all media outlets (i.e. newspapers, television, etc.) on campus to promote ASGC related information.
- i. Chair a student publicity committee or delegate the responsibility to another.
- j. Advise and help ICC clubs on how to maintain effective and appropriate public relations on campus.
- k. Be responsible for the creation and maintaining of innovative strategies for getting the community and the Gavilan College student body involved in events and fundraising.
- l. Post all events on ASGC online calendar of events.
- m. Email Gavilan College Public Information Officer (PIO) all ASGC events to post on Gavilan College calendar of events.

- n. Take pictures at all ASGC events or delegate responsibility to other. Collect a summary of all ASGC events from the officers leading the event.
- o. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.
- p. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Records

The Vice President of Records shall:

- a. Be responsible for attending all special, Senate, Executive Board, and Vice President’s Cabinet meetings.
- b. Serve as a voting member of the Senate, Executive Board, and Vice President’s Cabinet meetings.
- c. Serve as a student representative on at least one shared governance committee.
- d. Prepare the agendas of all Senate meetings in conjunction with the ASGC President and post the agendas online and in the bulletin board outside of the bookstore at least 72 hours prior to the Senate meeting in accordance with the Brown Act.
- e. Be responsible for taking the minutes of all Senate meetings, calling roll at the beginning of each meeting and for each roll-call vote, and post the minutes online and on the bulletin board outside of the bookstore within 72 hours after the Senate meeting.
- f. Maintain a file of all pertinent records and materials of ASGC.
- g. Be responsible for drafting, maintaining, and copying all ASGC correspondence, official statements, and documents.
- h. Be responsible for the preparation, distribution, and maintenance of accurate minutes and records of official meetings and may delegate the distribution to another.
- i. Be responsible for indicating when members are present, late, or absent and the time members leave prior to adjournment or after the meeting has been called to order.
- j. Be responsible for maintaining a current quorum count and list of voting members.
- k. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.
- l. In order to qualify for the position of VP of Records, you must have a recommendation from A) The Advisor, or B) A faculty member familiar with computer work; if neither can be obtained, the applying officer must have and show verification of the ability to type thirty-five (35) words per minute (wpm), the standard average for a job that involves word processing.
- m. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Vice President of Technology

The Vice President of Technology shall:

- a. Be responsible for attending all special, Senate, Executive Board, and Vice President’s Cabinet meetings.
- b. Serve as a voting member of the Senate, Executive Board, and Vice President’s Cabinet meetings.
- c. Serve as a student representative on at least one shared governance committee.
- d. Be responsible for understanding and maintaining all ASGC technology equipment, including but not limited to:
 - i. Computers
 - ii. Presentation equipment
 - iii. Software
 - iv. Digital record files
- e. Be responsible for researching and suggesting new technology purchases to improve upon current technology materials and/or for the replacement of current technology materials.
- f. Be responsible for the helping of fellow officers in software programs such as Microsoft Office and Adobe Creative Cloud’s Photoshop and Illustrator.
- g. Be responsible for establishing and/or maintaining company contracts for technology-based purchases.
- h. Be responsible for keeping in contact with MIS on updated Gavilan rules and regulations regarding computers, software, etc., as well as direction with school technology equipment.

- i. Be responsible for attending all District Technology meetings as the ASGC voting representative.
- j. Be responsible for writing a monthly report on all technology news that affects the campus, and specifically the students, as well as the results of each District Technology meeting.
- k. Be responsible for picking up and distributing Executive Board mail or delegate the responsibility to another.
- l. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Section III: Senator's Cabinet

Senator of Clubs

The Senator of Clubs shall:

- a. Be responsible for attending Senate and Senator Cabinets.
- b. Be responsible for voting at Senate and Senator's Cabinet meetings.
- c. Be responsible for working with the President, Student Trustee, and the VP of Marketing to establish ground rules and goals with media-based communication, as well as campus board communication.
- d. Be responsible for public relations, including getting news out to the media that relate to the Student body of Gavilan College.
- e. Be responsible for working with ICC and the VP of Clubs to maintain a detailed record of club events and meetings, as well as keeping an organized document to maintain consistency in the future.
- f. Be responsible for detailed monthly reports on all campus clubs business and progress.
- g. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Senator of Community Outreach

The Senator of Community Outreach shall:

- a. Be responsible for attending Senate and Senator Cabinets.
- b. Be responsible for voting at Senate and Senator's Cabinet meetings.
- c. Be responsible for leading and/or assisting in community outreach awareness projects and/or events.
- d. Be responsible for providing detailed reports once a month on community involvement, outreach, and causes, and to maintain these reports in an organized and efficient fashion for future reference.
- e. Be responsible for working with the VP of Marketing on establishing a high-impact community cause, with the direction delegated or distributed by the VP of Community Outreach:
 - i. Multiple high-impact causes must be worked and decided on.
 - ii. After collaboration on the cause has been decided, both the VP of Marketing will work with the VP of Community Outreach to bring forward a detailed and creative presentation to the Senate to determine the Fall/Spring ASGC Community Cause.
- f. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Senator of Finance

The Senator of Finance shall:

- a. Be responsible for attending Senate and Senator Cabinets.
- b. Be responsible for voting at Senate and Senator's Cabinet meetings.
- c. Be responsible for working with VP of Finance in consistent and constant ongoing review and analysis of the budget.
- d. Be responsible for acquiring all finance records from each division, including: Club Finances and Fundraising, Activities Financing and Fundraising, ASGC Athletics Support with Fundraising and Finances, and Marketing/Advertising Finances.
- e. Be responsible for coordinating with VP of Finance on expenses to date, business profit projection, and will be responsible for providing a detailed finance report once a month to the VP of Finance.

- f. Be responsible for working with the Senator of Marketing to work on business direction, including maintaining past approved business proposals/plans and researching new business-for-profit proposals.
- g. Be responsible for any duties delegated by the VP of Finance.
- h. Be responsible for attending at least one (1) shared governance committee, choice to be determined in conjunction with the VP of Finance.
- i. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Senator of Marketing

The Senator of Marketing shall:

- a. Be responsible for attending Senate and Senator Cabinets.
- b. Be responsible for voting at Senate and Senator's Cabinet meetings.
- c. Be responsible for collaborating with the VP of Marketing in the creative design of all marketing directions, including both digital and physical creative design.
- d. Will be in charge of helping other clubs promote their events and causes, as well as students in need of creative design help on PowerPoint, posters, etc.
- e. Be responsible for working and helping to create a direction in the marketing of upcoming events and any pre-event responsibilities delegated by the VP of Activities.
- f. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Senator of Records

The Senator of Records shall:

- a. Be responsible for attending Senate and Senator Cabinets.
- b. Be responsible for voting at Senate and Senator's Cabinet meetings.
- c. Be responsible for maintaining an ASGC Handbook containing the description and responsibilities of each position.
- d. Be responsible for maintaining and creating a detailed record of all proposals and changes made that will provide sustainability of business items and bylaw changes.
- e. Be responsible for collecting all finished and detailed records and reports from the President's and VP's cabinet meetings.
- f. Provide a detailed semester summary of the President's and VP cabinet meetings at the last Senate meeting of the semester.
- g. Be responsible for providing a detailed semester outlook, goals, and recently passed items at the beginning of each term, in the first or second meeting that will help maintain consistency.
- h. Be responsible for collaborating with the President, Region IV Representative, Student Trustee, VP's of Finance and Senators to ensure records are accurate and up to date.
- i. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Senator of Region IV

The Senator of Region IV shall:

- a. Be responsible for attending Senate and Senator Cabinets.
- b. Be responsible for voting at Senate and Senator's Cabinet meetings.
- c. Be responsible for strategic advocacy efforts outside of the structures of participatory governance in the higher education systems of California.
- d. Be responsible for collaborating with the Student Trustee, Region IV Representative, and VP of Community Outreach to establish awareness of the important issues as they apply to the Gavilan College community.

- e. Be responsible for delegated duties from the Region IV Representative, which may include:
 - iii. Writing Resolutions.
 - iv. Proof reading Resolutions.
 - v. Be responsible for updating legislation.
- f. Be responsible for working together with the Senator of Clubs on establishing and maintaining disbursement of local and regional Senate news, as well as outside articles including pop culture events and athletics.
- g. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

Senator of Technology

The Senator of Technology shall:

- a. Be responsible for attending Senate and Senator Cabinets.
- b. Be responsible for voting at Senate and Senator's Cabinet meetings.
- c. Be responsible for maintaining, researching, and using electronics needed for events and activities.
- d. Be responsible for collaborating with the VP of Technology on organizing student video game tournaments.
- e. Be responsible for collaborating with the VP of Technology on the establishment of a Gavilan student newsletter, separate from the Gavilan College newspaper, and helping with the organization and maintenance of the newsletter.
- f. Be responsible for involvement and working with the VP's of Marketing and Activities to lead electronics-based competitions among the student population.
- g. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.

General Purpose Senator

The General Purpose Senator shall:

- a. Be responsible for attending Senate and Senator Cabinets.
- b. Be responsible for voting at Senate and Senator's Cabinet meetings.
- c. Be responsible for duties not currently fulfilled by vacant Senator positions.
- d. Students can only apply for this position, once all other senator positions are filled.
- e. Be responsible for any delegated duties handed down by a President or VP Cabinet member.
- f. Be responsible for helping out other Board Senators with delegated duties, if needed and requested.
- g. Be ultimately responsible for all delegated duties as outlined in the California Education Code, Gavilan College policies, or ASGC policies.