

Associated Students of Irvine Valley College

By-Laws

Contents

Preamble
Article I - Organization
Section 1
Section 2
Section 3
Section 4
Article II - Senate
Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
Section 9
Article III - The Judicial Branch
Section 1
Section 2
Section 3
Section 4
Section 5



Associated Students of Irvine Valley College

By-Laws

9
9
9
9
9
9
9
10
10
10
10
10
10
11
11
11
11
11
12
12
13
14
14
14



Associated Students of Irvine Valley College

By-Laws

Article IX - Student Organization Deactivation	20
Section 1	20
Section 2	20
Section 3	20
Article X - Advisor	20
Section 1	
Section 2	20
Article XI - Amendments	20
Section 1	20
Section 2	20
Article XII - Ratification	21
Section 1	21



Preamble

We, the Associated Students of Irvine Valley College, endeavor to promote our intellectual and social development through student activities and leadership development while fostering 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 these By- Laws and 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.



Article I - Organization

Section 1: The name of this organization shall be the Associated of Students 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: The Senate.

Article II - Senate

Section 1: The legislative powers of the ASIVC shall be vested in the Senate.

Section 2: The elected executive officers of the Senate shall be the President, Executive Vice President, Vice President of Inter-Club Council, Vice President of Budget and Finance, Vice President of Diversity, Equity, Inclusion, and Accessibility, Vice President of Public Relations, and Vice President of External Affairs. There shall be eighteen (18) Senators. The Chief Justice shall serve as an appointed executive officer with no legislative power.

Section 3: The Senate shall be chaired by the ASIVC President.

Section 4: The Senate shall meet regularly throughout the academic year only while classes are in session during the fall and spring semesters. Regular attendance at Senate meetings is required of all voting officers.

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

Clause 2: A quorum shall constitute a majority of the ASIVC voting officers (Senators, Vice Presidents) in office at this time.

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.



Section 5: Terms of Office

Clause 1: The term of office for those elected in the spring shall begin the first day of the Fall session and end the last day of the following Spring semester.

Clause 2: The term of office for appointed officers shall begin immediately after Senate approval with a two-thirds (2/3) vote of the Senate and end on the last day of the Spring semester.

Clause 3: The term of office for those elected in the fall shall begin immediately and end the last day of the Spring semester.

Section 6: The President shall chair the Senate; the Executive Vice President shall assist the President with ASIVC meetings, take legislative meeting minutes, and ensure committees are set up and running properly; the Vice President of External Affairs shall serve as liaison to local, regional, and state legislative issues and serve as a link to California Community College student organizations; the Vice President of Budget and Finance; the Vice President of Public Relations; the Vice President of Inter-Club Council (ICC); the Vice President of Diversity, Equity, Inclusion, and Accessibility (DEIA) will be responsible for their respective areas.

Specific duties and responsibilities of all elected and appointed officers and the election code shall be enumerated in the official ASIVC Policy Manual.

Section 7: 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.
 - 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.

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 and must be in good disciplinary standing.

Clause 4: 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 5: 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 6: 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 7: 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.
- c. Have paid the ASIVC Access fee each semester.
- d. Must adhere to Student Leader Expectations unless alternative arrangements are made with ASIVC Advisor.
- e. Have a minimum of twelve (12) units completed at Irvine Valley College.

Clause 8: All other elected and appointed officers must meet the same qualifications as the President, with the exception that Vice Presidents, Senators, and Judicial Board may have less than twelve (12) completed units at Irvine Valley College prior to taking office.

Clause 9: No student shall run for or hold more than one (1) elected or appointed office at a time.



Clause 10: The maximum amount 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 Executive Board position (President, Vice President of Inter-Club Council, Executive Vice President, Vice President of Budget and Finance, Vice President of Diversity, Equity, Inclusion, and Accessibility, Vice President of Public Relations, and Vice President of External Affairs) for more than one (1) year.

Clause 11: In the event, where an 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 8: In the case of permanent disability, ineligibility, or recall of the President, the Executive Vice President 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, the Vice President of External Affairs shall ascend to the office of President.

Article III - The Judicial Branch

Section 1: The Judicial power shall be vested in the Judicial Board.

Section 2: Eligibility requirements for Justices shall be the same as those out-lined in Article II-Section 7.

Section 3: The Judicial Board shall abide by these By-Laws and all documents recognized as official by the ASIVC Senate at all times, shall exercise no legislative power, and shall not originate action concerning any grievance.

Section 4: Membership

Clause 1: There shall be one Judicial Board composed of one (1) Chief Justice, who serves as an appointed non-voting member of the Executive officer team, and four (4) Justices.



Clause 2: Any three (3) Justices present in addition to the Chief Justice shall constitute a quorum.

Clause 3: Render decisions regarding violations of ASIVC By-Laws, policies, and documents recognized as official by the ASIVC Senate in cases referred by the Advisor.

Clause 4: Hear any or all cases regarding the violation of By-Laws, policies, and all documents recognized by the ASIVC Senate. Any decisions rendered by the Judicial Board may be appealed to the ASIVC Advisor by the parties involved. In the case of an appealed decision, the ASIVC Advisor may reverse, decrease, or uphold the decision of the Judicial Board.

Clause 5: Serve in any regulatory positions as requested by members of ASIVC, including but not limited to Parliamentarian duties in both the ASIVC Senate at Legislative meetings and ICC at ICC Meetings.

Section 5: Grievances may be presented to the Judicial Board by members of the ASIVC or its constituents of Irvine Valley College.

Article IV - Elections

Section 1: Any student running for an ASIVC office shall be elected by a majority vote cast by a secret ballot in the general election or a special student body election.

Clause 1: All students enrolled in an IVC course, regardless of their college of record, can vote in an election. (BPARC had moved forth AR5410, which states that any student enrolled at SC or IVC can vote in an election, regardless of College of Record).

Section 2: The seven (7) executive officers and ten (10) of the Senators shall be elected in the spring semester no later than April 1 during a general election of the student body. A general election of the student body at the beginning of the fall semester shall be held to elect the remaining eight (8) Senators and any vacancies in other elected positions.

Section 3: The Office of Student Life shall advertise that applications for elected offices are available at least four (4) days prior to the deadline. Applications shall be filed with the Office of Student Life. Verification of the eligibility of the candidates will be the responsibility of the Office of Student Life.

Section 4: Campaigning shall be allowed for at least seven (7) days, including days of the election.



Section 5: The policies and procedures of ASIVC elections shall be enumerated in the Election Code of the official ASIVC Policy Manual.

Section 6: Any vacancy which occurs among any elected ASIVC members or appointed office (except as outlined in Article II, Section 8 and 9) shall be filled by Presidential appointment upon ratification of the Senate by a two-thirds (2/3) vote.

Clause 1: Vacancy of an executive 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 II, Section 7. This position shall be filled upon a majority vote by ASIVC voting members.

Clause 3: Vacancy of a judiciary position shall be filled through a presidential appointment with at least (2/3) approval of the ASIVC senate. In the case of a Chief Justice vacancy, once another justice is appointed, the Chief Justice shall be appointed under the conditions of Article III, Section 4, Clause 1.

Section 7: Precedent for a tie:

Clause 1: In a general election, the candidates that tie will enter a runoff election in the week immediately following the end of the last campaign day, and will be granted two days of campaigning for the runoff.

Clause 2: Judicial Court can alter but must abide by an approved rubric when selecting senatorial candidates to appoint.

Article V- Finances

Section 1: The Budget and Finance Taskforce shall be composed of the Vice President of Budget and Finance, ASIVC President, and Advisor, alongside the Executive Vice President and 1-2 Senators as needed.

Section 2: The Budget and Finance Taskforce shall submit a budget for the subsequent year for Senator approval prior to the Spring SOCCCD Board of Trustees meeting.



Article VI - Initiative, Referendum, and Recall

Section 1: Initiative: Any member of the student body shall have the right to initiate legislation by first submitting to the Senate a petition signed by fifty percent (50%) of the total number of votes cast in the last general election, and subsequent approval by the ASIVC Advisor. The Senate must call a special election of the student body to be held within twenty (20) days after receiving the petition. The text of the proposed law shall be published at least seven (7) days prior to the election. A majority of the votes cast shall be required to enact the proposed law.

Section 2: Referendum: Any member of the student government shall have the right to a referendum vote on any measure passed by the Senate. Request for a referendum vote must be made by submitting to the Senate a written petition signed by fifty percent (50%) of the total number of votes cast in the last general election, and receive ASIVC Advisor approval. The Senate must then call a special election of the student body to be held within twenty (20) days after receiving the petition. Approval of the referendum shall require a majority of the votes cast.

Section 3: Impeachment and Recall: Any elected officer may be removed from office by the formal impeachment process upon presentation of a petition stating the exact reason(s) for recall, signed by ten percent (10%) of the students enrolled at Irvine Valley College, as of the first (1st) census of the previous semester.

Clause 1: Any elected or appointed officer of the Senate may present a petition for impeachment to the ASIVC Advisor.

Clause 2: A two-thirds (2/3) vote of the Judicial Board shall be required in order to place the impeached member on a recall ballot.

Clause 3: The Senate must call a special recall election to be held within fifteen (15) school days and not before the seventh (7th) day after the affirmative impeachment decision. The officer shall be considered recalled by a plurality vote.

Article VII - Authorized Campus Organizations

Section 1: All student clubs and organizations of Irvine Valley College must be approved by the Inter-Club Council (ICC) Advisor and the Office of Student Life.

Section 2: Policies and procedures for approval of such organizations shall be enumerated in the Club Guide.



Section 3: Inter-Club Council (ICC)

Clause 1: The ICC representative or alternate representative of each club or organization must attend regular meetings of the ICC.

Clause 2: The ICC shall be recognized as the coordinating body between all student clubs and organizations.

Clause 3: The ICC shall promote interest and desire among students to join clubs and participate actively in college governance.

Clause 4: The ASIVC Vice President of Inter-Club Council shall preside over ICC meetings.

Clause 5: 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.

Clause 6: The policies and procedures of the Club and Co-Curricular Program Guide shall be followed by all student organizations.

Clause 7: 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.

Clause 8: Only club members with active status are eligible to vote on club matters.

Section 4: Clubs within the Inter-Club Council (ICC)

Clause 1: Each club is required to have a designated ICC representative who attends the ICC meetings with no more than two (2) unexcused absences.

Clause 2: 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.

Clause 3: Each new club must avoid redundancy, overlap, or any duplication with any existing club at Irvine Valley College.

Clause 4: 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.

Clause 5: Failure to abide by the ICC requirements above may result in the deactivation of the club and removal from ICC.



Clause 6: No club event, program, or meeting may take place without the presence of a club advisor.

Clause 7: Club members must receive approval from their advisor when submitting club documents, forms, and By-Laws.

Section 5: Qualifications for serving as a club officer:

Clause 1: A 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):

- i. 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.
- ii. 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.
- iii. 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 who is elected to serve as an officer in a student organization shall have IVC as their College of Record.

Clause 3: A student who is elected to serve as an officer in a student organization shall not be on academic or progress probation and must be in good disciplinary standing.

Clause 4: 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.

Clause 5: 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.

Clause 5: 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 6: All student organizations are required to implement the following within their club By-Laws in order to become and maintain active status, review Article VIII for Club By-Laws template:

- Clause 1: The name of the student organization at Irvine Valley College.
- **Clause 2:** The purpose of the student organization at Irvine Valley College.
- Clause 3: The authority of the student organization at Irvine Valley College.
- **Clause 4:** The executive officer's positions and the duties of the student organization at Irvine Valley College.
- **Clause 5:** The membership qualifications of the student organizations at Irvine Valley College.
- Clause 6: The meetings of the student organization at Irvine Valley College.
- **Clause 7:** The requirements of Club Advisor(s) of the student organization at Irvine Valley College.
- Clause 8: The finances of the student organization at Irvine Valley College.
- Clause 9: The discipline of members of the student organization at Irvine Valley College.
- Clause 10: The election process of the student organization at Irvine Valley College.
- **Clause 11:** The impeachment and dismissal process of the student organization at Irvine Valley College.
- **Clause 12:** The amendments and ratification process of the student organization at Irvine Valley College.

Article VIII - Club By-Laws Template

Section 1: All student organizations are required to implement the following template within their club By-Laws to become and maintain active status:

Clause 1: Club Name

a. The name of the organization is the _____ club at Irvine Valley College.



Clause 2: Purpose

a.	The _	club shall promote public a	wareness of	stimulate
	and d	evelop student interest in	, and particip	oate in
	comm	nunity of volunteer work as well.		

Clause 3: Authority

- a. 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.
- b. The policies, procedures, and guidelines for student organizations shall be enumerated in the Irvine Valley College Club Guide.

Clause 4: Membership

- a. The student who is a member of a student organization shall be enrolled in at least one class at IVC throughout their term or the equivalent Cumulative semester units.
- b. The student who is a member of a student organization shall have and maintain a minimum G.P.A. of 2.0 in all college units completed.
- c. The student who is a member of a student organization shall not be on academic or progress probation and must be in good disciplinary standing.
- d. The student who is a member of a student organization shall pay for the ASIVC Access fee for Fall and Spring semesters.
- e. The student who is a member of a student organization shall adhere to the Club By-Laws.
- f. Membership is open to all students at Irvine Valley College. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Clause 5: Qualifications for Serving as a Club Officer

a. A 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):



- i. 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.
 - a. The student shall meet and maintain the minimum standards of scholarship prescribed for IVC students by the South Orange County Community College District.
- ii. 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.
- iii. 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 not be on academic or progress probation and must be in good disciplinary standing.
- c. 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.
- d. 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.
- e. A student who is a member of a student organization shall adhere to the Club By-Laws.

Clause 6: Executive Officers

- a. The executive officers of the _____ club shall be the President, Vice President, Clerk, Treasurer, and Inter-Club Council (ICC) Representative.
 - i. The President shall oversee all club functions; ensure that all required documents are submitted to the Office of Student Life at the beginning of each academic year; develop agenda for and preside over all general membership and executive officers meetings; maintain active communication between all officers and the club advisor; assume other tasks as delegated by the club officers or general membership.
 - ii. The Vice-President shall ascend to the office of the President in the case of permanent disability, ineligibility, or recall of the President; assume the duties of the President in his/her



temporary absence; assist the President in managing club functions.

- iii. The Clerk shall record and distribute the minutes for all general and executive officer meetings; create and maintain a roster of club member contact information; collect and distribute materials for all general and club officer meetings; maintain a calendar of club and campus events; archive copies of all documents of the club.
- iv. The Treasurer shall keep an accurate ledger of all club financial activity; research costs involved in any events and functions; maintain, in a well-bound book, all receipts, purchase orders, payments, and donations; provide a regular report on the club's fiscal standing at each meeting.
- v. The ICC Representative shall attend all ICC meetings; provide a regular report on the information from ICC meetings to the club; maintain close contact with the President, Club Advisor, and club membership to ensure proper representation and communication.

Clause 7: Meetings

- a. Regular meetings shall be held at least monthly during the academic year.
- b. The club advisor must be present at every club meeting.
- c. Special meetings may be called by the President or a majority of the Executive Officers. All members must be given a minimum of 24 hours' notice prior to the meeting time. Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership.
- d. In order to vote, a member must be in good standing with the club (as outlined in Article VIII, Section 1, Clause 4). Furthermore, the member must have good standing in regular meeting attendance.

Clause 8: Club Advisor

a.	The	club of Irvine Valley College Student Chapter shall
	have at least one Irvine	Valley College Full-Time/Part-Time Faculty or
	Classified Staff as an ad	visor or co-advisors. The advisors will fulfill the
	responsibilities specifie	d in the Club Guide and the Advisor Resources.



Advisors shall serve on an academic year basis OR in less than an academic year if a successor or successors have been identified.

Clause 9: Finances

- a. Treasurer and President shall be responsible for tracking the club's finances.
- b. All fundraising money should be deposited in an account with the Foundations Office. At no time should the money be held in a personal account or an account set up for the club with an outside entity. Club fundraising is permitted; however, any fundraising activities must adhere to the <u>Associated Student Body Fiscal Crisis and Management Assistant</u> Team (FCMAT) Manual
- c. Members may not be reimbursed for purchases. Purchases should only be made by the Advisor. Please get in touch with the Student Life Office for assistance in this process.

Clause 10: Discipline of Members

- a. All members of the _____ club of are expected to abide by all state, local, and campus policies as set forth by the college district and the ASIVC By-Laws.
- b. Members that violate the Student Code of Conduct and Student Organization policies or other policies and regulations may face disciplinary action, including but not limited to expulsion from the club and referral to appropriate administrative and legal authorities.

Clause 11: Elections

- a. During the election process, prospective officers must be nominated for a specific position, nominations must be seconded by an active club member; nominees will be given the opportunity to speak to the general membership prior to the voting process; and, elections will take place by secret ballot.
- b. Votes will be tallied publicly at a meeting by the club advisor and members not running for office; the nominee receiving a simple majority of the votes cast shall be declared the winner of the office for which they were nominated.



Clause 12: Impeachment and Dismissal

a.	Any member may draft an article of impeachment of an officer and
	present it to the club if said officer is not performing their duties or has
	neglected to follow SOCCCD, IVC, ASIVC or club
	policies.
b.	Impeachments and dismissals shall take place at a regular meeting of the
	club membership. The officer in question may speak before the club prior
	to any vote taking place. The membership may vote to dismiss the officer
	with a two-thirds vote in the affirmative.
c.	The members of the club of IVC may choose to dismiss
	a club advisor who is not meeting the needs of the club or who has
	violated SOCCCD, IVC, ASIVC or Club policies. The
	members of club must propose and vote on a
	motion to dismiss the club advisor at a regularly scheduled meeting. A
	two thirds (2/3) vote in the affirmative shall be required to dismiss an
	advisor. The club must select a new advisor prior to the next general
	membership meeting following the dismissal of the club advisor if there is

Clause 13: Amendments and Ratification

not a co-advisor already in place.

- a. Amendments to these By-Laws shall be submitted in writing to the Secretary two weeks prior to being placed on the general membership meeting agenda. The club clerk shall make the proposed amendment available to all club members five (5) days prior to a vote by the general membership.
- b. The amendment shall be presented to the club and debate opened on the topic. After debate, the general membership shall vote on the passage of the amendment. A vote of two-thirds in the affirmative is required to approve.
- c. These By-Laws shall be enforced and take effect following passage by two thirds of the club membership present at the first general meeting. These By-Laws were adopted on ______.



Article IX - Student Organization Deactivation

Section 1: Student organizations that fail to meet the ASIVC By-Laws and Club Guide requirements will be placed in deactivate status for the remainder of the semester.

- **Clause 1:** The student organization will be placed on deactivate status for having two (2) unexcused absences from the Inter-Club Council meetings.
- **Clause 2:** The student organization will be placed on deactivate status for not submitting monthly agendas and minutes in the assigned Google Drive folder.
- **Clause 3:** The student organization will be placed on deactivate status for not having a club advisor for the semester.
- **Section 2:** During this deactivate status, the student organization is unable to hold any events on or off campus, meet for club meetings, use any college facilities, or vote in the Inter-Club Council (ICC) meetings.
- **Section 3:** The student organization may apply to be ratified by the Inter-Club Council for the subsequent semester by submitting the Club Renewal and Registration form, Club By-Laws, Club Roster, and other supporting documents required by the Office of Student Life.

Article X - Advisor

- **Section 1:** The ASIVC Advisor or a designee of the Vice President of Student Services shall serve as the advisor for all official meetings of the ASIVC Senate and Inter-Club Council (ICC).
- **Section 2**: An advisor shall be in attendance of all meetings of the ASIVC Senate and the Inter Club Council in order for official business to be transacted.

Article XI - Amendments

- **Section 1:** These By-Laws may be amended or revised by 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.
- **Section 2:** An amendment(s) may be proposed by any voting member of the Senate or by a petition signed by five percent (5%) of the students enrolled at Irvine Valley College as of the first (1st) census of the previous semester.



Article XII - Ratification

Section 1: These By-Laws and any future amendments become effective upon its adoption by two-thirds (2/3) affirmative vote of all votes cast by the Student Body of Irvine Valley College during a general election.