

Associated Students of Laney College Constitution and Bylaws

ASLC

August 2025

Enacting Clause

This Constitution and its accompanying Bylaws are hereby adopted and enacted by the Associated Students of Laney College. These documents shall serve as the supreme governing authority for the Associated Students of Laney College and shall take effect immediately upon their ratification and signing.

Signature

Print

Date

Constitution of the Associated Students of Laney College

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Preamble

We, the elected and appointed members of the Associated Students of Laney College, determined to represent the student body in relations with the Faculty Senate, Administration, Classified Senate, and the community, to stimulate the academic and social life at Laney College, and to promote the welfare of students in accordance with the laws of the State of California, establish the Associated Students of Laney College and this Constitution.

Mission Statement

The ASLC shall abide by all federal, state, county, city, and district policies. The ASLC shall articulate and support the concerns and complaints of Laney College students. The ASLC shall help implement policy presented by the student body for the benefit of students. The ASLC shall seek student leaders who actively, fairly, and effectively represent the student body.

Article I. Name, Mascot, and Colors

Section 1. Name

The name of this organization is the Associated Students of Laney College, abbreviated ASLC.

Section 2. Mascot

The official mascot shall be as recognized by Laney College.

Section 3. Colors

The official colors shall be as recognized by Laney College.

Article II. Membership

Section 1. Eligibility

1.1 To be eligible for appointment or election, a candidate or applicant must have officially designated Laney College as their home campus, have a minimum 2.0 GPA, be enrolled in at least five (5) semester units at Laney College, and must not have served for more than six (6) semesters on the ASLC previously.

1.2 Members must maintain a minimum cumulative GPA of 2.0 and enrollment in at least five (5) semester units throughout their term.

Article III. Student Government Structure

Section 1. Branches

1.1 The government of the Associated Students shall consist of a unicameral legislature (the Student Council), a Judicial Council, and the ICC, which operates as an auxiliary advisory body

Article IV. Legislative Branch (Student Council)

Section 1. Composition

1.1 The Student Council consists of two position designations.

1.1.1 The Executive Branch: President, Vice President, Secretary of External Affairs, Secretary of Internal Operations, Treasurer, Commissioner of Publicity, Club Affairs Officer, and Student Advocate.

1.1.2 The Senatorial Branch: seven (7) Senators.

Section 2. Voting

2.1 Each voting member has one vote.

2.2 The President is a nonvoting member of the Student Council but may cast a vote to break a tie.

Section 3. Powers and Functions

3.1 All student legislative powers are vested in the ASLC.

3.2 The ASLC shall have the power to allocate all funds incurred and shall recognize and charter clubs.

3.3 The ASLC, through the President, shall have the power to appoint members to college and district shared governance committees.

3.4 The President shall have the power to veto any action approved by the ASLC. The Student Council may override a Presidential veto with a two-thirds (2/3) vote.

Article V. Judicial Council

Section 1. Powers

1.1 The Judicial Council shall have the power to interpret the ASLC Constitution and Bylaws.

Article VI. Initiative, Referendum, Recall, and Impeachment

Section 1. General Provisions

1.1 The student body may initiate measures, call for a referendum, or recall elected ASLC members in accordance with the procedures outlined in the Bylaws.

1.2 Members may be impeached in accordance with the procedures outlined in the Bylaws.

Article VII. Amendments to Constitution or Bylaws

Section 1. Proposal

1.1 Amendments to the Constitution or Bylaws may be proposed by any member of the ASLC or by a written petition from 5% of the student body.

Section 2. Adoption

2.1 Amendments are adopted upon a 2/3 vote of the Student Council and the signature of the presiding President or as outlined in Article VIII. Section 1 of the Bylaws.

Article VIII. Elections

Section 1. Election Committee

1.1 The Election Committee, consisting of Council members and the Student Activities Advisor, shall conduct all elections.

Section 2. Time of Elections

2.1 Regular elections shall be held in the spring semester. Special elections may be called by consensus of the Council and administration.

Article IX. Financial Procedures

Section 1. Budgets

1.1 Budgets must be prepared by the Treasurer and approved by the Council.

Section 2. Requisitions

2.1 Requisitions must be signed by the President and Treasurer. The Vice President may sign if the President is absent.

Section 3. Procedures for Expenditures

3.1 Detailed procedures for expenditures are provided in the Bylaws.

Article X. Terminology and Voting Standards

Section 1. Terminology

1.1 The governing body is the ASLC.

1.2 ASLC and Student Council may be used interchangeably.

1.3 President, unless otherwise stated, shall refer to the President of the ASLC.

Section 2. General Voting Standards

2.1 A simple majority shall govern all actions unless otherwise stated in this Constitution or the Bylaws.

Bylaws of the Associated Students of Laney College

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Preamble

These Bylaws provide the detailed procedures for the operation of the ASLC and derive their authority from the ASLC Constitution. All members must comply with these Bylaws, the Constitution, Laney College policy, district regulations, and applicable laws.

Article I. General Duties of Members

Section 1. President

1.1 Uphold and maintain the ASLC Constitution.

1.2 Call and chair all meetings.

1.3 Serve as the official representative of the student body and the ASLC.

1.4 Have the sole authority to assign members to ASLC as well as shared college and district governance committees.

1.5 Have the final authority on the contents of the official meeting agenda.

Section 2. Vice President

2.1 Uphold and maintain the ASLC Constitution.

2.2 Preside over meetings in the absence of the President.

2.3 Shall assume the duties and powers of the President if the President is unable to serve.

2.4 Assist in the operation of committees on which the President does not sit.

2.5 Fulfill any additional duty as assigned by the President.

Section 3. Secretary of External Affairs

3.1 Keep records of all correspondence.

3.2 Assign numbers to and track all bills and proposals.

3.3 Prepare the agenda for public posting, which must be done at least 72 hours before a meeting.

3.4 Serve as the public-facing contact for all agenda-related inquiries and for directing members of the public to the formal process for submitting agenda items or to the relevant authority.

3.5 Respond to public requests for information related to ASLC meetings and minutes.

3.6 Fulfill any additional duty as assigned by the President.

Section 4. Secretary of Internal Operations

4.1 Create and maintain a current contact sheet for all Student Council members from all Peralta colleges.

4.2 Organize and make available all necessary governing and communication documents.

4.3 Monitor attendance of all ASLC Council meetings.

4.4 Write and publicly post meeting minutes.

4.5 Fulfill any additional duty as assigned by the President.

Section 5. Treasurer

5.1 Administer the ASLC budget and keep a current record of the financial state of the ASLC.

5.2 Prepare and present monthly budget reports to the Student Council.

5.3 Fulfill any additional duty as assigned by the President.

Section 6. Student Advocate

6.1 Serve as the primary representative and liaison between the ASLC and the Student Senate for California Community Colleges (SSCCC).

6.2 Act as the official voting member for the ASLC at all SSCCC General Assembly meetings.

6.3 Keep the Student Council informed of all relevant issues, policy changes, and initiatives from the SSCCC.

6.4 Fulfill any additional duty as assigned by the President.

Section 7. Club Affairs Officer

7.1 Serve as the primary liaison between all chartered clubs and the ASLC.

7.2 Be responsible for the organization and administration of the Inter Club Council (ICC).

7.3 Review and make recommendations on all club charter applications, renewals, and requests.

- 7.4 Oversee all club-related events and activities, ensuring they comply with ASLC and college policies.
- 7.5 Fulfill any additional duty as assigned by the President.

Section 8. Senators

- 8.1 Represent the student body.
 - 8.2 Participate in all Student Council meetings and events.
 - 8.3 Fulfill any additional duty as assigned by the President.
 - 8.4 Participate in a minimum of one (1) shared governance committee on the college or district level, with both the exact committee and the number of assignments, at the discretion of the President.
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Article II. Organizational Procedure

Section 1. Meetings

- 1.1 The Student Council shall hold regular sessions no less than three times per month.
- 1.2 Quorum is a majority (50% + 1) of the voting members of the Student Council. No business may be conducted without quorum.
- 1.3 Emergency meetings require 24 hours' notice to all ASLC members. The agenda for an emergency meeting shall only include the items that necessitated the meeting.
- 1.4 Agendas must be posted at least 72 hours in advance of all regular meetings. 24 hours for emergency meetings.
- 1.5 Minutes must be posted no later than 72 hours following the relevant meeting.

Section 2. Office Hours

- 2.1 The President must establish and hold at least two (2) recurring office hours per week within two (2) weeks of the beginning of their term. The President may cancel or reschedule office hours as necessary to perform official ASLC duties, including but not limited to attending college or district shared governance committees, meetings, or official ASLC events. Notice must be provided for any permanent change to the recurring office hours schedule. For single, occasional cancellations, no public notice is required.
- 2.2 The Vice President must attend the President's scheduled office hours if the President is unable to attend. If the President has canceled office hours for official ASLC business, the Vice President is not required to attend.

2.3 If the President is unable to attend their scheduled office hours for more than two (2) consecutive weeks for reasons other than the performance of official ASLC duties, the Vice President must establish and hold their own recurring office hours until the President resumes their duties.

2.4 For the purposes of Article II, Section 3.2, a failure to maintain office hours shall not include weeks where office hours were canceled to perform official ASLC duties.

Section 3. Eligibility for Removal

3.1 Any member, including the President, who accrues three (3) absences from regularly scheduled meetings shall be eligible for removal.

3.2 If the President fails to maintain office hours for a total of more than five (5) weeks (consecutive or nonconsecutive), the President shall be eligible for impeachment.

3.3 The specific conditions that make a member, including the President, eligible for removal with cause include, but are not limited to, misconduct relating to or failure to perform any of the duties outlined in this Constitution or these Bylaws.

Section 4. Agenda Submission Process

4.1 Council members, members of the public, student clubs, and all other parties wishing to add an item to the ASLC agenda outside of public comment must submit their request to the Secretary of External Affairs.

4.2 The deadline for submission is 72 hours preceding the desired regular ASLC meeting.

4.3 Submissions must include a brief description of the item, the purpose for bringing it before the council, and any supporting documents.

4.4 The Secretary of External Affairs will present all submitted items to the President, who will have the final authority on whether to place them on the final agenda.

4.5 The ASLC retains the authority to establish a process for item submission at their discretion.

Section 5. ASLC Committees

5.1 All committees, with the exception of the Election Committee, shall be considered Ad Hoc committees and shall be formed, appointed, and dissolved at the discretion of the President.

5.2 The Election Committee shall be a required committee and shall include the Student Activities Advisor as a member.

5.3 The duties of each committee shall be defined by the President.

Section 6. Attendance

6.1 All members of the ASLC are expected to attend all official functions. Failure to attend an entire function will result in one full absence being logged. Official functions include, but are not limited to, Student Council meetings, ASLC-sponsored events, and assigned shared governance committee meetings.

6.2 A member may be excused from an absence by providing prior notice to the President.

6.2.1 Prior notice with a cause deemed valid by the President, such as illness, academic conflict, or family emergency, will result in no absence being logged.

6.2.2 Prior notice without a cause deemed valid by the President will result in half an absence being logged.

6.3 A member who arrives after a Student Council meeting has been called to order will receive half an absence. Furthermore, a member who is late will forfeit their right to vote on any agenda item that is already under discussion at the time of their arrival.

6.4 A member who leaves a Student Council meeting before its adjournment will receive half an absence.

6.5 The President retains the sole and final discretion to excuse any member from having any absence logged, regardless of the circumstances outlined in this section.

6.6 Members are expected to attend in person unless there are extenuating circumstances.

Section 7. Rules of Order

7.1 All meetings of the Student Council and its committees shall be conducted according to Robert's Rules of Order, Newly Revised, except where otherwise provided in this Constitution or these Bylaws.

7.2 The President shall serve as the presiding officer and is responsible for ruling on questions of order.

Article III. Financial Procedures

Section 1. Budgets

1.1 All ASLC subcommittees and task groups that plan to spend ASLC funds must submit an itemized budget to the ASLC Treasurer for review, and then to the Student Council for final review and approval. Budgets must align directly with the goals of the subcommittee or task group and the current ASLC budget.

1.2 The ASLC Treasurer (or designee) shall present the annual budget and allocations to the Student Council at each meeting, or as needed, to ensure all expenses are properly tracked and approved.

1.3 The Treasurer's tracking sheet must be updated accurately within 24 hours of each ASLC meeting where expenses are approved.

1.4 In the Treasurer's absence, the ASLC President (or designee) shall appoint a council member to maintain the Treasurer's tracking sheet until the Treasurer returns or a new Treasurer is appointed.

1.5 The Treasurer's tracking sheet shall be stored in a shared, accessible space and available for viewing by all Student Council members at all times.

1.6 Any edits to the tracking sheet must be approved in advance by the ASLC President or Vice President, unless made directly by the Treasurer.

Section 2. Requisitions

2.1 All project proposals requiring ASLC funds must be verified by the Treasurer (to confirm available funds), reviewed by the Club Affairs Officer (for club-related projects), and signed by the ASLC President. After review and signature, all project proposals must be presented to the Student Council for a vote. In the President's absence, the Vice President is authorized to sign for presentation to the Council.

2.2 ASLC may enforce the requirement that completed project proposals be submitted at least three (3) weeks in advance to allow adequate time for review, approval, and processing.

2.3 ASLC shall not accept, approve, or add incomplete project proposals to the agenda. No council member shall give advance guarantees or pre-approve funding for project proposals.

2.4. No reimbursements of any kind will be permitted.

Section 3. Expenditure Procedures

3.1 All ASLC funds allocated to clubs, organizations, or individuals must be authorized through an approved project proposal that includes a complete and current quote for goods and services.

3.1.1 A legitimate receipt must be submitted to ASLC no later than one (1) week after funds are spent.

3.1.2 Photos or handwritten receipts will not be accepted.

3.1.3 Receipts must include: business name and address, itemized goods and services purchased, date, and itemized pricing (including tax).

3.1.4 If receipts are missing, invalid, or inconsistent with ASLC minutes, the club, organization, or individual will be declared out of compliance and ineligible for further funding for the remainder of the academic year.

3.2 Funds may only be expended from approved budget line items with the authorization of the President, Vice President, or Treasurer.

3.3 If Clubs are not allocated a specified budget for the academic year or term, they must submit proposal packets for each request.

Article IV. Appointment Procedures

Section 1. General Provisions

1.1 All vacant executive and senatorial positions must be made public at least one week prior to a potential appointment.

1.2 Appointees must meet all eligibility requirements for holding office, as outlined in the Constitution.

Section 2. Executive Branch Appointments

2.1 The President has the sole authority to make appointments to the Executive Branch, as defined in the Constitution, without Student Council approval.

Section 3. Senatorial Appointments

3.1 The President shall have the authority to fill vacant senatorial positions by appointment, which shall be subject to confirmation by a majority vote of the Student Council.

Section 4. Emergency Appointments

4.1 The President may make emergency appointments to any vacant position, including senatorial positions, without Student Council approval or prior posting if such an appointment is necessary to achieve quorum at a meeting.

Section 5. Alternate Delegates

5.1 For the purpose of guaranteeing a quorum and assuring adequate representation at all regular and emergency meetings, the President may appoint alternate delegates. The number shall not exceed the number of positions on the Student Council.

5.2 Alternate delegates shall take the place of an absent member.

5.3 Alternate delegates are voting members of the Student Council

5.4 Alternate delegates shall only hold their position for the meeting they were appointed, but are eligible for subsequent appointments.

Section 6. Collaborative Process

6.1 The President may elect to initiate a collaborative process for making an appointment, but retains the right to rescind the use of this process at any time. For an appointment process to qualify as collaborative, the President shall seek and incorporate input from the Student Council, and no candidate may be appointed without a majority vote of the Student Council.

Section 7. Veto Power

7.1 The Student Council may veto a Presidential appointment with a two-thirds (2/3) vote, providing a collaborative process was not used for the appointment.

Section 8. Filling a Vacant Presidency

8.1 If the office of the President becomes vacant and the Vice President is unable to succeed to the office, the Student Council shall hold a special election to fill the office for the remainder of the term.

8.2 Until the special election is concluded, the Vice President shall preside.

Article V. Elections

Section 1. Election Committee

1.1 The Election Committee shall be composed of a chair, the Student Activities Advisor, and a minimum of 3 ASLC members.

1.2 The Election Committee shall have jurisdiction over election procedures and conduct, excluding those outlined in Section 2.

Section 2. Required Procedures and Conduct

2.1 No member of the Student Body shall be eligible to run for more than one office per election.

2.2 The Election Committee shall try any candidate who violates any election guideline. Upon a guilty verdict, the Election Committee shall choose how to proceed.

2.3 The candidate meeting all election requirements and conduct, and who has the highest number of votes for office, shall be declared officeelect.

Article VI. Club Chartering

Section 1. Club Chartering

1.1 Clubs must submit charter packets, including a constitution, to be recognized by the ASLC.

Section 2. Duration of Charter

2.1 Charters last one academic year and must be renewed annually.

Article VII. Inter Club Council (ICC)

Section 1. Organization and Purpose

1.1 The Inter Club Council shall be comprised of the presidents of all chartered clubs at Laney College, or a designated alternate.

1.2 The Club Affairs Officer shall serve as the primary liaison between the ASLC and the ICC and is responsible for administering the body.

1.3 The ICC shall operate as a body for the ASLC to disseminate information directly to clubs and for the Club Affairs Officer to gather input and feedback from club leadership.

1.4 In the case that the Judicial Council is convened, the Club Affairs Officer shall call a meeting of the ICC to elect an ICC member to the Judicial Council.

Section 2. Meetings

2.1 The Club Affairs Officer shall convene a meeting of the Inter Club Council at least once per month during the academic year.

2.2 The Club Affairs Officer shall be responsible for creating the agenda for all ICC meetings.

2.3 Any club representative's failure to attend ICC meetings may be taken into account during future funding requests.

Article VIII. Initiative, Referendum, and Recall

Section 1. Initiative

1.1 An Initiative is a proposal submitted directly to the student body for approval.

1.2 An Initiative may be proposed by a written petition signed by at least 5% of the currently enrolled student body.

1.3 The ASLC must verify the signatures and place the Initiative on the ballot for the next regularly scheduled ASLC election, or call a special election for its consideration.

1.4 An Initiative is adopted if it receives a simple majority of votes cast by the student body with the additional requirement of the President's signature for Constitutional or Bylaw amendments.

Section 2. Referendum

2.1 A Referendum is a process by which the student body may approve or reject any action or resolution passed by the Student Council.

2.2 A Referendum may be called by a written petition signed by at least 5% of the currently enrolled student body within ten (10) academic days of the action in question.

2.3 The ASLC must verify the signatures and place the measure on the ballot for the next regularly scheduled ASLC election, or call a special election for its consideration.

2.4 The action or resolution is repealed if it receives a simple majority of votes cast against it by the student body.

Section 3. Recall

3.1 A Recall is a procedure for removing an elected ASLC member from office before the expiration of their term.

3.2 A Recall may be initiated by a written petition signed by at least 10% of the currently enrolled student body.

3.3 The ASLC must verify the signatures and place the question of the member's removal on the ballot for a special election to be held within ten (10) academic days of the petition's verification.

3.4 The member is removed from office if a simple majority of votes cast are in favor of the recall.

Article IX. Removal Procedures

Section 1. Removal of a Member

1.1 A motion for the removal of a member for cause must be brought before the Student Council.

1.2 The member may be removed from office upon a $\frac{2}{3}$ vote of the Student Council.

1.3 The removed member shall have the right to appeal the decision to the Judicial Council within five (5) academic days of the vote by informing the Student Activities Advisor.

Article X. Judicial Council

Section 1. Composition

- 1.1** The Judicial Council shall consist of five (5) members.
- 1.2** Two (2) justices shall be appointed by the ASLC President.
- 1.3** One (1) justice shall be appointed by the ICC.
- 1.4** One (1) justice shall be appointed by the President of Laney College.
- 1.5** One (1) justice shall be appointed by the Student Activities Advisor
- 1.6** In the case of a Presidential impeachment, justice appointments normally made by the ASLC President shall be transferred. One shall be apportioned to the President of Laney College and one to the Student Activities Advisor.

Section 2. Formation

- 2.1** The President or Vice President, respectively, may elect to convene the Judicial Council upon written notice of a grievance concerning the interpretation of the ASLC Bylaws or Constitution or the impeachment or removal of a member of the ASLC.

Section 3. Chief Justice

- 3.1** The Chief Justice shall serve as the chair of the Judicial Council and shall be elected upon convening by the members of the Council.

Section 4. Powers

- 4.1** The Judicial Council shall have the power to rule on any disputes that may arise from the interpretation of the ASLC Constitution.
- 4.2** The Judicial Council shall have the power to hear grievances and rule on impeachments and removals of ASLC members.

Section 5. Quorum

- 5.1** Quorum for the Judicial Council shall be three (3) members. A majority vote is necessary to make a ruling.