Associated Students of

Irvine Valley College

Constitution and Bylaws

2026–2027

Contents

Select any entry to jump to that part of the document.

Constitution

- Article I: Preamble & Name
- Article II: Mission & Values
- Article III: The Structure
- Article IV: Eligibility
- Article V: Meetings
- Article VI: Appointments and Vacancies
- Article VII: Finances
- Article VIII: Amendments, Impeachment, Recall, & Removal

Bylaws

- Article I: General By-Laws Code
- Article II: Executive Code
- Article III: Legislative Code
- Article IV: Committee Code
- Article V: Elections Code
- Article VI: Activities Code
- Article VII: Finances Code
- Article VIII: Attendance Code
- Article IX: Inter-Club Council (ICC)
- Article X: Forms

Constitution

Article I: Preamble & Name

We, the Associated Students of Irvine Valley College, are devoted to promote our intellectual and social development through student activities and leadership development while prioritizing a spirit of unity among ourselves, our faculty, our staff, and our administration; we also seek the continuous growth and development of the college within a framework of college-community relations, do hereby establish this Constitution as structure and the Policy Manual as the intra muros to assume the powers and cooperative responsibility of self-government delegated to us by the President of Irvine Valley College and the Board of Trustees of the South Orange Community College District.

Section 1: The name of this organization shall be the Associated Students of Irvine Valley College, hereby referred to as ASIVC.

Section 2: The mascot of the ASIVC shall be the Laser.

Section 3: The official colors of this organization shall be blue and white.

Section 4: The ASIVC shall be composed of one governmental body: which includes the legislative body.

Article II: Mission & Values

The Official Voice of the Students of IVC is the Associated Students of Irvine Valley College (ASIVC). ASIVC is devoted to empowering and representing the entire student body, conveying the student perspective to the campus community through shared governance, leadership, and advocacy. It is ASIVC's obligation to ensure student voices are heard through initiatives, voting, and collective thinking. ASIVC meets regularly during the academic year to discuss the business of the Associated Students, including, but not limited to programs, services, operations, fiscal management, student issues, and legislative activity. All are encouraged to join as members of the public!

Article III: The Structure

Section 1: All ASIVC Officers

A. Provide the central voice in student representation in shared governance committees and/or task force groups, connecting themselves to IVC Faculty, Administration, and District-wide ventures.

B. Must partake and represent student voices in ASIVC and at least one (1) shared governance committees, engaging on matters within ASIVC in addressing relevant targets and goals.

C. Senators and Directors cannot join another committee, but may participate as a member of the public.

Section 2: ASIVC President

A. Serve as the primary representative of ASIVC and the student body at large, being the outward appearance of the organization.

B. Presides over all official meetings of the ASIVC Senate, Board of Directors, and ASIVC Ambassadors.

C. Represent student voices and ASIVC on the IVC President's Cabinet, the Chancellor's Council, College Council, Foundation's Board of Governors, and SOCCCD's Board of Trustees.

D. Serve as an ex-officio member of all committees.

Section 3: Vice President of Internal Affairs

A. Shall oversee the Internal Affairs department, as chair composed of the ASIVC President, two (2) senators of administration, and two (2) ambassadors of administration.

B. Shall support the President by overseeing day-to-day internal operations and ensuring continuity across ASIVC bodies.

C. Serve as the student representative to the College Council.

D. Serve as chair of ASIVC in the absence of the ASIVC President.

E. Serve as an ex-officio member of all committees.

Section 4: Director of External Affairs

A. Shall oversee the External Affairs department, as chair of the civic engagement committee composed of two (2) Senators of External Affairs and (1) ambassadors of External Affairs.
    a. In charge of proposing Resolutions authored by the Civic Engagement committee to the ASIVC Legislature

B. Represent ASIVC and IVC's student body in local, regional, and national political spheres.

C. Serve as the designated Region VIII delegate to the Student Senate of California Community Colleges (SSCCC) and on the Irvine City Council Student Advisory Board.

Section 5: Director of Budget and Finance

A. Shall oversee the Budget and Finance department, as chair composed of the respective two (2) Senators of Budget and Finance and (1) Ambassador of Budget and Finance.

B. Oversee the planning, granting, and advocating of the ASIVC Budget and serve as the Budget and Finance Committee leader.

C. Shall oversee the Budget and Finance committee, the Director of Budget and Finance, ASIVC President, Vice President of Internal Affairs, the Senators of Finance, the Ambassadors of Finance, and the ASIVC Advisor.

Section 6: Director of Inter Club Council

A. Chairs and attends regular meetings of the Inter-Club Council (ICC) while providing guidance and management of IVC's club operations. Serves as a liaison between clubs and ASIVC and manages IVC Club Day.

B. Oversees ICC Committee composed of two (2) senators and two (2) ambassadors.

Section 7: Director of Diversity, Equity, Inclusion and Accessibility.

A. Shall oversee the operations of the ASIVC DEIA committee consisting of two (2) senators and one (1) ambassador, handling all matters pertaining campus issues and student affairs in the scope of ASIVC.

B. Main promoter, advocate, and supporter of IVC Cultural Clubs and International Students.

Section 8: Director of Events

A. Presides over the Events Committee consisting of two (2) senators and two (2) ambassadors, tasked with the planning and execution of ASIVC events for the academic year.

Section 9: Director of Public Relations

A. Coordinates publicity via PR committee, consisting of two (2) senators and two (2) ambassadors for all ASIVC endeavors via physical and digital platforms on campus.

Section 10: Director of Sustainability

A. Presides over Sustainability committee consisting of two (2) senators and one (1) ambassador, furthering sustainable initiatives and efforts on campus.

Section 11: Senators

A. 16 elected representatives partaking in the ASIVC legislative process with voting powers.

B. Work on the development and implementation of major ASIVC-sponsored programs and events throughout the academic year.

C. Have oversight over all legislative meeting agenda items, reviewing and supporting legislative agenda items, and collaborate in implementing ASIVC programs and events.

D. Senators serve in their respective committee-based legislative members of ASIVC & constitute as part of the voting body.

Section 12: Ambassadors

A. 12 Appointed representatives specifically tasked to carry out operational support with respective specific committees, serving as representatives.

B. Have ability to hold implied advisory vote with respect to their position representing ASIVC.

Article IV: Eligibility

Section 1: Qualifications for Holding Office

Clause 1: A student who is elected or appointed to serve as an officer in ASIVC must meet all of the following requirements (in accordance with Section 76061 of the California Education Code):

A. The student shall be enrolled at IVC at the time of election and throughout their term, with a minimum of five (5) cumulative semester units at IVC.

B. The student shall meet and maintain the minimum standards of scholarship prescribed for IVC students by the South Orange County Community College District.

C. Alternatively, the student shall be enrolled in an adult education program offered by IVC pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50, at the time of the election and throughout their term.

D. Or, the student is enrolled at IVC at the time of election and throughout the student's term, and is a disabled student, as defined in subdivision (b) of Section 84850.

Clause 2: A student elected or appointed to serve as an officer in ASIVC must have Irvine Valley College listed as their College of Record.

Clause 3: A student elected or appointed to serve as an officer in ASIVC shall not be on academic or progress probation, must be in good disciplinary standing, and shall not be in violation of Title IX.

Clause 4: Any officer who is under active investigation for a Title IX violation shall be immediately suspended from their position until the investigation is concluded and a final determination is made.

Clause 5: A student elected or appointed to serve as an officer in ASIVC must adhere to the Student Leader Expectations form unless alternative arrangements are made with the ASIVC Advisor.

Clause 6: A student elected or appointed to serve as an officer in ASIVC must have and maintain a minimum G.P.A. of 2.5 in all college units completed at Irvine Valley College.

Clause 7: Any accommodation requests must follow the policies and procedures of the Irvine Valley College Disability Support Programs for Students (DSPS) office, be approved by the DSPS Coordinator, and must abide by Section 84850 of the California Education Code

Clause 8: The President of ASIVC shall:

A. Maintain continuous enrollment in five (5) (California Ed Code 76060). b. Have and maintain a minimum G.P.A. of 2.5 in all college units completed at Irvine Valley College.

B. Have paid the ASIVC Access fee each semester.

C. Must adhere to Student Leader Expectations unless alternative arrangements are made with ASIVC Advisor.

D. Have a minimum of twelve (12) units completed at Irvine Valley College Act in good faith guiding ASIVC

E. Act in good faith regarding executive actions and decisions regarding ASIVC.

Clause 9: All other elected and appointed officers must meet the same qualifications as the President, with the exception that the Vice President of Internal Affairs, Directors, and Senators may have less than twelve (12) completed units at Irvine Valley College prior to taking office.

Clause 10: No student may hold, or apply for, more than one (1) elected or appointed office at any given time.

Clause 11: The maximum number of years that a student may participate in ASIVC is three (3) years. No student shall hold the position of Senator for more than two (2) years - whether appointed or elected. No student shall be elected to the same Board of Directors position (President, Director of Inter-Club Council, Vice President of Internal Affairs, Director of Budget and Finance, Director of Diversity, Equity, Inclusion, and Accessibility, Director of Public Relations, Director of Sustainability, and Director of External Affairs) for more than one (1) year.

Clause 12: In the event, where a Director position becomes vacant, due to unforeseen circumstances, this will not count against a student's right to run for the same position in the future, as long as it remains within the confines of the three (3) years maximum participation allotted for any student.

Section 8: In the case of permanent disability, ineligibility, or recall of the President, the Vice President of Internal Affairs shall ascend to the office of President.

Section 9: In the case of permanent disability, ineligibility, or recall of the President and Executive Vice President of Internal Affairs, the Director of External Affairs shall ascend to the office of President.

Article V: Meetings

Section 1: Meetings of all governmental bodies shall be conducted according to Robert's Rules of Order.

Section 2: The legislative powers of ASIVC are vested in the legislative body, which includes the Board of Directors and senators only, not ambassadors.

Section 3: The elected Board of Directors shall be the President, Executive Vice President of Internal Affairs, Director of External Affairs, Director of Budget and Finance, Director of Inter-Club Council, Director of of Diversity, Equity, Inclusion, and Accessibility, Director of Events, Director of Public Relations, and Director of Sustainability. There shall be sixteen (16) senators and 12 ambassadors.

Section 4: The Legislative meetings shall be chaired by the ASIVC President.

Section 5: The Legislative Body shall meet regularly throughout the academic year only while classes are in session during the fall and spring semesters. Regular attendance at the legislative meetings is required of all ASIVC officers.

Clause 1: Each elected or appointed ASIVC Director or Senator shall have one (1) vote.

Clause 2: A quorum shall constitute a majority of the present ASIVC voting officers being the Senators and Directors.

Clause 3: Meetings of all governmental bodies shall be conducted according to Robert's Rules of Order.

Clause 4: Members of the public are provided an opportunity to speak during the public comments portion of Legislative and Committee meetings.

Clause 5: The Board of Directors will assume the roles of the entire legislative body during the summer intermission period between the traditional school year on necessary matters.

Article VI: Appointments and Vacancies

Section 1: Ambassador Appointments shall be proceed with the following:

Clause 1: Publicity for the ambassador appointments must be advertised on Laser Day and during the first week of school, lasting no more than two (2) weeks.

Clause 2: At least one Information session led by each director within their respective areas must take place and at least 5 students appear at this information session otherwise, they must do another.

Clause 3: The application process must open on the second week of school with continued publicity and open for at least one (1) week and maximum two (2) weeks.

Clause 4: Directors shall nominate two to three (2-3) applicants from a blind screening in their respective department.

Clause 5: From the nominations, the ASIVC president appoints through an interview process and has the right to reject all applicants. The ASIVC President cannot nominate applicants.

Clause 6: Ratification shall occur through a majority vote from the senate present, excluding the board of directors.

Section 2: Any vacancy which occurs among any elected ASIVC members or appointed office who meet the qualifications outlined in Article IV shall be filled by Presidential appointment upon ratification of the voting members present at legislative meeting by a two-thirds (2/3) vote.

Clause 1: Vacancy of a director position shall be filled by a senator through presidential appointment.

Clause 2: Vacancy of a senatorial position shall be filled through a presidential nomination of at maximum four (4) students who meet the qualifications outlined in Article IV This position shall be filled upon a two-thirds (2/3) vote by ASIVC voting members present.

Clause 3: Vacancy of an ambassador position shall be through a presidential nomination of at maximum four (4) students who meet the qualifications outlined in Article IV. This position shall be filled upon a majority vote by ASIVC voting members present.

Section 3: In the event, where a Director or Executive Board position becomes vacant, due to unforeseen circumstances, this will not count against a student's right to run for the same position in the future, as long as it remains within the confines of the three (3) years maximum participation allotted for any student.

Section 4: For any committee not specifically provided for within this Constitution, the ASIVC President shall appoint the Chair; such appointments, along with the designation of voting members, shall require ratification by a two-thirds (2/3) vote of the Senate.

Article VII: Finances

Section 1: ASIVC shall maintain a Budget and Finance branch with primary authority over the stewardship, allocation, and oversight of all ASIVC funds.

Section 2: The Budget and Finance Committee shall be composed of the Director of Budget and Finance, ASIVC President, Vice President of Internal Affairs, the Senators of Finance, the Ambassadors of Finance, and the ASIVC Advisor.

Section 3: The Director of Budget and Finance shall serve as the principal financial officer of ASIVC and shall exercise executive authority over financial planning, fiscal oversight, and budgetary coordination on behalf of ASIVC.

Section 4: The Budget and Finance Committee shall hold the authority to review, evaluate, and recommend all matters involving ASIVC funds, including budgets, allocations, and financial priorities.

Section 5: The Director of Budget and Finance with the Budget and Finance Committee, shall possess the authority to develop and recommend the annual ASIVC budget and any subsequent fiscal adjustments for consideration by the Legislative Body.

Section 6: ASIVC funds shall not be used for the personal benefit of any individual member or officer.

Section 7: In accordance with state law, ASIVC funds shall not be contributed to any candidate for public office or used for partisan political campaigning.

Section 8: All ASIVC financial actions and expenditures shall comply with the California Education Code and the policies of the South Orange County Community College District.

Article VIII: Amendments, Impeachment, Recall, & Removal

Section 1: Amendments

All amendments to these governing documents shall be conducted in the spirit of enhancing efficiency, accountability, and clarity. Proposed changes must demonstrate a clear intent to improve the operational capacity of ASIVC or the service provided to the student body.

Clause 1: The ASIVC Constitution may be amended or revised by a two-thirds (2/3) vote of those students voting at a general or special election. The proposed amendment(s) shall be posted in at least five (5) conspicuous places on campus at least ten (10) days prior to the election.

Clause 2: The ASIVC By-Laws may be amended or revised by a supermajority vote of eighty-five percent (85%) or more after an officer proposes the amendment or revision at a prior meeting, following a presentation and the provision of due process to the Office of Student Life, the President, and the legislative body. Only after this process may the President seek a motion to amend or revise the specific section before all voting members of the legislative body.

Clause 3: ASIVC advisor approval is required for any changes to the ASIVC governing documents.

Clause 4: Amendments to the Constitution shall take effect immediately upon the certification of election results by the Office of Student Life. Revisions to the Bylaws shall take effect immediately following a successful supermajority vote and subsequent Advisor approval, unless a specific future enactment date is stipulated within the motion.

Section 2: Impeachment

Any officer may be subject to formal impeachment upon presentation of a written petition stating the exact reason(s) for impeachment, signed by a simple majority of ASIVC officers.

Clause 1: Any ASIVC officer may initiate impeachment proceedings by submitting a petition for impeachment to the ASIVC Advisor, in which the advisor approves the legitimacy of the petition to be able to be signed. Any violation of the student code of conduct and or Title IX violation will be referred to the Dean of Students.

Clause 2: Upon validation of the petition by the advisor, the accused officer shall be notified in writing and afforded the opportunity to appear before ASIVC by the next legislative meeting. The officer in question and their impeachment process shall have up to 20 minutes to present their statement, including questions and an open discussion.

Clause 3: Following the impeachment hearing, a two-thirds (2/3) vote of all the voting members of the Legislative body shall be required to advance the impeachment. Any motion to reconsider would still require a 2/3 vote to end or advance the impeachment process.

Clause 4: Failure of the accused officer to appear at the scheduled impeachment hearing without documented good cause shall constitute a forfeiture of the right to be heard and shall not delay proceedings

Clause 5: Upon an affirmative impeachment vote, the vacancy shall either be filled by a presidential appointment or in the next election cycle, depending on the decision of the advisors and the president.

Section 3: Recall

Clause 1: A recall petition may be initiated against any officer. From initiation to official submission, the recall petition process shall not exceed fourteen (14) calendar days (two weeks). The petition must be signed by ten percent (10%) of the total number of students who voted in the most recent ASIVC general election or special election, rounded up to the nearest whole person. Each signature must be accompanied by a student ID number for verification. The petition must state the specific violation(s) of the ASIVC Constitution, Bylaws, Student Code of Conduct, or Title IX violation.

Clause 2: Upon submission, the petition shall be reviewed by the Office of Student Life and the ASIVC president. The review is limited to confirming:

a. The authenticity of the signatures;

b. That the stated reasons constitute a specific violation of governing documents or student conduct.

Clause 3: If the petition is found to lack sufficient evidence, contain invalid signatures, or fail to cite a specific violation, it shall be declared moot. A written explanation of the nullification must be provided to the petitioners and the ASIVC Legislative Body within five (5) school days.

Clause 4: If the petition is declared valid, the matter shall not result in immediate removal. Instead:

a. The officer in question shall be notified and granted a hearing before the legislative body at the next legislative meeting.

b. Following the hearing, the officer is removed only upon a two-thirds (2/3) affirmative vote of the voting membership of the Legislative body.

c. Alternatively, the Legislative Body may place the recall on a special ballot for a student-wide vote, requiring a majority to pass, provided a quorum is present.

Section 4: Removal

Clause 1: Failure to meet the attendance requirements outlined in the Attendance Code, Article 8 of the ASIVC By-Laws, shall result in an automatic forfeiture of office.

Clause 2: Failure to meet the requirement of volunteer hours each semester or overall academic year shall result in an automatic forfeiture of office.

Bylaws

Article I: General By-Laws Code

A. The requirements for bylaws shall be known as the General Bylaws Code and shall determine the procedures governing the bylaws for the ASIVC.

B. A bylaw shall be defined as any set of rules adopted by the ASIVC legislative body for governing meetings and affairs. A bylaw shall be considered as a definite part of the ASIVC framework and carry the full weight of legal and regulatory power.

C. The Bylaws of the ASIVC shall be included in various sections, each bearing the title of the Code. Bylaws shall be organized into a pertinent code section.

D. Code sections shall be numbered and titled in the following manner:

   a. General Bylaws Code

   b. Executive Code

   c. Legislative Code

   d. ASIVC Committee Code

   e. Elections Code

   f. Activities Code

   g. Finance Code

   h. Attendance Code

   i. Inter-Club Council Code / Clubs / Organizations Code

   j. ASIVC Forms

E. Any changes that to the bylaws must be done through the process outlined in the ASIVC Constitution (Article VIII Clause 2)

F. Passage of legislation, if conforming to all the stipulations as listed above in section 1.03, shall make the effective date for administering legislation. Exceptions to the effective date shall be indicated in the wording of the legislation.

G. Any reference to Irvine Valley College shall hereafter be referred to as IVC.

H. Any reference to South Orange County Community College District shall hereafter be referred to as SOCCCD.

I. Any reference to an ASIVC officer, elected or appointed, shall be referred to as that officer's respective title.

J. Any reference to the combined body of the Senate and the Board of Directors shall be referred to as the Legislative Body

Article II: Executive Code

President

A. Presides over all official meetings of the ASIVC in good faith regarding the ASIVC Legislative Body, Board of Directors, and Ambassadors.

B. Serve as the Student Speaker for the annual Commencement Ceremony for the respective year that they serve as president.

C. Meet regularly with the ASIVC advisor and campus administrators.

Vice President of Internal Affairs

A. Provide support for ASIVC internal matters such as attendance, volunteer hours with the ASIVC advisors and coordinate with appropriate ambassadors, standing and ad hoc committees

B. Takes legislative meeting minutes and upholds the maintenance of the ambassadors.

C. Assists in resolving internal operational issues and facilitates communication between directors, senators, and committees.

D. The responsibilities and duties of the Vice President Internal Affairs relating to attendance are detailed in the Attendance Code of the ASIVC By-laws.

Director of External Affairs

A. Oversees and chairs the Civic Engagement committee.

B. Delegates members of Civic Engagement committee to attend in SOCCDD meetings in case of absence.

C. Report on local, regional, and state legislative issues at ASIVC Legislative meetings.

D. Organize student voter registration campaigns.

E. Author resolutions to propose at the local level or to the SSCCC.

Director of Budget and Finance

A. Shall oversee the Budget and Finance department

B. On behalf of the committee, submit the proposed ASIVC budget to the Legislative Body as an agenda item.

C. Submit the approved ASIVC budget for the upcoming year to the district; be prepared to make a formal presentation with the ASIVC President at the Spring Board of Trustees meetings

D. Shall be required to serve as the official ASIVC representative to the Budget Development and Resource Planning Committee (BDRPC) participatory governance committee

E. Must enforce the following rule: any organization receiving funds must display: “Sponsored by the Associated Students of Irvine Valley College” on all promotional materials, by working in conjunction with the Director of Public Relations to promote the ASIVC access fee: Promotion is done through labelling on ASIVC sponsored events and materials at the highest propensity of times when possible.

Director of Diversity, Equity, Inclusion, and Accessibility

A. Chair and attend regular meetings of the Diversity Equity Inclusion and Accessibility (DEIA) committee.

B. Shall be required to attend or appoint an official ASIVC representative on its respective committee to attend PAC-DEIA shared governance meetings.

C. Must coordinate with the Director of Events and the Director of Public Relations to hold at least one cultural event during the course of each semester. Cultural events may include, and are not limited to, cultural club fairs.

Director of Events

A. Shall oversee the Events department, composed of the respective Senators of Events and Ambassadors of Events.

B. Planning the following academic year’s events shall begin as soon as the Director of Events is elected.

C. A tentative calendar of the academic year’s events shall be completed by the first orientation, and presented to the Legislative body at the first orientation.

D. Shall maintain a public calendar of all ASIVC events.

E. Shall prepare and track the annual events budget in coordination with the Director of Budget and Finance.

F. Coordinate with the Director of Inter-Club Council to plan a “club fair” for each semester of the academic year

G. Work with the Director of Public Relations (and the respective committee), and the IVC Marketing department to publicise ASIVC events

Director of Inter-Club Council

A. Develop the ICC agenda with the assistance of the Office of Student Life staff, and distribute ICC agendas and approved meeting minutes to all registered clubs through an established communication medium at the earliest possible convenience, ensuring accessibility.

B. Provide leadership and guidance on the club approval process and the allocation of semesterly club funds by maintaining availability to club representatives through an established communication

medium, organizing informational workshops or orientations, and responding to club-related questions and concerns.

C. Ensure that all ICC-related submissions, requests, and materials adhere to established timelines and procedures, except in cases of documented extenuating circumstances as approved by the Office of Student Life

Director of Public Relations

A. Shall oversee the Public Relations department, composed of the respective Senators of Public Relations and Ambassadors of Public Relations.

B. Establish and communicate publicity timelines for all ASIVC events and initiatives.

C. Require that all publicity requests be submitted through an official PR request form, handling requests in chronological order prioritizing completion based on the nature and scope of each request.

D. Ensure that publicity materials are completed within ten (10) business days of a completed PR request submission, except in cases of documented extenuating circumstances as approved by the Office of Student Life.

E. Work with the Director of Budget and Finance and Director of Events to promote the ASIVC access fee.

F. Organize and conduct classroom outreach efforts to promote ASIVC operations, services, and events through the PR committee, allowing Ambassadors to spearhead these classroom visits.

Director of Sustainability

A. Shall and chair oversee the Sustainability department, composed of the respective Senators of Sustainability and Ambassadors of Sustainability.

B. Review IVC's university and academic policies related to Sustainability and prepare a monthly Sustainability report to be submitted at the end of each term.

   a. Present the Sustainability report to the Legislative Body for approval by a two-thirds (2/3) vote, representing the official position of ASIVC through the Sustainability Committee.

   b. A Sustainability Committee delegate must present the official ASIVC Sustainability Statement to the appropriate participatory government in coordination with ASIVC advisors

C. Shall be required to attend or appoint an official ASIVC representative on its respective committee to attend the ELC participatory governance committee.

Article III: Legislative Code

A. The legislative powers of ASIVC are vested in the legislative body, which solely includes directors and senators.

B. The elected Board of Directors shall be the ASIVC President, Executive Vice President of Internal Affairs, Director of External Affairs, Director of Budget and Finance, Director of Inter-Club Council, Director of Diversity, Equity, Inclusion, and Accessibility, Director of Events, Director of Public Relations, Director of Sustainability. There shall be 16 senators

C. The Legislative meetings shall be chaired by the ASIVC President.

D. The Legislative Body shall meet regularly throughout the academic year only while classes are in session during the fall and spring semesters. Regular and timely attendance at the legislative meetings is required of all ASIVC officers.

a. Each elected or appointed ASIVC Senator or Director shall have one (1) vote.

b. A quorum shall constitute a majority of the present ASIVC voting officers being Senators and Directors in office at this time.

c. Members of the public are provided an opportunity to speak during the public comments portion of Legislative and Committee meetings.

d. The Board of Directors will assume the roles of the entire legislative body during the summer intermission period between the traditional school year on necessary matters.

E. All ASIVC Officers

a. Must stay current with contemporary campus topics, and legislative issues impacting community college students.

b. Must strictly follow the ASIVC leadership expectation form and act in good faith.

c. To maintain good standing, officers must complete at least ten (10) total hours of volunteer service at ASIVC-sponsored events per semester; alternatively, this requirement may be satisfied if an officer volunteers for at least one (1) hour at each of three (3) distinct ASIVC-sponsored events.

F. Senators

a. In the case an item fails to pass, it must be reworded by the committee from which it originated. The Legislative body shall issue recommendations and conditions under which it would revisit the item. Once the recommendations are applied, the item shall then be revisited in the following ASIVC Legislative meeting.

b. When running for ASIVC, candidates must run for a specific senatorial seat connected to a standing committee (for example, Senator of Finance).

c. Senators may attend and contribute to any ASIVC committee meetings and projects; however, senators are only voting members for the committee seat they were elected or appointed to represent.

G. Ambassadors

a. Ambassadors may engage in the legislative process and procedures, but do not have voting power.

b. Serves as operational support that includes but is not limited to…
    i. Taking minutes
    ii. Volunteering for events
    iii. Must attend at least 2 Student organization events per month

Article IV: Committee Code

General Committee Responsibilities

A. Each Director shall serve as the Chair of their respective department standing committee and is responsible for final oversight of said department. The department committee, led by the Director and composed of Senators and Ambassadors, shall be responsible for the research, production, and operational tasks required to fulfill the department's mandate.

B. To ensure the effective execution of branch responsibilities, each committee member shall be assigned delegated duties at the discretion of the Chair. These assignments are designed to assist in the Chair's determined responsibilities and may include, but are not limited to, legislative research, project management, minute-taking, and event logistics.

C. All ASIVC committees shall serve as the primary working bodies for the development of programs, organization of events, and student advocacy.

D. Committees are subject to the California Brown Act. Agendas must be posted at least 72 hours in advance in a public location and on the ASIVC website. Failure to comply with this requirement may result in disciplinary action.

E. Each committee must appoint a member to take official minutes. These minutes must be archived and made available to the public.

F. Committee Chairs (or their designees) must provide a weekly verbal or written report to the ASIVC legislative body during regular legislative meetings regarding their activities and expenditures.

G. Committees seeking funding for events or initiatives must follow the Finance Code procedures, including presenting a detailed budget to the Budget and Finance Committee before seeking final legislative body approval.

Meeting Logistics

A. Standing committees shall convene at least once per week during the Fall and Spring semesters. Deviations from this weekly requirement are only permitted with the formal consent of an ASIVC Advisor. Advance notification to the ASIVC Advisor of at least 72 hours is required for any cancellation or change of meeting time.

B. Regular committee meetings should be scheduled for a duration at minimum 60 minutes, depending on the complexity of the agenda.

C. A quorum for any committee shall consist of a simple majority (50% + 1) of its voting membership.

D. Committee members (Senators and Ambassadors) are allowed no more than three (3) unexcused absences per academic year. Missing any portion of a meeting for fifteen (15) minutes or more shall constitute an unexcused absence.

Standing Committees

A. Internal Affairs Committee (Chair: Vice President of Internal Affairs)

a. Responsible for internal governance, procedural compliance, and the maintenance of the Ambassador program.

b. Shall monitor internal operations and identify administrative concerns across all branches.

c. Shall conduct a monthly review of ASIVC governing documents to identify outdated language or conflicting clauses. The review shall be reported monthly to the legislative body during regular legislative meetings.

d. Shall develop and lead “Parliamentary Procedure” and “Brown Act” workshops for new members.

e. The responsibilities and duties of the Internal Affairs Committee relating to attendance are detailed in Section 8 of the ASIVC By-laws.

B. Budget and Finance Committee (Chair: Director of Budget and Finance)

a. Overseeing but not limited to, annual budget, scholarships, and the ASIVC access fee.

b. Reviews every “Funding Request Form” from clubs or committees before it hits the legislative body floor.

c. Conducts “Post-Event Fiscal Reviews” to see if committees stayed under budget and where money was wasted during their report at the legislative meeting.

d. Partners with the PR Committee to run campaigns explaining the value of the ASIVC access fee to the general student body at least once a semester.

e. Ensures all funded organizations and events display: “Sponsored by the Associated Students of Irvine Valley College.”

C. Diversity, Equity, Inclusion, and Accessibility (DEIA) Committee (Chair: Director of DEIA)

a. Promotes cultural initiatives and facilitates academic opportunities for marginalized groups.

b. Mandated to coordinate with the Events and Public Relations Committees to execute a minimum of four (4) cultural events (e.g., cultural club fairs) per year.

D. Events Committee (Chair: Director of Events)

a. A tentative calendar of the academic year’s events shall be completed by the first orientation, and presented to the Legislative body at the first orientation.

b. Responsible for the execution of at least five (5) events per semester.

c. Shall organize the bi-annual Club Fair with the Inter-Club Council and ICC Committee.

d. Must make volunteer sheets at least one (1) week prior to the event.

e. Are responsible for the maintenance of volunteer sheets of any ASIVC events, regardless of the committee of origin.

E. Public Relations Committee (Chair: Director of PR)

a. Organize and implement content creation, social media presence, and classroom outreach for ASIVC.

b. Visit classrooms and pitch upcoming ASIVC initiatives to students directly.

c. Responsible for the distribution and removal of physical posters/flyers across campus to ensure ASIVC information is never outdated.

d. The committee shall assist the Director of PR and be responsible for the delegated duties as prescribed by the Director of PR.

F. Inter-Club Council (ICC) Committee (Chair: Director of ICC)

a. Manages club approval processes, funding allocations, and inter-club engagement. Funding process is a collaborative endeavor, organized between the Inter-Club Council and the Budget and Finance Committee.

b. Hosts “How-To” workshops for new clubs regarding the approval process and SOCCCD regulations.

c. Manages the “Club of the Month” and “Engagement Points” systems to reward active clubs.

d. Review IVC’s university and academic policies related to DEIA and prepare a monthly DEIA report to be submitted at the end of each term.

i. Present the DEIA report to the Legislative Body for approval by a two-thirds (2/3) vote, representing the official position of ASIVC through the DEIA Committee.

ii. A DEIA Committee delegate must present the official ASIVC DEIA Statement to the appropriate participatory government in coordination with ASIVC advisors.

G. External Affairs Committee (Chair: Director of External Affairs)

a. The committee shall monitor and research active local, state, and even national legislation regarding community colleges (e.g., student housing, financial aid, and transit). They shall prepare “Fact Sheets” of relevant legislation to be presented monthly to the Senate.

b. When the Director identifies a regional issue, the committee is responsible for drafting formal ASIVC Resolutions to be submitted to the SSCCC General Assembly.

c. The committee shall lead non-partisan voter registration drives and “Meet the Candidates” town halls for local and state elections. A minimum of two events per semester during election cycles.

d. Shall maintain contact with neighboring student governments (e.g., Saddleback ASG, OCC, SAC) to coordinate joint advocacy efforts on shared district or regional issues.

e. Responsible for planning and executing "Legislative Advocacy Weeks" or "Lobby Days," where IVC students are given the opportunity to meet with local state representatives.

f. Responsible for choosing their alternate for the SSCCC from the two Senators of External Affairs.

H. Sustainability Committee (Chair: Director of Sustainability)

a. Partners with IVC facilities to track campus recycling and composting efficacy.

b. Works with the Events Committee to ensure ASIVC events follow "Zero-Waste" protocols (limiting single-use plastics).

c. Leads the execution of the annual Earth Day/Week festival and related advocacy workshops.

Committee Membership

A. Senators are the primary voting members of the committee to which they are elected or appointed.

B. Ambassadors serve as operational support (including but not limited to taking minutes and volunteering) but do not possess legislative voting power within the committee.

C. Membership on the Budget and Finance Committee must include the ASIVC President, the VP of Internal Affairs, and the Advisor.

Article V: Elections Code

Section 1: The Elections Committee

Establishes the authority, composition, responsibilities, and limitations of the Elections Committee to ensure the fair, impartial and effective administration of student government elections while promoting voter engagement and compliance with the Elections Code.

A. The members of the Elections Committee shall be responsible for the outreach and promotion of open positions, candidate orientations, candidate forums, and elections, promoting voter engagement, and ensuring that all candidates adhere to the election code.

B. In carrying out its outreach and promotional responsibilities, the Elections Committee shall collaborate with Student Life, Marketing, and other relevant campus offices to ensure that all election-related advertisements, applications, and informational materials are accessible to all students and clearly visible across campus, including both physical and digital platforms, with the purpose of increasing voter turnout and student participation in the electoral process.

C. Elections shall be carried out by the Elections Committee, appointed by the ASIVC President, and ratified by the Legislative body no later than one (1) week following the two-thirds (2/3) voting members

D. The Elections Committee shall be composed of the Senators of Internal Affairs, the Ambassadors of Internal Affairs, two students at large who are not members of ASIVC, and the Director of Internal Affairs, who shall serve as Chair of the Committee.

E. No member of the Elections Committee shall be eligible to run in any election overseen by the Committee during their term of service.

F. Elections Committee members are excluded from endorsing candidates or serving as campaign team members.

G. If an Elections Committee member is excused from the committee by vote, the officer shall still be held to the restrictions of Election Committee members.

Section 2: Application Process

Outlines the application requirements, submission process, eligibility verification, and ballot preparation procedures for candidates participating in ASIVC elections.

A. Applications shall be made available at least thirty (30) days prior to the established deadline for submission. Applications will be available online, and an email will be sent to all students announcing availability.

B. Applications for elected candidates, including Student Trustee, must include a headshot and a candidate statement (brief description; no more than 350 words, but students should be given the option to at least write 200 words) on why the candidate is interested in running. The headshot and candidate statement will be added to the ASIVC webpage by position as a resource for voting students. Students who do not submit these supplemental items will not have items included for review by voters.

C. Student Life Office staff shall verify eligibility to hold office, as established by the ASIVC By-Laws.

D. The Elections Committee may work with the Office of Student Life to create and edit an electronic ballot with the college Research or IT department.

Section 3: Mandatory Candidate Orientation

Establishes mandatory candidate orientation requirements, attendance, accommodation, and certification steps required to qualify for and remain eligible as a candidate.

A. The Elections Committee shall schedule at least three (3) Candidate Orientation. Meetings should be hybrid, and held at different times and on different days of the week, after the deadline for applications and prior to the start of campaigning.

B. All candidates must attend one of the mandatory Candidate Orientation meetings. Failure to attend one of the mandatory orientations shall result in disqualification of candidacy.

C. One Candidate Orientation shall be held during the regularly scheduled ASIVC Legislative Meeting to ensure accessibility to all candidates:
    a. Candidate Orientation shall take place in a separate room and shall not disrupt the proceedings of the Legislative Meeting.
    b. A minimum of one and a maximum of two individuals, as delegated by the Chair of the Elections Committee, shall facilitate the Candidate Orientation and shall be formally excused from attendance at the Legislative Meeting for the duration of the Orientation.

D. All candidates must notify the Office of Student Life within twenty four hours of submitting their election application if they are unable to make any of the candidate orientation times. Requests for an alternate date may be submitted to the student life department due to work, class, or personal obligations, or extraneous circumstances. Documentation may be requested.

E. All candidates must be present for the duration of the Candidate Orientation in order to remain eligible for the election.

F. All prospective candidates shall complete and pass a Candidate Orientation Survey following the Candidate Orientation. Successful completion of the survey shall be required for a prospective candidate to be recognized as an official candidate.
    a. Upon passing the survey, each candidate shall certify that they have reviewed and understand the Candidate Orientation presentation and acknowledge that violations of the Election Code may result in disqualification. This certification may be satisfied through a signed statement or an electronic acknowledgment, including a required checkbox within the general application.
    b. All official candidates shall submit a signed Candidate Compliance Agreement to the Office of Student Life stating that they understand and agree to comply with all election guidelines and acknowledge that they are subject to disciplinary action for any violation of the Election Code.

Section 4: Campaigning

Defines permitted campaigning activities, approval requirements, and conduct standards for candidates and campaign staff.

A. ASIVC defines campaigning as all activities and/or efforts undertaken by candidates and their campaigning staff to promote their candidacy, including but not limited to: printed and digital graphics/flyers, announcing candidacy, and video and audio content related to a candidate's campaign. Campaigning shall take place at least four (4) days prior to the elections.

B. No candidate may begin campaigning until they have attended a Candidate Orientation, received eligibility confirmation from the Office of Student Life, and obtained written email approval for all campaign materials.

C. Candidates may only campaign with material approved by the Office of Student Life.

D. Campaign materials may only be posted in authorized locations as defined by the Irvine Valley College Publicity Code. Any materials found in unauthorized areas will be removed and considered an infraction of the Elections Code.

E. Online campaigning (including social media and online platforms) must also adhere to the process of Administrative Regulation 3900; reports of unapproved campaigns online will be referred to as an infraction.
    a. Any social media and online platform campaigning must adhere to campaigning guidelines/ rules stated in the Candidate Orientation.

F. Expenses are not to exceed $50.00 per Candidate. ASIVC or the college will not reimburse the candidate at any amount or for any reason
    a. Receipts of all campaign materials purchased are to be furnished to the Elections Committee upon request.
    b. The value of all donated or previously acquired materials, or a reasonable estimate of their value, shall be included in the expense of a Candidate and must be furnished to the Elections Committee and count toward the $50.00 expense limit.
    c. Exceeding the $50.00 expense limit per Candidate shall be considered an infraction of the Elections Code and will be referred to the Elections Committee.

G. No campaigning is allowed in the Student Activities Center nor within fifteen (15) feet of the designated on-campus voting areas, including digital ballots on personal or public devices.

H. Campaigning staff must be fellow students.

I. ASIVC Members may not use their own office to offer support as campaigning staff.

J. Campaign staff may not be paid by candidates.

K. All candidates and their campaign staff must run a fair and friendly campaign; Candidates are responsible for their actions and the actions of their campaign staff or any other person working on behalf of their campaign. This includes physical harassment or verbal threats of any sort.

L. Candidates are to campaign as individual candidates only; tickets or group campaigning as one candidate block is prohibited.

M. Under no circumstances shall a candidate or their campaigning staff remove another candidate's publicity and campaign materials.

N. No Candidate will be allowed to post over another Candidate's poster for any reason. All Candidate bulletin board flyers shall be limited to 8.5x11 in. This will be enforced to ensure all Candidates are allowed to post.

O. Candidates may post flyers on ASIVC bulletin boards, but arrangements must be made with other departments when posting in their bulletin boards.

P. Posting must adhere to all College and District-Wide policies (Administrative Regulation 3900).

Q. Candidates are responsible for the removal of all campaign materials placed in unauthorized areas or when removal is required as a result of a policy violation

Section 5: ASIVC Officers

Current ASIVC officers who declare candidacy in any ASIVC election shall be subject to additional campaigning restrictions to preserve fairness and institutional neutrality.

A. ASIVC officers may not repost online campaigning materials nor endorse any candidate; the endorsed candidate will be faced with a sanction from the Elections Committee. The ASIVC Officer may be subject to corrective action by and carried out by the Elections Committee.

B. Such candidates shall not use the ASIVC logo or any ASIVC branding in campaign materials, including photographs or digital media.

C. Campaign materials shall not be distributed, displayed, or promoted within the Student Activities Center, which shall remain a neutral space during the election period.

D. Additionally, current ASIVC officers shall not wear ASIVC-branded apparel or merchandise while campaigning or during the election period, including but not limited to ASIVC-Sponsored events

Section 6: Speaking Sessions

Establishes procedures and limitations for candidate speaking sessions and public appearances

A. The Elections Committee shall schedule and organize at least two events where students engage with candidate members (meet and greet, candidate forum, etc)

B. Candidates or their campaigning staff may make arrangements to speak to individual clubs on campus.

C. Candidates or their campaign staff may speak during the Public Comment/Open Communication section of Inter-Club Council (ICC) and ASIVC Legislative meetings for no more than three (3) minutes per Candidate. Time extensions will not be allowed.

D. Classroom campaigning shall comply with all policies and procedures outlined during candidate orientations.

   a. Pursuant to Article X, Section 2 of the ASIVC Constitution, candidates must complete and submit the required Campaigning Authorization Form prior to engaging in any classroom or restricted-area campaign.

   b. Campaigning in restricted or specialized areas requires prior written consent from the appropriate faculty or staff member.

   c. The Classroom Campaigning Authorization Form must be submitted to the Elections Committee through the Office of Student Life at least 24 hours prior to the scheduled campaign activity through email or in person at the Student Activities Center (SAC).

Section 7: Elections and Results

Establishes voting procedures, determination of election outcomes, and publication of results

A. The voting period shall take place for a minimum of seven days, following the elections orientation and coinciding with the final days of campaigning.

B. Election of all officers shall be determined by a plurality of votes. In the event of a tie, a run-off election shall be held within seven (7) days of the election to determine the winner.

C. All positions not filled during elections shall be filled by appointments by the upcoming ASIVC President through an application process with the ratification of the voting members of the current ASIVC board.

D. The election results shall be announced to IVC students via email and will be posted in the front of the Student Activities Center and also on the ASIVC Website.

Section 8: Infractions and Protests

Establishes enforcement procedures, sanctions, confidentiality standards, and the protest review process

A. Any infractions of the Elections Code and other College Codes and policies by a Candidate or their campaign staff will be referred to the Elections Committee.

B. The Elections Committee has the right to impose sanctions and penalties for infractions, including but not limited to: warnings, suspension of campaigning, removal of prior campaign materials, and disqualification of the candidate(s).

C. Elections Committee members are responsible for following all Elections Code and college policies and procedures. Infractions by Election Committee members or failure to perform the duties entrusted to Election Committee members may result in a warning or removal from the committee. These cases shall be reviewed by the ASIVC Advisor and Vice President for Student Services, or designee; this decision is not subject to appeal.

D. To ensure a fair trial and protect the reputation of all parties, details regarding pending grievances or Elections Committee hearings are confidential until a final decision is rendered. Candidates, complainants, and witnesses are prohibited from discussing active investigations on social media or with the student body. Parties may discuss the case only with their designated advisors or the Office of Student Life.

E. The Elections Committee may not subtract a candidate's votes as a form of a sanction

F. Only written protests to the elections will be accepted and be submitted to the ASIVC Advisor. Candidates will have two (2) business days following the closing of elections to submit written protests

G. The Elections Committee will review all written protests, and refer them to the ASIVC Advisor or the VP of Student Services. The Advisor's, or VP of Student Services' decision will be final.

Article VI: Activities Code

Section 1: Purpose and Scope

The Associated Students of Irvine Valley College (ASIVC) shall sponsor, coordinate, fund, and oversee student activities that enhance the educational, cultural, civic, and social development of the student body. All ASIVC-sponsored activities shall be conducted in a manner consistent with the educational mission of Irvine Valley College and in compliance with applicable state and federal law, California Education Code, Title 5 and 9 of the California Code of Regulations, South Orange County Community College District Board Policies, and the Irvine Valley College Student Code of Conduct.

Section 2: Definition of Activities

Student activities under the jurisdiction of ASIVC shall include, but are not limited to:

1. Educational events and forums
2. Cultural and diversity-centered programming
3. Civic engagement and shared-governance initiatives
4. Health, wellness, and student support activities
5. Campus-wide community-building events
6. Activities sponsored by ASIVC-recognized committees, councils, or student organizations

All activities shall be designed to provide a direct and measurable benefit or utility to the highest number of currently enrolled Irvine Valley College students.

Section 3: Activity Planning and Approval

All ASIVC-sponsored activities shall be planned and approved in accordance with established ASIVC procedures.

Clause 1: Each ASIVC committee or council shall propose student activities during each academic semester consistent with its scope and purpose.

Clause 2: Activity proposals shall include, at minimum, an educational or developmental objective, proposed date and location, budget request if applicable, and a plan for outreach and student engagement.

Clause 3: Activities requiring the expenditure of ASIVC funds shall be subject to budgetary approval in accordance with ASIVC fiscal procedures and applicable district regulations.

Clause 4: Activities shall not conflict with scheduled academic instruction or disrupt the educational functions of the college.

Section 4: Educational and Developmental Objectives

ASIVC activities should align with one or more of the following objectives:

1. Academic support and student success
2. Campus community engagement and collaboration
3. Cultural awareness, equity, and inclusion
4. Health, wellness, and safety education
5. Civic responsibility and democratic participation
6. Environmental sustainability and social responsibility

Activities shall promote respectful dialogue, inclusive participation, and the free exchange of ideas consistent with college policy.

Section 5: Compliance and Conduct

All participants in ASIVC-sponsored activities, including organizers, volunteers, and attendees, shall be subject to the Irvine Valley College Student Code of Conduct and all applicable district policies.

Clause 1: Any conduct occurring during an ASIVC activity that violates college or district policy may result in disciplinary action.

Clause 2: ASIVC may suspend, modify, or cancel any activity that poses a risk to student safety, violates policy, or fails to comply with approved procedures.

Clause 3: Activities involving outside speakers, performers, or organizations shall be subject to college approval processes and oversight.

Section 6: Oversight and Accountability

ASIVC shall maintain oversight of student activities to ensure accountability, transparency, and alignment with student interests.

Clause 1: Committees and councils responsible for activities shall provide post-activity reports when required, including attendance, expenditures, and outcomes.

Clause 2: Failure to meet activity obligations or misuse of ASIVC resources may result in corrective action in accordance with ASIVC disciplinary procedures.

Clause 3: The ASIVC President and designated advisors shall retain final authority to ensure activities comply with institutional standards and legal requirements.

Section 7: Relationship to Student Organizations

All recognized student clubs and organizations operating under ASIVC auspices shall comply with this Article when conducting activities or events.

Clause 1: Student organizations seeking ASIVC support or funding must adhere to ASIVC activity guidelines and approval processes.

Clause 2: ASIVC retains the authority to establish additional activity standards applicable to student organizations, provided such standards do not conflict with district policy.

Section 8: Interpretation

This Article shall be interpreted in a manner that prioritizes student access, educational value, institutional integrity, and compliance with governing law and policy. In cases of ambiguity, interpretation shall favor the continued operation of student activities consistent with the mission of Irvine Valley College.

Article VII: Finances Code

Section 1: Annual Budget

A. The Budget and Finance Taskforce shall prepare the proposed ASIVC budget for the subsequent academic year.

B. The proposed annual budget shall be presented to the Legislative Body for consideration prior to the Spring South Orange County Community College District Board of Trustees meeting.

C. Adoption of the annual budget shall require a majority vote of the Legislative Body.

D. A minimum of five percent (5%) of the adopted ASIVC budget shall be allocated toward scholarships.

Section 2: ASIVC Committee Funding Request

A. ASIVC Committees seeking funding for events, programs, or initiatives shall first discuss the proposed event and funding needs within their respective committee

B. Committees shall schedule a meeting with ASIVC advisors to review and receive approval of the proposed event and funds

C. Once approval from the ASIVC advisors is confirmed, the committee shall prepare a presentation and detailed budget spreadsheet that breaks down and outlines their proposed funding request

D. The committee shall present the proposed event and budget at a Budget and Finance Committee meeting for discussion regarding funding amounts, conditions, or revisions, and for a vote on funding approval.

E. Upon approval by the Budget and Finance Committee, the proposed funding request shall be presented at a Legislative meeting for final discussion regarding funding amounts, conditions, or revisions, and for a vote on funding approval.
    a. Presentation materials and the budget spreadsheet shall be submitted and emailed to the Director of Budget and Finance and the ASIVC President at least seventy-two (72) hours in advance of the meeting in accordance with Brown Act.

F. Once the budget allocation for an event, program, or initiative is approved through the Budget and Finance Committee and the Legislative body, the associated event, program, or initiative shall be considered approved, and the requesting committee is authorized to take formal action and proceed with implementation in accordance with ASIVC governing documents.

Section 3: Club Funding Request

A. Student organizations seeking ASIVC funding for activities, events, programs, or refreshments shall submit a completed ASIVC Funding Request Form along with all required supporting documentation.

B. Funding requests shall be submitted no later than three (3) weeks prior to the proposed activity or event.

C. In accordance with Administrative Regulation 6304, any funding request involving refreshments or meals shall include a meeting agenda or event flyer.

D. The requesting club shall attach the following documents to the ASIVC Funding Request Form:
    a. Meeting minutes demonstrating discussion and approval of the requested funding amount.
    b. An event flyer or meeting agenda for requests involving refreshments or food.
    c. Quotes for requested items, provided as screenshots or a spreadsheet identifying each item, quantity, price, and direct link.

E. Upon submission of the funding request, the Office of Student Life shall review the request and verify that the requesting club is in good standing, including compliance with required agenda submissions, attendance at Inter-Club Council meetings, and submission of required club reports.

F. Upon verification of good standing, the Office of Student Life shall direct the requesting club to send an ASIVC agenda item request in order to present the funding request to ASIVC.

G. The requesting club shall present the funding request at a scheduled Legislative Body meeting for consideration and approval of funds.

H. Once the funding request is approved through formal ASIVC action, the approved funds shall be allocated to the requesting club's accounts

Section 4: Te'Veannah Smith Emergency Fund Policy and Procedures

A. Purpose

a. The Te'Veannah Smith Emergency Fund is established to honor Te'Veannah Smith, former 2017 ASIVC President.

b. The fund is intended to provide emergency financial assistance to Irvine Valley College students impacted by unforeseeable and or unavoidable non-academic barriers that hinder their ability to remain enrolled and succeed as students.

c. Qualifying circumstances may include, but are not limited to, food insecurity, housing instability, transportation hardship, or other documented emergency needs.

d. This ASIVC/Smith Emergency Fund is sponsored and funded solely by ASIVC under the leadership and direction of the Office of Student Life.

B. Eligibility

a. Students may apply for the Emergency Fund while classes are in session during the Fall and Spring semesters.

b. Applicants must be currently enrolled at Irvine Valley College in a minimum of six (6) units.

c. Applicants must maintain a minimum cumulative GPA of 2.0.

d. Applicants must have paid the ASIVC Access Fee, as verified by the Office of Student Life.

C. Application Process

a. Applicants shall complete an online application available through the ASIVC website or obtain a physical application from the Office of Student Life.

b. Completed applications shall be submitted either in person at the Office of Student Life located in SAC 100 or electronically to ivcstudentlife@ivc.edu.

c. Applications must include a written statement describing the unforeseeable or unavoidable emergency circumstances.

d. Applications must include a copy of the applicant's current class schedule to verify enrollment.

e. Applications must include a copy of an unofficial transcript to verify academic standing.

f. Applications must include supporting documentation demonstrating financial need, which may include bills, invoices, transportation expenses, documentation of food insecurity, or an employer letter.

D. Procedure Details

a. A standing Emergency Fund Committee shall determine the outcome of all Emergency Fund applications.

b. This committee is composed of the following 7 members: 4 students nominated and selected by the ASIVC Legislative Body, Director of Student Life, Financial Aid Office staff member, and a

Faculty Counselor selected by faculty counselors (including EOPS, CalWORKS and other categorical counselors) at an all counselor meeting each year.

c. Upon receipt of a completed application, the Office of Student Life shall verify all required materials for completeness and eligibility.

d. Verified applications shall be forwarded to Emergency Fund Committee members under blind review, with student identifying information protected in accordance with FERPA guidelines.

e. Approval of an Emergency Fund application shall require a majority vote of the committee, with a minimum of four (4) votes required to award funds.

f. Applicants shall be notified of the Emergency Fund Committee's decision via email.

g. If an application is approved, the Office of Student Life shall process the request immediately.

h. Approved funds shall be disbursed as promptly as possible in accordance with college and district fiscal procedures

Article VIII: Attendance Code

Section 1: Establishes responsibilities and procedures for tracking, monitoring, and auditing attendance

A. The Office of Student Life (OSL) shall be responsible for the creation and technical maintenance of the Master Attendance Spreadsheet at the commencement of each academic semester.

B. The Vice President of Internal Affairs shall hold primary oversight of the Master Attendance Spreadsheet to ensure organizational accountability.

a. Each Committee Chair is required to update their respective branch attendance records on the Master Attendance Spreadsheet within twenty-four (24) hours following the conclusion of any committee meeting.

b. The VP of Internal Affairs shall monitor, with the help of the Internal Affairs Committee, these records weekly. If a spreadsheet is not updated within the prescribed timeframe, the VP of Internal Affairs is authorized to issue a formal directive to the non-compliant Chair to bring records current immediately.

C. At the conclusion of each semester, the Vice President of Internal Affairs, in conjunction with the Internal Affairs Committee, shall work in close coordination with the Office of Student Life to conduct a final Attendance Audit. This audit will verify eligibility for continued service and ensure all volunteer hours are accurately reflected before the transition to the following term.

Section 2: Sets limits and notification procedures for unexcused absences

A. Officers are limited to a maximum of three (3) unexcused absences from any ASIVC meeting or scheduled activity, including committee meetings, per academic year. Missing fifteen (15) minutes of any ASIVC meeting or activity shall constitute an unexcused absence.

B. The VP of Internal Affairs shall notify, in writing, any officer who reaches two (2) unexcused absences as a formal warning.

Section 2: Defines attendance statuses, tardies, and unexcused absences

A. An officer is “Present” if they are physically or virtually (if authorized) in attendance from the call to order until adjournment.

B. Tardies are defined as follows: arriving after the call to order but within the first fifteen (15) minutes of the meeting. Two (2) tardies shall equal one (1) unexcused absence.

C. An unexcused absence is defined as any absence where the officer failed to follow the notification procedure detailed in Section 3 of Article 8.

Section 3: Outlines procedures and requirements for excused absences

A. Officers must submit an absence notification to the VP of Internal Affairs and their respective Committee Chair at least twenty-four (24) hours prior to the meeting, in order for an absence to be considered “excused”.

B. In cases of sudden emergency, notification must be provided within twenty-four (24) hours after the meeting concluded.

C. The VP of Internal Affairs reserves the right to request documentation (e.g., a doctor’s note) if an officer exceeds two (2) excused absences in a single semester.

Section 4: Establishes attendance transparency and reporting requirements

A. As codified in the Internal Affairs duties, the VP of Internal Affairs shall maintain a “Live” attendance record accessible to all members.

B. At the final legislative meeting of each month, the VP of Internal Affairs shall present an Attendance & Engagement Report. This report shall list all officers and their current absence/tardy totals.

C. Committee Chairs must update their department’s tab on the Master Spreadsheet within 24 hours of their meeting. Failure to do so twice in a semester shall result in a formal “Notice of Non-Compliance” issued to the Chair by the VP of Internal Affairs.

Section 5: Establishes resignation, warning, and appeal procedures for excessive absences

A. Upon the accrual of three (3) unexcused absences from Legislative or Committee meetings in a single academic year, the officer is considered to have “voluntarily resigned” their position. No formal vote of the legislative body shall be required to effectuate the vacancy.

B. Once an officer reaches two (2) unexcused absences, the VP of Internal Affairs must issue a formal written warning via student email, copied to the ASIVC Advisor.

C. An officer may appeal an unexcused absence to the Internal Affairs committee, who will confer with the ASIVC Advisor. A decision must be made within seven (7) days of the appeal's submission. All decisions made by the committee and the Advisor are final.

D. The Vice President of Internal Affairs shall certify the vacancy to the Executive Cabinet and the ASIVC Advisor immediately upon the recording of the terminal absence. The President shall announce the vacancy at the next regular meeting of the Senate as a matter of record.

Section 6: Establishes volunteering requirements

A. Failure to meet the monthly event/volunteer quota (3 events per month) shall be recorded as one (1) unexcused absence for that month.

Article IX: Inter-Club Council (ICC)

Section 1: ICC

A. The ICC representative or alternate representative of each club or organization must attend regular meetings of the ICC.

B. The ICC shall be recognized as the coordinating body between all student clubs and organizations.

C. The ICC shall promote interest and desire among students to join clubs and participate actively in college governance.

D. The ASIVC Vice President of Inter-Club Council shall preside over ICC meetings.

E. Each prospective or returning student organization must fulfill the Club Renewal and Registration process with the Office of Student Life in order to become active.

F. The policies and procedures of the Club and Co-Curricular Program Guide shall be followed by all student organizations.

G. Each club needs a club advisor for the duration of the academic year in order to remain active, in accordance with the Club and Co-Curricular Program Guide.

H. Only club members with active status are eligible to vote on club matters.

Section 2: Clubs within the Inter-Club Council (ICC)

A. Each club is required to have a designated ICC representative who attends the ICC meetings with no more than two (2) unexcused absences.

B. Each club is required to participate in their respective semester(s) Club Day to ensure IVC students are aware of the plethora of club opportunities available to them.

C. Each new club must avoid redundancy, overlap, or any duplication with any existing club at Irvine Valley College.

D. Each club must submit club reports (the day before the ICC meeting), as well as meeting agendas and meeting minutes, on a minimum monthly basis in order to remain active.

E. Failure to abide by the ICC requirements above may result in the deactivation of the club and removal from ICC.

F. No club event, program, or meeting may take place without the presence of a club advisor.

G. Club members must receive approval from their advisor when submitting club documents, forms, and By-Laws.

Section 3: Qualifications for Serving as a Club Officer

A. The student who is elected to serve as an officer in a student organization shall meet any of the following requirements (in accordance with Section 76061 of the Education Code):

   a. The student shall be enrolled at IVC at the time of election and throughout their term, with a minimum of five (5) cumulative semester units at IVC. The student shall meet and maintain the minimum standards of scholarship prescribed for IVC students by the South Orange County Community College District.

   b. Or, the student shall be enrolled in an adult education program offered by IVC pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50, at the time of the election and throughout their term.

   c. Or, the student is enrolled at IVC at the time of election and throughout the student's term, and is a disabled student, as defined in subdivision (b) of Section 84850.

B. A student who is elected to serve as an officer in a student organization shall have IVC as their College of Record.

C. A student elected to serve as an officer shall not be on academic or progress probation, must be in good disciplinary standing, and shall not be in violation of Title IX.

D. Any officer who is under active investigation for a Title IX violation shall be immediately suspended from their position until the investigation is concluded and a final determination is made.

E. A student who is elected to serve as an officer in a student organization shall have and maintain a minimum G.P.A. of 2.0 in all college units completed at IVC.

F. A student who is elected to serve as an officer in a student organization shall pay for the ASIVC Access fee for Fall and Spring semester.

G. Any accommodation requests must follow the policies and procedures of the Irvine Valley College Disability Support Programs for Students (DSPS) office, be approved by the DSPS Coordinator, and must abide by Section 84850 of the California Education Code.

Section 4: Club By-Law Implementation

A. All student organizations are required to implement the following within their club By-Laws in order to become and maintain active status:
   a. The name of the student organization at Irvine Valley College.
   b. The purpose of the student organization at Irvine Valley College.
   c. The authority of the student organization at Irvine Valley College.
   d. The executive officer's positions and the duties of the student organization.
   e. The membership qualifications of the student organization.
   f. The meetings of the student organization.
   g. The requirements of Club Advisor(s).
   h. The finances of the student organization.
   i. The discipline of members of the student organization.
   j. The election process of the student organization.
   k. The impeachment and dismissal process of the student organization.
   l. The amendments and ratification process of the student organization.

Section 5: Club By-Laws Template

A. All student organizations are required to implement the following template within their club By-Laws to maintain active status:

B. Club Name: The name of the organization is the _____ club at Irvine Valley College.

C. Purpose: The _____ club shall promote public awareness of _____, stimulate and develop student interest in _____, and participate in community or volunteer work as well.

D. Authority: This student organization is a recognized club at Irvine Valley College and adheres to all state, local, and campus policies as set forth by the South Orange County Community College District and the ASIVC By-Laws.

E. Membership: Membership is open to all students at Irvine Valley College regardless of race, religion, or identity. Members must maintain a 2.0 G.P.A., not be on academic or progress probation, must be in good disciplinary standing, and shall not be in violation of Title IX. Members who are under active investigation for a Title IX violation shall be immediately suspended from their position until the investigation is concluded and a final determination is made. Members must also pay the ASIVC Access fee.

F. Qualifications for Serving as a Club Officer: A student who is elected to serve as an officer shall meet enrollment and G.P.A. requirements as outlined in the education code and district standards.

G. Executive Officers:
   a. President: Oversees all club functions and presides over meetings.

b. Vice-President: Assumes duties of the President in their absence and assists in management.

c. Clerk: Records and distributes minutes and maintains member rosters.

d. Treasurer: Keeps an accurate ledger and provides regular fiscal reports.

e. ICC Representative: Attends all ICC meetings and maintains communication with the club.

H. Meetings: Regular meetings shall be held at least monthly with an advisor present. Business cannot be conducted unless a quorum (majority) is present.

I. Club Advisor: The club shall have at least one IVC Faculty or Classified Staff member as an advisor.

J. Finances: The Treasurer and President shall track finances. All fundraising money must be deposited in an account with the Foundations Office. Members may not be reimbursed; purchases should be made by the Advisor.

K. Discipline of Members: Members are expected to abide by all district policies. Violations of the Student Code of Conduct may face disciplinary action or expulsion from the club.

L. Elections: Nominees will be given the opportunity to speak; elections will take place by secret ballot and be tallied publicly.

M. Impeachment and Dismissal: Any member may draft an article of impeachment. Dismissal requires a two-thirds (2/3) vote in the affirmative.

N. Amendments and Ratification: Amendments must be submitted in writing two weeks prior to a vote. A vote of two-thirds (2/3) in the affirmative is required to approve.

Section 6: Student Organization Deactivation

A. Student organizations that fail to meet the ASIVC By-Laws and Club Guide requirements will be placed in deactivated status.

B. Reasons for deactivation include, but are not limited to, two (2) unexcused absences from ICC meetings, failure to submit monthly agendas/minutes, or not having a club advisor.

C. During deactivated status, the student organization is unable to hold any events, meet for club meetings, use any college facilities, or vote in ICC meetings.

D. The organization may apply to be ratified for the subsequent semester by submitting the Renewal and Registration form and other supporting documents.

Article X: Forms

Section 1: General Confidentiality Form

ASIVC Statement of Confidentiality and Professional Conduct

Full Name	
ASIVC Position or Role	
IVC Email Address	
Date	

1. Purpose

As an elected or appointed member of the Associated Students of Irvine Valley College, I acknowledge that my role may provide access to confidential, sensitive, or non-public information. The purpose of this agreement is to ensure that such information is handled with the highest level of integrity, protecting both the organization and the individual students we serve.

2. Definition of Confidential Information

For the purposes of this agreement, "Confidential Information" includes, but is not limited to:

- Student Records: Any information protected by the Family Educational Rights and Privacy Act (FERPA), including student ID numbers, GPA, and financial aid status.
- Internal Deliberations: Discussions held during "Closed Sessions" of the Senate or committee meetings regarding personnel matters, legal advice, or student grievances.
- Financial Data: Preliminary budget drafts or sensitive vendor negotiations before they are made public.
- Unreleased Initiatives: Strategic plans or draft legislation that has not yet been approved for public announcement by the Board of Directors or the Office of Student Life.

3. Non-Disclosure Obligations

I agree to the following standards of conduct:

- Professionalism: I will not discuss, share, or disseminate confidential information with any person not authorized to receive it, including other students, media outlets, or unauthorized faculty.
- Authorized Use: I will use confidential information solely for the purpose of performing my official duties as an ASIVC officer.

- Security: I will take reasonable precautions to protect the security of digital and physical records, including password-protecting shared documents and ensuring physical files are returned to the Office of Student Life.
- Post-Term Obligation: I understand that my duty to maintain the confidentiality of information acquired during my term continues even after I have left office or my term has expired.

4. Exceptions

This agreement does not prevent the disclosure of information that:

a. Is required to be public under the California Brown Act.

b. Is already in the public domain through no fault of the member.

c. Is required to be disclosed by law or college policy (e.g., Mandatory Reporting requirements).

5. Consequences of Breach

I understand that a violation of this Confidentiality Statement may result in disciplinary action, including:

- Censure: A formal public statement of disapproval by the ASIVC Senate.
- Removal from Office: Initiation of the Recall or Impeachment process as defined in the ASIVC Bylaws.
- College Discipline: Referral to the IVC Dean of Student Life for a potential violation of the Student Code of Conduct.

Acknowledgement and Signature

By signing below, I acknowledge that I have read, understand, and agree to abide by the terms of this Confidentiality Statement.

Signature	
Date	
ASIVC Advisor / Witness	
Date	

Section 2: Campaigning Authorization Form for Candidates

ASIVC Special Campaign Authorization Form

Candidate Name	
Position Sought	
Candidate Phone / Email	

1. Purpose & Instructions

Per the ASIVC Elections Code, Section 4 (Campaigning), candidates are prohibited from disrupting the educational environment. Campaigning in restricted or specialized areas requires prior written consent from the appropriate faculty or staff member.

This form must be submitted to the Elections Committee via the Office of Student Life at least 24 hours prior to the scheduled campaign activity.

Physical campaigning (flyering/speaking) without a signed authorization may result in an election infraction.

Complete only the one authorization section below that applies to your request, and check its "Requesting this authorization" box.

Authorization A: Classroom Presentation (Professors)

> *Note to Faculty: Candidates are typically allowed 2–3 minutes at the start or end of class. Approval is at your sole discretion.*

Requesting this authorization	Yes ☐ No ☐
Course Name & Section	
Date of Visit	
Time	
Professor Name (Print)	
Professor Signature	

Authorization B: Specialized Facility (Library / Learning Centers)

> *Note to Staff: Campaigning in the Library or Learning Centers must not disrupt quiet study areas.*

Requesting this authorization	Yes ☐ No ☐
Location (e.g., Library, Student Hub)	
Authorized Activity (e.g., Tabling, Poster Placement)	
Date(s) & Time(s)	
Dept. Head / Librarian Name	
Signature	

Authorization C: General Departmental or Event

Use this section for permission to campaign at specific department meetings or campus-wide events.

Requesting this authorization	Yes ☐ No ☐
Department / Event Name	
Authorized Activity	
Date(s)	
Lead Staff / Faculty Name	
Signature	

2. Candidate Agreement

I, the candidate, agree to the following conditions for all authorized visits:

- Non-Disruption: I will not disrupt any lecture, lab, or study session.
- Time Limits: I will adhere strictly to the time limits granted by the faculty/staff.
- Cleanliness: I will remove any physical campaign materials (handouts/flyers) after my presentation.
- Neutrality: I understand that a signature on this form constitutes permission to be present and does not constitute an endorsement by the faculty, staff, or department.

Candidate Signature	
Date	

Section 3: ASIVC Funding Request Form

This form should be completed to request ASIVC funding for your organization's activities, events, or refreshments and submitted three (3) weeks before the activity.

Per Administrative Regulation 6304, any cost of refreshments and meals requires a meeting agenda or event flyer.

Please attach the following documents with your ASIVC Funding Request Form:

- Meeting minutes showing discussion and approval of the funding amount
- Flyer or meeting agenda for refreshments/food
- Quote(s) of items requested by providing screenshots or a spreadsheet with the following fields: Item, quantity, price, and direct link.

Date of Submission	
Club / Organization Name (full name of your student club, organization, or program)	
Submitted By (First, Last Name)	
Contact Email	
Describe the Nature and Goal of the Activity	
Date(s) of Activity	
Expected Audience	
# of Participants	
Name(s) of Faculty Advisor / IVC Staff in Attendance	
Benefit to Students	
Intended Outcome	
Funding Amount Requested	

Upon submission of the ASIVC Funding Request Form, the Office of Student Life will verify the following documents have been submitted: Meeting minutes, flyer or meeting agenda, and quote of the items requested.

Section 4: Te'Veannah Smith Emergency Fund Application

Personal Information

Please print neatly in black ink.

Official Name — Last	
Official Name — First	
Official Name — Middle Initial	
Student ID #	
Cell Phone	
IVC E-mail Address	
Personal E-mail Address	
Home Address	
City / State / Zip	

Nature of Emergency

Fund Amount Requested (not to exceed $500)	

Please describe the unforeseeable and/or unavoidable nature of your circumstances and how receiving the requested funds would enable your success as a student (max. 300 words). Attach documents to application or submit electronically with application.

Statement of circumstances	

Certification

I hereby certify that the information provided is accurate. I have made the effort to accurately represent my financial situation. I understand that my academic records will be accessed to verify my eligibility for this emergency fund.

Applicant Signature	
Date	

Staff Use Only

Rec'd by (Staff Name)	
Date & Time Submitted	

Documents verified:

- ☐ Current Class Schedule (at least 6 units)
- ☐ Unofficial Transcript (verify GPA)
- ☐ ASIVC Access
- ☐ First-time request
- ☐ Personal Statement
- ☐ Any supporting documents