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# West Los Angeles College

## The Associated Student Organization

### By-Laws

#### Article I: Board General Duties

- a. Shall have a working knowledge and uphold the ASO Constitution, ASO By-Laws, Robert's Rules of Order, E-Regs, and S-Regs.
- b. Shall represent the student voice by being a participating member of at least one shared-governance committee on campus approved by the ASO President and Advisor/Designee.
- c. Shall hold a General Council meeting at least twice a month.
- d. Shall carry out all duties as described under elected position.
- e. Shall accept other reasonable responsibilities as assigned by the ASO President and the ASO Advisor/Designee.
- f. Shall provide written and oral status reports on shared-governance committees, conferences, and any other ASO related activities.
  1. Written reports must be submitted to the ASO President, Secretary, and ASO Advisor/Designee via email 72 hours before the upcoming General Council meeting.
- g. Shall commit to attend the required General Council meetings and fulfill mandatory office hours.
  1. Office hours may consist of, but are not limited to:
    - fulfillment of officer duties
    - participation in ASO events
    - planning and researching for ASO events

#### Article II: Executive Board

##### ***Section 1: The Office of the President***

- a. Shall chair all General Council meetings.
- b. Shall be an ex-officio member of all committees.
- c. Shall attend shared-governance committees where considered a voting member, which include, but are not limited to the College Council and Academic Senate.
- d. Shall fulfill the duties of the State & Government Affairs Senator position in case of vacancy.
- e. Shall appoint, create, and dissolve standing and ad-hoc committees, with the exception of those under the jurisdiction of other council members.
- f. Shall have the power to veto any action taken by the General Council or the Inter-Club Council.
  1. Any veto of the General Council or Inter-Club Council action must be taken within 48 hours of said action, not including weekends or holidays.



2. Any veto outside of the official General Council or Inter-Club Council meeting must be submitted in writing with reason and placed in the mailbox of each member of said meeting within 48 hours.
  3. The Presidential veto may be overruled by a 2/3 majority vote of the General Council.
- g. Shall exercise general supervision over all ASO activities and shall see that all ASO officers fulfill their duties.
  - h. Shall have the power to appoint all unfilled positions with the confirmation of a 2/3 majority vote of the General Council.
  - i. Shall have the power to ask for the resignation of an appointed council member. Said member shall be removed upon approval of a 2/3 majority vote of the General Council.
  - j. Shall have discretion for the line item known as President's Hospitality unless objected by a 2/3 majority vote of the General Council.
  - k. Shall seek the advice of the ASO Advisor or other knowledgeable administrative staff on matters concerning district or college rules and regulations.
  - l. Shall serve as the time keeper for the ASO General Council meetings.
  - m. Shall be responsible for coordinating monthly team-building and bonding activities on, or off campus.
  - n. Shall serve a minimum of 15 office hours per week, excluding holidays.

***Section 2: The Office of the Vice President***

- a. Shall assume the powers and duties of the President under her/his absence.
- b. Shall serve as the chair of the Inter-Club Council or appoint a member of the Inter- Club Council to serve as co-chair.
  1. The Vice President or appointee shall be responsible for maintaining all records of the Inter-Club Council meetings.
  2. The Vice President shall be responsible for maintaining a list of contact information for all club representatives and their advisors.
- c. Shall serve as a liaison from the ASO General Council to the Inter-Club Council.
- d. Shall be responsible for the planning and hosting of Club Rush for Fall and Spring semesters.
- e. Shall support the ASO President by consistently keeping open communication to ensure ASO matters are handled efficiently.
- f. Shall serve as the time keeper for the Inter-Club Council meetings.
- g. Shall serve a minimum of 15 office hours per week, excluding holidays.

***Section 3: The Office of the Treasurer***

- a. Shall represent the ASO in all financial matters concerning ASO funds.
- b. Shall serve as the chair of the Finance Committee.
- c. Shall maintain records of the budget to include allocations, expenditures, and submit a monthly budget report to the Executive Board.
- d. Shall prepare the budget for the succeeding Executive Board.



- e. Shall represent the ASO at West Los Angeles College's Budget Committee meetings.
- f. Shall be responsible for monetary arrangements regarding trips, in conjunction with the ASO Advisor/Designee.
- g. Shall serve as the time keeper for the Finance Committee meetings.
- h. Shall serve a minimum of 15 office hours per week, excluding holidays.

***Section 4: The Office of the Chief Justice***

- a. Shall provide leadership and direction under the guidance of the ASO Constitution and By-Laws.
- b. Shall serve as chair to the Supreme Court.
  - In the event that there is no Supreme Court, the ASO General Council will assume the duties of the Supreme Court.
- c. Shall appoint all new Associate Justices for service and provide orientation on confidentiality and dependability.
- d. Shall assign Associate Justices to serve on hearing panels as required by the Compliance Officer and Dean of Students.
- e. Shall serve as a committee chair to revise the ASO Constitution and By-Laws.
- f. Shall preside over the ASO General Council in the absence of the ASO President and the ASO Vice President.
- g. Shall serve as the chair of the ASO Election Committee.
- h. Shall have sufficient knowledge of the ASO Constitution, ASO By-Laws, Robert's Rules of Order, E-Regs, and S-Regs.
- i. In the event that the State & Government Affairs Senator position is vacant, the Chief Justice shall share the duties of said position in conjunction with the ASO President.
- j. Shall be well informed with every position and their duties in the ASO.
- k. Shall provide support for incoming board members and help guide said officers in their elected positions.
- l. Shall serve a minimum of 15 office hours per week, excluding holidays.

***Section 5: The Office of the Secretary***

- a. Shall be responsible for the minutes of all meetings for the General Council, the Finance Committee, and the Inter-Club Council; attendance must be reflected in the minutes.
- b. Shall prepare, distribute, and physically post meeting announcements, agendas, and minutes on campus at the designated bulletin board according to the directives of the California Brown Act.
- c. Shall be responsible for correspondence at the ASO President's reasonable request.
- d. Shall be responsible for the coordination of trip arrangements in conjunction with the ASO Advisor/Designee.
- e. In the event that the Vice President does not appoint a co-chair for ICC, the Secretary shall assume responsibilities of the Co-Chair until the Vice President appoints one.
- f. Shall serve a minimum of 15 office hours per week, excluding holidays.



### **Article III: Student Senate Section**

#### **1: Activities and Planning Senator**

- a. Shall propose, facilitate and coordinate activities and events as directed by the ASO President and Student Senate.
- b. Shall present a schedule of proposed events and activities to the General Council for Fall and Spring semesters.
- c. Shall present event or activity budget requests to the General Council and ASO Finance Committee as needed.
- d. Shall serve a minimum of 5 office hours per week, excluding holidays.

#### **Section 2: Associate Justices (1-6)**

- a. Shall serve as the official representative of the student body to the Supreme Court under the jurisdiction of the Chief Justice.
- b. Shall serve as the alternate representative in the absence of the Chief Justice.
- c. Shall serve as a member of the By-Laws and Constitution Revision Committee.
- d. Shall have sufficient knowledge of the ASO Constitution, ASO By-Laws, Robert's Rules of Order, E-Regs, and S-Regs.
- e. Shall serve a minimum of 5 office hours per week, excluding holidays.

#### **Section 3: Athletics Senator**

- a. Shall assist in the organization of pep rallies and assemblies concerning athletic activities and events.
- b. Shall organize the additions and the selections of the pep squad.
- c. Shall serve as a liaison to the women's and men's athletic divisions of the college.
- d. Shall serve a minimum of 5 office hours per week, excluding holidays.

#### **Section 4: Campus Alterations & Improvements Senator**

- a. Shall be the liaison between Plant Facilities and the ASO.
- b. Shall be responsible for initiating any and all programs concerning improvements or repairs on campus.
- c. Shall serve as the representative to the Work Environment Committee of the college.
- d. Shall be responsible for carrying out all innovations to completion and/or properly relinquishing said innovation to the Executive Board and next Campus Alterations & Improvements Senator.
- e. Shall be responsible for the following budget divisions: campus beautification and the student center/lounge renovations.
- f. Shall serve a minimum of 5 office hours per week, excluding holidays.

#### **Section 5: Chief Newsletter Senator**

- a. Shall oversee all duties of the Associate Newsletter Senator.



- b. Shall research and edit content for the online and/or paper newsletter.
- c. Shall prepare and distribute ASO information to the departments across campus.
- d. Shall inform the student body on appropriate news regarding the Los Angeles Community College District, West Los Angeles College, and other current events.
- e. Shall serve a minimum of 5 office hours per week, excluding holidays.

***Section 6: Associate Newsletter Senator***

- a. Shall research, create, and edit content for the online and/or paper newsletter.
- b. Shall prepare and distribute ASO information to the departments across campus.
- c. Shall inform the student body on appropriate news regarding the Los Angeles Community College District, West Los Angeles College, and other current events.
- d. Shall be responsible for promoting ASO-related and approved events in the online and/or paper newsletter.
- e. Shall serve a minimum of 5 office hours per week, excluding holidays.

***Section 7: Community Relations Senator***

- a. Shall coordinate community-wide relationships with the ASO and the campus at large.
- b. Shall chair the Community Outreach Activities Ad-Hoc Committee for charitable, non-profit organizations including, but not limited to: The Fall Food Drive and the Christmas Toy Drive.
- c. Shall serve a minimum of 5 office hours per week, excluding holidays.

***Section 8: Disabled Students Senator***

- a. Shall serve as the chairperson of all Special Education Committees.
- b. Shall serve as the advocate for special needs students regarding campus matters.
- c. Shall serve as the liaison to the Disabled Student Programs and Services.
- d. Shall communicate concerns of reasonable accommodations for disabled students regarding campus facilities.
- e. Shall serve a minimum of 5 office hours per week, excluding holidays.

***Section 9: Health & Safety Senator***

- a. Shall maintain a good relationship between the ASO and the Health Center.
- b. Shall coordinate health-related workshops and activities for the student body.
- c. Shall chair health-related events sponsored by the ASO.
- d. Shall serve as a member of any health-related committees on campus.
- e. Shall serve as co-chair to the Health Fair.
- f. Shall serve a minimum of 5 office hours per week, excluding holidays.

***Section 10: Historian Senator***

- a. Shall compile a record of photographs and videos for all ASO-related events.
- b. Shall serve as photographer/videographer at any ASO sponsored events.



- c. Shall coordinate with the Social Media Senator for the publication of ASO event photographs and videos on social media.
- d. Shall send any photographs and/or videos to the college's public relations team.
- e. Shall serve a minimum of 5 office hours per week, excluding holidays.

***Section 11: Information-Technology Senator***

- a. Shall work in conjunction with the campus public relations team in regard to any updates to the ASO website.
- b. Shall attend the Technology Committee as the ASO representative.
- c. Shall be responsible for researching and implementing new ways to ensure that ASO stays up-to-date with technological advances.
- d. Shall serve a minimum of 5 office hours per week, excluding holidays.

***Section 12: International Student Affairs Senator***

- a. Shall represent the ASO at International Students Program activities and events.
- b. Shall inform the General Council of cultural diversity issues and activities.
- c. Shall be co-chair to the Multi-Cultural Fair Committee.
- d. Shall serve a minimum of 5 office hours per week, excluding holidays.

***Section 13: Multi-Cultural Senator***

- a. Shall represent the ASO by working in collaboration with campus groups/clubs in planning and presenting culturally diverse activities.
- b. Shall inform the General Council of culturally diverse issues and activities.
- c. Shall chair the Multi-Cultural Fair Committee.
- d. Shall serve a minimum of 5 office hours per week, excluding holidays.

***Section 14: Public Relations Senator***

- a. Shall be responsible for the publications of all ASO event flyers. Shall be responsible for the weekly reorganization of all campus bulletin boards, which include, but are not limited to: removing outdated flyers, ensuring all flyers are ASO approved, and properly categorizing the flyers.
- b. Shall promote ASO sponsored events in coordination with the Activities & Planning Senator, Chief Newsletter Senators, and Associate Newsletter Senator.
- c. Shall work in coordination with the clubs and college's public relations team to promote any other events.
- d. Shall ensure that all ASO publicity is reviewed by the ASO President and Advisor/ Designee prior to publication.
- e. Shall serve a minimum of 5 office hours per week, excluding holidays.



***Section 15: Recruitment Senator***

- a. Shall be responsible for planning and implementing recruitment activities to increase ASO membership.
- b. Shall coordinate and promote the membership services offered, which may include but are not limited to: free green books, scantrons, copies, computer access, and discounts.
- c. Shall make appropriate recommendations to the General Council regarding changes in services offered.
- d. Shall seek discounts from businesses for ASO members.
- e. Shall serve a minimum of 5 office hours per week, excluding holidays.

***Section 16: Senator At-Large***

- a. Shall be well informed with every senatorial position and their duties in the ASO.
- b. In the event that any position is not filled, he/she will assume the duties of all said positions as needed and requested by the ASO President and Advisor/Designee.
- c. Shall serve a minimum of 5 office hours per week, excluding holidays.

***Section 17: State & Government Affairs Senator***

- a. Shall keep the General Council informed of proposed or current legislation that will have an effect on community college students.
- b. Shall keep current knowledge of issues and activities of local, regional, and state student associations.
- c. Shall be responsible for coordinating advocacy efforts for the ASO.
- d. Shall be responsible for coordinating voter registration drives before the November elections.
- e. Shall remain non-partisan in fulfilling his/her duties.
- f. Shall fill in a position in Region VII.
  - In the case that Region VII is inactive, the State & Government Affairs Senator shall initiate the efforts to re-activate the Region.
- g. Shall serve a minimum of 5 office hours per week, excluding holidays.

**Article IV: ASO Advisor**

- a. Shall advise the ASO General Council of plans, meetings, and decisions at the administrative level that affect students.
- b. Shall advise the ASO President of committees that require ASO participation.
- c. Shall support the decisions passed by the majority of the ASO General Council.
- d. Shall attend all regularly scheduled meeting for General Council, Finance Committee and Inter-Club Council.
- e. Shall attend the required Advisor meetings and conferences.
- f. If unable to attend an ASO meeting in its entirety, the Advisor shall appoint a designee to sit in his/her place.



### **Article V: Retribution *Section 1: Accountability***

- a. In the event of malfeasance and/or misfeasance on the part of any officer, the Joint General Council may reprimand, by a 2/3 vote, the offending officer.
  1. The term “reprimand” shall be defined here as a formal written statement, presented to, and approved by the ASO, showing just cause of malfeasance and/ or misfeasance.
  2. Malfeasance and/or misfeasance shall be defined as gross neglect that includes but is not limited to missing 3 General Council meetings with unexcused absences (an officer will be considered absent if more than 10 minutes late).
  3. Two proxy votes per semester will not count toward the unexcused absences.
  4. In the case of gross neglect of duty or wrongdoing, any officer may be removed from office only upon notice after hearing and by the concurrence of a 2/3 vote of the General Council, which shall be the sole judge of cause, and which shall represent the final decision of the ASO.

### **Article VI: Stipends**

- a. The ASO Executive Officers must fulfill a minimum of 15 office hours per week.
- b. ASO Senators must fulfill a minimum of 5 office hours per week.
- c. Priority consideration for awarding stipends shall be given to those who exceed fulfillment of their duties, such as:
  1. Office hours
  2. Planning and execution of ASO-related events
  3. Attendance and participation in shared-governance committees
  4. Advocating for students by creating and implementing proposals at West Los Angeles College and/or resolutions to the General Assembly
  5. Taking initiative to help and support other board members, as well as the Advisor/Designee
- d. ASO elected and appointed officers must be present and vote at the ASO General Council meetings. However, if the ASO holds weekly General Council meetings, board members are only allowed to miss up to three meetings per semester.
- e. ASO elected or appointed officers must attend two ASO-related off-campus meetings (at least one district Student Affairs Committee and one Region VII meeting).
- f. Fall and Spring stipends shall be awarded in the amount of \$500 to any eligible Executive Officer, and \$250 to any eligible Senator.
- g. Winter and Summer stipends shall be awarded in the amount of \$250 to any eligible Executive Officer, and \$100 to any eligible Senator.
- h. Shall be awarded with the consensus of the ASO Executive Board and approved by the ASO Advisor/Designee.
- i. Each board member will be required to submit an officer-reflection essay that includes but is not limited to an analysis of growth, accomplishments, challenges and ways to improve ASO.



## Article VII: Finance Committee

- a. A Finance Committee shall be established with the limited membership of the following:
  1. The Treasurer shall act as the chairperson of the committee
  2. The President of the Associated Student Organization
  3. One elected member of the ASO Executive Board, appointed by the ASO President.
  4. The ASO Advisor/Designee
  5. One faculty member appointed by the President of the college
  6. The College Fiscal Administrator, serving as an ex-officio member with no vote.
- b. The Finance Committee shall meet at least once a month to ensure the ASO General Council is allocating money within budget.
- c. Procedures:
  1. Action taken at any ASO Finance Committee meeting is not considered legal unless there is a quorum of three coming members with a minimum of two students and the Chief Student Services Officer or ASO Advisor/Designee.
  2. A minimum of three favorable votes is required for Finance Committee approval on an item, regardless of the number of committee members present.
  3. ASO expenditures from approved budget line items and General Operations Accounts (e.g., supplies, printing and on-going equipment Maintenance agreement) that \$1,000 or less, while subject to approval requirements contained in Administrative Regulations S-4, Section 1, do not require Finance Committee approval prior to those expenditures.

## Article VIII: Elections

- Section 1:** All Executive Officers of the ASO, listed in Article II shall be filled by students in fair and open elections.
- Section 2:** Student elections shall be held in accordance with the LACCD Administrative Regulations and the By-Laws during the Spring Semester of each year. Under special circumstances when there is more than one vacancy in the Executive Office, the ASO may hold a Special Election to fill the vacancies for the remaining term of the year. This must be initiated by the ASO Advisor/Designee.
- Section 3:** All Executive Officers of the ASO shall be installed at the beginning of the fiscal year in which they were elected, pursuant to LACCD regulations, and shall serve one year, or until removal from office.
- Section 4:** The Election Committee shall execute Executive Board Elections to ensure that the student body is reasonably informed about the elections. The committee shall design the means of holding the elections and report its plans to the Joint General Council. The committee shall also conduct a free and fair election.



7. The ASO Election Committee shall consist of at least three non-candidate ASO students.

8. The ASO Advisor/Designee shall serve as the committee's advisor.

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

**Section 6:** In order to run for the position of an executive board member, the candidate(s) must provide the following:

1. One letter of recommendation from West Los Angeles College staff or faculty.
2. One letter of recommendation from an employer, manager, supervisor, coach or mentor outside of West Los Angeles College.
3. Candidates running for an executive position must attend a Special Election Forum where said candidates will explain why they are qualified. The collection of Special Election votes will take place within the same week of the Special Election Forum. The ASO Advisor/Designee is responsible for collecting the votes from currently enrolled students.

## **Article IX: Impeachment and Recall**

**Section 1:** Impeachment proceedings may be initiated by the ASO Joint General Council for one of the following reasons:

- a. Gross violation of the ASO Constitution or any other related set of laws of the General Council in Article V, Section A.

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

**Section 3:** Recall proceedings must consist of the petition of 1,000 students demanding a recall election. The incumbent and at least one other candidate shall be required to stand for a Special Election. The recall petition must state the charge(s) against the official who is to be subjected to the recall election. Any officer who is subjected to a recall election shall have the opportunity to descent himself/herself before the General Council prior to the election.

**Section 4:** All petitions originated from the recall proceedings must be submitted to the ASO Supreme Court and ASO Advisor/Designee.



Approved: April 2nd, 2009  
ASO President Eileen Gnehm

Amended: February 25th, 2010  
ASO President Brandy Ruiz

Amended: May 16th, 2019  
ASO President Leticia Sanchez-Perez