Associated Students of Las Positas College (ASLPC)

By-Laws

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. Is responsible for the promotion of 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 district, 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, selecting from members of the ASLPC, 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 receiving 150 verified student signatures during the academic year. The term of office shall expire one calendar year from the date of approval.

Section III. Appointed Positions

A. Members of the ASLPC shall be eligible for appointment at the discretion of the President and approval of the body by a 2/3rd 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 Director of Student Life 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 a month and no sooner than two weeks after all the officer positions are vacated. This election should be supervised by the 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 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 ASLPC 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:

Failure to perform assigned tasks or;

Accruing four (4) excused absences, per semester, to a regularly scheduled ASLPC meeting or mandatory event or;

Accruing two (2) unexcused absences, per semester, to a regularly scheduled ASLPC meeting or mandatory event or;

Accruing six (6) tardies, per semester to a regularly scheduled ASLPC 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 ASLPC shall have the power to remove the said officer through a two thirds majority vote.

B. Student Senate

1. Members of the Student Senate shall be eligible for impeachment from office by the ASLPC President, in consultation of the Vice-President, for the following reasons:

Failure to perform assigned tasks or;

Accruing four (4) excused absences, per semester, to a regularly scheduled ASLPC meeting or mandatory event or;

Accruing two (2) unexcused absences, per semester, to a regularly scheduled ASLPC meeting or mandatory event or;

Accruing six (6) tardies, per semester to a regularly scheduled ASLPC meeting or mandatory event.

2. After a Student Senate member is impeached, the ASLPC shall have the power to remove said member through a two-thirds 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 in the situation of a tie.

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. Quorum

A. Quorum for the ASLPC shall be more than half 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 units of college credit at Las Positas College.

3. If an Incomplete is included in the member’s five 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 candidate is a former elected or appointed ASLPC official that has been removed or resigns 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 Vice President of Student Services.

B. If, during the verification process, a senator is found ineligible, the Vice President of Student Services 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. Candidates are free to discuss and compare their platform with students; however a candidate cannot commit libel which is to create, post or distribute false publications, as in writing, print, signs, or pictures, that damages a candidate’s reputation, nor can the candidate participate in slander, which 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.

B. All candidates’ election packets are public information and may be utilized in activity flyers and/or press information. Election packets must be filled out and submitted by the date determined by the Election Committee Chair. If not submitted by the deadline, the candidate’s name will not appear on the official ballots.

C. As 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.
D. Publicity signs must be approved by Student Services 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. The Election Committee is responsible for providing a document that includes all the details and rules for campaigning.

E. 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 Services, and any sign or flyer endorsing a candidate cannot be posted until one week before election day. 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.

F. 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 the Vice President of Student Services.

G. No candidate or volunteer is allowed to campaign within 30 feet of any election table or scheduled ASLPC Election Platform Event. Nor are candidates allowed to work at the ASLPC election table.

H. ASLPC election tables are to be available for vote casting starting at 8:00 a.m. and are to close no earlier than 7:00 in the evening. Elections must be scheduled on two consecutive days during the month of April. The winners of all positions will be announced at the following ASLPC meeting and reported to the college newspaper.

I. Names on the ballot will be grouped by position and listed in random order, which is to be determined by the Election Committee.

J. Voting students have the right to add their own candidate's name on the election ballot.

K. Any election rule or procedure broken could forfeit your candidacy and/or result in disciplinary measures.

L. All student body members shall be eligible to vote in regular and special ASLPC elections.

M. Both regular and special elections shall be conducted as stipulated in the ASLPC by-laws.

N. In order to cast a vote in ASLPC elections one must be enrolled at Las Positas College.
O. All votes shall be counted within 48 hours of the closing of the polls. The Election Committee must count votes at least twice. Ballot verification/validity is at the discretion of the Election Committee.

P. In order for a student to vote, a valid form of picture identification is required (i.e. driver’s license, passport, student ID card) when a student roster is available.

Q. If a write in candidate receives the majority of votes for a contested position, and meets the requirements to be a member of the ASLPC then he or she will be elected to position. If the position is uncontested, the write in candidate must have 10% of the votes and be eligible to be a member of the ASLPC.

R. In the event of a tie, a one day special election shall be held within 5 school days of the tie. The date of the special election shall be determined by the election committee.

Section II. Special Elections

A. The organization of a special election will be at the discretion of the current ASLPC administration. Unless otherwise decided, regular election rules and procedures will be followed with the exception of item “H”.

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 support staff.
B. If a member of the ASLPC 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 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 may include and suspension from the office for up to one week. The suspension shall be called to the attention of the Scholarship 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 Advisor of the ASLPC. 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. Receives a scholarship up to $1,000 per semester, decided by the Scholarship 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 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 By-Laws 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. Receives a scholarship of up to $800 per semester, decided by the Scholarship Review Committee.

9. Calls for the formation of the By-Law review committee, and senator roundtables as deemed necessary.

C. Director of Legislation

1. Performs all duties of office as stipulated in the ASLPC Constitution and By-Laws.

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. Works with the Director of Events to Co-Chair 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. Receives a scholarship up to $700 per semester, decided by the Scholarship Review Committee.

D. Director of Finance

1. Performs all duties of office as stipulated in the ASLPC Constitution and By-Laws.

2. The Director of Finance 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. Serves as the chair of the ASLPC Budget Committee.

5. Works with the Director of Events to collect money from vendors.

6. Works with the Director of Legislation to register the ASLPC for conferences and make payments.

7. Works with the ICC Chair and ICC Director of Finance (if appointed) to implement a record system for club treasurers, as well as help train the club treasurers each year.

8. Prepares a written tentative budget statement to the ASLPC at least once a month or as requested by the ASLPC President or the ABC.

9. Processes funds for purchases of the ASLPC in a timely manner.

10. Receives a scholarship up to $700 per semester, decided by the Scholarship Review Committee.

E. Director of Communications

1. Performs all duties of office as stipulated in the ASLPC Constitution and By-Laws.

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. Makes certain that office supplies are always in stock.

6. Keeps ASLPC files (agendas, minutes, etc.) in a chronological, current, and orderly fashion.

7. Picks up ASLPC’s postal mail and distribute on a weekly basis.

8. Receives a scholarship up to $700 per semester, decided by the Scholarship Review Committee.

F. Director of Events

1. Performs all duties of office as stipulated in the ASLPC Constitution and By-Laws.

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. Drafts a master calendar of events no later than one (1) month after the new semester begins.

5. Plans, coordinates, chairs, or oversees ASLPC events

6. Work with the Director of Legislation to Co-Chair all events sponsored by the ASLPC pertaining to legislation

7. Works with the ICC Chair and or the ICC Director of Events (if appointed) to schedule all ICC events.

8. Schedules and greets vendors. Distributes and collects vendor contracts, prior to the vendor appearing on campus.

9. Works with the Director of Finance to collect vendor fees.

10. Receive a scholarship up to $700 per semester, decided by the Scholarship Review Committee.

G. Inter-Club Council Chair (ICC)

1. Performs all duties of office as stipulated in the ASLPC Constitution and By-Laws, and the ICC By-Laws 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 Finances, 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 Scholarship 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 By-Laws.

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 1 district or college committee and at least 1 Student Senate sub-committee, serve on mandatory events, and meet with the ASLPC Vice-President at least once every two weeks.

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 By-Laws, Roberts Rules of Order (current version), and the Ralph M. Brown Act.
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.

5. Shall advise the president regarding parliamentary inquiries when requested.

6. Shall serve, with the Vice-President, on the Constitution and By-Laws Review Committee (CBRC), which shall meet twice a semester.

7. Shall receive up to $150, per semester, decided by the Scholarship Review Committee.

C. Director of Public Relations

1. Performs all duties of office as stipulated in the ASLPC Constitution and By-Laws.

2. Is appointed by the President with a two-thirds (2/3) majority vote of approval by the ASLPC student senate.

3. Submits a written report before all regularly scheduled meetings. If the Director of Public Relations fails to comply, the privilege of an oral report is forfeited unless approved by the Chair.

4. Meets with the President once a week.

5. Works with the Director of Events in the creation and distribution of all promotional materials pertaining to A.S. activities and advertises the purpose of the Student Senate as outlined in the Preamble of the ASLPC By-Laws at least once a month.

6. Receives a scholarship up to $300 per semester, decided by the Scholarship 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 one month 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 submit a written report of all attended meetings and workshops. The reports must be submitted 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 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 ASLPC senate and all meetings called by the ASLPC Vice President.

Section IV. Archive System

A. The Student Senate shall recognize that preserving pertinent documents for at least 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 and Representatives 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.

B. The Student Senate may refer to the Project Management Form in the Appendix of these By-Laws for an example.

Section VI. Committee Reports

C. 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.

D. 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.

E. Committee Reports shall be preserved for at least 3 years, as required by California Law.

F. Committee Reports shall be submitted on the Committee Report Form in the Appendix of these By-Laws.

G. The President of the Student Senate shall be responsible for the enforcement of ASLPC policies on the Committee Report System.

ARTICLE VIII. - ASLPC Committees

Section I. Scholarship Review Committee (SRC)

A. Purpose

1. The purpose of the SRC is to review the performance of the ASLPC Officers according their outlined duties. The SRC shall have the power to approve, to deny, or to limit all ASLPC Officer Scholarships accordingly.

B. General Procedures

1. The SRC shall be chaired and filled by members of the ASLPC chosen by the ASLPC Faculty Advisor. The SRC shall be comprised of the following: ASLPC Faculty Advisor, a Representative from LPC Student Services, and the ASLPC President and two ASLPC Senators.

2. The SRC shall have at least one meeting during each semester.

3. The members of the SRC shall, with a majority vote, approve, limit, or deny each of the ASLPC member scholarships.

4. SRC 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 SRC’s decision.

5. If a member chooses to appeal the decision, he/she has three working days to submit a written rebuttal to the SRC.
6. The SRC 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.

7. In the case of a tie, the ASLPC Faculty Advisor shall act as the tiebreaker.

Section II. Constitution and By-Laws Review Committee (CBRC)

A. Purpose

1. The purpose of the CBRC is to bring forth recommended changes for the ASLPC Constitution and the ASLPC By-Laws. 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 By-Laws 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 one (1) ASLPC Senator, the Director of Legislation, and the Parliamentarian.

2. The Director of Legislation 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 By-Laws 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 the 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 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 and the election committee is to investigate any allegations of campaign rules violations. The committee must report their finding and give their recommended course of action to both the Student Senate and to 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 one Senator and ASLPC 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.

3. Any member of the ABC can call a meeting of the committee for in depth inquiries and audits of, or changes to the budget.

4. Any ASLPC member can request and obtain more frequent tentative budget reports.

5. The ABC is to present all of its findings and budgetary recommendations to the general ASLPC meetings.

Revised: June 2009

Sent for Approval: __________

Approval Date: __________
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The following pages contain the Appendix for the ASLPC By-Laws.
### Committee Reports

**REVISED 10/31/2008**

**Name:**  
**Date:**  
**Committee:**  

#### REPORT RECEIVED

- DoL's Signature  
- President's Signature

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### Part I. Agenda Items

List all agenda items or attach the agenda if applicable.

1)  
2)  
3)  
4)  
5)  

6)  
7)  
8)  
9)  
10)

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### Part II. Summaries and Recommendations

This section was designed to provide a summary of items which concern the student senate, and a recommendation on how the student senate should approach the item. This may be a disposition of the issue to a particular office in the student senate, and/or a general plan to respond to the matter.

<table>
<thead>
<tr>
<th>Summary</th>
<th>Recommendation</th>
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<td>1)</td>
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Legislation Form

ASLPC
Resolution 08 11

Title

Author

Sponsor

WHEREAS,

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RESOLVED,

Status  Passed on  Date 03/01/2009

President  Vetoed  Date 03/05/2009

Bethany Wallace, Director of Communications

Tiffany Breger, President
Part I. Introduction and Sub-Committee

Purpose (1-2 sentences):

Background (detailed):

DoC's Signature: _____________ Date: ______

Planning Calendar

Committee Roles & Responsibilities

DoC's Signature: _____________ Date: ______