

Bylaws of the ASULV
Revised Spring 2026

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Bylaws of the ASULV
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ARTICLE I. ELECTIONS CODE

VACANCIES

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

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

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

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

1. ASULV Senator Pro Tempore
2. ASULV Vice President of Finance
3. ASULV Vice President of Marketing
4. ASULV Vice President of Communications

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

Candidates for all open positions must fulfill the qualifications set forth in this document as if they were participating in the General Election.

ASULV OFFICER ELIGIBILITY

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

1. Meet and maintain (semester and cumulative) a grade point average of 2.75.
2. Be a full-time, traditional-aged, undergraduate student.
3. Elected officers may be elected to a maximum of two (2), one-year terms for the same office.
4. No elected or appointed officer may serve as Chairperson or a committee chairperson of the Campus Activities Board (CAB).
5. Disqualified candidates are ineligible to run as write-in candidates for the position from which they were disqualified.
6. All newly elected or returning ASULV Senate and E board members are required to sign a non-disclosure agreement.

ELECTIONS

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

1. **ASULV Presidential/Executive Vice-Presidential Ticket.** A candidate for the office of ASULV President and a candidate for the office of ASULV Executive Vice President shall compose a ticket and shall run together on that ticket.
2. **ASULV Senators.** Candidates for ASULV college Senators shall be elected only by the eligible voter(s) in the college/school the candidate represents. Each college/school candidate must be a member of that college during their term of office. In addition, there shall be six (6) at-large senators to be elected by the eligible voter(s) of the student body. No candidate may appear on the written ballot multiple times or accept election for more than one (1) office.
3. A plurality vote is necessary to elect the ASULV President/Executive Vice President ticket to office in the ASULV General Election. In the event of a tie between candidates, a run-off election will be held between the top (2) candidate tickets.
4. A plurality vote is necessary to elect a candidate to the ASULV Senate in the ASULV General Election. The winning candidate(s) must achieve a majority of the votes cast in the General Election.

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

OFFICER TRANSITION AND LEADERSHIP TRAINING

Section 1 – ASULV Student Leadership Training. The current ASULV members shall plan a minimum of one (1) transition meeting with newly elected and appointed ASULV members to receive student leadership training.

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

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

ASULV ENDORSEMENTS

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

ELECTION PROCEDURES

Section 1 – Election Procedures. ASULV elections and/or referendums shall be conducted utilizing an approved format and accessible to all full-time, traditional-aged, undergraduate students enrolled at the University of La Verne. Elections will take place within the following format. Each currently enrolled, full-time, traditional-aged, undergraduate student shall be able to vote for the following offices: ASULV President/Executive Vice President, ASULV Senators at-Large and ASULV Senators representing their individual college.

1. Elections will take place over three (3) consecutive days (Monday-Wednesday) in the 8th week of the Spring Semester.
2. Elections will be posted on Campus Labs Engage available for students to vote from 8 A.M. on the Monday of the 8th week of the Spring Semester and will close at 2 P.M. on the Wednesday of the 8th week of the Spring Semester.

3. Any visually and/or physically challenged voter who requires assistance in voting may have a person of their own choosing, who is not running for an elected position, assist them with the voting process.
4. All Election ballots will be counted and confirmed by three (3) independent ULV staff members and announced on Wednesday by 9 P.M.. All results and documentation shall be retained by the Office of Student Engagement and Belonging for one (1) calendar year.
5. The Friday following the elections, the appointed Executive Board member applications are due. Interviews will be conducted by the newly-elected ASULV President and ASULV Executive Vice President the following week and appointed members will be notified by the Friday following the elections week.
6. The Campus Activities Board Executive Chairpersons shall be selected each spring by the incoming ASULV President, ASULV Executive Vice President, their designate if needed, Campus Activities Board Advisor, and an appointed student representative from the Office of Student Engagement and Leadership. All subsequent positions will be selected by the CAB Executive Chairpersons and the Campus Activities Board Advisor.
7. The applications for the position of ASULV Senator Pro Tempore must be submitted to the ASULV Executive Vice President by the ASULV Senate Meeting in the 2nd week of the fall semester and appointed at the following ASULV Senate Meeting.

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

1. Candidate's full name, student identification number, address, contact information (email and phone), fall semester grade point average and cumulative grade point average.
2. Candidate statement (150 words or less) outlining the candidate's goals, ideals, or important on-campus issues.
3. All Candidates must attend a Candidate orientation meeting to be held during the 6th week of the spring semester (not including Spring Break). The meeting shall consist of an explanation of the Elections Code, overview of the Election's timeline and a question and answer period. Absences from candidates/tickets will disqualify them from running for an elected office.

Section 3 – Elections Promotions/Campaigning. All ASULV General Election promotions and campaigning materials must adhere to the University of La Verne Posting Policy as well as the following guidelines:

1. All candidates, including write-ins, shall conduct their campaign in accordance with the provisions included within this Elections Code.
2. All candidates shall be listed on the ballot under the name specified in the candidate application packet. All subsequent literature, including, but not limited to signs, fliers, buttons, stickers, advertisements and other campaign materials must read the candidate's name exactly as it appears on the ballot.
3. Harassment, as defined within the University of La Verne Code of Conduct, is prohibited. This includes, but is not limited to verbal, written (print or electronic) and/or physical abuse by any candidate(s).

4. Advertising or campaigning, which is libelous or slanderous, is prohibited.
5. Campaigning includes any verbal or non-verbal action that promotes the election of an official or write-in candidate(s). This includes any material(s) that promote the election of a candidate(s).
6. Verbal campaigning shall be defined as persuasive speaking to a prospective voter(s) that promotes the election of a candidate(s).
7. Active campaigning shall be defined as distribution of any material(s) which promotes the election of a candidate(s).
8. Campaigning may begin no earlier than Monday at 8am on the 7th week of school in the spring semester. The campaign period ends at 2pm on the last Wednesday of elections on the 8th week of the spring semester.
9. No partisan election materials of any kind shall be worn or displayed by any person assisting in the implementation of the General Election, counting of ballots and/or working at the polls/elections booths.
10. There shall be no advertising or campaigning that interferes with classroom instruction without consent of the professor or instructor.
11. An original of all the printed and/or electronic campaign material(s) must be submitted to the Office of Student Engagement and Leadership before distribution to determine the ownership of the printed campaign material(s) and accountability of a candidate(s) for said material(s).
12. There shall be no verbal or written campaigning (use of fliers, buttons, stickers, signs, etc.) during ASULV Senate Meetings, ASULV Executive Board Meetings and/or meetings of any board or committee under its jurisdiction.

Section 4 – Campaign Finances. Candidates shall be required to turn in to the Office of Student Engagement and Leadership a campaign finance statement listing all their campaign expenses by 5pm, the day after the General and/or Run-Off Elections. This statement shall include the following:

1. The receipt(s) of all items purchased. This shall include the name and telephone number of the seller/company.
2. A listing of all gifts, donations, and/or rental material(s).
3. All professional labor costs.
4. All previously owned material(s).
5. All newspaper ads and classified ads which promote a candidate, unless it can be shown that the candidate did not consent to the placement.
6. Written estimates for any expense(s) without a receipt must also be attached. This includes estimates for donated item(s) and/or service(s).
7. An itemized campaign expense statement shall be required of all candidates regardless of the amount of money spent, even if no money is spent.
8. If a candidate receives any gifts, discounts and/or donations, retail cost shall be counted in the candidate's expenditure statement.
9. A candidate running under an ASULV General Election shall be allowed to accumulate a maximum total of \$250 in gifts, discounts and/or donations by businesses and/or organizations per person.

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

1. ASULV Administrative Advisor as an ad hoc member and chair of the committee
2. Four (4) non-ASULV, non-partisan students selected by the Office of Student Engagement and Leadership.
3. A faculty representative selected by the Provost or designee.

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

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

ARTICLE II. EXECUTIVE OFFICERS

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

1. Chair and be the ex-officio member of the ASULV Senate.
2. Create executive or special committees and establish the parameters governing their operations.
3. Appoint Executive Officer positions with consultation from the ASULV Executive Vice President and a two-thirds (2/3) affirmation vote from the ASULV Senate.

4. In coordination with the ASULV Executive Vice President, establish the annual goals and objectives for ASULV and share them with the ASULV Senate.
5. Sign or veto all measures adopted by the ASULV Senate within seven (7) business days after being adopted.
6. Per the recommendation of the ASULV Vice President of Communications, finalize the agenda for all ASULV Senate Meetings.
7. Call for a special meeting of the ASULV Senate if deemed necessary.
8. Recommend to remove appointed officers with a two-thirds (2/3) majority approval of the ASULV Senate.
9. Execute all student government affairs or delegate responsibility of ASULV students to Executive Officers.
10. Implement all measures adopted, including financial legislation, by the ASULV Senate or ruled upon by the ASULV Executive Board.
11. Be responsible for ensuring the proper operation of ASULV during summer and interim sessions.
12. Have such other powers as necessary for the fulfillment of the duties of the office and are consistent with the other provisions of this Constitution.

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

1. Act in place of the ASULV President during leave of absence, incapacity or resignation.
2. Be an ex-officio member of the ASULV Senate and may only cast the tie-breaking vote.
3. Assume such executive functions may be delegated by the ASULV President.
4. Assist the ASULV President in establishing the annual goals and objectives for ASULV.
5. Appoint members of ASULV and Senators at-Large to various internal standing and ad hoc committees.
6. Assign ASULV Senators to be liaisons to a variety of on campus constituencies.
7. Coordinate the ASULV Senator selection process to fill vacant seats in both at-Large and individual college positions. Narrow down the applicants to multiple, qualified candidates to bring in front of the ASULV Senate at an ASULV Senate Meeting.
8. Coordinate the election process of the ASULV Senator Pro Tempore.
9. Maintain records of all University committees with student representation and establish appointees for the committees.
10. Hire students to carry out and manage the business affairs of the student government, including the execution of policies approved by the ASULV Senate and the day-to-day operations of ASULV facilities and offices.

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

1. Be an ex-officio member of the ASULV Senate.

2. Receive, process and maintain all budget requests and funding for ASULV and other ULV recognized organizations and departments in a timely fashion.
3. Draft, maintain and distribute bi-weekly updates for the ASULV financial accounts.
4. Have final authority on all recommendations to the Senate on annual budget allocations.
5. Present the annual and semiannual ASULV budget to the ASULV Senate.
6. Serve as a liaison to the University finance office.
7. Chair the ASULV Finance Committee.

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

1. Be an ex-officio member of the ASULV Senate.
2. Maintain records of attendance of all official meetings, office hours and mandatory events.
3. Develop and disperse the weekly meeting agendas.
4. Based upon requests from the student body, make agenda recommendations to the ASULV President for the ASULV Senate Meetings.
5. Serve as the official record keeper of ASULV Senate Meetings and ASULV Executive Board Meetings.
6. Disperse emails and other forms of internal office communication with all ASULV members.
7. Maintain and retain historical data including forms, documents, minutes, agendas and *Campus Times* articles that pertain to ASULV.

Section 5 – ASULV Vice President of Marketing. The ASULV Vice President of Marketing shall be appointed by the ASULV President with a two-thirds (2/3) affirmation vote from the ASULV Senate and has the authority and responsibility to:

1. Create marketing materials and promotional items for ASULV-related issues or events.
2. Update and maintain the ASULV website.
3. Approve all postings, surveys or fliers displaying the ASULV logo.
4. Keep all records of all postings, surveys, or fliers displaying the ASULV logo.
5. Oversee the coordination and organization of all ASULV events and programs.
6. Organize ASULV booths at events such as club fairs, homecoming and Spotlight Day.
7. Coordinate all marketing efforts, communication with on campus publications and serve as the liaison to the University Relations to inform the campus community about ASULV programs, services and initiatives.
8. Order standard ASULV position name badges/placards and standard ASULV business cards if/when necessary.
9. Oversee the use of name badges/placards at ASULV Senate Meetings and standard ASULV business cards.

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

1. Act as a voting member of the ASULV Executive Board.
2. Act as a communicative and representative liaison between the ASULV Senate and Executive Board.
3. Ensure continuity of ASULV through equitable advocacy of Senate interests.
4. Fulfill all duties of ASULV Senator as outlined in Article III, Section 1 of the ASULV Bylaws.

Section 7 – ASULV Executive Board Interim. In the event of a vacancy on the ASULV Executive Board, a member of the ASULV Senate may be appointed to serve in an interim capacity until a permanent replacement is secured. The interim appointment shall be approved by a two-thirds (2/3) majority vote of the ASULV Senate. An ASULV Executive Board Interim appointee shall receive compensation at the rate corresponding to the position they are temporarily filling and shall retain full voting rights as a member of the Senate during their interim service. The ASULV Executive Board Interim member shall have the authority and responsibility to:

1. Act as a voting member of the ASULV Executive Board;
2. Chair a committee; and
3. Fulfill all constitutional duties and requirements of the position being filled.

Section 8 – Campus Activities Board (CAB) Chairperson. Campus Activities Board (CAB) Chairperson has the authority and responsibility to:

1. Be recognized as ASULV Vice President of Programming
2. Attend all ASULV Senate Meetings.
3. Attend ASULV Executive Board Meetings when requested by the ASULV President.
4. Communicate weekly programs, events and initiatives of CAB each week at ASULV Senate meetings.
5. Present an end-of-the-semester report to the ASULV Senate summarizing the outcome of all CAB events.

ARTICLE III. ASULV SENATE

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

1. Be a voting member of the ASULV Senate.
2. Act with vested legislative authority with ASULV.
3. Ratify Chairpersons and committee members by a two-thirds (2/3) majority vote of the ASULV Senate.
4. Have the authorization to determine the general policies of ASULV.
5. Legislate rules and regulations, as well as maximum and minimum sanctions for violations of these rules and regulations, which govern the individual members of the

groups of ASULV in accordance with the Students Bill of Rights and other University regulations.

6. Have the authority to override an ASULV Presidential veto by two-thirds (2/3) vote of the ASULV Senate.
7. Approve the ASULV annual budget by a two-thirds (2/3) majority vote.
8. Serve as a representative to appointed committees, programs and/or departments.
9. Be responsible for researching advocacy issues relating to their constituency and sharing the information with the ASULV Senate for legislative action.
10. Collect and input data from surveys about pertinent student issues on campus.
11. Update and maintain a record of all ASULV minutes, agendas, weekly reports, contacts, issues, activities and/or programs to be passed on to the following ASULV Senate.

ARTICLE IV. ASULV AMBASSADORS

Section 1- ASULV Ambassadors. The following are the responsibilities of the ASULV ambassadors.

1. Maintain a 2.5 GPA during the interview process and throughout their time as Ambassador in ASULV.
2. Have the option to attend weekly Senate meetings.
3. Have the option to attend weekly Committee meetings.
4. Are responsible for attending Ambassador meetings with the Executive Vice President.
5. Are responsible for one hour of ASULV work per week.
6. Are not allowed to be in CAB and ASULV simultaneously.
7. Maintain good judicial standing.

ARTICLE V. ASULV ADVISOR(S)

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

1. Be appointed by the Dean of Student Affairs and act as a non-voting unofficial member.
2. Act as an observer and ensure that the University's policies are being adhered to.
3. Must attend all ASULV Senate Meetings, ASULV Executive Board Meetings and ASULV-run programs and/or events.
4. Support the student body.
5. Oversee the budget and the expenditures of ASULV and provide a signature on the payroll and any other expenditure forms.
6. Provide student leadership training for ASULV members.
7. Maintain records on Amendments, Bylaws and/or Constitutional changes.
8. Act as the liaison between the students and Student Affairs.

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

1. Be appointed by the Provost and act as a non-voting unofficial member.
2. Act as an observer and ensure that the University's policies are being adhered to.
3. Must attend all ASULV Senate Meetings; unless directed otherwise.
4. Act as the liaison between the students and the faculty/administration.

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

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

ARTICLE VI. STRUCTURE AND OPERATIONS

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

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

1. ASULV Senate Meetings: Each member of ASULV shall attend all official meetings and have no more than one (1) unexcused absences per semester.
 - a. Excused absences - In the event that an ASULV member is unable to attend an official ASULV Senate Meeting, that member must submit a or emailed excuse (i.e. illness, medical appointment/emergency, family emergency) note to the ASULV Vice President of Communications at least twenty-four (24) hours in advance.
 - b. Tardies - A member of ASULV will be considered tardy if they arrive after the meeting is called to order.
 - i. If a member of the ASULV is tardy three (3) times, it will equal one (1) absence.
 - c. Unexcused absences - If a member of ASULV shows up after at least two-thirds (2/3) of the meeting in underway, it will equal an unexcused absence.
 - d. Leaving early - Leaving any meeting early is not acceptable, unless otherwise specified with ASULV Executive Board. All ASULV Senators shall serve a minimum of four (4) hours of work for ASULV each week. Hours include attendance at internal committee meetings, ad hoc committee meetings, office hours, ASULV mandatory events and/or other meetings or events deemed acceptable by the ASULV President and approved by the ASULV Executive Vice President.
2. All ASULV Executive Board Members, including the Senator Pro Tempore, shall serve a minimum of six (6) hours of work for ASULV each week. Hours include attendance at internal committee meetings, chair committee meetings, ad hoc committee meetings, faculty/administration meetings, office hours, ASULV mandatory events and/or other meetings or events deemed acceptable by the ASULV President and approved by the ASULV Executive Vice President.

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

1. Committees may hold closed (executive) sessions to consider the appointment, employment or dismissal of any employee under its jurisdiction or to hear

complaints and/or charges brought against such employees, except if such employee requests a public hearing. As a condition to holding a closed (executive) session on complaints and/or charges against an employee, such employees shall be personally given notice of the hearing, at least twenty-four (24) hours before it commences. Any closed (executive) session must be so indicated on the agenda.

2. All Executive Board meetings are closed (executive) sessions.

ARTICLE VII. LEGISLATIVE PROCESS

Section 1 – Funding Policy. The ASULV Finance Committee exists to allocate funds for programs, activities and events which aims to enhance the educational mission of the University of La Verne and support student life on campus. The Committee takes seriously the role they play in this process and works hard to be impartial keeping in mind the needs and interests of the ULV student community. Due to limited funds, all requests may not be fully funded each year. Club funding decisions are evaluated based on events and conferences that promote student engagement on campus.

All recognized organizations are encouraged to seek support for activities and programs which they feel benefit our campus community. ASULV will fund clubs and organizations on a 8-week system with the following format:

- a. ASULV Internal Program Funding:
- b. The ASULV Finance Committee allocates funds annually to ASULV initiated and coordinated programs such as: Campus Activities Board (CAB) and Fraternity & Sorority Life (FSL). These programs, affiliated with ASULV, request funding at the end of the academic year for the upcoming year and are allocated funds in advance of all other funded programs. This process includes a detailed budget proposal and previous year/previous funding evaluation submitted to the ASULV Finance Committee and formal presentation to the ASULV Senate. Funds allocated to these groups and departments support the educational mission of the institution and fund activities and programs which enhance student life at ULV. A detailed timeline and outline of this process can be found in Addendum A.
- c. **Internal Program Funding Process Details:** Below is a list of guidelines for ASULV-initiated and coordinated programs to keep in mind when requesting funding. Only the following ASULV-initiated and coordinated programs can request funding once a year:
 - i. Campus Activities Board (CAB)
 - ii. Fraternity & Sorority Life (FSL)
 - iii. ASULV Senate and Executive Board Expenses
- d. A detailed budget request must be completed by the deadline and submitted to the ASULV Vice President of Finance. Information about funding and the deadline can be obtained from the VP of Finance.

- e. Groups will be contacted for a presentation to the ASULV Senate.
- f. All presentations by groups requesting funding are limited to 15 minutes, with a question-and-answer period to follow.
- g. All budget requests will be evaluated on the following criteria:
 - i. Application (clearly written/typed, detailed expense reports, etc.)
 - ii. Presentation (appropriate dress, handouts, PowerPoint/visual aids, clear communication of information)
 - iii. Success of previous events funded by ASULV (documentation appreciated)
 - iv. Impact to the general student body. How many traditional-aged undergraduate students will benefit from the program? How will it enhance student life at ULV?
 - v. Does the proposed program support one or more of the four major components that affirm a positive and rewarding life for students: A Values Orientation, Community and Diversity, Lifelong Learning, and Community Service.
 - vi. In what ways has your organization implemented fiscal responsibilities?
 - vii. Detailed timeline of proposed events and activities for the upcoming year. Have they demonstrated that they understand all of the challenges with coordinating events and are on pace with ensuring that they will be completed in the appropriate time frame?
- h. Groups which positively address these criteria through their applications and presentations have, based on previous years, been shown consideration for funding. However, all funding allocations remain up to the ASULV Funding Committee members and the ASULV Senate.
- i. **Internal Program Funding Program Evaluations:** When money is transferred from ASULV to an internally funded group, that group automatically enters into a contract with ASULV which will require them to report back on the success of any and all ASULV-funded programs. The following outlines the process of how groups are required to communicate with ASULV:
 - i. Because of the size and scope of ASULV internally funded programs, groups are expected to create appropriate feedback and evaluation components which enable them to critically evaluate the success of their programs on their own. The creation, distribution and collection of this information are the responsibility of the funded group. Examples of evaluation forms can be found on the ASULV website.

- ii. During the annual funding process, internally funded programs are required to share examples of evaluations they conducted over the past year in their funding presentation along with a written detailed description of all evaluations conducted over the past year, submitted to the ASULV Vice President of Finance. These written evaluations should include how the goals of the program were or were not met, any challenges or issues encountered, as well as ideas for improving the overall program for the future.
- j. **ASULV - External Program Funding:** The ASULV Finance Committee coordinates the funding process for ULV recognized clubs and organizations every eight weeks. This process takes place over a 4 week application period and includes a detailed budget proposal and formal presentation to the ASULV Finance Committee or ASULV Senate if needed. Funds allocated to these groups and departments support the educational mission of the institution and fund activities and programs which enhance student life at ULV.
- k. **External Program Funding Process Details:** Below is a list of guidelines for ULV recognized clubs and organizations to keep in mind when requesting funding:
 - i. All clubs or organizations requesting funding must be recognized as active clubs and organizations of the University of La Verne. Paperwork including a detailed budget request must be completed by the deadline within the campus labs. Information about funding and the deadline can be obtained from the Office of Student Engagement and Leadership.
 - ii. After the paperwork has been received and reviewed, clubs and organizations will be contacted for a possible presentation to the ASULV Finance Committee. It is important to note that due to the large number of budget requests each semester, all groups may not be asked to present to the ASULV Finance Committee.
 - iii. All presentations by groups requesting funding are limited to seven(7) minutes, with a question and answer period to follow.
 - iv. All budget requests will be evaluated on the following criteria:
 - v. Application (clearly written/typed, detailed expense reports, etc.)
 - vi. Presentation (appropriate dress, handouts, PowerPoint/visual aids, clear communication of information)
 - vii. Success of previous events funded by ASULV (documentation appreciated) or if the organization is a new group requesting funding, the intent of the event or program

- viii. Impact to the general student body. How many traditional-aged undergraduate students will benefit from the program? How will it enhance student life at ULV?
- ix. Does the proposed event or program support one or more of the four major components that affirm a positive and rewarding life for students: A Values Orientation, Community and Diversity, Lifelong Learning, and Community Service.
- x. Has the group done any fundraising to help defray the costs of the event? What other ways has the group thought ahead in minimizing the cost of the event?
- xi. Has the group dedicated enough time in planning and preparing for the event? Have they demonstrated that they understand all of the challenges with coordinating the event and are on pace with ensuring that the event will be completed in the appropriate time frame? Is the event realistic or possible at this time?
- xii. Has the group, if given funding in the past, completed the required program forms and turned it into ASULV on time? If not, this will be taken into consideration for all future funding with a penalty rate applied to the organization's future funding approval.
- l. Groups which positively address these criteria through their applications and presentations have, based on previous years, been shown consideration for funding. However, all funding allocations remain up to the ASULV Finance Committee members and the ASULV Senate.
- m. **External Program Funding Program Evaluations:** When money is transferred from ASULV to an externally-funded group, that group automatically enters into a contract with ASULV which will require them to report back on the success of any and all ASULV-funded programs. The following outlines the process of how groups are required to communicate with ASULV:
 - i. labs.
- n. The ASULV Program Evaluation form is due no later than ten (10) business days after the event. The Deviation form is due before or on the day of the event. The Club Grub Evaluation form is due no later than the last day of each semester if the organization has requested for club grub during the semester.
- o. **ASULV Loan System:** The following outlines how groups are required to ask for loan money from ASULV:
 - i. Organizations who are eligible for participating in the ASULV club funding process are eligible for a loan from the ASULV finance committee's budget.
 - ii. The aim of the loan system is to provide clubs and organizations with starting funds to fundraise for their own organizations.
 - iii. All active and recognized clubs and organizations are eligible to request for loan funds.
 - iv. Requests cannot exceed \$150.00.
 - v. The loan amount should be repaid either 3 months after the approval date or before the end of the semester, whichever comes first.
 - vi. Each club or organization is allowed to have one outstanding loan at a time

- vii. Clubs and organizations should have well-rounded fundraising plans and state out the procedure of the fundraising plans.
- p. **Using your ASULV Allocation:** The following outlines how groups are required to allocate money from ASULV:
 - i. Groups who are given funding by ASULV are required to use that funding ONLY for the event, program or activity it was initially requested for.
 - ii. At the discretion of the ASULV Finance Committee, the group may be required to present again for this deviation in funding.
 - iii. If a group fails to comply with this process or is found to have misused or misallocated the funding given by ASULV, this will be taken into consideration for all future funding.
 - iv. If a group does not use all of the funds allocated by ASULV for the program, this information should be included in the final program evaluation for future funding consideration.

Section 2 – Marketing Policy. ASULV members planning and holding an event are to adhere to the following guidelines:

1. Fifteen (15) business days prior to the event the ASULV member(s) are responsible to:
 - i. Time, Date, Location of Event
 - ii. Goal of the Event
 - iii. If a temporary committee needs to be formed for the event
 - iv. Budget for the event
2. Submit a proposal to the ASULV Vice President of Marketing for approval. The ASULV Vice President of Marketing will take the proposal to the next Executive Board Meeting to be reviewed. The proposal should include:
 - i. Time, Date, Location of Event
 - ii. Goal of the Event
 - iii. If a temporary committee needs to be formed for the event
 - iv. Budget for the event
3. The Executive Board members may suggest changes, approve or deny the request to plan the event. If the request is approved the ASULV member(s) will continue with the coordination of their event.
4. Ten (10) business days prior to the event the ASULV member(s) are responsible for:
 1. Creating all marketing materials to be submitted to the Vice President of Marketing for proofing and approval.
 2. Once the material(s) is approved, the ASULV member(s) may mass produce and have fliers posted.
 3. Determine the responsibilities of all involved and delegate tasks.
 4. Contact any speakers, presenters or other persons that may be utilized for the event.
 5. Reserve location(s), date(s) and time(s).
5. Five (5) business days prior to the event the ASULV member(s) are responsible to:
 1. Have a finalized and detailed outline of the event.
 2. Make copies for all ASULV members involved.
 3. Purchase all materials needed.
 4. Oversee that all delegated responsibilities are being fulfilled.
 5. On the day of the event the ASULV member(s) are responsible to:
 1. Bring all necessary materials to the location at least thirty (30) minutes prior to

the event.

17. Have evaluations for the event available to attendees.

18. Bring extra printouts of the outline of the event.
19. Talk to people involved and do a verbal run-through of the event prior to its start.
20. After the event ASULV member(s) are responsible to:
 21. Send thank you notes to all the guests and participants that may have helped with the event.
 22. Complete a final report of the event to be turned in to the ASULV Vice President of Marketing no later than five (5) business days following.

ARTICLE VIII. COMMITTEES

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

1. Finance Committee
 - a. The Finance Committee is chaired by the ASULV Vice President of Finance.
 - b. Shall be empowered to make recommendations to the ASULV Senate in regards to allocation of funds to clubs and organizations.
 - c. Shall maintain constant communication with the financial officers of the university.
 - d. Shall act as the preliminary approvers of fund allocation to clubs or organizations prior to final approval by the ASULV Senate.
2. Student Resources Committee
 - a. Shall pursue projects increasing on-campus resources -- academic and recreational -- for students.
 - b. Shall attend administrative meetings regarding resources through campus outlets -- including Wilson Library and Student Success Center.
 - c. Shall communicate with ASULV the changing statuses of resource availability on campus.
 - d. Shall be empowered to make necessary recommendations of policy change to the ASULV Senate in pursuit of student resource improvement.
- 3.
4. Dining and Sustainability Committee
 - a. Shall attend administrative meetings regarding Food Services at the university.
 - b. Shall work with administration to ensure that the campus community is receiving the appropriate services needed.
 - c. Shall communicate with the ASULV Senate any changes or needs for Food Services.
 - d. Shall recommend policy changes for ULV Food Services.
5. Appeals Committee
 - a. Shall attend meetings on a needs basis for organizations that appeal their club funding decision.
 - b. Shall be led by Executive Board member(s) and consist of both members from the Finance Committee as well as other senate members not affiliated with the Finance

- Committee.
- c. Shall communicate with the ASULV Senate any changes or needs of the committee.
 - d. Shall review club funding decisions based on the following criteria:
 - Presence of bias in the voting process.
 - Insufficient funding defined as funding 50% or less of the original request.
 - Procedural errors by ASULV during the funding process
 - New information or evidence that merits reconsideration of the request.
 - Incurred penalty or penalties have impeded the ability to utilize funds obtained
 - The penalty or penalties incurred can be reassessed and lowered if deemed excessive by the majority of committee members.
6. New and Traveling Students Committee
- a. Shall attend administrative meetings regarding international students, commuter students, freshmen students, transfer students, and students studying abroad.
 - b. Shall collaborate with administration to ensure these students receive the appropriate support and services needed.
 - c. Shall communicate with the ASULV Senate about any changes or needs concerning new and traveling students.
7. Marketing Committee
- a. Shall attend administrative meetings regarding the marketing of ASULV.
 - b. Shall responsibly manage all ASULV social media platforms.
 - c. Shall maintain a professional marketing plan for ASULV and its constituents.
 - d. Shall communicate with the ASULV Senate about any changes or needs concerning marketing.

Section 2 – Ad Hoc Committees. Ad Hoc committees may be established to address specific topics, issues, or projects not covered by existing standing committees.

1. Any member of ASULV may propose the formation of an Ad Hoc committee.
2. The creation of an Ad Hoc committee must be approved by a majority vote of the ASULV Senate.
3. Each Ad Hoc committee must have a clear and defined purpose, as outlined in its proposal, and a designated chairperson appointed by the ASULV President with the approval of the Senate.
4. Ad Hoc committees are temporary in nature and shall dissolve once their objective has been fulfilled or by a majority vote of the ASULV Senate.
5. Ad Hoc committees shall report to the ASULV Senate on their progress, findings, and recommendations.
6. These committees may include non-ASULV members of the campus community, as deemed appropriate by the committee chair and approved by the ASULV President.

ARTICLE IX. IMPEACHMENT

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

- (a) If a Senator(s) of ASULV is not performing or fulfilling their duties, another member(s) of the ASULV Senate can make a formal complaint to the ASULV Executive Vice President and the issue is to be discussed at the preceding Executive Board Meeting.
- (b) Anyone or all of the Executive officers also may bring up, as discussion, the performance of a Senate member(s), independent of an outside formal complaint.
- (c) The Executive officers will then request a meeting with the member(s) in question to address their duties and their desire to continue as a member of the ASULV Senate.
- (d) If the member(s) would like to keep their position, the Executive Board will outline a plan to ensure that their work is getting done. This may include the addition of office hours, checklists, or other time management resources to aid them in completing assigned responsibilities. The fulfillment of these requirements will be monitored by the ASULV Vice President of Communications.
- (e) If the member(s) in question is unresponsive and does not show a willingness or ability to adequately improve, the Executive officers may then bring their position to the ASULV Senate for discussion, whereupon ASULV, by a two-thirds (2/3) majority vote, can decide to call for the immediate resignation of the member(s) in question.

- (f) Should ASULV choose to not call for the resignation of said member(s), and the member(s) still shows no improvement and/or is a detrimental force on ASULV, the Executive Board reserves the right to call for said members' resignation independent of a forum decision.
- (g) If the member(s) in question disagrees with the constitutionality of the Executive Board decision for resignation, they have the right to appeal and shall follow the guidelines outlined in the Appeals section of this document.
- (h) If a member has three (3) or more consecutive unexcused absences, it is assumed they have resigned from ASULV.
- (i) Any member(s) of the ASULV Senate is subject to impeachment by ASULV.

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

- (a) If an appointed Executive Officer(s) of ASULV is not performing or fulfilling their duties, another member(s) of ASULV can make a formal complaint to the ASULV President or ASULV Executive Vice President.
- (b) Anyone or all of the Executive Officers also may bring up, as discussion, the performance of an appointed Executive Officer(s), independent of an outside formal complaint.
- (c) The ASULV President and ASULV Executive Vice President will then request a meeting with the appointed Executive Officer(s) in question to address their duties and their desire to continue as a member of ASULV.
- (d) If the appointed Executive Officer(s) would like to keep their position, the ASULV President and ASULV Executive Vice President will outline a plan to ensure that their work is getting done. This may include the addition of office hours, checklists, or other time management resources to aid them in completing assigned responsibilities. The fulfillment of these requirements will be monitored by the ASULV President.
- (e) If the appointed Executive Officer(s) in question is unresponsive and does not show a willingness or ability to adequately improve, the ASULV President may dismiss the appointed Executive Officer(s) by bringing their position to the ASULV Senate for discussion, whereupon ASULV, by a two-thirds (2/3) affirmation vote, will confirm the immediate removal of the appointed Executive Officer(s) in question.
- (f) Should the ASULV Senate choose to not call for the removal of said appointed Executive Officer(s), and the appointed Executive Officer(s) still shows no improvement and/or is a detrimental force on ASULV, the ASULV President reserves the right to call for said appointed Executive Officers' resignation independent of a forum decision.
- (g) If the Executive Officer(s) in question disagrees with the constitutionality of the ASULV President's decision for their resignation, they have the right to appeal and shall follow the guidelines outlined in the Appeals section of this document.
- (h) If a member has three (3) or more consecutive unexcused absences, it is assumed they have resigned from ASULV.
- (i) Any member(s) of the ASULV appointed Executive Board is subject to impeachment by ASULV.

Section 3 – Impeachment of Elected Executive Officers. Impeachment of an elected Executive Officer(s) can be addressed and determined by the following:

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

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

- (a) If an ASULV Senate member(s) or Executive Board Officer(s) is forced to resign, they will have the opportunity for appeal.
- (b) Appeals must be made, in writing, to the ASULV Executive Board within five (5) business days of dismissal.
- (c) Any appeal will be sent to the Appeals Committee for review within five (7) business days of being received by the ASULV Executive Board.
- (d) If no appeal is made, the member/s in question will have five (5) business days to submit, in writing, to the Executive Board, a letter of resignation, effective immediately.
- (e) If no resignation is submitted by deadline, the ASULV Senate will assume the resignation.

ARTICLE X. AMENDMENTS

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

ARTICLE XI. RATIFICATION

ASULV Senate and ASULV Executive Board member(s) shall have the authority to review and ratify the ASULV Bylaws with a two-thirds (2/3) affirmation vote of the full-seated Senate. The ASULV Constitution and Bylaws set all absolute precedents.

The ASULV Executive Board is hereby authorized to make such grammatical, typographical, punctuation, and numbering corrections, as well as other non-substantive editorial changes, as may be necessary to ensure clarity and consistency in this Constitution, provided that such changes do not alter the meaning, intent, or effect of any provision herein. Such corrections shall not require approval by the ASULV Senate, and a record of such changes shall be maintained by ASULV VP of Communications.