



LIFE CHIROPRACTIC
COLLEGE WEST

ASSOCIATED STUDENTS OF
LIFE CHIROPRACTIC COLLEGE WEST

CONSTITUTION

Passed by Student Council

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Reviewed & Approved by
Life West Administration

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**ASSOCIATED STUDENTS OF LIFE CHIROPRACTIC COLLEGE WEST
CONSTITUTION**

PREAMBLE

In order to provide for the welfare of the student body in general, to develop and promote the principles of responsible citizenship, to establish an open channel of communication between the students, faculty, staff and administration of Life Chiropractic College West (LCCW), and to effect active student participation in the governance of LCCW, the Board of Regents of LCCW hereby establishes this Constitution to provide representational government, encourage academic growth, protect the integrity of student opinion, and ensure a role in our right of self-governance.

ARTICLE I - NAME

The name of this organization shall be the Associated Students of Life Chiropractic College West (ASLCCW). The representative body of the ASLCCW shall be known as the Student Council.

ARTICLE II - PURPOSE

The Student Council is primarily established to promote, coordinate, evaluate, and interpret the activities of the Student Body in keeping with the student endeavor to pursue the realization of the Philosophy, Science, and Art of Chiropractic.

The Student Council shall hold primary responsibilities for the promotion of cultural, recreational, and social events, a responsibility to the students for the promotion of certain educational events, and for the encouragement of student participation in the college community.

The Executive Board of the Student Council is responsible to oversee the fiscal accountability of the Student Body and its related activities. The LCCW Finance Office is ultimately responsible for fiscal accountability.

The Student Council is a mechanism for providing student representation to the various academic divisions, committees, and administrative departments, so as to establish an open channel of communication among the student body, the faculty, and the management staff of the college.

ARTICLE III - STUDENT BODY (ASLCCW)

All registered students of Life Chiropractic College West shall be members of the ASLCCW.

ARTICLE IV - MEMBERSHIP

Membership of the Student Council shall be composed of all elected Class Representatives, one Health Center Representative, four Executive Board members, Parliamentarian, Athletic and Activity Coordinators, Lifelines Editor, and the Faculty Advisor.

ARTICLE V - OFFICERS

The elected officers of the Student Council shall be President, Vice President, Secretary, and Treasurer. They shall be elected and take office at a time prescribed in the By Laws. Elected officers must be full-time students.

The elected officers shall constitute a standing committee, the Executive Board, which shall have such duties as may be prescribed by this Constitution, the By Laws, or the Student Council.

Elected officers will assist and advise the President in the manner and to the degree determined by the President.

ARTICLE VI - MEETINGS

The Student Council shall meet the 2nd – 9th weeks of each quarter. Voting at all meetings is subject to a two-thirds (2/3) quorum, and by simple majority.

ARTICLE VII - ADVISOR

The President of LCCW shall designate an administrator or faculty member as the Student Council Advisor who shall serve as a liaison between the Student Council and the Administration.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of *Robert's Rules of Order* shall govern the Student Council and its Committees in all cases in which they are applicable and in which they are consistent with this Constitution or Bylaws.

ARTICLE IX - AMENDMENTS

Amendments of this Constitution may be proposed by either of the following methods:

1. By a two-thirds (2/3) majority vote of the seated positions of the attending Student Council. Such action shall be exempt from executive veto.
2. A petition with the proposed amendment must be signed by at least 10% of the student body. Upon receipt of the petition by an Executive Board member, a special Council vote shall be held within ten (10) school days.

Amendments to this Constitution shall become affective when passed by two-thirds of the Student Council, a majority of votes received from ASLCCW and the Board of Regents of LCCW. All amendments will be presented to the student body by their Class Representative for examination and grievances should be submitted to their Class Representatives in writing.

BY LAWS

Operating procedures, guidelines, policies and other details not specifically designated in this Constitution, or in conflict with any constitutional provisions, shall be clarified in a set of By Laws to be enacted with a two thirds (2/3) vote of the attending Student Council.

ARTICLE I - MEMBERSHIP

Membership in the Student Council shall be composed of all elected Class Representatives, one Health Center Representative, the Executive Board, Parliamentarian, Athletic Coordinator, Activities Coordinator, Lifelines Editor, and the Student Council Advisor.

Section 1 - Voting Members

Voting members are all elected members. The President shall vote only in the event of a tie.

Section 2 - Non-voting Members

Non-voting members include the Clinic Representative, Parliamentarian, Athletic Coordinator, Activity Coordinator, Lifelines Editor, Student Council Advisor, and for the transition period, the Past President.

ARTICLE II – Goals and Objectives

Mission Statement:

The mission of the Student Council is to aid the students attending Life Chiropractic College West in receiving the best Chiropractic education possible. This mission will be accomplished in the following ways:

1. The Student Council will first and foremost serve as the "voice" of the students attending LCCW, specifically:
 - A. The Student Council weekly meetings throughout the quarter will serve as a forum where any student can express their opinions and concerns, as time permits, regarding any aspect of attending LCCW.
 - B. The Student Council will also form specific ad hoc committees composed of students, as needed, that will examine particular aspects of LCCW, and then communicate their findings directly to the Administration of LCCW.
 - C. The Student Council will serve as a method of communication between students at LCCW. Each cohort will elect a Class Representative who will attend all Student Council meetings, and then report back to their classmates the information that was discussed at the meeting. Furthermore, the Class Representatives will actively elicit feedback from their fellow classmates outside of class and actively share that feedback with the Student Council at the weekly meetings.
 - D. The Executive Board of the Student Council will meet with the Administration of LCCW at the request of either group, to express the concerns of the students at LCCW, to actively open a channel of communication between students and Administration and to promote cooperation between the students and Administration of Life Chiropractic College West in their common goal of ensuring that students receive the best possible chiropractic education.
 - E. The Student Council shall provide funding for the student publication Lifelines which contains articles and editorials written by students. The Student Council does provide opportunities for the Administration and faculty to submit articles relating to chiropractic and LCCW. This newspaper will serve as another avenue through which students can communicate with one another, and be updated on current campus events and important dates. The President of LCCW shall appoint a faculty or staff member to serve as the Lifelines Advisor.

- F. The Student Council may have the opportunity to sponsor one Friday seminar per quarter. This will give the students of LCCW the opportunity to suggest whom they would like to hear speak at Friday seminar. The speaker, chosen by the Vice President, must be approved by the Administration of LCCW before speaking.
2. It is the intent of the Student Council Executive Board to support the Administration of LCCW in its mission statement, institutional goals and objectives, policies and procedures as stated in the most current College Catalog which is found on the Life West website at <http://lifewest.edu/wp-content/documents/lccw-catalog.pdf> . This will be accomplished through the avenues of communication between students and the administration.
3. The Student Council will provide a positive social program for the students attending LCCW.

The purpose of this social program is to encourage unity and strength among the students of LCCW, as well as provide an avenue through which students can reduce the stresses of attending classes and taking exams. This social program is intended to encourage and provide a positive learning atmosphere for students.

This social program shall include, but not be limited to the following areas:

1. Activities
2. Athletics

Each of these areas will have their own coordinator, who will be responsible for creating and developing that particular aspect of the social program. Refer to the job descriptions that may be obtained in the Department of Student Life.

4. The Student Council will contribute to the quality of campus life by maintaining appliances, including but not limited to, microwaves, refrigerators, etc., provided by Student Council and provided for student use.

ARTICLE III - JURISDICTION

The Student Council of Life Chiropractic College West has jurisdiction over the following:

1. The method in which the Executive Board, Class Representatives, committee members, and department coordinators are elected or appointed; the duration of their term of office; and the amount of the compensation that they receive.

2. The Student Council has limited control over the funds allocated by the Administration of LCCW, as well as having authority over the way that the money is spent. Ultimate oversight of Student Council funds resides with the Life West Administration.
3. The Student Council shall institute and regulate all events, activities and programs created by the Student Council, in accordance with the College rules and regulations.
4. The Student Council shall have jurisdiction regarding the manner in which the weekly Student Council meetings are organized and conducted.
5. The Student Council shall have control, authority and jurisdiction over items purchased by the Student Council, and shall be responsible for the manner in which they are used.
6. The Student Council IS NOT responsible in any way for the repair, maintenance or replacement of school property, such as classroom desks, chairs, rugs, lights, ceilings, water dispensers, signs, adjusting tables, X-ray machines, view boxes etc., or the actual upkeep of classrooms themselves. The Student Council is not obligated to, but may, if it is deemed appropriate, purchase any of these items on their own initiative and with their own money, to be used by the student population of LCCW.
7. The Student Council does not decide rooms for clubs, nor does the Student Council have jurisdiction over the formation of new clubs. The Director of Student Life has jurisdiction over these matters and may seek the advice of the Student Council. The Student Council may choose to, if deemed appropriate and duly voted upon, spend Student Council funds on items or activities related to other clubs, or may sponsor events in conjunction with student clubs and organizations.
8. The Student Council has jurisdiction over the Student Council/Lifelines/Activities & Athletics Coordinator Offices and the student lounge and quiet lounge and their contents.
9. The Student Council Executive Board maintains jurisdiction over the Lifelines Newspaper in coordination with the Lifelines Editor and the faculty advisor.

ARTICLE IV - MEETINGS

The meeting of the Student Council shall be conducted as follows:

1. The Student Council shall meet weeks 2 – week 9 when school is in session.
2. The President may call special meetings of the Executive Board or Student Council as he/she deems fit. This shall be done by the President within twenty-four hours of the meeting.
3. A two-thirds (2/3) majority of voting members must be in attendance in order to conduct business requiring a vote.
4. All regular and special meetings of the Student Council shall be open to the student body.
5. The Secretary shall act as chair during regularly scheduled meetings of the Council in the absence of the President and Vice President.
6. Student Council meetings shall follow the following agenda format for order of business:
 - A. Call to Order
 - B. Approval of minutes
 - C. Guest Speakers
 - D. Advisor's Report
 - E. Officer's Reports
 - F. Athletics, Activities, Health Center, Lifelines Reports
 - G. Old Business
 - H. New Business
 - I. Student Concerns
 - J. Announcements
 - K. Adjournment

Rearrangement of the order of the agenda must be approved by 2/3 vote of the Student Council.

ARTICLE V - QUALIFICATIONS OF OFFICERS

All qualifications shall be reviewed and determined adequate by the Student Council Advisor and the Student Council Executive Board. A student holding any teaching position at LCCW shall not be permitted to run for a Student Council Executive Office.

Section 1 - President and Vice President

1. Candidates for President and Vice President must have completed at least three (3) quarters at LCCW by the time they take office or in case of a transfer student, shall have completed at least four (4) quarters at a Chiropractic College, two of which have been at LCCW.
2. Candidates must be in good academic standing.
3. Candidates for President and Vice President shall have a cumulative G.P.A. no lower than 2.5 at the time of the election, and must maintain this G.P.A. requirement throughout the duration of his/her term of office. The Student Council Advisor with the permission of the Registrar will verify the G.P.A.
4. Candidates for President and Vice President must be enrolled full-time status (12 hours) or more units and shall be enrolled for the entire term of office.
5. Candidates shall be required to read the Student Council Constitution and By Laws, have good communication skills, and shall have knowledge of the most current edition of *Robert's Rules of Order*.

Section 2 - Treasurer

1. Candidates for Treasurer must have completed at least two (2) quarters at LCCW by the time they take office and must be in good academic standing.
2. Candidates for Treasurer must have a cumulative G.P.A. no lower than 2.5 at the time of election, and must maintain this G.P.A. requirement throughout the duration of his/her term of office.
3. Candidates shall have adequate formal training, or its equivalent, in bookkeeping and the handling of funds. He/she shall be bondable.
4. Candidates for Treasurer must be enrolled full-time status (12 hours) or more units and shall be enrolled for the entire term of office.

Section 3 - Secretary

1. Candidates for Secretary must have completed at least two (2) quarters at LCCW by the time they take office and must be in good academic standing.
2. Candidates for Secretary must have a cumulative G.P.A. no lower than 2.5 at the time of election, and must maintain this G.P.A. requirement throughout the duration of his/her term of office.
3. Candidates for Secretary shall have knowledge of the mechanics of correspondence, shall be fluent in written English, and shall have knowledge of the most current edition of *Robert's Rules of Order*.
4. Candidates for Secretary must be enrolled full-time status (12 hours) or more units and shall be enrolled for the entire term of office.

ARTICLE VI - ELECTIONS

Section 1 - Executive Board Elections

1. The existing Vice President shall be responsible for coordinating the Elections Committee. (See Article XXI Section 1 on Committees)
2. The existing Vice President shall serve as the chairperson of this committee if he/she is not currently seeking re-election. If the existing Vice President is seeking re-election, the President shall take his/her place, and the Vice President shall have no further involvement in the Elections Committee.
3. Each candidate for the positions of the Executive Board must meet the qualifications for the position listed within this Constitution.
4. Each candidate must submit to the Department of Student Life a platform statement, along with a nomination form containing ten percent (10%) of the student body's signatures. Forms can be obtained in the Department of Student Life.
5. Each candidate must deliver a campaign speech before the ASLCCW at a designated school seminar. Candidates will be informed in advance the date and time of this seminar. At the discretion of the Elections Committee, candidates will be asked to answer questions from the Student Body at the

seminar as well.

6. All campaigning by candidates shall conform to the guidelines established by the Elections Committee.
7. The exact dates of the campaign shall be established and advertised by the Elections Committee.
8. The voting shall occur at a time and place designated by the Elections Committee.
9. Only students of LCCW are allowed to cast votes in the elections. No faculty, staff or administrators shall cast votes.
10. All students when casting their votes will have their name verified from a list of current registered students before casting their ballot.
11. Each student is allowed to vote for only one (1) candidate per position.
11. Space shall be provided on voting ballots for write-in candidates. Votes cast for write-in candidates shall be acceptable and such candidates shall be declared the winner if he/she has received the majority of votes cast and he/she has met the qualifications required for the position.
13. The Elections Committee shall keep all voting confidential.
14. Once the voting has ended, the Elections Committee shall count the ballots by the end of the school day and will post the results of the election electronically and on the Student Council bulletin board.
15. The candidate receiving the majority of votes for their position shall be declared the winner of the election.
16. A student holding any teaching position at LCCW shall not be permitted to run for a Student Council Executive Office.
17. In the event a run-off election becomes necessary, it is to be held within seven (7) calendar days of the original election.
18. The term of office shall be three (3) consecutive academic quarters. However, the President must attend the following quarter of Student Council to assist the new Executive Board in any way (exception those

who are graduating). Elected officers unable to complete their full term shall notify the Student Council Advisor in writing thirty (30) days in advance of anticipated resignation, if possible. The President shall have the executive power to temporarily appoint any Executive Officers in the event of resignation, recall, or impeachment until which time a special election can be held. This must be approved by a two-thirds (2/3) vote by Student Council. The appointee shall be a current member of the Student Council.

19. All newly elected officers shall be required to begin attending Student Council meetings the week following their elections.
20. Terms of office for any elected position during a general election will commence on the last day of the quarter. Terms of office for special elections will commence at the first regularly scheduled Council meeting after the official results of the election have been posted.

Section 2 - Class Representative Elections

The existing Student Council Representative must announce by week 7 of their 3rd term of services (three (3) quarters), that their position is open for the following term. If anyone is interested in becoming the Class Representative, the existing Representative is responsible for conducting an election to establish a new Class Representative. This election is done by a simple majority. However, if the existing Class Representative wishes to run for Class Representative again, the Executive Board and/or the Student Council Advisor will step in to conduct the elections.

Section 3 - First Quarter Class Representative Elections

First quarter Class Representatives are elected within the first two (2) weeks of classes. It is the duty of the Student Council President or their designee to conduct the elections for the new freshman class. This election is done by a simple majority vote. Once an individual has been elected for that cohort, they will maintain this responsibility for three (3) consecutive quarters.

Section 4 – Health Center Representative Election

This position does not require an election as the Director of Student Life appoints them, upon the approval of the Student Council President and the Vice President of Clinical Operations. This is done through an application and interviewing process. However, the Health Center Representative does not have voting rights as they are being represented by votes from the 9th quarter Representatives and above.

Section 5 - Special Elections

1. Special elections must be called by the Student Council at any time during the year while school is in session if less than fifty percent (50%) of the elected positions of the Student Council are filled by

persons elected by a vote of students or if valid petitions have been filed to request an election to consider a constitutional amendment or recall of an elected officer.

2. Terms of office for any elected position during a general election will commence on the last day of the quarter. Terms of office for special election will commence at the first regularly scheduled Student Council meeting after the official results of the election have been posted.

ARTICLE VII - DUTIES OF THE STUDENT COUNCIL

1. The Student Council shall conduct business in accordance with the Student Council Constitution and By Laws.
2. The Student Council shall promote professional integrity and advocate the highest ideals of Chiropractic; and shall form committees that will enhance the students' experience at LCCW.
3. The Student Council shall act as a forum for student opinion development.
4. The Student Council shall act as a liaison between the student body and the Administration.
5. The Student Council shall be responsible for maintaining all Student Council fiscal records and the allocation of funds in accordance with an approved quarterly budget.
6. The Student Council shall be responsible for the funding and the production of the student publication, Lifelines.
7. The Student Council Advisor shall provide access to a copy of the Student Council Constitution and By Laws to all student members. Copies can be obtained in the Department of Student Life or on the Life West website and canvas.
8. In conjunction with the Director of Student Life, the Student Council is responsible for planning, coordinating and financing the Annual Spring for Life Picnic.
9. The Student Council is responsible for financing half the salaries of the Lifelines, Athletic and Activities Coordinators (student held positions appointed by the Director of Student Life).

ARTICLE VIII - DUTIES OF THE EXECUTIVE BOARD

1. The Executive Board shall consist of the duly elected officers of the Student Council and shall have the duties as prescribed by this Constitution and By Laws and the Student Council. The members of the Executive Board have been elected by the Student Body at large to manage the affairs of the Student Council.
2. An Executive Board meeting may only be called by the Student Council President or two Executive Board officers
3. The Executive Board shall maintain communications with the Administration and other officers of the College and the Faculty Senate.
4. The Executive Board shall act as an Advisory Committee to committees of the Student Council and shall insure the efficient function of the Student Council and its committees.
5. The Executive Board and the Student Council Advisor shall maintain all records pertaining to Student Council and administer all Student Council funds.
6. The Executive Board may have a table at the Activities Fair each quarter.
7. The Executive Board has the responsibility to see that the student publication, Lifelines, is produced. They shall recommend the appointment of the Editor to the Director of Student Life. The Director of Student Life will officially appoint/hire the Lifelines Editor following posting, reviewing applications and interviewing candidates. The Executive Board shall recommend the termination of the appointment of the Editor of Lifelines, and all support staff if it is deemed necessary for the benefit of the student body.
8. No member of the Executive Board shall function in the capacity of the Editor of Lifelines except on a temporary basis.
9. The Executive Board shall be responsible for choosing and administering all suppliers, vendors, and contractors dealing with services provided by Student Council.
10. The Executive Board Officers will check their mailbox and college email address every day and respond in a timely manner.
11. The Executive Board has the right to review and discuss the performances of all Student Council positions and take appropriate action if deemed necessary.

ARTICLE IX – OFFICER & PARLIAMENTARIAN RESPONSIBILITIES & GUIDELINE

Section 1 – President

The President's responsibilities are as follows:

1. The President may choose to appoint a Parliamentarian as the first act of responsibility of the first meeting of his/her term. This must be approved by a two-thirds (2/3) vote of approval of the Student Council. The Parliamentarian will remain until deemed unnecessary by the President.
2. The President is responsible for maintaining the direction and enthusiasm of the Student Council as a whole. The President's role often will be that of facilitator and as an information source. He/she shall present ideas and thoughts to the Council and assist the Council in accomplishing goals.
3. The President is the chairperson of the weekly Student Council meetings and shall be responsible for conducting these meetings every week.
4. The President will give a report of the Executive Board at each weekly Student Council meeting.
5. The President has the ability to call special meetings of the Student Council at his/her discretion. This shall be done by the President within 24 hours of the meeting.
6. If the President must miss a weekly meeting, he/she must make arrangements in advance for the Vice President to chair the meeting that will be missed.
7. The President is the chairperson of the Executive Board and is responsible for conducting the Executive Board meetings.
8. The President has the ability to call Executive Board meetings at his/her discretion. This shall be done by the President within twenty-four (24) hours of the meeting.
9. The President shall be a voting member of the Budget Committee. He/she must attend all Budget Committee meetings, and vote on issues discussed by the Budget Committee.

10. The President shall maintain communication with the Faculty Advisor and meet quarterly with the Faculty Senate President to discuss issues. The President shall report back to the Student Council all relevant information.
11. The President or their designee shall participate in the New Student Orientation every quarter to welcome new students.
12. The President or their designee is responsible for conducting the election for the first quarter class representative.
13. The President will be responsible to ensure that student committee members submit a report in writing to the Executive Board on all relevant information.
14. The Student Council President and/or the Student Council Advisor is responsible for reading, and editing the minutes prepared by the secretary prior to distribution to the student body.
15. The President has the executive power to veto. (See Section XX-Veto) This includes any motions that were passed in the President's absence.
16. The President may sign checks in the absence of the Treasurer. He/she may also sign purchase orders, invoices, and other financial documents
17. The President shall assist the Treasurer to prepare budgets and financial reports, and assist in maintaining financial records. The President must read and sign budgets and financial records before approval.
18. The President shall meet on a regular basis with the Student Council Advisor to coordinate the activities with that of the Student Council.
19. The President (or their designee) will serve as a member of the Disciplinary Committee for Disciplinary Hearings as outlined in the Disciplinary Policies & Procedures Manual.
20. The President may hold office for a maximum of two (2) terms, each term consisting of three (3) academic quarters.
21. The President shall have the executive power to temporarily appoint any Executive Officers in the event of resignation, recall or impeachment until which time a special election can be held. This must be

approved by a two-thirds (2/3) vote of approval by the Student Council. The appointee shall be a current member of the Student Council.

22. The President shall state and put to vote all questions that legitimately come before the Council as motions or that otherwise arise in the course of proceedings & to announce the result of each vote.
23. The President shall protect the Council from obviously frivolous or dilatory motions by refusing to recognize them.
24. The President shall enforce the rules relating to debate and those relating to order and decorum within the Council according to this Constitution and By Laws.
25. The President shall respond to inquiries of members relating to parliamentary procedure bearing on the business of the Council.
26. The President shall authenticate by his or her signature, when necessary, all acts, orders, and proceedings of the Student Council.
27. The President shall declare the meeting adjourned when the Student Council so votes or, where applicable, at the time prescribed in the order of business, or at any time in the event of a sudden emergency affecting the safety of those present.

Section 2 - Vice President

The duties and responsibilities of the Vice President are as follows:

1. The Vice President shall serve as a member of the Executive Board, and will attend Executive Board meetings and weekly Student Council meetings.
2. The Vice President shall conduct the weekly Student Council meetings if the President is unable to attend.
3. The Vice President shall be responsible for coordinating the Student Council Friday Seminar each quarter. This responsibility includes coordinating a speaker for the Friday Seminar, and approving the speaker through the Executive Board and the faculty member appointed by the Administration to oversee the Friday Seminars.

4. The Vice President, or their designee shall be a member of all committees of the Student Council.
5. The Vice President shall serve as a liaison between the Student Council committees and the Executive Board.
6. The Vice President or their designee shall participate in the New Student Orientation every quarter to welcome new students.
7. The Vice President is responsible for coordinating the Annual Spring for Life Picnic every year. The Vice President will form a Picnic Committee and may appoint a chairperson. The Vice President must coordinate the Annual Spring for Life Picnic with the Director of Student Life.
8. In the event the President leaves office for any reason, the Vice President shall succeed to the office of President.
9. A person may hold the position of Vice President for a maximum of two (2) terms, each term consisting of three (3) academic quarters.
10. The Vice President shall maintain a list of all committees and their members.
11. The Vice President shall serve as a liaison between the Lifelines staff and the Executive Board.

Section 3 Treasurer

The duties and responsibilities of the Treasurer are as follows:

1. The Treasurer shall serve as a member of the Executive Board, and will attend Executive Board meetings and weekly Student Council meetings.
2. The Treasurer shall chair the Budget Committee meeting, and conduct all business at those meetings.
3. The Treasurer shall keep a complete record of all financial transactions of the Student Council and its Committees. The Treasurer shall maintain records of all funds deposited in and withdrawn from the General Treasury, and all accounts over which the Student Council has direct authority. The Treasurer shall give the Student Council report of these transactions twice per quarter. They shall be stored in the

Student Council offices.

4. The Treasurer shall be responsible for establishing and making known the date upon which Budget Requests for each quarter are due. See Budget Committee (Article 21, Section 3) for those groups responsible for submitting Budget Requests.
5. The Treasurer shall ensure that all items regarding finance within the By Laws are upheld.
6. The Treasurer shall distribute and post on the Student Council bulletin board copies of the printed reports twice a quarter.
7. Unexpended funds in previously determined allocations for the departments and events shall not be carried over from one quarter to the next quarter's budget but shall be credited back to the General fund to be carried over. The only exception to this rule would be if there was a motion before the Student Council, a second, discussion and then two-thirds (2/3) vote of approval of the Student Council to carry forward unexpended funds on a current project.
8. No financial matters may be voted on in the absence of the Treasurer unless prior arrangements have been made with the Treasurer through the President.
9. The Treasurer has the right to review the financial records and books of any committee, organization, or individual that receives Student Council funds, only in relation to the funds received. This review of records may take place at any time during the quarter.
10. Any club, organization, or group of students, which undertakes a financial obligation with the approval of the Council for a specific purpose, must uphold that obligation. The officer or student member whose name appears on any receipt for goods or services will be held directly responsible to the Student Council for charges incurred, regardless of the club's existence or non-existence.
11. All expenditures of funds under the direct control of Student Council shall be by check only, and will require the signature of the Treasurer and/or Vice President, President or the Student Council Advisor.
12. All expenditures from the General Treasury shall be accompanied by a written request one week prior to distribution and given to Treasurer of the Student Council.
13. Any expenditure of funds or obligation of expenditure of funds made by an individual or an organization in the name of the Student Council or a Student Council committee, without prior specific approval of

the Student Council or a Student Council committee, shall be the responsibility of that individual or organization and not that of the Student Council or the Student Council committee, should the Student Council or that Student Council committee not approve that expenditure at a later date.

14. The Treasurer shall be the only person authorized to open a bank account in which the Student Council funds or those funds of organizations under the direct control of Student Council shall be deposited. The Treasurer shall notify the Student Council in writing of his/her actions.
15. The Treasurer shall submit a financial report to the Student Council Advisor and the Chief Financial Officer at the end of every quarter.
16. In the event that the Treasurer should leave office, the Student Council Advisor will become interim Treasurer, until a presidential appointment can be approved with a two-thirds (2/3)-majority vote of the Student Council.
17. The Treasurer is responsible for collecting and keeping all receipts and bills generated by committees, organizations or individuals receiving Student Council allocations.
18. The Treasurer is responsible for collecting all money generated by fundraising activities sponsored by the Student Council, and placing it into the Student Council General Treasury. This includes, but is not limited to money generated in Student Life by the Activities and Athletics Coordinators, money generated by the Student Council Activities Fair Booth, etc. This collection is to take place on a regular and consistent basis.
19. The present Treasurer is responsible for maintaining in an organized manner the financial records from previous Treasurers.
20. It is the responsibility of the Treasurer to make arrangements for the new Executive Board to complete signature cards with the financial institution in which the funds are held. The Treasurer is also responsible for voiding all past signature cards at the time of submitting the new signature cards.
21. All organizations funded through the General Treasury must, at some time each quarter, show some effort in raising their own funds through some activity. It is the Treasurer's responsibility to keep track of those fundraising activities.
22. The Request for Funds forms are received by the Treasurer and presented to the Executive Board and then if approved presented to the Student Council for possible funding.

23. A person may hold the position of Treasurer for a maximum of two (2) terms, each term consisting of three (3) academic quarters.

Section 4 – Secretary

The duties and responsibilities of the Secretary are as follows:

1. The Secretary shall serve as a member of the Executive Board; attend the Executive Board meetings and the weekly Student Council meetings.
2. The Secretary shall take minutes at the weekly Student Council meetings, as well as all Executive Board meetings. Minutes of the Council meetings will be prepared by the Council Secretary and should be organized in the same fashion as the order of business. Minutes should include the following:
 - A. Date, time, place, and type of meeting;
 - B. Attendance report;
 - C. Visitors present;
 - D. Summary of special presentations and any action taken in response;
 - E. Corrections to previous minutes;
 - F. Summaries of all motions, including maker, second, vote, and exact wording;
 - G. Records of the results of any executive meetings; actions only;
 - H. Minutes for each meeting shall be presented for correction or adoption by the next meeting.
3. The Secretary shall email the minutes of the weekly meeting to the Student Council Advisor to email to all students on the day of the meeting after reviewing for accuracy. A pdf file will also be uploaded each week through the Life West website update form for the current quarter's records.
4. The Secretary shall keep a record of all meetings of the Student Council and the Executive Board. Additionally the Secretary will keep copies of all correspondence (incoming and outgoing) pertaining to the business of the Student Council.
5. The Secretary is responsible for ensuring that the Student Council bulletin boards outside their office and in the hallway off of Sid Square are up to date. This includes photographs of new Class Representatives and posting the minutes.
6. The Secretary shall provide a list of all previously appointed officials or committee members, their term of office and those appointments to be made by the incoming officers one week after elections. This

list shall be made available to the incoming Student Council Executive Board at the first meeting chaired by the incoming Executives.

7. In the event that the Secretary should leave office, the President shall appoint a new Secretary, pending a two-thirds (2/3) vote of approval by the Student Council.
8. The Secretary shall maintain a roll sheet for each weekly Student Council meeting, and shall be responsible for tracking the attendance of each Student Council member during each quarter.
9. It is the Secretary's responsibility to notify the Treasurer that a particular Representative has missed more than two (2) meetings, so that the above deductions in salary can be made. The Secretary must notify the entire Executive Board as well, so that a review of that Class Representative's conduct can be made.
10. The Secretary shall maintain a separate list of all amendments including dates of approval to the Constitution and By Laws made during his/her term of office. All new ratified amendments shall be incorporated into the current Constitution and By Laws and distributed at the end of the quarter unless no changes are made.
11. The Secretary shall maintain a list of the members and officers of all committees and subcommittees of Student Council and shall update this list continually.
12. A person may hold the position of Secretary for a maximum of two (2) terms, each term consisting of three (3) academic quarters.
13. The Secretary shall type all correspondence for the Executive Board.
14. The Secretary shall coordinate the T.R.E.A.T.S. Day (Total Recognition of Every Amazing Teacher and Staff) to be held quarterly.
15. The Secretary shall coordinate the Annual Faculty/Staff Awards each spring quarter for the following awards: Staff of the Year, Full Time Faculty of the Year, Part Time Faculty of the Year, Administrator of the Year, Health Center Faculty of the Year, Health Center Staff of the Year. Each recipient will be recognized and honored at the annual Spring for Life event and given a certificate and gift to be determined by the Student Council.

Section 5 – Parliamentarian

1. The current Student Council President pending the two-thirds (2/3) majority vote, may appoint the Parliamentarian by Student Council. The Parliamentarian shall serve for the duration of the President's term of office, as well as the duration until deemed necessary.
2. The Parliamentarian is an optional position appointed at the discretion of the President.
3. The Parliamentarian will attend Student Council meetings.
4. The Parliamentarian is required to read and be familiar with *Robert's Rules of Order, Newly Revised* (most current edition). The Parliamentarian must also bring a copy of *Robert's Rules of Order, Newly Revised* to every Student Council meeting, and be prepared to refer to it if needed.
5. The Parliamentarian will count the number of voting members present at each Student Council meeting.
6. The Parliamentarian must know exactly how many voting members must be present at each Student Council meeting in order to allow voting to take place. (See section on voting for method of calculation.) At the beginning of each Student Council meeting, the Parliamentarian must announce the results of his/her count of voting members and state verbally that voting can or cannot take place at this meeting.
7. The Parliamentarian must count the number of YES, NO and ABSTENTION votes cast during each vote that takes place at a Student Council meeting.
8. The Parliamentarian must announce the results of the counting verbally. Once the Parliamentarian has counted the number of YES, NO and ABSTENTION votes, he/she must then calculate whether or not the item voted upon PASSES or DOES NOT PASS. The Parliamentarian must then announce the results of his/her calculations verbally to the Student Council.
9. The Parliamentarian is responsible for assisting the President in maintaining proper conduct of those attending Student Council meetings.
10. It is the responsibility of the Parliamentarian to issue warnings in writing to Student Representatives who miss two weekly meetings. If a third meeting is missed, deductions will be made from that Representative's salary. The Parliamentarian must also issue a written warning to a Representative for additional meetings that are missed after two.
11. The Parliamentarian shall be a resource to the ASLCCW.

12. The Parliamentarian advises the President and other officers, committees, and members on matters of parliamentary procedure. The Parliamentarian's role during a meeting is advisory.
13. The Parliamentarian shall ensure constitutionality of all Student Council business.
14. The Parliamentarian shall enforce all duties of all officers, Class Representatives, and committees as outlined in the Student Council Constitution and By Laws.
15. The Parliamentarian shall act as chairman during regularly scheduled meetings of the Council in the absence of the President and Vice President.

ARTICLE X - CLASS REPRESENTATIVE RESPONSIBILITIES & GUIDELINES

1. A Class Representative shall be duly elected by his/her cohort. Every class should also have an alternate selected by the Class Representative to ensure constant representation.
2. Class Representatives must attend Student Council weekly meetings in their entirety.
3. At weekly meetings, Class Representatives are expected to actively participate in discussion of issues, and accurately reflect the thoughts and opinions of their fellow classmates.
4. Class Representatives may not leave a meeting early unless they give a written explanation to the Executive Board prior to the meeting. Any Representative leaving a meeting before it is adjourned will be marked as absent.
5. All Class Representatives must be present when meetings are called to order at 11:50 a.m. A role sheet will be available for Class Representatives to sign during the first five (5) minutes of the meeting, or roll will be verbally called. If Class Representatives entering the meeting more than ten (10) minutes late they will not be allowed to sign the roll sheet and will be marked absent for that meeting, unless previous arrangements have been made with the Executive Board prior to the meeting.
6. All positions are subject to deductions if more than two (2) meetings are missed. A thirty percent deduction of the salary will be imposed after a third (3rd) meeting is missed during a quarter. Executive Board action may include possible dismissal after three (3) missed meetings and 100% deduction of the current quarter's salary.

7. Each Class Representative must select an alternate to take their place if they cannot attend a meeting. The alternate is responsible for taking the information received at the weekly meeting, and verbally reporting it to their classmates. The alternate must let it be known upon signing in that they are attending the meeting in lieu of the elected Class Representative. No absence will be counted if an alternate attends in the place of the elected Class Representative.
8. Class Representative shall take the information discussed at the weekly meetings, and announce it verbally to his/her classmates no more than two (2) days after the weekly or special meeting. Items that need immediate attention may be communicated by social media.
9. Each Class Representative must check their email daily for correspondence from the College. Individual paper correspondence will be delivered through the Student Life Administrative Assistant.
10. The existing Class Representative must announce at the end of their term (three (3) quarters), that their position is open for the following term. If anyone is interested in becoming the Class Representative, the existing Representative is responsible for conducting an election to establish a new Class Representative. This election is done by a simple majority. However, if the existing Class Representative wishes to run for Class Representative again, the Executive Board and/or the Student Council Advisor will step in to conduct the elections.
11. Class Representatives are required to obey the rules and regulations of this Constitution and By Laws.
12. Class Representatives are responsible to be active participants in the Annual Spring for Life Picnic. If unable to participate, it is the Class Representative's responsibility to find two (2) volunteers to replace them.
13. Class Representatives shall promote professional and academic integrity.
14. All Class Representatives shall be active on committees that will enhance the student's experience at LCCW and promote the Philosophy, Science & Art of Chiropractic.
15. All Class Representatives shall be subject to recall by a petition of two thirds (2/3) of their respective classes.
16. If the Class Representative responsibilities and guidelines are not being met, Executive Board action may include a deduction in salary or termination.
17. If a Class Representative chooses to withdraw for one (1) quarter during their term, they may appoint or hold an election for a one (1) quarter interim. If necessary a member of the Executive Board will hold

the election for the interim. If the Class Representative takes more than one (1) quarter off the interim Class Representative will complete the term.

ARTICLE XI - ELECTED STUDENT COUNCIL MEMBERS ATTENDANCE POLICY

1. If a Class Representative must miss a weekly meeting it is the Class Representative's responsibility to arrange to have their alternate attend the meeting. If an alternate attends no absence is counted. The alternate should not attend more than two meetings per quarter except in an extreme emergency or situation. If possible the Class Representative should notify the Executive Board of the situation.
2. Executive Board members don't need to provide an alternate for a missed meeting. Another Executive Board member will assume the duties for the meeting as described in the By Laws. (Article IX)
3. If a Student Council member misses three (3) meetings, the Executive Board will evaluate the Student Council members' performance, and may terminate that person. If this occurs, the Executive Board will then conduct a special election. (See Section 5, Article VI)
4. If a cohort is not represented for three (3) or more Student Council meetings per cohort, the class will be advised in writing from the President to replace the Class Representative with a new person from the class. The new representative will be paid at a pro-rated salary, which will come from the forfeiture of salary of the previous Class Representative.
5. If said cohort does not appoint a representative or otherwise cannot arrange for representation, they forfeit their vote on Student Council business and do not qualify for votes on funds distributed by the Student Council from the General Treasury.

ARTICLE XII - FINANCES

Section 1 – Disbursements

Upon approval from Student Council, requested expenditures shall be dispersed either directly to the source with an itemized list or submittal of a receipt to the Treasurer. (Article IX, Section 3, #11, #13)

1. The fiscal year shall be from July 1 to June 30 of each year.
2. No item in a budget shall be considered to have received final approval until both the Student Council and the Budget Committee has approved that item.

3. Members of the LCCW recognized & approved student groups, organizations and clubs may request funds up to \$400 per year for a particular event or project not previously allocated in the Student Council budget. The event or activity that this request for funding is for must involve representation & affiliation with Life West by means of educating the community. Local or abroad service trips do not qualify for funding.
4. To initiate the process a *Request for Funds Form* can be obtained in Student Life. This form must be filled out with all details and submitted to the Student Council Treasurer. The Treasurer will then bring the request to the next scheduled Executive Board Meeting for discussion and review by the Student Council Officers. If the Executive Officers agree that the request meets all requirements, they will notify the requestor and the item will be placed on the agenda of the next scheduled Student Council meeting under New Business. The Treasurer will provide copies to the Student Council for their review in consideration of the request. The requestor will have an opportunity to answer any questions the Student Council members may have and then they will be excused. As stated in the Student Council Constitution, the following week, the Student Council will consider the proposal for funds requested and will be open to a motion, 2nd, discussion and then a vote per parliamentary procedure.
5. All proposed funds over \$500.00 not included in the budget must be taken back to the classes for a class vote. No proposals for money will be accepted if the student(s) have not shown previous involvement in LCCW or done fundraising on their own. The Student Council Class Representative shall then bring back the class vote to the next Student Council meeting.
6. The Student Council receives 0.0083 percent of tuition fees paid by all students and is contributed by the Administration to fund the Life West Student Council. The Student Council Advisor can explain the formula as it relates per quarter.
7. The allocated funds are placed in the General Treasury of the Student Council. This money is specifically allocated to various events, projects, and salaries after receiving approval by the Budget Committee, and then voted upon by the Student Council. Use of this money is to benefit the entire student population as a whole, and will never be used for personal or individual gain.

ARTICLE XIII - SALARIES

The following elected and appointed positions will be paid accordingly:

| | |
|-----------------------------|--------------------------------|
| President | \$1,500 |
| Vice President | \$1,000 |
| Secretary | \$ 800 |
| Treasurer | \$ 800 |
| Parliamentarian | \$ 175 |
| Clinic Representative | \$ 220 |
| Class Representative | \$ 220 |
| Senior Class Representative | \$ 300 |
| Past President | \$ 175 |
| Quiet Lounge Maintenance | \$ 500 |
| Student Lounge Maintenance | \$ 600 |
| Athletic Coordinator | \$ 400 (Student Council Share) |
| Activity Coordinator | \$ 400 (Student Council Share) |
| Lifelines Editor | \$ 400 (Student Council Share) |

1. All salaries for Student Council hired positions will be determined according to their job descriptions. Job descriptions can be obtained from the Department of Student Life. However, any changes to job descriptions for the hired positions must be voted on and passed by two-thirds (2/3) majority of the Student Council.
2. All salaries are subject to certain restrictions. If a person assumes a position at any time other than the beginning of a quarter, or terminates their position during a quarter, the Executive Board will review the situation, develop a proposal, and will then present the proposal to the Student Council. Any changes must be voted on and passed by a two-thirds (2/3) majority vote of the Student Council.
3. All Student Council members are required to fill out appropriate payroll paperwork in the Human Resource Office in order to receive their paycheck.

ARTICLE XIV - ATHLETICS, ACTIVITIES, LIFELINES

Section 1 – Athletics

The Athletic Coordinator shall be responsible for organizing, planning, and communicating all events sponsored by the Student Council. The Athletic Coordinator shall be committed to coordinating a quality social program to include, but not be limited to:

1. Activities which promote class unity;
 2. Activities which promote student, faculty, staff, and administrative interaction;
 3. Non-competitive competition;
 4. Competitive competition;
 5. Assessment of the needs/desires of the LCCW populations
-
1. The Athletic Coordinator is to be interviewed and hired by the Director of Student Life who may ask for input from the Executive Board. The Athletic Coordinator reports to the Director of Student Life with ancillary responsibility to the Student Council Executive Board. Student Life and Student Council split the salary of the Athletic Coordinator.
 2. All athletic events organized by the Athletic Coordinator are funded by Student Council. The Athletic Coordinator shall report to the Student Council all funds required for athletic events and general student participation for each event. He/she will also be expected to report any profit or losses on said events. Advertising of these events will be the responsibility of the Athletics Coordinator as well as coordinating any awards for winners of Student Council sponsored events.
 3. The Athletic Coordinator is required to submit a quarterly budget to the Director of Student Life for approval before it is presented to the Student Council Budget Committee. The Athletic Coordinator is required to submit a budget to the Treasurer one (1) week prior to the last Student Council Meeting of the current quarter for the following quarter.
 4. The Athletic Coordinator will be required to attend weekly Student Council meetings. The coordinator may elect once per quarter to have someone represent him/her in his or her absence for the Student Council meeting. The Athletic Coordinator may choose the Student Council Advisor to represent him/her at the meeting. In either case, the absence will not be counted. If more than two (2) meetings are missed, the Coordinator's salary may be subject to a deduction of thirty percent (30%) and an additional ten percent (10%) will be deducted for every meeting missed after the third.

5. The Athletic Coordinator has no voting power at the Student Council meeting, but does have the right to vote on his/her own budget at the Budget Meeting. (Article I, Section 2)
6. The Athletic Coordinator will be required to meet with the Director of Student Life regularly and on an on-call basis. The Student Life Director will give adequate notice of meeting times. The Athletic Coordinator will be required to attend any special meetings or Executive Board meetings of the Student Council (when invited) and will be notified at least 48 hours in advance, if possible. The Athletic Coordinator will plan all events within the college guidelines regarding liability insurance coverage. This may include the creation & supervised completion of liability forms for each athletic event.
7. In the event the Athletic Coordinator should leave office, the Student Council President and the Director of Student Life shall appoint an interim coordinator with a two-thirds (2/3) vote of approval by the Student Council. The interim coordinator shall hold all duties and responsibilities of the Athletic Coordinator until the Director of Student Life interviews and hires a new Athletic Coordinator. The interim coordinator may apply for the vacant position.
8. The application and job description for the Athletic Coordinator may be obtained in the Office of Student Life.

Section 2 – Activities

The Activities Coordinator shall be responsible for organizing, planning, and for the communication of all their events. The Activities Coordinator shall be committed to coordinating a quality social program to include, but not be limited to:

- Activities which promote class unity;
 - Activities which promote student, faculty, staff, and administrative interaction;
 - One major event per quarter;
 - Two supplemental events per quarter;
 - Quarterly Activities Fair;
 - Assessing needs/desires of LCCW population.
1. The Activities Coordinator is to be interviewed and hired by the Director of Student Life with input from the Executive Board. The Activities Coordinator reports to the Director of Student Life with ancillary responsibility to the Student Council Executive Board. Student Life and Student Council split the salary of the Activities Coordinator. (fifty percent (50%) each)
 2. All activities are funded by the Student Council from the budget submitted & approved each quarter.

The Activities Coordinator shall report to the Student Council all funds required for events and general student participation for each event. He/she will also be expected to report any profit or losses on said events. Advertising of these events will also be handled by the Activities Coordinator as well as any awards for winners of Student Council sponsored events.

3. The Activities Coordinator is required to submit a quarterly budget to the Director of Student Life for approval before it is presented to the Student Council Budget Committee. The Activities Coordinator is required to present their budget to the Student Council Treasurer one (1) week prior to the end of the current quarter for the following quarter.
4. The Activities Coordinator will be required to attend weekly Student Council meetings. The Coordinator may elect once per quarter to have someone represent him/her in his or her absence for the Student Council meeting. The Activities Coordinator may choose the Student Council Advisor to represent him/her at the meeting. In both cases, the absence will not be counted. If more than two meetings are missed, the Activities Coordinator's salary may be subject to a deduction. 30% of the salary will be deducted for missing three meetings, and an additional 10% will be deducted for every meeting missed after three.
5. The Activities Coordinator has no voting power at the Student Council meetings, but does have the right to vote on his/her own budget at the Quarterly Budget Meeting.
6. The Activities Coordinator will be required to meet with the Director of Student Life regularly and on an "on-call" basis. The Director of Student Life will give adequate notice of meeting times. The Activities Coordinator will be notified at least forty-eight (48) hours in advance, if possible. The Activities Coordinator will plan all events within the college guidelines regarding liability insurance coverage. This would include liability forms being created and completed for each activity.
7. In the event the Activities Coordinator should leave office, the Student Council President and Student Council Advisor shall appoint an interim coordinator with a two-thirds (2/3) vote of approval from the Student Council. The interim coordinator shall hold all duties and responsibilities of the Activities Coordinator until the Director of Student Life interviews and hires a new Activities Coordinator. The interim coordinator may apply for the vacant position.
8. The application and job description for the Activities Coordinator can be obtained in the office of Student Life.

Section 3 – Lifelines

1. Lifelines is a student publication that is produced by the students and for the students. The Lifelines staff consists of the Editor, Staff Writers, and a Photographer. The Student Council funds the Lifelines newspaper. The Lifelines publication will be published two (2) times per quarter. The salary of the Lifelines Editor will be paid equally by the Student Council and Student Life.
2. The Lifelines Editor reports to the Student Council Vice President. The Lifelines Editor is to be interviewed by the Student Council President, Vice President and the Director of Student Life and will be hired by the Director of Student Life. Lifelines candidates for positions (managers, writers, and photographer) can fill out an application with a job description available from Student Life and are to be interviewed by the Lifelines Editor who will make recommendations to the Director of Student Life for hiring. The Lifelines Editor will ultimately hire these positions with the approval of the Director of Student Life.
3. The Lifelines Editor is required to submit a proposed quarterly budget to the Student Council Treasurer one (1) week prior to the last Student Council meeting of each quarter for the following quarter.
4. The Lifelines Editor will be required to attend weekly Student Council meetings. The Editor may elect once per quarter to have someone represent him/her in his or her absence for the Student Council meeting. The Lifelines Editor may choose the Student Council Advisor to represent him/her at the meeting. In both cases, the absence will not be counted. If more than two meetings are missed, the Editor's salary may be subject to a deduction. 30% of the salary will be deducted for missing three meetings, and an additional 10% will be deducted for every meeting missed after three.
5. The Lifelines Editor has no voting power at Student Council meetings, but does have the right to vote on his/her own budget at the Quarterly Budget Meeting.
6. The Lifelines Editor will be required to attend any special meetings or Executive Board meetings of the Student Council and will be notified at least 48 hours in advance, if possible.
7. In the event the Lifelines Editor should leave office, the Student Council Vice President and the Director of Student Life shall appoint an interim editor with a two-thirds (2/3) vote of approval from the Student Council. The interim editor shall hold all duties and responsibilities of the Lifelines Editor until the Student Council President and the Director of Student Life interviews and hires a new Lifelines Editor. The interim editor may apply for the vacant position. Until an interim editor is found, the Student Council Vice President shall be responsible for all job duties of the Lifelines Editor.
8. The applications and job descriptions for any Lifelines position can be obtained in the office of Student Life.

ARTICLE XV - VACANCIES

Section 1 - Executive Officer Vacancies

In the event of the vacancy of the position of the Executive Board, the President has the executive power to recommend a current Class Representative or any one of the candidates from the previous election, to fill that position to be approved by a two-thirds (2/3) vote of the Student Council. Should a vote of approval not be obtained, the Executive Board shall decide whether or not a special election needs to take place.

Section 2 - Class Representative Vacancies

In the event the Class Representative is unable to attend the meetings, the class alternate will assume the responsibilities. (Refer to Class Representative Responsibilities- see Article X)

ARTICLE XVI - CONTEST OF AN ELECTION

A contest of an election must be presented in writing to the Elections Committee Chairperson no later than three (3) school days after the election results have been posted.

1. The Elections Committee must immediately inform all candidates for the office that is being contested of the written request.
2. At an agreed-upon time and place, the Elections Committee will hold a closed hearing between the Committee and all parties involved.
3. Should the Elections Committee's investigation reveal absolute proof of an irregularity or violation that resulted in a change of winners, the Committee will declare the election void.
4. Any decision made pertaining to a contested election must be communicated to all involved parties and the Executive Board immediately, and to the Student Council at its next meeting.
5. Appeals of any Elections Committee decision regarding a contested election must be presented to the Executive Board within 24 hours of receiving notice of the decision or action. Such an appeal may be made by any involved candidate(s). The Executive Board will call an emergency meeting of the Student Council to be held within 48 hours of receiving the appeal. The Appeals Hearing at the Student Council meeting will operate as follows:

- A. All non-council members who wish to address the Student Council must submit to the President a written request before the meeting is called to order.
- B. The Elections Committee will state its decision to the Executive Board and the Student Council.
- C. The person(s) appealing will state the grounds of the appeal.
- D. After all authorized parties have spoken, the floor will be open to question and discussion by the Class Representatives.
- E. The appellant(s) will have the opportunity to deliver a final rebuttal.
- F. The meeting will be closed for, and exclusively for, the vote. Only voting Council members, the Executive Board, and the Student Council Advisor will remain in the room during the vote.
- G. The Student Council will vote to uphold or overturn the Elections Committee's initial decision regarding the contested election.
- H. If the election is voided, the Elections Committee will arrange for a new election to take place within one (1) week of the day the Elections Committee reach its verdict.

ARTICLE XVII - IMPEACHMENT

Section 1 - Intent, Initiation of Proceedings, Impeachment Committee

- 1. Intent: Impeachment is to be an attainable goal, but one with sufficient procedural safeguards to prevent its frivolous application.
- 2. Initiation of Impeachment Proceedings: Impeachment proceedings against a Class Representative or an Executive Officer must be initiated by a proposal signed by two-thirds (2/3) of the current voting members.
 - A. Impeachment proceedings against a Class Representative or an Executive Office must be initiated in writing and will be received by the Student Council Advisor.
 - B. A meeting will be set up with the officer or Class Representative and the Student Council Advisor.
 - C. If the problem cannot be resolved at this meeting, then the statement will be moved forward to the Student Council for their review and vote.
 - D. A Confidentiality Agreement prepared by the Director of Student Life must be signed by all parties including the Student Council members involved in the Impeachment Proceedings.
- 3. Impeachment Committee: the Student Council as a whole will try all impeachment. A Class

Representative selected at random will chair the meeting, but not a Class Representative who has initiated the proceedings, or who is being tried. Members of the Executive Board shall sit as voting members of the Impeachment Committee, except any individual to whom the impeachment is directed.

Section 2 - Grounds for Impeachment

1. Grounds for impeachment shall hold for all members of the Student Council. The Grounds for impeachment shall be:
 - A. Breaching of LCCW standards of conduct of the most current Student Handbook or Health Center Handbook by any elected member of the Student Council.

ARTICLE XVIII - REFERENDUM AND RECALL

Section 1 - Referendum

1. Any action by the Student Council shall be subject to referendum petition signed by fifteen percent (15%) of the ASLCCW members. A petition must be received by an Executive Officer.
2. Upon receipt of the petition, a presentation will be made at the next Student Council meeting.
3. Class Representatives are to present the information to their classes for their input and vote. At the following Student Council meeting a referendum vote will take place.

Section 2 - Recall

1. The power of recall shall rest with the members of the ASLCCW as outlined in the By Laws. The Vice President shall call, coordinate, and regulate the recall election. If the Vice President is under recall, the Student Council shall elect a Class Representative, not under recall, to call, coordinate, and regulate the recall election.
2. All elected officials shall be subject to recall by a petition submitted by fifteen (15%) of the ASLCCW.. All Class Representatives shall be subject to recall by a petition of two thirds (2/3) approval vote of their respective classes.
3. Upon presentation of the petition to the Student Council, the Student Council shall make arrangements to hold a recall election within fifteen (15) school days. If the recall action is supported by two-thirds (2/3) of the votes cast in the recall election, the Executive Board Member or Class Representative shall be removed from office.

ARTICLE XIX- RESIGNATION PROCEDURES

1. The procedure of resignation from the Executive Board or the Student Council shall be as follows:
 - A. All resignations shall be in written form and be submitted to the Student Council Advisor.
 - B. The resignation will take effect upon submission and verification of the resignation.

ARTICLE XX - VETO

1. The Student Council President may, before the next regularly scheduled meeting, veto any action of the Student Council, other than By Laws and proposed constitutional amendment.
2. If an Executive veto has been imposed, the Student Council President must inform the Student Council of the action before the next regularly scheduled meeting.
3. A two thirds (2/3) approval vote of the Student Council is necessary to override an Executive veto.

ARTICLE XXI - COMMITTEES OF THE STUDENT COUNCIL

Section 1 - Elections Committee

1. The Elections Committee shall consist of the Vice President who shall serve as Chairperson, the President, the Student Council Advisor (non-voting member), and a minimum of three (3) Class Representatives who shall be nominated and elected by Student Council.
2. In the event that a member of the Elections Committee becomes a candidate for a Student Council office, he/she is automatically disqualified as a member of the Committee; and his/her replacement shall be a Student Council member and elected by the Student Council. If a vacancy should occur in the position of the Chairperson, the President shall assume the chair; or if this is not possible, the Elections Committee shall elect its own Chairperson.
3. The Elections Committee shall handle all details pursuant to nominations and election of Student Council officers and shall interpret and enforce provisions of the Constitution and the By Laws, *Robert's Rules of Order, Newly Revised* and the orders of the Student Council pertaining to qualifications, nomination,

and election of Student Council Officers and shall establish such regulations necessary to efficiently run a campaign and election.

4. The Elections Committee shall publish copies of all rules, regulations, and procedures pertaining to qualifications, nomination and election of Student Council officers. Additionally, the Elections Committee shall provide each candidate with a copy of the rules and regulations. Other interested persons may be provided with a copy upon request.
5. No Elections Committee member may publicly endorse any candidate for office.
6. The Elections Committee shall not censor campaign speeches or literature or restrict in any way the candidates who meet the qualifications of elections outlined in the Constitution and By Laws.
7. The Elections Committee shall ensure that all currently enrolled students vote only once voting maybe done on paper or electronically.
8. The Elections Committee in the presence of the Student Council Advisor or his/her appointed representative shall count the ballots, tabulate the results, and announce the winners of the elections by the end of the school day.
9. The Election Committee shall furnish a complete copy of the results to each candidate and to other interested persons upon request.
10. The Elections Committee shall keep the ballots at least two weeks following the election until any complications, protests, or questions concerning the election have been finally resolved.
11. The Elections Committee shall receive all protests, complaints, and questions regarding elections for up to three (3) school days after the results are posted. The Committee shall meet within five (5) school days to respond to the issue from the day of the filing of the complaint. The Committee shall make such rulings or take such actions as may be deemed appropriate to insure the constitutionality of all elections in a timely manner. All Student Council functions will continue as is until the Election Committee has resolved the issues.
12. Appeals from decisions or actions of the Elections Committee may be made to the Student Council at any regular meeting or special meeting whether called for this purpose or not.
13. The balloting of any referendum or recall shall be the responsibility of the Elections Committee.

14. Should a situation occur that is not covered in this Constitution and By Laws or in the Elections guidelines, the Elections Committee will determine if any action needs to be taken.
15. Any interpretations the Elections Committee makes of this Constitution and By Laws or of the guidelines is subject to majority overrule by the Student Council.

Section 2 - Executive Board Committee

The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, and the Student Council Advisor (non-voting member). The Student Council President shall serve as chair of the Executive Board. The Executive Board has the following responsibilities:

1. The Executive Board shall uphold the Constitution and By Laws of the Student Council.
2. The Executive Board shall provide leadership and direction to the Student Council and to the members of the ASLCCW.
3. The Executive Board shall serve as a liaison between the Student Council and the Administration and faculty of LCCW.
4. The Executive Board shall cooperate with the Director of Student Life in the selection of the Activities Coordinator, Athletics Coordinator, and Lifelines Editor.
5. The Executive Board shall review the performance of all Class Representatives.
6. The Executive Board shall take disciplinary action when appropriate within the confines of the Constitution and By Laws of the Student Council.
7. The Executive Board shall meet no less than once every two (2) weeks during each quarter. Special meetings of the Executive Board may be called by the Student Council President, or by two (2) other Executive Board members.

Section 3 - Budget Committee

1. The Treasurer will chair the Budget Committee meeting held during Student Council, no later than week 5. The committee shall be composed of, but not limited to fourteen (14) Student Council Members. The Student Council President, Vice President, Secretary, and Advisor shall be included as members of the Budget Committee.
2. The Lifelines Newspaper, Athletics and Activities Coordinators must submit a proposed budget for the following quarter during week 10 of the previous quarter. Other Student Council committees may present proposals to the Treasurer for presentation to the Executive Board for their consideration at their [Exec. Board] meeting on week 4 of the quarter. If appropriate they will be included for presentation at the Budget Committee Meeting held no later than week 5 of each quarter.
3. The Budget Committee is a committee of the Student Council that examines and evaluates proposed budgets for spending of Student Council funds and will meet with the Student Council no later than week 6 of the quarter.
4. The Budget Meeting to consider proposed budgets shall take place on week 4 during the Executive Board meeting of each quarter. The proposed budget will be distributed by the Treasurer for the review, discussion and examination of the Executive Board. The Executive Board may make modifications to any budget item if necessary, prior to the presentation at the Student Council Budget Meeting
5. The date of the Budget Meeting for the Student Council shall be announced by the Treasurer at the first (1st) Student Council meeting of the quarter.

The finalized proposed quarterly budget shall be presented by the Treasurer during the week 5 Student Council meeting. At that time the Student Council will examine, consider and discuss the proposed quarterly budget in preparation for a vote the following week.

Section 4 – Student Advocacy Committee

At the discretion of the President of the College or the President of the Student Council, a Student Advocacy Committee may be formed. The Student Advocacy Committee is responsible for responding to the concerns of the ASLCCW. The committee will review the written submissions of concern and decide the appropriate action to be taken concerning an issue. Any planned action(s) will be discussed with the Student Council Advisor and approved by the Student Council with a two-thirds (2/3) vote of approval prior to their execution. The committee will consist of the Student Council VP, or their designee as the chairperson, and up to five (5) members of the Student Council.

Section 5 – Picnic Committee

The Picnic Committee consists of the Vice President and a minimum of five (5) members from the Student Council or the ASLCCW. The Vice President may appoint a chairperson to run this committee. The Picnic Committee will be responsible for choosing a picnic site for the annual Spring for Life Picnic, promoting the event, purchasing all the food and beverages, and coordinating with the Student Council Activities and Athletics Coordinators the games and events for the picnic. The Picnic Committee may choose to install other temporary sub-committees as necessary, each with their own Chairs. Examples would be set-up, food, publicity and clean-up. Installment of these committees is left to the Student Council Vice President's discretion. The Picnic Committee is responsible for coordinating all aspects of the event and must work in coordination at all times with the Director of Student Life.

Section 6 – Constitution Committee

1. This ad hoc committee is responsible for reviewing and suggesting necessary amendments and general housekeeping to the ASLCCW Constitution and By Laws.
2. The committee consists of the Student Council President, Vice President and a maximum of six (6) members from the ASLCCW. The Constitution Committee will work in conjunction with the Student Council Advisor. The Constitution Committee will review newly proposed amendments for accuracy and intent prior to presentation to the Student Council for their review and approval vote of two-thirds (2/3) to move the amendment forward.
 - A. The Constitution Committee will meet every three (3) years or sooner, if deemed necessary to review the ASLCCW Constitution and By Laws. Appropriate changes shall then be presented to the Student Council for their discussion, review and vote.

Section 7 – Impeachment Committee

The Student Council as a whole will try all impeachments brought before them. A Class Representative selected at random will chair the meeting, but not a Representative who is initiating the proceedings, or who is being tried. The Vice President, if the impeachment is not directed toward that individual, shall sit as a voting member of the impeachment committee.

ARTICLE XXII - AMENDMENTS

1. These By Laws are meant to serve as a guide for efficient student government. If experience shows their inefficiency, an amendment process should be simple.
 - A. Any and all sections may be amended.
 - B. An amendment must be presented in writing at an official Student Council meeting. The amendment will be passed by a two-thirds (2/3) vote of approval.
 - C. Voting will occur within ten (10) school days of presentation.
 - D. The Secretary shall maintain a separate list of all amendments including dates of approval to the Constitution and Bylaws made during his/her term of office. All new ratified amendments shall be incorporated into the current Constitution and By Laws and distributed at the end of the quarter unless no changes are made.