CONSTITUTION OF THE ASSOCIATED STUDENTS OF LAKE TAHOE COMMUNITY COLLEGE

PREAMBLE

We, the students of Lake Tahoe Community College (LTCC), do hereby establish the Associated Students of LTCC (ASLTCC) as authorized in California Education Code 76060. The primary organizational structure of the ASLTCC is the Student Senate of LTCC (SSLTCC), which is governed by the Executive Council, this Constitution, and the Bylaws of the ASLTCC as a means to represent all the students of the college. Further the Student Senate of LTCC is recognized as the representative associated student organization by the Board of Trustees of LTCC.

Article I
MISSION

It is the mission of the Associated Students of Lake Tahoe Community College to provide the students with a voice in the College's participatory governance process. It is further the mission of the SSLTCC to promote the intellectual, artistic, cultural, and social life of students, and to provide a mechanism for the appropriate allocation of Associated Student Body resources.

Article II
BROWN ACT

The SSLTCC is a legislative body as defined by California Government Code §§ 54952.(a). Therefore, the SSLTCC abides by the open meeting practices outlines in the Ralph M. Brown Act (Government Code §§ 54950-54962). The SSLTCC gives all members of the organization and members of the public opportunities to participate in the open meeting practices of the SSLTCC.

Article III
THE ASSOCIATED STUDENTS OF LAKE TAHOE COMMUNITY COLLEGE

Section 1: Membership

Each student enrolled in credit courses at Lake Tahoe Community College shall be a member of the Associated Students of LTCC, and have exclusive privilege to rights and powers outlined in this constitution.

Section 2: Components of the ASLTCC

The ASLTCC shall be represented by two primary organizational structures:

A: The Student Senate of LTCC (the SSLTCC) which is the primary governing and representative organization of the ASLTCC, consisting of a President, Vice President, Political Affairs Officer, Treasurer, Activities Officer, Public Relations Officer, Secretary, Student Trustee, and Parliamentarian, as well as nine Senators with voting privileges and a number of non-voting representatives to not exceed 10% of the student body

B: The Executive Council which is the evaluatory council of the SSLTCC consisting of the SSLTCC President, Vice President, Political Affairs Officer, Treasurer, Activities Officer, Public Relations Officer, Secretary, Student Trustee, and Parliamentarian.

Section 3: Powers of the ASLTCC

A: The Associated Students of LTCC shall retain the "power of initiative." If a verified petition signed by twenty percent (20%) of the ASLTCC is presented to the Student Senate of LTCC, the Senate shall then vote on the proposed legislation within ten (10) school days after receipt of the petition. Should the ASC decline to enact the proposed legislation, it shall be placed on the ballot of a special election called by the president within thirty (30) school days. If the measure receives a majority of the ballots cast, the proposed legislation shall be enacted.

B: The Associated Students of LTCC shall retain the "power of referendum" on enacted legislation of the current quarter. If a verified petition signed by twenty percent (20%) of the ASLTCC is presented to the Student Senate of LTCC, the Senate shall then call for a special election within thirty (30) school days. If the measure receives a majority of the ballots cast, the enacted legislation shall be repealed.

C: The Associated Students of LTCC shall retain the "power to recall" for any Executive Officer or Representative. If a verified petition signed by twenty percent (20%) of the ASLTCC is presented to the Student Senate of LTCC, the Senate shall then call for a special election within thirty (30) school days. If the proposed recall receives a majority of the ballots cast, the officer or representative shall be recalled.

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Article IV
PARLIAMENTARY AUTHORITY

A: Meetings of the Student Senate shall use the current edition of Robert's Rules of Order as guidelines for operation in situations where procedure is not set out in the ASLTCC Constitution or Bylaws.

B: In the event of any procedure, section, article, policy, or amendment put forth that conflicts with student advocacy or the ability to get work done, the Student Senate may suspend such procedure, section, article, policy, or amendment by ⅔ majority vote of all current members of the Student Senate.

Article V
AMENDMENTS

Section 1: Amendments to this Constitution

A: Proposed amendments to this Constitution, which is the governing document of the Associated Students of Lake Tahoe Community College, shall require a first and second reading and a subsequent two thirds (⅔) vote of the SSLTCC to be placed on any ballot.

B: Amendments to this Constitution shall require a two-thirds (⅔) majority of the total votes cast by the Associated Student Body in a duly authorized election and shall be subject to the approval of the LTCC Board of Trustees.

Section 2: Amendments of the Bylaws

A: Any member of ASLTCC upon sponsorship of a Student Senate member may introduce amendments to the Bylaws by means of resolution. A resolution to amend the Bylaws shall be subject to a minimum of two (2) readings of the Student Senate.

B: A two-thirds (2/3) vote of the Student Senate shall be required to amend the Bylaws. Amendments to the Bylaws that attain a two-thirds (2/3) vote shall become effective immediately unless otherwise noted in the resolution.

BYLAWS

Article I
STUDENT SENATE

Section 1: Authority

A: The Student Senate will have the power to bring a motion or resolution which will be binding on the Student Senate and the ASLTCC.

B: The President will have the responsibility and the authority to enforce Student Senate rules and regulations. The President will also have the power to: call regular and special meetings of the Student Senate and Executive Council; appoint vacant standing committee and college-wide committee positions; to veto Student Senate action; to dismiss any Standing Committee member for adequate cause.

Section 2: Student Senate

A: The Student Senate shall be comprised of up to nine (9) Student Senators and nine (9) Executive Officers. Executive Officers and Student Senators shall have one (1) vote each.

B: The Student Senate shall make rules and regulations concerning Associated Students of Lake Tahoe Community College (ASLTCC) and represent the students in the participatory governance process.

Section 3: Executive Council

A: The Executive Officers of the Student Senate shall serve as the membership of the Executive Council.

B: The Executive Council shall be responsible for planning, budgeting, implementing, coordinating, and evaluating all Student Senate legislation, finance, operations, activities, and communications.

C: Executive Officers shall perform other such tasks as assigned to them by the President, the Student Senate, and ASLTCC Governing Documents.

Section 4: President

A: The President shall serve as the Chair of the Student Senate and shall prepare the agenda for meetings at which he/she presides.

B: The President shall represent ASLTCC and the Student Senate at times and places where such representation is required, requested, and agreed upon by the Student Senate.

C: The President shall make appointments to all Standing Committees when necessary, serve as an ex-officio member of all Standing Committees, and be responsible for ensuring the full participation of student senators he/she appoints.

D: The President shall reserve the right to veto Student Senate actions by submitting a written statement of his/her objection to the Secretary by the next regular meeting following the passage of said legislation. Any proposal vetoed by the President shall become effective after a two-thirds (2/3) vote has been cast by the Student Senate overruling the veto.

E: The President shall prepare a quarterly report on the activities, events, and conferences of ASLTCC to submit to the Student Senate and an informational binder by the end of his/her term for the incoming President.

Section 5: Vice President

A: The Vice President shall serve as the Chair of the Executive Council and shall prepare the agenda for meetings at which he/she presides.

B: The Vice President shall represent the Executive Council at times and places where such representation is required and prepare a quarterly report on all Executive Council activities.

C: The Vice President shall be responsible for the recruitment of candidates to vacant positions on the Executive Council, Student Senate, as well as Standing and College-Wide Committees and providing recommendations to the President and Student Senate.

D: The Vice President shall provide monthly accountability reports of Executive Officers and Student Senators to the Student Senate on matters pertaining to meeting attendance, office and representative hours, college/campus projects, and other responsibilities as outlined in these Bylaws and by Senate action.

E: The Vice President shall serve as an ex-officio member of all standing committees other than the Executive Council.

Section 6: Political Affairs Officer

A: The Political Affairs Officer or his/her designee shall serve as the Chair of the Legislation Committee and shall prepare the agenda for the meetings at which he/she presides.

B: The Political Affairs Officer shall represent the Legislation Committee at times and places where such representation is required and shall prepare and present reports of Legislation Committee activities to the Student Senate.

C: The Political Affairs Officer shall be responsible for researching and providing updates on federal, state, or local legislation that may have a significant impact on students.

D: The Political Affairs Officer shall be responsible for advising the Student Senate on all matters pertaining to legislation.

E: The Political Affairs Officer or his/her designee shall serve as the LTCC delegate for Region II of the SSCCC.

Section 7: Treasurer

A: The Treasurer or his/her designee shall serve as the Chair of the Finance Committee and shall prepare the agenda for all meetings at which he/she presides.

B: The Treasurer shall represent the Finance Committee at times and places where such representation is required, prepare and present reports of Finance Committee activities to the Student Senate.

C: The Treasurer shall provide monthly reports on the status of the ASLTCC Budget and its line items to the Student Senate.

D: The Treasurer shall be responsible for investigating possible opportunities for revenue and savings to the Student Senate.

E: The Treasurer shall be responsible for advising the Student Senate on all matters pertaining to its finances.

Section 8: Activities Officer

A: The Activities Officer or his/her designee shall serve as co-Chair of the Operations Committee and shall prepare the agendas for the meetings at which he/she presides.

B: The Activities Officer shall be required to represent the Operations Committee at times and places where such representation is required.

D: The Activities Officer shall be required to submit budget breakdowns and reports on all Student Senate events.

E: The Activities Officer shall be responsible for advising the Student Senate on all matters pertaining to activities.

Section 9: Public Relations Officer

A: The Public Relations Officer or his/her designee shall serve as co-Chair of the Operations Committee and shall prepare the agenda for meetings at which he/she presides.

B: The Public Relations Officer shall represent the Operations Committee at times and places where such representation is required.

C: The Public Relations Officer shall conduct surveys within the student body for the purpose of providing the Student Senate with direction in its functions.

D: The Public Relations Officer shall provide the local media with press releases and supervise any media that is distributed to the student body by the Student Senate.

E: The Public Relations Officer shall be responsible for advising the Student Senate on all matters pertaining to Public Relations.

F: The Public Relations Officer shall maintain and regularly update the Student Senate web page.

Section 10: Secretary

A: The Secretary or his/her designee shall serve as facilitator of the Inter-Club Presidential Board and shall be responsible for maintaining contact with all Student Presidents and preparing the agenda for meetings at which he/she presides.

B: The Secretary shall take minutes at meetings of the Executive Council and the Student Senate as well as distribute minutes to all appropriate persons.

C: The Secretary shall be responsible for maintaining all documents pertaining to the Student Senate.

D: The Secretary shall assist the President in the execution of his/her duties.

E: The Secretary shall maintain a record of contact information for Executive Officers and Student Senators, office hours, and all property of the Student Senate.

Section 11: Student Trustee

A: In compliance with District Policy No. 2015 & No. 2105-4, one (1) non-voting student representative shall serve on the
Lake Tahoe Community College Board of Trustees.

B: The Student Trustee shall be entitled to all privileges and rights provided to the Student Trustee by vote of the Board of Trustees in accordance with Board Policy No. 2015, including the review of materials and participating in the questioning of witnesses and the discussion of issues, with some exceptions. These exceptions are: the Student Trustee does not have the right to attend closed sessions of the Board of Trustees, nor may the Student Trustee receive materials related to closed sessions of the Board of Trustees.

C: The Student Trustee shall serve a one (1) year term commencing on June 1st and ending on May 31st of the following year.

D:The Student Trustee shall serve as the liaison between the LTCC Board of Trustees and the Student Senate.

E: The Student Trustee shall submit a written report on the activities of the LTCC Board of Trustees to the Student Senate.

Section 12: Parliamentarian

A: The Parliamentarian or his/her designee shall serve as the Chair of the Constitution and Bylaws Committee and shall prepare the agenda for the meetings at which he/she presides.

B: The Parliamentarian shall represent the Constitution and Bylaws Committee at times and places where such representation is required and shall prepare and present reports of Constitution and Bylaws Committee activities to the Student Senate.

C: The Parliamentarian shall be responsible for addressing the Student Senate on all conflicts within the Constitution and Bylaws in regard to current and future changes.

D: The Parliamentarian shall be responsible for thoroughly understanding the Constitution and Bylaws of the Student Senate.

E: The Parliamentarian or his/her designee shall serve as the Chair of the Elections Committee and shall prepare the agenda for meetings at which he/she presides.

F: The Parliamentarian shall be responsible for maintaining a thorough understanding of parliamentary procedure, and shall be the Student Senate's parliamentary reference.

G: The Parliamentarian shall be responsible for maintaining a thorough understanding of the California Ralph M. Brown Act.

Section 13: Orders of Succession

A: Should the President resign or be removed from office, the order of succession is as follows: Vice President, Political Affairs Officer, Treasurer, Activities Officer, then Public Relations Officer.

B: Upon the resignation or removal of the President, the next in line in order of succession shall, if the position of President be accepted, assume the position of President. This process will continue until the office of President is filled. Should the position still remain vacant after the conclusion of this process, the Secretary shall serve as Acting President until the Student Senate can elect a President.

Section 14: Vacancies

Excluding the President, vacancies in any Student Senate position shall be filled by considering applicants from the ASLTCC and Student Senate. The Student Senate shall then appoint, through majority vote, a member to fill the available position for the remainder of the unexpired term.

Article II
PARLIAMENTARIAN PROGRESSION

Section 1: Certification

A: Upon election, the Parliamentarian shall proceed to register with the American Institute of Parliamentarians.

B: The incoming Parliamentarian shall prepare for the American Institute of Parliamentarians Certified Parliamentarian Examination, and apply for examination prior to November.

C: Upon certification, the Parliamentarian shall be reimbursed by the Student Senate for the examination fee. Should the Parliamentarian not pass the initial examination, the Student Senate shall reimburse the Parliamentarian for that examination fee. No subsequent failures shall be reimbursed without the approval of the Student Senate.

Section 2: Certified Parliamentarian

A: The Certified Parliamentarian's quarterly stipend shall be increased to the amount of one hundred fifty dollars ($150.00) upon certification.

B: The Certified Parliamentarian shall assist ASLTCC student organizations with training and reference in parliamentary procedure.

Article III
STUDENT SENATE MEMBERSHIP

Section 1: Student Senate Responsibilities

A: Student Senators shall be responsible for assisting in the planning, budgeting, implementation, and coordination of all ASLTCC legislation, finance, activities, and public relations.

B: Student Senators shall be required to complete an annual project that will benefit the membership of ASLTCC or the surrounding community. A proposal of this project shall be drafted by the Student Senators and presented to the Student Senate for approval no later than the end of the fall quarter.

C: Student Senators shall serve on at least one (1) standing committee.

D: Student Senators shall hold regular meetings with division deans and report back to the Student Senate on activities relating to their respective academic divisions.

E: Executive Officers shall hold two (2) posted office hours per week and Student Senators shall hold one (1) posted office hour per week. Posted office hours are defined as scheduled time spent in the Student Senate office. Student Senate members shall be accessible to the students of LTCC during their office hours.

F: Student Senate members must submit availability schedules to the Vice President during the first Student Senate meeting of each quarter. The Vice President shall create a weekly posted office hour schedule to be approved by majority vote of the Student Senate during the second Student Senate meeting of each quarter.

G: Executive Officers shall hold ten (10) representative hours and Student Senators shall hold four (4) representative hours over each two week period of each quarter. Representative hours are defined as time spent on or off campus doing Student Senate business subject to approval by the Vice President.

H: Executive Officers and Student Senators shall submit a report for each two-week period to the Vice President describing when and where office and representative hours were held and what was accomplished.

Section 2: Senate Membership Requirements

A: Student Senate members shall be currently enrolled in a minimum of eight (8) units while maintaining a 2.0 cumulative grade point average.

B: Student Senate members not maintaining eligibility shall be dismissed from office by an Advisor of the Student Senate within two (2) school days.

C: Student Senate members removed from office at any time as a result of impeachment shall be ineligible to hold any office of the Student Senate.

Section 3: Stipend

A: Executive Officers shall be eligible for stipends paid every quarter subject to the approval of the Student Senate. All Executive Officers will receive seventy-five dollars ($75) unless otherwise noted in this document.

B: Executive Officers or Student Senators who are designated by an Executive Officer to chair his/her standing committee (excluding Elections Committee) outlined in these bylaws are entitled to twenty-five dollars ($25.00) of the original chair's stipend per quarter.

C: If any Executive Officer fails to chair the standing committee assigned to him/her by these bylaws (excluding Elections Committee) and fails to designate a chair for that committee, any other Executive Officer or Student Senator who then takes upon the responsibility of chairing that committee is entitled to fifty dollars ($50.00) of the original chair's stipend per quarter.

Article IV
ADVISORS

Section 1: Advisors

A: An Advisor of the Student Senate shall attend Student Senate meetings and events.

B: An Advisor of the Student Senate shall conduct quarterly eligibility assessments of all Student Senate members and shall dismiss any individuals found to be ineligible from office within two (2) school days.

C: The Advisor shall notify the President of all Student Senate member vacancies in the Executive Council, Student Senate, and Standing/College-Wide Committees.

Article V
MEETINGS

Section 1: Student Senate and Executive Council

A: The Student Senate shall meet weekly during the fall, winter, and spring quarters at a time and place agreed upon and set by the President and approved by a majority of the members of the Student Senate at the first Student Senate meeting of each quarter.

B: The Executive Council shall meet monthly during the fall, winter, and spring quarters at a time and place set by the Vice President and agreed upon by the Executive Council at the first Executive Council meeting of each quarter.

Section 2: Committee Chairs

A: Committee Chairs shall make recommendations to the President for appointments to their respective Committees.

B: Committee Chairs shall be responsible for maintaining all documents related to their respective Committees.

C: Committee Chairs shall represent their respective Committees at times and places where such representation is required.

Section 3: Inter-Club Board

A: The SSLTCC Secretary or his/her designee shall chair the Inter-Club Board (ICB), whose membership shall consist of each LTCC club president or his/her designee. The ICB shall meet at least once quarterly at a time and place agreed upon and set by a majority of the ICB.

B: The ICB shall create recommendations for the SSLTCC about allocating the Activity Fee money defined by the Financial Code adopted by the SSLTCC.

C: The ICB shall serve as the primary coordinating body for full club participation in ASLTCC events.

Section 5: Standing Committees

A: The President shall appoint the membership of each Standing Committee at the first meeting of the Student Senate during the fall quarter. Student Senate members wishing to resign from or join a Standing Committee shall request the President to appoint or remove them.

B: All Standing Committees, except for the Elections Committee, shall meet at least once monthly at a time and place agreed upon and set by a majority of the members of each Standing Committee at the second Student Senate meeting of each quarter unless a majority of the membership of a Standing Committee determines it has no business to conduct.

C: The President may remove a member of a Standing Committee for failing to uphold his/her responsibilities as a committee member.

Section 6: Special Meetings

Special meetings of the Executive Council, Student Senate, and Standing Committees are public and may be called at any time by the President, Chair of the respective body, or a majority of the membership of the respective body. Special meeting agendas may not be amended.

Section 7: Teleconferencing

The Student Senate shall reserve the right to conduct meetings by teleconference in a process established in accordance with California's Ralph M. Brown Act.

Section 8: Absences

A: Student Senate members shall not incur more than three (3) unexcused absences in the course of one (1) quarter.

B: Excused absences shall be defined as providing notice to the President in the event of an emergency or attendance of a participatory governance meeting.

C: Student Senate members who incur more than three (3) unexcused absences in the course of one (1) quarter will be subject to Student Senate review and may be removed from office upon two-thirds (⅔) vote of the Student Senate.

Article VI
STANDING COMMITTEES

Section 1: Standing Committees

A: Standing Committees shall function as advisory bodies to the Student Senate.

B: Standing Committees shall be responsible for submitting written recommendations and activity reports to the Student Senate after each committee meeting.

C: Standing Committees shall perform other such assignments as delegated by the President, the Student Senate, or ASLTCC governing documents.

D: Standing Committees shall make recommendations in regards to that committee's actions for the improvement of the Student Senate.

Section 2: Senate Codes

A: The establishment of Senate Codes is hereby authorized. Senate Codes are defined as functional documents for the operation of Student Senate Committees.

B: Each Standing Committee shall develop a Senate Code subject to the approval by the Student Senate that shall establish an operational framework for that committee.

C: Each Standing Committee Chair shall maintain the Senate Code of his/her respective Standing Committee.

D: Amendments to Senate Codes shall require approval by majority vote of the Student Senate.

Section 3: Membership

A: The membership of Standing Committees shall be open to the Chair and a maximum of six (6) ASLTCC members, from which the committee's Vice Chair and Secretary shall be elected by a majority vote.

B: Members of Standing Committees shall have one (1) vote on each issue.

Section 4: Legislation Committee

A: The Legislation Committee shall be responsible for monitoring relevant federal, state, and local legislation that may have an effect on students and for making recommendations to the Student Senate regarding appropriate action on said legislation.

B: The Legislation Committee shall be responsible for planning, implementing, coordinating, and evaluating activities that heighten political awareness and promote political activity of the general student body regarding issues that affect the students.

C: The Legislation Committee shall be responsible for drafting all Student Senate resolutions to be submitted to the Student Senate for approval by majority vote.

D: The Legislation Committee shall nominate a delegation to General Assemblies of the SSCCC subject to the approval of the Student Senate.

Section 5: Finance Committee

A: The Finance Committee shall be responsible for maintaining supervision over the Student Senate Budget and its financial affairs as well as to ensure that ASLTCC exercises the maximum legal control of all funds, expenditures, and investments.

B: The Finance Committee shall prepare and submit the annual Student Senate Budget to the Student Senate by the end of May each year.

C: The Finance Committee shall be responsible for the planning, implementation, and evaluation of all fund raising activities, events, investments, and enterprises.

D: The Finance Committee shall be responsible for investigating possible opportunities for revenue and savings to the Student Senate.

Section 6: Operations Committee

A: The Operations Committee shall be responsible for assisting in planning, budgeting, coordinating, implementing, and evaluating social and cultural activities for the entertainment and recreation of the general student body.

B: The Operations Committee shall prepare a quarterly events calendar of the following quarter to be submitted to the Student Senate by the Activities Officer.

C: The Operations Committee shall study and make recommendations for future activities under the purview of the committee for the improvement of said activities.

D: The Operations Committee shall provide written debriefing reports to the Student Senate following events to identify reasons for success or failure and opportunities for improvement.

E: The Operations Committee shall be responsible for the maintenance and improvement of visibility and public relations between ASLTCC, the college, and the community at large.

F: The Operations Committee shall be responsible for assisting in planning, implementing, coordinating, and evaluating publicity efforts for all ASLTCC activities.

G: The Operations Committee shall establish and maintain partnerships throughout the community in order to create and publish an annual ASLTCC Benefits Booklet.

Section 7: Constitution and Bylaws Committee

A: The Constitution and Bylaws Committee shall review and make recommendations on amendment proposals to the governing documents of ASLTCC.

B: The Constitution and Bylaws Committee shall hold an annual Student Senate policy training forum to maintain the Student Senate's awareness of its policy and procedures.

C: The Constitution and Bylaws Committee shall maintain the student handbook with relevant and useful information, including the Student Senate governing documents.

Section 8: Elections Committee

A: The Elections Committee shall hold and run special and general ASLTCC elections.

B: The Elections Committee for the annual general election shall be assembled no later than March 1st to be chaired by the Parliamentarian or his/her designee.

C: The President shall appoint the membership of the Elections Committee.

D: The Elections Committee shall recommend a schedule of dates, times, and places for elections of the Student Senate for approval no later than four (4) weeks in advance and work with the Operations Committee to publicize all matters pertaining to the election.

E: The Elections Committee shall ensure a nominating period of at least two (2) calendar weeks and shall approve all petitions of candidacy. An official list of candidates shall be completed and publicized at a minimum of two (2) weeks prior to the election.

F: Members of the Elections Committee who are candidates in the election shall not participate directly in any business relating to the planning, implementing, and coordinating of elections.

G: Candidates must meet all policies as outlined in the ASLTCC Election Code and Elections Committee Senate Code.

H: Elections for determining Executive Officers and Student Senators for the following academic year shall be held on a Monday, Tuesday, Wednesday, and Thursday in May at LTCC on or before May 10th.

Article VII
COLLEGE-WIDE COMMITTEES

Section 1: Responsibility and Policy/Procedural Areas

A: In accordance with California law, the President shall make appointments to college-wide and district-wide committees that develop policies and/or procedures that have or will have a significant effect on students.

B: Policy or procedural areas that have or will have a significant effect on students are as follows: grading policies; codes of student conduct; academic disciplinary policies; curriculum development; courses or programs that should be initiated or discontinued; processes for institutional planning and budget development; standards and policies regarding student preparation and success; student services planning and development; student fees within the authority of the district to adopt; and any other district or college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

Section 2: Student Representatives

A: Student Representatives on college or district-wide committees shall submit a written report to the Student Senate after each committee meeting regarding that committee's activities during the next Student Senate meeting.

B: Student Representatives on college or district-wide committees are expected to use discretion regarding questions that arise while in committee. If a question requires the official opinion of the Student Senate, Student Representatives shall communicate the matter to the Student Senate to be decided on.

C: The President may remove a member of a college-wide committee for failing to uphold his/her responsibilities as a Student Representative.

Article VIII
FISCAL PROCEDURE

Section 1: Annual Budget

The Student Senate shall maintain a balanced annual budget.

Section 2: Expenditures and Fund Requests

All expenditures shall be granted upon a majority vote of the Student Senate.

Section 3: Reimbursements

Expenses authorized by the Student Senate and incurred by representatives of the Student Senate shall be reimbursed.

Article IX
PARTICIPATORY GOVERNANCE

Section 1: Responsibility

A: The President shall ensure the full participation of the Student Senate in the participatory governance process at LTCC.

B: The President shall consult with the College President or his/her designee on all matters that have affected or will affect ASLTCC.

C: The Student Trustee shall consult with the Board of Trustees or its designee on all matters that have affected or will affect ASLTCC.

D: The President shall appoint ASLTCC members to fill all student positions on college-wide committees, work groups, task forces, or councils.

E: The President shall ensure the maintenance of all records and papers pertaining to any aspect of the participatory governance process.

Article X

STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES

Section 1: Participation

A: The Political Affairs Officer shall be responsible for the full and active participation of ASLTCC in the Student Senate for California Community Colleges (SSCCC) and Region II of the SSCCC.

Section 2: Region II Delegate

A: The Political Affairs Officer or his/her designee shall serve as the Lake Tahoe Community College Voting Delegate for Region II of the SSCCC.

B: The Region II Delegate shall provide written reports to the Student Senate after each Region II and/or SSCCC meeting.

Section 3: General Assembly

A: According to the SSCCC Constitution, the SSCCC shall meet in a general assembly at least once in the fall and once in the spring. Each community college associated student body organization, pursuant to the Education Code, Section 76060-76067, shall have one voting delegate at a general assembly.

B: The delegation for a general assembly of the SSCCC shall be determined by the Legislation Committee and approved by majority vote of the Student Senate.

C: The Political Affairs Officer or his/her designee shall serve as the voting delegate for ASLTCC at a general assembly of the SSCCC.

D: The voting delegate of ASLTCC at a general assembly shall impartially, respectably, and accurately represent ASLTCC to the best of his/her knowledge in all legislative decisions made at a general assembly of the SSCCC.

Article XI
AMENDMENTS

Section 1: Amendment Procedure

A: Any member of ASLTCC upon sponsorship of a Student Senate member may introduce amendments to these Bylaws by means of resolution.

B: A resolution to amend these Bylaws shall be subject to a minimum of two (2) readings of the Student Senate.

C: A two-thirds (2/3) vote of the Student Senate shall be required to amend these Bylaws.

D: Amendments to these Bylaws that attain a two-thirds (2/3) vote shall become effective immediately unless otherwise noted in the resolution.

Article XII
DISCIPLINE

Section 1: Declaration of Right to Remove

The Student Senate reserves the right to remove from office any Student Senate member for a violation of law or policy set forth by the federal, state, or local government; district policy; college standard of conduct; failure to abide by the Constitution and/or Bylaws of ASLTCC; or breach of a fundamental principle of ethics or competence.

Section 2: Procedure

A: A proceeding to remove any Student Senate member must not violate any rule of ASLTCC or any rights that individuals have under law. The steps for removal from office shall be:

a) CHARGES: A memorandum stating the alleged violations and preliminary proof shall be filed with the Secretary within three (3) school days.

b) INVESTIGATION: The Secretary shall investigate the alleged violations and report to the Student Senate to determine if there are grounds for removal. Should a majority of the Student Senate determine the presence of grounds for removal, the Executive Secretary shall notify the member in question and set a date for a hearing, no later than fifteen (15) days following the determination of the Student Senate.

c) RESOLUTION: The Secretary shall report to the Student Senate within seven (7) days of the hearing and recommend exoneration or removal from office. The Student Senate shall have the power to remove the accused from office with a two-thirds (2/3) vote.

B: In the event of the Secretary undergoing the steps for removal from office, the Student Senate shall appoint, by majority vote, another Student Senate member to carry out the procedure described in clause A of this section.