

ASG Behavior Code/Contract

We are excited you have decided to join the Associated Student Government team! Our goal is to work together for positive change on behalf of the student body.

ASG Values:

- ❖ Community
- ❖ Honesty & integrity
- ❖ Respect
- ❖ Service to others

ASG members participate in activities with the community (on and off campus) and represent the college in a variety of settings. Therefore, this code applies to all activities on or off campus while you are a representative of CCC.

1. I agree to follow the student conduct policies as listed in the Student Rights and Responsibilities section of the Student Handbook.
2. I agree to fulfil all ASG duties according to the Constitution, Bylaws, and job description.
3. I agree to be responsible with college resources (including buildings, equipment, supplies, funds, and documents). I understand that:
 - a. Unauthorized entry or occupation of college facilities is not allowed.
 - b. Unauthorized use of college supplies, equipment and funds is not allowed.
4. I agree to be honorable with my words and actions. I understand that:
 - a. Disorderly conduct, sexual harassment or obscene conduct or expression will not be tolerated.
 - b. Acting insubordinately to college personnel is unacceptable.
 - c. Sensitive ASG information is confidential and will be kept private.
 - d. ASG members will speak respectfully about ASG to people outside of ASG.
5. I agree to maintain academic standards and will work toward my academic goals, including keeping a GPA above 2.75. (ASG team goal is 3.0.)
6. I understand that violation of any part of this contract may result in one or more of the following:
 - a. written warning (receiving 2 written warnings in one academic year is grounds for dismissal from ASG)
 - b. losing my ASG position
 - c. having to pay back my ASG tuition waiver and/or book funds.

2019/20

Role	Hourly Commitment per Week	Minimum # Credits required per term	Other Requirements
President (Elected) Vice President (Elected) Department Chair	15 hours	10 Credits	<ul style="list-style-type: none"> • Pass all Leadership classes or attend 2nd year seminar • Attend weekly ASG/Cabinet meetings (Wed, 2-5pm) • Help at 3 ASG events/term • Attend and report on 3 college committee meetings/term • Summer Requirements: <ul style="list-style-type: none"> ○ Attend Cabinet meetings (1 per month) ○ Attend statewide leadership conference (T-Thurs after Labor Day) • Attend Fall Training-Wed-Fri the week before fall term • Attend Winter/Spring Training (Dates TBA) • Attend additional mandatory trainings or events as decided by the team
Department Officer	10 hours	8 Credits	<ul style="list-style-type: none"> • Pass all Leadership classes or attend 2nd year seminar • Attend weekly ASG meetings (Wed, 3-5pm) • Help at 3 ASG events/term • Attend and report on 3 college committee meetings/term • Attend Fall Training-Wed-Fri the week before fall term • Attend Winter/Spring Training (Dates TBA) • Attend additional mandatory trainings or events as decided by the team
Department Senator	5 hours	6 Credits	<ul style="list-style-type: none"> • Help at 3 ASG events/term • Attend Fall Training: Wed-Fri the week before fall term • Attend Winter/Spring Training (Dates TBA) • Attend additional mandatory trainings or events as decided by the team

ASG Evaluation Procedures

Evaluation, feedback, and reflection is an important part of any team and one of Associated Student Government's goals is continuous improvement. In order to fulfil this goal, members will complete a self-evaluation, team/department evaluations, and a leadership evaluation of the President and Vice President each term. In addition, members will meet with their Chair (for Officer and Senator), the Vice President and President (for Chairs), and/or the advisor to receive feedback on performance, and to give feedback to leaders regarding how things are going and ways the team can work more effectively.

Categories included in the evaluation are:

- Attitude towards job
- Relations with Others
- Communication
- Job Skills
- Dependability & Punctuality
- Representation of ASG
- Overall Ability
- Initiative

Sign and date below indicating you have read and understand the ASG Behavior Code/Contract and Evaluation Procedures.

Signature

Date

Printed Name