
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 in at least one event per semester.
6. Actively assist other Executive Council members with their projects.
7. Prepare a leadership presentation to be showcased at the end of each semester. The portfolio guidelines will be provided by the ASU Advisor.
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 benefits of the ASO fee, the image, and principles of the ASU.
11. Attend Participatory Governance/Standing/External meeting/s as assigned by the ASU Advisor (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.
13. Be available when possible to host an ASU table at ASU/College Events.
14. Submit a report to ASU Secretary a day before each Executive Council Meeting.

SECTION 2 – Standing Committees

All Standing Committees shall do the following:

1. Maintain a consistent meeting day and time of the week.
2. Any ASO 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 ASO 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.

ARTICLE II – DUTIES AND POWERS

SECTION 1 – Executive Board Members

The Executive Board Members 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 1. 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 or break a tie.
3. Maintain a consistent day and time of the week that Executive Council meetings shall take place according to the Constitution.
4. Prepare the agenda and post it 72 hours in advance (and/or delegate it to Secretary) of each Executive Council meeting.
5. Attend at least one legislative visit with the lobbying committee.
6. Meet with the College President on matters that concern the college.
7. Take on or delegate all responsibilities of vacant or absent officers when their tasks become pressing or vital to work on.

Section 2. 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. Acts as an aide to the President and carries out such duties as the President assigns in accordance with the position.
3. In the event the office of the President becomes vacant before the expiration of the term, the Vice President will exercise all the powers and duties of the President.
4. Meet with the College President on matters that concern the college.
5. Chair and preside over all meetings of the Inter-Club Council (ICC) but not vote except to establish quorum or break a tie. The ICC shall meet at least twice a month during the Fall and Spring semesters on Thursdays at 1:00 pm.
6. Prepare and post an agenda outside the ASU office 72 hours in advance (and/or delegate it to Secretary/ICC Representative) of each ICC meeting.
7. Manage and maintain club point system and totals.
8. Work closely with the ICC Senate Representative to divide year-long roles and responsibilities:
 - a. Co-hosting Club Days.
 - b. Enforcing that posters are taken down after club events.
 - c. Maintaining and circulating most recent official chartered clubs list.
 - d. Tracking absences of clubs during ICC meetings.
 - e. Plan year-end Banquet for members of the ICC and Executive Council to present leadership certificates.
9. Inform all Club Representatives in ICC of their rights and responsibilities.

Section 3. ASU Treasurer

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

The Treasurer shall do the following:

1. Chair and preside over all meetings of the Finance Committee but not vote except to establish quorum or break a tie.
2. Prepare the agenda and post it 72 hours in advance (and/or delegate it to Secretary) of each Finance Committee meeting.
3. Maintain a record of the budget of the Associated Students as allocated and a record of the remaining unallocated funds.
4. Give a brief report or summary of the budget expenditures, remaining balances, and call attention to any unusual items at each council meeting.
5. Verify and sign all requisitions for the disbursements of funds of the Associated Student Union according to the budget of the Executive Council and subject to the policies governing expenditures by the Administrative Regulation of the Los Angeles Community College District.
6. Guide the Executive Council to sound financial decisions.
7. Keep accurate records of all ASU expenditures and keep all members of the Executive Council aware of their budget status.
8. Meet with the ASU Advisor, College President, the ASU President, or College Fiscal Administrator as necessary to resolve budget problems.
9. Make themselves available to any member of the Executive Council who wishes to discuss the Finance Committee's recommendation on any specific item.

Section 4. 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 agendas.
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. Collect all reports are to be collected a day before each meeting. These reports do not replace the recorded Minutes during the meeting.
4. Maintain a record of Minutes and Agendas of the Finance, Executive Council, and ICC meetings.
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 5. Commissioner of Campus and Environmental Affairs

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

1. Be responsible for activities/events that promote environmentally friendly practices. Some examples may include campus cleanup, or campus accessibility for the handicapped, and other environmentally friendly events.
2. Host an Earth Day related event during the month of April.
3. Stay updated with the environmental affairs to inform the campus and community about issues that may affect them.
4. Encourage students to practice the 3 R's of recycling; reduce, reuse, and recycle.
5. Remove illegally posted and out-of-date posters around campus.

6. Attend two participatory governance meetings specifically committees concerning college environmental/conservation events.

Section 6. 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 Multicultural Heritage planning committees.
3. Assist in coordinating activities to increase cultural awareness on campus.
4. Inform the Executive Council of events, concerns and needs relating to Ethnic and Cultural affairs on campus and in the surrounding community.
5. Encourage collaboration with multicultural clubs to spread cultural awareness.

Section 7. 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 different departments to showcase and increase student interest in all of LAVC's Arts and Performing Arts. These include Art, Theatre, Music.

Section 8. 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. 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. Coordinate and plan for year-round ASU Town Halls.

Section 9. 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. 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).
3. Photograph at-ASU events when possible. Photos should be uploaded soon after the event and published on ASU social media sites.
4. Prepare slideshow for ASU/ICC Banquet.
5. Brainstorm ways to promote the ASO fee and ASU events to students.

Section 10. 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. Plan the Homecoming activities during the Fall semester, plan Pep Rally in the beginning of the Spring semester, serve on the planning committees for the Presidents Honor Recognition and Commencement.
2. 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.
3. Chair a committee that revolves around athletics (overseeing sports/sporting events, etc.) when starting their term in office.

Section 11. Commissioner of Health and Wellness Affairs

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

1. Assist, 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 the benefits of paying the Health Fee.
4. Advocate for more effective uses of Title IX/Title X funding while promoting and collaborating with current programs, services, and initiatives they oversee within campus.

5. Promote the health-centered clubs and Kinesiology classes students can take at LAVC to promote healthier habits.
6. Work closely with the Basic Needs 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.

Section 12. Inter-Club Council Senate Representative

The Inter-Club Council Senate Representative shall do the following:

1. Be elected by a 2/3 vote of the ICC Senate to serve a single one-year term. They shall have one vote in the Executive Council when it comes to matters that affect clubs.
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. Work closely with the Vice President to divide year-long roles and responsibilities:
 - a. Club Day attendance.
 - b. Enforcing that posters are taken down after club events.
 - c. Maintaining and circulating most recent official chartered club list.
 - d. Create a calendar or list of approved upcoming club events to share with the ICC Senate and Executive Council.
 - e. Plan year-end ASU/ICC Banquet and present leadership certificates.
4. Aid the President and Vice President with college, ASU, and ICC Senate business.
5. Chair ICC meetings when the Vice President is unavailable.
6. In the case of a permanent vacancy, be replaced by an ICC Senator elected by a 2/3 vote of the ICC Senate to complete the term.

Section 13. Chief of Justice

The Chief of Justice shall do the following:

1. Attend and serve as the official reference for the Executive Council and Inter-Club Council with regards to the Rules of Order during meetings. The Chief of Justice shall only vote during the Executive Council Meeting.
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 and ICC Constitutions, Bylaws, Brown Act, and Parliamentary Procedure, to make the Executive Council, Finance, and ICC 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. Work closely with the ASU Vice President and ICC Senate Representative to schedule club visits to provide Parliamentary Procedure Training.

ARTICLE II. Standing Committees and Work Groups

Section 1. 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 2. 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 ICC Senate Representative shall be appointed by the ICC Senate with the approval of 2/3 vote.

ARTICLE IV – MEMBERSHIP

Section 1.

ASO 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 2024.

 <u>Christopher Robles-Garay (Jun 17, 2024 13:09 PDT)</u>	Jun 17, 2024
Christopher Robles-Garay, ASU President	Date
 <u>Trang Vu (Jun 17, 2024 13:23 PDT)</u>	Jun 17, 2024
Trang Vu, ASU Vice-President	Date
 <u>Melina Valle Herrera (Jun 17, 2024 13:24 PDT)</u>	Jun 17, 2024
Melina Valle Herrera, Parliamentarian	Date
 <u>Sofia Orellana Rivas (Jun 18, 2024 10:53 PDT)</u>	Jun 18, 2024
Sofia Orellana, Commissioner of Political Affairs	Date
 <u>Flavia Urtecho (Jun 19, 2024 23:14 PDT)</u>	Jun 19, 2024
Flavia Urtecho, Commissioner of Fine Arts	Date
 <u>Arely Aguilar (Jun 25, 2024 09:25 PDT)</u>	Jun 25, 2024
Arely Aguilar, Commissioner of Health and Wellness	Date
 <u>Dr. M. Elizabeth Negrete</u>	Jun 26, 2024
Dr. M. Elizabeth Negrete, Dean of Student Life	Date