

**BY-LAWS**  
**of the**  
**ASSOCIATED STUDENTS ORGANIZATION**  
**of**  
**LOS ANGELES SOUTHWEST COLLEGE**

**ARTICLE I – ELECTION OF ASO OFFICERS**

♦ Section A

**ELIGIBILITY FOR CANDIDACY**

All members of ASO Board and Commissioners are considered officers and are subject to District Administrative Regulations (S-Regs). Failure to comply with S-9 (Eligibility for ASO Office) will result in termination from candidacy or office. Candidates and officers must maintain and have a 2.0 GPA and enrolled in at least five (5) units at Los Angeles Southwest College.

♦ Section B

Before a student may become a candidate for office; he/she must observe the following rules:

1. All candidates for office must be paid ASO members.
2. No candidate may run for more than one (1) office on the same ballot or change their candidacy from one office to another after their petition is submitted.
3. ASO Application for elective office are to be obtained from the ASO Advisor or Office of Executive Vice President. The Office of Executive Vice President will determine eligibility for office based on S-9 criteria. Candidates must provide completed application for elected office before the indicated deadline, unless Executive Vice President authorizes an extension of deadline to submit applications.
4. All candidates are responsible for following all election procedures and instructions, as set forth in the election packet.
5. It is encouraged that candidates for office learn the duties and responsibilities of the ASO elected position by reviewing the ASO constitution, interviewing current board members, and visit the ASO office to observe its operation.

♦ Section C

**ELECTION RULES**

1. Opposing candidates for office shall be elected by a plurality of all votes cast for that office.
2. If only one (1) candidate petitions for an office, his/her election shall be decided by a “yes” or “no” vote by the students. In the event a candidate receives a majority “no” vote, the position will not be filled until the new board convenes to appoint an eligible student for the position. Those candidates that did not receive a majority of “yes” votes shall not be appointed for position for which they ran in the general election.
3. The names of all candidates for any given office shall be listed in alphabetical order on the ballot.
4. There shall be no write-in candidates. Write-in votes cast shall not be counted.
5. Any currently registered student may vote in the election upon proof of identity.

♦ Section D

**PENALTIES FOR ELECTION CODE INFRACTIONS**

1. Alleged violations of college election rules, or this regulation, must be reported to the CSSO or designee within one (1) working day of the alleged violation.
2. Allegation must include the following:
  - Specific facts constituting the violation.

- Evidence supporting the allegation.
  - Evidence from supporting witnesses, if appropriate.
  - Remedy requested.
3. The CSSO or designee will investigate the allegations and make a decision regarding the appropriate remedy or sanction within two (2) working days of the filing time of the allegation.
  4. Any appeals relating to remedies or sanctions, imposed by the CSSO or designee under the provisions of section 8 of this regulation, shall be made to the College President within five (5) working days of the CSSO or designee's decision. All appeals must be presented in writing and must include:
    - Specific facts constituting the violation.
    - Evidence supporting the allegation.
    - Evidence from supporting witnesses, if appropriate.
    - Remedy requested.
  5. The College President shall review the facts and make a decision and provide a written response regarding any action to be taken within five (5) days of the appeal. Copies of the response will be provided to the CSSO and the person filing the appeal. After his/her review, the College President's decision shall be final.

◆ Section E

Information on Appointments:

1. The ASO office shall maintain a complete list of positions to which students are elected and/or appointed. The list shall include a short descriptive paragraph of the responsibilities of each position and its duration.
2. Before the end of each school year, all positions for which it is anticipated appointments may be advertised, by the ASO President and/or with his/her approval, in a manner readily accessible to all students.
3. Applications may also be solicited through other means, including direct contact, notices in departmental offices, and by seeking recommendations from knowledgeable persons.
4. All positions not posted by the end of the school year must be posted once again on or after the first day of the following school year.
5. The candidates for ASO appointed offices (Commissioners) must submit a complete application along with transcript and one (1) letter of recommendation from a faculty members, staff members, administrator, or community member.
6. The candidate will present their interest in the position and qualifications during a Board Meeting. The Board will vote either yes or no (majority vote) during a meeting with quorum.
7. The new Commissioners must attend an orientation for new board members.

◆ Section F

Forfeiture of Positions:

1. Any ASO Officer or Commissioner who is absent, unexcused, from three (3) meetings in a semester, may be placed on next ASO Board Meeting agenda for discussion and possible forfeiture of his/her position, under the discretion of the ASO Board.
2. Any ASO Officer or Commissioner who does not meet the code of conduct required of a student leader at LASC, may be placed on next ASO Board Meeting agenda for discussion and possible forfeiture of his/her position, under the discretion of the ASO Board. This would

require the item placed as an action item in ASO Board meeting with quorum receiving a two-thirds vote for the forfeiture.

3. Excused absences include, but not limited to:
  - Illness accompanied by a letter from physician
  - Other commitment related to the ASO Board which requires the attendance of the officer for formal operations of business
  - Extenuating personal circumstances
4. The ASO President has the authority and discretion to determine whether or not Officers' absences may be excused or not.

◆ Section G

Resignation of Positions:

1. Resignation of officers must be in writing. Resignation shall become effective immediately upon receipt by the ASO President.
2. The ASO Advisor and ASO Board shall be notified of all resignations and provided with a copy of the written resignation.

◆ Section I

Oath of Office:

1. Each newly elected or appointed ASO Board Member shall take the following oath immediately after installation: *"I (officer's name) do solemnly promise to uphold the standards of the Associated Student Organization at Los Angeles Southwest College and to maintain, by honest and independent endeavor, the ideals of leadership, scholarship and accountability for which this organization stands. I will follow the ASO Constitution and Bylaws, ASO guidelines set forth by the Los Angeles Community College District, and student code of conduct of Los Angeles Southwest College."*

◆ Section H

Discrimination:

1. The ASO Board at Los Angeles Southwest College shall not support or affiliate with any individuals or organization which legally discriminates on the basis of: ethnicity, national origin, ancestry, religion, creed, gender, sex (except as exempt from Title IX), pregnancy, marital status, medical condition, sexual orientation, age, disability, socio-economic status, or veteran's status.

◆ Section J

Conflict of Interest:

1. An ASO Board member (elected officer) may not simultaneously serve as an ASO officer of a club and ASO Board.
2. No ASO Officer will propose or vote on any item in which they or any member of their family have a financial interest.
3. No ASO Officer can sign a contract or memo of understanding. All contracts and memos of understanding must be submitted to Office of the President for authorization and signature by the ASO Advisor. The College President has the authority to authorize or reject proposed contract requests.

**ARTICLE II – EXECUTIVE BOARD MEMBERS AND APPOINTED COMMISSIONERS**

The following are elected ASO Board position:

**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.

The following are appointed 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 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 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 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 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 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.
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 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 III – LEGISLATIVE PROCESS**

#### **♦ Section A**

##### **ASO BOARD OPERATIONS**

The procedure outlined herein is mandatory for conduct of ASO business. New standing rules may be introduced to expedite matters, but they must not be in violation of the rules set forth herein. The ASO Board must have at least four voting members to be legitimate ASO and conduct business. If by the 5th week of the semester an ASO is not legitimately in place, the ASO Advisor shall intervene to ensure that an ASO is established.

#### **♦ Section B**

##### **MEETINGS**

1. The ASO Board will meet weekly on Tuesday (excluding holidays) unless previously decided otherwise by ASO Board. All ASO Board meetings are open to the public. The must be held on campus and during school hours. All meetings are subject to the Brown Act.
2. All meetings will be open to the public, posted within seventy-two (72) hours in advance, and held on campus during school hours unless otherwise authorized by the ASO Advisor. All members of committees must be paid ASO members and currently enrolled students.
3. The ASO shall not call emergency meetings.
4. The business of the ASO shall not be discussed among board members outside of an ASO Board Meeting.
5. Quorums – A quorum shall be half plus one of voting ASO Board members.
6. Any ASO Officer or Commissioner who is absent, unexcused, from three meetings in a semester, may be placed on next ASO Board Meeting agenda for discussion and possible forfeiture of his/her position, under the discretion of the ASO Board.
7. ASO will not tolerate tardiness to ASO Board meetings by ASO elected and appointed officers; which impacts quorum and ability to conduct the business of the organization. ASO Officers must inform the ASO President prior to the meeting if they will be late. After **three** late showing in the semester to ASO Board or Committee meetings, the officer will receive a written warning from ASO President. Additional tardiness may result in being placed on next ASO Board Meeting agenda for discussion and possible forfeiture of his/her position, under the discretion of the ASO Board. The minutes should reflect if board members are absent or late to meeting at the time of roll call.

#### **♦ Section C**

##### **COMMITTEES**

1. The ASO has two standing committees: Finance Committee and Interclub Council.
2. Standing Committees must meet at least **three** (3) times each semester, excluding holidays. However, committees are encouraged to meet more than three times each semester.
3. A schedule of committee meetings must be posted at the beginning of each semester. Agenda can be posted 72 hours prior to meeting.
4. Participation in the Interclub Council meetings is required for all chartered clubs. Two (2) unexcused absences may result in the revoking of the club charter and business account placed on hold. This will be decided by a two-third vote of the Interclub Council during a meeting with quorum. Clubs need to ensure either a club advisor, club president, or other

member is able to attend on behalf of the club. Clubs can reinstate their charter the subsequent semester.

♦ Section E

MINUTES

The ASO Executive Secretary shall prepare the minutes of the previous meeting and distribute them seventy-two (72) hours prior to the meeting at which they are to be presented for approval. The agenda and the minutes shall be posted in the front of ASO Office in Student Services Building in accordance with the Brown Act. Any corrections will be printed in the next meeting's minutes. Copies of meeting minutes must be archived and made available upon request.

**ARTICLE IV-CONFERENCE TRIP SELECTION PROCEDURE**

♦ Section A

In the event of one conference trip in an academic year, executive board members have priority over commissioners. If any spots remain beyond those allocated to executive board members, commissioners will be chosen by the method outlined in Section C.

♦ Section B

In the event of two conference trips in academic year, each executive board member will be able to chose the trip in which he/she wishes to participate. If more than two executive board members wish to go on the same trip, then two out of the total number of executive board members wishing to go on the trip will be selected through a randomized selection procedure to be determined by the ASO Advisor at that time.

♦ Section C

To be eligible for a conference trip, a commissioner must have accrued enough service hours to place him/her within the top five in the current semester. Eligible senators may write an essay detailing why they wish to participate in the conference trip, which will be read and judged by the ASO Advisor, who will make the final decision. The maximum number of senators allowed on the conference trip will be three with the maximum of one conference per senator per academic year.

♦ Section D

This selection procedure applies strictly to long distance conference trips and should not be used for selecting members of ASO for conferences in the Los Angeles area.

This selection procedure also has no bearing on lobby trip selection.

♦ Section E

Conference travel is contingent on ASO budget. If ASO does not have funds, travel will be limited during the academic year.

♦ Section F

Conference travel must be directly linked to ASO mission and purpose.

♦ Section G

Upon return from conference, attendees must brief the ASO board of what was learned and share resource information.

**ARTICLE V – FINANCIAL CODE**

♦ Section A

The Financial Code for Los Angeles Southwest College consists of District policy and policies contained herein. Further procedural rules may be established by the ASO Board, but they may not conflict with the aforementioned policies.

♦ Section B

The Finance Committee shall meet at least three times each semester. Minutes of all Finance Committee meetings shall be distributed to all members of ASO Senate before their next scheduled meeting. Every vote taken in the ASO Board with regard to Finance Committee actions shall be by roll call vote only. A list of who is eligible to participate on Finance Committee is held in the S – Regulations.

## **ARTICLE V – GENERAL POLICIES**

### **♦ Section A**

**GENERAL POLICIES:** The following are general policies of the organization and ASO Board they are set in place to ensure the efficient operation of the organizations business.

A. All ASO codes shall be recognized as components of these by-laws and have full authority to conduct the business within the committees and major bodies in accordance with the ASO Constitution and by-laws which they coincide with (e.g. Elections Code and Elections Committee).

B. All Appendices of these by-laws shall be recognized as components of these by-laws and have full authority as such.

C. The ASO Office shall be open a minimum of 6 hours per day Monday through Thursday, 3 hours on Fridays if possible. However, ASO will try to keep office open for more than 6 hours per day. Summer session hours shall be determined on an as needed basis by the Executive Board and/or ASO President.

D. Elected and appointed members of the ASO, are all subject to a unit and GPA check periodically during the semester by the ASO Advisor. If members do not meet district criteria for ASO office, the member will automatically forfeit the position.

E. Only ASO Elected officers are permitted to receive keys to the ASO Office. ASO Elected Officers must make every effort to keep the key safe from loss or damage. The key must be returned to the ASO Advisor at the end of the term of office or forfeiture of position.

F. All ASO members are required to perform their duties and office procedures with decorum, ethics, integrity and professionalism at all times.

G. All elected or appointed members of the Executive Board, Commissioners and Interclub Council are expected to adhere to the strictest ethical guidelines as outlined in the Student Code of Conduct. Any violation of the Ethics Code shall be grounds for immediate suspension from the ASO Executive Board, Commissioner Position, or Interclub Council pending an investigation by the Dean of Student Services. Furthermore, any Student Council member who holds a regional or statewide position that is found to be guilty of violating Ethics Codes at the regional or state level may be subject to removal from this organizations, if the ASO Board believes the violations committed warrant such action.

H. Each spring semester, ASO will organize a campaign to increase awareness about Sickle Cell Disease in honor of Ms. Regina Andrews. ASO will raise funds to be donated to the Sickle Cell Disease Foundation of California as part of Ms. Andrews' legacy. Ms. Andrews was a former ASO President and active member of the LASC community.

## **ARTICLE VII-ASACC/CalSAAC/CCCSAA**

The ASO Board, InterClub Council support the endeavors of ASACC, CalSAAC, and CCCSAA and their mission to represent and promote the rights of all community college students.