

Los Angeles Trade Technical College's Associated Student Organization

By-Laws

Article I: Membership

Section 1. Only currently enrolled students of LATTC may become active members of the association by paying \$7.00 (or the \$3.00 summer) ASO fee. Inactive members are defined as LATTC student body members who have not paid the ASO fee. Honorary memberships are granted by the President with the approval of the Student Council and are considered to be lifetime members. Honorary memberships are to be granted upon a merit basis as determined by the President and/ or the Executive Board.

Section 2. The ASO adheres to the LATTC's Business office policy of no refunds after the 2nd week of classes and the return of the ASO stickers upon refund of the \$7.00 ASO fee. Any ASO fees paid after the second week of school will not be subject to refund.

Article II: Organization

Section 1. This organization shall be composed of the ASO Student Council, Inter Club Council, standing committees, and Special Ad hoc committees.

Section 2. EXECUTIVE BOARD: The Executive Board, composed of the Executive Officers and chaired by the President, shall serve as the Executive branch of the ASO with supervisory authority over all ASO programs, events and activities. The Executive Board 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. The Executive Board 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. Any emergency matters requiring funding above \$250.00 must be discussed and approved by members of the Student Council.

Section 3. STUDENT COUNCIL: The Student Council of this organization composed of the Executive Board, Senators, and Commissioners shall serve as the major governing body of the organization. Members of the Student Council serves as the shared governance branch of the ASO acting as the “checks and balances” system Members of the Student Council approves all budgetary allocations, in accordance with the ASO Finance Code and approves all legislative positions and/ or actions as proposed and recommended by the Executive Board. A member of the Student Council, under the direction of the Executive Board, is responsible for organizing all ASO activities, programs and events. A member of the Student Council in is subordinate only to the LACCD’s Board Rules and all Education Regulations (E-Reg’s) and the College President.

Section 4. INTER CLUB COUNCIL: The Inter Club Council of LATTC’s ASO, Co-chaired by the ASO Vice President, and elected ICC Co-Chair shall serve as the organizations extracurricular activity branch. The Inter Club Council shall be composed of no more than one representative from each officially chartered and recognized student clubs on campus along with the commissioner of Public Relations. Members of the Student Council delegates to the Inter Club Council will have the responsibility and duty of protecting the welfare, rights and concerns of the students within the clubs it represents. The Inter Club Council shall operate under its own codes

and in accordance with Roberts Rules of Order, the Ralph M. Brown Act and subordinately to the constitution and by-laws of this organization. The Inter Club Council is a subsidiary organization of members of the Student Council.

Section 5. SUB-ORGINIZATIONS (Committees): In knowing that unforeseen situations can and will arise the ASO President with the approval of members of the Student Council reserves the right to form, implement and dissolve any and all Standing, Special, and Ad-hoc Committees s/he deems necessary. The President serves as an ex-officio member of all committees unless otherwise specified in the Constitution or these By-Laws. All committee formations, dissolution's and appointments must be approved by members of the Student Council.

Section 6. STANDING COMMITTEES: The following will be known and recognized as Standing Committees of the members of the Student Council:

- A. Administrative Committee.
- B. Legislative Committee.
- C. Budget and Finance Committee.
- D. Activities and Events Committee.

Section 7. The following are brief guidelines as to the composition, intent and purpose of each standing committee:

- A. **The Administrative Committee** is to be composed of the Executive Board/Officers of members of the Student Council, its advisor and is to be chaired by the Vice President. This committee is charged with the duty and responsibility of researching, formulating and implementing all of the organization's policies, and By-laws. This shall include the duty of formulating all governing document revisions and amendments. Its decisions shall be subject to a majority vote of members of the Student Council.

B. The Legislative Committee is to be composed of the following Student Council Members; President, Vice President, the Commissioner of Public Relations and chaired by the Student Advocacy Senator. In addition, by presidential appointment with members of the Student Council approval, up to two (2) active members of the ASO shall also serve on this committee. This committee is charged with the duty and responsibility of researching any and all potential local, state and federal legislation that may affect community college students. It will then determine the organizations' position on any given legislation and bring forth its recommendations to the Student Council. Its decisions shall be subject to a majority vote of the Student Council.

C. The Budget and Finance Committee is to be composed as written in E-Reg's 26. The college College Fiscal Administrator (CFA) serves as an ex-officio member of the committee. This committee is charged with the duty and responsibility of reviewing all pending and proposed ASO Budgetary allocations excluding those that have been deemed discretionary by the ASO Financial Codes. Once the allocations have been reviewed it is the committee's responsibility to submit a recommendation, either favorable or unfavorable, to members of the Student Council, which will then take final action upon the proposed allocation. The Budget and Finance Committee shall operate under the Financial Codes.

D. The Activities and Events Committee is to be composed as follows: The Commissioner of Public Relations, the Commissioner of Social Activities, the Commissioner of Athletics, the Treasurer or his/her designee, the Vice President or his/her designee, and Chaired by the Historian. In addition, by Presidential appointment with members of the Student Council approval, up to two (2) active members of the ASO shall also serve on this committee. This committee is charged with the duty and responsibility of researching, planning, implementing and supervising all activities and events of the ASO Student Council. Its decision shall be

subject to a majority vote of members of the Student Council.

Section 8. SPECIAL, JUDICIAL AND AD-HOC COMMITTEES: The Executive Board shall, as it deems necessary, form special committees in order to conduct the business of the organization. It shall also annually form Ad-Hoc Elections Committee to conduct the annual campus wide elections for the up-coming year. Members of the Student Council, upon the determination that one is needed, shall charge the Association Advisor with the duty of forming the Ad-Hoc Judicial Committee. The Judicial Committee is one that shall only be enacted in cases of insubordination, misconduct in office, Ethics Code violations or as otherwise determined necessary by members of the Student Council. The Ad-Hoc Judicial Committee is to be composed of the following; 1 Campus Administrator, 1 Faculty member, the campus ombudsperson and 1 representative from each of the two major branches of the Association that the accused does not sit upon (For Example: if the accused is a Commissioner or Senator there should be one representative from Inter Club Council and one representative from the Executive Board) and two (2) active ASO members. Both the Elections and Judicial Committees shall operate under their own codes but be subordinate to By-Laws and the Constitution. The President shall have the authority to appoint all committee chairpersons, subject to two-thirds (2/3) favorable confirmation vote of the Executive Board.

Article III: Policies and Procedures

Section 1. GENERAL POLICIES: The following are general policies of the organization and members of the Student Council are set in place to ensure the efficient operation of the organizations business.

- A. CODES:** All ASO codes shall be recognized as components of these By-Laws and have full authority to conduct the business within the committees and major bodies in accordance with the Constitution and By-Laws which they coincide with (e.g. Elections Code and Elections Committee).
- B. APPENDICES:** All Appendices of these By-Laws shall be recognized as components of these By-Laws and have full authority as such.
- C. SERVICE CENTER:** The ASO Services Center shall be open a minimum of 10 hours per day Monday through Thursday, 6 hours on Fridays and 4 hours on Saturdays whenever possible. Summer session hours shall be determined as an “as needed basis” by the Executive Board and/or President.
- D. ELECTED OR APPOINTED MEMBERS OF THE EXECUTIVE BOARD:** Elected or appointed members of the Executive Board, members of the Student Council and Inter Club Council are all subject to a unit check periodically during the semester.
- E. ELECTED OR APPOINTED POSITIONS:** All elected or appointed members of the Executive Board, Student Council and Inter Club Council are expected to adhere to the strictest ethical guidelines as outlined in the Ethics Code. Any violations of the Ethics Code shall be grounds for immediate suspension from the Executive Board, member of the Student Council or Inter Club Council pending an investigation by the Administrative Committee the alleged Ethics Code violation may then be

referred directly to the Ad-Hoc Judicial Committee. If the allegations are proven to be true the Judicial Committee shall provide the verdict and forward its recommendation to members of the Student Council who may then vote upon the disciplinary course of action which may include but is not limited to immediate removal members of the Student Council and/or Executive Board. It is expected that the nature and severity of the Ethics Code(s) that has been violated will be taken into account when disciplinary action is taken. Furthermore, any members of the Student Council who holds a regional or statewide position that is found guilty of violating Ethics Codes at the regional or state level may be subject to removal from this organization. Once a board member is removed from this organization for disciplinary reasons, they are no longer allowed to re-join or participate in any Student Organization activities. Members of the Student Council believe the violations committed warrant such action. Henceforth this particular Article, Section and subsection of these By-Laws shall be referred to as "Honor Clause".

F. REMOVAL OF OFFICERS: No members of the Student Council shall be removed from office without first going through the 3 step disciplinary process as outlined in Article III, Section 2E, and Subsections 1-4. The exception to this being in instance of gross insubordination or irreconcilable internal conflicts, as defined by Ethics Code, in which case the removal process may begin immediately.

G. OATH OF OFFICE: Each member of the Student Council shall be required to take the oath of office as stated in the Appendices prior to being granted the rights, privileges and duties of their prospective office. The Advisor or College President shall issue the oath of office to the President and the President shall then issue the oath of office to the remaining elected and/or appointed members of the Student Council.

H. NEWLY APPOINTED MEMBERS: Each newly elected or appointed member of the Student Council shall read the Constitution and By-Laws of ~~of~~ this Association in their entirety and sign and date a written document verifying that they have read and understood these governing documents.

I. FILLING OF VACANCIES: In the event that a vacancy occurs in any officer, senator, or commissioner position before the end of the term. The President shall verbally announce the vacancy at a Student Council meeting, place a written announcement in all the ASO mailboxes, and notify members of the Student Council through e-mail. It is the policy of the ASO that we promote from within before recruiting from the student body at large; to this end any members of the Student Council interested in any vacancy will receive first consideration by the President for the vacated position.

J. CONFLICT OF INTEREST:

1. Members of the Student Council are not permitted to serve as an officer of any officially chartered ASO club, in accordance with LACCD Board rule 9102. In addition, no member of the Student Council may vote upon any matter before any council in which they or a member of their family have a financial interest.

2. Any members of the Student Council wishing to become an employee of the organization must go through the normal hiring process. If any members of the Student Council is hired for a classified or unclassified staff position that directly assists in ASO operations their employment as such must not at any time interfere with the duties of their elected or appointed position as a member of the Student Council. If, at any time, the two positions conflict the President and/or the Executive Board, within 72 hour notice,

reserves the right to require member of the Student Council classified or unclassified staff to resign one of their two positions within the organization.

K. LEAVE OF ABSENCE: The President (or Executive Board) may grant a leave of absence to any members of the Student Council for urgent or emergency personal matters. Leaves of Absence may not exceed 2 weeks under any circumstances. If a leave of absence is granted to a member of the Student Council and does not report back to the board ready to resume the duties of their office/position by the end of the second week of their leave they shall be considered automatically resigned.

Section 2. GENERAL PRECEDURES: The following are procedures of the organization and members of the Student Council; they are intended to serve as guidelines to ensure the efficient operation of the organizations business.

A. INITIATIVE: Initiative may be taken by no less than 10% of the organizations active membership. The 10% of the membership wishing to enact their right of initiative must submit to the Vice President a petition signed by no less than 10% of the organizations active membership. The 10% of the membership wishing to enact their right of initiative must submit to the Vice President a petition signed by the 10% of qualifying students so that the matter may be brought before members of the Student Council for (re) consideration. Should the initiative pass through the existing members of the Student Council by a 2/3 majority vote it shall then be submitted to the electorate and once voted upon favorably by the electorate become effective immediately.

B. REFERENDUM: Referendum may be enacted by the organizations active membership to revoke any action taken by members of the Student Council provided that a number of students equivalent to 35% of the total

votes received in the last general election petition for such revocation. The petition must then be submitted to the Vice President who will bring it forth at the up-coming Student Council meeting. Members of Student Council shall then reconsider their original decision. In order for the original decision to stand it must pass through referendum by a 2/3 majority vote of members of the Student Council otherwise the original action shall be considered revoked. If the action is sustained the active membership wishing the referendum may then pursue the initiative process.

C. RECALL: Recall may be instituted against any members of the Student Council by the active membership of the organization by submitting a petition to the Vice President (or President if the Recall Action is in regards to the Vice President). The petition must be signed by a number of student's equivalent to two thirds (2/3) of the student body that voted in the last general election. The petition must include the name of the party to be recalled, the reason(s) for the recall, the signatures and I.D. numbers of the necessary 2/3 of the student body required for recall. Once it has been established that all of these conditions are met and all signatures are found to be valid the party being recalled will then be removed from office effective immediately.

D. Continuation theme REMOVAL: Removal of any Executive Officer, members of the Student Council or Inter Club Council members may be immediately instituted in any case of Ethics Code violations or gross insubordination. The removal process will be as follows; formal charges in writing shall be brought to the Vice President or President if charges are against the Vice President. The party being charged shall then be notified of the charges and given a 72-hour period to prepare a defense. At the end of the 72-hour period an Administrative Committee meeting shall be called to hear both the charges and the defense. If the Administrative

Committee finds the charges to be invalid, then the charges shall be dropped. If the Administrative Committee finds the charges to be valid, then the charges shall then be brought to the Associations Advisor who shall then form the Ad-Hoc Judicial Committee. The Judicial Committee shall meet at its earliest convenience to hear the charges and defense. No more than one week after this has been done the Judicial Committee shall render the verdict and recommendation to the Executive Board. The Executive Board must then accept the verdict as fact but reserves the right to exercise its own judgment in regards to disciplinary action. Members of the Student Council must then vote upon the Judicial Committees recommendation. If the vote is favorable (i.e. members of the Student Council votes to impeach or remove) the party in question shall be considered removed from office effective immediately. Process for appeals of removal shall be outlined in the Judicial Code.

E. Disciplinary Process for members of the Student Council will be instituted for any situation deemed necessary in the following order:

- 1. Verbal Warning** issued by the President with at least one witness. If the situation/issue still persists proceed to step two.
- 2. Written Warning** issued by the President and signed by recipient and/or witness. If the situation persists proceed to step three.
- 3. Administrative Committee Hearing** will take place to provide final resolution. If the situation/issue still persists proceed to step four.
- 4. The Administrative Committee** will refer the matter to the ASO Advisor for formation of the Ad-Hoc Judicial Committee.

Article IV: Student Council

Section 1. STRUCTURE:

A. Executive Board/Officers (In order of succession)

- 1. President***
- 2. Vice-President**
- 3. Treasurer**
- 4. Parliamentarian**
- 5. Historian**
- 6. Secretary* ****

B. Student Council

- 1. Commissioner of Public Relations****
- 2. Commissioner of Evening Student Affairs****
- 3. Commissioner of Student Services****
- 4. Commissioner of Fund Raising****
- 5. Commissioner of Health Services****
- 6. Commissioner of Social Activities****
- 7. Commissioner of Cultural Activities****
- 8. Commissioner of Campus Safety****
- 9. Commissioner of Campus Beautification****
- 10. Commissioner of Athletics****
- 11. Commissioner of Environmental and Sustainable Affairs
(CESA)****
- 12. Senator of Mathematics****
- 13. Senator of Science****
- 14. Senator of Cosmetology****
- 15. Senator of Nursing****
- 16. Senator of Disabled****
- 17. Senator of Architecture****

18. Senator of Equal Opportunities, Programs, and Services (EOP&S)**
19. Senator of Culinary Arts**
20. Senator of English & ESL**
21. Senator of Business**
22. Senator of Kinesiology**
23. Senator of Electric and Mechanical Construction**
24. Senator of Visual Communication**
25. Senator of Fashion**
26. Senator of Philosophy, and Social Sciences**
27. Senator of Transportation Technology**
28. Senator of Electronics, and Computer Science**
29. Senator of The Dam**
30. Senator of Academic Connections**
31. Senator of Construction Technology**
32. Senator of Veterans**
33. Senator of Student Advocacy**

(* = Non-Voting Council Member ** = Order of Succession Does Not Apply.)

C. PRESIDENTIAL APPOINTMENTS:

1. Executive Board Secretary
2. Classified or Unclassified staff that directly assist in ASO Operation.
3. President's Advisory Cabinet Members
4. Members of the Student Council with an approval a 50+1 majority vote.
5. All ASO Committee Chairpersons and members, unless otherwise specified in these By-Laws.

D. The President's Advisory Cabinet shall consist of:

1. Vice-President

2. One to six (1-6) Active or honorary members of the Association

E. Each member of the Student Council Committee shall:

1. Be chaired by a member of the Student Council specified in these By-Laws or by Presidential Appointment.
2. Be governed by a committee operating code but be subordinate to the Constitution and these By-Laws.
3. Have a minimum membership of 3 active members of the organization.
4. Work with Faculty and Administration Committees when deemed necessary to conduct the business of or to protect the interests of the organization.
5. Submit all programs, resolutions, reports and requests approved by the committee to the Executive Board bi-weekly or upon request from the President or Vice-President.

Section 2. STATE OF THE STUDENT COUNCIL: Members of the Student Council shall:

- A.** Have the authority to require reports from any organization within the association and/or their advisors.
- B.** Have the authority to approve or disapprove the official Associated Student Organizations budget and allocated ASO funds as it sees fit.
- C.** Have the power to suspend or deny any group of the Association the use of its remaining ASO allocated budget if the group fails to comply with the ASO's policies, procedures, operating codes, Constitution or these By-Laws. In compliance with all LACCD Board Rules and E-Regs.

- D. Have the power to subpoena any members participating in any activity, event or program supported by ASO funds.
- E. Have the power to remove, for just cause, any members of the Student Council. “Just Cause” shall be defined by these By-Laws as a violation of the Ethics Code or gross insubordination (which shall be determined by the President and the Executive Board). For any and all other situations members of the Student Council are entitled to be put through the 4 step disciplinary process before removal proceedings may begin.
- F. Have the right to elect the successor to office, if the vacancy occurs within the Student Council. If the position being filled is the Presidential position then the position must be filled according to the order of succession. If the position being filled is the Vice Presidential position then the position must be filled by Presidential Appointment.

Section 3. GENERAL DUTIES OF THE STUDENT COUNCIL:

A. EXECUTIVE BOARD/OFFICERS:

1. The **President** is the Chief Executive Officer (CEO) of this Association and is the presiding member of the Student Council. The President serves as a liaison to the campus and district administration, and can serve as the liaison to the SSCCC Regional or statewide boards and all other governmental, private or public entities. The President is primarily responsible for the effective management of the organization, determining policies, procedures and generally providing leadership and guidance to the entire Student Council.
2. The **Vice President** is “Second in Command” whose primary responsibility is the effective day to day operations of the organization. His/Her is responsible for the development and implementation of all of the organizations programs and services. Only in the absence of the

President does the Vice-President have full Presidential authority. The ASO Vice-President is also the Club Council Chair and the liaison between the campuses clubs and the Student Council.

3. **The Treasurer** is the Chief Financial Officer (CFO) of this Association and is primarily responsible for keeping accurate and timely records of the organizations budget. This shall include expenditures, revenues and investments. The Treasurer is required to submit a report to the Student Council, on a monthly basis, as to the status of the budget.

4. **Executive Board Secretary** is responsible for maintaining all of the organizations records in a timely manner and serving as the President's Executive Assistant. He/She is also primarily responsible for the effective operations and management of the Office of Student Life. The Executive Board Secretary, being a paid position, does not vote or have the ability to second motions in matters before the board or enter into the order of succession. This does not prevent the Executive Board Secretary from participating in discussion on matters before members of the Student Council.

5. **The Executive Board Historian** is primarily responsible for working in conjunction with the Executive Board Secretary to keep accurate and insightful records about the organizations activities, events, programs, achievements, and members of the Student Council and Inter Club Council members. Oversee and coordinate extracurricular activities sponsored by the Executive Board, chairing the Activities and Events Committee. Plan, coordinate, and implement at least three (3) activities per semester. Serve on other College or LATTC Committees at own discretion. Prepare news releases for the Dam Newsletter. Be responsible

for designing posters, flyers, brochures, etc. for the ASO. Execute Board Business as directed by the President and as outlined in the Constitution.

6. **The Executive Board Parliamentarian** is primarily responsible for keeping the organizations meeting running in an appropriate, legal (in keeping with “Roberts Rules of Order”, latest revised edition) and timely manner. The Executive Board Parliamentarian is additionally responsible for educating members of the Student Council and Inter Club Council on “Roberts Rules of Order” (latest revised edition) and parliamentary procedures in general.

B. STUDENT COUNCIL:

1. **The Commissioner of Public Relations** is primarily responsible for the effective and timely promotion of all ASO activities, events, programs and services. Serve as the primary liaison to the College Public Relations Office. Holds a seat in the Activities and Events Committee.
2. **The Commissioner of Evening Student Affairs** is primarily responsible for promoting, in conjunction with the Commissioner of Public Relations, the activities, events, programs and services of the organization to the Evening Students and in return bringing the concerns of said students to the members of the Student Council for resolution or assistance.
3. **The Commissioner of Student Services** is primarily responsible for working with the campus administration to improve current services and assist in the research, development and implementation of new student services. She/he is also responsible for assisting the ASO in the same manner with respect to the membership services provided by the ASO.

Responsible for advocating safety issues to the Physical Plant Department and Campus Police Department. Shall bring safety issues to their attention and reporting these issues to members of the Student Council. Responsible for working with the campus centers to promote its services and by assisting in the implementation of new services. Responsible for working with the campus administration to improve current services and assist in the research, development and implementation of new student services

4. **The Commissioners of Fund Raising** is primarily responsible for the planning and coordination of all ASO fund raising. A minimum of two fund raising activities should take place per semester.
5. **The Commissioner of Health Services** is primarily responsible for working with the campus Health Center to promote its services and by assisting in the implementation of new services. Will serve as the liason between the ASO and the DSPS office.
6. **The Commissioner of Social Activities** is primarily responsible for the effective planning and implementation of all ASO sponsored social activities, events and programs. There should be a minimum of two social activities or programs per semester. She/he will also serve as Vice Chair of the Activities and Events Committee.
7. **The Commissioner of Cultural Activities** is primarily responsible for the effective planning and implementation of all ASO sponsored activities, events, and programs. Cultural activities, events, and programs should occur on an “as needed

basis” or as deemed necessary by the members of the Student Council or Inter Club Council. She/he will also serve as Chair of the Activities and Events Committee.

- 8. The Commissioner of Campus Safety** is primarily responsible for advocating safety issues to the Physical Plant Department and Campus Police Department. She/he shall bring safety issues to their attention and reporting these issues to members of the Student Council.
- 9. The Commissioner of Campus Beautification** is primarily responsible for promoting environmental safe and Sustainable practices. The S.E.S.A. is also primarily responsible for sustaining the vegetable garden/drought resistant plant patch in conjunction with the Commissioner of Campus Beautification. Plan, coordinate and implement one or more sustainability themed activities per semester. Research, prepare, and propose the implementation of one or more sustainability related measures per year. Furthermore, S.E.S.A. is responsible for organizing campus clean-ups, both with the members of the Student Council and Administration.
- 10. The Commissioner of Athletics** is primarily responsible for being the liaison between members of the Student Council and the campuses Athletics Director. This Commissioner shall advocate for gender equity (i.e. Title IX issues), increased promotion of and participation in the Athletics Program by working with the organizations Public Relations Commissioner, the campus Athletics Director and Coaches.

11. The Commissioner of Environmental and Sustainable Affairs (C.E.S.A.) is primarily responsible for promoting environmental safe and Sustainable practices. The C.E.S.A. is also primarily responsible for sustaining the vegetable garden/drought resistant plant patch in conjunction with the Commissioner of Campus Beautification.

A. Student Senators:

1. Act as liaisons between members of the Student Council and their department chairperson.
2. Act as liaison between members of the Student Council and their student constituents in their various departments.
3. Provide information to members of the Student Council on services offered by their department.

Section 4. ENFORCEMENT: In order to protect the interests of the organization and the student body at large there will be minimum requirements set for continued Student Council Services and the benefits inherited therein. Failure to comply with the minimum requirements as outlined below may result in disciplinary action including, but not limited to, the execution of the 4 Step Disciplinary Process, suspension of the rights and responsibilities or removal from the members of the Student Council.

- A. MEETING ATTENDANCE:** Each member of the Student Council must maintain an acceptable meeting attendance record, keeping their unexcused absences below (2) per semester. Excused absences, as determined by the President, will not be counted for these purposes. Three or more unexcused absences during the course of the semester may be grounds for disciplinary action as outlined above.
- B. PROJECT WORK:** Each Commissioner will be responsible for organizing and implementing one major project/ event per semester in their related field of service.
- C. DIRECTIVES:** Failure to comply with a Presidential Directive is insubordination and is not considered to be appropriate behavior for a member of the Student Council.

D. TIME COMMITMENT/OFFICE SERVICE: All Executive Officers and Commissioner of Public Relations must spend a minimum of 10 productive hours per week in ASO related work. While each Commissioner/Senator shall commit a minimum of 5 productive hours per week in their related field of service. Executive Officers, Senators, and Commissioners can choose one of these hours per week shall be satisfied by attending a student senate meeting.

Section 5. PRESIDENT’S ADVISORY CABINET: The members of the President’s Advisory Cabinet are appointed at the President’s discretion and serve as Ex-officio members of the Student Council with the right to make and second motions but may not vote in any matter before the members of the Student Council. President’s Advisory Cabinet members also serve at the President’s discretion and therefore may be removed from the Advisory Cabinet by the President at will. Because Advisory Cabinet members do not have to meet eligibility requirements, except for being active or honorary members of the ASO, or meet any minimum requirements for service except those set by the President they also are not permitted the same rights and privileges as members of the Student Council. The intent and purpose of the President’s Advisory Cabinet is that it shall be an avenue for those who want to be involved, to a degree and use their time in the President’s Advisory Cabinet as a training ground for possible future Student Council service.

Article V: Meetings

Section 1. The Student Council shall meet no less than once a week but may meet more frequently if designated to do so at an official meeting of the board or in the event of an emergency or special circumstances.

Section 2. The Inter Club Council shall meet no less than twice a month but may meet more frequently if designated to do so at an official meeting.

Section 3. Special meetings of the Executive Board and/or Student Council may be called by the President or by a signed petition or 2/3 of the existing membership of the Student Council. Notification of special meetings must occur 24 hours in advance.

Section 4. Special meetings of the Inter Club Council may be called by the Vice President with 24 hour advance notice given to the Inter Club Council.

Section 5. Emergency meetings may be called by the President solely in case of emergency or where harm may come to any member of the student body, faculty, or staff.

Section 6. Quorum shall be considered to be a simple majority (50% + 1) of the current filled Officer, Senator and Commissioner positions. Any member of the Student Council that is suspended from duties or on leave or of absence shall not be counted for quorum purpose.

Section 7. The Executive Board, Student Council, and Inter Club Council may not meet during the final examination period.

Beginning July 1st, the newly elected board may begin meeting to conduct any and all business deemed necessary including, but not limited to, all transitional issues.

Section 8. The Parliamentary Procedures of the Association shall be governed by “Roberts Rules of Order”, the latest revised edition, in matters that are not already covered by the Constitution, By-Laws and its appendices or codes of the Association.

Section 9. In any matter not covered by the Association governing documents or “Roberts Rules of Order” this Association will defer to the guidance of the “Ralph M Brown Act”, latest revised edition.

Article VI:

Amendments, Ratification and Suspension

Section 1. Amendments to these By-Laws must be distributed to the entire board one-week prior to the meeting that the proposed amendments are to be voted upon.

Section 2. Amendments to these By-Laws may be proposed by any members of the Student Council must receive a two-thirds (2/3) majority vote of the members of the Student Council to be ratified.

Section 3. Ratification of amendments shall occur immediately after the votes of the members of the Student Council have been tabulated and announced by the Executive Board Secretary, assuming the proposed amendments have received the 2/3 majority vote.

Section 4. Because these By-Laws are recognized to be a subordinate document to the Constitution the members of the Student Council, in keeping with “Roberts Rules of Order”, the latest revised edition, reserve the right to suspend any one or more Section(s) of these By-Laws .The exception to this being that the suspension of any section(s) may not, under any circumstance, be in conflict with the LACCD’s E-Reg’s. Furthermore suspensions should only occur in the event of an emergency; however the members of the Student Council reserve the right to define emergencies.

** These by-laws were approved and adopted by the Student Council on November 19th, 1999.

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REVISED August 2010

RATFIED March 2013

RATFIED September 1013

REVISED JUNE 2014

(All records prior to November 19th, 1999 were lost and not recovered)