
BYLAWS

ASSOCIATED STUDENT UNION

Los Angeles Valley College

ARTICLE I – GENERAL RESPONSIBILITIES

SECTION 1 – Executive Council

All Executive Council Members shall do the following:

1. Attend and serve as a voting member of the Executive Council.
2. Be a liaison between all the students and all other constituent groups at Los Angeles Valley College.
3. Develop plans for best utilization of the budget allocated in their respective areas of purview.
4. Promote student participation and engagement in all of your operations and initiatives.
5. Spearhead, collaborate or assist in at least one event per semester.
6. Maintain a leadership portfolio to be presented at the end of each semester. The portfolio guidelines will be provided by the ASU Advisor.
7. Actively assist other Executive Council members with their projects.
8. Work closely with the ASU advisor and Office of Student Life.
9. Post and maintain regular office hours. A minimum of 5 hours per week. Answer drop-in questions or reference party to proper informational sources (see reference source for student referrals).
10. Promote the image and principles of the ASU.
11. Attend Participatory Governance/Standing/External meeting/s as assigned (or other meetings as required or requested) and submit reports on all meetings and activities that impact students.
12. Actively recruit, appoint, and delegate students to help assist, coordinate, and supplement efforts with projects under the purview of the office you hold to consolidate more

effective workload completion rates and cultivate succession and institutional memory while in office.

SECTION 2 – Standing Committees

All Standing Committees shall do the following:

1. Maintain a consistent meeting day and time of the week.
2. Any ASU paid member can be nominated or appointed to a standing committee.
3. Develop goals for the term to work toward and achieve satisfactory progress by its close.
4. Must record agendas, minutes, and operate in accordance with the Constitution, Robert's Rules of Order and the Ralph M. Brown Act.

SECTION 3 – Special Work Groups

All Special Work Groups shall do the following:

1. Develop hard deadlines for the term to work toward and achieve satisfactory progress by its close.
2. Must submit all recommendations for deadlines to the Executive Council before conducting any operations or initiating any work.
3. Develop operations independently of the Executive Council and appoint or delegate roles/work to all ASU-paid members pending approval of submitted deadlines that align with the Constitution, Bylaws, and the interest of the student body.
4. Meet whenever convenient through whatever medium.

SECTION 4 – Inter-Club Council

All Inter-Club Council members shall do the following:

1. Govern and operate as an independent body of the Executive Council to act on the will of the clubs.
2. The members of ICC shall elect 1 Senate Representative to represent their interest as a voting member of the Executive Council.
3. Be or delegate someone within the club to be an active member in at least one Standing committee.

ARTICLE II – DUTIES AND POWERS

SECTION 1 – Executive Officers

The Executive Officers shall perform their duties and execute the powers of office to their greatest ability according to the will of the collective interest of the student population of Los Angeles Valley College.

Section 1A. ASU President

The duties and powers, whether expressed, or implied are stated in Article XI of the ASU constitution.

The President shall do the following:

1. Serve as the face of the Associated Student Union of Los Angeles Valley College.
2. Chair the Executive Council and preside over all Executive Council meetings. Exercise general supervision over all Associated Student Union activities. The President shall not vote except to establish quorum.
3. Serve as an Ex-Officio Member of all ASU committees (with the exception of ICC).
4. Maintain a consistent day and time of the week that Executive Council meetings shall take place according to the Constitution
5. Prepare the agenda and post it 72 hours in advance (and/or delegate it to Secretary) of each Executive Council meeting.
6. Be available when possible to host an ASU table at ASU/College events
7. Attend at least one legislative visit with the lobbying committee.
8. Allocate money and provide opportunities for scholarships.
9. Meet with the College President on matters that concern the college.
10. Take on or delegate all responsibilities of vacant or absent officers when their tasks become pressing or vital to work on.

Section 1B. ASU Vice-President

The Vice-President shall do the following:

1. Preside at meetings of Executive Council in absence of President exercising all the powers and duties of the President.
2. Chair and preside over all meetings of the Inter-Club Council (ICC) but not vote except to establish quorum. The Inter-Club Council shall convene on Thursdays at 1:00pm.
3. Serve as an Ex-Officio Member of all ASU committees (with the exception of ICC).
4. Prepare and post an agenda outside the ASU office 72 hours in advance (and/or delegate it to Secretary/ICC Representative) of each Inter Club Council meeting.
5. Work closely with the ICC Representative to divide year-long roles and responsibilities:
 - a. Manage and maintain club point system and totals
 - b. Club day attendance
 - c. Enforcing that posters are taken down after events
 - d. Maintaining and circulating most recent official chartered club list
 - e. Tracking absences of clubs
 - f. Creating and updating contact information for all clubs and club advisors

6. Work closely with the ICC Representative to plan year-end Banquet for members of the ICC and Executive Council to present leadership certificates.
7. Succeed to the office of the President if the office should become vacant before the expiration of the term. Acts as an aide to the President and carries out such duties as the President assigns in accordance with the position.
8. Inform all club representatives in ICC of their rights and responsibilities.
9. Create an ICC Executive Committee to properly organize ICC operations.
10. Be available when possible to host an ASU table at ASU/College Events.

Section 1C. ASU Treasurer

The Treasurer shall represent the Associated Students in all financial matters concerning the student funds.

The Treasurer shall do the following:

1. Maintain a record of the budget of the Associated Students as allocated and a record of the remaining unallocated funds.
2. Give a brief report or summary of the budget expenditures, and remaining balances, and shall call attention to any unusual items at each council meeting.
3. Verify and sign all requisitions for the disbursements of funds of this association according to the budget of the Executive Council and subject to the policies governing expenditures as governed by the Administrative Regulation of the Los Angeles Community College District.
4. Guide the Executive Council to sound financial decisions.
5. Keep accurate records of all ASU expenditures and keep all members of the Executive Council aware of their budget status.
6. Meet with the ASU Advisor, College President, the ASU President, or College Fiscal Administrator as necessary to resolve budget problems.
7. Make themselves available to any member of the Executive Council who wishes to discuss the Finance Committee's recommendation on any specific item in the budget in the hope that specific questions can be answered prior to the formal submission of the budget to the college administration for final approval.
8. Be available when possible to host an ASU table at ASU/College Events.

Section 1D. ASU Secretary

This position requires a person to be the official custodian of all the minutes of the Associated Student Union, the Executive Council, and the Inter-Club Council. The position of Secretary is a paid student worker and not elected or appointed officer. The ASU Secretary does not receive a transcript notation or stipend.

The ASU secretary shall do the following:

1. Prior to all meetings: The secretary is responsible for all materials in preparation (or delegating such tasks).
 - a. The agenda should be prepared and posted by the chair (and/or delegated to the secretary) 72 hours prior to any public meeting (ASU Executive Council, Finance, ICC, and standing committees).
 - b. Make copies of the meeting agenda and previous meetings' minutes prior to ASU meetings. Extra copies of agenda and minutes should be available for public guests.
 - c. Post agendas and minutes on ASU website.
 - d. Create and distribute name plates for each board member's name and title.
 - e. Clean and organize the conference room before any meeting.
 - f. Come to an understanding with the chairs of each meeting that they will be emailing you their agenda.
2. During the meeting:

The secretary is responsible for recording the minutes of the Finance, Executive Council and ICC meetings, calling roll, and recording attendance of all Executive Council members, advisors, guests.

- a. Minutes are records of meetings and contain information regarding any actions taken during the meetings.
 - b. Minutes must be written accurately, clearly and concisely as they are often referred to in confirmation of an action, as a source of information, or as records.
 - c. The language of minutes is formal with special phrases and a definite form is used. Taping of the meetings is permitted and can be used along with written notes for reference.
 - d. Record all motions and the person initiating that motion as well as whether it seconded the motion. Maintain an accurate record of all roll call votes.
3. Distribute report forms for officers and commissioners before the meetings and encourage board members to fill out the form prior to the meeting being called to order.
 - a. All reports are to be collected at the end of each meeting. These reports are not in lieu of recording minutes during the meeting.
4. Maintain a record book or files of:
 - a. Finance, Executive Council and ICC Minutes
 - b. ASU Standing Committees Minutes
 - c. Finance, Executive Council, ICC Agenda
 - d. ASU Standing Committees Agendas
5. Maintain a list of board member attendance:
 - a. Absences
 - b. Excused absence
 - c. Late attendance
 - d. Leaving early

6. Regularly check the ASU email account and respond to emails in a timely fashion.

Section 1E. Commissioner of Campus and Environmental Affairs

The Commissioner of Campus and Environmental Affairs shall do the following:

1. Help develop activities or events that promote environmentally friendly practices. Some examples may include a special cleanup, or campus accessibility for the handicapped.,
2. Be responsible for keeping current on information about the environmental issues that are pertinent in the campus and community. Keep self and applicable government bodies informed of campus and local environmental affairs if necessary.
3. Encourage students to practice the 3 R's of recycling; reduce, reuse, and recycle.
4. Remove illegally posted and out-of-date posters around campus.
5. Work with the Public Relations committee to increase student interest in college environmental/conservation events.
6. Attend or delegate assigned participatory governance WEC and BWG meetings and provide a report to the Executive Council.
7. Be available when possible to host an ASU table at ASU/College Events.

Section 1F. Commissioner of Ethnic and Cultural Affairs

The Commissioner of Ethnic and Cultural Affairs shall do the following:

1. Serve as official liaison to all cultural activities on campus and in the community.
2. Serve on Black History, Latino History and Armenian Heritage planning committees.
3. Assist in coordinating activities to increase cultural awareness on campus.
4. Uphold the ASU Constitution and Bylaws.
5. Serve on at least two (2) participatory governance committees.
6. Participate in ASU activities in show of support for other Executive Council officers.
7. Be available when possible to host an ASU table at ASU/College Events.

Section 1G. Commissioner of Fine Arts

The Commissioner of Fine Arts shall do the following:

1. Inform the Executive Council of upcoming fine arts events on campus and in the community.
2. Be responsible for coordinating the annual fine arts festival and any other arts related events.
3. Work with the Public Relations committee to showcase and increase student interest in all of LAVC's Arts and Performing Arts. These include Art, Theatre, Music.
4. Attend a minimum of 2 participatory governance meetings.
5. Be available when possible to host an ASU table at ASU/College Events.

Section 1H. Commissioner of Political Affairs

The Commissioner of Political Affairs shall do the following:

1. Shall be responsible for keeping the ASU informed on Federal, State and District legislation and changes of regulations that may affect college students.
2. Shall work closely with the Public Relations Committee to develop a plan and system to keep the student body informed of legislation and regulations that affect them.
3. Represent the ASU in external (political) affairs at the request of the ASU President or Officials of the college (as long as its benefits students).
4. Represent Los Angeles Valley College ASU at the state level when advocating for LAVC's college students.
5. Shall be responsible for running all ASU elections and promote voting in all elections. Become familiar with the college election code.
6. Elections must be planned far enough in advance to allow students to be aware that positions are available, for campaigning, and for voting.
7. Chair the Lobby Committee (Special Committee) starting at the beginning of the academic year to advocate for legislation and political initiatives that impact student success and student needs.
8. Attend a minimum of 2 participatory governance meetings.
9. Be available when possible to host an ASU table at ASU/College Events.

Section 1J. Commissioner of Publicity and Social Media

The Commissioner of Publicity and Social Media shall do the following:

1. Be responsible for publicizing ASU activities on campus and posting on our social media platforms.
2. The Commissioner shall hold meetings when necessary with the Valley Star and keep them informed of event and activities.
3. Meet with the LAVC's Public Information Officer when necessary
4. Represent the ASU in external affairs (Public Relations) at the request of the ASU President, or officials of the college (so long as its benefits students).
5. Must coordinate the following:
 - a. The weekly ASU Hour on KVCM, LAVC Radio Station.
 - b. Announcements that may be posted on the college marquees by obtaining the proper forms.
 - c. Reaching out to department chairs/all available professors so that announcements may be made in college classrooms by obtaining prior permission of the instructor teaching that class.
6. Must coordinate with LAVC's Public Information Officer to release information to off campus outlets such as the local newspaper, radio and TV.

7. Chair the Public Relations Committee (Special Committee) that can assist in publicizing events and initiatives of all officers and committees along with brainstorming ways to advertise the ASU fee.
8. Maintain the ASU camera and photograph all ASU events. Photos should be uploaded soon after the event and published on ASU social media sites.
9. Prepare slideshow for ICC Banquet.
10. Keeping inventory of all club social media page accounts.
11. Monitor and enforce the disclaimer of release form requirements for any photos taken (especially if photos are taken of minors).
12. Require that the ASU logo be used on all sponsored event flyers.
13. Help promote the ASO fee to students.
14. Be available when possible to host an ASU table at ASU/College Events.

Section 1L. Commissioner of Student Life

The Commissioner of Student Life shall do the following:

1. Plan and implement ASU social events not related to club activities. For example: assist the Homecoming activities during the fall and spring semesters, serve on the planning committees for the Presidents Honor Recognition Commencement, ASU/ICC end-of-year banquet.
2. Work closely with the Public Relations Committee to publicize and increase student interest in upcoming events concerning college athletics, clubs, ASU, and all other social activities on campus or among student circles within the LAVC student population. Consider fundraising efforts.
3. Establish lines of communication with evening division students.
 - a. Utilize imagination in establishing means for communication.
 - b. Make evening division students aware of ASU services.
 - c. Encourage ASU membership among evening division students.
 - d. Conduct frequent informal meetings in the evening informing the night-time students on current ASU and college affairs and soliciting feedback on their needs and wishes.
4. Be available when possible to host an ASU table at ASU/College Events.

Section 1M. Commissioner of Health and Wellness Affairs

The Commissioner of Health and Wellness Affairs shall do the following:

1. Reach out to the Health Center and assist with, plan, and promote events such as blood drives, health fairs, finals relief, and awareness days/weeks concerning health/safety-related matters.
2. Attend two participatory governance meetings specifically committees concerning Health, emergency preparedness, and college safety.

3. Promote the Health Center's services and coordinate with local charities, projects, and programs to provide supplementary contacts/references to Health, housing, food, mental health, counseling, addiction, Support groups and all other services that support our student's health needs.
4. Advocate for more effective uses of Title IX/Title X funding and the Health Fee while promoting and collaborating with current programs, services, and initiatives they oversee within campus.
5. Promote the Fitness Center and many of the health-centered clubs and Kinesiology classes students can take at LAVC to promote healthier habits.
6. Work closely with the Public Relations Committee to educate students on health and safety related student epidemics such as food/housing insecurity, mental health, campus threat, and promoting all of the above-mentioned responsibilities in this section.
7. Be available when possible to host an ASU table at ASU/College Events.

Section 1N. Inter-Club Council Representative

The Inter-Club Council Representative shall do the following:

1. Be elected by a majority vote of the ICC Senate to serve a single one-year term. They shall have one vote in the Executive Council.
2. Attend meetings of the Executive Council and act as liaison between the Executive Council and the ICC Senate.
 - a. Attend both the ICC Senate and Executive Council meetings each week and assist the ASU Vice-President in reporting on events of clubs to the Executive Council.
 - b. Maintain an up-to-date contact list (phone and email) to effectively communicate with ICC Representatives.
3. Create a calendar or list of approved upcoming club events to share with the ICC Senate and Executive Council.
4. Work closely with the Vice President to divide year-long roles and responsibilities:
 - a. Manage and maintain club point system and totals.
 - b. Club day attendance
 - c. Enforcing that posters are taken down after events
 - d. Maintaining and circulating most recent official chartered club list
 - e. Tracking absences of clubs
 - f. Creating and updating contact information for all clubs and club advisors
5. Work closely with the Vice President to plan year-end ASU/ICC Banquet and present leadership certificates.
6. Create ICC Executive Committee properly organize ICC operations.
7. Articulate the wishes and projects of the ICC Senate to those commissioners that would be directly involved.
8. Aid the President and Vice President with college, ASU, and ICC Senate business.
9. Chair ICC meetings when President and Vice President are unavailable.

10. In the case of a permanent vacancy, be replaced by an ICC Senator elected by a majority vote of the ICC Senate to complete the term.
11. Be available when possible to host an ASU table at ASU/College Events.

Section 10. Parliamentarian

The Parliamentarian shall do the following:

1. Attend and serve as the official reference for the Executive Council with regards to the rules of order during meetings.
2. Accept the preparation of cases for the Jurisdiction of the Courts, and to initiate action with the advice and consent of the President, and the Executive Council.
3. Act as a liaison between the Executive Council and students at Los Angeles Valley College.
4. Develop plans and study the ASU constitution, bylaws, and Parliamentary Procedure, to make the Executive Board meetings more efficient and productive.
5. Work closely with the rest of the Executive Council to increase the knowledge about Parliamentary Procedure and Robert's Rules of Order.
6. Be responsible for representing the best interests of students and assist in implementing any plans, ideas, programs, events or suggestions of special interest groups consistent with the goals of ASU and college policies.
7. Do a presentation about Parliamentary Procedure at the Executive Council and ICC trainings.
8. Appoint number of Supreme Court Justices as stated on the ASU Constitution to form the ASU Supreme Court/Judicial Branch.
9. Present Supreme Court Justices to the Executive Council to be confirmed.
10. Request court hearings of the ASU Supreme Court in case of petitions of amendment(s) or/and impeachment is called upon. The validity of all petitions should be verified by the Supreme Court.
11. Attend two participatory governance meetings.
12. Be available when possible to host an ASU table at ASU/College Events.

SECTION 2 – Standing Committees

Section 2A. Finance Committee

The Finance Committee shall do the following:

1. Convene and allow sufficient time for deliberations plus the amount of time needed to review the statements of interested parties as determined by the treasurer.
2. Review each request in terms of the overall budget allocation, determine a recommended allocation, and prioritize any non-funded items. In each area, determination should be made of the percentage of the budget the committee wishes to allocate. The individual

request should be evaluated to determine where that money will be spent, pending approval.

3. Once the Finance Committee has approved a proposed budget for the upcoming school year, copies should be distributed to each member of the Council for approval.
4. Distribution to of information should be far enough in advance to allow each member of the Council and ICC not only to familiarize themselves with the budget but to review the Finance Committee's recommendation of each item under their area of responsibility with the students and faculty members who administer the affected program.
5. Finance Committee members should make themselves available to anyone who wishes to discuss the Finance Committee's recommendation on any specific item in the budget so that specific questions can be answered prior to the formal submission of the budget to the college administration for final approval.
 - a. The Finance Committee should impress upon individuals requesting funds, which they should itemize and explain each request.
 - b. The Finance Committee should always remember that the money is there to be used in the best interest of the ASU and that only through full understanding of all alternatives, can the budget truly reflect the best interests of all the students.
 - c. Accordingly, every effort should be made to obtain adequate information for the Finance Committee to make valid judgments concerning financial matters.

SECTION 3 – Special Work Groups

Section 3A. Public Relations Work Group

The Public Relations Work Group shall do the following:

1. Come up with a plan on how to promote ASU related activities.

Section 3B. Lobby Work Group

The Lobby Work Group shall do the following:

1. Monitor any legislation that may be either beneficial or detrimental to our college and the student population and make recommendations regarding the issue to the Executive Council.
2. Work with the district or college to identify students to attend advocacy days in Sacramento.

ARTICLE III – APPOINTMENTS

SECTION 1

The Parliamentarian shall be appointed by the President with the approval of the Executive Council by an absolute majority vote. The Supreme Court Justices are appointed as stipulated in the Constitution.

ARTICLE IV – MEMBERSHIP

SECTION 1

ASU Membership shall be \$10.00 for Fall and Spring and \$3 for Summer and Winter or as provided by the Los Angeles Board of Trustees.

These Bylaws were amended by the student body in Spring of 2020.

Dania Castillo

Dania Castillo (Jul 10, 2020 13:19 PDT)

Jul 10, 2020

Dania Castillo, Interim ASU President

Date

Elizabeth Negrete

Jul 10, 2020

Dr. Elizabeth Negrete, Dean of Student

Date