



# Bylaws of the Associated Students of Lewis-Clark State College

**Last Amended January 30th, 2024**

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## BYLAWS OF THE ASSOCIATED STUDENTS OF LEWIS-CLARK STATE COLLEGE

### Article I—Purpose

#### **I. Section A: Statements**

- 1.000** The purpose of this document is to outline and guide the elected and appointed members of the Associated Students of Lewis-Clark State College (ASLCSC) Council in the day-to-day operation of the ASLCSC that are not defined in the Constitution of the ASLCSC.
- 2.000** The ASLCSC will not discriminate and will strive to create a campus environment which understands, fosters, and embraces the expression of diversity among students, faculty, administration, and staff. Diversity encompasses differences in age, color, ethnicity, gender, gender identity, national origin, political interests, disability, race, religion, sexual orientation, socio-economic background, or veteran status.
- 3.000** Lewis-Clark State College, ASLCSC, and the ASLCSC Council does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, religion, age, sex, national origin, disability, gender identity, protected veteran status, sexual orientation, political viewpoint or any other status protected under applicable federal, state or local law, or college policy. This policy applies to all programs, services, and facilities, including applications, admissions, access to activities, and employment.

#### **I. Section B: Constitutional Preamble**

- 1.000** We the students of Lewis-Clark State College, in the belief that students have the right and duty to play a significant role in guiding their college, do hereby establish the ASLCSC Constitution to facilitate the following: the articulation of student opinions and interests both in governance of the college and to the community; the encouragement of the greatest level of cooperation and communication between students and their organizations; the assurance of full student access to quality education; the provision for programs and services to benefit students; and the encouragement of the highest level of excellence in education.

**Article II—Council Members**

**II. Section A: ASLCSC Officers**

**1.000 ASLCSC President**

- 1.100** In the course of their duties, the President is expected to:
- 1.110** Call the session of the Council to order at the specified time of the specified day of the academic year as specified in the ASLCSC Bylaws.
  - 1.120** Prepare the agenda of the order of business for each Council meeting.
    - 1.121** Set and draft a preliminary agenda and distribute it to each member of the ASLCSC Council twenty-four (24) hours prior to the meeting.
    - 1.122** Place onto the agenda any item submitted to the president's electronic inbox by an ASLCSC Council member before 12:00pm of the Monday before a Council session.
    - 1.123** With the consent of the ASLCSC Advisor, prevent any item that, if passed or presented to the Council, would be illegal or violate campus policy or otherwise demonstrably harm the dignity of the student body, college or the Council, from being placed onto the agenda.
    - 1.124** The ASLCSC Advisor must be provided an electronic statement of the rationale for this prevention of scheduling and may override the ASLCSC President if the agenda item does not harm the dignity of the college or violate the law or a specific campus policy.
    - 1.125** Add, remove, or reorder agenda items during Council meetings as necessary.
  - 1.130** Ensure that minutes and roll are kept of all Council meetings by the ASLCSC Secretary and/or designee.
    - 1.131** In the event of absence of the ASLCSC Secretary, the President will designate a replacement, whether they be a Council member or not, to conduct roll and record the minutes.
    - 1.132** The President will ensure that the Secretary and/or designee transcribes and distributes the minutes to all appropriate parties within twenty-four (24) hours of the next Council session.
  - 1.140** Preserve order and decorum during Council meetings and to decide points of order and parliamentary inquiry with the advice of the ASLCSC Advisor.
  - 1.150** Conduct and declare all votes.
  - 1.160** Communicate the actions of the ASLCSC Council to the appropriate person(s), bodies, or both.
  - 1.170** Serve as ex-officio member of the ASLCSC Ethics Committee and as a member of the ASLCSC Ways and Means Committee.
  - 1.180** Oversee and account for the following ASLCSC accounts: General Reserve and General Operations.
- 1.200** The President may spend up to five hundred dollars (\$500.00) out of the general account once per semester without prior approval from the Council.
- 1.210** The President may not allocate funds towards agenda items which have gone before the Council and were not subsequently affirmed by a majority vote.
- 1.300** The President will organize an ASLCSC Council retreat and work session(s) to plan and organize the operations of the ASLCSC for the school year.
- 1.310** This retreat will take place prior to October 1<sup>st</sup> and will not exceed a total cost of two thousand and twenty-three dollars (\$2,023).
- 1.400** Prior to assuming office, A Letter of Intent will be filed with the Election Board by the President-elect stating their acceptance of the office for which they have been elected.

- 1.410** Letters of Intent are due in the ASLCSC Council Office no later than 4:30pm the Friday before Sine Die.
- 1.500** A signed Statement of Acknowledgement, indicative of comprehension of the ASLCSC Code of Ethics and Attendance Policy, will be submitted to the ASLCSC Secretary and/or designee no later than 4:30pm the Friday before Sine Die.
- 1.600** The president may veto votes of the ASLCSC Council within forty-eight (48) hours of a Council session. Electronic notification of the veto must be provided to all Council members, the ASLCSC Advisor, and the ASLCSC Secretary or designee at the time a veto is exercised.
- 1.610** If the veto power is exercised, a rationale must be provided along with the electronic statement of veto.
- 1.620** There is no veto authority over Ethics Committee rulings, vacancy nominations, stipend reductions, or stipend modifications and the veto power may not be exercised during grievance proceedings.
- 1.630** The ASLCSC Council may overturn a veto upon a two-thirds (2/3) majority vote of the Senate with quorum at the next General Session of the Council.
- 1.700** Failure to fulfill duties delineated in the ASLCSC Bylaws & Constitution will result in a stipend reduction as deemed necessary by the ASLCSC Advisor subject to a majority vote of the Council.
- 2.000 ASLCSC Vice-President**
- 2.100** In the course of their duties, the Vice-President is expected to:
- 2.110** Keep, maintain, and share records of the present financial status of all ASLCSC accounts at the second Council meeting of each month.
- 2.111** Examine the spending records of all accounts, both periodically and upon the request of the ASLCSC President, Senate Pro-Tempore, ASLCSC Advisor, or ASLCSC Secretary or designee.
- 2.112** Oversee all accounts supported by student fees and administered by the ASLCSC.
- 2.113** Serve as the financial liaison to the ASLCSC Council on all matters concerning ASLCSC funds.
- 2.114** Meet with the Finance Committee throughout the school year prior to any address of the financial budgetary issues to the ASLCSC Council.
- 2.120** Cast a vote in situations where there is a tie on a vote related to ASLCSC Council agenda items, appointments, or chairpersons of the ASLCSC.
- 2.121** The ASLCSC Vice-President may not vote on any matters related to stipend reduction, stipend modification, or the grievance process.
- 2.130** Serve as chairperson for the Finance and Graduation Celebration committees.
- 2.131** May spend up to two hundred fifty dollars (\$250.00) from the Craft Fair or Graduation accounts. Approval of the Council by a simple majority is required for any expenditure over two hundred fifty dollars (\$250.00) from the Craft Fair Account or the Graduation Account.
- 2.132** Must receive a two-thirds (2/3) approval vote of the Council present for any expenditure from any ASLCSC account that will place that account into a deficit or if that account is already in deficit.
- 2.200** A Letter of Intent will be filed with the Election Board by the Vice-President elect stating acceptance of the office of ASLCSC Vice-President.
- 2.210** The Letter of Intent is due in the ASLCSC Advisor's office no later than 4:30pm the Friday before Sine Die.



- 2.300** A signed Statement of Acknowledgement, indicative of comprehension of the ASLCSC Code of Ethics and Attendance Policy, will be submitted to the ASLCSC Secretary and/or designee no later than 4:30pm the Friday before Sine Die.
- 2.400** Failure to fulfill duties delineated in the ASLCSC Bylaws & Constitution will result in a stipend reduction as deemed necessary by the ASLCSC Advisor subject to a majority vote of the Council with quorum.
- 3.000 ASLCSC Senate Pro-Tempore**
  - 3.100** In the course of their duties, the Senate Pro-Tempore is expected to:
    - 3.110** Fulfill the duties of the Vice-President as Acting Vice-President in the event of excused absence or impeachment.
    - 3.120** Serve as chairperson of the Ways and Means Committee.
    - 3.130** To be responsible for the physical and operational aspects of the ASLCSC Council office, the enforcement of Article VII of the ASLCSC Bylaws, and for ensuring the record keeping of proper office hours by all ASLCSC members.
    - 3.140** Work with the other members of the Council to assemble a list of committee assignments by the third regular session of the ASLCSC Council each semester. Ensure that all ASLCSC Campus Committees are attended and staffed by ASLCSC Council members.
      - 3.141** An electronic copy of final committee assignments is to be provided to all Council members and the ASLCSC Advisor.
      - 3.142** If necessary, the Committees Senator may introduce a Bylaw Amendment to modify the Master Committees List in Article III Section C to reflect current committees.
      - 3.143** The Senate Pro-Tempore is prohibited from membership on any ASLCSC Council Special Committees, but they are allowed membership in Council General Committees. Membership is also prohibited from any Campus wide committee that reports back to the ASLCSC, unless approved by the ASLCSC Advisor and the ASLCSC Secretary or designee.
    - 3.150** Compile minutes and up-to-date Policies and Procedures for all ASLCSC Campus Committees and ASLCSC Council Committees.
    - 3.160** Communicate with Council Committee chairpersons by the sixth regular session of the ASLCSC Council or when necessary due to the level of activity.
    - 3.170** Recruit and coordinate volunteers or staff members for committees, events, and activities as needed and monitor the status of events and activities within each Council Committee.
    - 3.180** Report, in writing, any violations of the ASLCSC Attendance Policy to the ASLCSC President and ASLCSC Advisor.
    - 3.190** Fulfill any other duties deemed appropriate by the ASLCSC President, within reason.
  - 3.200** The nominees for the Senate Pro-Tempore will be elected by a simple majority vote of all elected members of the Council and should, if possible, have previous experience within the ASLCSC Council.
  - 3.300** In the event the Senate Pro-Tempore is absent, or the position is vacant, the President may appoint a Senator as Acting Senate Pro-Tempore who will assume all duties of the Senate Pro-Tempore.
    - 3.310** An Acting Senate Pro-Tempore may not receive an additional stipend until confirmed as Senate Pro Tempore by normal appointment procedures.

**3.400** Failure to fulfill duties delineated in the ASLCSC Bylaws & Constitution will result in a stipend reduction as deemed necessary by the ASLCSC Advisor subject to a majority vote of the Council.

#### **4.000 Media Relations Senator**

**4.100** In the course of their duties, the Media Relations Senator is expected to:

**4.110** Adhere to and ensure compliance to campus posting policies and LCSC Public Relations policies.

**4.120** Inform the students of upcoming campus and community events.

**4.121** Update the digital calendar, publish social media posts, and post flyers.

**4.122** Oversee the creation and submission of ads, with the assistance of fellow ASLCSC officers, to the Pathfinder and LCWR.

**4.123** Update the kiosk and physical calendar at the beginning of every month.

**4.124** Must notify the student body if the Council will be meeting in a nonstandard location four (4) business days prior to the meeting with the correct time and location of the Council meeting.

**4.125** Public notice will include, but is not limited to, printed information posted on electronic and/or bulletin boards in all campus buildings and social media account(s).

**4.130** Serve as the ASLCSC representative on the LCSC Communications Board.

**4.140** Fulfill any other duties deemed appropriate by the ASLCSC President, within reason.

**4.200** Nominees for the Media Relation Senator will be elected by a simple majority vote of the Council.

**4.210** The Media Senator may not actively hold employment or perform paid work with any student media, LCSC public relations, campus athletic media, or external media organization during their tenure as Media Relations Senator. Holding such employment constitutes a relinquishment of office.

**4.300** Failure to fulfill duties delineated in the ASLCSC Bylaws & Constitution will result in a stipend reduction as deemed necessary by the ASLCSC Advisor subject to a majority vote of the Council.

#### **6.000 Justice Senator**

**6.100** In the course of their duties, the Justice Senator is expected to:

**6.110** Serve on the Student Hearing Board.

**6.111** In the case that a conflict of interest arises, a replacement will be appointed by the ASLCSC Advisor.

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

**6.130** Serve as the chairperson of the Election Board.

**6.131** If seeking reelection or election to a different ASLCSC Council Office, the ASLCSC Advisor and ASLCSC Secretary or designee will decide an appropriate chairperson.

**6.132** Nominate Election Board members as deemed appropriate.

**6.133** Write and enforce the Election Code for the current election. If running for office, enforcement duties will be fulfilled by the designated chair of the Election Board.

**6.140** Serve on the ASLCSC Ways and Means Committee.

**6.141** In the case that a conflict of interest arises, a replacement will be appointed by the ASLCSC Advisor.

- 6.150 Serve as the chairperson of the ASLCSC Ethics Committee.
- 6.160 Fulfill any other duties deemed appropriate by the ASLCSC President, within reason.
- 6.200 Failure to fulfill duties delineated in the ASLCSC Bylaws & Constitution will result in a stipend reduction as deemed necessary by the ASLCSC Advisor subject to a majority vote of the Council.
- 7.000 Career and Technical Education Senator**
  - 7.100 In the course of their duties, the Career and Technical (CTE) Senator is expected to:
    - 7.110 Uphold the responsibilities of all other senators.
    - 7.120 Represent Career and Technical Students who attend classes at the LC Schweitzer Technical Center.
    - 7.130 Conduct office hours and outreach events at the Schweitzer Technical Center or via Zoom.
    - 7.140 Fulfill any other duties deemed appropriate by the ASLCSC President, within reason.
  - 7.200 A qualified elected candidate enrolled in a CTE program will be given preferential selection for the Career and Technical Education Senator position.
  - 7.210 In the absence of a qualified elected candidate enrolled in a CTE program, a General Senator or write-in will be selected for this position based on the recommendations of the ASLCSC Advisor, President, and Vice President.
- 8.000 Coeur d' Alene/Remote Senator**
  - 8.100 In the course of their duties, The Remote Senator is expected to:
    - 8.110 Uphold the responsibilities of all other senators.
    - 8.120 Represent LCSC students who attend the Coeur d'Alene campus as well as remote/online students.
    - 8.130 Conduct office hours remotely or on the Coeur d'Alene Campus.
    - 8.140 Conduct outreach events on the Coeur d'Alene Campus and events geared towards remote/online students.
    - 8.150 Fulfill any other duties deemed appropriate by the ASLCSC President, within reason.
  - 8.200 A qualified elected candidate enrolled as a student at the Coeur d'Alene Campus will be given preferential selection for the Coeur d' Alene/Remote Senator position.
  - 8.210 In the absence of a qualified elected candidate enrolled as a student at the Coeur d'Alene campus a General Senator or a write-in from the Lewiston campus will be selected for this position based on the recommendations of the ASLCSC Advisor, President, and Vice President.
- 9.000 Council Duties and Responsibilities**
  - 9.100 In the course of their duties, every ASLCSC Council Member is expected to:
    - 9.110 Inform the ASLCSC Advisor of any change of school within ten (10) days. This must be done in written and/or electronic form.
    - 9.120 Uphold the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures at all times, as well Federal, Idaho State, county, and city law.
    - 9.130 File a Letter of Intent with the Election Board by each Council Member-elect stating their acceptance of the office for which they have been elected.
    - 9.131 The Letter of Intent is due in the ASLCSC Council office no later than 4:30pm the Friday before Sine Die.
    - 9.140 Submit a signed Statement of Acknowledgement indicative of comprehension of the ASLCSC Code of Ethics and Attendance Policy no later than 4:30pm the Friday before Sine Die.

- 9.141 Original copies of the Statement of Acknowledgement will be filed with the ASLCSC Advisor, ASLCSC Secretary, or designee.
- 9.150 Act in compliance with the LCSC Student Code of Conduct at all times.
- 9.160 Hold membership in at least two (2) ASLCSC Council Committees and two (2) ASLCSC Campus Committees, provided there is a sufficient number of committees on which to serve.
- 9.161 Members will provide updates to the ASLCSC Council during public Tuesday meetings regarding the business of Campus Committees.
- 9.170 Each general Council member must serve a minimum of two (2) ASLCSC office hours per week and record their hours via an electronic time clock.
- 9.171 Repeated failure to record hours or the serving of insufficient office hours will result in disciplinary actions.
- 9.172 These disciplinary actions may include, but are not limited to:
  - a) Verbal warning from the Senate Pro-Tempore
  - b) Written warning from the Senate Pro-Tempore
  - c) A third warning will result in a meeting with the ASLCSC Advisor, potentially resulting in a stipend reduction, the initiation of the ASLCSC grievance process, stipend modification, and/or dismissal.
- 9.180 Meet all demands set forth in the ASLCSC Bylaws, Student Council syllabus, ASLCSC attendance policy, Student Code of Conduct, and the Code of Ethics.
- 9.200 Failure to fulfill duties delineated in the ASLCSC Bylaws and Constitution will result in a stipend reduction as deemed necessary by the ASLCSC Advisor, subject to a majority vote of the Council.

#### **10.000 The Council and Council Session**

- 10.100 The ASLCSC Council will have a minimum of one meeting per week to conduct official business and vote on agenda items.
- 10.110 The public session of the ASLCSC Council is to be conducted in accordance with the rules and regulations set forth in this section.
- 10.120 All rules of order not specified in the ASLCSC Constitution or Bylaws are subject to the guidelines set forth in Robert's Rules of Order.
- 10.121 The Council 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 Council.
- 10.130 The Council or any committee of the Council may not conduct official business without a quorum.
- 10.131 A quorum consists of fifty-one percent (51%) or more voting members for Council Meetings.
- 10.132 A quorum for all other ASLCSC Council Committees is defined as fifty-one percent (51%) or more of the voting members of the committee.
- 10.140 The President will recognize and record the names of members of the public who indicate a desire to speak during Good of the Order.
- 10.142 Members of the student body and the wider public have the right to attend public sessions of the ASLCSC Council as members of the Council Gallery unless otherwise prohibited by campus policy or the law.
- 10.143 To request disability accommodations for a public session or other ASLCSC sponsored event, one must contact the ASLCSC Advisor or ASLCSC President at least one (1) week prior to the event date.

- 10.144** Members of the ASLCSC will, in all situations, make a good faith effort to provide appropriate accommodations for members of the public, reaching out for the assistance of LCSC Disability Services if needed.
- 10.145** The Media Senator and/or Secretary should make a good faith effort each public meeting to livestream or record the proceedings of each meeting and to post these to the ASLCSC webpage and/or ASLCSC social media accounts.
- 10.150** The President may, at their discretion, cease the debate of any speaker if the speaker's comments are either out of order or not relevant to the issue at hand, subject to appeal by a majority of the voting Council members present.
- 10.160** The ASLCSC Council must conduct its business in general Council meetings and the President will compose preliminary agendas for such meetings in the following order:
- 10.161**
- I. Call to order
  - II. Roll Call
  - III. Approval of the Minutes
  - IV. ASLCSC Advisor
  - V. LCSC Administration
  - VI. ASLCSC President, Vice-President
  - VII. Old Business
  - VIII. New Business
  - IX. Council Information Reports
    - a. Committees Reports
    - b. Media Relations Update
    - c. Project Updates
    - d. New Ideas
  - X. Good of the Order
  - XI. Adjournment
- 10.162** Old Business and New Business may include, but are not limited to, resolutions, appointments, approvals of expenditure, stipend reductions, Bylaw amendments, and/or committee assignments.
- 10.170** All votes, except for approval of the minutes, editorial amendments, adjournment, and Sine Die, will be roll call votes.
- 10.171** Roll call votes will be conducted in alphabetical order by last name.
- 10.172** The ASLCSC Advisor, ASLCSC Secretary, and/or designee will be responsible for recording roll call votes in the official minutes with each Senator's vote being recorded.
- 10.173** The ASLCSC President may veto a vote of the Council in accordance with the procedures detailed in Article II Section A: Line 1.600 of the ASLCSC Bylaws.
- 10.180** The meeting time of the Council is 4:30 pm every Tuesday, unless otherwise indicated by a unanimous vote of the Council.
- 10.181** The official ASLCSC Council Chamber is to be defined prior to the Fall Semester. The meetings held in the chamber must be open to the public.
- 10.182** In the event that the Council will be meeting in a nonstandard location, the Media Relations Senator is responsible for notifying the student body at least four (4) days prior to the meeting with the correct time and location.

**10.183** Notifying the student body includes, but is not limited to, printed information posted on electronic and/or bulletin boards in all campus buildings and posts on LCSC social media account(s).

**10.300** Virtually broadcast Council sessions will be made available for Council members to attend remotely upon request or out of necessity for the following reasons: health, emergencies, remote locations such as the Coeur d'Alene campus, or prior academic obligations.

#### **11.000 Executive Session**

**11.100** Executive Sessions of the Council take place for the purposes of resolving internal disputes and staffing issues.

**11.110** A motion to move into Executive Session is always in order, debatable, and must receive a two-thirds (2/3) majority vote of the Council present.

**11.120** No binding vote may be held in an Executive Session.

**11.130** The following persons must attend an Executive Session of the Council:

**11.131** The President and Vice-President,

**11.132** The voting members of the Council,

**11.133** The ASLCSC Advisor, ASLCSC Secretary, and/or designee,

**11.134** Persons invited by the Council.

**11.140** All information presented in Executive Sessions are considered privileged and confidential and not open to public disclosure, unless required by relevant campus policies such as Title IX.

#### **12.000 Vacant Seats**

**12.100** Vacant seats of the ASLCSC Council must be filled according to the following procedure:

**12.110** The Senate Pro-Tempore and Media Relations Senator must make reasonable efforts to inform the student body of the vacancy before the President makes a recommendation to the ASLCSC Council.

**12.111** No appointments can be made until at least ten (10) business days after the advertising has started.

**12.120** When a Council seat becomes vacant for any reason, the President must recommend to the Council a nominee for consideration of appointment.

**12.121** The recommendation must pass the ASLCSC Council with a two-thirds (2/3) vote of the ASLCSC Council present.

**12.130** If, for any reason, a recommendation of an applicant is not submitted to the ASLCSC Senate Pro-Tempore within twenty (20) business days after the vacancy has opened, any ASLCSC Senator or the ASLCSC Advisor may introduce an agenda item to the ASLCSC Council with their nomination for appointment.

**12.140** A vacancy occurring in the ASLCSC Presidency must be filled by the ASLCSC Vice-President.

**12.150** When the subsequent vacancy of the ASLCSC Vice-President occurs, the Senate Pro-Tempore of the ASLCSC Council must assume the duties of the Vice-President until a new Vice-President is appointed by the ASLCSC President.

**12.151** If an appointment is not put forward by the President within ten (10) business days from the date of vacancy, the acting Vice-President will become the new ASLCSC Vice-President.

**12.160** No member of the ASLCSC may hold more than one position in the ASLCSC Council.

### **13.000 Mandatory meeting for the ASLCSC Council**

- 13.100** A mandatory meeting will be held for the President-, Vice-President-, and all Senator-elects with the incumbent President, Vice-President, and Senate Pro-Tempore.
- 13.110** The meeting will be held prior to Sine Die at the time and location specified in the ASLCSC Election Code and General Election Calendar.
- 13.120** The incumbent President will sponsor and notify all participants of the meeting.
- 13.130** The meeting will be presided over by the incumbent President.
- 13.140** Further information regarding the meeting can be found in section five (5) of the ASLCSC Election Code.

### **14.000 Sine Die**

- 14.100** The ASLCSC Council in their second regular session will be dismissed at their last regular meeting on the Tuesday of the week prior to Final Exam Week.
- 14.110** The incoming ASLCSC Council in their first regular session will convene on the first Tuesday in May, immediately following the dismissal of the outgoing Council.

## **II. Section B: Business Conduct**

### **1.000 Definition of Business**

- 1.100** Business will be conducted through a general discussion with a roll call vote taken by the ASLCSC Secretary or designee and recorded in the minutes. Business will include all items listed in ASLCSC Bylaws Article II Section A: Line 10.161.
- 1.200** Unless otherwise specified by the ASLCSC Bylaws or Constitution, business items must pass or fail by a simple majority with a quorum and may be subject to Presidential veto.

### **2.000 Definition of Resolution**

- 2.100** Resolutions consist of an official written 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 Council.

### **3.000 Definition of General Council Meeting**

- 3.100** “General Council Meeting” refers to the convening of the ASLCSC Council to decide on and/or deliberate towards a decision on any matter on the date fixed by the ASLCSC Bylaws to conduct business.
- 3.110** Special Council meeting refers to the convening of the ASLCSC Council in accordance with a special call for the conduct of business.
- 3.120** No Special Council meeting may be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency arises.
  - 3.121** An emergency refers to a situation that includes, but is not limited to, injury and/or damage to persons and/or property, immediate financial loss, or the likelihood of an injury, damage, or loss. A special meeting held due to an emergency is exempt from the notice requirements if it is impractical, increases the likelihood and/or severity of such injury, damage, or loss, or the reason for the emergency is stated at the outset of the meeting.
- 3.130** An Executive Session is not considered a Special Council Meeting.

### **4.000 Submitting an Agenda Item**

- 4.100** Business will be addressed during a meeting and, if the business needs voted on, a roll call vote will be taken with the results recorded in the minutes.
- 4.200** New business will be submitted by members of the ASLCSC Council to the President Monday before 12:00 pm. The agenda will be delivered via email to all members at least twenty-four (24) hours before meeting to all members of ASLCSC.

- 4.300** Items submitted to the ASLCSC President by a Council member or LCSC Administration before the deadline will be placed on the agenda except under the submission of a written appeal with rationale to the ASLCSC Advisor if the ASLCSC President exercises their prevention power described in the ASLCSC Bylaws Article II Section A 1.123.
- 4.400** When submitting agenda items to the ASLCSC President's office, ASLCSC members must forward the agenda items to the ASLCSC Advisor, ASLCSC Secretary, or designee to ensure equitable agenda setting.



## Article III—Committees

### **III. Section A: ASLCSC Council Committees**

#### **1.000 Council Committees**

- 1.100** The term “committee” for this section is a general term for committee, sub-committee, board, liaison, advisory, and similar bodies.
- 1.110** The ASLCSC will have three main types of committees:
- I.** “LCSC Campus Committees,” consisting of committees to which an official ASLCSC representative has been invited.
  - II.** “General Council Committees,” consisting of all committees overseen by the ASLCSC that are not special committees.
  - III.** “Special Council Committees,” consisting of all committees which have special rules governing their membership, operations, and/or responsibilities and are overseen by the ASLCSC.
- 1.200** The ASLCSC Special Council Committees consist of: the Election Board, Ethics Committee, Finance Committee, and the Ways and Means Committee. These listed Council Special Committees are specially governed by the ASLCSC bylaws in this section.
- 1.300** All ASLCSC Committees are bound by the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
- 1.400** No ASLCSC Council Committee may 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 Council Committees must convene for the first meeting of each academic year as soon as feasible.
- 1.600** Committee chairperson, vice-chairperson, and secretary will be appointed by the ASLCSC President unless otherwise stipulated in the ASLCSC Constitution, Bylaws, Codes, or Policies and Procedures.
- 1.700** Council committees consist of all committees directly under the purview of the ASLCSC Council.
- 1.710** Council committees include all special, general, and temporary committees.

#### **2.000 Rules and Responsibilities**

- 2.100** All representatives serving on ASLCSC Council Committees will follow the recognized rules and regulations of the committee(s) on which they serve unless in conflict with the Student Code of Conduct, the law, or campus policy.
- 2.200** No committee may conduct business without a quorum.
- 2.300** Maintain contact and provide copies of minutes from meetings to the Committees Senator.
- 2.400** At the first committee meeting of the academic year, all committees will discuss, set, or amend the Policies and Procedures if necessary. The committees will also set and submit goals of the committee for the year to the Senate Pro-Tempore.
- 2.410** Any new or amended Policies and Procedures of the committee must be sent to the Justice Senator for review of constitutionality.
- 2.411** Upon the Justice Senator’s approval of constitutionality, the Policies and Procedures must be sent to the ASLCSC Council for ratification.
- 2.420** If the committee feels that no goals can be set for the committee, the committee may decide, by a two-thirds (2/3) vote, to make a recommendation to the ASLCSC Council to dissolve the committee.
- 2.421** To formally dissolve an ASLCSC Council Committee, a two-thirds (2/3) majority vote of the ASLCSC Council must approve the dissolution.

- 2.422 If the ASLCSC Council does not approve the dissolution of the Council Committee, the ASLCSC Council must make recommendations for a course of action for the committee.
- 2.423 ASLCSC General Council Committees must be created or dissolved by an ASLCSC Bylaw Amendment to Article III Section C. Committees, unless specified below as a Special Council Committee, are considered General Committees and are thus bound by the guidelines in Article III, Section A.
- 2.500 Committee meetings must be conducted by the committee chairperson. With the absence of the chairperson from a committee meeting, the vice-chairperson will conduct the meeting.
- 2.600 Committee members must rely on past documents and the Policies and Procedures for guidance or contact the ASLCSC Advisor, ASLCSC Secretary, or designee for assistance.
- 2.700 ASLCSC Council representatives serving on ASLCSC Council Committees are required to report to the ASLCSC Council on the committee activities at the first Council session following the ASLCSC Council Committee meeting.
- 3.000 Positions**
  - 3.100 Any member of the ASLCSC may serve as a representative on General Council Committees with the approval of the Senate Pro-Tempore and ASLCSC Advisor.
  - 3.200 Upon the resignation of any committee chairperson, the vice-chairperson will become the chairperson and a new vice-chair will be elected by a majority vote of the committee.
- 4.000 Finance Committee**
  - 4.100 The Finance Committee must consist of four (4) ASLCSC Senators and the ASLCSC Vice-President as the chairperson, with the ASLCSC President as a non-voting ex-officio member.
  - 4.200 The duties and responsibilities of the Finance Committee include:
    - 4.210 Advising the ASLCSC Council on the appropriation of ASLCSC Council funds.
      - 4.211 ASLCSC Council funds include, but are not limited to, General Operations, General Reserve, Student Council Stipends, Graduation Celebration, Craft Fair, and Clubs and Organizations.
      - 4.212 To ensure up-to-date Policies and Procedures, forms regarding club funding opportunities should be found on the ASLCSC webpage.
      - 4.213 Clubs and Organizations are entitled to start-up and matching funds from the ASLCSC Clubs and Organizations fund as well as the right to apply for supplemental funding from the ASLCSC Clubs and Organizations fund.
      - 4.214 Clubs and Organizations will submit a request electronically through the ASLCSC Webpage to the ASLCSC Advisor by November 1<sup>st</sup> or March 1<sup>st</sup> for the fall and spring semesters respectively. This will include an account statement for dollar amount when applying for fund matching.
      - 4.215 Proposals and applications for supplemental funding are presented to the Finance Committee for disbursement consideration.
      - 4.216 Agenda items for approval for Clubs and Organizations funding must be initiated by the chairperson to be brought to the ASLCSC Council floor for approval by simple majority vote of the ASLCSC Council present.
    - 4.220 Being the advisory body for the ASLCSC Council and Ethics Committee on all matters of financial concern regarding the misuse of ASLCSC funds, such as embezzlement, misappropriation of funds, and violations of LCSC policy. These concerns may be forwarded to the relevant campus and law enforcement authorities if there is clear evidence of any of the aforementioned offenses.

## **5.000 Ethics Committee**

- 5.100** The Ethics Committee must consist of three (3) ASLCSC Senators, with the President as a non-voting ex-officio member, and the Justice Senator as the chairperson.
- 5.110** The Senate Pro-Tempore, or the most senior member of ASLCSC without a conflict of interest, will stand in place for Justice Senator if a clear conflict of interest exists.
- 5.200** The duties and responsibilities of the Ethics Committee include:
  - 5.210** Reviewing in-house grievances of the ASLCSC Council and making recommendations to the ASLCSC Council for final action.
  - 5.211** All grievances must be filed in writing and electronically with the chair per the grievance procedures outlined in Article VI Section B.
  - 5.220** Recommending in writing to the ASLCSC Council any ASLCSC Senator for reprimand or impeachment.
  - 5.221** This recommendation can only come after a formal investigation by the ASLCSC Ways and Means Committee.
  - 5.230** Recommending for a special commendation any ASLCSC Senators who have shown exemplary service to or for the ASLCSC.
  - 5.231** A special commendation is available only for recognition of service or achievements above and beyond the regular call of duty for ASLCSC Council.
  - 5.232** A special commendation is not the same as an award for service.
  - 5.240** Performing other duties within the confines of the Bylaws that the Justice Senator deems appropriate.

## **6.000 Ways and Means Committee**

- 6.100** The Ways and Means Committee must consist of the chairpersons of the Finance and Ethics Committees, the Senate Pro-Tempore, and the President, unless there is a conflict of interest for a member of this committee, in which case these vacancies may be filled by designees appointed by the ASLCSC Advisor at their discretion.
- 6.200** The Senate Pro-Tempore must be the chairperson of the Ways and Means Committee.
- 6.300** In the event of absence or conflict of interest, vacancies on the Ways and Means Committee must be filled by the most experienced members of ASLCSC without conflicts of interest.
- 6.400** The Committee will meet when deemed necessary by the chairperson, or when deemed necessary by the ASLCSC President.
- 6.500** The duties and responsibilities of the Ways and Means Committee include:
  - 6.510** Investigation of any improper ASLCSC Council activities.
  - 6.520** Maintaining up-to-date copies of the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
  - 6.530** Reviewing and making recommendations to the ASLCSC Council on all amendments to the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
  - 6.540** Performing other functions that the ASLCSC Senate Pro-Tempore and/or the ASLCSC Advisor deem appropriate.

## **III. Section B: LCSC Campus Committees**

### **1.000 General**

- 1.100** The term “committee” is a general term for committee, sub-committee, Council, board, liaison, advisory, working group, and similar bodies.
- 1.200** Campus Committees consist of all committees directly under the purview of LCSC.

## **2.000 Rules and Responsibilities**

- 2.100** ASLCSC representatives serving on LCSC Campus Committees will follow the ASLCSC Constitution, Bylaws, Codes of Conduct, and Policies and Procedures, as well as the policies, 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 Council on the respective committees' activities at the first ASLCSC Council session following the LCSC Campus Committee meeting. Meeting minutes will be submitted to the Committees Senator.
- 2.210** If unable to attend a committee meeting, the Council member assigned to that committee must find a replacement to attend in their stead.
- 2.220** Failure to attend committee meetings and/or find a replacement may result in stipend reduction, stipend modification, or other form of censure.
- 2.230** Outstanding circumstances will be decided on a per-case basis by consensus of the ASLCSC Advisor and the ASLCSC President.

## **3.000 Positions**

- 3.100** Any member of the ASLCSC Council may serve as an ASLCSC representative on LCSC Campus Committees with the approval of the ASLCSC Council.
- 3.110** The ASLCSC Senate Pro-Tempore will keep a public record of committee assignments and the ASLCSC President will appoint a representative for each committee.
- 3.200** The number of student representatives on each LCSC Campus Committee will be determined by the various LCSC constitutions, bylaws, policies, procedures, rules, charters, regulations, etc.

## **IV: Section A: Amending Bylaws**

### **1.000 Standard Amendment Procedure**

- 1.100** Changes to the Bylaws must be clearly and comprehensively recorded via document comparison tools present in many word-processing software to ensure that those reviewing the amendment are fully aware of all modifications. Amendments whose Bylaw modifications are not fully known or documented may not be considered.
- 1.200** Prior to submitting a Bylaw Amendment, modifications must be added as an agenda item for consideration by the Council.
  - 1.210** A Statement of Intent, constituting the rationale for modification, must be included in the amendment proposal.
- 1.300** Bylaw Amendments comprising edits in excess of seven (7) pages of the Bylaws will be considered omnibus revisions.
  - 1.230** Omnibus revisions will be recorded and numbered in Article IX with the date of revision.
- 1.400** Any member of the ASLCSC Council may submit a Bylaw Amendment.
- 1.500** The Bylaw Amendment submission process will proceed as follows:
  - 1.510** Submit the proposed agenda item and Statement of Intent to the Justice Senator.
  - 1.520** The Justice Senator must render an expeditious ruling of constitutionality and return the agenda item and Statement of Intent, along with the written and signed ruling, to the author, within a period not to exceed ten (10) business days.
  - 1.530** If the agenda item has been ruled constitutional, the author must submit the agenda item to the Senate Pro-Tempore for convening of the Ways and Means Committee.

- 1.531 When the agenda item reaches the Ways and Means Committee, the Committee must review and make recommendations to the Council expeditiously, within a period not to exceed ten (10) business days.
- 1.532 If revisions of the agenda item have been suggested, the agenda item must be returned to the author and the author may resubmit it to the Justice Senator once the revisions have been made.
- 1.533 If the author disagrees with suggested revisions, the agenda item may be given to the ASLCSC President to be placed upon the agenda for the next Council meeting.
- 1.540 If the agenda item has not been ruled constitutional, the author may revise the agenda item according to the ruling and resubmit to the Justice Senator for review.

1.600 This agenda item is passed if it receives a two-thirds (2/3) majority vote of the ASLCSC Council members.

## 2.000 **Formatting of the ASLCSC Bylaws**

- 2.100 Articles must be listed by roman numeral in bold underlined italics, with a hyphen appearing between the numeral and title of the article.
- 2.200 Sections must be listed by letter in bold following its article numeral.
- 2.300 Underneath sections, lines must be numbered by bolded Arabic numeral sequence following a x.xxx format.
  - 2.310 Lines with numbers ending in x.000 must be bolded if functioning as a line title.
- 2.400 This line is referenceable as IV A: 2.400 or Article IV Section A: Line 2.400.
- 2.500 A blank line must be placed in between sections and a page break placed after the end of each article.
- 2.600 The standardized formatting for ASLCSC Bylaws is 12-point Times New Roman font single-spaced in black text with 0.5” margins on all edges of the page.
- 2.700 Resolutions must follow the formatting conventions of Council Resolution No.1.

## 3.000 **Fast-track Bylaw Amendment Process**

- 3.100 The Fast-track Bylaw Amendment Process (FBAP) is defined as a special and emergency Bylaw Amendment process requiring only the submission as an agenda item and the approval of a two-thirds (2/3) majority vote of a Regular Session.
  - 3.110 The FBAP may take place only during a regular Tuesday session of the Council.
- 3.200 The ASLCSC Advisor, the Vice President for Student Affairs, or the President of the College or their official representative may submit Bylaw Amendments through the FBAP to ensure compliance of the ASLCSC Bylaws with federal, state, county, and city law as well as LCSC policies and procedures.
- 3.300 The FBAP may be used in emergency circumstances when the standard amendment process would take a prohibitively large amount of time.

## Article V—Elections

### **V. Section A: Election Board**

#### **1.000 Election Board**

- 1.100** The Election Board must consist of at least five (5) members.
- 1.120** The chairperson of the Election Board will be the Justice Senator unless otherwise specified by ASLCSC Bylaws Article II Section A Line 6.100.
- 1.121** The chairperson will nominate members for the Election Board as deemed appropriate by the ASLCSC Advisor.
- 1.130** Members of the Election Board are not eligible to run for an elected ASLCSC Council 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 serve for one (1) academic year and may serve subsequent years at the discretion of the ASLCSC Council.
- 1.150** Members of the Election Board are not 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** An Election Code must be proposed by the Election Board and reviewed by the ASLCSC Justice Senator for constitutionality. The ASLCSC Justice Senator will submit the Election Code to the ASLCSC Council for approval on or before the last Council meeting in October.
- 1.161** The Election Code must consist of, but is not limited to, information about the following: General Elections, Special Elections, Recall Elections, candidates, candidate filing forms, campaign rules, election calendar, ballots, voting, election results, and candidates' Letters of Intent.
- 1.162** The Election Code must also include all election and campaign rules not covered within the ASLCSC Constitution or Bylaws.
- 1.170** The General Elections will take place during the spring semester in accordance with the Election Code and election calendar.
- 1.180** The Election Board chairperson must present a proposed ballot to the Council a minimum of three weeks preceding every election.
- 1.181** Upon the Council's approval of the proposed ballot, the chairperson is responsible for ensuring that the student newspaper is presented with, and asked to print, the approved sample ballot in the issue one week prior to the election.
- 1.200** The Election Board will post positions and issues for all elections. The dates of the elections will also be posted.
- 1.210** The Election Board will ensure that the information is posted in all campus-wide mediums and kiosks.
- 1.220** All questions concerning elections must be presented to the Election Board, in writing, within five (5) business days following the election.
- 1.211** All requests for hearings must be in writing.
- 1.230** All disputes and irregularities are to be decided by a simple majority of Election Board members unless otherwise required by LCSC policies.

### **V. Section B: 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 LCSC student body.

- 1.120 Before assuming office, all candidates must file a signed Candidate Filing Form with the Election Board indicating their intent to be enrolled while maintaining their academic eligibility at Lewis-Clark State College during their term of office as per Article VI Section A: Subsection 1.000.
- 1.130 The candidates must be eligible to hold office as stipulated in the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
- 1.140 All candidates must acknowledge and abide by the Election Code.
  - 1.141 All Candidates must 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.
- 1.150 A Letter of Intent must be filed with the Election Board by all elected candidates stating their acceptance of the office for which they have been elected.
  - 1.151 The Letter of Intent is due in the ASLCSC Advisor's office no later than 4:30pm the Friday prior to Sine Die.
  - 1.152 Failure to submit a Letter of Intent is equivalent to declination of the position for which the candidate was elected.
- 1.160 A signed Statement of Acknowledgement indicative of comprehension of the ASLCSC Code of Ethics and Attendance Policy will be submitted no later than 4:30pm the Friday before Sine Die.
  - 1.161 Original copies of the Statement of Acknowledgement will be filed with the ASLCSC Advisor, ASLCSC Secretary, or designee.

## **1.200 Campaign Rules and Procedures**

- 1.210 Violation of the Election Code will result in punishment deemed appropriate by the Election Board.
  - 1.211 Punishment may comprise disqualification from ASLCSC elections, referral to the ASLCSC Advisor for possible dismissal from the council, and/or other censure at the discretion of the Election Board.
  - 1.212 The ASLCSC Advisor must be informed by the Election Board of any punishment it selects and may modify, support, or reject the Board's decision, within reasonability, in order to abide by LCSC policies and procedures.
  - 1.213 Any decision made by the ASLCSC Advisor regarding modifications to censures for violations may only be imposed with the approval of the Election Board.
- 1.220 Ignorance of the rules may not be considered a valid defense for violations of the Election Code.
  - 1.221 Candidates are responsible for any violations that occur on behalf of their candidacy.
- 1.230 The Presidential, Vice-Presidential, and Senatorial debates will be held no more than one month before the election. Senatorial candidates are required to participate in at least one (1) Election Board sponsored debate, with Presidential and Vice-Presidential candidates participating in at least two (2).

## **2.000 Election Rules and Procedures**

### **2.100 Ballots**

- 2.110 Voting will be conducted physically and electronically on the days designated in the General Election Calendar.
- 2.120 The names of all candidates must appear on the ballot if all requirements set forth in the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures are met.

- 2.130 Ballots must have write-in spaces available for legislative and executive positions equaling the number of votes the student is allowed to cast.
- 2.140 Absentee ballots, unless deemed unnecessary by the Election Board and/or ASLCSC Advisor, will be made available in the ASLCSC office.
- 2.200 Voting**
  - 2.210 Polling Booths for all elections will be in the Student Union Building, the Career Technical Education Building, and at least one (1) other location on campus, such as the library, that the Election Board deems appropriate.
  - 2.220 No person may vote without first presenting proof that they are a current student of LCSC.
    - 2.221 Proof will consist of a valid WarriorOne Card and/or other student identification card approved by the Election Board, ASLCSC Advisor, or designee.
  - 2.230 No proxy votes will be permitted.
  - 2.240 Voting will be done by Secret and Absentee Ballot, which will be provided by the Election Board.
  - 2.250 Absentee Ballots, if implemented, must 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.
  - 2.270 Further rules and regulations regarding voting can be found in the Election Code.
- 2.300 Election Results**
  - 2.310 All ballots must be tallied, manually and/or electronically, and reviewed at the Lewiston LCSC campus in the presence of at least three Election Board Members, including the Chairperson, and an official representative of LCSC selected by the Election Board.
    - 2.311 Absentee ballots will be tallied separately from the main Lewiston campus ballots.
  - 2.320 Unofficial election results must be communicated to all candidates via email on Thursday evening following the tallying and review of the votes.
    - 2.321 Included in the unofficial election results, the absentee ballots will have their own breakdown indicating the results when posted or published.
  - 2.330 All inquiries and/or formal complaints concerning elections must be presented to the Election Board in writing within five (5) business days following the election.
    - 2.331 All requests for hearing must be in physical and/or electronic writing and submitted to the Election Board and ASLCSC Advisor and/or designee.
  - 2.340 All election results must be certified by the Election Board at the first regularly scheduled ASLCSC Council meeting after the deadline for a hearing request or all questions, disputes, and irregularities are resolved.
    - 2.341 The certified results presented by the Election Board must be validated by a simple majority with a quorum.
    - 2.342 Should the ASLCSC Council disapprove of the certified election results, the Vice President for Student Affairs will designate an arbitrator other than the ASLCSC Advisor to settle the dispute. The arbitrator's decision regarding the validation of certified election results is binding.
    - 2.343 After either the approval of the Council or arbitration by the Office of Student Affairs, certified election results will be considered validated.



- 2.350** In the case of a tie vote for President, Vice-President, or the final Senate seat, a run-off election will be called by the Election Board within five (5) business days after the election has been validated.
- 2.351** Run-off elections will be considered as general elections for the purposes of investigations into violations of the election code, except in the case of deadlines which should be moved up in accordance with the dates of the new election to allow for sufficient time for investigation of complaints.
- 2.360** All disputes and irregularities will be decided by the Election Board, with serious violations of the election code considered to be criteria for referral to the Office of Student Affairs for violation of LCSC's Student Code of Conduct or to relevant law enforcement authorities for suspected violations of the law.

#### **V. Section C: Recall Elections**

- 1.000** Recall elections must be conducted no later than two (2) months after a petition with sufficient signatures has been received by the ASLCSC Advisor.
  - 1.100** A recall election requires a petition signed by ten percent (10%) of the eligible electorate in a manner that allows for verification of each signee's enrollment status.
- 2.000** Recall elections must take place during a consecutive Tuesday and Wednesday and are subject to the oversight of the ASLCSC Advisor.
- 3.000** Unless otherwise directed by the ASLCSC Advisor, recall elections must be conducted in the same manner as normal elections save for candidate debates, which will take place at the Advisor's discretion.
  - 3.100** Any Council member named in a recall election must have the opportunity to present their defense in a public forum.
- 4.000** Any recall election in which two thirds (2/3) of the votes are cast for the removal of the Council member in question constitutes a relinquishment of office by that Council member and the vacancy may be filled according to Article II Section A: Line 12.000 of the ASLCSC Bylaws.

#### **V. Section D: Ballot Initiatives and Referendums**

- 1.000** All referendums and initiatives must be examined by the Ethics Committee and ASLCSC Advisor prior to being placed on the ballot at a date no later than eight (8) weeks prior to the General Election.
- 2.000** Referenda which contain unacceptable language or that would result in a violation of campus policies must be prevented from being placed on the ballot and returned to its authors for revision.
- 3.000** The Election Board will assign a number to each referenda item to be displayed on the ballot with the organization, individual(s), or student group putting forth the referenda item.
- 4.000** Any legislation being passed via ballot initiative will be presented in its entirety on the ballot during the next General Election.

## Article VI—Eligibility and Qualification

### **VI. Section A: Eligibility for Membership**

#### **1.000 Eligibility**

**1.100** There is no academic grace period for any member of the ASLCSC Council.

**1.101** The ASLCSC Advisor or designee will review academic eligibility every semester, which consists of maintaining at least a 2.50 cumulative GPA, active enrollment in at least 6 credits at LCSC as a degree-seeking student, and upholding the Student Code of Conduct.

**1.200** ASLCSC Council Members must uphold the Student Code of Conduct and maintain professionalism whenever serving in an ASLCSC capacity.

#### **2.000 Relinquishment of Office**

**2.100** A voluntarily written and signed resignation may be submitted as a relinquishment of office.

**2.200** Any member of ASLCSC Council that no longer meets eligibility of membership, 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 Council position constitutes either the declination of the position and/or a relinquishment of office.

**2.400** Impeachment of a Council member by the process detailed in Article VI Section B of the ASLCSC Bylaws constitutes a relinquishment of office.

**2.500** A recall election decided in favor of removal of a Council member from office constitutes a relinquishment of office.

**2.600** In the case of multiple Council members becoming ineligible for office or resigning simultaneously, the order of succession is as follows:

- President
- Vice-President
- Senate Pro-Tempore
- Justice Senator
- Media Relations Senator
- CTE Senator
- General Senator
- CDA Senator
- Secretary

### **VI. Section B: Grievance Policy, Censure, and Impeachment**

#### **1.000 Definitions**

**1.100** A “Complainant” is defined as a student of Lewis-Clark State College. If an ASLCSC Council member wishes to file a complaint against another Council member, they are considered as officials rather than complainants.

**1.110** If an ASLCSC Council official wishes, they may file a complaint as a student.

**1.200** The term “Censure” is defined as taking away privileges for the purpose of expressing disapproval of the actions of a Council member.

**1.210** Elements of censure could be, but are not limited to, formal apology, public referral to the ASLCSC Advisor, removal from a committee(s), impeachment, and stipend modification.

**1.300** The term “Mediation” is defined as an agreement to enter into discussions with the ASLCSC Advisor and the other party to attempt to resolve a dispute to the satisfaction of both parties.

- 1.310** Mediation is defined as non-binding and solely reconciliatory for the purposes of ASLCSC grievance proceedings.
- 1.400** The term “Arbitration” is 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 arbitration, the decision by the third party is binding unless appealed to the Ethics Committee.
- 1.410** An agreement produced by mediation or arbitration must be in writing, signed by both parties, and filed with the ASLCSC Advisor.
- 1.420** Copies of the complaint must be distributed to the Ways and Means Committee and the Ethics Committee upon the filing of the complaint with the ASLCSC Council.
- 1.500** The complainant must be notified by the Ethics Committee chairperson within two (2) business days of the complaint being filed. 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 Justice Senator, not to exceed sixteen (16) business days.
- 2.000 Process of Complaint**
- 2.100** Unless otherwise prohibited by LCSC campus policies, ASLCSC grievances may proceed to the Ethics Committee only after an attempt at mediation and/or arbitration has been made. The Ethics Committee must receive all complaints and file them with the Ways and Means Committee.
- 2.200** If no mutually agreeable resolution can be found through mediation, the dispute may proceed to arbitration.
- 2.210** A grievance must be filed in writing with a letter of grievances specifying the inappropriate conduct of the member(s). These must be filed electronically with the ASLCSC Advisor or their designee before proceeding to arbitration.
- 2.220** The ASLCSC Advisor serves as arbitrator unless otherwise designated. The Advisor’s decision is binding unless appealed to the Ethics Committee.
- 2.300** If an appeal is made to the Ethics Committee, it must receive all complaints and file them with the Ways and Means Committee. The Ways and Means Committee must review and investigate the complaint and send it back to the Ethics Committee with their recommendation.
- 2.310** If the arbitrator has rendered a decision on the grievance proceeding, a copy of their decision in writing must be provided to the Ways and Means and the Ethics Committees along with a copy of the original complaint.
- 2.400** The Ethics Committee will then consider the recommendation from the Ways and Means Committee and decide on acquittal, censure, and/or impeachment.
- 2.500** If the respondent is censured, the Ethics Committee must submit the ruling as an agenda item to be introduced to the ASLCSC Council for a vote.
- 2.510** If the ASLCSC President is the subject of the recommendation by the Ethics Committee, the meeting will be presided over by the ASCLSC Vice-President or a designee selected by the ASLCSC Advisor.
- 2.600** If the ASLCSC Council votes to uphold the ruling from the Ethics Committee with a vote of two-thirds (2/3) of the Council with all sitting members present, the respondent may submit an appeal in writing to the ASLCSC Advisor if they believe this ruling is in violation of ASLCSC Bylaws, the ASLCSC Constitution, and/or LCSC policies and procedures.
- 2.700** Upon an appeal, the ASLCSC Advisor or designee will review the case and sentencing for compliance with the ASLCSC Constitution, ASLCSC Bylaws, and LCSC policies &

procedures. They will then determine whether to uphold the ruling or issue a corrective ruling to bring it into compliance with said policies.

- 2.710** The ASLCSC Advisor must issue a decision within five (5) business days of the vote. This decision must be presented to an Executive Session of the ASLCSC Council within two (2) business days of issuance and must be distributed in writing as soon as possible to the disputing parties. The ASLCSC Advisor's decision is final and may not be appealed through ASLCSC internal proceedings.
- 2.800** Impeachment by a two-thirds (2/3) vote of the Council with all sitting members present, unless otherwise specified by the ASLCSC Advisor, and constitutes a relinquishment of office unless the decision is ruled unconstitutional by the ASLCSC Advisor.

## **VI. Section C: Eligibility for Credits**

### **1.000 Eligibility for Credits**

- 1.100** All members of the ASLCSC Council are eligible for academic credit at the discretion of the ASLCSC Advisor. Members are eligible for credit(s) for their respective positions as listed below.
- 1.110** The ASLCSC President may be eligible to receive four (4) credits per semester in SD-330 Practicum in Student Government.
- 1.120** The ASLCSC Vice-President and Senate Pro-Tempore may be eligible to receive three (3) credits per semester in SD-330 Practicum in Student Government.
- 1.130** The ASLCSC Senators may be eligible to receive two (2) credits per semester in SD-130 Practicum in Student Government.
- 1.140** Other students who assist the ASLCSC Council with various assignments and special projects may be eligible for some practicum credit as arranged on a per-case basis with the ASLCSC Advisor.
- 1.150** Student Development credit(s) are elective credit(s), which generally are not used to fulfill core or major requirements. Eight (8) hours maximum of Student Development credit may count toward a Bachelor's degree. Grading is Pass/Fail by decision of the ASLCSC Advisor.
- 1.151** The ASLCSC Advisor will review eligibility every semester.

## **VI. Section D: Eligibility for Stipend**

### **1.000 Eligibility for Stipend and Stipend Modifications**

- 1.100** Members of the ASLCSC Student Council are eligible to receive a stipend regardless of their voting record unless subject to stipend modification or stipend reduction. The stipend must be determined as follows:
- 1.110** Eligible members will receive a full stipend by serving a complete semester while fulfilling all ASLCSC obligations and meeting all eligibility requirements.
- 1.120** If members resign or are removed from office, they will receive a prorated portion of their stipend unless further censured.
- 1.130** Members who fill vacant positions will receive a prorated stipend.
- 1.140** The ASLCSC Pro-Tempore will be responsible for submitting stipend information by the deadline. If the Senate Pro-Tempore is unable to meet the stipend deadline, the responsibility will fall to the ASLCSC President, then to the ASLCSC Advisor.
- 1.141** The ASLCSC President will, upon completion of each semester, receive a stipend equal to three thousand dollars (\$3,000.00).
- 1.142** The ASLCSC Vice-President will, upon completion of each semester, receive a stipend equal to two thousand dollars (\$2,000.00).

- 1.143 The ASLCSC Senate Pro-Tempore, Media Relations Senator, and Justice Senator will, upon completion of each semester, receive a stipend equal to one thousand five hundred dollars (\$1,500.00).
- 1.144 All other ASLCSC Senators, upon completion of each semester, will receive a stipend equal to one thousand two hundred dollars (\$1,200.00).
- 1.145 The ASLCSC Advisor or designee will review stipend eligibility every semester.
- 1.146 Stipends may be split into multiple payments per semester, as decided by the ASLCSC Advisor.
- 1.150 In accordance with censure outlined in line with Article VI Section B, once initiated by the Ways and Means Committee after the grievance process, a stipend modification must be backed by written and signed documentation, with a copy to be given to the ASLCSC Council member whose stipend has been reduced and the original to the ASLCSC Advisor for proper recordkeeping.
- 1.151 In the case of a stipend modification passing, the vote must be formally recorded on a paper ballot to include each affirming Council members' signatures.
- 1.160 Any ASLCSC Council member receiving a stipend modification may appeal said modifications to the ASLCSC Advisor for a review of constitutionality within five (5) business days. Unless there is a clear violation of LCSC Policy, other applicable policies, labor laws, or the ASLCSC Bylaws and Constitution, the ruling of the Council is final on stipend modifications.
- 1.170 Any stipend modifications must be kept as confidential as possible until a constitutionality review or six (6) business days have passed.

## **2.000 Administrative Oversight & Stipend Reductions**

- 2.100 As per ASLCSC Bylaws Article II Section A, all members of the ASLCSC Council may be subjected to stipend reduction as deemed necessary by the ASLCSC Advisor and upon the majority vote of the ASLCSC Council.
- 2.110 The ASLCSC Advisor will request that the item be added to the agenda in the following format: "Stipend Reduction of <Position> <Last name> for the amount of <value of old stipend less the value of the reduced stipend>."
- 2.120 If a Council member believes they have had their stipend reduced unconstitutionally or unfairly, they may file a complaint with LCSC Human Resources Department.
- 2.200 While stipend modifications pursued by the Ethics Committee must be kept confidential for a period, stipend reductions brought forward by the ASLCSC Advisor must be subject to public debate to ensure transparency.
- 2.300 Stipend reductions are to be initiated by the ASLCSC Advisor only when internal grievance proceedings and the stipend modification process have both proven insufficient or if ASLCSC Council Members are unwilling to initiate such proceedings in the context of clear evidence of misconduct.
- 2.400 The ASLCSC President may not exercise a veto in stipend reduction or modification proceedings, nor may the ASLCSC Vice President cast a tie breaker vote.

## Article VII—Office Procedures

### **VII. Section A: ASLCSC Office Procedures**

#### **1.000 Office Supplies**

- 1.100** Office supplies are to be used exclusively by ASLCSC and official clubs and organizations.
- 1.200** Office supplies include, but are not limited to, paperclips, post-it notes, staplers, tape, three-hole punches, forms, stationary, envelopes, printer cartridges, and notepads.
- 1.300** Computers, printers, and paper may be used in moderation for homework.
- 1.400** Theft of office materials may result in removal from office and legal prosecution.
- 1.500** ASLCSC Council computers are reserved for Council members' use only.
- 1.600** The ASLCSC kitchenette is a shared space with Student Activities and must be kept clean at all times.

#### **2.000 Office Hours and Office Locations**

- 2.100** The ASLCSC President and Vice-President must serve a minimum of four (4) office hours per week during the academic year.
- 2.200** The ASLCSC Senate Pro-Tempore, Media Relations Senator, and Justice Senator must serve a minimum of three (3) office hours per week during the academic year.
- 2.300** All other ASLCSC Senators must serve a minimum of two (2) office hours per week during the academic year.
- 2.400** All Council members are responsible for communicating to the Senate Pro-Tempore and ASLCSC Advisor any changes to normally scheduled office hours.
  - 2.410** Notices regarding changes in office hours must be provided in written form at least twenty-four (24) hours prior to conducting office hours.
  - 2.420** Missed office hours can be fulfilled by additional scheduled meetings associated with ASLCSC Council member duties and responsibilities or through remote office hours.
  - 2.430** ASLCSC Council members' offices will be located in the Student Union Building in room 219; The office of the President and Vice President is in 219C, and the Senators' Chambers is in 219D.
- 2.500** Record Keeping of Office Hours
  - 2.510** Office hours can be recorded using electronic timekeeping methods.
  - 2.520** Failure to record office hours will lead to the following disciplinary actions: (1) verbal warning from the Senate Pro-Tempore, (2) written warning from the Senate Pro-Tempore, and (3) a formal meeting with the ASLCSC Advisor which may result in further disciplinary actions, such as a stipend reduction. See Article VI Section D for further information on stipend eligibility and stipend modifications.

### **VII. Section B: ASLCSC Secretary Position and Procedures**

#### **1.000 Purpose**

- 1.100** The ASLCSC Secretary position is to provide up to one (1) student at a time per school year with work and student government experience, as well as provide the ASLCSC assistance with ASLCSC general operations.
  - 1.110** The general operations with which the Secretary is expected to assist is at the discretion of the ASLCSC Advisor.

#### **2.000 Activation**

- 2.100** The ASLCSC Secretary position can be activated at any time by the ASLCSC Advisor if the ASLCSC Advisor believes that the ASLCSC Council Members require assistance in ASLCSC general operations as stated in Article VII Section B: Subsection 1.000.

### **3.000 Deactivation & Removal from Office**

- 3.100** The ASLCSC Advisor can terminate the Secretary position at the ASLCSC Advisor's discretion.
- 3.200** The ASLCSC Advisor may remove the ASLCSC Secretary at their discretion.
- 3.300** The ASLCSC Council may remove the Secretary from office with a two-thirds (2/3) vote after a recommendation from the Ethic Committee.

### **4.000 Qualifications**

- 4.100** To qualify, students interested in the ASLCSC Secretary Position are required to:
  - 4.110** Attend LCSC as a degree-seeking student while enrolled in at least six (6) credits per semester at the time of appointment.
  - 4.120** Have an academic standing with a cumulative 2.50 GPA or above.
    - 4.121** Exceptions may be made for new students who are attending their first semester at LCSC if they are considered sufficiently qualified and experienced for the position at time of appointment by the ASLCSC Advisor.
  - 4.130** Be able to attend mandatory weekly Council meetings.
    - 4.131** These meetings include, but are not limited to, the weekly ASLCSC Council meetings on Tuesdays and Thursdays at 4:30pm.

### **5.000 Responsibilities**

- 5.100** The ASLCSC Secretary, once accepting the position, will be required to:
  - 5.110** Maintain at least, but not limited to, one (1) office hour per week.
  - 5.120** Attend all mandatory ASLCSC Council meetings.
    - 5.121** If the Secretary is unable to attend a mandatory Council meeting, they are required to inform the ASLCSC Advisor and/or ASLCSC Council members as soon as possible.
  - 5.130** Record the minutes at all public Tuesday Council meetings.
    - 5.131** The Secretary must submit the minutes to the ASLCSC President no later than twenty-four (24) hours prior to the next Tuesday Council meeting to ensure timely distribution to Council members.
  - 5.140** Assist with all activities and events that are hosted, assisted, and/or provided by ASLCSC as designated by the ASLCSC Advisor and/or designee and approved by the ASLCSC President.
    - 5.141** If unable to assist with an activity and/or event, the Secretary is expected to inform the ASLCSC Advisor as soon as possible.
  - 5.150** Act as a replacement for committee seats as designated by the ASLCSC Advisor and/or designee.
  - 5.160** Uphold and abide by the ASLCSC Constitution and Bylaws, as well as to abide by the requirements and expectations listed in Article VII, Section B.
    - 5.161** Failure to abide by these requirements may result in such repercussions as reduction in stipends or removal from the ASLCSC Secretary position.

### **6.000 Benefits**

- 6.100** The ASLCSC Secretary, upon completion of each semester, receives a stipend equal to seven hundred fifty dollars (\$750.00).
- 6.200** The ASLCSC Secretary is eligible for one (1) academic elective credit in SD 130 Practicum in Council Leadership Development.

Article VIII—College Administrative Policies and Procedures

**VIII. Section A: Administrative Policy Conflicts**

- 1.000** The ASLCSC Council authorizes LCSC Administration to exercise their judgment in such cases that the Bylaws conflict with administrative procedure and/or guidelines. Possible incompatibilities should be referred to the ASLCSC Advisor for constitutional review.
- 2.000** The ASLCSC Council reserves the right to publicly voice disapproval of and appeal any administrative decision regarding a constitutionality review by passing a Dispute of Review.
- 2.100** A Dispute of Review is defined as a special resolution voicing disapproval of an administrative constitutionality review. It may only be passed with the three-quarters (3/4) approval of a General Session consisting of all sitting ASLCSC Council members, including the President and Vice-President as voting members, in a Special Executive Session.
- 2.110** If passed, a letter explaining the rationale for the Dispute of Review must be provided electronically to the Vice President for Student Affairs with a request to appeal the decision issued by the ASLCSC Advisor. The Vice President of Student Affairs may review the case at their discretion or appoint a designee from their office to review the case in their stead.
- 2.120** A second Dispute of Review of the decision issued by the VP of Student Affairs may be issued to the President of LCSC with an electronic and written submission to the President of LCSC by the President of the ASLCSC Council upon a three quarters (3/4) vote of all elected members of the Council.
- 2.130** A Dispute of Review has no other force of policy, procedure, or law as it is solely a resolution. The ASLCSC Council must abide by all LCSC Administrative decisions and only appeal administrative review through relevant institutional and/or legal channels.



**Article IX—Ratification**

**IX. Section A: Ratification**

**1.000 Omnibus Revisions**

- 1.100** The first omnibus revision of this document was ratified by the ASLCSC Council for AY2017-2018 on September 12<sup>th</sup>, 2017.
- 1.200** The second omnibus revision of this document was ratified by the ASLCSC Council for AY2017-2018 on October 10<sup>th</sup>, 2017.
- 1.300** The third omnibus revision of this document was ratified by the ASLCSC Council for AY2017-2018 on November 14<sup>th</sup>, 2017.
- 1.400** The fourth omnibus revision of this document was ratified by the ASLCSC Council for AY2019-2020 on September 3<sup>rd</sup>, 2019.
- 1.500** The fifth omnibus revision of this document was ratified by the AY2020-2021 ASLCSC Council for AY2021-2022 on April 20<sup>th</sup>, 2021.
- 1.510** The approving Council consisted of the following ten (10) members:
- I. ASLCSC President Gabe Mowry
  - II. ASLCSC Vice-President Caden “C-Mass” Massey
  - III. Senate Pro-Tempore Madeleine Hill
  - IV. Media Relations Senator Zoe Undercuffler
  - V. Justice Senator Lacey Schmidt
  - VI. Committees Senator Emilio Lopez
  - VII. Senator Dakota Hall
  - VIII. Senator Kody Henslee
  - IX. Senator Nikolous Bertling
  - X. Senator Peggy Gunther
- 1.520** Special thanks to Vice President for Student Affairs Andy Hanson, ASLCSC Advisor Holly Daugherty, ASLCSC Advisor Tate Smith, and Parliamentarian Kason Seward.
- 1.600** The sixth omnibus revision of this document was ratified by the AY2022-2023 ASLCSC Council for AY2023-2024 on March 9<sup>th</sup>, 2023.
- 1.610** The approving Council consisted of the following ten (10) members:
- I. ASLCSC President Caden “C-Mass” Massey
  - II. ASLCSC Vice-President Dakota Hall
  - III. Senate Pro-Tempore Thomas Storm
  - IV. Media Relations Senator Hannah Winter
  - V. Justice Senator Coleby Kauffman
  - VI. Committees Senator Jace Sams
  - VII. CTE Senator Kerby Cole
  - VIII. Coeur d’ Alene Senator Stephanie Coates
  - IX. Senator Cecily Puckett
  - X. Senator Xander McDowell
- 1.620** Special thanks to Vice President for Student Affairs Andrew Hanson, ASLCSC Advisor Kristin Myers, SUB/CSL Director Tate Smith, Andrea Baldus, and ASLCSC Secretaries Nikolous Bertling and Octavio Serecero.
- 1.700** The seventh omnibus revision of this document was ratified by the 2023-2024 ASLCSC Council for AY2024-2025 on January 30<sup>th</sup>, 2024.
- 1.800**

**BYLAWS OF THE ASSOCIATED STUDENTS OF LEWIS-CLARK STATE COLLEGE**