

**LOS ANGELES SOUTHWEST COLLEGE**

**A**SSOCIATED

**S**TUDENTS

**O**RGANIZATION

# **CONSTITUTION**

for the

Student Council

of

Los Angeles Southwest College

We, the students of Los Angeles Southwest College, do establish this Constitution of the Associated Students Organization, for the purpose of instituting a useful and effective system of government, to better define the powers and duties of our student government, and to promote sound educational and social activities for the benefit of the student body.

## **ARTICLE I – NAME**

The name of this organization shall be the Associated Students Organization (ASO) of Los Angeles Southwest College (LASC).

## **ARTICLE II – PURPOSE**

The purpose of the ASO of LASC is to represent all students and to sponsor activities including publications, assemblies, awards, student services, and club and social activities. The ASO shall promote student leadership, shared governance, academic improvement, student well-being, and cultural awareness and increase positive campus-to-community relations.

## **ARTICLE III – MEMBERSHIP**

**Section 1** - Active members shall consist of all officially registered students of LASC whose ASO fees in this Association are paid for the current semester, who bear a valid ASO sticker, and who maintain the Standard of Student Conduct, as stipulated in the college catalog.

**Section 2** - The following privileges shall be granted to current ASO members, when they are under the power of the ASO.

*Clause 1* – The privilege to vote in any ASO election, recall initiative, or referendum.

*Clause 2* – If meeting eligibility criteria, the privilege to hold any ASO elected office, be appointed to an office, or serve on any committee.

*Clause 3* – The privilege to receive discounts to ASO-sponsored activities and to be considered for any ASO-funded awards, as stipulated in the ASO Bylaws.

*Clause 4* – The privilege to receive any other benefits the Student Council may determine.

## **ARTICLE IV – ELIGIBILITY FOR COUNCIL**

The following standards governing candidate and officer (as defined by the ASO Constitution and Bylaws) eligibility for appointed and elected ASO officers must be met (Education Code Section 76061, Board Rules, Chapter IX, S-10 Regulations).

**Section 1** - The candidate or officer must be a currently paid member of the ASO at the college where the election is being held and have successfully completed no more than 80 degree-applicable units in the Los Angeles Community College District (LACCD).

**Section 2** - The candidate may seek only one campus office within the LACCD.

**Section 3** - The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the LACCD during the semesters in which the student government office is applied for and held. “Current” means the most recently completed semester or session. The ASO Constitution may not set a higher GPA requirement.

**Section 4** - The candidate or officer must not be on academic or progress probation, as defined by LACCD Board Rule 8200.10.

**Section 5** - At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in and must successfully complete a minimum of five (5) units per semester. The ASO Constitution may not set a higher unit requirement. Units in which a student receives an Incomplete (INC) will not be counted in determining the number of units completed. Students falling below this requirement will automatically forfeit their office. Students who forfeit office for failing to meet this unit requirement will not be reinstated if INC grades are converted to letter grades and units are awarded for those courses. Candidates may be enrolled in more than one college in the LACCD, but the candidate must be currently enrolled in a minimum of five (5) units at the college

where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.

**Section 6** - Exceptions to the maximum unit requirement in Article IV Section 1 may be made for students enrolled in a college degree, certificate, or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit.

*Clause 1* - Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer. In order to be considered for an exemption, a student who exceeds the requisite 80 degree-applicable unit maximum must satisfy at least one of the following conditions:

- a) The requirements of the student's declared associate degree major, certificate, and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.
- b) Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.

*Clause 2* - A candidate or officer is ineligible for ASO office if he/she meets any of the following conditions:

- a) The candidate or officer has served more than four (4) semesters in any one (1) or more student government elected or appointed office in the LACCD.
- b) The candidate or officer exceeded the unit maximum in Article IV Section 1 and was granted an exception, but then fails to be enrolled in courses that are specifically required for his/her declared associate degree, certificate, or transfer objective requirements, as specified in the college catalog.

**Section 7** - An officer may serve a fifth semester if eligible at the time of assuming office with the approval of the College President or designee (e.g., has served three semesters and is a candidate for an office with a one-year term).

**Section 8** - The Chief Student Services Officer and/or designee will verify a candidate's or officer's eligibility. If the student should disagree with the findings of

the Chief Student Services Officer and/or designee, he/she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation S-10. Officers not adhering to the standards for office will be required to forfeit their positions.

*Clause 1* - Candidates or officers must comply with the minimum standards of the LACCD Code of Conduct. Failure to comply will result in forfeiture of the position if an ASO officer is suspended for more than ten (10) days from one or more classes, activities, services, programs, or specific locations at any college in the LACCD, under LACCD disciplinary provisions (Board Rules, Chapter IX, Article VIII, Sections 9801-9806).

*Clause 2* - Any candidate or officer with a disability may request an accommodation, with the following conditions:

- a) The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of the Disabled Student Program and Services (DSPS) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, as appropriate.
- b) Qualification for an accommodation will be based on the impact of the disability on the candidate's/officer's ability to take six (6) units. However, a candidate or officer must be enrolled in a minimum of five (5) units throughout his/her term in accordance with Education Code section 76071.
- c) Procedures for requesting an accommodation under S-9:
  - i. Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.
  - ii. Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSPS Office or from a certified or licensed professional, such as a doctor,

psychologist, rehabilitation counselor, occupational therapist, or physical therapist.

## **ARTICLE V – GOVERNANCE OF ASO**

**Section 1** - The ASO shall be governed, directed, and regulated by its Student Council. The Student Council shall administer and enforce this Constitution in accordance with the terms as stated.

**Section 2** - The Student Council may adopt rules and regulations consistent with this Constitution and applicable laws for the orderly transaction of its business.

**Section 3** - Student Council shall consist of no more than twenty (20) members.

**Section 4** - Unless specified by a body of higher authority, the Student Council shall have exclusive power of legislation over all ASO business and groups.

**Section 5** - Student Council and all ASO groups shall be governed by the following:

- Educational Code, Sections 76060-76067
- Rules of the Los Angeles Community College Board of Trustees
- Administrative Regulations
- LASC Rules and Regulations
- Robert's Rules of Order
- The Ralph M. Brown Act
- ASO Constitution and Bylaws

## **ARTICLE VI – OFFICERS AND DESCRIPTION OF DUTIES**

**Section 1** - There shall be an elected President, Executive Vice President, Administrative Vice President, Treasurer, and Secretary. These elect members shall appoint other members to constitute a Student Council, which will not be more than twenty (20) total members.

**Section 2** - The titles for other members (ASO Commissioners) may be:

- Chief Justice
- Commissioner of Activities
- Commissioner of Athletics

- Commissioner of Clubs and Organizations
- Commissioner of Cultural Affairs
- Commissioner of Disabled Student Services
- Commissioner of Elections
- Commissioner of Fundraising
- Commissioner of Middle College High School
- Commissioner of Publications
- Commissioner of Public Safety
- Commissioner of Student Affairs and Discipline
- Commissioner of Student Awards
- Commissioner of Student Awareness
- Commissioner of Veterans Affairs

**Section 3** – Student Council may modify these titles or create their own, based on the trends and patterns of the students, college, and community. Each new title must describe the duties of the new office in writing before the office is filled.

**Section 4** - It is the duty of all Student Council members to abide by the Constitution, Bylaws, and rules and to follow and execute all lawful orders of the body.

**Section 5** - The rank order for succession to office shall be Executive Vice President, Administrative Vice President, Treasurer, and Secretary. No succession shall be automatic. It shall require a majority vote of the Student Council.

**Section 6** - All elected and appointed positions shall be accountable to the LASC student body.

**Section 7** - Only elected officers are allowed to hold ASO office keys.

**Section 8** - The duties of Student Council members shall be as follows:

### **ELECTED POSITIONS**

#### **PRESIDENT**

1. Preside over all ASO and Executive Board Meetings.
2. Be a member of all ASO committees or assign a designee.
3. Recommend the appointment and dissolution of committees/members, other than those under the jurisdiction of other clubs on campus. The recommendation by the President shall require a second by a voting member of the Student Council

and two-thirds vote of the attending Student Council members in a meeting with a quorum.

4. To vote only to break a tie.
5. To authenticate by signature the minutes of each meeting, when necessary, and other acts, orders, and proceedings.
6. To announce and carry out all business in proper turn unless otherwise voted, and to entertain every admissible motion.
7. In case of emergency, act for the student body as a whole.
8. Represent the student body at campus-wide, district-wide, and state-wide meetings.
9. Delegate reasonable duties to officers, commissioners, and members of the ASO.
10. Exercise general supervision over all activities of the ASO and see that all Executive Board members and Commissioners fulfill their duties.
11. Power to adjourn all ASO meetings.
12. Ensure the fiscal responsibility and accountability of ASO budget.
13. Uphold the ASO Constitution and Bylaws.
14. Be familiar with Parliamentary procedures and the Brown Act.
15. Hold a key for the ASO Office and take leadership in its protection and maintenance; however, failure to do so can lead to loss of this right.

#### **EXECUTIVE VICE PRESIDENT**

1. Preside over ASO meetings in the absence of the President.
2. Assume the powers and duties of the President during the President's absence.
3. Be a member of all ASO committees.
4. Monitor and assure that all ASO Commissioners are fulfilling their duties.
5. Carry out duties assigned by the President.
6. Uphold the ASO Constitution and Bylaws.
7. Be familiar with Parliamentary procedures and the Brown Act.
8. Accept other reasonable responsibilities.
9. Hold a key for the ASO Office and take leadership in its protection and maintenance; however, failure to do so can lead to loss of this right.

#### **ADMINISTRATIVE VICE PRESIDENT**

1. Serve as the chairperson of the Inter-Club Council and provide a complete report to the Executive Board and the President.
2. Preside over ASO meetings in the absence of the President and Executive Vice President.
3. Be a member of all ASO committees.
4. Maintain a file in the ASO Office on each club containing its Constitution, Bylaws, name of advisor, and officer roster.
5. Carry out duties assigned by the President
6. Uphold the ASO Constitution and Bylaws.
7. Be familiar with Parliamentary procedures and the Brown Act.
8. Accept other reasonable responsibilities.
9. Hold a key for the ASO Office and take leadership in its protection and maintenance; however, failure to do so can lead to loss of this right.



## **TREASURER**

1. Represent the ASO in all financial matters concerning student funds.
2. Preside over ASO meetings in the absence of the President, Executive Vice President, and Administrative Vice President.
3. Be a member of all ASO committees.
4. Serve as chairperson of the ASO Finance Committee.
5. Submit a monthly financial report at the general ASO meetings.
6. Keep a running balance of all ASO funds.
7. Carry out duties assigned by the President.
8. Uphold the ASO Constitution and Bylaws.
9. Be familiar with Parliamentary procedures and the Brown Act.
10. Accept other reasonable responsibilities.
11. Hold a key for the ASO Office and take leadership in its protection and maintenance; however, failure to do so can lead to loss of this right.

## **EXECUTIVE SECRETARY**

1. Responsible for the recording of the minutes of the Executive Board.
2. Preside over ASO meetings in the absence of the President, Executive Vice President, Administrative Vice President, and Treasurer.
3. Be a member of all ASO committees.
4. Type, post, and distribute the agenda and minutes of the ASO meetings in a timely manner, as stipulated in the Brown Act.
5. Keep an accurate record of attendance for Executive Board meetings.
6. May be asked to record and distribute the agenda and minutes of the Inter-Club Council if there is no ICC Secretary elected or appointed.
7. Manage the ASO master calendar.
8. Manage all ASO bulletin boards.
9. Carry out duties assigned by the President.
10. Uphold the ASO Constitution and Bylaws.
11. Be familiar with Parliamentary procedures and the Brown Act.
12. Accept other reasonable responsibilities.
13. Hold a key for the ASO Office and take leadership in its protection and maintenance; however, failure to do so can lead to loss of this right.

## **COMMISSIONER POSITIONS**

### **CHIEF JUSTICE**

1. Have an advisory vote during Executive Board meetings and a regular vote at general ASO meetings.
2. Responsible to make Supreme Court decisions public and, on the request of the ASO President or a majority of the Student Council, to publish a report of the decision.
3. Serve as official representative of the Supreme Court at all ASO affairs.
4. Coordinate and chair the Constitutional, Bylaws, and Parliamentary Procedures Review Committee when revisions are necessary.
5. Possess working knowledge of the ASO Constitution, Bylaws, Parliamentary procedures, Brown Act, and Roberts Rules of Order.
6. Advise the ASO on matters of procedure.

7. Seek the advice of the ASO advisor or other knowledgeable administrative staff on matters concerning LACCD or campus rules and regulations and advise the ASO President as appropriate.
8. Carry out duties assigned by the President.
9. Uphold the ASO Constitution and Bylaws.
10. Be familiar with Parliamentary procedures and the Brown Act.
11. Accept other reasonable responsibilities.
12. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

### **COMMISSIONER OF ACTIVITIES**

1. Responsible for coordinating campus activities.
2. Work in conjunction with other ASO Commissioners on their proposed and Student Council approved programs.
3. Responsible for forming ad hoc committees to assist said Commissioners in overall campus participation and morale.
4. Submit a monthly report at general ASO meetings.
5. Carry out duties assigned by the President.
6. Uphold the ASO Constitution and Bylaws.
7. Be familiar with Parliamentary procedures and the Brown Act.
8. Serve on at least one (1) committee during his/her tenure.
9. Accept other reasonable responsibilities.
10. Participate in all ASO activities in show of support for other offices as well as the ASO.
11. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

### **COMMISSIONER OF ATHLETICS**

1. Serve as the official liaison between Athletic Department and Student Council.
2. Establish a committee to assist in organizing rally activities, including homecoming.
3. Work with the Director of Athletics in organizing athletic activities.
4. Organize the audition and selection of the Pep Squad.
5. Organize the selection and distribution of all athletic awards.
6. Submit a monthly report at general ASO meetings.
7. Carry out duties assigned by the President.
8. Uphold the ASO Constitution and Bylaws.
9. Be familiar with Parliamentary procedures and the Brown Act.
10. Serve on at least one (1) committee during his/her tenure.
11. Accept other reasonable responsibilities.
12. Participate in all ASO activities in show of support for other offices as well as the ASO.
13. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

## **COMMISSIONER OF CLUBS AND ORGANIZATIONS**

1. Serve as Vice President of Inter-Club Council (ICC).
2. Become a member of ASO committees.
3. Report to the Administrative Vice President.
4. Coordinate all activities with the Commissioner of Activities.
5. Work closely with all clubs, organizations, club officers, and club advisors.
6. Assure that all activities are properly scheduled, i.e. all activities are recorded on the master schedule, facilities requests are completed, and facilities are properly arranged for activities.
7. Know the rules and regulations regarding clubs, i.e. qualifications, sponsors, finance, etc.
8. Submit a monthly report at general ASO meetings.
9. Carry out duties assigned by the President.
10. Uphold the ASO Constitution and Bylaws.
11. Be familiar with Parliamentary procedures and the Brown Act.
12. Serve on at least one (1) committee during his/her tenure.
13. Accept other reasonable responsibilities.
14. Participate in all ASO activities in show of support for other offices as well as the ASO.
15. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

## **COMMISSIONER OF CULTURAL AFFAIRS**

1. Serve as official liaison to all cultural activities on campus and in the community.
2. Serve on Black History and Latino History planning committees.
3. Assist in coordinating activities to increase cultural awareness on campus.
4. Submit a monthly report at general ASO meetings.
5. Carry out duties assigned by the President.
6. Uphold the ASO Constitution and Bylaws.
7. Be familiar with Parliamentary procedures and the Brown Act.
8. Serve on at least one (1) committee during his/her tenure.
9. Accept other reasonable responsibilities.
10. Participate in all ASO activities in show of support for other offices as well as the ASO.
11. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

## **COMMISSIONER OF DISABLED STUDENT SERVICES**

1. Serve as official liaison to all Learning Disability committees.
2. Serve as liaison to the Office of Disabled Students Programs & Services.
3. Submit a monthly report at general ASO meetings.
4. Carry out duties assigned by the President.
5. Uphold the ASO Constitution and Bylaws.
6. Be familiar with Parliamentary procedures and the Brown Act.
7. Serve on at least one (1) committee during his/her tenure.
8. Accept other reasonable responsibilities.

9. Participate in all ASO activities in show of support for other offices as well as the ASO.
10. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

### **COMMISSIONER OF ELECTIONS**

1. Assist ASO Advisor with the coordination of ASO Elections.
2. Publicize ASO elections, representation fee, and other issues that may appear on the ballot.
3. Monitor ASO elections on behalf of ASO Board.
4. Submit a monthly report at general ASO meetings.
5. Carry out duties assigned by the President.
6. Uphold the ASO Constitution and Bylaws.
7. Be familiar with Parliamentary procedures and the Brown Act.
8. Serve on at least one (1) committee during his/her tenure.
9. Accept other reasonable responsibilities.
10. Participate in all ASO activities in show of support for other offices as well as the ASO.
11. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

### **COMMISSIONER OF FUNDRAISING**

1. Coordinate community-wide activities for the ASO and the campus.
2. Chair outreach community activities for charitable, non-profit organizations as the Executive Board specifies.
3. Submit a monthly report at general ASO meetings.
4. Carry out duties assigned by the President.
5. Uphold the ASO Constitution and Bylaws.
6. Be familiar with Parliamentary procedures and the Brown Act.
7. Serve on at least one (1) committee during his/her tenure.
8. Accept other reasonable responsibilities.
9. Participate in all ASO activities in show of support for other offices as well as the ASO.
10. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

### **COMMISSIONER OF MIDDLE COLLEGE HIGH SCHOOL**

1. Liaison between ASO and Middle College High school students and staff.
2. Encourage greater participation of Middle College students in campus and ASO activities.
3. Organize activities on campus to increase participation of Middle College students.
4. Report any issues impacting Middle College High School to ASO Board.
5. Submit a monthly report at general ASO meetings.
6. Carry out duties assigned by the President.
7. Uphold the ASO Constitution and Bylaws.

8. Be familiar with Parliamentary procedures and the Brown Act.
9. Serve on at least one (1) committee during his/her tenure.
10. Accept other reasonable responsibilities.
11. Participate in all ASO activities in show of support for other offices as well as the ASO.
12. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

#### **COMMISSIONER OF PUBLICATIONS**

1. Publicize ASO activities on and off campus.
2. Serve as Public Relations Manager of the ASO newsletter.
3. Be responsible for assisting all commissioners with any publicity necessary for ASO activities.
4. Submit a monthly report at general ASO meetings.
5. Carry out duties assigned by the President.
6. Uphold the ASO Constitution and Bylaws.
7. Be familiar with Parliamentary procedures and the Brown Act.
8. Serve on at least one (1) committee during his/her tenure.
9. Accept other reasonable responsibilities.
10. Participate in all ASO activities in show of support for other offices as well as the ASO.
11. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

#### **COMMISSIONER OF PUBLIC SAFETY**

1. Publicize public safety issues on and off campus.
2. Liaison with Campus Police and construction companies working on campus.
3. Serve on campus committees that relate to campus safety and emergency planning.
4. Submit a monthly report of any safety issues to the ASO Board.
5. Carry out duties assigned by the President.
6. Uphold the ASO Constitution and Bylaws.
7. Be familiar with Parliamentary procedures and the Brown Act.
8. Serve on at least one (1) committee during his/her tenure.
9. Accept other reasonable responsibilities.
10. Participate in all ASO activities in show of support for other offices as well as the ASO.
11. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

#### **COMMISSIONER OF STUDENT AFFAIRS AND DISCIPLINE**

1. Serve as the official liaison between the ASO and the LASC Office of Student Services.
2. Participate in student discipline hearings.

3. Responsible for reporting to the ASO any changes in LACCD, regional, and state policies affecting the student body.
4. Shall attend SAC and Region VII meeting with ASO President or Delegate.
5. Submit a monthly report at general ASO meetings.
6. Carry out duties assigned by the President.
7. Uphold the ASO Constitution and Bylaws.
8. Be familiar with Parliamentary procedures and the Brown Act.
9. Serve on at least one (1) committee during his/her tenure.
10. Accept other reasonable responsibilities.
11. Participate in all ASO activities in show of support for other offices as well as the ASO.
12. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

### **COMMISSIONER OF STUDENT AWARDS**

1. Represent the ASO on all honorary and award activities.
2. Become a member of ASO committees.
3. Assist in the planning of programs relating to student activities.
4. Work in conjunction with all student award services on campus.
5. Seek sources for student awards.
6. Submit a monthly report at general ASO meetings.
7. Carry out duties assigned by the President.
8. Uphold the ASO Constitution and Bylaws.
9. Be familiar with Parliamentary procedures and the Brown Act.
10. Serve on at least one (1) committee during his/her tenure.
11. Accept other reasonable responsibilities.
12. Participate in all ASO activities in show of support for other offices as well as the ASO.
13. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

### **COMMISSIONER OF STUDENT AWARENESS**

1. Represent the ASO on all Human Relations, Faculty, Academic Affairs, and other related committees.
2. Keep informed of college and community events/resources and disseminate relevant information to students.
3. Help develop activities that increase student involvement in ASO and campus.
4. Make official arrangements to follow-through and follow-up when events are scheduled pertaining to Human Relations, Faculty, and the Academic Affairs Office. This includes coordinating with the Commissioner of Activities, clearing with the ASO master calendar, and assuring completion of facilities requests and proper preparation of facilities, etc.
5. Submit a monthly report at general ASO meetings.
6. Carry out duties assigned by the President.
7. Uphold the ASO Constitution and Bylaws.
8. Be familiar with Parliamentary procedures and the Brown Act.



9. Serve on at least one (1) committee during his/her tenure.
10. Accept other reasonable responsibilities.
11. Participate in all ASO activities in show of support for other offices as well as the ASO.
12. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

#### **COMMISSIONER OF VETERANS AFFAIRS**

1. Work in conjunction with the Veterans Office on campus.
2. Serve on all committees and represent the ASO when participating with any club or organization whose primary interest is veterans.
3. Assist in coordinating activities related to Veterans Affairs.
4. Assure that official arrangements are made when any program for veterans is initiated. This includes coordinating with the Commissioner of Activities, clearing with the ASO master calendar, and assuring completion of facilities requests and proper preparation of facilities, etc.
5. Submit a monthly report at general ASO meetings.
6. Carry out duties assigned by the President.
7. Uphold the ASO Constitution and Bylaws.
8. Be familiar with Parliamentary procedures and the Brown Act.
9. Serve on at least one (1) committee during his/her tenure.
10. Accept other reasonable responsibilities.
11. Participate in all ASO activities in show of support for other offices as well as the ASO.
12. Complete 35 hours of service during tenure, including service in the ASO office, participation in ASO events/fundraisers, and attendance at campus committee meetings.

### **ARTICLE VII – ELECTION, APPOINTMENTS, AND TERMS OF OFFICE**

**Section 1** -The offices of the President, Executive Vice President, Administrative Vice President, Treasurer, and Secretary shall be elected by secret ballot at a general election held near the end of the Spring Semester. Student Trustee Election(s) shall be coordinated with the above college offices. Election procedures must be in accordance to District Administrative Regulations S-10.

**Section 2** -There shall be no campaigning within fifty (50) feet of the voting centers.

**Section 3** -The other officers shall be appointed by a two-thirds (2/3) vote of the total Student Council members present during a meeting with a quorum.

**Section 4** -The manner in which vacancies for Elected Positions are filled is outlined in Article VI Section 5.

**Section 5** -If an elected officer becomes incapacitated or is deemed ineligible for any reason, the appointed person shall assume the title and duties of the office for the duration of the term.

**Section 6** -If any other Student Council officers become incapacitated or are deemed ineligible for any reason, a new member may be appointed by a two-thirds (2/3) vote of the total number of Student Council members present during a meeting with a quorum.

**Section 7** -No elected ASO member can serve on Student Council more than four (4) semesters, unless approval is made by the College President based on Administrative Regulation S-9.

**Section 8** -No appointed ASO member can served on Student Council for more than four (4) semesters, unless approval is made by the College President based on Administrative Regulation S-9.

**Section 9** -The term of office shall be from July 1 to June 30.

## **ARTICLE VIII – QUORUM, VOTING, AND VALIDITY OF STUDENT COUNCIL MEETINGS**

**Section 1** - The presence of one (1) more than one-half (1/2) of whatever the total membership is at the time, including the President or his/her designee, shall be required in order to constitute a quorum necessary for a meeting to transact Student Council business.

**Section 2** - Abstentions shall not count as affirmative votes. Proxy votes shall not be permitted or counted.

**Section 3** - No action of the Student Council shall be valid unless a quorum is present.



## **ARTICLE IX – MEETINGS AND MINUTES**

**Section 1** – A majority of the members of a legislative body shall not, outside a meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative board. (Government Code section 54952.2(b))

**Section 2** - All Student Council meetings shall be posted and/or publicized at least 72 hours prior to each meeting. Agendas must be posted in a location freely accessible to the public. The agenda should contain a brief description of each item of business (generally not needing to exceed 20 words) and should specify the time and location of the meeting.

**Section 3** - Regular Student Council meetings shall be scheduled each week during the normal school year to act upon official business. The hour(s), date, and place shall be determined by Student Council. These meetings are open and public. Minutes for these meetings shall be treated accordingly.

**Section 4** - The Secretary of Student Council shall cause minutes of each meeting to be disseminated to each member of Student Council within two school days after each meeting. Once the Board approves minutes, copies shall be posted within four (4) school days.

**Section 5** - Regular Student Council meetings shall provide an opportunity for members of the public to directly address the legislative body on an item of interest to the public, either before or during the legislative body's consideration of the item. The Student Council may not prohibit public criticism of the policies, procedures, programs, or services of the Student Council, or of the acts or omissions of the Student Council.

**Section 6** - Requests to be marked as "Excused" from a Student Council meeting must be submitted to the ASO President prior to the meeting. The ASO President shall inform the ASO Advisor of any "Excused" absence from an ASO Board meeting.

**Section 7** - The position of any member of Student Council shall be deemed vacant if an unexcused absence is recorded for three (3) consecutive meetings. The ASO Board shall notify the Student Council member of his/her dismissal from the board due to absences.

## **ARTICLE X – RESIGNATION**

**Section 1** - A Student Council member has submitted a formal resignation when it is in writing and addressed to Student Council prior to any act which would be an obvious removal from office.

**Section 2** - A Student Council member has submitted an informal resignation when it is stated verbally that his/her services will be discontinued. An informal announcement will be treated as an expulsion.

## **ARTICLE XI – INITIATIVE, REFERENDUM, AND PETITIONS**

**Section 1** - The Student Council shall consider all recommendations and/or petitions presented by members of the student body.

**Section 2** - The Student Council shall hold an at-large vote of the Associated Student Organization if presented with a petition protesting an action of the Student Council, providing such a petition bears the valid signatures of currently enrolled students numbering not less than one-third (1/3) of the total votes cast in the most recent ASO Presidential Elections. The Student Council shall take appropriate action if a simple majority vote upholds the petition in the at-large ballot.

## **ARTICLE XII – DISCIPLINE OF STUDENT COUNCIL MEMBERS**

**Section 1** - All members of the ASO Board, officers included, are subject to recall and removal. These procedures are set forth in the Bylaws.

**Section 2** - Student Council shall have the right to expel any person from Student Council who violates the LACCD Standards of Student Conduct which were established by the Board of Trustees of Los Angeles Southwest College District (September 2, 1969).

**Section 3** - Student Council shall have the right to expel any person involved with Student Council who is in bad standing (acts which do no warrant recall or expulsion, i.e., fee indebtedness) until such time that the person resolves the act of bad standing.

**Section 4 –** For Article XII Section 2 and Section 3, Student Council shall discipline elected or appointed members by a two-third (2/3) vote of the total Student Council present during a meeting with a quorum.

### **ARTICLE XIII – AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

**Section 1 –** Amendments to the Constitution must be submitted at least two weeks prior to Associated Student Organization (ASO) Presidential Elections in order that they may be placed on the ballot for ratification. Amendments to the Constitution can be ratified by a two-thirds (2/3) vote during election.

**Section 2 –** Copies of all Constitutional Amendments must be adequately posted prior to elections.

**Section 3 –** The Constitution may be amended by Special Election.

**Section 4 -** Amendments to the Bylaws can be ratified by a two-thirds (2/3) vote of the Student Council.

**LOS ANGELES SOUTHWEST COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION**

**By-Laws adopted July 24, 1997  
Revised July 5, 2006  
Approved on April 13, 2011 – ASO Elections**