

**WEST LOS ANGELES COLLEGE
ASSOCIATED STUDENT ORGANIZATION
BY-LAWS**

Article I: General Duties

- a. Uphold the Constitution and By Laws of the ASO.
- b. Carry out the duties as assigned by the ASO President.
- c. Accept other reasonable responsibilities as assigned.
- d. Provide written and oral status reports on college committee assignments.
- e. Shall be familiar with Roberts Rules of Order and Parliamentary Procedure.

Article II: Executive Branch

Section 1: The Office of the President

- a. The office of the President shall conduct all meetings of the Executive and General Council.
- b. The President shall be an ex-officio member of all committees. The President shall be vested with the power to appoint, to create, and dissolve committee, other than those under the jurisdiction of other council members. The president shall be responsible for calling meetings of the Executive Council in accordance with the California Brown Act.
- c. In an emergency the President shall be vested with the power to act for the ASO whole.
- d. The president shall have the power to veto any action taken by the executive council or the Inter-Club Council.
 - 1 Any veto of the Council or Inter-Club Council action must be taken within 48 hours of said action, not including weekends or holidays.
 - 2 Any veto outside of the official Council or Inter-Club Council meeting must be submitted in writing with reason, and placed in each said member's mailbox within 48 hours.
- e. The Presidential veto may be overruled by a 2/3 majority vote of the general council at the next meeting
- f. The president shall exercise general supervision over all ASO activities and shall see that all ASO officers fulfill their duties.
- g. The President shall have the power to appoint all unfilled positions with the confirmation of majority vote of the General Council.
- h. The President shall have the power to ask for the resignation of any appointed council member and said council member must vacate said office upon approval of a 2/3 majority vote of the council.
- i. The President shall have discretion for the President's Hospitality.
- j. The President shall seek the advice of the ASO Advisor or other knowledgeable administrative staff on matters concerning district or college rules and regulations, and advice the ASO president as appropriate.
- k. The President shall serve a minimum of 15 office hours a week, excluding holiday weeks.

Section 2: The Office of the Vice President

- a. The Office of the Vice President shall preside at meetings of the Executive Board and General Council in the absence of the President. The Vice President shall assume the powers and duties of the President's absence and shall be an ex-officio member.
- b. The vice president shall serve as the chair person of the Inter-Club Council or appoint a member of the Inter-club Council to serve as co-chair.
 - 1 The Vice President or appointee shall be responsible for maintaining all records of the Inter-Club Council, to include attendance, posting of meeting announcements, agendas and minutes.
 - 2 The Vice president shall be responsible for maintaining a list of all club presidents, advisors and telephone numbers.
 - 3 The Vice President will hold and secure all club constitutions and by-laws.

- c. The Vice President shall serve as liaison to the ASO council from the Inter-Club Council.
- d. Shall be responsible for educational programs of the ASO assigned by the Executive Council, and other committees appointed by the President.
- e. Shall be responsible for the following budget divisions but not limited to: Career Day, Commencement, Deans Tea, Peer Registration, etc.
- f. Shall serve a minimum of 15 office hours a week, excluding holiday weeks.

Section 3: The Office of the Treasurer

- a. The Treasurer shall represent the ASO in all financial matters concerning ASO funds.
- b. The Treasurer shall serve as the chair of the finance committee.
- c. The Treasurer shall maintain records of the budget to include allocations and expenditures and submit a monthly budget report to the Executive Council.
- d. The Treasurer shall prepare the budget for the succeeding Council.
- e. Shall represent or cause the representation of the ASO at the WLAC budget committee meeting.
- f. Shall serve a minimum of 15 office hours a week, excluding holiday weeks.

Section 4: The Office of the Chief Justice

- a. Will preside over the ASO Supreme Court providing leadership and direction under the guidance of the ASO constitution and By Laws
- b. Shall appoint all new justices for service and provide Orientation on confidentiality and dependability.
- c. Assign associated justice to serve on hearing panels as required by the Compliance Officer and Dean of Students.
- d. Shall serve as committee chair to revise the Constitution, By Laws and Election Guidelines.
- e. Shall preside over the ASO General Council in the absence of the President and Vice President.
- f. Shall serve as chair of the elections committee
- g. Shall have a working knowledge of the ASO constitution and Roberts's rules of Order and E- Regs.
- h. Shall be in charge of all state affairs in the event that there is no governmental or state affairs senator.
- i. Shall serve a minimum of 15 office hours a week, excluding holiday weeks.

Section 5: The Office of the Secretary

- a. The Secretary shall be responsible for recording the minutes of the General Council, the Finance Committee meeting and the Inter Club Council; attendance must be reflected in the minutes.
- b. The secretary shall prepare and distribute meeting announcements, agendas, and minutes according to the directives of the California Brown Act.
- c. The secretary shall be responsible for correspondence at the president's request.
- d. Shall serve as time keeper.
- e. Shall be responsible for the coordination of trip arrangements.
- f. In the event the Vice president does not appoint a co-chair for ICC they Assume responsibilities of the Co-Chair until the Vice President appoints one.
- g. Shall serve a minimum of 15 office hours a week, excluding holiday weeks.

Article III: General Council

Section 1: Activities and Planning Senator

- a. Shall propose, facilitate and coordinate activities and events as directed by the ASO President and/or Student Senate.
- b. Shall present a schedule of proposed events and activities to the Senate for fall and spring

semester.

- c. Shall present event or activity budget requests to the Student Senate or ASO Finance Committee, as needed.
- d. Shall perform other duties as assigned by the ASO President and/or Student Senate.
- e. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 2: Associated Justices

- a. The Associated Supreme Court justice shall serve as the official representative of the student body to the Supreme Court, under the jurisdiction of the Chief justice.
- b. Serve as the alternate representative in the absence of the chief justice
- c. Serve as a member of the legislative committee.
- d. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 3: Associate Newsletter Editor Senator

- a. Research and edit information for online newspaper
- b. Coordinates or writes information for departments on WLAC campus.
- c. Inform student body on news, current events, information on campus and all news with in the LACCD.
- d. Promote all events within the Student Voice.
- e. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 4: Athletic Senator

- a. Assist in the organization of pep rallies and assemblies concerning athletic activities and events.
- b. Organizes the additions and the selection of the pep squad.
- c. Serves as liaison to the women's and men's Athletic divisions of the college.
- d. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 5: Campus Alterations and Improvements Senator

- a. Shall be responsible for initiating any and all programs concerning improvements or repairs on campus.
 - 1. This senator serves as the representative to the Alternatives and Improvements committee of the college.
- b. Be responsible for carrying all innovations to completion.
- c. Periodically verify and check school equipment
- d. Be responsible for the following Budget divisions: Campus Beautification, Student Center Renovation.
- e. Represents the council on the college work/ environment committee.
- f. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 6: Chief Newsletter Editor Senator

- a. Oversees all duties of Associated Newsletter Editor Senator
- b. Research and edit information for online newspaper
- c. Coordinates or writes information for departments on WLAC campus.
- d. Inform student body on news, current events, information on campus and all news with in the LACCD.
- e. Promote all events within the Student Voice.
- f. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 7: Community Relations Senator

- a. The senator of community relations coordinates community-wide relationships with the ASO and the campus at large.
- b. Chairs the outreach community services activities for charitable, non-profit organizations as directed by the Executive Council.
- c. Shall chair the ASO committees for the Fall Food Drive and the Christmas Toy Drive.

- d. Shall be responsible for publicizing ASO activities on and off the campus.
- e. Be responsible for the ASO manual and for assisting all senators with any publicity necessary for ASO activities.
- f. Oversee Council Bulletin Board.
- g. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 8: Disabled Students Senator

- a. Shall serve as the chairperson of all special education committees.
- b. Serves as advocate for special needs students in campus matters.
- c. Serves as the liaison to the handicapped and learning development center
- d. Communicates concerns of reasonable accommodation in campus facilities.
- e. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 9: Environmental Affairs Senator

- a. Shall be the liaison between Plant Facilities and the ASO.
- b. Shall be a member of the Green Club on campus. If there is no Green Club they shall start one.
- c. Shall promote a clean campus.
- d. Shall put in a minimum of 6 hours in the office, excluding holiday weeks.

Section 10: Evening Programs Senator

- a. Shall represent the interest of the Evening Division Students on the general Council.
- b. Encourage participation of evening Students in total campus Activities.
- c. Initiate programs and activities for evening students.
- d. Shall appoint 2 or more Associate Evening Program Senators with the approval of the ASO President and 2/3 majority of the general council for the purpose of recruitment to the ASO, decision- making for the evening students, and for distribution of ASO resources.
- e. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 11: Health & Safety Senator

- a. Shall maintain a good relationship between the ASO and the Health Center
- b. Coordinate workshops and activities for the health purposes every semester to cater to the needs of the student body.
- c. Chair health related events sponsored by the ASO with the approval from the president and a 2/3 majority vote of the general council.
- d. Serves as a member of the Health Advisory Committee.
- e. Serves as Co-chair of the Health Fair
- f. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 12: Historian Senator

- b. The Historian shall compile a record of clippings and photographs for all ASO related events.
- c. The Historian will serve as photographer or may appoint one.
- d. Be responsible for campus activity photographs for publication in the newsletter or any other media resources.
- e. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 13: Honorary Senator

- a. Shall fulfill any duties that the ASO President asks.
- b. Shall not be a voting member.

Section 14: Information-Technology Senator

- a. Shall update the ASO website.
- b. Shall create a profile and manage said profile of networking sites.
- c. Shall serve a minimum of 6 office hours a week, excluding holiday and weekends.

Section 15: International Student Affairs Senator

- a. Shall represent the ASO at International Students Program activities and events.
- b. Shall inform the Senate of cultural diversity issues and activities.
- c. Shall be co-chair of the Multi-Cultural Fair Committee.
- d. Shall perform other duties as assigned by the ASO President and/or Student Senate.
- e. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 16: Multi-Cultural Senator

- a. Shall represent the ASO by working in collaboration with campus groups/clubs in planning and presenting culturally diverse activities.
- b. Shall inform the Senate of cultural diversity issues and activities.
- c. Shall perform other duties as assigned by the ASO President and/or Student Senate.
- d. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 17: Parliamentarian

- a. Shall have a working knowledge of the ASO constitution and Roberts's rules of Order and E- Regs.
- b. Shall have a working knowledge of parliamentary procedure
- c. Shall serve a minimum of 6 office hours a week, excluding holiday and weekends.

Section 18: Public Relations Senator

- a. Shall be responsible for communications from and publications of the ASO Student Senate, including but not limited to the ASO newsletter.
- b. Shall promote ASO sponsored events, in coordination with the Senator of Activities and Planning.
- c. Shall work in coordination with the school newspaper and any other media outlets to promote events.
- d. Shall promote membership services, in coordination with the Senator of Membership Services.
- e. Shall assure that all ASO publicity is reviewed by the ASO President prior to publication.
- f. Shall perform other duties as assigned by the ASO President and/or Student Senate.
- g. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 19: Recruitment Senator

- a. Shall be responsible for planning and implementing recruitment activities to increase ASO membership.
- b. Shall coordinate and promote the membership services offered, which may include but not be limited to: free bluebooks, sanctions, copies, reduced cost faxes, computer access, discounts, etc.
- c. Shall appropriate make recommendations to the Senate regarding changes in services offered.
- d. Shall work in coordination with the ASO Executive Secretary to assure that the cost of member services shall not exceed the amount budgeted.
- e. Shall seek discounts from businesses for ASO members.
- f. Shall perform other duties as assigned by the ASO President and/or Student Senate.
- g. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 20: Senator At-Large

- a. Shall have a working knowledge of the ASO constitution and ASO By-laws.
- b. Shall have a working knowledge of Roberts's rules of Order and E- Regs.
- c. In the event that a position is not filled, he/she will assume the duties of said position.
- d. Shall serve a minimum of 6 office hours a week, excluding holiday and weekends.

Section 21: Social Activities Senator

- a. Shall work with clubs, advisors, students, and departments to increase awareness of cultural diversity.
- b. Shall create an atmosphere of social awareness and promote ASO sponsored events.
- c. Shall plan and implement social events not related to club activities. This may mean assisting with the ASO Health Fair, and Multi-Cultural Fair.
- d. Serve on the planning committees for Celebrating Excellence and Commencement proceedings.
- e. Shall perform other duties as assigned by the ASO President and/or Student Senate.
- f. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Section 16: State and Governmental Affairs Senator

- a. Shall keep the Senate informed of current and proposed legislation that will have an effect on community college students.
- b. Shall keep current with issues and activities of local, regional and state student associations.
- c. Shall be responsible for coordinating advocacy efforts for the ASO Student Senate.
- d. Shall be responsible for coordinating voter registration drives before the November and March elections, making electoral information available.
- e. Shall remain non-partisan in fulfilling his/her duties.
- f. Shall perform other duties as assigned by the ASO President and/or Student Senate.
- g. Shall serve a minimum of 6 office hours a week, excluding holiday weeks.

Article IV: ASO Advisor

- a. Shall support the decisions passed by a majority of the ASO Senate.
- b. Shall advise the ASO Senate of plans, meetings, and decisions at the administrative level that affect students, and that the ASO Senate should participate in.
- c. Shall attend all regularly scheduled ASO Senate, Finance and Club Council meetings.
- d. If not able to attend an ASO meeting in its entirety, then the advisor shall appoint a designee to sit in his/her place.

Article V: Retribution

Section 1: Accountability

1. In the event of malfeasance and/or misfeasance on the part of any Officers, the Joint General Council may reprimand, by a two-thirds vote, the offending officer.
 - a. The term "reprimand" shall be defined here as a formal written statement, presented to, and approved by the ASO, showing just cause of malfeasance and/or misfeasance.
 - b. Malfeasance and/or misfeasance shall be defined as gross neglect but not limited to missing 2 general council meetings with unexcused absents.
 - c. Two proxy votes per semester will not count toward the unexcused absents.
2. In the case of gross neglect of duty or wrongdoing, any Officer may be removed from office only upon notice after a hearing and by the concurrence of two-thirds (2/3) of the voting members of the ASO Joint General Council, which shall be the sole judge of cause, and which shall represent the final decision of the ASO.

Article VI: Stipends

- a. ASO Executive Officers must fulfill a minimum of fifteen office/campus hours per week. ASO senators must fulfill a minimum of 6 office/campus hours per week. However, priority consideration for the stipend

shall be given to those who exceed the minimum amount for ASO elected appointed officers.

- 1 (Executive Officers gain hours by attending on-campus shared-governance meeting.)
 - 2 Associates or senators wishing to earn hours through these meetings must have prior approval from the ASO President, as taking up an ASO voting position on a shared-governance committee. However, any student may attend these meetings but not represent the ASO.
- b. ASO elected and appointed officers be present and vote at all ASO General Council Meetings, since their appointment. However if the ASO changes to weekly meetings, one may miss two meetings a semester.
 - c. ASO Officers must assist in ASO related events, two or more per semester; however these events shall not count towards fulfillment of office hours.
 - d. ASO elected or appointed officers must attend two ASO related off-campus meetings (at least one district student affairs meeting and one region seven meeting).
 - e. Any elected or appointed Officer, who uses student rep. fees for local meetings, conferences, etc. These activities will not count toward the stipend.
 - f. When stipends are awarded they will be awarded in this dollar amount of \$500 to any Executive Board member that qualifies, \$200 to any Senator that qualifies, for the Fall and Spring semesters. As well as \$250 to the Executive Board members that qualifies, \$100 to any Senator that qualifies, for the winter and summer sessions.

Article VII: Finance Committee

A Finance Committee shall be established with membership limited to the following:

- a. The Treasurer shall act as the Chairperson of the Finance Committee.
- b. The ASO President of the Associated Students Organization.
- c. One elected member of the ASO Executive Board, appointed by the ASO President and approved by a majority of the Joint General Council.
- d. The Chief Student Services Officer or ASO Advisor or designee.
- e. One faculty member appointed by the President of the College.
- f. The College Fiscal Administrator, serving as ex-officio member with no vote.

Article VIII: Elections

Section 1: All Executive Officers of the ASO, listed in Article II, Section C, shall be filled by students in fair and open elections.

Section 2: Student elections shall be held in accordance with LACCD Administrative Regulations and the Bylaws during the Spring semester of each year. Under special circumstances when there are more than one vacancy in the Executive Office and initiated by the ASO advisor, the ASO may hold a Special Election to fill the vacancies for the remaining term of the year.

Section 3: All Executive Officers of the ASO shall be installed at the beginning of the fiscal year in which

they were elected, pursuant to LACCD regulations, and shall serve one year, or until removed from office.

Section 4: Election Committee. The function of the Election Committee shall be to execute Executive Board Elections and to ensure that the student body is as informed as reasonably possible about the election, to design the means of holding the election and report its plan to the Joint General Council, and to conduct a free and fair election.

1. The ASO Election Committee shall consist of at least three non-candidate ASO students.
2. The ASO Advisor shall serve as the Committee's advisor.

Section 5: Terms of office shall be for one year from July 1 to June 30 of the next year.

Section 6: In order to run for the Position of ASO President and ASO Vice President the candidate must have served a minimum of one full semester on the General Council

Article IX: Impeachment and Recall

Section 1: Impeachment proceedings may be initiated by the ASO Joint General Council for one of the following reasons: Gross violation of this Constitution or any other related set of laws of the Council in Article V, Section A.

Section 2: Impeachment proceedings against Executive Officers must be initiated in writing and include specific charges. Impeachment shall require a majority vote of the members of the ASO Joint General Council. Conviction shall require a two-thirds (2/3) majority vote of the members of the Supreme Court.

Section 3: Recall. Upon petition of 1,000 students demanding a recall election, the incumbent and at least one other candidate shall be made to stand for a Special Election. The recall petition must state the charge against the official who is to be subject to the recall election. Any officer who is subjected to a recall election shall have the opportunity to defend himself/herself before the student body prior to the election.

Section 4: All petitions originated for Recall must be submitted to the Supreme Court.

Approved: April 2nd, 2009
ASO President Eileen Gnehm

Amended: February 25th, 2010
ASO President Brandy Ruiz

