

Los Angeles Trade-Technical College

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 the \$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. This honor is to be automatically bestowed upon all Student Council members who have completed a full term. All other 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 sticker upon refund of the \$7.00 ASO fee.

Article II: Organization

- Section 1. This organization shall be composed of three major bodies; the ASO Executive Board, Student Council and Club Council.
- Section 2. **EXECUTIVE BOARD:** The Executive Board, composed of the ASO 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 legislation the ASO should take positions on and recommending those positions and/or actions to the Student Council. The Executive Board is responsible for all-administrative duties and responsibilities of the ASO and for enforcing participation requirements. The Executive Board shall have the authority to act in emergency matters as determined by the Executive Board. Such matters must be discussed and voted upon with two-thirds of the members present concurring with the minimum number of members present to establish quorum.
- 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 this organization. The Student Council serve as the shared governance branch of the ASO acting as the "checks and balances" system of the ASO. 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. The Student Council under the directions of the Executive Board, is responsible for organizing all ASO activities, programs, and events. The Student Council is subordinate only to the LACCDs' Board Rules and Education Regulations (E-Regs) and the college president.
- Section 4. **CLUB COUNCIL:** The Club Council of LATTC's ASO, chaired by the ASO Vice President, shall serve as the organizations extracurricular activity branch. The Club Council shall be composed of no more than one representative from each officially chartered and recognized student clubs on campus. The ASO Student Council delegates to the Club Council the responsibility and duty of protecting the welfare, rights and concerns of the students within the clubs it represents. The Club Council shall operate

under its own operating codes, in keeping with Roberts Rules of Order, the Ralph M. Brown Act and subordinately to the constitution and by-laws of this organization. The Club Council is a subsidiary organization of the ASO Student Council.

Section 5. **SUB-ORGANIZATIONS:** (Committees) In knowing the unforeseen situations can and will arise the ASO President with the approval of the Student Council reserves the right to form, implement and dissolve and all Standing, Special and Ad-Hoc Committees s/he deems necessary. The ASO 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 the ASO Student Council at the next regular meeting where quorum is established.

Section 6. **STANDING COMMITTEES:** The following shall be known and recognized as Standing Committees of the ASO Student Council:

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

Section 7. The following are brief guidelines as to the composition, intent & purpose Each standing committee:

- A. The Administrative Committee is to be composed of the Executive Board/Officers of the ASO 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, procedures and methods of operation. This shall include the duty of formulating all governing document revisions and amendments. Its decisions shall be subject to majority vote of the ASO 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 Presidents Advisory Cabinets' Director of Political & Legislative Affairs. In addition, by presidential appointment with 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 of researching any and all potential local, state, and federal legislation that may effect community college students. It will then determine the organizations' position on any give 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 & Finance Committee is to be composed as written in E Reg 26. The College Fiscal Administrator (CFA) serves as an ex-officio member of this 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 finance code. Once the allocations have been reviewed it is the committee's responsibility to submit a recommendation, either favorable or unfavorable, to the Student Council, which will then take final action upon the proposed allocation. The Budget & Finance committee shall operate under the Finance Codes.
- D. The Activities and Events Committee is to be composed as follows: (when appropriate) one approved member of the club, department or organization that is bringing forth the proposed event/activity (in the event that this is a Student Council event/activity the board member responsible for bringing it forth or their alternate shall serve in this position) the Commissioner of

Public Relations, the Commissioner of Social Activities, the Treasurer, the Vice President and chaired by the Commission or Cultural Activities. In addition, by presidential appointment with Student Council approval, up to two (2) active member 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 Student Council and the Club Council. Its decisions shall be subject to a majority vote of the ASO Student Council

- Section 8. **SPECIAL, JUDICIAL & AD-HOC COMMITTEE:** 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 the Ad-Hoc Elections Committee to conduct the annual campus wide elections for the up-coming year. The Student Council, upon the determination that one is needed, shall charge the Associations Advisor with the duty of forming the Ad-Hoc Judicial Committee. The Judicial Committee is the one that shall be enacted in cases of insubordination, misconduct in office, Ethics Code violations or as otherwise determined necessary by 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 one 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 then be one representative from the 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 these by-laws and the constitution. The President shall have the authority to appoint all committee chairpersons, subject to a 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 Student Council they are set in place to ensure the efficient operation of the organizations business.
- A. 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 ASO Constitution and by-laws which they coincide with (e.g. Elections Code and Elections Committee).
 - B. All Appendices of these by-laws shall be recognized as components of these by-laws and have full authority as such.
 - C. 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 on an as needed basis by the Executive Board and/or President.
 - D. Elected or appointed members of the Executive Board, Student Council and Club Council are all subject to a unit check periodically during the semester.
 - E. All elected or appointed members of the Executive Board, Student Council and Club Council are expected to adhere to the strictest ethical guidelines as outlined in the Ethics Code. Any violation of the Ethics Code shall be grounds for immediate suspension from the ASO Executive Board, Student Council or Club Council pending an investigation by the Administrative Committee. In the event that the party in question is a member of 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 the Student Council who may then vote upon the disciplinary course of action which may include but is not limited to immediate removal from 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 Student Council member who holds a regional or statewide position that is found to be guilty of violating Ethics Codes at the regional or state level may be subject to removal from this organizations Student Council, if the Student Council believes the violations committed warrant such action. Henceforth this particular Article, Section and subsection of these by-laws shall be referred to as the "honor clause".

F.