**The President:**

* Be the official representative of and to the Student Body.
* Uphold and maintain the ASLC constitution.
* Have the power to call special meetings of the ASLC Senate.
* Have the power to fill by appointment with, Senate approval, vacancies that may

occur in the Executive branch for the remainder of office term.

* Chair the ASLC meetings.
* Serve as the liaison between the college administration, faculty and students, and

shall plan and present annual goals to the Student Senate.

* Shall cast the deciding vote in the case of a tie or where his/her vote will affect the

results of a two-thirds (2/3) vote.

* Shall have the power of veto.
* Shall attend Peralta District Board meetings or send a representative in his/her

place.

* Shall maintain three (3) office hours per week.
* Shall keep in contact with the other Associated Student Governments in the Peralta

district.

* Have the power to assign council members to committees.
* To serve on at least (1) Shared governance committee and (1) ASLC standing

committee.

**The Vice-President:**

* Uphold and maintain the ASLC constitution.
* Take over all duties of the President whenever the President is unable to serve.
* To oversee all Senator positions and report directly to the ASLC president.
* To serve on at least two (2) Shared governance committees and (2) ASLC standing

committee per school year.

* Shall perform Sergeant of Arms duties during all ASLC meetings including keeping

speakers to their time limit to speak and keeping order during the meeting.

* Shall maintain three (3) office hours per week.

**Secretary of External Affairs:**

* Responsible for recording, publishing, and posting minutes of the Senate meetings

within 72 hours after a Senate meeting.

* Responsible for keeping records of all correspondents.
* Assign a number to and identify the sponsors of all bills and proposals.
* Prepare the agenda for each Senate meeting which must be posted no later than 72

hours before a Senate meeting.

* Shall perform any other functions as deemed necessary by the President of the ASLC

or majority vote of the ASLC.

* Three (3) office hours per week.
* To serve on at least two (2) committees per school year (1 shared governance, 1

ASLC).

* To report directly to the President of the ASLC.

**Secretary of Internal Operations:**

* Responsible for keeping records of all correspondents.
* Shall create and keep updated contact sheet of all current Student Council

members.

* Shall organize and make available all necessary governing and communication

documents

* Shall monitor attendance of all ASLC Council meetings, Committee meetings, and

office Hours.

* Shall perform any other functions as deemed necessary by the President of the

ASLC or majority vote of the ASLC.

* Four (4) office hours per week.
* To serve on at least two (2) committees per school year (1 shared governance, 1

ASLC).

* To report directly to the President of the ASLC.

**Treasurer:**

* Prepare the ASLC budget for the following year.
* Administer the current ASLC budget for the following year.
* Keep a current record of the financial state and maintain the accounts of the ASLC.
* Uphold and maintain the financial code.
* Shall prepare and present monthly budget reports to the Student Senate.
* Shall perform any other functions as deemed necessary by the President of the

ASLC or a majority vote of the ASLC.

* To serve on at least (1) Shared governance and (1) ASLC standing committee.
* Three (3) office hours per week.
* To report directly to the President of the ASLC.

**Publicity Commissioner:**

* Coordinate all ASLC Publicity.
* Be a Liaison between the ASLC and the Laney newspaper.
* Create and distribute an ASLC events master calendar each month as well a summary of the previous semester’s e vents.
* Shall perform any other functions as deemed necessary by the President of the ASLC or a majority vote of the ASLC.
* Three (3) hours per week.
* To serve on at least two (2) committees per school year (1 Shared Governance, 1 ASLC).
* To report directly to the President of the ASLC.

**Club Affairs Officer:**

* Coordinate between the ASLC Senate and the ICC Council on all activities.
* Ensure that all Inter-Club

Council policies are followed.

* Give a monthly report on all club activities.
* Attend or send a delegate to at least one (1) meeting of every chartered club per

Semester.

* To oversee all ICC meetings and events.
* Shall perform any other functions as deemed necessary by the President of the

ASLC or a majority vote of the ASLC.

* Three (3) office hours per week.
* To serve on at least (1) Shared governance and (1) ASLC standing committee.
* To report directly to the President of the ASLC.

**Student Advocate:**

* Shall attend all SSCCC Region meetings.
* Shall attend all Peralta Student Council meetings.
* Shall inform the Council of the legislative and political issues relevant to the student body.
* Shall perform any other function as deemed necessary by the President of the ASLC or a majority vote of the ASLC.
* Shall attend (1) Shared Governance and (1) ASLC Standing committee.
* Serve at least (3) office hours per week.
* To report directly to the President of the ASLC.

**Senators:**

* All Senators of the ASLC council must hold two (2) office hours per week, making themselves available to students, faculty, and staff.
* Office hours shall be negotiated with the Secretary of Internal Operations and the Vice President of the ASLC.
* To serve on at least two (2) committees per school year (1 Shared Governance, 1 ASLC).
* Shall perform any other functions as deemed necessary by the President of the ASLC and a majority vote of the ASLC.