



City College of San Francisco Associated Students Council of Ocean Campus Codes

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ARTICLE I: GENERAL PROVISIONS

Section 1: Name

The name of this representative body shall be the CCSF Associated Student Council of Ocean Campus, hereafter referred to as the ASCO. The members of this body shall be referred to as:

- A. Council Members: All members of ASCO
- B. Officers: President and Vice Presidents
- C. Senators: All other voting members of ASCO

Section 2: Objectives

The ASCO shall fulfill its purpose by following the actions listed hereafter, but are not limited to:

- A. Deliberate and take action on matters and interests affecting student life on the Ocean Campus to promote the general welfare of all students.
- B. Act as the representative body of the students to offer opinions and make recommendations to the administration, with regard to policies and procedures that will have a significant impact on students.
- C. Establish and approve an annual budget of all derived income.
- D. Approve expenditures in relation to ASCO.
- E. Plan and conduct events and programs that support a vibrant college life environment.
- F. Cultivate leadership opportunities for its members and the entire student body.

Section 3: Authority

Authority for these codes is the basis for the organizational structure and conduct of all business in the ASCO. Where there is a contradiction between these codes and the ASCCCSF Constitution, Bylaws, College/District Policies, State Ed Code, Title IX, or Title V regulations, those documents shall supersede these codes.

Section 4: Parliamentary Authority & California Open Meeting Law

The proceedings of the ASCO and its committees shall be conducted employing the most recent edition of *Rosenberg's Rules of Order*, and *Sturgis' Rules of Order*. The ASCO and all meetings, including committees, shall adhere to all applicable California State open meeting laws (Brown Act).

ARTICLE II: MEMBERSHIP

Section 1: Representation

Council Members shall consist of the following:

- ASCO President
- ASCO Vice President of Administration
- ASCO Vice President of Community Resources
- ASCO Vice President of Finance
- ASCO Vice President of Public Relations
- ASCO Vice President of Campus Enrichment
- ASCO Vice President of Inter-Club Council
- Twelve (12) Senators

Section 2: Eligibility Requirements

Each Council Member shall:

- A. Be currently enrolled in a minimum of five (5) credit units at CCSF Ocean Campus.
- B. Be in good academic standing.
- C. Maintain a minimum cumulative 2.0 or above GPA at CCSF. Requirement waived for first time students; midterm grades may be used.
- D. Be able to fulfill general duties (**Article II, Section 9**).
- E. Not concurrently hold office in the student government of another college or university.

Section 3: Term of Office

A Council Member shall begin a term of office after either an appointment or election, and serve through their term of office unless they resign, leave the college, or are removed.

- A. The outgoing council shall end their term of office on May 31st, and the incoming council shall officially begin their term of office on June 1st.
- B. It is recommended that the incoming council shall receive guidance and training from the outgoing council within the Transition Period. The Transition Period shall be from May 1st to May 31st.
- C. Before the outgoing council's term ends, the council shall work with an advisor(s) and the respective Election Commission to ensure election results are publicly available.
- D. Officers will be restricted to two (2) consecutive terms of the same office.
- E. Partial occupation of any Officer role shall not count against an Officer's term limits unless more than one semester is served, excluding the summer semester.

Section 4: Vacancies

- A. In the case of any vacancies within ASCO, the vacancy must be announced by the President/Vice President of Administration during the following General Council Meeting. The student body will be notified by a posted announcement of the vacancy in accordance with the Brown Act.
- B. On the occasion of a vacancy within an ASCO Officer role, the Vice Chair of their respective committee (**Article IV, Section 4, A**) shall operate as an Interim Officer until a permanent replacement is appointed.
- C. On the occasion of a vacancy within an ASCO President role, the Vice President of Administration (**Article II, Section 6**) shall operate as an Interim Officer until a permanent replacement is appointed.

Section 5: Appointments

- A. Senator Appointment:
 - 1. The council is responsible for setting up the appointment timeline (i.e applications deadline and interview date), which must be publicly posted within two (2) weeks of the vacancy.
 - 2. Eligible candidates shall be approved by a two-thirds ($\frac{2}{3}$) majority vote.
- B. Officer Appointment:
 - 1. Any Council Member may be nominated to fill an open Officer position with the exception of the office of ASCO President.
 - 2. Officers shall be appointed by a two-thirds ($\frac{2}{3}$) majority vote from the ASCO.
 - 3. The office of ASCO President shall be appointed by a two-thirds ($\frac{2}{3}$) majority vote from the ASCO.

Section 6: Succession of Officers for Presidency

- A. For times at which the ASCO President's role has been vacated, the order of succession of Officers to undertake the responsibilities as Interim President shall be as follows:
 - 1. Vice President of Administration

2. Vice President of Community Resources
 3. Vice President of Finance
 4. Vice President of Public Relations
 5. Vice President of Campus Enrichment
 6. Vice President of Inter-Club Council
- B. The Officer who undertakes presidential responsibilities, in the case of an absence in the presidency, shall be referred to as “Interim President,” and the former responsibilities of this Officer will be carried out by their respective Vice-Chair.
- C. The Interim President shall, within two (2) weeks, coordinate a nomination and appointment process to appoint the new ASCO President, who shall then serve the remainder of the term. Only Officers may be nominated to fill the Presidential role in this emergency appointment. The ASCO Presidential Appointment will be accepted by a $\frac{2}{3}$ majority vote.

Section 7: Resignations

- A. In the case a sitting ASCO Council Member chooses to resign from the Council, the following protocol must be followed to recognize a proper procedure of resignation. All resignations are binding and cannot be rescinded.
- B. Any council member may resign at any time in the following ways:
1. Written or emailed resignations shall be submitted to the President and Vice President of Administration. In cases where it is submitted to someone else, that person shall report the resignation to the President and Vice of Administration. Resignation will be announced and recognized at the next possible ASCO General Meeting.
 - a. If the President resigns, the resignation must be submitted to the next highest ranking Officer (**Article II, Section 6, A**).
- C. Resignation from an Officer position but not council:
1. For an Officer to return to a senator position, a formal announcement must be made at ASCO General Council and approved with a majority vote.
 2. If the vote fails, then the Officer in question shall remain in their respective position, however, resignation from the council may be suggested.

Section 8: Removals

- A. Council Member Removal
1. The ASCO shall be permitted to seek the removal of any Council Member for the remainder of their term.
 2. To recommend the removal of any Council Member, a minimum of three (3) ASCO Council Members must submit evidence to the ASCO. If the Council Member fails to remain in good standing with the Student Code of Conduct, they will automatically be removed from Council.
 - a. Evidence may be submitted at any time, at least two week before the ASCO meeting where the Council Member Removal will be addressed, calling for the removal of a Council Member from the ASCO.

- b. The evidence must cite the section(s) of the ASCCCSF Bylaws, the ASCO Codes, State Ed Code, Title V regulations, and Title IX, or College/District Regulations that have been violated by the Council Member in question.
 - c. Each submitted piece of evidence must provide additional merit and provide a different reason for removal. Evidence may include dates, witness statements, and situations as appropriate.
 - d. Each Council Member is subject to removal as long as the minimum 3 submitted pieces of evidence are new.
3. The Vice President of Administration, the Vice President of Community Resources, or the President shall notify the Council Member in question and Advisor at minimum of one week before the general meeting. The notification shall be in writing detailing all allegations the council member is facing. The Removal Proceeding will be conducted at the next regular ASCO general meeting in a separate agenda item.
 4. At the Removal Proceedings, the Vice President of Administration or President shall present the evidence for the removal of the Council Member in question to the ASCO.
 - a. Exception: If the Vice President of Administration is in question, the President shall present the case to the ASCO. If the President is in question, the Vice President of Administration shall present the case to the ASCO.
 5. The Council Member in question shall be provided time to defend against each submitted piece of evidence. After each piece of evidence is discussed with appropriate time for the council member in question to defend themselves, the Council member in question shall also be permitted to provide a final defense statement (max 5 minutes) before discussion by the ASCO Council excluding the Council Member in question.
 6. The ASCO may remove the Council Member with approval by a two-thirds ($\frac{2}{3}$) vote.
 7. A Council Member removed from office shall be allowed one (1) appeal within two (2) regular ASCO General Council meetings of their removal.
- B. Removal by the Student Body
1. The student body shall be permitted to seek the removal of any ASCO Council Member by submitting a Petition of Removal to the VP of Administration or President signed by at least one hundred (100) Ocean CCSF Student population body members. The petition must include the following:
 - a. Description of the manner in which the ASCO Council Member in question has failed to fulfill their duties.
 1. The evidence must cite the section(s) of the ASCCCSF Bylaws, the ASCO Codes, State Ed Code, Title V regulations, and Title IX, or College/District Regulations that have been violated by the Council Member in question.
 - b. Request of disciplinary action and/or removal of that ASCO Council Member.

- c. Each signer's full printed name, signature, and student identification number.
 - d. Each Council Member is subject to removal as long as 100 signatures are gathered for a different Petition of Removal citing a different reason for removal.
2. Upon acceptance of the petition, this will automatically warrant a Removal Proceeding at the next ASCO Council meeting. (**Article II, Section 8, A, 3-7**).

Section 9: General Duties of Council Members

- A. Each Council Member shall:
1. Adhere to the ASCCCSF Constitution, Bylaws, College/District Policies, State Education Code, Title V regulations, and Title IX.
 2. Represent the desires and opinions of all members of the student body accurately and equally to the best of their abilities in their actions as a Council Member.
 3. Serve as a member of at least: one (1) ASCO Committee and at least one (1) Participatory Governance Committee or CCSF district-wide committee.
 4. Attend a weekly General Council meeting on Wednesdays from 3:10-5pm. All Officers shall additionally attend a weekly one hour VP Cabinet meeting.
 5. Maintain a minimum of eight (8) publicly posted office hours per week and ten (10) field hours per month (except during scheduled academic breaks, and finals week of each semester).
 - a. Office hours shall consist of the attendance of ASCO General Council, ASCO Committee and Task Force meetings, and in ASCO office work.
 - b. Office hours are to be completed between Monday and Friday, according to the operating hours of the Student Union building.
 - c. Field hours are to be completed at CCSF events, Public Outreach, volunteering with Resource Centers, Participatory Governance Committee meetings, or any other public event in which the Council Member serves and represents the ASCO or its interests

ARTICLE III: COMMITTEES

Section 1: ASCO Committees

The ASCO shall comprise of the following standing committees:

- ASCO Rules and Regulations Committee
- ASCO Resource Centers and Programs United Committee
- ASCO Finance Committee
- ASCO Public Relations Committee
- ASCO Campus Enrichment Committee
- ASCO Inter-Club Council
- ASCO Vice President Cabinet

Section 2: Formation and Dissolution of Committees

- A. ASCO Standing Committees shall be formed as soon as possible.
- B. If at any time an ASCO Committee does not fulfill its minimum membership (3 members) as specified in the ASCO Codes (**Article III, Section 3**), their duties and responsibilities are to be assumed by the ASCO Vice President Cabinet.

Section 3: Committee Membership

- A. ASCO Committee shall be open to the appointment of council members.
- B. Council members shall be appointed to a committee through a majority vote.
- C. A Committee must be composed of a minimum of three (3) voting members

Section 4: Duties and Responsibilities of Committees

All ASCO Committees shall:

- A. Conduct its business in accordance with the AS Ocean Codes.
- B. Hold weekly meetings in accordance with the ASCCCSF Constitution and ASCCCSF Bylaws.
- C. Work on business appropriately related to the needs of ASCO.
- D. Review its Committee Code at least once per fiscal year, and submit any proposed amendments to the ASCO Rules & Regulation Committee.
- E. Review amendments proposed to its code by the ASCO Rules & Regulations Committee, make recommendations, and report the result to the Rules & Regulations Committee.
- F. Appoint a Vice-Chair for their committee

Section 5: Committee Assignments/Expectations (Detailed)

- A. ASCO Rules & Regulations Committee**
 - 1. Enforce ASCCCSF Constitution, Bylaws, and ASCO Codes.
 - 2. Be the governing body that recommends and presents changes to the Ocean Codes to the General Council for final approval.
 - 3. Review all CCSF Board Policies and Administrative Procedures that are relevant to the Student Body.
 - 4. Facilitate training for all members of the ASCO Council in regards to parliamentary procedure.
 - 5. Assist Committee Chairs in training Vice Chairs on conducting committee meetings.
 - 6. Maintain documents and forms of the ASCO Council.
- B. ASCO Resource Centers and Programs United Committee**
 - 1. Facilitate open communication between the ASCO, its funded/sponsored Resource Centers and Programs, and the CCSF administration and faculty.
 - 2. Advocate solutions to issues and publicize urgent matters that affect Resource Centers, Programs, and their constituents.

3. Assist Resource Centers and Programs in budgetary planning and matters.
4. ASCO Council Members serving on the RCPU Committee shall not be an RCPU Representative.

C. ASCO Finance Committee

1. Maintain and approve allocations and expenditures of all funding provided by the ASCO.
2. Complete the fiscal year's budget for the current and following year in collaborations with Resource centers and ASCO Committees.
3. Be the central body under which all ASCO fundraising activities are managed. This shall manifest as either:
 - a. Construction and facilitation of the fundraiser, or
 - b. Consultation and collaboration with other student groups or committees that are involved in the construction and facilitation of the fundraising activity.
4. Coordinate all vending operations handled through the ASCO.
5. Provide oversight and recommendations to the ASCO General Council regarding ASCO specific spending. Where appropriate, such recommendations shall be approved by committee majority vote to be presented and voted on in General Council.
6. Ensure all ASCO related actions comply with the CCSF AS Financial Guidelines.
7. Maintain contact with all Student Activity fee funded programs and centers to assist with fiscal spending and account usage.
8. Organize and facilitate the placement and presence of vendors and all other fundraising activities taking place on campus property.

D. ASCO Public Relations Committee

1. Serve as a liaison between the ASCO, its affiliated programs, and the Ocean Campus Student Body.
2. Promote awareness of the existence of the AS Council and affiliated programs.
3. Publicize ASCO events and facilitate engagement between ASCO Committees, Task Forces, Resource Centers, Programs, and the Student Body.
4. Be responsible for the management of the AS Council social media accounts.
5. Coordinate the maintenance of all ASCO campus posting boards.
6. Create promotional items for the ASCO.
7. Develop a working media and outreach strategy for the term that may include: tabling, visiting classrooms, press releases, newsletters, or developing brochures for AS activities and services.

E. ASCO Inter-Club Council

1. Oversee the recognition and funding of any Ocean Campus CCSF club.
2. Facilitate and run ICC Unity Day, oversee club's involvement in Frisco Day, and assist in club activities as needed.
3. Enforce of the ICC Guidelines.
 - a. Refer to ICC Guidelines.
4. ASCO Council Members serving on the ICC shall not be an ICC Representative.

F. ASCO Campus Enrichment Committee

1. Organize events that enrich and cultivate stimulating campus life.

2. Cultivate a spirited community by increasing student involvement in on-campus activities.
3. Coordinate events as they pertain to the student body to develop morale, provide social awareness, and encourage recognition of diversity.
4. Be the central body under which all ASCO events and related activities are managed. This shall manifest as either:
 - a. Construction and facilitation of events or activities, or
 - b. Consultation and collaboration with other student groups or committees who are involved in the construction and facilitation of events or activities.
5. Organize and manage a minimum of one (1) Campus-wide Town Hall event per semester in which the student body may discuss priorities, concerns, and events with the ASCO and College Administration.

G. ASCO Vice President Cabinet

1. Allow ASCO Officers to convene weekly for a one-hour meeting to receive feedback, plan, and evaluate issues from their constituents as well as their committees.
2. Assume the duties and responsibilities of any ASCO committee in the case they do not meet minimum membership (3 members) requirements.

Section 6: Task Forces

A task force is a committee formed to address or accomplish a specific project.

A. All ASCO Task Force Committees must be formed with the following criteria:

1. Name of the taskforce.
2. Chair of the taskforce.
3. Purpose and end goal of the taskforce.
4. Duration of the committee existence if applicable.
5. Majority vote of the ASCO council
 - i. Task Force Committee shall be dissolved at the end of its specified duration or by a majority vote of the ASCO Council.

B. Duties and Responsibilities of Task Force Committees. Each ASCO Task Force shall:

1. Conduct its business and hold meetings in accordance with the ASCCCSF Bylaws and Ocean Codes.
2. Maintain a direct line of communication with the ASCO President
3. Establish Task Force Mission Statement upon first meeting
4. Manage and facilitate the objective outlined in Task Force Mission Statement
5. Report to the ASCO General Council as requested.
6. Set and make public a minimum of one (1) Task Force committee meeting(s) once a month from the day the task force is established to its dissolution.

C. Membership

1. ASCO Task Forces shall be open to the appointment of non-council member CCSF Students (addressed as Student Task Force Members).
2. Student Task Force Members shall be appointed by General Council's approval through majority vote.

3. Student Taskforce Members shall function as voting members to their respective Task Force.
4. A Task Force must be composed of a minimum of two (2) voting members

ARTICLE IV: DUTIES AND RESPONSIBILITIES

Section 1: ASCO Membership

The ASCO shall consist of the membership detailed in **Article II, Section 1.**

Section 2: Duties of Council Members

A. President

1. Set, organize, and chair all meetings of the ASCO General Council and Vice President Cabinet Committees.
2. Assist the Vice President of Finance in establishing and submitting a budget that adheres to the CCSF Financial Guidelines to the ASCO for approval.
3. Be responsible for the orientation and training of all ASCO Vice Presidents.
4. Be responsible for ensuring that all Council Members fulfill the requirements outlined in the General Duties of Council Members (**Art. II, Section 9**)
5. Be an ex-officio member of all other ASCO committees.
6. Attend or send a designee to the Board of Trustees meetings when requested to deliver the President's Report on behalf of the council.
7. Be a regular member of the ASCCCSF Executive Council or appoint a designee to sit in their place.
8. Be responsible for collaborating with the new ASCO President to hold a turnover meeting during the transition period
9. Abstain from all votes in the General Council unless to break a tie.

B. Vice President of Administration

1. Set, organize, and chair all meetings of the ASCO Rules & Regulations Committee.
2. Stand in as Acting President in times of temporary absence of the ASCO President.
3. Coordinate the recording and distribution of all minutes and ASCO related materials to the public. Publicize agendas in accordance with the Brown Act.
4. Oversee the ASCO Secretary and delegate tasks that fit the secretary job description.
5. Be responsible for the orientation and training of all ASCO Senators.
6. Be a regular member of the ASCCCSF Executive Council or appoint a representative to sit in their place.

C. Vice President of Community Resources

1. Chair the Resource Centers and Programs United Committee.
2. Provide appropriate support and services to the Council to ensure their success and wellness.
3. Ensure smooth communication within the Council.
4. Oversee the maintenance of Council offices, inventory of supplies, and enforcement of office hours.
5. Be in charge of publicizing Senator opportunities and the Senator appointment process.
6. Be in charge of publicizing Internship opportunities and the Intern appointment process.
7. Coordinate with advisor(s) additional professional development and leadership workshops and trainings for the benefit of the General Council.

D. Vice President of Finance

1. Set, organize, and chair all meetings of the ASCO Finance Committee.
2. Work in conjunction with advisor(s) to provide Finance Guideline and ASCO budget literacy training to all voting council members.
3. Train all voting council members in vending outreach and vendor contract operations.
4. Coordinate and set all meetings between the Finance Committee and Resource Centers to discuss individual centers' budget for the following fiscal year.
5. Coordinate and set all meetings between the Finance Committee and Resource Centers to discuss additional allocation requests, including allocations from the unrestricted funds.

E. Vice President of Public Relations

1. Set, organize, and chair all meetings of the ASCO Public Relations Committee.
2. Facilitate communication between the Council and all other campus bodies.
3. Foster open communications with all CCSF media and news outlets.
4. Be in charge of making formal declarations on behalf of the Council matters concerning formal resolutions, policies, and statements on the ASCO Website.

F. Vice President of Campus Enrichment

1. Set, organize, and chair all meetings of the ASCO Campus Enrichment Committee.
2. Be a regular member of the Concert & Lecture Series Committee or appoint a designee to sit in their place.
3. Plan and host events endorsed by the ASCO Council.

G. Vice President of Inter-Club Council

1. Refer to [Inter-Club Council Guidelines](#).

H. Senators

1. Support projects established by the ASCO.
2. Vote on legislation in the form of recommendations, allocations, and resolutions.
3. Act as the primary authority on behalf of the student body in the supervision of all its affairs, policies, properties, and conduct.

4. Vote to appoint committee ASCO Officers, Vice-Chairs, and nominate PGC representatives.
5. Vote to remove any appointments and elected members of ASCO.

Section 3: Duties of Chairs

Each Committee Chair shall:

- A. Chair their respective ASCO Committee meetings.
- B. Schedule and set the agendas of all meetings of their respective ASCO Committees.
- C. Coordinate Vice Chair training on the conduction and training of committee meetings in the absence of the respective chair.
- D. Recommend to the ASCO appointments and removals of committee members to their respective ASCO Committees.

Section 4: Vice Chairs

- A. Each Committee Vice-Chair shall:
 1. Assume the role of the Chair in the absence of the Chair
 2. Assume all duties and responsibilities of the Chair as Interim Chair in the vacancy of the Chair until a permanent replacement is appointed by the General Council.
 3. Assume the role of the ASCO Secretary in the Absence of the ASCO Secretary.
 4. If the Vice Chair is conducting the meeting, the role of the ASCO Secretary can be designated to a regular voting committee member.
- B. Requirements:
 1. The Vice Chair shall be a current, regular member of their respective standing committee.
 2. There shall not be more than one Vice-Chair appointed per committee.
 3. The Individual who is appointed as Vice Chair shall not serve as Vice Chair for more than one committee.
 4. The Vice Chair appointee shall also not already be serving as a Chair of a standing committee under the ASCO.
- C. Appointment Procedures for Vice Chairs
 1. The committee shall nominate a Vice Chair through a majority vote and send that recommendation to the ASCO General Council for approval.
 2. The individual shall be appointed by the ASCO General Council by a majority vote.
 3. After a Vice Chair is appointed, all agendas afterwards shall delineate their new role.
 - a. Example:
 - Diana Prince, (title) - (*Chair*)
 - Clark Kent, (title) - (*Vice Chair*)

ARTICLE V: INTERNS (NON-VOTING MEMBERS)

Section 1: Purpose of Position

- A. The intended purpose of the position of ASCO Intern shall be:
 - 1. To provide prospective ASCO Council Members a means to gain the necessary knowledge and experience to aid the potentiality of becoming an ASCO Council Member in future elections and appointments.
 - 2. To provide members of the student body a platform for leadership development.
 - 3. To participate in further discussion regarding motions and actions put forward by an ASCO Council Member.
 - 4. To provide presence and voice at committees and/or general council meetings while not counting for quorum.

Section 2: Application and Approval

- A. Any student may apply to be a ASCO Non-voting Member through the following procedure:
 - 1. Receive a recommendation by the desired committee.
 - 2. Receive approval from the ASCO General Council by majority vote.

Section 3: Eligibility Requirements

- A. ASCO Interns shall:
 - 1. Be a current member of the CCSF Ocean Campus student body at the time of application, confirmation, and throughout the term of office.
 - 2. Be currently enrolled in at least five (5) credit units, or ten (10) weekly hours of non-credit course work, at the CCSF Ocean Campus and at the time of application, confirmation, and throughout the term of office. (Not in effect during summer session.)
 - 3. Have a minimum cumulative G.P.A. of 2.0 and be in good academic standing.

Section 4: Removal Procedures

- A. ASCO Interns may be removed at the discretion of the council through a majority vote.
- B. Any resignation of an ASCO Intern will be recognized following a written notice of resignation to an officer at the next ASCO General Council meeting.

Section 5: Duties and Responsibilities

- A. ASCO Interns shall:
 - 1. Attend all meetings of committees of which they serve.
 - 2. Meet with their respective Committee Chairs when requested to give a report on goals and actions taken on assigned tasks.

3. Participate in discussion during committee meetings
4. ASCO Interns may not make, second or amend any motions as a non-voting member.

ARTICLE VI: MEETINGS

Section 1: California Open Meeting Laws

- A. All meetings of the ASCO Council and its subordinate bodies shall be conducted in accordance with the California Open Meeting Laws (Ralph M. Brown Act) Govt. Code §§ 54950-54963.

Section 2: Regular Meetings of ASCO

- A. ASCO General Council shall conduct regular meetings on Wednesdays from 3:10-5:00PM, excluding school observed breaks, first week of the semester, and finals week.
- B. Vice President Cabinet shall conduct regular meetings on Wednesdays from 2:10-3:00PM, excluding school observed breaks, the first week of the semester, and finals week.
- C. Resource Centers and Programs United shall conduct regular meetings on Mondays from 3:10-4:00PM, excluding school observed breaks, the first week of the semester, and finals week.
- D. All other ASCO committees shall agree upon and publicize meeting times each academic year at the beginning of the term.

Section 3: Quorum

- A. Quorum for ASCO General Council shall be established when no less than the majority (50% + 1 voting member) of the respective members and one advisor are present.
- B. Quorum for all standing committees shall be established when the majority (50% + 1 voting member) of the respective members and one advisor are present.
 - a. Exception: Quorum for the Finance Committee shall be 3 voting members.
- C. Ex-Officio shall not count against quorum for a committee but can count towards quorum, and non-voting members do not count for or against quorum.