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# BYLAWS

## ASSOCIATED STUDENT UNION Los Angeles Valley College

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### ARTICLE I - DUTIES AND POWERS

#### SECTION 1 - ASU PRESIDENT

The duties and powers, whether expressed, or implied are stated in Article XIII of the ASU constitution. The President shall do the following:

1. Serve as Chairman of the Executive Council and preside over all Executive Council meetings. Exercises general supervision over all Associated Student Union activities. The President shall not vote except to break a tie or to establish quorum. The Executive Council shall convene on Tuesdays at 2:00pm.
2. Be a liaison between the administration and the students.
3. Prepares the agenda and post it 72 hours in advance of each Executive Council meeting. The agenda should be reviewed with the ASU Advisor.
4. Attend meetings as required or requested.
  - a) Attend the student government district wide committee meeting as called by the student member of the Board of Trustees. This committee consists of the nine student body presidents in the Los Angeles Community College District.
  - b) There are nine regional areas in California, which meet periodically to discuss goals and needs of the colleges. This is called California Community College Student Government Association Area Region 7. These meetings are intended to help each student president with input from each other and to work together for projects, which interest all of these colleges.
  - c) Attend campus committees, which include the College Council and Student Affairs Committee. When invited to other meetings, the ASU president shall make every effort to attend these meetings.
5. Appoint the student members of the Executive Council to attend other significant committees, which meet on a regular basis, and discuss issues pertinent to students on campus.
6. Assume the responsibility to carry out the provisions of the ASU Constitution and exercise such other powers as granted by this constitution or by the Executive Council. Exercise the power to appoint and dissolve as necessary with the consent of the Executive Board.
7. Perform other related duties:
  - a) Supervise the activities of the ASU secretary.
  - b) Assists other Council members with their projects.
  - c) Work closely with the ASU advisor and Office of Student Services.
  - d) Post and maintain regular office hours. Answer drop-in questions or refer party to proper informational sources (see reference source for student referrals). Promote the image and principles of the ASU.
  - e) Sign letters or documents necessary to carry out the will of the Executive Council.

#### SECTION 2 - 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 break a tie or to establish quorum. The Inter-Club Council shall convene on Thursdays at 1:00pm.
3. Prepare and post an agenda outside the ASU office 72 hours in advance of each Inter Club Council meeting. This agenda should be reviewed with the ASU advisor.
4. Act as a liaison between the Executive Council and members of the Inter-Club Council. Inform the Executive Council of all pertinent issues and concerns from the I.C.C.
5. Coordinate all I.C.C. and club activities held on campus. Schedule dates for organized club day activities.
6. 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.
7. Inform all club representatives to the I.C.C. of their rights and responsibilities.
8. Maintain close contact with faculty members who serve as club advisors.
9. Plan year-end recognition party for members of the I.C.C. and present leadership certificates.
10. Attend assigned shared governance meetings and provide a report to the Executive Council.
11. Perform other related duties such as following:
  - a) Supervise the activities of the ASU secretary in the absence of the ASU president.
  - b) Assists other Council members with their projects.
  - c) Work closely with the ASU advisor and Office of Student Services.
  - d) Post and maintain regular office hours. Answer drop-in questions or refer party to proper informational sources (see reference source for student referrals).
  - e) Promote the image and principles of the ASU.
  - f) Sign letters or documents necessary to carry out the will of the Executive Council.

### SECTION 3 - 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. Serve as a regular voting member of the Executive Council and guide the Executive Council (or its agents) to sound financial decisions.
5. Implement as efficiently as possible, the decisions of the Council regardless of personal opinion of their soundness. A treasurer should always recognize the demarcation between the function of legislator and treasurer and never let your opinion as a legislator interfere with duties as an executive.
6. Keep accurate records of all ASU expenditures and keep all members of the Executive Council aware of their budget status.
7. Meet with the College President, the ASU President, or College Fiscal Administrator as necessary to resolve budget problems.
8. Articulate with various departments or offices on campus to explore any requests for ASU funding.
9. Convene a Finance Committee meeting before the end of the spring semester once the allocation from the Business Office has been determined. Budget request forms for departments and programs will be distributed and collected in a timely manner by the Business Office.
  - a) Convene in closed session and allow sufficient time for deliberations plus the amount of time needed to review the statements of interested parties as determined by the treasurer.

- b) 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.
- c) 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.
- d) Distribution to members of the Council should be far enough in advance to allow each member of the Council 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.
- e) The treasurer should make himself/herself 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.
  - 1) In the interest of maximum communications between the Finance Committee, the Executive Council and departments administering ASU funds, the treasurer should endeavor to meet with as many faculty members who administer ASU, funds as is feasible during budget preparation.
  - 2) The Finance Committee should impress upon individuals requesting funds, that they should itemize and explain each request.
  - 3) A treasurer 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.
  - 4) Accordingly, every effort should be made to obtain adequate information for the Finance Committee to make valid judgments concerning financial matters.

10. Attend assigned shared governance meetings and provide a report to the Executive Council.

11. Perform other related duties:

- a) Assists other Executive Council members with their projects.
- b) Work closely with the ASU Advisor, the Business Office and Office of Student Services.
- c) Post and maintain regular office hours. Answer drop-in questions or refer party to proper informational sources (see reference source for student referrals).
- d) Promote the image and principles of the ASU.
- e) Sign letters or documents necessary to carry out the will of the Executive Council.

### SECTION - 3A

The power of the budget shall be vested in a Finance Committee, which is to be headed by the Treasurer, and a designated committee. It shall be this committee's responsibility to hear all financial matters referred to them by the Executive Council and to consider items presented by the President, Vice President of Student Services, Treasurer, and ASU President. Furthermore, this body is responsible for preparing the ASU budget for the Executive Council approval (in accordance with the manner and time prescribed by the "Administrative Regulations and procedures regarding the administration and management of ASU funds"). The Finance committee shall be composed of the Treasurer who shall serve as chair, the ASU president, a member of the ASU Executive Council as appointed by the President, the Chief Fiscal Administrator, (who serves as an ex-officio member with no vote), the Vice President of Student Services (or representative), and one teaching faculty member appointed by the College President. The Finance committee will consist of no less than the above members and must have at least 3 members present to enact budget changes.

### SECTION - 4 CORRESPONDING/RECORDING 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. NOTE: The position of secretary is the only paid position in ASU.

The ASU secretary shall:

In the capacity as corresponding secretary, he/she shall

1. Be responsible for all correspondence for the ASU president and the Executive Council as a whole.
2. Collects mail from Office of Student Services and campus mail room and distribute it to the designated club or council mailboxes.
3. Prepare all correspondence using the following guidelines:
  - a) Use ASU stationery including envelopes for all letters.
  - b) Use modern (block) business letter format.
  - c) All correspondence by members of Executive Council must be signed by that member.
  - d) Any correspondence relating to inter-school matters, requesting information or material, or indicating school or ASU policies require the signature of ASU advisor or Vice President of Student Services.
  - e) Any inter-school correspondence should indicate –  
Date:  
To: Person's name and position  
From: Person's name and position

In the capacity of recording secretary, he/she shall

1. Make copies prior to ASU meetings, which are held every Tuesday at 12:45pm. The agenda should be prepared and posted 24 hours prior to the meeting. The same criteria are applied to record keeping and preparation of agendas for the ICC meeting on Thursday at 1:00pm.
2. Arrange conference table in Campus Center room 104.
3. Distribute copy of agenda and copy of minutes to officers and advisors, either in mailboxes or at council table in Room 104.
4. Make available extra copies of agenda and minutes on a special table for guests.
5. During the meeting, the secretary is responsible for recording accurate minutes of the meetings, calling roll, and recording attendance of all council members, advisors, guests, trades or proxies.
  - 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. Minutes 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 only by the secretary of ASU. They should be used along with written notes for reference.
6. Record all motions and the person initiating that motion as well as the person seconding the motion. Maintain an accurate record of all roll call votes.
7. Collects from the Chairperson and/or Commissioners, a copy of their reports, which were presented during that meeting.
8. Maintain a record book or files of:
  - a) ASU Minutes
  - b) Senate Minutes
  - c) ASU Finance Minutes
  - d) Motions
  - e) Proxies
  - f) Attendance
  - g) Agendas

## SECTION 5 - COMMISSIONER OF ATHLETICS

The Commissioner of Athletics shall

1. Attend and serve as a voting member of the Executive Council.
2. Act as a liaison between the Executive Council and students at Los Angeles Valley College.
3. Develop plans for best utilization of the budget allocated in this area.

4. Become acquainted with coaches and members of the athletic departments and inform the Executive Council of all upcoming athletic events and team activities.
5. Work with the faculty advisors, administration and students in planning and organizing campus and inter-campus events.
6. Work closely with the Commissioner of Public Relations to increase student interest in college athletic events.
7. Organize and plan the Homecoming activities during the fall semester and Spring Games during the spring semester.
8. Attend assigned shared governance meetings and provide a report to the Executive Council.
9. Perform all tasks consistent with the concepts of the office.
  - a) Assists other Executive Council members with their projects.
  - b) Work closely with the ASU Advisor and Office of Student Services.
  - c) Post and maintain regular office hours. Answer drop-in questions or refer party to proper informational sources (see reference source for student referrals).
  - d) Promote the image and principles of the ASU.
  - e) Sign letters or documents necessary to carry out the will of the Executive Council.

## SECTION 6 - COMMISSIONER OF CAMPUS and ENVIRONMENTAL CONCERNS

The Commissioner of Campus and Environmental Concerns shall:

1. Attend and serve as a voting member of the Executive Council.
2. Act as a liaison between the Executive Council and students at Los Angeles Valley College.
3. Develop plans for best utilization of the budget allocated in this area.
4. Help develop programs that would promote the awareness of campus environment. This may include special cleanup, campus accessibility for the handicapped, or classroom environments for students. He/she shall initiate and maintain a Campus Beautification Program.
5. Be responsible for keeping current on information about the environmental issues that are pertinent in the campus and community. He/she shall keep self and applicable government bodies informed of campus and local environmental affairs.
6. Coordinate on campus environmental projects that are currently in existence.
7. Shall actively promote, participate and maintain a recycling program on campus.
8. Shall develop and work with the Bulletin Board Committee to remove illegally posted and out-of-date posters around campus.
9. Work closely with the Commissioner of Public Relations to increase student interest in college environmental/conservation events.
10. Attend assigned shared governance meetings and provide a report to the Executive Council.
11. Perform all tasks consistent with the concepts of the office.
  - a) Assists other Executive Council members with their projects.
  - b) Work closely with the ASU Advisor and Office of Student Services.
  - c) Post and maintain regular office hours. Answer drop-in questions or refer party to proper informational sources (see reference source for student referrals).
  - d) Promote the image and principles of the ASU.
  - e) Sign letters or documents necessary to carry out the will of the Executive Council.

## SECTION 7 - COMMISSIONER OF ETHNIC AND CULTURAL AFFAIRS

The Commissioner of Ethnic and Cultural Affairs shall:

1. Attend and serve as a voting member of the Executive Council.
2. Act as a liaison between the Executive Council and students at L.A.V.C.
3. Develop plans for best utilization of the budget allocated in this area.
4. Serve as a liaison between the Executive Council and the special interests groups on campus working closely with the Vice-President who serves as chairperson of the I.C.C.

5. 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.
6. Work to establish channels of communication and coordination between students and administrators, and between the general student body. Conduct open meetings between students and administration.
7. Work closely with the Commissioner of Public Relations to increase student interest in college cultural and special events.
8. Perform all tasks consistent with the concepts of the office.
9. Attend assigned shared governance meetings and provide a report to the Executive Council.
10. Perform all tasks consistent with the concepts of the office.
  - a) Assist other Executive Council members with their projects.
  - b) Work closely with the ASU Advisor and Office of Student Services.
  - c) Post and maintain regular office hours. Answer drop-in questions or refer party to proper informational sources (see reference source for student referrals).
  - d) Promote the image and principles of the ASU.
  - e) Sign letters or documents necessary to carry out the will of the Executive Council.

## SECTION 8 - COMMISSIONER OF EVENING DIVISION

### The Commissioner of Evening Division shall:

1. Attend and serve as a voting member of the Executive Council.
2. Act as a liaison between the Executive Council and evening students at Los Angeles Valley College, and represent the interests and needs of evening students.
3. Develop plans for best utilization of the budget allocated in this area.
4. Create a program or programs in which evening students could participate and form committees to carry out such programs.
5. Plan and implement the ASU Book Exchange for the Fall, Winter (optional) and Spring semesters.
6. Encourage participation of evening students in total campus activities.
7. 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) Encourages ASU membership among evening division students.
  - d) Establishes regular evening office hours.
8. Work closely with the Commissioner of Public Relations to increase evening student interest in college cultural and special events.
9. Attend assigned shared governance meetings and provide a report to the Executive Council.
10. Perform all tasks consistent with the concepts of the office.
  - a) Assists other Executive Council members with their projects.
  - b) Work closely with the ASU Advisor and Office of Student Services.
  - c) Post and maintain regular office hours. Answer drop-in questions or refer party to proper informational sources (see reference source for student referrals).
  - d) Promote the image and principles of the ASU.
  - e) Sign letters or documents necessary to carry out the will of the Executive Council.

## SECTION 9 - COMMISSIONER OF FINE ARTS

### The Commissioner of Fine Arts shall

1. Attend and serve as a voting member of the Executive Council.
2. Act as a liaison between the Executive Council and students at Los Angeles Valley College and represents the interest and needs of these students.
3. Become familiar with all the various budgets under this area and develop plans for the best utilization of the ASU budget allocated in this area.
4. Inform the Executive Council of upcoming fine arts events on campus and in the community.

5. Be responsible for coordinating the annual fine arts festival.
6. Be prepared to speak to, and for, various budgets and budget requests at all times. The areas of the campus, which have budget allocations under this area include:
  - a. Campus Concerts
  - b. Choir/Chamber Choral
  - c. Classical Guitar
  - d. Concert Band
  - e. Forensics
  - f. Jazz Ensemble
  - g. Orchestra
  - h. Other possible groups, which may include departmental presentations, theater arts productions, and art exhibits.
7. Attend assigned shared governance meetings and provide a report to the Executive Council.
8. Perform all tasks consistent with the concepts of the office.
  - a) Assists other Executive Council members with their projects.
  - b) Work closely with the ASU Advisor and Office of Student Services.
  - c) Post and maintain regular office hours. Answer drop-in questions or refer party to proper informational sources (see reference source for student referrals).
  - d) Promote the image and principles of the ASU.
  - e) Sign letters or documents necessary to carry out the will of the Executive Council.

## SECTION 10 - COMMISSIONER OF POLITICAL AFFAIRS

### The Commissioner of Political Affairs shall:

1. Attend and serve as a voting member of the Executive Council.
2. Act as a liaison between the Executive Council and students at Los Angeles Valley College and represents the interest and needs of these students.
3. Become familiar with all the various budgets under this area and develop plans for the best utilization of the ASU budget allocated in this area.
4. Shall be responsible for keeping the ASU informed on Federal, State and District legislation and changes of regulations that may affect college students.
5. Shall work closely with the Commissioner of Public Relations to develop a plan and system to keep the student body informed of legislation and regulations that affect them.
6. Represent Los Angeles Valley College ASU at the state level when requested by the ASU President.
7. Shall be responsible for running all ASU elections during the spring semester. Become familiar with the college election code.
8. Elections must be planned far enough in advance to allow students to be aware that positions are available, for campaigning, and for voting.
9. Arrange for hiring poll workers for coverage during day and evening hours.
10. Attend assigned shared governance meetings and provide a report to the Executive Council.
11. Perform all tasks consistent with the concepts of the office.
12. Assists other Executive Council members with their projects.
13. Work closely with the ASU Advisor and Office of Student Services.
14. Post and maintain regular office hours. Answer drop-in questions or refer party to proper informational sources (see reference source for student referrals).
15. Promote the image and principles of the ASU.
16. Sign letters or documents necessary to carry out the will of the Executive Council.
17. Establish a Lobby Committee at the beginning of the academic year.
18. The ASU Lobby Committee shall:
  - a. Monitor any legislation that may be either beneficial or detrimental to the college and the student body and make recommendations regarding the issue to the Executive Council.
  - b. The Lobby Committee is empowered to evaluate any past, current, or future bills and legislation and decide whether to concur or oppose the legislation to the Executive Council.
19. The Lobby Committee shall be established with membership limited to the following:
  - a. Commissioner of Political Affairs for the ASU, who shall act as chairperson.

- b. Two members of the Executive Council of the ASU, nominated by the Commissioner of Political Affairs and approved by a majority of the Executive Council.
  - c. The Chief Student Services Officer or ASU Advisor or designee.
  - d. One faculty member appointed by the Academic Senate in consultation with the AFT.
  - e. 4 students nominated by the Commissioner of Political Affairs and approved by a majority of the Executive Council. These students shall act as committee vice-chair, secretary, event coordinator, and public affairs/outreach. Student members must be members in good standing of the ASU.
20. Action may be taken at any meeting only if there is quorum present consisting of a minimum of 3 students and the Chief Student Services Officer/ASU Advisor or designee.
  21. Recommendations of the Lobby Committee must be reported in writing to the Executive Council.
  22. In the event that the ASU Constitution and ASU Bylaws are silent on the subject, Robert's Rules of Order Newly Revised shall be followed.
  23. The Chair shall conduct open meetings and include on all agendas an open forum section during which interested parties shall have an opportunity to be heard by the committee.
  24. Distribution of recommendations to members of the Executive Council shall be made at least three days prior to the meeting of the Executive Council at which the recommendations are to be placed on the agenda.
  25. Maintain relations with the Student Trustee and submit the Lobby Committee's recommendations and ongoing goals to him or her, to be presented to the Board of Trustees.

## SECTION 11 - COMMISSIONER OF PUBLIC RELATIONS

### The Commissioner of Public Relations shall:

1. Attend and serve as a voting member of the Executive Council.
2. Act as a liaison between the Executive Council and students at Los Angeles Valley College and represents the interest and needs of these students.
3. Become familiar with all the various budgets under this area and develop plans for the best utilization of the ASU budget allocated in this area.
4. Be responsible for publicizing ASU activities on campus. The Commissioner shall hold meetings when necessary with the Journalism Department and with the Public Information Officer.
5. Represent the ASU in external affairs at the request of the ASU President or Officials of the college.
6. Assist other commissioners or members of the ICC with publicizing any events or functions. The methods of publicity may include:
  - a) ON CAMPUS
    - 1) The Valley Star (college newspaper), which requires copy to be type written and submitted by Wednesday of each week.
    - 2) Posters and flyers must be approved by the ASU advisor and must be posted only on approved strategically located campus bulletin boards. After the event is concluded, all posted materials must be taken down.
    - 3) Announcement may be made through the college radio station KVCM.
    - 4) Announcements may be posted on the college marquees by obtaining the proper forms from the Office of Student Services.
    - 5) Announcements may be made in college classrooms by obtaining prior permission the instructor teaching that class.
  - b) OFF CAMPUS
 

The Commissioner of Public Relations may not release any information to off-campus outlets such as local newspapers, radio, TV and any other public communications media except through the college Public Information Officer.
7. Attend assigned shared governance meetings and provide a report to the Executive Council.
8. Perform all tasks consistent with the concepts of the office.
  - a) Assists other Executive Council members with their projects.
  - b) Work closely with the ASU Advisor and Office of Student Services.
  - c) Post and maintain regular office hours. Answer drop-in questions or refer party to proper informational sources (see reference source for student referrals).
  - d) Promote the image and principles of the ASU.

- e) Sign letters or documents necessary to carry out the will of the Executive Council.

## SECTION 12 - COMMISSIONER OF STUDENT AND SOCIAL AFFAIRS

### The Commissioner of Student and Social Affairs shall

1. Attend and serve as a voting member of the Executive Council.
2. Act as a liaison between the Executive Council and students at Los Angeles Valley College and represents the interest and needs of these students.
3. Become familiar with all the various budgets under this area and develop plans for the best utilization of the ASU budget allocated in this area.
4. Represent the interests and needs of the students of Los Angeles Valley College to the Executive Council regarding all student welfare matters.
5. Work with clubs, advisors, students and departments to increase awareness of cultural diversity, create an atmosphere of social awareness and promote ASU sponsored events.
6. Be familiar with budget preparation for all areas under your leadership. Be prepared to speak to, and for, the various budgets and budget requests at all times. Know the facts. Prepare reports to the Finance Committee.
7. Work with the Health Service Committee in planning the college Health Fair. Familiarize yourself with the services offered by our Health Center and assist with on-campus health events, i.e. blood drive.
8. Plan and implement social events not related to club activities. This may mean assisting with the Homecoming activities during the fall semester. Serve on the planning committees for the two Dean's Receptions, Scholarship Awards event and Commencement proceedings.
9. Work closely with the Commissioner of Public Relations to publicize upcoming events.
10. Attend assigned shared governance meetings and provide a report to the Executive Council.
11. Perform all tasks consistent with the concepts of the office.
  - a) Assists other Executive Council members with their projects.
  - b) Work closely with the ASU Advisor and Office of Student Services.
  - c) Post and maintain regular office hours. Answer drop-in questions or refer party to proper informational sources (see reference source for student referrals.)
  - d) Promote the image and principles of the ASU.
  - e) Sign letters or documents necessary to carry out the will of the Executive Council.

## SECTION 13 – INTER CLUB COUNCIL (ICC) REPRESENTATIVE

### The Senate Representative shall

1. Be elected by a majority vote of the Senate to serve a single one-year term. He/she 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 Senate.
  - a) He/she shall attend both the Senate and Executive Council meetings each week and assist the ASU Vice-President in reporting on events of clubs to the Executive Council.
3. Have the major responsibility of articulating the wishes and projects of the Senate to those commissioners that would be directly involved.
4. Aid the President and Vice President with college, ASU and Senate business.
5. Chair ICC meetings when President and Vice President are unavailable.
6. In the case of a vacancy, be replaced by a Senator elected by a majority vote of the Senate to complete the term.
7. Attend assigned shared governance meetings and provide a report to the Executive Council.
8. Perform all tasks consistent with the concepts of the office.
  - a) Assists other Executive Council members with their projects.
  - b) Work closely with the ASU Advisor and Office of Student Services.

- c) Post and maintain regular office hours. Answer drop-in questions or refer party to proper informational sources (see reference source for student referrals.)
- d) Promote the image and principles of the ASU.
- e) Sign letters or documents necessary to carry out the will of the Executive Council.

## ARTICLE II - GENERAL PROCEDURE

### SECTION 1

Regular meetings of the Executive Council and the Inter-Club Council shall be held once a week. See Article VIII of the ASU Constitution for further details.

### SECTION 2

Proxies shall be accepted at the discretion of the ASU President, upon consultation the ASU Chief Justice, accepting that no council member shall encumber more than three (3) proxies per semester. All proxies must be submitted in writing, at the time at which the proxy is to sit. They will be time stamped, with four copies being made for the ASU President, ASU Chief Justice, ASU Secretary, and the maker of the proxy (who the proxy replaces on the Council). Proxies shall meet the requirements of guidelines established for office.

### SECTION 3

Any student who has a current ID card with paid ASU membership may be entitled to special privileges, as defined by the ASU Executive Council, at any ASU event.

### SECTION 3A

All students, whether, ASU members or not, are entitled to vote in any semester, in which an ASU general, special, or any other kind of election is held.

### SECTION 4

All motions put to the floor of the ASU Council must be submitted in writing in compliance with the Brown Act. The motion shall be submitted in writing to the Secretary and reproduced prior to the next Executive Council meeting and shall be placed on the agenda. This motion should record the history of the motion, special action, reference to other motions, and specify needed funds and requested actions.

### SECTION 5

NO COUNCIL MEMBER MAY EMPLOY A MEMBER OF THEIR FAMILY, for other than gratis benefits, for any ASU sponsored activities, with the exception of poll workers and full-time student workers, unless prior approval has been given by the Vice President of Student Services and/or the Associate Dean of Student Services.

### SECTION 6 (TENURE)

All ASU officers shall maintain their respective posts as long as they abide by the Constitution, Bylaws, and respective codes and regulations; and maintain and display a collegiate attitude. They must also fulfill the official duties of their office(s). Failure to do so will be dealt with as specified in ARTICLE XIII - JUDICIAL POWERS of the ASU Constitution.

### SECTION 6A

All new Council members elected by the Council by provisions in the ASU Constitution, ARTICLE VII, Section 2, and all the officers, must be given the Oath of Office by the ASU Chief Justice, and witnessed by the ASU President and Vice President.

## SECTION 7

Any Executive Council member may initiate an amendment to the Bylaws by presenting the proposal f amendment, in writing, ninety-six (96) hours prior to an Executive Council meeting. Upon such presentation, the proposal shall be placed on the agenda.

To amend the Bylaws, an absolute majority (2/3) vote is required, in conformance with the ASU Constitution, Article IX, Section 2.

## ARTICLE III - INTER-CLUB COUNCIL

### SECTION 1

Students may serve in only one appointed or elected position in any or all branches of the ASU.

### SECTION 2

All members shall be subject to all regulations and entitled to all privileges as provided in the Inter-Club Council Constitution (Senate). All club members are required to be paid ASU members. The ASU Vice President shall serve as the chair of this body with the stipulation that in carrying out the duties of the office, Section 1 of this article, will not be violated due to any problems with regard to conflict of interest (as determined by the Supreme Court if the subject should arise).

### SECTION 2A

The members of ICC shall elect a Senate Representative to represent their interest as a voting member of the Executive Council.

## ARTICLE IV - APPOINTMENTS

### SECTION 1

The Parliamentarian, Secretary, and the Chief Justice 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 V - MEMBERSHIP

### SECTION 1

ASU membership activity cards shall be \$10.00 a semester, or as provided for by the Los Angeles Board of Trustees.

### SECTION 2

The Business Office may charge a fee as determined by the Executive Council of Los Angeles Valley College for the replacement of lost, or destroyed activity cards.

## ARTICLE VI - JUDICIAL SYSTEM

### SECTION 1 - Chief Justice

The Chief Justice shall act as the voting chair of the ASU Supreme Court, and shall have the power to call meetings and call students to testify (as deemed appropriate by this person's point of view). It will be the duty of the Chief Justice to make the Supreme Court's decisions public, and to write the overall opinion of the Court's decision after a case. The Chief Justice may appoint any Associate Justice to act as chair of any lower court; and, is enabled to create any board of inquiry, or judicial review board as deemed appropriate, with regards to any petitioned case that comes before the Court.

The Chief Justice also may appoint any court appointed officers - bailiffs, marshals, deputies, court investigator(s) -with the absolute majority vote of the Supreme Court justices. The Chief Justice also sits at the Executive Council as a non-voting but motioning member as called for in the Constitution.

## SECTION 1A

The Judicial Branch may be barred from participating in any legislative functions such as policy determining committees, discussion and/or investigation of legislative policies, or voting on legislation, until such time that a complaint is issued to the Judicial Branch on any legislative matters.

## SECTION 2

Two Associate Justices shall be appointed by the Chief Justice, and confirmed by the Executive Council, as called for ARTICLE X, Section 1A, of the ASU Constitution.

## SECTION 2A

Each Associated Justice shall have one vote. They must be present at a meeting called by the Chief Justice (unless excused by the Chief Justice), and they have the right to call an emergency meeting by unanimous consent. Absences shall be tabulated in accordance with the governing practices of this set of Bylaws.

## SECTION 3

All decisions must be reached by an absolute majority vote of the Supreme Court. In case of ties, the matter will be reconsidered, and revote on, and in case of a second tie, a declaration of "NO DECISION" will be given, and the case will be given to an inquiry board to look into the matter and to render a decision; or, the case will be summarily dismissed.

## SECTION 3A

The Supreme Court shall meet within one week after accepting a plea, notifying the alleged defendant, or parties, and receiving the answer to the plea.

## SECTION 3B

All deliberations and voting shall take place in closed session. And, when a decision is reached, it is final, and shall not be challenged by any member of the ASU Executive Council, ASU Senate, student organization(s), lobbies, or groups. A roll call vote may be requested by any Associated Student.

## SECTION 4

The Supreme Court, may, or may not, recognize people who come before the Court, as determined by the powers granted to the chair. People who violate court proceedings, as determined by the chair, will be held in contempt of Court.

## SECTION 4A

Contempt of Court, by a person, in court session, will have the following either one, or all, of the following reprimands:

1. Given a bench ordered gag order.
2. Cited for contempt, and report given to Vice President of Student Services for further administrative punishment.
3. To be ejected from the Court by the bailiffs.
4. Refused to be recognized by the chair, all testimony given (if any), by the witness is to be voided by the Court when considering the present case.
5. If the accused is a member of either the Executive Council or the Senate, the court will issue a ten (10) day suspension order, barring that council member from office, with written reasons given to ASU President, the Vice President of Student Services, and the President of L.A.V.C.
6. All of the above.

## SECTION 5 - ATTORNEY GENERAL

### A. Appointment

1. By the President's Cabinet
2. With the approval of the Executive Council

### B. Duties and Functions

1. To act as the legal representative for the Executive Council on legal matters where they pertain to campus activities as stated in the ASU Constitution, Bylaws, etc.
2. To 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. To attend all Executive Council meetings:
  - a) When requested
  - b) When wanting to bring important matters of action to the attention(s) of the Executive Council.
4. To attend any, or all other meetings, where the Attorney General is demanded in any official capacity. This may be accomplished also by sending an official representative.
5. To establish and maintain a panel of persons to serve as prosecutors and student public defenders.
  - a. This panel shall be established no later than the sixth week of the semester.
  - b. This panel shall have at least (4) four persons.
  - c. This panel shall be appointed by the Attorney General in consultation with the Chief Justice and Executive Council.