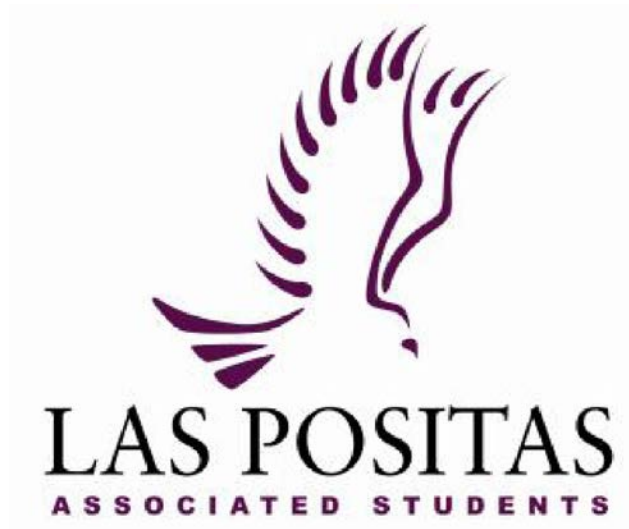


The Associated Students of Las Positas College (ASLPC)



Bylaws

Spring 2018

Associated Students of Las Positas College

Bylaws

Preamble:

Section I: The Student Senate

A. Purpose

The Student Senate:

1. Promotes, coordinates, and evaluates the activities for the ASLPC in keeping with the responsibility established for it.
2. Provides student representation to the various academic areas, committees, and administrative departments.
3. Promotes educational, cultural, recreational, and social events for the students and the college community.
4. Encourages student participation in all aspects of the college community and the campus life.
5. Establishes and maintains an open channel of communication among students, the faculty, and the management staff of Las Positas College.
6. Advocates for students at the local, state, and federal level.
7. Abides by the Las Positas College Code of Conduct.

ARTICLE I – TERMS OF OFFICE

Section I: Executive Board

- A. Members of the Executive Board shall be elected to a 1-year term of office by the last week of April. The term will begin the first day after Spring Session ends and end the last day of Spring Session the following academic year. Members will be elected by the student body.
- B. Appointed Executive Officers will be appointed by the President, in collaboration with Executive Officers, selecting from members of the Student Senate, until either a new Officer has been voted in during a special election or the end of the academic year.

Section II: Student Senators

- A.** A Student Senator shall be recognized after:
 - a. Attending a Student Senate meeting.
 - b. Attending a participatory governance committee at Las Positas College. A list of committees can be found in the Student Life Office.
 - c. Returning 25 completed general surveys from the Las Positas College student population. Surveys may be available in the Student Life Office.
 - d. Completion of academic background check done by Director of Student Life to confirm qualifications.
- B.** After recognition, a one-month trial period for each Senator will end with a review from the Vice President. The Vice President will recommend for confirmation or denial of the Senator to the Executive Officers, who will then vote on the Senator's confirmation or denial.
- C.** If the Senator is not confirmed, they may be granted a one month extension of their trial period.
- D.** If the Senator is not confirmed after their second trial period, their senator packet shall become void and they may not reapply to the Student Senate for 4 academic months.
- E.** If there are 30 or more active senators. If there are 25 or more active senators, prospective members will be placed on a waitlist and a committee of senators chaired by the Vice President will evaluate candidates and make a recommendation to the Student Senate on their acceptance. The Student Senate shall then vote to approve that decision by two-thirds (2/3) majority.
- F.** Prospective senators on the waitlist may be given the opportunity to participate in some Student Senate activities, as decided by the Executive Officers.
- G.** By recommendation of a committee of Senators chaired by the Vice President, and with a four-fifths (4/5) vote of the Student Senate, an exception may be granted to exceed the 30 senator limit.
- H.** The term of office shall expire one calendar year from the date of approval.

Section III: Appointed Positions

- A. Members of the Student Senate shall be eligible for appointment at the discretion of the President and approval of the body by a two-thirds (2/3) majority vote. The term of office shall last through the remainder of the academic year.

ARTICLE II – PROCEDURES

Section I: Succession of Office

- A. If the position of President is vacated, the Vice President shall become the new President of the ASLPC.
- B. If both the position of President and Vice President are vacated at the same time, then the Student Life Advisor or his/her designee shall organize an election within the Executive Office for the position of President.
- C. If all Officer positions are vacated at the same time, then a campus-wide special election will be held for the position of President and all other Officer positions. The election must take place no later than one month and no sooner than two weeks after all the Officer positions are vacated. This election should be supervised by the Student Life Advisor and/or the Vice President of Student Services.

Section II: Removal from Office

A. Members of the Executive Board

1. Any Executive Officer shall be eligible for impeachment and/or removal from office by the ASLPC body if he/she fails to perform duties and responsibilities as outlined in the ASLPC Constitution.
2. Officers being recommended for impeachment shall first receive a written warning from the ASLPC Executive Board. Reason for impeachment shall be stated to the Student Life Advisor. A written document must be submitted at the following Student Senate meeting stating the reasons for impeachment and must be on the agenda as an information item.
3. Executive Officers shall be eligible for impeachment from office by the ASLPC President or the next succeeding Officer for one or more of the following reasons:

- a. Failure to perform assigned tasks in a timely manner as determined by ASLPC President in consultation with the Advisor or;
 - b. Accruing two (2) failures of attendance. A failure of attendance is defined as either one (1) unexcused absence, two (2) excused absences, three (3) tardies, or one (1) excused absence and two (2) tardies, per semester, to a regularly scheduled ASPLC meeting or mandatory event.
4. The Student Senate shall preside over all impeachment hearings.
 5. An Officer shall be impeached by a two-thirds (2/3) majority vote.
 6. After an Officer is impeached, the Student Senate shall have the power to remove said Officer through a two-thirds (2/3) majority vote.

B. Student Senate

1. Members of the Student Senate shall be eligible for impeachment and/or removal from office by the ASLPC President, in consultation with the Vice-President, for the following reasons:
 - a. Failure to perform assigned tasks in a timely manner as determined by the ASLPC Vice President in consultation with the ASLPC President and Advisor;
 - b. Accruing two (2) failures of attendance. A failure of attendance is defined as either one (1) unexcused absence, two (2) excused absences, three (3) tardies, or one (1) excused absence and two (2) tardies, per semester, to a regularly scheduled ASPLC meeting or mandatory event.
2. A Senator shall be impeached by a two-thirds (2/3) majority vote.
3. After a Senator is impeached, the Student Senate shall have the power to remove said member through a two-thirds (2/3) majority vote.

C. Removal from Office

1. If any ASLPC member is removed from their position, or resigns while either impeachment or removal is in process, that person is ineligible for any position within the ASLPC until the beginning of the next academic year. Valid Senator packets shall become void at the time of removal.

2. If an impeachment hearing does not result in removal from office, and the member is not removed on the issues that were brought up in that hearing, then another impeachment hearing cannot be called regarding the issues raised in the original impeachment.
3. The style of an impeachment hearing must comply with the *Ralph M. Brown Act*.

Section III: Voting Rights of the ASLPC

- A. Executive Board members will have one (1) vote each. The Chair shall have no vote except where their vote will affect the result on a motion.
- B. All Senators shall have one (1) vote each.

Section IV: Veto Power

- A. The ASLPC President may veto any action passed by the Student Senate. He/She may initiate a veto immediately, but he/she must initiate it before the next regularly scheduled meeting. All vetoes will be documented in the official minutes. A two-thirds (2/3) majority vote at the next regularly scheduled ASLPC meeting is necessary to override a Presidential veto.

Section V: Exceptions

- A. Any member may be granted an exception to their duties upon approval by a (2/3) majority vote.

Section VI: Quorum

- A. Quorum for the Student Senate shall be half plus one of the eligible voting members of this body.

**ARTICLE III – QUALIFICATIONS FOR A STUDENT SENATE
POSITION**

Section I: Student Senate

- A. Any student seeking to hold a position on the Student Senate must:
 1. Be a student in good standing. Good standing shall be in accordance with the standards set by the Board of Trustees of the Chabot-Las Positas Community College District.
 2. Maintain six (6) units of college credit at Las Positas College.

3. If an “Incomplete” is included in the member’s six units, then the student will be placed on probation until the student can resolve the Incomplete or the President and Vice President feel the probation should be removed. If the member is an Officer, the President will appoint a temporary replacement until the probation is lifted.
4. If a potential Senator is a former elected or appointed ASLPC officer that has been removed or resigned from office, that individual may not seek any ASLPC Executive Board position for at least one semester.
5. Have and maintain an accumulated grade point average of 2.0 or better.
6. Any Senator or Officer who fails to meet these criteria will be placed on probation by the advisor and may be removed by the advisor.

Section II: Verification of Eligibility

- A. Verification of the above qualifications of Student Senate members are authorized by the Office of Student Life.
- B. If, during the verification process, a Senator is found ineligible, the Student Life Advisor may put their completed packet on hold for one semester to allow the applicant a chance to qualify for eligibility.

ARTICLE IV - ELECTIONS

Section I: Regular Election Procedure

- A. Regular elections are held annually during the spring semester and if possible are to be aligned with elections at Las Positas College’s sister college, Chabot College for the purpose of a District Trustee election. The following officer positions within ASLPC will be up for election: President, Vice President, Director of Legislation, Director of Communications, Director of Events, Inter-Club Council Chair, and Student Trustee. This election may also include constitutional changes or other referendum.
- B. Election dates are determined by the ASLPC senate by majority vote and must be publicly posted 6 weeks prior to the start of the election.

- C.** The Election Committee will organize and oversee the election process and are responsible for creating a document outlining the details and rules of the election and applications for candidacy.
- D.** Applications for candidacy will be available within the student life office. The deadline for the application is determined by the election committee with majority approval by ASLPC. All candidate applications are public information and may be utilized in activity flyers and/or press information. If not submitted by the deadline, the candidate's name will not appear on the official ballots.
- E.** A waiver that includes all campaigning regulations will be included within the application, it must be signed before any sign or flyer endorsing a candidate can be posted.
- F.** Candidates are free to discuss and compare their platform with students; however, a candidate cannot commit libel or slander. Libel is to create, post, or distribute false publications, as in writing, print, signs, or pictures, that damage a candidate's reputation. Slander is to give oral testimony of false statements injurious to a person's reputation. Candidates must abide by the *Las Positas College Student Code of Conduct*.
- G.** Candidates will not be reimbursed by the ASLPC or the college for any election costs. Candidates need to be aware that they are solely responsible for all campaign materials.
- H.** Publicity signs must be approved by the Office Student Life and must be related to student government. A college-approved posting stamp must appear on every poster and/or flyer prior to displaying. All posters/flyers must comply with the school standards. Flyers on the campus bulletin boards are to be limited to only one per board and the flyers can be no larger than 8 ½" x 11". Flyers cannot be posted over existing flyers.
- I.** A candidate is not to be prohibited from participating in oral or written campaigning at any time during the academic year. However, the posting of materials is to be regulated by the Office of Student Life, and any sign or flyer endorsing a candidate cannot be posted until after the campaigning regulation waiver is signed. All campaign materials appearing on campus cannot inhibit Las Positas College personnel from performing their assigned tasks. All candidates are encouraged to be familiar with the College's Free Speech policy.
- J.** All candidates are encouraged to participate in ASLPC-sponsored election events. This is an opportunity for candidates to campaign, while helping run the event. Candidates opting to campaign outside of the sponsored events will be required to make arrangements through the Office of Student Life.

- K.** No campaigning or advertising is allowed within 30 feet of any election table. Campaigning is defined as any activity that expressly supports one candidate. Candidates are not allowed to work at the ASLPC election table.
- L.** ASLPC election tables are to be available for vote casting starting at 9:00 a.m. and are to close no earlier than 7:00 p.m. on two consecutive days during election week. Elections must be scheduled to last one calendar week with voting hours defined by the online system used to vote. The winners of all positions will be announced at the following ASLPC meeting and subsequently reported to the college newspaper.
- M.** Names on the ballot will be grouped by position and listed in random order, which is to be determined by the Election Committee.
- N.** Voting students have the right to write-in their own candidate's name on the election ballot.
- O.** Any election rule or procedure broken could forfeit one's candidacy as determined by the Election Committee.
- P.** All student body members shall be eligible to vote in regular and special ASLPC elections.
- Q.** All votes shall be counted within 72 hours of the closing of the polls. The Election Committee may count the ballots more than once upon a candidate's request. Ballot verification/validity is at the discretion of the Election Committee.
- R.** If a write-in candidate receives the majority of votes for a contested position and meets the requirements to be a member of the Student Senate, then he or she will be elected to position. If the position is uncontested, the write in candidate must have ten percent (10%) of the votes and be eligible to be a member of the Student Senate.
- S.** In the event of a tie, a one-day special election shall be held within five (5) business days of the tie. The date of the special election shall be determined by the election committee.

Section II: Special Elections

- A.** A special election will occur in the event of a vacant executive council position, proposed ASLPC constitutional changes, or other referendum after confirmation by the ASLPC with a majority vote.
- B.** During a special election candidate application deadlines may be significantly shortened or removed as determined by the Election Committee. All other Regular Election Procedures still apply.

ARTICLE V – INITIATIVE AND REFERENDUM

Section I: Student Body's Reservation of the Right of Initiative and Referendum

- A.** The Student Senate may be called upon to take any action proposed by means of an initiative petition signed by ten percent (10%) of the student body for that semester.
- B.** Any action of the Student Senate shall be subject to a referendum petition signed by ten percent (10%) of the student body for that semester.
- C.** Initiative and Referendum elections must be held within fifteen (15) days unless the Student Senate, by a majority vote, acts in compliance of the mentioned intention of the petition. If an election is held, a majority of all the cast votes shall be sufficient to enact the stated intention of the petition. Any and all petitions submitted must contain the signature and school identification number of all student body members recorded.

ARTICLE VI – GENERAL ORGANIZATIONAL CODE

Section I: Executive Board

- A.** The function of the Executive Board shall be to administer the affairs of the student body and place into operation all actions and programs passed by the Student Senate. The Executive Board shall coordinate relations with other student associations, college trustees, administration, faculty, and classified staff.
- B.** Represent the ASLPC on at least one (1) district or college committee and at least one (1) Student Senate sub-committee, serve on mandatory events, and meet with the ASLPC President at least once a week.
- C.** If a member of the Executive Board is also a staff member of the Las Positas College Express, it is strongly recommended that they refrain from reporting on any ASLPC business, activities or events.

Section II: Duties and Responsibilities of the Individual Positions of the Executive Board

- A. President**
 - 1. Performs all duties of office as stipulated in the ASLPC Constitution.

2. Gives an oral report at each meeting or, if an oral report will not be given at the meeting, submits a written report prior to the start of the meeting.
3. Meets with the Student Trustee prior to the Board of Trustee meeting in order to discuss ASLPC's positions to any action on the Board of Trustee agenda.
4. Meets with all ASLPC Officers once a week.
5. Formulates an agenda for the school year in collaboration with the ASLPC Executive Board members.
6. Attends the Board of Trustees meetings as well as the College Council and Chancellor's Council meetings. If unable to attend he/she is responsible to find a replacement.
7. With the approval of the Advisor, has the power to take a Disciplinary Action against a member. The Action shall include a formal written report and may include a suspension from the office for up to one week. The suspension shall be called to the attention of the After Action Review Committee.
8. Retains the power to remove any person from the office for the remainder of the day for inappropriate behavior. Should the President be unavailable, persons filing the complaint shall consult the Vice President of the ASLPC. If he/she is unavailable, they should consult with the Student Life Advisor. If he/she is unavailable, the complaint should be directed towards (in order), the Vice President of Student Services then the President of the College.
9. Shall chair any meetings of the AARC unless involved or unavailable.
10. Receives a scholarship up to \$1,000 per semester, decided by the Officer Review Committee.

B. Vice President

1. Performs all duties of office as stipulated in the ASLPC Constitution.
2. The Vice President may, at the discretion of the President, give an oral report at all regularly scheduled ASLPC meetings. If an oral report is not given, a written report must be submitted prior to the start of the meeting.
3. Meets with the President once a week.

4. Holds Senator meetings, either group or individual, at least once every two weeks to work on interpersonal relations skills, team building, and to converse about Student Senate issues.
5. Chairs the Constitution and Bylaws Review Committee (CBRC), which shall meet at least once a semester.
6. Produces, posts, and copies the weekly agenda in conjunction with and approval of the President.
7. Is responsible for the orientation of Senators.
8. Attends College Council Meetings.
9. Receives a scholarship of up to \$800 per semester, decided by the Officer Review Committee.

C. Director of Legislation

1. Performs all duties of office as stipulated in the ASLPC Constitution and Bylaws.
2. The Director of Legislation may, at the discretion of the President, give an oral report at all regularly scheduled ASLPC meetings. If an oral report is not given, a written report must be submitted prior to the start of the meeting.
3. Meets with the President once a week.
4. Plans and coordinates all events sponsored by the ASLPC pertaining to legislation.
5. Schedules and makes arrangements for all conferences.
6. Maintains a Conference Binder containing information gathered at all conferences attended.
7. Chairs the Election Committee, unless running for office. Then the Chair position will be appointed to a non-running Officer with the approval of the Senate. The committee shall meet twice a semester, before and after the elections.
8. Shall represent the ASLPC at all SSSCC meetings and events.
9. Receives a scholarship up to \$700 per semester, decided by the Officer Review Committee.

D. Director of Communications

1. Performs all duties of office as stipulated in the ASLPC Constitution and Bylaws.
2. The Director of Communications may, at the discretion of the President, give an oral report at all regularly scheduled ASLPC meetings. If an oral report is not given, a written report must be submitted prior to the start of the meeting.
3. Meets with the President once a week.
4. Produces and reproduces any material, such as the ASLPC meeting minutes, as needed for ASLPC operations.
5. Is responsible for all aspects of the office, including but not limited to ordering supplies, organizing the office, and ensuring a professional environment.
6. Keeps ASLPC files (agendas, minutes, reports, etc.) in a chronological, current, and orderly fashion.
7. Picks up ASLPC's postal mail and distributes on a weekly basis.
8. Receives a scholarship up to \$700 per semester, decided by the Officer Review Committee.

E. Director of Events

1. Performs all duties of office as stipulated in the ASLPC Constitution and Bylaws.
2. The Director of Events may, at the discretion of the President, give an oral report at all regularly scheduled ASLPC meetings. If an oral report is not given, a written report must be submitted prior to the start of the meeting.
3. Meets with the President once a week.
4. Plans, coordinates, chairs, or oversees ASLPC events in conjunction with the Director of Public Relations.
5. Consults with the Director of Legislation about events sponsored by the ASLPC pertaining to legislation.
6. Schedules and greets vendors. Distributes and collects vendor contracts prior to the vendor appearing on campus, and collects vendor fees.

7. Receives a scholarship up to \$700 per semester, decided by the Officer Review Committee.

F. Inter-Club Council Chair (ICC)

1. Performs all duties of office as stipulated in the ASLPC Constitution and Bylaws and the ICC Bylaws and Constitution.
2. The ICC Chair may, at the discretion of the President, give an oral report at all regularly scheduled ASLPC meetings. If an oral report is not given, a written report must be submitted prior to the start of the meeting.
3. Meets with the President once a week.
4. Chairs all ICC meetings and appoints any or all ICC Officers with the consent of the majority of the ICC.
5. Works with the ASLPC Director of Events, the ASPLC Director of Finance, and any other ASLPC Officer as needed to conduct the business of the ICC.
6. Facilitates communication with the ICC and the ASLPC.
7. Performs all duties of office as stipulated in the ICC Constitution.
8. Receives a scholarship up to \$700 per semester, decided by the Officer Review Committee.

Section III: Duties and Responsibilities of the Individual Positions within the Student Senate

A. Senators

1. Perform all duties of office as stipulated in the ASLPC Constitution and Bylaws.
2. Senators may, at the discretion of the President, give an oral report at all regularly scheduled ASLPC meetings. If an oral report is not given, a written report must be submitted prior to the start of the meeting.
3. Represent the ASLPC on at least one (1) district or college committee and at least one (1) Student Senate sub-committee, serve on mandatory events, and meet with the ASLPC Vice President at least once every two weeks.

4. If a member of the ASLPC is also a staff member of Las Positas College Express, it is strongly recommended that they refrain from reporting on any ASLPC business, activities, or events.

B. Parliamentarian

1. Shall be responsible to perform all duties of a Senator as stipulated in the ASLPC Constitution.
2. Will be appointed by the ASLPC President with a two-thirds (2/3) majority vote of approval of the ASLPC Student Senate.
3. Must be familiar with the ASLPC Constitution, the ASLPC Bylaws, *Roberts Rules of Order* (current version), and the *Ralph M. Brown Act* and be able to advise Senate members regarding all inquiries to parliamentary procedure.
4. 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 or individually at new member orientations.
5. Shall act as the Sergeant at Arms for all Senate meetings in order to assist the Chair with keeping order.
6. Shall serve, with the Vice President, on the Constitution and Bylaws Review Committee (CBRC), which shall meet at least once a semester.
7. Shall ensure that decisions made reflect campus wide equity and access, that the process of the meeting has been equitable for all members and constituencies, and that any issues get addressed either before adjournment or at a meeting of the AARC.
8. Shall receive up to \$300 per semester, decided by the Officer Review Committee.

C. Public Relations Officer

1. Shall be responsible to perform all duties of a Senator as stipulated in the ASLPC Constitution.
2. Is appointed by the President with a two-thirds (2/3) majority vote of approval by the ASLPC Student Senate.
4. Plans, coordinates, chairs and oversees all activities pertaining to publicizing the Student Senate.

5. Maintains constant communication with the President and Media Officer
6. Works with the Executive Officers and helps in coordination, planning, and preparation for all ASLPC events.
7. Works with the Director of Events in the creation and distribution of all promotional materials pertaining to ASLPC activities and advertises the purpose of the Student Senate as outlined in the Preamble of the ASLPC Bylaws at least once a month.
8. Maintains contact with the Programs and Services Officer to plan ways to advertise special programs and services to the ASLPC.
9. Receives a scholarship up to \$300 per semester, decided by the Officer Review Committee.

D. Media Officer

1. Shall be responsible to perform all duties of a Senator as stipulated in the ASLPC Constitution.
2. Is appointed by the President with a two-thirds (2/3) majority vote of approval by the ASLPC Student Senate.
3. Maintains and updates all social media an official website.
4. Operates the technological devices during the Student Senate meetings.
5. Assigns and manages a team of editors for the Student Senate website.
6. Maintains constant communication with the Director of Events and Public Relations Officer.
7. Shall receive up to \$300 per semester, decided by the Officer Review Committee.

E. Finance Officer

1. Performs all duties of office as stipulated in the ASLPC Constitution and Bylaws.
2. Is appointed by the President with a two-thirds (2/3) majority vote of approval by the ASLPC Student Senate.

3. The Director of Finance must submit reports, recommendations, and weekly statements prepared with the Student Life Assistant to the ASLPC at scheduled meetings and/or as requested by the Executive Council. If an oral report is not given, a written report must be submitted prior to the start of the meeting.
4. Serves as the chair of the ASLPC Budget Committee (ABC).
5. Prepares a written tentative budget statement to the ASLPC at least once a month or as requested by the Executive Council or the ABC. The tentative budget statement is to be presented as an agenda item at a scheduled ASLPC meeting.
6. Works with the Student Life Assistant to process funds for the ASLPC in a timely manner.
7. Shall represent the ASLPC in both college and district resource allocation committees.
8. Receives a scholarship up to \$300 per semester, decided by the Officer Review Committee.

F. Programs and Services Officer

1. Performs all duties of office as stipulated in the ASLPC Constitution and Bylaws.
2. Is appointed by the President with a two-thirds (2/3) majority vote of approval by the ASLPC Student Senate.
3. Plans, coordinates, chairs, and oversees all work pertaining to special programs and services, included but not limited to, the Textbook Loaner Program, the Bundle Program, the Textbook Assistance Scholarship, and the testing supplies provided by the Student Senate.
4. Innovates existing programs and services, and establishes new programs and services that the Student Senate may provide.
5. Maintains contact with the Public Relations officer to plan ways to advertise special programs and services to the ASLPC.
6. Receives a scholarship up to \$300 per semester, decided by the Officer Review Committee.

Section IV: Inter-Club Council

A. Purpose

1. The Inter-Club Council (ICC) shall be the representative body to promote and to coordinate inter-club activities, communication, and cooperation among clubs on campus.
2. To distribute and to coordinate all funds to the clubs within the bounds of the ICC Constitution and Bylaws.

B. Functions

1. To regulate all rules and regulations of the ASLPC and the Chabot-Las Positas Board of Trustees pertaining to campus clubs.
2. Upon any amendments to the ICC Constitution, the ICC Chair must bring the ICC Constitution to the ASLPC Student Senate for review and approval by a majority vote.
3. The ICC clubs are required to schedule their meeting times so that they do not conflict with the ASLPC Student Senate and ICC Meetings. The ASLPC Student Senate and the ICC Chair will post their meeting times at least two weeks prior to the beginning of each semester.

ARTICLE VII – GENERAL PROCEDURES

Section I: Conferences

A. Conference Responsibilities

1. All Officers and Senators are required to attend the workshops and meetings agreed upon.
2. All Officers and Senators are required to present an oral report/workshop about information learned at the conference no more than two (2) ASLPC meetings after the said conference.
3. All conference activities paid for by the ASLPC shall be reimbursed if the participant fails to attend. This fine may be waived only under special circumstances with the approval of the President and a two-thirds (2/3) majority of the ASLPC Student Senate.
4. Materials gathered at these conferences shall be stored in the Director of Legislation Conference Binder to ensure the information gained by the participants may be accessible and shared with others.

Section II: Vendor Guidelines

- A.** Any potential vendor must read and follow these rules and procedures before they are allowed on the college campus.

Vendors Must:

1. Meet or talk with the ASLPC Director of Events or designated representative to obtain a copy of the college's Activity Request Form (either in person or by fax).
2. Provide updated and accurate contact information on the college's Activity Request Form, including phone number, email (if applicable), and available times when an ASLPC representative may contact.
3. Request a date at least two (2) weeks in advance.
4. Pay the college's vendor fee of \$100 per day in full at least one week prior to date of arrival on campus. The fees benefit ASLPC scholarship. The ASLPC will provide one table and four chairs to the vendor.
5. Meet with designated ASLPC representative at assigned time on date of arrival on campus, as well as clean up on time.

Vendors Cannot:

1. Approach any member of the staff or students.
 2. Post or hang signage unless prior arrangements have been made and the college has approved.
 3. Drive vehicles onto the college campus. Special arrangements for a dolly or cart can be made if these items are specified on the college's Activity Request Form.
- B.** Las Positas College reserves the right to designate the time, place, and manner in which the activity will take place.
- C.** The college prohibits the vending of credit or charge cards that promote financial debt.
- D.** If a vendor is not in compliance with these rules and procedures, the vendor may be forced to forfeit the fee, and the duration of stay may be limited.

- E. Anything not appearing in this contract that is in compliance with the Chabot-Las Positas Community College District's Policies and Procedures may be covered in the College Catalog under "Freedom of Speech" and "Student's Rights and Responsibilities." Such information can be found at www.laspositascollege.edu.
- F. Vendor Contracts must be signed by all parties before vendor will be allowed on campus.

Section III: Meeting Procedures

- A. The agenda must be created and posted 72 hours prior to the scheduled meetings in accordance with the *Ralph M. Brown Act*.
- B. The meeting must be held and conducted according to *Robert's Rules of Order* (current edition) and the *Ralph M. Brown Act*.
- C. The Parliamentarian is to advise meeting procedures to the Student Senate and all meetings called by the ASLPC President.

Section IV: Archive System

- A. The Student Senate shall recognize that preserving pertinent documents for at least three (3) years is both a legal responsibility – in California – and a duty to its constituents.
- B. Student Senate minutes, agendas, committee reports, and any items associated with Executive Offices that are deemed pertinent by the Student Senate President or the Student Senate, or items associated with Senators that are deemed pertinent by the Student Senate, shall be maintained in a filing system known as the "Archive System."
- C. The Archive System shall be easily accessible to all members of the Student Senate and the public.
- D. The Archive System shall allow Executive Officers to easily access pertinent documents from previous administrations.
- E. The Director of Communications shall be responsible for maintaining the Archive System.

Section V: Project Management System

- A. The Student Senate shall enforce a system that requires members to approve project ideas and then plans before exhausting significant ASLPC resources on them.

Section VI: Committee Reports

- A. The Student Senate shall recognize that active student representation on district and college committees is one of its fundamental responsibilities. The Student Senate shall carry out its business faithful to this understanding.
- B. The Executive Office shall enforce the regular and frequent collection and review of committee reports submitted by every Student Senate member for each committee meeting he/she attends. Furthermore, the Executive Office shall actively solicit recommendations from Student Senate members on relevant matters that are discussed in committee meetings. The Executive Office shall bring to the attention of the Student Senate all pertinent matters that are mentioned in committee reports.
- C. Committee Reports shall be preserved for at least three (3) years as required by California Law.
- D. The President of the Student Senate shall be responsible for the enforcement of ASLPC policies on the Committee Reports System.

ARTICLE VIII -- ASLPC Committees

Section I: Officer Review Committee (ORC)

- A. **Purpose**
 - 1. The purpose of the ORC is to review the performance of the ASLPC Officers according to their outlined duties. The ORC shall have the power to approve, to deny, or to limit all ASLPC Officer Scholarships accordingly.
- B. **General Procedures**
 - 1. The ORC shall be chaired and filled by members of the ASLPC chosen by the Student Life Advisor. The ORC shall be comprised of the following: ASLPC Faculty Advisor, representative from LPC Student Services, and three ASLPC Senators. The ASLPC President shall provide recommendations for each officer at the beginning of the final meeting of each semester or at the request of the ORC.
 - 2. The ORC shall have at least two meetings during each semester.
 - 3. The members of the ORC shall, with a majority vote, approve, limit, or deny each of the ASPLC member scholarships.

4. ORC decisions must be submitted in writing to the respective member in order to assure proper and fair rebuttal no later than three (3) working days following the delivery of the ORC's decision to the Officer.
5. If a member chooses to appeal the decision, he/she has three (3) working days to submit a written rebuttal to the ORC.
6. The ORC cannot vote to approve or deny scholarships unless all decisions are answered in writing from the respective member. If the member fails to respond three (3) days following the dispatch of decision(s), then the decision stands.

Section II: Constitution and Bylaws Review Committee (CBRC)

A. Purpose

1. The purpose of the CBRC is to bring forth recommended changes for the ASLPC Constitution and the ASLPC Bylaws. These proposed changes should be brought forth and voted on by the ASLPC Senate. The CBRC is the only body within the Senate and the Executive Council that can propose changes to the Bylaws and Constitution.

B. General Procedures

1. The CBRC shall be chaired by the Vice President. The CBRC's membership shall consist of no less than two (2) ASLPC Senator, and the Parliamentarian.
2. The Parliamentarian is to act as the recording secretary and Vice-Chair of the CBRC. The Vice President is responsible for preparing all suggested changes to the Constitution and Bylaws to the Senate.
3. The CBRC shall meet at least once a semester or as necessary as deemed by the Vice President or the President. The CBRC is not required to revise the ASLPC Constitution or the ASLPC Bylaws unless amendments are suggested. The CBRC may refer to a technical review subcommittee for grammatical and technical language changes.

C. Procedures of Approval

1. The CBRC shall bring forth the proposed changes to the Senate and propose a motion for said changes to be adopted by the Senate.

2. Changes to the ASLPC Bylaws require a two-thirds (2/3) majority vote of the ASPLC Student Senate as outlined in the ASPLC Constitution.
3. Changes to ASLPC Constitution require the majority vote of LPC students and the approval of the Board of Trustees of the district.

Section III: Election Committee

A. Purpose

The purpose of the Election Committee is to organize and oversee the election process.

B. General Procedures

1. The Director of Legislation shall Chair the Election Committee, unless he/she is running for office. The Chair position will be appointed to a non-running ASLPC Officer upon the approval of the Senate. If there are no Officers that meet this criterion, a non-running ASLPC Senator may be appointed the Chair upon approval of the Senate.
2. Shall include at least one ASLPC Officer, if any meet the criteria, and two ASLPC Senators.
3. Shall meet at least twice a semester. In the Spring semester it is preferred, but not required, that one meeting be held before and one be held after the elections.
4. Shall review and/or create the election procedures, the election rules, the voting procedures, the voting rules, the ballots, and any other related document.
5. Shall review all candidates' adherence to the election rules. The election committee is to investigate any allegations of campaign rules violations. The committee must report their findings and give their recommended course of action to the Student Life Advisor, the Student Senate, and the Vice President of Student Services.
6. Shall count the ballots, at least twice, at the close of the election. Provide the results solely to the current ASLPC President.

Section IV: The ASLPC Budget Committee (ABC)

A. Purpose

1. The ABC is to provide oversight of the ASLPC budget and to also work in launching or formulating a yearly budget for the ASLPC.

B. General Procedures

1. The Director of Finance is the Chair of the ABC, and the committee must include at least one Senator and Student Life Advisor.
2. The ABC is to be formed and shall meet before the first two weeks of the Fall semester and formulate a budget by the fourth week of the Fall semester. The budget is to be presented and approved by the ASLPC at the next scheduled meeting.
3. The ABC is to convene for a mid-semester budget review and present all of its findings and budgetary recommendations to the ASLPC at a scheduled meeting.
4. Any member of the ABC can call a meeting of the committee for in-depth inquiries and audits of, or changes to, the budget. Notice of meeting and agenda items must be distributed 72 hours in advance.
5. Any ASLPC member can request and obtain more frequent tentative budget reports.

Section V: The ASLPC After Action Review Committee (AARC)

A. Purpose

1. The AARC is to provide insight to internal incidents of the ASLPC. Questions such as what was planned, what actually happened, why it happened, and what can be done next time should be answered by the AARC.

B. General Procedures

1. The President is the chair and the Vice President shall co-chair. If the President and/or Vice President are involved in the conflict, the Student Life Advisor shall appoint a chair and/or co-chair. The committee must include at least two Senators, all personnel involved in the incident, and the Student Life Advisor.
2. The AARC is to convene as immediately after the incident as possible.

3. The AARC is to be facilitated in a calm and professional manner in order to resolve conflict, develop respect, and improve upon member weaknesses.
4. The focus is on *what* happened not *who* was involved and ad hominem attacks shall not be permitted.
5. Everyone in attendance is to be involved in conversation and resolution of issues. Every effort should be given by the AARC to end on a positive note.
6. Any member of the ASLPC can call a meeting of the committee for in-depth investigation or discussion of any issue or incident.
7. The AARC may take further disciplinary actions against any personnel involved in the incident if necessary with 2/3 majority vote approval from the Senate.

Revised: March 2018

Student Life Advisor
Nessa Julian

Vice President Student Services
William Garcia

March 22, 2018
Date Approved