
Associated Students of Napa Valley College

Bylaws

*Approved by ASNVC
Board
September 10, 2014*

TABLE OF CONTENT

<u>TABLE OF CONTENT:</u>	<u>2</u>
<u>ARTICLE I: MEETINGS</u>	<u>3</u>
SECTION 1: MINIMUM NUMBER OF MEETINGS	3
SECTION 2: BOARD MEMBER ATTENDANCE	3
SECTION 3: CONSEQUENCES OF UNEXCUSED ABSENCES	3
SECTION 4: QUORUM	3
SECTION 5: AGENDAS	4
<u>ARTICLE II: FINANCES</u>	<u>4</u>
SECTION 1: INCOME	4
SECTION 2: EXPENDITURES	4
<u>ARTICLE III: EXECUTIVE ORDERS</u>	<u>4</u>
SECTION 1: ISSUANCE OF EXECUTIVE ORDERS	4
<u>ARTICLE IV: BOARD MEMBERS</u>	<u>5</u>
SECTION 1: POSITIONS	5
SUBSECTION 1.1: OFFICE HOURS	5
SUBSECTION 1.2: REQUIRED EVENT ATTENDANCE	5
SUBSECTION 1.3: PRESIDENT	5
SUBSECTION 1.4: VICE PRESIDENT	5
SUBSECTION 1.5: SECRETARY	5
SUBSECTION 1.6: CHIEF FINANCIAL OFFICER	5
SUBSECTION 1.7: STUDENT TRUSTEE	6
SUBSECTION 1.8: EXTERNAL AFFAIRS OFFICER	6
SUBSECTION 1.9: INTERNAL AFFAIRS OFFICER	6
SUBSECTION 1.10: PUBLIC RELATIONS OFFICER	6
SUBSECTION 1.11: EVENTS COORDINATOR	6
SUBSECTION 1.12: CLUB COORDINATOR	6
SUBSECTION 1.13: SENATORS OF AN ACADEMIC AREA	7
SUBSECTION 1.14: SENATORS OF AN INTEREST AREA	7
SUBSECTION 1.15: SERGEANT AT ARMS	7
<u>ARTICLE V: COMMITTEES</u>	<u>8</u>
SECTION 1: STANDING COMMITTEES	8
SUBSECTION 1.1: BUDGET	8
SUBSECTION 1.2: CONSTITUTION AND BYLAWS	8
SUBSECTION 1.3: PUBLIC RELATIONS	8
SUBSECTION 1.4: DIVERSITY SPEAKER SERIES	8
SUBSECTION 1.5: EVENTS COMMITTEE	8
SUBSECTION 1.4: GRIEVANCE COMMITTEE	8
SECTION 2: SEASONAL COMMITTEES	8
SUBSECTION 2.1: ELECTION	9
SUBSECTION 2.2: GRADUATION	9
SECTION 3: AD HOC COMMITTEES	9
SECTION 4: GUIDELINES	9
<u>ARTICLE VI: EVENTS</u>	<u>9</u>
<u>ARTICLE VI: OFFICE ASSISTANT</u>	<u>9</u>
<u>ARTICLE VII: ASNVC BENEFITS</u>	<u>10</u>

Article I. Meetings

Section 1 Minimum Number of Meetings

1. The ASNVC Board will hold no less than two (2) regularly scheduled meetings per month during the months of February, March, April, May, September, October, and November.
2. The ASNVC Board will hold no less than one (1) regularly scheduled meeting per month during the months of January, June, July, August, and December.
3. The ASNVC will hold no less than two (2) meetings per semester at the Upper Valley Campus, at a time and day to be coordinated with the Dean of the Upper Valley Campus.

Section 2 Board Member Attendance

1. All ASNVC Board members shall attend all regularly scheduled meetings.
2. An excused absence is defined as:
 - (i) Attendance for previously scheduled academic responsibilities (ie: lectures, labs, field trips).
 - (ii) Attendance at ASNVC shared governance committees.
 - (iii) As approved by a 2/3 board vote.
3. An absence shall be defined as not submitting a written report or:
 - (i) Not calling in to the ASNVC Advisor or ASNVC President for notification of an absence that is not defined as an excused absence as stipulated above.
 - (ii) Three absences can result in removal from the ASNVC Board by a 2/3 vote.
4. An unexcused absence shall be defined as not calling the ASNVC Advisor or ASNVC President prior to an absence at a regularly scheduled ASNVC Board meeting and not submitting a written report.
5. Members present at roll call via telephone or video conference call will be considered present.
 - (i) The Secretary, or appropriate designee, shall call the roll at all ASNVC meetings. Roll shall be taken at the beginning of each meeting.
 - (ii) Any member not present at roll call shall be considered absent.
6. ASNVC Board members shall complete timely, full, and relevant written reports prior to the start of the meeting.
 - (i) Reports shall be submitted as directed by the ASNVC Secretary.

Section 3 Consequences of Unexcused Absences

1. ASNVC Board members unable to attend meetings due to academic classes must submit documentation to this effect to the ASNVC Advisor and also submit timely, full, and relevant weekly reports.
2. Upon the first unexcused absence, the Board member will be given a verbal warning by the ASNVC Advisor and President.
3. Upon the second unexcused absence, the Board member will be given a written warning by the ASNVC Advisor and President.
4. Upon the third unexcused absence, the Board member will be removed from office and the position declared vacant.

Section 4 Quorum

1. A quorum shall consist of more than fifty percent (50%) of all voting members of the ASNVC Board..
2. A quorum must be present to hold any ASNVC Board meeting.

3. The ASNVC President is considered a voting member for the count towards quorum but may only vote in the case of a tie.

Section 5 Agendas

1. Agenda Request forms shall be submitted to the ASNVC President.
2. Agendas will be formatted to best fit the provisions set forth in the most current edition of Robert's Rules of Order.
3. All Agenda Request forms shall be placed on the next Agenda in the order in which they are received.
4. Agendas shall be distributed in accordance with The Brown Act.
5. Agenda requests shall be scanned into the document prior to posting.

Article II. Finances

Section 1 Income

1. ASNVC may draw income from the following sources:
 - (i) ASNVC Student ID Card
 - (ii) Student Representation fee
 - (iii) Student Activities fee
 - (iv) Donations
 - (v) Vendor Commissions
 - (vi) Sales of ASNVC merchandise
 - (vii) Fundraising events

Section 2 Expenditures

1. ASNVC may make expenditures within the following guidelines:
 - (i) All financial expenditures require a 2/3 ASNVC Board approval.
 - (ii) Any check requests must be made thirty (30) days prior to the date that the check is required to allow for processing by NVC Business Office.
 - (iii) The ASNVC Advisor shall not use their personal accounts to make purchases on behalf of ASNVC without prior funding.
 - (iv) Board members may make purchases on behalf of ASNVC but are not guaranteed repayment unless prior ASNVC Board approval is recorded in meeting minutes.
 - (v) Funds not approved 30 days in advance of an event will require reimbursement after the event, even if the funds are approved prior to the event.

Article III. Executive Orders

Section 1 The ASNVC President shall have the power to issue Executive Orders.

1. An Executive Order is a decision made by the ASNVC President that requires the compliance of the entire ASNVC Board.
2. The President's Executive Order must be presented at a scheduled ASNVC Board meeting at least 14 days prior to the event.
3. Executive Orders can be blocked by the or by a 2/3 majority vote of the ASNVC Board during any meeting.
4. Limits of Executive Orders:
 - (i) Cannot be used to suspend any part of the ASNVC Constitution.
 - (ii) Cannot be used to deny any or all ASNVC Board member's rights.

Article IV. Board Members

Section 1 Positions

All ASNVC Board Members shall have other duties and powers as prescribed by the ASNVC Board.

1. Office Hours
ASNVC Board members are required to spend one hour per week in the office and shall use this time as directed in the student contract.
2. Required Event Attendance
ALL Graduation events for NVC must be attended by ALL ASNVC members in some capacity. This includes hosting the Spring graduation reception at the main campus, the UVC Culinary Arts graduation in the fall and the Police Academy graduations as scheduled by that department.
3. President
 - (i) Shall coordinate matters of mutual concern with faculty, administration, the Board of Trustees, and the community.
 - (ii) Shall create an agenda for each ASNVC Board meeting to be posted no less than seventy-two (72) hours prior to the scheduled meeting or twenty-four (24) hours prior to an emergency meeting.
 - (iii) Shall receive all agenda request forms.
 - (iv) Shall preside over meeting during nominations, confirmations, and voting for vacancy applicants.
 - (v) Shall have such other powers and duties as may be prescribed by the ASNVC Board.
 - (vi) Has the power to issue Executive Orders.
4. Vice President
 - (i) Shall work with Club Coordinator on matters of the Inter-Club Council.
 - (ii) Shall assist ASNVC Senators and Commissioners with their duties and responsibilities.
 - (iii) Shall serve as the ASNVC Advisor on the Inter-Club Council Board.
 - (iv) Shall have other powers and duties as prescribed by the ASNVC Board.
5. Secretary
 - (i) Shall keep a current copy of the Constitution and Bylaws in an accessible area.
 - (ii) Shall format digital copies of all relevant documents for posting to the website.
 - (iii) Shall be the official time-keeper.
 - (iv) Shall record digital copies of all meeting minutes for posting to the website.
 - (v) Shall read all submitted reports.
6. Chief Financial Officer
 - (i) Shall keep an accurate estimate of current budget accounts.
 - (ii) Shall assist in completion of all financial forms including, but not limited to, check requests, advances, reimbursements, and deposits.
 - (iii) Shall chair the ASNVC Budget committee.
 - (iv) Shall sit on the NVC Budget committee.
 - (v) Shall provide a reasonably accurate representation of the current status of ASNVC financial accounts in a report available to the board on a bi-weekly basis.

- (vi) CFO is responsible for filling out check requests on the day of approval, getting all required signatures, and transporting to the Office Assistant with all documentation within 3 business days of approval by the ASNVC Board.
7. Student Trustee
 - (i) If the Student Trustee receives full voting rights on the Board of Trustees, all voting rights in the ASNVC Board shall be relinquished.
 - (ii) Shall advise the Board of Trustees of the ASNVC Board intent when it applies to any item of the Board of Trustees agenda.
 - (iii) Shall orient an ASNVC representative for the monthly Board of Trustees meeting.
 8. External Affairs Officer
 - (i) Shall attend one (1) regional meeting per month at locations within Region II.
 - (ii) Shall maintain an accurate record of all agendas, minutes, and relevant material received and/or discussed at regional meetings.
 - (iii) Shall report any relevant material to the ASNVC Board in a timely manner.
 9. Internal Affairs Officer
 - (i) Shall attend one (1) regional meeting per month at differing locations within Region II.
 - (ii) Shall maintain an accurate record of all agendas, minutes, and relevant material received and/or discussed at regional meetings.
 - (iii) Shall report any relevant material to the ASNVC Board in a timely manner.
 - (iv) Shall be an alternate Voting Delegate in the event that the Legislative Advisor I is unable to fulfill their duties.
 10. Public Relations Officer
 - (i) Shall be responsible for advertising and/or assisting with the advertisement of approved events, forums, and ASNVC announcements.
 - (ii) *Shall maintain ASNVC Bulletin Boards throughout the main campus on a bi-weekly basis.*
 - (iii) *Shall create or assist in the creation of and distribute, or assist in the distribution of, flyers for ASNVC/Club events.*
 - (iv) *Shall be responsible for advertising ASNVC/Club events via social media (i.e.: Facebook, Twitter, Instagram, etc.).*
 - (v) *Shall assist in production of all monthly videos released by ASNVC.*
 - (vi) Shall maintain a calendar of student campus-related events for posting to the website.
 - (vii) Shall write press releases.
 - (viii) Shall keep a record of pertinent ASNVC public relations marketing, advertising, and publicity information.
 - (ix) Shall Chair the ASNVC Public Relations committee.
 - (x) Shall speak on behalf of ASNVC at public events.
 11. Events Coordinator
 - (i) Shall foster student life on campus by being responsible for promoting student interaction on campus through events and entertainment.
 - (ii) Shall meet and work with the Entertainment club and Events committee to produce and promote campus events.
 - (iii) Shall be the facilities contact for all ASNVC events.
 12. Club Coordinator
 - (i) Shall operate and coordinate both the Fall and Spring semester Club Rush.

- (ii) Shall assist in semi-monthly Inter-Club Council meetings.
 - (iii) Shall sit on the Inter-Club Council Board.
 - (iv) Shall act as liaison between ASNVC and the campus clubs.
 - (v) Shall operate and coordinate the annual Spring semester Club Luncheon.
 - (vi) Shall assist in the promotion of clubs and their related activities.
 - (vii) Shall operate and coordinate the annual Fall semester Facilities luncheon.
13. Academic Senators
- (i) Shall report all student-related information between the ASNVC Board and the department of their specified Academic area(s).
 - (ii) Shall conduct a minimum of one (1) meeting per month with the department head and/or the official faculty representative of their specified academic area.
 - (iii) Shall act as liaison between ASNVC and their respective area of interest.
 - (iv) Shall consist of the following positions:
 - a. Arts and Humanities
 - b. Business and Computer Studies
 - c. Career Technical Education
 - d. Counseling
 - e. Health Occupations
 - f. Language and Developmental Studies
 - g. Physical Education and Athletics
 - h. Science, Mathematics, and Engineering
 - i. Social Sciences
14. Senators of an Interest Area
- (i) Shall report all student-related information between the ASNVC Board and the department of their specified Interest area.
 - (ii) Shall conduct a minimum of one (1) meeting per semester with the department head and/or the official representative of their specified interest area(s).
 - (iii) Shall act as liaison between ASNVC and their respective area of interest.
 - (iv) Shall consist of the following positions:
 - a) Community and Technical Education Programs
 - b) Environmental Sustainability
 - c) Evening Students
 - d) Facilities and Technological Infrastructure
 - e) Inclusivity
 - f) Public Safety
 - g) Special Services
 - h) Upper Valley Campus
 - i) Veteran's Resources
15. Sergeant at Arms
- (i) Shall demonstrate that they have knowledge or experience in mediation and conflict resolution.
 - (ii) Shall have an understanding of, or willingness to learn about The Brown Act and Robert's Rules of Order.
 - (iii) Shall be appointed by a two-thirds (2/3) majority vote of the ASNVC Board.
 - (iv) Shall chair the Bylaws and Grievance committees.
 - (v) Shall remove, or cause to be removed, any unwilling persons deemed disruptive to official ASNVC business by a two-thirds (2/3) majority vote.

- (vi) Handle physical preparation for and the mechanical part of a meeting and, unobtrusively guide its general conduct.
- (vii) Shall keep records of all misconduct by ASNVC Board members and the general public during ASNVC Board meetings.

Article V. Committees

The purpose of Committees shall be to advise the ASNVC Board on courses of action and policies that will best benefit the constituency as a whole and fulfill the charge of the committee.

Section 1 Standing Committees

Shall be purposed to continually exist in attendance to its “assigned responsibilities”, consist of no less than three (3) ASNVC Board members, and consist of the following:

1. Budget Committee
 - (i) Shall be chaired by Chief Financial Officer.
 - (ii) Shall propose the ASNVC Budget.
 - (iii) Shall meet at least quarterly.
2. Constitution and Bylaws Committee
 - (i) Shall be chaired by Sergeant at Arms.
 - (ii) Shall meet at least once per month.
 - (iii) Shall review amendments from any source and make recommendations to the ASNVC Board.
3. Public Relations Committee
 - (i) Shall be chaired by Public Relations Officer
 - (ii) Shall meet as needed to plan and coordinate all advertising for campus related events and activities.
4. Diversity Speaker Series
 - (i) *Shall be chaired by the Senator of Inclusivity.*
 - (ii) *Shall be tasked with coordinating speaking engagements in accordance with the NVC guidelines.*
 - (iii) *Shall meet at least once a month.*
 - (iv) *Shall have a minimum of two events per semester in Spring and Fall.*
5. Events Committee
 - (i) *Shall be chaired by the Events Coordinator.*
 - (ii) *Shall meet as needed to plan and coordinate all campus related events and activities.*
6. Grievance Committee
 - (i) Shall be chaired by Sergeant at Arms and shall include two (2) ASNVC Executive board members, two(2) Senators, one(1) faculty member, and one(1) classified staff member.
 - (ii) Shall bring all decisions and deliberations to a simple majority vote of the ASNVC Board.
 - (iii) The ASNVC Advisor shall be present at all meetings and shall not serve as the classified staff member.
 - (iv) Shall be tasked with providing and advocate for students going through the district student complaint and grievance process.

- (v) If a member of the committee is involved in the conflict, that member will be excluded from the proceedings with an alternate assigned to the committee by a simple majority vote of the ASNVC Board.

Section 2 Seasonal Committees

Shall be purposed to exist only through the end of its “assigned responsibilities”, consist of no less than three (3) ASNVC Board members, 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 which shall not be contrary to any provisions of the ASNVC Constitution.
 - (iv) Shall give all candidates copies of the ASNVC Constitution, Bylaws, and Code of Conduct and orient them to the contained codes and policies.
 - (v) Shall receive and verify all applications and forward them to the Advisor for verification.
 - (vi) All members of the Election Committee shall forfeit candidacy for current elections, vacancies, and appointments.
2. Graduation Committee
 - (i) Shall be chaired by an ASNVC Board member.
 - (ii) Shall meet as needed for both Spring graduation at the main campus, Fall graduation at the Upper Valley campus, and as needed for the Police Academy graduation schedule.
 - (iii) Shall work with the office of Student Services and facilities in order to assist in the planning and execution of graduation ceremonies.

Section 3 Ad Hoc Committees

Ad Hoc committees should be purposed to exist in attendance of a temporary, specified task, upon the completion of which, they dissolve.

Section 4 Guidelines

1. All ASNVC Committees shall be comprised of no less than three (3) ASNVC Board members for Committee membership: a Chair, Vice Chair, and Recording Secretary.
2. The ASNVC Board may create a committee with a two-thirds (2/3) majority confirmation vote.
3. Committees shall submit a report to the ASNVC Board following all meetings.
4. The ASNVC Board President shall have the right to make appointments to committees with a simple majority confirmation from the ASNVC Board.
5. All standing ASNVC committees shall adhere to The Brown Act and the most current edition of Robert’s Rules of Order.

Article VI. Events

Section 1 Co-Hosting Events with a request for funds.

1. All ASNVC Events or co-sponsored events must follow the guidelines set forth in the Event Fund Information form.

Section 2 Co-Hosting events without a request for funds.

1. Any club or committee requesting ASNVC help with an event must complete the Event Information form and turn it in to the ASNVC office according to the guidelines.

Article VII. ASNVC Office Assistant

1. The ASNVC Office Assistant is the assistant to the Coordinator of Student Life and the ASNVC Governing Board.
2. The goal of the position is to support and enhance student life, club development, and the ASNVC Board by providing services such as processing ASNVC ID Cards, coordinating housing services, and staffing the office.
3. The ASNVC Office Assistant is in charge of the front desk area, the supply room, keeping office supplies stocked, and supervision of copier use.
4. The ASNVC Office Assistant shall schedule ASNVC Board members to clean the office on a routine basis.
5. Violations of the student code of conduct or a record of academic dishonesty will render the student ineligible.

Article VIII. ASNVC Benefits

1. Free parking for one (1) car for fall and spring semesters or one (one) monthly bus pass upon verification of class load.
2. Free or low-cost ASNVC T-shirt or sweatshirt (based upon inventory and budget).
3. Free use of ASNVC office computers, desks, and copier (copies and printing must be logged). Abuse of office equipment or supplies shall result in revocation of these privileges.
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 (based upon budget).
6. Application and consideration for the ASNVC monetary scholarship to a four-year university. Applications may only be filed one (1) time.
7. Commencement stoles can be requested for graduation ceremonies. ASNVC Board members in good standing may also request to be seated in the first row during the ceremony. Only one stole shall be received by any ASNVC member.

Notes:

The Bylaws document does not require ASNVC Board approval for the numbering changes when revisions are made to the document.