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The Bylaws of the Associated Student Organization of Los Angeles Harbor College

ARTICLE I - NAME & PLACE OF BUSINESS

Section 1: Name of the organization

- A. The name of this organization shall be the Associated Student Organization of the Los Angeles Harbor College

Section 2: Place of Business

- A. The principle place for the transaction of this organization shall be:
Los Angeles Harbor College
1111 Figueroa PL
Wilmington, California 90744

ARTICLE II - PAID MEMBERSHIP

Section 1: Qualifications of ASO-Paid Membership

- A. In order to be considered an ASO-Paid member, a student must:
- a. be a student of Los Angeles Harbor College
 - b. be enrolled in a minimum of 5 units
 - c. have paid the ASO fee for the semester
 - d. have a minimum GPA of 2.0

Section 2: Membership Benefits

- A. As an ASO member, students get access to the following benefits:
- a. 10 free scantrons and 2 blue books each semester (Fall/Spring)
 - b. 5 free scantrons and 1 blue book (Summer/Winter)
 - c. A free flash drive for Dean/President's list recipients
 - d. Promotional items at ASO events
 - e. Access to the ASO Scholarship
 - f. Access to membership in ASO-Chartered Clubs

ARTICLE III - ORGANIZATIONAL STRUCTURE

Section 1: Structure

A. ASO is composed of the the following bodies:

- a. The ASO Student Council
- b. The Inter-Club Council and
- c. The ASO Committees

Section 2: Definition of each ASO Structure

A. ASO Executive Cabinet

- a. Composed of the ASO President, ASO Vice President, and ASO Vice President of Finance
- b. Shall serve as the Executive branch of the ASO with supervisory authority over all ASO programs, events and activities.
- c. Serves as the legislative power center for the organization determining which pieces of the legislation the ASO should take positions on and recommending those positions and/ or actions to members of the Student Council.
- d. Is responsible for all-administrative duties and responsibilities of the ASO and enforcing participation requirements. Emergency matters shall be determined, and acted upon, by The Executive Board. Such matters must be discussed and voted upon with two-thirds of the members present.

B. The Inter-Club Council

- a. Chaired by the ASO President, shall serve as the organization's club and extracurricular activity branch.
- b. Shall be composed of no more than one representative from each officially chartered and recognized student club on campus

C. ASO Standing Committees

- a. The following will be known and recognized as Standing Committees of the members of the Student Council: *Activities and Events Committee, STEM Committee, Humanities Committee, Health Student Committee, and Social Sciences Committee*
- b. All committees shall be chaired by the respective senator appointed, and must meet at a minimum of twice a month.

- c. All committees shall serve to advocate on behalf of the students of LAHC and provide a means of support for their concerns.
- d. All committee meetings shall be open to all LAHC students irregardless of ASO-member status; however, official representative positions are reserved for ASO-paid members.
- e. All committees shall hold no more than three official student representatives as appointed by the committee chair and/or co-chair.

ARTICLE IV - THE EXECUTIVE CABINET

Section 1: Executive Position Terms

- A. The ASO President shall serve one full-year term, starting from the summer semester and continuing through fall and winter to conclude at the end of the spring term.
- B. The ASO Vice President shall serve one full-year term, starting from the summer semester and continuing through fall and winter to conclude at the end of the spring term.
- C. The ASO President of Finance shall serve one full-year term, starting from the summer semester and continuing through fall and winter to conclude at the end of the spring term.

Section 2: Purpose of the Executive Board

- A. The Executive Board shall:
 - a. Advocate for the general welfare of the students at Los Angeles Harbor College.
 - b. Represent student interests at various campus committees.
 - c. Be the only legislative branch of Student Government.
 - d. Have the power to conduct, manage and control the affairs and business of this organization consistent with the California Education Code, Los Angeles Community College District **Administration Regulations (S-Regs)**, the Ralph M. Brown Act, and the Articles of its Constitution and these bylaws.
 - e. Submit an approved budget for the fiscal year commencing July 1 to the College President no later than May 31st or soon thereafter.
 - f. Have authority in all cases involving the financial affairs of the organization.
 - g. Have power to modify these bylaws as it deems necessary.
 - h. Have the power to require periodic reports from any and all committees, officers and clubs.
 - i. Regularly attend their designated campus committee meeting.
 - j. Hold at least one (1) meeting per semester.

Section 3: Position Duties

A. The ASO President shall:

- a. Oversee all ASO proceedings
- b. Chair ASO and Inter-club Council meetings
- c. Sign all bill and disbursement requests
- d. Serve as an ex-officio member on all committees; is not obligated to attend meetings, nor is counted for quorum.
- e. Consistently attend the District Student Affairs Committee Meetings
- f. Have the power to appoint and remove senators with the approval of a $\frac{2}{3}$ majority senate vote
- g. Verify the completion of duties of the ASO Senate; will keep a master spreadsheet documenting senator points and activities

B. The ASO Vice President shall:

- a. Fill in the roles of the ASO President in their absence
- b. Attend ASO and EFC meetings
- c. Provide ASO reports in Academic Senate and College Planning Council
- d. Prepare a calendar of ASO and/or club-related activities per semester
- e. Oversee the Senator of Administrative Services in completing the ASO meeting minutes
- f. Serve as a direct point of contact for all ASO committees and their respective Chairs.

C. The ASO Vice President of Finance shall:

- a. Serve as the Chair for Executive Finance Committee Meetings (EFC)
- b. Prepare and post an agenda for EFC no less than seventy-two (72) hours for a regular meeting or twenty-four (24) hours for a special meeting in accordance with the Brown Act.
- c. Provide a monthly ASO budget report
- d. Attend all College Governance Budget Meetings
- e. Oversee all ASO Fundraising efforts
- f. Serve as a liaison between clubs and Student Activities in regards to ASO-chartered club financial accounts

ARTICLE V - THE LEGISLATIVE CABINET (SENATE)

Section 1: Qualifications to be a Senator

- A. In order for a student to be a senator, the following criteria must be met:
- a. Must be a current LAHC student
 - b. Must be enrolled in a minimum of 9 units
 - c. Must be in good academic standing
 - d. Must have at least a 2.0 GPA
 - e. Must have paid \$10 ASO semester fee
 - f. Must attend the ASO Senator Academy, or a training meeting.
 - g. Must be able to serve one year including fall and spring semesters

Section 2: Senator Positions & Descriptions

- A. All students are eligible to apply for all senator positions; however, after the application process is finished, the Executive Board will appoint the best candidate qualified following a thorough review of their application and individual interview.
- B. Senators may be able to apply for another year once their term expires'
- C. The Senator Positions and Description of each are as follows:
- a. ***Senator of Administrative Services***
 - i. Shall attend ASO senate meetings, EFC meetings, and ICC meetings.
 - ii. Shall serve as the liaison between the Executive Board members.
 - iii. Shall maintain all of the organization's minutes, for all three meetings.
 - iv. Shall maintain and improve communication roles as needed.
 - v. Shall regularly attend either College Planning Council, or Academic Senate as an ASO representative.
 - vi. Shall perform other administrative duties as directed by the Executive Board
 - b. ***Senator of Health and Safety Services***
 - i. Shall serve as the liaison between ASO and all Health Services on campus.
 - ii. Shall regularly attend Work Environment Committee meetings as an ASO representative.

- iii. Shall ensure the campus has the proper safety infrastructure and protocols best fitted for students
- iv. Shall coordinate and oversee ASO events and/or workshops that serve to promote awareness to a health issue or seek to provide a health-related service to students.-
- v. Shall attend campus events related to this discipline.

c. *Senator of Health Student Advocacy*

- i. Shall serve as the liaison between ASO and all health students, including nursing, kinesiology, and pre-medical science majors
- ii. Shall serve as the Chair of the Health Student Committee, create a committee agenda per meeting and host an official committee meeting open to all students no less than twice a month.
- iii. Shall appoint no more than three students of the public as student representatives of the committee, to assist with any administrative or advocacy tasks the committee may need.
- iv. Shall regularly attend the Academic Affairs Cluster Committee or Guided Pathways meeting as an ASO representative for the field of Health Sciences.
- v. Shall attend campus events related to this discipline.

d. *Senator of Multicultural and International Student Affairs*

- i. Shall serve as the liaison between ASO and all campus equity and international programs.
- ii. Shall regularly attend Student Success Coordinating Committee as an ASO representative.
- iii. Shall coordinate and oversee ASO events and/or workshops that serve to promote awareness to a multicultural, racial, and/or international issue or seek to provide a service to students.
- iv. Shall attend campus events related to this discipline.

e. *Senator of Student Outreach and Public Relations*

- i. Shall serve as the direct liaison between ASO and the student body.
- ii. Shall manage all ASO social media, uploading posts at a minimum of twice a week.
- iii. Shall monitor all ASO social media, responding to requests and all contacts
- iv. Shall be responsible in the distribution and/or creation of all ASO promotional material, including ASO flyers and drafts for ASO announcements.

- v. Shall draft and finalize the ASO monthly newsletter no later than the third week of the month for Executive approval, and send it out to the student body on the last day of the month.
- vi. Shall attend College Planning Council or Academic Senate

f. Senator of Community Relations

- i. Shall serve as the direct liaison between ASO, on-campus community service programs, and the local community.
- ii. Shall remain informed of the events and centers available in neighboring areas of the college, including but not limited to K-12 schools, religious institutions, and non-profit organizations.
- iii. Shall coordinate fundraising efforts with businesses in the local area.
- iv. Shall seek potential volunteering opportunities and causes that ASO can contribute to.
- v. Shall plan and oversee all ASO events that serve the community, including but not limited to volunteering events, hosting drives, and fundraising for charities.
- vi. Shall attend College Planning Council or SSSC.

g. (2) Senator(s) of Social Sciences

i. Position I

- 1. Shall act as a liaison between students and the College Social Science Division Chair
- 2. Shall serve as the Chair of the Student Social Sciences Committee, create a committee agenda per meeting and host an official committee meeting open to all students no less than twice a month.
- 3. Shall appoint no more than three students of the public as student representatives of the committee, to assist with any administrative or advocacy tasks the committee may need.
- 4. Shall regularly attend the Academic Affairs Cluster Committee or Academic Senate meetings as an ASO representative for the field of Social Sciences.
- 5. Shall attend campus events related to this discipline.

ii. Position II

- 1. Shall serve as the Co-Chair of the Student Social Sciences Committee, and maintain the minutes and student attendance of every committee meeting.
- 2. Shall recruit and invite LAHC students to participate in the Social Sciences Committee

3. Shall regularly attend the Guided Pathways or Curriculum Committee college meetings as an ASO representative for the field of Social Sciences.
4. Shall assist the Committee Chair with any additional tasks they may need relevant to serving the committee, and act as the Chair in their absence.
5. Shall attend campus events related to this discipline.

h. (2) Senator(s) of Humanities

i. Position I

1. Shall act as a liaison between students and the College Humanities Chair.
2. Shall serve as the Chair of the Student Humanities Committee, create a committee agenda per meeting and host an official committee meeting open to all students no less than twice a month.
3. Shall appoint no more than three students of the public as student representatives of the committee, to assist with any administrative or advocacy tasks the committee may need.
4. Shall regularly attend the Academic Affairs Cluster Committee or Academic Senate meeting as an ASO representative for the field of Humanities.
5. Shall attend campus events related to this discipline.

ii. Position II

1. Shall serve as the Co-Chair of the Student Humanities Committee, and maintain the minutes and student attendance of every committee meeting.
2. Shall recruit and invite LAHC students to participate in the Humanities Committee.
3. Shall regularly attend the Guided Pathways or Curriculum Committee college meetings as an ASO representative for the field of Humanities.
4. Shall assist the Committee Chair with any additional tasks they may need relevant to serving the committee, and act as the Chair in their absence.
5. Shall attend campus events related to this discipline.

i. (2) Senator(s) of STEM Affairs

i. Position I

1. Shall act as a liaison between students and the Mathematics and Science Division Chair, as well as the directors of STEM STEP.

2. Shall serve as the Chair of the Student STEM Advocacy Committee, create a committee agenda per meeting and host an official committee meeting open to all students no less than twice a month.
3. Shall appoint no more than three students of the public as student representatives of the committee, to assist with any administrative or advocacy tasks the committee may need.
4. Shall regularly attend the Academic Affairs Cluster Committee or Academic Senate meetings as an ASO representative for the STEM field(s).
5. Shall attend campus events related to this discipline.

ii. Position II

1. Shall serve as the Co-Chair of the Student STEM Advocacy Committee, and maintain the minutes and student attendance of every committee meeting.
2. Shall recruit and invite LAHC students to participate in the STEM Committee
3. Shall regularly attend either the Guided Pathways, Curriculum Committee college meetings, or STEM STEP meetings as an ASO representative for the field of STEM.
4. Shall assist the Committee Chair with any additional tasks they may need relevant to serving the committee, and act as the Chair in their absence.
5. Shall attend campus events related to this discipline.

j. (2) Senator(s) of Student Advocacy

- i. Shall attend either College Planning Council, Academic Senate, or Student Success Coordinating Committee.
- ii. Shall serve as a liaison between ASO and other advocacy organizations including but not limited to the ASOs of other campuses, AFT, and local city governmental institutions.
- iii. Shall assist all committees in advocacy efforts, including but not limited to recruiting committee members, making class announcements about student issues that deserve recognition, and attending relevant meetings that require more student moral support.

k. Senator of Campus Events and Activities

- i. Shall serve as the Chair for the Activities and Events Committee, chairing meetings on a bi-weekly basis, with an agenda and minutes per meeting
- ii. Shall oversee all ASO Activity and Event Coordination
- iii. Shall gather and direct senators and volunteers per event/activity

- iv. Shall assist other senators in their event planning, and attend their events in show of support.
- v. Shall connect with the Senator of Student Outreach and Public Relations to ensure that publicity materials are made for ASO events, and assist in their distribution.
- vi. Shall attend either College Planning Council or Academic Senate

1. Senator of Student Equity, Race, and Social Justice

Section 3: Senator Duties

- A. ALL senators shall be required to do the following, regardless of their respective senator title:
- a. Read, review, and understand the ASO Constitution and Bylaws in their entirety.
 - b. Attend all ASO weekly meetings from the time of senator induction, missing no more than **3 excused** meetings per semester
 - c. Attend trainings deemed necessary by the Executive Board
 - d. Submit a bi-weekly academic progress form/report to the Executive Board, and demonstrate positive performance in coursework
 - e. Schedule a Counseling meeting with the ASO Advisor once a month
 - f. Commit to attending one Shared Governance Meeting regularly
 - g. Commit to an ASO Committee
 - h. Have all points and duties completed verified by the President within **two weeks** of completion (if applicable)

Section 4: Exceptions

- A. A senator can be excused from attending meetings for any of the following reasons:
- a. The senator will have an exam within 24 hours.
 - b. The senator is hospitalized, or has a loved one hospitalized where they must be present with them.
 - c. The senator is attending a workshop, appointment, or orientation in LAHC that has mandatory attendance and conflicts with an ASO meeting time.
- B. In the instance where a senator complies with any of the aforementioned, they **MUST** notify the Executive Board **48 HOURS** in advance, with exception to cases of sudden hospitalization or campus emergencies.
- C. After a senator returns from their absence they must submit proof of their excuse; proof can include any of the following:
- a. Course syllabus or canvas screen indicating an exam on the specified date.

- b. Flyer, counselor email, or program notification of mandatory attendance of an event.
 - c. Doctor's note or any other document confirming presence in a hospital setting on the specified day and time.
- D. Any senator who fails to provide proof of their excuse will be subject to receiving a senator strike.

Section 5: Penalizations

- A. Any senator who fails to complete the duties listed in these bylaws in Article V Sec. 2, or Article V Sec. 3 will be subject to removal.
- B. Any senator who showcases that they are not passing their classes during the semester after showing a trend in three academic progress reports will be subject to removal.
- C. If a senator receives **3 strikes**, they will be removed as a senator.
 - a. A senator can be struck for any of the following reasons:
 - i. Having one unexcused absence for Senate meetings.
 - ii. Having one unexcused absence for Shared Governance meetings
 - iii. Misconduct in any ASO-related meeting, event, etc.
- D. All senators who have undergone the entire penalization process and all senators who fail to fulfill the duties enumerated in these bylaws and in the ASO Constitution will be removed from the senate **no later than the third week of the semester's end.**
- E. Senators who are removed will no longer be eligible for the Senator Stipend, nor will they receive a Senator transcript notation. They will keep the benefits of being an ASO-paid member, and are eligible to reapply as a senator for the subsequent **semester.**

ARTICLE VI - ASO CHARTERED CLUBS

Section 1: Club Chartering Process

- A. The club must fill out the club charter application each Fall semester.
 - a. All club charters will last from the Fall that it is chartered through the winter and spring terms, and end at the conclusion **of the summer term.** Club charters shall expire the first day of the new Fall semester.

- b. The deadline for the submission of club applications is the 4th week of each Fall semester and it must be submitted online via the ASO website.
- c. All clubs must consist of the following:
 - i. Name
 - ii. Purpose
 - iii. A Constitution
 - iv. An Executive Board
 - v. A Club Faculty Advisor and/or Co-Advisor

Section 2: Club Responsibilities

- A. All ASO chartered clubs are subject to fulfilling the following responsibilities:
 - a. Every member of an ASO-chartered club must be an ASO paid member.
 - b. A club executive or representative must attend all ICC meetings and follow the rules and regulations of the LACCD board of Trustees, and ASO governing documents.
 - c. All official club meetings must have their club advisor present, and meet quorum.
 - d. All club meetings shall have a club agenda, and have club meeting minutes.
 - e. All clubs are required to meet at a minimum of once a month.

ARTICLE VII - SUCCESSION

Section 1: Vacancies

- A. Whenever there is a Constitutional vacancy, following a bonafide election, in the office of:
 - a. The President, the Executive Vice-President shall become the President
 - b. The Executive Vice-President, the Senate Pro-Tempore shall become Executive Vice-President
 - c. The Senate Pro-Tempore, the Vice-President of Finance shall temporarily assume the duties until a new Pro-tempore has been elected at the next Senate Session.
 - d. The Vice-President of Finance, the senate's Executive Finance Committee representative shall become Vice President of Finance.

ARTICLE VIII - MEETING SESSIONS

Section 1: Accordance to the Brown Act

- A. All ASO Senate sessions shall be in accordance with the California State Ralph M. Brown Act, and shall:
- a. Be open and public to all ASO members, college faculty, college staff, college administrators, district employees and officials, and any person from the public who wishes to attend. No session may be secret. Closed sessions are permissible regarding personnel and other issues which might infringe on an individual's right to privacy.
 - b. Have an agenda posted at the student activities office seventy-two (72) hours in advance of the session.
 - c. Provide adequate opportunity to the general membership and public to address the Senate session. The Senate shall establish procedures and limitations, not in conflict with individual rights and not in conflict with the rights and privileges afforded to the public in the Ralph M. Brown Act, to govern such addresses.
 - d. Require attendance of at least fifty percent plus one Senator to constitute a quorum.

Section 2: The Bill Process

- A. Passing a Bill in Senate
- a. Any ASO member can write a bill including the executive cabinets and senators.
 - b. The bill must first be presented in the Executive Finance Committee (EFC) meeting, where the bill must be approved by the EFC chair
 - c. Then the bill must be presented to the Senate during an ASO Senate meeting.
 - d. The Senate may then, by 2/3 vote; pass the measure making it effective on the date of such passage unless otherwise specified in the measure.

ARTICLE IX- ELECTION PROCEDURES

Section 1: Election Procedure

- A. The Election code is established to define policies and procedures regarding all elections and special elections sanctioned by the Associated Student Organisation senate by a two-thirds (2/3) vote.
- B. The ASO student senate is the only body that may change these procedures and they are limited by guidelines as stated in the Los Angeles Community

College District Board Rules and Regulations, and the ASO Constitution and these Bylaws.

- C. In order for a person to become eligible to run for student office, they must:
- a. Fill out the Election Position Application on the ASO Website.
 - b. Hold a GPA of 2.5 or higher.
 - c. Not have been in ASO as a senator or executive for more than nine (9) semesters.
 - d. Have a running-mate (if applicable).
 - i. Students running for ASO President or Vice President must run on the same ticket.
 - ii. Students running for Vice President of Finance are not required to have a running-mate, as they are running on an individual ticket.
 - e. Attend the ASO Debate.