

**ASSOCIATED STUDENT ORGANIZATION**

**LOS ANGELES MISSION COLLEGE**

**CONSTITUTION**

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**PREAMBLE**

We, as campus community members comprising the ASO, serve to benefit the student body. In our actions, we seek to strengthen and encourage the honorable image of campus public service for our fellow students. Through our support of academic achievement, public activism, and social service, we strive to build a campus that is focused on the needs of students. Through our individual and collective integrity, we shall stand alongside, not overhead, our fellow students and campus community members; demonstrating in our words and deeds the honorable, moral character that we should be seeking to maintain in ourselves. We will not lie, cheat, steal, slander students and non-students in any way (including social media), or otherwise compromise the integrity of this organization. In order to provide an expanded educational and social service program for all students, we hereby establish the ASO Constitution according to the standards and regulations of the State of California and Trustees of the Los Angeles Community College District.

**ARTICLE I**

***Section I: Name of Organization***

The name of this organization shall be the Los Angeles Mission College Associated Student Organization, hereafter referred to as the ASO.

**ARTICLE II**

***Section I: Purpose***

The purpose of this organization is to provide the students the opportunity of participation and development of leadership skills, as follows:

1. To assist in the promotion and development of individual student organizations.
2. To provide student representation in all areas, including, but not limited to issues affecting students and the community.
3. To provide an opportunity for students to involve themselves in campus community related events.
4. To ensure that the integrity of the organization is upheld at all times.

E) To help Council members become leaders and mentors to other students.

**ARTICLE III**

***Section 1: Membership***

Membership in the ASO shall consist of the following:

1. Registered students of Los Angeles Mission College who have paid the ASO fee for the current semester.
2. Faculty and staff members who have paid the ASO fee each semester as adjunct membership.

***Section II: Privileges***

1. Only student members of the ASO may hold office upon meeting Article VII qualifications of this Constitution, and successfully followed the regulations imposed through official ASO election rules.
2. Members of the ASO may join any ASO chartered student organizations.
3. Members are also entitled to a welcome package.
4. All students are entitled to vote in any semester in which there is an ASO general, registered or special election.

**ARTICLE IV**

***Section I: Governmental Organization***

The ASO Council shall be the governing body of this organization and shall consist of the Executive Board and the Council.

***Section II: The Executive Board***

The Executive Board shall be elected as stated under Article VIII, Section 1 and consist of the following:

1. President
2. Vice President
3. Treasurer
4. Executive Administrator
5. Parliamentarian

***Section III: The Council***

The Council shall consist of the following members who shall be appointed by the Executive Board and confirmed in a session by the Council:

1. Accessibility
2. Administration
3. Commerce
4. Community Relations
5. Culture and Diversity
6. Educational Services
7. Health and Wellness
8. Historian
9. Marketing and Recruitment
10. Political Affairs
11. Security
12. Social Activities
13. Social Media and Publications
14. Sustainability
15. Technology

***Section IV: The ASO Council***

The Executive Board and the Council, together form the ASO Council. The Council and the Executive Board will meet to legislate.

***Section V: Terms of Executive Board***

Terms of office for Executive Board members shall consist of one year with a limit of two years, or as authorized by Board Regulations.

***Section VI: Terms of the Council***

Terms of office for Council shall be for two (2) consecutive semesters, with a limit of two years, or as authorized by the LACCD Board rule S-Regulations.

***Section VII: Vacancies***

All vacancies on the ASO Council shall be filled in accordance with Article VI, Section 3 and the ASO Bylaws.

**ARTICLE V**

***Section I: Organizational Structure***

The organizational structure of the ASO shall consist of the following:

1. A Council consisting of all elected and appointed members
2. Interclub Council (ICC) as established under Article XI
3. Standing Committees
4. Special “Ad-hoc” Committees

**ARTICLE VI**

***Section 1: Duties and Powers of the Executive Board***

The duties and powers of the following Executive Board members are outlined in detail in the ASO Bylaws:

1. President
2. Vice President
3. Treasurer
4. Executive Administrator
5. Parliamentarian

***Section II: Duties and Powers of the Council***

The duties and powers of the following Senators are outlined in detail in the ASO Bylaws:

1. Senator of Accessibility
2. Senator of Administration
3. Senator of Commerce
4. Senator of Community Relations
5. Culture and Diversity
6. Senator of Educational Services
7. Senator of Health and Wellness
8. Senator of Historian
9. Senator of Marketing and Recruitment
10. Senator of Political Affairs
11. Senator of Security
12. Senator of Social Activities
13. Senator of Social Media and Publications
14. Sustainability
15. Senator of Technology

***Section III: Further Job Duties***

1. A Senator must volunteer a minimum of 5 hours on campus per semester participating in student orientations/campus tours, campus activities, etc. Those hours must be reported to the Executive Administrator who will document them in the ASO Ledger.
2. All Senators must participate in any event or activity that is sponsored by the ASO in which their office is directly related to it. Though a Senator can have assistance from student volunteers to assist him/her, the main responsibility falls upon that Senator to ensure their duties are fulfilled.
3. All Senators are to regularly submit articles to Publications for the ASO newsletter.

***Section VI: Vacancies***

1. All vacancies on the ASO Council shall be filled by Executive Board vote. Approvals by three of the five Executive Board members are required for the appointment. The appointment is then subject to confirmation by a two-thirds (2/3) vote of the Council.

**ARTICLE VII**

***Section I: Qualifications for Council***

All candidates either through election or appointment for office must meet the following basic requirements:

1. Be a paid ASO member.
2. All candidates must have completed 5 units minimum prior to taking office
3. Have a current and overall 2.0 GPA on a 4.0 scale.
4. During the semester of holding office, must be enrolled in at least five (5) units. Dropping below five (5) units will disqualify the student from office. The ASO Advisor will monitor each Council member's GPA and enrollment status monthly to ensure they are in compliance and will report immediately to the Council if a member is out of compliance.
5. A student cannot be a candidate for office if the requirements for the A. A. degree or 80 units of college work will have been completed prior to the semester in which the office will be held.

***Section II: Qualifications for Executive Board***

Additional qualifications for Executive Board positions:

1. Have a current and overall 2.0 GPA on a 4.0 scale.
2. Completed 12 units at Los Angeles Mission College prior to taking office.
3. Be enrolled in five (5) units during semester office is to be held.

**ARTICLE VIII**

***Section I: Elections***

All members of the ASO Executive Board shall be elected in accordance with Article VIII of the ASO Bylaws.

**ARTICLE IX**

***Section I: Impeachment***

Impeachment is considered a trial that ends with a conviction to remove a person from office. Any of the following may constitute grounds for impeachment for an ASO Council member:

1. Gross misconduct while carrying out ASO related activities, in violation of the student code of conduct.
2. Acting in a manner which contradicts the spirit of this constitution, as reflected in the Preamble.
3. An Impeachment may only take place once 2/3 majority of the Council have been appointed to office.

***Section II: Impeachment Proceedings***

Any Council member may initiate impeachment proceedings by a Bill of Indictment. The steps shall be as defined in the Article IX Section II of the ASO Bylaws.

***Section III: Impeached Members***

Any Council member impeached or resigned under the threat of impeachment cannot return to the ASO and serve in either an elected or an appointed position.

***Section IV: Removal from Office***

Any Council member can be removed from office for any of the reasons outlined in Article IX Section IV of the ASO Bylaws.

***Section V: Removal Proceedings***

The ASO President will present to the Council the case for removal including any supporting documentation demonstrating the need for removal. The Council will vote at that same meeting (the vote cannot be tabled). With a majority vote of the Council, for removal, the vote carries.

**ARTICLE X**

***Section I: The Inter-Club Council***

The Inter-Club Council shall be defined as a standing committee of the ASO Council, and shall coordinate between each individual club on campus. The Vice-President shall act as a liaison between club presidents and the ASO Council. The Inter-Club Council shall provide each chartered club on campus a means by which it can advance its cause, voice, opinions, and purpose. Procedures, rules, and qualifications of the Inter-Club Council can be found in the ICC handbook and the ASO Bylaws Article X Section I.

**ARTICLE XI**

***Section I: Membership Fee***

The membership fee for the ASO shall be the designated amount per semester as outlined in the ASO bylaws.

***Section II: Revenue***

Revenue may be derived from any other sources as may be determined by the ASO Council. The ASO shall not directly or indirectly engage in any activity which may question or reflect unfavorably on the good name of the ASO or the college of which this organization is a part.

***Section III: Budgetary Power***

The power of the budget shall be vested in a Finance Committee, whose responsibility shall be to:

1. Hear all financial matters referred to them by the Council.
2. Consider items presented by the College President, Dean of Student Services, ASO Treasurer, and ASO President.
3. Prepare the ASO budget for the ASO Council’s approval (in accordance with the manner and time prescribed by the Administrative Regulations and procedures regarding the administration and management of ASO funds.

***Section IV: Finance Committee***

The Finance Committee shall be composed of:

* 1. The Treasurer, who shall serve as council chair
	2. The ASO President
	3. The Chief Fiscal Administrator (who serves as an ex-officio member with no vote)
	4. A member of the ASO Council appointed by the ASO President
	5. The ASO Advisor and/or Dean of Student Services (or representative)
	6. One teaching faculty member appointed by the College President

***Section V: ASO Budget***

The Associated Student Organization's budget shall outline and control in detail the entire student financial program. The Finance Committee shall submit the proposed budget, prepared on a line item basis, to the ASO Council for approval.

**ARTICLE XII**

***Section I: Amendments***

Amendments shall be proposed by either:

1. A two-thirds (2/3) majority vote of the ASO Council; or
2. An initiative by ten percent (10%) of the student body.

**ARTICLE XIII**

***Section I: Executive Board Parking***

All members of the ASO Executive Board shall receive free parking as long as they:

1. Remain in office.
2. Maintain the guidelines for their office as mentioned in Article VI and Article VII.

**ARTICLE XIV**

***Section I: ASO Workshops***

All members of the ASO are encouraged to sponsor and participate in public workshops that raise awareness and promote cultural sensitivity & diversity amongst student leaders. These workshops shall include, but are not limited to: sexual harassment, racial stereotypes, etc. Workshops shall be arranged by the Executive Board and the ASO advisor.

**ARTICLE XV**

***Section I: Committees***

1. The Executive Authority of the ASO President will create a committee and they will appoint a Chairperson for that committee. A committee must be composed of no less than 3 Council members, not to exceed half of the Council.
2. Once the ASO President has created a committee, that committee Chairperson is now free to make decisions concerning the committee with the vested power and consent of the Council.
3. The committee has the authority to organize and coordinate events within its charge. In terms of budgetary needs, the committee will have to request funds through the ASO through established procedures.
4. A Standing Committee is regulated by the Brown Act. Ad-Hoc committees are special committees created for a specific purpose and once that purpose is fulfilled they are dissolved therefore they do not fall under the Brown Act.

**ARTICLE XVI**

***Section I: Advertising Available Positions***

In the first week of May, the newly elected Executive Board shall advertise via bulletin board and classroom visitation the openings for Senator Positions.

***Section II: Interviews for Non-Elected Positions***

Interviews shall be held during the third week of May. A decision must be made by the end of May as to who, if any, will hold Senator Positions.

1. Any Council appointed after this deadline fall under the rules of the Vacancies Section of the ASO Bylaws.

**ARTICLE XVII**

***Section I: Executive Board Oath***

The following oath must be affirmed by all new ASO E-Board representatives and officers as they take office. The oath shall be administered to the incoming ASO President by the outgoing ASO President, Parliamentarian and/or ASO advisor. After the new ASO President is sworn in, he/she shall then administer the oath of the newly elected members of the ASO Executive board.

*I (name), as duly elected (President) of the Associated Student Organization of Los Angeles Mission College, do swear that I will faithfully fulfill the duties of this office as provided in this Constitution. I will strive to establish representative government, maintain academic freedom and defend student rights. I will work toward the strengthening of the cooperation between the Associated Student Organization and the administration and work toward bettering my leadership qualities and scholastic standards. With these thoughts in mind, I shall set as my final goal the betterment of Los Angeles Mission College; I so affirm.*

***Section I: Senator’s Oath***

Oath to ASO Student Senator; This Oath shall be administered by the President of the ASO to each Student Senator after confirmation by 2/3 votes of ASO Student Senate

*I solemnly swear (or affirm) that I will faithfully execute the position (Name of Position). I will always act in the best interest of Los Angeles Mission College and will, to the best of my ability, preserve, protect, and enforce the ASO constitution. I will strive to establish representative government, maintain academic freedom and defend student rights. I will work toward the strengthening of the cooperation between the Associated Student Organization and the administration and work toward bettering my leadership qualities and scholastic standards. With these thoughts in mind, I shall set as my final goal the betterment of Los Angeles Mission College; I so affirm.*

Changes have been made to meet the demands of S-9 Regulations - Revised 3/12/08, 01/25/12, 04/19/12, 2/18/14

**Revision** **Approved by the ASO 4/10/2018**

**ASO Constitution Revision Approved by the ASO General Election 4/23/2018**

**ASO Constitution Revision Approved by the ASO Special Election 8/6/2019**