



CONSTITUTION
OF THE
ASSOCIATED STUDENT ORGANIZATION
OF
WEST LOS ANGELES COLLEGE

Preamble

We the students of West Los Angeles College, in order to better define the powers and responsibilities of our student government; to promote an effective system of government for the students; to promote, initiate and coordinate educational and social activities for the students, Henceforth abbreviated as WLAC.

ARTICLE I. THE ASSOCIATED STUDENT ORGANIZATION

SECTION A.

Name: The name of this organization shall be the Associated Student Organization of West Los Angeles College. The Organization shall be affiliated with the colors Blue and Gold. The organization's mascot shall follow the current Mascot of WLAC: Hereinafter referred to as ASO.

SECTION B.

Purpose: The purpose of ASO shall be to promote and conduct student activities and services that support the diverse cultural, social, and educational needs of the students attending WLAC. The ASO shall promote and advocate students' rights by effective representation to the faculty, administration, community, District, Region, state and National level in order to serve the individual and collective needs of the student body.

SECTION C.

Membership:

1. The membership of the ASO shall consist of all registered students at WLAC who have paid the ASO membership fee. All meetings are open to the public. Rights include:
 - a. The right to hold an ASO council, club or any other representative office for which he/she is qualified.
 - b. The right to join college Chartered clubs and organizations.
2. The President of the ASO may appoint honorary members to the Student Senate and/or Supreme Court with a two-thirds (2/3) approval by the Joint General Council.

ARTICLE II. ORGANIZATION STRUCTURE

SECTION A.

Purpose: The ASO Executive Board, Student Senate, Supreme Court, Finance Committee, Inter-Club Council, and Ad Hoc Committees are established as the bodies to which the powers and responsibilities of self-government are delegated by the students, in accordance with the established policies of applicable governing boards or authorities.

SECTION B.

Function: The Executive Board of the ASO will serve as the official representatives of the student body. The legislative function of the Executive Board, shall include:

- a. Advocating for the general welfare of the student body at WLAC and carry out all executive and administrative functions for the organization.
- b. Receiving and acting, if required, upon all requests and reports from committees, officers and campus representatives.
- c. Planning and sponsoring activities on campus for the welfare of the students and the college community.

SECTION C.

Organizational Structure: The ASO Joint General Council shall be composed of the following Officers.

1. The Executive Board:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Chief Justice



- e. Secretary
- 2. Student Senate (Appointed offices):
 - a. Activities & Planning Senator
 - b. Associate Newsletter Editor Senator
 - c. Athletics Senator
 - d. Campus Alternations and Improvement Senator
 - e. Chief Newsletter Editor Senator
 - f. Community Relations Senator
 - g. Disabled Students Senator
 - h. Environmental Affairs Senator
 - j. Evening Programs Senator
 - i. Health & Safety Senator
 - k. Historian Senator
 - l. Honorary Senator
 - m. Information-Technology Senator
 - n. International Student Affairs Senator
 - o. Multi-Cultural Senator
 - p. Parliamentarian
 - q. Public Relations Senator
 - r. Recruitment Senator
 - s. Senator, At Large
 - t. Social Activities Senator
 - u. State & Governmental Affairs Senator
- 3. Supreme Court:
 - a. Associate Justices 1 through 6
 - b. The Chief Justice is the Chair of the Supreme Court.
- 4. Ex-Officio Members:
 - a. ASO Advisor/ Chief Student Services Officer, or designee
 - b. Immediate past ASO President
 - c. Parliamentarian (if there is no Parliamentarian, the Chief Justice should bear the duty of the Parliamentarian)

SECTION D.

Voting: All business of the ASO Joint General Council shall be conducted by a quorum of the ASO Joint General Council.

- a. A simple majority of the elected voting members shall constitute a quorum. All officers of the ASO shall have the power to vote on all questions.
- b. Any member the voting General Joint Council may submit vote by proxy to secretary, in writing with a limit to two (2) proxy votes per semester.
- c. If the council is deadlocked and requires a tie breaking vote. In this case only, the ASO President may cast a vote.

SECTION E.

Veto and Veto Override: The ASO President shall have the power of veto over any vote taken by the Joint General Council and/or the Inter-Club Council.

- 1. Any veto of the Joint General Council or Inter-Club Council action must be made within 48 hours of said action, not including weekends or holidays.
- 2. Any veto outside the official Joint General Council or Inter-Club Council meeting must be submitted in writing with specific reasons, and placed in each said member's mailbox within 48 hours.
- 3. The Presidential veto may be overruled by a two-thirds (2/3) majority vote of the ASO Joint General Council at the next meeting.

SECTION F.

Finance Committee:



1. **Purpose:** The purpose of the Finance Committee is to prepare and implement the ASO budget required by the Los Angeles Community College District, henceforth abbreviated as LACCD Administrative Regulations.
2. **Composition:** The Finance Committee shall consist of:
 - a. The ASO Treasurer, who shall act as the Chairperson of the Committee.
 - b. The ASO President
 - 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.

SECTION G.

Inter-Club Council:

1. **Purpose:** The purpose of the Inter-Club Council, henceforth abbreviated as ICC, is to plan events for clubs, to provide support for club activities and to provide approved clubs a voice within the ASO. The ICC will be represented by the ASO Vice President at the Joint General Council meetings.
2. **Composition:**
 - a. The ASO Vice President shall serve as the Chairperson of the ICC.
 - b. The ICC shall consist of one authorized representative from each chartered club on campus.
 - c. The College's ASO Advisor or designee or Chief Student Services Officer shall serve as the committee's advisor.
3. The ICC is subject to Constitution, Bylaws and regulations of ASO.

SECTION H.

Supreme Court:

- Purpose:** The purpose of the Supreme Court is to adjudicate matters involving one or more students and/or one or more organizations. The Supreme Court shall have jurisdiction in any of, but not limited to, the following cases involving:
- a. Appeals received from any student or organization that has incurred punitive action from an organization duly authorized under this Constitution.
 - b. Legislation or policy passed and/or originating within any branch or subdivision of the student government or any other organization where the question of legality of constitutionality of said legislation is disputed.
 - c. Disputes as to the legality of any student election in regards to an infraction of the rules and regulations governing such election, encompassing:
 - i) ASO general elections.
 - ii) Elections in any branch or subdivision of the ASO.
 - iii) Any elections in any organization under the auspices of the ASO
 - d. Duties of the Chief Justice
 - i) Shall preside over all Court proceedings.
 - ii) Provide orientation on confidentiality and dependability of all new justices.
 - iii) May resign by submitting notice to the Executive Board.



- iv) In case of a vacancy, shall be succeeded by a member of the Supreme Court, as approved by a majority vote of the Joint General Council, to complete the term.
- e. Duties of Associate Justices
 - i) Review all minutes from ASO Joint General Council meetings before its approval in the next meeting.
 - ii) Work in procedure similar to those outlined in the Student Grievance Procedure by the LACCD Administrative Regulations to resolve grievances with full consultation with the ASO advisor or designee.
 - iii) Form committee to develop the ASO Constitution revision, amendments, or by-laws proposal.
 - iv) The Chief Justice and the Associate Justices are the members that form the ASO Election Committee.

**ARTICLE III.
SECTION A.**

**OFFICERS OF THE ASO
Responsibilities and Duties.**

1. Executive Officers:

a. President:

- i) Preside over all meetings of the ASO Joint General Council and Executive Board. In the event that the President is absent or unable to preside for any reason, including joining actively in debate, another officer shall preside as Acting Chair as in the order of succession, pursuant to Article III, Section C-3.
- ii) Act as the official representative of the students of WLAC.
- iii) Serve as one of two authorized student signatory of check request forms for expenditure of student funds.
- iv) Serve on the ASO Finance Committee and on the LACCD Student Affairs Committee.
- v) The President shall exercise general supervision over all ASO activities and shall see that all ASO officers fulfill their duties.
- vi) The President shall have the power to ask for the resignation of any officer and said officer must vacate said office upon approval of a two-thirds (2/3) vote of the Joint General Council.
- vii) Fulfill specific duties delineated in the Bylaws and other functions as delegated by the Joint General Council.

b. Vice President:

- i) The Vice President shall serve as the chairperson of the ICC or appoint a member of the ICC to serve as co-chair. The Vice President or appointee shall be responsible for maintaining all records of the ICC to include attendance, posting of meeting announcements, and agendas. The Vice President will be responsible for maintaining a list of all club presidents, advisors and telephone numbers. The Vice President will hold secure all club constitutions and by-laws.
- ii) The Vice President shall act as the President in the event of a temporary absence of the President. At such times, the Vice President can exercise powers delegated to the President.
- iii) The Vice President shall succeed to the position of ASO President in the event the office becomes vacant, pursuant to Article III, Section C-3, before the expiration of the term.
- v) The Vice President shall serve as liaison to the ASO from the ICC.
- vi) The Vice President shall fulfill specific duties delineated in the Bylaws and other functions as delegated by the Joint General Council.



- c. Treasurer:
- i) The Treasurer shall serve as the chair of the Finance Committee.
 - ii) Shall represent the ASO in all financial matters concerning ASO funds.
 - iii) Maintain accurate and current records and filing all financial reports required of the ASO.
 - iv) The Treasurer shall set aside agendas, publicize meetings, maintain a record of attendance, record and publish minutes of the Finance Committee according to the requirement of the California Brown Act.
 - v) The Treasurer shall prepare the budget for the succeeding council.
 - vi) The Treasurer represents the interest of the ASO and the student body at the meeting of the Budget committee.
 - vii) The Treasurer shall serve as one of the two authorized student signatory of check request forms for expenditure of student funds.
 - viii) The Treasurer shall fulfill specific duties as delineated in the Bylaws and other functions as delegated by the Joint General Council.
- d. Chief Justice:
- i) The Chief Justice shall preside over the ASO Supreme Court providing leadership and direction under the guidance of the ASO Constitution and Bylaws.
 - ii) The Chief Justice shall assign Associate Justices to serve on hearing panels as required by the Compliance Officer and Deans of Students.
 - iii) The Chief Justice shall serve as committee chair to revise Constitution, Bylaws, and Election Guidelines.
 - iv) The Chief Justice shall serve as chair of the Election Committee. Unless running for Office, they must choose an associate justice to chair the committee before running.
 - v) The Chief Justice shall act as the Parliamentarian which requires a working knowledge of the ASO constitution and Robert's Rules of Order.
 - vi) The Chief Justice shall serve as timekeeper of all ASO Joint General Council meetings and shall enforce limited discussion by the Chair.
 - vii) The Chief Justice shall seek to resolve grievance in ways provided by the LACCD Grievance Procedures.
 - viii) The Chief Justice shall fulfill specific duties delineated in the Bylaws and other functions as delegated by the Joint General Council.
- e. Secretary:
- i) The Secretary shall take the minutes to but not limited to ASO General Council, ICC, Budget Committee, and ASO Executive Council.
 - ii) Shall be responsible for making itineraries for any trips the council will be making.
 - iii) In the event the Vice president does not appoint a co-chair for the ICC the secretary will assume the responsibility.
 - iv) Shall preside over the ASO Joint General Council in the absence of the President and Vice President

2. Senate:
Members of the Student Senate, as listed in Article II, Section C-2, shall:



- a. Be accountable to the students they represent.
- b. Attend all scheduled meetings of the ASO Joint General Council.
- c. Fulfill the specific duties of their office as detailed in the ASO Bylaws.
- d. Represent to the Joint General Council the interests of the students of WLAC.
- e. Fulfill specific duties delineated in the Bylaws and other functions as delegated by the President.

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.

SECTION C.

Vacancies:

1. A Vacancy shall be deemed to occur when any Officer of the ASO shall have resigned, been removed from office, lost membership in the ASO, or become otherwise ineligible for office as provided in this Constitution and supplemental Bylaws, in accordance with the LACCD Administrative Regulations.
2. In the event such a vacancy occurs, said vacancy shall be filled after open interviews, by appointment of a majority of the present and voting members of the Joint General Council,
3. In the event that a vacancy occurs in the Presidency, by the order of succession, the Vice President shall become the President. The new ASO President shall work with the General Council to come up with a nominee for the Vice President, whose appointment must be approved by a two-thirds (2/3) vote of Joint General Council. The appointee’s term in office will start after installation.
4. No person will hold two (2) or more voting positions listed in Article III, Section 2 concurrently.

ARTICLE IV. SECTION A.

OFFICER ELIGIBILITY

All ASO officers are required to meet and maintain LACCD eligibility requirements, as mandated in LACCD Administrative Regulations, and be an ASO paid member.

SECTION B.

Club representatives in the Inter-Club Council are not required to meet LACCD Administrative Regulation eligibility requirements.

SECTION C.

No member of the ASO shall run for or be appointed to an office which he/she is ineligible to hold for its full term.

ARTICLE V. SECTION A.

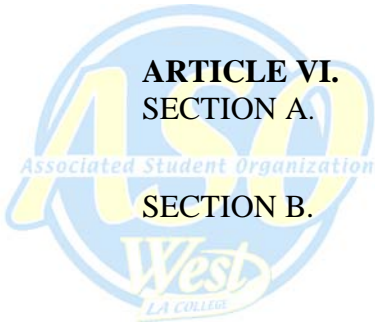
RULES OF ORDER

The ASO is governed by:

1. The California Education Code, Sections 76060-76067
2. The Ralph M. Brown Act
3. The LACCD Administrative Regulations
4. WLAC Rules and Regulations
5. WLAC ASO Constitution and Bylaws
6. Robert’s Rules of Order

SECTION B.

This Constitution and the Bylaws of ASO should be regarded as a general explanation of the day to day functions of ASO. In situations when this Constitution or the Bylaws of ASO fail to give clear explanation of the rules to follow, or there is a conflict between this Constitution with the Rules of Order named above, the other Rules of Order should take precedence over this Constitution or the Bylaws of ASO.



ARTICLE VI.

SECTION A.

ELECTIONS

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

SECTION B.

Student elections shall be held in accordance with LACCD Administrative Regulations and the By-laws 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 C.

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 D.

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 E.

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

SECTION VII.

RECOGNITION & COMPENSATION

SECTION A.

Elected and appointed ASO officers who have consistently and faithfully performed their duties by devoting their time, knowledge, and experience to representing the students, shall have their job title and dates of service recorded on their transcripts.

SECTION B.

ASO officers who have made valuable contributions to the ASO may be nominated to receive a stipend at the end of each semester during the term of office. The standard of compensation and eligibility will be determined according to the Bylaws of ASO.

ARTICLE VIII.

IMPEACHMENT AND RECALL

SECTION A.

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 B.

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 C.

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 D.

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

ARTICLE IX.
SECTION A.

BYLAWS

The ASO Joint General Council shall propose and adopt revision or amendments to the Bylaws of the ASO as it shall deem necessary, by concurrence of two-thirds (2/3) of the voting members of the Joint General Council.



ARTICLE X.
SECTION A.

CONSTITUTIONAL AMENDMENTS

Proposal:

1. Constitution Revision or Amendments must be presented by one of the two following methods:
 - a. The Joint General Council should make the Proposal. The proposed revision or amendment that received two-thirds (2/3) approval in the Joint General Council shall be placed on the ballot during the next general election.
 - b. The student body should make the proposal. A petition for a proposed revision or amendment, signed by 1,000 students shall be presented to the Supreme Court. Upon verification the proposed revision or amendment shall be placed on the ballot during the next general election.

SECTION B.

Enactment: Once a proposed revision or amendment is placed on the general ballot, a two-thirds (2/3) approval of actual votes cast, excluding abstentions, is required for enactment. Amendments, if passed, shall go into effect during the following year.

Ratified: April 22nd, 2009
President Eileen Gnehm