

Constitution of the Associated Students of Laney College

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PREAMBLE:

We, the elected and/or appointed members of the Associated Students of Laney College, determined to represent the student body in regards to relations with the Faculty Senate, Administration, Classified Senate and the community, to stimulate the academic and social life at Laney College, as well as to promote the welfare of the students and in accordance with the laws of the State of California, hereby establish the Associated Students of Laney College and its governing constitution.

MISSION STATEMENT:

- The Associated Students of Laney College (ASLC) will abide by all federal, state, county, city, and district policy.
- We, the ASLC, shall articulate and support the concerns and complaints of LC students to the best of our ability.
- We, the ASLC, shall help in the implementation of planned and/or spontaneous policy presented by the student body for the benefit of students at LC.
- We, the ASLC, shall seek student leaders who have demonstrated a desire to actively, fairly, and open-mindedly serve the student body.
- We, the ASLC, shall support any grievances submitted by Peralta students, in regards to the Peralta District, and adhere to a solution within the Peralta institution.
- We, the ASLC, shall coordinate and carry out events that represent the diversity of the LC student body.
- We, the ASLC, shall represent the LC Student Body while attending national, state, county, city, and local government functions.
- We, the ASLC, shall collaborate with the student governments of the College of Alameda, Berkeley City College and Merritt College, in order to push for district wide policy for the benefit of the entire student body of the Peralta District.

ARTICLE I- NAME, MASCOT, COLORS

SECTION 1- NAME

- 1.1 This organization shall be known as “The Associated Students of Laney College” and may hereby be designated as the “Associated Student Body” or “ASLC”.

SECTION 2- MASCOT

- 1.1 The mascot of the ASLC shall be the eagle.

SECTION 3- COLORS

- 1.1 The colors of the ASLC shall be silver and green.

ARTICLE II- MEMBERSHIP

SECTION 1- ELIGIBILITY

- 1.1 All registered Laney students are eligible for membership in the ASLC.
- 1.2 Elected and appointed members of the Student Council must have a minimum cumulative grade point average of 2.0.
- 1.3 Elected and appointed members of the Student Council must have a minimum of [5] units at Laney College during terms in office.

SECTION 2- PURPOSES OF THE ASLC

- 1.1 The ASLC shall provide for effective representation in planning, execution, and evaluation of all activities affecting the Laney College student community.
- 1.2 The ASLC shall serve as a means whereby student opinions, views, and aspirations may be properly discussed and acted upon.
- 1.3 The ASLC shall function as an effective, efficient, and responsive means of coordinating and overseeing all student activities.
- 1.4 The ASLC shall take all steps necessary to protect the general welfare of students, to the best of its ability.

ARTICLE III-STUDENT GOVERNMENT

SECTION 1- BRANCHES

- 1.1 The government of the Associated Students shall consist of the following three principle branches.
- 1.2 A Student Council, which is the unicameral representative legislature for the Laney College Student Body.
- 1.3 Two representatives on the Laney College Judicial Council.
- 1.4 The Inter-Club Council (ICC).

ARTICLE IV- LEGISLATIVE BRANCH

SECTION 1- COMPOSITION

The Student Council shall consist of the following members, who shall be elected by the Student Body.

- 1.1** President, a nonvoting member of the Student Council.
- 1.2** Vice President, a voting member of the Student Council.
- 1.3** Secretary of External Affairs, a voting member of the Student Council.
- 1.4** Secretary of Internal Operations, a voting member of the Student Council.
- 1.3** Treasurer, a voting of the Student Council.
- 1.4** Commissioner of Publicity, a voting member of the Student Council.
- 1.5** Club Affairs Officer, a voting member of the Student Council.
- 1.6** Student Advocate, a voting member of the Student Council.
- 1.7** Seven Senators, voting members of the Student Council.

SECTION 2- DUTIES AND RESPONSIBILITIES

1.1 The President

- 1. Be the official representative of and to the Student Body.
- 2. Uphold and maintain the ASLC constitution.
- 3. Have the power to call special meetings of the ASLC Senate.
- 4. Have the power to fill by appointment with, Senate approval, vacancies that may occur in the Executive branch for the remainder of office term.
- 5. Chair the ASLC meetings.
- 6. Serve as the liaison between the college administration, faculty and students, and shall plan and present annual goals to the Student Senate.
- 7. Shall cast the deciding vote in the case of a tie or where his/her vote will affect the results of a two-thirds (2/3) vote.
- 8. Shall have the power of veto.
- 9. Shall attend Peralta District Board meetings or send a representative in his/her place.
- 10. Shall maintain three (3) office hours per week.
- 11. Shall keep in contact with the other Associated Student Governments in the Peralta district.
- 12. Have the power to assign council members to committees.
- 13. To serve on at least (1) Shared governance committee and (1) ASLC standing committee.

1.2 The Vice-President

- 1. Uphold and maintain the ASLC constitution.
- 2. Take over all duties of the President whenever the President is unable to serve.
- 3. To oversee all Senator positions and report directly to the ASLC president.
- 4. To serve on at least two (2) Shared governance committees and (2) ASLC standing committee per school year.

5. Shall perform Sergeant of Arms duties during all ASLC meetings including keeping speakers to their time limit to speak and keeping order during the meeting.
6. Shall maintain three (3) office hours per week.

1.3 Secretary of External Affairs

1. Responsible for recording, publishing, and posting minutes of the Senate meetings within 72 hours after a Senate meeting.
2. Responsible for keeping records of all correspondents.
 1. Assign a number to and identify the sponsors of all bills and proposals.
 2. Prepare the agenda for each Senate meeting which must be posted no later than 72 hours before a Senate meeting.
3. Shall perform any other functions as deemed necessary by the President of the ASLC or majority vote of the ASLC.
4. Three (3) office hours per week.
5. To serve on at least two (2) committees per school year (1 shared governance, 1 ASLC).
6. To report directly to the President of the ASLC.

1.4 Secretary of Internal Operations

1. Responsible for keeping records of all correspondents.
2. Shall create and keep updated contact sheet of all current Student Council members.
3. Shall organize and make available all necessary governing and communication documents
4. Shall monitor attendance of all ASLC Council meetings, Committee meetings, and Office Hours.
5. Shall perform any other functions as deemed necessary by the President of the ASLC or majority vote of the ASLC.
6. Four (4) office hours per week.
7. To serve on at least two (2) committees per school year (1 shared governance, 1 ASLC).
8. To report directly to the President of the ASLC.

1.5 Treasurer

1. Prepare the ASLC budget for the following year.
2. Administer the current ASLC budget for the following year.
3. Keep a current record of the financial state and maintain the accounts of the ASLC.
4. Uphold and maintain the financial code.
5. Shall prepare and present monthly budget reports to the Student Senate.
6. Shall perform any other functions as deemed necessary by the President of the ASLC or a majority vote of the ASLC.
7. To serve on at least (1) Shared governance and (1) ASLC standing committee.
8. Three (3) office hours per week.
9. To report directly to the President of the ASLC.

1.6 Publicity Commissioner

1. Coordinate all ASLC Publicity.
2. Be a Liaison between the ASLC and the Laney newspaper.
3. Create and distribute an ASLC events master calendar each month as well a summary of the previous semester's events.
4. Shall perform any other functions as deemed necessary by the President of the ASLC or a majority vote of the ASLC.
5. Three (3) hours per week.
6. To serve on at least two (2) committees per school year (1 Shared Governance, 1 ASLC).
7. To report directly to the President of the ASLC.

1.7 Club Affairs Officer

1. Coordinate between the ASLC Senate and the ICC Council on all activities.
2. Ensure that all Inter-Club Council policy be followed.
3. Give a monthly report on all club activities.
4. Attend or send a delegate to at least one (1) meeting of every chartered club per semester.
5. To oversee all ICC meetings and events.
6. Shall perform any other functions as deemed necessary by the President of the ASLC or a majority vote of the ASLC.
7. Three (3) office hours per week.
8. To serve on at least (1) Shared governance and (1) ASLC standing committee.
9. To report directly to the President of the ASLC.

1.8 Student Advocate

1. Shall attend all SSCCC Region meetings.
2. Shall attend all Peralta Student Council meetings.
3. Shall inform the Council of the legislative and political issues relevant to the student body.
4. Shall perform any other function as deemed necessary by the President of the ASLC or a majority vote of the ASLC.
4. Shall attend (1) Shared Governance and (1) ASLC Standing committee.
5. Serve at least (3) office hours per week.
6. To report directly to the President of the ASLC.

1.8 Senators

1. All Senators of the ASLC council must hold two (2) office hours per week, making themselves available to students, faculty, and staff. Office hours shall be negotiated with the Secretary of Internal Operations and the Vice President of the ASLC.
2. To serve on at least two (2) committees per school year (1 Shared Governance, 1 ASLC).

3. Shall perform any other functions as deemed necessary by the President of the ASLC and a majority vote of the ASLC.

SECTION 3- PARLIAMENTARIAN

- 1.1 The President has the option of appointing a Parliamentarian.
- 1.2 Parliamentarian has no vote.
- 1.3 Parliamentarian must be knowledgeable in Roberts Rules of Order and basic parliamentary procedures.

SECTION 4- ORGANIZATION AND PROCEDURES

- 1.1 The ASLC President shall preside over the Student Council.
- 1.2 The Vice President shall preside in the absence of the President.
- 1.3 The Student Council shall hold regular session meetings no less than two times each month.
- 1.4 No regular, special, or emergency meeting shall convene unless quorum is reached. Quorum shall consist of 50 percent plus 1 of the voting members of the Student Council.
- 1.5 Each member of the Student Council, with the exception of the President, shall have one (1) vote. Only upon an even tie shall the President take a voting position to resolve the action item.
- 1.6 The President has the power to veto any issue approved by the ASLC.
- 1.7 The Student Council may override a Presidential veto on a particular issue with a two-thirds approval.
- 1.8 No member of the ASLC Student Council shall hold more than one ASLC voting position on the Council. Any member who holds an ASLC and ICC position simultaneously is entitled to only one vote on the ASLC Council.
- 1.9 No member of the Student body may hold office for more than three (3) years, regardless of position.
- 1.10 All ASLC emergency meetings called require 24-hour notice to all ASLC members via email, phone, fax, etc.
- 1.11 Any Active member of the ASLC, Judicial Council, ICC, or any club are required to conduct their selves according to the Peralta District Policy and Procedures Manual, Board Policy.
- 1.12 Any active member of ASLC, Judicial Council, ICC, or any club, who, after due process either Laney College internal judicial council or a California court of law, is found guilty of any violation, sexual harassment, or physical and/or verbal threat of any kind, will automatically be suspended and relieved of any duties.
- 1.13 Any Active member of the ASLC, Judicial Council, Inter-Club-Council, or any club, who is suspended, impeached, or recalled, will not be eligible for reelection in any regular or special election. Suspended, impeached, or recalled members may be appointed by the President of the ASLC after a one-semester suspension from all ASLC governmental duties.

SECTION 5- POWER AND FUNCTION

- 1.1** All student legislative powers are vested in the elected and appointed ASLC body.
- 1.2** The ASLC may appoint, with a majority approval, a student from the general body to sit as a student participant in the administrative hiring committees.
- 1.3** The ASLC shall have the power to allocate all funds incurred.
- 1.4** The ASLC, in accordance with the Brown Act, must keep written record of all proceedings, monetary allocations, receipt submissions, minutes, and agendas in a timely fashion. The ASLC Secretary of External Affairs must keep a record of all council meetings and make this information public by posting it 72 hours before the next scheduled ASLC meeting.
- 1.5** The ASLC shall recognize and grant charters to clubs that are open to diversity and do not exclude any interested member of the Laney College student body. All clubs that receive money from the general ASLC budget must submit all appropriate receipts one week after the relevant event. If a club does not submit all appropriate receipts in the allotted one week period after the proper distribution, ASLC will not allow any further funding until receipts are turned into the Student Activities Advisor. Although the ICC is a separate entity, the rules governing funding still apply.
- 1.7** The ASLC council must vote on the appointments of ASLC committee chairpersons. A majority vote is necessary for all appointments made by the ASLC President.
- 1.8** The ASLC council may only hear a request for fund allocation if the requesting party has submitted a written proposal to the ASLC before the next week's agenda is posted.
- 1.9** Any unfilled executive and senatorial positions must be made public one week prior to appointment. Special election shall be held and positions filled by approval of ASLC Student Council.
- 1.10** The ASLC must declare a time, place, and setting for ASLC elections. Regular elections shall be held in the spring semester. ASLC must post one month in advance of upcoming elections. The ASLC may hold Laney officer elections on a different day from the Student Trustee elections only if any student election policy is violated.
- 1.11** Any member of the ASLC may request copies of all district policies pertaining to student affairs.
- 1.12** The ASLC has the power to vote to deny or accept any advertisement, business, or independent vendors from operating within the student center.
- 1.13** ASLC is to recognize that it is in a partnership with the administration in providing and maintaining all equipment and office machines used by the general student population, ASLC, ICC and Student Organizations in the student center (i.e. microwaves, computers, copiers, etc.) and should strive to keep these machines functioning and available to all students.

SECTION 6-STUDENT CENTER MANAGEMENT

1.1 The council shall approve a room allocation master plan for the Student Center by the fourth regular council meeting of the fall semester.

1.2 The council shall pass a Fund 82 budget by the fourth regular council meeting.

1.3 All requests for use of the Student Center must be approved by the Student Council or written authorization from the Secretary of External Affairs, President, and Vice-President of the ASLC.

1.4 All fees incurred from the rental of the Student Body Center shall be deposited into the ASLC General Fund.

ARTICLE V- JUDICIAL COUNCIL

SECTION 1- POWER

1.1 The Judicial Council shall have the power to rule on any disputes that may arise from the interpretation of the ASLC constitution. Only upon written petition, submitted to the ASLC President and/or any appointed Judicial Council member, may the Judicial Council convene on a grievance.

SECTION 2- COMPOSITION

1.1 The Judicial Council of the ASLC shall consist of five (5) members appointed by the following:

- 1.1.1** Two (2) justices shall be appointed by the President of the ASLC
- 1.1.2** One (1) justice shall be appointed by the ICC President.
- 1.1.3** One (1) justice shall be appointed by the President of Laney College.
- 1.1.4** One (1) justice shall be appointed by the Faculty Senate President of Laney College.

SECTION 3- TERM LIMITS

1.1 All appointed justices to the Judicial Council should be able to serve for two (2) semesters. No justice may serve for more than two (2) consecutive years.

SECTION 4- APPOINTMENTS

1.1 All five (5) appointments to the Judicial Council must be approved by a majority vote from the ASLC.

SECTION 5- CHIEF JUSTICE

1.1 The Judicial Council must select a Chief Justice amongst the five (5) justices, prior to the first official meeting to conduct business.

1.2 The Chief Justice may only hold office for one (1) semester. The Judicial Council must then select a new Chief Justice for the second semester of its term.

- 1.3 If in the course of hearing a case when the semester ends the Chief Justice may continue to preside over the Judicial Council until a ruling on the case is made.

SECTION 6- PURPOSE

- 1.1 The Judicial Council shall be an acting court for Student Activities, ASLC, ICC, and club activities in determining the legitimacy of all actions.
- 1.2 To review and determine legality for Student Council Impeachment, term limits, recall or election disputes.
- 1.3 Any member of the student body may question, contest or add language to the Constitution. A request for legislative change to a particular constitution may go for review to the Judicial Council only if a petition is submitted suggesting why a change would benefit the student body.
- 1.4 The Judicial Council shall render decision in writing to the President of the ASLC within ten (10) school days of its final ruling.
- 1.5 All decisions of the Judicial Council are final.

SECTION 7- COUNSEL

- 1.1 Any elected or appointed ASLC officer may act as counsel for any student appearing before the Judicial Council.

SECTION 8- QUORUM

- 1.1 Judicial Council quorums shall consist of three (3) members.

ARTICLE VI- INITIATIVE, REFERENDUM, RECALL, IMPEACHMENT, TERM LIMITS AND FORMAL FILING

SECTION 1- INITIATIVE

- 1.1 Students have the power to initiate legislation by means of a petition signed by ten percent (10%) of the number of students. This proposed election should be presented to the ASLC at the first regular session meeting following the attainment of the required signatures. It is endorsed by majority approval.

SECTION 2- REFERENDUMS

- 1.1 All rules and regulations passed by the Student Council, except emergency or financial measures, may be subject to the referendum vote of the members of this association. The petition shall be presented to the Student Council for reconsideration. The Council

shall host a special election within (2) weeks of the endorsement of the proposal.

SECTION 3- RECALL

- 1.1** Any member of the ASLC who accumulates more than two unexcused absences in any semester shall be subject to recall or impeachment.
- 1.2** Elected officers can be recalled by members of the Student Body by whom they were elected. A request for such a recall shall be made by a written petition signed by twenty percent (20%) of the members of the student body.
- 1.3** Appointed officers may be subject to recall upon petition by ten percent (10%) of the student body and by two-thirds (2/3) ratification vote of the Student Council.
- 1.4** Upon presentation of petition to the ASLC, having gone through proper procedure, a special election must be called within two (2) weeks.

SECTION 4- IMPEACHMENT

- 1.1** Any member of the ASLC or Judicial Council, who fails in their obligation as a council member, or acts in a manner detrimental to the student body or college, maybe subjects to impeachment. Any member of the Student Council may charge a formal filing.

SECTION 5- FORMAL FILING

1.1 A special meeting of the Student Council shall be called within two (2) weeks after the formal filing of the charges; at which time the accuser will present her/his case and the accused will defend herself/himself. A two-thirds majority vote of the complete Student Council is required in order to subject a council member to a recall election.

SECTION 6- TERM LIMITS

1.1 Any member of student government, whether elected or appointed, shall serve no more than three (3) years or six (6) total semesters. These term limits shall extend to all ASLC and ICC members.

ARTICLE VII- AMENDMENTS

SECTION 1- PROPOSAL

- 1.1** Amendments to the constitution may be proposed by two-thirds (2/3) vote of the Student Council, or by ten percent (10%) of the general student body. The proposed

amendment must be submitted in writing to the President of the ASLC at a regular session meeting.

SECTION 2- ADOPTION

1.1 The proposed amendment may be integrated into the constitution upon approval by two-thirds (2/3) of the voting body from the most recently held elections.

ARTICLE VIII- ELECTIONS

SECTION 1- REQUIREMENTS FOR OFFICE

- 1.1** All nominees and appointees accepting the assigned and designated duties of office must be able to hold office.
- 1.2** All nominees will be required to present a petition with ten (10) signatures of Laney College registered students to the appointed Chair of the Election Committee for confirmation.
- 1.3** All nominees or appointees shall show evidence of a minimal 2.0 grade point average and must be currently and actively enrolled in a minimum of (5) five semester units per semester in office.
- 1.4** No student on academic probation may run for or seek appointment to an ASLC office.
- 1.5** All ASLC vacancies shall be filled by appointment by the President with a two-thirds approval of the Student Council.

SECTION 2- ELECTION COMMITTEE

1.1 ASLC must establish an election committee consisting of current Student Council members and the Student Activities Advisor. All election procedures, conduct, and nomination of future officers shall fall under the jurisdiction and authority of the ASLC Election Committee.

SECTION 3- CONDUCT OF ELECTIONS

- 1.1** The location of the elections shall be determined by the Election Committee.
- 1.2** No candidate shall post election material within 50 feet of the election table. However, active candidates may post fliers in the Student Center prior to Election Day.
- 1.3** No candidate shall destroy or conceal any opposing candidates' fliers, banner, etc.
- 1.4** No member of the Student Body shall be eligible to run for more than one office per election.
- 1.5** The Judicial Council shall try any candidate who violates any of these election guidelines. Upon a guilty verdict the candidate will no longer be eligible for either election or appointment for the remainder of the academic year.
- 1.6** The candidate meeting all election requirements and conduct, and who has the highest number of votes for office, shall be declared office-elect.

SECTION 4- TIME OF ELECTIONS

(For more information see Peralta Community College District Student Activities Elections Code, Board Administrative Procedure 4.45)

- 1.1** Regular elections shall be held each year before the end of the spring semester.
- 1.2** Special elections may be held at any time upon consensus of elected officials and administration.

ARTICLE IX- FINANCIAL PROCEDURES

SECTION 1- BUDGETS

- 1.1** All committees and organizations of the student council that expends ASLC funds, shall on or before the fourth (4th) week in office, submit to the ASLC treasurer an itemized budget for the current semester in conformity with the previously adopted budget.

SECTION 2- REQUISITIONS

- 1.1** The ASLC shall require the President and Treasurer to verify and sign all requisitions drawn against student funds. The Vice President will be authorized to sign any requisitions in the absence of the President.
- 1.2** The ASLC must adopt a tentative budget by the third (3rd) regular meeting of the fall semester.

SECTION 3- PROCEDURES FOR EXPENDITURES

1.1 All ASLC funds allocated to clubs, organizations, or individual(s) must, under the authorization of expenditure, submit a legitimate receipt to the ASLC no later than one (1) week after expending the funds. If receipts are not submitted or do not match that of ASLC minutes, then club, organization or individual shall be declared out of compliance, and will not be given funds for the rest of the academic year.

1.2 Funds can be expended from approved budget line items with authorization of the President, Vice-President, and Treasurer of the ASLC.

ARTICLE X- CLUBS AND ORGANIZATIONS

SECTION 1- CLUB CHARTER

- 1.1** Student organizations or students seeking to charter a club must submit a club chartering information packet including constitution for approval to the ASLC.

SECTION 2- INTER CLUB COUNCIL

1.1 Student Council may deem necessary to form an Inter-Club Council composed of representatives of all chartered clubs and organizations.

SECTION 3- JURISDICTION OVER CLUBS

1.1 All clubs formed on campus with approval of the ASLC, using college material, name, or funds, shall come under the jurisdiction of the Student Council and the President of the college.

SECTION 4- DURATION OF CHARTER

1.1 Clubs or organizations chartered by this Association are considered Associated Student organizations until the end of the spring semester of the academic year the club received its charter.

SECTION 5- ASLC EVENTS

1.1 Any club taking part in an ASLC-sponsored activity must be chartered prior to the event.

SECTION 6- DUES

1.1 Any active club or organization may require its members to pay dues, subject to the approval of the Student Council. All funds received are to be deposited three (3) days after the event in the Treasury of the Student Council, and credited to the account of the club or organization. Funds may be withdrawn only with the permission of appropriate club or organization authority as well as the knowledge of the appropriate faculty advisor.

SECTION 7- CLUB FUNDS

1.1 All club accounts will be active as long as the club is active. If the club is inactive for one year, the unused funds will revert to the ASLC account. No club may have bank accounts off campus. All accounts are handled through the Laney College cashier's office.

SECTION 8- CLUB EXECUTIVE MEMBER REQUIREMENTS

1.1 All club executive members are required to maintain the minimum six (6) unit load each semester.

ARTICLE XI- ATTENDANCE

SECTION 1- RULES

- 1.1 All Senators and Executive officers must attend all regular and emergency senate meetings.
- 1.2 All Senators and Executive officers are allowed a cumulative total of (4) four absences from their required Senate, and committee meetings within a semester.
- 1.3 All Senators and Executive officers must attend all weekly meetings of the committees to which they are a member.
- 1.4 Advanced notice of an absence communicated to the ASLC President, Secretary, or committee chair will count as one half (1/2) absence.
- 1.5 Any ASLC council member unable to attend a regularly scheduled, or special meeting, must request an excused absence from the ASLC President. These requests shall be granted if the request is received by the President two days prior to the absences, and is determined to be a legitimate excuse. Three unexcused absences during the course of a single semester will result in removal from office.
- 1.6 All Senators of the ASLC council must hold two (3) office hours per week, making themselves available to students, faculty, and staff. Office hours shall be negotiated with the Secretary of Internal Operations and the Vice-President of the ASLC.

ARTICLE XII- TARDINESS

SECTION 1- RULES

- 1.1 Arriving to a meeting after is has been called to order will count as one half (1/2) absence and voting rights will be suspended automatically.
- 1.2 Leaving before a meeting has been adjourned will count as one half (1/2) absence.

ARTICLE XIII- REMOVAL FROM OFFICE

SECTION 1- RECALL

- 1.1 The process to remove an officer from office will begin when four (4) absences have been recorded within a semester.
- 1.2 The officer will be required to attend the next scheduled meeting if he/she wants' to give an explanation for their absences.
- 1.3 To remove an officer from office requires a 2/3 majority of all members.
- 1.4 If the Senate chooses not to remove an officer after four (4) recorded absences, the removal procedure will begin again after the next full absence had been recorded.

ARTICLE XIV- ENABLING CAUSE

SECTION 1- Ratification

- 1.1 This constitution shall be in effect when it has been approved by two-thirds (2/3) of the Student Council, and has been signed by both the ASLC President and President of the college.

BYLAWS

SECTION 1- COMMITTEES

- 1.1 Standing committees shall be set up as needed by the chair of the meeting in which the committee is created.
- 1.2 The Vice President shall appoint sufficient members to carry out the committee functions.
- 1.3 The duties of each committee shall be defined by the Student Council and discharged under ASLC supervision.
- 1.4 All voting members of the ASLC must participate (1) Shared Governance Committee and (1) ASLC Standing Committee, appointed by the President of the ASLC.

SECTION 2

- 1.1 The ASLC shall create and adhere to the approved ASLC Bylaws consistent with the aims of the constitution and the Brown Act.

SECTION 3

- 1.1 All by-laws become effective upon acceptance by two-thirds (2/3) of the Student Council.

SECTION 4

- 1.1 All by-laws may be amended or revoked by a two-thirds (2/3) majority of the Student Council.

SECTION 5

- 1.1 All financial requests including but not limited to conferences, student programs, and activities must be submitted in written form for consideration by the Student Council no later than the posting of the next meeting's agenda.
- 1.2 Reimbursement of funds shall only be considered if a written agreement was authorized by the ASLC.
- 1.3 Any member, or non-member of the ASLC, funded from the ASLC budget to represent Laney or the ASLC at conferences or other meetings where expenses might be incurred, must submit, within one week after incurrence, a written itemized financial report to the cashier's office showing actual expenses incurred for the respective conferences.
- 1.4 Any unused portion of the allocation received for a conference or meeting shall be returned at the time the financial report is submitted to the cashier.
- 1.5 Any additional expenses incurred may be submitted for Council consideration (Receipts are not required for per diem expenses).
- 1.6 The ASLC Student Council will not approve any loan or advancement of funds based on verbal reimbursement agreement.

1.7 All copies of the ASLC bank statements must be made available to all members of ASLC.

SECTION 6- EMERGENCY MEETINGS

1.1 All emergency meetings must be called within 24 hours of the meeting date. All members must be notified.

1.2 A quorum must be present for business to be conducted and approved.

1.3 The agenda shall only include the items that necessitated the meeting.

1.4 A consensus-polling substitute a legitimate voting procedure. Nor shall such consensus-polling substitute for an emergency meeting.

SECTION 7- ASLC STUDENT COUNCIL ALTERNATIVES

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

1.2 Appointments of alternate delegates shall be submitted to Student Council for approval by majority vote.

1.3 An alternate delegate shall take the seat of a council member who is absent from the regular or emergency meeting or arrives after the meeting convenes.

1.4 The alternate shall remain seated for the entire meeting.

1.5 Alternate must meet the same eligibility requirements as all members.

ASLC PRESIDENT

LANEY COLLEGE PRESIDENT

DATE

DATE