

Constitution

Associated Student Organization of Los Angeles Trade-Technical College

Constitutional Preamble

We, as students comprising the ASO, serve to benefit the student body through our support of academic achievement, public activism, and social service; we strive to build a campus that is focused on the needs and welfare of students. We shall stand alongside our fellow students and campus community in order to direct and foster a spirit of unity that stimulates the academic, physical, social and moral lives of students in the college. We do hereby establish this Constitution and assume the powers of self-government as delegated by the President of the College.

Article I - Name

The name of this association shall be the Associated Student Organization, known as the A.S.O. of Los Angeles Trade Technical College.

Article II - Purpose

Section 1. The Associated Student Organization (ASO) is established to promote the general welfare and morale of the students which includes providing students the opportunity to participate effectively in the shared governance of the college. Students shall be provided an opportunity to participate in formulation and development of college policies and procedures that have or will have a “significant effect on students.” According to Title V regulations for the implementation of AB 1725, students are given the right to participate in processes for jointly developing recommendations regarding such policies and procedures as the following:

- 1) *grading policies;*
- 2) *codes of student conduct;*
- 3) *academic disciplinary policies;*
- 4) *curriculum development;*
- 5) *courses or programs which should be initiated or discontinued;*
- 6) *processes for institutional planning and budget development;*
- 7) *standards and policies regarding student preparation and success;*
- 8) *student services planning and development;*
- 9) *student fees within the authority of the District to adopt; and*
- 10) *any other college policy, procedure, or related matter that the College President determines will have a significant effect on students.*

The Associated Students Organization also is given the responsibility to appoint student members to college committees, task forces, or other groups dealing with the

issues listed above. Furthermore, the Associated Students Organization is given the right to meet with the LATTC President in consultation regarding the above matters.

Section 2. To provide students the opportunity for student leadership and civic participation on campus, in the region, and at the state and national levels to support and advocate for resources that increase academic achievement, student success, and campus and community engagement.

Section 3. To promote an inclusive campus culture that supports the mission and goals of the College, cooperation among faculty, students and staff, and to stimulate the intellectual, physical, social and cultural goals through sponsorship of educational, service and co-curricular programs.

Article III - Membership

Section 1. The membership shall consist of all students officially enrolled in Los Angeles Trade Technical College upon paying the Associated Student Organization membership fee.

Section 2. The cost of the Associated Student Organization membership fee shall be determined by the Los Angeles Community College District. The A.S.O. Finance Committee shall serve in an advisory capacity in determining the cost.

Article IV - Organization

Section 1. The Associated Student Organization follows the policies and procedures of:

- 1) *Title V of the California Education Code, Sections 76060-76067*
- 2) *The Ralph M. Brown Act*
- 3) *Rules of the Los Angeles Community College (LACCD) Board of Trustees*
- 4) *LACCD Administrative Regulations*
- 5) *College Rules and Regulations*
- 6) *ASO Constitution and Bylaws*
- 7) *Robert's Rules of Order*

Section 2. The organizational structure of the ASO shall consist of the following bodies:

- A. Student Council
- B. Inter-Club Council
- C. Standing Committees
- D. Special "Ad hoc" Committees

Section 3. The Student Council shall consist of: Executive Board, Senators and Commissioners.

Section 4. Executive Board shall consist of the following officers: The President, Vice President, Treasurer, Parliamentarian, Historian and the Executive Board Secretary. These officers shall be elected by the student body and each shall be a voting member with the exception of the Executive Board Secretary who is a non-voting member.

- A. The Executive Board with the exception of the Executive Board Secretary shall receive a stipend of \$500 during the Fall and Spring and \$250 during the Winter and Summer semesters. The stipends are to be funded from Association's budget.
- B. The Executive Board Secretary shall receive an hourly salary that is funded from the Association's fund. This is an appointed position by the A.S.O. President or general consensus of the Executive Board. The Executive Board Secretary must attend all Student Council and Finance Committee meetings. The Executive Board Secretary participates in discussion but does not vote, is required to take down the minutes and post agendas in accordance with Brown Act Rules.
- C. Any violation of the Code of Ethics, attendance requirements, or insubordination will result in payment dock as determined by the ASO President and approved by the ASO Vice President and Advisor. If the ASO President is in violation, the Vice President will determine with the approval of ASO Advisor and Vice President of Student Services of the college. Payment dock can only be determined after verbal and written warnings have already been given.

Section 5. Senators: Those students selected as department representatives are eligible as members of the Student Government. Selected students will be known as Senators, and they are required to participate in every discussion and will vote in all matters of Student Government.

- A. Students must have a student identification card.
- B. Students must present a written letter from the department chair verifying their selection.

Section 6. Commissioners: Other voting members of Student Council are known as Commissioners. The Commissioners are: Athletics, Campus Beautification, Public Relations, Cultural Activities, Fundraising, Health Services, Social Activities, Student Service, Campus Safety, Evening Student Affairs, and Environmental and Sustainable Affairs.

Section 7. The Inter Club Council (ICC) is a subsidiary organization of the Student Council. The ICC shall serve as the organization's extracurricular activity branch. The ICC shall be composed of no more than one representative from each officially chartered and recognized student club on campus along with the Commissioner of Public Relations and the ASO Vice-President.

- A. The ICC elects a member to Co-Chair this body alongside the ASO Vice-President who serves as the other Co-Chair.

- B. The Inter Club Council shall operate in accordance with the 7 policies and procedures listed in Section 1 of Article IV and subordinately to the constitution and by-laws of this organization.
- C. Members of the Student Council delegates will have the responsibility and duty of protecting the welfare, rights and concerns of the students within the club it represents.

Section 8. The ASO Student Council may establish standing, ad hoc or other committees consisting of some or all members of the constituent body. Such committees shall be accountable to the constituent body and shall act in accordance with ASO governing law.

- A. Standing Committees of the ASO Student Council include: the Administrative Committee, the Legislative Committee, Finance Committee, and Activities Committee
- B. Special “Ad Hoc” committees can be formed by the ASO Student Council as needed in order to conduct the business of the organization.

Section 9. In addition to the ASO advisor assigned by the LATTC administration, the Association will consult with the LATTC College President regarding the appointment of a faculty co-advisor nominated by the Executive Board Officers and approved by 2/3rd vote of the Student Council. The advisors duties shall be listed as the following:

- A. The advisors must take an active role, rendering advice and counsel as circumstances dictate. The advisor should be available to organization officers/members and regularly meet with the organization.
- B. The advisors should help the students find balance between their academics and their co-curricular activities.
- C. The advisors should encourage students to accept responsibility for specific roles within the leadership team and help students realize the importance of these interconnected roles. The advisor should discourage dominance of the group by any one individual and should encourage less involved students to take initiative.
- D. The advisors should assist the group in developing a strategic plan, a training plan and timelines for accomplishing realistic goals for the academic year. This will contribute to the education and leadership development of student officers while serving the campus. The advisor should encourage each individual to participate in and plan group events. Advisors should also participate in the planning of each project/event by offering ideas, information, contacts, and/or resources. Advisors should assist the group in the evaluation of its projects, plans and processes.
- E. The advisors should be aware of all plans and activities of the group and inform the group of institutional policies and procedures that may affect these plans, especially as it relates to financial processes and timelines. The advisor

should see that the group and its officers know where policies are listed, what the policies are, why they exist, and the channels to be followed for requesting changes, revisions, or exceptions to policies. The advisor should assist the student council in securing up-to-date accounting reports in a timely manner and inform officers of challenges and options so that student activities can be implemented as planned.

- F. The advisors should maintain the continuity and tradition of the organization as members graduate. This includes being passionate about teaching new members about the organization's role, structure and its governing policies and procedures such as the Brown Act and Parliamentary Procedures; which includes offering trainings on such topics at the beginning and middle of the Executive Board tenure. The advisor should provide continuity within the group and should be familiar with the group's history, constitution and vision.

Article V - Officers and Elections

Section 1. The elected officers shall be President, Vice-President, Treasurer, Historian, and Parliamentarian. These officers along with the Association's Advisor shall constitute the Executive Board.

- A. The outgoing President shall serve as an ex-officio member of the Executive Board to assist the incoming President in the transition process between academic years. This relationship should be mutually agreed upon by both parties. The ex-officio President is a non-voting member and serves as a peer advisor.
- B. The outgoing Vice-President shall serve as an ex-officio member of the Executive Board to assist the incoming Vice-President with ICC matters in the transition process between academic years. This relationship should be mutually agreed upon by both parties. The ex-officio Vice-President is a non-voting member and serves as a peer advisor.

Section 2. Any five-unit student meeting the required grade point average shall be considered eligible for office except that of the President, Vice-President, Treasurer, Parliamentarian, and Historian which are elected positions.

- A. In the event of a vacancy of the Position of President after the general election:
 - a. The current A.S.O. President shall continue in office if he/she has not exceeded the maximum semesters of eligibility, or
 - b. The newly elected Vice-President will automatically become President if the Vice-President does not decline, or

B. If the Vice-President is ineligible or declines, the position will be offered to the other officers in descending order, Treasurer, Parliamentarian, and Historian.

- Section 3.** The Student Government shall appoint an Election Committee. This committee abides by the outline in the ASO By-Laws. The ASO Advisor must be a voting member of this committee.
- Section 4.** Candidates qualified for office shall be nominated at least 10 weeks prior to the end of the Spring Semester. Candidates are nominated by a petition signed by a minimum of forty students enrolled in a minimum of five units.
- Section 5.** A general assembly or open forum shall be held to introduce the candidates to the student body. During the forum, nominees shall state their qualifications for office. All candidates must follow guidelines established in the ASO By-Laws and district Education Regulations during their campaign.
- Section 6.** Voting for qualified candidates will take place in front of the Student Services building. The duration of the times the voting polls are open shall be determined by the LACCD Education Regulations and this organization's By- Laws.

Article VI - Scholastic and Performance Requirements for Student Officers

- Section 1.** All voting students in Student Government, President, Vice President, Treasurer, Parliamentarian, Historian, Commissioners, and Senators, are obligated to maintain a 2.0 grade point average or better and 5 units during their tenure in office. All elected Officers, Senators, and Commissioners are subject to periodic unit and grade point average checks.
- Section 2.** Upon notification that any elected officer or council member has not maintained a 2.0 grade point average or has not met the requirement of five units, the A.S.O. advisor will advise the A.S.O. Executive Board to initiate procedures for the removal of the student from Student Government. The process for orders of succession is to be followed in the event of the removal of an officer. (See Article V, Section 2 and ASO By-Laws)
- Section 3.** When each student petitions to become a candidate for student body office, he/she must become familiar with parliamentary procedures. Each candidate should be prepared to devote a minimum of 10 hours a week in Student Government performing the duties of their office.
- Section 4.** To support effective student leadership and teamwork, student officers are expected to participate in leadership training via noncredit and/or credit classes and service learning opportunities. These courses/trainings can be used towards meeting the 5 unit enrollment requirement.

Article VII - Meetings

- Section 1.** Regular meetings of the Student Government shall be determined by a majority vote of the active Student Government during the semester being served.
- Section 2.** Regular attendance shall be required at all meetings. Unexcused and Excused absences are limited as highlighted in this organization's By-Laws.

Article VIII - Amendments

- Section 1.** This constitution may be amended by a two-thirds majority of the students voting in a campus wide election.
- Section 2.** Amendments to this constitution may be proposed by a two-thirds vote of the Student Council.
- Section 3.** Such proposals must be in writing and shall be made public at least ten school days before voting.

*Approved by the Student Council on October 11, 1990.

*General Election – October 22 & 23, 1990

*Ratified on October 24, 1990.

*Revised on September 11, 2010

*Ratified during the Student Trustee Election September 22nd and 23rd, 2010

*Approved & Revised by the Student Council on March 21, 2014

*General Election April 17&18, 2014