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The four constituent groups that participate in shared governance, along with their compositions, are:

- A. Composed of campus administrators.
- B. Composed of full-time & part-time instructors, librarians, and counselors.
- C. Composed of support staff.
- D. Composed of the student body, along with ASNVC Board members.

A. Members of ASNVC Board serve as representatives of the constituency by being elected to an ASNVC Board position in the spring semester prior to the academic year of service.

1. The ASNVC Board may fill vacant positions through the appointment process.

B. The ASNVC Board is composed of 13 members: 3 full-time faculty, 3 part-time faculty, 3 support staff, and 3 students. The Board members are elected for a one-year term.



In addition to the specific responsibilities of their individual offices, all ASNVC Board members must perform the following duties:

- A. Maintain and uphold the ASNVC Constitution.
- B. Attend ASNVC meetings, perform service hours, and perform other duties in accordance with the ASNVC Bylaws.
- C. Shall appoint a liaison between the ASNVC Board and the SSCCC.
- D. Shall provide a weekly report to the Board Secretary as set forth in the ASNVC Bylaws.
- E. Shall represent the interests and concerns of the student body in the college governance process, and other areas of the campus.

- A. Serves as the chairperson of ASNVC Board meetings.
- B. Serves on the Napa Valley College's Council of Presidents.
- C. Responsible for giving notice of all ASNVC Board meetings as required by the Brown Act, and ensures that minutes are prepared for permanent record of Board action
- D. The ASNVC President shall not serve as the President or Vice President of another NVC student club or organization.

- A. Becomes President of the ASNVC Board in the absence or disability of the President.
- B. Responsible for the coordination of student representation on campus committees.
- C. The ASNVC Vice President shall not serve as the President or Vice President of another NVC student club or organization.
- D. Shall ensure that the Board performs their General Obligations.

- A. Responsible for creation and posting of all ASNVC Board meeting minutes, in collaboration with the ASNVC President.
- B. Responsible for replying to correspondence addressed to the ASNVC Board.
- C. Responsible for tracking attendance at ASNVC meetings and events.

A. Serves as the liaison between ASNVC and the NVCCD Board of Trustees.

A. Responsible for tracking and processing all financial activities of the ASNVC Board.

B. Responsible for maintaining an accurate, up-to-date budget.

Responsible for working with the District's Business Office to ensure financial oversight and compliance.

A. Shall facilitate the planning of events hosted by any member of the Board, ensuring their compliance with necessary procedures.

B.

- A. The ASNVC Board will approve the selection of the members of the Ad hoc Election Committee.
- B. Ad hoc Elections

- B. If only one person is being nominated for a position, then a 2/3 majority vote is required from the ASNVC Board to appoint the candidate.

The ASNVC Board shall have the authority to call for special



president, the Superintendent/President will proceed in a manner that ensures the process

- B. Placement of an informational agenda item to request impeachment or removal from office, after which said agenda item shall return as an action item, at a subsequent meeting
- C. Impeachment of the member requires a 2/3 majority vote by the present

Revisions to the ASNVC Bylaws may be adopted and amended by a 2/3 majority vote of the ASNVC Board. The revisions shall be voted after the second reading, held no less than two regularly scheduled meetings after the initial reading.