



# ASSOCIATED STUDENTS OF MERRITT COLLEGE (ASMC) TRAINING

BY DORIS HANKINS, DIRECTOR OF STUDENT ACTIVITIES AND CAMPUS LIFE



# REGION III COLLEGES (BY DISTRICT)

## Peralta Community College District

- Berkeley City College
- College of Alameda
- Laney College
- Merritt College

## San Mateo County Community College District

- Canada College
- College of San Mateo
- Skyline College

## Contra Costa College District

- Contra Costa College
- Diablo Valley College
- Los Medanos College

## Other Colleges

- City College of San Francisco
- Santa Rosa College
- College of Marin (Marin Community College District)

# ASMC PRESIDENT JOB RESPONSIVITIES

1. Is the official spokesperson on behalf of the Student Body government and the Student Body.
2. Will be an official signer for ASMC Inc. financial requisition accounts. This will be along with the Vice President of Finance and Director of Student Activities and Campus Life.
3. Serves on the following participatory governance meetings: Leadership Council, College Council, and Peralta Student Council.
4. Will serve on all hiring processes that affect students or may designate to another Council Member of ASMC Inc.
5. Will chair all meetings of the ASMC Inc. Council and Executive Committee with no right to vote unless in case of a tie.
6. Establish and maintain communications relationships with partners in conjunction with the Vice President of Participatory Governance.
7. Will be the one to officially sign letters or write letters of supports with approval from the ASMC Inc. Council.
8. Will be an ex-officio member of all ASMC Inc. committees (as a non-voting member).
9. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
10. Other duties as given through management policies.

# ELIGIBILITY

## MINIMUM QUALIFICATION

- A minimum G.P.A. of 2.0 at the time of occupying office, and for every term that the student occupies office.
- The student shall be enrolled at Merritt College throughout their term, with a minimum of five (5) semester units.
- Be in good standing with the College and District. Students on academic, progress, and/or disciplinary probation are not eligible to serve on ASMC. For more information view PCCD Board Policies go to: <https://www.peralta.edu/boardoftrustees> and the [Merritt College Handbook and Planner](#).
- Students that have served on ASMC for three (3) terms and/or complete a total of six (6) semesters on the Senate are ineligible to serve another term.

## ATTENDANCE

Any voting member of the ASMC Inc. Council who accumulates two unexcused absences within any fiscal year shall be placed on the next meeting agenda for consideration of removal.

1. Unexcused Absences Unexcused absences may be either consecutive or nonconsecutive to qualify for consideration of removal. Subsection
2. Excused Absences Excused absences shall be defined as any absences reported 4 days in advance of a meeting for verifiable academics, employment, familial, health related, or other reasons determined by the Director of Student Activities and Campus Life.

# ASMC VICE PRESIDENT – JOB DESCRIPTION

1. Is the official delegate on behalf Merritt College for the Student Senate for California Community Colleges during all regional and delegate assembly meetings. If the Vice President is acting in the President capacity, then the second delegate shall assume these duties.
2. Will be an official voting member of the ASMC Inc. Council and Executive Committee.
3. Will be the official Vice Chair of the Legislative Committee, will also be the official voting member and minute taker of the Legislative Committee.
4. Will notify all ASMC Inc. Council Members of all meetings at least one day in advance.
5. Will take minutes of the ASMC Inc. Council, in absences of a secretary.
6. Will serve as Election Committee Chair.
7. Will serve as the official Parliamentarian to the ASMC Inc. Council in regard to the recent editions of the Brown Act and Robert's Rules of Order.
8. Will be responsible for distributing ASMC Inc. Agendas, when there is not secretary.
9. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
10. Other duties as given through management policies.

# ASMC VICE PRESIDENT FINANCE— JOB DESCRIPTION

1. Will be an official voting member of the ASMC Inc. Council and Executive Committee.
2. Will meet with Director of Business and Administrative Services and Director of Student Activities and Campus Life on a monthly bases regarding finances.
3. Will be responsible to work with Staff Assistant to the Director of Student Activities and Campus Life and turn motions and requisitions to the business office.
4. Will work in cooperation with the Director of Business and Administrative Services and Director of Student Activities and Campus Life to ensure accurate records of all ASMC Inc. finances.
5. Shall work with the President on yearly budget proposal to be submitted and ratified by the ASMC Inc. Council.
6. Will serve on the Merritt College Participatory Governance College Budget Committee.
7. Shall present quarterly financial statements to the ASMC Inc. Council in the following months: September, December, March, and June of each fiscal year.
8. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
9. Other duties as given through management policies.

# ASMC VICE PRESIDENT OF COMMUNICATIONS– JOB DESCRIPTION

1. Will be the official voting member and minute taker of the ASMC Inc. Council and Executive Committee
2. Will prepare all ASMC Inc. Council meeting agendas and be responsible for distributing ASMC Inc. Council Agendas, including posting, etc. in compliance with the Brown Act.
3. Will work with ASMC Inc. Executive and Legislative Committee Chairs agenda send out.
4. Will work in conjunction with the Staff Assistant to the Director of Student Activities and Campus Life on filing and maintaining accurate records of all ASMC Inc. Paperwork in the best fit for the organization.
5. Will work with the Director of Student Activities and Campus Life and the Merritt College webmaster to maintain an accurate website.
6. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
7. Other duties as given through management policies

# ASMC VICE PRESIDENT OF PARTICIPATORY GOVERNANCE– JOB DESCRIPTION

1. Be generally responsible for the legislative activities of the ASMC Inc. Council.
2. Will be an official voting member of the ASMC Inc. Council and Executive Committee.
3. Establish and maintain communications relationships with partners in conjunction with the President.
4. Will try to conduct and coordinate regular legislative visits to the California State Capitol, legislative district office, and Peralta Community College District office.
5. Will serve as chair of the Legislative Committee as a non-voting member unless in case of a tie.
6. Will appoint ASMC Inc. Council Members to Merritt College participatory governance meetings if not already assigned.
7. Will maintain regular communication with Merritt College participatory governance chairs and accurate records of who is the chair.
8. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
9. Other duties as given through management policies.



# ASMC VICE PRESIDENT OF INTER CLUB COUNCIL (I.C.C.)– JOB DESCRIPTION

1. Will chair all Inter-Club Council meetings as a non-voting member unless in case of a tie.
2. Will act as the official liaison between the clubs and the ASMC Inc. Council.
3. Will ensure that Inter-Club Council and clubs follow the ASMC Inc. Constitution, Bylaws, and Management policies and especially Peralta Community College District and Merritt College polices.
4. Will be an official voting member of the ASMC Inc. Council and Executive Committee.
5. Will oversee all club functions in day-to-day operations and ensure the clubs and Inter-Club Council serve as the official Events authority on behalf of the ASMC Inc. Council.
6. Has the right to find an assistant; who is still a student at Merritt College following the eligibility requirements, to help with Inter-Club Council and approved by ASMC Inc. Council. This person will not be a voting member of the Inter-Club Council and will have the role of Assistant to the Vice President of Inter-Club Council and will do as needed from the Vice President of Inter-Club Council.
7. Has the right to create new policies for Inter-Club Council, if approved and assigned a management policy number from ASMC Inc. Council.
8. Will be the official signature of chartering a club along with the Director of Student Activities and Campus Life. If this is new club the Vice President of Inter-Club Council will refer to Start-Up Funds Policy.
9. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
10. Other duties as given through management policies.

# ASMC SENATOR - JOB DESCRIPTION

1. Will be official voting members of the ASMC Inc. Council.
2. Will be all be official voting members of the Legislative Committee.
3. Will research and track state and local bills and campaigns that the ASMC Inc. Council should support as assigned from the Vice President of Participatory Governance.
4. Carrying out the legislative priorities of and developing advocating strategies for the ASMC Inc. Council.
5. Will be assigned at least two (2) participatory governance meetings that are not already taken.
6. At least one (1) but no more than (2) senators will serve on student grievances hearings and committees, these two (2) individuals will be picked by the Vice President of Participatory Governance.
7. Will help any student, council member, or public learn about ASMC Inc.
8. Will recruit students to join ASMC Inc. as an official member, if capacity is full, they will recruit students to become involved and help in other processes.
9. Will all be responsible to make sure to serve judicial petitions to the Executive Council members or other Senator Council members, this will happen after discussing with the Director of Student Activities and Campus Life.
10. Will provide a written report to the ASMC Inc. Council on all the work and meetings that were done by the end of each month to the Vice President of Communications.
11. Other duties as given through management policies.

# ASMC MEETINGS

## FALL 2022

Thursdays @ 4 PM

<https://us06web.zoom.us/j/92407882849>

- August 25
- September 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, and 22<sup>nd</sup>
- October 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>
- November 3<sup>rd</sup>, 10<sup>th</sup>, and 17<sup>th</sup>
- December 1<sup>st</sup>, 8<sup>th</sup>, and 15<sup>th</sup>

## SPRING 2023

Thursdays @ 4 PM

<https://us06web.zoom.us/j/92407882849>

- January 19<sup>th</sup> and 26<sup>th</sup>
- February 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, and 23<sup>rd</sup>
- March 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>
- April 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup>
- May 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>
- June 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>