



Associated Students of Laney College Cabinet Positions

The President:

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

The Vice-President:

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

Student Advocate:

- Shall attend all SSSCC Region meetings.



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Secretary of External Affairs:

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

Secretary of Internal Operations

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

Treasurer:

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

Publicity Commissioner:

Laney College does not discriminate on the basis of age, race, religion, color, gender identity, gender expression, sexual orientation, ancestry, citizenship, national origin, military or veteran status, disability, marital status, pregnancy, medical condition, and immigration status.



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

Club Affairs Officer:

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

Senators:

- 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.
- To serve on at least two (2) committees per school year (1 Shared Governance, 1 ASLC).
- Shall perform any other functions as deemed necessary by the President of the ASLC and a majority vote of the ASLC.