

# ***ASSOCIATED STUDENTS OF VENTURA COLLEGE (ASVC) CONSTITUTION & BYLAWS 2024-2025***



## MISSION STATEMENTS



The **Associated Students of Ventura College** (ASVC) is the governing student body of Ventura College. The ASVC aims to promote advocacy, professional development, and leadership opportunities. Through representative collaboration and innovative approaches to serving the campus community, ASVC is committed to fostering equity, advancing in civic engagement, and cultivating an inclusive student life experience.



**Ventura College** is an educational leader providing a positive and accessible learning environment that is responsive to the needs of students, promotes success, develops students to their full potential, creates lifelong learners, and fosters positive human values for successful living and membership in a global environment. The College is a national model on how institutions of higher learning can combine innovative programs, student support, and instructional technologies to provide outstanding learning opportunities and community services.



The **Ventura County Community College District** provides students, in its diverse community, with access to comprehensive quality educational opportunities that support student learning and student success. VCCCD's three colleges – Moorpark College, Oxnard College, and Ventura College – offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement.

## TABLE OF CONTENTS

<b>COVER PAGE .....</b>	<b>1</b>
<b>MISSION STATEMENTS .....</b>	<b>2</b>
<b>TABLE OF CONTENTS .....</b>	<b>3-6</b>

### CONSTITUTION (PAGES 7 – 11)

<b>PREAMBLE .....</b>	<b>7</b>
<b>ARTICLE I: NAME AND MEMBERSHIP .....</b>	<b>7</b>
<b>ARTICLE II: ORGANIZATIONAL PURPOSES .....</b>	<b>7</b>
<b>ARTICLE III: DIRECTORS AND REPRESENTATIVES .....</b>	<b>7-8</b>
<ul style="list-style-type: none"> <li>• Section 1: Executive Directors</li> <li>• Section 2: Appointed Directors</li> <li>• Section 3: Duties and Responsibilities</li> <li>• Section 4: Quorum and Decision-Making</li> <li>• Section 5: Authority and Guidance</li> </ul>	
<b>ARTICLE IV: ELECTIONS .....</b>	<b>8</b>
<ul style="list-style-type: none"> <li>• Section 1: Election Compliance</li> <li>• Section 2: Term of Office</li> <li>• Section 3: Vacancies and Appointments</li> <li>• Section 4: Term Limits</li> <li>• Section 5: Candidate Announcement</li> <li>• Section 6: Installation of Newly Elected Directors</li> </ul>	
<b>ARTICLE V: MEETINGS .....</b>	<b>8-9</b>
<ul style="list-style-type: none"> <li>• Section 1: General Board Meetings</li> <li>• Section 2: Establishing Quorum</li> <li>• Section 3: Parliamentary Procedure</li> <li>• Section 4: Public Meetings and Posting of Minutes</li> <li>• Section 5: Compliance with The Brown Act</li> </ul>	
<b>ARTICLE VI: COMMITTEES .....</b>	<b>9</b>
<ul style="list-style-type: none"> <li>• Section 1: Creation of Committees</li> <li>• Section 2: Standing Committees</li> <li>• Section 3: Ad Hoc Committees</li> <li>• Section 4: Committee Responsibilities</li> <li>• Section 5: Committee Chairs</li> </ul>	
<b>ARTICLE VII: STUDENT ORGANIZATIONS .....</b>	<b>9</b>
<ul style="list-style-type: none"> <li>• Section 1: Oversight of Student Organizations</li> <li>• Section 2: Inter-Club Council</li> </ul>	

- Section 3: Club Definition and Requirements

## **ARTICLE VIII: BUDGET & FINANCE .....10**

- Section 1: Maintenance of Annual Budget
- Section 2: Funding Sources
- Section 3: Utilization of ASVC Funds
- Section 4: Approval of Tentative Budget

## **ARTICLE IX: INITIATIVE, REFERENDUM, AND RECALL.....10**

- Section 1: Initiation of Measures
- Section 2: Approval Thresholds
- Section 3: Recall Requirements

## **ARTICLE X: AMENDMENT OF THE CONSTITUTION .....11**

- Section 1: Amendment Approval Process
- Section 2: Proposing Amendments
- Section 3: Amendments Mandated by Board of Trustees
- Section 4: Public Announcement of Proposal Amendments
- Section 5: Official Adoption of The Constitution

### **BYLAWS (PAGES 12 – 31)**

## **ARTICLE I. RIGHTS AND PRIVILEGES OF ASVC MEMBERS .....12**

- Section 1: Rights and Privileges of ASVC Member
- Section 2: Definition of Active ASVC Member
- Section 3: Fiduciary Sources for ASVC
- Section 4: Privileges Granted to Active ASVC Member

## **ARTICLE II. ASVC ELIBILITY AND QUALIFICATIONS .....13**

- Section 1: Qualifications for ASVC Representation

## **ARTICLE III. GENERAL DUTIES & RESPONSIBILITIES OF ALL ASVC DIRECTORS ..... 13-14**

- Section 1: Responsibilities and Expectations

## **ARTICLE IV. DUTIES & RESPONSIBILITIES OF EXECUTIVE COMITTEEE MEMBERS .....14**

- Section 1: Composition of the Executive Committee
- Section 2: Responsibilities under the President's Stewardship
- Section 3: Consultation and Shared Governance
- Section 4: Purpose of the Executive Committee

## **ARTICLE V. DUTIES & RESPONSIBILITIES OF THE ASVC EXECUTIVE DIRECTOR ..... 14-15**

- Section 1: Advisory and Managerial Responsibilities
- Section 2: Qualifications for the Executive Director
- Section 3: Nomination and Ratification of Executive Director Candidates

## **ARTICLE VI. DUTIES OF THE ASVC EXECUTIVE DIRECTORS ..... 15-18**

- Section 1: President
- Section 2: Vice President
- Section 3: Director of Administration
- Section 4: Director of External Affairs
- Section 5: Director of Finance

## **ARTICLE VII. DUTIES OF ASVC APPOINTED DIRECTORS..... 18-21**

- Section 1: Appointed Positions
- Section 2: Director of Diversity, Equity, and Inclusion
- Section 3: Director of Student Organizations
- Section 4: Director of Public Relations
- Section 5: Director of Community Relations
- Section 6: Director of Athletics
- Section 7: Director of Events and Activities
- Section 8: Director of East Campus

## **ARTICLE VIII. ASVC BRANCHES ..... 21-2**

- Section 1: Office of Administration
- Section 2: Office of Internal
- Section 3: Office of External

## **ARTICLE IX. ASVC COMMITTEES..... 22-25**

- Section 1: ASVC Standing Committees
- Section 2: ASVC Committee Membership
- Section 3: ASVC Standing Committees Duties & Responsibilities
- Section 4: ASVC Ad Hoc Committees Duties & Responsibilities

## **ARTICLE X. STUDENT ORGANIZATIONS RIGHTS & RESPONSIBILITIES ..... 26-29**

- Section 1: Definition and Entitlements of Student Organization
- Section 2: Requirements for Official Recognition
- Section 3: Club Directors and Non-Student Participation
- Section 4: Club Advisors Duties and Responsibilities
- Section 5: ASVC Club Representatives and Inter-Club Council Representatives
- Section 6: Financial Procedures and Funding Requests
- Section 7: Establishing a Club Account
- Section 8: Inactive Status and Falling out of Recognition
- Section 9: Requirements for Club Renewal
- Section 10: Procedures for Facility Requests

## **ARTICLE XI. LEGISLATIVE POWER OF THE ASVC BOARD .....29**

- Section 1: Legislative Responsibilities and Actions
- Section 2: Limitations on Legislative Power

## **ARTICLE XII. VACANCY IN OFFICE OF ASVC PRESIDENT ..... 29-30**

- Section 1: Succession in Case of Vacancy
- Section 2: Application of Bylaws for Office Replacement
- Section 3: Order of Succession
- Section 4: Interim President Responsibilities and Advisor's Discretion

**ARTICLE XIII. EXPULSION FROM ASVC OFFICE .....30**

- Section 1: Grounds for Expulsion
- Section 2: Expulsion Process and Presentation of Charges
- Section 3: Voting on Expulsion
- Section 4: Consequences of Expulsion for Club Representative
- Section 5: Preservation of Recall Rights

**ARTICLE XIV. MEETINGS OF THE ASVC BOARD .....31**

- Section 1: Regular Board Meetings
- Section 2: Executive Committee Meetings
- Section 3: ASVC Committee Meetings
- Section 4: Obligation to Attend Meetings and Events

**ARTICLE XV. ADOPTION OR AMENDMENT OF THE ASVC BYLAWS .....31**

- Section 1: Implementation of Policy Changes
- Section 2: Adoption or Amendment by Majority Vote
- Section 3: Correction of Typographical Errors

## **ASSOCIATED STUDENTS OF VENTURA COLLEGE CONSTITUTION**

### **PREAMBLE:**

In pursuit of cultivating a sense of harmony within the student body, promoting effective student governance, and enhancing the educational, physical, and social experiences of Ventura College students, we, the Associated Students of Ventura College, hereby establish this Constitution of self-government, as granted by the Board of Trustees of the Ventura County Community College District.

### **ARTICLE I. NAME AND MEMBERSHIP**

**SECTION 1.** This organization shall be known as the Associated Students of Ventura College, hereinafter referred to as the ASVC.

**SECTION 2.** All registered students at Ventura College shall be members of the ASVC.

### **ARTICLE II. ORGANIZATIONAL PURPOSES**

It shall be the purposes of this organization to:

1. Promote the views of the student body of Ventura College through participation in shared governance
2. Host and support events and activities on the Main Campus and at the VC East Campus.
3. Participate in Fund-raising activities as needed.
4. Participate in and support charitable activities to support the students and the community.
5. Oversee campus Clubs and Student Organizations.
6. Educate students on citizenship issues.
7. Recognize students, faculty, staff, administrators, and members of the community for worthwhile achievement.
8. To develop student engagement initiatives in encouragement of student success.
9. To advocate for student equity across all systemic barriers.

### **ARTICLE III. DIRECTORS AND REPRESENTATIVES**

**Section 1.** The Executive Directors of this Organization shall be the President, Vice President, Director of External Affairs, Director of Administration, Director of Finance, Director of East Campus, Director of Student Organizations and an appointed Executive Director.

**Section 2.** The Appointed Directors of this Organization shall be a Director of Public Relations, Director of Community Relations, Director of Events and Activities, and a Director of Athletics, shall

constitute the remainder of the Organization's directors. The College President shall designate the administrative or managerial Advisor to the Board.

- Section 3.** All duties and responsibilities of the foregoing Directors and all representatives to the Board shall be enumerated in the Bylaws Rules.
- Section 4.** A majority of the Executive Board shall constitute a quorum for all purposes of doing ASVC business.
- Section 5.** All final legislative, financial or judicial powers of the ASVC shall be vested in the ASVC Board, under the guidance of the ASVC Board Advisor(s).

## ARTICLE IV. ELECTIONS

- Section 1.** All elections held by the ASVC shall comply with the Campus Student Elections Procedure and the VCCCD Student Trustee Elections Procedures mandated by the VCCCD Board of Trustees. If those procedures are altered or amended by the Board of Trustees, the ASVC election process shall be altered to comply with those changes with no amendment to the ASVC Constitution or Bylaws required.
- Section 2.** The term of office for all members of the ASVC Executive Board shall be for one academic year. If a director is recalled or resigns, then that position shall be declared vacant.
- Section 3.** The ASVC Executive Board has the power to call a special election to fill any vacancy which might occur during the academic year. In the alternative, the ASVC President may appoint a replacement and the majority of the Board must ratify said appointment.
- Section 4.** No student shall serve as President of ASVC for more than two- and one-half academic year's total.
- Section 5.** At least seven calendar days prior to the election, the Chair of the Elections Committee, as designated by the Elections Procedures, shall announce all qualified candidates for ASVC offices to the student body, by posting, and through appropriate outlets of student communication, if possible.
- Section 6.** Newly elected directors may be installed during the final official ASVC Board Meeting of the academic year, regardless of whether quorum is met.

## ARTICLE V. MEETINGS

- Section 1.** ASVC General Board Meetings shall be held biweekly or as deemed advisable by the President of the General Board or 50% plus one of the General Board Members.
- Section 2.** A quorum shall consist of 50% plus one of the General Board members.
- Section 3.** Robert's Rules of Order, the most current edition available, shall be used to guide



parliamentary procedure for all formal meetings.

**Section 4.** Regular meetings of the Board shall be public meetings, and minutes of each meeting shall be posted within 72 hours (about 3 days) following the meeting. Agendas shall be posted in advance where appropriate.

**Section 5.** It is the responsibility of the ASVC Board to understand, comply, and uphold the Brown Act procedures as it applies.

## ARTICLE VI. COMMITTEES

**Section 1.** A majority of the ASVC Board or the President shall have the power to create standing committees and ad hoc committees.

**Section 2.** The Standing Committees shall include a Constitution and Bylaws Committee, the Finance and Budget Committee, the Inter Club Council, the Events and Activities Committee, the Public Relations Committee, and an East Campus Committee.

**Section 3.** The Ad Hoc Committees shall include the Election Committee, the Graduation Committee, the Awards and Scholarships Committee and such other committees as are deemed necessary.

**Section 4.** The responsibility of the named Standing and Ad Hoc Committees shall be set forth in the Bylaws.

**Section 5.** The chair of each committee shall be appointed in correspondence to each director position ASVC in compliance with the Bylaws Rules.

## ARTICLE VII. STUDENT ORGANIZATIONS

**Section 1.** One of the enumerated purposes of the ASVC shall be the oversight of student clubs and organizations.

**Section 2.** In order to provide such oversight, the ASVC shall create the Inter Club Council, which shall consist of one representative from each active club or student organization.

**Section 3.** A student club or organization is defined as Active as set forth in the Bylaws Rules.

**Section 4.** The requirements for establishing a Club and funding a Club or Organization through ASVC shall be established in the Bylaws.

## **ARTICLE VIII. BUDGET & FINANCE**

- Section 1.** ASVC shall maintain an annual budget in compliance with recognized fiduciary responsibilities and professional accounting standards. The ASVC Director of Finance, the ASVC President and the College President or their designee shall oversee the budget.
- Section 2.** The ASVC shall be funded by the sale of ASVC identification cards, club contributions and fees, donations, grants and fundraising activities approved by ASVC.
- Section 3.** The ASVC funds shall be used to the benefit of the students at Ventura College and for such other charitable and maintenance purposes as approved by the ASVC Board.
- Section 4.** A majority of the ASVC Board shall approve a tentative budget for the coming academic year during the last ASVC Board meeting in April each year and prior to the installation of the new Directors. It is the responsibility of the Finance and Budget Committee, under the leadership of the Director of Finance to create the tentative budget to be brought forward to the Board after review and approval by the Vice President of Business Services for Ventura College or their designee.

## **ARTICLE IX. INITIATIVE, REFERENDUM, AND RECALL**

- Section 1.** The Associated Students may initiate an initiative, a referendum or a recall measure by utilizing a petition signed by 10% of the enrolled students. A special election shall be called within three weeks after the filing of such a petition.
- Section 2.** In the case of an initiative or a referendum, a two-thirds vote of those voting in the election shall be necessary for approval of the initiative sought or the referendum proposed.
- Section 3.** In the case of a recall attempt, a majority of those voting in the special election is necessary for the recall to be successful.

## ARTICLE X. AMENDMENT OF THE CONSTITUTION

- Section 1.** This Constitution may be amended by a simple majority of the students voting in a general election.
- Section 2.** An amendment to this Constitution may be proposed by:
1. A petition requesting an amendment and signed by one-tenth of the ASVC identification card holders.
  2. A written proposal passed by a majority of the ASVC Executive Board.
- Section 3.** If an amendment to the Constitution is mandated by a change in policy from the VCCCD Board of Trustees, such mandated change shall be incorporated into the existing Constitution with no vote necessary by the student body. Likewise, any section(s) of this Constitution that would be inconsistent with the change mandated by the Board of Trustees shall be stricken.
- Section 4.** All proposed amendments shall be made public at least fourteen days before a general election.
- Section 5.** This Constitution when duly adopted by a simple majority vote of the Associated Students voting shall be officially proclaimed and have full force and effect as of that date.

## ASSOCIATED STUDENTS OF VENTURA COLLEGE (ASVC) BYLAWS

### ARTICLE I. RIGHTS AND PRIVILEGES OF ASVC MEMBERS

- Section 1.** 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 2.** An active ASVC member shall be defined as a student that has currently paid their Student Activity Fee.
- Section 3.** 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 4.** 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 a Ventura College Photo Identification Card shall be determined by the ASVC Board and published in college publications such as the schedule of classes, the college catalog, the student handbook, etc.
  4. Any other rights may be determined by the ASVC Board.

## ARTICLE II. ASVC ELIGIBILITY AND QUALIFICATIONS

### Section 1.

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 DIRECTORS

### Section 1.

All ASVC Board Directors 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 director shall:

1. Attend all meetings, events and activities. The acceptability of excuses shall be determined by the ASVC Executive Committee, with the guidance of Article XIII.
2. Share the responsibilities of maintaining ASVC office hours. 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 the 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, President, and Executive Director of all actions taken, and information disseminated.
9. Maintain a high level of punctuality and professionalism inside and out of the office with regards to ASVC matters.
10. Respect all Directors regardless of position, as equal members.
11. Complete tasks assigned in a timely manner given respective circumstances.
12. Notify the ASVC Advisor, President, and Director of Administration via email at least 24 hours in advance if you cannot attend a meeting.
13. 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. DUTIES & RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS

- Section 1.** The Executive Committee shall consist of the **Executive Director**, who shall not have a vote at ASVC Board Meetings, and the **President, Vice President, Director of Administration, Director of Finance, and Director of External Affairs** who shall have one vote each.
- Section 2.** Under the Stewardship of the president, the Executive Committee 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 3.** The **Executive Committee** shall consult with the Director of Administration regarding the creation of the agenda for the ASVC Board meetings, and each respective Executive Directors shall serve on at least one Shared Governance Committee. Appointed Directors are strongly encouraged to serve on a Shared Governance Committee as well.
- Section 4.** The purpose of the Executive Committee is to conduct the day-to-day business of the ASVC as established by the Constitution, Bylaws and any Bylaws, 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 1.** The **Executive Director of the ASVC** Board is a senior member of the organization. They 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:
1. Mentor, guide and assist the President on all matters involving shared governance.
  2. 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.
  3. Create and maintain, with assistance from the Director of Administration, a file detailing all ASVC projects, events and activities.
  4. Act as an informed resource for all students regarding Ventura College.
  5. In the absence of another ASVC director, temporarily assume all powers, roles, and responsibilities of said office which are necessary for the timely conduction of business.
  6. Oversee the implementation of ASVC Board directives.

7. Not have a vote or count for the purposes of establishing quorum at ASVC Board meetings unless serving as the acting or interim President.
8. Submit a written end of semester report assessing all ASVC operations at the last regularly scheduled ASVC Board meeting of each semester.
9. Serve as a student member of the Student Conduct Hearing, Student Grievance, and College Planning Council groups
10. Co-chair the Graduation Committee.
11. Fulfill other duties as may be assigned by the President or the ASVC Advisor.

**Section 2.** Must have the following qualifications:

1. A functional knowledge of the ASVC Constitution and Bylaws, The Brown Act, and Robert's Rules of Order. At least two semesters served on the ASVC Board.

**Section 3.** Candidates for Executive Director shall be nominated by the President. These nominations are subject to ratification by the ASVC Executive Committee by a majority vote.

## ARTICLE VI. DUTIES OF THE ASVC EXECUTIVE DIRECTORS

**Section 1.** 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 Committee 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 a director; or of an office unfilled by election or special election. The nomination is subject to ratification by the Executive Committee 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 at Ventura College.
8. Sign check request forms in the absence of the Director of Finance.
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 and or Vice President of Student Affairs, Monthly or as deemed prudent to the benefit of the ASVC.

**Section 2.** 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 Committee.
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 5 number 2; responsibilities of the Director of Equity and Inclusion.
10. Work with the Public Relations Director to promote ASVC Internal Activities and events.

**Section 3.**

The **Director of Administration 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 Committee.
3. Assist other members of the Executive Committee 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 Bylaws.
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 Directors and the ASVC Advisor as he or she shall deem appropriate.
11. Prepare type and distribute the official minutes of each meeting within 72 hours (or about 3 days) 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 in conjunction with the ASVC advisor.
15. Create and maintain a list of all committee members as designated by the President 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 4.**

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 SSCCC, Government entities or External entities, deemed to relate or have an impact upon students at Ventura College.
6. Represent the ASVC and the Ventura College student body regarding the passage or defeat of legislation were 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. Assumed duties of the Director of Diversity, Equity, and Inclusion, Director of East Campus, and Director of Community Relations if absent from office.
9. Fulfill such other duties and responsibilities as may be assigned by the President.
10. 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.
11. Work in concert with the Public Relations Director to promote ASVC External Activities and events.

## **Section 5.**

The **Director of Finance** 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 an 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 Budget and Finance Committee.
10. Fulfill such other duties and responsibilities as may be assigned by the President.
11. Create and maintain an excel sheet at the beginning of each semester of all ASVC expenditures.
12. Meet with the college Vice President of Business Affairs monthly, or as deemed prudent to the benefit of the ASVC.

## ARTICLE VII. DUTIES OF ASVC APPOINTED DIRECTORS

**Section 1.** The following eight appointed positions shall be considered members of the ASVC Board, and shall have the power to vote, as do the elected Directors. They shall attend Executive Committee meetings as required of all ASVC President, and carry out such other duties and responsibilities as may be assigned to them by the President:

- **Director of Diversity, Equity, and Inclusion**
- **Director of Student Organizations**
- **Director of Public Relations**
- **Director of Community Relations**
- **Director of Athletics**
- **Director of Events and Activities**
- **Director of East Campus**

**Section 2.** The **Director of Equity & Inclusion of the ASVC** shall:

1. Be responsible for equity, inclusion, and diversity programming.
2. Coordinate with identity-based student organizations.
3. Serve as a liaison to the office of Institutional Effectiveness in order to provide college data regarding equity gaps.
4. Fulfill such other duties and responsibilities as may be assigned by the Vice President and delegated responsibilities given by the ASVC Board of Directors as deemed necessary.
5. Serve as a student member of the Equity and Achievement Committee.
6. Coordinate with the office of Internal Affairs and the Director of Community Relations an event which promotes citizenry or citizenry education on Constitution Day.

**Section 3.** The **Director of Student Organizations of the ASVC** shall:

1. Serve as a liaison director 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 bi-monthly meetings of the ICC comprised of presidents and or proxy of the various clubs to discuss concerns and proposals. Report those concerns and

- proposals back to the ASVC Executive Board.
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. Oversee and implement the club's and services fair, i.e., Student Life Day to take place no later than the fourth week of each new semester. In conjunction with the Director of Events and Activities and Vice-President.
7. Coordinate the use of the Club Bulletin Board and facilities allotted for their use in the ASVC office.
8. Request a club membership list for records. Records shall be sent to the Office of Administration for storage and maintenance.
9. Attend a different club's meeting at minimum; monthly.

#### **Section 4.**

The **Director of Public Relations** 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 social platforms and persons of contact for use in publicizing and promoting ASVC sponsored projects, events and activities.
3. Work in concert with the Director of External Affairs to promote ASVC External Activities and events.
4. Work with the Vice-President to promote ASVC Internal Activities and events.
5. Work in concert with the Events and Activities Director to promote and better inform students of ASVC internal activities.
6. Work in collaboration with VC Marketing to highlight information through appropriate channels of campus media.
7. Assist in the production of the ASVC website.
8. Work in conjunction with the Director of Community Relations to create content regarding student volunteer activities.
9. Attend monthly PR meeting in collaboration with VC Marketing.
10. Collaborate with the Director of Events and Activities as well as Director of Athletics to provide a newsletter as deemed necessary.
11. Coordinate and publicize, in conjunction with the Director of Community Relations, one volunteer event per semester, at a minimum.
12. Be under the hospice of the Office of Administration and take directives from the Director of Administration.

#### **Section 5.**

The **Director of Community Relations** 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 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 Director of Public Relations and one volunteer event per semester, at a minimum.
6. Be on the Advocacy and Student Concern Taskforce, as deemed necessary for the betterment of the student population.
7. Take lead on ASVC initiated pirate crew in facilitating volunteering opportunities and maintaining an updated list of interested students.

#### **Section 6.**

The **Director of Athletics** 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. Shall meet with athletic teams at the beginning of each semester to coordinate events, hear concerns, and disseminate information by the second ASVC Board meeting.
5. Shall attend athletic events and encourage colleagues to do so.
6. Collaborate with Director of Public Relations and Director of Events and Activities to provide a monthly newsletter.

#### **Section 7.**

The **Director of Events and Activities** 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 with the assistance of the Director of Administration. To be posted in an area deemed appropriate and sent to be adopted within the ASVC Master Calendar.
7. Collaborate with the Director of Public Relations and Director of Athletics to provide a weekly update, or as deemed necessary.

**Section 8.**

The **Director of East Campus of the ASVC** shall:

1. Work in conjunction with the Coordinator of VC East Campus to represent the best interests and views of the students enrolled at VC East Campus.
2. Be under the Hospice of the Office of External Affairs
3. Host a VC East Campus 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 East Campus.
5. Chair the East Campus Committee.
6. Lead a minimum of two events per semester.
7. Meet the college dean supervising VC East Campus monthly, or as deemed prudent to the benefit of the ASVC.

**ARTICLE VIII. ASVC BRANCHES**

**Section 1.**

**Office of Administration:**

1. Will be headed by the ASVC Director of Administration 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 as deemed necessary.
  - e. Shall make recommendations to the Executive Committee on better best practices, office norms, and needed improvements to the ASVC offices.
  - f. Shall oversee and work in conjunction with the Director of Finance and ASVC Advisor on expenditures for office supplies and necessary materials.
  - g. Directly oversee the Director of Finance and Public Relations.
  - h. Oversee Shared Governance committees' attendance and create and maintain a calendar of said appointments.
  - i. Oversee Shared Governance committees' attendance and create and maintain a calendar of said appointments.

**Section 2.**

**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 Director of Events and Activities on the Event's Calendar on maintenance and proper posting.
- e. Directly oversee the Director of Student Organizations, Director of Equity and Inclusion, Director of Events and Activities, and Director of Athletics.

**Section 3. 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 External 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 to external stakeholders by appropriate means.
  - e. Directly oversee the Director of Equity and Inclusion, Director of East Campus, and Director of Community Relations positions.

**ARTICLE IX. ASVC COMMITTEES**

**Section 1. All ASVC Standing Committees shall:**

- 1. Have a chairperson who will be responsible for administering the affairs of that committee.
- 2. Have a chairperson who will be responsible for administering the affairs of that committee.
- 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 Committee; nothing in the aforementioned documents shall supersede these Bylaws, the ASVC Constitution, or any VCCCD rules or regulation.

**Section 2. ASVC Committee Membership shall be as follows:**

1. A committee's membership shall be determined by the President in accordance with these Bylaws.
2. Changes to committee membership shall be reported at both the committee's meeting and the ASVC board meeting immediately following the change.
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. If 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 3.

**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 Committee of the ASVC** Shall:
  - a. Be chaired by the President.
  - b. The ASVC Executive Committee 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 act 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 Committee members.
  - l. Shall recommend appointments to all Shared Governance committees which shall be finalized by the President.
2. The **Budget and Finance Committee of the ASVC** shall:
  - a. Be chaired by the Director of Finance.
  - 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 Director of Finance 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 scheduled ASVC Board meeting in April.
  - e. Assist the Director of Finance, Director of Student Organizations 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.

3. The **Constitution and Bylaws committee of the ASVC** shall:
  - a. Be chaired by the Director of Administration.
  - b. Annually study and review the ASVC operating documents and make recommendations for amendment to the appropriate body as needed.
  - c. Make recommendations on any legislation that is proposed which will amend the ASVC operating documents.
  - d. Analyze Club Constitutions and Bylaws prior to them being ratified by the ASVC.
  - e. Interpret Constitutions, Bylaws, or Rules on matters of ambiguity.
  - f. Cooperate under the hospice of the Office of External Affairs on any promoting or opposing any proposed legislation having an impact on students.
  - g. Assist the Director of Equity and Inclusion in supporting or opposing any proposed legislation.
  - h. Hold a Robert's Rules of Order and Brown Act overview meeting.
4. The **Inter-Club Council of the ASVC** shall:
  - a. Be comprised of one representative of each active club on campus.
  - b. Ratify a Director of Student Organizations, which has been appointed by the President.
  - c. Be chaired by the Director of Student Organizations, 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 biweekly 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 as 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 Director of Public Relations
  - b. Assist in the promotion of ASVC, ICC, community outreach, events and VCCCD elections.
  - c. Maintain, with the assistance of other ASVC Board members, the campus kiosks and bulletin boards and social media.
  - d. Work in conjunction with appropriate ASVC Directors 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 Director of Events and Activities and overseen by the Vice President.



- b. Be responsible for 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 4.

**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 Director of Administration and the Director of Budget and Finance.
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 Article IV of the Constitution, and in the Campus and District Election Procedures.
  - c. Abided 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 Committee.
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. The **Student Concerns Committee**, which shall:
  - a. Be chaired by the Director of Equity and Inclusion and Vice-chaired by the Director of External Affairs.
  - b. Host 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 Director of Equity and Inclusion a legislative updates packet, to be sent to the Constitution and Bylaws 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 X. STUDENT ORGANIZATIONS RIGHTS & RESPONSIBILITIES

**Section 1.** 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. Hold one accounted vote per club on the ASVC Board.
4. The ability to request funds from the ASVC Board
5. The ability to serve as a representative for their respective club at ASVC Board meetings as well as to share, review, and advocate for submitted proposals or concerns.

**Section 2.** 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 have 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 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 Student Club Training before becoming an officially recognized club.

**Section 3.** Membership:

1. Club Directors:
  - a. Must be enrolled in at least 3 semester units.
  - b. Club Directors may hold no more than one position within the same organization unless they are serving as the ICC and/or ASVC Representative.
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 4.

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 5.

Club Representation: Each Club is entitled to have one 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 one 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, Director of Finance, etc.) or it may be a separate office (elected or appointed). Club Representatives shall also be entitled to the benefits that all other ASVC Directors receive. All ASVC Club Representatives shall:
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. If the ICC Rep cannot make the meeting the club's President/Vice President may be sent in the ICC Reps place to prevent the club from having an absence and may vote in the ICC Rep's place. All Inter-Club Council Representatives shall:
3. Meetings:
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 the 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 6.

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 Directors 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 1; Student Activity Fee)
  - a. The process of approving the request will be determined by the ASVC Executive Committee.

#### **Section 7.**

##### **Establishing a Club Account:**

1. A club account may be established 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 Director of Finance)
  - 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 Directors 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 8.**

##### **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 (about 2 days) after the second unexcused absence.

#### **Section 9.**

##### **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 10.** The Use of Campus Facilities:

1. All active clubs are entitled to the use of Ventura College facilities to host meetings, events and activities. To use campus facilities a club must complete a facility 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 XI. LEGISLATIVE POWER OF THE ASVC BOARD**

**Section 1.** 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, on 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 2.** 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 XII. VACANCY IN OFFICE OF ASVC PRESIDENT**

**Section 1.** 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 2.** 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 3.** The order of succession to the office of the President shall be: Vice President, Director of

External Affairs, Director of Administration, and Director of Finance. If the office of the President cannot be filled by any of the above-mentioned Directors, then the ASVC shall conduct a special election.

**Section 4.** 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 XIII. PROCEDURES FOR EXPULSION FROM ASVC OFFICE

**Section 1.** The ASVC Board shall have the power to expel from office any of its members or Directors, for any one of the following reasons:

1. Excessive absence. Excessive absences shall be defined as three (3) unexcused absences.
2. Excessive Tardy. Three (3) tardies are equal to one (1) unexcused absence or to be determined by the Executive Board.
3. Misconduct as defined in the Ventura College Student Conduct Code.
4. Neglect of duties and responsibilities of office, as determined by the ASVC Executive Committee and set forth in writing.
5. Failure in giving 24-hour notice to the ASVC Advisor, President, Vice President, and Director of Administration.

**Section 2.** To enact the previously set forth expulsion process and remove an ASVC Board member or director, a statement of charges specifically related to one or more of the reasons above should be drafted and presented to the ASVC Executive Committee. The Executive Committee shall be presented with the statement as soon as circumstances permit, but no more than 72 hours (about 3 days) 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 Committee within one week. The Executive Committee 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 3.** 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 director shall be eligible to vote, and there shall be no exclusions.

**Section 4.** 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 5.** 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 XIV. MEETINGS OF THE ASVC BOARD

- Section 1.** Regular meetings of the Board shall be held bi-weekly during the fall and spring semesters of the academic year.
- Section 2.** Executive Committee meetings shall be held bi-weekly or as deemed necessary by the President.
- Section 3.** All other ASVC Committees shall meet as often as deemed necessary by the committee's chair or the ASVC board.
- Section 4.** All ASVC board members shall attend all meetings, committees, 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 Committee 24 hours before in order for this to be excused.

## ARTICLE XV. ADOPTION OR AMENDMENT PROCEDURES OF THE ASVC BYLAWS

- Section 1.** 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 2.** 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 3.** 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.

**ASSOCIATED STUDENTS OF VENTURA COLLEGE (ASVC)  
CONSTITUTION**

Revisions Proposed March 18, 2005

Revisions Amended April 21, 2010

Revisions Proposed March 18, 2019

Revisions Proposed March 10<sup>th</sup>, 2022

Revisions Adopted April 1, 2025

Revisions Proposed MONTH, DAY, YEAR

**ASSOCIATED STUDENTS OF VENTURA COLLEGE  
(ASVC)  
BYLAWS**

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 Proposed May 2015

Revisions Proposed April 2018

Revisions Adopted May 1, 2018

Revisions Proposed April 30, 2019

Revisions Adopted May 7, 2019