



# **STUDENT SENATE POLICY MANUAL**

## **March 2023**

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## **REFERENCES:**

ASIVC Bylaws

ASIVC Organizational Chart



## **SENATE OFFICER DUTIES & RESPONSIBILITIES**

### **ALL ASIVC OFFICERS**

- Stay current with contemporary campus topics as well as legislative issues impacting community college students.
- Serve on at least two (2) participatory / shared (50/50) governance committees and/or task force groups. These committee meetings provide a space for students to share their direct input with IVC faculty and administration on campus- and district-wide initiatives.
- Serve on at least one (1) ASIVC sponsored committee and have no more than three (3) unexcused committee meeting absences during the entire academic year.
- Serve on at least three (3) ASIVC sponsored events for each of the two semesters.

### **PRESIDENT**

- Serve as primary representative of ASIVC and the student body at large.
- Preside over all official meetings of the ASIVC Senate and the Executive Cabinet.
- Serve on the IVC President's Cabinet, the Chancellor's Council and the Foundations Board of Governors.
- Attend monthly SOCCCD Board of Trustees meetings and provide ASIVC report.
- Serve as the Student Speaker for the annual Commencement Ceremony during their graduation year.
- Serve on at least two (2) additional participatory governance committees and/or task force groups (SPAC and BDRPC).

### **EXECUTIVE VICE PRESIDENT**

- Assist the President with all matters of the Senate.
- Provide support for ASIVC standing and ad hoc committees as requested.
- Serve as an ex officio member of all committees.
- Serve as student representative to SPAC.
- Serve as chair of ASIVC and Executive Cabinet in the absence of the ASIVC President.

### **VICE PRESIDENT OF PUBLIC RELATIONS**

- Publicize all ASIVC events; lead content creation for ASIVC-sponsored publications, such as flyers, posters, brochures, newsletter and/or magazine.
- Chair the PR committee, which shall consist of at least five (5) ASIVC officers (including chair).

### **VICE PRESIDENT OF EXTERNAL AFFAIRS**

- Serve as the designated Region VIII delegate to the Student Senate California Community Colleges (SSCCC) and on the Irvine City Council Student Advisory Board.
- Report on local, regional, and state legislative issues at ASIVC legislative meetings.

### **VICE PRESIDENT OF BUDGET AND FINANCE**

- Oversee the ASIVC Budget and serve as leader of a temporary task force to oversee budget planning, granting budget requests.
- Task force will consist of the Vice President of Finance (leader), ASIVC President, and Advisor, with Executive Vice President and 1-2 Senators as needed.
- On behalf of the task force, submit the proposed ASIVC budget to the Senate as an agenda item.
- Submit the approved ASIVC budget for the upcoming year to the district; be prepared to make a formal presentation with the ASIVC President at the Spring and Fall SOCCCD Board of Trustees meetings.
- Serve on at least two (2) participatory governance committees and/or task force groups including BDRPC.

### **VICE PRESIDENT OF INTER-CLUB COUNCIL**

- Chair and attend regular meetings of the Inter-Club Council (ICC)
- Develop the ICC agenda with the assistance of the Student Life Office staff
- Provide leadership and insight on approval process for clubs and semesterly fund allocations
- Work with Student Life Office and ASIVC in the planning and development of Club Day each semester

### **VICE PRESIDENT OF DIVERSITY EQUITY INCLUSION AND ACCESSIBILITY**

- Handles all matters pertaining to campus issues and student affairs;
- Chair and attend regular meetings of the Diversity Equity Inclusion and Accessibility (DEIA) committee.
  - Lead committee meetings which serve to connect clubs, official IVC organizations, and ASIVC members alike.
  - Collaborate with official IVC groups and organizations centered on leading cultural initiatives.
- Review IVC's university and academic policies as they pertain to DEIA and present a DEIA report at the end of term.
- Facilitate academic opportunities for minorities and marginalized groups.
- Attends or appoints representatives to attend PAC-DEIA shared governance meetings.
- Clubs centered around minority groups will have less barriers

## **SENATORS**

- Work in the development and implementation of major ASIVC sponsored programs and events throughout the academic year.
- Constitute the ASIVC committee membership and voting body.
- Have oversight over all legislative meeting agenda items.
  - In the case that an item fails to pass in the Senate, it must be reworked by the committee from which it originated. The Senate shall issue recommendations and conditions under which it would revisit the item.
  - Once the Senate's recommendations are applied, the item shall then be revisited in the following ASIVC legislative meeting.

## **JUDICIAL COURT**

- Serve on the Election Committee (unless running for office in the spring).
- Provide judicial review of ASIVC & ICC bylaw violations, codes and policies.
- Serve as the student representative(s) at grade grievances hearing panels.
- Chief Justice shall meet with the Executive Cabinet on a regular basis (at least monthly or more often if necessary).
- Serve as Parliamentarian(s) at all official meetings of ASIVC and ICC



## STUDENT LEADER EXPECTATIONS NAME:

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### As a student officer of ASIVC, you must fulfill the following:

1. Adequately prepare for meetings by reviewing the agenda, related attachments and past meeting minutes. \_\_\_\_\_
2. Attend all regular scheduled meetings of ASIVC Senate. \_\_\_\_\_
3. Have no more than three meeting absences in any year (commencing the first weekday subsequent to Commencement and ending the last day of the academic year. Failure to attend a retreat or leadership training counts as one Meeting absence. \_\_\_\_\_
4. Notify the ASIVC Advisor and ASIVC President immediately if you have any conflicts with weekly ASIVC legislative meetings. \_\_\_\_\_
5. Maintain a grade point average of 2.5 during each semester of your term. Failure to maintain either a 2.5 cumulative GPA or the completion of 5+ units per semester will result in ineligibility for continued membership. \_\_\_\_\_
6. Adhere to open meeting law (Brown Act) as well as follow and practice parliamentary procedures at all official meetings of ASIVC and ICC. \_\_\_\_\_
7. Attend ASIVC Parliamentary Procedure and Leadership Development workshops and training which may be held on weekends during the academic year or during summer. \_\_\_\_\_
8. Serve on at least two (2) participatory governance committees and/or task force groups. \_\_\_\_\_
9. Serve on at least one (1) ASIVC sponsored committee and have no more than three (3) unexcused committee meeting absences during the entire academic year. \_\_\_\_\_
10. Serve on at least three (3) ASIVC sponsored events for each of the two semesters. \_\_\_\_\_
11. Work in the development and implementation of major ASIVC sponsored programs and events throughout the academic year. \_\_\_\_\_
12. Serve in the best interest of the students at Irvine Valley College. \_\_\_\_\_

13. Make an effort to keep a sufficient line of communication open among fellow officers, committees, the advisor, and office staff. \_\_\_\_
14. Be knowledgeable of the ASIVC Bylaws and Policy Manual and the role they play within the organization. \_\_\_\_
15. Support the efforts of the ASIVC as a whole, while maintaining interaction with other IVC programs/activities. \_\_\_\_
16. Give your best efforts in all endeavors associated with ASIVC. Take ownership and responsibility for your actions and statements. \_\_\_\_
17. Wear your ASIVC shirt when representing ASIVC at shared governance meetings, Senate meetings and at ASIVC sponsored events, when appropriate. \_\_\_\_
18. Step down or take a leave of absence in the event that you are unable to fulfill your responsibilities due to health, academics, personal circumstances or other commitments. \_\_\_\_

My initials above and signature below indicate that I have read and understand the ASIVC Responsibilities and Expectations. I will abide by these regulations and I fully understand the consequences. My failure to fulfill the expectations and responsibilities as outlined may result in my removal from my position.

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ASIVC Officer's Signature

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Date

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ASIVC President

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Date

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Assistant Dean of Students

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Date



## ASIVC ELECTION CODE

### SECTION 1: THE ELECTIONS COMMITTEE

- A. Elections shall be carried out by the Elections Committee, appointed by the ASIVC President and ratified by the Senate.
- B. The Elections Committee shall consist of Judicial Court members not running in the election and 3-5 non-Judicial Court members (consisting of at least 1 executive and-1 senator) and be chaired by the ASIVC President in the fall election and a member of the Judicial Board in the spring election.
- C. Members of the Elections Committee cannot run in elections for which they sit as committee members.
- D. Elections Committee members are excluded from endorsing candidates, or serving as a member of a campaign team.
- E. If an Elections Committee member is excused from the committee by vote; the officer shall still be held to the restrictions of Election Committee members.
- F. The members of the Elections Committee shall be responsible for: outreach and promotion of open positions, candidate orientations, candidate forum, and elections; promoting voter engagement and ensuring candidates adhere to the election code.

### SECTION 2: APPLICATION PROCESS

- A. Applications shall be made available at least ten (10) school days prior to the established deadline for submission. Applications will be available online and an email will be sent to all students announcing availability.
- B. Applications for Elected Candidates, including Student Trustee, must include a headshot and a candidate statement (brief description; no more than 350 words) on why the candidate is interested in running. The headshot and candidate statement will be added to the ASIVC webpage by position as a resource for voting students. Students who do not submit these supplemental items will not have items included for review by voters.
- C. Write-in Candidate applications may be submitted in a manner determined by the Elections committee up until the closing of elections.
- D. Student Life Office staff shall verify eligibility to hold office, as established by ASIVC Bylaws.
- E. The Elections Committee shall work with the office of Student Life to create an electronic ballot with college IT department.



### **SECTION 3: MANDATORY CANDIDATE ORIENTATION**

- A. The Elections Committee shall schedule at least two (2) Candidate Orientation meetings at different times and on different days of the week, after the deadline for applications and prior to the start of campaigning.
- B. All Candidates must attend one of the mandatory Candidate Orientation meetings. Failure to attend one of the mandatory orientations shall result in disqualification of candidacy.

The Elections Committee shall explain the Election Procedures, Rules, and

### **SECTION 4: CAMPAIGNING**

- A. ASIVC defines campaigning as all actions related to an ASIVC election, including but not limited to: printed and digital graphics/flyers, memes announcing candidacy, and video and audio content related to a candidate's campaign. Campaigning shall take place at least four (4) school days prior to the opening of elections, and will be allowed for up to ten (10) schools days in total.
- B. No candidate may be allowed to campaign until after they have been cleared by the Office of Student Life and attendance at a Candidate Orientation.
- C. A candidate may not campaign until materials have been approved by the Office of Student Life via email; that is, with a written response confirming approval.
- D. Candidates may only campaign with material approved by the Office of Student Life.
- E. Campaign materials may only be posted in authorized locations on campus; On-campus campaign materials must follow Irvine Valley College Publicity Code; not doing so is an infraction of the Elections Code.
- F. Online campaigning must also adhere to the process of material approval; reports of unapproved campaigns online will be referred to the Elections Committee.
- G. Expenses are not to exceed \$50.00 per candidate. You will not be reimbursed by ASIVC nor the college.
  - i. Receipts of all campaign materials purchased are to be furnished to the Elections Committee upon request.
  - ii. The value of all donated or previously-acquired materials, or a reasonable estimate of their value, shall be included in the expense of a Candidate and must be furnished to the Elections Committee, and counts toward the \$50 expense limit.
  - iii. Exceeding the \$50.00 expense limit per candidate shall be considered an infraction of the Elections Code and will be referred to the Elections Committee.
- H. No campaigning is allowed in the Student Activity Center, nor within fifty (50) feet of the designated on campus voting area(s).
- I. Campaigning staff must be fellow students.
  - i. ASIVC Members may not use their own office to offer support as campaigning staff.

- J. All Candidates and their campaign staff must run a fair and friendly campaign; Candidates are responsible for their actions and the actions of their campaign staff or any other person working on behalf of their campaign. This includes physical harassment or verbal threats of any sort.
- K. Candidates are to campaign as individual candidates only; tickets, or group campaigning as one candidate block is prohibited.
- L. Under no circumstances shall a candidate, or their campaign staff, remove another candidate's publicity and campaign materials.
  - i. No candidate will be allowed to post over another candidate's poster for any reason. All candidate bulletin board flyers shall be limited to 8.5x11 in. This will be enforced to ensure all candidates are allowed to post.
  - ii. When posting in other departments the size of materials is subject to discretion of the department's rules and decision.

### **SECTION 5: SPEAKING SESSIONS**

- A. The Elections Committee shall schedule and organize a Candidates Forum to be held during the week prior to the opening of elections.
- B. Arrangements may be made by candidates or their campaign staff to speak to individual classes with prior written approval of the instructor.
- C. Arrangements may be made by candidates or their campaign staff to speak to individual clubs on campus.
- D. Candidates or their campaign staff may speak during the Public Comment/Open Communication section of Inter-Club Council and ASIVC meetings for no more than three (3) minutes per Candidate. Time-extensions will not be allowed.

### **SECTION 6: ELECTIONS AND RESULTS**

- A. Elections shall take place for a minimum of three days, following the elections orientation, and coinciding with the final days of campaigning.
- B. Election of all officers shall be determined by a plurality of votes. In the event of a tie, a run-off election shall be held within five (5) school days of the election to determine the winner.
- C. All positions not filled during elections shall be filled by Appointment by the incoming ASIVC President upon the start of their term with the ratification of the ASIVC Senate .The election results shall be announced to IVC students via email as well as posted in front of the Student Activities Center.

## **SECTION 7: INFRACTIONS AND PROTESTS**

- A. Any infractions of the Elections Code and other college codes and policies by a candidate or their campaign staff will be referred to the Elections Committee.
  - i. The Elections Committee has the right to impose sanctions and penalties for infractions including suspension of campaigning, removal of prior campaign materials, and disqualification of the candidate(s).
  - ii. Elections Committee members are also responsible for following all Elections Code and college policies and procedures. Infractions by Elections Committee members, or failure to perform the duties entrusted to Election Committee members may result in warning or removal from committee. These cases shall be reviewed by the Director of Student Life and Vice President for Student Services, or designee; this decision is not subject to appeal.
- B. Only written protests to the election will be accepted and must be submitted to the ASIVC Advisor
  - i. Candidates will have two (2) business days, following the closing of elections, to submit written protests.
  - ii. The Elections Committee will review all written protests and all decisions of the committee will be final.
- D. Student Activities Center showing the final roster of elected candidates



## ASIVC FUNDING REQUEST FORM

This form should be completed to request ASIVC funding for your organization's activities, events, or refreshments and submitted one (1) month prior to activity.

<b>Date of Submission</b>	
<b>Club/Organization Name</b>	
(Please state the full name of your student club, organization or program)	

<b>Submitted By</b>		
	(First Name)	(Last Name)

<b>Contact Phone #'s</b>		
<b>Contact Email</b>		

<b>Describe Nature &amp; Goal of Activity</b>			
<b>Date(s) of Activity</b>			
<b>Expected Audience</b>		<b># of Participants</b>	
<b>Name(s) of Faculty Advisor/IVC Staff in Attendance</b>			
<b>Benefit to Students</b>			
<b>Intended Outcome</b>			

Projected Expenses	Quantity	Unit Price	Total Price
		<b>Total</b>	

**For Office Use Only:**

- ☐ ICC Agenda (1<sup>st</sup> reading)
- ☐ ASIVC Agenda (1<sup>st</sup> reading & 2<sup>nd</sup> reading)
- ☐ Recorded in ICC and/or ASIVC Minutes



# **TE'VEANNAH SMITH EMERGENCY FUND**

## **POLICY & PROCEDURES**

### **PURPOSE**

- The purpose of this fund is to honor Te'Veannah Smith, former 2017 ASIVC President and to help students like her with enormous potential and impacted by non-academic barriers. She passed away at age 20. Te'Veannah lived in the Inland Empire that required a sizeable commute along with the many challenges of food and housing insecurities, all of which affected her studies and her overall educational experience.
- The Te'Veannah Smith Emergency Fund supports students facing unforeseeable and/or unavoidable circumstances that hinder their ability to be students. Recipients are encouraged to contribute to their campus community when and how they are able, by investing in scholarship funds, offering advice to other struggling students or supporting clubs and shared governance, etc.

### **POLICY & PROCEDURE DETAILS**

- This ASIVC/Smith Emergency Fund is sponsored and funded solely by ASIVC under the leadership and direction of the Student Life Office.
- Students are allowed to apply for this fund while classes are in session during the Fall and Spring semesters.
- A committee will decide the outcome of the application. The committee is composed of the following 7 members: 4 students nominated and selected by ASIVC Senate, Director of Student Life, Financial Aid Office staff member, and a Faculty Counselor selected by faculty counselors (including EOPS, CalWORKS and other categorical counselors) at an all counselor meeting each year.

### **APPROVAL PROCESS**

- Once the application is received by the Student Life Office and all application materials are confirmed, it will be forwarded to committee members under "blind copy" for a decision. (student name and ID # will be protected as per FERPA guidelines)
- Upon results of committee decision, the student is notified via email. A majority vote will prevail (at least 4 affirmations required to award).

- If the application is approved, the Student Life Office will process the request immediately so the check can be disbursed as soon as possible to the student.

#### **POLICY CRITERIA & APPLICATION PROCESS**

- Complete an online application on the ASIVC website or obtain an application from Student Life
- Submit completed application on campus to Student Life SAC 100 or electronically to: [ivcstudentlife@ivc.edu](mailto:ivcstudentlife@ivc.edu)
- Include documentation of need: please write a paragraph/short essay on a separate attachment
- Copy of current class schedule (to verify enrollment of at least 6 units)
- Copy of unofficial transcript (to verify minimum 2.0 GPA)
- ASIVC Access fee paid (Student Life to Verify)
- Supporting documents that demonstrate need based on unavoidable circumstance (bills, invoices, transportation needs, food insecurities, letter from employer, etc.)



# TE'VEANNAH SMITH EMERGENCY FUND

## APPLICATION

### PERSONAL INFORMATION (please print neatly in black ink):

Official Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Student ID#: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

IVC E-mail Address: \_\_\_\_\_

Personal E-mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### NATURE OF EMERGENCY:

Fund Amount Requested (Not to Exceed \$500): \_\_\_\_\_

Please describe the unforeseeable and/or unavoidable nature of your circumstances and how receiving the requested funds would enable your success as a student (max. 300 words). Attach document to application or submit electronically with application.

I hereby certify that the information provided is accurate. I have made the effort to accurately represent my financial situation. I understand that my academic records will be accessed to verify my eligibility for this emergency fund.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### STAFF USE ONLY:

Rec'd by (Staff Name): \_\_\_\_\_ Date & Time Submitted: \_\_\_\_\_

☐ Current Class Schedule (at least 6 units)

☐ Unofficial Transcript (verify GPA)

☐ ASIVC Access

☐ First-time request

☐ *Personal Statement*

☐ Any supporting documents