

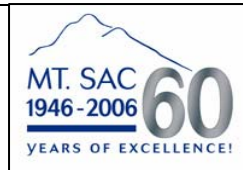


**MT. SAN ANTONIO COLLEGE  
ASSOCIATED STUDENTS  
THE JUDICIARY OF THE  
ASSOCIATED STUDENTS**



# **STUDENT JUDICIARY APPLICATION**

*Eligibility and Appointment Procedures*



*The Associated Students Officers of Mt. San Antonio College (Mt. SAC) act honestly and responsibly while representing the entire student body, and serve to promote the diverse needs of the student population, enhance the awareness of student concerns and foster leadership and involvement in the campus community.*

*Application Revised December 2006*

*Student Judiciary Application 1 of 8*

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*Judiciary Eligibility and Appointment Procedures*

What Skills are Required to be an Effective Member of the Judiciary?

Becoming a member of the Judiciary requires representing students concerns objectively, acting with unwavering integrity, and performing all duties and responsibilities in an honest and tactful manner. The Judiciary involves a commitment of time directed toward serving a diverse student population. Furthermore, it means wanting to take an active leadership role in student and judicial affairs, which may require making tough decisions while in office.

Qualities that the Judiciary is also seeking in potential officers include:

- Having a global and campus view and working on behalf of all students at Mt. SAC;
- Being able to put your personal needs/interests aside for the common good;
- Having strong ethical and moral values that do not exclude other student's perspectives;
- Understanding and respect for diverse cultures, experiences and orientations;
- Being honest, having integrity and trusting others;
- Having an open mind and be able to welcome new ideas;
- Be confident to share ideas and stand behind your convictions;
- Leadership - doing what is right for others without being influenced or intimidated.

Before committing to become a member of the Associated Students Judiciary, it is important that you understand the vision of the Associated Students and the preamble of the Associated Students Judiciary. It will be your responsibility to uphold these principles expressed in both statements.

Vision Statement of the Associated Students

*We passionately serve the personal growth of every student, as well as the enrichment of our Mt. SAC community; We fulfill this responsibility with an informed voice, mutual respect and partnership in our colleges shared governance, in other venues and celebrations; We wholeheartedly pledge to conduct ourselves, in all endeavors, with utmost humanity, stewardship and integrity; We strive to nurture and preserve our A.S. spirit, traditions and legacy for students yet to come.*

Preamble of the Associated Students Judiciary

*The Mount San Antonio College Associated Students Judiciary do establish these intrinsic principles of fair and unbiased governing of all legal entities, set forth by the nature of law, as a means of shielding the body of people from inequalities. We do so guard the public interests through enforcement and interpretation of the Constitution as they are the laws of the Association. By accepting these rules and procedures of court governance, we continue our endeavor to protect the various needs and rights of the student body.*

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*Judiciary Eligibility and Appointment Procedures*

General Information regarding Judiciary Appointments

- Judiciary Appointments will occur only during the first six weeks of the semester.
- Judiciary Appointments are for the entire academic year unless a member does not meet or maintain eligibility requirements, or violates an Associated Students or College policy.
- A student may be appointed to the Judiciary for a maximum of four semesters.
- If appointed, a member of the Judiciary can not serve as an officer to any club or organization recognized by the Inter-Club Council.
- While Judiciary members are not required to serve on a college-wide committee, it is highly encouraged for a member to do so; such involvement is known to foster valuable leadership skills and enhance personal development.
- Members of the Judiciary are highly encouraged to attend at least one meeting of the Mt. SAC Board of Trustees - the Board is the College's highest governing entity.
- All members of the Judiciary are required to submit a "Work-in-Progress" form every sixth and twelfth week of every semester while on the Judiciary.
- Once appointed to serve as any A.S. officer, you are to comply with all rules and regulations set forth by the College. Any violation of the Student Discipline Policy is ground for removal from office and possible suspension or expulsion from the College.

Requirement Checklist for Judiciary Membership

- ✓ Eligibility for office requires a completion of at least one semester at Mt. San Antonio College with a completion of 6 Mt. SAC credit units, and a cumulative 2.0 G.P.A.
- ✓ You must be currently enrolled in minimum of 5 Mt. SAC credit units and have no financial obligation to the College.
- ✓ You must understand that absolutely no legal, political or governmental experience is necessary for possible appointment to the Associated Students Judiciary.
- ✓ You should understand the various positions of the Judiciary and their requirements before you complete the application. (*Positions are listed below.*)
- ✓ You must be able to meet at least once a week for the Judiciary's General Session meeting, as well as provide at least one office hour a week devoted to judicial or operational affairs.
- ✓ You must be continuously enrolled in a minimum of 5 Mt. SAC credits units while in office; any Non-Credit or Incomplete course units will not be accepted.
- ✓ You must have paid the current semester's "Student Activities Fee" in order to be a member of the Association, and be eligible for possible appointment to the Judiciary.
- ✓ You must read the Associated Students "Court Code of Conduct" before appointment. (*The code is provided on pages 5 & 8, and can be found in Appendix I of the Judicial Directive.*)
- ✓ You must submit a completed application to the Associated Students Secretary for eligibility verification. If you are eligible, your application will be forwarded to the A.S. Judicial Liaison and the Chief Justice.
- ✓ If eligible for office, you must meet with the current Justice's for an interview.

"Recognized officers [positions] of the Student Court shall include a Chief Justice, Associate Chief Justice, Associate Justices (3), Court Clerks, Court Bailiffs, Law Clerks, Court Advisor and a Judicial Liaison. A maximum of 5 Justices shall serve on the Student Court" (SEC 1, Part 3, 1&2).

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*Judiciary Eligibility and Appointment Procedures*

What Documents to Know While on the Judiciary

When serving on the Student Judiciary, potential members should become educated in several governing documents vital to the Associated Students organizational affairs. Such documents expressly outline the jurisdiction, purpose and job functions of the Association. These documents include the:

Associated Student Constitution: <http://as.mtsac.edu/images/ASConstitution.pdf>

A.S. Organizational Directive: <http://as.mtsac.edu/images/OrganizationalDirective.pdf>

A.S. Judicial Directive: <http://as.mtsac.edu/images/JudicialDirective.pdf>

A.S. Officer Handbook: <http://as.mtsac.edu/images/OfficerHandbook.pdf>

While the previously listed documents are required reading while on the Judiciary, there are other documents that bare great relevance to the Judiciary's purpose as well. Further readings highly recommended for potential Judiciary members include:

United States Constitution: <http://www.constitutionfacts.com>

California Constitution: <http://www.leginfo.ca.gov/const.html>

Los Angeles County Charter: <http://lacounty.info/charter.pdf>

Los Angeles County Codes: <http://ordlink.com/codes/lacounty/index.htm>

Other great reads for Judiciary members also include:

Rules of the U.S. Supreme Court: <http://www.supremecourtus.gov/ctrules/rulesofthecourt.pdf>

Procedures of the California Supreme Court: <http://www.courtinfo.ca.gov/courts/supreme/iopp.htm>

Superior Court of California, Los Angeles County: <http://www.lasuperiorcourt.org/>

*(Please remember, the last 7 documents are merely recommended for a broadened education in judicial affairs. Only Associated Students governing documents are required.)*

What the Student Judiciary Positions Entail

Officially recognized positions of the Judiciary and their respective job descriptions - as outlined in SECTION I, Part 3, Clauses 1&2 of the Judicial Directive - include the following:

- **Associate Justice:** Uphold the A.S. Constitution, A.S. Directives, and other A.S. Policies, Procedures, and Documents as well as the College rules and regulations; Study issues before the Court meeting is called; Attend all meetings of the Court; Makes impartial judgments.
- **Chief Justices:** Presides over the Court, as well as the duties listed for Associate Justices.
- **Associate Chief Justice:** Presides in the absence of the Chief Justice.
- **Court Clerk:** Administers and performs the secretarial operations of the Judiciary.
- **Court Bailiff:** Maintains the peace and order of the Court, as well as various procedural tasks.
- **Law Clerk:** Performs legal research & provide assistances to Justices for opinion compositions.
- **Judicial Liaison:** The official representative of the Judiciary to the Associated Students Executive Board, Senate, the Student Services division, department of Student Life, as well as members of the public and press; a.k.a. the Judiciary's "Chief Administrative Officer."

*(These descriptions are only partial listings. Please view the "Student Judiciary Positions" handbook, or the Judicial Directive for complete job descriptions.)*

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Associated Students Court Code of Conduct (Appendix 1)

All members of the Court have the obligation and responsibility to ensure that all work done on behalf of the Court is fair and ethical, and complies with both the letter and the spirit of our laws.

To encourage public confidence in our work and our renderings, we shall agree to the following:

- 1) All members of the Court will work for the common good of the Associated Students and the Mt. San Antonio College student body, not for any private, personal, political or partisan interest.
- 2) Members of the Court will treat all persons in a fair, equitable, and courteous manner. Court members will listen to all public and parties discussions and maintain the highest standards of conduct in our interactions with each other, with speakers, and with other officers of the Associated Students.
- 3) Members of the Court will study their background and case materials and shall inform themselves of the facts in an ethical manner, and in the legal time allotted by our governing directives. We shall make renderings according to the merit and substance of the case before us void of all personal prejudice.
- 4) Members of the Court will honor the public trust and keep confidential any materials deemed confidential by the Court.
- 5) Members of the Court will disclose any conflict of interest and will abstain from voting or participating on any issue in case of such a conflict.
- 6) Members of the Court will refrain from accepting any gifts or favors, or promises of future benefit, which might compromise or impair independent judgment regarding issues addressed by the Court.
- 7) Members of the Court will conduct the public's business in an open and transparent manner, unless deemed confidential or ruled as a closed session issue.
- 8) Members of the Court will refrain from using their Court titles for identification in support for any political candidate or cause.

I understand the duties and responsibilities of the position for which I am applying. If appointed, I agree to uphold the A.S. Constitution and Directives, abide by the College policies and procedures, and execute all obligations, fiscal or judiciary, in an objective and ethical manner. I understand that my academic eligibility can be reviewed at any time during my time in office, and will be verified following my application and the 6<sup>th</sup> & 12<sup>th</sup> weeks of the semester. I agree to abide by the Student Standards of Conduct, maintain an enrollment of 5 credit units and a cumulative G.P.A. of 2.0 every semester throughout my term in office. Failure to meet and maintain these requirements will result in me being deemed ineligible for office, at which my position will be vacant and filled accordingly. I understand that my signature authorizes the review of my academic record in order to verify my eligibility for appointment by the Associated Students Secretary, or any staff member of Student Life. I understand that I must be in good standing behaviorally (not under any current disciplinary action by the college), financially (having no monetary obligation to the college) and must have paid the current "Student Activities Fee" for this semester to be eligible for possible appointment.

Failure to adhere to any and all of these requirements will result in me being ineligible for appointment. Furthermore, my signature verifies that I have read, understand and agree to the requirements of appointment to the Judiciary of the Mt. San Antonio College Associated Students.

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*Student Signature*

*First Copy (5) - Judiciary Applicant*

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*Date*

*Second Copy (8) - A.S. Secretary*



5. Why do you desire to become a member of the Associated Students Judiciary?

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6. Describe what you believe to be the duties and responsibilities of your desired position?

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7. In what ways will the Associated Students Judiciary benefit from your involvement and why?

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**\*\*\*Please review the packet "Student Judiciary Positions" for detailed job descriptions.**

*Do not write below this line. For office use only.*

Applicant eligibility status:      Eligible      Ineligible      Date: \_\_\_\_\_

Reason for Ineligibility: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

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*Student Signature*

*First Copy (5) - Judiciary Applicant*

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*Date*

*Second Copy (8) - A.S. Secretary*