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# CONSTITUTION

## *ASSOCIATED STUDENTS ORGANIZATION Of EL CAMINO COLLEGE*

### **PREAMBLE**

We the students of El Camino College, in order to have a voice in the decisions which affect us, enlarge our capacity for democratic self-government, enrich the quality of campus life, and enhance, as we can, the general excellence of this institution, do hereby adopt this Constitution.

### **ARTICLE I**

#### **NAME AND COMPOSITION**

##### **Section 1 - Name**

The name of the official student government body shall be the Associated Students Organization of El Camino College, herein referred to as ASO.

##### **Section 2– Composition of ASO**

The ASO shall be composed of an Executive Cabinet, a Student Senate, Division Councils, a Student Court, Appointees, and Commissioners.

### **ARTICLE II**

#### **EXECUTIVE CABINET**

##### **Section 1 - Powers**

The executive powers and functions of the Associated Student Body, herein referred to as ASB, shall be vested in the ASO Executive Cabinet.

##### **Section 2 - Composition of the Executive Cabinet**

The Executive Cabinet shall be composed of the ASO President, Vice-President, Director of Finance, Director of Academic Affairs, Director of Student Services, Public Relations Officer, Student Services Officer, Region 7 Representative, and Student Trustee to the Board of Trustees. These Executive Cabinet members shall be considered the presiding officers of the ASO.

##### **Section 3 – Responsibilities of the Executive Cabinet**

- A. To serve as the student advocate receiving complaints, suggestions, comments, and other input.
- B. Executive Officers shall regularly attend all Executive Cabinet meetings, Senate meetings, and ASO sanctioned events missing no more than three unexcused meetings/events without notification to the ASO President.
- C. Uphold and abide by the ASO Constitution and By-Laws.

## **Section 4 - Officers and their Responsibilities**

### **A. President**

1. To serve as the Chief Executive Officer of the ASO and Chair of the Executive Cabinet;
2. To veto legislation passed by the Senate by written notifications within seven (7) days of its passage;
3. To call the Executive Cabinet into session, upon written notification to all ASO Executive Cabinet members at least 72 hours in advance;
4. To recommend the appointment of Senate members, Committee Chairs, Court Justices, and salaried employees of the ASO for approval by a two-thirds (2/3)-majority vote of the Senate members present;
5. To work in conjunction with the Director of Finance to prepare the annual ASO budget for approval by a simple majority (50% +1) of the voting members of the Senate present;
6. To sign all legislation as the official signatory and to have co-signature authorization over all budgetary expenditures of the ASO.

### **B. Vice-President**

1. To serve as Chairperson of the ASO Senate;
2. To call the Senate into session, upon written notification to all ASO Senators and members at least 72 hours in advance;
3. To appoint a Senate Leader, by a two-thirds (2/3)-majority vote of the Senators present;
4. To assume the office of the President in the absence, incapacitation, or resignation of the President;
5. To prepare the Senate agenda at least 72 hours in advance. (Refer to California Government Code, Section 54954.2a);
6. Shall assist the President in the staffing of ASO and Shared Governance committees;
7. Shall maintain a file of all committee minutes, membership, and business;
8. Shall be an ex-officio member of all ASO committees;
9. Shall assist in the management of all activities within ASO.

### **C. Director of Finance**

1. To serve as Chief Financial Officer of the ASO and Chair of the ASO Finance Committee;
2. To call the Finance Committee into session, upon written notification to all ASO Finance Committee members at least 72 hours in advance;
3. To work in conjunction with the President to prepare the annual ASO budget for the approval by a simple majority (50% +1) of the Senators present;
4. To have co-signature authorization over all budgetary expenditures of the ASO;
5. To serve as acting President in the absence, incapacitation, or resignation of both the President and Vice-President.

### **D. Director of Academic Affairs**

1. To determine a Division Council active and to assist the direction and coordination of the said Council;
2. To serve as the ASO representative to the Academic Senate;
3. To represent the ASO on those matters relating to the quality of education at El Camino College;
4. To serve as acting President in the absence, incapacitation, or resignation of the President, Vice-President, and Director of Finance.

### **E. Director of Student Services**

1. Shall assist the President in maintaining relationships with all local, state, and federal organizations that have a direct effect on the business of ASO;
2. Shall represent the student body of El Camino College on the Region 7 Board of the Statewide Organization as a non-voting member unless directed to do so by the President;
3. Shall assist in the maintaining of all correspondence between external groups and ASO at-large;
4. Shall assist in the management of all activities outside of the El Camino College Campus;
5. To serve as acting President in the absence, incapacitation, or resignation of the President, Vice-President, Director of Finance, and Director of Academic Affairs.

**F. Public Relations Officer**

1. To provide leadership regarding all public relations activities;
2. To disseminate information about ASO and its activities to the student body;
3. To be the designated liaison between ASO and the student newspaper;
4. To be responsible for the publication and distribution of all publicity materials;
5. To be a direct liaison between ASO and the college's public relations officer.

**G. Region 7 Representative**

1. To serve as the ASO representative to Region 7;
2. To provide the ASO with current information concerning all Region 7 and statewide issues;
3. To perform other duties as assigned by the ASO President.

**H. Student Services Officer**

1. To be the designated liaison between ASO and the Student Services staff;
2. To provide the ASO with current information concerning all Student Services related issues;
3. To be the student member of all committees and councils pertaining to the student services area.

**I. Student Trustee**

1. To serve as the ASO representative to the El Camino College Board of Trustees;
2. To present monthly board updates to the ASO Senate;
3. To serve as acting President in the absence, incapacitation, or resignation of the President, Vice-President, Director of Finance, Director of Academic Affairs, and Director of Student Services.

**Section 5 - Selection of Executive Officers**

The ASO Executive Officers shall be elected by a plurality of the ASB members voting in the general election during the spring of each year.

**Section 6 - Qualifications of Executive Officers**

All individuals holding office in ASO Executive Cabinet must maintain the following requirements through the term of their office:

- A. Hold and maintain a minimum of six (6) units at El Camino College (with the exception of the Student Trustee, required to have and maintain seven (7) units as defined by ECC Board Policy #2015);
- B. Have and maintain throughout their term of office, a grade point average of 2.0 on a 4.0 scale in all past and present courses. Student Trustee required to have and maintain a grade point average of 2.5 on a 4.0 scale as defined by ECC Board Policy #2015;
- C. Have a valid Student Identification card with a current ASB sticker;
- D. Must have at least one semester of ASO participation prior to serving as the President or Student Trustee except during a special election to fill a vacancy.

**Section 7- Term of Office of the Executive Officers**

The Executive Officers of the ASO shall serve one-year terms beginning the fiscal year following the general elections held in the spring semester of each academic year.

**Section 8- Term Limitations for Executive Officers**

To encourage education, enlarged input and a variety of outlooks from all students, the following limitations on terms is applicable:

- A. The Student Trustee and ASO President shall only be eligible to serve in their respective positions for one (1) term maximum.
- B. Should a member of ASO assume one of these positions as dictated by the Constitution and By-Laws mid-term or having been elected through any special election, this section shall not apply and the individual shall still be eligible to run for another term of office for the respective position.
- C. Once assuming their respective positions at the beginning of the fiscal year, the representative shall be considered ineligible to run for that office in any subsequent year.
- D. Ineligibility shall only apply to the particular position that the representative held (e.g., a Student Trustee that serves one term cannot run for Student Trustee again, but that individual may run and serve as ASO President in any subsequent year so long as all other articles of the Constitution, By-Laws, Board Policies and other issues of legality are adhered).

**ARTICLE III**  
**SENATE**

**Section 1 - Legislative Powers of the Senate**

The legislative powers and functions of the ASB shall be vested in the ASO Senate.

**Section 2 - Composition of the Senate**

The ASO Senate shall be composed of the ASO Executive Cabinet and Senators (two for each academic division).

**Section 3 - Senate Officers and their Responsibilities**

**A. Chairperson**

1. Shall be the Vice-President of the ASO and is given responsibilities as defined by Article 2, Section 4, Part B, and Sub-paragraphs 1-6 of the ASO Constitution.
2. Uphold and abide by the ASO Constitution and By-Laws.

**B. Senate Leader**

1. To serve as Chairperson of the Senate in the absence of the Vice-President;
2. To provide leadership and direction for the Senators.
3. Uphold and abide by the ASO Constitution and By-Laws.
4. Must be a senator.

**Section 4 – Responsibilities of Senators**

- A. Must regularly attend all Senate meetings and ASO sanctioned events missing no more than three unexcused meetings/events without notification to the ASO President;
- B. Uphold and abide by the ASO Constitution and By-Laws.

**Section 5 - Powers of the Senate**

Including but not limited to:

- A. To adopt a budget appropriating money for its own use and for that of the Division Councils and other internal entities, as recommended by the ASO Finance Committee;
- B. To over-ride a Presidential veto by a two-thirds vote of the Senators present. The attempt to over-ride may only be attempted once and must occur at the first Senate meeting following said veto;
- C. To over-ride a Finance Committee decision by a two-thirds vote of the Senators present;
- D. To endorse and/or sponsor any student activity, cause, petition, or movement by a majority vote of the Senate membership present;
- E. To ratify all appointees.

**Section 6 - Selection of Senators**

The ASO Senators shall be elected by a plurality of those ASB members voting within their division during the general election in the spring semester of each year.

**Section 7- Qualification of Senators**

All individuals holding office in ASO Senate must maintain the following requirements through the term of their office:

- A. Have and maintain throughout their term of office, a minimum of six (6) units at El Camino College;
- B. Have and maintain throughout their term of office, a grade point average of 2.0 on a 4.0 scale in all past and present courses;
- C. Have a valid Student Identification card with a current ASB sticker.

**Section 8 - Term of Office of the Senators**

The ASO Senators shall serve one-year terms beginning the fiscal year following the general elections held in the spring semester of each academic year.

### **Section 9 - Procedures of the Senate Meetings**

The procedures and practices of the ASO Senate shall be herein set in this document and in the By-Laws of the ASO. All meetings of the ASO Senate shall be run by *Robert's Rules of Order (Newly Revised)*. The ASO Senate Chairperson shall set any additional procedures not defined in any previously mentioned source. The meeting shall be held at regularly scheduled times, at least twice each month, exclusive of Summer Session, and at whatever other times and/or intervals the ASO Senate shall deem necessary. An agenda must be made available 72 hours in advance for regular meetings and 24 hours in advance for emergency meetings.

### **Section 10 - Senate Open Meetings**

All meetings of the ASO Senate will be open to the public except insofar as they deal with the confirmation, dismissal or censure of officers, commissioners, and other appointees. The ASO Senate, upon a two-thirds vote, may recess into a closed session; however any final vote must be taken publicly (refer to California Government Code, Section 54957).

### **Section 11 - Quorum of the Senate Meetings**

A quorum necessary to conduct ASO Senate business shall be defined as one third of the seated voting members of the ASO Senate. In the event that a quorum is not present, the Senate shall conduct business as a committee of the whole, pending final ratification at a general meeting when quorum is present.

### **Section 12 - Voting Rights during Senate Meetings**

The right to make motions, second motions, and vote on business of the ASO Senate shall be reserved to the following members:

- A. Division Senators (two per division);
- B. Members of the Executive Cabinet;
- C. The Chairperson of the Senate only to break a tie vote.

## **ARTICLE IV DIVISION COUNCILS**

### **Section 1 - Representation and Purpose of the Division Councils**

Each academic division of the college shall be represented by the Division Council formulated to represent and provide for the wants, needs, and desires of all students whose declared major falls under a specific academic division. All undeclared majors are represented in the Humanities Division.

### **Section 2 - Composition of the Division Councils**

The Division Councils shall be composed of the two Division Senators, a minimum of at least three (3) other council members, and various commissioners and appointees. The total Division Council membership shall not be limited.

### **Section 3 - Qualifications for the Division Council Membership**

Each Division Council member shall meet the following qualifications:

- A. Must have a declared academic major primarily within the jurisdiction of the Division Council on which they serve;
- B. Have and maintain throughout their term of office, a minimum of six (6) units at El Camino College and a grade point average of 2.0 on a 4.0 scale in all past and present courses;
- C. Hold and maintain a valid Student Identification card with a current ASB sticker;
- D. Uphold and abide by the ASO Constitution and By-Laws.

### **Section 4 - Activating a Division Council**

A Division Council shall be considered in existence and "activated" if it satisfies the following prerequisites:

- A. Has a total membership of no less than five (5) members (this may include the division Senators);
- B. Has notified the ASO Director of Academic Affairs of their existence;
- C. Has a Division Council Chairperson;
- D. Has held one meeting of the proposed Division Council.

### **Section 5 - Division Council Chairperson**

#### **A. Description of the Office of Division Council Chairperson**

The Senators (2) who represent a particular division will serve as chair and vice-chairperson of their Division Councils. They will decide between themselves a method of choosing their respective roles.

#### **B. Duties of the Division Council Chairperson**

1. To preside over Division Council meetings;
2. To schedule the time of Division Council meetings and notify their members 72 hours in advance;
3. Act as a liaison between their Council and their academic division Dean and the ASO Senate.
4. To perform duties designated in the By-Laws;
5. To call emergency meetings of the Division Council by notification to each member within 24 hours;
6. To represent their Divisional Council at appropriate ceremonial events;
7. To attend Division Council meetings missing no more than two consecutive meetings;
8. Uphold and abide by the ASO Constitution and By-Laws.

### **Section 6 - Division Council Vice-Chairperson**

#### **A. Description of the Office of Division Council Vice-Chairperson**

The Senators (2) who represent a particular division will serve as chair and vice-chairperson of their Division Councils. They will decide between themselves a method of choosing their respective roles.

#### **B. Duties of the Division Council Vice-Chairperson**

1. To preside over Division Council meetings in the absence of the Chairperson;
2. To orientates new members of the Division Councils;
3. Act as a liaison between their Council and their academic division Dean and the ASO Senate;
4. To assist the Chairperson by performing designated duties;
5. To attend Division Council meetings missing no more than two consecutive meetings;
6. Uphold and abide by the ASO Constitution and By-Laws.

### **Section 7 - Division Council Membership**

#### **A. Description of the Office of Division Council Members**

Any member of the ASB that fulfills the qualifications for student government office and has been approved by their Division Council and ratified by the ASO Senate.

#### **B. Duties of the Division Council Members**

1. To attend Division Council meetings;
2. To serve actively on the Division Council;
3. To voice the concerns of the students in their Division to their Division Councils and Senators;
4. To vote on all business before the Division Council;
5. Uphold and abide by the ASO Constitution and By-Laws.

### **Section 8 - Division Council Meetings**

Division Council meetings will be held at least twice per month. The meetings will be open to the public and all members of the Division Council will be able to vote.

## **ARTICLE V** **COURT**

### **Section 1 - Vestment of Power**

The judicial powers and functions of the ASB shall be vested in the ASO Court.

### **Section 2 - Establishment of Student Court**

- A. The ASO Senate shall have the power to establish an ASO Court;
- B. A minimum of three (3) approved Justices shall be needed for all Court decisions.

### **Section 3 - Authority of the Student Court**

The ASO Court shall have the following authority:

- A. To have final say over matters relating to interpretation and clarification of the ASO Constitution and other subordinate documents;
- B. To review and/or reverse previous decisions of the ASO Court;
- C. To review and/or reverse ASO Senate decisions only when they are challenged by a student who does not serve on the ASO Executive Cabinet, Senate, or Court;
- D. To perform judicial functions and powers as designated by the ASO By-Laws.

### **Section 4 - Qualifications of Justices**

All individuals seated on the ASO Court must maintain the following requirements through the term of their office:

- A. Have and maintain throughout their term of office, a minimum of six (6) units at El Camino College;
- B. Have and maintain throughout their term of office, a grade point average of 2.0 on a 4.0 scale in all past and present courses;
- C. Have a valid Student Identification card with a current ASB sticker.

### **Section 5 - Responsibilities of Justices**

- A. Must regularly attend all Court meetings missing no more than three unexcused meetings without notification to the ASO President;
- B. Uphold and abide by the ASO Constitution and By-Laws.

### **Section 6- Term of Office of the Court Justices**

Upon confirmation (2/3 vote) of the ASO Senate the ASO President shall appoint 3 Court Justices to serve a term beginning in the Spring semester and two Court Justices to serve a term beginning in the Fall semester. Each term of office will be one year in duration.

## **ARTICLE VI**

### **APPOINTEES AND COMMISSIONERS**

#### **Section 1 – Appointment**

The ASO President shall have the power to appoint, subject to confirmation by a majority vote of the Senate present, any member of the ASB to assist the ASO in its smooth operation.

#### **Section 2 – Responsibilities and Qualifications**

The duties, qualifications, and terms of these individuals shall be presented to the Senate before a vote is taken and after they have met the requirements outlined in ECC Board Policy 5505.

## **ARTICLE VII**

### **ADMINISTRATIVE ASSISTANT**

#### **Section 1 – Hiring**

The ASO President shall hire an ASO Administrative Assistant to fulfill all of the clerical tasks of the ASO. This person shall be considered a salaried employee of the ASO and shall be under the direct supervision of the ASO President. The conditions of employment shall be determined by the ASO President.

#### **Section 2 – Responsibilities**

- A. To organize, restock, and account for all supplies located in the supply cabinet;
- B. To attend to all walk-in matters and direct all persons who come to the ASO office to the appropriate ASO members;
- C. To take roll at the opening of all Senate meetings;
- D. To keep time and minutes during all Senate meetings;
- E. Other duties as assigned by the President of ASO.

**ARTICLE VIII**  
**GENERAL ELECTIONS**

**Section 1 - General Elections**

The general election of the ASO of El Camino College shall be held in the Spring of each year.

**Section 2 - Voting for Officers and Senators**

Members of the ASB of El Camino College shall elect all executive cabinet members and Division Senators. Members of the ASB with a declared academic major may vote for Senatorial Candidates that will represent the division under which they declare. All undeclared majors are represented in the Humanities Division.

**ARTICLE IX**  
**VACANCY OF OFFICE**

**Section 1 - Vacancy of the Office of ASO President**

If, following the general elections held in the spring of each year, the Office of ASO President is not yet filled; a special election will be called to find this officer. During this period of absence, the ASO Vice-President shall serve as the "Acting President." If a qualified candidate is not found within 45 days after the first day of the fall semester, the ASO Vice-President shall assume the position of ASO President.

**Section 2 - President's Absence**

In the event that the ASO President knows he/she shall be absent for an extended period of time the ASO Vice-President shall serve in their absence. The Vice-President will serve as "Acting President".

**Section 3 - Vacancy of Executive and Senatorial Offices**

In the event of a vacancy of any of the ASO Executive Cabinet or Senate members, the ASO President shall nominate a replacement for consideration of 2/3-majority vote of the Senate members present. Furthermore, the President shall have the responsibility to nominate appointees to fill newly created positions added to the constitution through the proper amendment process. (See Article XI).

**ARTICLE X**  
**EXPULSION**

**Section 1 - Dismissal of Executive Cabinet/Senate Members for Prolonged Absence**

If a member of the ASO Executive Cabinet/Senate does not fulfill all responsibilities as previously specified, the ASO President will have the power to dismiss this person from further membership.

**Section 2 - Inability of an Executive Cabinet/Senate Member to Maintain Standards**

If a member of the ASO Executive Cabinet or Senate fails to maintain their required grade point average, number of units, and responsibilities (as defined in this constitution) throughout his/her term of office, the ASO Executive Cabinet will be able to, upon a 2/3-majority vote of the ASO Senate, dismiss him/her from office.

**ARTICLE XI**  
**AMENDMENTS TO THE CONSTITUTION**

**Section 1 - Amendments**

Revisions and articles of amendment to the ASO Constitution may be proposed by a two-thirds (2/3) majority vote of the Senators seated or by a petition signed by ten percent (10%) of the members of the ASB. Such proposed revisions and articles of amendment shall be submitted as a referendum at the next appropriate election, and must be approved by a two-thirds (2/3) vote of those voting.

**ARTICLE XII**  
**FUNDING AND FINANCING**

**Section 1 - Authority to Raise Revenue**

The agencies and officers of the ASO herein shall have the authority to raise revenue from whatever sources are deemed most beneficial, in accordance with relevant sections of the Education Code of the State of California and policies adopted by the Board of Trustees of El Camino College.

**Section 2 - Finance Committee**

The ASO Finance Committee shall consider and act upon all financial matters dealing with the distribution of ASO funds when required to do so under the financial procedures of the ASO. The committee shall follow a set of procedures as adopted in the ASO By-Laws, ECC Board Policy 5420, and California Education Code Sections 76060-76066.

**ARTICLE XIII**  
**BY-LAWS**

**Section 1 - Definition and Description of By-Laws**

A By-Law shall be considered a definite and integral part of the ASO Constitution framework. By-Laws are defined by the Constitution to be those specific set of procedures and guidelines designed to coordinate the logistics of the internal affairs of the ASO and its various entities.

**Section 2 - Validity of By-Laws**

The By-Laws of the ASO shall only be valid insofar as they adhere and conform to the ASO Constitution.

**Section 3 - Categorizing the By-Laws**

The By-Laws of the ASO shall be numbered according to their content and purpose. Each By-Law shall be numbered in succession according to the following categories:

- 1-99 Name, Membership, and Composition
- 100-199 ASO Executive Cabinet
- 200-299 ASO Senate
- 300-399 Division Councils
- 400-499 ASO Court
- 500-599 Appointees and Commissioners
- 600-699 Administrative Assistant
- 700-799 General Elections
- 800-899 Vacancy of Office
- 900-999 Expulsion Procedures
- 1000-1099 Amendments to the Constitution
- 1100-1199 Funding and Finance
- 1200-1299 Authority of the Constitution
- 1300-1399 Miscellaneous

**Section 4 - Creation of By-Laws**

By-Laws shall be created when the ASO Senate approves legislation by a majority vote, quorum being present. Passage of such legislation shall become effective after being publicized to the ASB for a period of 10 days.

**ARTICLE XIV**  
**AUTHORITY AND VALIDITY OF THE CONSTITUTION**

**Section 1 - Authority**

The ASO Constitution shall be considered the supreme document of the ASO of El Camino College. Any subordinate documents of the ASO must adhere to the ASO Constitution, or they shall be invalid.

**Section 2 - Validity**

The validity of this Constitution, and all actions taken by the Agencies and the Officials established herein should depend upon its conformity with relevant sections of the Education Code of the State of California and the policies adopted by the Board of Trustees of El Camino College.