

# Las Positas College Student Government (LPCSG)



## ***BYLAWS***

Revised

April 2025

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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 LPCSG Executive Board.
- B. The elected and appointed members of this body shall be referred to as LPCSG Senators and LPCSG Executive Officers, respectively.

## Section 2: Purpose

The LPCSG Senate and LPCSG Executive Board shall:

- A. Promote, coordinate, and evaluate Student Life activities, including but not limited to, educational, cultural, recreational, and social events in the interest of all Las Positas College Students.
- B. Provide student representation to the various academic areas, committees, special programs, and College and District areas.
- C. Establish and maintain an open channel of communication, as part of Shared Governance through the College and District, among students, the faculty, Classified Professionals, and the management staff—personnel of Las Positas College and District, and Board of Trustees.
- D. Advocate for students' 9+1 Student Rights at the local, state, and federal level.

## Section 3: Governing Precedence

- A. LPCSG shall abide by, in order of precedence, California Education Codes, Chabot — Las Positas Community College District (CLPCCD) Board Policies and Administrative Procedures, CLPCCD Standards of Student Conduct, Student Life Procedures, and LPCSG Constitution and Bylaws.
- B. The LPCSG Bylaws shall be the governing document for the conduct of all procedures within the LPCSG Senate and LPCSG Executive Board. Should these Bylaws contradict or oppose the LPCSG Constitution or any College and 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contradiction with these Bylaws, or the aforementioned documents and policies, then those codes and policies shall be superseded by the Bylaws or aforementioned documents and policies.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: Meeting Procedures

The meeting procedures of the LPCSG Senate and Executive Board shall adhere to *Robert's Rules of Order, current edition*, and the Ralph M. Brown Act.

## Section 5: Ethics Statement

LPCSG provides a set of values that includes commitment to the public good, accountability to the public, and commitment beyond the minimum requirements of the law. It also outlines broad ethical principles in the following eight areas: personal and professional integrity, mission, governance, legal compliance, responsible stewardship, openness and disclosure, program evaluation and improvement, and inclusiveness and diversity. For this reason, all members of LPCSG must follow the common agreements.

## Section 6: Common Agreements

- A. Each elected officer of LPCSG represents the organization inside and outside of the College and District.
- B. Strive to work as a cohesive and inclusive team with your fellow LPCSG Senators, LPCSG Executive Officers, and LPCSG Advisor.

- C. Racist, sexist, xenophobic, and intolerant language of any kind is not allowed nor is bullying regarding one's race, religion, sexual orientation, gender, social status, physical appearance, age, or identity.
- D. Avoid gendering others and be acquainted with non-gender conforming language
  - i. It is recommended to use "you all", "everyone", "y'all."
- E. Peer to peer conduct should be respectful and promote an inclusive environment; exclusionary social behavior should be avoided.
- F. Relationships, dating, and fraternization of any sort are discouraged amongst the elected/appointed members of LPCSG.
- G. At no time during official LPCSG business should an LPCSG Officer be under the influence.
- H. LPCSG Senators and LPCSG Executive Officers do not conduct official LPCSG business during Finals, Winter Break, and District Observed Holidays.
- I. The first line of official communication shall be E-Mail.
  - i. All LPCSG related E-Mails must Carbon Copy (CC) the LPCSG Advisor and President.
  - ii. Each LPCSG Officer must check and respond to their emails in a timely manner.
  - iii. Additional lines of communication can be added and will be decided by the LPCSG Senate and LPCSG Executive Board.
- J. All Senate meetings take priority over all other commitments.
- K. If an LPCSG Officer is also a staff member of any newspaper or publication, they shall refrain from reporting on any LPCSG business, activities, or events without formal approval from the LPCSG Advisor and LPCSG President.

## **Section 7: Role of The LPCSG Advisor**

The LPCSG Advisor is either a permanent employee approved by the CLPCCD Board or a designee by the Vice President of Student Services. LPCSG does not authorize nor provide annual evaluation of the LPCSG Advisor as it is a contractual agreement and the LPCSG Advisor is not an employee of LPCSG.

- A. Each Advisor is expected to perform the following on behalf of the entire LPCSG organization:
  - i. Adhere to Family Educational Rights and Privacy Act (FERPA).
  - ii. Adhere to the Student Life & Leadership Policies and Procedures Handbook.
  - iii. Attend all LPCSG meetings.
    - a) If the LPCSG Advisor is not present, the meeting must be canceled/postponed.
  - iv. Be present for all official LPCSG activities, this expectation applies to all, but is not limited to, events, field trips, and fundraisers that are on-campus, off-campus, and/or virtual.
    - a) If the advisor cannot attend an activity or event, they shall assist LPCSG officers in finding an alternative staff or cancel/postpone the activity.
  - v. Ensure LPCSG officers understand and adhere to all applicable California Education Codes, laws and regulations, College and District Policies and procedures governing student life and conduct.
  - vi. Ensure that all reasonable steps are taken considering the safety and welfare of LPCSG Officers during official student LPCSG activities and events on and off-campus.
  - vii. Serve as a resource and offer guidance to LPCSG officers to facilitate achievement by assisting with the planning of activities and conducting of meetings in compliance with proper procedures.
  - viii. Oversee any election or selection of LPCSG Officers.
    - a) Conduct eligibility checks for each LPCSG Officer in accordance to CLPCCD Board Policies and Administrative Procedures.
  - ix. Host Fall and Spring LPCSG Retreats.

- x. Provide access codes, priority registration, and accommodations for LPCSG Officers.
- xi. Ensure that LPCSG Officers understand and carry out their assigned duties in accordance with their position.
- xii. Provide final approval for all LPCSG Officer stipends.
  - a) If deemed not eligible as referenced in Article II, Section 4, Subsection B, the LPCSG Advisor shall find an alternative to hire the LPCSG Officer as an independent contractor.
- xiii. Oversee the financial procedures, including, but not limited to:
  - a) Expending funds on behalf of LPCSG;
  - b) Ensuring the LPCSG meeting minutes are being taken and appropriately documenting financial actions taken;
  - c) Reviewing all budgets, financial reports, and transactions;
  - d) Working with LPCSG officers when preparing the annual budget and revenue projection estimates;
  - e) Per diems;
  - f) Collection of W9 Documents;
  - g) Reallocating approved budgets;
  - h) Contracts;
  - i) Independent Contracts;
- xiv. Provide guidance and mentoring to LPCSG officers to achieve a worthwhile term and fulfill their general goals and objectives.
- xv. Validate and approve any media, publications, and reports made by LPCSG, whether physical or digital, including, but not limited to:
  - a) Board Reports;
  - b) Town Meeting Presentations;
  - c) Videos;
  - d) Flyers;
  - e) Mass E-Mails;
  - f) Press releases;
  - g) Logos.
- xvi. Designate responsibilities to the LPCSG President.
  - a) Maintain a direct line of communication with the LPCSG President.
- xvii. Provide a plan prior to an LPCSG Officer's impeachment process.
- xviii. Employ and supervise a student assistant approved by LPCSG.
  - a) No LPCSG Officer has authorization to direct duties of the student assistant.
- xix. Provide protocols and guidance to formal grievances with consultation of the Vice President of Student Services.

B. Each Advisor reserves the right to:

- i. Relieve/suspend any officer of their duties for the remainder of one day;
- ii. Remove any LPCSG officer from office or void any LPCSG Officer application that does not meet eligibility;
  - a) On a case-by-case basis, remove a current or prospective LPCSG Officer exceeding maximum unit load.
- iii. Deny participation to any LPCSG Officer for a conference or field trip;

- iv. Refuse to award the full stipend if LPCSG Officer responsibilities are neglected;
- v. Enforce Robert's Rules of Order and Ralph M. Brown Act during a meeting if improperly practiced;
- vi. Suspend any official LPCSG business if emergencies or violations of Student Code of Conduct occur;
- vii. Subpoena all devices, with the approval of the Vice President of Student Services, involved in suspected inappropriate behavior.



## **ARTICLE II: MEMBERSHIP**

### **Section 1: Las Positas College Student Government**

Las Positas College Student Government shall be comprised of:

- A. LPCSG Advisor
  - i. The LPCSG Senate shall include up to two (2) LPCSG Advisors.
  - ii. The LPCSG Advisor shall be a non-voting member.
  - iii. The LPCSG Advisor shall be selected as defined in Article I, Section 7.
- B. LPCSG Officers
  - i. LPCSG Executive Board
    - a) Comprised of up to eight (8) executive officers.
  - ii. LPCSG Senate
    - a) Comprised of no more than twenty (20) senators.
- C. LPC Student Trustee
  - i. The LPC Student Trustee shall be an ex-officio, non-voting member.

### **Section 2: Qualifications of LPCSG Officers and LPC Student Trustee:**

- A. Any student seeking to hold the position of LPCSG Officer must:
  - i. Be a student in good standing.
    - a) Good standing shall be in accordance with the standards set by the Board of Trustees of the Chabot-Las Positas Community College District.
  - ii. 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.
    - a) Can be exempt given they meet the criteria of the LPC Disabled Students Programs and Services (DSPS) during the student's term.
    - b) Can be exempt given they are enrolled in an adult education program offered by CLPCCD during the student's term.
  - iii. Have not resigned from or been previously removed from office within at least one (1) semester.
    - a) Can be exempt if the resignation is to serve as an LPCSG Executive Officer through elections.
  - iv. Have and maintain a cumulative grade point average of 2.0 or higher.
    - a) Can be exempt given they meet the criteria of the LPC Disabled Students Programs and Services (DSPS) during the student's term.
    - b) Can be exempt given they are enrolled in an adult education program offered by CLPCCD during the student's term.
  - v. Have no current hold(s) on their academic record at the time of verification of eligibility.
  - vi. Have no current suspension(s) or violation(s) of Student Conduct overseen by the Vice President of Student Services.
  - vii. Have LPC as their home campus.
- B. Any student seeking to hold the position of an LPCSG Executive officer must:
  - i. Resign from an LPCSG Senator position prior to their Oath of Office;
  - ii. Resign from any club officer position prior to their Oath of Office;
  - iii. Not be an employee of the CLPCCD;
  - iv. Not be a Middle College Student during their term.
- C. Any student seeking to hold the position of LPC Student Trustee must:
  - i. Adhere to CLPCCD Board Policy 2015 for eligibility.

### **Section 3: Verification of Eligibility**

- A. Verification of the Article II, Section 2, is conducted by the Student Life Office.
- B. If at any point during a prospective officer's application process, the applicant is found ineligible, the LPCSG Advisor shall void their application.
  - i. If a prospective LPCSG Senator is found ineligible, under Article II, Section 2, Subsection A, they may reapply.
  - ii. If a prospective LPCSG Executive officer or LPC Student Trustee is found ineligible, they will be removed from the election ballot.
- C. If at any point during an elected officer's term, they are found ineligible, the LPCSG Advisor shall remove them from office.
  - i. The removed LPCSG officer may not reapply for at least one (1) semester according to Article II, Section 2, Subsection A, Subdivision iii.

#### **Section 4: Stipends**

- A. Stipends shall be awarded up to the amount stated in each role under Article IV, Article V, and Article VI.
  - i. The amount awarded is dependent on the completion of responsibilities as stated under the LPCSG Bylaws.
- B. Stipends may only be awarded to individuals who are documented within the United States, as determined by Section 505 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996. Individuals may prove eligibility by providing documents obtained through the US Customs and Board Protection department such as visas, an I410 permanent residence, or DACA.
  - i. Please reference the US Citizen and Immigration Services (USCIS) Form I-9 for additional information and qualification requirements.
  - ii. If deemed not eligible, the LPCSG Advisor shall find an alternative to hire the LPCSG Officer as an independent contractor.

## ARTICLE III: TERMS OF OFFICE

### Section 1: Terms of Office

- A. A term is defined as holding any LPCSG Officer position for any amount of time within one (1) academic year.
- B. A full term is defined as holding office for one (1) entire academic year.
- C. LPCSG Executive Officers:
  - i. Members of the Executive Board shall be elected to one (1) term of office by the student body no later than the last week of April in the Spring General Elections. The term will begin once the Oath of Office has been administered and will conclude on the day of LPC Commencement the following academic year.
  - ii. The term of office for members of the Executive Board elected through the Executive Officer Internal Elections, as defined in Article X, Section 2, Subsection A, will conclude on the day of LPC Commencement and count as one term.
  - iii. No member of LPCSG may hold office as an Executive Officer for more than two (2) consecutive or nonconsecutive terms.
- D. LPCSG Senate
  - i. An LPCSG Senator's Term of Office begins upon being approved by the LPCSG Senate and lasts until the end of the current academic year, or until they resign or are removed.
  - ii. No member of LPCSG may hold office as a Senator for more than two (2) consecutive or nonconsecutive terms.
- E. LPC Student Trustee
  - i. As stated in CLPCCD Board Policy 2015, the Student Trustee's Term of Office shall begin on May 15 for a period of one (1) year.

### Section 2: Succession of Office

- A. A transition of power between the former LPCSG Executive Officers to the newly elected LPCSG Executive Officers shall occur for one (1) month after the Oath of Office.
- B. If the position of President is vacated, the Vice President shall become the new President of the LPCSG.
- C. 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 and Vice President.
  - i. While LPCSG organizes and conducts the Executive Officer Internal Election for the position of President and Vice President, a temporary line of succession will take effect. This temporary line of succession is as follows: Director of Clubs, Director of Events, Director of Outreach, and Director of Finance.
- D. If any other Executive Officer's position is vacated, then the LPCSG Senate shall follow the Executive Officer Internal Election procedures in accordance with the LPCSG Bylaws to fill the vacancies.
  - i. When any Executive officer position is vacant then the LPCSG President and LPCSG Advisor will determine the best ways to delegate vacant Executive officer's tasks to current Executive officers or Senators.
- E. If a majority of the Executive Officer positions are vacated at the same time, then a campus-wide special election will be held for the position of all Executive Officers. The election must take place no later than two (2) weeks after all the Executive Officer positions are vacated. This election should be supervised by the LPCSG Advisor and/or the Vice President of Student Services.
- F. If the LPC Student Trustee position is vacated, adhere to CLPCCD Board Policy and Administrative Procedure 2105.

## 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 Outreach
- D. Director of Events
- E. Director of Finances
- F. Director of Clubs

### Section 2: Function

- A. The Executive Board shall 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. The LPCSG Executive Board shall guide the LPCSG Senate.

### Section 3: Responsibilities

Each member of the Executive Board shall do the following:

- A. Be familiar with the student's 9+1 rights, Robert's Rules of Order, Ralph M. Brown Act, LPCSG Bylaws, LPCSG Constitution, and LPC Mission Statement.
- B. Uphold the responsibilities underlined in their respective role as stated by the LPCSG Constitution and LPCSG Bylaws.
- C. Meet with the LPCSG Advisor as frequently upon the LPCSG Advisor's discretion, in accordance with Article I, Section 7.
- D. Attend all Executive Board and Senate meetings.
- E. Attend at least five (5) office hours per week.
  - i. If requested by the LPCSG President, office hours may be increased.
- F. Contribute and attend to every LPCSG event approved by the LPCSG Senate.
  - i. The LPCSG Advisor will determine if the individual has fulfilled their contribution based on completion of the following, but not limited to:
    - a) Logistics
    - b) Tabling;
    - c) Setup;
    - d) Day of the event;
    - e) Clean up;
    - f) Organizing materials.
  - ii. If unable to attend, notify seventy-two (72) hours in advance to the LPCSG President and LPCSG Advisor.
- G. Attend the Fall and Spring LPCSG Retreat hosted by the LPCSG Advisor.
- H. Oversee all impeachment and removal procedures.
- I. Represent LPCSG on at least one (1) District or College committee.
  - i. Submit a committee report to the LPCSG Vice President after each District or College committee meeting.

## **Section 4: Individual Responsibilities and Duties**

### **A. President**

The LPCSG President is an Executive Officer elected to represent the commonwealth of LPCSG as an organization and the entire LPC Student Body.

The LPCSG President shall:

- i. Chair the following LPCSG meetings;
  - a) Executive Board;
  - b) Senate;
  - c) Elections;
  - d) Constitution and Bylaws.
- ii. Meet with all LPCSG Executive Officers to discuss progress and delegate tasks in accordance with their roles and responsibilities, at least once a week.
  - a) Keep track of all attendance of Executive Board Officers, including shared governance committees, regular Senate meetings, and office hours.
- iii. Meet with all LPCSG Senators at least once a month.
- iv. Provide a Weekly E-Mail update to the entire LPCSG Senate at the start of each school week.
- v. Post the LPCSG Executive Board and Senate meeting agenda at a location accessible to the public twenty-four (24) hours a day in accordance with the Ralph M. Brown Act and CLPCCD Board Policy and Administrative Procedure 2340.
  - a) Post the LPCSG Executive Board and Senate meeting agenda on the Las Positas College website.
  - b) Distribute the LPCSG Executive Board and Senate meeting agenda to every voting member.
- vi. Attend and report at the CLPCCD Board of Trustees, CLPCCD Chancellor's Council, Las Positas College Council, and LPC Town meetings.
  - a) If the LPCSG President is unable to attend, the LPCSG Vice President or an Executive Board designee shall attend in their place.
- vii. Plan and coordinate the LPCSG General Election with the LPCSG Advisor.
- viii. Serve as the Chair of the Elections Committee.
  - a) If running for office, then the Chair position will be appointed to the next chain of command with the approval of the Senate.
- ix. Meet with the Las Positas College President & Vice President of Student Services as frequently upon the Las Positas College President & Vice President's discretion.
- x. Receive a stipend of up to \$5,400 per academic year, decided by the LPCSG Executive Board, Senate, and Advisor.

### **B. Vice President**

The LPCSG Vice President shall:

- i. Meet with the LPCSG President at least once a week.
- ii. Plan and coordinate the LPCSG Senator position recruitment throughout the entire academic year.
- iii. Chair the Senator Recommendation Committee.
- iv. Provide orientation to all members of the LPCSG Senate in regard to parliamentary procedure, use of the office, and responsibilities to the LPCSG Senate.
- v. Meet with all LPCSG Senators to discuss progress and delegate tasks in accordance with their roles and responsibilities, at least once every two (2) weeks.
- vi. Organize and plan LPCSG Professional Development including, but not limited to:

- a) Parliamentary Procedures;
  - b) Seminars;
  - c) Trainings;
  - d) Workshops.
- vii. Record and present the LPCSG Executive Board and Senate meeting minutes.
- viii. Maintain and organize all forms related to the LPCSG Senate for the Archive System including, but not limited to:
  - a) LPCSG Executive Board minutes;
  - b) LPCSG Senate meeting minutes;
  - c) Committee reports;
  - d) Office hours;
  - e) Senator applications;
  - f) LPCSG officer information on the Las Positas College website.
- ix. Keep track of all attendance of Senators, including shared governance committees, regular Senate meetings, and office hours.
- x. Facilitate communication between LPCSG Officers and the college or District committee chairs.
- xi. Keep track of all College or District committee reports from LPCSG Officers.
  - a) Adhere to the responsibilities outlined in Article VI, Section 6.
- xii. Attend Las Positas College Council Meetings.
  - a) If the LPCSG Vice President is unable to attend, an Executive Board designee shall attend in their place.
- xiii. If requested by the LPCSG President and Advisor:
  - a) Assist with delegating tasks to Executive Officers.
  - b) Assist with delegation of Executive Officer tasks to the LPCSG Senators.
- xiv. Receive a stipend of up to \$4,000 per academic year, decided by the LPCSG Executive Board, Senate, and Advisor.

**C. Director of Outreach**

The LPCSG Director of Outreach shall:

- i. Meet with the LPCSG President at least once a week.
- ii. Form and chair an LPCSG Outreach Ad-hoc committee.
- iii. Ensure the production of all forms of digital and physical media for all approved LPCSG Events, including, but not limited to:
  - a) Welcome Week
  - b) Constitution Day
  - c) Voter Registration Day
  - d) Club Fair(s)
  - e) LPC Food Distribution
  - f) A Culture and Diversity Event(s)
  - g) End of the Year
  - h) LPC Commencement
 Forms of digital and physical media include, but not limited to:
  - i) Flyers
  - j) Posters
  - k) Banners

- l) Social media videos
- m) Social media posts
- n) Campus-wide E-Mails
- o) Promotional materials
- p) Stamp cards
- q) Photobooth design
- r) Stickers
- s) Infographics
- iv. Ensure that all applicable and requested digital media have Americans with Disabilities Act (ADA) compliance statements.
- v. Ensure that all participants captured in media have waived their photo release form.
- vi. Ensure the production of the following promotional media before an LPCSG approved event with a minimum of:
  - a) Two (2) campus wide emails
  - b) Two (2) flyers
  - c) Five (5) promotional videos
  - d) Three (3) promotional posts
- vii. Ensure the completion of the following tasks during the day of the event:
  - a) Set up the photo booth
  - b) Take videos and photos
- viii. Create media showcasing each LPCSG approved event with a minimum of:
  - a) Two (2) recap videos
  - b) One (1) recap post
- ix. Assist in the production of all LPCSG presentations, including but not limited to:
  - a) Town meeting
  - b) Open House
  - c) New Hawks Day
  - d) High School Counselor Day
- x. Consistently produce physical and digital media promoting LPCSG.
- xi. Create a semester recap video.
- xii. Assist Director of Events with LPCSG End of the Year tasks including, but not limited to:
  - a) LPCSG End of the Year video
  - b) Slideshow presentation
  - c) LPCSG graduation photoshoot
  - d) Event recap banners
  - e) Program
  - f) RSVP form
  - g) Invitation
  - h) E-mail invitations
- xiii. Manage all LPCSG social media platforms including, but not limited to;
  - a) Instagram;
  - b) TikTok;
  - c) LinkedIn;
  - d) Facebook;
  - e) YouTube.
- xiv. Engage in social media posts from other LPC groups.
- xv. Maintain the LPCSG website.
- xvi. Create press releases.
- xvii. Provide tours of the Student Life Office.

- a) Train officers how to provide tours of the Student Life Office.
- xviii. Work with the LPC Director of Marketing and Public Relations to create innovative community outreach plans.
- xix. Receive a stipend up to \$1,500 per academic year, decided by the LPCSG Executive Board and LPCSG Advisor.

**D. Director of Events**

The LPCSG Director of Events shall:

- i. Meet with the LPCSG President at least once a week.
- ii. Form and chair an LPCSG Events Ad-Hoc Committee.
- iii. Plan and coordinate in all aspects related to every LPCSG event approved by the LPCSG Senate including, but not limited to:
  - a) Welcome Week
  - b) Constitution Day
  - c) Voter Registration Day
  - d) Club Fair(s)
  - e) LPC Food Distribution
  - f) A Culture and Diversity Event(s)
  - g) End of the Year
  - h) LPC Commencement
- iv. Plan and coordinate all promotional aspects including, but not limited to:
  - a) Tabling;
  - b) Promotional Items;
  - c) Flyers;
  - d) Social Media.
- v. Plan and coordinate all aspects of the LPCSG End of the Year including, but not limited to:
  - a) Location
  - b) Food
  - c) RSVP
  - d) Program
  - e) Invitation
  - f) Video
  - g) Slideshow
  - h) Seating arrangements
  - i) Decorations
- vi. Receive a stipend up to \$2,500 per academic year, decided by the LPCSG Executive Board, Senate, and Advisor.

**E. Director of Finance**

The LPCSG Director of Finance shall:

- i. Meet with the President at least once every two (2) weeks.
- ii. Propose a budget to the LPCSG Senate with the LPCSG Advisor based on the LPC enrollment projections in accordance with relevant CLPCCD Board Policies and Administrative Procedures.
  - a) The proposed budget is to be presented as an agenda item at a scheduled LPCSG Senate meeting before the last month to be adopted for the next Fiscal year.



- b) The formal adoption of the budget will take place during the LPCSG Fall Retreat.
- iii. Find vendors and request contracts for services with the LPCSG Advisor at events including, but not limited to:
  - a) LPCSG Fall and Spring Retreat
  - b) LPCSG Senate Meetings
  - c) Welcome Week
  - d) Club Fair(s)
  - e) A Culture and Diversity Event(s)
  - f) LPCSG General Election
  - g) End of the Year
  - h) LPC Commencement
- iv. Assist the LPCSG Advisor in the process of completing LPCSG-related documents including, but not limited to:
  - a) Requisitions and Contracts;
  - b) Purchase-Card Logs;
  - c) Budget Transfers;
  - d) Purchase Orders.
- v. Prepare all disbursements and requisitions.
- vi. Collect all tax forms for the stipends of all LPCSG Officers.
- vii. Receive a stipend up to \$1,200 per academic year, decided by the LPCSG Executive Board, Senate, and Advisor.

**F. Director of Clubs**

The LPCSG Director of Clubs shall:

- i. Meet with the LPCSG President at least once a week.
- ii. Plan and coordinate the LPCSG Club Fair(s) with LPCSG Director of Events.
- iii. Facilitate communication between LPC clubs, LPCSG, and the Student Life department.
- iv. Promote the development of new clubs and reactivation of previous clubs.
- v. Coordinate and lead Club Procedure Training meetings with recently activated clubs. Training can include, but not limited to:
  - a) Student Life Handbook;
  - b) Advisor(s);
  - c) Club Roles and Responsibilities;
  - d) Facility Requests;
  - e) Meeting Minutes;
  - f) Club Budgets;
  - g) Purchases;
  - h) Flyers and Posters;
  - i) Promotional Items;
  - j) Fundraisers;
  - k) Travel.
- vi. Enforce Administrative Procedures with the LPCSG Advisor(s).
- vii. Initiate Club Budget Transfers within one (1) week of the LPCSG Senate's approval.
- viii. Upkeep all financially related Club minutes and documents.
- vii. Plan and coordinate all aspects of the Club End of the Year Celebration including, but not limited to:
  - a) Location
  - b) Food
  - c) RSVP

- d) Program
- e) Invitation
- f) Slideshow
- g) Seating arrangements
- h) Decorations
- ix. Draft and send monthly Student Life updates to all clubs.
- x. Update the Student Club section of the Las Positas College website at least once a month.
- xi. Be engaged with every activated club.
- xii. Receive a stipend up to \$2,500 per academic year, decided by the LPCSG Executive Board, Senate, and Advisor.

# ARTICLE V: SENATORS

## Section 1: Senator Positions

It is recommended that there shall be no more than twenty (20) senator offices held.

## Section 2: Function

- A. The LPCSG Senate shall represent the student body and assist all actions and programs passed by the LPCSG Senate.
- B. The LPCSG Senate shall collaborate with other student associations, college trustees, administration, faculty, and classified staff.
- C. The LPCSG Senate shall be guided by the LPCSG Executive Board.

## Section 3: Responsibilities

- A. Be familiar with the student's 9+1 rights, Robert's Rules of Order, Ralph M. Brown Act, LPCSG Bylaws, LPCSG Constitution, and LPC Mission Statement.
- B. Uphold the responsibilities underlined in their respective role as stated by the LPCSG Constitution and LPCSG Bylaws.
- C. Attend all Senate meetings.
- D. Represent the LPCSG on at least one (1) district or college committee.
  - i. Submit a committee report to the LPCSG Vice President after each District or College committee meeting.
- E. Attend at least two (2) office hours per week.
  - i. If requested by the LPCSG Vice President, office hours may be increased.
- F. Meet with the LPCSG Vice President to report the progress of their Senator responsibilities at least once (1) every two (2) weeks.
- G. Contribute to every LPCSG event approved by the LPCSG Senate.
  - i. The LPCSG Advisor and members of the Executive Board will determine if the individual has contributed to the following, but not limited to:
    - a) Logistics
    - b) Tabling;
    - c) Setup;
    - d) Day of the event;
    - e) Clean up;
    - f) Organizing materials.
- H. Attend the Fall and Spring LPCSG Retreat hosted by the LPCSG Advisor.
- I. Attend all LPCSG Professional Development events.
  - i. If unable to attend, must notify the LPCSG Vice President and LPCSG Advisor.
- J. Assist LPCSG Executive Officers in their duties.
- K. Receive a stipend up to \$500 per academic year, decided by the LPCSG President, LPCSG Vice President, and LPCSG Advisor.

# ARTICLE VI: ADVANCED SENATORS

## Section 1: Advanced Senator Positions

- A. LPCSG Advanced Senators positions shall consist of the following:
  - i. Programs and Services
  - ii. Parliamentary
  - iii. Club Engagement

## Section 2: Function

- A. The LPCSG Advanced Senators shall represent the student body and assist with all actions and programs passed by the LPCSG Senate.
- B. The LPCSG Advanced Senators shall collaborate with other student associations, college trustees, administration, faculty, and classified staff.
- C. The LPCSG Advanced Senators shall be guided by the LPCSG Executive Board.

## Section 3: Individual Responsibilities and Duties

Each Advanced Senator shall have the following responsibilities in addition to the Senator responsibilities as outlined in Article V, Section 3. An officer shall hold only one (1) Advanced Senator position.

- A. Programs and Services  
The Programs and Services Advanced Senator shall:
  - i. Meet with the LPCSG Director of Events at least once every two (2) weeks.
  - ii. Meet with the Basic Needs Manager or Designee as frequently upon their discretion.
  - iii. Plan and coordinate the LPC Food Distribution, Mini Market, and food pantries.
  - iv. Develop relationships between LPCSG and following programs including, but not limited to:
    - a) Basic Needs program;
    - b) Special programs;
    - c) Division programs.
  - v. Organize at least one (1) LPCSG Community Service event per academic year.
  - vi. Receive an additional stipend of up to \$200 per academic year, decided by the LPCSG Executive Board, Senate, and Advisor.
- B. Parliamentary  
The Parliamentary Advanced Senator shall:
  - i. Meet with the LPCSG President at least once a week.
  - ii. 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 and uphold the LPCSG Senate regarding all inquiries to parliamentary procedure.
    - a) Work with the LPCSG Vice President to organize training related to parliamentary procedure.
  - iii. Review and ensure the posting of all official LPCSG meeting agendas in accordance to the Ralph M. Brown Act.
  - iv. Work with the Director of Events to plan and coordinate events including, but not limited to:
    - a) Voter Registration Day;
    - b) Constitution Day.
  - v. Serve as a member of the Elections Committee, unless running for office.
  - vi. Serve as the Co-Chair of the Constitution and Bylaws Review Committee.

- vii. Serve as the official LPCSG delegate at all Student Senate for California Community College's (SSCCC) meetings and events.
  - a) If the LPCSG Parliamentarian Advanced Senator 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.
- viii. Plan and coordinate the logistics for attending the SSSCC General Assembly with the LPCSG Advisor(s).
- iv. Draft and develop resolutions if approved by the LPCSG Senate.
- v. Receive an additional stipend of up to \$200 per academic year, decided by the LPCSG Executive Board, Senate, and Advisor.

C. Club Engagement

The Club Engagement Advanced Senator shall:

- i. Meet with the LPCSG Director of Clubs at least once a week.
- ii. Be engaged with every activated club.
- iii. Assist with updating the Student Club section of the Las Positas College website at least once a month.
- iv. Assist in maintaining LPC Student Life Club applications.
- v. Assist with communication between Clubs, Student Life, and LPCSG.
- vi. Promote the development of new clubs and reactivation of previous clubs.
- vii. Plan and coordinate the Club End of the Year Celebration with the LPCSG Director of Clubs and LPCSG Advisor(s).
- viii. Draft and send monthly Student Life updates to all clubs with the LPCSG Director of Clubs.
- ix. Take on more responsibilities if requested by the LPCSG President and the LPCSG Advisor(s).
- x. Resign from all club officer positions.
- xi. Receive an additional stipend of up to \$200 per academic year, decided by the LPCSG Executive Board, Senate, and Advisor.

## ARTICLE VII: COMMITTEES

### Section 1: LPCSG Committees

- A. A Standing Committee shall be defined as a group within the LPCSG Senate that meets regularly with set agendas and rules, following the LPCSG Bylaws. It will conduct business in relation to its assigned role and have the proper voting members as outlined in the LPCSG Constitution and Bylaws. Members of a Standing Committee shall be voted on and approved by the LPCSG Senate.
- B. The LPCSG Senate shall establish the following standing committees:
  - i. LPCSG Senator Recommendation Committee
  - ii. LPCSG Elections Committee
  - iii. LPCSG Constitution and Bylaws Review Committee
- C. An Ad-hoc Committee shall be defined as a temporary group that will improve or resolve a specific issue relevant to the purpose of LPCSG, following the LPCSG Bylaws. The committee shall be formed with the approval of the LPCSG Senate at any time during the academic year in accordance with the LPCSG Bylaws.
  - i. Ad-hoc Committees are required to provide written reports to the LPCSG Senate.
  - ii. Ad-hoc Committees are not required to adhere to:
    - a) Ralph M. Brown Act;
    - b) Robert's Rules of Order.

### Section 2: LPCSG Senator Recommendation Committee

- A. The LPCSG Senator Recommendation Committee shall be comprised of:
  - i. Chair: LPCSG Vice President
  - ii. Voting Members: LPCSG President, one other LPCSG Executive Officer, and one LPCSG Senator.
    - a) Non-Voting: LPCSG Advisor
- B. The LPCSG Senator Recommendation Committee shall:
  - i. Interview prospective Senators.
    - a) Interview questions and committee membership shall be approved in the LPCSG Fall Retreat Senate meeting prior to the first interview of each semester.
    - b) The committee's membership and interview questions shall remain consistent throughout the entire academic year.
      - 1) If a Senator Recommendation Committee Member is removed or resigns from LPCSG, another LPCSG officer will take their place, as decided upon in an LPCSG Senate meeting.
    - c) The committee must notify a prospective Senator of the approval and denial process at the time of the interview.
  - ii. Present their recommendations to the LPCSG Senate during a Senate Meeting prior to the recognition vote of a prospective Senator.
    - a) If they cannot unanimously come to a decision, they must disclose to the LPCSG Senate that they have no consensus.
    - b) Only disclose whether the prospective Senator is approved, not approved, or no consensus to the LPCSG Senate.

### Section 3: LPCSG Elections Committee

- A. The LPCSG Elections Committee shall be comprised of:
  - i. Chair: LPCSG President

- a) If the LPCSG President is running for office, the LPCSG Senate will approve an alternative chair.
  - ii. Members: At least two (2) LPCSG officers, LPC Student Trustee (if non-running), and LPCSG Advisor.
- B. The Elections Committee shall:
  - i. Review and/or create the Elections Code, which includes, but is not limited to:
    - a) Election procedures;
    - b) Election rules;
    - c) Voting procedures;
    - d) Voting rules;
    - e) Any other related document.
  - ii. Act in accordance with the LPCSG Constitution, LPCSG Bylaws, LPCSG Election Codes, Robert's Rules of Order, and Ralph M. Brown Act.
  - iii. Ensure that all candidates are eligible to run for office.
  - iv. Advertise and promote the LPCSG General Election.
  - v. Meet at least once a week during the Spring semester until the Oath of Office is administered.
    - a) The meetings shall adhere to Robert's Rules of Order and the Ralph M. Brown Act.
    - b) It is required that one meeting be held after the elections to write a report to the LPCSG Senate that summarizes the current election procedures and gives recommendations to the Election code and procedures to implement for the next academic year.
  - vi. Review all candidates' adherence to the election rules.
  - vii. Investigate any allegations of election rules violations.
    - a) The committee must report their findings and give their recommended course of action to the LPCSG Advisor, the LPCSG Senate, and the Vice President of Student Services.
  - viii. Manage and oversee the LPCSG Election Budget.

#### **Section 4: LPCSG Constitution and Bylaws Review Committee:**

- A. The LPCSG Constitution and Bylaws Review Committee shall be comprised of:
  - i. Chair: LPCSG President
  - ii. Co-Chair: LPCSG Parliamentarian Advanced Senator
  - iii. Members: At least one other LPCSG Executive Officer, at least one LPCSG Senator, and LPCSG Advisor.
- B. The LPCSG Constitution and Bylaws Review Committee shall:
  - i. Activate at least once every two (2) years or sooner if needed.
  - ii. When activated hold regular meetings to discuss amendments needed for the LPCSG Constitution and Bylaws.
    - a) The meetings shall adhere to Robert's Rules of Order and Ralph M. Brown Act.
  - iii. 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 the LPCSG Constitution and Bylaws.

#### **Section 5: College and District Committees:**

- A. The importance of attending College and District committees are to represent and advocate for Student 9+1 Rights.
  - i. The level of importance of each College and District Committees will be decided during an LPCSG Senate meeting in the first month of the Fall Semester.
- B. Each LPCSG Officer shall serve on at least one (1) College or District Committee.

- C. If an LPC student, who is not an LPCSG Officer, requests to be part of a College or District committee, they must be approved by the LPCSG Senate.

**Section 6: Committee Reports:**

- A. The LPCSG Vice President shall enforce the regular and required collection and review of committee reports submitted by every LPCSG Officer for each District or College committee meeting they attend.
- B. The LPCSG Officer assigned to a committee will maintain communication with the chosen committee meeting's chair.
- C. Committee Reports shall be submitted within forty-eight (48) hours after the meeting ends.
  - i. In the case of a meeting cancellation, must notify the LPCSG Vice President, President, and Advisor.
- D. Committee Reports shall include, but not limited to:
  - i. Name of committee;
  - ii. Date of committee meeting;
  - iii. Summary of discussion;
  - iv. Summary of action(s) taken place.



# ARTICLE VIII: MEETINGS

## Section 1: California Open Meeting Laws

All LPCSG Executive Board and Senate meetings 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 Executive Board and Senate

- A. In accordance with the LPCSG Constitution, the LPCSG Executive Board and 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 LPCSG Executive Board and Senate meetings shall use Robert's Rules of Order, *current edition*, as a guide for parliamentary procedures.
- C. The agenda shall be posted seventy-two (72) hours prior to the meeting in a location physically accessible to the public twenty-four (24) hours a day, on the Las Positas College website, and distributed to every voting member in accordance with the Ralph M. Brown Act and CLPCCD Board Policy and Administrative Procedure 2340.
- D. A teleconference accessibility may be provided upon request made at least seventy-two (72) hours in advance.
- E. The agenda for regular LPCSG Executive Board and Senate meetings shall include, but not be limited to:
  - i. Accommodation Statement
  - ii. Call to Order
  - iii. Roll Call
  - iv. Approval of Agenda
  - v. Approval of Minutes
  - vi. Guest Speakers
  - vii. Public Comment
  - viii. Business
  - ix. Officer Reports
  - x. Advisor Reports
  - xi. Announcements
  - xii. Good of the Order
  - xiii. Adjournment
- F. Business items shall consist of, and be limited to the following:
  - i. Action Items - Items that are required to deliberate and vote on.
  - ii. Discussion Items – Items that will not have a vote take place.
- G. Any individual requesting item(s) to be placed on the agenda must adhere to the seventy-two (72) hour notice in accordance with the Ralph M. Brown Act.
- H. The agenda may only be amended to reorder or remove business items on it.
- I. If a recess occurs, a roll call will be initiated once the meeting is called back to order.
- J. Minutes for the meeting must be completed and posted on the following meeting's agenda.
  - i. After the minutes have been approved, the LPCSG Vice President or designee must post the minutes on the Las Positas College website within twenty-four (24) hours.

## Section 3: Special Meetings of the LPCSG Executive Board and Senate

- A. Special Meetings may be held to discuss only discrete items on the agenda.
- B. The LPCSG Executive Board or Senate may conduct special meetings and must provide a twenty-four (24) hour notice in a location physically accessible to the public twenty-four (24) hours a day, on the Las Positas College website, and distributed to every voting member in accordance with the Ralph M. Brown Act and CLPCCD Board Policy 2340.
- C. Special meetings of the LPCSG Executive Board and Senate shall have only one (1) action item on the agenda.
- D. A teleconference accessibility may be provided upon request made at least twenty-four (24) hours in advance.
- E. The LPCSG Executive Board and Senate special meeting agendas shall consist of, and be limited to the following:
  - i. Call to Order
  - ii. Roll Call
  - iii. Business
  - iv. Adjournment
- F. Minutes for the meeting must be completed and posted on the following meeting's agenda.
  - i. After the minutes have been approved, the LPCSG Vice President or designee must post the minutes on the Las Positas College website within twenty-four (24) hours.

#### **Section 4: Emergency Meetings of the LPCSG Executive Board and Senate**

- A. Emergency Meetings may only be held in the case of extreme circumstances and/or actual or threatened disruption of public facilities.
- B. The LPCSG Executive Board or Senate may conduct an emergency meeting and must provide notice at least one (1) hour in advance.
- C. Emergency meetings of the LPCSG Executive Board and Senate shall have only one (1) action item on the agenda.
- D. The LPCSG Executive Board and Senate Emergency meeting agendas shall consist of, and be limited to the following:
  - i. Call to Order
  - ii. Roll Call
  - iii. Business
  - iv. Adjournment
- E. Minutes for the meeting must be completed and posted on the following meeting's agenda.
  - i. After the minutes have been approved, the LPCSG Vice President or designee must post the minutes on the Las Positas College website within twenty-four (24) hours.

#### **Section 5: Quorum**

- A. Quorum for LPCSG Executive Board and Senate shall be established when no less than the majority (50% + 1) of the respective members are present.
- B. The LPCSG Executive Board and Senate shall be permitted in the absence of quorum to have the following:
  - i. Call to Order
  - ii. Roll Call
  - iii. Announcements

- iv. Adjournment
- C. The LPCSG Executive Board and Senate shall not take any official vote upon, or take any official action regarding any issue at any of their meetings when quorum has not been met.

#### **Section 6: Meeting Suspensions**

If a meeting is suspended, all approved actions before the suspension will be null and void.

#### **Section 7: Meeting Recess**

- A. A recess is intended to take an intermission.
  - i. A recess may not exceed seventy-two (72) hours.
- B. A roll call will be initiated after the meeting is called back to order.
- C. The justification for a recess must be stated publicly and recorded in the meeting minutes.

#### **Section 8: Closed-Door Session**

- A. A closed-door session is intended to discuss confidential internal matters.
- B. At the discretion of the LPCSG Advisor, a closed-door session must be requested and included on the agenda with a brief description for the following meeting.
- C. Discussion in a closed-door session cannot be publicly disclosed and must remain confidential.
  - i. If any action takes place during a closed-door session, the action must be disclosed to the public.

#### **Section 9: Meeting Violations**

- A. If the Ralph M. Brown Act is violated, the meeting shall be suspended immediately.
  - i. If any action has been approved before the violation is noticed, all actions will be null and void.
- B. The Chair shall be held responsible for any Ralph M. Brown Act violations.
  - i. The first violation will lead to immediate impeachment.
  - ii. The second violation will lead to immediate removal.

## ARTICLE IX: ATTENDANCE

### Section 1: Active Participation

- A. LPCSG officers must actively participate in their individual requirements for each position as well as attend.
- B. The LPCSG Advisor or Executive Board officers will determine if the individual has fulfilled their participation requirements.
- C. Each roll call counts as an independent record of attendance.
- D. Attendance shall be required at all office hours, events, or committee meetings as designated or assigned.
  - i. Members are expected to be present at the scheduled time.

### Section 2: Absences

- A. An Unexcused Absence is defined as an absence to a regularly scheduled LPCSG meeting or event or a regularly scheduled meeting of any internal, district, or college committee the member has been appointed to.
- B. An Excused Absence is a formally recognized absence to a regularly scheduled LPCSG meeting or event or a regularly scheduled meeting of any internal, district, or college committee the member has been appointed to.
  - i. LPCSG Officers may request for an excused absence by notifying through formal communication to the LPCSG Advisor and President twenty-four (24) hours in advance.
  - ii. An absence may be recognized as excused and valid with formal acknowledgment from the LPCSG Advisor and President.

### Section 3: Tardies

- A. A tardy is defined as a late start to completing assigned duties. An LPCSG Officer's attendance will count as tardy when:
  - i. Entering an official LPCSG meeting or internal, district, or college committee after their name has been called during a roll call,
  - ii. Starting office hours and/or events more than ten (10) minutes after the start of their designated or assigned start time.

### Section 4: Failures of Attendance

- A. A failure of attendance is defined as either:
  - i. one (1) unexcused absence,
  - ii. two (2) excused absences,
  - iii. three (3) tardies,
  - iv. or one (1) excused absence and two (2) tardies,per semester, to a regularly scheduled LPCSG meeting or 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.

# ARTICLE X: ELECTIONS

## Section 1: Student Body Elections

Student Body Elections are defined as elections that require the votes of the Student Body.

### A. LPCSG General Election

- i. LPCSG General Election shall be conducted to elect the Executive Officers and Student Trustee for the following academic year.
- ii. Regular election procedures shall be conducted by the Elections Committee in accordance with California Education Code, CLPCCD Board Policy and Administrative Procedures, the adopted LPCSG Bylaws and Constitution, and the adopted Election Codes.

The Elections Code shall include the following, but not limited to:

- a) Purpose
- b) Eligibility
- c) Applications
- d) Campaigning Rules
- e) Election Procedures
- f) Counting Votes
- g) Handling Disputes
- h) Results
- iii. The LPCSG General Election application shall open on the first week of February and close no earlier than one (1) month after the application opens.
- iv. The votes are ratified and presented in a Senate meeting before the Oath of Office is administered.
- v. The elected candidates shall be known as “[position]-elect” until the Oath of Office is administered.
- vi. All election procedures approved by the Senate are final.
  - a) LPCSG reserves the right to establish and enforce the election procedures.
- vii. The LPCSG Advisor is authorized to act on behalf of the Elections Committee in regard to any violations of the Elections Code.
  - a) Any decision made must be provided with documentation.
- viii. If a candidate resigns or is disqualified, the candidate will be removed from the general election ballot.
  - a) All votes towards the resigned or disqualified candidate will be null and void.

### B. Student Trustee Special Election

- i. In accordance with CLPCCD Board Policy and Administrative Procedure 2105:
  - a) Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Chancellor.
  - b) No special election will be called if the vacancy occurs within sixty (60) days prior to the Executive Officer General Election.
- ii. The Special Election for the Student Trustee will be organized by the LPCSG Advisor or designee.

### C. Executive Board Special Election

- i. Shall be conducted if the majority (50% + 1) of the Executive Board is vacant.
- ii. All special election procedures shall be determined by the Senate.
- iii. The LPCSG Advisor shall oversee the special election procedures.
- iv. During a special election, applications shall be open to the Student Body for a minimum of one (1) week.
- v. Voting shall be open for a minimum of one (1) week.

## **Section 2: Internal Elections**

Internal elections are defined as elections that will be voted by the LPCSG Senate. All Internal elections shall be voted on by the entire LPCSG Senate.

### **A. Executive Officer Internal Election**

- i. Shall be conducted if less than the majority of the Executive Board is vacant.
- ii. Applications shall be open to the Student Body for a minimum of one (1) week.
- iii. Candidate eligibility shall be conducted by the LPCSG Advisor in accordance with Article II, Section 3.
- iv. The election process will be conducted during a regularly scheduled Senate meeting.
  - a) All eligible candidates shall be invited to the meeting prior to the posting of the agenda
  - b) The agenda shall include the name and statements of all eligible candidates.
- v. The following procedures shall take place during the meeting:
  - a) Each candidate will be encouraged to provide an opening statement expressing their candidacy, which shall be no longer than two (2) minutes.
  - b) Only LPCSG Officers shall be allowed to vote in the Internal Election.
  - c) If no candidate receives a majority (50% + 1) vote, the top two (2) candidates will be voted on again. Each candidate will be encouraged to speak no longer than one (1) minute expressing their candidacy.
  - d) The Oath of Office shall be administered to the candidate that wins the election.

### **B. Senator Internal Election**

- i. Shall be conducted until a maximum of twenty (20) Senators, as stipulated in Article II, Section 1, is reached.
- ii. Applications shall be open for the first three (3) weeks of each semester.
- iii. Interviews shall be conducted and finished no later than two (2) weeks after the application closes.
- iv. The Senator Recommendation Committee shall:
  - a) Notify all prospective Senators of the approval and denial process at the time of the interview.
  - b) Present their recommendations to the LPCSG Senate during a Senate Meeting prior to the recognition vote of a prospective Senator.
- v. The prospective Senator will be encouraged to speak no longer than one (1) minute prior to the Senator Recommendation Committee's recommendation.
  - a) If the prospective Senator disagrees with the committee's recommendation, they may speak for an additional minute.
- vi. The LPCSG Senate shall vote to officially recognize the prospective senator.
  - a) Officially recognized Senators reserve all rights and assume all responsibilities of the Senator position immediately upon approval by the Senate.
- vii. If the prospective senator fails to attend the meeting, their application will be null and void.

### **C. Advanced Senator Internal Election**

- i. Advanced Senator Internal Election shall take place during a regularly scheduled Senate meeting,
- ii. All LPCSG Senators are eligible to run in the Advanced Senator Internal Election.
- iii. Senators who intend to run for an Advanced Senator position shall each speak no longer than one (1) minute.
- iv. A vote for the Advanced Senator position will be conducted, where the senator with the most votes shall become an Advanced Senator.
  - a) Each officer will vote or abstain completely.
  - b) In the event of a tie for the final seat, a second vote shall occur where the run-off

candidates will speak for an additional one (1) minute.

- v. If any continuing senator does not meet eligibility, according to Article II, Section 2, they will be removed from LPCSG.

D. Continuing Senator Internal Election

- i. LPCSG shall elect up to seven (7) senators to continue membership for the following academic year.
- ii. Continuing Senator Internal Election shall take place during a regular scheduled Senate meeting before the Summer/Fall Priority Registration date.
- iii. All LPCSG Officers are eligible to run in the Continuing Senator Internal Election.
- iv. Officers who intend to continue shall each speak no longer than one (1) minute.
- v. A vote for the seven (7) continuing senators will be conducted, where the top seven (7) voted candidates will continue membership for the following academic year.
  - a) Each officer will vote for seven (7) candidates or abstain completely.
  - b) In the event of a tie for the final seat, a second vote shall occur where the run-off candidates will speak for an additional one (1) minute.
- vi. If any continuing senator does not meet eligibility, according to Article II, Section 2, they will be removed from LPCSG, and no additional Continuing Senator Internal Election will be conducted.

## ARTICLE XI: PROCEDURES

### Section 1: Voting Rights of the LPCSG

- A. Executive Board members shall have one (1) vote each.
  - i. The Chair shall vote last.
- B. All Senators shall have one (1) vote each.
- C. The Student Trustee shall serve as an ex-officio, non-voting member.
- D. If LPCSG votes in the affirmative, no administrator, faculty, classified, or district employee may appeal or overrule, unless stipulated by California Education Codes or CLPCCD Board Policies and Administrative Procedures.
  - i. The LPCSG budget can be amended or ratified to support the needs of Student Life activities.
  - ii. In special circumstances, additional resources can be pulled from the reserves.

### 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

To grant any officer an exception to their duties, an action item must be placed on the agenda of a regularly scheduled senate meeting and be approved by a two-thirds (2/3) majority vote.

### Section 4: Agenda

- A. All meeting agendas must be:
  - i. Posted on the LPCSG Website
  - ii. Posted at a location physically accessible twenty-four (24) hours per day to the public and be removed once the meeting is adjourned, cancelled, or suspended.
  - iii. Distributed to every voting member

### Section 5: Appeal Process

An appeal is an official proceeding to challenge any official decision made by the LPCSG Senate and/or any of its constituent groups.

- A. All students have the right to make an appeal.
- B. A formal appeal shall include the following, but not limited to:
  - i. Name of the student making the appeal
  - ii. Decision that is being challenged
  - iii. The body that the student is challenging
  - iv. The reason for the appeal
  - v. Documentation providing evidence for the case
- C. The formal appeal must be submitted to the LPCSG Advisor and LPCSG President through an official line of communication.
- D. An action item for the formal appeal, with all necessary documentation, shall be added to the agenda of the next regularly scheduled Senate meeting.
- E. The LPCSG Senate shall listen, discuss, and decide how to proceed with the appeal.
  - i. The student making the appeal is allowed to present their case to the Senate during the agenda item for no longer than three (3) minutes.



## Section 6: Resolutions

A resolution is defined as a long motion of great complexity that requires it to be put into writing, made to formally express an opinion or take a stance on a topic.

- A. A resolution shall have the following structure:
  - i. Preamble clauses
    - a) Must provide background information to understand the resolving clauses
    - b) Must contain no more clauses than strictly necessary
    - c) Each clause must begin with the word “Whereas,” or “Whereas, That”
    - d) Each clause must close with a semicolon “;”
      - 1) In the case of the second to last clause, it may end with the word “and” followed by a semicolon.
      - 2) The last clause may be closed with a semicolon, after which a connecting expression such as “therefore” or “therefore, be it” is added
  - ii. Resolving clauses
    - a) Each clause must begin with the word “Resolved” and be followed by a comma and “That” – which begins with a capital “T”
      - 1) The word “Resolved” must be underlined or printed in *italics*
      - 2) The name of the adopting organization can also be made in the enacting words, as in “Resolved, by the Las Positas College Student Government, That”
    - b) The resolving clauses must contain the main stance that LPCSG is taking
- B. The creation of a resolution must be presented and approved by the Senate.
  - i. Upon approval, the resolution shall be drafted by the officer who proposed the resolution.
- C. Drafted resolutions will be added to the agenda of the next regularly scheduled Senate meeting as a discussion item.
  - i. Revisions and edits to the resolution may be presented during this item.
- D. Finalized resolutions will be added to the agenda of the next regularly scheduled Senate meeting as an action item.
  - i. Action shall only take place if the resolution has received a first reading.
- E. Upon approval of the resolution, LPCSG is responsible to enact the motion of the resolution.

## Section 7: Conferences

- A. Conference Attendees
  - i. All officers are eligible to participate in a conference
  - ii. In order to attend, the officer must submit a letter of intent and a Conference form of intent to the LPCSG Advisor and President.
  - iii. The LPCSG Advisor and President shall reserve the right to grant or remove participation in the conference.
  - iv. The LPCSG Advisor and President shall reserve the right to send any participating officer home immediately.
- B. Conference Responsibilities
  - i. All participating officers shall be required to attend the conference in its entirety and actively participate in all scheduled workshops and meetings, as mutually agreed upon prior to the event.
  - ii. All Officers are required to present an oral report about information learned at the conference no more than two (2) LPCSG meetings after the said conference.
- C. Conference Logistics

The LPCSG President or designee is responsible for completing the following conference logistics at least six (6) weeks before the conference date:

- i. The following forms must be submitted to the LPCSG Advisor
  - a) Conference Leave Request Form
  - b) Field Trip Request Form
  - c) LPC Student Field Trip/Excursion Waiver and Medical Authorization Form
  - d) Disbursement Form (Advanced Check)
  - e) Conference Claim Form
    - 1) Must be submitted within ten (10) days after the said conference is finished.
- ii. The following arrangements must be completed:
  - a) Conference Registration
  - b) Flight Reservations
  - c) Hotel Reservation
  - d) Dining Reservation
  - e) Travel Itinerary
  - f) Accommodations

**D. Conference Guidelines**

- i. Each participating officer shall adhere to all conference and hotel/facility guidelines and policies.
- ii. Consumption of alcohol, drugs, or possession of any related paraphernalia is strictly prohibited.
- iii. Possession of any firearm, illegal knife, explosives, or other weapons is strictly prohibited.
- iv. Each participating officer shall refrain from engaging in fraternization and/or any sexual activity.
- v. Each participating officer will adhere to the agreed upon attire.
- vi. Participating officers and LPCSG Advisor(s) shall not share a room.
- vii. The LPCSG Advisor reserves the right to find an alternative or additional chaperone.
- viii. In the event of an extreme circumstance, the LPCSG Advisor has the authorization to take any action necessary to ensure the safe return of every participating officer.

**E. Conference Travel**

- i. By agreeing to travel to the conference location, each participating officer agrees to return to the starting location.
- ii. Each participating officer is responsible for their personal belongings.
- iii. All forms of travel shall be done as a group during the conference.
  - a) Exceptions can be made at the discretion of the Advisor.
- iv. The LPCSG Advisor reserves the right to deny any forms of transportation deemed unsafe.

**F. Conference Spending**

- i. Must adhere to the per diem as stipulated in CLPCCD Board Policy and Administrative Procedure 4300.
- ii. Any participating officer shall not spend personal funds for any conference related expenses.
- iii. Room service or any additional room charges are prohibited.

**Section 8: Initiative and Referendum Rights**

- A. 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.
- B. Initiative petition votes shall be gathered by the proposing party.
  - i. The petition requires the full name, W#, and signature.
    - a) The name on the petition must match the registered student's name under Admissions and

Records.

- 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.
  - i. The vote requires verification of their full name and W#.
    - a) The name on the vote must match the registered student's name under Admissions and Records.

### **Section 9: Logos**

- A. All usage of Las Positas College Student Government logos must comply with the CLPCCD Public Information Office Guidelines. Las Positas College employees and students outside of LPCSG are not authorized to modify official LPCSG logos.
- B. LPCSG reserves the right to remove any usage of LPCSG official logos from media.
- C. LPCSG official logos are displayed on the Las Positas College Website.
- D. To create an official LPCSG Logo, the following must be included:
  - i. LPC Mascot
  - ii. LPC Official Colors
  - iii. Text "Las Positas College Student Government" or "LPCSG"
- E. Approval of newly created logos will be conducted by the LPCSG Senate

### **Section 10: Controversial Statements**

Controversial statements, or the release of information pertaining to LPCSG, must be screened by the LPCSG President, LPCSG Vice President, and LPCSG Advisor.

## ARTICLE XII: ARCHIVES

### Section 1: Archive System

- A. The LPCSG Senate shall preserve pertinent documents for at least three (3) years.
- 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.”
  - i. The Archive System shall be located digitally on the Las Positas College website.
- 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 LPCSG Vice President shall be responsible for maintaining the Archive System as stated in Article IV, Section 3, Subsection B, Subdivision viii.

# ARTICLE XIII: IMPEACHMENT, REMOVAL, RESIGNATION

## Section 1: Violations

A violation is defined as a failure to follow LPCSG Constitution and Bylaws.

- A. Duties and Responsibilities
  - i. Fail to perform the duties and responsibilities outlined in the officer's respective role under the discretion of the LPCSG Advisor and President.
    - a) Can be reported to the LPCSG Advisor or President by other officers.
- B. Attendance
  - i. Acquire one (1) failure of attendance
- C. Common Agreements
  - i. Fail to adhere to the Common Agreements
    - a) Can be reported to the LPCSG Advisor or President by other officers or students.

## Section 2: Impeachment

The LPCSG Advisor, President, and/or Designee is responsible for overseeing the impeachment process.

- A. Any officer shall be eligible for impeachment by the LPCSG Senate as soon as two (2) violations have been committed.
- B. Upon an officer's first instance of a violation, the officer will receive a letter of warning documenting the violation and presenting a plan to proceed.
- C. Upon an officer's second instance of a violation, the officer will receive a letter of warning and be eligible for impeachment.
- D. The articles of impeachment will be added to the agenda of the next regularly scheduled Senate meeting and presented by the Chair or designee.
- E. The LPCSG Senate shall preside over all impeachment hearings.
- F. An Officer shall be impeached by a two-thirds (2/3) majority vote.
- G. If the impeachment does not proceed, the officer cannot be impeached for the same instances of a violation.
- H. After an Officer is impeached, the LPCSG Senate shall have the power to remove said Officer through a two-thirds (2/3) majority vote.
- I. If the impeachment does not lead to removal, the officer cannot be impeached or removed for the same instances of a violation.

## Section 3: Removal

- A. An officer shall be eligible for removal for the following reasons:
  - i. Impeached by the Senate
    - a) Shall be removed by a two-thirds (2/3) majority vote.
  - ii. Failure to meet eligibility
    - a) Shall be removed by the LPCSG Advisor.
  - iii. Violated the Student Code of Conduct
    - a) Shall be removed by the LPCSG Advisor
  - iv. Brown Act Violations
    - a) Shall be removed by the LPCSG Advisor
- B. All aspects from LPCSG are revoked, including the following, but not limited to:
  - i. Stipends
  - ii. Free parking permits
  - iii. Priority registration
  - iv. Office supply access

- v. Social media platform access
- vi. Any subscription service access

#### **Section 4: Resignation**

- A. Any LPCSG officer reserves the right to resign from LPCSG.
  - i. A resignation from an Advanced Senator position is considered a resignation from LPCSG.
- B. Resignations must be formally submitted to the LPCSG Advisor through an official line of communication.
  - i. If verbally stated during a Senate meeting, the resignation shall be considered formal.
  - ii. If verbally stated to the LPCSG Advisor or President, a follow-up email, within twenty-four (24) hours of the conversation, will be sent to confirm the officer's resignation.
- C. All aspects from LPCSG are revoked, including the following, but not limited to:
  - i. Stipends
  - ii. Free parking permits
  - iii. Priority registration
  - iv. Office supply access
  - v. Social media platform access
  - vi. Any subscription service access
  - vii. Executive Officer E-mail access

## ARTICLE XIV: CLUBS

Students are encouraged to create clubs based on a wide range of interests—including social, recreational, cultural, educational, honorary, religious, gender-related, philanthropic, and more. These clubs offer a safe and welcoming environment where students can connect, share ideas, and build community around the things that matter most to them.

### Section 1: Club Eligibility

- A. A club consists of at least:
  - i. Four (4) club officers
  - ii. One (1) club advisor
- B. Prospective officers, at the time of application and throughout their term of office, must:
  - i. Meet and maintain a minimum of five (5) units of college credit at Las Positas College.
    - a) Can be exempt given they meet the criteria of the LPC Disabled Students Programs and Services (DSPS) during the student's term.
    - b) Can be exempt given they are enrolled in an adult education program offered by CLPCCD during the student's term.
  - ii. Have and maintain a cumulative grade point average of 2.0 or higher.
    - a) Can be exempt given they meet the criteria of the LPC Disabled Students Programs and Services (DSPS) during the student's term.
    - b) Can be exempt given they are enrolled in an adult education program offered by CLPCCD during the student's term.
  - iii. Have LPC as their home campus.
- C. An LPCSG Executive officer cannot be a club officer.
- D. The club advisor(s) must be a full-time faculty or staff.
  - i. Adjunct faculty must receive approval from their dean to be a club advisor.

### Section 2: New Club Activation

- A. The club advisor(s) must submit a club application form.
- B. The LPCSG Advisor/Student Life Coordinator will conduct eligibility to each club officer stated in the club application.
- C. If an officer does not meet eligibility, the LPCSG Advisor/Student Life Coordinator will contact the club advisor for further discussion.
- D. Eligible newly created clubs will be added to the agenda of the next regularly scheduled Senate meeting to await approval.
  - i. Clubs must send one (1) club officer to represent their club.
  - ii. If an officer is absent during the meeting, the club must formally request to be placed on the next regularly scheduled Senate meeting.
  - iii. The Senate will initiate a vote to approve and recognize the club as an official LPC Club.
- E. The Director of Clubs or designee will submit a request to create a Fund Organization Account and Program (FOAP) number for the newly recognized club.
  - i. Clubs will be notified of the creation of their FOAP number.
  - ii. Clubs cannot spend club funds prior to their FOAP creation and budget journal submission.

### **Section 3: Returning Club Activation**

- A. The club advisor(s) must submit a club application form.
- B. The LPCSG Advisor/Student Life Coordinator will conduct eligibility to each club officer stated in the club application.
  - i. In the event that an officer does not meet eligibility, the LPCSG Advisor/Student Life Coordinator will contact the club advisor for further discussion.
- C. The Director of Clubs or designee will notify the eligible returning clubs of their activation.

### **Section 4: Club Advisor**

- A. Club advisor(s) are faculty or staff who volunteer to oversee and take responsibility for all club activities and finances.
  - i. Club advisor(s) are chosen by the club officers.
- B. Club advisors(s) shall be present for all official club activities, including the following, but not limited to:
  - i. Club financial decisions
  - ii. Club meetings
  - iii. Club field trips
  - iv. Club events
  - v. Club officer elections
- C. Club advisor(s) reserve the right to cancel or postpone any club activities.
- D. Ensure all financial procedures are in accordance with Student Life and Administrative Services, including the following, but not limited to:
  - i. Proper club budget minutes
  - ii. Prevent personal spending
  - iii. Submit budget journals
  - iv. Oversee the maintenance of financial documents
    - a) Invoices
    - b) Itemized receipts
    - c) Contract for services
- E. Club advisor(s) are responsible for making college facility reservations and/or requests.
- F. Club advisor(s) must be in compliance with Family Educational Rights and Privacy Act (FERPA).
- G. Club advisor(s) shall not be compensated for their duties as an advisor.

### **Section 5: Club Officers**

- A. Club officers are students who volunteer to oversee and take responsibility for all club activities and finances.
- B. Each club officer's role and responsibilities may follow what is outlined in the sample club constitution.
  - i. The sample club constitution can be found on the Las Positas College Student Life website.
- C. Clubs may have more officer positions as deemed necessary to fulfill the club's purpose.
- D. Students shall serve as club officers for a maximum of two (2) consecutive or non-consecutive terms per club.
  - i. A term refers to one (1) entire academic year.



- E. Students shall only be club officers for a maximum of two (2) clubs in any given semester.
- F. Quorum is established by the attendance of a majority (50% + 1) of club officers and the club advisor.
- G. Club officers reserve the right to select or replace their club advisor(s).
- H. Any internal disputes may be brought to the attention of the Student Life Coordinator/LPCSG Advisor.

## **Section 6: Club Finances**

Club financial accounts are titled “Associated Student Body (ASB)” funds. ASB funds are related to Student Life and student clubs. ASB funds primarily come from student fundraising, the Student Activity Fee, and the Student Representation Fee.

- A. Eligible newly activated clubs shall receive up to \$500, after their FOAP number has been created, for each semester.
  - i. Each following year, they will be considered a returning club.
- B. Eligible returning clubs may receive up to \$500 for the semester upon formal request.
- C. Club funds shall be used to benefit all club members or LPC students.
- D. Club funds are to be expended in accordance with LPC Student Life and Administrative Services.
- E. All purchases made by the club shall be considered the property of LPC Student Life.
- F. Club funds shall not be spent to benefit staff, outside organizations, or non-LPC Students.
- G. The following procedures must be completed in order to spend club funds:
  - i. Clubs must await confirmation from the Director of Clubs or designee that a budget transfer has been initiated.
  - ii. Clubs must establish and approve a budget.
    - a) Quorum must be established to approve a budget.
    - b) Budget approvals require a motion, second, and roll call from voting members.
    - c) The budget approval must be reflected in their club meeting minutes.
  - iii. Clubs must initiate and submit a budget journal to the LPC Student Life office.
  - iv. Clubs can spend club funds one (1) day after the budget journal has been submitted.
    - a) Any expenditures made before a club budget journal submission shall not be eligible for retroactive reimbursement.
  - v. Reimbursements cannot be made for previous academic years.
- H. The spending of personal funds is strictly prohibited.
- I. Clubs are encouraged to fundraise.
  - i. With the formal request and approval of the LPCSG Senate, the clubs may receive up to \$500 matching profits each semester.
  - ii. The fundraising matching fund request must be made to the Director of Clubs or designee and added to the agenda seventy-two (72) hours in advance of the next regularly scheduled Senate meeting to seek approval.
  - iii. The request requires the following documentation:
    - a) Club meeting minutes approving the fundraiser
    - b) The purpose of the fundraiser
  - iv. Upon LPCSG Senate approval and submission of the fundraiser deposit slip to Administrative Services, the Director of Clubs will initiate a budget transfer to match the profits.
  - v. Failure to submit a Matching of Funds Request and obtain approval prior to the fundraiser will result

in the denial of matching funds.

- vi. Matching funds can only be given for club use and cannot be used for outside organizations, non-profits, or humanitarian groups.
- J. Club funds shall not co-mingle with LPC programs and/or departments, with the exception of LPC Student Life.
- K. Clubs may collect membership dues to further support club activities.
  - i. Failure to pay membership dues shall not prevent the participation of club members.
  - ii. The club advisor shall provide a solution to include the club member.

### **Section 7: Club Activities**

- A. All club activities must adhere to the LPC Student Life Handbook and CLPCCD Board Policies and Administrative Procedures.
- B. Club activities shall be open to all students.
- C. Clubs shall not conduct any club activities during any LPC recognized break/holiday, Summer session, and Winter session.
- D. Any club-related activity outside of the campus requires prior approval, including:
  - i. Club Approval
  - ii. Field Trip Requests
  - iii. LPC Student Field Trip/Excursion Waiver and Medical Authorization Form
- E. The LPC Student Life office has the authorization to suspend any club for one (1) semester that fails to adhere to the LPC Student Life Handbook and CLPCCD Board Policies and Administrative Procedures.

### **Section 8: Club Deactivation**

- A. The LPC Student Life office has authorization to deactivate any clubs that have no record of activity for one (1) academic year, shall be deactivated.
- B. Deactivated club funds shall be transferred into the LPCSG fund.

# ARTICLE XV: AMENDMENTS AND ADOPTION

## Section 1: Amendment of Bylaws

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:
  - i. The LPCSG Constitution and Bylaws Review Committee shall propose amendment to the LPCSG Bylaws.
  - ii. 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:
  - i. The amendments to the LPCSG Bylaws shall first appear as an information/discussion item on the LPCSG Senate meeting agenda. No adoption action may take place during the introduction of the amendments to the LPCSG Bylaws to the LPCSG Senate.
  - ii. The LPCSG Senate shall then discuss and review the amendments to the LPCSG Bylaws.
  - iii. The amendments to the LPCSG Bylaws 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.
  - iv. The amendments to the LPCSG Bylaws shall be published in documents available to all LPCSG members.
  - v. LPCSG members shall be given opportunity to comment on the amendments to the LPCSG Bylaws ~~bill~~ in the LPCSG Senate meeting.
  - vi. The LPCSG Bylaws 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

- A. Upon adoption by the LPCSG Senate, these Bylaws shall become effective and shall supersede any previous LPCSG Bylaws.

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Revised & Approved on LPCSG: April 23, 2025

*Angelo Mercado*

Angelo Mercado  
LPCSG President

*Mariia Volova*

Mariia Volova  
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