



# Associated Students

Bill Number # 8

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Subject: Organizational Directive Updates Date: May 23rd, 2024

*Whereas:* The current Organizational Directive does not correctly reflect the functions and responsibilities of Inter-Club Council Officers. Updates on the job descriptions, duties, and responsibilities of the Inter-Club Council Co-Chairs, Secretary, and Senator would result in a better understanding for A.S. officers as well as Mt. San Antonio College's students.

*Whereas:* The current job descriptions of the Inter-Club Council Officers in the Organizational Directive is as follows:

The INTER-CLUB COUNCIL CO-CHAIRS shall:

1. Alternately chair the ICC meetings
2. Schedule weekly ICC officer meeting with the ICC advisor
3. Abide by the A.S. Attendance Policy and Government Contract
4. Attend at least one Board of Trustees meeting each semester
5. Arrange a minimum of six (6) hours of office time per week. At least 50% of office hours must be completed on campus. Scheduled virtual hours are

approved by President's Cabinet.

6. Submits a Work-In-Progress Form the 8th week of each semester
7. Serves as a voting member on the A.S. Executive Board
8. Serves on at least one College-Wide Committee
9. Attend the A.S. Leadership Conference
10. Coordinates RSCO participation days (i.e. Join-A-Club)
11. Speak on behalf of and represent the Inter-Club Council
12. Maintain student awareness if ICC activities using available methods of publicity
13. Takes accurate minutes at each ICC meeting and maintains a documented file of all ICC meetings. Minutes must be completed no later than Thursday preceding the next meeting
14. Keeps a record of RSCO representatives present at ICC Council meetings
15. Notifies the RSCO advisor when there has been no representation at an ICC meeting by a club
16. Posts RSCO/ICC activities on the digital marquee maintained by the Office of Marketing and Communication
17. Creates publicity for ICC sponsored/co-sponsored events
18. Attends a minimum of three RSCO meetings representing different

RSCO's per semester

19. Upon resignation or at the end of the elected term, submit a written report to include: benefits and drawbacks of serving in this leadership position, summarization of accomplishments and recommendations for improving Student Government

The INTER-CLUB COUNCIL SECRETARY shall:

1. Record, transcribe, and maintain minutes for all ICC meetings
2. Attend all A.S. Executive Board meetings as an advisory voting member
3. Attend the A.S. Leadership Conference
4. Assist in the creation of ICC events (I.e. Join a Club)
5. Help manage ICC social media accounts
6. If a secretary is not appointed, the Co-Chairs assume the administrative responsibilities

The INTER-CLUB COUNCIL SENATOR shall:

1. Serve as a liaison between A.S. and I.C.C. by providing reports about each organization
2. Attend all I.C.C. meetings as a Board member
3. Assist I.C.C. with planning their events
4. Assist RSCOs with legislation guidance

**Therefore:** The updated job descriptions of the Inter-Club Council Officers shall be written as follows:

The INTER-CLUB COUNCIL CO-CHAIRS shall:

1. Alternately chair the ICC meetings
2. Schedule weekly ICC officer meeting with the ICC advisor
3. Abide by the A.S. Attendance Policy and Government Contract
4. Attend at least one Board of Trustees meeting each semester
5. Arrange a minimum of six (6) hours of office time per week. At least 50% of office hours must be completed on campus. Scheduled virtual hours are approved by President's Cabinet.
6. Submits a Work-In-Progress Form the 8th week of each semester
7. Serves as a voting member on the A.S. Executive Board
8. Serves on at least one College-Wide Committee
9. Attend the A.S. Leadership Conference
10. Coordinates ~~RSCO participation days~~ ICC Sponsored events (i.e. Join-A-Club, Networking Mixer, etc)
11. Speak on behalf of and represent the Inter-Club Council
12. Maintain student awareness ~~if~~ of ICC sponsored/co-sponsored events using available methods of publicity
13. Takes accurate minutes at each ICC meeting and maintains a documented file of all ICC meetings if a Secretary is not appointed. Minutes must be completed no later than Thursday preceding the next meeting
14. Keeps a record of RSCO representatives present at ICC Council meetings and notifies the RSCO advisor and ICC representative when there has been no representation at an ICC meeting by an RSCO

~~15. Notifies the RSCO advisor when there has been no representation at an ICC meeting by a club~~

15. Posts RSCO/ICC activities on the digital marquee maintained by the Office of Marketing and Communication

~~16. Creates publicity for ICC sponsored/co-sponsored events~~

16. Attends a minimum of three RSCO meetings representing different RSCO's per semester

17. Upon resignation or at the end of the elected term, submit a written report to include: benefits and drawbacks of serving in this leadership position, summarization of accomplishments and recommendations for improving Student Government

The INTER-CLUB COUNCIL SECRETARY shall:

1. Record, transcribe, and maintain minutes for all ICC meetings
2. Attend all A.S. Executive Board meetings as an advisory voting member
3. Attend the A.S. Leadership Conference
4. Assist in the creation of ICC events (I.e. Join a Club) with coordinating ICC Sponsored events (I.e. Join a Club, Networking Mixer, etc.)
5. Manage ICC social media accounts and communication platforms (I.e. Instagram, Discord, ect.). Assist ICC Co-chairs and ICC Senator with the publicity of ICC and A.S. sponsored/co-sponsored events
6. Arrange a minimum of two (2) hours of office time per week. At least 50% of office hours must be completed on campus
7. Schedule weekly ICC officer meeting with the ICC advisor
8. Serve as a member of the A.S. Activities Committee. Report back to RSCOs with any RSCO collaboration opportunities with A.S.
9. Assist the ICC Senator with keeping record of club appropriations

10. If a secretary is not appointed, the Co-Chairs assume the administrative responsibilities

The INTER-CLUB COUNCIL SENATOR shall:

1. Serve as a liaison between A.S. and ICC by providing reports about each organization and recruiting RSCO collaboration opportunities with A.S
2. Attend all ICC meetings as a Board member
3. Assist ICC with planning their events (I.e. Join a Club, Networking Mixer, etc.)
4. Assist RSCOs and ICC with legislation guidance (I.e. Appropriation, Directives, ect.)
5. Keeping record of clubs' appropriation submissions and approvals.

**Be it resolved:** That the A.S. Senate, the A.S. Executive Board, and the A.S. President approve Organizational Directive Updates.

<b>A.S. Senate</b>
For: _____ Against: <u>UNANIMOUS</u> Abstain: _____ Date: <u>5/28/24</u>
<b>A.S. Executive Board</b>
For: _____ Against: <u>UNANIMOUS</u> Date: <u>5/28/24</u>
<b>A.S. President</b>
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Veto Signature: <u>[Signature]</u> Date: <u>5/31/24</u>

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