



# Los Angeles Harbor College

## ASO Election Schedule – Spring 2023

Term of Office: July 1, 2023 - June 30, 2024



### LAHC EXECUTIVE COUNCIL POSITIONS

• <b>Application Deadline</b>	Friday, March 17th	Submit Application Online or in person to Student Activities Office (SU 203)
• <b>Candidates Election Code Review (Mandatory Meeting)</b>	Thursday, March 30 <sup>th</sup> @ 11am	Zoom meeting
<b>(IMPORTANT: Students are not allowed to publicize/campaign prior to March 30th)</b>		
• <b>Campaigning</b>	April 10 <sup>th</sup> – April 21 <sup>st</sup>	Classroom Presentations via Canvas/Social Media/ In-Person
• <b>Candidates' Forum</b>	Thursday, April 13 <sup>th</sup> at 12:30 pm	Zoom meeting
• <b>Elections</b>	<b>VOTE ONLINE</b> Monday, April 24 to Sunday, April 30, 2023	Online Vote Net Platform

***\*Must attend Election Code meeting for campaigning guidelines. Failure to attend will make applicant ineligible***

### AVAILABLE POSITIONS:

- President (elected)
- Vice-President (elected)
- Vice-President of Finance (elected)
- Senator of Administrative Services
- Senator of Student Health and Safety
- Senator of Community Relations
- Senator of Multicultural and International Student Affairs
- Senator of Student Outreach and Public Relations
- Senator of Social Sciences
- Senator of Humanities
- Senator of STEM Affairs
- Senator of Student Advocacy

### ELIGIBILITY REQUIREMENTS:

To be eligible for an elected or appointed officer, students must comply with the Los Angeles Community College District Administrative Policies (AP-5411).

- Have paid (\$10) ASO membership fee for Spring 2023
- Have and maintain a cumulative and current GPA of a 2.0; Not on Academic or Progress Probation
- Enrolled in at least 5 units at LAHC for Spring
- Completed no more than 80 degree-applicable units in the District

Questions? Visit Student Activities office SU 203 or email: [aso@lahc.edu](mailto:aso@lahc.edu)



## Los Angeles Harbor College

### Guideline to Complete Online Application

Before submitting your **ONLINE** application for LAHC Student Government, review this list.

- You have read the application packet and understand the **Required Qualifications for Student Government**
- You have reviewed the **ASO Bylaws** which detail the responsibilities for each officer and commissioner.
- You have reviewed the **ASO Constitution** to familiarize yourself with LAHC's Student Government.
- You understand the days and times that you must be available for the position you are applying for.
- Have a copy of your **unofficial transcript**, which will help you answer some of the questions on the application. To get your unofficial transcript, go to [MyCollege.laccd.edu](http://MyCollege.laccd.edu) and click the **Academic Records** tab.
- Have the following two items ready to upload. **(1)** Personal Statement, (Maximum 500-words), that addresses, A. Why you want to serve on the LAHC student government board. B. What you expect to accomplish. C. States your qualifications. D. Indicates why students should vote for you. **(2)** Candidate photo (headshot) which will be used during the campaign.

#### **IMPORTANT NOTE:**

**Deadline to submit application is Monday, March 15th, 2022.**

**Must be present for MANDATORY Election Code Meeting on March 30th, 2023 at 11am via zoom**

# 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:
- be a student of Los Angeles Harbor College
  - be enrolled in a minimum of 5 units
  - have paid the ASO fee for the semester
  - have a minimum GPA of 2.0

### *Section 2: Membership Benefits*

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

## **ARTICLE III - ORGANIZATIONAL STRUCTURE**

### *Section 1: Structure*

- A. ASO is composed of the the following bodies:
- The ASO Student Council
  - The Inter-Club Council and
  - The ASO Committees

### *Section 2: Definition of each ASO Structure*

- A. ***ASO Executive Cabinet***
- 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***

. Chaired by the ASO President, shall serve as the organization’s club and extracurricular activity branch.

- a. Shall be composed of no more than one representative from each officially chartered and recognized student club on campus

**C. *ASO Standing Committees***

. 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*

- a. All committees shall be chaired by the respective senator appointed, and must meet at a minimum of twice a month.
- b. All committees shall serve to advocate on behalf of the students of LAHC and provide a means of support for their concerns.
- c. 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.
- d. 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:***

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

**C. *The ASO Vice President of Finance shall:***

- . Serve as the Chair for Executive Finance Committee Meetings (EFC)
- a. 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.
- b. Provide a monthly ASO budget report
- c. Attend all College Governance Budget Meetings
- d. Oversee all ASO Fundraising efforts
- e. 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***

- . Shall serve as the liaison between ASO and all Health Services on campus.
- i. Shall regularly attend Work Environment Committee meetings as an ASO representative.
- ii. Shall ensure the campus has the proper safety infrastructure and protocols best fitted for students
- iii. 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.-
- iv. Shall attend campus events related to this discipline.

### ***c. Senator of Health Student Advocacy***

- . Shall serve as the liaison between ASO and all health students, including nursing, kinesiology, and pre-medical science majors
- i. 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.
- ii. 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.
- iii. Shall regularly attend the Academic Affairs Cluster Committee or Guided Pathways meeting as an ASO representative for the field of Health Sciences.
- iv. Shall attend campus events related to this discipline.

### ***d. Senator of Multicultural and International Student Affairs***

- . Shall serve as the liaison between ASO and all campus equity and international programs.
- i. Shall regularly attend Student Success Coordinating Committee as an ASO representative.
- ii. 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.
- iii. Shall attend campus events related to this discipline.

### ***e. Senator of Student Outreach and Public Relations***

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

### ***f. Senator of Community Relations***

- . Shall serve as the direct liaison between ASO, on-campus community service programs, and the local community.
- i. 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.
- ii. Shall coordinate fundraising efforts with businesses in the local area.
- iii. Shall seek potential volunteering opportunities and causes that ASO can contribute to.

- iv. Shall plan and oversee all ASO events that serve the community, including but not limited to volunteering events, hosting drives, and fundraising for charities.
- v. Shall attend College Planning Council or SSCC.

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

*.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.

*i.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**

*.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.

*i.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**

**.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.

**i.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**

.Shall attend either College Planning Council, Academic Senate, or Student Success Coordinating Committee.

- i.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.
- ii.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**

.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

- i.Shall oversee all ASO Activity and Event Coordination
- ii.Shall gather and direct senators and volunteers per event/activity
- iii.Shall assist other senators in their event planning, and attend their events in show of support.
- iv.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.
- v.Shall attend either College Planning Council or Academic Senate

**l. 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:

- . Course syllabus or canvas screen indicating an exam on the specified date.
- a. Flyer, counselor email, or program notification of mandatory attendance of an event.
- b. 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.

# LOS ANGELES HARBOR COLLEGE Associated Student Organization CONSTITUTION

## PREAMBLE

*We, the Associated Students of Los Angeles Harbor College, Do Hereby Affirm Our Mission Statement to:*

- Ensure the development of varied and comprehensive self-governed program of Student Activities,
- Develop Leadership qualities, opportunities, and a capacity for personal growth and critical thinking for LAHC students,
- Possess a deep conviction in the principles of democracy,
- Encourage a sustained and independent search for truth, AND
- Exercise our rights to free inquiry and free speech, in a responsible, non-violent, and mature manner.

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## **Article I - NAME, OBJECTIVE, AND SERVICES**

### *Section 1:* Name of Organization

A. This organization's name shall be The Associated Students Organization of Harbor College hereinafter referred to as the ASO.

### *Section 2:* Colors and School Mascot

A. This organization's official colors shall be blue and gold.

B. This organization's official mascots shall be Sammy the Seahawk and Reggie the Alligator.

### *Section 3:* Objectives and Services

A. 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:

a. Legislating for students' educational needs and concerns.

- b. Increasing awareness of resources available to all LAHC students.
  - c. Enhancing and sustaining a healthy learning environment.
  - d. Encouraging a balanced well-rounded educational experience through extracurricular activities.
- B. A complete list of services available to ASO students will be enumerated in the current schedule of classes and the college catalog.

## **Article II – MEMBERSHIP**

### *Section 1: Membership Qualifications*

- A. ASO members shall be currently enrolled in 5 units or more and registered students of Harbor College.
- B. 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.
- C. No candidate can have more than 80 degree-applicable units completed in the District. Students who exceed the 80 and/or more degree applicable units may fill out an 80 and/or unit exception form. Exceptions will be decided by the College President based upon recommendations made by the Executive Vice President of Student Services.
- D. No member shall hold the same executive position title in multiple ASO offices at once. Should a student wish to hold multiple executive positions with different titles, they must do so under the approval of each respected club advisor, as well as maintain above a 2.5 GPA for the duration of the semester, with bi-weekly verification. Any student who fails to comply with such a standard or fails to meet the criteria must immediately resign from all positions held or pause their duties until their academic grade point average is increased.
- E. No restrictions shall be applied to membership or voting beyond those expressly defined by these Bylaws, ASO Constitution, LACCD regulations, LACCD board rules, California state laws, or federal laws.

### *Section 2: Types of Membership*

- A. Classes of membership include Executive Branch, Legislative Branch, Commissioners, Auxiliary members, and dues paying students.
- B. 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.
- C. 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: Fees*

- A. There is a \$2.00 Student Representation Fee assessed upon registration of all semesters and inter-sessions.
- B. There is a \$7.00 per semester, and \$5.00 per winter and summer intersession 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) opt of ASO on their student portal, in the specified time frame.
- C. All ASO 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: Powers and Actions*

- A. The ASO shall have the power to:
  - a. Raise, invest, and expand monies in accordance with district regulations.
  - b. Enact and enforce procedures, and legislation governing the welfare and conduct of the ASO membership.
  - c. Assume other such powers as deemed necessary and proper to perform its function under these Bylaws and the ASO Constitution.
- B. All actions for the ASO 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 2: Place of Business and Jurisdiction*

- A. The area of jurisdiction of the ASO will be Los Angeles Harbor College.

## **Article IV – EXECUTIVE CABINET**

### *Section 1: Composition*

- A. The Executive Cabinet of the ASO shall consist of the President, the Executive Vice-President, and the Vice-president of Finance.

### *Section 2: Executive Position Terms*

- A. The President and the Executive Vice-president shall run as a ticket and both shall serve a term not to exceed twelve calendar months per term, and not any more than two terms as provided in the LACCD Administrative Regulation E-22, section 3.
- B. The Vice-president of Finance's term shall not exceed twelve calendar months per term, and not any more than two terms as provided in the LACCD Administrative Regulation
- a. The Vice-president of Finance shall serve concurrently with the President and the Executive Vice-president.

### *Section 3: Duties and Powers*

- A. Duties of the ASO President, Executive Vice-president, and Vice-president of Finance shall be enumerated in the ASO By-laws. Any propositions in changing the duties of the Executive board as noted in the by-laws must be passed with unanimous vote.
- B. Once elected the President has the power to appoint or remove senators. Collectively these senators shall be 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 2/3 majority vote.
- a. If a senator feels that they have been unfairly treated and did not deserve to be removed from their position, they may appeal for reconsideration in compliance with the ASO bylaws, with approval from the ASO advisor.
- C. 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
- D. Election qualifications and procedures are enumerated in the Election Code.

## **Article V – LEGISLATIVE CABINET (SENATE)**

### *Section 1: Composition*

- A. The legislative power of the ASO, the senate, shall be a unicameral body with the ASO President as its chair and the President will be a non-voting member except to break a tie.
- B. The Senate shall have no more than fifty (50) active voting Senators during one term, and no less than ten (10) active members.

### *Section 2: Senator Terms*

- A. An ASO Senator's term shall not exceed one academic year, whereby a year is defined as the consecutive Fall and Spring semesters, and can serve a maximum of three terms if they meet all of the member criteria.
- B. In the event that a senator does not wish to serve a full-year term, the senator shall submit a letter of resignation three weeks prior to the conclusion of the semester.

### *Senator 3: Duties and Rights*

- A. The ASO Senate shall:
- a. Nominate and elect its own Pro-Tempore, pursuant to the By-laws to preside in the absence of the President and or the Executive Vice-President.
- b. Chooses its own structure, committees, and committee chairs.
- c. 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.
- d. Keep a record of its sessions and shall publish these records within the guidelines and legalities of the Ralph M. Brown Act.

#### *Section 4: Quorum*

- A. Half the amount of senators inducted plus one additional senator shall constitute a quorum and shall be required to conduct any business of the ASO in a regularly scheduled meeting.
- B. In the event that an ASO meeting does not meet quorum, the meeting will be regarded as “unofficial” and any business conducted during such a meeting will be void.
- C. If an individual senator consistently fails to attend senate meetings which result in a session being regarded as “unofficial,” the individual senator will be relieved of their position and all of their duties after reaching their third meeting absence.

#### *Section 5: Ensuring Continuity of ASO*

- A. If there are fewer than 10 senators upon completion of the senator induction window, the Executive Board may interview interested participants, waive the application process, and appoint them as senators until the minimum of ten is reached, upon approval of the ASO Advisor.

#### *Section 6: Powers and Obligations*

- A. The senate shall have the power and obligation to:
  - a. Formulate senate rules and also rules to regulate the student welfare.
  - b. Approve wise expenditures of any or all ASO income.
  - c. Expand invested principal only by agreement of  $\frac{3}{4}$  of all Senators.
  - d. Approve or disapprove requests of the Harbor College student, campus clubs, campus administration, and the college district.
  - e. Promote the progress and awareness of the students.
  - f. Provide limits of penalties for violation of ASO Constitution, to the Executive Cabinet as needed by unanimous vote.
  - g. Provide additional powers, in keeping with this Constitution, to the Executive Cabinet as needed by unanimous vote.
  - h. Perform other duties not in conflict with this Constitution.
- B. The senate shall bear in mind that they are stewards and not possessors of ASO 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 ASO members.
- C. The senate shall not enact any ex-post facto legislation or bills of attainder.

### **Article VI – ASO STIPEND AND AWARD GRANTS**

*Section 1:* The ASO Executive Board and Legislative Cabinet commits extensive voluntary time and effort to serving the student body, often prioritizing it over job, familial, and academic commitments. For such work, each contributing individual will be awarded with a stipend grant upon stellar completion of duties and position responsibilities. The protocol is as follows:

- A. Executive Board members must complete all duties required of them prior to receiving their stipend.
- B. Stipends shall be distributed after a recommendation from the ASO Advisor to the Vice President of Student Services with final approval from the College President.
- C. Should the budget fail to afford the stipend costs one month before the conclusion of the semester, it is up to the responsibility of the entire ASO body to engage in fundraising efforts.
- D. A budget redistribution may not be made for the sake of such grants within the current semester; however, funds may be redistributed if trying to meet the outlines provided by the budget for a future semester.

#### *Section 2: Award Process*

- A. All Senators will be awarded semester stipends based on their performance and completion of duties as stated in this constitution and its Bylaws.
- B. Senators who fail to complete their duties and meet the requirements of the senator point sheet stated in the by-laws will not be eligible to receive such award, and will be removed from the senate no later than the third week before the semester’s end.
- C. If the ASO Executive Officer or ASO Senator’s GPA falls below a 2.0 for the fall or spring semester, they will lose eligibility for their stipend.

#### *Section 3: Award Amounts*

- A. The Executive and Legislative Board will receive the following amounts for the Fall and Spring semester:



- a. ASO President: \$500
- b. ASO Executive Vice President: \$450
- c. ASO Vice President of Finance: \$450
- d. ASO Senators: \$100 each

## **Article VII - IMPEACHMENT, RESIGNATION, AND DISCIPLINARY ACTIONS**

### *Section 1: Impeachment*

- A. Any ASO officer shall be subject to impeachment or recall from office if he or she falls short of Constitutional duties or those enumerated in the By-laws or violates the Student Code of Conduct.
- B. Impeachments may only be initiated by a Senate vote of 2/3 majority of the senate as a whole or by a petition containing the valid signatures of 3% of the ASO membership.
- C. All impeachment hearings shall:
  - a. Be conducted by a Senate Judiciary Committee, appointed by 2/3 vote of the Senate. The Senate Judiciary Committee must be composed of no less than five (5) seated Senators, one faculty member, and one administrator, and the ASO advisor.
  - b. Be decided based solely on the evidence presented at the proceedings.
  - c. Require a 2/3 vote of the Judiciary Committee for an impeachment decision.
  - D. No member subject to impeachment or involved directly or indirectly as an active witness, may sit on the senate Judicial Committee during the impeachment decision.
  - E. Impeachment rulings may be appealed to the Senate, as a whole, while in session.
  - F. The Senate will consider only the text of the impeachment hearings, and may overturn the decision of the Senate Judiciary Committee by a 2/3 vote.
  - G. All decisions of the Senate in the appeal process will be final.

### *Section 2: Resignation*

- A. Any officer may resign his or her position for any reason by following the recommended procedures:
  - a. At least one week prior notice including a letter of resignation to the ASO President, with a copy to the ASO advisor.

### *Section 3: Disciplinary Actions*

- A. Disciplinary actions may only be initiated and conducted by the ASO advisor and/or the proper college official designated for student discipline.
- B. Disciplinary actions may be appealed to the district and/or any outside agency who has the authority over such matters.

## **Article VIII – ASO CHARTERED CLUBS**

### *Section 1: Club Chartering Process*

- A. All student-led initiatives and groups must be governed as an ASO-chartered club on campus.
- B. Clubs must submit their application to be chartered as denoted in the ASO by-laws.
- C. Club chartering is valid for an entire academic year, including Fall, Winter, Spring, and Summer semesters. Clubs must be renewed annually each Fall semester via the club-chartering application.
- D. Clubs are required to send an updated list of club members monthly, which include new members as well as removed members.
- E. All club members must be ASO-paid members.

### *Section 2: Inter-club Council (ICC)*

- A. The Inter-club Council is established for the following purposes:
  - a. To promote fairness, cooperation, and communication between all clubs of the ASO.
  - b. To set guidelines for the club chartering process.
  - c. To enforce the rules and regulations established by the ASO for the ICC.
- B. The Inter-club Council shall be made up of the following:
  - . 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.

- a. The President(s) of each chartered club, or his or her designee.
- C. The responsibility of the Inter-club Council is as follows:
  - . Shall assist and advise in the coordination of all club activities.
- a. Shall coordinate all club days to be held at least once (1) a month.
- b. Shall review and approve any monetary request from the ASO of all club related bills.
- c. Shall schedule meetings, at least once (1) a month, chaired by the ICC Director or Co-director(s).
- d. Shall establish a quorum, a simple majority of all chartered clubs, and a quorum must be established from each ICC meeting.
- e. All actions of the ICC are approved by a simple majority vote of the established quorum.

*Section 3: Club Responsibilities*

- A. To establish a charter, as denoted in the ASO bylaws.
- B. 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 ASO governing documents.
- C. To promote fairness, cooperation, and communication amongst all club members, other clubs, the ICC, and the ASO.

**Article IX - SUCCESSION**

*Section 1: 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 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 X – MEETING SESSIONS**

*Section 1: Accordance with Brown Act*

- A. All ASO senate sessions shall be in accordance with the California State Ralph M. Brown Act, and shall adhere to the following:
  - a. Sessions must be open and public to all ASO members, college faculty, college staff, college administration, district employees and officials, and any person from the public who wishes to attend.
  - b. No session may be secret. Closed sessions are permissible regarding personnel and other issues which might infringe on an individual's right to privacy.
  - c. The agenda must be posted at the student activities office seventy-two (72) hours in advance of the session.
- a. In the event of an emergency, agendas may be posted within 24 hours in advance. In such an event, all members of the senate must be alerted, and a formal apology must be announced to the public with a proper explanation of the circumstances.
- d. Opportunity must be provided to the general membership to address the senate session.
- e. The senate shall establish procedures and limitations, not in conflict with individual rights, to govern such addresses.
- f. A minimum of half of the inducted senators, plus one additional senator, is required to constitute a quorum.

*Section 2: Bill Process*

- A. If the President signs a bill it becomes effective on the date signed unless otherwise specified in the measure.
- B. 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.
- C. The senate may then, by unanimous vote; pass the measure, making it effective on the date of such passage unless otherwise specified in the measure.

**Article XI – PARLIAMENTARY AUTHORITY**

*Section 1:* The ASO 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 ASO Constitution and Bylaws, and Robert's Rules of Order Newly Revised.

## **Article XII - ELECTIONS**

### *Section 1: Election Protocol*

- A. All elections will be held by the ASO and shall be consistent with the LACCD Board Rules and Administrative Regulations.
- B. Elections shall be held in the spring semester no later than the third week before the semester's end.
- C. Procedures for ASO elections are the same as the election procedures for the student trustee election procedures in the LACCD Board Rules and Administrative Regulations. These procedures shall be enumerated in the Election Code in the ASO bylaws.
- D. Special elections may be held and shall be initiated as set forth in the Election Code.

## **Article XIII - FINANCE**

### *Section 1:*

- A. All ASO finance decisions are made in accordance with the district Administrative Regulations regarding the ASO finances and are overseen by the Executive Finance Committee.
  - a. The Executive Finance Committee will regularly meet and be chaired by the Vice President of Finance, as detailed in the ASO by-laws.
- B. All funds rose through the sale of the ASO student body cards, or any other ASO approved sources shall be budgeted to the ASO accounts.

## **Article XIV – DOCUMENTS**

### *Section 1:*

- A. A certified copy of this Constitution shall be forwarded to the Los Angeles Harbor College President and the Los Angeles Harbor College Library for safekeeping and the master shall be maintained by the ASO. These copies shall not be physically altered and any amendment thereto, as provided in this Constitution shall be affixed thereon in order to provide an accurate, historical, documented record of this basic document and its amendments.
- B. These master documents shall be, at all times available, through written request, to inspection by all ASO members.
- C. All records maintained by the ASO student government shall be open to audit and inspection by an ASO member within one day of such request.

## **Article XV – AMENDMENTS**

### *Section 1: Constitutional Amendments*

- A. This Constitution may be amended by a 2/3 majority of votes cast in an ASO election upon recommendation of 2/3 majority vote in the senate.
- B. Any Constitutional change shall be placed on the next general election ballot unless the senate by 2/3 vote sets a date for a special election.

### *Section 2: Amending the Bylaws*

- A. The By-laws of this Constitution may be amended upon recommendation of the Executive Cabinet and approval of  $\frac{3}{4}$  majority vote in the senate.

### *Section 3: Election Code*

- A. The Election Code of this Constitution may be amended upon recommendation of the Executive Cabinet and approval of 2/3 majority vote in the senate.

## **Article XVI – RIGHTS**

*Section 1: No provision of this Constitution shall be constructed to restrict any right, privilege, or freedom guaranteed by the United States Constitution or the Constitution of the State of California. All such rights, privileges, and freedoms herein granted shall be inviolable under this Constitution and any future amendments thereto.*

## **Article XVII – DEFINITIONS AND LIMITATIONS**

*Section 1:*

A. This Constitution shall go into effect the first day following ratification by 2/3 of the votes cast in an ASO election.

a. If any article or provision of this Constitution is declared invalid, the remaining portions and provisions shall remain legally enforceable.

B. All references in this Constitution to “District Regulations” shall include all regulations of the district, the Chancellor, and any one government body legally empowered to mandate restrictions or controls to the ASO.

*Revised and Approved:*

May 20, 1980

April 1984

December 17, 1984

April 19, 1996

May 21, 2003

April 22, 2020