ASSOCIATED STUDENTS OF DELTA COLLEGE
SAN JOAQUIN DELTA COLLEGE
BYLAWS
ASDC GOVERNING BOARD COMPOSITION, OFFICER RESPONSIBILITIES, AND ELIGIBILITY REQUIREMENTS

ARTICLE I: ASDC GOVERNING BOARD COMPOSITION

Section 1. Members of the ASDC shall include:

As voting members:

1. President (only to make or break a tie)
2. Vice President of Student Affairs
3. Treasurer
4. Secretary
5. Senator of Public Relations
6. Senator of Activities
7. Senator of Legislative Affairs
8. Senator of College and Community Relations
9. Senator-at-Large (maximum 2)
10. Student Representative to the Board of Trustees of the San Joaquin Delta College District

Section 2. **Duties, Jurisdiction, and Meetings of the ASDC.**

A. The ASDC shall hear all business.
B. The ASDC shall be responsible for approving, by means of voting, all matters concerning; appointments, ASDC events, policies, and issues, ICC events, policies, and issues, and all disciplinary actions that may arise regarding the ASDC or its members.
C. The ASDC shall also be responsible for determining the agenda for each school year.
D. The ASDC shall meet every Monday, except those Mondays which fall on a legal school holiday and those which conflict with any ASDC approved activity during the regular school year.
    a. The ASDC meeting agenda shall be prepared 72 hours prior to the corresponding meeting.
    b. The ASDC members shall have a voice.

Section 3. **The Duties and Responsibilities of ASDC Officers.** Along with their respected duties and responsibilities all ASDC members shall contribute to the overall function and mission of the ASDC.

A. The President shall:
   1. Chair ASDC and Executive Board meetings.
   2. Oversee ASDC activities and programs.
   3. Work with the Executive Board to develop the ASDC meeting agenda and address organizational issues.
   4. Hold weekly Executive Board meetings.
   5. Ensure the agenda is posted and distributed in accordance with the Brown Act.
   6. Represent the ASDC at official college and community events or appoint a designee from the ASDC board.
   7. Serve on the President's Council.
   8. Meet with the appropriate constituent groups (i.e., Academic Senate, Classified Senate, and Management Senate), faculty, staff, administrators, or students as directed by the ASDC to address, resolve, and clarify ASDC concerns and/or needs.
   9. Establish Ad Hoc committees as needed in accordance with the Committees Bylaw Article III: Ad Hoc Committees.
   10. Sign payment requests in the absence of the Treasurer.
   11. Appoint Interim Officers as per Article V, Section 7 of the ASDC Constitution.

B. The Vice President of Student Affairs shall:
   1. Serve as the ASDC Parliamentarian
   2. Host meetings at Mountain House at least once a semester during the fall and spring term.
   3. Coordinate the ASDC faculty and staff, meet and greet event in the fall semester.
   4. Preside over meetings and functions of the ASDC when the President is absent.
   5. Follow-up on student requests for assistance with the grievance and complaint process.
   6. Maintain a list of student representatives serving on shared governance committees.
   7. Serve on the LEAD selection committee

8. Receive and maintain a record of all official committee reports from students serving on shared governance committees.

C. The Treasurer shall:

1. Keep records of payments, withdrawals, and transactions
2. Provide information to ASDC officers and the Advisor on the ASDC budget when requested.
3. Respond to all inquires by the public regarding the ASGB budget
4. Chair the Finance budget committee
5. Submit payment requests for approved expenses
6. Sign payment requests for approved expenses
7. Provide monthly budget reports to the ASDC
8. Oversee and pursue ASDC fundraising activities (donations, events, grants, etc.)
9. Work with the ASDC executive board and Advisor to develop the ASDC fiscal budget.

D. The Secretary shall:

1. Complete general clerical tasks, including but not limited to: photocopying, faxing, filing, emailing, data entry, stocking office supplies, picking up print jobs, sorting mail, picking up and delivering mail.
2. Serve as office manager, including but not limited to: keeping track of inventory, submitting office supply order requests to Student Activities office, creating the office hour schedule, creating a cleaning scheduling based on officer hours, posting the ASDC office hours, managing officer mailboxes, and informing the President when an officer has not completed the required amount of office hours or missed a certain number of meetings.
3. Send out correspondence on behalf of the ASDC, including but not limited to: serving as the main contact for special meeting guests, arranging for parking permits for meeting guests, sending thank you cards and/or emails to meeting guest, presenters, etc., emailing minutes and agendas to officers and Student Activities staff, and posting agendas in accordance with the Brown Act.

4. Maintain accurate records, including but not limited to: a contact list of all officers, filing all minutes and agendas (hard and electronic copy), and keeping track of meeting attendance.
5. Create new member packets that include: the ASDC Constitution and Bylaws, ASDC Orientation presentation, Brown Act guide, and Parliamentary Procedure pamphlet.
6. Submit business card orders and name tag orders to Student Activities.

E. The Senator of Public Relations shall:

1. Oversee the reservation process for the mascot costume by Delta College departments and programs
2. Ensure the mascot is cleaned and stored properly
3. Arrange for the mascot to appear at organization events and activities as requested by the board
4. Regularly update social media sites (e.g., facebook, twitter, instagram, etc.)
5. Ensure marketing materials are posted and/or distributed in a timely manner
6. Maintain a subscriber contact list
7. Oversee the production and distribution of a newsletter
8. Send out email campaigns, press releases, save the date announcements, fliers, etc. to contact list subscribers, appropriate media outlets and social media sites and the Delta College Public Information Office
9. Coordinate and/or assist with organization outreach efforts including but not limited to: tabling (on and off campus), distributing promotional materials (i.e., t-shirts, stress balls, key chains, etc.), participation in campus events (i.e., new student welcome day, college night, etc.)
10. Carry out the organization's marketing plan
11. Take pictures and/or video footage at organization events
12. Maintain a limited access database of pictures from past events and activities
13. Chair the marketing committee

F. The Senator of Activities shall:

1. Coordinate at least one college hour event a month.
2. Coordinate at least one mustang night event a semester for the fall and spring term.

3. Chair the campus life committee.
4. Recruit and maintain a record of volunteers assisting with ASDC activities and events.
5. Assist with ASDC special events and projects

G. The Senator of Legislative Affairs shall:

1. Monitor legislation and regulations that pertain to the interests of the students of San Joaquin Delta College and inform the ASB;
2. Coordinate legislative appointments and lobbying events;
3. Attend Student Senate for California Community Colleges (SSCCC) Region V meetings and give a report to the ASDC following every SSCCC Region V meeting;
4. Voice the stance of the ASDC on legislation after approval of the ASDC;
5. Attend all SSCCC conferences.

H. The Senator of College and Community Relations shall:

1. Coordinate ASDC Food Pantry activities
2. Organize the Blood Drive
3. Serve on at least one shared governance committee
4. Oversee programs and events that benefit the relationship of the ASDC and the San Joaquin Delta College District

I. The Senator(s)-at-Large shall:

1. Assist other ASDC members with projects and events;
2. Serve on a minimum of two (2) SJDC Shared Governance Committees;
3. Ensure the ASDC meeting room and office is orderly at all times.

J. The Student Representative to the Board of Trustees shall:

1. Attend all Board of Trustees meetings and give a report to the ASDC following every meeting;
2. Convey the views and concerns of the ASB of San Joaquin Delta College to the Board of Trustees;
3. Be in accordance with the San Joaquin Delta College *Board Policy 2015 Student Representative to the Board of Trustees.*

Section 4. In the event of permanent inability, ineligibility, impeachment, or recall of the President, the Vice President of Student Affairs shall ascend to the office of President.

Section 5. In the event of permanent inability, ineligibility, impeachment, or recall of the Vice President of Student Affairs, the respected office shall be filled by the following board member as stated in Article V, Section 1, A.

Section 6. The guidelines for the removal of the Student Representative to the Board of Trustees are outlined in the San Joaquin Delta College *Board Policy 2015 Student Representative to the Board of Trustees*.

Section 7: **Interim Officers**

A. The sole purpose of Interim Officers is to complete tasks and responsibilities not being completed due to the office being vacant.
B. An Interim Officer may only be appointed to vacant offices.
C. The President may appoint any student who meets the qualifications as an interim officer. The appointment shall be approved by a two-thirds majority of the voting members. This officer shall be referred to as an Interim Officer for that office. The Interim Officer is still expected to perform their original duties along with that of the Interim Office.
D. Interim Officers do not attain an additional vote in the ASDC.
E. No Interim Officer may be seated in any particular office for more than six (6) months straight.
    a. In the event that the Interim Officer fails to fulfill their original duties and/or their Interim duties, the President may remove that officer from their Interim Office without ASDC consent.
    b. Once the vacant office is filled, the Interim Officer shall no longer fulfill the duties of their Interim Office. Officers failing to comply may warrant impeachment or recall.

Revision History

May 2013	*Position description for President, Vice President of Student Affairs, Treasurer, Senator of Activities, and Senator of College and Community Relations updated*
November 2013	*Senator of Advocacy, Communications officer,*

	Senator of ID Cards and Vice President of Flea Market Affairs eliminated.
August 2014	*Update Secretary and Senator of Public Relations position description.*
August 2014	*Organization name change from ASBG to ASDC.*