The ASHC shall consist of an Executive Branch and a Legislative Branch.

(\$800 Stipend per term)

- 1. Shall maintain ASHC and ICC budget oversight and management.
- 2. Shall assume responsibility for coordination, preparation, and presentation of the annual budget to the ASHC.
- 3. Shall serve on the ASHC Finance Committee.

(\$800 Stipend per term)

- 1. Shall keep a permanent record of all ASHC Business including records of the resolutions and Rules and Regulations passed by the ASHC.
- 2. Shall publish agendas and minutes for all ASHC meetings.
- 3. Shall prepare and manage forms, policies, contracts, schedules, charts, and letters concerning ASHC business.

The functions of the Legislative Branch are:

- 1. To adopt measures necessary to serve the interests of the ASHC and the Student Body.
- 2. To create, implement and promote programs, services and activities that will support Student engagement and Student success at Hartnell College.

The Legislative Branch shall consist of up to 11 Officers.

- Director of Public Relations
- Director of Inter-Club Council
- Director of Programs & Services
- 8 Total Senators (5-At Large, 1 South County, 1 Alisal, 1 Evening/ Weekend/ Online)
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Prerequisites

- a. Must have completed 12 academic units at Hartnell College prior to taking office.
- a. Must be enrolled in at least 9 units at Hartnell College by the time of taking office.

b. Must be in good academic standing by time of taking office.

Duties of Officers

Removal

- 1. An Officer is subject to removal from the ASHC for the following:
 - a. Fails to maintain the requirements throughout a term.
 - b. Fails to abide by the Student Code of Conduct and the ASHC Governing Documents.
 - c. Fails to perform his or her duties in the position he or she holds.
 - d. Fails to uphold a safe, professional, and inclusive work environment for