

# ASCC Policies & Procedure

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## **SENATE OFFICE RESPONSIBILITIES AND CONDUCT**

### **Policy**

The Student Senate shall maintain standards for Senate office responsibilities and conduct.

### **Procedure**

1. Greet everyone and help the person to the best of your ability.
2. Respect all equipment and furniture in the office.
3. Members shall check mailboxes and bulletin boards regularly.
4. The Senate office shall be kept clean and orderly at all times.
5. Answer the telephone in a polite, professional manner.
6. Members shall handle food and drinks carefully and clean up after themselves.
7. Take accurate messages from voice mail or other telephone calls, written on a memo and placed in member's box with the date and time when message was received.
8. A current Senate member shall accompany guests to the Senate office. Members working on Senate related business have the authority to request silence and/or absence of guests.
9. Senate members shall provide a current class and work schedule to the senate and advisor and make notification of any changes.
10. Members must post and hold regular scheduled office hours.
11. The Student Senate Executive Secretary shall check the main mailbox and distribute mail into the appropriate member's mailbox.
12. Noise and volume shall be kept to a low level in the Senate office at all times.

## **PERSONAL ACCESS TO THE SENATE COMPUTER**

### **Policy**

Senators and Executives may have access to the Senate computers for the purpose of research on the internet and the use of any word processor installed.

## **Procedure**

1. All Senators and Executives will save on ASCC Flash Drive to store any and all personal documents.
2. If a member of Senate is using the computer for personal use, a member with official Senate business can have that person removed so that official business can be completed.
3. The particular user asked to be removed from the computer shall be given ten (10) minutes to save files and prepare computer for official use.

## **PASSWORDS FOR SENATE USE**

### **Policy/Procedure**

1. All members of the Senate will have password access to the voice mail account.
2. All Executives will have password access to the copy machine.
3. All members of Senate will have password access to the Senate computer as needed.
4. All password changes will be voted on.
5. For a change of password, only those who have password access will be able to vote on the change.
6. The Student Senate President will approve all passwords that are selected.

## **HOW TO PREPARE AN AGENDA**

It is the responsibility of each person on the Executive Council to develop an agenda for their prospective meeting. An agenda consists of a list of items which represent various issues for the Senate to discuss. All representatives and committee members will be issued an agenda 72 hours before their meeting takes place. Here is a sample of an agenda:

Associated Students of Columbia College

Agenda

Date: July 16, 2001

Place: Cedar 10

Time: 1:30 p.m.

- I. Call to Order, indicates the official start of the meeting.
- II. Roll Call, affirms who is present at the meeting.
- III. Approval of Minutes, approval of the written documentation outlining discussions held in the previous meeting.
- IV. Officers' Reports, reports presented by each Executive Officer or their representative reiterating the discussions that occurred in their board meeting.
- V. Committee Reports, reports presented by each member of the board discussing his/her plans for the committee.
- VI. Comments from the Public, allows the public to voice their opinions.
- VII. Old Business & familiarizes the board with the issues that were discussed at the previous meeting and finalizes any action that is needed.
- VIII. New Business & discusses new proposals the board may vote on.
- IX. Announcements & any other information that needs to be discussed.
- X. Adjournment & concludes the meeting.

## **OFFICIAL RECOGNITION OF CAMPUS CLUBS**

### **Policy**

The Columbia College Student Senate shall be responsible for granting official recognition to campus clubs on a yearly basis.

### **Procedure**

1. For a group to be granted recognition by the Columbia College Student Senate as an official club they must submit to the Student Senate Vice-President of Activities a completed club packet.
2. All clubs must fulfill and comply with all policies and procedures as specified in the club packet.
3. Upon approval, a new club may receive \$50.00 seed money to start the club. A club that has already existed within the last 2 years will not receive this seed money.
4. If any club does not comply or is in violation of any policy or procedure specified in the club packet,

the Student Senate reserves the right, with recommendation from the Vice-President of Clubs, to remove official standing of said club.

## **ATTENDANCE AT REGULARLY SCHEDULED STUDENT SENATE MEETINGS**

### **Policy**

All current Student Senate members are required to attend all regularly scheduled Student Senate meetings.

## **Procedure**

1. Members of the Columbia College Student Senate shall be subject to removal from office upon accumulating three (3) unexcused or a total of five (5) excused and/or unexcused absences.
2. The Student Senate President or the Advisor shall determine an excused absence.
3. To be considered present, a senator must attend the entire meeting unless excused by the Student Senate President or the Advisor.
4. Removal from a regularly scheduled meeting by the Student Senate President or the Advisor due to improper conduct shall be counted as an unexcused absence.
5. All Student Senate members are required to inform either the Student Senate President or the Advisor of any meetings they are unable to attend before the scheduled meeting time.
6. The Student Senate President shall issue a written warning to senators that have accumulated two (2) unexcused or a total of four (4) absences.
7. Any Student Senate member that has accumulated three (3) unexcused or a total of five (5) absences shall be directed to appear before the Executive Council to provide explanation for his/her excessive absences. Failure to appear at the agreed time and place of the hearing shall subject said Student Senate member to removal of office by the Student Senate President.
8. After meeting with the Executive Council to discuss excessive absences, the Executive Council shall then vote to determine said Student Senate member's current status.
9. If a Student Senate member violates any terms set forth by the Executive Council after being granted a reprieve, that Student Senate member shall be subject to immediate removal of office by the Student Senate President.

## **HOW DO MEMBERS GET THEIR SAY?**

**Members can:**

1. Present Motions (make a proposal)
2. Second Motions (express support for decisions of another member's motion)
3. Debate Motions (give opinions on the motion)
4. Vote on Motions (make a decision)

**Types of Motions:**

1. Main Motions:  
Introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example: "I move that we purchase."
2. Subsidiary Motions:  
Change or affect how the main motion is handled. (They are voted on before the main motion). For example: "I move the question before the assembly be amended by striking out."
3. Privileged Motions:  
Are most urgent motions. They concern special or important matters not related to pending business. For example: "I move that we adjourn."
4. Incidental Motions:  
Are questions of procedure that arise out of other motions. They must be considered before the other motion. For example: "I move to suspend the rules for the purpose of...."

**Questions relating to motions:**

1. Is it in order?  
Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.
2. Do I need a second?  
Usually, yes. A second indicates that another member would like to consider the motion. It prevents spending time on a question which interests only ONE person.
3. May I interrupt the speaker?  
Some motions are so important that the speaker may be interrupted to make them. The original

speaker regains the floor after the interruption has been attended to.

4. Is it debatable?

Parliamentary procedure guards the right to free and full debate on most motions. However, some privileged and incidental motions are not debatable.

5. Can it be amended?

Some motions can be altered by striking out, inserting or both at once. Amendments must relate to the subject as presented in the main motion.

6. Can it be reconsidered?

Some motions can be debated again and revote to give members a chance to change their minds. The move to reconsider must come from the winning side.

7. What vote is needed?

Most require only a majority vote, but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.

## **STEPS REQUIRED TO ORGANIZE AN EVENT**

1. Fill out an activity sheet form no later than two weeks(10 working days) prior to the date of the event.

2. Have each person sign the activity sheet in the following order:

Organizations Advisor (if you're a club)

Student Outreach and Development Coordinator

3. Develop a budget to turn in to the Business and Finance Committee.

4. Attend the Business and Finance Committee meeting to present your proposal.

5. Submit a copy of your budget to the Student Senate.

6. Attend the appropriate meeting to present your budget.

¥ In order for the Student Senate to vote, a quorum must be present at each meeting. A quorum is the number of members that must be present for business to be conducted legally. The number of members that constitute a quorum is as follows:

¥ Take half the total number of active members on the board and add one. (Example: The total number of active seats on the Student Senate is five. You would take half that number and add one. Thus,



four senators must be present at the meeting in order to vote for your proposal.)

¥ If your budget is \$500.00 or more, there must be a minimum of 2/3 active members of the Student Senate present to vote on your proposal.

7. If approved, fill out a contract and W-9 form with the Student Outreach and Development Coordinator's approved signature. Mail the form to the service provider.
8. If needed, fill out a cash box form no later than two weeks prior to the date of the event. A cash box is like a register in that it allows you to get the appropriate cash from the Business Office. The cash box provides you with the money needed to sell tickets for your event, have a bake sale, a car wash, etc. Give this to the Vice-President of Finance.
9. Fill out a Columbia College Claim Form no later than two weeks prior to the date of the event. This form, which is processed by the Business Office, allows you to mail or hand deliver the check to the agency/performer(s). Other uses of a Claim Forms are:
  - ¥ Getting reimbursed
  - ¥ Charging your account to buy materials (i.e. supplies, food, materials, etc.)
  - ¥ TransportationGive this form with supporting documentation to the Treasurer.
10. If needed, fill out a deposit form. This form allows you to turn in any money made from your event.
11. Fill out an Event Evaluation Form.

## **PROCEDURES FOR FUND DISBURSEMENT**

- ¥ Request for disbursement completed on appropriate form (Columbia College Claim Form).
- ¥ Claim form completed in full with club minutes approving disbursement on file in the Business Office. Claim form must be approved and signed by Dean of Student Services, Student Senate Advisor, Club Officer (preferably Treasurer. All supporting documentation, description of disbursement must be attached to claim form.
- ¥ Completed check and claim form will be approved by College Administrator (College President or Dean of Student Services). All disbursements must have 2 signatures. Remember lead-time --- immediate processing of checks is not possible.
- ¥ Include instructions on claim form dealing with final processing of check, i.e.: pick-up, mail, etc.
- ¥ All disbursements must be by check, no cash payments.

## **SPECIAL PROCEDURE FOR ADVANCE PURCHASE**

- ¥ All advance purchase requests must comply with above procedures! No Exceptions!
- ¥ Check "payee" will be responsible to provide back-up receipts and/or unused funds to Business Office within 3 days of event or purchase.
- ¥ Club Advisor is responsible for follow-up if necessary.

## **DEPOSITING OF FUNDS**

- ¥ Club officer (normally Treasurer) and Club Advisor count money and initial funds prior to deposit with Business Office.
- ¥ Upon delivery to Business Office, personnel will count and verify cash. Complete a 2-part deposit receipt (original copy to Club Treasurer and carbon copy remains in receipt book in Business Office).

## **MONTHLY STATEMENTS**

- ¥ Monthly statements will be compiled by centralized location and delivered within 5-7 days of the last day of the month to Club Advisor, Club President, and Club Treasurer. Statement will show all disbursement and deposit activity for the month.

## **BUDGETS**

- ¥ It is recommended that all clubs prepare semester/annual budgets. It is mandatory for ASCC to prepare semester budget. All copies must be on file in the Business Office.

## **CASH BOX REQUESTS**

- ¥ The Business Office may provide cash boxes and cash start (up to \$150.00). Advance request is mandatory last minute requests may not be honored.

## **TICKET SALES**

- ¥ All ticket sales must be pre-numbered and an accurate accounting for all sales is required. Ticket reports must be prepared and on file in centralized location.

## **FISCAL OPERATIONS**

- ¥ Columbia College and Yosemite Community College District require that all finances be managed through the Business Office.
- ¥ Campus clubs must be recognized and approved through ASCC. New clubs may be approved for “seed money” in the amount of \$50.00. Contact ASCC for information and appropriate request forms.
- ¥ Campus clubs must process all requests for official standing through ASCC. Contact ASCC for approved processes.
- ¥ Campus clubs must have appropriate charter, all documentation, and minutes of each meeting on file in the Student Government Office.
- ¥ Approval includes the following:
  - ¥ Club charter and stated goals and purposed.
  - ¥ Approved Columbia College Advisor.
  - ¥ List of starting officers and membership.
  - ¥ All of the above must be approved by the ASCC President and Advisor.
- ¥ It is the responsibility of the ASCC to make sure that all approved clubs have a Club Handbook on file. All changes in regulations that affect the fiscal operations must be approved by the ASCC and be within Columbia College and Yosemite Community College District guidelines.

## **CONTRACTS**

- ¥ Since the ASCC and all club organizations are controlled by the local governing board (Educ. Code Sect. 48930), the school district is the employer not the student organization. Individuals hired to perform work must comply with all district policies and procedures.
- ¥ The recommendation of Club Advisor with approved club minutes must be on file in a centralized

location prior to hiring.

- ¥ Availability of funds must be ascertained and sufficient funds must be encumbered to guarantee payment.
- ¥ All contractual agreements must be paid by check. Claim forms completed appropriately and completely.
- ¥ Any service provider must have on file with centralized location prior to event the following:
  - ¥ W-9 form:
  - ¥ Name, address, telephone number, social security number
  - ¥ Complete 1099 information
  - ¥ Claims completed with three (3) signatures prior to event and cutting of check.
  - ¥ Appropriate breakdown of payment. i.e. lodging, travel, performance fee. Any person receiving \$600.00 or more in any calendar year will have a 1099 completed and sent to YCCD for filing with the Federal Tax Board.

## **CASH BOX PROCEDURES**

### **Requesting Department**

1. Fill out "Request for Cash Advance" form specifying the total dollars required, and the specific denominations and quantities of both currency and coin.
2. Indicate the Event, the Date the cash box is required and individual who will be picking it up.
3. Ensure that the Business Office receives the completed "Request for Cash Advance" form not less than three working days prior to the date that the cash is required.
4. Pick up cash advance from the Business Office on date required. Verify that the proper denominations and total dollar amount is received. Sign and date the "Request for Cash Advance" form and leave with Business Office.
5. Once the event is over, count the contents of the cash box and record the denominations of cash on the "Cash Count Sheet." Specify the event on the form.
6. Complete "Ticket Sales Reconciliation" sheet; include cost of tickets, starting and ending number of tickets sold, total sales, over and short, total deposit.
7. Return the money, cash box, depository bag, and forms to the Business Office immediately after the

event is over. If the event is outside of normal Business Office hours, please contact Security. Security will take all monies, cash box, forms, and deposit them in the Business Office.

8. Individual who is responsible for cash advance must come to the Business Office the following day and reconcile contents of box.

<b>ASSOCIATED STUDENTS OF COLUMBIA COLLEGE</b> <b>ACTIVITY REQUEST FORM</b>
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Event (Type of Activity): \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Day(s) and Date of Program: \_\_\_\_\_

Set up time to begin: \_\_\_\_\_ Time Program starts: \_\_\_\_\_

Time Program Ends: \_\_\_\_\_ Clean up Completed By: \_\_\_\_\_

Transportation Requested: \_\_\_\_\_ Destination: \_\_\_\_\_

Time Leaving: \_\_\_\_\_ Time Returning \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

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**Sponsor Information:**

Sponsoring Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Student Chairperson: \_\_\_\_\_ Phone: \_\_\_\_\_

Off Campus Speaker/Entertainer/Band: \_\_\_\_\_

Advisor Attending Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Budget: Expenses: \_\_\_\_\_ Expected Revenue: \_\_\_\_\_ Admission: \_\_\_\_\_

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**Approvals Signatures:**

ASCC Representative: \_\_\_\_\_ Date \_\_\_\_\_ Approved Yes ☐ No ☐

Advisor Attending Event: \_\_\_\_\_ Date \_\_\_\_\_ Approved Yes ☐ No ☐

Student Outreach & Dev. Coord.: \_\_\_\_\_ Date \_\_\_\_\_ Approved Yes ☐ No ☐

Dean of Student Services: \_\_\_\_\_ Date \_\_\_\_\_ Approved Yes ☐ No ☐

Vice President, for Student Learning: \_\_\_\_\_ Date \_\_\_\_\_ Approved Yes ☐ No ☐

Approved for Publicity: \_\_\_\_\_ Date \_\_\_\_\_ Approved Yes ☐ No ☐

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**ASSOCIATED STUDENTS OF COLUMBIA COLLEGE**

## CONTRACT

This contract, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_ and Columbia College, Hereinafter referred to as "purchaser" and \_\_\_\_\_, hereinafter referred to as "Service Provider".

The Service Provider will appear at the time and place specified below. Purchaser shall furnish a place for the performance, in good condition, together with all normal stage accessories and properties.

If for any reason not within the control or by fault of Purchaser the Service Provider is prevented from appearing, then this contract shall be deemed terminated, and the Service Provider shall have no claim for damages against the Purchaser by reason thereof.

Type of Engagement: \_\_\_\_\_

Place of Engagement: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Service Provider: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_

Terms: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Staging Requirements to be provided by Purchaser: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check Payable to: \_\_\_\_\_

\_\_\_\_\_

Social Security Number/Tax ID Number: \_\_\_\_\_

The purchaser hereby agrees to pay for the services and material at the time, in the manner and for the

consideration, herein expressed. The Speaker or Artist agrees to indemnify and save harmless the Purchaser, its officers, agents and employees from any and all losses, costs or damages of any nature or description whatsoever, accruing or resulting to the Purchaser in connection with the performance of this contract and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured by the Speaker or Artist, its agents, servants or employees in the performance of this contract.

The parties hereto agree that the Speaker or Artist and any agents and employees of the Speaker or Artist in the performance of this agreement shall act as an independent contractor and not as officers or employees or agents of the Purchaser.

The Purchaser may terminate this agreement and be relieved from any obligations indicating payment of any consideration to Speaker or Artist should Speaker or Artist fail to perform any of the covenants herein contained at the time and in the manner herein provided.

The Purchaser may terminate this agreement and be relieved from any obligations indicating the payment of any consideration to Speaker or Artist should Speaker or Artist arrive at the performance site noticeably under the influence of intoxicating beverage, narcotics or drugs. In addition, the Speaker or Artist shall be responsible for any and all costs, expenses, damages (including the Purchaser's actual expenses incurred in preparation for the performance), and claims arising out of any such cancellation.

This agreement is not assignable by either party either in whole or in part.

This agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto and contains all of the covenants and agreements between the parties. Each party to this agreement acknowledges that no representations, inducements, promises or agreements orally or otherwise have been made by any party which are not embodied herein, and that no other agreement statement, or promise not contained in this agreement shall be valid or binding. Any modification of this agreement will be effective only if it is in writing.

Please be sure all information is accurate before returning this contract to us. Sign and return one copy of this

contract to the Student Activities Office, Columbia College, 11600 Columbia College Drive, Sonoma, CA 95370.

The second copy is for your records.

_____	_____
Print Name or Speaker/ Artist	Print Name of Student Outreach and Development Coordinator

_____	_____
Signature of Speaker/ Artist	Signature of Student Outreach and Development Coordinator

### ASCC ACTIVITY EVALUATION FORM

Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Committee: \_\_\_\_\_ Chairperson: \_\_\_\_\_

Service Provider: \_\_\_\_\_

\_\_\_\_\_

Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Describe the benefits or problems regarding the location of the event

2. What day(s) and time did event take place? Would you plan differently next time?

3. Did you charge admission?

- a) If so, how much?
- b) Was it too much
- c) too little?

4. Discuss the publicity used. (target audience, time line, creativity, teaser, response, etc.)

5. What was the number in attendance? What was overall audience reaction?



6. List the technical requirements and where you obtained them.
7. Would you do this program again? Please explain why or why not.
8. If you were to do this program again, what would you do differently?
9. Any additional comments?

Please attach budget proposal to this form. Please list expenses and revenue of event budget so that we may plan accordingly next time. Please attach any other pertinent information. Thank You!