

# Las Positas College Student Government (LPCSG)



## ***BYLAWS***

Fall 2020

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# ARTICLE I: GENERAL PROVISIONS

## 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 Board, hereafter referred to as the LPCSG Senate and Executive Board.
- 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 Board 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 Chabot-Las Positas Community College District (CLPCCD) Standards of Student Conduct, California Education Codes, and CLPCCD Board Policies and Administrative Procedures.

## Section 3: Authority

These Bylaws shall be the governing document for the conduct of all procedures within the LPCSG Senate and Executive Board. 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contradiction with these Bylaws, or the aforementioned documents and policies, then those codes and policies shall be superseded by the Bylaws or aforementioned documents and policies.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*.

## ARTICLE II: MEMBERSHIP

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

Any student seeking to hold a position on the LPCSG 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. At the time of application and throughout their term of office, meet and maintain a minimum of five (5) units of college credit at Las Positas College.
- c. 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 Board position for at least one semester.
- d. Have and maintain a cumulative grade point average of 2.0 or better.

### Section 2: **Verification of Eligibility**

- A. Verification of the above qualifications of LPCSG Senate members are authorized by the Student Life Office.
- 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: **Officers**

- 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 twenty-five (25) senators, including Advanced Senators, and the LPCSG Advisor.

### Section 4: **Executive Board**

- A. Members of the Executive Board shall be elected to a one (1) year term of office by the student body no later than the last week of April in the Spring General Elections. The term will begin the first day after the Spring semester ends and will conclude on the last day of the Spring semester the following academic year.

### Section 5: **Student Senators**

- A. Once a prospective Senator receives verification of completing the academic background check by the LPCSG Advisor, they must:
  - a. Attend a LPCSG regular Senate meeting.
  - b. Attend an interview with the LPCSG Selection Committee.
- B. The LPCSG Selection Committee will notify the prospective Senator of the committee's recommendation prior to the LPCSG meeting in which their recognition will be voted upon.
- C. The prospective Senator's packet statements must be attached to the agenda of the meeting in which the prospective Senator's recognition vote is agendized. The Vice President will present the LPCSG Selection Committee's recommendation to the LPCSG Senate to grant or deny recognition. It is recommended that the prospective Senator give a personal statement of up to one minute prior to the Selection Committee's recommendation. The prospective Senator may respond to the committee's recommendation in a statement of up to one minute. The LPCSG Senate will then vote to recognize the prospective Senator by a two-thirds (2/3) majority.
- D. 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.

- E. If the Senator is not recognized, their senator packet shall become void and they may not reapply to the LPCSG Senate for one (1) month.
- F. By a four-fifths (4/5) vote of the LPCSG Senate, an exception may be granted to exceed the twenty-five (25) senator limit.
- G. Prospective senators may be given the opportunity to participate in some LPCSG Senate activities on a case-by-case basis, by a  $\frac{2}{3}$  majority of LPCSG.
- H. Up to seven (7) Senators will be appointed at the end of each academic year for the following term.

**Section 6: Advanced Senators**

- A. Advanced Senators shall be appointed to a term of office by the LPCSG President. An Advanced Senator's term of office shall begin the day they are elected and last until the end of the current academic year.
- B. All candidates for Advanced Senator positions must be currently appointed LPCSG senators who are not already holding any Executive Board or Advanced Senator positions.
- C. All candidates for Advanced Senator positions are required to complete and submit an Advanced Senator Application Form to the LPCSG President prior to the posting of the LPCSG Regular Meeting Agenda in which the Advanced Senator Position will be announced.

**Section 7: Members at Large**

- A. Once a prospective Member at Large receives verification of completing the academic background check by the LPCSG Advisor, they must:
  - a. Attend an interview with the LPCSG Selection Committee.
- B. The LPCSG Selection Committee will notify the prospective Member-at-Large of the committee's recommendation prior to the LPCSG meeting in which their recognition will be voted upon.
- C. The prospective Member's packet statements must be attached to the agenda of the meeting in which the prospective Senator's recognition vote is agendized. The Vice President will present the LPCSG Selection Committee's recommendation to the LPCSG Senate to grant or deny recognition. It is recommended that the prospective Member give a personal statement of up to one minute prior to the Selection Committee's recommendation. The prospective Member may respond to the committee's recommendation in a statement of up to one minute. The Senate will then vote to recognize the prospective Member at Large by a two-thirds (2/3) majority.
- D. If the Member 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.
- E. If the Member is not recognized, they may be granted up to a one-month extension of their trial period.
- F. Prospective Members may be given the opportunity to participate in some LPCSG Senate activities on a case-by-case basis, by a  $\frac{2}{3}$  majority of LPCSG.

**Section 8: Student Trustee**

- A. The Student Trustee 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. At the time of application and throughout their term of office, must have completed and must maintain a minimum of five (5) units of college credit at Las Positas College.
  - c. Have and maintain a cumulative grade point average of 2.0 or better.

## ARTICLE III: TERMS OF OFFICE

### Section 1: Terms of Office

- A. A LPCSG Senator's Term of Office begins upon being approved by the LPCSG Senate and lasts until the end of the current academic year, and the senator shall serve it until their 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 or nonconsecutive terms.
- D. An academic year is from the beginning of the Fall semester until the end of the Spring semester.
- E. The Student Trustee's Term of Office shall begin on May 15 for a period of one (1) year, ending the following May 14.

### 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 Board 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

- A. Any Executive Officer shall be eligible for impeachment and/or removal from office by the LPCSG body if they fail 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 LPCSG 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:
    - i. Failure to perform assigned tasks in a timely manner as determined by LPCSG President in consultation with the Advisor or;
    - ii. 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.
  - c. The LPCSG 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 LPCSG Senate shall have the power to remove said Officer through a two-thirds (2/3) majority vote.
- B. 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 or a regularly scheduled meeting of any internal, district, or college committee the member has been appointed to.
- c. A Senator shall be impeached by a two-thirds (2/3) majority vote.
- d. After a Senator is impeached, the LPCSG 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 Board Positions

The LPCSG Executive Board 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 Board shall be to administer the affairs of the student body and place into operation all actions and programs passed by the LPCSG Senate.
- B. The Executive Board shall coordinate relations with other student associations, college trustees, administration, faculty, and classified staff.
- C. Each member of the Executive Board shall do the following:
  - a. Represent LPCSG on at least one (1) district or college committee.
  - b. Serve on mandatory events.
  - c. Meet with the LPCSG President at least once every two (2) weeks.
  - d. Serve as non-voting, ex-officio members of all LPCSG internal committees, with the exceptions of the Executive Board Committee and the Selection Committee.
  - e. Attend at least two (2) office hours per week.
  - f. Serve on the Executive Board committee.
  - g. Executive Board members shall not serve as elected officers in any student club.

### 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 Trustees meeting in order to discuss LPCSG's positions to any action on the Board of Trustee agenda.
- d. Chair the Executive Board Committee.
- e. Meet with all LPCSG Officers at least once every two (2) weeks.
- f. Formulate an agenda for the applied academic year in collaboration with the LPCSG Executive Board members.
- g. Attend the Board of Trustees meetings, the College Council meetings, the Town meetings, and the Chancellor's Council meetings. If the LPCSG President is unable to attend, they are responsible for finding a replacement representative for the stated meetings.
- h. Meet with the Las Positas College President as frequently upon the LPC President's discretion.
- i. Meet with the LPCSG Advisor as frequently upon the LPCSG Advisor's discretion.
- j. 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.
- k. Receive a scholarship of up to \$1,000 per semester, decided by the LPCSG Executive Board and LPCSG Advisor.

**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 as frequently upon the President's discretion.
- d. Serve as a member of the Executive Board Committee.
- e. Hold Senator Round Table meetings, either group or individual, at least once every two weeks to work on interpersonal relation skills, team building, and to converse about LPCSG Senate issues.
- f. Produce, post, and copy the weekly Regular LPCSG Meeting agenda in conjunction with and approval of the President.
- g. Co-Chair the Internal Procedures Committee with the Director of Communications. The committee shall meet at the discretion of the Vice President and the Director of Communications.
- h. Chair the Selection Committee.
- i. Be responsible for the orientation of Senators.
- j. Attend College Council Meetings.
- k. Receive a scholarship of up to \$800 per semester, decided by the LPCSG Executive Board and LPCSG Advisor.

**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 LPCSG President as frequently upon the President's discretion.
- d. Serve as a member of the Executive Board Committee.
- e. Plan and coordinate all events sponsored by the LPCSG pertaining to legislation.
- f. 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.
- g. Train and inform the LPCSG Senate about the Roberts Rules of Order and Ralph M. Brown Act essentials.
- h. Act as the Justice for all Senate meetings in order to assist the Chair with keeping order.
- i. Schedule and make arrangements for all conferences.
- j. Maintain a Conference Binder containing information gathered at all conferences attended.
- k. Chair the Elections Committee, unless running for office. Then the Chair position will be appointed to a non-running Officer with the approval of the Senate.
- l. Chair the Constitution and Bylaws Review Committee (CBRC). The committee shall hold regular meetings.
- m. Serve as the LPCSG delegate at all SSSCC meetings and events. If the LPCSG Director of Legislation is unable to attend an SSSCC meeting or event, LPCSG will appoint a replacement by a  $\frac{2}{3}$  majority vote for the stated meeting or event. If the LPCSG Director of Legislation is unable to serve as the LPCSG delegate, LPCSG will hold an Internal Delegate Election to select an alternate delegate for the remainder of the academic year.

- o. Receive a scholarship up to \$700 per semester, decided by the LPCSG Executive Board and LPCSG Advisor.

**D. Director of Communications**

The LPCSG Director of Communications 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 LPCSG President as frequently upon the President's discretion.
- d. Serve as a member of the Executive Board Committee.
- e. Co-chair the Internal Procedures Committee with the Vice President.
- f. Chair the Public Relations Committee.
- g. Produce and reproduce any material, such as the LPCSG meeting minutes, as needed for LPCSG operations.
- h. Be responsible for all aspects of the office, including but not limited to ordering supplies, organizing the office, and ensuring a professional environment.
- i. Keep LPCSG files (agendas, minutes, reports, etc.) in a chronological, current, and orderly fashion.
- j. Obtain LPCSG's postal mail and distribute it on a weekly basis.
- k. Develop and maintain a comprehensive and innovative community outreach plan targeting and partnering with individual, private, corporate, school, nonprofit, and other organizations.
- l. Maintain and update all forms of media, including print and digital, to help promote, distribute, and market LPCSG events.
- m. Collaborate with and maintain awareness of institutional research efforts being done at Las Positas College.
- n. Maintain and update all social media as well as the official website.
- o. 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 LPCSG Senate as outlined in the Preamble of the LPCSG Constitution at least once a month.
- p. Work with the Executive Board to help in coordination, planning, and preparation for all LPCSG events.
- q. Receive a scholarship up to \$700 per semester, decided by the LPCSG Executive Board and LPCSG Advisor.

**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 LPCSG President as frequently upon the President's discretion.
- d. Serve as a member of the Executive Board Committee.
- e. Plan, coordinate, chair, or oversee LPCSG events in conjunction with the Director of Public Relations.
- f. Consult with the Director of Legislation about events sponsored by the LPCSG pertaining to legislation.
- g. Receive a scholarship up to \$700 per semester, decided by the LPCSG Executive Board and LPCSG Advisor

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 LPCSG President as frequently upon the President's discretion.
- d. Serve as a member of the Executive Board Committee.
- e. Chair all ICC meetings and appoint any or all ICC Officers with the consent of the majority of the ICC.
- f. 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.
- g. Facilitate communication with the ICC and the LPCSG.
- h. Perform all duties of office as stipulated in the ICC Constitution.
- i. Receive a scholarship up to \$700 per semester, decided by the LPCSG Executive Board and LPCSG Advisor.

# ARTICLE V: SENATORS

## Section 1: Senator Positions

It is recommended that there shall be no more than twenty-five (25) 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) LPCSG Senate Standing Committee or Ad-hoc Committee, and attend at least two (2) office hours per week.
- D. Meet with the LPCSG Vice President at least once (1) every two (2) weeks.
- E. Volunteer at least four (4) LPCSG-sponsored events per semester.
  - a. The event supervisor will determine if the individual's contribution to the event was adequate enough to count towards volunteering requirements.
  - b. Penalty for failure to attend the required number of LPCSG-sponsored events will be subject to the removal of priority registration at the discretion of the Internal Procedures Committee.
    - i. Senators who have been admitted within four (4) weeks of the priority registration date will not face penalties for not fulfilling the volunteer requirement.
- F. 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 LPCSG Senate shall recognize that active student representation on district and college committees is one of its fundamental responsibilities. The LPCSG Senate shall carry out its business faithful to this understanding.
- B. The Executive Board shall enforce the regular and required collection and review of committee reports submitted by every LPCSG Senate member for each committee meeting they attend. Furthermore, the Executive Board shall actively solicit recommendations from LPCSG Senate members on relevant matters that are discussed in committee meetings. The Executive Board shall bring to the attention of the LPCSG Senate all pertinent matters that are mentioned in committee reports.
- C. Written committee reports shall be included with each week's LPCSG Regular Meeting minutes.
- D. Committee Reports shall be preserved for at least three (3) years as required by California Law.
- E. The President of the LPCSG Senate shall be responsible for the enforcement of LPCSG policies on the Committee Reports System.

# ARTICLE VI: ADVANCED SENATORS

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

The LPCSG Advanced Officer positions shall consist of the following:

- A. Director of Finance
- B. Director of Programs & Services

## **Section 2: Function**

- A. The function of the Advanced Officer positions shall be to administer the affairs of the student body and place into operation all actions and programs passed by the LPCSG Senate.
- B. Each Advanced Officer 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. 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 Board. 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 using sound budgeting practices in accordance with relevant Board Policies, Education Codes, FCMAT Standards, and regulations (FCMAT) at least once a month or as requested by the Executive Board 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 LPCSG Executive Board and LPCSG Advisor.

### **B. 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 LPCSG Senate.
- e. Innovate existing programs and services, and establish new programs and services that the LPCSG 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 LPCSG Executive Board and LPCSG Advisor.

## ARTICLE VII: MEMBERS AT LARGE

### Section 1: **Function**

- A. To support campus constituent groups and efforts as assigned by the President.
- B. Specific duties may be assigned by a member of the Executive Board.
- C. Shall have no voting privileges in the Senate or the Executive Board.
- D. 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.

# ARTICLE VIII: COMMITTEES

## **Section 1: LPCSG Committees**

- A. A 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. An Ad-hoc Committee shall be defined as 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 Executive Board Committee
  - b. LPCSG Selection Committee
  - c. LPCSG Internal Procedures Committee
  - d. LPCSG Budget Committee
  - e. LPCSG Elections Committee
  - f. LPCSG Constitution and Bylaws Review Committee
  - g. LPCSG Events and Marketing Committee
  - h. LPCSG Public Relations Committee
  - i. LPCSG Programs and Services Committee

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

- A. If at any time a LPCSG 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 Board.
- B. 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.
- C. Ad Hoc Committees 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: LPCSG Executive Board Committee**

- A. The LPCSG Executive Board Committee shall be comprised of:
  - a. Chair: LPCSG President
  - b. Voting Members: LPCSG Vice President, LPCSG Director of Legislation, LPCSG Director of Events, LPCSG Director of Communications, LPCSG ICC Chair
- B. The LPCSG Executive Board Committee shall:
  - a. Hold regular meetings.
  - b. Discuss and ensure the effectiveness of internal procedures.
  - c. Plan, coordinate, and delegate Executive Board duties.

## **Section 4: LPCSG Selection Committee**

- A. The LPCSG Selection Committee shall be comprised of:
  - a. Chair: LPCSG Vice President



- b. Voting Members: LPCSG President, at least two other LPCSG Executive Board members, and the LPCSG Advisor.
- B. The LPCSG Selection Committee shall:
  - a. Interview prospective Members at Large, prospective Senators, and prospective Advanced Senators.
    - i. Interview questions and committee membership shall be decided upon in an LPCSG Executive Board meeting prior to the first interview of each semester.
    - ii. The committee's membership and interview questions shall remain consistent throughout the entire semester. If an Executive is removed or resigns, another Executive will take their place, as decided upon in an Executive Committee meeting.
    - iii. The committee must notify a prospective Senator or Member-at-Large of the approval and denial process at the time of the interview.
  - b. Present their recommendations to LPCSG prior to the recognition vote of a prospective Member at Large, Senator, or Advanced Senator.

**Section 5: LPCSG Internal Procedures Committees**

- A. The LPCSG Internal Procedures Committee shall be comprised of:
  - a. Chair: LPCSG Vice President and LPCSG Director of Communications.
  - 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 at the discretion of the Vice President and LPCSG Director of Communications.
  - 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 6: LPCSG Budget Committee**

- A. The Budget Committee shall be comprised of:
  - a. Chair: LPCSG Director of Finance
  - 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 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 7: LPCSG Elections Committee**

- A. The LPCSG Elections Committee shall be comprised of:
  - a. Chair: LPCSG 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 by a two-thirds (2/3) majority shall be appointed as the chair).
  - 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 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 Elections 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 LPCSG Senate, and the Vice President of Student Services.
  - j. Manage and oversee the LPCSG Election Budget.

**Section 8: LPCSG Constitution and Bylaws Review Committee:**

- A. The LPCSG Constitution and Bylaws Review Committee shall be comprised of:
  - a. Chair: LPCSG 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 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 9: LPCSG Events and Marketing Committee**

- A. The LPCSG Events and Marketing 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 Communication.
- B. The LPCSG Events and Marketing Committee shall:
  - a. Hold regular meetings.
  - 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.
  - e. Maintain and update all forms of media, including print and digital, to help promote, distribute, and market LPCSG events.
  - f. Conduct market research to find solutions about student activeness, habits, and trends.
  - g. Brainstorm and develop ideas for creative marketing campaigns of LPCSG events.
  - h. Assist in outbound or inbound marketing activities by demonstrating expertise in content development and optimization, advertising, and events planning.
  - i. Maintain and update all social media as well as the official website.
  - j. Create and distribute all promotional materials pertaining to LPCSG activities and advertises the purpose of the LPCSG Senate as outlined in the Preamble of the LPCSG Constitution at least once a month.

**Section 10: LPCSG Public Relations Committee**

- A. The LPCSG Public Relations Committee shall be comprised of:
  - a. Chair: LPCSG Director of Communications.
  - 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 Public Relations Committee shall:
  - a. Hold regular meetings.
  - b. Plan and coordinate activities pertaining to publicizing and outreach of the LPCSG Senate.
  - c. Develop and implement a comprehensive and innovative community outreach plan targeting individual, private, corporate, school, nonprofit, and other organizations.
  - d. Work collaboratively and seamlessly with LPCSG to identify new potential foundations, individual, private, corporate, school and other organization partners.
  - e. 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.
  - f. Research and assist in developing plans for expanding the LPCSG presence.

**Section 11: LPCSG Programs and Services Committee**

- A. The LPCSG Programs and Services Committee shall be comprised of:
  - a. Chair: LPCSG Director of Programs and Services
  - 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 Programs and Services Committee shall:
  - a. Hold regular meetings.
  - b. Plan and coordinate all work pertaining to special programs and services, included but not limited to, the Market, the Textbook Loaner Program, and the testing supplies provided by the LPCSG Senate.
  - c. Innovate existing programs and services, and establish new programs and services that the LPCSG Senate may provide.

## ARTICLE IX: INTER-CLUB COUNCIL

### **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: Function**

- 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 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 Senate and ICC Meetings. The LPCSG Senate and the ICC Chair will post their meeting times at least two weeks prior to the beginning of each semester.

# ARTICLE X: MEETINGS

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

All meetings of the LPCSG 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 Board 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) members of the student body.
- B. The special LPCSG Senate meeting agenda shall consist of, and be limited to the following:
  - a. Call to Order
  - b. Roll Call
  - c. Business
  - d. Adjournment

## **Section 4: 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.

# ARTICLE XI: ATTENDANCE

## **Section 1: Active Participation**

- A. Members must actively participate in their individual requirements for each position as well as attend and represent:
  - a. Two (2) office hours per week
  - b. One (1) district or college committee
  - c. One (1) LPCSG 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 LPCSG meeting or mandatory event or a regularly scheduled meeting of any internal, district, or college committee the member has been appointed to.
- 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 4: 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.

## ARTICLE XII: ELECTIONS

### 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. 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.
- 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.

### Section 3: Internal Elections

Internal elections may be held at any time of the academic year in which there are vacancies for LPCSG Executive Board positions.

- A. Positions to be filled through an Internal Election shall be open to any student upholding the same eligibility as stated in the LPCSG Bylaws [Article 2.1.A]. As Internal Elections are open to the student body, all Internal Elections shall be announced on the LPCSG website and posted in the Student Life Office prior to the posting of the LPCSG meeting agenda in which the Internal Elections are announced.
- B. Eligibility for candidacy shall occur during the LPCSG meeting after an individual accepts the nomination, before the start of the roll call vote for the position.
- C. To fill a vacant Executive Board or Advanced Officer position, the LPCSG Senate must:
  - a. Nominate an eligible candidate. Self-nomination is allowed.
  - b. Neither the President, Vice President, nor any other officer or Advanced Officer may be nominated.
- D. After nominations have been closed, each candidate will be encouraged to provide an opening statement expressing their candidacy which shall be no longer than two (2) minutes.
  - 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.
- E. The final two candidates shall each be encouraged to give a last statement expressing their candidacy which shall not exceed two (2) minutes.
- F. The vacant position will be filled by a roll call vote approving one of the two final candidates.
  - a. The Chair may not vote except where their vote will affect the result of the motion.
- G. 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.

### Section 4: Internal Delegate Elections

Internal Delegate Elections may be held at any time of the academic year in which the



LPCSG Director of Legislation can no longer serve as the LPCSG delegate to the Student Senate for California Community Colleges.

- A. To select a new delegate, LPCSG must:
  - a. Nominate a member of LPCSG. Self-nomination is allowed.
- B. After nominations have been closed, each candidate will be encouraged to provide an opening statement expressing their candidacy which shall be no longer than two (2) minutes.
  - a. The nominees will be reduced to two (2) candidates by run-off voting.
  - b. 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.
  - c. In the event that only one candidate remains, then that candidate automatically wins the Internal Delegate Election and succeeds the vacant position.
  - d. The final two candidates shall each be encouraged to give a last statement expressing their candidacy which shall not exceed two (2) minutes.
- C. The vacant position will be filled by a roll call or ballot vote approving one of the two final candidates.
  - a. The Chair may not vote except where their vote will affect the result of the motion.

## ARTICLE XIII: PROCEDURES

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

- 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.
- C. The Student Trustee shall serve as an ex-officio, non-voting member.
- D. Members at Large shall serve as non-voting members.

### **Section 2: Veto Power**

- A. The LPCSG President may veto any action passed by the LPCSG Senate. They may initiate a veto immediately, but they 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 two-thirds (2/3) majority vote.

## ARTICLE XIV: ORGANIZATION

### **Section 1: Archive System**

- A. The LPCSG 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. LPCSG Senate minutes, agendas, committee reports, and any items associated with the Executive Board that are deemed pertinent by the LPCSG Senate President or the LPCSG Senate, or items associated with Senators that are deemed pertinent by the LPCSG 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 LPCSG 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 LPCSG Senate shall enforce a system that requires members to approve project ideas and then plans before exhausting significant LPCSG resources on them.

## ARTICLE XV: GUIDELINES

### 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 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: Initiative and Referendum Rights

- B. The LPCSG 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.
- C. Any action of the LPCSG Senate shall be subject to a referendum petition signed by ten percent (10%) of the student body for that semester.
- D. Initiative and Referendum elections must be held within fifteen (15) days unless the LPCSG 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 XVI: AMENDMENTS AND ADOPTION

## 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 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

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Revised & Approved by LPCSG: October 18, 2018  
LPC Special Election: November 5 - 11, 2018  
CLPCCD Board of Trustees Approved: January 15, 2019  
Amended by LPCSG: April 23, 2020

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Sahna Das  
*LPCSG Director of Legislation*

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Josue Hernandez  
*LPCSG Advisor*

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William Garcia  
*Vice President Student Services*