



# The Student Senate Handbook

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## ASMCC Governing Documents

- **ASMCC Constitution**

The Constitution is the founding document of the Associated Students of Mesa Community College. It explains the purpose of the organization and provides the basic framework for all ASMCC bodies.
- **ASMCC Bylaws**

The ASMCC Bylaws provides an in-depth description of the policies and procedures governing all ASMCC bodies and operations. Its purpose is to aid in the orderly conduct of all ASMCC activities and expands upon the structure established by the Constitution.
- **Student Senate Rules of Procedure**

The Rules of Procedure explain the Parliamentary rules for conducting a Student Senate meeting. While the Rules fall under the jurisdiction of the Bylaws, they can be easily adapted to meet the needs of the current Senate body through a simple-majority vote.



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## Senate Membership

- **The Chair (Executive Vice President of ASMCC)**

The Chair of the Student Senate enforces the Rules of Procedure and, subject to them, rules on points of debate. The Chair directs discussion, accords the right to speak, puts all questions to vote and announces decisions. At any time, the Chair may propose the adoption of any procedural motion with a vote by the Student Senate. At any time, the Chair may address the Student Senate or any of its Committees. Proposed Senate legislation is submitted to the Chair before placement on the agenda.

- **The Vice President of Communications**

The Vice President of Communications of ASMCC calls the roll of the Student Senate meetings and records the minutes. The VP of Communications also holds a vote in Student Senate and may sit on Student Senate Committees as they so choose.

- **The Vice President of Fiscal Affairs**

The Vice President of Fiscal Affairs of ASMCC provides the Treasury Report to the Student Senate on a weekly basis. The VP of Fiscal Affairs also holds a vote in Student Senate and may sit on Student Senate Committees as they so choose.

- **Club Senators**

Club Senators are appointed by their respective clubs in order to represent the needs of their organization to the Senate body. They can submit fund requests to appropriate money from the Student Activities Account to their clubs for a variety of purposes as well as vote on non-club related legislation. Club Senators should bear in mind that their vote in Senate is a representation of the clubs stance on an issue and should vote accordingly. It is prudent for club senators to discuss agenda items with their club members before a Student Senate meeting takes place.

- **Senators-at-Large**

Senators-at-large do not represent any one club or interest group. Potential Senators-at-large must be approved by the Senate body before holding voting rights. The total number of Senators-at-large permitted in the Senate is one third (1/3) the total size of the Senate body.

- **Senate Observers**

Senate Observers are appointed by the Student Senate, and may participate in discussion and debate on Student Senate motions and legislation. However, Senate Observers do not hold a vote, nor does their presence affect Senate quorum.



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## Senate Decorum

(Decorum: *noun* 1. Conventional social manners in speech and behavior; etiquette; respect.)

### **Confine remarks to the merits of the pending question:**

In debate, a member's remarks must be germane (relevant) to the question before the Student Senate; that is, statements must have bearing on whether the pending motion should be adopted.

### **Refrain from attacking a Student Senator or a Student Senator's motives:**

When a question is pending, a Student Senator can condemn the nature or likely consequences of the proposed measure in strong terms, but under no circumstance can they attack or question the motives of another Student Senator. The measure at hand, not the Student Senator, is the subject of debate.

### **Address all remarks through the Chair:**

Student Senators are not permitted to address one another directly, but must address all remarks to the Student Senate Chair. This allows for Senators to debate items while limiting the role that individual personalities play in debate. If you wish to ask a question regarding a Senator's statement or motion, ask the Chair to direct the question to the Senator and the Senator in question will in turn provide their response to the Senate Chair.

### **Avoid the use of Student Senator's names:**

As much as possible, the use of Student Senator's names should be avoided in debate. It is better to describe a member in some other way, as by saying, "the Senator representing (club name)," or "the previous speaker." The officers of the Student Government should always be referred to by their official titles.

### **Refrain from speaking adversely on a prior action not pending:**

In debate, a Student Senator cannot reflect adversely on any prior act of the body that is not then pending, unless a motion to reconsider, rescind, or amend is pending.

### **Refrain from disturbing the assembly:**

During debate, during remarks by the presiding officer to the assembly and during voting, no Student Senator is permitted to disturb the assembly by whispering, by walking across the floor, or in any other way. The rule does not imply that Student Senators can never whisper or walk from place to place during deliberations of the assembly. However, members should monitor their activities so that they do not disturb the meeting or hamper the transaction of business.



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## The Student Senate Agenda

- **Call to the Audience**

Call to the Audience is an opportunity for members of the public (including club representatives, faculty, staff, and administration) to address the Senate body. Call to the audience is a good time to announce events your club is hosting or participating in or to introduce an issue that you would like the Student Senate to discuss.
- **Quorum Call**

Quorum call is a roll call of all voting members present at the meeting. Quorum means the minimum number of present and voting Senators needed in order to conduct official business or take action on any item. Quorum is a simple majority (50% +1) of the total Student Senate membership established at the first meeting. Quorum may be reset to the total number of Senators present at any meeting after the first meeting, but the initial quorum must be reached before such a motion can be made.
- **Reports**

Executive Officers, Cabinet Members, Committee Chairs, or other representatives deemed necessary by the Chair may deliver a report on the status of their office or legislation referred to their committee. Regular reports will include the Treasury report, an update on the Student Activities Account balance given by the VP of Fiscal Affairs, and the Student Life and Leadership report, given by a representative of the Student Life and Leadership department on issues and events relating to the department that effect or may be affected by the Student Senate.
- **Reconsideration Agenda**

If a piece of legislation that has previously been passed by the Student Senate is added to the reconsideration agenda through either Senate motion or presidential veto, the legislation will be added to the following week's reconsideration agenda. Reconsidering an item, that is, opening it up to further debate and revision, requires a two-thirds (2/3) vote by the Senate Body. If two-thirds approval is not met, the legislation remains as it was passed or, in the case of a veto, the veto is upheld.
- **Legislative Agenda**

All legislation submitted to the Chair which has achieved the requirements established by the ASMCC Bylaws or other rules is placed on the legislative agenda and assigned a serial number. Legislation should be read before the body, and then a motion must be made, seconded, and passed in order to begin debate and legislative activity. Tabled legislation remains on the Legislative Agenda, unless tabled indefinitely. Any legislation referred to a committee is removed from the agenda unless a motion is made to add it back on the Legislative Agenda.
- **Discussion Agenda**

Issues brought before the Student Senate, whether through the Call to the Audience or any other form, can be discussed during this portion of the agenda. The purpose of the discussion agenda is to more fully understand the opinion of the Senate body before drafting legislation or taking another form of action on a matter deemed necessary by the Senate Body.



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## Writing Student Senate Legislation

Before making any proposal official it must follow a certain procedure which is known as the legislative process. This process is carried out by the Student Senate. The proposal for taking any official action is known as a “bill.” After a bill or any other piece of legislation is placed on the agenda it undergoes a series of processes (like analysis, debating, etc.) outlined in the Rules of Procedure. Amendments can be made if desired and then, if the bill is passed, it becomes an official ASMCC document. A similar process is carried out when the Student Body wishes to make a statement expressing its desires or to make recommendations to the college, district, community, etc. These statements are called “resolutions.” Legislation is needed for many reasons, such as the implementation of a policy when the existing rights and obligations (as expressed in Governing Documents) need to be modified or the Student Body desires to have its opinion on a matter of importance heard.

### Requirements for Passing Student Senate legislation:

- A Bill or Resolution Number (Assigned after the bill is received by the Senate Chair)
- An author and two sponsors (Authors must be members of ASMCC, sponsors must be voting members of Student Senate)
- The appropriate majority vote in Student Senate (Simple majority for resolutions, fund requests and most bills. 2/3 majority for Constitution or Bylaw amendments)
- The signature of the President of ASMCC (Unless the legislation goes unsigned for three or more business days, in which case it passes by default)
- Official cost estimate or quote **and** Official Function Form (If a funding bill, must be submitted with the bill before placement on the Agenda)

### Bills

Passing a bill in the student senate mandates that a specific action be taken by the Student Body. For instance, if the Students wish to make an amendment to the governing documents, appoint a member of ASMCC to a certain position within Student Government, or establish an event like a charity donation drive. Like most forms of legislation, a bill must have an author, two sponsoring members of the Student Senate, and requires a simple majority (50% +1) of the voting Senate Body in order to be passed.\*

The “preambular” clauses of the Bill (statements made at the beginning of the bill and preceded by the word “whereas”) explain the need for whatever action the bill is responsible for to be taken. Preambular clauses are followed by “Operative” clauses (preceded by the phrase “be it enacted that”), which go into the specifics about what needs to be done in concern to the issue at hand. It is important to include a time period when the stipulations of the bill must be carried out (if necessary) and a list of persons the bill should be presented to upon passage (members of the college administration, etc.)

*\*Special notes on Constitution and Bylaw Amendments:* Amendments to the Governing documents of ASMCC require a 2/3 majority vote in Student Senate in order to become official. Additionally, Constitutional amendments must gain a simple majority of the voting student body following their passage in Student Senate. In the case of a constitutional amendment, the specific changes to the document will be made public for a minimum of two weeks prior to any vote by the students.



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## Resolutions

A Resolution serves as an official statement on behalf of the Student Body of Mesa Community College. It has no power to act, only to express an idea or opinion or to make a recommendation to another body, organization, or individual. Resolutions in all forms require an author, two sponsoring members of the Student Senate, and a simple majority (50%+1) of the voting Senate Body in order to be passed.

Preambular clauses are formatted the same for both resolutions and bills. Preambular clauses in a resolution are preceded by the word “whereas” and give a brief explanation of the reasons the resolution is being written and what it is trying to accomplish. The operative clauses, however, are set up differently from those in a bill. Resolution operative clauses are preceded by the term “be it resolved that” and include language that makes it clear that the legislation itself has no authority to mandate any action. When writing a resolution, use clear and precise language to assure that your words (as a representative of the students of MCC) are not misrepresented.

## Fund Requests

When your club wants to request funds from ASMCC (to use for certain things such as fundraising, holding special events, or purchasing equipment for club use) a bill called a “fund request” must be passed by the Student Senate. Fund requests are formatted a little differently from your standard bill or resolution. They include preambular clauses, which are used to explain the purpose and need for the fund and how the use of the funds can contribute to ASMCC and the college. The operative clauses (using the term “be it enacted that,” since a fund request is a bill, mandating an action) are first used to state the amount of money to be withdrawn from the Student Activities Account (The total cost of the function minus the club’s contribution.) Then a cost breakdown must be included, so that the Student Senate can see exactly what all of the funds will be allocated to. Finally, the monetary contribution provided by the club is stated. Depending on how much money is being requested, clubs are required to contribute a certain amount, or to recoup the funds (if they use MCC services or equipment for their official function.) Remember that requesting funds from Student Senate is a privilege, and that the decision to supply your club with funds is the prerogative of the Student Senate. As such, please read the club fund information (located in this handbook) very carefully to ensure that your club has done everything required of it in order to be eligible to receive Student Senate funds.



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## Parliamentary Procedure and Robert's Rules of Order

A meeting wouldn't be a meeting without some general rules of procedure and decorum. Robert's Rules, of course, has many of these. We have tried to whittle them down to what we think would be most useful for Student Senate meetings. Although the rules may seem at times to be trivial or nitpicky or downright weird, they are essentially just a way of ensuring fairness and common courtesy to all members of the meeting.

When a Senator wants the Student Senate to take a specific action during the course of debate, they rise under a motion to request that the body do so. A motion is a proposal, that the entire body takes action or stand on issue. Individual members:

1. Propose Motions
2. Second Motions
3. Debate Motions
4. Vote on Motions

There are four basic types of motions:

- Main Motions: The purpose of a main motion is to introduce items to the body for consideration. The type of motion cannot be made when any other motion is on the floor. Main motions yield to motions of privilege, subsidiary or incidental motions. (Ex: Motion to adjourn, motion to limit speech times)
- Subsidiary Motion: Their purpose is to change or affect how a main motion is handled, and is voted upon before a main motion.
- Privileged Motions: The purpose of the motion is to bring up items that are urgent about special or important matters unrelenting to pending motions. (Ex: A Senator might rise under a Point of Personal Privilege if the microphones aren't on and Red Mountain can't hear. This motion isn't voted upon by the body)
- Incidental Motion: The purpose of an incidental motion is to provide a means of questioning procedure concerning motions and must be considered before other motions. (Ex: Point of Order)





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## COMMON MOTIONS

- **Motion to call the Previous Question, or “Call to Question”**

The motion to the previous question is actually a motion to stop debate and proceed to a vote. The call to question does not automatically force a vote on the main motion unless it is passed. It's a bit confusing, but it is best to envision it that when someone move to the previous question they are moving to stop discussion. Since this would effectively cut off anyone who still means 2/3 of the members have to agree to discussion is stopped, the chair restates the main motion, and the assembly proceeds immediately to vote on amendments. However, the chair may opt to skip directly to a vote at any point when it appears no one has any more discussion on a particular topic. You must be recognized by the chair in the normal fashion to motion the previous question.

- **Motion to limit or extend debate**

A motion to limit debate can be used to set up time limits for speakers, set a time limit for discussion for the topic, limit the number of times people are allowed to speak, or otherwise reduce the amount of time allowed for discussion from the default rules. A motions to extend debate can be used to increase time limits, the numbers of times people can speak, or otherwise increase the allowable discussion time from the default rules. In order to make a motion to limit or extend debate, you must be recognized by the chair in the normal fashion. You must then state specifically how you wish to limit or extend debate. If someone seconds, then the assembly immediately proceeds to a vote. A motion to limit or extend debate must have a 2/3 majority to pass.

- **Motion to Suspend the Rules/Caucus**

The motion to caucus is used to ask for a short break to discuss a certain matter without the confines of the rules of parliamentary procedure. When motioning to caucus, you should specify for how long you want to suspend the rules for, such as “I motion for ten minute caucus,” or “I motion to suspend the rules until 4:00PM,” In order to make this motion, you must be recognized by the chair in the normal fashion. The motion to recess is immediately put to a vote if someone seconds it, and it requires a simple majority to pass.

- **Point of Order**

This is used to point out when something is against the rules, which can be anything from someone talking too long to vote begin done improperly. If something is out of order, all you have to do is get the chair's attention by saying – Point of Order, and then describe how the rules are being broken. Then the chair has to enforce the rule you pointed out.

- **Point of Inquiry/Information**

A point of inquiry is when you want to ask a question of the maker of a motion or someone who has already spoken. To do this, just wait until no one else is speaking and then get the chair's attention by saying – point of inquiry and then ask for permission to ask a question. The chair can then decide whether or not to allow you to ask the question. You can rise under a point of information when you are unsure of how to properly do something or are confused as to what is going on and want some clarification.



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- **Permission to Withdraw a Motion**

You can do this if you've changed your mind about a motion you've made, and want to unmake it. Unfortunately, you can't do this whenever you want. You can only do it after you've been called on by the chair, as if you wanted to speak on the motion. When the chair calls on you, you may ask for permission to withdraw your motion. The chair will then ask if there are any objections, if there aren't then you get to withdraw the motion. But if someone doesn't want you to withdraw it, then your request to withdraw becomes an actual motion that has to be seconded and voted on.

- **Motion to Refer to Committee**

This is pretty self-explanatory. This takes the topic you are discussing and dumps it in the hands of a committee to further discuss or resolve. You must be very specific when making this motion, stating exactly which committee you are referring it to, and to what extent they should resolve the issues, and when they should report on their findings.



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## How are Motions Presented?

- **Obtaining The Floor**
  1. Wait until the last speaker has finished.
  2. Address the Chairman by raising your placard (or by physically rising) and say, “Mr. Chair.”
  3. Wait until the Chairman recognizes you.
  
- **Making your motion**
  1. Speak in a clear and concise manner.
  2. Always state a motion affirmatively by saying, “I move that we...” as opposed to, “I move that we do not...”
  
- **Wait for someone to second your motion**
  1. Another member will second your motion or the Chairman will call for a second.
  2. A Motion may be Seconded without recognition by the Chair.
  3. If there is no second, your motion is lost.
  4. If there is a second to your motion...
  
- **The Chairman states the motion**
  1. The Chairman will say, “It has been moved and seconded that we...” Thus placing your motion before the body for consideration and action.
  2. The body will then either debate your motion or move directly to vote.
  3. Once your motion is presented to the body, it becomes “assembly property”, and cannot be changed by you without a vote from the body.
  
- **Expanding on your Motion**
  1. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it. (The person making the motion is always allowed to speak first.)
  2. All comments and debate must be directed at the chairman.
  3. Keep to the time limit that has been established for speaking.
  4. The person making the motion may speak again, only after other speakers are finished, unless otherwise stated by the Chairman.
  
- **Putting the Question to the Body**
  1. The Chairman asks if the body is ready to vote on the question.
  2. If there is not more discussion, a vote is taken.



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## Voting on a Motion

- The method of voting on any motion depends on the situation and is determined by the Chairman. Each voting member has one vote (Yes, No, or Abstain). Members may not abstain on procedural motions.
  1. By Voice – The Chairman asks those in favor to say, “aye”, those as opposed to say “no”. Any member may move for an exact count.
  2. By Roll Call – Each Member answers “yes” or “no” as their name is called. This method is used when a record of each person’s vote is required.
  3. By General Consent – When a motion is not likely to be opposed, the Chairman says, “If there is no objection...” The membership shows agreement by their silence, however if one member says, “I object,” the item must be put to a vote.
  4. By Division – This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
  5. By Ballot – Members write their vote on a slip of paper; this method is used when secrecy is desired.
  
- There are two other motions that are commonly used that relate to voting.
  1. Motion to lay on the table – this motion is in order only as a temporary interruption of the agenda, so as to allow something special and urgent out of turn. It is not intended to kill a motion. If your members wish to kill a motion, let them use the correct motion.
  2. Motion to postpone indefinitely – This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion. This is the motion to make when intending to kill a bill not the motion to lay on the table.



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- ❖ A Main motion must be moved, seconded, and stated by the chair before it can be discussed.
  
- ❖ If you want to move, second, or speak to a motion:
  - **Raise your placard and wait to be addressed by the Chair**
  
- ❖ If you approve of the motion as is:
  - **Vote for it**
- ❖ If you disapprove of the motion:
  - **Vote against it**
  
- ❖ If you approve of the idea of the motion but want to change it:
  - **Amend the motion or submit a substitute for it**
  
- ❖ If you want advice or information to help you make a decision:
  - **Move to refer the motion to an appropriate quorum or committee with instruction to report back.**
  
- ❖ If you feel they can handle it better than the assembly:
  - **Move to refer the motion to a committee**
  
- ❖ If you feel that the pending question(s) should be delayed so more urgent business can be considered:
  - **Move to lay the motion on the table**
  
- ❖ If you want time to think the motion over
  - **Move that consideration be deferred to a certain time.**
  
- ❖ If you think that further discussion is unnecessary:
  - **Move the previous Question (requires 2/3 vote for passage)**
  
- ❖ If you think that the assembly should give further consideration to a motion referred to a quorum or committee:
  - **Move the motion be recalled**
  
- ❖ If you think that the assembly should give further consideration to matter already voted upon:
  - **Move that the motion be Reconsidered**
  
- ❖ If you think that a matter introduced is not germane (relevant) to the matter at hand:
  - **A point of order may be raised.**
  
- ❖ If you think that too much time is being consumed by speakers:
  - **You can move to place a time limit on speeches**



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## Club Funding Information

- **Funding Requests**

1. Clubs and other student-campus organizations may request funding from the ASMCC Clubs fund through the Student Senate. A bill requesting funds from the Student Senate must be submitted to the ASMCC Executive Vice President and VP of Fiscal Affairs at least one month (30 Days) before the date the funds are needed.
2. A completed Official Function Form must accompany any funds request bill at the time of submission.
3. Clubs are required to supply all necessary information and paperwork to the Executive Vice President and the VP of Fiscal prior to consideration of the request in Student Senate.
4. Following approval, the bill shall be placed on the next Senate agenda, as a – Consent Item unless a motion is otherwise made by the commission or a member of Senate.
5. If the bill passes, please allow two weeks for administrative approval.

- **Official Function Form (OFF)**

The Official Function Form (OFF) is used to initiate all Club funding requests. It must be signed and submitted any time your club needs money. The Official Function Form is used –properly document expenditures covered by M CCD Governing Board policy for Official Functions. This documentation must be made available by the District Office Accounts Payable records to demonstrate to any independent party the public purpose of such expenditures.

1. Download the form from <http://www.dist.maricopa.edu/legal/blc/#off>
  - a. Download either the PDF or Word file
2. Have your advisor sign where it says “Requisitioner” and make a copy for your records.
3. Attach official quotes from vendors.
4. Attach a Petty Cash form if needed.
5. Submit the OFF with your bill to the Executive Vice President or VP of Fiscal Affairs.

- **Requisitions**

Requisitions and Facilities Request are handled by your club advisor through the Financial Management System (FMS) and 25Live Scheduling Tool respectively.

- **Vendor Registration Form**

The Vendor Registration form is used to register vendors into CFS that have never been registered with M CCD before.

1. Your advisor or the ASMCC Program Advisor can check in CFS to see if the vendor has been registered.
2. If it the vendor not registered, fill out the form from <http://www.dist.maricopa.edu/purchasing/VRF.pdf> and have your advisor submit it.
3. You do not have to do a Vendor Registration form if the vendor is already registered.



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4. Your advisor will fax it to:

Maricopa County Community Colleges, District Office Purchasing Department  
(480) 731-8190  
Street Address:  
2411 W. 14<sup>th</sup> Street, Tempe, AZ 85281-6942

5. Questions on filling out the form? Contact the MCCD Purchasing Department at (480) 731-8520 or the ASMCC Program Advisor (480) 461-7291.

- **Petty Cash**

Petty cash is used to get cash for small orders, usually less than \$100.00 or no more than \$200.00 and is used in place of purchase orders. Your Club Advisor can get this form from the Office of Student Life and Leadership and they must fill it out and handle the money at all times. Receipts must be kept from all items purchased and turned into the Cashier's Office with exact change.

Extensions: (add these to the end of the account code)

54100 General Supplies (Supplies, materials, parts)

53210 Professional Services

53300 Printing/Binding

53500 Advertising

53550 Official Functions

55400 Organizational Dues

56510 In-State Travel

56515 Registration

56520 Out-of-State Travel

56530 Field Trips

- **Fundraising**

This form is required for clubs that will be conducting an event intended to raise funds for any purpose. This form should be submitted prior to making any other arrangements for this event. The fundraiser must be approved before it is planned and executed. Please submit no later than 2 weeks prior to the event.

1. The Funds must be deposited into club accounts as soon as the funds are received by your advisor.
2. The Funds should be deposited through the College Development Office so they can be tax-deductible.

See the Food Guidelines (Available in Student Life and Leadership or online) if you are serving food at the fundraiser.



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## ASMCC and Mesa Community College Contact Information

ASMCC (480) 461-7278

**Aron Mixson, President**  
president.asmcc@gmail.com

**Chris O'Connor, Executive Vice President**  
vicepresident.asmcc@gmail.com

**Vice President of Communications**  
vpcommunications.asmcc@gmail.com

**Vice President of Fiscal Affairs**  
vpfa.asmcc@gmail.com

**Andrea Barba, Student Court Chief Justice**  
court.justice.asmcc@gmail.com

**Events Programming Council (EPC) (480) 461-7440**

**The Office of Student Life and Leadership (480) 461-7285**

**Kris Bliss, Director of Support and Retention Programs**  
(480) 461-7081 | kristina.bliss@mesacc.edu

**David Perry, Program Advisor (ASMCC and Policy Advisor)**  
(480) 461-7291 | david.perry@mesacc.edu

**Beth Ann Wright, Program Advisor (EPC and Student Events Advisor)**  
(480) 461-7277 | bethann.wright@mesacc.edu

**Remember to add ASMCC on social media!**

