Bylaws of the ASULV
ASULV Established Spring 2006

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Article I. ELECTIONS CODE

VACANCIES

Section 1 – ASULV President. In the event of a vacancy in the office of the ASULV President, he/she shall be succeeded by the ASULV Executive Vice President for the unexpired term of office.

Section 2 – ASULV Executive Vice President. In the event of a vacancy in the office of the ASULV Executive Vice President, the ASULV President shall fill that vacancy for the unexpired portion of the term of office by appointment of a member of the ASULV Senate, with a two-thirds (2/3) affirmation vote from the ASULV Senator. The ASULV Senate shall be allowed to review all application for the position before ratifying the appointment.

Section 3 – ASULV Appointed Executive Officers. In the event of a vacancy in appointed Executive Officer positions, the ASULV President, with consultation from the ASULV Executive Vice President, shall appoint someone with a two-thirds (2/3) affirmation vote from the ASULV Senate.

Section 4 – Line of Succession. In the event of simultaneous vacancies in the offices of the ASULV President and ASULV Executive Vice President, the line of succession will be as follows:

(a) ASULV Senator Pro Tempore
(b) ASULV Vice President of Finance
(c) ASULV Vice President of Public Relations
(d) ASULV Vice President of Communications

Section 5 – ASULV Senate. In the event of vacancies by individual ASULV Senate seats either in individual colleges or at-Large, the ASULV Executive Vice President will coordinate an application process to fill all vacant positions. He/She will narrow down the candidates and bring multiple candidates before the ASULV Senate during an ASULV Senate Meeting. Each candidate(s) will have three (3) minutes to state his/her position, followed by a five (5) minute question and answer period by the ASULV Senate. After the question and answer period, all candidates will be excused from the meeting. There will be a closed discussion followed by a vote. A two-thirds (2/3) majority vote must be attained to fill any vacant ASULV Senate seats. All candidates will be informed via phone by the ASULV Executive Vice President and if selected, must begin fulfilling ASULV Senator responsibilities at the time of the next ASULV Senate Meeting. If a two-thirds (2/3) majority vote is not attained, the ASULV Executive Vice President will reopen the application process and follow the same guidelines until all vacant seats are filled. Candidates for all open positions must fulfill the qualifications set forth in this document as if they were participating in the General Election.
ASULV OFFICER ELIGIBILITY

Section 1 – Officer Eligibility. Eligibility for all candidates and incumbents for any elected or appointed office shall meet the University of La Verne regulations, as determined by the Office of Student Life. In addition, candidates and incumbents must:

(a) Meet and maintain (semester and cumulative) a grade point average of 2.75.
(b) Be a full-time, traditional-aged, undergraduate student.
(c) Elected officers may be elected to a maximum of two (2), one-year terms for the same office.
(d) The ASULV President and Executive Vice President shall be allowed to hold the title of President (or its equivalent) of another organization, if and only if, the discretion of the Dean of Student Affairs and the Director of Student Life determines the individual is capable of holding both positions.
(e) No executive officer of ASULV may serve as Chairperson or a committee chairperson of the Campus Activities Board (CAB).
(f) Disqualified candidates are ineligible to run as write-in candidates for the position from which they were disqualified.

Section 2 – Senator Eligibility. Eligibility for all candidates and incumbents for any elected or appointed office shall meet the University of La Verne regulations, as determined by the Office of Student Life. In addition, candidates and incumbents must:

(a) Meet and maintain (semester and cumulative) a 2.50 for all members of the Senate.
(b) Be a full-time, traditional-aged, undergraduate student.
(c) Disqualified candidates are ineligible to run as write-in candidates for the position from which they were disqualified.

ELECTIONS

Section 1 – ASULV General Elections. The ASULV General Elections shall be held annually during the Spring Semester.

(a) ASULV Presidential/Executive Vice Presidential Ticket. A candidate for the office of ASULV President and a candidate for the office of ASULV Executive Vice President shall compose a ticket and shall run together on that ticket.
(b) ASULV Senators. Candidates for ASULV college Senators shall be elected only by the eligible voter(s) in the college/school the candidate represents. Each college/school candidate must be a member of that college during his/her term of office. In addition, there shall be six (6) at-Large senators to be elected by the eligible voter(s) of the student body. If there is no student that can fill the senate position for a college, additional senator at large positions can be filled. No candidate may appear on the written ballot multiple times or accept election for more than one (1) office.
(c) A plurality vote is necessary to elect the ASULV President/Executive Vice President ticket to office in the ASULV General Election. The winning candidates must achieve a total vote of at least 50% plus one (1) of the total votes cast in the General Election for that position. In the event that the winning candidates do not achieve 50% plus
one (1) of the total votes, a run-off election will be held between the top two (2) candidate tickets.

(d) A majority vote is necessary to elect a candidate to the ASULV Senate in the ASULV General Election. The winning candidate(s) must achieve a majority of the votes cast in the General Election.

Section 2 – ASULV Elections Coordination. The Coordination of all ASULV General Election shall be responsibility of the Office of Student Life.

OFFICER TRANSITION AND LEADERSHIP TRAINING

Section 1 – ASULV Student Leadership Training. The current ASULV members shall plan one (1) transition meeting (scheduled during an ASULV Senate Meeting) with newly elected and appointed ASULV members in the 12th week of spring semester (not including Spring Break) to observe the process of the meetings and receive student leadership training.

Section 2 – ASULV Officer Transition Training. Newly elected and appointed officers shall be trained in their new officer positions by the current officers, advisors and the Office of Student Life immediately following the spring elections.

(a) ASULV training shall be mandated for all ASULV elected and appointed officers.

(b) Transition Period. Within the specified period following the ASULV elections or appointment, the ASULV officers shall contact the ASULV officer-elect to initiate a minimum of two (2) week transitional period to review duties, procedures and responsibilities of office. Transition topics may include, but are not limited to, incomplete projects or projects to be initiated, information considered pertinent to the effective operation of the ASULV and working effectively with University personnel, student groups and the campus community.

Section 3 – ASULV Officer Record Responsibilities. Officers must keep, file and maintain all records of minutes, agendas, reports, contacts, budgets, Constitution/Bylaws, issues, activities, Campus Times articles and/or programs that fall within their scope of office, and were initiated, developed and/or created by said person. These records must be kept in the student officer’s ASULV handbook, which must be passed on to the succeeding officer.

ASULV ENDORSEMENTS

Section 1 – ASULV Endorsements. ASULV, as a whole or individually, may not endorse any candidates for elected office.

ELECTION PROCEDURES

Section 1 – Election Procedures. ASULV elections and/or referendums shall be conducted utilizing an approved format and accessible to all full-time, traditional-aged, undergraduate students enrolled at the University of La Verne. Elections will take place within the following format:
(a) Elections will take place over three (3) consecutive days (Monday-Wednesday) in the 9th week of the spring semester (not including Spring Break).

(b) Elections booths shall be set up in high traffic areas with the combined discretion of the ASULV elections commissioner and the ASULV administrative advisor.

(c) Elections booths will be open for at least a minimum of fifteen (15) hours anytime between 10am-7pm Monday through Wednesday.

(d) Each currently enrolled, full-time, traditional-aged, undergraduate student shall be able to vote for the following offices: ASULV President/Executive Vice President, ASULV Senators at-Large and ASULV Senators representing his/her individual college.

(e) Any visually and/or physically challenged voter who requires assistance in voting may have a person of his/her own choosing, who is not running for an elected position, assist them with the voting process.

(f) In the event that online voting is not used during the elections procedure, all Election ballots will be counted and confirmed by three (3) independent La Verne staff members and announced on Wednesday by 9pm. All results and documentation shall be retained by the Office of Student Life for one (1) calendar year.

(g) The Friday following the elections, the appointed Executive Board member applications are due. Interviews will be conducted by the newly-elected ASULV President and ASULV Executive Vice President the following week and appointed members will be notified by the Friday following the elections week.

(h) The newly-elected ASULV President and ASULV Executive Vice President will serve on the interview committee for the selection process of the CAB Chairperson and Vice Chairperson the Friday following elections.

(i) The process to elect the ASULV Senator-Pro Tempore position shall only begin when at least nine (9) of the twelve (12) senate seats are occupied. If the minimum number of seats is occupied after spring elections, the applications for ASULV Senator-Pro Tempore must be submitted to the ASULV Executive Vice President before the spring Transitions Retreat. If, by the first day of school, the minimum number of seats is not filled, the ASULV Executive Vice President shall then coordinate a process to hire a Senator-Pro Tempore.

Section 2 – Elections Packets/Orientation Meeting. Completed Elections packets will include the following information:

(a) Candidate’s full name, student identification number, address, contact information (email and phone), fall semester grade point average and cumulative grade point average.

(b) Candidate statement (150 words or less) outlining the candidate’s goals, ideals or important on-campus issues.

(c) All Candidates must attend a Candidate orientation meeting to be held during the 6th week of the spring semester (not including Spring Break). The meeting shall consist of an explanation of the Elections Code, overview of the Election’s timeline and a question and answer period. Absences from candidates/tickets will disqualify them from running for an elected office.
Section 3 – Elections Promotions/Campaigning. All ASULV General Election promotions and campaigning materials must adhere to the University of La Verne Posting Policy as well as the following guidelines:

(a) All candidates, including write-ins, shall conduct their campaign in accordance with the provisions included within this Elections Code.

(b) All candidates shall be listed on the ballot under the name specified in the candidate application packet. All subsequent literature, including, but not limited to signs, fliers, buttons, stickers, advertisements and other campaign materials must read the candidate’s name exactly as it appears on the ballot.

(c) Harassment, as defined within the University of La Verne Code of Conduct, is prohibited. This includes, but is not limited to verbal, written (print or electronic) and/or physical abuse by any candidate(s).

(d) Advertising or campaigning, which is libelous or slanderous, is prohibited.

(e) Campaigning includes any verbal or non-verbal action that promotes the election of an official or write-in candidate(s). This includes any material(s) that promote the election of a candidate(s).

(f) Verbal campaigning shall be defined as persuasive speaking to a prospective voter(s) that promotes the election of a candidate(s).

(g) Active campaigning shall be defined as distribution of any material(s) which promotes the election of a candidate(s).

(h) Campaigning may begin no earlier than Monday at 8am on the 7th week of school in the spring semester (not including Spring Break). The campaign period ends at 4pm on the last Wednesday of elections on the 9th week of the spring semester (not including Spring Break).

(i) No partisan election materials of any kind shall be worn or displayed by any person assisting in the implementation of the General Election, counting of ballots and/or working at the polls/elections booths.

(j) There shall be no advertising or campaigning that interferes with classroom instruction without consent of the professor or instructor.

(k) An original of all the printed and/or electronic campaign material(s) must be submitted to the Office of Student Life before distribution to determine the ownership of the printed campaign material(s) and accountability of a candidate(s) for said material(s).

(l) There shall be no verbal or written campaigning (use of fliers, buttons, stickers, signs, etc.) during ASULV Senate Meetings, ASULV Executive Board Meetings and/or meetings of any board or committee under its jurisdiction.

Section 4 – Campaign Finances. Candidates may be required to turn in to the Office of Student Life a campaign finance statement listing all his/her campaign expenses by 5pm, the day after the General Elections, at the discretion of the Director of Student Life. This statement shall include the following:

(a) The receipt(s) of all items purchased. This shall include the name and telephone number of the seller/company.

(b) A listing of all gifts, donations, and/or rental material(s).
(c) All professional labor costs.
(d) All previously owned material(s).
(e) All newspaper ads and classified ads which promote a candidate, unless it can be shown that the candidate did not consent to the placement.
(f) Written estimates for any expense(s) without a receipt must also be attached. This includes estimates for donated item(s) and/or service(s).
(g) An itemized campaign expense statement shall be required of all candidates regardless of the amount of money spent, even if no money is spent.
(h) If a candidate receives any gifts, discounts and/or donations, retail cost shall be counted in the candidate’s expenditure statement.
(i) A candidate running under an ASULV General Election shall be allowed to accumulate a maximum total of $750 in gifts, discounts and/or donations by businesses and/or organizations per person.

Section 5 – Violations of the Elections Code. All complaints of violations of the Elections Code shall be presented, in writing, to the Associate Dean of Student Affairs. All complaints shall be submitted by the first day of voting, unless the complaint involves events subsequent to the first day of voting. After reviewing the complaint, and determining its validity, the Associate Dean of Student Affairs will coordinate the meeting of the ASULV Review Committee. This committee will include the following individuals:

(a) Associate Dean of Student Affairs as an ad hoc member and chair of the committee
(b) Four (4) non-ASULV, non-partisan students selected by the Office of Student Life.
(c) A faculty representative selected by the Provost or designee.

Section 6 – ASULV Review Committee Procedures. The ASULV Review Committee shall make a ruling upon a complaint within two (2) business days of the submission of that complaint. A two-thirds (2/3) majority vote of the committee shall be required for a complaint of a violation to be upheld. For review by the ASULV Review Committee of complaints or violations to be official, all members of the committee must be present. In order to afford the accused candidate substantive due process, both the candidate and the author of the complaint shall be invited to attend the review meeting and both shall be afforded the opportunity to speak for and against the accusation.

Section 7 – Penalties for Violations of the Elections Code. Violations shall range from reprimand by the ASULV Review Committee to disqualification from the General Election. Any candidate who accumulates three or more reprimands or does not comply with the conditions in the reprimand shall be disqualified from the election. In the event that a candidate is disqualified, the candidate(s) with the next highest vote count for that seat shall assume the vacated seat.

Section 8 – Elections Personnel. The Office of Student Life is responsible for ensuring that poll workers are hired, supervised and trained and that the various polling locations are set-up and taken down daily. There will be a minimum of two poll workers at each polling location for the specified hours of operation. All staff and poll workers shall maintain public neutrality for all candidates participating in the ASULV General Elections.
Article II. EXECUTIVE OFFICERS

Section 1 – ASULV President. The ASULV President shall be an elected member and be held accountable to the students for proper conduct and efficient administration of all ASULV student responsibilities. The ASULV President is authorized to:

(a) Chair and be the ex-officio member of the ASULV Senate.
(b) Create executive or special committees and establish the parameters governing his/her operations.
(c) Appoint Executive Officer positions with consultation from the ASULV Executive Vice President and a two-thirds (2/3) affirmation vote from the ASULV Senate.
(d) In coordination with the ASULV Executive Vice President, establish the annual goals and objectives for ASULV and share them with the ASULV Senate.
(e) Sign or veto all measures adopted by the ASULV Senate within seven (7) business days after being adopted.
(f) Per the recommendation of the ASULV Vice President of Communications, finalize the agenda for all ASULV Senate Meetings.
(g) Call for a special meeting of the ASULV Senate if deemed necessary.
(h) Recommend to remove appointed officers with a two-thirds (2/3) majority approval of the ASULV Senate.
(i) Execute all student government affairs or delegate responsibility of ASULV students to Executive Officers.
(j) Implement all measures adopted, including financial legislation, by the ASULV Senate or ruled upon by the Judicial Affairs Committee (JAC).
(k) Be responsible for ensuring the proper operation of ASULV during summer and interim sessions.
(l) Have such other powers as necessary for the fulfillment of the duties of the office and are consistent with the other provisions of this Constitution.

Section 2 – ASULV Executive Vice President. The ASULV Executive Vice President shall be an elected member and has the authority and responsibility to:

(a) Act in place of the ASULV President during leave of absence, incapacity or resignation.
(b) Be an ex-officio member of the ASULV Senate and may only cast the tie-breaking vote.
(c) Assume such executive functions as may be delegated by the ASULV President.
(d) Assist the ASULV President in establishing the annual goals and objectives for ASULV.
(e) Chair the Judicial Affairs Committee (JAC).
(f) Appoint members of ASULV and Senators at-Large to various internal standing and ad hoc committees.
(g) Assign ASULV Senators to be liaisons to a variety of on campus constituencies.
(h) Coordinate the ASULV Senator selection process to fill vacant seats in both at-Large and individual college positions. Narrow down the applicants to multiple, qualified candidates to bring in front of the ASULV Senate at an ASULV Senate Meeting.

(i) Coordinate the election process of the ASULV Senator Pro Tempore.

(j) Maintain records of all University committees with student representation and establish appointees for the committees.

(k) Hire students to carry out and manage the business affairs of the student government, including the execution of policies approved by the ASULV Senate and the day-to-day operations of ASULV facilities and offices.

**Section 3 – ASULV Vice President of Finance.** The ASULV Vice President of Finance shall be appointed by the ASULV President with a two-thirds (2/3) affirmative vote from the Senate and has the authority and responsibility to:

(a) Be an ex-officio member of the ASULV Senate.

(b) Receive, process and maintain all budget requests and funding for ASULV and other ULV recognized organizations and departments in a timely fashion.

(c) Draft, maintain and distribute biweekly updates for the ASULV financial accounts.

(d) Have final authority on all recommendations to the Senate on annual budget allocations.

(e) Present the annual and semiannual ASULV budget to the ASULV Senate.

(f) Serve as a liaison to the University finance office.

(g) Chair the ASULV Finance Committee.

**Section 4 – ASULV Vice President of Communications.** The ASULV Vice President of Communications shall be appointed by the ASULV President with a two-thirds (2/3) affirmative vote from the ASULV Senate and has the authority and responsibility to:

(a) Be an ex-officio member of the ASULV Senate.

(b) Maintain records of attendance of all official meetings, office hours and mandatory events.

(c) Develop and disperse the weekly meeting agendas.

(d) Based upon requests from the student body, make agenda recommendations to the ASULV President for the ASULV Senate Meetings.

(e) Serve as the official record keeper of ASULV Senate Meetings and ASULV Executive Board Meetings.

(f) Disperse emails and other forms of internal office communication with all ASULV members.

(g) Maintain and retain historical data including forms, documents, minutes, agendas and *Campus Times* articles that pertain to ASULV.

(h) Order standard ASULV position name badges/placards and standard ASULV business cards if/when necessary.

(i) Oversee the use of name badges/placards at ASULV Senate Meetings and standard ASULV business cards.
Section 5 – ASULV Vice President of Public Relations. The ASULV Vice President of Public Relations shall be appointed by the ASULV President with a two-thirds (2/3) affirmative vote from the ASULV Senate and has the authority and responsibility to:

(a) Create marketing materials and promotional items for ASULV-related issues or events.
(b) Update and maintain the ASULV website and other social media outlets.
(c) Approve all postings, surveys or fliers displaying the ASULV logo.
(d) Keep all records of all postings, surveys, or fliers displaying the ASULV logo.
(e) Oversee the coordination and organization of all ASULV events and programs.
(f) Coordinate all marketing efforts, communication with on campus publications and serve as the liaison to the University Relations to inform the campus community about ASULV programs, services and initiatives.

Section 6 – ASULV Senator Pro Tempore. ASULV Senator Pro Tempore shall be appointed by a two-thirds (2/3) majority vote of the ASULV Senate. The Senator Pro Tempore has the authority and responsibility to:

(a) Act as a voting member of the ASULV Executive Board.
(b) Serve as a voting member on the ASULV Finance Committee, Campus Center Advisory Committee, Bookstore Advisory Committee and the Judicial Affairs Committee.
(c) Fulfill all duties of ASULV Senator as outlined in Article III, Section 1 of the ASULV Bylaws.
(d) Organize ASULV booths at events such as club fairs, homecoming and Spotlight Day.

Section 7 – Campus Activities Board (CAB) Chairperson. Campus Activities Board (CAB) Chairperson has the responsibility to:

(a) Attend all ASULV Senate Meetings.
(b) Attend ASULV Executive Board Meetings when requested by the ASULV President.
(c) Communicate weekly programs, events and initiatives of CAB at each week at ASULV Senate meetings.
(d) Present an end-of-the-semester report to the ASULV Senate summarizing the outcome of all CAB events.

Article III. ASULV SENATE

Section 1 – ASULV Senators. The following are the responsibilities of the ASULV Senators:

(a) Be a voting member of the ASULV Senate.
(b) Legislative authority of ASULV shall be vested in the Senate.
(c) Ratify Chair Persons and committee members by a two-thirds (2/3) majority vote of the ASULV Senate.
(d) Have the authorization to determine the general policies of ASULV.
(e) Legislate rules and regulations, as well as maximum and minimum sanctions for violations of these rules and regulations, which govern the individual members of the groups of ASULV in accordance with the Students Bill of Rights and other University regulations.
(f) Have the authority to override an ASULV Presidential veto by two-thirds (2/3) vote of the ASULV Senate.
(g) Approve the ASULV annual budget by a two-thirds (2/3) majority vote.
(h) Serve as a representative to appointed committees, programs and/or departments.
(i) Be responsible for researching advocacy issues relating to their constituency and sharing the information with the ASULV Senate for legislative action.
(j) Collect and input data from surveys about pertinent student issues on campus.
(k) Update and maintain a binder of all ASULV minutes, agendas, weekly reports, contacts, issues, activities and/or programs to be passed on to the following ASULV Senate.
(l) Serve on at least one (1) internal standing committee and one (1) ad hoc committee.

Article IV. ASULV ADVISOR(S)

Section 1 – ASULV Administrative Advisor. The ASULV Administrative Advisor has the authority and responsibility to:

(a) Be appointed by the Dean of Student Affairs and act as a non-voting unofficial member.
(b) Act as an observer and ensure that the University’s policies are being adhered to.
(c) Must attend all ASULV Senate Meetings, ASULV Executive Board Meetings and ASULV-run programs and/or events.
(d) Support the student body.
(e) Oversee the budget and the expenditures of ASULV and provide a signature on the payroll and any other expenditure forms.
(f) Provide student leadership training for ASULV members.
(g) Maintain records on Amendments, Bylaws and/or Constitutional changes.
(h) Act as the liaison between the students and Student Affairs.

Section 2 – ASULV Faculty Advisor. The ASULV Faculty Advisor has the authority and responsibility to:

(a) Be appointed by the Provost and act as a non-voting unofficial member.
(b) Act as an observer and ensure that the University’s policies are being adhered to.
(c) Must attend all ASULV Senate Meetings.
(d) Must attend ASULV Executive Board Meetings, when requested.
(e) Support the student body.
(f) Act as the liaison between the students and the faculty/administration.
(g) In the event that the ASULV Senate chooses to have multiple faculty advisors via a two-thirds (2/3) majority vote, the Executive Vice President must draft a contract
outlining the individual roles and responsibilities of each advisor. This contract must be signed within ten (10) business days of being appointed to the position.

Section 3 – Advisor Tenure. ASULV reserves the right to request the resignation of the ASULV Administrative and/or ASULV Faculty Advisor should they fail to meet the requirements of their duties as outlined in this Bylaw and shall adhere to the following guidelines to request removal:

(a) To request resignation of the ASULV Administrative Advisor, the ASULV President shall write a formal complaint and submit it to the Dean of Student Affairs for review. If a removal is to occur, the Dean of Student Affairs must select a new ASULV Administrative Advisor within ten (10) business days.

(b) To request resignation of the ASULV Faculty Advisor, the ASULV President shall write a formal complaint and submit it to the Provost for review. If a removal is to occur, the Provost must select a new ASULV Faculty Advisor within ten (10) business days.

Article V. STRUCTURE AND OPERATIONS

Section 1 – Agenda structure. The official agenda structure for ASULV will include the following: A header with the date and time of the meeting, followed by the Roman Numerals - I. Call to order, II. Attendance, III. Reading and approval of minutes, IV. Executive Reports, V. Old Business, VI. New Business, VII. Questions and Announcements, and VIII. Adjournment.

Section 2 – Absences. Absences and tardies are determined based on the following guidelines:

(a) ASULV Meetings: Each member of ASULV shall attend all official meetings and have no more than two (2) unexcused absences per semester.

1. Excused absences-In the event that an ASULV member is unable to attend an official ASULV Senate Meeting, that member must submit a written or emailed excuse (i.e. illness, medical appointment/emergency, family emergency) note to the ASULV Vice President of Communications at least twenty-four (24) hours in advance.

2. Tardies -A member of ASULV will be considered tardy if he/she arrives after the meeting is called to order.

a. If a member of the ASULV is tardy two (2) times, it will equal one (1) absence.

3. Unexcused absences -If a member of ASULV shows up after at least two-thirds (2/3) of the meeting in underway, it will equal an unexcused absence.

4. Leaving early -If a member of the ASULV leaves a meeting early three (3) times without prior approval, it will equal one (1) unexcused absence. Excessive tardiness and leaving early is not acceptable and will be reviewed by the Judicial Affairs Committee. The JAC will deal with attendance under the same criteria of tardiness and unexcused absences.
(b) All ASULV Senators shall serve four (4) hours of work for ASULV each week. Hours include attendance at internal committee meetings, ad hoc committee meetings, office hours, ASULV mandatory events and/or other meetings or events deemed acceptable by the ASULV President and approved by the ASULV Executive Vice President. Official ASULV Senate Meetings or ASULV Retreat Meetings are not inclusive of ASULV Senator requirement hours.

(c) All ASULV Executive Board Members, excluding the Senator Pro Tempore, shall serve Ten (10) hours of work for ASULV each week. Hours include attendance at internal committee meetings, chair committee meetings, ad hoc committee meetings, faculty/administration meetings, office hours, ASULV mandatory events and/or other meeting or events deemed acceptable by the ASULV President and approved by the ASULV Executive Vice President. Official ASULV Senate Meetings or ASULV Retreat Meetings are not inclusive of ASULV Executive Board Member requirement hours.

Section 3 – Closed Sessions. All meetings of the committees covered in the ASULV Bylaws shall be open to the public with the following exceptions:

(a) Committees may hold closed (executive) sessions to consider the appointment, employment or dismissal of any employee under its jurisdiction or to hear complaints and/or charges brought against such employees, except if such employee requests a public hearing. As a condition to holding a closed (executive) session on complaints and/or charges against an employee, such employees shall be personally given notice of the hearing, at least twenty-four (24) hours before it commences. Any closed (executive) session must be so indicated on the agenda.

(b) All Judicial Affairs Council (JAC) meetings are closed (executive) sessions.

(c) All Executive board meetings are closed (executive) sessions, unless the ASULV President says otherwise.

(d) Club funding discussions are closed sessions.

(e) Any other meeting deemed necessary by ASULV President for confidentiality purposes.

Article VI. LEGISLATIVE PROCESS

Section 1 – Funding Policy. The ASULV Finance Committee exists to allocate funds for programs, activities and events which enhance the educational mission of the University of La Verne and support student life on campus. The Committee takes seriously the role they play in this process and works hard to be impartial keeping in mind the needs and interests of the La Verne student community. Due to limited funds, all requests may not be fully funded each year. However, all recognized organizations and groups are encouraged to seek support for activities and programs which they feel benefit our campus community. ASULV will fund clubs and organizations on a biannual system with the following format:

(a) ASULV Internal Program Funding:
1. The ASULV Finance Committee allocates funds annually to ASULV initiated and coordinated programs such as but not limited to: Campus Activities Board (CAB), Greek Life, and Multicultural Club Council (MCC). These programs, affiliated with ASULV, request funding at the end of the academic year for the upcoming year and are allocated funds in advance of all other funded programs. This process includes a detailed budget proposal and previous year/previous funding evaluation submitted to the ASULV Finance Committee and formal presentation to the ASULV Senate. Funds allocated to these groups and departments support the educational mission of the institution and fund activities and programs which enhance student life at La Verne.

2. **Internal Program Funding Process Details:** Below is a list of guidelines for ASULV-initiated and coordinated programs to keep in mind when requesting funding. Only the following ASULV-initiated and coordinated programs can request funding once a year:
   a. Campus Activities Board (CAB)
   b. Greek Life
   c. Multicultural Club Council (MCC)
   d. ASULV Senate and Executive Board Expenses

3. Paperwork including a detailed budget request must be completed by the deadline and submitted to the ASULV Vice President of Finance. Information about funding and the deadline can be obtained on the ASULV website at www.laverne.edu/students/student-government, or from the Office of Student Life, located on the first floor of the Campus Center.

4. After the paperwork has been received and reviewed, groups will be contacted for a presentation to the ASULV Senate.

5. All presentations by groups requesting funding are limited to 10 minutes, with a question and answer period to follow.

6. All budget requests will be evaluated on the following criteria:
   a. Application (clearly written/typed, detailed expense reports, etc.)
   b. Presentation (appropriate dress, handouts, power point/visual aids, clear communication of information)
   c. Success of previous events funded by ASULV (documentation appreciated)
   d. Impact to the general student body. How many traditional-aged, undergraduate students will benefit from the program? How will it enhance student life at La Verne?
   e. Does the proposed program support one or more of the four major components that affirm a positive and rewarding life for students: A Values Orientation, Community and Diversity, Lifelong Learning, and Community Service.
   f. Has the group done any fundraising in the past to help defray the costs of their program? What other ways has the group thought ahead in minimizing their programs cost?
   g. Detailed timeline of proposed events and activities for the upcoming year. Have they demonstrated that they understand all of the challenges with
coordinating events and are on pace with ensuring that they will be completed in the appropriate time frame?
h. Has the group completed program evaluations and used the information gathered to improve their programs and activities for the future? Has the group presented a mid-year report to ASULV on program successes, challenges and outcomes? Groups should contact the ASULV Vice President of Communications to come present to the ASULV Senate for their mid-year report.

7. Groups which positively address these criteria through their applications and presentations have, based on previous years, been shown consideration for funding. However, all funding allocations remain up to the ASULV Funding Committee members and the ASULV Senate.

8. **Internal Program Funding Program Evaluations:** When money is transferred from ASULV to an internally funded group, that group automatically enters into a contract with ASULV which will require them to report back on the success of any and all ASULV-funded programs. The following outlines the process of how groups are required to communicate with ASULV:
   a. Because of the size and scope of ASULV internally funded programs, groups are expected to create appropriate feedback and evaluation components which enable them to critically evaluate the success of their programs on their own. The creation, distribution and collection of this information are the responsibility of the funded group. Examples of evaluation forms can be found on the ASULV website at www.laverne.edu/students/student-government.
   b. During the annual funding process, internally funded programs are required to share examples of evaluations they conducted over the past year in their funding presentation along with a written detailed description of all evaluations conducted over the past year, submitted to the ASULV Vice President of Finance. These written evaluations should include how the goals of the program were or were not met, any challenges or issues encountered, as well as ideas for improving the overall program for the future.

9. The ASULV program evaluation form and the one page detail description of the event are due to the ASULV Vice President of Finance no later than ten (10) business days after the funded event.

(b) ASULV-External Program Funding:
1. The ASULV Finance Committee coordinates the funding process for La Verne recognized clubs and organizations as well as for student programs coordinated by La Verne departments each semester. This process takes place within the first thirty (30) days of each semester and includes a detailed budget proposal and formal presentation to the ASULV Finance Committee. Funds allocated to these groups and departments support the educational mission of the institution and fund activities and programs which enhance student life at La Verne.
2. **External Program Funding Process Details:** Below is a list of guidelines for La Verne recognized clubs and organizations and La Verne campus departments to keep in mind when requesting funding:
a. All clubs or organizations requesting funding must be recognized clubs and organizations of the University of La Verne. The University recognition process can be found at [www.laverne.edu/students/student-government](http://www.laverne.edu/students/student-government). All academic and non-academic departments of the University of La Verne are also eligible for funding through this process.

b. All Clubs and Organizations that receive funding from ASULV may not charge any entrance fees of any kind to traditional-aged undergraduates at their events.

c. Paperwork including a detailed budget request must be completed by the deadline. Information about funding and the deadline can be obtained on the ASULV website at [www.laverne.edu/students/student-government](http://www.laverne.edu/students/student-government), or from the Office of Student Life, located on the second floor of the La Verne bookstore.

d. After the paperwork has been received and reviewed, clubs and organizations will be contacted for a possible presentation to the ASULV Finance Committee. It is important to note that due to the large number of budget requests each semester, all groups may not be asked to present to the ASULV Finance Committee.

e. All presentations by groups requesting funding are limited to five (5) minutes, with a question and answer period to follow.

f. All budget requests will be evaluated on the following criteria:
   i. Application (clearly written/typed, detailed expense reports, etc.)
   ii. Presentation (appropriate dress, handouts, power point/visual aids, clear communication of information)
   iii. Success of previous events funded by ASULV (documentation appreciated) or if the organization is a new group requesting funding, the intent of the event or program
   iv. Impact to the general student body. How many traditional-aged, undergraduate students will benefit from the program? How will it enhance student life at La Verne?
   v. Does the proposed event or program support one or more of the four major components that affirm a positive and rewarding life for students: A Values Orientation, Community and Diversity, Lifelong Learning, and Community Service.
   vi. Has the group done any fundraising to help defray the costs of the event? What other ways has the group thought ahead in minimizing the cost of the event?
   vii. Has the group dedicated enough time in planning and preparing for the event? Have they demonstrated that they understand all of the challenges with coordinating the event and are on pace with ensuring that the event will be completed in the appropriate time frame? Is the event realistic or possible at this time?
   viii. Has the group, if given funding in the past, completed their program evaluation form and turned it into ASULV on time? If not, why not.
ix. If any one of these components are not completed (i.e. program evaluation forms not turned in after events), this will be taken into consideration for all future funding.

3. Groups which positively address these criteria through their applications and presentations have, based on previous years, been shown consideration for funding. However, all funding allocations remain up to the ASULV Finance Committee members and the ASULV Senate.

4. **External Program Funding Program Evaluations:** When money is transferred from ASULV to an externally-funded group, that group automatically enters into a contract with ASULV which will require them to report back on the success of any and all ASULV-funded programs. The following outlines the process of how groups are required to communicate with ASULV:
   a. Answer all questions within the ASULV Program Evaluation form located on the ASULV website at www.laverne.edu/students/student-government and submit it to the ASULV Vice President of Finance no later than ten (10) business days (here in defined as dates the institution is open for regularly-scheduled classes) after the funded event.
   b. Write a one-page, detailed description of the event including how the goals of the program were or were not met, any challenges or issues encountered, as well as ideas for improving the program for the future.

5. The ASULV Program Evaluation form and the one-page detailed description of the event are due to the ASULV Vice President of Finance no later than ten (10) business days after the funded event.

6. **Using your ASULV Allocation:** The following outlines how groups are required to allocate money from ASULV:
   a. Groups who are given funding by ASULV are required to use that funding ONLY for the event, program or activity it was initially requested for.
   b. If a group wishes to use funding in a different time period (i.e. canceling the program this year and using for next year’s program) or for a different event they must fill out a Deviation of Usage Form, which can be found on the ASULV website at www.laverne.edu/students/student-government. This form must be completed PRIOR to the initially funded event.
   c. At the discretion of the ASULV Finance Committee, the group may be required to present again for this deviation in funding.
   d. If a group fails to comply with this process or is found to have misused or misallocated the funding given by ASULV, this will be taken into consideration for all future funding.
   e. If a group does not use all of the funds allocated by ASULV for the program, this information should be included in the final program evaluation for future funding consideration.

**Section 2 – Marketing Policy.** ASULV members planning and holding an event are to adhere to the following guidelines:
   (a) At least fifteen (15) business days prior to the event the ASULV member(s) are responsible to:
1. Submit a proposal to the ASULV Vice President of Public Relations for approval. The ASULV Vice President of Public Relations will take the proposal to the next Executive Board Meeting to be reviewed. The proposal should include:
   i. Time, Date, Location of Event
   ii. Goal of the Event
   iii. If a temporary committee needs to be formed for the event
   iv. Budget for the event

(b) The Executive Board members may suggest changes, approve or deny the request to plan the event. If the request is approved the ASULV member(s) will continue with the coordination of his/her event.

(c) Ten (10) business days prior to the event the ASULV member(s) are responsible for:
   1. Creating all marketing materials to be submitted to the Vice President of Public Relations for proofing and approval.
   2. Once the material(s) is approved, the ASULV member(s) may mass produce and have fliers posted.
   3. Determine the responsibilities of all involved and delegate tasks.
   4. Contact any speakers, presenters or other persons that may be utilized for the event.
   5. Reserve location(s), date(s) and time(s).

(d) Five (5) business days prior to the event the ASULV member(s) are responsible to:
   1. Have a finalized and detailed outline of the event.
   2. Make copies for all ASULV members involved.
   3. Purchase all materials needed.
   4. Oversee that all delegated responsibilities are being fulfilled.

(e) On the day of the event the ASULV member(s) are responsible to:
   1. Bring all necessary materials to the location at least thirty (30) minutes prior to the event.
   2. Have evaluations for the event available to attendees.
   3. Bring extra printouts of the outline of the event.
   4. Talk to people involved and do a verbal run-through of the event prior to its start.

(f) After the event ASULV member(s) are responsible to:
   1. Send thank you notes to all the guests and participants that may have helped with the event.
   2. Complete a final report of the event to be turned in to the ASULV Vice President of Public Relations no later than five (5) business days following.

Section 3 – Advocacy Initiatives. ASULV members shall bring forth any advocacy initiative to the ASULV Senate for discussion and action. The process is as follows:

(a) Ad Hoc committee shall be created to research the advocacy initiative.
(b) A formal presentation by the ad hoc committee shall be made to the ASULV Senate with a recommendation to adopt a specific plan of action.
(c) The ASULV Senate will vote upon the action plan by a simple majority vote.

Article VII. COMMITTEES
Section 1 – Standing Committees. The following are recognized as ASULV standing committees and their specific purposes:

(a) Judicial Affairs Committee (JAC)
1. JAC Membership
   i. The JAC is chaired by the ASULV Executive Vice President.
   ii. Membership on the Judicial Affairs Committee will consist of the Senator Pro Tempore and up to four (4) Senators to be chosen by ASULV Executive Vice President and approved by the ASULV Senate.
2. Judicial Affairs Committee Powers and Authority
   i. The JAC shall be the judicial body of ASULV.
   ii. The JAC shall be responsible for interpreting the Bylaws, Constitution, and all other governing documents, policies and operating procedures of ASULV.
   iii. The JAC shall have the power to declare as void, acts found to be in violation or in conflict with the above mentioned documents.
   iv. The JAC shall have the power to enforce legislated penalties.
   v. The JAC shall operate according to procedures in accordance with the University.
   vi. Any member of the ASULV Senate or any La Verne student may bring a case or an appeal of an ASULV decision to the JAC.

(b) Campus Activities Board (CAB)
1. Campus Activities Board Membership
   i. The Campus Activities Board Executive Chairperson shall be selected each spring by the incoming ASULV President and ASULV Executive Vice President, Campus Activities Board Advisor and appointed student representative from the Office of Student Life.
   ii. All subsequent committee chair positions will be selected by the CAB Executive Chairperson and the Campus Activities Board Advisor.
   iii. All committee member positions shall be open membership and available to all La Verne undergraduate students.
2. Campus Activities Board Powers and Authority
   i. Shall plan and implement diverse and creative events/activities within specific program committees.
   ii. Shall provide consistent and updated information about events and activities through the CAB website and other marketing efforts.
   iii. Shall work diligently and collaboratively on building positive working relationships within the campus and surrounding communities.
   iv. Shall bolster opportunities to get involved at La Verne.
   v. Shall be an event planning resource for all La Verne recognized clubs and organizations within the campus community.
   vi. Shall have and maintain an energized and focused team that fosters a strong social network within the campus community.
   vii. Shall assess and evaluate events to ensure that CAB is meeting campus expectations and to improve upon the quality of future events.
viii. Shall be accountable to the ASULV Senate by communicating weekly programs, events and initiatives each week at ASULV Senate Meetings as well as submit an annual budget for review and approval to the Financial Committee in accordance with Article IV, Section 1.

(c) Finance Committee

1. Finance Committee Membership
   i. The Finance Committee is chaired by the ASULV Vice President of Finance.
   ii. Members on the Finance Committee will consist of a minimum of three (3) Senators to be selected by ASULV Executive Vice President and approved by the ASULV Senate.

2. Finance Committee Powers and Authority
   i. Allocate funds to clubs and organizations.
   ii. Setting the ASULV budget for the year.
   iii. Keeping in constant communication with the financial officers of the university.
   iv. Authorizing any and all allocation of student funds throughout the year.

(d) Campus Center Advisory Committee

1. Campus Center Advisory Committee Membership
   i. The Campus Center Advisory Committee is chaired by the ASULV Executive Vice President or designee.
   ii. Membership on the Campus Center Advisory Committee will consist of the Senator Pro Tempore and up to four (4) Senators to be chosen by the ASULV Executive Vice President and approved by the ASULV Senate.

2. Campus Center Advisory Committee Powers and Authority
   i. Shall attend administrative meetings regarding the Campus Center.
   ii. Shall allocate designated space to recognized clubs and organizations each year.
   iii. Shall work with administration to ensure that the campus community is receiving the appropriate amount of space as needed.
   iv. Shall work with administration to ensure that the maintenance of the Campus Center is dealt with in a timely fashion.
   v. Shall communicate with the ASULV Senate any changes or needs for the Campus Center.
   vi. Shall conduct surveys, if necessary, to ensure that the La Verne community’s needs are being met concerning the Campus Center.
   vii. Shall ensure the overall maintenance and the quality of the space stay up to high standards.
   viii. Shall recommend policy changes for Campus Center programs and services.

(e) Bookstore Advisory Committee

1. Bookstore Advisory Committee Membership
   i. The Bookstore Advisory Committee is chaired by the ASULV Executive Vice President or designee.
   ii. Membership on the Bookstore Advisory Committee will consist of the Senator Pro Tempore and up to four (4) Senators to be chosen by the ASULV Executive Vice President and approved by the ASULV Senate.
2. Bookstore Advisory Committee Powers and Authority
   i. Shall attend administrative meetings regarding the Bookstore.
   ii. Shall work with administration to ensure that the campus community is receiving
       the appropriate services needed.
   iii. Shall communicate to the ASULV Senate any changes or needs for the
        Bookstore.
   iv. Shall recommend policy changes for Bookstore programs and services.

(f) La Verne Food Committee
1. La Verne Food Committee Membership
   i. The La Verne Food Committee is chaired by the ASULV Executive Vice
      President or designee.
   ii. Membership on the La Verne Food Committee will consist of the Senator Pro
       Tempore, up to three (3) Senators to be chosen by the ASULV Executive Vice
       President and approved by the ASULV Senate and up to three (3) students
       selected by the Residence Hall Association (RHA).

2. La Verne Food Committee Powers and Authority
   i. Shall attend administrative meetings regarding Food Services at La Verne.
   ii. Shall work with administration to ensure that the campus community is receiving
       the appropriate services needed.
   iii. Shall communicate with the ASULV Senate any changes or needs for Food
        Services.
   iv. Shall recommend policy changes for La Verne Food Services.

Article VIII. IMPEACHMENT

Section 1 – Impeachment of Senators. Impeachment of an ASULV Senator(s) must undergo
the following guidelines:

(a) If an ASULV Senator(s) of ASULV is not performing or fulfilling his/her duties, another
    member(s) of the ASULV Senate can make a formal complaint to the ASULV Executive
    Vice President and the issue is to be discussed at the preceding Executive Board Meeting.
(b) Anyone or all of the Executive officers also may bring up, as discussion, the performance
    of a Senate member(s), independent of an outside formal complaint.
(c) The Executive officers will then request a meeting with the member(s) in question to
    address his/her duties and his/her desire to continue as a member of the ASULV Senate.
(d) If the member(s) would like to keep his/her position, the Executive Board will outline a
    plan to ensure that his/her work is getting done. This may include the addition of office
    hours, checklists, or other time management resources to aid them in completing assigned
    responsibilities. The fulfillment of these requirements will be monitored by the ASULV
    Vice President of Communications.
(e) If the member(s) in question is unresponsive and does not show a willingness or ability to
    adequately improve, the Executive officers may then bring his/her position to the
    ASULV Senate for discussion, whereupon ASULV, by a two-thirds (2/3) majority vote,
    can decide to call for the immediate resignation of the member(s) in question.
(f) Should ASULV choose to not call for the resignation of said member(s), and the member(s) still shows no improvement and/or is a detrimental force on ASULV, the Executive Board reserves the right to call for said members’ resignation independent of a forum decision.

(g) If the member(s) in question disagrees with the constitutionality of the Executive Board decision for resignation, he/she has the right to appeal and shall follow the guidelines outlined in the Appeals section of this document.

(h) If a member has two (2) or more consecutive unexcused absences, it is assumed they have resigned from ASULV.

(i) Any member(s) of the ASULV Senate is subject to impeachment by ASULV.

Section 2 – Impeachment of Appointed Executive Officers. Impeachment of an appointed Executive Officer(s) can be addressed and determined by the following guidelines:

(a) If an appointed Executive Officer(s) of ASULV is not performing or fulfilling his/her duties, another member(s) of ASULV can make a formal complaint to the ASULV President or ASULV Executive Vice President.

(b) Anyone or all of the Executive Officers also may bring up, as discussion, the performance of an appointed Executive Officer(s), independent of an outside formal complaint.

(c) The ASULV President and ASULV Executive Vice President will then request a meeting with the appointed Executive Officer(s) in question to address his/her duties and his/her desire to continue as a member of ASULV.

(d) If the appointed Executive Officer(s) would like to keep his/her position, the ASULV President and ASULV Executive Vice President will outline a plan to ensure that his/her work is getting done. This may include the addition of office hours, checklists, or other time management resources to aid them in completing assigned responsibilities. The fulfillment of these requirements will be monitored by the ASULV President.

(e) If the appointed Executive Officer(s) in question is unresponsive and does not show a willingness or ability to adequately improve, the ASULV President may dismiss the appointed Executive Officer(s) by bringing his/her position to the ASULV Senate for discussion, whereupon ASULV, by a two-thirds (2/3) affirmation vote, will confirm the immediate removal of the appointed Executive Officer(s) in question.

(f) Should the ASULV Senate choose to not call for the removal of said appointed Executive Officer(s), and the appointed Executive Officer(s) still shows no improvement and/or is a detrimental force on ASULV, the ASULV President reserves the right to call for said appointed Executive Officers’ resignation independent of a forum decision.

(g) If the Executive Officer(s) in question disagrees with the constitutionality of the ASULV President’s decision for his/her resignation, he/she has the right to appeal and shall follow the guidelines outlined in the Appeals section of this document.

(h) If a member has two (2) or more consecutive unexcused absences, it is assumed they have resigned from ASULV.

(i) Any member(s) of the ASULV appointed Executive Board is subject to impeachment by ASULV.
**Section 3 – Impeachment of Elected Executive Officers.** Impeachment of an elected Executive Officer(s) can be addressed and determined by the following:

(a) If an elected Executive Officer(s) of ASULV is not performing or fulfilling his/her duties, another member(s) of the Senate or appointed Executive Officer(s) can file a formal complaint to the ASULV Vice President of Communications and is to be addressed at the following ASULV Senate Meeting.
(b) There must be a two-thirds (2/3) majority vote of no confidence vote for an elected Executive Officer to be removed from his/her position.
(c) If the Senator Pro Tempore is removed from his/her position, then the ASULV Executive Vice President will coordinate an application process and follow the guidelines of selecting a Senator Pro Tempore as is outlined in this document.

**Section 4 – Appeals.** The opportunities for an appeal of a vote of impeachment will be determined by the following guidelines:

(a) If an ASULV Senate member(s) or Executive Board Officer(s) is forced to resign, they will have the opportunity for appeal.
(b) Appeals must be made, in writing, to the ASULV Executive Board within five (5) business days of dismissal.
(c) Any appeal will be sent to Judicial Affairs Committee (JAC) for review within five (5) business days of being received by the ASULV Executive Board.
(d) If no appeal is made, the member/s in question will have five (5) business days to submit, in writing, to the Executive Board, a letter of resignation, effective immediately.
(e) If no resignation is submitted by deadline, the ASULV Senate will assume the resignation.

**Article IX. AMMENDMENTS**

Amendments to the ASULV Bylaws may be offered by all ASULV members. These Bylaws shall be effective upon approval of a two-third (2/3) majority vote by the ASULV Senate.

**Article X. RATIFICATION**

ASULV Senate and ASULV Executive Board member(s) shall have the authority to review and ratify the ASULV Bylaws with a two-thirds (2/3) affirmative vote of the full-seated Senate, thirty (30) days after start of new fiscal year, July 1, pending quorum. The ASULV Constitution and Bylaws set all absolute precedents.

End of Bylaws