

The Bylaws of the ASLCSC
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**BYLAWS
OF
ASSOCIATED STUDENTS OF LEWIS-CLARK STATE COLLEGE**

**Article I
Purpose**

Section I Purpose

- 1.000** The purpose of this document is to outline and guide the elected and appointed members of the ASLCSC in the day to day operation of the ASLCSC that are not defined in the Constitution of the ASLCSC.

**Article II
Legislative Branch**

Section I ASLCSC Senate

1.000 ASLCSC Senate Majority Leader

- 1.100** Duties and responsibilities of the Senate Majority Leader shall include:
 - 1.110** To call the session of the Senate to order at the specified time of the specified day of the academic year, unless otherwise directed by the ASLCSC Senate and cause roll to be called.
 - 1.120** To prepare the agenda of the order of business for each senate meeting.
 - 1.121** The agenda must be set and a copy must be distributed to each member of the ASLCSC Senate and the student newspaper by 10:00 am the morning of the Senate meeting.
 - 1.130** To ensure that minutes are kept of all Senate meetings by the ASLCSC Secretary.
 - 1.131** The ASLCSC Secretary shall have the minutes transcribed and distributed to all appropriate parties within three (3) business days.
 - 1.140** To preserve order and decorum during Senate meetings and to decide points of order and parliamentary inquiry subject to the appeal of the ASLCSC Senate.
 - 1.150** To assign all legislation to appropriate Standing Committee, subject to appeal by the ASLCSC Senate.
 - 1.160** To conduct and declare all votes.
 - 1.170** To speak on any issue the Senate Majority Leader shall relinquish the chair to the Senate Pro-Tempore.

1.180 To communicate the actions of the ASLCSC Senate to the appropriate person(s), bodies, or both.

1.181 This communication must be completed within three (3) business days of the action taken by the ASLCSC Senate and must include the vote margin of the action.

1.190 To serve as Chairperson of the Santa's Helpers Committee, ex-officio member of the Ethics Committee, and a member of the Ways and Means Committee.

1.1100 The nominees for the Senate Majority Leader will be elected by a majority vote of the Senate and should have previous experience within the ASLCSC in the following order of priority: Legislative Branch, Executive Branch, Judicial Branch, and then open to any senator.

1.1101 In the event the Senate Majority Leader is absent from campus or the position is vacant the Senate Pro-Tempore will act as the Senate Majority Leader.

2.000 ASLCSC Senate Pro-Tempore

2.100 Duties and responsibilities of the Senate Pro-Tempore shall include:

2.110 To act in the absence of the Senate Majority Leader.

2.120 To serve as Chairperson of the Ways and Means Committee.

2.130 To serve as the official voice and representative of the ASLCSC Senate as authorized by the Senate Majority Leader.

2.140 To be responsible for the physical and operational aspects of the ASLCSC Senate office and also to be responsible for the maintenance of proper office hours of all ASLCSC Senators.

2.200 The nominees for the Senate Pro-Tempore will be elected by a majority vote of the Senate and should have previous experience within the ASLCSC in the following order of priority: Legislative Branch, Executive Branch, Judicial Branch, and then open to any Senator.

2.210 In the event the Senate Pro-Tempore is absent from campus or the position is vacant the Senate Majority Leader will appoint a Senator who will temporarily assume all duties of the Senate Pro-Tempore.

3.000 ASLCSC Senate Duties and Responsibilities

3.100 The duties and responsibilities of each ASLCSC Senator shall include:

3.110 Inform the Senate Majority Leader and the ASLCSC Advisor of any change of School, within ten (10) business days. This shall be done in written form.

3.120 Senators that change between academic or technical programs shall finish the current semester as a Senator of their previous School,

but at the end of the semester they shall relinquish all their responsibilities to the Senate.

- 3.130** Uphold the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures at all times.
- 3.140** A Letter of Intent will be filed with the Election Board by all elected Senators stating their acceptance of the office for which they have been elected.
 - 3.141** The Letter of Intent is due in the ASLCSC Judicial Branch office no later than 4:30 pm the Friday before Sine Die.
- 3.150** A signed Statement of Acknowledgement for having read and understood the ASLCSC Code of Ethics and Attendance Policy and will be submitted no later than 4:30 pm the Friday before Sine Die.
 - 3.151** Copies of the Statement of Acknowledgement will be filed with the ASLCSC Secretary, the ASLCSC President's Office, and the ASLCSC Judicial Branch.
- 3.160** Act in compliance with the Student Code of Conduct at all times.
- 3.170** Membership in at least two (2) ASLCSC Standing or Internal Committees and two (2) LCSC Campus Committees.
- 3.180** Meet all demands set forth in the ASLCSC Student Senate syllabus.
- 3.190** Comply with ASLCSC Attendance Policy (ASLCSC Senate Bill 00-F011 of the Fourth Senate).
- 3.1100** Comply with the ASLCSC Code of Ethics.

4.000 The Senate and Senate Session

- 4.100** The ASLCSC Senate shall act as the primary legislative body as outlined in the ASLCSC Constitution. The duties and authorities of the Senate are defined, but not limited to, the Constitution. Other duties, authorities, and responsibilities will be defined in this document and are as follows.
 - 4.110** The public session of the ASLCSC Senate shall be conducted in accordance with the following rules and regulations.
 - 4.120** All rules of order not specified in the ASLCSC Constitution or Bylaws shall be subject to the guidelines set forth in Robert's Rules of Order.
 - 4.121** The Senate at any time, by a majority vote, may omit the guidelines of Robert's Rules of Order with the provision that a written set of guidelines be adopted and a copy of these guidelines be distributed to each member of the Senate.
 - 4.130** The Senate or any committee of the Senate may not conduct official business without a quorum.

- 4.131** A quorum shall consist of fifty-one percent (51%) or more voting members for Senate Meetings as defined by the ASLCSC Constitution.
- 4.132** A quorum for all other ASLCSC Standing and Internal Committees will be defined as fifty-one percent (51%) or more of the voting members of the committee.
- 4.140** The Senate Majority Leader shall recognize and record the names of those members of the Senate Gallery indicating a desire to speak on an issue.
- 4.150** The Senate Majority Leader shall, at their discretion, limit debate time for any and all speakers on any issue.
- 4.160** The Senate Majority Leader shall, at their discretion, cease the debate of any speaker if the speaker's comments are not appropriate or germane to the issue at hand, subject to appeal by the Senate.
- 4.170** The ASLCSC Senate shall conduct its business in the following order:
- 4.171** I. Call to order
 - II. Roll Call
 - III. Approval of the Minutes
 - IV. Student Government Advisor
 - V. Student Activities Coordinator
 - VI. LCSC Administration Communication
 - VII. Executive Communications
 - VIII. Judicial Communications
 - IX. Committee Reports
 - X. Old Business
 - XI. New Business
 - XII. Senate Information Reports
 - XIII. Audience Time
 - XIV. Adjournment
- 4.180** All votes, with the exception of approval of the minutes, editorial amendments, adjournment, and Sine Die, will be roll call votes.
- 4.181** Roll call votes shall be conducted in alphabetical order.
- 4.182** The ASLCSC Secretary shall be responsible for recording roll call votes into the official minutes with each Senator's vote being recorded.

- 4.190** The meeting time of the Senate will be 4:30 p.m. every Tuesday, unless otherwise indicated by a unanimous vote of the Senate. Round Table meetings will be held at 4:30 p.m. every Thursday.
- 4.191** The official ASLCSC Senate Chamber shall be defined prior to the Fall Semester. These meetings shall be open to the public.
- 4.192** If the Senate meets outside the Senate Chamber, public notice must be given four (4) business days prior to the meeting, with the correct place and time of the Senate meeting.
- 4.193** Public notice will include, but is not limited to, printed information posted on bulletin boards in all main campus buildings.
- 4.194** Public notice will be the responsibility of the Media Relations Director.

5.000 ASLCSC Senate Executive Session

- 5.100** Executive Sessions of the Senate shall be convened under the following regulations.
- 5.110** A motion to move into Executive Session is always in order, is debatable, and must receive a two-thirds (2/3) majority vote of the Senate present.
- 5.120** No binding vote may be taken in Executive Session.
- 5.130** The following persons shall attend an Executive Session of the Senate.
 - 5.131** The Senate Majority Leader.
 - 5.132** The voting members of the Senate.
 - 5.133** Persons invited to attend by the Senate.
- 5.140** All information presented in Executive Sessions shall be considered privileged and not open to public disclosure.

6.000 Vacant Seats

- 6.100** Vacant seats of the ASLCSC Senate shall be filled by the following procedure:
 - 6.110** When a Senate seat becomes vacant for any reason, the Senate Majority Leader will recommend to the Senate, in Bill form, a nominee for the ASLCSC Senate to approve the appointment of the seat.
 - 6.111** The Senate Majority Leader must make reasonable efforts to inform the ASLCSC Student Body of the vacancy before making a recommendation to the ASLCSC Senate.

6.111.1 The Media Relations Director shall post on campus all open positions for Executive Branch, Legislative Branch, and Judicial Branch.

6.111.2 No appointments can be made until at least ten (10) business days after the Media Relations Director is informed to start advertising.

6.112 The Bill must pass the ASLCSC Senate with a two-thirds (2/3) vote of the ASLCSC Senate present and the signature of the ASLCSC President.

6.120 If for any reason a recommendation of an applicant is not submitted to the ASLCSC Senate Majority Leader within twenty (20) business days after the vacancy has occurred, any ASLCSC Senator may introduce a Bill to the ASLCSC Senate with their nomination for appointment.

6.200 The filling of vacancies will be in the following manner:

6.210 A vacancy occurring in the ASLCSC Vice-Presidency shall be filled by an ASLCSC Presidential appointment with the advice and consent of the ASLCSC Senate. Consent for this purpose is defined as an affirmative vote by a simple majority of the ASLCSC Senate present.

6.220 When the vacancy of the ASLCSC Vice-President occurs, the Senate Pro-Tempore of the ASLCSC Senate shall assume the duties of the Vice-President until a new Vice-President is appointed by the ASLCSC President.

6.230 If an appointment is not put forward by the President within ten (10) business days from the date of vacancy for the office of Vice-President, the acting Vice-President (Senate Pro-Tempore of the ASLCSC Senate) shall become the new ASLCSC Vice-President.

6.240 All other vacancies will be filled as defined by the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.

6.250 No member of the ASLCSC will hold more than one position in the ASLCSC Student Government.

7.000 Information Session for ASLCSC Student Government

7.100 An information session will be held for the newly elected President, Vice-President and all Senators with the incumbent President, Vice-President and Senate Majority Leader.

7.110 The information session will be held the last Thursday in April at noon.

7.120 The Chief Justice shall sponsor and notify all participants in writing of the information session.

7.130 The information session shall be presided over by the incumbent President.

7.140 Any newly elected ASLCSC Senator who cannot attend the information session will be required to spend a minimum of two (2) hours with an incumbent Senator.

8.000 Sine Die

8.100 The ASLCSC Senate in their Second Regular Session will be dismissed on the Tuesday of “No Final Exam Week”.

8.110 The new ASLCSC Senate in their First Regular Session will convene the first Tuesday in May, immediately after the old ASLCSC Senate is dismissed, Sine Die.

Section II Legislation

1.000 Definition of Bill

1.100 The definition of a Bill means, but is not limited to, the draft of a proposed legislative act, directing a course of action, amending existing ASLCSC Bylaws, Codes, and Policies and Procedures, confirmation of appointments, or approval of the ASLCSC Budget.

1.200 Bills are established by a majority vote of the Senate present and approval and signature of the ASLCSC President.

1.300 An official Bill can only be rescinded by another official Bill.

2.000 Definition of Resolution

2.100 The definition of a Resolution means a statement of intent, feeling, or official position of the ASLCSC, directed towards a person, body, or policy.

2.200 Resolutions are established by a two-thirds (2/3) majority vote of the ASLCSC Senate present and approval and signature of the ASLCSC President.

3.000 Definition of Legislation

3.100 Legislation is defined as any ASLCSC Senate Bill or Resolution.

4.000 Procedure of Legislation

4.100 Each piece of legislation shall embrace only one (1) subject and matters properly connected therewith. The subject of the legislation shall be clearly expressed in the title. Each section of the legislation shall deal with only one (1) aspect of the proposal.

4.200 Each piece of legislation shall be typewritten, have page numbers, and have line numbers before it is presented to the Senate.

4.300 Each Senate Bill shall have an enacting clause and a section within the body specifying when the Bill becomes effective.

5.000 Submitting Legislation

5.100 The following specific procedure shall be followed by the ASLCSC Senate:

- 5.110** Any member of the Senate, the ASLCSC President, Vice-President, Executive Council Chairperson, or any ASLCSC Standing or Internal Committee, may author legislation for introduction. Student Body members may submit a proposal for legislation to a member of the Senate and then a Senator may sponsor a Bill.
- 5.120** For funding opportunities refer to current funding document, "Funding Opportunities."
- 5.130** Submission of legislation for introduction into the Senate shall consist of an official and recorded number, have a sufficient number of copies prepared and have them distributed to the Senate by 10:00 am of the school day preceding the regular Senate meeting.
- 5.200** Upon receipt of legislation, the Senate Majority Leader shall place all newly submitted legislation on the agenda as NEW BUSINESS for the upcoming meeting of the Senate.
- 5.300** During the ASLCSC Senate meeting when Bills or Resolutions are submitted, they shall be introduced and read in its entirety by the Senate Majority Leader by official number, author, and title.
- 5.310** All proposed legislation shall be referred to the appropriate committee, as deemed necessary by the Senate Majority Leader.
- 5.311** A motion can be made by a Senator to call for immediate consideration.
- 5.320** At the time of introduction, the majority of the Senators present may vote for immediate consideration of the legislation.
- 5.330** If the Senate passes the legislation, the following procedure shall be adhered to:
 - 5.331** All Resolutions passed will have copies sent to the ASLCSC President who will be responsible for distributing them to the appropriate parties, and a copy will be sent to the student media and the local media by the Media Relations Director.
 - 5.332** If the Senate passes a Bill the Senate Majority Leader will forward the Bill to the ASLCSC President, within forty-eight (48) hours of the action, for consideration.
 - 5.333** Following introduction, the Senate Majority Leader, with Senate approval, may refer the legislation to an appropriate ASLCSC Standing or Internal Committee, for a period not to exceed three (3) school weeks, and add it to the Senate's meeting agenda as OLD BUSINESS until action is taken on the legislation by the Senate.
- 5.400** At the time the legislation is brought to the floor for consideration, the committee to which it has been assigned shall give the Senate a

recommendation of “pass”, “fail”, “no recommendation”, refer the legislation back to the author, or amend with permission of the author.

5.410 No amendments may be made to any legislation without the author’s consent, written or oral.

5.500 When a bill is passed by the Senate and signed by the ASLCSC President the following procedure shall be adhered to:

5.510 The Senate Secretary shall prepare the official Bill. The Bill shall have a sheet attached to it which shall state: what committee, if any, considered the Bill, the committee’s recommendation, the committee Chairperson or acting Chairperson’s, the Senate Majority Leader, and the ASLCSC President’s signature, duly dated.

5.520 The official Bill shall be kept by the ASLCSC Secretary and a copy placed in the ASLCSC Register.

5.600 If at any time the committee has not returned the legislation to the floor of the Senate within ten (10) business days, a majority vote of the Senate members present may force the Bill out of the committee for immediate consideration.

5.700 The author of the legislation shall be allowed both opening and closing debate.

5.800 After the legislation has been introduced to the floor of the Senate, all editorial amendments must have unanimous consent.

5.900 All Senate Bills will require a simple majority vote of the ASLCSC Senators present to pass, unless otherwise stated in this document.

6.000 Carry Over Legislation

6.100 Upon adjournment of the last Fall meeting of the ASLCSC Senate, all legislation left on the calendar as OLD BUSINESS shall be placed on to the NEW BUSINESS calendar for the first official meeting of the Spring semester, retaining the same number and sequence. All legislation on the calendar as NEW BUSINESS shall be retained as NEW BUSINESS with the same number and sequence.

6.200 At Sine Die, the ASLCSC Senate, prior to the inauguration of the new ASLCSC President, Vice-President, and Senators, all legislation left on the OLD or NEW BUSINESS calendar shall die upon adjournment of the old Senate.

6.300 If legislation is vetoed by the ASLCSC President, the ASLCSC Senate may either override the veto by two-thirds (2/3) vote of the ASLCSC Senate members present or uphold the veto.

6.310 If the veto is upheld, the legislation may be tabled for further reconsideration, without resubmission to the Senate.

6.400 If new information or a different situation makes it apparent that a different result might reflect the true will of the ASLCSC Senate, a

member who voted with the prevailing side can propose to reconsider the vote; they can move that the question shall come before the Senate again as if it had not been previously considered.

Article III

Executive Branch

Section I ASLCSC President

1.000 ASLCSC President

- 1.100** The duties and authorities of the President are defined by, but not limited to the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures. Other duties, authorities, and responsibilities will include the following:
 - 1.110** Uphold the ASLCSC Constitution, Bylaws, Codes, Policies and Procedures at all times.
 - 1.120** If the President cannot attend an ASLCSC Senate or Round Table meeting, the President will authorize a member of the Executive Branch to represent the President in their absence. Prior notification shall be given to the Senate Majority Leader.
 - 1.130** Will get the approval of the Senate, by a simple majority for any expenditure over five hundred dollars (\$500.00) from any ASLCSC account that the President has primary responsibility and accountability for.
 - 1.140** The ASLCSC President has primary responsibility and accountability for the following accounts: General Reserve, Leadership Development, and General Operations.
 - 1.150** Must get two-thirds (2/3) approval vote of the Senate present for any expenditure over fifty dollars (\$50.00) from any ASLCSC account that will place that account into a deficit, or is in deficit.
 - 1.160** Must notify the Senate of any fund transfers within one working week of the transfer.
 - 1.170** Will be responsible for the conduct of all Executive Branch members.
 - 1.180** Will be responsible for the organization of an ASLCSC Student Government retreat and work session(s) to plan and organize the operations of the ASLCSC for the school year.
 - 1.181** This retreat will take place prior to the start of the Fall Semester and will not exceed a total cost of two thousand-five hundred dollars (\$2,500.00).
 - 1.190** Must give a written explanation to the ASLCSC Senate on any and all vetoed legislation.

1.1100 Must get a two-thirds (2/3) approval vote from the ASLCSC Senate present for any ASLCSC funds used to co-sponsor an event with both campus and non-campus groups.

1.1110 A Letter of Intent will be filed with the Election Board by the elected President stating their acceptance of the office for which they have been elected.

1.1110.1 The Letter of Intent is due in the ASLCSC Judicial Branch Office no later than 4:30 pm the Friday before Sine Die.

1.1120 A signed Statement of Acknowledgement for having read and understood the ASLCSC Code of Ethics and Attendance Policy will be submitted no later than 4:30 pm the Friday before Sine Die.

1.1120.1 Copies of the Statement of Acknowledgement will be filed with the ASLCSC Secretary, the ASLCSC President's Office, and the ASLCSC Judicial Branch.

2.000 Information Session

2.100 Both the incumbent and newly elected President must attend the information session held for the ASLCSC Student Government on the last Thursday in April.

2.110 If either the incumbent or newly elected President cannot attend the information session, the newly elected President must spend a minimum of five (5) hours with the current President.

2.200 The newly appointed ASLCSC *Coeur d'Alene* Chairperson must schedule and attend a two (2) hour session with the ASLCSC President as an information session.

2.210 The information session for the ASLCSC *Coeur d'Alene* Chairperson and the ASLCSC President must happen prior to confirmation of the Chairperson's appointment, by the ASLCSC Senate.

Section II ASLCSC Vice-President

1.000 ASLCSC Vice-President

1.100 The duties and responsibilities of the ASLCSC Vice-President are defined by, but not limited to the ASLCSC Constitution, Bylaws, Codes, and Polices and Procedures. Other duties and responsibilities will include the following:

1.110 Have primary responsibility for keeping account of and presenting the financial status of all ASLCSC accounts at the second Senate meeting of each month.

1.111 Examine the spending records of all accounts, both periodically and upon the request of the ASLCSC President, Chief Justice, Senate Majority Leader, or the ASLCSC Advisor.

- 1.112** Have full and complete access to all accounts supported by Student Fees and administered by the ASLCSC.
- 1.113** Be the financial liaison to the ASLCSC Senate on all financial matters concerning ASLCSC funds.
- 1.114** Will meet with other Executive Cabinet members and Internal Committees regarding their budgets, as deemed necessary.
- 1.115** Will meet with the Finance Committee throughout the school year prior to any address of the financial budgetary issues to the ASLCSC Student Government.
- 1.116** Present the ASLCSC financial status to the ASLCSC Senate monthly.
- 1.120** To vote in case of a tie vote on ASLCSC Senate Bills, Resolutions, appointments or Chairpersons of the ASLCSC.
- 1.130** Will serve as Chairperson for the Finance, Graduation Banquet, and Christmas Craft Fair Committees.
- 1.140** Will assist in fulfilling other duties that the ASLCSC President deems appropriate.
- 1.150** A Letter of Intent will be filed with the Election Board by the elected Vice-President stating their acceptance of the office for which they have been elected.
- 1.151** The Letter of Intent is due in the ASLCSC Judicial Branch office no later than 4:30 pm the Friday before Sine Die.
- 1.160** A signed Statement of Acknowledgement for having read and understood the ASLCSC Code of Ethics and Attendance Policy will be submitted no later than 4:30 pm the Friday before Sine Die.
- 1.161** Copies of the Statement of Acknowledgement will be filed with the ASLCSC Secretary, the ASLCSC President's Office, and the ASLCSC Judicial Branch.

2.000 Information Session

- 2.100** Both the incumbent and newly elected Vice-President must attend the information session for the ASLCSC Student Government on the last Thursday in April.
- 2.110** If either the current or newly elected Vice-President cannot attend the information session, the newly elected Vice-President must spend a minimum of four (4) hours with the current Vice-President.

Section III ASLCSC *Coeur d'Alene* Executive Council

1.000 ASLCSC *Coeur d'Alene* Executive Council

- 1.100** Perform and adhere to all duties and responsibilities as set forth in the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
- 1.200** The ASLCSC *Coeur d'Alene* is an Executive Council and represents the students of the LCSC campus located in Coeur d'Alene, Idaho.
- 1.300** The official name of this Executive Council will be the ASLCSC *Coeur d'Alene*. No other name in association with this Executive Council is permitted.
- 1.310** The ASLCSC *Coeur d'Alene* is not a separate government, but is an arm of the ASLCSC Executive Branch and reports to the ASLCSC President.
- 1.400** The Chairperson of the ASLCSC *Coeur d'Alene* will be known as the "Chairperson" of the ASLCSC *Coeur d'Alene*.
- 1.500** The selection of the ASLCSC *Coeur d'Alene* will be conducted in the following manner:
- 1.510** The current Chairperson of the ASLCSC *Coeur d'Alene* will send out a letter to all LCSC Coeur d'Alene campus Division Directors or Coordinators requesting their nominees for the next academic year. The letter shall be sent by the first Friday in March.
- 1.520** The deadline for receiving nominations from the LCSC Coeur d'Alene Division Directors or Coordinators will be the last Friday in March.
- 1.530** All nominees for the ASLCSC *Coeur d'Alene* positions must submit a resume to the ASLCSC Administrative Assistant at the Lewiston campus no later than the second Friday in April, to be reviewed by the ASLCSC President-Elect at a later date.
- 1.531** The resumes must consist of, but are not limited to, the nominees' year in school and the qualifications for membership in the ASLCSC *Coeur d'Alene*.
- 1.532** The nominees' qualifications shall be consistent with the ASLCSC Constitution in Article III, Section 2 which reads:
- "All members of the ASLCSC Executive Cabinet shall be in good standing with the college and maintain a collegiate cumulative grade point average of at least 2.50 (on a 4.00 scale), one semester of which shall be from LCSC. Executive members shall throughout their term carry at least eight (8) LCSC credits per semester."
- 1.540** Before the current academic term is complete, the ASLCSC President-Elect must acquire validation of the nominees' qualifications. Once validation is complete, the ASLCSC Administrative Assistant will notify the ASLCSC *Coeur d'Alene* Advisor.

- 1.550** The nominees' for the ASLCSC *Coeur d'Alene* must hold their first meeting before the completion of the current academic term and will elect nominees for the positions of Chairperson, Vice-Chairperson, and Secretary/Treasurer.
- 1.551** These are the only required positions within the Executive Council, but the Executive Council is not limited to these positions.
- 1.560** The ASLCSC *Coeur d'Alene* Advisor will notify the ASLCSC President-Elect of the newly elected nominees.
- 1.570** The Chairperson of the ASLCSC *Coeur d'Alene* shall be appointed as an Executive Branch Cabinet Member by the ASLCSC President and approved by a simple majority of the ASLCSC Senate present.
- 1.600** The ASLCSC *Coeur d'Alene* Chairperson shall:
- 1.610** Schedule and attend a two (2) hour session with the ASLCSC President as an information session.
- 1.620** Appoint the elected nominees to the positions of Vice-Chairperson and Secretary/Treasurer of the ASLCSC *Coeur d'Alene* with the approval of the ASLCSC President.
- 1.621** Appoint other elected nominees of the ASLCSC *Coeur d'Alene* to additional positions, as deemed necessary, with the approval of the ASLCSC President.
- 1.630** Have the primary responsibility and accountability for the budget of the ASLCSC *Coeur d'Alene*.
- 1.640** Receive a majority yes vote of support from the ASLCSC Senate for any event, function, project, or purchase when the total cost is in excess of three hundred fifty dollars (\$350.00) or for any amount over fifty dollars (\$50.00) that will place the ASLCSC *Coeur d'Alene* account in a deficit situation.
- 1.641** Present a written outline of the event, function, project, or purchase and an itemized list of expenses to the ASLCSC Senate before the Senate can take action on the proposal.
- 1.650** Send out a letter to all LCSC Coeur d'Alene campus Division Directors or Coordinators requesting their nominees for the next academic year. The letter shall be sent by the first Friday in March.
- 1.700** The ASLCSC *Coeur d'Alene* shall make at least one (1) trip during the Fall Semester, to the main LCSC campus to meet with the ASLCSC Legislative and Executive Branch.
- 1.800** The ASLCSC Lewiston campus shall make at least one (1) trip during the Spring Semester to the LCSC Coeur d'Alene campus to meet with the ASLCSC *Coeur d'Alene*.

- 1.900** At least one (1) member of ASLCSC *Coeur d'Alene* will attend the ASLCSC summer retreat at the expense of the ASLCSC.
- 1.1000** The ASLCSC *Coeur d'Alene* will implement Policies and Procedures that conform to the ASLCSC Constitution, Bylaws, Codes and Policies and Procedures.
 - 1.1010** The Policies and Procedures of the ASLCSC *Coeur d'Alene* must be reviewed by the ASLCSC Judicial Branch and deemed constitutionally valid.
 - 1.1011** Pass with a two-thirds (2/3) majority vote of the ASLCSC Senate present and the signature of the ASLCSC President.
 - 1.1020** Each amendment to the Policies and Procedures of the ASLCSC *Coeur d'Alene* must be subject to review by the ASLCSC Judicial Branch.
 - 1.1021** Pass with a two-thirds (2/3) majority vote of the ASLCSC Senate present and the signature of the ASLCSC President.

Section IV Committees Director

1.000 Committees Director

- 1.100** The Committees Director will be appointed by the ASLCSC President and is subject to confirmation by the ASLCSC Senate present by a simple majority vote for a one (1) year term.
- 1.200** The Committees Director will have the following duties and responsibilities:
 - 1.210** Perform and adhere to all duties and responsibilities as set forth in the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
 - 1.220** Compiling minutes and up-to-date Policies and Procedures for all ASLCSC Standing Committees and ASLCSC Internal Committees.
 - 1.230** Making sure that all LCSC Campus Committees are represented and meet with LCSC Campus Committee representatives as needed.
 - 1.240** Meet with committee Chairpersons regularly or when deemed necessary due to the level of activity.
 - 1.250** Help coordinate volunteers for committees, as needed, for events and activities.
 - 1.260** Monitor the status of events and activities within each Internal Committee.
 - 1.270** Recruit volunteers or staff members, as necessary, to help in the coordination of duties.

1.280 Report any violations of ASLCSC Attendance Policy to the ASLCSC President and the ASLCSC Senate Majority Leader.

1.290 The Committees Director is prohibited from membership on any ASLCSC Standing or ASLCSC Internal Committee. Membership is also prohibited from any campus wide committee that reports back to the ASLCSC.

1.300 The Committees Director will fulfill other duties that the ASLCSC President deems appropriate.

1.400 A signed Statement of Acknowledgement for having read and understood the ASLCSC Code of Ethics and Attendance Policy will be submitted no later than the Senate Meeting in which confirmation of appointment has taken place.

1.310 Copies of the Statement of Acknowledgement will be filed with the ASLCSC Secretary, the ASLCSC President's Office, and the ASLCSC Judicial Branch.

Section V Media Relations Director

1.000 Media Relations Director

1.100 Perform and adhere to all duties and responsibilities as set forth in the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.

1.200 The Media Relations Director will be appointed by the ASLCSC President and subject to confirmation by the ASLCSC Senate present by a simple majority vote for a one (1) year term.

1.300 The Media Relations Director is responsible for issuing press releases and keeping the media informed of all events that affect the members of the ASLCSC and will have the following duties:

1.310 Post on campus all certified election results and distribute the results to the media.

1.320 Post on campus all open positions for the Executive Branch, Legislative Branch, and Judicial Branch.

1.321 Post on campus all confirmed appointments.

1.330 Post on campus and provide to the media information about activities of student interest or concern.

1.400 The Media Relations Director will be responsible for the Media Relations budget and their signature must be on all expenditure forms that will affect that account.

1.410 Any expenditure over one hundred dollars (\$100.00) must also contain the signature of the ASLCSC President.

1.500 The Media Relations Director will fulfill other duties that the ASLCSC President deems appropriate.

1.600 A signed Statement of Acknowledgement for having read and understood the ASLCSC Code of Ethics and Attendance Policy will be submitted no later than the Senate Meeting in which confirmation of appointment has taken place.

1.610 Copies of the Statement of Acknowledgement will be filed with the ASLCSC Secretary, the ASLCSC President's Office, and the ASLCSC Judicial Branch.

Article IV

Judicial Branch

Section I Chief Justice

1.000 Term of Office

1.100 The Chief Justice shall be nominated by the ASLCSC President and confirmed by a majority vote of the ASLCSC Senate present.

1.110 The nomination and confirmation process is applicable only for the initial term of the Chief Justice.

1.200 The Chief Justice shall remain in office for as long as he or she is qualified to hold office.

1.300 Term of office shall be defined as one (1) academic year.

1.400 There shall be no limit to the number of terms the Chief Justice may serve.

1.500 A Letter of Intent is an affirmation or a declination of office for the upcoming term of office. The Letter of Intent must be addressed to the President and the Chief Justice. The Letters must be submitted to the President, the Chief Justice and the ASLCSC Secretary. The Letters must also contain your signature and the ASLCSC Seal and date stamp.

1.510 A Letter of Intent must be submitted to the President, the Chief Justice, and the ASLCSC Secretary at the end of each term, upon resignation or final graduation from LCSC.

1.520 A Letter of Intent that is submitted at the end of each term must be submitted the Thursday prior to Sine Die by 4:30 p.m.

1.521 The failure to submit a Letter of Intent equates to an official resignation of office.

1.600 A signed Statement of Acknowledgement for having read and understood the ASLCSC Code of Ethics and Attendance Policy will be submitted no later than the Senate Meeting in which confirmation of appointment takes place.

1.610 Copies of the Statement of Acknowledgement will be filed with the ASLCSC Secretary, the ASLCSC President's Office, and the ASLCSC Judicial Branch.

2.000 Duties of the Chief Justice

2.100 The Chief Justice shall:

- 2.110** Have oversight of the ASLCSC Judicial Branch which includes, but is not limited to:
 - 2.111** Convening all Judicial Branch meetings.
 - 2.112** Assignment of duties to Associate Justices.
 - 2.113** Perform and adhere to all duties and responsibilities as set forth in the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures,
 - 2.114** Ensure that Associate Justices perform and adhere to all duties and responsibilities as set forth in the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
- 2.120** Serve on the Student Hearing Board.
- 2.130** Serve as Chairperson of the Election Board.
 - 2.131** Nominate Election Board members as deemed appropriate.
- 2.140** Act as Chairperson of all Judicial Branch meetings.
- 2.150** Act as the Presiding Judge over all Judicial Hearings.
 - 2.151** Should the Chief Justice be unable to preside over a Judicial Hearing, the Chief Justice shall appoint an Associate Justice to serve as the Presiding Judge.
- 2.160** Serve on the ASLCSC Ways and Means Committee.
- 2.170** Serve as the Chief Financial Officer for the budget of the ASLCSC Judicial Branch.

Section II Associate Justices

1.000 Term of Office

- 1.100** Associate Justices shall be nominated by the ASLCSC President and confirmed by a simple majority vote of the ASLCSC Senate present.
 - 1.110** The nomination and confirmation process is applicable only for the initial term of each Associate Justice.
- 1.200** Associate Justices shall remain in office for as long as they are qualified to hold office.
- 1.300** Term of office shall be defined as one (1) academic year.
- 1.400** There shall be no limit to the number of terms Associate Justices may serve.
- 1.500** A Letter of Intent is an affirmation or a declination of office for the upcoming term of office. The Letter of Intent must be addressed to the President and the Chief Justice. The Letters must be submitted to the President, the Chief Justice and the ASLCSC Secretary. The Letters must also contain your signature and the ASLCSC Seal and date stamp.

1.510 A Letter of Intent must be submitted to the President, the Chief Justice, and the ASLCSC Secretary at the end of each term, upon resignation or final graduation from LCSC.

1.520 A Letter of Intent that is submitted at the end of each term must be submitted the Thursday prior to Sine Die by 4:30 p.m.

1.521 The failure to submit a Letter of Intent equates to an official resignation of office.

1.600 A signed Statement of Acknowledgement for having read and understood the ASLCSC Code of Ethics and Attendance Policy will be submitted no later than the Senate Meeting in which confirmation of appointment takes place.

1.610 Copies of the Statement of Acknowledgement will be filed with the ASLCSC Secretary, the ASLCSC President's Office, and the ASLCSC Judicial Branch.

Section III Judicial Powers and Responsibilities

1.000 The ASLCSC Judicial Branch has the power and responsibility to:

1.100 Perform and adhere to all duties and responsibilities as set forth in the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.

1.200 Render written opinions, deliver rulings, and exercise the power of judicial review.

1.300 Coordinate and supervise all ASLCSC elections.

1.310 The ASLCSC elections shall be governed by the ASLCSC Election Code.

1.311 An Election Code shall be proposed by the Election Board and reviewed by the ASLCSC Judicial Branch for constitutionality. The Judicial Branch shall submit the constitutional Election Code to the Senate for approval on or before the last Senate meeting in October.

1.312 All Justices shall serve on the ASLCSC Election Board except those running for a Student Government elected position.

1.400 Review LCSC Club Constitutions and Policies and Procedures for constitutionality.

Article V

Committees

Section I ASLCSC Standing Committees

1.000 General

- 1.100** The ASLCSC Student Government Standing Committees shall be the Finance Committee, Ethics Committee, and Ways and Means Committee.
- 1.200** The ASLCSC Standing Committees shall be created or dissolved by an ASLCSC Bylaw amendment.
- 1.300** All ASLCSC Standing Committees shall be bound by the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
- 1.400** No ASLCSC Standing Committee shall conduct official business without a quorum.
 - 1.410** A quorum is defined as no less than fifty-one percent (51%) of the voting members.
- 1.500** All ASLCSC Standing Committees shall convene for the first meeting of each academic year no later than the last week of September.
- 1.600** Committee Chairperson, Vice-Chairperson, and Secretary will be elected by a simple majority vote of the Standing Committee members at the first meeting of the committee unless otherwise stipulated in the ASLCSC Constitution, Bylaws, Codes, or Policies and Procedures.

2.000 Finance Committee

- 2.100** The Finance Committee shall consist of four (4) ASLCSC Senators and the ASLCSC Vice-President as the Chairperson.
- 2.200** The duties and responsibilities of the Finance Committee shall include:
 - 2.210** To advise the ASLCSC Senate on the appropriation of ASLCSC Student Government funds.
 - 2.211** ASLCSC Student Government funds includes, but is not limited to, Scholarships, Leadership Development, General Operations, General Reserve, Student Senate, Graduation Banquet, Media Relations, Judicial Branch, Santa's Helpers, Craft Fair, Secretary's Salary, Book Exchange, and Clubs and Organizations.
 - 2.212** Clubs and Organizations are entitled to start-up and matching funds from the ASLCSC Clubs and Organizations fund for recognized Clubs and Organizations.
 - 2.213** Twice annually Clubs and Organizations have the right to apply for supplemental funding from the ASLCSC Clubs and Organizations fund, through the ASLCSC office.
 - 2.213.1** Proposals and applications for supplemental funding are presented to the Finance Committee for disbursement consideration.
 - 2.213.2** Legislation for approval for Clubs and Organizations funding shall be initiated by the Chairperson to be brought to the ASLCSC Senate

floor for approval by simple majority vote of the ASLCSC Senate present.

- 2.214** Loss of official recognition, the Organization's financial account will be terminated, and the funds, if any, will be surrendered to the ASLCSC Clubs and Organizations fund.
- 2.220** To be the advisory body for the ASLCSC Student Government on all matters of financial concern regarding ASLCSC funds.
- 2.230** Meet throughout the school year prior to any address of the ASLCSC Vice-President to the ASLCSC Student Government regarding financial matters.
- 2.240** To perform other financial functions that the Senate Majority Leader deems appropriate.

3.000 Ethics Committee

- 3.100** The Ethics Committee shall consist of four (4) ASLCSC Senators with the Senate Majority Leader as a non-voting ex-officio member.
- 3.200** The duties and responsibilities of the Ethics Committee shall include:
 - 3.210** Review the conduct, attendance, and performance of all the ASLCSC Senators.
 - 3.220** Recommend to the ASLCSC Senate Majority Leader the eligibility for academic credit and stipend award amounts each semester.
 - 3.230** Review in-house grievances of the ASLCSC Senate and make recommendations to the ASLCSC Senate for final action.
 - 3.240** Recommend to the ASLCSC Senate any ASLCSC Senator for reprimand or impeachment.
 - 3.241** This recommendation is subject to review by the Judicial Branch.
 - 3.242** This recommendation can only come after a formal investigation by the ASLCSC Ways and Means Committee.
 - 3.243** This recommendation is subject to an appeal to the Judicial Branch upon written request of the party involved.
 - 3.250** Recommend for a special commendation any ASLCSC Senators who have shown exemplary service to or for the ASLCSC.
 - 3.251** A special commendation is available only for recognition of service or achievements above and beyond the regular call of duty for ASLCSC Student Government.
 - 3.252** A special commendation is not the same as an award for service.
 - 3.260** Perform other duties that the Senate Majority Leader deems appropriate.

4.000 Ways and Means Committee

- 4.100** The Ways and Means Committee shall consist of the Chairpersons of the Finance and Ethics Committees, the Pro-Tempore of the ASLCSC Senate, and the ASLCSC Chief Justice.
- 4.200** The ASLCSC Senate Pro-Tempore shall be the Chairperson of the Ways and Means Committee.
- 4.300** The Committee will meet when deemed necessary by the Chairperson of this committee or by the ASLCSC Senate Majority Leader.
- 4.400** The duties and responsibilities of the Ways and Means Committee shall be:
 - 4.410** For the investigation of any improper ASLCSC Student Governmental activities.
 - 4.420** For the setting up and taking down of the ASLCSC Senate Chambers for each Senate and Round Table meeting.
 - 4.430** For maintaining two (2) current up-to-date copies of the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
 - 4.431** One (1) set shall be kept in the ASLCSC Legislative Branch office.
 - 4.432** One (1) set shall be kept in the ASLCSC Judicial Branch office.
 - 4.440** To review and make recommendations to the ASLCSC Senate on all amendments to the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
 - 4.450** To perform other functions that the ASLCSC Senate Majority Leader deems appropriate.

Section II ASLCSC Internal Committees

1.000 General

- 1.100** The term “committee” for this section is a general term for committee, sub-committee, board, liaison, advisory, and similar bodies.
- 1.200** Internal Committees consist of all committees directly under the purview of the ASLCSC Student Government that are not ASLCSC Standing Committees, LCSC Campus Committees, or ASLCSC Executive Branch.
 - 1.210** Internal Committees include all special, ad hoc, and temporary committees.

2.000 Rules and Responsibilities

- 2.100** All ASLCSC Internal Committees shall convene for the first meeting of each academic year by the last week of September.
- 2.200** No committee shall conduct business without a quorum.
 - 2.210** A quorum is defined as no less than fifty-one percent (51%) of the voting members on the committee.

- 2.300** Committee Chairperson, Vice-Chairperson, and Secretary will be elected by a simple majority vote of the Internal Committee members at the first meeting of the committee unless otherwise stipulated in the ASLCSC Constitution, Bylaws, Codes, or Policies and Procedures.
- 2.400** At the first committee meeting of the academic year all committees will discuss, set, or amend Policies and Procedures and goals for the coming academic year for the committee.
 - 2.410** Send to the Judicial Branch any new or amended Policies and Procedures of the committee for review of constitutionality.
 - 2.411** Upon the Judicial Branch approval for constitutionality, the Policies and Procedures must be sent to the ASLCSC Senate for ratification.
 - 2.420** If the committee feels that no goals can be set for the committee, by a two-thirds (2/3) majority vote of the committee, the committee may decide to make a recommendation to the ASLCSC Senate to dissolve the committee.
 - 2.421** To formally dissolve an ASLCSC Internal Committee, a two-thirds (2/3) majority vote of the ASLCSC Senate must approve the dissolution.
 - 2.422** If the ASLCSC Senate does not approve the dissolution of the Internal Committee, the ASLCSC Senate must make recommendations for a course of action for the committee.
- 2.500** Committee meetings shall be conducted by the committee Chairperson. With the absence of the Chairperson from a committee meeting, the Vice-Chairperson shall conduct the meeting.
- 2.600** Secretaries shall be responsible for the meeting minutes and their distribution to other committee members and the ASLCSC Committees Director.
- 2.700** Committee members should look at past committee folders and Policies and Procedures for guidance.
- 2.800** All representatives serving on ASLCSC Internal Committees will follow the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures as well as the recognized rules and regulations of the committee on which they serve.
- 2.900** ASLCSC Student Government representatives serving on ASLCSC Internal Committees are required to report to the ASLCSC Student Government on the committee activities at the first Senate session following the ASLCSC Internal Committee meeting.

3.000 Positions

- 3.100** Any member of the ASLCSC may serve as a representative on Internal Committees with the approval of the ASLCSC Student Government.

- 3.200** The number of representatives on each Internal Committee shall be determined by the ASLCSC Student Government.
- 3.300** All representatives serving on ASLCSC Internal Committees will follow the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures as well as the recognized rules and regulations of the committee(s) on which they serve.
- 3.400** Upon the resignation of any committee Chairperson the Vice-Chairperson shall become the chairperson.

Section III LCSC Campus Committees

1.000 General

- 1.100** The term “committee” is a general term for committee, sub-committee, council, board, liaison, advisory, and similar bodies.
- 1.200** LCSC Campus Committees consist of all committees directly under the purview of LCSC.
 - 1.210** LCSC Campus Committees include all Administration, Faculty, and Staff standing, special, ad hoc, and temporary committees.

2.000 Rules and Responsibilities

- 2.100** ASLCSC Representatives serving on LCSC Campus Committees will follow the Policies and Procedures, rules, charters, and regulations of the committee(s) on which they serve.
- 2.200** ASLCSC Representative(s) serving on LCSC Campus Committees are required to attend all committee meetings and report to the ASLCSC Student Government on the respective committee activities at the first ASLCSC Senate session following the LCSC Campus Committee meeting.
- 2.300** All ASLCSC Representatives to LCSC Campus Committee(s) should look at past committee folders, minutes, and Policies and Procedures for information and guidance.
- 2.400** All ASLCSC Representatives serving on LCSC Campus Committees will follow the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures as well as the Policies and Procedures, rules, charters, and regulations of the LCSC Campus Committee(s) on which they serve.

3.000 Positions

- 3.100** Any member of the ASLCSC Student Government may serve as an ASLCSC Representative on LCSC Campus Committees with the approval of the ASLCSC Senate.
- 3.200** The number of student representatives on each LCSC Campus Committee shall be determined by the various LCSC Constitutions, Bylaws, Policy and Procedures, rules, charters, and regulations, etc.

Article VI

Amendment and Revision Procedures for Bylaws

Section I Amending Bylaws

- 1.000** The following specific procedure shall be followed to amend this document:
- 1.100** When amending specific wording or phrasing, the new wording will be underlined.
 - 1.200** When rewriting an entire section the words NEW SECTION shall begin each section.
 - 1.300** When a word, line, phrase, or section is being deleted without replacement, the deletion will be printed with a line running through it.
 - 1.400** All amendments shall include a Statement of Intent.
 - 1.410** The Statement of Intent shall include, but is not limited to, the reason for submitting the Bill and the purpose of the Bill.
 - 1.500** Any member of the ASLCSC Student Government may submit an amendment for introduction.
 - 1.600** Submission of a proposed Bylaw amendment for future introduction into the Senate shall consist of the following:
 - 1.610** Submit the proposed Bill and Statement of Intent to the Judicial Branch for review.
 - 1.620** The Judicial Branch must render an expeditious ruling of constitutionality, return the Bill and Statement of Intent, along with the written and signed ruling of the Judicial Branch to the author, not to exceed ten (10) business days.
 - 1.630** If the Bill has been ruled constitutional, the author shall submit the Bill to the Senate Pro-Tempore for convening of the Ways and Means Committee.
 - 1.631** When the Bill reaches the Ways and Means Committee, the Committee shall review and make recommendations to the Senate expeditiously, but not to exceed ten (10) business days.
 - 1.632** If revisions of the Bill have been suggested, the Bill must be returned to the author and the author may resubmit to the Judicial Branch, once the revisions have been made.
 - 1.633** If the author disagrees with suggested revisions, the Bill may be given to the Senate Majority Leader to be placed upon the agenda for the next Senate meeting.
 - 1.640** If the Bill has not been ruled constitutional, the author has the opportunity to revise the Bill according to the ruling, and resubmit to the Judicial Branch for review.

1.700 The Bill will be passed if the Bill receives a two-thirds (2/3) majority vote of the ASLCSC Senate members present and the signature of the ASLCSC President.

Article VII

Elections

Section I Election Board

1.000 Election Board

1.100 The Election Board shall consist of at least eight (8) members.

1.110 The members shall include the ASLCSC Judicial Branch and other students as agreed upon by the ASLCSC Judicial Branch.

1.120 The Chairperson of the Election Board shall be the ASLCSC Chief Justice.

1.121 The Chairperson shall nominate members for the Election Board as deemed appropriate.

1.130 Members of the Election Board are not eligible to run for an elected ASLCSC Student Government office.

1.131 In the event that an Election Board member receives write-in votes, the Election Board member is prohibited from filling the position.

1.140 Members of the Election Board shall serve for one (1) academic year and may serve subsequent years at the discretion of the ASLCSC Judicial Branch.

1.150 Members of the Election Board shall not be allowed to actively support, promote, or campaign for or against any candidate to be decided by an ASLCSC election. Election Board members are permitted to vote in the elections.

1.160 The Election Board will convene prior to any election.

1.170 An Election Code shall be proposed by the Election Board and reviewed by the ASLCSC Judicial Branch for constitutionality. The ASLCSC Judicial Branch shall submit the constitutional Election Code to the ASLCSC Senate for approval on or before the last ASLCSC Senate meeting in October.

1.171 The Election Code shall consist of, but is not limited to, General Elections, Special Elections, Run-Off Elections, Candidates, Candidate Filing Forms, Campaign Rules, Election Calendar, Ballots, Voting, Election Results, and Candidates Letter of Intent.

1.172 The Election Code shall consist of, but is not limited to, all election rules and campaign rules not covered within the ASLCSC Constitution and Bylaws.

1.180 The General Elections will take place in the Spring Semester, in accordance with the Election Code and Election Calendar.

1.190 The Election Board Chairperson shall present a proposed ballot to the Senate a minimum of three school weeks preceding every election.

1.191 Upon the Senate's approval of the proposed ballot, the Chairperson is responsible for ensuring that the student newspaper publication is presented with, and asked to print, the approved sample ballot in the issue one week prior to the election.

1.1100 The Election Board will post open positions and issues for all elections. The dates of the elections will also be posted.

1.1101 The Election Board will ensure that the information is posted in all campus wide mediums and kiosk (s).

1.1110 All questions concerning elections shall be presented to the Election Board, in writing, within five (5) business days following the election.

1.1111 All requests for hearings must be in writing.

1.1120 All disputes and irregularities shall be decided by the Election Board.

Section II Election Standards

1.000 Candidate and Campaign Rules and Procedures

1.100 Candidates Rules and Procedures

1.110 Candidates must be current members of the ASLCSC Student Body.

1.120 All candidates will file a signed Candidate Filing Form with the Election Board stating their intent to be enrolled, while maintaining their eligibility status, at Lewis-Clark State College during their term of office.

1.130 The candidates must be eligible to hold office as stipulated in the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.

1.140 The names of the candidates and the Schools that they represent shall appear on the ballot if all other requirements are fulfilled by the candidate.

1.150 All candidates shall acknowledge and abide by the Election Code.

- 1.160** A Letter of Intent will be filed with the Election Board by all elected candidates stating their acceptance of the office for which they have been elected.
- 1.161** The Letter of Intent is due in the ASLCSC Judicial Branch office no later than 4:30 p.m. the Friday before Sine Die.
- 1.162** The failure to submit a Letter of Intent equates to declining the position for which the candidate was elected.
- 1.170** A signed Statement of Acknowledgement for having read and understood the ASLCSC Code of Ethics and Attendance Policy will be submitted no later than 4:30 pm the Friday before Sine Die.
- 1.171** Copies of the Statement of Acknowledgement will be filed with the ASLCSC Secretary, the ASLCSC President's Office, and the ASLCSC Judicial Branch.

1.200 Campaign Rules and Procedures

- 1.210** All Candidates shall ensure that they do not break laws, ordinances, rules or regulations of LCSC, the City of Lewiston, Nez Perce County, the State of Idaho, or the United States Federal Government while campaigning.
- 1.220** Violation of the Election Code will receive punishment deemed appropriate by the Election Board. Punishment may result in disqualification.
- 1.230** Ignorance of the rules shall not be considered a valid defense.
 - 1.231** Candidates shall be responsible for any violations that occur on behalf of their candidacy, provided the rules have been identified in the Election Code.
- 1.240** The President, Vice-President and Senate Candidates' Forums shall be held no more than two weeks before the election. Candidates are required to participate in at least one (1) Election Board sponsored Forum.

2.000 Election Rules and Procedures

2.100 Ballots

- 2.110** Voting shall be done by Secret and Absentee Ballot.
- 2.120** Ballots shall have write-in spaces available for both academic and technical positions equaling the number of votes the student is allowed to place.
- 2.130** The names of all candidates shall appear on the ballot if all other requirements are met in conformity to the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
- 2.140** The names of the candidates and the Schools they represent shall appear on the ballot if all other requirements are fulfilled by the candidate.

- 2.150** Secret Ballots shall be used with spaces for write-in candidates.
- 2.160** Absentee Ballots will be available in the ASLCSC office and with Extended Program Site secretaries, eight (8) business days prior to any election.

2.200 Voting

- 2.210** Polling Booths for all elections will be in the Student Union Building and at least one (1) other location that the Election Board deems appropriate.
- 2.220** No person shall vote without first presenting to the polling representatives or campus site secretaries proof that they are a current member of the ASLCSC Student Body, as defined by the ASLCSC Constitution, Bylaws, Codes, Policies and Procedures.
 - 2.221** Proof will be either a valid Student ID card or any other official documents showing the student's current identification number and photograph.
- 2.230** No proxy votes shall be permitted.
- 2.240** Voting shall be done by Secret and Absentee Ballot, which shall be provided by the Election Board.
- 2.250** Absentee Ballots shall be postmarked no later than the Monday prior to elections.
- 2.260** Outreach Sites and Extended Campus Sites will follow Absentee Ballot procedures for voting.

2.300 Election Results

- 2.310** All Ballots shall be tallied at the Lewiston LCSC campus in the presence of at least three (3) Election Board members, including the ASLCSC Chief Justice, and an official representative of LCSC, as selected by the Election Board.
 - 2.311** Absentee Ballots will be tallied separately from the main bulk of the Lewiston campus ballots.
- 2.320** Every effort should be made by the Election Board to inform all candidates of unofficial election results following the tally of the votes on Thursday evening.
 - 2.321** Included in the unofficial election results, the Absentee Ballots will have their own break down indicating the results when posted or published.
- 2.330** All questions concerning elections shall be presented to the Election Board in writing within five (5) business days following the election.
 - 2.331** All requests for hearings must be in writing.

2.340 All election results shall be certified by the Election Board at the first regularly scheduled ASLCSC Senate meeting after the deadline for a hearing request or all questions, disputes, and irregularities are resolved.

2.341 The certified election results will be recorded in the minutes of the ASLCSC Senate meeting.

2.350 In the case of a tie vote for President, Vice-President, or the last Senate seat for a School, a run-off election shall be called by the Election Board within five (5) business days after the election has been validated.

2.360 All disputes and irregularities shall be decided by the Election Board.

Article VIII

Eligibility and Qualification

Section I Eligibility for Membership

1.000 Eligibility for membership in ASLCSC Student Government shall be in accordance with the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.

1.100 There is no academic grace period for any member of the ASLCSC Student Government.

2.000 Relinquishment of Office

2.100 A written and signed resignation shall be submitted as a relinquishment of office.

2.200 A member of ASLCSC Student Government that no longer meets eligibility of membership, as in accordance with the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures, automatically relinquishes their position.

2.300 Failure to submit a Letter of Intent accepting or continuing any ASLCSC Student Government position constitutes either the declination of the position or a relinquishment of office.

2.400 Impeachment constitutes relinquishment of office.

3.000 Grievance Policy

3.100 Definitions

3.110 A complainant is defined as a student of Lewis-Clark State College. If a Student Government member wishes to file a complaint against another Student Government member, they shall be considered as officials not complainants.

3.110.1 If a Student Government Official wishes he may file a complaint as a student.

3.111 The term “Censure” shall be defined as taking away privileges for the purpose of expressing disapproval toward the actions of a Student Government member.

3.112 The term “Mediation” shall be defined as an agreement between two conflicting parties or individuals to enter discussion with a third party for the purpose of ending a dispute. Once both groups have entered into mediation, the outcome of the decision by the third party is binding.

3.112.1 An agreement must be in writing and signed by both parties and filed with the ASLCSC Judicial Branch.

3.112.2 Copies of the complaint shall be distributed to the ASLCSC Ways and Means Committee and the ASLCSC Ethics Committee upon the filing of the complaint with the ASLCSC Judicial Branch.

3.112 The deadline shall be defined as such: Two (2) business days after a complaint is filed with the ethics committee the defendant must be notified by the ethics chair. The process of investigation by the Ways and Means Committee and the ruling by the Ethics Committee must not exceed eleven (11) business days. An extension may be filed through the judicial branch, not to exceed (16) business days.

3.200 Process of Compliant

3.210 The Ethics Committee shall receive complaints and file them with the Ways and Means Committee.

3.220 The Ways and Means Committee shall review and investigate the complaint and send it with their recommendation back to the Ethics Committee.

3.230 The Ethics Committee will then consider the investigative information from the Ways and Means Committee and determine for acquittal, censure, impeachment and / or removal from office.

3.231 Elements of censure could be but not limited to: Formal apology, public apology, removal from a committee/s and stipend reduction.

3.240 If the defendant is charged, then the Ethics Committee must submit legislation to be introduced to the ASLCSC Senate for a vote.

- 3.250** If the ASLCSC Senate votes to uphold the ruling from the Ethics Committee with a two-thirds (2/3) vote, then the defendant may appeal to the ASLCSC Judicial Branch if they feel the outcome is unwarranted.
- 3.260** Upon an appeal, the ASLCSC Judicial Branch will review the case and the sentencing, and then determine to uphold the ASLCSC Senate ruling, or issue a final ruling.
- 3.270** The ASLCSC Judicial Branch rule within 6 business days and their decision is final and may not be appealed

Section II Eligibility for Credits

1.000 Eligibility for Credits

- 1.100** All members of the ASLCSC Student Government are eligible for academic credit at the discretion of the ASLCSC Student Government Advisor. Members are eligible for credit(s) by their respective positions as listed below.
- 1.110** The ASLCSC President shall be eligible to receive four (4) credits per semester in SD 330 Practicum in Student Government Leadership Development.
- 1.120** The ASLCSC Vice-President, Senate Majority Leader, and Chief Justice shall be eligible to receive three (3) credits per semester in SD 330 Practicum in Student Government Leadership Development.
- 1.130** The ASLCSC Senators shall be eligible to receive two (2) credits per semester in SD 130 Practicum in Student Government Leadership Development.
- 1.140** The ASLCSC Associate Justices shall be eligible to receive one (1) credit per semester in SD 130 Practicum in Student Government Leadership Development.
- 1.150** Other students who assist the ASLCSC Student Government with various assignments and special projects may be eligible for some practicum credit as arranged on a per case basis with the ASLCSC Student Government Advisor.
- 1.160** Student Development credit(s) are elective credit(s) which cannot be used to fulfill core, major, or minor requirements. Eight (8) hours maximum of Student Development credit may count toward a Bachelors degree. Grading is Pass/Fail by decision of the ASLCSC Student Government Advisor.

Section III Eligibility for Stipends / Scholarships

1.000 Eligibility for Stipends / Scholarships

- 1.100** Members of the ASLCSC Student Government shall be eligible to receive stipends regardless of political interests or viewpoints. The stipends shall be determined on the following basis:
- 1.110** Eligible members shall receive stipends by serving a complete semester.
 - 1.120** If eligible members resign or are removed from office they shall not receive any stipend.
 - 1.130** Members who fill vacant positions shall receive a pro-rated stipend.
 - 1.111** The ASLCSC President shall upon completion of each semester receive a stipend equal to one thousand five hundred dollars (\$1,500.00).
 - 1.112** The ASLCSC Vice-President shall upon completion of each semester receive a stipend equal to one thousand dollars (\$1,000.00).
 - 1.113** The ASLCSC Committees Director shall upon completion of each semester receive a stipend equal to six hundred dollars (\$600.00).
 - 1.114** The ASLCSC Media Relations Director shall upon completion of each semester receive a stipend equal to six hundred dollars (\$600.00).
 - 1.115** The ASLCSC Chief Justice shall upon completion of each semester receive a stipend equal to six hundred dollars (\$600.00).
 - 1.116** The ASLCSC Senate Majority Leader shall upon completion of each semester receive a stipend equal to six hundred dollars (\$600.00).
 - 1.117** The ASLCSC Senate Pro-Tempore shall upon completion of each semester receive a stipend equal to five hundred fifty dollars (\$550.00).
 - 1.118** ASLCSC Senators shall upon completion of each semester receive a stipend equal to five hundred dollars (\$500.00).
 - 1.119** ASLCSC Associate Justices shall upon completion of each semester receive a stipend equal to two hundred fifty dollars (\$250.00).
 - 1.140** The ASLCSC President, Senate Majority Leader, and Chief Justice must turn in the stipend amounts for their respective branches, three weeks prior to the final Senate meeting of each semester.
 - 1.150** If the ASLCSC President or Senate Majority Leader is unable to meet the stipend deadline, then the responsibility will be delegated to the next member in charge of that respective branch as defined

in the ASLCSC Constitution and Bylaws. These said stipends should be turned in within (3) three business days of notification.

- 1.160** If the ASLCSC Chief Justice is unable to meet the stipend deadline, then the responsibility will be relegated to the ASLCSC Student Government Advisor.
- 1.170** Any stipend modifications must be backed by written and signed documentation, to be given to the ASLCSC Student Government member whose stipend has been reduced, and to the ASLCSC Secretary for proper records.
- 1.180** Any ASLCSC Student Government member receiving a stipend may appeal the amount received to the ASLCSC Judicial Branch of the ASLCSC Student Government.
 - 1.181** The appeal must be turned into the ASLCSC Judicial Branch in the form of a complaint which will be acted upon as explained in the ASLCSC Judicial Branch Policies and Procedures.
 - 1.182** Members may only appeal the amount of their own stipend and not the amount of other members' stipends.
 - 1.183** If the appeal is from an ASLCSC Executive or Judicial Branch member, it will be sent to the ASLCSC Senate who will treat the complaint according to the ASLCSC Judicial Branch Policies and Procedures.

Article IX

Administration

Section I ASLCSC Administrative Procedures

1.000 ASLCSC Secretary

- 1.100** The ASLCSC shall have a (State of Idaho, Classified) full-time secretary whose duties and responsibilities are as follows:
 - 1.110** Shall perform general office functions, maintain appropriate filing systems, keep accurate budget records, and make travel arrangements.
 - 1.120** Be the historian of the ASLCSC Student Government.
 - 1.130** Shall keep accurate records of all correspondence, Bills, Resolutions, and other materials deemed to be an important information source for the past, present, and future Student Government Administrations.
 - 1.140** Shall attend all ASLCSC Senate meetings, be responsible for the preparation of the ASLCSC Senate meeting minutes, and shall have the minutes transcribed and distributed to all appropriate parties within three (3) business days.

1.150 Shall perform other functions that are deemed appropriate by the ASLCSC President and Senate Majority Leader.

1.160 Shall have regular meetings with the ASLCSC President, and shall have meetings with the ASLCSC Senate Majority Leader as necessary.

2.000 Work-Study Secretary

2.100 This position will be deemed necessary by the ASLCSC President and the ASLCSC Senate Majority Leader.

2.200 Shall be a work-study position, with an hourly wage being determined by the ASLCSC Senate.

2.300 Duties of the work-study secretary shall include:

2.310 Shall be responsible for routine office functions as deemed necessary.

2.320 Perform other duties as deemed appropriate by the ASLCSC President, the ASLCSC Senate Majority Leader, and the ASLCSC secretary.

3.000 Procedures for Using the Office Facilities and Personnel

3.100 All members of the ASLCSC Student Government will respect others while using the ASLCSC office.

3.110 Respect of others includes, but is not limited to, language, conversation, noise level, use of cordless and cell phones, literature, sharing of computers, and music.

3.200 All members of the ASLCSC Senate must record the number of hours that they are in the office each week.

3.300 The secretary's desk may be used by ASLCSC Student Government members in the office with the criteria that the desk must be left as it is found and common courtesy is used.

3.400 Office supplies are for ASLCSC Student Government use only.

3.410 Office supplies include, but are not limited to, paperclips, post-it notes, staplers, tape, three-hole punches, forms, stationary, envelopes, printer cartridges, and notepads.

3.420 Computers, printers, and paper may be used in moderation for homework.

3.430 Theft of office materials may result in removal from office and legal prosecution.

3.500 ASLCSC Student Government computers shall be reserved for Student Government members' use only.