2022-2023
ASMJC Officers & YCCD Student Trustee
Roles and Responsibilities
OVERVIEW OF POSITIONS

ASMJC Senator
ASMJC Secretary
ASMJC Director of Student Relations
ASMJC Director of Political Development
ASMJC Vice President
ASMJC President
YCCD Student Trustee
Overview of Positions

ASMJC Senator

- Assist in the planning, evaluation, collaboration, and progression of all of ASMJC’s political development and student relations
- Complete an annual project that will benefit the membership of ASMJC or the surrounding community
- Serve on one (1) standing committee (Political Development or Student Relations)
- Serve on one (1) College-Wide Committee
- Hold a minimum of five (5) office hours per week

Senator's Mandatory Commitments

*due to COVID – 19 dates and events are subject to change

- Summer Training Monday-Wednesdays in Summer 2022 1-5pm
- Swearing In August 12, 2022 at 2pm
- Summer Retreat – July 28-31
- ASMJC Senate Meetings 1st and 3rd Friday of the month at 3-5pm (Fall and Spring only)
- Homecoming Football (Saturday, October 2022)
- Homecoming Basketball (Friday, January 2023)
- Fall Cram Night – December 8, 2022 6pm-10pm
- Spring Cram Night –April 20, 2023 6pm-10pm
- Winter Retreat – December 15-18
- Dr. Martin Luther King Commemoration
- African American Education Conference- Saturday, February 25, 2023 4pm-6pm
- Hispanic Education Conference—Saturday, October 8, 2023 8am – 2pm
- Pride Education Conference –Saturday, March 11, 2023 8am-12pm
- Campus Life Gala—April 19, 2023 6pm – 8pm
- MJC Graduation Luncheon –April 21, 2023 12pm – 2pm
- MJC Graduation 2021—April 28, 2023 6pm – 9pm
ASMJC Secretary

- The Secretary shall take minutes at meetings of the Executive Council, and shall ensure the distribution of those minutes to each member before each Executive Council meeting.
- The Secretary shall take minutes at all meetings of the Student Senate, and shall ensure the distribution of the minutes and all other supporting documents, including ASMJC financial reports, to each member before each Student Senate meeting.
- The Secretary shall be responsible for maintaining all documents pertaining to ASMJC.
- The Secretary shall assist the President in the execution of his/her duties.

Secretary’s Mandatory Commitments:
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- Summer Training Monday-Wednesdays in Summer 2022 1-5pm
- Swearing In August 12, 2022 at 2pm
- Summer Retreat – July 28-31
- ASMJC Senate Meetings 1st and 3rd Friday of the month at 3-5pm (Fall and Spring only)
- ASMJC Executive Council meetings 1st and 3rd Friday of the month 1-2pm (Fall and Spring only)
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ASMJC Director of Student Relations

- The Director of Student Relations or his/her designee shall serve as the Chair of the Student Relations Committee and shall prepare the agendas for the meetings at which he/she presides.
- The Director of Student Relations shall be required to represent the Student Relations Committee at times and places where such representation is required.
- The Director of Student Relations shall be responsible for maintaining communications with the student body about upcoming ASMJC events.
- The Director of Student Relations shall provide the students and the media with press releases, as well as supervise any media that is distributed to the student body by ASMJC, with the approval of the Student Senate.
- The Director of Student Relations shall conduct surveys within the student body for the purpose of providing ASMJC with direction in its functions.
- The Director of Student Relations shall be a liaison to the Inter-Club Council as a non-voting member.
- The Director of Student Relations shall be responsible for advising the Student Senate on all matters pertaining to student relations.

Director of Student Relations’ Mandatory Commitments:

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- Summer Training Monday-Wednesdays in Summer 2022 1-5pm
- Swearing In August 12, 2022 at 2pm
- Summer Retreat – July 28-31
- ASMJC Senate Meetings 1st and 3rd Friday of the month at 3-5pm (Fall and Spring only)
- ASMJC Executive Council meetings 1st and 3rd Friday of the month 1-2pm (Fall and Spring only)
- Homecoming Football -Saturday, October 2022
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- MJC Graduation 2021—April 28, 2023 6pm – 9pm
ASMJC Director of Political Development

- The Director of Political Development or his/her designee shall serve as the Chair of the Political Development Committee and shall prepare the agenda for the meetings at which he/she presides.
- The Director of Political Development shall represent the Political Development Committee at times and places where such representation is required and shall prepare and present reports of Political Development Committee activities to the Student Senate.
- The Director of Political Development shall be required to hold and run ASMJC elections and at least one (1) political forum per school year.
- The Director of Political Development shall be responsible for researching and providing updates on federal, state, or local legislation that may have a significant impact on students.
- The Director of Political Development shall be responsible for advising the Student Senate on all matters pertaining to legislation.

**Director of Political Development’s Mandatory Commitments:**

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- Summer Training Monday-Wednesdays in Summer 2022 1-5pm
- Swearing In August 12, 2022 at 2pm
- Summer Retreat – July 28-31
- ASMJC Senate Meetings 1st and 3rd Friday of the month at 3-5pm (Fall and Spring only)
- ASMJC Executive Council meetings 1st and 3rd Friday of the month 1-2pm (Fall and Spring only)
- Serves as the Elections Chair for 2023-2024 year
- Homecoming Football -Saturday, October 2022
- Homecoming Basketball-Friday, January 2023
- Fall Cram Night – December 8, 2022 6pm-10pm
- Spring Cram Night –April 20, 2023 6pm-10pm
- Winter Retreat – December 15-18
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ASMJC Vice President

- Prepares the agenda for, and presides over, the Executive Council meetings.
- Represents the Executive Council when requested and required.
- Responsible for the recruitment of candidates to vacant positions on the Executive Council, Student Senate and Standing Committees, and providing recommendations to the President and Student Senate.
- Provides monthly accountability reports of Executive Officers and Student Senators. Serve on one (1) College-Wide Committee, if possible.
- Holds a minimum of ten (10) office hours per week.

Vice President's Mandatory Commitments

*due to COVID – 19 dates and events are subject to change

- Summer Training Monday-Wednesdays in Summer 2022 1-5pm
- Swearing In August 12, 2022 at 2pm
- Summer Retreat – July 28-31
- ASMJC Senate Meetings 1st and 3rd Friday of the month at 3-5pm (Fall and Spring only)
- ASMJC Executive Council meetings 1st and 3rd Friday of the month 1-2pm (Fall and Spring only)
- Homecoming Football -Saturday, October 2022
- Homecoming Basketball-Friday, January 2023
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ASMJC President

- Prepares the agenda for, and presides over, the Student Senate meetings.
- Represents ASMJC, and the Student Senate, when requested and required.
- Reports on ASMJC activities, events, and conferences to the YCCD Board of Trustees and other College-Wide Committees.
- Fills any vacancies on the Student Senate or Executive Council.
- Makes appointments to Standing Committees, as well as ensures the full participation of the students they appoint.
- Serve on one (1) College-Wide Committee, if possible
- Holds a minimum of ten (10) office hours per week.

President’s Mandatory Commitments:

*due to COVID – 19 dates and events are subject to change*

- Every 2\textsuperscript{nd} Wednesday of the month attend YCCD Board Meetings 5:30pm
- Summer Training Monday-Wednesdays in Summer 2022 1-5pm
- Swearing In August 12, 2022 at 2pm
- Summer Retreat – July 28-31
- ASMJC Senate Meetings 1\textsuperscript{st} and 3\textsuperscript{rd} Friday of the month at 3-5pm (Fall and Spring only)
- ASMJC Executive Council meetings 1\textsuperscript{st} and 3\textsuperscript{rd} Friday of the month 1-2pm (Fall and Spring only)
- Homecoming Football -Saturday, October 2022
- Homecoming Basketball-Friday, January 2023
- Fall Cram Night – December 8, 2022 6pm-10pm
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ASMJC CANDIDATE ELIGIBILITY

Being a member of student leadership is a major time commitment that will require strong time management, sacrifice, and a willingness to serve and participate. Students are expected to be able to maintain their studies while participating in student government. To be in student government means to lead by example!

Per the Bylaws of ASMJC candidates must meet the following eligibility requirements

Article VI, Section 1, Clause C
A member of Student Government at MJC must not be on Academic Probation, nor have been found responsible for a violation of the Student Code of Conduct at the time of application or during their term of office.

Article VI, Section 1, Clause D
A member of Student Government at MJC must be currently enrolled in a minimum of nine (9) units during the Fall and Spring semesters, and a majority of the units must be taken at MJC each semester.

Article VI, Section 1, Clause E
A member of Student Government at MJC must maintain a minimum cumulative grade point average (GPA) of 2.5, and must not receive a semester GPA of less than 2.5 while in office.

Article VI, Section 1, Clause I
No member of Student Government may serve in Student Government for more than three (3) separate terms.

Article VI, Section 2, Clause C
Executive Officers must participate in one leadership training course per term. The Campus Life Manager or his /her designee must approve this leadership training course.
*Training courses are: Project LEAD Program in the Fall semester; Leadership Book Club in the Spring Semester.

Article VI, Section 2, Clause D
Executive Officers shall not concurrently hold a Student Government position and hold the Inter-Club Council Representative position in a club.

Article VI, Section 3, Clause A
Student Senators must participate in one (1) leadership training course per term. This leadership training course must be approved by the Campus Life Manager or his/her designee.
*Training courses are: Project LEAD Program in the Fall semester; Leadership Book Club in the Spring Semester.

Article VI, Section 3, Clause B
Student Senators shall not concurrently hold a Student Government position and hold the Inter-Club Council Representative position in a club. Additionally, no member of ASMJC may serve as an office in any club. They may only serve as a general club member.

**YCCD Student Representative Board of Trustees**

The Student Trustee represents both Columbia College and Modesto Junior College Students. It is a respected and honorable student leadership position. Student trustees have a unique responsibility to balance the many demands and expectations during their time as board members. They make valuable and consistent contributions to the Board as they carry forward the voice of the students, providing their perspective to ensure the students of the future will be well served. The Student Trustee shall be entitled to all privileges and rights provided elected members of the Board, with the following exceptions:

A. During all meetings (except closed sessions), the student member has the right to participate in discussion, ask questions, and be seated with the Board. As an official member of the Board, the student member is entitled to receive materials furnished to regular board members with the exception of materials related to closed sessions.

B. The student member of the Board shall receive up to $441 per month. The Student Trustee will be required to attend a minimum of four meetings per month, including the Regular Board Meeting, and three others as agreed upon in consultation with the Chancellor. In addition, the Student Trustee will be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.

C. The student member of the Board does not make and second motions. The student member will be entitled to an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board. If a student member wishes to cast an advisory vote, it shall be taken prior to the Board’s vote.

**Criteria for the Student Trustee**

A. Be enrolled in at least five (5) units during the semester or quarter of application and during each semester or quarter of service.

B. Be in good academic standing (not on probation) and have earned a cumulative grade point average of 2.0 or more in at least twelve (12) units completed at either Columbia
College or Modesto Junior College prior to May 15 of the year of service on the Board. In the absence of an established GPA based on prior academic work, the most recent mid-term GPA or average of grades to date will be acceptable.

**YCCD Student Trustee**

A. The student trustee is responsible for expressing the will of the student body to the YCCD Board of Trustees as well as soliciting feedback from students and connecting them to the decisions made by the Board. To facilitate this communication and understanding, a successful student trustee will:

1. Attend and participate in monthly YCCD Board meetings. In accordance with Board Policy 2310, Board meetings are generally held at 5:30 p.m. on the second Wednesday of each month with three meetings, March, July, and October, held at the Columbia Campus. Pursuant to AB361, meetings are being held via ZOOM until further notice.

2. Regularly attend ASMJC and ASCC Senate and ICC meetings.

B. Serve as the student representative to District Council. District Council meetings are on the fourth Wednesday from 3:00-5:00 p.m.

C. Serve as the student representative to the District Policies and Procedures Committee. Meetings are on the third Wednesday from 1:30-3:30 p.m.

D. Attend a Student Trustee Orientation, special trustee trainings, student sessions, and represent student at various YCCD events and activities.