

BYLAWS of the  
ASSOCIATED STUDENTS OF VENTURACOLLEGE

Revisions Proposed November 22, 2011  
Revisions Amended November 29, 2011  
Amendments Approved November 29, 2011  
Revisions Proposed March 28, 2013  
Revisions Proposed May 3, 2013  
Revisions Adopted May 14, 2013  
Revisions May 2015

ARTICLE I  
Rights and Privileges of ASVC Members

Section A: All active and associate members of the Associated Students of Ventura College (hereinafter referred to as the ASVC) shall have all rights and privileges as defined in the college catalog granted to any student officially registered at Ventura College.

Section B: An active ASVC member shall be defined as a student that has currently paid their Student Activity Fee.

Section C:

ASVC shall receive funds through the Student Activity Fee and Ventura College Identification Cards.

1. The Student Activity Fee shall be the major source of income for the Associated Students. The Student Activity Fee is a \$7.00 fee that is collected each semester.
  - a. 45% shall be allocated to the ASVC general Fund.
  - b. 5% shall be allocated to the ASVC Reserve.
  - c. 35% shall be allocated to the Inter-Club-Council Fund
  - d. 15% shall be allocated to the Student Enrichment Fund to be utilized by the Student Activities Specialist to enrich student life on campus.
2. The Ventura College Identification Cards shall be a secondary source of income for the Associated Students.

Section D: In addition to the above, all ASVC members designated as active shall be granted the following privileges:

1. The right to seek and hold an ASVC Board office, if all other qualifications are met as set forth in the ASVC Constitution, these Bylaws and the District and Campus Election Procedures.

2. The right to discounts and service benefits coordinated by the ASVC for cardholders.
3. The rights and privileges provided by purchasing an ASVC Photo Identification Card shall be determined by the ASVC Board and published in various college publications such as the schedule of classes, the college catalog, the student handbook, etc.
4. Any other rights as may be determined by the ASVC Board.

ARTICLE II  
ASVC Eligibility and Qualifications

Section A: A Student who wants to:

Represent the ASVC on any campus committee or serve in any ASVC position – including an ASVC committee must meet the following qualifications:

1. Be enrolled in and maintain enrollment in a minimum of five(5) units at Ventura College throughout the period of ASVC service.
2. Have and maintain a minimum of a 2.0 grade point average (G.P.A.), and not be on academic probation at any time during the period of ASVC service.
3. Be in good standing with the college by having never violated the Student Conduct Code.

ARTICLE III  
GENERAL DUTIES OF ALL ASVC OFFICERS

Section A: All ASVC Board officers shall assume the duties of the office he or she has been elected to as described in these bylaws, fulfilling them to the best of his or her ability. In addition, each officer shall:

1. Attend all meetings, events and activities as required by his or her particular office. The acceptability of excuses shall be determined by the ASVC Executive Board, with the guidance of Article XIII.
2. Share the responsibilities of maintaining ASVC office hours for the transaction of business; the hours are to be coordinated by the Executive Secretary.
3. Be entitled to receive a free Ventura College Photo Identification Card for the year they shall be serving in office
4. Act in compliance with the Brown Act.
5. Take on individual commitments for projects, activities, special events or other work necessary to fulfill the goals and objectives set by the ASVC Board for the current year.
6. Not enroll in any class or intercollegiate athletic team that meets at the same time as the ASVC Board regularly scheduled meetings.

7. Present oral reports to the ASVC Board concerning meetings or other functions attended as a representative of the ASVC.
8. Inform the ASVC Advisor and Executive Director of all actions taken and information disseminated.
9. Design and develop strategic plans for the organization in a cost-effective and time-effective manner, including but not limited to:
  - a. Ways to increase student participation in ASVC and clubs.
  - b. Ways to increase the efficiency of board and committee operations.

#### ARTICLE IV

##### Definition, Duties and Responsibilities of the Executive Board Members

Section A: The Executive Board shall consist of the Executive Director who shall not have a vote at ASVC Board Meetings, and the President, Vice President, Treasurer, Executive Secretary, The Director of External Affairs, and the two (2) Senators, who shall have one vote each.

Section B Under the Stewardship of the president the Executive Board shall be separated into branches of offices. The following offices will be supervised by the President; Office of Administration, Office of Internal Affairs, and Office of External Affairs.

Section C: The Executive Board shall consult with the Executive Secretary regarding the creation of the agenda for the ASVC Board meetings, and shall serve on at least one Shared Governance Committee. Appointed Officers are strongly encouraged to serve on a Shared Governance Committee as well.

Section D: The purpose of the Executive Board is to conduct the day to day business of the ASVC as established by the Constitution, Bylaws and any standing rules, with the direction from the ASVC Board and the guidance of the ASVC Advisor.

#### ARTICLE V

##### Job Description and Duties of the ASVC Executive Director

Section A: The Executive Director of the ASVC Board is a senior member of the organization. He or she shall perform various advisory and managerial duties for the Associated Students, with direction from the President and under the supervision of the ASVC Advisor. Additionally, the Executive Director will serve as a mentor for new ASVC Board members, have knowledge of all campus and board activities and policies so that he or she may answer questions and make informed decisions and recommendations. By being a former ASVC member they will ensure that the ASVC

abides by all operation documents and policies, and assume other duties as required. The Executive Director of the ASVC Board shall:

- 10.** Mentor, guide and assist the President on all matters involving shared governance.
- 11.** Ensure that the ASVC Board acts in accordance with the ASVC Constitution, ASVC Bylaws, The Brown Act, Robert's Rules of Order, and other procedures and policies as deemed appropriate.
- 12.** Create and maintain, with assistance from the Executive Secretary, a file detailing all ASVC projects, events and activities.
- 13.** Act as an informed resource for all students regarding Ventura College.
- 14.** In the absence of another ASVC officer, temporarily assume all powers, roles, and responsibilities of said office which are necessary for the timely conduction of business.
- 15.** Oversee the implementation of ASVC Board directives.
- 16.** Not have a vote or count for the purposes of establishing quorum at ASVC Board meetings unless serving as the acting or interim President.
- 17.** Submit a written end of semester report assessing all ASVC operations at the last regularly scheduled ASVC Board meeting of each semester.
- 18.** Serve as a student member of the Student Conduct Hearing, Student Grievance, and College Planning Council groups.
- 19.** Co-chair the Graduation Committee.
- 20.** Fulfill other duties as may be assigned by the-President or the ASVC Advisor.

Section B: Must have the following qualifications:

- 1.** A functional knowledge of the ASVC Constitution and Bylaws, The Brown Act, and Robert's Rules of Order.
- 2.** At least one semester served on the ASVC Board.

Section C: Candidates for Executive Director shall be nominated by the President. These nominations are subject to ratification by the ASVC Executive Board by a majority vote.

## ARTICLE VI Duties of ASVC Executive Officers

Section A: The President of the ASVC shall:

- 1.** Preside over all meetings of the ASVC Board and Executive Board.
- 2.** Serve as Chief Administrator and Executive Officer over the affairs of the organization.
- 3.** Appoint members to standing committees, and create ad hoc committees, appointing members thereto, as necessary.

4. Call regular and special meetings of the Executive Board and the ASVC Board.
5. Nominate a qualified student to fill any unexpired term of office created by a death, withdrawal from school or the resignation of such officer; or of an office unfilled by election or special election. The nomination is subject to ratification by the Executive Board by a majority vote.
6. Serve as chief spokesperson for the ASVC.
7. Recommend such actions to the Board as he or she deems necessary for the welfare of the ASVC and the students of Ventura College.
8. Sign check request forms in the absence of the Treasurer.
9. Hold responsible, with the assistance of the Executive Director, the chairpersons of all ad hoc and standing committees for the efficient conduct of their respective organizations.
10. Serve on or select a representative to serve on all Campus and District Shared Governance Committees.
11. Shall serve as the Ventura College student representative at the Board of Trustees Meetings.
12. Meet with the College President Monthly or as deemed prudent to the benefit of the ASVC.

Section B: The Vice President of the ASVC shall:

1. Assume such responsibilities of the President as is necessary in the absence of, resignation of, or at the direction of the President.
2. Oversee the Office of Internal Affairs and delegate responsibilities as deemed necessary to members of said branch of the Executive Board.
3. Co-Chair the ASVC Election Committee.
4. Serve as a liaison to the Campus Police.
5. Oversee the Inter-Club Council (ICC), and chair meetings of said council when deemed necessary.
6. Be the chief administrator to all Activities by the ASVC
7. Fulfill such other duties and responsibilities as may be assigned by the President.
8. See to the fulfillment of all duties outlined for the Office of Internal Affairs.
9. Oversee the facilitation of a student open forum, at a minimum: once per semester. This student open forum is outlined in Article VI, Section F number 2; responsibilities of Senators.

Section C: The Director of External Affairs shall:

1. Assist the President and the Board in coordinating advocacy efforts on behalf of student interests in conjunction with campus institutions, groups and student organizations.
2. Oversee the Office of External Affairs and delegate responsibilities as deemed necessary to members of said branch of the Executive Board.
3. Represent Ventura College at all District, Regional and State meetings, when necessary.
4. Deliver an oral report to the ASVC Board following any activity of the SSCCC.

5. Research and communicate to the ASVC Board all proposed legislation by the SSSCC, Government entities or External entities, deemed to relate or have an impact upon students of Ventura College.
6. Represent the ASVC and the Ventura College student body regarding the passage or defeat of legislation where deemed to have an impact upon student concerns, needs and best interests.
7. Serve as a liaison between the ASVC and the Ventura County Community College District (VCCCD), other California Community Colleges, the local government, and other agencies and organizations when necessary.
8. Serve as vice-chair of the Advocacy and Student Concern Taskforce
9. Assume duties of the Santa Paula Representative if absent from office.
10. Fulfill such other duties and responsibilities as may be assigned by the President.
11. Serve as a liaison to the Student Representative (Student Trustee) of the Governing Board and serve as a liaison to other Ventura County Community College District Associated Student Organizations.

Section D: The Executive Secretary of the ASVC shall:

1. Maintain the ASVC office filing system.
2. Oversee the Office of Administration and delegate responsibilities as deemed necessary to members of said branch of the Executive Board.
3. Assist other members of the Executive Board in necessary reports, transcripts, memos, and letters required to carry on ASVC business.
4. Notify all ASVC Board members of special meetings.
5. Inventory and maintain necessary office supplies for the ASVC office.
6. Maintain accurate and updated copies of the ASVC Constitution, Bylaws, codes, rules and any approved policies and standing rules.
7. Co-chair the ASVC Awards and Installation Committee.
8. Prepare the agenda for the ASVC Board meetings.
9. Create and maintain a current telephone and email list of all active ASVC Board members.
10. Receive and respond to all ASVC correspondence, directing such to other officers and the ASVC Advisor as he or she shall deem appropriate.
11. Prepare type and distribute the official minutes of each meeting within 48 hours to the ASVC Board members, and the ASVC Advisor, any other locations specified by the ASVC Board or President.
12. Circulate an attendance record at the ASVC Board meeting and retain it as a permanent record.
13. Notify the ASVC Board of excessive absences.
14. Provide a list of pending and potential business for the President before each meeting.
15. Create and maintain a list of all committee members on all ASVC committees and all ASVC Board Members serving on any shared governance committees.

- 16.** Fulfill such other duties and responsibilities as may be assigned by the President.

Section E: The Treasurer of the ASVC shall:

- 1.** Be responsible for all financial matters of the ASVC.
- 2.** Maintain a current financial ledger for the ASVC.
- 3.** Present a written financial report at the first ASVC meeting of each month.
- 4.** Be prepared to recommend allotment of funds from individual accounts to meet the on-going expenses of the ASVC.
- 5.** Submit official purchase orders to the ASVC Advisor within a reasonable amount of time after ASVC Board approval for disbursement of funds.
- 6.** Organize and present to the ASVC Board a tentative budget for the forthcoming academic year no later than the last ASVC meeting in April or as close thereto as possible upon election.
  - a.** The tentative budget will be made in conjunction with requests made by clubs for the forthcoming year, these requests shall be proposed in a special club budgetary meeting to be held before the acceptance of said budget by the ASVC in April or as close thereto as possible upon election.
  - b.** The requests for budget allocations for the forthcoming year by clubs must be presented to the special club budgetary meeting by the club's ASVC representative, their ICC representative, and a club president or chair.
- 7.** Serve as a member of the Budget and Resource Council.
- 8.** Co-chair the ASVC Awards and Installation Committee.
- 9.** Chair the ASVC Finance and Budget Committee.
- 10.** Fulfill such other duties and responsibilities as may be assigned by the President.

Section F: The Senators of the ASVC shall:

- 1.** Have separate responsibilities: one will be a under the hospice of the Office of Internal Affairs or Office of External Affairs The final approval of a Senators assumed duties and role will rest upon the President's discretion..
- 2.** The Senators shall host an open student at a minimum, once per semester. To assess student views on a relevant topic, receive feedback on directions it should take and/or to interact with its constituents. The theme and scope shall be decided upon in conjunction with the ASVC Board.
- 3.** The Senator which is the delegate for the Office of Internal Affairs will:

- a. Organize an evening student function within the first six weeks of the fall semester and within the first four weeks of the spring semester, with the assistance of the Event Coordinator.
  - b. Coordinate efforts with the Counseling Department to conduct a student orientation; including but not limited to a high school visitation, AVID meeting or a campus tour.
  - c. Be a liaison to all student's, athletes, athletic teams, and any internal stakeholders deemed appropriate by the Vice-President.
  - d. Chair the Events and Activities Committee.
  - e. Fulfill such other duties and responsibilities as may be assigned by the Vice-President and delegated responsibilities given by the Office of Internal Affairs.
  - f. The Senators shall co-chair club recruitment week once a semester, in conjunction with the ICC President.
4. The Senator which is the delegate for the Office of External Affairs will:
- a. Submit, in writing, any expressed concerns of any students to the Advocacy and Student Concern Taskforce. Said submissions shall be filed by the Executive Secretary.
  - b. Act as a Legislative Director, by doing research and communicate to the ASVC Board all proposed legislation by the SSSCC, Government entities or External entities, deemed to relate or have an impact upon students of Ventura College in conjunction with the Director of External Affairs.
  - c. Be a liaison SSSCC region, League of California Community Colleges and any External stakeholders deemed appropriate by the Director of External Affairs.
  - d. Fulfill such other duties and responsibilities as may be assigned by the Director of External Affairs and delegated responsibilities given by the Office of External Affairs.
  - e. Chair the Advocacy and Student Concern Taskforce.
  - f. Serve as a student member of the Academic Senate.
  - g. Coordinate with the office of Internal Affairs and the Community Relations Director; an event which promotes citizenry or citizenry education on Constitution Day.

## ARTICLE VII Duties of ASVC Appointed Officers

Section A: The following seven appointed positions shall be considered members of the ASVC Board, and shall have the power to vote, as do the elected officers. They shall attend Executive Board meetings as required of all ASVC President, and carry



out such other duties and responsibilities as may be assigned to them by the President:

- Public Relations Director
- Historian
- Event Coordinator.
- Inter-Club Council President
- Intercollegiate Athletics Liaison
- Community Relations Director
- VC Santa Paula Representative

Section B: The Public Relations Director shall:

1. Develop appropriate public relations with administration, faculty, and the media clarifying and expounding upon the significance of ASVC student government activities, programs and events.
2. Maintain a list of local newspapers, television and radio stations and persons of contact for use in publicizing ASVC sponsored projects, events and activities.
3. Assist the Executive Secretary in providing a list of pending and proposed business for the President before each meeting.
4. Work in concert with the Director of External Affairs to promote ASVC External Activities and events.
5. Work with the Vice-President to promote ASVC Internal Activities and events.
6. Assist in the production of the ASVC website.
7. Chair the ASVC Public Relations Committee.
8. Be under the hospice of the Office of Administration and take directives from the Executive Secretary.

Section C: The Historian shall:

1. Develop and maintain a photographic record of all ASVC activities and events.
2. Understand that any film, CD-ROMs, digital pictures and/or other photographic properties provided by the ASVC for its own purposes shall be the sole property of the ASVC and cannot be reproduced without the express, written permission of the Executive Board.
3. The Office of Administration will supply the film, camera and pay any developing costs associated with the Historian's work on behalf of the ASVC.
4. With the assistance of the Public Relations Director and the ASVC President, select photographs for release to the media in a timely manner.
5. Return all processed/unprocessed film or digital memory cards to the ASVC immediately upon completion of each assignment.

- ~~6.~~ Maintain a yearly Executive Board photograph to be displayed in any area deemed appropriate.
7. Assist with the development and maintenance of the ASVC website.

Section D: The Event Coordinator shall:

1. Coordinate all ASVC activities and events with the cooperation of the Events and Activities Committee and the ASVC Advisor.
2. Work in concert with the Public Relations Director to promote and better inform students of ASVC internal activities.
3. Serve on the Public Relations Committee.
4. Chair the ASVC Events and Activities Committee.
5. Be responsible for coordinating the use of ASVC space, materials, and campus facilities by student organizations in conjunction with the Student Activities office and Office of Administration.
6. Coordinate and maintain a calendar of events. To be posted in an area deemed appropriate and sent to be adopted within the ASVC Master Calendar.

Section E: The Inter-Club Council President shall:

1. Serve as a liaison officer from the ASVC Board to the various student clubs.
2. Develop and implement plans for keeping clubs active and shall seek and promote club participation in ASVC government, activities, and events.
3. Chair monthly meetings of the ICC, comprised of representatives and presidents of the various clubs to discuss concerns and proposals. Report those concerns and proposals back to the Office of Internal Affairs and Vice-President.
4. Assist the various clubs in preparing necessary documentation for requesting funds and facilities.
5. Assist with the presenting of the budgetary requests made to the Budget and Finance Committee for the forthcoming year at the special club budgetary meeting.
6. Sit on the Budget and Resource Committee.
7. Oversee and implement the club's and services fair, to take place no later than the fourth week of each new semester. In conjunction with the Event Coordinator, Internal Affairs-Senator and Vice-President.
8. Coordinate the use of the Club Bulletin Board and facilities allotted for their use in the ASVC office.
9. Request a club membership list for records. Records shall be sent to the Office of Administration for storage and maintenance.
10. Attend a different club's meeting at minimum; monthly.

Section F: The Intercollegiate Athletics Liaison shall:

1. Work in conjunction with the College Athletics Director(s), the Dean of Athletics and the Spirit Club to encourage student attendance at athletic

- events and related activities and fundraisers by disseminating accurate team information.
2. Give a weekly oral report and submit monthly reports to the ASVC Board.
  3. With the approval of the Dean of Athletics and the College Athletic Director(s), may travel with and act in a journalistic capacity for Ventura College Athletic Teams.
  4. Shall meet with each Athletic team to coordinate concerns or information dissemination.
  5. Shall attend athletic events and encourage colleagues to do so.

Section G: The Community Relations Director shall:

1. Work in conjunction with the ASVC Director of External Affairs in activities, with clubs wanting to do outreach to the community, any faculty interested in promoting service learning, the VC Foundation and various community non-profit organizations. To promote student volunteer activities, internship opportunities, citizenry education, and recognition of those activities.
2. Be under the direct supervision of the Office of External Affairs.
3. Work with the Public Relations Director and External Affairs-Senator to create content regarding student volunteer activities for the ASVC website, bulletin boards, newsletters and any student read publication.
4. Create and maintain a centralized location for community volunteer opportunities, i.e. a notebook or a bulletin board or a link on the ASVC website, where community members can provide information regarding volunteer opportunities and activities.
5. Coordinate and publicize, in conjunction with the Public Relations Director, one volunteer event per semester, at a minimum.
6. Be on the Advocacy and Student Concern Taskforce

Section H: The VC Santa Paula Representative shall:

1. Work in conjunction with the Coordinator of VC Santa Paula to represent the best interests and views of the students enrolled at VC Santa Paula.
2. Be under the Hospice of the Office of External Affairs
3. Host a VC Santa Paula focus group meeting once a semester, at a minimum, to assess student views on a relevant topic, to be decided upon in conjunction with the ASVC Board.
4. Carry information about events, activities and issues back from the ASVC to the students enrolled at VC Santa Paula.
5. Assist with the administration of any ASVC or VCCCD student elections held at VC Santa Paula.
6. Coordinate one event per semester, at a minimum with the Office of Internal Affairs at the Santa Paula site.

Article VIII  
ASVC Branches

Section A: Office of Administration:

1. Will be headed by the ASVC Secretary or a President's Designee. This person shall then assume all duties delegated through the bylaws.
2. The Office of Administration shall:
  - a. Be the epicenter of daily managerial needs.
  - b. Maintain and coordinate a Master Calendar; which will be posted where deemed appropriate and contain all ASVC events and meetings.
  - c. Maintain a digital and physical library of all records.
  - d. Assist with the front desk duties and any phone calls.
  - e. Shall make recommendations to the Executive Board on better best practices, office norms, and needed improvements to the ASVC offices.
  - f. Shall oversee and work in conjunction with the Treasurer and ASVC Advisor on expenditures for office supplies and necessary materials.
  - g. Directly oversee the Treasurer and Public Relations, and Historian persons
  - h. Have delegating powers too those who the bylaws allows to oversee, with conjunction of the President.

Section B: Office of Internal Affairs:

1. Will be headed by the ASVC Vice-President or a President's Designee. This person shall then assume all duties delegated through the bylaws.
2. The Office of Internal Affairs shall:
  - a. Be the chief administrator in the delegation of duties which are within the confines of Ventura College.
  - b. Oversee any activities or events on campus which enrich student life or awareness.
  - c. Oversee and encourage club involvement and activities.
  - d. Work in coordination with the Event Coordinator on the Event's Calendar on maintenance and proper posting.
  - e. Directly oversee the ICC president, Event's Coordinator, and Internal Affairs-Senator.
  - f. Oversee Shared Governance committees' attendance and create and maintain a calendar of said appointments.

Section C: Office of External Affairs:

1. Will be headed by the ASVC Director of External Affairs or a President's Designee. This person shall then assume all duties delegated through the bylaws.
2. The Office of Internal Affairs shall:
  - a. Be the chief administrator in the delegation of duties which are within the confines of any external entities outside Ventura College.
  - b. Coordinate information dissemination to the ASVC of items which are affecting students: laws, legislation, changes to title V, and any information deemed appropriate.

- c. Act as a liaison, in conjunction with the President on press releases, resolutions, or speeches to external stakeholders.
- d. Be the chief advocate for the ASVC too external stakeholders by appropriate means.
- e. Directly oversee the External Affairs-Senator, Santa Paula Representative, and Community Relations persons.

## ARTICLE VIII ASVC Committees

Section A: All ASVC Standing Committees shall:

1. Have a chairperson who will be responsible for administering the affairs of that committee.
2. Require one (1) more than half of its membership to establish a quorum.
3. Reach all decisions by a majority vote of those in attendance.
4. Pass all the decisions on to the ASVC through its chairperson for final consideration by the appropriate ASVC legislative body.
5. Be entitled to have a set of Standard Operation Practices, Rules or Bylaws subject to the approval of 2/3 of the ASVC Executive Board; nothing in the aforementioned documents shall supersede these Bylaws, the ASVC Constitution, or any VCCCD rules or regulation.

Section B: ASVC Committee Membership shall be as follows:

1. A committee's membership shall be determined by the President in accordance with these bylaws.
2. A committee shall have as many members as the chair deems necessary for the completion of the committee's purpose.
3. Changes to committee membership shall be reported at both the committee's meeting and the ASVC board meeting immediately following the change.
4. The President and Executive Director may ex officio members of all ASVC committees and may chair said committees when necessary, unless otherwise stated in these bylaws or any other ASVC recognized documentation.
5. In the event that the office of a committee's chair is vacant, the Executive Director will serve as the acting chair, or a temporary chair will be appointed by the President from among the committee's membership.

Section C: ASVC Standing Committees duties and responsibilities: Standing committees meet regularly throughout the academic year. All ASVC standing committees shall have their first meeting no later than the sixth week of each semester.

1. The ASVC Executive Board of the ASVC Shall:

- a. Be chaired by the President.
  - b. The ASVC Executive Board shall oversee and allow for collaboration with the branches of the ASVC.
  - c. Discuss and take action on administrative matters when necessary.
  - d. Discuss and take action on ASVC policies and procedures, and recommend action to the ASVC Board when necessary.
  - e. Amend the budget, when necessary, after recommendation from the Finance and Budget committee during anytime within the terms of office.
  - f. Ratify appointments made by the President.
  - g. Determine the validity of absences from required ASVC meetings, events and activities.
  - h. Be the origin of consultation on the agenda prior to its posting whenever possible.
  - i. Hear reports from the branches of the ASVC
  - j. Meet weekly or as deemed necessary by the President or a majority of the executive board.
  - k. Be comprised of the ASVC Executive Board members.
  - l. Shall recommend appointments to all Shared Governance committees which shall be finalized by the President.
2. The Finance and Budget Committee of the ASVC shall:
- a. Be chaired by the Treasurer.
  - b. Revise and update the budget on an annual basis.
  - c. Review and recommend action on all proposed ASVC expenditures in accordance with the budget.
  - d. Assist the Treasurer in the preparation of the tentative budget for the following year, to be presented to the ASVC Board for final approval no later than the last regularly schedule ASVC Board meeting in April.
  - e. Assist the Treasure, ICC President and Vice-President in the preparation of the club budgetary meeting and report on the augments to the tentative budget made on behalf of the clubs.
  - f. Inquire into and make recommendations on other financial matters of the ASVC as assigned by the President.
3. The Constitution and Bylaws committee of the ASVC shall:
- a. Annually study and review the ASVC operating documents, and make recommendations for amendment to the appropriate body as needed.
  - b. Make recommendations on any legislation that is proposed which will amend the ASVC operating documents.
  - c. Analyze Club Constitutions and Bylaws prior to them being ratified by the ASVC.
  - d. Interpret Constitutions, Bylaws, or Rules on matters of ambiguity.
  - e. Cooperate under the hospice of the Office of External Affairs on any promoting or opposing any proposed legislation having an impact on students.
  - f. Assist External Affairs-Senator in supporting or opposing any proposed legislation.
  - g. Hold a Robert's Rules of Order and Brown Act overview meeting.
  - h. Be chaired by the Executive Director.

4. The Inter-Club Council of the ASVC shall:
  - a. Be comprised of one representative of each active club on campus.
  - b. Ratify an ICC President, which has been appointed by the President.
  - c. Be chaired by the ICC President, and/or the Vice President when necessary.
  - d. Serve as forum for club activities and proposals, forwarding club proposals to the ASVC Board through the Inter-Club Council President or directly through its ASVC representative.
  - e. Encourage the development of new clubs and the stability of ongoing clubs on campus.
  - f. Meetings of the ICC shall be held twice monthly or as deemed necessary by the Vice President or the Inter-Club Council President.
  - g. Adhere to any other policies and procedures as enumerated in the Inter-Club Council Constitution and Bylaws.
  - h. Inform the clubs and facilitate the special club budgetary meeting at a regularly scheduled.
  - i. Encourage members to be asked to be appointed to any ASVC standing committees.
5. The Public Relations Committee of the ASVC shall:
  - a. Be chaired by the Public Relations Director.
  - b. Assist in the promotion of ASVC, club, community and campus activities, events and elections.
  - c. Maintain, with the assistance of other ASVC Board members, the campus kiosks and bulletin boards.
  - d. Work in conjunction with appropriate ASVC officers to oversee and update the ASVC website, promotional materials and any online public relations media.
6. The Events and Activities Committee shall:
  - a. Be chaired by the Internal Affairs-Senator.
  - b. Be responsible any events and activities sponsored or approved by the ASVC, with the exception of the Elections and the Awards and Installation Banquet.
  - c. Be the source for discussion and vetting of any ASVC sponsored activity, and take any recommendations from said discussion to the ASVC Executive Board.

Section D: ASVC Ad Hoc Committees duties and responsibilities: Ad Hoc committees are activated for a specific purpose. They shall be formed at the discretion of the President or a simple majority vote of the ASVC board. The named Ad Hoc committees shall be:

1. The Awards and Installation Committee of the ASVC, which shall:
  - a. Organize, plan and select the date, time and location for the annual ASVC Awards and Installation Banquet.
  - b. Coordinate the ASVC awards and certificates recognizing excellence in student academics, student service, campus community, faculty, staff, and other segments of campus life.
  - c. Be co-chaired by the Executive Secretary and the Treasurer.
2. The Election Committee of the ASVC, which shall:

- a. Administer the ASVC Spring Election and all Special Elections.
  - b. Ensure that all ASVC elections and all information pertaining to said election is publicly announced as designated in the Article IV of the Constitution, and in the Campus and District Election Procedures.
  - c. Abide by the VCCCD Elections Procedures.
  - d. Develop the mechanics and Procedures for Special Elections, when necessary.
  - e. Shall not have any members who are candidates in the election.
  - f. Have its committee membership and chair appointed by the ASVC President, subject to ratification by the Executive Board.
3. The Graduation Committee, which shall:
- a. Organize and plan the graduation ceremony.
  - b. Be both an ASVC and a campus committee.
  - c. Be co-chaired by the ASVC Advisor and Executive Director.
  - d. Be comprised of as many students, faculty and staff members necessary to fulfill the purpose of this committee.
4. Student Concerns Committee, which shall:
- a. Be chaired by the External Affairs-Senator and Vice-chaired by the Director of External Affairs.
  - b. Be an open forum for hearing and vetting student concerns, which may be advocated for or recommended to the appropriate persons.
  - c. Create in conjunction with the External Affairs-Senator a legislative updates packet, to be sent to the Constitution and Bylaws Standing Committee or the ASVC executive board.
  - d. Will take on tasks as delegated by the Office of External Affairs.
  - e. Be a source for resolution writing or press releases that are within the prevue of advocacy.

#### ARTICLE IX

Student Organizations Section A: Student Organizations are defined as any group (Club, Association, etc.) of Ventura College students that forms for any purpose, including academic, social, & community service-oriented reasons. Student Organizations which have obtained recognition from the ASVC Board and have “Active Status” are entitled to:

- 1. The use of the college name and all publicity.
- 2. The use of college facilities.
- 3. Voting representation on the ASVC board.
- 4. The ability to request funds from the ASVC board.

Section B: In order to obtain official recognition from the ASVC Board, a student organization must do the following:

- 1. Have a minimum of five members that have currently paid their Student Activity Fee.
- 2. Have a minimum of one advisor, who will supervise the organization’s financial transactions, give general guidance to the organization, attend



- organizational meetings, and ensure the club abides by all college rules and regulations.
3. Have a written constitution and bylaws that has been approved by the club and the ASVC board.
  4. Complete a Club Information form and Advisor's Agreement and have them on file in the student activities office.
  5. Set up and handle all financial transactions through a district trust account, maintained by the Ventura County Community College District (VCCCD).
  6. Have a registered Inter-Club Council Representative.
  7. Submit a current copy of their meetings scheduled to the Student Activities office, and notify the Student Activities office of any special meetings or changes to the meeting schedule.
  8. Submit a roster of current members twice a semester.
  9. Have completed all of the proceeding qualifications by the last business day of the third week for the fall semester establishment, or the end of the third week of the spring semester establishment.
  10. Attend a Club Orientation before becoming an officially recognized club.

**Section C: Membership:**

1. Club Officers:
  - a. Must be enrolled in at least 3 semester units.
  - b. Club officers may hold no more than one position within the same organization unless serving as the ICC and/or ASVC Rep.
2. Non-Students:
  - a. A non-student is defined as anyone not currently enrolled in at least one unit at Ventura College.
  - b. Non-students may participate in club activities as guests but may not vote, hold office, or pay dues.

**Section D: Club Advisors Shall:**

1. Be a Ventura College faculty member (staff members may be accepted on a case by case basis).
2. Be present at all club meetings and social and/or educational events both on and off campus.
3. Have the primary responsibility of knowing, understanding, and communicating campus rules and regulations as they apply to club events, programs activities and finances.
4. Provide assistance for assessment and constructive review of programs and funding proposals for club leaders.
5. Become familiar with the organization's finances and Trust accounts, as well as the VCCCD accounting procedures and policies.
6. Be familiar with district and campus policies and procedures regarding student travel.
7. Review and sign all of the club's Facility Request forms and forward them to the student activities office for processing.

Section E: Club Representation: Each Club is entitled to have a voting representative on the ASVC Board and the ICC.

1. ASVC Club Representatives: Clubs are strongly encouraged, but not required to participate in ASVC board meetings. ASVC Club Representatives (hereinafter referred to as Club Reps) shall have a vote at ASVC board meetings but shall not count for the purposes of establishing quorum. A club's Club Rep may either be a standing club officer (i.e. the President, Vice President, Treasurer, etc.) or it may be a separate office (elected or appointed). Club Representatives shall also be entitled to the benefits that all other ASVC officers receive. All ASVC Club Representatives shall:
  - a. Be subject to the same qualifications as all other ASVC officers.
  - b. Serve on both an ASVC and Campus committee.
  - c. Attend all ASVC board meetings.
  - d. Report to the ASVC Board on all club projects, events, and activities.
  - e. Accurately represent the clubs best interests as they pertain to the passage or defeat of legislation at ASVC board meetings.
  - f. Report any activity by the ASVC Board back to the club.
2. Inter-Club Council Representatives: All clubs must attend ICC Meetings. Each club shall have an Inter-Club Council Representative (hereinafter referred to as the ICC Rep). A club's ICC Rep may be the club's President or Vice President or it may be a separate office (elected or appointed). All club Presidents are strongly encouraged to participate in ICC meetings for communicatory purposes, but shall not have a vote unless serving as the ICC Rep. In the event that the ICC Rep cannot make the meeting the club's President/Vice President may be sent in the ICC Reps place in order to prevent the club from having an absence and may vote in the ICC Rep's place. All Inter-Club Council Representatives shall:
  - a. Be subject to the same qualifications as all other ASVC officers.
  - b. Attend all ICC meetings
  - c. Report to the ICC on all club projects, events and activities
  - d. Report any activity by the ASVC board back to the club.
  - e. Not represent more than one club on the ICC.
3. Meetings:
  - a. ASVC: If an ASVC Club Rep has more than three (3) unexcused absences from ASVC Board meetings, the expulsion process will be activated and the Rep may lose their position on the board
  - b. ICC: If a student organization has more than three (3) unexcused absences from ICC meetings, the expulsion process will be activated and the student organization may lose its ASVC recognition and its club status.
4. Removal from office: A club shall have the right to remove an ASVC or ICC Club Rep from office. If an ASVC Club Rep is removed from office the club must submit a written notice to the ASVC board. A club may replace its ASVC Club Rep at its own discretion by filling out the appropriate paperwork.

Section F: Club Finances:

1. All funds must be deposited into and transacted through a trust account at the college business office.
2. All Club finances shall adhere to the VCCCD accounting policies and procedures.
3. Advisors shall work with student officers to ensure that VCCCD accounting policies and procedures are followed.
4. Clubs can request funds for events and activities from the Inter Club Council fund (Outlined in Article I, Section 1c; Student Activity Fee)
  - a. The process of approving the request will be determined by the ASVC Executive Committee.

**Section G: Establishing a Club Account:**

1. A club account may be established through by filling out the necessary forms which shall be made available in both the Student Activities office and the Student Business office.
2. A Trust Account Authorization form must be completed to establish a new account. No business transactions may take place without completion of the form.
3. The following signatures on the account authorization card are required for all organizations:
  - a. Two students (Usually the President and the Treasurer)
  - b. The Club Advisor
4. A Trust Account Signature Update Card is used to update the signatures on an account (usually due to a change in student officers or an advisor change) and is to be completed and returned with all signatures to the ASVC Advisor.
5. Funds must be available in the account for expenditures to proceed.

**Section H: Inactive and Falling out of Recognition:**

1. **Falling Out of Recognition:** If at any time during the fall or spring semesters of the current academic year an Active Club fails to meet any of the qualifications specified in Section B of this article, or does not renew their club by the fall semester establishment and renewal deadline, the club may be declared inactive until the student organization has been proven to be back in compliance with the recognition requirements.
2. **Inactive Clubs:**
  - a. Upon being declared inactive, a club's trust account shall be frozen until the club is recognized as active again.
  - b. If a club is in danger of being declared inactive due to excessive absences, written notice must be issued to the club's President and Advisor at least 48 hours after the second unexcused absence.

**Section I: Club Renewal Procedures:** To renew a club you must do the following:

1. Have a current Club Information form and Advisor's Agreement completed and on file in the Student Activities office.
2. Complete a Trust Account Signature Update Card and have it on file in the Student Activities office.
3. Attend a Club Orientation held by the ASVC and ASVC Advisor.
4. Clubs must be renewed by the Fall and Spring renewal deadline or they will fall out of recognition and be declared inactive.

Section J: The Use of Campus Facilities:

1. All active clubs are entitled to the use of Ventura College facilities to host meetings, events and activities. In order to use campus facilities a club must complete a facilities request form and return it to the student activities office with the club advisor's signature at least seven business days before the event.

## ARTICLE X

### Legislative Power of the ASVC Board

Section A: The ASVC Board shall have legislative authority in all matters of the ASVC as stated in the ASVC Constitution and these Bylaws. In addition, the ASVC Board shall have the power to:

1. Act upon motions, proposals, resolutions or ordinances desirable for the betterment of the ASVC.
2. Call emergency meetings of the Board, in rare but necessary occasions, wherein a quorum is still required for the conducting of any business.
3. Sponsor, plan and implement activities on behalf of the ASVC
4. Project the annual ASVC budget for the forthcoming year at least one week before the end of the spring semester.
5. Authorize expenditures as specified in the budget and develop new sources of income for the Association.

Section B: The following limitations of legislative power shall apply to the ASVC Board:

1. No proxy voting shall be permitted.
2. The ASVC Board shall not have the power to make ex-post facto regulations.
3. The ASVC is organized with the approval of and subject to the control and regulations of the Ventura County Community College District Board of Trustees, as specified in the California Education Code.

## ARTICLE XI

### Vacancy in Office of ASVC President

Section A: In the event of a vacancy by resignation, removal, or due to expulsion from office by the ASVC Board, in the office of the President, the Vice President shall

immediately assume the title and role of President, and the office of Vice President shall then be declared vacant.

Section B: The office of Vice President (or any other office left vacant in order to fill the office of the President) shall be filled pursuant to Article VI, Section a Number 5 of these Bylaws.

Section C: The order of succession to the office of the President shall be: Vice President, Director of External Affairs, Executive Secretary, Treasurer. If the office of the President cannot be filled by any of the above-mentioned officers, then the ASVC shall conduct a special election.

Section D: In the event of a special election the Executive Director shall serve as the interim President. If the position of the Executive Director is Vacant during a special election, it shall be at the discretion of the ASVC Advisor to appoint an interim President.

## ARTICLE XII Expulsion from ASVC Office

Section A: The ASVC Board shall have the power to expel from office any of its members or officers, for any one of the following reasons:

1. Excessive absence. Excessive absences shall be defined as three (3) unexcused absences.
2. Misconduct as defined in the Ventura College Student Conduct Code.
3. Neglect of duties and responsibilities of office, as determined by the ASVC Executive Board and set forth in writing.
4. Conduct prejudicial to the ASVC while acting as a representative of Ventura College.

Section B: To enact the previously set forth expulsion process and remove an ASVC Board member or officer, a statement of charges specifically related to one or more of the reasons above shall be drafted and presented to the ASVC Executive Board. The Executive Board shall be presented with the statement as soon as circumstances permit, but no more than 72 hours after presentation of the charges to the person being charged (Respondent). The Respondent shall respond to the charges in writing and provide said response to the Executive Board within one week. The Executive Board shall present a statement of charges and the Respondent's counterstatement to the ASVC Board at the next regularly scheduled open meeting. After hearing both sides, the ASVC Board shall schedule a special meeting no earlier than one (1) week and no later than two (2) weeks for the purpose of voting by written, secret ballot on the matter of expulsion from office.

Section C: An expulsion vote shall require a 2/3 vote of the total number of all ASVC Board members currently holding office. For the purposes of this type of vote,

every ASVC member and officer shall be eligible to vote, and there shall be no exclusions.

Section D: If a Club Representative is expelled from the board the club they are representing shall lose the privilege of having a voting representative on the ASVC Board for that semester.

Section E: Nothing in this Article shall abridge the right of the ASVC to exercise its right of recall as defined in the ASVC Constitution, Article IX.

### ARTICLE XIII Meetings of the ASVC Board

Section A: Regular meetings of the Board shall be held weekly during the fall and spring semesters of the academic year.

Section B: Executive Board meetings shall be held weekly or as deemed necessary by the President.

Section C: All other ASVC Committees shall meet as often as deemed necessary by the committee's chair or the ASVC board

Section D: All ASVC board members shall attend all meetings, events and activities required by their office or mandated by the President. An excused absence is one justified by a documented illness, death or serious illness in the family, a final exam or other singular academic responsibility. Any other reasons for an absence must be provided to and accepted by the ASVC Executive Board in order to be excused.

### ARTICLE XIV Adoption or Amendment of the ASVC Bylaws

Section A: The ASVC Board ensures that if it changes policy or adopts any new policy which may directly benefit any member or members of the current ASVC Board, all such policy changes or additions become effective the semester following that in which such policy decisions are made.

Section B: These Bylaws may be adopted or amended by a majority vote of the Associated Students voting in an election, or by a 2/3 majority vote of the ASVC Board.

Section C: Typographical errors, which corrections do not result in a substantive change, may be corrected without a vote of the ASVC Board, but such changes, shall be noted in the minutes of the next regularly scheduled ASVC Board meeting.