

**THE ASSOCIATED STUDENTS**  
**OF**  
**LOS ANGELES HARBOR COLLEGE (ASHC)**  
**BYLAWS**

**ARTICLE I – NAME, OBJECTIVE, AND SERVICES OF ORGANIZATION**

- Section 1**      NAME – This organization’s name shall be The Associated Students Organization of Harbor College hereinafter referred to as the ASHC.
- 1.1**      This organization’s official colors shall be blue and gold.
- 1.2**      This organization’s official mascot shall be a Seahawk.
- 1.3**      This organization’s governing bodies shall consist of the Executive and Legislative branches, whose members shall be active ASHC members.
- Section 2**      This organization’s objective shall be to promote, represent, and encourage all the students of LAHC to actively participate in their educational and personal developmental goals by:
- 2.1**      Legislating for students’ educational needs and concerns.
- 2.2**      Increasing awareness of resources available to all LAHC students.
- 2.3**      Enhancing and sustaining a healthy learning environment.
- 2.4**      Encouraging a balanced well-rounded educational experience through extra-curricular activities.
- Section 3**      A complete list of services available to ASHC students will be enumerated in the current schedule of classes and the college catalog.

**ARTICLE II – MEMBERSHIP**

- Section 1**      ASHC members shall be currently enrolled and registered students of Harbor College.
- Section 2**      Members shall be those who hold current semester Associated Student Organization (ASO) cards with current stickers, and have paid ASO dues as per district regulations. Classes of membership include Executive Branch,

Legislative Branch, Commissioners, Auxiliary or Honorary members, and dues paying students.

- 2.1** Employees of the LAHC may join the ASO as auxiliary members; however, auxiliary ASO members may not vote in student senate, student elections, or hold office in the ASO. Auxiliary members who are employees as well as students may vote in student elections, but may not hold office, or vote in student Senate.

**Section 3** No member shall hold multiple ASHC student government offices at once.

**Section 4** No restrictions shall be applied to membership or voting beyond those expressly defined by these Bylaws, ASHC Constitution, LACCD regulations, LACCD board rules, California state laws, or federal laws.

**Section 5** There is a \$1.00 Student Representation Fee assessed upon registration of all semesters and inter-sessions. A student who does not desire to pay this fee MUST specifically indicate their refusal by signing a waiver located in the Cashier's Office.

**Section 6** There is a \$7.00 per semester, and \$5.00 per winter and summer inter-session due assessed upon registration of classes. A student must comply with the ASO due in one of two ways: (1) pay the dues, or (2) submit a "Surrender of Benefits" form. Non-Compliance with one of these two options will result in a hold being placed on future registration of classes, or transcripts. "Surrender of benefits" forms may be obtained in the Cashier's office or the Student Activities Office. This form must be filed in person.

**Section 7** All ASHC members will be provided with a photo identification card. In the event the card is lost there will be a \$3.00 replacement fee charged.

### **ARTICLE III – JURISDICTION**

**Section 1** The ASHC shall have the power to:

- 1.1** Raise, invest, and expand monies in accordance with district regulations.
- 1.2** Enact and enforce procedures, and legislation governing the welfare and conduct of the ASHC membership.
- 1.3** Assume other such powers as deemed necessary and proper to perform its function under these Bylaws and the ASHC Constitution.

**Section 2** All actions for the ASHC will be subject to review and recommendation by the ASO advisor before taking effect. This approval may be appealed, as district regulations allow, if necessary by three-fourths (3/4) Senate vote.

**Section 3** The area of jurisdiction of the ASHC will be Los Angeles Harbor College.

## **ARTICLE IV – IMPEACHMENT, RESIGNATION, AND DISCIPLINARY ACTIONS.**

- Section 1** Any ASHC officer shall be subject to impeachment or recall from office if he or she falls short of Constitutional or Bylaw duties, or violates the Student Code of Conduct.
- Section 2** Impeachment may only be initiated by a Senate vote of two-thirds (2/3) majority of the Senate as a whole or a unanimous majority if the entire Senate is not present, or by petition containing the valid signatures and student identification numbers of three percent (3%) of the ASHC membership. A petition of impeachment MUST state clearly, on the top of every page of the petition, who and what exactly the petition is for.
- Section 3** All impeachment hearings shall:
- 3.1** Be conducted by a Senate Judiciary Committee appointed by two-thirds (2/3) vote of the Senate. The Senate judiciary Committee must be composed of no less than five (5) seated Senators, one (1) faculty member, one (1) administrator, and the ASO advisor.
  - 3.2** Be decided based solely on the evidence presented at the proceedings.
  - 3.3** Require a two-thirds (2/3) vote of the Judiciary Committee for an impeachment decision.
- Section 4** No member subject to impeachment or involved directly or indirectly as an active witness, may sit on the Senate Judicial Committee during the impeachment hearings.
- Section 5** Impeachment rulings may be appealed to the Senate, as a whole, while in session.
- 5.1** The Senate will consider only the test of the impeachment hearings, and may overturn the decision of the Senate Judiciary Committee by a two-thirds (2/3) vote.
  - 5.2** All decisions of the Senate in the appeal process will be final.
- Section 6** A recall of office may be initiated by a two-thirds (2/3) vote of the Senate, or by a petition containing the valid signatures and student identification numbers of three percent (3%) of the ASHC membership.
- 6.1** A recall must be for cause and the petition MUST state clearly, on the top of every page of the petition, who and what exactly the petition is for.

**6.2** A recall by Senate or by petition does go before a Senate Judicial Committee and the recall is final upon completion of the necessary vote or signatures, and the Judicial Committee's final recommendations.

**Section 7** Any officer may resign his or her position for any reason by following the recommended procedures:

**7.1** At least a week prior notice including a letter of resignation to the ASO President, with a copy to the ASO advisor.

**Section 8** Disciplinary actions may only be initiated and conducted by the ASO advisor and/or the proper college official designated for student discipline.

**8.1** Disciplinary actions may be appealed to the district and/or any outside agency that has the authority over such matters.

#### **Article V – Executive Cabinet**

**Section 1** The Executive Cabinet of the ASHC shall consist of the President, the Executive Vice-President, and the Vice-President of Finance.

**1.1** The Secretary, the Senate Pro-tempore, and the student member of the Executive Finance Committee (EFC) are considered ex-officio members of the Executive Cabinet, who serve at the discretion of the Executive Cabinet.

**Section 2** The term of office for:

**2.1** The President and the Executive Vice-President shall run as a ticket and both shall serve a term not to exceed twelve calendar months form July 1<sup>st</sup> to June 30<sup>th</sup>.

**2.2** The Vice-President of Finance's term shall not exceed twelve calendar months form July 1<sup>st</sup> to June 30<sup>th</sup>. The Vice-President of Finance shall serve concurrently with the President and the Executive Vice-President.

**2.3** The Executive Cabinet is subject to the eligibility standards enumerated in Administrative Regulation E-22.

**Section 3** Once elected the President has the power to appoint or remove Senators. Collectively these Senators shall be the Legislative Cabinet and shall provide advice and counsel to the President. The Legislative Branch shall serve under the President who may remove or replace any or all members of the cabinet as he or she sees fit with the approval of the Senate by a two-thirds (2/3) majority vote. However, the Executive Vice-President and the Vice-president of Finance are duly elected officials, and as such shall be exempt from Presidential removal and

may only be discharged for cause as enumerated elsewhere in this and other governing documents.

**Section 4** The Executive Vice-President shall serve as the chair of the Senate. The Senate Pro-Tempore shall serve as chair in the absence of the President or Executive Vice –President. The Executive Vice-President shall also serve wherever and whenever the President is unable to serve. The President is the representative of the ASHC at any and all functions. The Executive Vice-President shall serve in the President’s place where it is impossible or impractical for the President to attend. In the event the Executive Vice-President is serving as the President, he or she shall relinquish the duties to the Senate Pro-Tempore. In the event the President or the Executive Vice-President is absent the Senate Pro-Tempore shall assume the duties of the chair and shall lose any voting rights in the Senate until such time as the President and/or the Executive Vice-President return to office. If the President and the Executive Vice-President are both absent the senate may not convene a session without one or the other present. The above provision shall not apply because of a conflict where the President is unable to attend one or more functions and the Executive Vice-President must share duties with the President. In such an event the Executive Vice- President retains his or her position, duties, and powers, except at a senate meeting.

**Section 5** The President, Executive Vice- President, Vice- President of Finance, and the ICC Director and Co-directors may not be employees of the ASO or Student Activities (paid by ASO) unless authorized by the Constitution and these Bylaws pursuant the rules and regulations of the California Education Code and the District rules and regulation as this may present a conflict of interest and a breach of professional ethics.

**Section 6** Election qualifications and procedures are enumerated in the Election Code.

**Section 7** Duties of the President:

- 7.1** Shall preside over all meetings of the ASHC Executive Cabinet.
- 7.2** Shall be the director of the Inter-Club Council (ICC), or may appoint a director and up to three (3) co-directors, and as ICC director he or she serves as chair of all ICC meetings.
- 7.3** Shall serve as ASHC official representative to the Planning Advisory Council (PAC), or may appoint a designee and must insure attendance at all meetings.
- 7.4** Shall serve as the ASHC official representative at college and other related activities.

- 7.5 Shall appoint or remove all ASHC Legislative Cabinet members, subject to two-thirds (2/3) Senate vote.
- 7.6 Shall appoint an election Chair or Co-chairs, ratified by two-thirds (2/3) Senate vote, to coordinate all elections and uphold the rules and regulation of the Election Code.
- 7.7 Shall attend all District meetings pertinent to Harbor College ASHC.
- 7.8 Shall be the official liaison between ASHC Government and the Board of Trustees.
- 7.9 Shall attend all District Student Affairs meetings or establish a designee, and must attend all meetings, missing no more than two (2) in his or her term.
- 7.10 Shall attend all ASHC Senate meetings.
- 7.11 Shall sign contract to enact ASHC activities beneficial to the ASHC's members.
- 7.12 Shall sign any pending disbursement requests (LACCD Administrative Regulation E-48, Policy 3), and may establish the Vice-President of Finance as a designated signator.
- 7.13 Shall keep the Senate aware of all pertinent information that may affect the student body.
- 7.14 Shall be the ASHC delegate to the California Student Association of Community Colleges (CalSACC) or establish a designee.
- 7.15 Shall formulate and direct with the Executive Cabinet programs established in the current budget.
- 7.16 Shall conduct necessary ASHC business at any time, while the senate is in session, during the term of office, subject to review and restriction by two-thirds (2/3) Senate vote.
- 7.17 Shall conduct necessary ASHC business at any time, while the Senate is out of session, during the term of office.

**Section 8** Duties of the Executive Vice-President

- 8.1 Shall be the Senate chair and shall preside over all Senate meetings.
- 8.2 Shall serve as an ASHC official representative to the Planning Advisory Council (PAC), or establish a designee and must insure attendance at all meetings.

- 8.3** Shall be responsible for all senate training in regards to all of the governing documents, policies, procedures, rules and regulations pertinent to the ASHC student government.
- 8.4** Shall become temporary acting President if the President is absent over three (3) school days.
- 8.5** Shall act as co-chair at all Executive Cabinet meetings, or may establish a designee.
- 8.6** Shall officially represent the ASHC at college functions in the President's absence.
- 8.7** Shall perform such other duties as may be requested by the President.

**Section 9** Duties of the Vice-President of Finance:

- 9.1** Shall attend all ASHC Senate meetings.
- 9.2** Shall present to the ASHC's yearly budget and submit to the Executive Finance Committee and the Senate for approval at least three (3) weeks, and no later than two (2) weeks, prior to the end of the spring semester.
- 9.3** Shall assist in preparing the ASHC's yearly budget and submit to the Executive Finance Committee and the Senate for approval at least three (3) weeks, and no later than two (2) weeks, prior to the end of the spring semester.
- 9.4** Shall submit reports of financial status of the ASHC within two (2) weeks after called for by the ASHC Senate.
- 9.5** Shall create the Executive Finance Committee (EFC) and have in its membership (Administrative Regulation E-26, Section 1) the following individuals:
  - A. The Vice-President of Finance of the ASO.
  - B. The President of the ASO.
  - C. One elected member of the governing body of the ASO, nominated by the Senate and elected by a plurality vote.
  - D. The Chief Student Services Officer or the ASO advisor or designee.
  - E. One faculty member appointed by the President of the College.
  - F. The College Fiscal Administrator, serving as ex-officio member with no vote, or his or her designee.

- 9.6 Shall serve as the official ASHC representative to the PAC budget sub-committee or establish the Executive Finance Committee Senate Representative as the designee.
- 9.7 Shall be the official ASHC Financial representative to the Inter-Club Council (ICC).
- 9.8 Shall present information concerning financial bills to the Senate.
- 9.9 Shall perform other such duties as requested by the President.

**Section 10** Duties of the Secretary (non-voting member) (Paid employee):

- 10.1 Shall be selected by the Executive Cabinet through the proper hiring process; the process shall be as follows:
  - A. The job opening shall be announced and advertised campus wide, and open to the entire student body, for three (3) weeks.
  - B. Qualified candidates must meet the following requirements in addition to the guidelines set forth in Administrative Regulation E-22:
    - a. Must be an ASHC member in good standing.
    - b. Must be available for the hours specified for all ASO meetings, and for the Executive Cabinet.
    - c. Qualified candidates will be interviewed by the Executive Cabinet members, and on (1) person will be hired at the end of the fourth (4<sup>th</sup>) week.
    - d. training will start immediately following hiring.
- 10.2 Shall keep accurate minutes of all Senate, the Executive Finance committee, Inter-Club Council, and any committee meetings.
- 10.3 Shall handle all official correspondence of the ASHC.
- 10.4 Shall prepare and submit copies of records as requested by the ASHC President.
- 10.5 Shall perform the following clerical services for the ASHC Senate:
  - A. Prepare and post the agenda for all ASHC Senate Meetings.
  - B. Post copies of the ASHC Senate minutes on the ASHC bulletin board and put in Senator's mailboxes.

- C. Prepare the Senate room for all ASHC meetings.
- D. Maintain current schedule of meetings and club activities in the ASHC office.
- E. Keep Senate files in order.
- F. Perform clerical work as required by the ASHC Executive Cabinet.

- 10.6** Shall be responsible for the procurement of necessary ASHC Senate supplies.
- 10.7** Shall attend all ASHC meeting, missing no more than two (2) meetings.
- 10.8** Shall insure that the provisions of the California Ralph M. Brown Act are met.
- 10.9** Shall serve at the discretion of the Executive Cabinet.
- 10.10** Shall perform such other duties as may be requested by the Executive Cabinet.

**Section 11** Duties of the Senate Pro-Tempore:

- 11.1** A Senate Pro-Tempore shall be elected by plurality vote of the Senate, by the fourth (4<sup>th</sup>) week of the semester, for a term of one semester.
- 11.2** The election MUST be notified on the agenda.
- 11.3** Must be a voting member of the ASO Senate.
- 11.4** Shall attend all meetings of the ASO Senate as a voting member except when acting as Executive Vice-president.
- 11.5** The Senate Pro-Tempore shall preside over the Senate in the absence of the President or the Executive Vice-President.
- 11.6** Shall perform other duties as may be requested by the Executive Cabinet.

**Section 12** Duties of the Executive Finance Committee (EFC) Representative:

- 12.1** The EFC Representative shall be elected by plurality vote of the Senate, by the fourth (4<sup>th</sup>) week of the semester, for a term of one semester.
- 12.2** The election MUST be noticed on the agenda.
- 12.3** MUST be a voting member of the ASO Senate.
- 12.4** Shall attend all EFC meetings as a voting member.

**12.5** The EFC Representative shall preside over the EFC meetings in the absence of the Vice-President of Finance.

**12.6** Shall perform other duties as may be requested by the Executive Cabinet.

#### **Article VI – Legislative Cabinet**

**Section 1** The Legislative Power of the ASHC, the Senate, Shall be a unicameral body with the ASHC Executive Vice-President as its chair and the Executive Vice-president will be a non-voting member except to break a tie.

**Section 2** The Senate shall have no more than fifty (50) active voting Senators during one term.

**Section 3** ASHC Senators shall be elected by no less than twenty-five (25) votes in the spring elections to serve in the fall term, and by twenty-five (25) signatures in the fall for the spring term. The signatures **must not** be by students serving in any ASHC office. Senators may be re-elected to successive terms by vote or by signature. Signature forms will be available for all eligible candidates from the ASO Secretary.

**Section 4** New Senators must sit through no less than two (2) Senate meetings before they are inducted, in order to learn the process and procedures of the meetings, and to get familiar with the governing documents.

**Section 5** The deadline for anyone to join the ASHC Senate is no later than five (5) weeks from the beginning of each new semester. Anyone wishing to join the Senate after the five week deadline may become a Commissioner (non voting member) appointed by the President and ratified by two-thirds (2/3) Senate vote. Anyone joining as a Commissioner in one semester may join the Senate with the necessary votes or signatures the following semester without waiting through two (2) meetings.

**Section 5** The ASHC Senate shall:

**5.1** Nominate and elect its own Pro-Tempore, pursuant to the Bylaws to preside in the absence of the President and/or the Executive Vice-President. The Senate Pro-Tempore succeeds only the Executive Vice-President and not the President. Only the Executive Vice-President succeeds the President.

**5.2** Chooses its own structure, committees, and committee chairs.

**5.3** Not sit in session during vacations, legal holidays, and finals unless unanimously approved at the prior legal session, or unless the President, with the student activities advisor's approval, deems it necessary.

**Section 6** Quorum is established with no less than fifty percent plus one senator and shall be required to conduct any business of the ASHC in regularly a scheduled meeting.

**Section 7** When quorum has not been established, Senator shall:

**7.1** Serve as a legal operating body for the remainder of the term of office, or until at least fifty percent plus one Senator are seated, performing those duties necessary to keep the ASHC operating.

**7.2** Call for a special election, or solicit and interview applicants, in order to appoint and ratify appropriate candidates to attain fifty percent plus one senator.

**7.3** Provided one-third of the constitution term has expired, at their discretion, waive Article VI, section 6 above.

**7.4** Where in the opinion of the Executive Cabinet and the Associate Dean of Student Life it shall become imperative that Senators be appointed to ensure the continuing, effective operation of the ASHC and from whatever reason the normal process of election of Senators is impossible or impractical, the President shall have the power to appoint temporary Senators, with the ratification of the Senate, to serve until such time as their appointments are permanent.

**7.5** In the event the senate cannot or will not ratify such temporary Senators, the President will have the power to put in place said temporary Senators until such time as their appointment is permanent. Nothing in the foregoing shall be constructed as prohibiting any "temporary" Senator from running for office or permanent position.

**Section 8** The Senate shall have the power and obligation to:

**8.1** Formulate Senate rules and also rules to regulate the student welfare.

**8.2** Approve wise expenditures of any or all ASHC income.

**8.3** Expand invested principal only by agreement of three-fourths (3/4) of all Senators.

**8.4** Approve or disapprove request of the Harbor College students, campus clubs, campus administration, and the college district.

**8.5** Promote the progress and awareness of the students.

**8.6** Provide limits of penalties for violation of ASHC Constitution, and Bylaws.

**8.7** Provide additional powers, in keeping with this Constitution, to the Executive Cabinet as needed by unanimous vote.

**8.8** Perform other duties not in conflict with the Constitution.

**8.9** The Senate shall bear in mind that they are stewards and not possessors of ASHC funds and that this trust is a sacred and legally binding obligation that demands the expenditure of said funds be made wisely and not for any personal gain or advantage, but only for the ultimate benefit of the ASHC members.

**Section 9** The Senate shall not enact any ex-post facto legislation. Each new Cabinet starts with a new fiscal and may not assume any financial obligation from the previous Cabinet's fiscal budget.

**Section 10** Duties of Senators:

**10.1** Shall complete fifty (50) service points per semester, verified by signature of shared governance committee chairs, and/or the initials of the ASO president or the ASO advisor.

**10.2** Shall serve on at least one (1) Shared Governance Committee.

**10.3** Shall do other legislative work, for the benefit of all the students of LAHC, approved by the Executive Cabinet and the senate.

**10.4** Shall present at least one (1) monetary or legislative bill that benefits LAHC students per semester. MUST follow through to the completion and fruition of the bill.

**10.5** Shall serve on one (1) Senate project and complete all project requirements.

**10.6** Shall attend all Senate and applicable committee meetings, missing no more than two (2) in a semester.

**10.7** Shall serve as an official representative on one (1) or more of the following per semester, with no more than three (3) Senators serving on any one:

- A. Athletics Students
- B. Night Students
- C. Pace Students
- D. Nursing Students
- E. Special Services Students
- F. Middle College Students
- G. Fundraising (with the approval of the Executive Cabinet)
- H. Entertainment/Events/Social Activities
- I. Campus Clubs

**10.8** Any Senator who fails to perform any duty previously outlined is subject to removal by the president as outlined in Article V, Section 3.

**10.9** Shall perform any duties that may be requested by the Executive Cabinet.

**Section 11** Duties of Appointed Senators:

This section applies to Senators in excess of those designated in Article VI, Section 2 of the ASHC Constitution, and are only appointed by the President.

**11.1** Shall attend two (2) consecutive senate meetings and must be ratified by two-thirds (2/3) vote of the Senate before being sworn in.

**11.2** Shall have all rights and responsibilities of elected Senators.

**Section 12** Duties of Commissioners:

**12.1** Commissioners provide specific and specialized functions but are non-voting members of the senate.

**12.2** Commissioners positions may be created by the President upon a two-thirds (2/3) approval of the Senate.

**12.3** Duties for Commissioners will be established as needed by the President and approved by the Senate.

**12.4** Commissioners will report directly to the President and to the Senate upon request.

**ARTICLE VII – SUCCESSION**

**Section 1** Whenever there is a Constitutional vacancy, following a bonafide election, in the office of:

**1.1** The President, the Executive Vice-President shall become the President.

**1.2** The Executive Vice-President, the Senate Pro-Tempore shall become Executive Vice-President.

**1.3** 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.

**1.4** The Vice-President of Finance, the senate's Executive Finance Committee representative shall become Vice-President of Finance.

**ARTICLE VIII – SESSIONS**

**Section 1** All ASHC Senate sessions shall be in accordance with the California State Ralph M. Brown Act, and shall:

**1.1** Be open and public to all ASHC 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.

- 1.2 Have an agenda posted at the student activities office seventy-two (72) hours in advance of the session.
- 1.3 Provide adequate opportunity to the general membership and public to address the Senate session. The Senate shall establish procedures and limitation, 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.
- 1.4 Require attendance of at least fifty percent plus one Senator to constitute a quorum.

**Section 2** If the President signs a bill it become effective on the date signed unless otherwise specified in the measure. If the President vetoes the bill or declines to return it to the Senate; holding it no more than five school days, it shall be returned, with the objections, to the Senate. 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 – PARLIMENTARY AUTHORITY**

**Section 1** The ASHC is governed by the following listed in order to importance: the California State Education Code, Section 76060-76067, the rules of the Los Angeles Community College Board of Trustees, Administrative Regulations, Harbor College rules and regulations, The Ralph M. Brown Act, The ASHC Constitution and Bylaws, and Robert's Rules of Order Newly Revised.

## **ARTICLE X – ECLECTION CODES AND PROCEDURES**

### **Section 1**

#### **Purpose**

The Election code is established to define policies and procedures regarding all elections and special elections sanctioned by the Associated Student of Harbor College (ASHC) student senate by a two-thirds (2/3) vote. The ASHC 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 ASHC Constitution and these Bylaws.

### **Section II**

#### **ASHC Election Committee, Composition, and Duties**

**Paragraph A:** The ASHC Elections Committee (hereafter referred to as the committee) shall serve as the supervisory body over all ASHC elections and shall be responsible for executing the provisions of the code. This includes the monitoring of solicitation of votes and the requirements of possible candidates.

**Paragraph B:** The committee shall be composed of a minimum of four (4) and a maximum of ten (10), not including the Co-Chairs, who are not running for office. The Co-Chairs shall be appointed by the President and approved by the Senate with a two-thirds (2/3) majority vote at least two (2). The President shall also choose two (2) alternate Co-Chairs in the event of Senate's rejection or resignation of the Senate with at least two-thirds (2/3) majority vote. The Co-Chairs of the committee may appoint additional committee members.

**Paragraph C:** The Committee shall ensure that all campaign procedures and materials comply with the LACCD Board Rules and Regulations, and the ASHC Constitution and these Bylaws, and the campus rules and regulations.

**Paragraph D:** The committee shall have jurisdiction over all matters pertaining to the election.

**Paragraph E:** Any member of the election committee shall not take, buy, or borrow anything from the candidates (e.g. pencils, scantrons, hotdogs, candies, etc). All members of the election committee shall remain impartial throughout the election and the counting of the ballots. The committee members cannot endorse any candidate. Nor are they allowed to help the candidates, in anyway (e.g. handing out flyers or taking them down after the election).

**Paragraph F:** Either one (1) or both of the election chairs must be at the polling booth during the times that the polls are open.

### **Section III**

#### **Candidate Requirements**

**Paragraph A:** It is the responsibility of the individual candidate to be aware of all the provisions of the election code and the ASHC Constitution and Bylaws. These provisions of candidacy are established to ensure that all candidates have campus support.

**Paragraph B:** During the election, the committee shall hold at least two (2) mandatory candidates meetings. These meeting times shall be posted on the Seahawk Center door. Candidates will be disqualified if they miss one mandatory meeting and arrive after the second meeting is called to order, or if they miss both mandatory meetings, Candidates must submit all campaign materials for the approval of the committee prior to copying and distribution.

## **Section IV Election Procedures**

**Paragraph A:** Regular elections to office shall be conducted before April 30 as per the LACCD Board Rule (Chapter 2, Article 10, 21005.10 a). Elections are to be held on any two consecutive days between Monday and Thursday.

**Paragraph B:** If, by a majority vote of the committee, a candidate is found to be in violation of any provisions of the code, the candidate shall be deemed ineligible to participate further in the election. Such action may only be taken prior to the tabulation of the election results. Any alleged violations reported after that time must follow the official complaint procedure. All decisions of ineligibility, disqualification, or forfeiture of candidacy can be appealed to the election committee with the ASO Advisor present.

**Paragraph C:** All positions shall be elected on a plurality basis. In the event that there is only one candidate for a position, that person shall be elected by plurality.

**Paragraph D:** In the event of a tie for any of the positions of President, Executive Vice-President, or Vice-President of Finance, there shall be a run off election within two weeks of the announcement of the tie.

**Paragraph E:** A campaign budget not to exceed \$200.00 per ticket of candidates (i.e. President, Vice President) shall be enforced. Receipts for all campaign spending shall be present to the Elections Committee.

## **Section V Guidelines for Candidates**

**Paragraph A:** Endorsement of candidates shall only be allowed with written permission of the endorsee and the endorser, which is kept on file by the committee. It shall be the responsibility of the candidate to file this statement. Harbor college faculty, staff and former students shall not campaign or endorse for or against any candidate. Only current attending Harbor college students may endorse candidates.

**Paragraph B:** All campaign materials are subject to approval by the committee. There is no page limit to items distributed, or posted. No food is permitted as a source of campaign materials.

**Paragraph C:** Applications must be filed by the end of the first candidates meeting. No other candidate's letter of intent will be accepted after that time.

## **Section VI Campaigning**

### **Section 6: Timeline**

**Paragraph A:** Distribution of campaign materials cannot begin prior to the formation of the committee.

**Paragraph B:** Campaign speeches may be made in classes with the permission of the instructor. There shall be no solicitation for campaign monetary donations. Any other donations (i.e. paper) must be approved by both election Co-Chairs.

**Paragraph C:** No candidate may use bullhorns or any other type of sound amplification device for their campaign.

**Paragraph D:** No candidate may use online resources to advertise their campaign (i.e. myspace).

## **Section VII Special Election**

In the event of permanent inability, ineligibility, or recall of the President and Executive Vice-President, Or Vice-President of Finance a special campus wide election shall be called to fill any and all vacancies in accordance to the following procedures.

**Paragraph A:** The ASHC Co-Chairs shall notify the student body of the vacancies in the offices of President, Executive Vice-President, or Vice-President of Finance.

**Paragraph B:** At the next regularly scheduled meeting of the ASHC, the presiding officer shall announce the opening of aforementioned offices.

**Paragraph C:** Winner(s) will be determined by plurality.

## **ARTICLE XI – INTER-CLUB COUNCIL**

**Section 1** The Inter-Club Council (ICC) is established for the following purpose:

- 1.1** To promote fairness, cooperation, and communication between all clubs of ASHC and the ASO.
- 1.2** To set guidelines for the club chartering process.
- 1.3** To enforce the rules and regulations established by the ASO for the ICC.

**Section 2** The Inter-Club Council shall be made up of the following:

- 2.1** The ASO President shall serve as ICC Director, or shall appoint a director with Senate approval, and shall serve as chair of all ICC meetings.
- 2.2** The President(s) of each chartered club, or his or her designee.

**Section 3** The responsibility of the Inter-Club Council shall be made up of the following:

- 3.1 Shall assist and advise in the coordination of all club activities.
- 3.2 Shall coordinate all club days to be held at least once (1) a month.
- 3.3 Shall review and approve any monetary request from the ASO of all club related bills.
- 3.4 Shall schedule meetings, at least once (1) a month, chaired by the ICC Director or Co-director(s).
- 3.5 Shall establish a quorum, a simple majority of all chartered clubs, and a quorum must be established from each ICC meeting.
- 3.6 All actions of the ICC are approved by a simple majority vote of the established quorum.

**Section 4** The responsibilities of all of the clubs shall be:

- 4.1 To establish a charter, by the fourth (4<sup>th</sup>) week of each fall and spring semester, by completing the club renewal or new club pack, and returning to the ICC Director by the deadline established.
- 4.2 Any new club must complete a new club pack and return to the ICC Director. All new club charters must be placed on the next ASO Senate agenda, must have a Constitution completed outlining the club's name, purpose, and organization's protocol and must be approved by a simple majority vote of the Senate in order to be officially chartered.
- 4.3 To maintain the club's charter by attending all ICC meetings, attending all club days, and by following all the rules and regulations of the LACCD board of Trustees, and the ASAHC governing documents.
- 4.4 To promote fairness, cooperation, and communication amongst all club members, other clubs, the ICC, and the ASO.

## **ARTICLE XII – AMENDMENTS**

**Section 1** Amendments open only specific sections of the document(s) to review and change.

**Section 2** Amendments may not be made to the Constitution and/or the Bylaws without advance notice to the Senate. This notice shall be no more than one month and no less than two weeks prior to the amendments taking place.

**Section 3** In order to amend the Constitution or the Bylaws, a committee must be established with no less than six (6) members, including Executive Officers, at least six (6) weeks prior to going to the Senate floor for final approval.

- Section 4** The Bylaws may be amended at a regular meeting by two-thirds (2/3) vote with no less than ten (10) Senators present.
- Section 5** The Constitution may only be amended by two-thirds (2/3) vote of the full Senate and then must be placed on the ballot at a regularly scheduled election or a special election established for that purpose. A two-thirds (2/3) vote of the students voting in the election is needed to pass any amendment made to the Constitution.
- Section 6** The Constitution and the Bylaws may not be amended by the Executive Cabinet alone.

### **ARTICLE XIII – REVISIONS**

- Section 1** Revisions open the entire documents(s) to review and change. It involves rewriting the existing document(s) and substituting a newly written document(s).
- Section 2** Revisions may not be made to the Constitution and/or the Bylaws without advance notice to the senate. This notice shall be no more than on month and no less than two weeks prior to the revisions taking place.
- Section 3** In order to revise the Constitution or the Bylaws, a committee must be established with no less than six (6) members, including Executive Officers, at least six (6) weeks prior to going to the Senate floor for final approval.
- Section 4** The Bylaws may be revised at a regular meeting by three-fourths (3/4) vote with no less than fifteen (15) Senators present.
- Section 5** The Constitution may only be revised by three fourths (3/4) vote of the full Senate and then must be placed on the ballot at a regularly scheduled election or a special election established for that purpose. A three fourths (3/4) vote of the students voting in the election is needed to pass any revision made to the Constitution.
- Section 6** The Constitution and the Bylaws may not be revised by the Executive Cabinet alone.

### **Article XI – Review**

- Section 1** The Bylaws of this organization should be reviewed at least once a year by the Executive Cabinet to ensure that they reflect the current needs and practices of the organization.
- 1.1** Once voted on and adopted the Constitution and the Bylaws may be amended, revised, or changed in any way for a minimum of one (1) year, three hundred sixty five (365) days from the date of adoption to insure the continuity of ideas, wisdom, experience, and work of the committee established for this purpose.

Adopted:

**May 27, 2003**

**July 1, 2005**

**May 13, 2008**