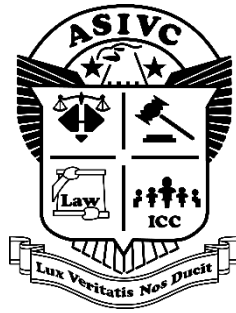


# Associated Students of Irvine Valley College Policy Manual

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## **Officer Duties and Responsibilities**

### **All ASIVC Officers**

- Stay current with contemporary campus topics and legislative issues impacting community college students.
- Serve on at least two (2) participatory governance committees and/or task force group(s). The participatory governance 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 semester. To be considered for one sponsored event, an ASIVC officer must volunteer for at least one hour.

### **President**

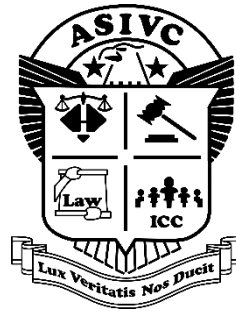
- Serve as the primary representative of ASIVC and the student body at large.
- Preside over all official meetings of the ASIVC Senate and the Executive Cabinet.
- Serve on the IVC President's Cabinet, the Chancellor's Council, and the Foundations Board of Governors.
- Attend monthly SOCCCD Board of Trustees meetings and provide ASIVC reports.
- 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 (College Council).

### **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 College Council.
- Serve as chair of ASIVC and Executive Cabinet in the absence of the ASIVC President.

### **Vice President of Budget and Finance**

- Oversee the planning and granting of the ASIVC Budget and serve as the task force's leader.



- Task force will consist of the Vice President Budget and 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 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 the term.
- Facilitate academic opportunities for minorities and marginalized groups.
- Attends or appoints representatives to attend PAC-DEIA shared governance meetings.
- Promote, support, and advocate for cultural clubs on campus.

### **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 Inter-Club Council**

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



## **Vice President of Public Relations**

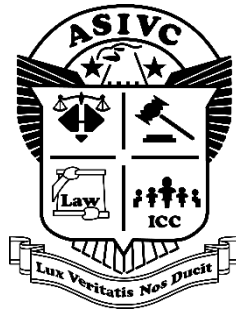
- Publicize all ASIVC events; lead content creation for ASIVC-sponsored publications, such as flyers, posters, brochures, newsletters, and/or magazines.
- Chair the PR committee, which shall consist of at least five (5) ASIVC officers (including chair).

## **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 an item fails to pass in the Senate, it must be reworded 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 by-law 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 Form

Student Leader Expectations Name: \_\_\_\_\_

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 at Irvine Valley College 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 one (1) 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.

\_\_\_\_\_  
ASIVC Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASIVC President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Dean of Students

\_\_\_\_\_  
Date



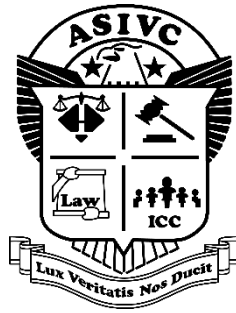
## **ASIVC Elections Code**

### **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 one (1) executive and one (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 campaign team members.
- 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 forums, 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 seven (7) 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 the ASIVC By-Laws.
- E. The Elections Committee shall work with the Office of Student Life to create an electronic ballot with the college Research or IT department.



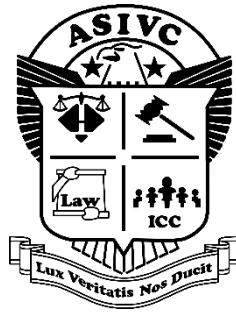
### Section 3: Mandatory Candidate Orientation

- 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.
- C. All Candidates must be present for the duration of the Candidate Orientation in order to remain eligible for the election.
- D. All Candidates shall take an orientation quiz following the Candidate Orientation. The Candidate shall score 80% or above. If the Candidate fails to score 80% or above, they shall attend an additional Candidate Orientation and retake the orientation quiz until they score 80% or above to remain eligible for the election.
- E. A contract must be signed and turned in to the Office of Student Life by all Candidates stating that they understand all of the election's guidelines, will be in compliance with them, and understand that they are subject to punishment if a violation is made.

### Section 4: Campaigning

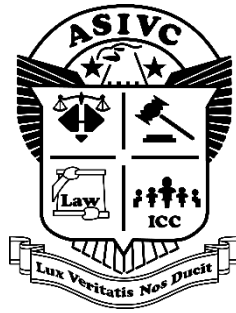
- A. ASIVC defines campaigning as all actions related to an ASIVC election, including but not limited to: printed and digital graphics/flyers, announcing candidacy, and video and audio content related to a candidate's campaign. Campaigning shall take place at least four (4) days prior to the elections, and will be allowed for up to seven (7) 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 email 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 the Irvine Valley College Publicity Code; not doing so is an infraction of the Elections Code.
- F. Online campaigning (including social media and online platforms) must also adhere to the process of [Administrative Regulation 3900](#); reports of unapproved campaigns online will be referred to the Elections Committee.
  - i. Any social media and online platform campaigning must adhere to the





campaigning guidelines/rules stated in the Candidate Orientation.

- G. Expenses are not to exceed \$50.00 per Candidate. ASIVC or the college will not reimburse the candidate.
  - 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 count toward the \$50.00 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 Activities Center nor within fifty (50) feet of the designated on-campus voting area(s).
- I. Candidates are required to receive written approval from their instructors by sending an email and including the Office of Student Life to promote their campaign as a whole or related to any election activities.
- J. Campaigning staff must be fellow students.
  - i. ASIVC Members may not use their own office to offer support as campaigning staff.
- K. ASIVC officers may not repost online campaigning materials nor endorse any candidate; the endorsed Candidate will be faced with a punishment from the Elections Committee. The ASIVC Officer may be subject to corrective action by and carried out by the Elections Committee.
- L. 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.
- M. Candidates are to campaign as individual Candidates only; tickets or group campaigning as one Candidate block is prohibited.
- N. Under no circumstances shall a Candidate or their campaigning 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 the discretion of the department's rules and decisions.
  - iii. Posting must adhere to all College and District-Wide policies ([Administrative Regulation 3900](#)).



- O. Classroom campaigning must adhere to the policies and procedures laid out in the candidate orientations. All Candidates are responsible for removing their own campaigning materials when it is placed in appropriate areas or when a consequence for a violation.

## **Section 5: Speaking Sessions**

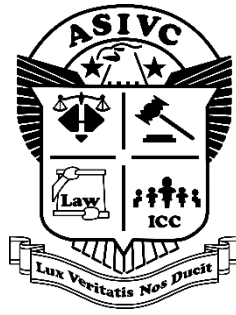
- A. The Elections Committee shall schedule and organize a Candidates Forum to be held during the week prior to the opening of elections.
- B. Candidates or their campaigning staff may make arrangements to speak to individual classes with prior written approval of the instructor.
- C. Candidates or their campaign staff may make arrangements 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 (ICC) and ASIVC Legislative 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 determined by a plurality of votes. In the event of a tie, a run-off election shall be held within seven (7) days of the election to determine the winner.
- C. All positions not filled during elections shall be filled by appointments 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 the front of the Student Activities Center.

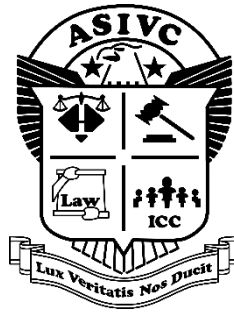
## **Section 7: Infractions and Protests**

- 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 warnings, suspension of campaigning, removal of prior campaign materials, and disqualification of the candidate(s).
  - ii. Elections Committee members are 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 a warning or removal from the committee. These cases shall be reviewed by the ASIVC Advisor 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 committee decisions will be final.
- C. Student Activities Center will post 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 three (3) weeks before the activity.

Per Administrative Regulation 6304, any cost of refreshments and meals requires a meeting agenda or event flyer.

**Please attach the following documents with your ASIVC Funding Request Form:**

- ☐ Meeting minutes showing discussion and approval of the funding amount
- ☐ Flyer or meeting agenda for refreshments/food
- ☐ Quote(s) of items requested by providing screenshots or a spreadsheet with the following fields:  
Item, quantity, price, and direct link.

**Date of Submission:** \_\_\_\_\_

**Club/Organization Name** (Please state the full name of your student club, organization, or program):  
\_\_\_\_\_

**Submitted By** (First, Last Name): \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Describe the Nature and Goal of the Activity:** \_\_\_\_\_

**Date(s) of Activity:** \_\_\_\_\_

**Expected Audience:** \_\_\_\_\_

**# of Participants:** \_\_\_\_\_

**Name(s) of Faculty Advisor/IVC Staff in Attendance:** \_\_\_\_\_

**Benefit to Students:** \_\_\_\_\_

**Intended Outcome:** \_\_\_\_\_

**Funding Amount Requested:** \_\_\_\_\_

*Upon submission of the ASIVC Funding Request Form, the Office of Student life will verify the following documents have been submitted: Meeting minutes, flyer or meeting agenda, and quote of the items requested.*



## **Te'Veannah Smith Emergency Fund Policy and 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.

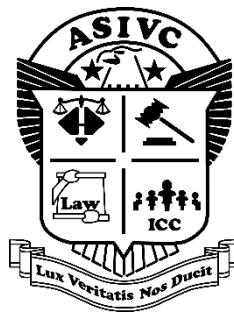
### **Approval Process**

- 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