



**ASSOCIATED STUDENTS OF  
NAPA VALLEY COLLEGE**

**GOVERNING BYLAWS**  
*(AS AMENDED)*

Adopted  
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2277 Napa-Vallejo Highway  
Napa, California

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## **Article I. Meeting Expectations**

### **Section 1. Regular Meetings of the ASNVC Board**

1. The ASNVC board shall convene two (2) regularly scheduled meetings per month during the months of February, March, April, May, September, October, and November.
  - (a) The time and place for regular meetings shall be determined by the Board by official resolution by each third Friday of September.
2. The ASNVC board may meet during the months of January, June, July, August, and December as desired.

### **Section 2. ASNVC Board Attendance Expectations**

1. ASNVC Board members are expected to attend all regular, special, and emergency meetings convened by the President of the Board (“President”).
2. ASNVC Board members shall transmit an absence notice to the President and the Secretary 24 hours prior to the commencement of a meeting when the reason for the absence is known in advance of a meeting. In case of emergency or sudden illness, the notice of absence must be submitted within 24 hours after adjournment of the meeting. An absence shall be excused if:
  - (a) the meeting conflicts with any other academic meeting or event (Lectures, labs, or field trips),
  - (b) the meeting conflicts with the Board member’s participation in a district committee or other ASNVC shared governance committee, or
  - (c) As approved by the ASNVC advisor or President or President’s designee.
3. If the Board member fails to transmit a timely absence notice, the Secretary shall record the absence as unexcused.
  - (a) After three (3) unexcused absences, the Secretary shall issue a written warning to the Board member including the date, time, place, and remote access information to attend meetings according to Article I, Section 1.
  - (b) After five (5) unexcused absences, the President shall meet with the Board member to resolve the board member’s absenteeism.
  - (c) After seven (7) unexcused absences, or if the Board member fails to meet within seven (7) days after requested by the President, the President shall refer the member to the Rules, Ethics, and Oversight Committee as defined in Article V, Section 2, of the Bylaws for review of the Board member’s performance and disciplinary consideration.
  - (d) If a Board member has eight (8) or more unexcused absences, fails to meet with the President within seven (7) days, or fails to appear before the Rules, Ethics, and Oversight Committee, Articles of Impeachment shall be presented to the ASNVC Board following procedures defined by the ASNVC constitution
    - (i) Before action on a disciplinary resolution, the chair of the Rules, Ethics, and Oversight Committee shall make a verbal report at the next

regular or special meeting of ASNVC Board. After the report, the Board shall vote on the disciplinary resolution.

(ii) All disciplinary resolutions require a 2/3 majority approval of the Board.

4. Board members present at roll call while on telephone or video conference shall be considered present if permitted by applicable laws.

#### **Section 4. Quorum**

1. Before a session proceeds, a quorum must be present at any session of the ASNVC Board.

(i) A quorum shall be defined as 50% or more of the ASNVC board including vacant positions.

(ii) Quorum shall be rounded up to the nearest whole number (i.e. 50% of 11 is 5.5, thus quorum will be rounded to 6)

2. The ASNVC President or chair of the board shall be considered a voting member towards quorum, but may only vote in the case of a tie.

#### **Section 5. Agendas**

1. Board members shall submit any and all Agenda Requests to the ASNVC President or the chair of the board 120 hours (5 days) prior to a regular meeting from being convened or 24 hours prior to a special meeting from being convened.

(i) Board members shall complete a form provided by the ASNVC President or advisor to the ASNVC President then proceed to email or provide a printed form to the ASNVC President to place on the agenda.

2. Agenda requests shall be placed on the agenda in the order they are received.

3. Agendas shall be made public and disseminated through social media outlets 72 hours prior to the meeting being convened to allow for adequate public exposure and to invite public comment.

(i) The agenda shall be made public 24 hours prior to a special meeting being convened and shall be disseminated through social media to invite public comment.

### **Article II. Finances**

#### **Section 1. Income**

1. ASNVC may draw income from the following sources:

- (a) Student Representation Fee
- (b) Student Activities Fee
- (c) Donations
- (d) Vendor Commissions
- (e) Sale of ASNVC merchandise
- (f) Fundraising events

2. The Student Activities Fee shall be split into three equal parts, two parts apportioned to ASNVC and one part apportioned to the Inter-Club Council of Napa Valley College.

## **Section 2. Expenditures**

1. ASNVC may make expenditures within the following guidelines:
  - (a) All financial expenditures require a Two-Thirds (2/3) ASNVC Board approval.
  - (b) Any check requests must be made thirty (30) days prior to the date that the check is required to allow for processing by the NVC Business Office.
  - (c) The ASNVC Advisor shall not use personal accounts to make purchases on behalf of ASNVC without prior funding.
  - (d) The ASNVC Advisor shall maintain a petty cash drawer with \$500.00 available in case of emergency expenditures.
  - (e) Board members may make purchases on behalf of ASNVC but are not entitled to reimbursement unless approved by the ASNVC Board at a meeting prior to the transaction.
  - (f) Expenditures that are not approved 30 days in advance of an event will not be reimbursed until after the event, even when the expenditures were approved prior to the event.

## **Section 3. Stipends**

1. Stipends shall not exceed One-Third (1/3) of the Yearly Budget
2. The Budget Committee shall assess the rate at which each member of ASNVC will be paid.

## **Article III. Executive Orders**

### **Section 1. Overview of Executive Orders**

1. The ASNVC President shall have the power to issue Executive Orders to authorize emergency expenditures and appointments to vacancies.
2. Any Executive Order must be reported out to the ASNVC Board at the nearest meeting of the board.
3. Executive Orders cannot be used to;
  - (a) suspend any part of the ASNVC Constitution or Bylaws.
  - (b) deny any or all ASNVC Board member's rights.

### **Section 2. Process of an Executive Order**

1. A Board member or the Manager for Student Life must recognize an issue that must be resolved in a quick and effective manner and report the issue to the President.
2. The President must consult with the Manager for Student Life regarding effective resolutions and whether it would be reasonable to issue an Executive Order or call a Special Meeting of the Board.
3. If determined by the Manager for Student Life and President that the issue must be resolved through an Executive Order and it is appropriate, the President shall draft an Executive Order and must state its purpose and effective date within the Executive Order.
4. The Executive Order will be sent to the Manager for Student Life, their Assistant, and the Board.

5. If an Executive Order involves an Emergency Expenditure, the Board must reaffirm the expenditure at the nearest Regular Meeting of the Board.

**Section 3. Emergency Appointments and Emergency Expenditures**

1. The President can make Emergency Expenditures up to \$500.00 as set forth in Article II, Section 2, Clause 1(d)
2. The President can make Appointments to Vacancies as defined by the ASNVC Constitution to meet quorum as necessary.

**Section 4. Executive Overreach**

1. If the President is found to issue an Executive Order without consulting the Manager of Student Life and issued an authorization of Emergency Expenditure, the President must reimburse the Board and additional punishment as determined by the Board.

**Article IV. Board Members' and Additional Responsibilities**

**Section 1. Office Hours**

1. ASNVC Board members are required to spend one hour per week in the office and shall use this time to carry out Board member duties and responsibilities.

**Section 2. The Inter-Club Council of Napa Valley College**

1. The ASNVC Board shall designate a member to serve as a delegate to the Inter-Club Council of Napa Valley College to increase effective communication between the two organizations.
2. This delegate shall:
  - (a) Be nominated by the President of ASNVC with the consent of the ASNVC board.
  - (b) Attend ICC meetings and serve as the representative of ASNVC.
  - (c) Report to the ASNVC Board at their regular meetings; and
  - (d) shall not be granted voting privileges within the ICC.

**Section 3. Weekly Reports**

1. ASNVC Board Members shall provide a report to the Secretary or designee on Friday of each week.
  - (a) The Board Member must still provide a report to the Board Secretary even if there is nothing to report. The report may read that there is nothing to report.
  - (b) If Friday is a federal, state, or local holiday, the report shall be due on the preceding Thursday.
2. Reports must contain information regarding any events participated in, reports from District Committees, the Napa Valley College Board of Trustees, and any information impacting the board at large.
3. ASNVC Board Members may also provide a report to the Board at regular, special, or emergency meetings, if properly noticed on the agenda.

**Section 4. Recordkeeping and Archives**

1. The ASNVC President shall designate a member of the Board to actively archive and record, and in-general safeguard the board actions and records.

2. The following are required to be archived and passed on at the end of each term:
  - (a) Names of Board Members and their Positions
  - (b) Resolutions including Amendments
  - (c) The number of meetings for the calendar year
  - (d) And any other information as directed by the President

### **Section 5. Enforcement of Rules and Ethics**

1. The ASNVC President shall designate a member of the Board to enforce the Constitution and Bylaws of the ASNVC Board and to ensure compliance with local, state, and federal laws.
  - (a) The designated member enforcing rules and ethics shall be addressed as the “Sergeant-at-Arms” in any case the designee is conducting enforcement of aforementioned directives.
  - (b) The ASNVC Board may, with a majority vote, unseat the appointed Sergeant-at-Arms if the appointed Sergeant-at-Arms fails to complete their duties.
2. The ASNVC President may act as the Sergeant-at-Arms, maintaining order throughout business meetings and ensure compliance with the aforementioned laws.

## **Article V. Committees**

### **Section 1. Appointment, Governance, and Formation**

1. Committees shall advise the ASNVC Board on courses of action and policies that will best benefit Napa Valley College students.
2. Board members shall be appointed to committees by the ASNVC President or designee.
3. Committees shall have no fewer than three (3) ASNVC Board members with a chair, vice chair, and recording secretary
4. NVC Students shall be invited to participate in ASNVC Committees as an advisory member but shall not be entitled to vote
5. New Committees can be formed by the Board with the approval of two-thirds ( $\frac{2}{3}$ ) of the ASNVC Board.
6. Committees shall present a report at each regular meeting of ASNVC or a written report to the ASNVC President.
7. Committees shall adhere to rules prescribed by the Brown Act, ASNVC Bylaws and Constitution, and the Robert’s Rules of Order.

### **Section 2. Standing Committees**

Standing committees shall continually exist and consist of the following:

1. Budget Committee
  - (a) Shall be chaired by the Treasurer or a designated ASNVC member.
  - (b) Shall propose the ASNVC Budget
  - (c) Shall meet at least quarterly.
2. Rules, Ethics, and Oversight Committee
  - (a) Shall be chaired by the Sergeant-at-Arms or a designated ASNVC member.

- (b) Shall meet at least once per month or as convened by the chair.
- (c) Shall review amendments or addendums of the ASNVC Constitution or Bylaws from any source and make recommendations to the ASNVC Board.
- (d) The ASNVC Advisor shall be present at any meetings concerning the discipline of any ASNVC Board member to advise the committee.
- (e) During the review of disciplinary action against a member of ASNVC, there shall be at least two Student Affairs staff to be appointed onto the committee by the chair. The ASNVC Advisor may serve as one of the appointed members.
- (f) In addition to the Brown Act and Robert's Rules of Order, the Rules, Ethics, and Oversight committee shall follow procedures set forth in Article VII of the ASNVC Bylaws.

### 3. Planning and Public Relations Committee

- (a) Shall be chaired by the Events Coordinator or a designated member.
- (b) Shall meet as needed to plan and coordinate all campus-related events and activities.

### **Section 3. Seasonal Committees**

Seasonal Committees shall exist through the end of its assigned responsibilities and consist of the following:

#### 1. Election Committee

- (i) Shall be chaired by a member of the ASNVC Board.
- (ii) Shall meet as needed for regular and special elections.
- (iii) Shall establish procedures for conducting all regular and special elections in accordance with any provisions of the ASNVC Constitution.
- (iv) Shall receive and approve all applications and forward them to the Advisor for verification.
- (v) No member of the Elections Committee shall be a candidate for any current election, vacancy, or appointment.

### **Section 4. Ad Hoc Committees**

Ad Hoc committees shall exist for a temporary, specified task, which, upon completion, the committee dissolves.

## **Article VII. Procedures of the Rules, Ethics, and Oversight Committee**

### **Section 1. Presenting and Filing a Complaint Against a Board Member**

1. Students and staff may file a complaint against an ASNVC board member in the complaints box located in the Student Life Office, with the Office Assistant, or by contacting the ASNVC President or the Sergeant-at-Arms, but if the complaint is against the President or Sergeant-at-Arms, the complaint shall be submitted to the Manager of Student Life.

- (a) Any offenses defined in Napa Valley Community College District's grievance policy shall be handled by the district in accordance with existing Board Policies and Administrative Procedures.



2. The Chair of the committee shall present the complaint to the committee. The committee determines, by a two-thirds majority vote, whether to proceed with a disciplinary hearing.

(a) The Chair cannot vote and must remain impartial in any proceedings.

(b) If the complainant believes that the complaint was wrongfully dismissed, the complainant may appeal to the ASNVC Board at large or the Manager of Student Life.

3. Complainants and respondents shall present a statement to the committee and each party shall have a total of five (5) minutes to present an opening statement unless more time is allotted by the Chair. The committee shall have a total of seven (10) minutes for questioning of both parties.

(a) The respondent must be present during questioning.

(b) Either party may call witnesses to the stand, witnesses shall provide a statement to the committee and provide answers to any questions from committee members.

4. After questioning and review of the evidence is conducted by the committee; the chair shall report the committee's findings at the next meeting of ASNVC and proceed with disciplinary motion in compliance with the ASNVC Constitution and directives.

## **Section 2. Conflicts of Interest**

1. ASNVC Board Members and the Public may transmit to the President, or chair of the Rules, Ethics, and Oversight Committee (hereinafter, the Committee) verbally or in writing, any possible conflicts of interest on discussion or action items.

2. The conflict of interest shall be referred to the committee for analysis and the action item shall be tabled for the next regular meeting, unless otherwise approved by the President or Board at large.

3. If the subject of the conflict serves on the committee, the member shall recuse themselves from discussion.

4. At the next regular or otherwise, special meeting, the committee shall report their findings prior to the item requiring action.

5. If the subject of the conflict recuses themselves from the item requiring either discussion, debate, action, or all of the aforementioned, the meeting shall continue without interruption.

(a) The subject of the conflict must verbally transmit to the President and to the board at large that they are recusing themselves from the item requiring either discussion, debate, action, or all the aforementioned.

6. If any member of ASNVC has a financial interest in any action, the President or Sergeant-at-Arms will alert the board and quash the motion before proceeding.

### **Section 3. Questions regarding Governing Documents**

1. Any question regarding ASNVC Governing Documents, Bylaws or Constitution, shall be referred to the Rules, Ethics, and Oversight committee for review and the possibility to amend the governing documents for clarity.

## **Article VIII. Procedures of the Elections Committee**

### **Section 1. Creating the Procedure for Elections**

1. The Elections Committee shall meet every Third Tuesday of January to begin the elections process for the Board.
  - (a) The Elections Committee shall be responsible for the process of campaigning and registering as a candidate.
  - (b) The Elections Committee shall also define the enforcement of Elections rules and policies.
2. The elections procedure must be created and adopted by the board by the Second Friday of March.

## **Article IX. Miscellaneous Provisions**

### **Section 1. ASNVC Board Member Benefits**

1. Free parking one (1) vehicle for fall and spring semesters or a bus pass with 20 free rides.
2. Free or low-cost ASNVC T-shirt, sweatshirt, or uniform attire depending on inventory and budget
3. Free use of office computers, desks, and copiers for ASNVC Business.
  - (a) Copies and printing must be logged
  - (b) Abuse of office equipment or supplies may result in the suspension or revocation of the benefits mentioned in Article IX, Section 1, Subsection 3
4. Free attendance at all ASNVC Leadership Retreats
5. May attend statewide conferences including, but not limited to, Fall General Assembly, Spring General Assembly, and the CCCSAA conference depending on budget.
6. Application and consideration for the ASNVC monetary scholarship to a four-year university. Applications may only be filed once.