



ASSOCIATED STUDENT ORGANIZATION LOS ANGELES MISSION COLLEGE CONSTITUTION

Article I: NAME OF ORGANIZATION

Section 1. The name of this organization shall be the Los Angeles Mission College Associated Student Organization, hereafter referred to as the ASO.

Article II: PURPOSE

Section 1. The purpose of this organization is to provide students the opportunity of participation and development of leadership skills, as follows:

- A) To assist in the promotion and development of individual student organizations.
- B) To provide student representation in all areas, including, but not limited to issues affecting students and the community.
- C) To provide an opportunity for students to involve themselves in campus community related events.
- D) 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.

Section 2. Preamble:

A. 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.

Article III: MEMBERSHIP

Section 1. Membership in the ASO shall consist of the following:

- A) Registered students of Los Angeles Mission College who have paid the ASO Fee for the current semester.
- B) Faculty and staff members who have paid the ASO Fee each semester as adjunct membership.

Section 2. Privileges:

- A) 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.
- B) Members of the ASO may join any ASO Chartered Student Organizations.
- C) Members are also entitled to a welcome package.
- D) All students are entitled to vote in any semester in which there is an ASO general, registered or special election.

Article IV: GOVERNMENTAL ORGANIZATION

Section 1. The ASO Council shall be the governing body of this organization and shall consist of the Executive Board and the Council.

Section 2. The Executive Board shall be elected as stated under Article VIII, Section 1 and consist of the following:

- A) President
- B) Vice President
- C) Treasurer
- D) Executive Administrator
- E) Parliamentarian

Section 3. The Council shall consist of the following members who shall be appointed by the Executive Board and confirmed in a session by the Council.

- A) Social Activities
- B) Publications
- C) Recruitment
- D) Fundraising
- E) Marketing
- F) Political Affairs
- G) Community Relations
- H) Educational Services
- I) Health
- J) Security Services
- K) Technology
- L) Historian
- M) Athletics
- N) Administration
- O) Accessibility

Section 4. The Executive Board and the Council, together form the ASO Council. The Council and the Executive Board will meet to legislate.

Section 5. 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 6. 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 7. All vacancies on the ASO Council shall be filled in accordance with Article VI, Section 3.

Article V: ORGANIZATIONAL STRUCTURE

Section 1. The organizational structure of the ASO shall consist of the following:

A Council consisting of all elected and appointed members.

- A) Inter-Club Council (ICC) as established under Article XI.
- B) Standing Committees
- C) Special “Ad-hoc” Committees
- D) **Section 2:** Committees

1. A committee will be created by the Executive Authority of the ASO President and he/she 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 a committee has been created by the ASO President, 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 VI: DUTIES AND POWERS

Section 1. The duties and powers of the members of the Executive Board are as stated:

A) The President shall:

1. Serve as Chairman of the Council and preside over all council meetings. Exercise general supervision over all Associated Student Organization Activities.
2. Be a liaison between the Administration and the Student Council.
3. Approves all ASO Meeting Agendas.
4. Attend meetings as required or requested:
 - a) Attend student government district wide meetings as called by the student member of the Board of Trustees.
 - b) Attend meetings of the California Community College Student Government Association, Area Region 7.
 - c) Attend campus committees, which include the College Council and Student Affairs, and College Foundation Committees.
5. Appoint a member of the Student Council to attend Shared Governance Committee's.
6. Assume responsibility of carrying out provisions of the ASO Constitution and exercise other powers as granted by this document, the ASO Constitution and/or by the Student Council. Exercise the power to dissolve as necessary by Executive Order any decision made by the Council that violates this Constitution, LACCD Board S-Regulations, and LACCD Student Code of Conduct.
7. Appoint Committees including Chairpersons of those committee's as needed.
8. Perform other related duties:
 - a) Supervise the activities of the Executive Board.
 - b) Assist Senators with their projects.
 - c) Work closely with the ASO Advisor and Office of Student Services.
 - d) Post and maintain regular office hours.
 - e) Promote the image and principles of the ASO.
 - f) Sign letters or documents necessary to carry out the will of the ASO Council.
9. President shall serve as chair if Vice President or Treasurer is unable to attend finance or ICC meetings.

B) The Vice-President shall:

1. Preside at meetings of the Council in absence of the President, exercising all the powers and duties of the President.
2. Chair and preside over all meetings of the Inter-Club Council ("ICC"), but not to vote except to break a tie or to establish a quorum.
3. Coordinate all ICC events and facilitate club activities held on campus. Schedule dates for organized club day activities.
4. Succeed to the office of the President, if the office should become vacant for two weeks and hold special elections if time allows (mid-way fall semester or beginning of spring semester). If not he/she shall become President till the end of the school year (spring Semester).
5. Act as an aide to the President, carrying out such duties as the President assigns in accordance with the position.
6. Inform all club representatives to the ICC of their rights and responsibilities. Maintain close contact with faculty members who serve as Club Advisors.
7. Plan a year-end recognition party for members of the ICC and present leadership certificates.
8. Attend assigned Shared Governance meetings.
9. Post and Maintain regular office hours.
10. Oversee attendance records of the ICC, and notify Executive Board members of violation by letter.

C) The Treasurer Shall:

1. Represent the Associated Students in all financial matters concerning student funds.
2. Maintain a record of the budget of the Associated Students as allocated and a record of the remaining unallocated funds.

3. Serve as chair of the Finance Committee (Article XII, Section 4 of this Constitution).
4. Give a brief report or summary of the budget expenditures, remaining balances and shall call attention to any usual items at each council meeting. Furnish a detailed report to any ASO Council member upon request.
5. Verify and sign all requisitions for the disbursements of funds of this association according to the budget of the Student Council and subject to the policies governing expenditures as governed by the Board Rules and Administrative Regulations of the Los Angeles Community College District, and any applicable laws.
6. Serve as a regular voting member of the Council and guide the Council to sound financial decisions.
7. Implement, as efficiently as possible, the decisions of the Council regardless of personal opinion of their decision
8. Keep accurate records of all ASO expenditures and keep all members of the Council aware of their budget status.
9. Meet with the College President, the ASO President, or College Fiscal Administrator as necessary to resolve budget problems.
10. Convene a Finance Committee meeting and special meetings when necessary at the discretion of the Treasurer or ASO Council. The Treasurer must prepare and post an agenda outside the ASO office 72 hours in advance for each Finance committee meeting.
11. Before the end of the spring semester to allocate funds for the upcoming academic year and additional meetings as needed. Distribute and collect, for the Business Office, any necessary budget request forms from clubs, departments and programs.
12. Other Duties include:
 - a) Review each request in terms of the overall budget allocation, determine a recommended allocation, and prioritize any non-funded items. Allow sufficient time for deliberations and review of statements of interested parties. In each area, determine the percentage of the budget the committee wishes to allocate. Evaluate each individual request to determine where the money would be spent.
 - b) Distribute a copy of the proposed budget for the upcoming school year to each member of the Council for approval, once the Finance Committee has approved the proposed budget. The distribution should be far enough in advance to allow each member of the Council not only to familiarize themselves with the budget but to review the Finance Committee's recommendation of each item under their area of responsibility with the students and faculty members who administer the affected program.
 - c) Make himself/herself available to all members of the Council who wishes to discuss the Finance Committee's recommendations.
 - d) Recognize that despite how hard the Finance Committee may attempt to impress upon individuals requesting funds that they should itemize and explain each request in detail.
 - e) Ensure that the money is used in the best interest of the ASO and that only through full understanding of all alternatives can the budget truly reflect the best interests of all the students.
 - f) Make every effort to obtain adequate information for the Finance Committee to make informed judgments concerning financial matters.
 - g) Sign letters or documents necessary to carry out the will of the Student Council in accordance with Admin. Reg.
 - h) Shall have the power to appoint an alternate from the A.S.O council to serve as chair of the finance committee meeting in his/her absence.

D) The Executive Administrator shall:

1. Maintain a master calendar of events scheduled to be held during the given six month semester.
2. Coordinate the scheduling of any events, in order to prevent scheduling conflicts.
3. Be responsible for all official correspondence for the Council as a whole.
4. Collect mail from the Office of Student Services and campus mailroom and distribute it to the designated club or council mailboxes.
5. Assist in preparing new Council and Orientate/train them in proper conduct, meetings procedures

- (including Robert's Rules and the Brown Act), and ensure they have everything necessary to fulfill their duties. Shall also coordinate training workshops every semester for Council members.
6. Prepare all ASO Correspondence in the appropriate format as described in the "Standing Rules".
 7. Act in a recording secretary capacity in the following manner:
 - a) Prepare, format and type all ASO Meeting Agendas and make copies prior to ASO Meetings. Post all stamped ASO Meeting Agendas on the ASO Bulletin Board 72 hours prior to the meeting.
 - b) Distribute copies of the agenda and minutes to Council and the ASO Advisor, either in mailboxes or at Council meetings.
 - c) Record accurate minutes during meetings including within it an attendance report of Council Members at those meeting.

E) Parliamentarian Shall:

1. Ensure proper parliamentary procedure at all Council meetings.
2. Shall be familiar with the latest edition of Robert's Rules of Order, Newly Revised Edition, Board S-Regulations and the Brown Act and shall ensure this Constitution be enforced at all times, always having copies of those documents on hand to refer to them.
3. Shall assist the Executive Administrator in training other Council members in parliamentary procedure.

Section 2. Council:

- A) Senator, Social Activities:** Shall attend campus and club activities and help coordinate resources and equipment for those events to ensure that all social activities on campus are carried out properly. Shall be responsible to supervise any purchases and distribution of monies for services rendered that are purchased with ASO funds. Shall be responsible for ordering supplies and keeping record and inventory of those supplies.
- B) Senator, Publications:** Shall oversee the publication of the ASO Newsletter (resources for its publication shall be derived from advertisement and ASO reserves as needed). Shall act as a liaison between the ASO and the school newspaper staff.
- C) Senator, Recruitment:** Shall be in charge of the recruitment of members to the ASO membership by establishing and maintaining contacts with students through means of publication, classroom visitation, etc. Shall also be in charge of putting out an ASO table (along with pamphlets and fliers) for any and all open campus activities that Students will be attending. Has the power to appoint a replacement if he/she cannot attend.
- D) Senator, Fund Raising:** Shall organize and supervise all fund raising activities and assist committees and clubs who request assistance from the ASO in fund raising endeavors. Shall develop new and innovative means to raise funds working alongside the Marketing Senator to sell items that will also promote the ASO such as T-shirts, Sweats, cups, pens, etc.
- E) Senator, Marketing:** Shall conduct and coordinate promotion, marketing, and advertising for the ASO on and off campus including fliers, posters, pamphlets, banners, etc. Shall also coordinate all research for student discounts at local businesses for students who have paid their ASO fee and have the ASO current semester sticker on the reverse side of their student ID. Shall create benefits list.
- F) Senator, Political Affairs:** Shall be responsible for keeping abreast of all political issues that affect the student body and all students throughout California and disseminate such information to the student body. Shall also meet with political representatives from the local to state governments to advocate for the needs of the students. Shall coordinate political rallies and workshops on campus.
- G) Senator Community Relations:** Shall be the liaison between the ASO and the surrounding community. Shall organize and coordinate all ASO community related activities and functions that take place off-campus. Shall also be as a sitting ASO representative in the Sylmar Neighborhood council meetings
- H) Senator, Educational Services:** Shall coordinate and organize educational workshops, new student orientations, and information regarding tutoring programs. Shall encourage the students to excel in their studies. Shall closely monitor professors and their teaching styles to ensure that all students are receiving the best education possible that is communicated clearly. Shall serve as the ASO representative on the Curriculum Committee addressing the needs of students including classes being offered.

- I) **Senator, Health:** Shall coordinate and organize all functions related to health awareness issues by working with the Student Health Services program coordinator. Shall promote preventative health care including exercise, proper dieting, positive mental health, and preventing substance abuse and shall promote HFAC gym membership discount for ASO members. Shall act as the ASO representative on the Student Health Services Committee.
- J) **Senator, Security Services:** Shall act as the liaison between the ASO and the campus security office gathering monthly reports from the Sherriff's office. Shall inform campus security of all upcoming campus events as well as inform students of any security threats and tests happening on campus and address the security needs of the students such as proper lighting, security doing regular rounds on campus, theft prevention, and violence prevention. Shall also serve as the Sergeant of Arms for the Council meetings.
- K) **Senator, Technology:** Shall be responsible maintaining ASO computers, software and hardware including the printers and other equipment. Shall also assist the Executive Board in the maintenance of all ASO web pages on the www.lamission.edu/aso website.
- L) **Historian:** Shall keep records of all ASO activities and ASO newsletters. Shall create a photo album and year book, which both must be created by the end of May.
- M) **Senator, Athletics:** Shall act as a liaison between the Athletic Department and the ASO. Shall attend athletic events to promote the ASO and also to serve the needs of students involved in the Athletic department advocating on their behalf to ensure they have all the equipment and resources they need. Shall help to promote all upcoming athletic events around the campus and raise school pride in our Athletic programs.
- N) **Senator, Administration:** Shall assist the Executive Administrator as needed. Shall assist members of the ASO with letters, emails, etc. as needed. Shall be present to take minutes in the Finance meetings and ICC meetings or delegate the responsibility with approval of the Vice-President to another person. In any case that the Executive Administrator is absent and/or unavailable during ASO meetings, the Senator of Administration shall assume duties of the Executive Administrator.
- O) **Senator, Accessibility:** Shall be responsible for observing and reporting of any issues on campus related to accessibility for students with disabilities.

Section 2. Further job duties:

- A) 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.
- B) 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.
- C) All Senators are to regularly submit articles to Publications for the ASO Newsletter.

Section 3. Vacancies:

- A) 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.
- B) In the event an Executive Board position other than the President is vacant, then the President is responsible for bringing before the council a candidate for confirmation by the next consecutive ASO meeting. This matter cannot be tabled. The candidate must be confirmed pursuant to subsection A of this section.
- C) Should the office of ASO President become vacant for any reason, the Vice President shall become President, assuming not only the duties and powers of the office but also the title.
- D) In the event that both the office of the ASO President and Vice President become vacant, the Treasurer will assume all the powers and duties of the ASO President for a period of time not to exceed twelve (12) school days (Mon-Sat). He/she shall then appoint an interim Vice President. During that time, a special election before the ASO Council shall be held by roll call for the office of President and Vice President.
- E) Any ASO Council member wishing to resign shall deliver a letter of resignation to each ASO Executive Board member. Resignation will take effect immediately and cannot be retracted. Though all are

required to submit a letter of resignation, a verbal resignation will be accepted in urgent situations. All resignations must be confirmed with a majority vote of the Council to accept the resignation and the results included in the meeting minutes.

Article VII: QUALIFICATIONS FOR OFFICE ON THE COUNCIL

Section 1. All candidates either through election or appointment for office must meet the following basic requirements:

- A) Be a paid ASO member.
- B) All candidates must have completed 5 units minimum prior to taking office
- C) Have a current and overall 2.0 GPA on a 4.0 scale.
- D) 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.
- E) 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 2. Additional qualifications for Executive Board positions:

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

Article VIII: ELECTIONS

Section 1. All members of the ASO Executive Board shall be elected by secret ballot by a simple majority of electronic ballots cast by the student body.

Section 2. A Committee on Elections shall be formed no later than the last meeting of the Fall Semester, and a chair appointed by the ASO President for the purpose of regulating campaigning and the election process prior to elections.

Section 3. All postings announcing elections shall be placed at each campus bulletin board and banners hung around the campus beginning the first week of the Spring Semester.

Section 4. Applications will be accepted beginning the first Monday of February with a submission deadline of March 30th.

Section 5. Elections will be held the third Wednesday and Thursday of April with the results being publicized no later than April 30th.

Section 6. If there is no election by June 30th; the ASO Advisor and the Office of Student Services will hold a special election in the fall semester.

Section 7. All candidates shall be given written guidelines, rules and regulations to adhere to during any elections, including LACCD Administrative Regulation S-10 and S-9, the LACCD Student Code of Conduct, Policy for Posting Material, Policy for Free Speech Area, and rules set forth by ASO election regulations.

Section 8. Any candidate who violates any written guidelines, rules and regulations of said committee shall be subject to disciplinary action as determined by the ASO Council. Appeals subject to LACCD regulation S-10 Article 8.

Section 9. The official polling places will be designated by ASO elections committee.

Section 10. The ASO Elections committee and ASO Advisor will coordinate poll workers to set up the polling places.

Section 11. Candidates must also abide by the following rules:

- A) Candidates are not allowed to use any electronic devices that have internet access to facilitate independent voting places during the elections or randomly ask students to vote on that device.
- B) The 50 ft. Rule will ONLY apply to the designated polling areas (S-10)
- C) Candidates cannot post any promotional materials on any social websites belonging to any current ASO Council Member, unless they are running as a slate.
- D) Candidates on a common platform seeking different offices may run as a **slate**.
- E) Write-in candidates are permissible. A **write-in candidate** is a candidate in the ASO election

whose name does not appear on the ballot but for whom voters may vote nonetheless by writing in the person's name.

Article IX: IMPEACHMENT AND REMOVAL FROM OFFICE

Section 1. 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:

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

Section 2. Any Council member may initiate impeachment proceedings by a Bill of Indictment. The steps shall be as follows:

- A) A Bill of Indictment shall be written according to article IX of the ASO Constitution and handed over to the Executive Board during a regular ASO meeting.
- B) The Executive Board will set up a special E-board meeting no more than a week after the Bill of Indictment is presented to discuss the Bill of Indictment. The Council member who wrote the Indictment, shall present to the Executive Board the indictment including all substantial and credible evidence. No evidence or accusations based upon hearsay or speculations shall be entertained. Only Executive Board members can discuss and vote upon each point of evidence presented.
- C) Any Council member who is being indicted cannot vote on any evidence being submitted in the Bill of Indictment.
- D) If the Council decides by a 2/3 vote that a piece of evidence was wrongly omitted they can have that evidence included in the Impeachment proceedings.
- E) Any evidence that was approved will be compiled and presented to the rest of the Council at a Special ASO meeting to take place no more than a week after the Special E-board meeting. The Council member who wrote the Indictment shall present that approved evidence to the Council.
- F) The Council will vote by secret ballot and each ballot shall be read out loud and counted to be recorded in the minutes. The voting shall be conducted at the same meeting and cannot be tabled.
- G) With a two-thirds (2/3) majority vote of the entire Council, including the E-board, for impeachment, the impeachment carries.

Section 3. Any Council member impeached or resigned under the threat of impeachment cannot return to the ASO and serve in either an elected or appointed office.

Section 4. A Council member, (not including E-board members) can be removed from office for any of the following:

- A) Failure to actively fulfill one's duties as a position holder in the ASO.
- B) Dropping below the required GPA or Unit enrollment.
- C) Having three (3) unexcused absences from an official ASO Council meeting.
 - 1. An unexcused absence is defined as one of the following:
 - a) Missing a scheduled meeting without calling, e-mailing, or otherwise notifying the Executive Board.
 - b) Missing a scheduled meeting and contacting the Executive Administrator, yet not being able to substantiate the cause for the absence.
 - c) Missing a scheduled meeting without calling due to an emergency and failing to submit substantiating evidence to the Executive Secretary per Section 2(a) (below).
 - 2. An excused absence is defined as one of the following:
 - a) Emergency situations will be handled in a case by case basis by the discretion of the Executive Board.
 - b) For an absence to be excused, members of the Executive Board need to be notified within 24 hours in advance with supporting documentation

Section 4. 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: MEETINGS AND PROCEDURES

Section 1. The ASO Council shall meet weekly, and place shall be posted on the Agenda and Conference room wall.

Section 2. Special meetings of the ASO Council called for a specific purpose(s) may be initiated by the ASO President, or by the majority of ASO Council, a written notification must be delivered to the each council member and publicly posted according to the procedures and protocols laid forward in the Brown Act.

Section 3. All official meetings of the ASO Council shall be conducted by a majority quorum.

Section 4. No meeting of the ASO Council is official unless the ASO Advisor or his/her appointed designee is present.

Section 5. Votes on motions before the ASO Council are to be done by open vote.

Section 6. The current edition of "Robert's Rules of Order Newly Revised" shall be the parliamentary authority for all meetings and procedures of the ASO Council, except where the Constitution, S-Regs, or Brown Act applies.

Section 7. Proxy voting shall not be allowed at any time.

Section 8. The Executive Board and Council members all count towards a quorum. Quorum is defined as simple majority of the entire ASO Council for ASO meetings.

Section 9. Attendance:

- A) An ASO Council Member, regardless of specific branch of service, is allowed no more than two (2) unexcused absences. Three or more such absences will result in action as per Article IX of this constitution.
- B) Tardiness will not be tolerated. Ten minute grace period will be allowed. Two (2) tardies will be counted as one unexcused absence. If tardiness constitutes an individual's third unexcused absence, Article IX (pertaining to unexcused absences) will apply as if the person had actually been absent.
- C) There will be a five minute grace period for every meeting. If a Council member arrives subsequent to this deadline, this individual will be counted as tardy. The time will be counted by the ASO Council Room Clock.
- D) Personal time is excusable if requested. A Council Member may not utilize personal time more than two occasions during a single semester.
 1. A request for use of personal time must be submitted to the Executive Administrator at any time, and if approved, will count as attendance for one week's meeting.

Article XI: INTER-CLUB COUNCIL

Section 1. 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.

Section 2. The membership of the Inter-Club Council ("ICC") shall consist of:

- A) The ASO Vice President, who shall serve as council chair.
- B) The Senator of Administration, who shall serve according to the duties laid out in Article VI, Section 2(N).
- C) All the club presidents or appointed representatives of chartered clubs and organizations comprising the ASO.

Section 3. The ASO Vice President shall serve as the chairperson of the ICC and his/her vote shall only be used in breaking a tie, or when said vote constitutes a quorum.

Section 4. The duties of the representatives shall be to represent his/her club by attending ICC meetings and act as liaison between club members and the ASO Council.

Section 5. Attendance shall be met per ICC Club Handbook.

Section 6. No one member can represent more than one club at an ICC meeting. i.e. one person cannot represent two clubs.

Article XII: REVENUES AND FINANCES

Section 1. The membership fee for the ASO shall be seven dollars (\$7.00) per semester.

Section 2. 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 3. All disbursements shall be made solely by check request, which shall show the payee, the items of service rendered or materials purchased, and the amount of payment.

Section 4. The power of the budget shall be vested in a Finance Committee, whose responsibility shall be to:

- A) Hear all financial matters referred to them by the Council.
- B) Consider items presented by the College President, Dean of Student Services, ASO Treasurer, and ASO President.
- C) 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 5. The Finance Committee:

- A) The Finance Committee shall be established with membership limited to the following:
 - 1. The Treasurer/Financial Officer of the Associated Student Organization, who shall act as the Chairperson and a voting member of the Finance Committee.
 - 2. President of the Associated Student Organization.
 - 3. One elected member of the governing body of the Associated Student Organization appointed by the President of the Associated Student Organization and approved by a majority of the governing body.
 - 4. The Chief Student Services Officer or ASO Advisor.
 - 5. One faculty member appointed by the President of the College.
 - 6. The Chief Business Officer (or designee), serving as ex-officio member with no vote.
- B) The Finance Committee must have at least three members present and three voting to enact budget changes.

Section 6. Finance Committee Minutes:

- A) Minutes shall be kept of all finance committee meetings and include the names of members present and absent, the date, time and place of the meeting, a record of actions taken. Minutes shall be taken by an appointed ASO member. Copies of the minutes shall be distributed to the members of the Finance Committee and the ASO Secretary within five (5) working days of each meeting.

Section 7. The Associated Student Organization's budget shall outline and control in detail the entire student financial program.

- A) The Finance Committee shall submit the proposed budget, prepared on a line item basis, to the ASO Council for approval.

Section 8. If at any given time the ASO Council wishes to transfer funds from the ASO Reserves to any other operating accounts, it may do so, but may not exceed twenty-five (25%) percent of the balance of the reserves account at the beginning of the fiscal year.

Article XIII: AMENDMENTS

Section 1. Amendments shall be proposed by either:

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

Section 2. Such proposed amendments, upon approval, shall be effective one week following its adoption.

Article XIV: EXECUTIVE PARKING

Section 1. All members of the ASO Executive Board shall receive free parking as long as they:

- A) Remain in office.
- B) Maintain the guidelines for their office as mentioned in Article VI and Article VII.

Article XV: ASO WORKSHOPS

Section 1. 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 XVI: ASO COUNCIL STIPEND

Section 1. ASO Executive Board Members and Officers will be awarded the following stipend amounts after holding office for one (1) full academic year (i.e. two (2) 16-week semesters, Fall/ Spring), or half of their normal stipend after holding office for only one semester. If there are vacancies on the Council after the spring semester is over, then the stipends of vacant offices revert to the ASO General Operating Budget (according to LACCD E-Regulation S-14).

- A) E-Board, President 13%
- B) E-Board, Vice President 9 %
- C) E-Board, Treasurer 7 %
- D) E-Board, Executive Secretary 6%
- E) E-Board, Parliamentarian 5%
- F) Senator, Social Activities 4.5%
- G) Senator, Publications 4 %
- H) Senator, Recruitment 4 %
- I) Senator, Fundraising 4 %
- J) Senator, Marketing 4 %
- K) Senator, Political Affairs 4 %
- L) Senator, Community Relations 4 %
- M) Senator, Educational Services 4 %
- N) Senator, Health Services 4 %
- O) Senator, Security Services 4 %
- P) Senator, Technology 4 %
- Q) Senator, Historian 4%
- R) Senator, Athletics 4%
- S) Senator, Administration 4%
- T) Senator, Accessibility 4%

Section 2. In the event of turnover, stipends may be issued on a prorated basis, as determined by the ASO Council. Prorated amounts must be proportionate to all members and calculated on a full academic year (i.e. two (2) 16-week semesters, Fall/ Spring) basis. To receive a stipend, a member of the ASO Government must have served a minimum of a quarter of a semester (i.e. a minimum of four (4) weeks).

Section 3. Any member impeached is ineligible for a stipend.

Article XVII: COMMITTEES

Section 1. Once a committee has been formed by the ASO Council, that committee chairman is now free to make decisions concerning the committee with the vested power and consent of the Council.

- A) 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.

Article XVIII: INTERVIEW PROCESS FOR NON-ELECTED OFFICIALS

Section 1. In the first week of May, the newly elected Executive Board shall advertise via bulletin board and classroom visitation the openings for Senator positions.

- A) Any Council appointed after this deadline fall under the rules of the Vacancies Section of Article IV.

Article XIV: OATH

Section 1.

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 2.

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-Reg. 9 - Revised 3/12/08, 01/25/12, 04/19/12, 02/18/2014

Revised 08/21/2015