**ASSOCIATED STUDENT ORGANIZATION**

**LOS ANGELES MISSION COLLEGE**

**BYLAWS**

ARTICLE I

Section I: Name of Organization 4

ARTICLE II

 Section I: Purpose 4

ARTICLE III

 Section I: Membership 4

 Section II: Privileges 4

ARTICLE IV

 Section I: Governmental Organizations 5

 Section II: The Executive Board 5

 Section III: The Council 5

 Section IV: The ASO Council 5

 Section V: Terms of Executive Board 5

 Section VI: Terms of the Council 6

 Section VII: Vacancies 6

ARTICLE V

 Section I: Organizational Structure 6

ARTICLE VI

 Section I: Duties and Powers of the Executive Board 6

 Section II: Duties and Powers of the Council 9

Section III: Further Job Duties 11

Section IV: Vacancies 12

ARTICLE VII

 Section I: Qualifications for Council 12 Section II: Qualifications for Executive Board 12-13

ARTICLE VIII

 Section I: Elections 13

 Section II: Election Committee 13

 Section III: Election Announcements 13

 Section IV: Election Applications 13

 Section V: Election Dates 13

 Section VI: Special Election 13

 Section VII: Election Guidelines 13

 Section VIII: Guideline Violations 14

 Section IX: Polling Places 14

 Section X: Poll Workers 14

 Section XI: Candidate Rules 14

ARTICLE IX

 Section I: Impeachment 14

 Section II: Impeachment Proceedings 14

 Section III: Impeached Members 15

 Section IV: Removal from Office 15

ARTICLE X

 Section I: ASO Council Meetings 15-16

 Section II: Special Meetings 16

 Section III: Quorum Required for Official Meetings 16

 Section IV: Advisor Required for Official Meetings 16

 Section V: Open Vote 16

 Section VI: Parliamentary Procedure 16

 Section VII: Proxy Voting 16

 Section VIII: Quorum Definition 16

 Section IX: Attendance 16-17

 Section X: ASO’s Space 17

ARTICLE XI

 Section I: The Inter-Club Council 17

 Section II: ICC Membership 17

 Section III: ICC Chair 17

 Section IV: Duties of ICC Representatives 17

 Section V: Suspension of Club Charter 17-18

 Section VI: Removal of a Club 18

ARTICLE XII

 Section I: Membership Fee 18

 Section II: Revenue 18

 Section III: Disbursements 18

 Section IV: Budgetary Power 18

 Section V: Finance Committee 18

 Section VI: Finance Committee Minutes 19

 Section VII: ASO Budget 19

 Section VIII: Funds Transfer 19

ARTICLE XIII

 Section I: Amendments 19

 Section II: Approved Amendments 19

ARTICLE XIV

 Section I: Executive Board Parking 20

ARTICLE XV

 Section I: ASO Workshops 20

ARTICLE XVI

 Section I: Stipends 20

 Section II: Pro-Rationed Stipends 21

 Section III: Ineligibility 21

ARTICLE XVII

 Section I: Committees 21

ARTICLE XVIII

 Section I: Advertising Available Positions 21

 Section II: Interview for Non-Elected Positions 21

**ARTICLE I**

***Section I: Name of Organization***

The name of this organization shall be the Los Angeles Mission College Associated Student Organization, hereafter referred to as the ASO.

**ARTICLE II**

***Section I: Purpose***

The purpose of this organization is to provide the students the opportunity of participation and development of leadership skills, as follows:

1. To assist in the promotion and development of individual student organizations.
2. To provide student representation in all areas, including, but not limited to issues affecting students and the community.
3. To provide an opportunity for students to involve themselves in campus community related events.
4. To ensure that the integrity of the organization is upheld at all times.

E) To help Council members become leaders and mentors to other students.

**ARTICLE III**

***Section 1: Membership***

Membership in the ASO shall consist of the following:

1. Registered students of Los Angeles Mission College who have paid the ASO fee for the current semester.
2. Faculty and staff members who have paid the ASO fee each semester as adjunct membership.

***Section 2: Privileges***

1. Only student members of the ASO may hold office upon meeting Article VII qualifications of this Constitution, and successfully followed the regulations imposed through official ASO election rules.
2. Members of the ASO may join any ASO chartered student organizations.
3. Members are also entitled to a welcome package.
4. All students are entitled to vote in any semester in which there is an ASO general, registered or special election.

**ARTICLE IV**

***Section I: Governmental Organization***

The ASO Council shall be the governing body of this organization and shall consist of the Executive Board and the Council.

***Section II: The Executive Board***

The Executive Board shall be elected as stated under Article VIII, Section 1 and consist of the following:

1. President
2. Vice President
3. Treasurer
4. Executive Administrator
5. Parliamentarian

***Section III: The Council***

The Council shall consist of the following members who shall be appointed by the Executive Board and confirmed in a session by the Council:

1. Accessibility
2. Administration
3. Commerce
4. Community Relations
5. Culture and Diversity
6. Educational Services
7. Health and Wellness
8. Historian
9. Marketing and Recruitment
10. Political Affairs
11. Security
12. Social Activities
13. Social Media and Publications
14. Sustainability
15. Technology

***Section IV: The ASO Council***

The Executive Board and the Council, together form the ASO Council. The Council and the Executive Board will meet to legislate.

***Section V: Terms of Executive Board***

Terms of office for Executive Board members shall consist of one year with a limit of two years, or as authorized by Board Regulations.

***Section VI: Terms of the Council***

Terms of office for Council shall be for two (2) consecutive semesters, with a limit of two years, or as authorized by the LACCD Board rule S-Regulations.

***Section VII: Vacancies***

All vacancies on the ASO Council shall be filled in accordance with Article VI, Section IV.

**ARTICLE V**

***Section I: Organizational Structure***

The organizational structure of the ASO shall consist of the following:

1. A Council consisting of all elected and appointed members
2. Interclub Council (ICC0 as established under Article XI
3. Standing Committees
4. Special “Ad-hoc” Committees

**ARTICLE VI**

***Section 1: Duties and Powers of the Executive Board***

The duties and powers of the following Executive Board members are as stated:

1. **The President shall:**
	* 1. Serve as Chairman of the Council and preside over all council meetings. Exercise general supervision over all Associated Student Organization Activities.
		2. Be a liaison between the Administration and the Student Council.
		3. Prepares the Agenda and hands over the completed agenda to the Executive Administrator for formatting, copies, and distribution.
		4. Attend meetings as required or requested:
			1. Attend student government district wide meetings as called by the student member of the Board of Trustees.
			2. Attend meetings of the California Community College Student Government Association, Area Region 7.
			3. Attend campus committees, which include the College Council and Student Affairs, and College Foundation Committees.
		5. Appoint a member of the Student Council to attend Shared Governance Committees.
		6. Assume responsibility of carrying out the provisions of the ASO Constitution and exercise other powers as granted by this document, the ASO Constitution and/or by the Student Council. Exercise the power to dissolve as necessary by Executive Order any decision made by the Council that violates this Constitution, LACCD Board S-Regulations, and LACCD Student Code of Conduct.
		7. Appoint Committees including Chairpersons of those committee's as needed.
		8. Perform other related duties:
			1. Supervise the activities of the Executive Board.
			2. Assist Senators with their projects.
			3. Work closely with the ASO Advisor and Office of Student Services.
			4. Post and maintain regular office hours.
			5. Promote the image and principles of the ASO.
			6. Sign letters or documents necessary to carry out the will of the ASO Council.
		9. President shall serve as chair if Vice President or Treasurer is unable to attend finance or ICC meetings.
		10. Shall coordinate training workshops every semester for Council members alongside Executive Board.
2. **The Vice President shall:**
	* 1. Preside at meetings of the Council in the absence of the President, exercising all the powers and duties of the President.
		2. Chair and preside over all meetings of the Inter-Club Council (“ICC”), but not to vote except to break a tie or to establish a quorum.
		3. Coordinate all ICC events and facilitate club activities held on campus. Schedule dates for organized club day activities.
		4. Succeed to the office of the President, if the office should become vacant for two weeks and hold special elections if time allows (midway fall semester or beginning of spring semester). If not they shall become President until the end of the school year (spring Semester).
		5. Act as an aide to the President, carrying out such duties as the President assigns in accordance with the position.
		6. Inform all club representatives to the ICC of their rights and responsibilities. Maintain close contact with faculty members who serve as Club Advisors.
		7. Plan a year-end recognition party for members of the ICC and present leadership certificates.
		8. Attend assigned Shared Governance meetings.
		9. Post and Maintain regular office hours.
		10. Oversee attendance records of the ICC, and notify Executive Board members of violation by letter.
		11. Shall coordinate training workshops every semester for Council members alongside Executive Board.
3. **The Treasurer shall:**
	* 1. Represent the Associated Students in all financial matters concerning student funds.
		2. Maintain a record of the budget of the Associated Students as allocated and a record of the remaining unallocated funds.
		3. Serve as chair of the Finance Committee (Article XII, Section 4 of this Constitution).
		4. Give a brief report or summary of the budget expenditures, remaining balances and shall call attention to any usual items at each council meeting. Furnish a detailed report to any ASO Council member upon request.
		5. Verify and sign all requisitions for the disbursements of funds of this association according to the budget of the Student Council and subject to the policies governing expenditures as governed by the Board Rules and Administrative Regulations of the Los Angeles Community College District, and any applicable laws.
		6. Serve as a regular voting member of the Council and guide the Council to sound financial decisions.
		7. Implement, as efficiently as possible, the decisions of the Council regardless of personal opinion of their decision
		8. Keep accurate records of all ASO expenditures and keep all members of the Council aware of their budget status.
		9. Meet with the College President, the ASO President, or College Fiscal Administrator as necessary to resolve budget problems.
		10. Convene a Finance Committee meeting and special meetings when necessary at the discretion of the Treasurer or ASO Council. The Treasure must prepare and post an agenda outside the ASO office 72 hours in advance for each Finance committee meeting.
		11. Allocate funds for the upcoming academic year before the end of the spring semester and for additional meetings as needed. Distribute and collect, for the Business Office, any necessary budget request forms from clubs, departments and programs.
		12. Shall coordinate training workshops every semester for Council members alongside Executive Board.
		13. Other Duties include:
			1. Review each request in terms of the overall budget allocation, determine a recommended allocation, and prioritize any non-funded items. Allow sufficient time for deliberations and review of statements of interested parties. In each area, determine the percentage of the budget the committee wishes to allocate. Evaluate each individual request to determine where the money would be spent.
			2. Distribute a copy of the proposed budget for the upcoming school year to each member of the Council for approval, once the Finance Committee has approved the proposed budget. The distribution should be far enough in advance to allow each member of the Council not only to familiarize themselves with the budget but to review the Finance Committee's recommendation of each item under their area of responsibility with the students and faculty members who administer the affected program.
			3. Make himself/herself available to all members of the Council who wishes to discuss the Finance Committee's recommendations.
			4. Recognize that despite how hard the Finance Committee may attempt to impress upon individuals requesting funds that they should itemize and explain each request in detail.
			5. Ensure that the money is used in the best interest of the ASO and that only through full understanding of all alternatives can the budget truly reflect the best interests of all the students.
			6. Make every effort to obtain adequate information for the Finance Committee to make informed judgments concerning financial matters.
			7. Sign letters or documents necessary to carry out the will of the Student Council in accordance with Admin. Reg.
			8. Shall have the power to appoint an alternate from the A.S.O council to serve as chair of the finance committee meeting in his/her absence.
4. **The Executive Administrator shall:**
	* 1. Maintain a master calendar of events scheduled to be held during the given semester.
		2. Coordinate the scheduling of any events, in order to prevent scheduling conflicts, with the help of the Social Activities Senator.
		3. Be responsible for all official correspondence for the Council as a whole.
		4. Assist in preparing new Council and orientate/train them in proper conduct, meetings procedures (including Robert's Rules and the Brown Act), and ensure they have everything necessary to fulfill their duties.
		5. Shall coordinate training workshops every semester for Council members alongside Executive Board.
		6. Act in an administrative capacity in the following manner:
			1. Format and type the agenda and make copies prior to ASO Meetings. Prepare and post the agenda on the ASO bulletin board 72 hours prior to the meeting.
			2. Distribute copies of the agenda and minutes to Council and the ASO advisor, either in mailboxes or at Council meetings.
			3. Record accurate minutes during meetings including an attendance report of Council Members at those meeting.
5. **The Parliamentarian shall:**
	* 1. Ensure proper parliamentary procedure at all Council meetings.
		2. Shall be familiar with the latest edition of Robert's Rules of Order, Newly Revised Edition, Board S-Regulations and the Brown Act and shall ensure this Constitution be enforced at all times, always having copies of those documents on hand to refer to them.
		3. Shall coordinate training workshops every semester for Council members alongside Executive Board.
		4. Advise new Council members on proper parliamentary procedure.
		5. Shall attend the monthly SAC meetings alongside the ASO President.
		6. ASO shall cover the expenses of parliamentary procedure trainings as deemed necessary by the ASO Council.

***Section II: Duties and Powers of the Council***

The duties and powers of the following Senator are outlined in detail in the ASO Bylaws:

1. **Senator of Accessibility:** Shall be responsible for observing and reporting of any issues on campus related to accessibility for students with disabilities. Shall coordinate with the DSPS director and staff to inform students of the resources available to them and remain abreast of issues affecting students with disabilities.
2. **Senator of Administration**: Shall assist the Executive Administrator as needed. Shall assist members of the ASO with letters, emails, etc. as needed. Shall be present to take minutes in the Finance meetings and ICC meetings or delegate the responsibility with approval of the Vice-President to another person. In any case that the Executive Administrator is absent and/or unavailable during ASO meetings, the Senator of Administration shall assume duties of the Executive Administrator.
3. **Senator of Commerce:** Shall be responsible to supervise any purchases and distribution of monies for services rendered that are purchased with ASO funds. Shall be responsible for ordering supplies and keeping record and inventory of those supplies. Shall coordinate all research for student discounts at local businesses for students who have paid their ASO fee and have the ASO current semester sticker on the reverse side of their student ID. Shall organize and supervise all fund raising activities and assist committees and clubs who request assistance from the ASO in fundraising endeavors. Shall assist Treasurer in financial responsibilities.
4. **Senator of Community Relations:** Shall be the liaison between the ASO and the surrounding community. Shall organize and coordinate all ASO community related activities and functions that take place off-campus. Shall also be as a sitting ASO representative in the Sylmar Neighborhood council meetings.
5. **Senator of Culture and Diversity:** Represent the ASO by working in collaboration with campus groups/clubs in planning and presenting culturally diverse activities. Plan and coordinate cultural diversity activities. Shall promote awareness of cultural issues. Keep the ASO Board informed of current and future issues that will have an impact on LAMC students.
6. **Senator of Educational Services:** Shall coordinate and organize educational workshops, new student orientations, and information regarding tutoring programs. Shall encourage the students to excel in their studies. Shall closely monitor professors and their teaching styles to ensure that all students are receiving the best education possible that is communicated clearly. Shall serve as the ASO representative on the Educational Planning Committee addressing the needs of students including classes being offered.
7. **Senator of Health and Wellness:** Shall coordinate and organize all functions related to health awareness issues by working with the Student Health Center and the Athletics Department. Shall promote overall wellbeing and preventative health care including exercise, proper dieting, positive mental health, and preventing substance abuse and shall promote HFAC events and gym membership discount for ASO members.
8. **Historian:** Shall keep records of all ASO activities and ASO newsletters. Shall create a photo album and year book, which both must be created by the end of May.
9. **Senator of Marketing and Recruitment:** Shall conduct and coordinate promotion, marketing, and advertising for the ASO on and off campus including fliers, posters, pamphlets, banners, etc. Shall be in charge of the recruitment of members to the ASO membership by establishing and maintaining contacts with students through means of publication, classroom visitation, etc. Shall also be in charge of putting out an ASO table (along with pamphlets and flyers) for any and all open campus activities that Students will be attending. Has the power to appoint a replacement if they cannot attend.
10. **Senator of Political Affairs:** Shall be responsible for keeping abreast of all local, state, and federal political issues that could affect LAMC students and disseminate such information to the student body. Shall also meet with political representatives from the local to state governments to advocate for the needs of the students. Shall coordinate political activities and workshops on campus. Remain non-partisan in fulfilling their duties. Shall be responsible for the research and coordination of ASO’s advocacy at the SSCCC’s General Assembly.
11. **Senator of Security**: Shall act as the liaison between the ASO and the campus security office gathering monthly reports from the Sheriff's office. Shall inform campus security of all upcoming campus events as well as inform students of any security threats and drills happening on campus and address the security needs of the students such as proper lighting, security doing regular rounds on campus, theft prevention, and violence prevention. Shall coordinate a workshop in partnership with the campus Sherriff’s office to prepare the ASO Council in the event of an active shooter. Shall also serve as the Sergeant of Arms for the Council meetings.
12. **Senator of Social Activities:** Shall attend campus and club activities and help coordinate resources and equipment for those events to ensure that all social activities on campus are carried out properly. Shall assist the Executive Administrator in coordinating the scheduling of events, in order to prevent scheduling conflicts.
13. **Senator of Social Media and Publications:** Shall oversee the publication of the ASO Newsletter (resources for its publication shall be derived from advertisement and ASO reserves as needed). Shall coordinate and oversee ASO’s social media presence and inform students of upcoming events, activities, and resources via those platforms.
14. **Senator of Sustainability:** Be responsible for coordinating environmental advocacy efforts for the ASO Council. Represent the ASO Board in community projects and local environmental issues. Coordinate student-organized and student-initiated activities that concern themselves with the environmental, and/or environmental improvement of the campus and surrounding community.
15. **Senator of Technology:** Shall be responsible maintaining ASO computers, software and hardware including the printers and other equipment and informing students of the technical services available to them. Shall also assist the Executive Board in the maintenance of all ASO web pages on the www.lamission.edu/aso website.

***Section III: Further Job Duties***

1. A Senator must volunteer a minimum of 5 hours on campus per semester participating in student orientations/campus tours, campus activities, etc. Those hours must be reported to the Executive Administrator who will document them in the ASO Ledger.
2. All Senators must participate in any event or activity that is sponsored by the ASO in which their office is directly related to it. Though a Senator can have assistance from student volunteers to assist them, the main responsibility falls upon that Senator to ensure their duties are fulfilled
3. All Senators are required to regularly submit articles to Publications for the ASO newsletter.
4. All Senator shall comply with the Student Code of Conduct and demonstrate professional behavior at all ASO sponsored events.

***Section VI: Vacancies***

1. All vacancies on the ASO Council shall be filled by Executive Board vote. Approvals by three of the five Executive Board members are required for the appointment. The appointment is then subject to confirmation by a two-thirds (2/3) vote of the Council.
2. In the event an Executive Board position other than the President is vacant, then the President is responsible for bringing before the council a candidate for confirmation by the next consecutive ASO meeting. This matter cannot be tabled. The candidate must be confirmed pursuant to subsection A of this section.
3. Should the office of ASO President become vacant for any reason, the Vice President shall become President, assuming not only the duties and powers of the office but also the title.
4. In the event that both the office of the ASO President and Vice President become vacant, the Treasurer will assume all the powers and duties of the ASO President for a period of time not to exceed twelve (12) school days (Mon-Sat). They shall then appoint an interim Vice-President. During that time, a special election before the ASO council shall be held by roll call for the office of President and Vice President.
5. Any ASO Council member wishing to resign shall deliver a letter of resignation to each ASO Executive Board member. Resignation will take effect immediately and cannot be retracted. Though all are required to submit a letter of resignation, a verbal resignation will be accepted in urgent situations. All resignations must be confirmed with a majority vote of the Council to accept the resignation and the results included in the meeting minutes.

**ARTICLE VII**

***Section I: Qualifications for Council***

All candidates either through election or appointment for office must meet the following basic requirements:

1. Be a paid ASO member.
2. All candidates must have completed 5 units minimum prior to taking office
3. Have a current and overall 2.0 GPA on a 4.0 scale.
4. During the semester of holding office, must be enrolled in at least five (5) units. Dropping below five (5) units will disqualify the student from office. The ASO Advisor will monitor each Council member's GPA and enrollment status monthly to ensure they are in compliance and will report immediately to the Council if a member is out of compliance.
5. A student cannot be a candidate for office if the requirements for the A. A. degree or 80 units of college work will have been completed prior to the semester in which the office will be held.

***Section II: Qualifications for Executive Board***

Additional qualifications for Executive Board positions:

1. Have a current and overall 2.0 GPA on a 4.0 scale.
2. Completed 12 units at Los Angeles Mission College prior to taking office.
3. Be enrolled in five (5) units during semester office is to be held.

**ARTICLE VIII**

***Section I: Elections***

All members of the ASO Executive Board shall be elected secret ballot by a simple majority of electronic ballots cast by the student body.

***Section II: Election Committee***

A Committee on Elections shall be formed no later than the last meeting of the Fall Semester, and a chair appointed by the ASO President for the purpose of regulating campaigning and the election process prior to elections.

***Section III: Election Announcements***

All postings announcing elections shall be placed at each campus bulletin board and banners hung around the campus beginning the first week of the Spring Semester.

***Section IV: Election Applications***

Applications will be accepted beginning the first Monday of February with a submission deadline of March 30th at 5pm.

***Section V: Election Dates***

Elections will be held during the month of April as determined by the Election Committee with the results being publicized no later than April 30th.

***Section VI: Special Election***

If there is no election by April 30th, the A.S.O Advisor and the Office of Student Services will hold a special election in the summer and/or fall semester.

***Section VII: Election Guidelines***

All candidates will meet with the Election Committee and shall be given written guidelines, rules and regulations to adhere to during any elections, including LACCD Administrative Regulation S-10 and S-9, the LACCD Student Code of Conduct, Policy for Posting Material, Policy for Free Speech Area, and rules set forth by ASO election regulations.

***Section VIII: Guideline Violations***

Any candidate who violates any written guidelines, rules and regulations of said committee shall be subject to disciplinary action as determined by the ASO Council. Appeals subject to LACCD regulation S-10 article 8.

***Section IX: Polling Places***

The official polling places will be designated by ASO elections committee.

***Section X: Poll Workers***

The ASO Elections committee will coordinate poll workers to set up the polling places.

***Section XI: Candidate Rules***

Candidates must also abide by the following rules:

1. Candidates are not allowed to use any electronic devices that have internet access to facilitate independent voting places during the elections or randomly ask students to vote on that device.
2. The 50 ft. Rule will ONLY apply to the designated polling areas (S-10)
3. Candidates cannot post any promotional materials on any social websites belonging to any current ASO council member.

**ARTICLE IX**

***Section I: Impeachment***

Impeachment is considered a trial that ends with a conviction to remove a person from office. Any of the following may constitute grounds for impeachment for an ASO Council member:

1. Gross misconduct while carrying out ASO related activities, in violation of the student code of conduct.
2. Acting in a manner which contradicts the spirit of this constitution, as reflected in the Preamble.
3. An Impeachment may only take place once 2/3 majority of the Council have been appointed to office.

***Section II: Impeachment Proceedings***

Any Council member may initiate impeachment proceedings by a Bill of Indictment. The steps shall be as followed:

1. A Bill of Indictment shall be written according to article IX of the ASO Constitution and handed over to the Executive Board during a regular ASO meeting.
2. The Executive Board will set up a special E-board meeting no more than a week after the Bill of Indictment is presented to discuss the Bill of Indictment. The Council member who wrote the Indictment, shall present to the Executive Board the indictment including all substantial and credible evidence. No evidence or accusations based upon hearsay or speculations shall be entertained. Only Executive Board members can discuss and vote upon each point of evidence presented.
3. Any Council member who is being indicted cannot vote on any evidence being submitted in the Bill of Indictment.
4. If the Council decides by a 2/3 vote that a piece of evidence was wrongly omitted they can have that evidence included in the Impeachment proceedings.
5. Any evidence that was approved will be compiled and presented to the rest of the Council at a Special ASO meeting to take place no more than a week after the Special E-board meeting. The Council member who wrote the Indictment shall present that approved evidence to the Council.
6. The Council will vote by secret ballot and each ballot shall be read out loud and counted to be recorded in the minutes. The voting shall be conducted at the same meeting and cannot be tabled.
7. With a two-thirds (2/3) majority vote of the entire Council, including the E-board, for impeachment, the impeachment carries.

***Section III: Impeached Members***

Any Council member impeached or resigned under the threat of impeachment cannot return to the ASO and serve in either an elected or appointed office.

***Section IV: Removal from Office***

Any Council member, can be removed from office for any of the reasons outlined as follows:

1. Failure to actively fulfill one’s duties as a position holder in the ASO.
2. Dropping below the required GPA or Unit enrollment.
3. Having three (3) unexcused absences from an official ASO Council meeting.
4. An unexcused absence is defined as one of the following:
	* 1. Missing a scheduled meeting without calling, e-mailing, or otherwise notifying the Executive Board.
		2. Missing a scheduled meeting and contacting the Executive Administrator, yet not being able to substantiate the cause for the absence.
		3. Missing a scheduled meeting without calling due to an emergency and failing to submit substantiating evidence to the Executive Administrator per Section 2(a) (below).
	1. An excused absence is defined as one of the following:
		1. Emergency situations will be handled in a case by case basis by the discretion of the Executive Board.
		2. For an absence to be excused, members of the Executive Board need to be notified within 24 hours in advance with supporting documentation.

**ARTICLE X**

***Section I: ASO Council Meetings***

The ASO Council shall meet weekly, an exact meeting time & place shall be posted on the agenda.

***Section II: Special Meetings***

The ASO President may initiate special meetings of the ASO Council called for a specific purpose, or by the majority of ASO council, a written notification must be delivered to the each council member and publicly posted according to the procedures and protocols laid forward in the Brown Act.

***Section III: Quorum Required for Official Meetings***

All official meetings of the ASO Council shall be conducted by a majority quorum.

***Section IV: Advisor Required for Official Meetings***

No meeting of the ASO Council is official unless the ASO Advisor or his/her appointed designee is present.

***Section V: Open Vote***

Votes on motions before the ASO Council are to be done by open vote.

***Section VI: Parliamentary Procedure***

The current edition of "Robert's Rules of Order Newly Revised" shall be the parliamentary authority for all meetings and procedures of the ASO Council, except where the Constitution,

S-Regulations, or Brown Act applies.

***Section VII: Proxy Voting***

Proxy voting shall not be allowed at any time.

***Section VIII: Quorum Definition***

The Executive Board and Council members all count towards a quorum. Quorum is defined as simple majority of the entire ASO Council for ASO meetings.

***Section IX: Attendance***

1. An ASO Council member, regardless of specific branch of service, is allowed no more than two (2) unexcused absences. Three or more such absences will result in action as per Article IX of this constitution.
2. Tardiness will not be tolerated. Ten minute grace period will be allowed. Two (2) instances of tardiness will be counted as one unexcused absence. If tardiness constitutes an individual’s third unexcused absence, Article IX (pertaining to unexcused absences) will apply as if the person had actually been absent.
3. There will be a five minute grace period for every meeting. If a Council member arrives subsequent to this deadline, this individual will be counted as tardy. The time will be counted by the ASO council room clock.
4. Personal time is excusable if requested. A Council member may not utilize personal time more than two occasions during a single semester.
	1. A request for use of personal time must be submitted to the Executive Administrator at any time, and if approved, will count as attendance for one week’s meeting.

***Section X: ASO Space***

Any space that belongs to ASO on campus cannot be relinquished without first being added to the agenda and voted on by the ASO Board. It must be passed with a 2/3’s majority vote.

**ARTICLE XI**

***Section I: The Inter-Club Council***

The Inter-Club Council shall be defined as a standing committee of the ASO Council, and shall coordinate between each individual club on campus. The Vice-President shall act as a liaison between club presidents and the ASO Council. The Inter-Club Council shall provide each chartered club on campus a means by which it can advance its cause, voice, opinions, and purpose.

***Section II: ICC Membership***

The membership of the Inter-Club Council (“ICC”) shall consist of:

1. The ASO Vice President, who shall serve as council chair.
2. The Senator of Administration, who shall serve according to the duties laid out in Article VI, Section 2(O).
3. All the club presidents or appointed representatives of chartered clubs and organizations comprising the ASO.

***Section III: ICC Chair***

The ASO Vice President shall serve as the chairperson of the ICC and their vote shall only be used in breaking a tie, or when said vote constitutes a quorum.

***Section IV: Duties of ICC Representatives***

The duties of the representatives shall be to represent his/her club by attending ICC meetings and act as liaison between club members and the ASO Council.

***Section V: Suspension of Club Charter***

The suspension of club charter needs to first be added to the ASO agenda and then voted on and passed with a 2/3’s majority vote. The suspension of club charter may be presented to the ASO Board for consideration only for the following reasons:

1. If a club fails to send a representative to the ICC Meeting for 3 consecutive meetings
2. If a club has not been in contact with the ASO Vice President or the ASO Advisor
3. If a club is found to be breaking any of the Club Codes which can be found in the Club Manual

***Section VI: Removal of a Club***

The only way to completely remove a club from the ICC is for it to be added to the ICC agenda and passed with a 2/3’s majority vote so it may be presented to the ASO Board as a recommendation. With the ICC’s recommendation, ASO may then add it to the agenda and it can pass with a 2/3’s majority vote.

**ARTICLE XI**

***Section I: Membership Fee***

Starting Fall 2019, the membership fee for the ASO shall be $10.00 per semester. Winter & Summer fee shall be $3.

***Section II: Revenue***

Revenue may be derived from any other sources as may be determined by the ASO Council. The ASO shall not directly or indirectly engage in any activity which may question or reflect unfavorably on the good name of the ASO or the college of which this organization is a part.

***Section III: Disbursements***

All disbursements shall be made solely by check request, which shall show the payee, the items of service rendered or materials purchased, and the amount of payment.

***Section IV: Budgetary Power***

The power of the budget shall be vested in a Finance Committee, whose responsibility shall be to:

1. Hear all financial matters referred to them by the Council.
2. Consider items presented by the College President, Dean of Student Services, ASO Treasurer, and ASO President.
3. Prepare the ASO budget for the ASO Council’s approval (in accordance with the manner and time prescribed by the Administrative Regulations and procedures regarding the administration and management of ASO funds.

***Section V: Finance Committee***

The Finance Committee shall be composed of:

* 1. The Treasurer, who shall serve as council chair
	2. The ASO President
	3. The Chief Fiscal Administrator (who serves as an ex-officio member with no vote)
	4. A member of the ASO Council appointed by the ASO President
	5. The ASO Advisor and/or Dean of Student Services (or representative)
	6. One teaching faculty member appointed by the College President

The Finance Committee must have at least three members present and three voting to enact budget changes.

***Section VI: Finance Committee Minutes***

Minutes shall be kept of all finance committee meetings and include the names of members present and absent, the date, time and place of the meeting, a record of actions taken. Minutes shall be taken by an appointed ASO member. Copies of the minutes shall be distributed to the members of the Finance Committee and the ASO Executive Administrator within five (5) working days of each meeting.

***Section VII: ASO Budget***

The Associated Student Organization's budget shall outline and control in detail the entire student financial program. The Finance Committee shall submit the proposed budget, prepared on a line item basis, to the ASO Council for approval.

***Section VIII: Funds Transfer***

If at any given time the ASO Council wishes to transfer funds from the ASO Reserves to any other operating accounts, it may do so, but may not exceed twenty-five (25%) percent of the balance of the reserves account at the beginning of the fiscal year.

**ARTICLE XII**

***Section I: Amendments***

Amendments shall be proposed by either:

1. A two-thirds (2/3) majority vote of the ASO Council; or
2. An initiative by ten percent (10%) of the student body.

***Section II: Approved Amendments***

Such proposed amendments, upon approval, shall be effective one week following its adoption.

**ARTICLE XIII**

***Section I: Executive Board Parking***

All members of the ASO Executive Board shall receive free parking as long as they:

1. Remain in office.
2. Maintain the guidelines for their office as mentioned in Article VI and Article VII.

**ARTICLE XIV**

***Section I: ASO Workshops***

All members of the ASO are encouraged to sponsor and participate in public workshops that raise awareness and promote cultural sensitivity & diversity amongst student leaders. These workshops shall include, but are not limited to: sexual harassment, racial stereotypes, etc. Workshops shall be arranged by the Executive Board and the ASO Advisor.

**ARTICLE XV**

***Section I: Stipends***

ASO Executive Board members and officers will be awarded on a merit base with the following stipend amounts after holding office for one (1) year, or half of their normal stipend after holding office for only one semester. If there are vacancies on the Council after the spring semester is over, then the stipends of vacant offices revert to the ASO general operating budget. (According to LACCD E-Regulation S-14)

1. E-Board, President 13%
2. E-Board, Vice President 9 %
3. E-Board, Treasurer 7 %
4. E-Board, Executive Administrator 6%
5. E-Board, Parliamentarian 5%
6. Senator, Social Activities 4%
7. Senator, Social Media and Publications 4 %
8. Senator, Marketing and Recruitment 4 %
9. Senator, Commerce 4 %
10. Senator, Political Affairs 4 %
11. Senator, Community Relations 4 %
12. Senator, Educational Services 4 %
13. Senator, Health and Wellness 4 %
14. Senator, Campus Security 4 %
15. Senator, Technology 4 %
16. Senator, Historian 4%
17. Senator, Culture and Diversity 4%
18. Senator, Sustainability 4%
19. Senator, Administration 4%
20. Senator, Accessibility 4%

***Section II: Pro-Rationed Stipends***

In the event of turnover, stipends may be issued on a pro-rationed basis, as determined by the ASO Council. Pro-rationed amounts must be proportionate to all members and calculated on a quarter-year (i.e. half semester or eight (8) weeks) basis. To receive a stipend a member of the ASO government must have served a minimum of four weeks.

***Section III: Ineligibility***

Any member impeached is ineligible for a stipend.

**ARTICLE XVI**

***Section I: Committees***

1. Committee will be created by the Executive Authority of the ASO President and he/she will appoint a Chairperson for that committee. A committee must be composed of no less than 3 Council members, not to exceed half of the Council.
2. Once a committee has been created by the ASO President, that committee Chairperson is now free to make decisions concerning the committee with the vested power and consent of the Council.
3. The committee has the authority to organize and coordinate events within its charge. In terms of budgetary needs, the committee will have to request funds through the ASO through established procedures.
4. A Standing Committee is regulated by the Brown Act. Ad-Hoc committees are special committees created for a specific purpose and once that purpose is fulfilled they are dissolved therefore they do not fall under the Brown Act.

**ARTICLE XVII**

***Section I: Advertising Available Positions***

In the first week of May, the newly elected Executive Board shall advertise via bulletin board and classroom visitation the openings for Senator Positions.

***Section II: Interviews for Non-Elected Positions***

Interviews shall be held during the third week of May. A decision must be made by the end of May as to who, if any, will hold Senator Positions.

1. Any Council appointed after this deadline fall under the rules of the Vacancies Section of the ASO Bylaws.

**ASO By-Laws adopted in ASO Special Election August 8, 2019**