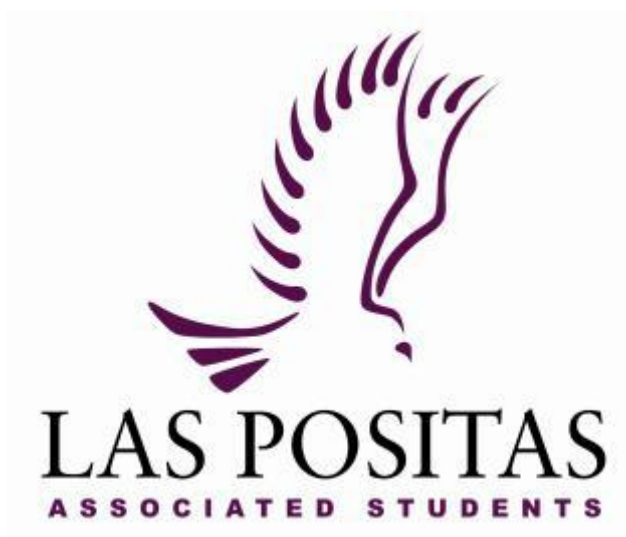


The Associated Students of Las Positas College (ASLPC)



Constitution

April 2010

Associated Students of Las Positas College

Constitution

Preamble:

The Associated Students of Las Positas College, a union of students formed to represent the interest of the student body, seeks to provide means for student representation by maintaining well-established lines of communication throughout the many areas of the community college environment. We hereby establish this Constitution under the authority of the Board of Trustees of the Chabot – Las Positas Community College District.

ARTICLE I – NAME

Section I:

The name of this organization shall be the Associated Students of Las Positas College hereafter referred to as the ASLPC.

ARTICLE II – PURPOSE

Section I:

The ASLPC hold the primary responsibility for the leadership and management of the student body in meeting the purpose and responsibility established for it by the Board of Trustees of Chabot – Las Positas Community College District by the laws of the State of California and by this constitution.

ARTICLE III – ORGANIZATION

Section I:

- A.** All registered students of Las Positas College are members of the ASLPC.
- B.** The ASLPC shall be represented by the Student Senate.

Section II:

The Student Senate shall be organized into two (2) functional units: The Executive Council and Senators both of which will be under the authority of the Student Senate as a whole.

A. The Executive Council:

The following offices are listed in order of succession and include their respective responsibilities.

1. President

- a. To be the CEO (Chief Executive Officer) of the ASLPC.
- b. Official representative of the ASLPC.
- c. Chair the Student Senate and the Executive Council meetings.
- d. To take official action on legislation from the Board of Trustees or the ASLPC, if it is required before the next meeting.
- e. To make such appointments as the Constitution requires, subject to a two-thirds (2/3) approval of the ASLPC Student Senate.
- f. To impeach (with stated cause) any individual in a position appointed or elected.
- g. Supervise the Executive Council.
- h. Has veto power that can only be overridden by a two-thirds (2/3) majority at the next ASLPC meeting.
- i. Perform any other duties as outlined by the ASLPC Bylaws.
- j. To maintain posted and flex office hours.

2. Vice President

- a. Assist the President in his or her duties of office.

- b. To be responsible with the president for the preparation of agenda (as outlined by the Brown Act) to include all pertinent bills, resolutions, petitions and communication.
- c. Supervise the Senators, including attendance at meetings and other assigned committees. Shall report to the ASLPC any extreme unexcused absences.
- d. Recommends removal of a Senator to the ASLPC at which time a two-thirds (2/3) vote will remove that person from office.
- e. To attend and be a voting member of:
 - Student Senate
 - Executive Council
- f. Hold meetings with all Senators.
- g. Perform any other duties as outlined in the ASLPC Bylaws or as specified by the ASLPC President.
- h. To hold and maintain posted Flex office hours.

3. Director of Legislation

- a. Act as the representative and spokesperson for the student body of LPC at legislative organizations and functions.
- b. Shall be required to keep up to date on any legislation relative to students at LPC.
- c. Give written reports to the ASLPC on legislative information concerning LPC.
- d. Responsible to attend any Regional, State, or National legislative conferences approved by the ASLPC Senate. In the event that the officer cannot attend, he/she shall be responsible to find a replacement.
- e. To attend and be a voting member of:
 - Student Senate
 - Executive Council

f. Perform any other duties as outlined in the ASLPC Bylaws or as specified by the ASLPC President.

g. To maintain posted and flex office hours.

4. Director of Communications

a. Shall be the Public Information Officer for the ASLPC.

b. To be responsible for the preparation of the minutes of the ASLPC Meetings (as outlined by the Brown Act).

c. To attend and be a voting member of:

Student Senate

Executive Council

d. Perform any other duties as outlined in the ASLPC Bylaws or specified by the ASLPC President.

e. To maintain posted and flex office hours.

5. Director of Events

a. Shall organize and supervise all ASLPC events/activities.

b. Shall keep ASLPC informed of all Inter-Club Council and LPC events/activities.

c. To attend and be a voting member of:

Student Senate

Executive Council

d. Perform any other duties as outlined in the ASLPC Bylaws or specified by the ASLPC President.

e. To maintain posted and flex office hours.

6. Inter Club Council (ICC) Chair

a. Shall chair all ICC meetings.

- b. Shall provide communication between the ICC and ASLPC.
- c. Shall coordinate all ICC events.
- d. To attend and be a voting member of:
 - Student Senate
 - Executive Council
- e. Shall work in conjunction with the ASLPC Director of Events in the distribution of the ASLPC master calendar.
- f. Shall follow any guidelines stated in the ICC constitution.
- g. Perform any other duties as outlined in the ASLPC Bylaws or as specified by the ASLPC President.
- h. To maintain posted and flex office hours.

B. The Student Senate

1. Senators

- a. To attend all instructional areas, and committee meetings of their respective assignments.
- b. To attend all Student Senate meetings and, through both oral and written reports, represent the activities of their respective areas and committees.
- c. The ASLPC may waive attendance requirements for students who are unable to be present for the entire duration of or all of the ASLPC meetings by a two-thirds vote.
- d. Will maintain knowledge of the student affairs at Las Positas College.
- e. To maintain communications with fellow Senate members when areas or responsibility overlap so as to provide constructive managed efforts.
- f. To attend meetings organized by the Vice President of the ASLPC each semester.

- g. Perform any other duties as outlined in the ASLPC Bylaws or as specified by the ASLPC President.
- h. To maintain posted and flex office hours.

2. Director of Public Relations

- a. Shall be Public Relations (P.R.) Officer for the ASLPC.
- b. To attend and be a voting member of:

Student Senate
- c. Maintain communications and a working relationship with the College District's Public Information Officer.
- d. Shall work in conjunction with the ASLPC Director of Events to coordinate, promote and advertise the ASLPC and its events/activities to the student body, LPC staff, and the surrounding community.

3. Parliamentarian

- a. Shall be responsible to perform all duties of a senator as stipulated in the ASLPC Constitution.
- b. Must be familiar with the ASLPC Constitution, the ASLPC Bylaws, Roberts Rules of Order (current version), and the Ralph M. Brown Act.
- c. Shall train and inform the ASLPC Student Senate about the *Roberts Rules of Order* and *Ralph M. Brown Act* essentials. Training can be held at an ASLPC meeting, preferably at the start of the semester, and as needed.
- d. Shall advise the President regarding parliamentary inquiries when requested.
- e. Shall serve, with the Vice-President, on the Constitution and Bylaws Review Committee (CBRC).

4. Director of Finance

- a. Shall be the CFO (Chief Financial Officer) for the ASLPC.

- b. Work with the Student Life Assistant to perform an annual audit of all ASLPC finances.
- c. Work with the Student Life Assistant and ASLPC Budget Committee (ABC) to prepare a budget for each fiscal year.
- d. Submit reports and recommendations to the ASLPC at every Student Senate meeting and/or as requested by the Executive Council.

C. The Inter-Club Council

- a. The Inter-Club Council (ICC) will be responsible for the promotion and provision of the opportunities for the students with a common interest to meet, organize clubs, and associate with each other in common pursuits under established guidelines. The ICC will operate under a constitution approved by the Student Senate of the ASLPC.
- b. All Clubs of student organizations must be a member of the Inter Club Council.

ARTICLE IV – AMENDMENTS

Section I: Procedure

- A. Amendments to this constitution may be proposed by either of the following methods:
 - 1. By a two-thirds (2/3) majority vote of the seated positions of the Student Senate. Such action shall be exempt from veto until the new administration is in office.
 - 2. By a petition signed by ten percent (10%) of the student body for that semester; after which a special election shall be held within fifteen (15) instructional days upon receipt of the petition.

Section II: Approval

- A. The proposed amendment must be brought forth to a special election. Upon approval of a majority of participating students the amended Constitution will be brought to the Board of Trustees.

- B. The amendment shall become effective upon acceptance by the Board of Trustees of the Chabot-Las Positas Community College District.

ARTICLE V – BYLAWS

Section I:

The power to create, approve, amend, and change Bylaws is vested in the Student Senate. Bylaws require a two-thirds (2/3) majority vote of the seated positions of the Student Senate.

ARTICLE VI – IMPEACHMENT

Section I:

- A. An Executive Council member may be impeached by the following procedure:
 1. Officer being recommended for impeachment shall first receive a written warning from the ASLPC Executive Council.
 2. Reason for impeachment shall be stated to the Student Life Advisor.
 3. At the following Student Senate meeting a written document must be submitted stating the reasons for impeachment and must be on the agenda as an information item.
 4. A Student Senator, who has been appointed by the ASLPC Student Senate, will preside over the meeting where the impeachment will be an action item. The Executive Officer shall be forced to leave office if there is a two-thirds (2/3) majority vote of the ASLPC Student Senate members present.

ARTICLE VII – Ratification

Section I:

When ratified, this Constitution shall supersede any and all other previous documents pertaining to the ASLPC.

ARTICLE VIII – Parliamentary Procedure

Section I: Parliamentarian

At the beginning of each new administration a Parliamentarian shall be appointed by the ASLPC President with a two-thirds (2/3) approval of the ASLPC Student Senate.

Section II: Rules of Order

- A.** The Parliamentarian will recommend rules of order at the beginning of the academic year. These rules of order will become effective upon ratification by a two-thirds (2/3) majority vote of the ASLPC Student Senate.

- B.** Until the new rules of order are approved, the ASLPC Student Senate will continue to follow the rules approved the previous year.

Dates Constitution Amended and Approved:

~~Amended: April 2001~~

~~Amended: October 2003~~

~~Amended: April 2009~~

Amended: April 2010

~~Board Approved: November 2001~~

~~Board Approved: November 2003~~

~~Board Approved: August 2009~~

Board Approved: April 2010