

# Las Positas College Student Government (LPCSG)



## ***BYLAWS***

Fall 2018

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**ARTICLE I: GENERAL PROVISIONS**

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### **Section 1: Title**

- A.** The name of the representative government of the Las Positas College Student Body shall be known as the Las Positas College Student Government (LPCSG) Senate and Executive Council, hereafter referred to as the LPCSG Senate and Executive Council.
- B.** The elected and appointed members of this body shall be referred to as LPCSG Senators and Officers, respectively.

### **Section 2: Purpose**

The LPCSG Senate and Executive Council shall:

- A.** Promote, coordinate, and evaluate the activities for the LPCSG in keeping with the responsibility established for it.
- B.** Provide student representation to the various academic areas, committees, and administrative departments.
- C.** Promote educational, cultural, recreational, and social events for the students and the college community.
- D.** Encourage student participation in all aspects of the college community and the campus life.
- E.** Establish and maintain an open channel of communication among students, the faculty, and the management staff of Las Positas College.
- F.** Advocate for students at the local, state, and federal level.
- G.** Abide by the Las Positas College Code of Conduct, California Education Codes, and Las Positas Administration and Board Policies.

### **Section 3: Authority**

These Bylaws shall be the governing document for the conduct of all procedures within the LPCSG Senate and Executive Council. Should these Bylaws contradict or oppose the LPCSG Constitution or any College/District Policies, then these documents shall supersede the Bylaws. Should any supplemental code or policy be established by LPCSG that is in contradiction with these Bylaws, or the aforementioned documents and policies, then those codes and policies shall be superseded by the Bylaws or aforementioned documents and policies.

### **Section 4: Parliamentary Authority**

The meeting procedures of the LPCSG Senate and its committees shall be governed by *Robert's Rules of Order, current edition*.

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## **ARTICLE II: MEMBERSHIP**

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### **Section 1: Qualifications of Senate**

- A.** Any student seeking to hold a position on the Student Senate must:
  - a.** 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.
  - b.** Maintain six (6) units of college credit at Las Positas College.
  - c.** 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.

- d. If a potential Senator is a former elected or appointed LPCSG officer that has been removed or resigned from office, that individual may not seek any LPCSG Executive Council position for at least one semester.
- e. Have and maintain an accumulated grade point average of 2.0 or better.
- f. 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 2: 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.

**Section 3: Offices**

- A. The LPCSG Senate shall be directed by six (6) executive officers with respective duties and election procedures as outlined in these Bylaws.
- B. The LPCSG Senate shall be comprised of no more than 35 (thirty-five) senators, including advanced senators, and the LPCSG Advisor.

**Section 4: Executive Council**

- A. Members of the Executive Council 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 semester ends and end the last day of Spring semester the following academic year. Members will be elected by the student body in the Spring general elections.
- 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 5: Student Senators**

- A. Once a prospective senator receives verification of completing the 25 general surveys included within the Student Senator application packet and academic background check by the LPCSG Advisor, he or she will begin a trial period of up to one month in which the prospective senator will need to:
  - a. Attend an LPCSG regular Senate meeting.
  - b. Attend an interview with a member of the LPCSG Executive Council.
- B. Upon gaining eligibility for recognition, it is the prospective senator's responsibility to notify the Vice President at least 72 hours before the next Senate meeting. The Vice President will verify eligibility and recommend to the Senate to grant or deny recognition. The Senate will

then vote to recognize the prospective senator by a two-thirds (2/3) majority.

- C. If the senator is recognized, their term of office begins the day of recognition and ends on the last day of the Spring Session of that academic year.
- D. If the Senator is not recognized, they may be granted up to a one-month extension of their trial period.
- E. If the Senator is not recognized after their second trial period, their senator packet shall become void and they may not reapply to the Student Senate for 4 academic months.
- F. If there are 25 or more active senators, prospective senators 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 recognition. The Student Senate shall then vote to approve that decision by two-thirds (2/3) majority.
- 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. Prospective senators may be given the opportunity to participate in some Student Senate activities.

**Section 6: Advanced Senators**

- A. All LPCSG Senators who are not already advanced senators are eligible for nomination of advanced senator positions.
- B. It is recommended, but not required, that senators submit a letter of intent to the President or Vice President expressing candidacy prior to internal elections being held.
- C. An advanced senator's term of office shall begin the day they are elected and last one (1) academic year.

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## **ARTICLE III: TERMS OF OFFICE**

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**Section 1: Terms of Office**

- A. An LPCSG Senator's Term of Office begins upon being approved by the LPCSG Senate and lasts one (1) academic year, and the senator shall serve it until his or her term ends, resigns, or is expelled.
- B. Holding office for any amount of time during an academic year shall count as holding office for one (1) term.
- C. No member of LPCSG may hold office for more than three (3) consecutive terms.

**Section 2: Succession of Office**

- A. If the position of President is vacated, the Vice President shall become the new President of the LPCSG.
- B. If both the position of President and Vice President are vacated at the same time, then the LPCSG Advisor shall organize an election within the Executive Council for the position of President.

- C. If any other officer's position is vacated, then the LPCSG Senate shall follow the internal election procedures in accordance with these Bylaws to remove the vacancies.
- D. 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 LPCSG Advisor and/or the Vice President of Student Services.

**Section 3: Impeachment from Office**

Any Executive Officer shall be eligible for impeachment and/or removal from office by the LPCSG body if he/she fails to perform duties and responsibilities as outlined in the LPCSG Constitution.

- A. Officers being recommended for impeachment shall first receive a written warning from the LPCSG 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.
- B. Executive Officers shall be eligible for impeachment from office by the LPCSG 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 LPCSG 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.
- C. The Student Senate shall preside over all impeachment hearings.
- D. An Officer shall be impeached by a two-thirds (2/3) majority vote.
- E. After an Officer is impeached, the Student Senate shall have the power to remove said Officer through a two-thirds (2/3) majority vote.

Members of the LPCSG Senate shall be eligible for impeachment and/or removal from office by the LPCSG 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 LPCSG Vice President in consultation with the LPCSG 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 LPCSG meeting or mandatory event.
  - a. A Senator shall be impeached by a two-thirds (2/3) majority vote.
  - b. After a Senator is impeached, the Student Senate shall have the power to remove said member through a two-thirds (2/3) majority vote.

**Section 4: Removal**

- A. If any LPCSG 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 LPCSG until the beginning of the next academic year. Valid Senator packets shall become void at the time of removal.
- B. 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.
- C. The style of an impeachment hearing must comply with the *Ralph M. Brown Act*

## **ARTICLE IV: EXECUTIVE BOARD**

### **Section 1: Executive Council Positions**

The LPCSG Executive Council shall consist of the following:

- A. President of LPCSG
- B. Vice President of LPCSG
- C. Director of Legislation
- D. Director of Communication
- E. Director of Events
- F. ICC Chair

### **Section 2: Function**

- A. The function of the Executive Council shall be to administer the affairs of the student body and place into operation all actions and programs passed by the Student Senate.
- B. The Executive Council shall coordinate relations with other student associations, college trustees, administration, faculty, and classified staff.
- C. Each member on the Executive Council shall do the following:
  - a. Represent LPCSG on at least one (1) district or college committee.
  - b. Represent LPCSG on at least one (1) Student Senate sub-committee.
  - c. Serve on mandatory events.
  - d. Meet with the LPCSG President at least once every two (2) weeks.

### **Section 3: Individual Responsibilities and Duties**

#### **A. President**

The LPCSG President shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. Give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.
- c. Meet with the Student Trustee prior to the Board of Trustee meeting in order to discuss LPCSG's positions to any action on the Board of Trustee agenda.
- d. Meet with all LPCSG Officers at least once every two (2) weeks.
- e. Formulate an agenda for the applied academic year in collaboration with the LPCSG Executive Council members.

- f. Attend the Board of Trustees meetings, the College Council meetings, and the Chancellor's Council meetings. If unable to attend he/she is responsible to find a replacement representative for the stated meetings.
- g. With the approval of the LPCSG Advisor, retain the power to take Disciplinary Action against a member upholding an LPCSG probation. 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.
- h. With the approval of the LPCSG Advisor, retain the power to remove any person from the office for the remainder of the day for inappropriate behavior.
- i. Shall chair any meetings of the AARC unless involved or unavailable.
- j. Receive a scholarship of up to \$1,000 per semester, decided by the Officer Review Committee.

**B. Vice President**

The LPCSG Vice President shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.
- c. Meet with the President at least once every two (2) weeks.
- d. Hold Senator Round Table meetings, either group of individual, at least once every two weeks to work on interpersonal relations skills, team building, and to converse about Student Senate issues.
- e. Produce, post, and copy the weekly Regular LPCSG Meeting agenda in conjunction with and approval of the President.
- f. Be responsible for the orientation of Senators.
- g. Attend College Council Meetings.
- h. Receives a scholarship of up to \$800 per semester, decided by the Officer Review Committee.

**C. Director of Legislation**

The LPCSG Director of Legislation shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.
- c. Meet with the President at least once every two (2) weeks.
- d. Plan and coordinate all events sponsored by the LPCSG pertaining to legislation.
- e. Schedule and make arrangements for all conferences.
- f. Maintain a Conference Binder containing information gathered at all conferences attended.
- g. Chair 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.

- h. Represent the LPCSG at all SSCCC meetings and events.
- i. Receive a scholarship up to \$700 per semester, decided by the Officer Review Committee.

**D. Director of Communication**

The LPCSG Director of Communication shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.
- c. Meet with the President at least once every two (2) weeks.
- d. Produce and reproduce any material, such as the LPCSG meeting minutes, as needed for LPCSG operations.
- e. Be responsible for all aspects of the office, including but not limited to ordering supplies, organizing the office, and ensuring a professional environment.
- f. Keep LPCSG files (agendas, minutes, reports, etc.) in a chronological, current, and orderly fashion.
- g. Obtain LPCSG's postal mail and distribute it on a weekly basis.
- h. Receive a scholarship up to \$700 per semester, decided by the Officer Review Committee.

**E. Director of Events**

The LPCSG Director of Events shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.
- c. Meet with the President at least once every two (2) weeks.
- d. Plan, coordinate, chair, or oversee LPCSG events in conjunction with the Director of Public Relations.
- e. Consult with the Director of Legislation about events sponsored by the LPCSG pertaining to legislation.
- f. Schedule and greet vendors, distribute and collect vendor contracts prior to the vendor(s) appearing on campus, and collect vendor fees.
- g. Receive a scholarship up to \$700 per semester, decided by the Officer Review Committee.

**F. Inter Club Council (ICC) Chair**

The LPCSG ICC Chair shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.
- c. Meet with the President at least once every two (2) weeks.

- d. Chair all ICC meetings and appoint any or all ICC Officers with the consent of the majority of the ICC.
- e. Work with the LPCSG Director of Events, the LPCSG Director of Finance, and any other LPCSG Officer as needed to conduct the business of the ICC.
- f. Facilitate communication with the ICC and the LPCSG.
- g. Perform all duties of office as stipulated in the ICC Constitution.
- h. Receive a scholarship up to \$700 per semester, decided by the Officer Review Committee.

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## **ARTICLE V: SENATORS**

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### **Section 1: Senator Positions**

There shall be no more than 35 (thirty-five) senator offices held.

### **Section 2: Function**

- A.** Perform all duties of office as stipulated in the LPCSG Constitution and Bylaws.
- B.** Senators may, at the discretion of the President, give an oral report at a regularly scheduled LPCSG meetings.
- C.** Represent the LPCSG on at least one (1) district or college committee and at least one (1) Student Senate Standing Committee or Ad-hoc Committee, attend at least one (1) office hour, and meet with the LPCSG Vice President at least once (1) every two (2) weeks.
- D.** Meet with the LPCSG Vice President at least once (1) every two (2) weeks.
- E.** If a member of the LPCSG is also a staff member of Las Positas College Express, it is strongly recommended that they refrain from reporting on any LPCSG business, activities, or events.

### **Section 3: 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 LPCSG policies on the Committee Reports System.

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## **ARTICLE VI: ADVANCED SENATOR**

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**Section 1: Advanced Senator Positions**

The LPCSG Advanced Senator positions shall consist of the following:

- A. Parliamentarian
- B. Director of Finance
- C. Director of Public Relations
- D. Marketing Director
- E. Director of Programs & Services

**Section 2: Function**

- A. The function of the Advanced Senator positions shall be to administer the affairs of the student body and place into operation all actions and programs passed by the Student Senate.
- B. Each advanced senator shall perform all duties designated to senators, in addition with their respective duties in accordance with these Bylaws.

**Section 3: Individual Responsibilities and Duties**

**A. Parliamentarian**

The LPCSG Parliamentarian shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.
- c. Meet with the President at least once every two (2) weeks.
- d. Be familiar with the LPCSG Constitution, the LPCSG Bylaws, Robert's Rules of Order (current version), and the Ralph M. Brown Act as to advise the LPCSG Senate regarding all inquiries to parliamentary procedure.
- e. Train and inform the LPCSG Student Senate about the Roberts Rules of Order and Ralph M. Brown Act essentials. Training can be held at an LPCSG meeting, preferably at the start of the semester, and as needed at new member orientations.
- f. Act as the Justice for all Senate meetings in order to assist the Chair with keeping order.
- g. Serve, with the Director of Legislation, on the Constitution and Bylaws Review Committee (CBRC), which shall meet at least once a semester.
- h. 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.
- i. Receive up to \$300 per semester, decided by the Officer Review Committee.

**B. Director of Finance**

The LPCSG Director of Finance shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.

- c. Meet with the President at least once every two (2) weeks.
- d. Submit reports, recommendations, and weekly statements prepared with the Student Life Assistant to the LPCSG 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.
- e. Serve as the chair of the LPCSG Budget Committee (LBC).
- f. Prepare a written tentative budget statement to the LPCSG at least once a month or as requested by the Executive Council or the LBC. The tentative budget statement is to be presented as an agenda item at a scheduled LPCSG meeting.
- g. Work with the Student Life Assistant to process funds for the LPCSG in a timely manner.
- h. Represent the LPCSG in both college and district resource allocation committees.
- i. Receive a scholarship up to \$300 per semester, decided by the Officer Review Committee.

**C. Director of Public Relations**

The LPCSG Director of Public Relations shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting. A written report shall be submitted prior to the start of the meeting.
- c. Meet with the President at least once every two (2) weeks.
- d. Plan, coordinate, chair and oversee all activities pertaining to publicizing and outreach of the Student Senate.
- e. Maintain constant communication with the President, Director of Events, and Marketing Director.
- f. Work with the Executive Council to develop and implement a comprehensive and innovative community outreach plan targeting individual, private, corporate, school, nonprofit, and other organizations.
- g. Work collaboratively and seamlessly with LPCSG to identify new potential foundation, individual, private, corporate, school and other organization partners.
- h. Submit proposals to engage potential partners on behalf of LPCSG in a timely and consistent manner. This includes developing concepts, gathering and formatting information, and preparing clear communications.
- i. Research and assist in developing plans for expanding the LPCSG presence.
- j. Receive a scholarship up to \$300 per semester, decided by the Officer Review Committee.

**D. Marketing Director**

The LPCSG Marketing Director shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at

each meeting. A written report shall be submitted prior to the start of the meeting.

- c. Meet with the President at least once every two (2) weeks.
- d. Maintain and update all forms of media, including print and digital, to help promote, distribute, and market LPCSG events.
- e. Conduct market research to find solutions about student activeness, habits, and trends.
- f. Brainstorm and develop ideas for creative marketing campaigns of LPCSG events.
- g. Assist in outbound or inbound marketing activities by demonstrating expertise in content development and optimization, advertising, and events planning.
- h. Maintain and update all social media as well as the official website.
- i. Operate the technological devices during any LPCSG meeting or event.
- j. Work with the Director of Events in the creation and distribution of all promotional materials pertaining to LPCSG activities and advertises the purpose of the Student Senate as outlined in the Preamble of the LPCSG Bylaws at least once a month.
- k. Work with the Executive Council to help in coordination, planning, and preparation for all LPCSG events.

**E. Director of Programs & Services**

The LPCSG Director of Programs & Services shall:

- a. Perform all duties of office as stipulated in the LPCSG Constitution.
- b. At the discretion of the President, give an oral or written report at each meeting whereas the written report shall be submitted prior to the start of the meeting.
- c. Meet with the President at least once every two (2) weeks.
- d. Plan, coordinate, chair, and oversee 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.
- e. Innovate existing programs and services, and establish new programs and services that the Student Senate may provide.
- f. Maintain contact with the Public Relations Officer to plan ways to advertise special programs and services to the LPCSG.
- g. Receive a scholarship up to \$300 per semester, decided by the Officer Review Committee.

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## **ARTICLE VII: COMMITTEES**

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**Section 1: LPCSG Committees**

- A. Executive Council Standing Committee shall be defined as an organization within the LPCSG Senate that shall hold regular meetings with agendas and rules of order in accordance with these Bylaws and

California State Laws, conduct business only pertaining to their roles as provided in these Bylaws, be comprised of the appropriate voting body as provided in these Bylaws, and follow all LPCSG codes, regulations, and Constitution

- B.** Executive Council Ad-hoc Committee is a committee that can be formed at any time during the academic year in accordance with these Bylaws, to fulfill a necessary task or role to assist the LPCSG in completing their objectives.
- C.** The LPCSG Senate shall establish the following standing committees:
  - a. LPCSG Internal Procedures Committee
  - b. LPCSG Budget Committee
  - c. LPCSG Election Committee
  - d. LPCSG Constitution and Bylaws Review Committee
  - e. LPCSG Events Committee

**Section 2: Formation and Dissolution of Committees**

- A.** LPCSG Committees shall be formed by no later than the sixth week of the Fall semester.
- B.** If at any time Executive Council Committee does not fulfill its minimum membership requirements, then that body automatically becomes inactive and that LPCSG Committee must meet its minimum membership to resume duties.
  - a. The duties and responsibilities during such time are to be assumed by the Executive Council.
- C.** Ad Hoc Committees may be formed by a two-thirds (2/3) majority vote of the LPCSG Senate. All LPCSG Ad Hoc Committees must be formed with the following definitions:
  - a. Name of the body
  - b. Purpose of the body
  - c. Authority of the committee to take action on behalf of the LPCSG Senate under specific circumstances.
- D.** Ad Hoc Committee shall be dissolved by a two-thirds (2/3) majority vote of the LPCSG Senate. All members of the dissolved Ad Hoc Committees shall automatically be removed.

**Section 3: Duties and Responsibilities of Committees**

Each LPCSG Committee shall:

- A.** Have at least two (2) senators, in addition to the chair, representing the LPCSG Senate and student body.
- B.** Conduct its business and complete objectives in accordance with the LPCSG Bylaws.
- C.** Hold meetings in accordance with the LPCSG Constitution, LPCSG Senate Bylaws, *Robert's Rules of Orders*, and *Brown Act*.
- D.** Complete tasks delegated to it by the LPCSG Senate.

**Section 4: LPCSG Internal Procedures Committee**

- A.** The LPCSG Internal Procedures Committee shall be comprised of:
  - a. Chair: LPCSG Senate Vice President
  - b. Voting Members: At least two (2) senators appointed by the chair and approved by the LPCSG Senate by a two-thirds (2/3) majority.

- B.** The LPCSG Internal Procedures Committee shall:
  - a. Hold regular meetings once a week.
  - b. Maintain the ability of the LPCSG Senate to perform work in the LPCSG Senate office.
  - c. Maintain documents and forms of the LPCSG Senate.
  - d. Offer orientation to all members of the LPCSG Senate in regards to parliamentary procedure, use of the office, and responsibilities to the LPCSG Senate.
  - e. Keep track of all attendance, including governance committees, regular Senate meetings, and office hours.
  - f. Informing the LPCSG Advisor of any office supplies needed.
- C.** The LPCSG Senate delegates authority to LPCSG Internal Procedures Committee to take action on behalf of the LPCSG Senate to fulfill its own objectives with the following restrictions:
  - a. Any reduction of equipment must be approved by the LPCSG Senate by a two-thirds (2/3) majority vote.
  - b. Any project to order new equipment must be approved by the LPCSG Senate by a two-thirds (2/3) majority vote prior to beginning the project.
  - c. Any new forms or attendance policies and enforcements must be approved by the LPCSG Senate by a two-thirds (2/3) majority vote.

**Section 5: LPCSG Budget Committee**

- A.** The Budget Committee shall be comprised of:
  - a. Chair: LPCSG Senate Finance Officer
  - b. Voting Members: At least two (2) LPCSG Senators appointed by the Chair and confirmed by the LPCSG Senate by a two-thirds (2/3) majority.
- B.** The Budget Committee shall:
  - a. Oversee the LPCSG Budget for the current and coming fiscal school year.
  - b. Review monthly budget reports and expenditures for the LPCSG Budget.
  - c. Coordinate the annual budget allocation process.
  - d. Present all budget recommendations to the LPCSG Student Senate for approval.
  - e. Ensure each LPCSG fund has adequate money for all planned expenditures.
  - f. Act in accordance with the LPCSG Constitution, LPCSG Senate Bylaws, and LPCSG Codes.
  - g. Shall meet at least once a month during the Fall and Spring semester. The committee should meet weekly if an annual budget has not yet been approved for the current year.

**Section 6: LPCSG Election Committee**

- A.** The LPCSG Elections Committee shall be comprised of:
  - a. Chair: LPCSG Senate Director of Legislation or designee (non-running LPCSG Officer approved in Senate by a two-thirds (2/3) majority. If there are no Officers that meet this criterion, then a non-running LPCSG Senator approved by Senate).

- b. Voting Members: At least two (2) LPCSG Senators appointed by the Chair and confirmed by the LPCSG Senate by a two-thirds (2/3) majority.

**B.** The Elections Committee shall:

- a. Remain impartial in all dealings with LPCSG members
- b. Act in accordance with the LPCSG Constitution, LPCSG Senate Bylaws, and LPCSG Codes.
- c. Ensure that all candidates are eligible to hold office.
- d. Encourage LPCSG members to apply for LPCSG Senate and Las Positas College Student Trustee positions.
- e. Advertise and promote the LPCSG General Election.
- f. Shall meet at least once a month during the Fall semester excluding the first month, and at least once a week during the Spring semester until the committee is dissolved, excluding the first week and finals week of each semester and breaks. It is preferred, but not required, that one meeting be held after the elections to review and improve elections procedures for future years.
- g. Shall review and/or create the election procedures, the election rules, the voting procedures, the voting rules, and any other related document.
- h. Shall review all candidates' adherence to the election rules.
- i. 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.
- j. Manage and oversee the LPCSG Election Budget.

**Section 7: LPCSG Constitution and Bylaws Review Committee:**

**A.** The LPCSG Constitution and Bylaws Review Committee shall be comprised of:

- a. Chair: LPCSG Senate Director of Legislation
- b. Voting Members: At least two (2) LPCSG Senators appointed by the Chair and confirmed by the LPCSG Senate by a two-thirds (2/3) majority.

**B.** The LPCSG Constitution and Bylaws Review Committee shall:

- a. Hold regular meetings once a week to discuss amendments needed for the LPCSG Constitution and Bylaws.
- b. Educate the LPCSG Senate of the Constitution and Bylaws, and advise the LPCSG on how to act in accordance with these documents.
- c. Recommend amendments of the LPCSG Constitution and Bylaws to the LPCSG Senate, which can only be approved through the proper amendment procedures in accordance with these Bylaws and LPCSG Constitution.

**Section 8: LPCSG Events Committee**

**A.** The LPCSG Events Committee shall be comprised of:

- a. Chair: LPCSG Director of Events
- b. Voting Members: At least two (2) LPCSG Senators appointed by

the Chair and confirmed by the LPCSG Senate by a two-thirds (2/3) majority, and the Director of Marketing.

- B.** The LPCSG Events Committee shall:
  - a. Hold regular meetings once a week.
  - b. Plan and coordinate LPCSG events endorsed by the LPCSG Senate.
  - c. Promote and properly communicate these events through the use of flyers, social media, and collaboration with other campus organizations and newspapers.
  - d. Purchase supplies as necessary for planned events, in accordance with the LPCSG budget.

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## **ARTICLE VIII: INTER-CLUB COUNCIL**

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### **Section 1: Purpose**

- A.** 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.
- B.** To distribute and to coordinate all funds to the clubs within the bounds of the ICC Constitution and Bylaws.

### **Section 2: Functions**

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

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## **ARTICLE IX: MEETINGS**

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### **Section 1: California Open Meeting Laws**

All meetings of the DASB Senate and its subordinate bodies shall be conducted in accordance with the California Open Meeting Laws (Ralph M. Brown Act) Govt. Code §§ 54950-54963.

### **Section 2: Regular Meetings of the LPCSG Senate**

- A.** In accordance with the LPCSG Constitution, the LPCSG Senate shall conduct regular meetings with regular meeting times preferably established by the newly elected Executive Council prior to the academic term in which they will serve.
- B.** The agenda for regular LPCSG Senate meetings shall include, but not be limited to the following, and in no particular order:
  - a. Call to Order

- b. Roll Call
- c. Approval of Minutes
- d. Public Announcements (to be held at the beginning and at the end of the meeting)
- e. Senate Announcements (to be held at the end of the meeting)
- f. Business
- g. Student Trustee Announcements
- h. Internal Committee Reports
- i. Shared Governance Reports
- j. Advisor Reports
- k. Adjournment

**Section 3: Special Meetings of the LPCSG Senate**

- A. The LPCSG Senate shall conduct a special meeting within two (2) weeks of receiving a petition calling for one signed by at least one hundred (100) LPCSG members.
- B. The special LCPSG Senate meeting agenda shall consist of, and be limited to the following:
  - a. Call to Order
  - b. Roll Call
  - c. Business
  - d. Adjournment

**Section 5: Quorum**

- A. Quorum for LPCSG Senate and its subordinate bodies shall be established when no less than the majority (more than 50%) of the respective members are present.
- B. The LPCSG Senate and LPCSG Committees shall be permitted in the absence of quorum to have the following:
  - a. Call to Order
  - b. Roll Call
  - c. Public Announcements
  - d. Senate Announcements
  - e. Information Items
  - f. Introduction of Prospective Senators (not approval)
  - g. Adjournment
- C. The LPCSG Senate and LPCSG Committees shall not take any official vote upon, or take any official action regarding any issue at any of their meetings when quorum is not in effect.
  - a. At the discretion of those LPCSG Senators in attendance, the LPCSG Senate or LPCSG Committee shall be permitted to take official votes and actions on an emergency basis when quorum is not in effect, but if not subsequently ratified at a meeting of that body with quorum, all such actions shall be considered null and

void.

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## **ARTICLE X: ATTENDANCE**

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### **Section 1: Active Participation**

- A.** Members must actively participate in their individual requirements for each position as well as attend and represent:
  - a. One (1) Office hour per week
  - b. One (1) District or college committee
  - c. One (1) Student Senate Standing Committee or Ad-hoc Committee
- B.** Active participation includes planning, set-up, clean-up, tabling, etc. Members must also demonstrate active participation through volunteering at LPCSG hosted events and programs.

### **Section 2: Failures of Attendance**

- A.** 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.
- B.** Members of Senate that accrue two (2) failure of attendances shall be eligible for impeachment from office as stated in Article III Section 3 of the LPCSG Bylaws.

### **Section 3: Absences**

- A.** Members of Senate may put in requests for an excused absence through the Excused Absence Request Form located in the LPCSG webpage. It is necessary for each member to fill in the request form before the date of the excused meeting, in order to avoid unexcused marks on their attendance.
- B.** An absence may be recognized as excused and valid by the LPCSG VP, LPCSG President, LPCSG Director of Communications, Chair of the respective LPCSG Committee, or during the approval of the minutes for the meeting(s) in which the absence occurred by amending those minutes normally.

### **Section 3: Tardies**

- A.** A tardy is defined as any member entering a meeting or event after their name is called during roll call or their designated sign-up time. Tardies do not impact Office Hours as long as a full hour is accrued.
- B.** A tardy may be recognized as excused and valid by the LPCSG VP, LPCSG President, LPCSG Director of Communications, or the Chair of the respective LPCSG Committee, and will not be counted as a failure of attendance.

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# ARTICLE XI: ELECTIONS

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## **Section 1: Regular Election Procedure**

Regular election procedures shall be conducted by the Election Committee in accordance with the adopted Election Codes, State and Board Regulations, and the adopted LPCSG Bylaws and Constitution.

## **Section 2: Special Elections**

A special election will occur in the event of a proposed LPCSG constitutional changes, a proposed referendum after confirmation by the LPCSG Senate with a majority vote, or for any action within the LPCSG procedures that require it.

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.

## **Section 3: Internal Elections**

Internal elections may be held at any time of the academic year in which there are vacant positions for the Executive Council, LPCSG Senate, or Advanced Senator positions.

- A.** To fill a vacant Executive Council or Advanced Senator position, the LCPSG Senate must:
  - a. Nominate an eligible candidate. Self-nomination is allowed.
  - b. Neither the President, Vice President, nor any other officer or advanced senator may be nominated.
- B.** After nominations have been closed, each candidate will be encouraged to provide an opening statement expressing their candidacy.
  - a. The nominees will be reduced to two (2) candidates by run-off voting
  - b. The chair may vote normally during the run-off vote.
  - c. In the event that all candidates receive the same number of votes, each candidate shall be afforded to an additional opportunity to express their candidacy by providing another statement that shall not exceed one (1) minute, after which run-off voting shall continue.
  - d. In the event that only one candidate remains, then that candidate automatically wins the Internal Election and succeeds the vacant position.
- C.** The final two candidates shall each be encouraged to give a last statement expressing their candidacy which shall not exceed two (2) minutes.
- D.** The vacant position will be filled by a roll call vote approving one of the two final candidates.
  - a. The Chair may not vote if doing so would result in a tie.
- E.** Vacant LPCSG Senator positions may be filled through nomination of an eligible member by the Vice President in accordance with these Bylaws. The nominee must be approved by a two-thirds (2/3) majority vote to succeed the vacancy.

## ARTICLE XII: PROCEDURES

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### **Section 1: Voting Rights of the LPCSG**

- A. Executive Council 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 2: Veto Power**

- A. The LPCSG 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 LPCSG meeting is necessary to override a Presidential veto.

### **Section 3: Exceptions**

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

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## ARTICLE XIII: ORGANIZATION

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### **Section 1: 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 2: Project Management System**

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

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## ARTICLE XIV: GUIDELINES

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### **Section 1: Conferences**

**A. Conference Responsibilities**

- a. All Officers and Senators are required to attend the workshops and meetings agreed upon.
- b. All Officers and Senators are required to present an oral report/workshop about information learned at the conference no more than two (2) LPCSG meetings after the said conference.
- c. All conference activities paid for by the LPCSG 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 LPCSG Student Senate.
- d. 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 2: Vendor Guidelines**

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

a. ***Vendors Must:***

1. Meet or talk with the LPCSG 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 LPCSG 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 LPCSG scholarship. The LPCSG will provide one table and four chairs to the vendor.
5. Meet with designated LPCSG representative at assigned time on date of arrival on campus, as well as clean up on time.

b. ***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.
4. Las Positas College reserves the right to designate the time, place, and manner in which the activity will take place.
5. The college prohibits the vending of credit or charge cards that promote financial debt.
6. 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.
7. 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](http://www.laspositascollege.edu).

- B.** Vendor Contracts must be signed by all parties before vendor will be allowed on campus.

**Section 3: Initiative and Referendum Rights**

- 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.

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## **ARTICLE XV: AMENDMENTS AND ADOPTION**

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**Section 1: Amendment of Bylaws and Codes**

All amendments to the LPCSG Bylaws and the LPCSG Codes must follow this two-step process:

- A.** Process in the LPCSG Constitution and Bylaws Review Committee:
  - a. The LPCSG Constitution and Bylaws Review Committee shall propose amendment to the LPCSG Bylaws and the LPCSG Codes.
  - b. All amendments shall require an approval by a two-thirds (2/3) vote of the LPCSG Constitution and Bylaws Review Committee before it can be sent to the LPCSG Senate.
- B.** Process in the LPCSG Senate:
  - a. The bill shall first appear as an information/discussion item on the LPCSG Senate meeting agenda. No adoption action may take place during the introduction of bills to the LPCSG Senate.
  - b. The LPCSG Senate shall then discuss and review the bill.
  - c. The bill shall then be placed on the next LPCSG Senate meeting agenda as an action item, within a time period of no less than six (6) calendar days.
  - d. The bill shall be published at least twice in documents available to all LPCSG members.
  - e. LPCSG members shall be given opportunity to comment on the bill in the LPCSG Senate meeting.
  - f. The LPCSG Bylaws and the LPCSG Codes may be adopted by a two-thirds (2/3) vote of the LPCSG Senate, within a time period of no less than six (6), but not greater than thirty (30) calendar days.

**Section 2: Adoption of Bylaws and Codes**

- A. Upon adoption by the LPCSG Senate, these Bylaws shall become effective and shall supersede all conflicts with the LPCSG Codes specified below and with any previous LPCSG Senate Bylaws.
- B. The following LPCSG Codes shall be enabled by these Bylaws:
  - a. LPCSG Budget Code
  - b. LPCSG Elections Code

Revised: October 2018

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Student Life Advisor  
Nessa Julian

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Vice President Student Services  
William Garcia

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Date Approved